



AGENDA
for the Board of Trustees
of the Town of Palisade, Colorado
341 W 7th Street (Palisade Civic Center)

April 22, 2025

6:00 pm Regular Meeting

A live stream of the meeting may be viewed at:

<https://us06web.zoom.us/j/3320075780>

- I. REGULAR MEETING CALLED TO ORDER AT 6:00 pm
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. AGENDA ADOPTION
- V. ANNOUNCEMENTS
 - A. **PUBLIC COMMENT REMINDER:** All emails sent to the Town Clerk for public comment on a specific agenda item prior to the day packets are published will be included in the staff report. Emails received after the packets are posted will be forwarded to the Board of Trustees. Any member of the public who wishes to have a statement or email read into the Minutes is required to appear in person and make said statements to the Board directly.
 - B. **GET INVOLVED WITH OUR COMMUNITY! UPCOMING PUBLIC MEETINGS (Palisade Civic Center 341 W 7th Street):**
 1. **Planning Commission** – Tuesday, May 6, 2025, at 6:00 pm
 2. **Board of Trustees**– Tuesday, May 8, 2025, at 6:00 pm
 - C. **PALISADE TOURISM ADVISORY BOARD** has four (4) openings for members. The application submittal deadline has been extended to May 4, 2025, and interviews & appointments will be on **May 11, 2025**, at the regularly scheduled Board of Trustees meeting.
 - D. The Fire Department will be holding a “**FIRE APPARATUS PUSH IN**” to celebrate the new brush truck being put in service. This will be Tuesday, **April 22, 2025**, at 5:30 pm at the firehouse.
 - E. **CAST AND BLAST EVENT** (formerly Outdoor Heritage Day), hosted by Colorado Parks and Wildlife, will be at Riverbend Park on Saturday, April 26, 2025, from 10:00 am – 2:00 pm. Call (970) 255-6100 for more information.

VI. TOWN MANAGER REPORT

VII. CONSENT AGENDA

The Consent Agenda is intended to allow the Board to spend its time on more complex items. These items are generally perceived as non-controversial and can be approved by a single motion. The public or any Board Member may ask that an item be removed from the Consent Agenda for individual consideration.

A. Expenditures

- Approval of Bills from Various Town Funds – March 27, 2025 – April 16, 2025

B. Minutes

- Minutes from April 8, 2025, Regular Board of Trustees Meeting

I. PUBLIC HEARING I (continued)**A. ORDINANCE 2025-02 A text amendment to section 7.01 of the Palisade Land Development Code concerning short-term vacation rentals.**

The Board of Trustees will consider Ordinance 2025-02 amending the Palisade Land Development Code to establish new regulations for Short-Term Vacation Rentals (STVRs) in Palisade.

1. Staff Presentation
2. Public Comment
3. Board Discussion
4. Decision - Motion, Second, and Rollcall Vote to:

Approve, deny, or postpone (until May 13, 2025) Ordinance No. 2025-02 amending Section 7.01 of the Palisade Land Development Code concerning Short-Term Vacation Rentals (STVRs).

II. NEW BUSINESS**A. RESOLUTION 2025-11 Amending the Fee Schedule for Short-Term Vacation Rentals**

The Board of Trustees will consider Resolution 2025-11 amending the Town of Palisade fee schedule to implement short-term vacation rental fees and fines.

1. Staff Presentation
2. Board Discussion
3. Decision - Motion, Second, and Rollcall Vote to:

Approve, deny, or postpone (until May 13, 2025) Resolution 2025-11 amending the Town of Palisade fee schedule to implement short-term vacation rental fees and fines.

B. Technical College of the Rockies Law Academy Vehicle Donation Proposal

The Board of Trustees will consider donating two older patrol vehicles from the Palisade Police Department to the Technical College of the Rockies Law Academy.

1. Staff Presentation
2. Board Discussion
3. Decision - Motion, Second, and Rollcall Vote to:

Approve, deny, or postpone (until May 13, 2025) donating two older patrol vehicles from the Palisade Police Department to the Technical College of the Rockies Law Academy in exchange for two (2) law enforcement academy spots in a future academy session, and one (1) newer light bar.

C. Event Police & Fire Fees

The Board of Trustees will consider billing Anchor Events for extra Police & Fire Services needed for their events.

1. Staff Presentation
2. Board Discussion
3. Decision - Motion, Second, and Rollcall Vote to:

Approve, deny, or postpone (until May 13, 2025) billing Anchor Events for extra Police & Fire Services needed for their events.

III. PUBLIC COMMENT

*All those who wish to speak during public comment must sign up on the sheet provided outside the boardroom doors. Please keep comments to **3 MINUTES OR LESS** and state your name and address. Neither the Board of Trustees nor staff will respond to comments at this time. The Board may direct staff to look into specific comments to bring back as an Agenda item at a future meeting; however, the Board reserves the right to clarify information from comments that are factually incorrect.*

IV. COMMITTEE REPORTS**V. ADJOURNMENT**

Town Manager Report Capital Construction Project List Updates **4.22.2025**

Wastewater Consolidation to Clifton \$24 million

- DOLA Grant – Engineering Wastewater Consolidation \$1 million
- Phase of Project: Easement & Engineering
- The Town is completing the engineering and land acquisition phase.
- The project is still meeting the timeline with the RFP for construction to be posted in late summer.

Pretreatment Wastewater Program Implementation

- The Town is focusing on the pretreatment wastewater program. This has been a multi-year project. Pretreatment means tanks must be added to the sewer systems to trap waste that is not wanted in collection pipes or wastewater treatment plants.
- The Town has had pretreatment requirements that have never been enforced.
- There are over 100 businesses in Town that have been or need to be inspected to determine pretreatment requirements.
- Pretreatment needs to occur. It must happen for collections in pipes and the lagoons – whether the Town consolidates with Clifton or not. Businesses should have been in compliance over 20 years ago.
- Surveys and letters have been sent. New letters will be sent.

Roundabout Highway 6 – CDOT \$500,000

- The engineer design work is completed, and CDOT is finalizing - \$15M
- This is a CDOT project – the Town is participating with bike delineators, landscaping, and street lighting.
- The Town is using dark sky solar lights at the intersection.

TAP Grant Sidewalks – 80% Grant – 20% Town \$1M

- Project completed – 2/2025
- TAP grant sidewalks from Cresthaven to High School
- Town & CDOT will use the remaining funds on the roundabout project

Multi-Modal Sidewalk Grant Award for Elberta – 1st Street to Wine Cty Rd. \$2 M

- Design/Engineering 75% Complete and in review with CDOT
- Construction scheduled for Fall 2025

- ## Troyer Sewer Lift Station

- | | | |
|-----------------------------|-------------------------------------|----------------|
| <u>Land Use Code Update</u> | DOLA grant \$20,000 - Town \$20,000 | Total \$40,000 |
|-----------------------------|-------------------------------------|----------------|

- Irrigation in Palisade \$?

- | | |
|--------------------------|-----|
| Veterans Memorial Center | \$? |
|--------------------------|-----|

- | | |
|---------------|----------|
| Swimming Pool | \$15,000 |
|---------------|----------|

- Hire a design/ build firm to create plans for a remodel and addition to the swimming pool – public engagement with plan creation



PALISADE BOARD OF TRUSTEES

Staff Report

Meeting Date: April 22, 2025

Department: Police Department

Department Director: Palisade Chief of Police

Stats for March 2025:

For the month of March 2025, the police department received approximately 226 calls for service, two (2) less than February 2025. The calls for service consisted of numerous traffic stops, welfare checks, suspicious incidents/persons, noise complaints, follow-up requests on other cases, assist fire, crash reports, and many other types of calls.

Total for the year: 678 calls for service

March Reports and Summons:

Case Reports-19

Supplement Reports-15

Arrest-17 (which includes custodial arrests and non-custodial arrests- summons into court).

Traffic:

For the month of March traffic tickets are identified for the County Court and Municipal Court regarding traffic tickets. The County Court received 20 traffic tickets which consist of moving violations under Title 42 not covered by Palisade Municipal Court venue. Palisade Municipal Court received 17 traffic tickets which are covered under the court venue for those violations. Traffic Enforcement continues to be a priority for the police department.

Total: 38

Palisade Code Compliance Statistics:

The Code Compliance Program continues to be a priority for the police department and is currently being restructured to meet the needs of the community with a new program footprint. The Police Department is working on the previous cases from February, which has approximately 11 open cases.

Training:

The focus for March training is the field training program for two new police officers. I am happy to report that both new officers are doing very well.

Investigations:

Our Detective is working hard on all active major crime cases, in partnership with the District Attorney's Office to ensure all evidentiary facts are discovered. Our Detective is also assisting

patrol services for our community, the SRO Program for our schools, and is available for assigned duties when needed.

Message from Chief Jesse James Stanford:

I am pleased to share that our current recruitment for the position of Police Officer is progressing very well. We've seen strong interest from qualified candidates who are eager to serve and protect our community.

Additionally, we're proud to announce that our Police Cadet is on track to graduate from the academy in May 2025. We look forward to welcoming our new officer into active service and seeing the positive impact it will have on our department and town.

Our Police Department is also actively working on several new initiatives aimed at enhancing public safety and the overall quality of life in our community. These projects are designed to improve responsiveness, strengthen community engagement, and ensure we continue to meet the evolving needs of those we serve.

As always, we are grateful for the continued support and trust of our residents. Together, we will keep our town a safe and welcoming place for all.



PALISADE BOARD OF TRUSTEES

Meeting Date: April 22, 2025

Re: Consent Agenda

The Consent Agenda has been attached as a separate document for ease of reading.

Included in the consent agenda are:

A. Expenditures

- Approval of Bills from Various Town Funds - March 27, 2025 – April 22, 2025

B. Minutes

- Minutes from April 8, 2025, Regular Board of Trustees Meeting



PALISADE BOARD OF TRUSTEES
Agenda Item Cover Sheet

Meeting Date: **April 22, 2025**

Presented By: **Community Development Director**

Department: **Community Development & Planning**

Re: **Ordinance 2025-02 Amending Section 7.01 of the Palisade Land Development Code**

SUBJECT:

The Board of Trustees will consider an ordinance that amends Section 7.01 of the Land Development Code to establish new regulations for Short Term Vacation Rentals (STVRs) in Palisade. This ordinance aims to balance the economic benefits of STVRs with the need to preserve neighborhood character and maintain housing availability for residents.

Two Classes of STVRs

- **Resident STVRs:** These are owner-occupied properties where the owner uses the dwelling as their primary residence.
- **Investor STVRs:** Properties not used as the owner's primary residence

Permit Limitations

- Total number of STVRs limited to 28 total permits:
 - 14 permits allocated for Resident STVRs
 - 14 permits allocated for Investor STVRs
- One permit limit per person, entity, or affiliated group
- Must use permit for STVR, cannot hold permit and not use

RECOMENDATION:

On March 18, 2025, the Planning Commission recommended the approval of Ordinance 2025-02. The Commissioners determined that the proposed text aligns with the town's Comprehensive Plan.

Commissioner Burke: Yes, the amendment is necessary because of changed or changing social values, new planning concepts and other social economic conditions in the area.

Commissioner Sparks: Yes, the amendment is necessary because of change or changing social values, new planning concepts or other social or economic conditions in the areas affected. And the amendment does not and must not adversely affect public health, safety, or general welfare.

Chair Gekas: Yes, the proposed text is found to be consistent with the Town's adopted comprehensive plan. The amendment is necessary because of changed or changing social values, new planning concepts or other social or economic conditions in the areas affected.

Commissioner Pinder: Yes, the proposed text is found to be consistent with the Town's adopted comprehensive plan. The amendment is necessary because of changed or changing social values, new planning concepts or other social or economic conditions in the areas affected.

Commissioner Hull: Yes, the proposed text is found to be consistent with the Town's adopted comprehensive plan, and I would also add some of the verbiage from the presentation of preserving our neighborhood integrity in the agriculture environment of our Town.

Vice Chair Seymour: ABSENT

Commissioner Bosch: ABSENT

DIRECTION:

Motion, Rollcall, and Vote to: Approve/Deny Ordinance No. 2025-02 amending Section 7.01 of the Palisade Land Development Code concerning Short Term Vacation Rentals (STVRs)

**TOWN OF PALISADE, COLORADO
ORDINANCE NO. 2025-02**

**AN ORDINANCE OF THE TOWN OF PALISADE, COLORADO
AMENDING SECTION 7.01 OF THE PALISADE LAND DEVELOPMENT
CODE CONCERNING SHORT TERM VACATION RENTALS**

WHEREAS, pursuant to Section 31-23-305, C.R.S., the Board of Trustees may adopt, alter or amend zoning and regulations; and

WHEREAS, the Palisade Comprehensive Plan establishes Goal 2.1 to "Balance growth with preserving the agricultural heritage to maintain a sense of community" and Strategy 4.1B to "Facilitate relationships with recreation, tourism, and residents"; and

WHEREAS, the Board of Trustees finds that establishing clear regulations for short term vacation rentals will help implement the Comprehensive Plan while providing economic opportunities for property owners and accommodations for visitors; and

WHEREAS, the Board of Trustees recognizes the economic benefits of short term vacation rentals to property owners and the local economy while also acknowledging the potential strains on neighborhood character; and

WHEREAS, the Board of Trustees finds that regulating short term vacation rentals is necessary to preserve neighborhood character, ensure adequate parking, maintain housing availability for residents, and protect the health, safety and welfare of the community; and

WHEREAS, the Board of Trustees desires to amend Section 7.01 of the Land Development Code to establish regulations concerning short term vacation rentals as a specific accessory use; and

WHEREAS, in accordance with Sections 3.02 and 4.01 of the Land Development Code, and Section 31-23-306, C.R.S., on March 18, 2025, a public hearing was held before the Planning Commission to consider a recommendation of an amendment of the Land Development Code to the Board of Trustees as set forth herein, following public notice as required by law; and

WHEREAS, in accordance with Sections 3.02 and 4.01 of the Land Development Code, and Section 31-23-304, C.R.S., on March 25, 2025, and April 22, 2025, a public hearing was held before the Board of Trustees to consider the amendment of the Land Development Code as set forth herein, following public notice as required by law; and

WHEREAS, the Board of Trustees finds and determines that the amendments to the Land Development Code, as contained herein, are necessary and designed for the purpose of promoting the health, safety, convenience, order, prosperity and welfare of the present and future inhabitants of the Town of Palisade and are consistent with the Town's Comprehensive Plan and the Town's other goals, policies and plans.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF PALISADE, COLORADO, THAT:

Section 1. The foregoing recitals are incorporated herein as if set forth in full.

Section 2. Land Development Code Section 7.01 Residential Use Standards is hereby amended with new additions **underlined** and deletions in ~~strikethrough~~ as follows:

M. Short Term Vacation Rental

A short term vacation rental use is permitted subject to the following standards:

1. ~~Site plan~~ **Purpose and Intent**

~~The short term vacation rental shall be subject to site plan approval by the Planning Commission with public notification as per Section 4.06 of this LDC. The site plan shall demonstrate compliance with the standards as set forth. Any decision to approve or deny the application may be appealed to the Board of Trustees in accordance with the notice requirements and procedures of Section 4.14 of this LDC. The appeal shall be received from either the applicant or an affected property owner within the notification area by the Town Clerk within ten (10) days of the Planning Commission decision.~~ **The purpose of this Section is to establish regulations for the use of privately owned residential dwellings as short-term vacation rentals (STVRs) to safeguard the public health, safety and general welfare of the community, ensure neighborhood compatibility, and maintain the Town's residential character while supporting diverse accommodation options for visitors.**

This Section recognizes two distinct STVR asset classes that serve different functions within our community:

Resident STVRs allow permanent residents to participate in the visitor economy by sharing their properties, providing supplemental income while maintaining the residential fabric of neighborhoods. These are owner-occupied properties where the owner uses the dwelling as their primary residence for at least 185 days per calendar year.

Investor STVRs provide additional visitor accommodation and economic opportunities but remove the housing stock for long term residents. These properties are not used as the owner's primary residence.

2. ~~A property management plan~~ **Permit Requirements**

~~A property management plan demonstrating how the vacation rental will be managed and how impacts to neighboring properties will be minimized, shall be submitted for review and approval as part of the site plan approval.~~ **Permit Types and Limitations**

- a. ~~The property management plan shall include local points of contact available to respond immediately to complaints, clean up garbage, manage unruly tenants,~~

~~etcetera.~~ The number of short-term vacation rentals that may operate at any one time, shall be no more than 24 units in the Town.

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- b. ~~The property management plan shall be mailed to all adjoining property owners within three hundred (300) feet as a condition of approval, and shall be posted in a visible location within the short term vacation rental. If the responsible party of a short term rental use does not reside within the Town, the management plan must identify an individual or individuals within a twenty five mile radius of the property to serve as local contacts and respond to emergency conditions.~~ No person, entity, or affiliated group shall hold, directly or indirectly, more than one (1) STVR permit of either type, where "person" includes any natural person, corporation, LLC, partnership, trust, or other legal entity; "affiliated group" includes spouses, domestic partners, immediate family members, business partners, and any entity in which a permit holder has a financial or controlling interest of 10% or greater; and "indirectly" includes any arrangement designed to circumvent this limitation through the use of multiple entities, family members, proxies, or shared management/control structures.
- c. Investor STVR licenses shall be limited to a maximum of fourteen (14) licenses within the Town.
- d. Resident STVR licenses shall be limited to a maximum of fourteen (14) licenses within the Town.
- e. ~~If concerns are raised by any affected person within the area of notification at the time of or prior to the public hearing, the Planning Commission may establish, at the time of public hearing, specific conditions on the use of a short term vacation rental to address impacts to the neighborhood. Those conditions shall be incorporated into the property management plan that is mailed to all adjoining property owners within three hundred (300) feet of the property.~~ Permits are non-transferable and non-assignable.
3. ~~Standards and requirements~~ Application Requirements
~~Vacation rentals are permitted subject to the following standards:~~
- a. ~~No sign identifying the short term vacation rental is permitted on the property.~~ Complete applications for new permits or renewals shall only be accepted in the enrollment period from January 1- February 28 for the year. Permits expire March 31 of each year regardless of issue date.
- b. ~~No changes shall be made to the dwelling or site which would diminish or detract from the residential appearance in the neighborhood.~~ Applications shall include:
- Proof of ownership

- **For Homeowner STVRs, evidence of primary residence**
 - **Valid driver's license or state identification showing the address**
 - **Voter registration**
 - **Site plan showing all parking spaces and outdoor amenities**
 - **Property management plan**
 - **Proof of one-million-dollar (\$1,000,000) insurance policy covering STVR use**
 - **Payment of all applicable fees (upon acceptance)**
 - **Safety inspection report from the Fire Department**
 - **Signed affidavit acknowledging all requirements of this Section**
- c. ~~Overnight guest occupancy for short term vacation rentals shall be two (2) persons per sleeping room or guest room on the main level of the house and/or the upper floor(s), plus two (2) additional renters overall, up to a maximum occupancy of no more than eight (8) persons. Any sleeping room located in the basement of the house may only be occupied by the home owner or primary resident(s) but not the guests.~~
- d. ~~During the daytime, maximum number of total guests and visitors allowed at any time in a short term vacation rental shall not exceed the maximum overnight occupancy plus six (6) additional persons per property, or fourteen (14) persons, whichever is less.~~
- e. ~~Quiet hours shall be from 10:00 p.m. to 7:00 a.m. and no outside assembly of more than the maximum overnight occupancy shall be permitted during this period.~~
- f. ~~Outdoor amplified sound (microphone or speaker system) shall not be allowed at any time. This provision does not apply to casual music from personal music devices or similar situations that are typical of residential surroundings.~~
- g. ~~Pets if allowed by owner shall be secured on the property at all times. Continual nuisance barking by unattended pets is prohibited per Section 7-116 of the Palisade Municipal Code.~~
- h. ~~Outdoor fire areas, when not prohibited by state or local fire codes, may be allowed but shall be limited to three (3) feet in diameter, shall be located on a non-combustible surface, shall be covered by a fire screen, and shall be extinguished as soon as it is unattended or by 10:00 p.m. whichever is earlier.~~

- i. ~~Parking shall be provided to accommodate one (1) space per the dwelling unit plus one (1) space for each occupied sleeping room or guest room with a minimum of two (2) off-street parking spaces provided. Any on-street parking, where appropriate, shall be limited to no more than one (1) parking space.~~
 - j. ~~All vehicles 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.~~
 - k. ~~The short term vacation rental shall be subject to the same safety and health inspections, licenses, registrations, fees and taxes, including the occupation lodging tax, to which other licensed businesses or places of accommodation are subject.~~
 - l. ~~The number of short term vacation rentals that may operate at any one time, shall be no more than 3 percent of the total number of single family housing units in the Town. The number of single family housing units shall be based on the most recent data available from the U.S. Census Bureau and the State of Colorado Demographer's office.~~
 - m. ~~No food service shall be offered to overnight guests by the owner or operator of the short term vacation rental.~~
4. ~~If no business license is issued for a short term vacation rental within a year of approval by the Planning Commission, the Planning Commission approval shall expire. If a business license is not renewed for a short term vacation rental for a consecutive year, the use as a short term vacation rental shall be considered discontinued. An expired approval or discontinued use, as per this Section, shall require notification, hearings and approval to re-establish the short term vacation rental consistent with this Section of this LDC.~~ **Property Management Requirements**
- a. **Guest check-in/check-out procedures**
 - b. **Maximum occupancy enforcement**
 - c. **Parking requirements**
 - d. **Trash management**
 - e. **Noise restrictions**
 - f. **Outdoor fire and amplified sound restrictions**
 - g. **Pet policies**
 - h. **Emergency procedures**
5. ~~Any violations of this Section are subject to the enforcement and penalty provisions of Article 13. Upon receipt of any combination of three (3) citations, or violations of any section of this LDC or Municipal Code by the Town of Palisade, within a two-year period, the use of the short term vacation rental is summarily revoked. The revocation is subject to an appeal to the Board of Trustees, if requested within ten (10) days of the decision of revocation. Should such a revocation occur, an~~

~~application to re-establish a short term vacation rental at the subject property shall not be accepted by the Town of Palisade for a minimum period of two (2) years after the revocation takes effect.~~ **Notification Requirements**

- a. **Property management plan must be:**
 - **Provided to all properties within 300 feet**
 - **Must include contact information for property owner or property manager**
 - **Posted in a clearly visible way inside the entrance of the rental unit**
 - **Updated within 24 hours of any change in contact information**
 - b. **Town shall be notified of any changes to management plan within 24 hours**
6. ~~Upon approval by the Planning Commission, the applicant shall obtain a business license in order to operate the short term vacation rental consistent with the approved site plan and management plan. Operation and/or advertisement of a short term vacation rental prior to the issuance of a business license is considered a violation of this LDC and is subject to the enforcement and penalty provisions of Article 13. Violation as per this Section shall also impose an automatic re-consideration of the application by the Planning Commission at the next available meeting, subject to the same public notification of the original application.~~ **Occupancy and Use**

Limitations

- a. **Maximum overnight occupancy shall not exceed:**
 - **Two (2) persons per legal bedroom**
- b. **Maximum daytime occupancy shall not exceed:**
 - **Two (2) persons per legal bedroom**
- c. **Maximum permitted noise levels are subject to Municipal Code Sec. 10-226**
- d. **No outdoor amplified sound at any time**
- e. **No food service to guests**
- f. **No commercial events or activities**
- g. **No alterations that would reduce residential character**
- h. **No physical signs, placards, postings, or other visual displays identifying the property as a vacation rental shall be permitted**
- i. **Property owner must be on site during rentals. For non-owner-occupied rentals a designated manager must reside within twenty-five (25) miles of the property**
- j. **No Parties and Special Events:**
 - **Parties and special events are strictly prohibited at all STVR properties**
 - **Advertising an STVR for parties or special events is prohibited**
 - **All rental property management plans must include acknowledgment of no-party policy**

k. **Parking Requirements**

- **Minimum of one (1) off-street parking per two (2) legal bedrooms**
- **Maximum of one (1) on-street parking space where permitted**
- **No parking on landscaped areas or sidewalks**
- **Parking plan must be provided to guests**

7. **Taxes and Fees**

a. **Required Taxes**

- **All STVRs shall be subject the Town occupational lodging fee and any applicable state or county lodging taxes**

b. **Tax Remittance:**

- **All taxes and fees must be collected and remitted monthly per Municipal Code Sec. 6-56**
- **Late remittance subject to penalties per Municipal Code Sec. 6-61**
- **Failure to remit taxes for two consecutive months constitutes grounds for permit revocation**

c. **Record Keeping**

- **Owner must maintain complete booking records for three (3) years per Municipal Code Sec. 6-56**
- **Records must be available for audit upon request by Town**
- **Records must include:**
 - **Dates of occupancy**
 - **Number of rooms occupied**
 - **Taxes and fees collected**

d. **Required Fees**

- **Annual permit fees are required for both license types**
- **Business license fee. Under Municipal Code Section 6-55, any license holder who remits occupancy tax in an amount greater than the annual business license fee is exempt from paying the business license fee. While the fee is waived, the business must still maintain an active business license.**
- **Late renewal fee if applied within thirty (30) days of expiry**

e. **Tax and Fee compliance**

- **Proof of tax compliance required for permit renewal**
- **Outstanding taxes or fees constitute grounds for:**
 - **Denial of permit renewal**
 - **Immediate suspension of permit**

- Placement of lien on property
- Fraudulent tax returns constitute grounds for immediate permit revocation

8. Enforcement and Penalties

- a. Initial complaints shall be directed at the property owner/manager
- b. Municipal complaints must include:
 - Photo or video evidence of violation
 - Date and time of occurrence
 - Complainant contact information
- c. Anonymous complaints shall not count toward strikes but will be considered at renewal
- d. Strikes may be issued for:
 - Verified violations of the Land Development Code or Municipal Code
 - Failure to maintain current contact information
 - Non-response to Town notices
 - Law enforcement incidents
 - Code violations
- e. Strike Penalties:
 - First Strike: Fine plus written warning
 - Second Strike: Fine plus required management plan update
 - Third Strike: Fine plus permit revocation
 - Strikes remain active for twelve (12) months from date of issuance
 - Appeals to the Planning Commission must be filed within ten (10) business days
- f. Upon third strike:
 - Owner permanently ineligible for STVR permit
 - Property ineligible until transfer of ownership
- g. Unlicensed Operations
 - Notice of violation requiring compliance within Forty-Eight (48) hours issued by the Town of Palisade Code Enforcement Officer
 - If compliance is not obtained:
 - Fine per day of continued operation
 - Property lien for unpaid fines after 30 days
 - Permanent ineligibility for both owner and property

9. Existing Permits

- a. All existing STVR permits shall expire on March 31, of each year

- b. Existing STVR permit holders shall have first right of refusal to renew their permits during the annual enrollment period ending February 14, after which any unrenewed permits will be forfeited and automatically allocated to the next eligible applicant on the waiting list.
 - c. Existing permits must renew in the enrollment period defined in Section 7.01.M.3 Application Requirements but have up to thirty (30) days after application enrollment closes to renew with a late fee; failure to renew within this window results in permit expiration, with no automatic renewals or legal non-conforming status of existing permits.
10. ~~If a short term vacation rental is denied either by the Planning Commission or upon an appeal by the Board of Trustees, a request for a short term vacation rental for the same property may not be made until at least six months from the date of denial. This provision does not apply if the property is transferred after the denial and a request is made by a new land owner~~
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Section 2. Severability. If any provision of this ordinance is found to be unconstitutional or otherwise invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions which can be implemented without the invalid provisions and, to this end, the provisions of this ordinance are declared to be severable.

Section 3. Effective Date. This ordinance shall take effect thirty (30) days after publication following final passage.

INTRODUCED, READ, PASSED, ADOPTED, AND ORDERED PUBLISHED at a regular meeting of the Board of the Trustees of the Town of Palisade, Colorado, held on April 22, 2025.

TOWN OF PALISADE, COLORADO

By: _____
Greg Mikolai, Mayor

ATTEST:

Keli Frasier, CMC
Town Clerk



PALISADE BOARD OF TRUSTEES
Agenda Item Cover Sheet

Meeting Date: April 22, 2025

Presented By: Community Development Director

Department: Community Development Department

Re: Resolution 2025-11 - Updated Fee Schedule

SUBJECT:

A resolution of the Board of Trustees for the Town of Palisade, Colorado, amending fee schedule for the Short-Term Vacation Rental fees and fines.

SUMMARY:

Resolution 2025-11 reflects the discussions of the Palisade Board of Trustees and Planning Commission regarding fees and fines for short-term vacation rentals.

BOARD DIRECTION:

Approve Resolution 2025-11 amending the fee schedule and adopting fees and fines for the short-term vacation rentals.

**TOWN OF PALISADE, COLORADO
RESOLUTION NO. 2025-11**

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF PALISADE, COLORADO, AMENDING THE FEE SCHEDULE IN REGARD TO SHORT-TERM VACATION RENTAL PERMITS AND FINES.

WHEREAS, the Board of Trustees is authorized to establish fees charged by the Town;
and

WHEREAS, the Board of Trustees desires to implement a permit fee for short-term vacation rentals; and

WHEREAS, the Board of Trustees desires to implement fines for violations of the Land Development Code Regulations for short-term vacation rentals; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES FOR THE TOWN OF PALISADE, COLORADO THAT, that the amended fee schedule attached hereto as Exhibit “A” is adopted into the fee schedule for the Town of Palisade, Colorado, effective April 22, 2025.

EXHIBIT A

PERMIT AND REGISTRATION

Description	Amount
Annual STVR Permit	\$350
Late Renewal Fee	\$100

VIOLATION FINES

Description	Amount
First Strike Fine	\$250
Second Strike Fine	\$500
Third Strike Fine	\$750
Unlicensed Operation	\$1,500 per day of continued operation

RESOLVED, APPROVED, and ADOPTED this 22nd day of April 2025.

TOWN OF PALISADE, COLORADO

Greg Mikolai, Mayor

ATTEST:

Keli Frasier, CMC
Town Clerk



PALISADE BOARD OF TRUSTEES
Agenda Item Cover Sheet

Meeting Date: **April 22, 2025**

Presented By: **Palisade Chief of Police**

Department: **Police Department**

Re: **Technical College of the Rockies Law Academy Vehicle Donation Proposal**

SUBJECT:

The following agenda item is to finalize approval for the donation of two older patrol vehicles from the Palisade Police Department's fleet. In exchange for the vehicle donation, the police department would receive two (2) law enforcement academy spots in a future academy session and one (1) newer light bar to replace the light bar remaining attached to one of the donated police units.

SUMMARY:

The Palisade Police Department is replacing its two current police vehicles, a 2017 Ford Explorer Police Interceptor, and a 2014 Chevy Tahoe—with two new units expected to arrive in the coming weeks. Meanwhile, the TCR Police Academy is phasing out older vehicles and needs SUV-style police units for its training program. This presents an opportunity for TCR and the Palisade Police Department to support each other—by transferring the outgoing vehicles to the academy. The department secures two spots in upcoming academy classes, helping to expand applicant opportunities and strengthen recruitment efforts. Currently, 2025 tuition for the full Police Academy is \$13,000. Tuition for the Refresher Police Academy is \$3,000. An LED Light Bar is approximately \$3,300. Total Value: \$19,300

BOARD DIRECTION:

Approve, deny, or postpone (until May 13, 2025) donating two older patrol vehicles from the Palisade Police Department to the Technical College of the Rockies Law Academy in exchange for two (2) law enforcement academy spots in a future academy session, and one (1) newer light bar.



PALISADE POLICE DEPARTMENT

www.townofpalisade.org

Town of Palisade Police Department

175 E. 3rd Street
Palisade, CO 81526
(970) 464-5601

April 18, 2025

Technical College of the Rockies

Law Enforcement Academy
1765 US-50
Delta, CO 81416

Subject: Vehicle Donation and Partnership Proposal,

Dear Academy Director Brett Hilling,

The Town of Palisade Police Department is pleased to present this letter of intent to donate two surplus law enforcement vehicles to the Technical College of the Rockies in support of your Law Enforcement Academy training program.

The vehicles proposed for donation are as follows:

1. **2014 Chevrolet Tahoe (Police Package) See attached KB value**
 - Fair Market Value: **\$8,270**
 - Equipped with police emergency lighting and law enforcement equipment.
2. **2017 Ford Explorer (Police Package) See attached KB value**
 - Fair Market Value: **\$15,874.00**
 - Equipped with police emergency lighting and law enforcement equipment.

Both vehicles are currently operational and retain law enforcement modifications suitable for training purposes.

In return for this donation, we respectfully request the following as part of a cooperative partnership:

1. **Full tuition sponsorship for one (1) police cadet applicant**, to be selected and sponsored by the Town of Palisade Police Department for a future training session at the Technical College of the Rockies Law Enforcement Academy.
2. **Refresher Academy tuition sponsorship for one (1) police cadet applicant**, to be selected and sponsored by the Town of Palisade Police Department for a future training session at the Technical College of the Rockies Law Enforcement Academy.
3. **One low-profile light bar** to replace the current light bar on the 2017 Ford Explorer prior to its donation.

We believe this partnership will benefit both institutions by strengthening the quality of law enforcement training and supporting future officers in our region. We appreciate your consideration and look forward to your response.

Should you need any additional documentation or wish to discuss this proposal further, please feel free to contact Chief Jesse Stanford (970) 464-5601 Ext. 6208 or via email at jstanford@townofpalisade.org

Sincerely,

Jesse Stanford
Chief of Police
Town of Palisade Police Department



PALISADE BOARD OF TRUSTEES
Agenda Item Cover Sheet

Meeting Date: **April 22, 2024**

RE: **Event Police & Fire Fees**

SUMMARY:

In 2024, the Town implemented a mandatory security permit requirement for events. This permit stipulates a minimum level of private security determined by factors such as event size, venue, and duration. Additionally, the Town has been invoicing event organizers for Police and Fire Department overtime services provided during these events.

Several Anchor Events have requested an exemption from covering the costs associated with Police and Fire services, citing the private security they are now required to provide. However, the presence of Police and Fire personnel remains essential, as their roles differ significantly from those of private security. These large-scale events often result in the Town's population doubling or even quadrupling during their occurrence, necessitating continued public safety support.

The Board has asked Trustee Snook and the Town Manager to consult with the Tourism Advisory Board (TAB) regarding this request. TAB recommends that the costs for Police and Fire services be covered by the \$2.00 lodging fee revenue rather than being passed on to event organizers.

Board Direction:

Approve/Deny the expenses be billed to Anchor Events for extra Police & Fire Services needed for their events.