



AGENDA
CITY OF GLENWOOD SPRINGS
Planning and Zoning Commission
Regular Meeting
AUGUST 25, 2026
Council Chambers, First Floor
101 W. 8TH STREET
6:00 PM

1 Meeting Instructions

- A. This meeting is held in person as well as virtually via Zoom. Join at: <https://us02web.zoom.us/j/86380550264> Or
Dial: 719-359-4580, 253-215-8782 US (Tacoma) 346-248-7799 US (Houston) Webinar ID: 863 8055 0264
International numbers available: <https://us02web.zoom.us/j/86380550264>

2 Roll Call

3 Receipt of the Minutes

- A. June 23, 2026 Meeting Minutes
B. July 28, 2026 Meeting Minutes

4 Comments from citizens appearing for items not on the agenda

5 Old Items

- A. CDA-000049-2026 Code Amendment Short Term Rental and Accessory Tourist Rental

6 New Items

- A. Work Session: Economic and Community Development Year in Review

7 Commissioner Comments

8 Director Comments

9 Adjournment

MINUTES
City of Glenwood Springs Planning and Zoning Commission
Regular Meeting
June 23, 2026
Council Chambers, First Floor
101 W. 8TH STREET 6:00 PM

1. Roll Call

Present: Chairman Peter Waller, Kyle Jones, Patrick Corcoran, Amy Connerton, John Houghton, Connie Geiman.

Also Present: Economic and Community Development Director Trent Hyatt, Senior Planner Emery Ellingson, Permit Technician Joel Asplund, and City Attorney Karl Hanlon.

Conflicts of Interest

No conflicts of interest were declared.

2. Receipt of the Minutes

a. May 26, 2026 Meeting Minutes

Motion: Councilor Amy Connerton made the motion to approve the meeting minutes for May 26, 2026, and Commissioner Kyle Jones seconded the motion.

Commissioner Comments: None

Outcome: Motion was approved unanimously by digital voting system.

3. Comments from citizens for items not appearing on the agenda

No public comments offered in person or online.

4. New Items

a. APPEAL-000029-2026 319 Park Drive Short Term Rental

Presenter: Applicant **Cindy Svatos** accompanied by her attorney **Sherry Caloia**

Cindy Svatos explained that she applied for and maintained a short-term rental (STR) permit for her property on Park Drive but was denied renewal because she had not rented the unit or paid lodging taxes. She argued that the municipal code did not require an STR to be rented in order to maintain a permit, only that any required taxes be paid which she had filed monthly as zero. Cindy also described significant medical challenges that prevented her from hosting guests during the period in question.

Sherry Caloia clarified the applicant's position that the ordinance does not state any requirement to rent the property, only to pay applicable taxes. She argued that the city's interpretation was incorrect, that Cindy complied with the written ordinance, and that if the

city wishes to require rentals, the ordinance must be amended. She also requested an exception based on Cindy's medical circumstances if the commission found otherwise.

Key points of the presentation:

- Has lived in Glenwood Springs since 1978 at 319 Park Drive for 41 years.
- Described the neighborhood as an older, family-oriented, affordable area with many young families and children playing outside.
- Stated that the seller of the house across the street told her it was being sold as a full-time short-term rental.
- Applied for a short-term rental license immediately after hearing this; did not plan on using it for short-term rental use.
- Completed application requirements, including installing new egress windows, clearing egress window wells, and installing multiple CO and smoke alarms.
- Application was finalized on October 22, 2025.
- Reapplied for renewal by December 21 2025.
- Filed monthly tax forms with a zero amount, as instructed; no one questioned the filings.
- Was notified on February 5 that her renewal was denied because she had not rented the property or paid lodging taxes.
- Learned that other applicants had been told they could rent their property before year-end to avoid denial, but she was not given that information.
- Explained that she has a serious foot injury, has had 15 surgeries since the previous July, and has limited mobility.
- Stated that her condition made it difficult to have guests in the house.
- Read aloud the ordinance language requiring all taxes to be paid to renew and stated it does not say she must rent the property.
- Expressed concerns about the impacts of short-term rentals in her neighborhood, including unknown renters, turnover, traffic, large occupancy, and safety for children.
- Stated that many towns lack affordable housing because of short-term rentals.
- Noted that the commission would be discussing an ordinance change to require rentals in order to renew and stated that the current ordinance does not say that.
- Stated she would be willing to rent the property if required in the future.

Commission Questions & Discussion Included:

- **Commissioner Connie Geiman:** Given the December 9 email in which staff told you that renewal requires having rented the property and remitted some sales tax, do you believe that message served as notice that you were required to rent it out?
 - **Cindy Svatos:** No, I interpreted that differently. I interpreted it as if I have not rented it out there is nothing to pay.
- **Commissioner Connie Geiman:** Now that you know you have to rent out your property in a 2-year period would you rent out your house?
 - **Cindy Svatos:** Yes.

- **Commissioner Amy Connerton:** What is the timeline of your medical issue in relation to this permit?
 - **Cindy Svatos:** Starting last July, I underwent multiple surgeries at CU Health, including removing hardware and rebuilding my heel. I then experienced a serious setback when the wound reopened, which led to many more surgeries and weekly wound-clinic visits. In December, amputation was even discussed. I continued with additional procedures, including a complex one in March that lets me stand without putting weight on my heel. Since last July, I've had 15 surgeries, and I still cannot bear weight.
- **Commissioner Amy Connerton:** You previously said you filed for the permit immediately after speaking with the buyers across the street, but also said you never intended to rent your house. Can you clarify on this?
 - **Cindy Svatos:** When the buyers across the street told me their plans, my husband and I checked the rules, and everything we found said I didn't have to actually rent the house to apply. So, I started to get the application in the system. There was a software glitch, so I went to City Hall, and staff helped me complete it in person. The buyers couldn't apply yet because they hadn't closed, and one of them later confronted me about filing first. I told her this is also my retirement home. I want to be clear that I followed all requirements, paid the fees, and made the upgrades. If anyone had told me I had to rent it out, I would have but no one ever told me that.
- **Chairman Peter Waller:** Aside from the email exchanges referenced earlier, did you have any other conversations with Emery or City Staff where they told you that you needed to rent the property, or was all communication limited to email?
 - **Cindy Svatos:** Almost all of my communication with staff was through email. I received monthly reminders to file my taxes, and I always filed zero, but no one ever asked why or told me I needed to have guests. If someone had asked, I would have addressed it. Between October and December, I was going through a very difficult medical period, and I'm not sure I could have had guests then anyway. I also know of others who filed zero taxes for two years and didn't realize they needed renters, yet they were told later to just rent the property once before the end of the year.
- **Commissioner Connie Geiman:** How did you hear about these individuals? Were these other individuals who filled zero part of a Colorado Open Records Act or CORA request?
 - **Staff Response:** There was a CORA request that was not included in the staff report. The contents of this report are similar emails as the December 9th Email stating the applicant to renew and what they would need to do to renew.
 - **Attorney Sherry Caloia:** In the last couple of years there were only two and they did not contest the renewal.
- **Chairman Peter Waller:** How far back did this CORA request go?

- **Attorney Sherry Caloia:** The CORA was left general only asking for permit renewal denials.
- **Tony Svatos:** I've been helping Cindy throughout this process. When she had trouble with the permit application, I went to City Hall to get a hard copy, but Emery told me they didn't have any. I asked him directly whether there was any rental-frequency requirement, and he told me no. Cindy, Sherry, and I had all reviewed the ordinance and found nothing about needing to rent the property, and even an online search showed the same. Everything we saw indicated we didn't need to rent it, which is why I wanted to speak.

Staff presentation

Presenter: Senior Planner **Emery Ellingson**

Senior Planner Emery Ellingson gave a brief overview of the appeal process. He explained that the only action before the commission is to consider the appeal of the administrative decision related to section 070.030.030(E)(9)(f)(6) and staff's interpretation of that section. He noted that staff is not providing a recommendation and that all relevant information is included in the staff report.

He reviewed the appeal procedure, stating that administrative decisions can be appealed to the Planning and Zoning Commission, and their decisions can be further appealed to City Council. He outlined the commission's options: affirm, reverse, modify, or attach conditions to the decision.

Emery also described the criteria the commission must consider, including the facts presented by the applicant, the requirements and intent of the code standards, evidence of past interpretation and administration, and consistency with the comprehensive plan. He concluded his presentation with no further comments.

Commission Questions & Discussion Included:

- **Commissioner Amy Connerton:** How many short-term rentals are there currently?
 - **Staff response:** There are currently 119 Active rentals
- **Commissioner Amy Connerton:** How many have been denied?
 - **Staff response:** This past year there were three that were denied for renewal.
- **Commissioner Patrick Corcoran:** What is the maximum number of short-term rentals that can be issued?
 - **Staff Response:** The city has two types of rental permits. A short-term rental permit, which allows renting an entire home, is capped at about 213 permits citywide and includes a 250-foot spacing requirement between permits. However, the city may not physically be able to reach that full number due to the buffer between permits. The second type, the accessory tourist rental permit, allows renting one bedroom in an owner-occupied home for up to two guests. This permit has no cap and no distance requirements.
- **Commissioner Patrick Corcoran:** What percentage is that of total housing units?

- **Staff response:** There are approximately 4,300 housing units and 119 permits. The original cap was set at about 5%. Based on the actual numbers we are closer to 2.5%-3%.
- **Commissioner Connie Geiman:** Regarding the other individuals mentioned in the CORA request has there been any other appeals from them or do they no longer hold permits?
 - **Staff response:** Of the three individuals referenced, none chose to pursue another full short-term rental permit. Two decided not to continue with vacation rentals at all, and the third allowed their permit to lapse and later applied for an accessory tourist rental for a single bedroom.
- **Commissioner Connie Geiman:** Based on the code language if a permit is issued very late in the year, such as December 28, on a renewal year they are still required to rent it. How can the ordinance require renewal when there's almost no time to rent the property before the shared end-of-year deadline?
 - **Staff response:** That is correct if someone applies for a permit late in the year, they still must meet all renewal requirements within the few days remaining because all permits share the same two-year expiration date. Applicants could wait to apply until January 1 to gain more time, but doing so risks someone else applying first within the 250-foot radius and blocking their eligibility. Having a uniform expiration date is intended to keep the system consistent and fair for everyone.
 - **Staff response:** A link to the CORA requests has been forwarded to you. These are available to the public through the city website.
- **Commissioner John Houghton:** What is the renewal process like? Is there a hard deadline?
 - **Staff response:** The renewal period begins on September 1. Current permit holders then have until the end of the year to complete their renewal, which includes submitting the application, paying the fee, passing a building inspection, and providing proof of remitted accommodation taxes. Priority in the renewal process is given to active permit holders.
- **Commissioner Geiman:** Can the permit be transferred with sale?
 - **Staff response:** No, the permit expires with the sale of a building.
- **Commissioner Amy Connerton:** How many times do situations like this occur where applicants are competing for permits in the same area?
 - **Staff response:** That would not be something that we could measure. If a property is within 250 feet of an existing short-term rental permit, the system will not accept an application. There is no waiting list, and applicants in that situation are simply ineligible. If someone attempted to apply while a neighbor already holds a permit, the application would be denied and not processed.
- **Commissioner Patrick Corcoran:** Is that 250' buffer measured from property line or building location?
 - **Staff response:** That is measured 250' from the property line.

- **Commissioner Geiman:** In emails to another applicant, staff explicitly recommended having a guest stay before year-end to remit taxes. Did you give similar guidance to this applicant?
 - **Staff response:** The December 9 email to Cindy conveyed the same intent as the emails sent to other applicants, that she needed to have rented and remitted some amount of sales tax in order to qualify for renewal.
- **Chair Peter Waller:** Are these emails the only communication between staff and the applicant?
 - **Staff response:** The renewal process involves extensive communication with permit holders, including many emails and notices that go out during each biannual cycle. While not every message pertains specifically to the rental-frequency standard, the department maintains regular contact with applicants. Staff was also instructed to be especially careful in communicating clearly with Ms. Svatos because an adjacent property owner was also pursuing a permit. Staff was deliberate in informing all parties about the process, requirements, and review standards.
- **Commissioner Amy Connerton:** The code language is mandatory correct?
 - **Staff response:** That is correct the language is mandatory and applicable to all applicants without exception.

Public Comment:

- **James Maguire Co-Owner 322 Park Dr:** Asked the commission to uphold staff's decision to revoke the short-term rental permit at 319 Park Drive and to allow his application for 322 Park Drive to proceed. He stated that the owners of 319 Park Drive never intended to operate a short-term rental, never listed or rented the property, never collected lodging taxes, and obtained the permit solely to block his group's application. He argued that the STR ordinance requires proof of lodging tax collection for renewal and that permits must be used for active, compliant rentals. Maguire said he and his partners purchased 322 Park Drive in good faith after checking eligibility with the city and already operate several compliant STRs in Glenwood Springs. He emphasized that allowing inactive permits undermines the ordinance and can be used against legitimate applicants. He urged the commission to maintain the revocation of the 319 Park Drive permit and allow the 322 Park Drive application to move forward.
- **Jon Lipp Co-Owner 322 park Dr:** Urged the Commission to uphold the City's decision to revoke the short-term rental permit at 319 Park Drive. He stated that the City has an established precedent of cancelling STR permits when no lodging tax is generated and noted three recent examples (400 Pinion St., 1071 Park West, and 1640 Lincolnwood Dr.) where permits were not renewed due to zero rentals and no accommodation tax remitted. He asserted that the permit at 319 Park Drive was never used for rentals, produced no revenue, and functioned only as a placeholder to prevent another application. Mr. Lipp argued that overturning staff's decision

would create an unfair exception and asked the Commission to affirm the revocation so that his application may move forward.

- **Morgan Walker Owner 323 Park Dr:** Spoke in favor to the appeal and noted concerns about ambiguity in Glenwood Springs' short-term rental regulations. She contrasted them with the City of Aspen's clearer requirement that STR properties be rented at least once per year to qualify for renewal. She expressed that Glenwood's less specific language can disadvantage ordinary homeowners and favor applicants with legal resources. Ms. Walker also shared context regarding the timing of the neighboring application, stating that the previous owner informed her and another neighbor shortly before closing that the buyers intended to operate an STR, which prompted the neighbor's application. She noted that she and her husband would have applied as well if their neighbor Cindy had not.
- **Oliver Obermeyer Owner 323 Park Dr:** stated that he does not interpret the current STR ordinance language as requiring a rental to occur in order for a permit to be renewed, noting that the phrasing is ambiguous and could be clarified with more precise sentence structure. He agreed with prior comments that clearer language, similar to Aspen's approach, would prevent confusion. He asked the Commission to consider whether this ambiguity is material to the appeal. Mr. Obermeer also urged the City to apply a consistent remediation period that allows applicants to clarify intent or correct issues before losing a permit, stating he does not believe such an opportunity was provided in this case. Finally, he requested that the City consider flexibility or deadline extensions for applicants facing medical or mobility-related challenges.
- **Carly Stillman Long time resident:** Stated that she operates multiple short-term rentals, in her experience, the City's communication with Short-Term Rental or STR permit holders is clear and that it is the responsibility of permit holders to understand and follow the rules. She questioned why the regulations would be considered unclear to one applicant when they appear to be understood by the broader group of STR operators. Ms. Stillman added that, based on her conversations with the neighboring permit holder, she believes there was no intent to rent the property and that the permit was used only as a placeholder. She noted that no taxes were remitted and that more than a year had passed without compliance.

Appellant Rebuttal:

- **Sherry Caloia Applicants Attorney:** Ms. Caloia acknowledged that a December 9th staff email referenced a requirement to have rented the property, but stated that staff statements are not legally controlling and that the Commission must rely on the ordinance text itself. She argued that the code requires only tax remittance, not proof of rental activity, and that the language does not support denying renewal based on a lack of rentals. She noted that past non-renewals were not appealed and do not establish binding precedent. Regarding concerns about "blocking," she stated that any applicant effectively blocks others by applying and that her client's actions were permitted under the ordinance. She emphasized that the applicant

intends to comply with whatever future requirements exist and requested that the Commission overturn the denial and reinstate the short-term rental permit.

Motion: Councilor Amy Connerton made the motion to affirm staff decision to deny renewal for 319 Park Drive Short Term Rental and **Commissioner John Houghton** seconded the motion.

Commissioner Comments:

- **Commissioner John Houghton:** The key issue is whether lodging tax was collected, as required by the code. To me the ordinance reads that a permit holder cannot collect zero lodging tax and still be eligible for renewal.
- **Commissioner Amy Connerton:** I agree with Commissioner Houghton's interpretation of the code, and I believe the intent of the STR regulations aligns with how staff applied them. I also think it's important for us to apply these rules consistently and fairly, especially considering others who have been denied under similar circumstances. In my view, the code was applied correctly in this case. I know this is a difficult situation, and I do hope the neighbors can move forward, given that we are a small community.
- **Commissioner Connie Geiman:** I think the code is vague and doesn't clearly require collecting more than zero dollars in tax. If a property isn't rented, it makes sense that no tax would be collected, and the applicant only had the permit for a short time. The email she received wasn't as direct as others, and I believe she should have had a fair chance to rent within the full permit period.
- **Commissioner Amy Connerton:** I understand the concerns, but to me, you can't collect lodging tax unless you've actually generated it, and zero means no activity. While the code doesn't explicitly say you must rent the property, several emails indicated that renting was necessary to comply. Given that, and the applicant's earlier statement that she didn't intend to rent the home, I question whether it would ever have been rented.
- **Commissioner Connie Geiman:** The applicant said she would rent the home if the permit were renewed. I also feel this situation stems from the City's own unclear process, which created confusion and competition over limited permits. I think the ordinance is vague, and we are now having to fix that. I sympathize with both sides, but objectively, the code language is not clear.
- **Chair Peter Waller:** My statement is actually a question for City staff. When did this code go into effect?
 - **City Staff:** The city buffer was established in 2019.
- **Chair Peter Waller:** is the code that we are reviewing today last reviewed in 2009?
 - Staff response: No, there have been many minor alterations to short term rentals. The last major overhaul was in 2019, to include safety inspections and the 250' buffer.
- **Chair Peter Waller:** Has there been any other confusion on collecting lodging since this iteration of the code?

- **Staff response:** No this is our first appeal since 2019 on collecting lodging.
- **Commissioner Kyle Jones:** I agree that the language of the code is less than ideal. But would also argue that communication from staff was clear on expectations for renewal with no follow up from the applicant.

Outcome: Motion was approved by a vote of 4-2 with Commissioner Connie Geiman and Chair Peter Waller opposed.

b. CDA-000049-2026 Code Amendment Short Term Rental and Accessory Tourist Rental

Presenter: Senior Planner Emery Ellingson.

Senior Planner Emery Ellingson presented a proposed code amendment intended to clarify renewal requirements for short-term rental and accessory tourist rental permits, specifically regarding lodging-tax collection. The amendment was introduced in response to ambiguity highlighted during the recent appeal.

Key points of the presentation included:

- The amendment seeks to clearly state that permit holders must “utilize and collect more than \$0 in lodging taxes” to qualify for renewal.
- The proposed language applies to both STR and accessory tourist rental permits and would take effect for the 2026–2027 permit cycle.
- The intent is to eliminate ambiguity in the existing code, which has been in place since 2019.
- Staff recommended approval and noted no public comment had been submitted for this item.

Commission Questions & Discussion Included:

- **Commissioner Patrick Corcoran:** I’m wondering if this leaves the threshold too low. Could someone just rent their place for a single weekend and still meet the requirement?
 - **Staff response:** The code was intentionally written without a minimum rental threshold because STR permit holders use their properties in many different ways some rent full-time, some only a few months, and others just occasionally while on vacation. Setting a high minimum such as 30 nights would make the permit impractical for owners who primarily live in their homes. Other communities take different approaches, with some requiring many rental nights and others imposing limits. These are things that as commissioners you should consider and what best fits Glenwood Springs’ goals.
- **Commissioner Amy Connerton:** In the proposed amendment why is the word rent not used and did the buffer come into effect before COVID-19?
 - **Chair response:** In the amended language it states requirements to be greater than \$0

- **Staff response:** That is correct there was no buffer before 2019.
- **Commissioner Patrick Corcoran:** How much tax do we collect on a yearly basis from short-term rentals?
 - **Staff response:** Last year it was about \$450,000 in accommodation taxes which is 13% of what the city collects citywide. Hotels and Motels make up around \$2.5 Million.
- **Commissioner Patrick Corcoran:** Do Hotels complain about Short Term Rentals?
 - **Staff response:** Generally no, hotels and short-term rentals serve different markets, and while there is some competition, we generally don't receive pushback from hotels. The main concern hotels raise is that short term rentals are taxed as residential properties rather than commercial ones, which is an issue the legislature revisits each year.
- **Commissioner Connie Geiman:** During the appeal we seemed to think the code was clear as written, so why are we clarifying it now? At the same time if we're changing it because we believe it isn't clear, won't that complicate things for the applicant as she moves on to City Council?
 - **Staff response:** After any appeal, we routinely review the code to see if it can be improved. Refining language is a normal part of code maintenance. City Council will not see this amendment until after they hear the appeal, and to the language of the current code so it won't affect their decision on the current case. It should also be noted that code drafting is an ongoing process that is brought to the commission around 10 times a year.
- **Chair Peter Waller:** I'm generally comfortable with the new language, though adding a clearer word like "rent" might help. I also think "more than zero dollars" is straightforward. One idea I'd like us to consider is giving late applicants a short rolling window to rent before they fall under the fixed two-year cycle.
 - **Staff response:** the permit cycle is intentionally tied to a fixed, predictable calendar. Applicants know when renewals open and close, and they can choose when to apply. From an administrative standpoint, keeping a clear annual schedule is simpler and more consistent, especially given the 250-foot buffer and how it affects applicant decisions.
- **Commissioner Amy Connerton:** Do we need to stick with the word utilize?
 - **Staff response:** Staff is happy to change the word of the code amendment to whatever the commission decides.
- **Commissioner Connie Geiman:** Do applicants have to be business owners?
 - **Staff response:** They have to be the property owner of the space being rented.
- **Commissioner Connie Geiman:** I believe there should be a grace period since these are just regular citizens.
 - **Staff response:** This single appeal should not drive policy changes because it involved many months of communication, inspection work, and long gaps in applicant follow-through. The overall process has generally worked well. The Commission should not rewrite code based on an isolated case alone,

consistent issues or repeated variance requests should trigger code revisions. It should also be noted that fixed expiration dates keep the system clear and predictable, whereas rolling deadlines for each permit would create confusion for both staff and the public.

- **Commissioner Kyle Jones:** The code language isn't designed to differentiate between business owner and owner or life circumstances. Applicants have to make those decisions based on their individual circumstances. Having the ability to have variations in the type of rentals we see is a good thing for our community.
- **Commissioner Amy Connerton:** Is there anything in the code that says somebody cannot intentionally block another permit?
 - **Staff response:** All permits block all others from putting in a permit. Under the proposed language, a permit holder would need to rent the property and remit lodging tax at least once during the permit cycle not once every two years. Even a single \$1 rental would meet that requirement.

Public Comment:

- **James Maguire Co-Owner 322 Park Dr:** Short-term rental permits are already difficult to obtain in Glenwood Springs due to the 250-foot buffer and HOA restrictions. If you look at the City map with the 250' buffer on you can see that there is nearly no space already. The commission should adopt stricter code amendment does not allow permits to be "weaponized" to block applicants with genuine intentions. Please consider structuring the language in a way that supports the purpose of short-term rentals, legal business operation, promotes tourism, supplies tax to the city and prevents misuse of the permitting system.

Motion: Commissioner Amy Connerton made the motion to approve Item b. CDA-000049-2026 Code Amendment Short Term Rental and Accessory Tourist Rental with the stipulation that "Utilize" is changed to "Rent" and **Commissioner Kyle Jones** seconded the motion.

Commissioner Comments:

- **Commissioner John Houghton:** I would propose changing the penalty period for a ban from reapplying from a two-year period to a one-year period.
- **Commissioner Amy Connerton:** I agree with Commissioner Houghton, what are staffs thoughts?
 - **Staff response:** Reducing the penalty period for failing to collect lodging tax would likely have limited practical effect. In most recent cases where applicants did not renew, no other neighbors were seeking permits, meaning those applicants could immediately reapply as a new STR under existing rules. Because of this, shortening the non-renewal period generally does not change outcomes most applicants either reapply right away with a new STR permit or, if another neighbor obtains a permit, become ineligible regardless

of timing due to spacing requirements. While there may be rare situations where a shorter penalty period could benefit someone, these would be uncommon. The current system is already “use it or lose it,” the threshold for use is low, and an owner could potentially retain a permit with only a single day of rental activity.

- **Commissioner Connie Geiman:** I think that the way that the code read our appellant was well within her rights. I think the proposed amendment is still too vague. The code should read rent at least one night and collect more than \$0 in lodging tax. If the code was worded this way we likely would not have seen an appeal today.
 - **Staff response:** That request is reasonable. Various communities word how that looks differently whether the commission wants it to be one day or some other amount of days is worth looking at.
- **Chair Peter Waller:** The one night in two years and fixed two-year period are worth re-evaluating to me. I think that it is worth a conversation to take some time and define what STR and accessory tourist rental or ATR really are.
 - **Staff response:** It is worth noting that the way the code is written now is not creating a lot of issues. That being said it would be worth it to take some time and define what a STR and ATR are before bringing a recommendation to council.
- **Chair Peter Waller:** Does the 250’ buffer apply to the General Improvement District or GID?
 - **Staff response:** The GID is set to 15% of free market units. It used to previously be 18% before that. That percentage puts us at 28 available permits with 28 already existing.
- **Commissioner John Houghton:** Do STR permit applications expire within their two-year cycle?
 - **Staff response:** Applications have a six-month expiration that is not limited to a permit cycle. For example, if a person puts a permit in for a STR in October they block all others from applying and if they complete their permit in November they will have to rent and collect lodging tax. If the same applicant waits and finishes their application in January, they have two years to rent and collect lodging tax.
 - **Staff response:** I think the real question is whether we want to adopt this code language as proposed or re-evaluate the language and requirements first.
- **Chair Peter Waller:** I do not believe that the requirements match the intent of the code. Having a single rental in two years does not match up to me with what can be defined as a rental.
- **Commissioner Amy Connerton:** I agree with our chair that one night doesn’t match the intention of what a short-term rental should be. Because of this, I would like to suggest we revisit this subject before making any recommendations for council.
- **Commissioner John Houghton:** I agree that it warrants further discussion.

Motion:

Motion was withdrawn by **Commissioner Amy Connerton**, and second was withdrawn by **Commissioner Kyle Jones**.

Motion to continue planning item b. CDA-000049-2026 Code Amendment Short Term Rental and Accessory Tourist Rental to Jul 28th, 2026, Planning and Zoning Commission Meeting was made by **Commissioner Connie Geiman** and Seconded by **Commissioner Patrick Corcoran**.

Outcome: Continuation was approved unanimously by hand vote.

c. CDA-000050-2026 Code Amendments Electric Vehicle Charging Stations**Presenter: Senior Planner Emery Ellingson**

Senior Planner Emery Ellingson presented proposed amendments to Article 070 of the Municipal Code to establish clear definitions, land-use standards, and review procedures for electric vehicle (EV) charging stations. The purpose of the amendments is to fill current regulatory gaps, provide clarity for applicants and staff, and support growing EV demand within Glenwood Springs. While based loosely on the State of Colorado's Model Land Use Code for EV infrastructure, the proposed changes adapt those standards to local conditions and existing code structure.

Key points of the presentation included:

- The city currently lacks clear regulations for EV charging stations, and recent applications highlight the need for defined use categories and review procedures
- The State's Model Land Use Code was used as a template, but staff tailored the proposed standards to local needs; adoption of the state model is not required.
- New definitions clarify primary versus accessory charging uses and distinguish Levels 1, 2, and 3 chargers.
- EV charging facilities will use existing land-use review processes
 - Primary charging uses allowed by right in most commercial and industrial zones, with a special use permit required in low-density residential areas, and prohibited in the M2 downtown district.
 - Accessory chargers allowed in all zoning districts when paired with a primary use.
 - • Existing parking, ADA, lighting, and signage requirements will apply; staff does not recommend adopting the model code's double-counting parking provision.
 - • Screening requirements for mechanical/electrical equipment would extend to EV charging infrastructure, consistent with current practices.

Commission Questions & Discussion Included:

- **Commissioner John Houghton:** If you have a parking lot as principal use in the M2 zoning district can you have Electric Vehicle or EV charging as accessory use, and what is the threshold where parking is no longer the primary use?
 - **Staff response:** You make a good point, it can be difficult to determine when a large number of accessory chargers effectively turns a site into a primary charging use, and no clear threshold has been established. Allowing EV chargers as a primary use with a Special Use Permit could add more flexibility in these scenarios and allow the commission an opportunity to evaluate these on a case-by-case basis.
- **Commissioner Amy Connerton:** Can you elaborate more on screening?
 - **Staff response:** Screening requirements apply only to the supporting electrical equipment such as transformers or generators not the charging units themselves. Charging stations must remain visible for users, while associated equipment can be screened with fencing or landscaping where appropriate
 - **Staff response:** It is also worth noting that we work closely with our utility department on these types of permits. With some of these charging stations, estimated to draw as much as 50% of what is generally used by the entire city when used at a full capacity.
- **Commissioner Connie Geiman:** Are these uses only limited to private property, and how would parking in these spaces be enforced?
 - **Staff response:** No, if the city wanted to put in charging stations these uses in zoning district would still apply. As for enforcement these spots are treated in a similar way as handicap parking in limitations and fees; if a vehicle is not actively charging, it can be ticketed.
- **Chair Peter Waller:** How do drivers find and distinguish between primary and accessory chargers on charging maps?
 - **Staff response:** modern EVs and charging apps categorize chargers by level, distance, availability, and whether they are in use, allowing drivers to select the type they need.
- **Chair Peter Waller:** Would lighting or digital displays on chargers be regulated, especially if they include bright screens or advertisements?
 - **Staff response:** Sign and lighting codes would apply. While the state's model code discourages regulating "out-of-the-box" equipment, the city will still regulate anything that functions as signage or excessive lighting. Large video boards or promotional screens would be subject to these rules as well.

Public Comment: None

Motion: Commissioner John Houghton made the motion to approve CDA-000050-2026 Code Amendment Electric Vehicle Charging Stations with the amendment to allow EV charging as a primary use with a Special Use Permit in the M2 Zoning district and Commissioner Patrick Corcoran seconded the motion.

Commissioner Comments: None

Outcome: Motion was approved unanimously.

5. Commissioner Comments:

- **Commissioner Kyle Jones:** Is there any interest in discussing the use of E-Bikes?
 - **Staff response:** It would likely be reviewed by council and not this commission since it doesn't touch the scope of the development code.
- **Commissioner John Houghton:** I would like to hear from the director during his comments how the discussion of parking minimums went during the last work session, and if any projects will be starting soon?
- **Commissioner Connie Geiman:** Can we require or improve education for short-term rental guests about properly using bear-proof trash cans and local trash rules? I keep seeing STR visitors putting trash out early or not locking bear cans correctly because they don't know our local requirements.
 - **Staff Response:** This is a recurring issue, especially during peak wildlife season. The most effective approach is letting us know the specific address when it happens. We then contact the property owner who is responsible for their guests and warn them that continued violations will result in fines issued to them, not the renters. Owners typically correct the problem quickly once fines are involved.

6. Director Comments

Community Development Director Trent Hyatt:

- The Mountain Goat has been issued a certificate of occupancy or CO and is not waiting on any actions from the building department for business to start.
- Mi Mexico was issued a temporary certificate of occupancy or TCO and has opened to the public.
- Coloradough gets a weekly list from the building department on what is needed to keep their permit moving forward. We want them to open and are doing what we can inside our control.
- The parking discussion mostly revolved around the GID. Would any commissioners be interested in joining a sub-committee of the transportation commission and the downtown development authority or DDA?
 - Commissioner John Houghton agreed to join
- Canyon Vista no new news which can be discouraging
- Next meeting we will revisit STRs and a variance application

7. Adjournment Meeting adjourned at 8:41PM.

MINUTES
City of Glenwood Springs Planning and Zoning Commission
Regular Meeting
July 28, 2026
Council Chambers, First Floor
101 W. 8TH STREET 6:00 PM

1. Roll Call

Motion: Commissioner Connie Geiman Made a motion to seat Alternate Jim Frale and Commissioner Kyle Jones Seconded the motion.

Outcome: The motion passed unanimously via hand vote.

Present: Chairman Peter Waller, Kyle Jones, Patrick Corcoran, John Houghton, Connie Geiman, alternate Jim Frail (seated via motion)

Not Present: Amy Connerton and Joy White.

Also Present: Economic and Community Development Director Trent Hyatt, Senior Planner Watkins Fulk-Gray, Permit Technician Joel Asplund, City Engineer Ryan Gordon and City Attorney Karl Hanlon.

Conflicts of Interest: No conflicts of interest were declared.

2. Receipt of the Minutes

a. May 28, 2026 Meeting Minutes

Outcome: Approval of minutes was continued to August 25, 2026 Planning and Zoning Commission meeting due to an error in the date of the minutes listed on the agenda.

3. Comments from citizens for items not appearing on the agenda

No public comments were offered in person or online.

4. Acting as the Building Board of Appeals

a. APPEAL-000067-2026 506 Maple

Presenter: Community Development Director Trent Hyatt introduced the appeal on behalf of Senior Planner Emery Ellingson (not present). He explained that the appeal challenges the building official's interpretation of the International Building Code (IBC) 2021 section 903.2.8 that requires an automatic fire sprinkler system for Group R-1 occupancies. Staff stated they do not provide recommendations for appeals, as the applicant must demonstrate why the interpretation is incorrect. Community Development Director Trent Hyatt outlined the appeal process, the authority of the Building Board of Appeals, and the possible actions the commission may take.

Presenter: Susan Wilmot and her daughter, Rebecca Baggett, presented an appeal requesting relief from the requirement to install an automatic fire sprinkler system in their existing 400-square-foot guest cottage at 506 Maple Street. They provided background on their longstanding small family business, Splendor Mountain Spa, described the history and use of the cottage, detailed their efforts to comply with sprinkler requirements, and explained the financial and practical challenges that make installation infeasible. They emphasized the safety measures already implemented, the uniqueness of their property and business, and the importance of supporting small, locally-owned businesses in Glenwood Springs.

Key points Included:

- Susan purchased 506 Maple Street in 1998 to establish Splendor Mountain Spa with a focus on healing and wellness.
- The cottage was renovated into a studio and used for massage therapy and Watsu aquatic therapy for 27 years before transitioning to a day spa.
- Attempted compliance:
 - Consulted plumbing and sprinkler contractors.
 - Existing water pressure is adequate, but water piping too small.
 - No attic or crawl space, making a storage tank option unfeasible.
 - Only remaining solution: replace entire water service line at an estimated cost of over \$60,000.
- Existing and planned safety measures:
 - Combination smoke/Carbon Monoxide detectors.
 - Two wall-mounted fire extinguishers.
 - Installation of a code-compliant egress window, resulting in two exits.
 - Max occupancy of four guests; no smoking allowed.
 - Building is small, detached, and surrounded by open space (alley, parking, patio).

Commission Questions & Discussion Included:

- **Chair Peter Waller:** I would just like some clarification on the size of the cottage, and the site layout.
 - **Susan Wilmot:** The cottage is 20'x20' making it exactly 400sqft. The cottage is separate from the main building and the entrance to the cottage is located in the rear of the site. The interior is a studio apartment layout with a sofa, bed, bathroom, and a kitchenette with a microwave, sink and coffee maker. The only gas appliance in the structure is a gas furnace.
- **Commissioner John Houghton:** What is the Use of the main building on the property?
 - **Susan Wilmot:** The main building is mixed use acting as a spa and residential use.
- **Commissioner Connie Geiman:** What options did staff provide you with as far as bringing your business up to compliance?

- **Rebecca Baggett:** The cottage was classified as an R-1 occupancy only because it will be used as a short-term rental, triggering the sprinkler requirement. That requirement is intended for hotels not a small, 400-sq-ft brick building with comparatively low fire risk.
- **Chair Peter Waller:** Is the only requirement that is giving you trouble the fire sprinkler requirement?
 - **Rebecca Baggett:** That is correct. We have made all changes to meet other safety requirements required by us.

Questions for Staff:

- **Alternate Jim Frale:** Is this situation to have fire sprinklers in this type of occupancy and use typical?
 - **Staff response:** As a reminder as the Building Board of Appeals we cannot consider the zoning of this space only the development. Fire sprinklers are not typical if we were to classify this as a short-term rental which is its intended use. This property cannot be classified as a short-term rental because it falls in the 250' buffer of another short-term rental. This building cannot be classified as an accessory dwelling unit because the primary residence is not classified as a single-family home. The building could be classified as lodging unit in that zone. However, it would have to meet all development codes for an R-1 in that zone hence the fire sprinkler requirement.
- **Commissioner Patrick Corcoran:** Do R-1 lodgings have any minimum square footage requirements?
 - **Staff response:** In the building code where commercial structure requirements come from there are no minimum square footage requirements. In the residential code the council made amendments to the requirement for fire sprinklers on homes less than 2,000 square feet.
- **Commissioner John Houghton:** Would the requirements still apply if this structure was conjoined via an addition and used as an owner-occupied business in an R-3?
 - **Staff response:** That is one of the options available and proposed to the owner. However, those requirements did not work with their business and life situations.
- **Commissioner John Houghton:** Were there any amendments to the fire code for sprinkler exemptions?
 - **Staff response:** The only amendment is a blanket requirement for single family homes/duplexes of less than 2,000 square feet.
- **Commissioner Connie Geiman:** Didn't we talk about waving sprinklers for Accessory dwelling units or ADUs?
 - **Staff response:** The International Code Council recommends all buildings with humans in them to be sprinkled. Local amendments are the things that change that requirement. The discussion arose around newly built ADUs which the blanket statement about any new home less than 2,000 square

feet applies to. The council discussed waving the requirement for sprinklers for all ADU's which is not codified. As a reminder this building cannot be classified as an ADU.

- **Chair Peter Waller:** Can we see the specific code and its language?
 - **Staff response:** Code books are copyrighted documents so we will have to show you in the printed book. Section 903.2.8 of the 2021 International Building Code (IBC).
- **Commissioner Connie Geiman:** What does it mean in the code that it should be noted that buildings constructed under the IRC (international Residential Code) are not included in group R and would not therefore be subject to particular requirements.
 - **Staff response:** Because the building is a commercial use of lodging the residential building code does not apply.
- **Alternate Jim Frale:** Are we supposed to focus on just the building official's interpretation of the code today?
 - **Staff response:** That is correct.

Public Comment:

- **Laurie Maciag,** owner of 402/404 Maple, stated that she reported the property at 506 Maple for operating an illegal short-term rental. She expressed concern that the cottage was listed and used as a short-term rental for months despite being out of compliance and continued to be advertised even after notification. She emphasized that this affected her own compliant short-term rental business and believes the applicants attempted to bypass required procedures. She requested that full R-1 requirements be enforced.

Applicant Closing Remarks:

- **Rebecca Baggett:** Stated they initially attempted to use the cottage as a short-term rental, believing it was simply an extension of their existing spa services. After receiving the city's notice in January, they immediately removed the listing from Airbnb and later from their website and have not rented the cottage since. They emphasized that they did not intend to act improperly and have complied since being notified.

Commissioner Comments: None.

Motion: Commissioner John Houghton made the motion to affirm the building official's interpretation that an R1 occupancy requires sprinklers and Commissioner Patrick Corcoran seconded the motion.

Commissioner Comments:

- **Commissioner John Houghton:** It is important for us to remember our authority is very limited here. We do not have the authority to wave or modify requirements.

Outcome: Motion passed unanimously via verbal vote.

5. Old Items:

a. CDA-000049-2026 Code Amendment Short Term Rental and Accessory Tourist Rental request for continuance to August 25, 2026 Planning and Zonning Meeting.

Motion: Commissioner John Houghton made the motion to continue CDA-000049-2026 Code Amendment Short Term Rental and Accessory Tourist Rental to August 25, 2026 Planning and Zonning Meeting and Commissioner Patrick Corcoran seconded the motion.

Outcome: Motion passed unanimously via hand vote.

6. New Items

a. VAR-000056-2026 Variance 1108 Colorado Avenue.

Presenter: Community Development Director Trent Hyatt presented on behalf of Senior Planner Emery Ellingson (not present).

Community Development Director Trent Hyatt presented Variance Case VAR-000056-2026 for 1108 Colorado Avenue, requesting relief from the required 5-foot side-yard setback to allow reconstruction of a porch that previously existed but was removed for safety reasons. Because more than 12 months passed after removal, the structure lost its legal nonconforming status, making a variance necessary. Hyatt reviewed the seven variance criteria and stated staff recommends approval, finding the request meets all required standards and does not harm public interests or violate building or fire code requirements.

Key Points:

- Relief from the 5-foot side-yard setback to rebuild a porch at a 2 ft 3 in setback.
- Original porch was removed due to safety concerns.
 - A lapse of more than 12 months triggered need for a variance rather than being able to rebuild it under an existing use.
- Existing house already encroaches in the same area.
 - Proposed porch aligns with existing structure.
- Proposed materials meet higher fire-resistance standards.

Commission Questions & Discussion Included:

- **Commissioner John Houghton:** Where does the stipulation on 12 months exist in the code?
 - **Staff response:** Section 010 non-conforming use of the Municipal Code.
- **Commissioner John Houghton:** Repairs even if it requires the removal of the deck would be allowed as part of a non-conforming use, right?
 - **Staff response:** That is correct. Had staff known that the applicant intended to replace the porch we would have advised them of that 12-month timeline.

- **Alternate Jim Frale:** Is the building next door also within that five-foot setback?
 - **Staff response:** I am not certain the distance between the two structures if they are less than 10 feet away they can trigger additional fire-rating and safety requirements. This was a reason the variance was brought forward for public hearing, ensuring adjacent owners could comment if the reduced setback affected them. The building department has reviewed the safety implications, and no objections have been raised.

Applicants Representative:

Presenter: Brad Jordan (Architect)

Architect Brad Jordan stated the project maintains the required 10-foot separation from the neighboring house. He confirmed the submitted plans illustrate both the proposed porch restoration and an alternative design that is less desirable. He noted the intent is to restore the home's Victorian character and mentioned that the property owners are present and have provided several letters of support.

Commission Questions and Comments:

- **Commissioner John Houghton:** What is the minimum distance to the lot line for the proposed deck?
 - **Brad Jordan:** 2'3"
- **Commissioner Connie Geiman:** I would like to commend the work being done on the house, it has come a long way.
 - **Brad Jordan:** Thank you. With this work we offered to voluntarily meet a higher level of code rather than using the existing non-conforming code.

Public Comment: None

Motion: Commissioner Kyle Jones made the motion to approve VAR-0000056-2026 1108 Colorado Avenue and commissioner Patrick Corcoran seconded the motion.

Outcome: Motion Passed unanimously via verbal vote.

b. L&E-000076-2026 Location and Extent Review 3500 Airport Road

Presenter: Senior Planner Watkins Fulk-Gray

Senior Planner Watkins Fulk-Gray presented a Location and Extent review for the relocation of the Glenwood Springs Airport hangar and maintenance building at 3500 Airport Road. The relocations are required due to impacts from the South Bridge project, and the city is acting as the applicant since the project affects city-owned airport facilities. He described the characteristics of both existing buildings, the proposed new locations, applicable code considerations, and how the project aligns with the comprehensive plan. Despite not meeting standard design requirements, staff found the proposal consistent with the intent of the code and recommended approval with conditions.

Key Points

- Location and Extent Permit L&E-0000076-2026 for relocation of airport hangar and maintenance building.
- City of Glenwood Springs is the applicant; relocations required due to South Bridge project impacts.
- Tin aircraft hangar will be deconstructed and rebuilt in a new location; maintenance building will be demolished and replaced.
- New building sites located roughly 700 feet north/northwest of current positions.
- Proposed metal buildings do not meet standard design-detail requirements but comply with height and setback standards.
- Design standards deemed not applicable due to airport-specific functionality.
- Project supports airport operations and aligns with comprehensive plan goals, including transportation and South Bridge implementation.
- Building department supports no sprinkler requirement for the three-sided hangar.
- Location and Extent criteria: consistent with plans, consistent with code intent, and minimizes adverse impacts.
- Staff recommends approval with findings and conditions listed in the staff report.

Applicant Presentation:

Presenter: Ryan Gordon City Engineer

Ryan Gordon City Engineer added context to the airport building relocation, explaining that the goal is to fully restore all existing utilities and functions for the hangar and maintenance building as they are moved due to the South Bridge project. He described utility plans, structural assessments confirming the hangar can be deconstructed and reused and noted that the maintenance building will include a sprinkler system while the open-sided hangar will not.

Key Points:

- City is the applicant; relocations are required because of the South Bridge project.
- All existing utilities (power, water, gas, broadband) will be extended to the relocated buildings.
- Existing septic system will be replaced with a similar system at the new site.
- Structural assessment confirmed the hangar is sound enough to deconstruct and relocate.
- Both buildings will receive engineered foundations.
- Maintenance building will include fire sprinklers due to engine-work activities; hangar will not, as it stores planes only and has open sides.

Commission Questions & Discussion Included:

- **Alternate Jim Frale:** Are there any noise impacts for Park East or Cardiff Glen?

- **Staff response:** That is correct we have not received any outside comments and there are no changes besides the relocation of already existing structures.
- **Alternate Jim Frale:** Is any of the land proposed for use in an area other agencies had use of in the past?
 - **Staff response:** The proposed area did not have any functional use in the past and is actually fill material we brought in from mudslides in 2023.
- **Alternate Jim Frale:** in your presentation you mentioned that we would pay for the utilities for these buildings. Does this mean we pay for the expenses of these buildings each month?
 - **Staff response:** The city will not be paying their utility bill each month. Since the relocation is for the city, we are essentially just making them whole again by paying the relocation of utilities to the new site and building and any construction or relocation costs.
- **Alternate Jim Frale:** Is there any screening along the road for these buildings?
 - **Staff response:** There is no proposed screening along Airport Road. However, the natural topography of the area is higher along the road and lower where the buildings are located, making them barely visible from the road.
- **Commissioner Connie Geiman:** Is the airport owned by the city?
 - **Staff response:** The airport is owned by the City of Glenwood Springs and the ground is leased out under long-term leases, and the buildings are privately owned.
- **Commissioner Connie Geiman:** How much will this project cost?
 - **Staff response:** It is estimated to cost between 1-1.5 million dollars.
- **Chair Peter Waller:** Is the reason this project is getting done because of the South Bridge project?
 - **Staff response:** That is correct the proposed plans would call for the road to pass through the location of these buildings.
- **Chair Peter Waller:** Is the South Bridge project approved.
 - **Staff response:** The project is approved but only part of the funds have been released.
- **Chair Peter Waller:** Is this project then contingent on the release of those funds?
 - **Staff response:** That is correct construction will not start until the funds have been released and council has given final approval. This project will also finish construction before demolition of the old building to reduce the impact on the owner as much as possible.
- **Chair Peter Waller:** Are there any landscaping plans with this area during any of these projects?
 - **Staff response:** There are no plans for landscaping due to wildfire risks, irrigation issues and a lack of need due to its industrial zoning. There is also no trigger for landscaping because the square footage of these buildings isn't

changing. All other aspects such as lighting and crosswalks during the South Bridge project will be completed along this section as well.

Public Comment:

- **Carol Parker** Resident of Park East Subdivision: expressed support for the South Bridge project but raised concerns about increased city truck traffic passing through her neighborhood, impacts to the nearby city gravel lot, and potential need to close the Park East gate to limit commuter traffic. She also asked how the relocation of the airport buildings might affect residential use in the area and emphasized preserving neighborhood character while minimizing traffic impacts.
 - **Staff response:** The city and the airport will be working with the neighborhood on long-term plans in the future.

Motion: Commissioner Kyle Jones made the motion to approve the conditions of the L&E-0000076-2026 review based on conditions in the staff report and commissioner Patrick Corcoran seconded the motion.

Commissioner Comments:

- **Alternate Jim Frale:** It is clear that this project will not start without the approval of the South Bridge Project first.
- **Commissioner Kyle Jones:** Thank you staff and representatives for all of the hard work on such a large project.
- **Commissioner Connie Geiman:** Is there access to the airport through Park East as well as Airport Road?
 - **Staff response:** There is access at the end of Sky Ranch Drive with a gate that is left open. During construction that gate will be closed to non-emergency traffic.
- **Chair Peter Waller:** I'm sure you have already considered this but getting the homeowners associations or HOAs in the area on board will be crucial.
- **Alternate Jim Frale:** I appreciate the work being done in the area to improve the airport.

Outcome: Motion Passed unanimously via verbal vote.

5. Commissioner Comments:

- **Commissioner Connie Geima:** I would just like to welcome Jim Frale.
- **Alternate Jim Frale:** Thank you for this opportunity

6. Director Comments

Community Development Director Trent Hyatt:

- Emery will be back to converse with us more about short-term rentals next month.

- Next Wednesday we will be having a sub-committee meeting about parking downtown that some of you will be attending.
- I would like another member willing to volunteer for another committee on the confluence if available. Commissioner Jones and Geiman volunteered.

7. Adjournment:

Meeting adjourned at 8:41PM.

DRAFT



Planning and Zoning Commission Staff Report

Date	August 23, 2026
Planning File Number	CDA-000049-2026
Request	Consideration of a Code Amendment application regarding Section 070.030.030 Use Specific Standards for Short Term Rentals and Accessory Tourist Rentals
Applicant	City of Glenwood Springs
Owner	Not applicable (N/A)
Location	Applies citywide
Zone	Applies to all zone districts
Staff	Emery Ellingson, Senior Planner, Community and Economic Development

ACTION ITEM

According to Section 070.060.040(c)(1), the Code Amendment process allows for the review and approval of changes to the text of Title 070 of the *Glenwood Springs Municipal Code* (Code) to respond to “...*changed conditions or changes in public policy, or to advance the general welfare of the City.*” Per Section 070.060.040(c)(3)d, the Planning and Zoning Commission (Commission) “...*shall review the Code Amendment application and recommend approval, approval with conditions, or denial to City Council.*”

Action 1 - Code Amendment – Consideration of a Code Amendment application regarding Section 070.030.030 Use Specific Standards for Short Term Rentals and Accessory Tourist Rentals.

Staff Recommendation: Staff recommends approval of the Code Amendment with the findings outlined on pages 6 and 7 of the staff report.

BACKGROUND

This item was originally heard at the June 23, 2026 Planning and Zoning Commission meeting and was continued to this meeting following discussion and vote by the Commission.

Within the City, any rental of an entire residential dwelling unit or portion thereof for a

period of less than 30 days requires a permit. This requirement and regulation of vacation rentals have occurred since the adoption of Ordinance No. 16-2015 in 2015 which established a specific permit system with two types of permits as outlined in Section 070.070.020(c)(5) of the Code and described below:

Short-Term Rental Permit: *The rental of an entire dwelling unit for monetary consideration for a period of time less than thirty (30) consecutive days. This definition does not include offering the use of one's property where no fee is charged or collected.*

Accessory Tourist Rental Permit: *The rental for monetary compensation of not more than one (1) bedroom for transient lodging to guests in those residential dwelling units that contain a minimum of two (2) bedrooms and are owner-occupied or occupied by a resident manager.*

Since the adoption of Ordinance No. 16-2015, there have been other amendments to the Code as follows:

Ordinance 23-2018

This ordinance established a temporary moratorium on the acceptance and processing of new vacation rental permits and associated building permits for four months to allow time to develop updated regulations.

Ordinance 09-2019

This ordinance included updated vacation rental regulations, which followed substantial public input on the matter. This ordinance created the 250-foot buffer limitation for Short-Term Rental Permits as well as established the requirement that applicants submit some amount of accommodation taxes in order to maintain eligibility to renew a permit.

Resolution 2023-20

This resolution increased Short-Term Rental Permit fees to \$600 for new permits and \$400 for renewals. It also increased the Accessory Tourist Rental fees to \$360 for new permits and \$180 for renewed permits. This resolution also called for the fee to be adjusted annually based on the United States Bureau of Labor Statistics Consumer Price Index for Denver-Boulder-Greeley, effective on February 1 of each year.

Ordinance 09-2024

This ordinance resulted in minor changes to vacation rentals, based on staff observations and recommendations of the Commission, and include the following:

- Reduction of total number of permits permitted within the General Improvement District (GID) to 15% of all free market units;

- Counting permits within the GID towards the citywide cap. Previously, permits within the GID were not counted towards the citywide cap;
- Requiring completion of the permit application process by the applicant within 6 months of a complete application;
- Requiring an applicant to have an active Certificate of Occupancy prior to applying for a permit; and
- Requiring applications designate a permit holder who is a natural person, aged 18 years or older, having an ownership stake greater than 33%.

Proposed Amendment

The following section describes the proposed Code Amendments regarding Short Term and Accessory Tourist Rentals.

Section 070.030.030(e)(7)(e)(5) (Accessory Tourist Rentals)

5. *Penalties for Violations.* Any violation of this section occurring upon the premises shall be subject to a fine of two hundred fifty dollars (\$250.00) for the first offense, five hundred dollars (\$500.00) for the second offense, seven hundred fifty dollars (\$750.00) for the third offense, and one thousand dollars (\$1,000.00) for the fourth offense and all subsequent offenses. Each day's continuing violation shall be a separate and distinct offense. Notwithstanding any penalty provision of this Code or any fines adopted pursuant to this Code to the contrary, the penalty for any offense that also constitutes a violation of similar state law shall not exceed the penalty provided for by the applicable provisions in the Colorado Revised Statutes.

A permit holder who fails to rent the unit for at least one night and collect and remit more than \$0.00 in lodging taxes on an accessory tourist rental during the permit period shall not be permitted to renew the permit for the next two-year permit cycle.

Section 070.030.030(e)(9)(e)(6) (Short Term Rentals)

6. *Penalties for Violations.* Any violation of this section occurring upon the premises shall be subject to a fine of two hundred fifty dollars (\$250.00) for the first offense, five hundred dollars (\$500.00) for the second offense, seven hundred fifty dollars (\$750.00) for the third offense, and one thousand dollars (\$1,000.00) for the fourth offense and all subsequent offenses. Each day's continuing violation shall be a separate and distinct offense. Notwithstanding any penalty provision of this Code or any fines adopted pursuant to this Code to the contrary, the penalty for any offense that also constitutes a violation of similar state law shall not exceed the penalty provided for by the applicable provisions in the Colorado Revised Statutes.

A permit holder who fails to rent the unit for at least one night and collect and remit more than \$0.00 in lodging taxes on a short-term rental during the permit period shall not be permitted to renew the permit for the next two-year permit cycle.

The intent of these proposed changes is to provide additional clarification that an applicant must submit some amount of accommodation taxes in order to renew and not just remit the applicable tax forms without any amount being collected.

APPROVAL CRITERIA AND ANALYSIS

Section 070.060.040(c)(3)d.3 of the Code, outlines the approval criteria (listed in *italics* below) the Commission and City Council shall consider in the review of a Code Amendment application. Staff analysis of these criteria follows.

Approval Criteria 070.060.040(c)(3)d.3.i	Compliance Yes
<i>i. Is consistent with the Comprehensive Plan and other City policies;</i>	
Analysis: The proposed amendments uphold the goals of Comprehensive Plan and other City policies, specific ally Goal 5.3.D “Review the short-term rental policy to determine the impact in the local housing market”.	
Finding: Staff finds that the Code Amendment application complies with Section 070.060.040(c)(3)d.3.i of the Code as it the proposed changes are intended to better clarify the polices and procedures associated with short term rentals.	

Approval Criteria 070.060.040(c)(3)d.3.ii	Compliance Yes
<i>ii. Does not conflict with other provisions of this Code or other provisions in the Glenwood Springs Municipal Code;</i>	
Analysis: The proposed changes do not conflict with Code and help to clarify existing requirement outlined therein.	

Finding: Staff finds that the Code Amendment application complies with Section 070.060.040(c)(3)d.3.ii of the Code as it does not conflict with the provisions thereof.

Approval Criteria 070.060.040(c)(3)d.3.iii	Compliance Yes
<i>iii. Is necessary to address a demonstrated community need;</i>	
Analysis: The proposed Code revisions address the need to clarify sections which may not be immediately clear.	
Finding: Staff finds that the Code Amendment application complies with Section 070.060.040(c)(3)d.3.iii of the Code by addressing a demonstrated community need.	

Approval Criteria 070.060.040(c)(3)d.3.iv	Compliance Yes
<i>iv. Is necessary to respond to substantial changes in conditions and/or policy; and</i>	
Analysis: These Code amendments are necessary to respond to an identified need to clarify certain regulations associated with Short-Term Rentals and Accessory Tourist Rentals.	
Finding: Staff finds that the Code Amendment application complies with Section 070.060.040(c)(3)d.3.iv of the Code as it responds to the substantial changes in conditions.	

Approval Criteria 070.060.040(c)(3)d.3.v	Compliance Yes
<i>v. Is consistent with the general purpose and intent of this Code.</i>	
Analysis: The proposed amendments align with general purpose and intent of Code which is to allow property owners to utilize their property for vacation rentals and at the same time mitigating the negative impacts from such as use on neighboring properties and residents.	
Finding: Staff finds that the Code Amendment application complies with Section 070.060.040(c)(3)d.3.v as it is consistent with the purpose and intent of the Code.	

PUBLIC COMMENT

The Code Amendment was originally noticed in the *Glenwood Springs Post Independent* on

May 15 and 22, 2026 per the requirements of Section 070.060.030. To date, no public comment has been received.

ACTION ALTERNATIVES AND STAFF RECOMMENDATION

The Planning and Zoning Commission may recommend approval, approval with conditions, or denial of the Code Amendment to City Council. The Commission may also continue the hearing with a request for specific information necessary to determine compliance with the Code and city goals and policies.

Action 1 – Code Amendment – Consideration of a Code Amendment application regarding Section 070.030.030 Use Specific Standards for Short Term Rentals and Accessory Tourist Rentals.

Staff Recommendation

Staff has reviewed the Code Amendment application and find that it complies with the approval criteria outlined in Section 070.060.040(c)(3)d.3 of the Code. Therefore, we recommend approval thereof as outlined in the suggested motion below.

Suggested Motion to Approve

I move to recommend approval of Planning File CDA-000049-2026, to City Council, incorporating staff's findings, because the application meets the approval criteria for a Code Amendment.

Suggested Findings:

1. Is consistent with the Comprehensive Plan and other City policies;
2. Does not conflict with other provisions of this Code or other provisions in the Glenwood Springs Municipal Code;
3. Is necessary to address a demonstrated community need;
4. Is necessary to respond to substantial changes in conditions and/or policy; and
5. Is consistent with the general purpose and intent of this Code.

Suggested Conditions:

None.

Alternative Motion to Deny

Any motion to deny the application shall include findings explaining which approval criteria have not been met. An example motion for denial is provided below.

*I move to recommend **denial** of Planning File CDA-000049-2026, to City Council, because the application does not meet the approval criteria for a Code Amendment specifically [ENTER APPLICABLE APPROVAL CRITERIA HERE].*

Motion to Continue

I move to continue consideration of Planning File CDA-000049-2026, to [ENTER SPECIFIC MEETING DATE HERE] to gather additional information necessary for a decision.

EXHIBIT A

Language which is struck through is proposed to be removed

Language which is underlined is proposed to be added.

[...] represents additional Code language in section not affected by amendment.

070.030.030 Use-Specific Standards.

[...]

(e) *Commercial Uses.*

[...]

(7) *Accessory Tourist Rental.*

- a. *Applicability and Intent.* The requirements of this Subsection shall apply to any residential dwelling unit or a portion of a residential dwelling within the City. This Subsection is applicable within a Planned Unit Development unless specifically identified as a prohibited use by the Planned Unit Development.
- b. *Owner Responsibilities.*
 1. The owner of the property or a resident manager must reside within one (1) of the bedrooms within the dwelling unit which is to be used as the accessory tourist rental and shall be present on the premises for the duration of the rental.
 2. The owner shall collect and pay all applicable local, state, and federal taxes including sales and lodging taxes.
 3. The owner is responsible for ensuring the accessory tourist rental meets all applicable local, state, and federal regulations. For example, C.R.S. § 38-45-101 et seq. requiring carbon monoxide alarms in a residential property.
 4. The owner is responsible for obtaining all required licenses in accordance with Title 050 of the Municipal Code.
- c. *Use and Occupancy Restrictions.*
 1. Parties renting the designated bedroom for transient rental shall have access to a private or shared full bathroom.
 2. Guest stays may only occur within the dwelling unit that the owner or resident manager occupies.
 3. The use is limited to one (1) designated bedroom with a maximum occupancy for two (2) people.
 4. The bedroom used for guest stays shall not include a kitchen or partial kitchen.
 5. Occupancy of the accessory tourist rental shall be established by International Property Maintenance Code (IPMC) and shall be listed on the accessory tourist rental permit.
 6. Residential units eligible for an accessory tourist rental permit shall not be issued or hold permits for another land use that would further impact traffic at the site of the accessory

tourist rental, including special use permits for another land use per the applicable zoning designation of the property, or a license or permit issued through another regulatory agency; except that properties issued a special use permit for a single family dwelling in the Hillside Preservation district or home occupation permit shall be eligible for an accessory tourist rental permit.

7. On properties with an accessory dwelling unit, only the primary dwelling on the property shall be eligible for an accessory tourist rental permit and the owner or resident manager must reside in the dwelling unit used as the accessory tourist rental.
8. In a multifamily building under single ownership, no more than ten (10) percent but at least one (1) unit may be permitted as an accessory tourist rental provided the owner of the resident manager occupies the accessory tourist rental.

d. *Operation.*

1. All vehicles associated with the single family residence and accessory tourist rental use shall be parked in designated parking areas, such as driveways and garages, or on-street parking, where permitted. No parking shall occur on lawns or sidewalks.
2. The owner shall be responsible for ensuring that the accessory tourist rental complies with Section 100.010.060 of the Municipal Code, Garbage, Refuse, and Trash Collection. Owners and resident managers shall make arrangements for proper garbage, refuse, and trash collection.
3. The following information must be posted in a prominent and visible location in the designated bedroom permitted as an accessory tourist rental:
 - i. City of Glenwood Springs' license(s) and accessory tourist rental permit;
 - ii. Contact information for owner and/or resident manager, including phone number for twenty-four-hour response to emergencies;
 - iii. Description of location of fire extinguishers and emergency egress; and
 - iv. Any other information deemed necessary by the Director or Building Official to ensure the public's health and safety.
4. All advertising of an accessory tourist rental, including advertising on website vacation booking sites, shall display the City of Glenwood Springs accessory tourist rental permit number and business license number.

e. *Permit Procedures.*

1. *Limitation to Either Short-Term Rental or Accessory Tourist Rental.* A property owner may not be issued both an accessory tourist rental permit and a short-term rental permit on the same property at the same time; however, should an owner wish to change the use of a permitted accessory tourist rental, he or she may do so by filing an application for a short-term rental permit in accordance with Subsection 070.030.030(e)(9). Upon issuance of a new short-term rental permit, the pre-existing accessory tourist rental permit is automatically revoked.
2. *Application Requirements.* The owner shall submit the application on the form provided by the Director and shall pay the application fee set by City Council resolution.
3. *Issuance of Permit.* All accessory tourist rental uses shall require a permit from the Director. Such permit shall only be issued after the residential dwelling unit and bedroom designated for transient lodging has been approved in accordance with the Municipal

Code. The accessory tourist rental permit shall specify any terms and conditions of the permit. All permits shall be issued to the owner of the property. A change in ownership shall necessitate the issuance of a new permit. Permits shall be issued for a period of two (2) years and shall expire at the end of odd numbered years.

4. *Revocation of Permit.* An accessory tourist rental permit may be revoked at any time by the Director without following the hearing process in Section 070.010.080(e)(2) should it be determined that the use is not being operated in compliance with this section or any other section of the Municipal Code. An accessory tourist rental permit shall be revoked automatically upon the third cumulative conviction of a property owner, tenant, or guest for a violation occurring upon the premises of a provision in Articles 100.010 or 100.020 with respect to the accessory tourist rental.
5. *Penalties for Violations.* Any violation of this section occurring upon the premises shall be subject to a fine of two hundred fifty dollars (\$250.00) for the first offense, five hundred dollars (\$500.00) for the second offense, seven hundred fifty dollars (\$750.00) for the third offense, and one thousand dollars (\$1,000.00) for the fourth offense and all subsequent offenses. Each day's continuing violation shall be a separate and distinct offense. Notwithstanding any penalty provision of this Code or any fines adopted pursuant to this Code to the contrary, the penalty for any offense that also constitutes a violation of similar state law shall not exceed the penalty provided for by the applicable provisions in the Colorado Revised Statutes.

A permit holder who fails to rent the unit for at least one night and collect and remit more than \$0.00 in lodging taxes on an accessory tourist rental during the permit period shall not be permitted to renew the permit for the next two-year permit cycle.

[...]

(9) *Short-Term Rental.*

- a. *Intent.* The City of Glenwood Springs recognizes that there are benefits to allowing owners of residential units within the City to rent their dwelling units for periods of time less than thirty (30) days. Short-term rental of dwelling units bring additional visitors to the City, can allow owners to recoup housing costs, and provides revenues for the City through the additional tax collections. The provision of short-term rentals offers additional diversification to the resort and travelling professional accommodations market. However, due to the potential for adverse impacts, short-term rentals must be regulated by the City to protect the health, safety, and welfare of owners, neighbors, and visitors.
- b. *Applicability.*
 1. The requirements of this Subsection shall apply to any residential dwelling unit within the City. This Subsection is applicable within a Planned Unit Development unless the short-term rental of property is specifically identified as a prohibited use by the Planned Unit Development.
 2. This Subsection does not apply to any dwelling unit permitted as an Accessory Dwelling Unit.
 3. The City of Glenwood Springs is not a party to and does not enforce any private covenants. Private covenants may restrict the ability for owners to engage in short-term rentals.
- c. *Owner Responsibilities.*

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1. The owner shall designate a natural person located within a thirty-minute distance of the short-term rental who is available twenty-four (24) hours per day, seven (7) days per week, to serve as the local responsible party for the short-term rental and to immediately respond to any issues arising from the short-term rental. The designated responsible party may be the owner of the property. The owner shall notify the Director in writing of the designation of the responsible party within five (5) days of such designation or modification of any such designation.
 2. The owner or responsible party shall collect and pay all applicable local, state, and federal taxes including sales and lodging taxes.
 3. The owner or responsible party is responsible for ensuring the short-term rental meets all applicable local, state, and federal regulations. For example, C.R.S. § 38-45-101 et seq. requiring carbon monoxide alarms in residential property.
 4. The owner or responsible party is responsible for obtaining all required licenses in accordance with Title 050 of the Municipal Code.
- d. *Use and Occupancy Restrictions.*
1. Occupancy limitations of a short term rental shall be established by the International Property Maintenance Code (IPMC) and shall be indicated on the short term rental permit.
 2. On properties with an accessory dwelling unit, only the primary dwelling on the property shall be eligible for a short-term rental permit.
 3. In a multifamily building under single ownership, no more than ten (10) percent but at least one (1) unit may be permitted as a short-term rental.
 4. In all areas outside the City's General Improvement District (GID), as the GID may be amended from time to time, the total number of short-term rentals shall be limited to five (5) percent of the City's total free market residential units as determined by the State Demography Office. In addition, a short-term rental unit shall be located a minimum of two hundred fifty (250) feet from any other short-term rental unit. This two hundred fifty-foot limitation shall not apply to units in a multifamily building under single ownership, to parcels whose boundaries are not entirely contained within the two hundred fifty-foot buffer distance, or to units that received permits prior to the effective date of this subsection or to timely renewals of such permits. However, the five (5) percent cap on short-term rentals includes existing permitted units.
 5. Within the GID, as it may be amended from time to time, the total number of short-term rentals shall be limited to fifteen (15) percent of the GID's total free market residential units as determined by the Garfield County Assessor. In a multifamily building under single ownership, no more than two (2) units may be permitted as a short-term rental. GID short-term rental permits shall count towards the total permit number limit identified under Paragraph 4 above.
- e. *Operation.*
1. All vehicles associated with the short-term rental use shall be parked in designated parking areas, such as driveways and garages, or on-street parking, where permitted. No parking shall occur on lawns or sidewalks.
 2. The owner shall be responsible for ensuring that the short-term rental complies with Section 100.010.060 of the Municipal Code, Garbage, Refuse, and Trash Collection. Owners and resident managers shall make arrangements for proper garbage, refuse, and trash collection.

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3. The following information must be posted in a prominent and visible location in the short-term rental:
 - i. City of Glenwood Springs' license(s) and short-term rental permit;
 - ii. Contact information for owner and/or resident manager, including phone number for twenty-four-hour response to emergencies;
 - iii. Description of location of fire extinguishers and emergency egress; and
 - iv. Any other information deemed necessary by the Director or Building Official to ensure the public's health and safety.
 4. All advertising of a short-term rental, including advertising on website vacation booking sites, shall display the City of Glenwood Springs short-term rental permit number and business license number.
- f. *Permit Procedures.*
1. *Limitation to Either Short-Term Rental or Accessory Tourist Rental.* A property owner may not be issued both a short-term rental permit and an accessory tourist rental permit on the same property at the same time; however, should an owner wish to change the use of a permitted short-term rental permit, he or she may do so by filing an application for an accessory tourist rental permit in accordance with Subsection 070.030.030(e)(7). Upon issuance of a new accessory tourist rental permit, the pre-existing short-term rental permit is automatically revoked.
 2. *Application Requirements.* The owner shall submit the application on the form provided by the Director and shall pay the application fee set by City Council resolution.
 - a. At time of application, property shall have a Certificate of Occupancy for the property or unit which is subject of application.
 - b. At time of application, applicant shall provide proof of ownership in form approved by the Director.
 - c. Applicant shall be a natural person, aged eighteen (18) years or older, that holds a thirty-three (33) percent or greater interest in the ownership of the property.
 - d. Applicant shall complete the entire application process within six (6) months of complete application submittal with an additional six-month extension at discretion of the Director.
 3. *Issuance of Permit.* All short-term rental uses shall require a permit from the Director. Such permit shall only be issued after the short-term rental application has been approved in accordance with the Municipal Code. The short-term rental permit shall specify any terms and conditions of the permit. All permits shall be issued to the owner of the property. A change in ownership shall necessitate the issuance of a new permit. Permits shall be issued for a period of two (2) years and shall expire at the end of odd numbered years.
 4. *Neighborhood Notification.* Upon issuance of a short-term rental permit, the property owner shall be responsible for mailing public notification of the permit to owners of all real property within two hundred fifty (250) feet of any boundary or edge of the subject property or parcel. The property owner shall provide certification to the Director that proper notice has been provided, including a signed affidavit. The format of such certification shall be established by the Director.

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5. *Revocation of Permit.* A short-term rental permit may be revoked at any time by the Director without following the hearing process in Section 070.010.080(e)(2) should it be determined that the use is not being operated in compliance with this section or any other section of the Municipal Code. A short-term rental permit shall be revoked automatically upon third cumulative conviction of a property owner, tenant, or guest for a violation occurring upon the premises of a provision in Articles 100.010 or 100.020 with respect to the short-term rental.
 6. *Penalties for Violations.* Any violation of this section occurring upon the premises shall be subject to a fine of two hundred fifty dollars (\$250.00) for the first offense, five hundred dollars (\$500.00) for the second offense, seven hundred fifty dollars (\$750.00) for the third offense, and one thousand dollars (\$1,000.00) for the fourth offense and all subsequent offenses. Each day's continuing violation shall be a separate and distinct offense. Notwithstanding any penalty provision of this Code or any fines adopted pursuant to this Code to the contrary, the penalty for any offense that also constitutes a violation of similar state law shall not exceed the penalty provided for by the applicable provisions in the Colorado Revised Statutes.

A permit holder who fails to rent the unit for at least one night and collect and remit more than \$0.00 in lodging taxes on a short-term rental during the permit period shall not be permitted to renew the permit for the next two-year permit cycle.

[...]

(Ord. No. 19-2018, § 2(Exh. A), 8-2-2018; Ord. No. 9-2019, §§ 2, 3, 7-18-2019; Ord. No. 27-2020, § 2(Exh. A), 11-19-2020; Ord. No. 3-2021, § 2(Exh. A), 5-20-2021; Ord. No. 18-2021, § 2(Exh. A), 1-6-2022; Ord. No. 04-2022, § 2(Exh. A), 3-3-2022; Ord. No. 18-2022, § 2(Exh. A), 7-21-2022; Ord. No. 20-2022, § 2(Exh. A), 9-1-2022; Ord. No. 28-2022, § 2(Exh. A), 12-1-2022; Ord. No. 15-2023, § 2(Exh. A), 10-5-2023; Ord. No. 9-2024, § 2(Exh. A), 5-16-2024; Ord. No. 13-2024, § 2(Exh. B), 7-18-2024; Ord. No. 6-2025, § 2(Exh. A), 3-6-2025; Ord. No. 11-2025, § 2(Exh. A), 4-3-2025)



Planning and Zoning Commission Memo

Date	August 25, 2026
Summary	Memo providing additional information regarding planning file CDA-000049-2026 Code Amendment Short Term Rental and Accessory Tourist Rental
Staff	Emery Ellingson, Senior Planner, Community and Economic Development

BACKGROUND

The Planning and Zoning Commission (Commission) considered a Code Amendment application related to vacation rentals at the June 23, 2026 regular meeting. During the meeting, the Commission identified several items for further discussion and requested additional information from staff on the following items:

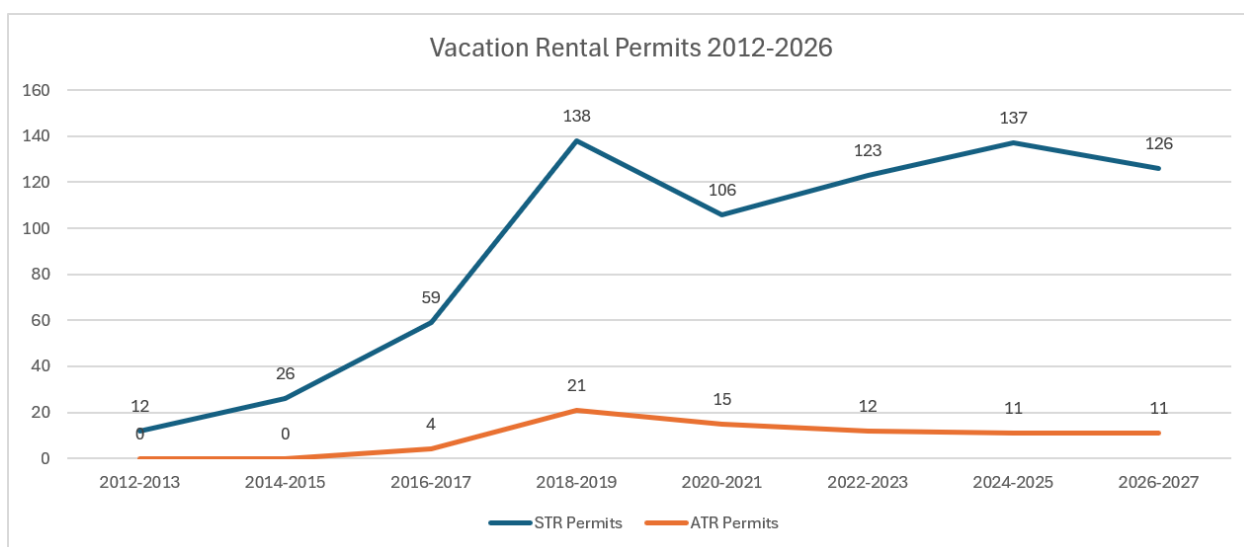
- Minimum number of nights;
- Average number of nights;
- Owner occupancy and residency requirements;
- Proration of application and renewal fees; and
- Police issues.

The City of Glenwood Springs requires a permit for any rental of a residential dwelling unit for a period of less than 30 consecutive days. The City offers two types of permits for this use as follows:

- **Short Term Rental (STR) Permit:** This permit allows for rental of an entire residential dwelling unit. In all areas of the City outside the General Improvement District (GID), any new STR permit must be located at least 250' from any other existing permit. This type of permit does have any owner occupied or resident requirements.
- **Accessory Tourist Rental (ATR) Permit:** This permit is limited to the rental of one bedroom within a home with a maximum occupancy of 2 persons. There is no distancing requirement for this type of permit, but it does require the owner or a long-term resident manager to be on site during the period of the rental.

The total number of STR permits citywide is capped at 5% of all free market residential units within the City and currently the maximum number of STR permits available in the City is 210. Currently, there are 126 active STR Permits with the 250' separation rule limiting the issuance of new permits in many neighborhoods. In contrast, there is no cap on the number of ATR permits nor are there any distancing requirements. There are currently 11 ATR permits in the city.

As seen in the chart below, the current number of permits has increased in the past several years but has not reached levels seen prior to the 2020-2021 permit period. Prior to 2020-2021, City Council made significant changes to the permit program such as requiring bi-annual building inspections, public noticing, distancing requirements, and requiring applicants to remit accommodation tax as part of the renewal process.



In addition to providing information regarding current policies and adoption dates related to the City of Glenwood Springs, staff has compared our policies to several other communities in Colorado including Steamboat Springs, Durango, Salida, Breckenridge, Crested Butte, Grand Junction and Carbondale.

Minimum Number of Nights

The *Glenwood Springs Municipal Code* (Code) does not require a permit holder to rent their unit for a specific number of nights throughout the year or permit period. Instead, it requires that permit holders remit more than \$0 in accommodation taxes in order to be eligible for renewal. This policy establishes a de facto threshold of requiring the renting of an STR for at least one night within a permit period. Of the comparison communities, only Steamboat Spring and Crested Butte require a minimum number of nights as described below.

The City of Steamboat Springs has a special permit class called a Legal Non-Conforming

STR (LNCR). This permit class is issued to any permit which was existing when an overlay district was created in 2022. These permits are allowed to continue and may maintain their nonconforming status as long as they do not go longer than 12 consecutive months without making a rental. In addition to the LNCR permit, the City of Steamboat Springs has three classes of permits as follows:

- **Hosted Short Term Rental:** This permit is similar to the ATR Permit and is limited to one guestroom in a home that is owner occupied. As of January 2026, there were 25 Hosted Short-Term Rental permits in Steamboat Springs.
- **Temporary Short-Term Rental:** This permit allows for the rental of a Primary Residence for a maximum of two occurrences and 30 cumulative days per calendar year. As of January 2026, there were 16 Temporary Short-Term Rental permits in Steamboat Springs.
- **Short-Term Rental:** This permit is similar to the City of Glenwood Springs STR Permit and allows for the rental of an entire residential dwelling unit. As of January 2026, there were 2,432 Short-Term Rental Permits in Steamboat Springs.

The Town of Crested Butte regulates vacation rentals for both minimum number of nights rented and maximum number of nights depending on permit type as described below.

- **Primary Occupancy License:** This license is available to permanent residents or people who rent their property for long term rentals at least 6 months of the year. This permit is allowed in all zoning district without any distancing limitations. There is no cap on the number of permits issued but these licenses are each limited to a maximum number of 90 rental nights a year.
- **Unlimited License:** This license is only allowed in certain zoning districts and is limited to a certain number per block. These units must be rented at least 29 nights per year with no maximum and are capped to a total of 199 licenses.

Average Number of Stays

Based on data provided by the Colorado Tourism Office, originally collected by Key Data, there were a total of 13,314 visit nights to 452 active vacation rental properties within the 81601 zip code in 2025. This equates to an average of 29 nights within a year. It is important to note that the 452 active properties is likely an overcount as properties showing up on multiple hosting sites would be counted twice. This means that the average number of stays within a year is likely higher than 29 nights per year. However, this is still a low average.

Some additional data was collected as part of the most recent permit renewal; this data does not provide adequate information about the number of nights stayed but rather total

amount of accommodation taxes collected since that is the metric needed for renewal.

Owner Occupancy and Residency Requirements

The City requires that an owner or long-term resident manager be on site for all rentals occurring under the ATR Permit but has no requirements for STR Permits. As described above, both Steamboat Springs and Crested Butte include primary residency in their permit categories. In addition, the City of Salida also addresses residency by zones district as described below:

- **Residential/Agricultural/Planned Development:** Licenses in this zone are limited to a total of 85 and the license holder must be a Chaffee County resident.
- **Mixed-Use Downtown:** Licenses in this zone are limited to a total of 99, and the license holder does not have to be a Chaffee County resident.
- **Mixed-Use Highway and Mixed-Use:** Licenses in this zone are limited to a total of 50 and the license holder does not have to be a Chaffee County resident.
- **Mixed-Use Neighborhood:** Licenses in this zone are limited to a total of 75, and the license holder must be a Chaffee County resident.

The Town of Carbondale also utilizes residency as a category licensing purposes as follows:

- **Primary License:** This license is available to property owners for their primary residences with the Historic Commercial Core (HCC) zoning district. Licenses within this district are only available for rental of a primary residence where an owner resides for at least 183 days per year. There is no cap or distancing requirement.
- **Non-Primary License:** This license is available to property owners outside the HCC zone district. This license is not limited to just primary residences and has a cap of 50 total licenses.

Proration of Fees

The City of Glenwood Springs does not currently pro-rate any application fees for vacation rentals nor do any of the comparison communities. The table below shows how Glenwood Springs compares to other communities for fees. Please note that Glenwood Springs charges fees on a bi-annual basis while all other communities have 1 year permit periods and go through the renewal period every year.

COMMUNITY	PERMIT PERIOD	NEW APPLICATION FEE		RENEWAL FEE	
Glenwood	2 years	STR	\$613.62	STR	\$409.08

Springs		ATR	\$368.17	ATR	\$184.09
Durango	1 year	\$750		\$750	
Steamboat Springs	1 year	\$350		\$350	
Grand Junction	1 year	\$275		\$275	
Crested Butte	1 year	Primary	\$250	Primary	\$250
		Unlimited	\$800	Unlimited	\$800
Breckenridge	1 year	\$831-\$5467		\$831-\$5467	
Salida	1 year	\$1200		\$1000	
Carbondale	1 year	Owner-Occupied	\$100 per bedroom, max \$400	Owner-Occupied	\$100 per bedroom, max \$400
		Non-Owner	\$175 per bedroom, maximum \$875	Non-Owner	\$175 per bedroom, maximum \$875

Code Compliance

All permitted vacation rentals are required to maintain their properties and comply with all sections of Code just as any other property within the City. A STR or ATR permit can be revoked at any time without a hearing should it be determined that the use is not in compliance with Section 070.030.030 Use-Specific Standards and/or any other section of Municipal Code. In addition, a permit is automatically revoked upon the third cumulative conviction of a property owner, tenant, or guest for a violation occurring on the premises of a provision of Articles 100.010 or 100.020 which deal with general property maintenance and trash. To date, no permits have been revoked for any active STR or ATR permit.

In addition, as part of the renewal process, the Community Development Department reviews police activity records for all permits prior to renewal. Typical calls to the police for properties with STR permits relate to noise, parking, and trash. To date, no permits have ever been revoked for violations of other sections of Code.

Conclusion

At this time, staff does not propose any changes to vacation rentals beyond what has been recommended with the most recent code amendment application. Planning and Zoning Commission may direct staff to provide additional information for further discussion.