



**AGENDA**  
**for the Board of Trustees**  
**of the Town of Palisade, Colorado**  
**341 W 7<sup>th</sup> Street (Palisade Civic Center)**

**March 25, 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 7<sup>th</sup> Street):**
    - 1. **Planning Commission** – Tuesday, April 1, 2025, at 6:00 pm
    - 2. **Board of Trustees**– Tuesday, April 8, 2025, at 6:00 pm
  - C. **PALISADE TOURISM ADVISORY BOARD** has four (4) openings for members. Applications will be accepted through April 11, 2025, and interviews & appointments will be on April 22, 2025, at the regularly scheduled Board of Trustees meeting.
  - D. **PALISADE INTERNATIONAL HONEYBEE FESTIVAL** is in downtown Palisade on April 12, 2025. For more information, visit: <https://palisadehoneybeefest.org/>
- VI. **PRESENTATIONS**
  - A. Thank you to Brandon Burke for Gym equipment.
- VII. **TOWN MANAGER REPORT**
  - A. 2024 Financial Audit is Underway
  - B. Town of Palisade Awarded Best Managed City w/ population under 10,000

**VIII. 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
  - February 15, 2025 – February 28, 2025
  - March 1, 2025 – March 14, 2025

**B. Minutes**

- Minutes from February 25, 2025, Regular Board of Trustees Meeting
- Minutes from March 4, 2025, Special Board of Trustees Meeting

**C. Intergovernmental Agreement (IGA) With the City of Grand Junction**

- IGA With the City of Grand Junction for the staffing of the Palisade Municipal Swimming Pool for the 2025 Season

**D. Extend the On-Call Engineering Contract With J-U-B Engineers, Inc.**

**E. ORDINANCE 2025-03 A text amendment to Chapter 2, Article II of the Palisade Municipal Code Regarding Trustee Attendance of Meetings**

- An amendment to the Palisade Municipal Code requiring all Trustees to regularly attend Board of Trustee meetings for the purpose of fully representing their constituents.

**I. PUBLIC HEARING I**

**A. ORDINANCE 2025-01 A text amendment to section 7.05 of the Palisade Land Development Code concerning specific accessory use and structure standards.**

The Board of Trustees will consider Ordinance 2025-01 updating regulations in the Palisade Land Development Code for accessory structures (such as fences, garages, and accessory dwelling units) in Palisade.

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

Approve, deny, or postpone (until April 8, 2025) Ordinance 2025-01 amending Section 7.05 of the Palisade Land Development Code concerning Accessory Structures & Uses.

**II. PUBLIC HEARING II**

**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 April 8, 2025) Ordinance No. 2025-02 amending Section 7.01 of the Palisade Land Development Code concerning Short-Term Vacation Rentals (STVRs).

**III. NEW BUSINESS**

**A. RESOLUTION 2025-09 - Authorizing Sewer Transfer Project Property**

**Acquisitions**

The Board of Trustees will consider Resolution 2025-09 authorizing the Town Manager and Mayor to execute the documents necessary for property acquisition along the route of the Palisade to Clifton Sewer Transfer Project.

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

Approve, deny, or postpone (until April 8, 2025) Resolution 2025-09 authorizing the Town Manager and Mayor to execute the documents necessary for property acquisition up to \$50,000 each along the route of the Palisade to Clifton Sewer Transfer Project.

**B. Intergovernmental Agreement (IGA) with Mesa County Fire Authority**

The Board of Trustees will consider directing the Mayor to sign an Intergovernmental Agreement (IGA) with the Mesa County Fire Authority for administrative services provided by the Palisade Fire Chief.

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

Approve, deny, or postpone (until April 8, 2025) directing the Mayor to sign an Intergovernmental Agreement (IGA) with the Mesa County Fire Authority for administrative services provided by the Palisade Fire Chief, AND authorize the Fire Committee to make any necessary changes to the MOU during negotiations.

**C. Planning Commission Interviews and Appointments**

The Board of Trustees will interview eight (8) candidates for four (4) open seats on the Palisade Planning Commission. A silent priority vote will occur after the interviews to fill the four (4) positions. A rollcall vote will appoint the commissioners to the respective seats.

1. Applicant Interviews (organized alphabetically by last name)
  - o *Bishop, Karen*
  - o *Case, Katoka*
  - o *Gekas, Amy (incumbent)*
  - o *McKeever, Jaida*
  - o *Pinder, LisaMarie (incumbent)*
  - o *Sparks, Alex (incumbent)*
  - o *West, Andrew*
  - o *Zahrte, Brett*
2. Board Discussion
3. Silent Ballot Vote – *Ballots Will be Provided*
4. Decision - Motion, Second, and Rollcall Vote to:

Appoint Name 1, Name 2, Name 3, and Name 4 to the Palisade Planning Commission for a four-year term ending in February 2029.

**IV. 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.*

**V. COMMITTEE REPORTS**

**VI. ADJOURNMENT**

Congratulations Team Palisade!!!!

## TOWN OF PALISADE SELECTED AS



Business View Publishing is a National Magazine. Attached is an article on the Town.

This award reflects the hard work and dedication from the Board of Trustees, Directors, Town Staff, Planning Commission, TAB, Local Businesses and the Residents of Palisade! Congratulations!

[\*\*BUSINESS VIEW REVIEWS\*\*](#)  
[\*\*SUBSCRIBE TO BUSINESS VIEW\*\*](#)



**Inc.5000**  
N° **3788** 2023  
AMERICA'S FASTEST-GROWING PRIVATE CO\*

**Inc.5000**  
N° **28** 2023  
THE MEDIA



BUSINESS VIEW PUBLISHING  
**CUSTOMER FEEDBACK** 2023  
**4.9 OVERALL RATING**

PALISADE, CO



BUSINESS VIEW PUBLISHING

**BEST MANAGED CITIES**

**COLORADO**

UNDER 10K POPULATION; 2025

# SMALL TOWN, BIG AMBITIONS

## AT A GLANCE

### THE TOWN OF PALISADE

**WHAT:** A small town leveraging agritourism, infrastructure investment, and sustainable development to drive growth

**WHERE:** Palisade, Colorado

**WEBSITE:** [www.townofpalisade.org](http://www.townofpalisade.org) & [www.visitpalisade.com](http://www.visitpalisade.com)

### A THRIVING TOWN GUIDED BY A COMMUNITY-DRIVEN PATH TO PROSPERITY

**P**alisade, Colorado is a small town with big ambitions. Although the broader Mesa County region has a population of 150,000, Palisade itself is home to just 2,500 residents. The town is thriving through innovative infrastructure upgrades. Guided by visionary leadership, Palisade is building a future that balances development with preservation of its unique agricultural character.



## PALISADE BOARD OF TRUSTEES

### Staff Report

**Meeting Date:**                   **March 25, 2025**

**Department:**                   **Fire Department**

**Department Director:**       **Fire Chief**

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### Comments from the Fire Chief

The recent broad federal funding pause has put several things in question. The first is the status of our AFG request. I am hearing that both the AFG and SAFER programs will not be affected, and reviews will continue. There are discussions about moving such funding from FEMA to US Fire Administration.

### Administrative Update

- On February 5, 2025, I attended a meeting between the Town of Palisade and representatives of Mesa County Fire Authority concerning discussions of Palisade Fire providing services of Administrative and Operational oversight. An updated draft MOU has been created and is under review.
- I attended the National Incident Management Team Association Conference in Fort Worth Texas where I was nominated for the Region 8 Board position. Will not be filling that role.
- The Colorado Division of Fire Prevention and Control grant review will be on March 8, 2025. We submitted for wildland PPE for new members.
- Under the SAFER Grant, we will be ordering new turnout gear for the nine new members.
- I have started running estimates for future mill levy increase considerations

### Personnel Update

- We are brining back Brendan Quinlan and made an offer to Cooper Sale for the Seasonal Wildfire Program. We will attempt to recruit for the remaining position.
- Cindy Lee has two more meetings for her paramedic protocoling.

### Training Update

- The D51 High School Academy just completed their HazMat and passed the practical testing.
- Sent three people to the NFA Training in Grand Junction. Both Cindy Lee and Jordan Quackenbush took the Fire Officer I while Josh Dittebrand to the COTC Class.
- The Volunteer Academy has completed their Basic Wildland Training and has started the Firefighter I portion.
- We sent 6 firefighters to a sponsored March Mayhem Fire Academy in Idaho. All 6 were sponsored for attendance by the conference itself.

### Apparatus/Equipment Update

- We are working to outfit the new brush truck once complete, we will hold a push-in ceremony.

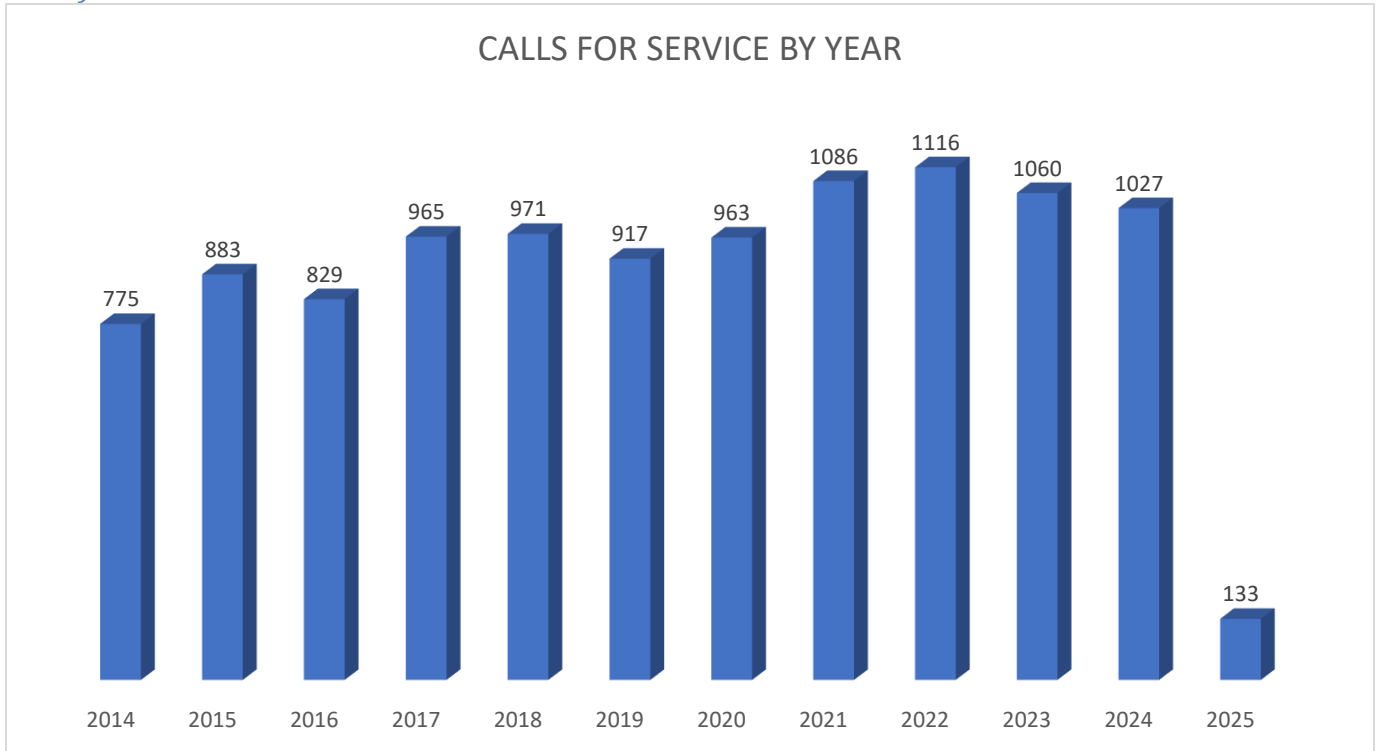
## Miscellaneous

- The 2024 Award Winners are Zach Nehm – Rookie of the Year, Devon Valdez – EMS Provider of the Year, Nick Lorenzo – Fire Fighter of the Year. We also had the Badge Pinning for Brian Bonar, Cooper Comeford, Kaleb Farmer, Blaise Gorman, Autumn Gundt, Brandy McNeill and Zach Nehm.

## Operations

For the month of February 2025, the Palisade Fire Department responded to 44 calls. This is an decrease of 43 calls compared to the same timeframe last year. For the year 2025 through the end of February we responded to 133 calls for service which is a decrease of 24 calls from 2024.

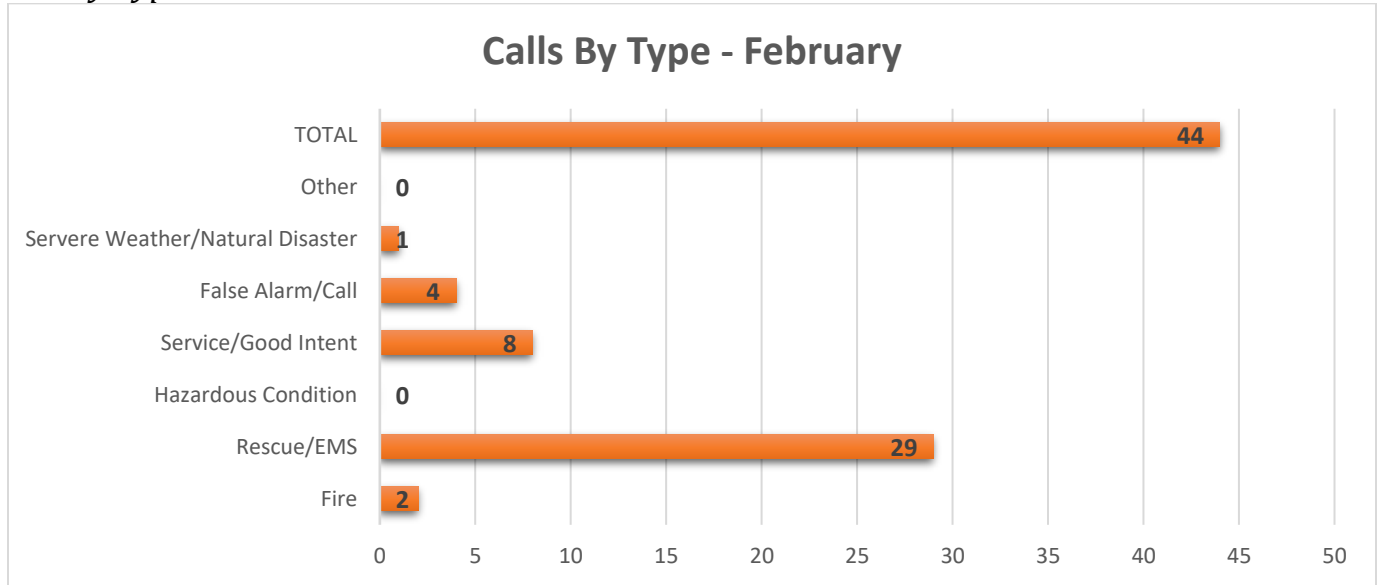
### Calls for Service to Date



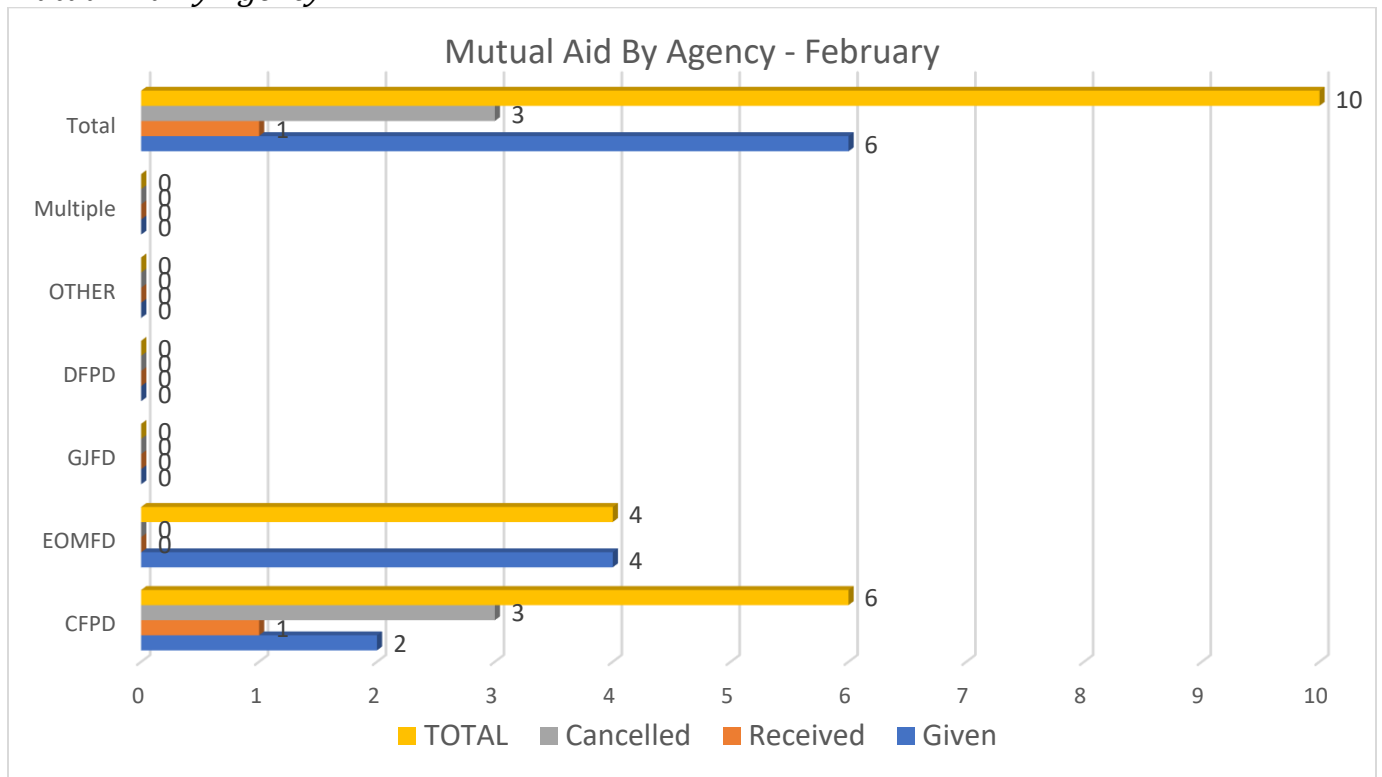


Monthly Call Breakdown

*Call By Type*



*Mutual Aid By Agency*



### Ambulance Billing through December 2024

Year	Billings	Payments Credits	Contractual Allowances	Refunds	Write-Offs	Outstanding	Balance Forward
2017	\$ 631,921.80	\$ (213,357.11)	\$ (398,116.64)	\$ 256.06	\$ (36,017.67)	\$ (15,313.56)	\$ 179,237.95
2018	\$ 582,418.60	\$ (217,279.97)	\$ (362,960.14)	\$ 879.86	\$ (39,623.48)	\$ (36,565.13)	\$ 148,431.75
2019	\$ 515,174.60	\$ (84,477.29)	\$ (325,935.08)	\$ 1,085.73	\$ (42,756.21)	\$ 63,091.75	\$ 193,012.69
2020	\$ 568,215.80	\$ (91,664.10)	\$ (267,219.73)	\$ 541.78	\$ (58,461.45)	\$ 151,412.30	\$ 353,530.33
2021	\$ 724,256.60	\$ (281,649.57)	\$ (413,046.03)	\$ 490.26	\$ (50,578.48)	\$ (20,527.22)	\$ 343,377.79
2022	\$ 719,057.40	\$ (264,960.78)	\$ (571,554.07)	\$ 1,875.96	\$ (97,922.41)	\$ (213,503.90)	\$ 114,292.26
2023	\$ 729,525.40	\$ (281,269.83)	\$ (422,446.10)	\$ 1,992.37	\$ (41,511.71)	\$ (13,709.87)	\$ 154,211.01
2024	\$ 693,271.50	\$ (257,251.56)	\$ (378,119.88)	\$ 650.16	\$ (45,074.52)	\$ 13,475.70	\$ 116,464.53
2-year Average	\$ 724,291.40	\$ (273,115.31)	\$ (497,000.09)	\$ 1,934.17	\$ (69,717.06)	\$ (113,606.89)	\$ 134,251.64
5 year Average	\$ 651,245.96	\$ (200,804.31)	\$ (400,040.20)	\$ 1,197.22	\$ (58,246.05)	\$ (6,647.39)	\$ 231,684.82
Monthly Average	\$ 63,024.68	\$ (23,386.51)	\$ (34,374.53)	\$ 59.11	\$ (4,097.68)	\$ 1,225.06	\$ 10,587.68
Year End Projection	\$ 756,296.18	\$ (280,638.07)	\$ (412,494.41)	\$ 709.27	\$ (49,172.20)	\$ 14,700.76	\$ 127,052.21



## PALISADE BOARD OF TRUSTEES Staff Report

**Meeting Date:** March 25, 2025

**Department:** Police Department

**Department Director:** Chief of Police

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### **Stats for February 2025:**

For the month of February 2025, the police department received approximately 228 calls for service, this is 4 more than January 2025. The calls for service consisted of numerous traffic stops, welfare checks, suspicious incident/person, noise complaints, follow-up requests on other cases, assist fire, crash reports, and many other types of calls.

**Total for the year: 452 calls for service**

### **Grand Junction Communication Call Summary:**

In summary calls for service from February of 2024 to the current month show we are down 37%. Year to date 2024 to 2025 it shows we are down 38% for the year compared to 2024. For February 2025, Palisade Police from dispatched to arrival time for urgent response (Priority One) is 6 minutes and 13 seconds which is identified as one of the quickest response times amongst other agencies. Priority Two responses are 3 minutes and 29 seconds again identified as one of the quickest average response times amongst other agencies. This is important to note that because it is all part of the public safety services, we pride ourselves on providing our community with prompt response. If there is any interest in additional data information, please contact the chief of police.

### **February Reports:**

Case Reports: 15

Supplement Reports: 12

Arrest Reports: 1

### **Tickets:**

The police department issued 12 traffic tickets which consisted of 9 speeding violations 10-19 mph over and 2 tickets for 5-9 mph over, and 1 careless driving violation.

**Total for the year: 39 traffic tickets**

### **Palisade Code Compliance Statistics:**

Open issues before February: 8

February issues: 10

- PMC Sec. 7-3 Nuisance: 5
- PMC Sec. 7-112.3 Fowl: 1
- PMC Sec. 8-42, 44 Junked vehicles: 2
- LDC Sec. 4.08 Planning clearance: 1

- LDC Sec. 7.05

Fence repair: 1

Total February issues: 18

Closed issues in February: 7

Open issues at end of February: 11

Issues Year to Date: 16

### **Training:**

We have two new police officers who are in the field training program and who are doing very well thus far.

### **Investigations:**

There are no new cases to report for the month of February. Our Detective is continuing to follow up on current cases and assisting the District Attorney's Office in partnership to ensure all Palisade cases are presented with all possible evidence and facts. Our Detective is also working patrol on certain days of the week.

### **Significant Events:**

- Hired two new police officers who are currently training to become solo officers.
- Hired a new Police Cadet who is currently in the TCR Police Academy in Delta.

### **Message from Chief Jesse James Stanford:**

I am pleased to share some exciting news regarding the continued growth and progress of our police department. We are adding several new full-time police officers to our team, strengthening our ability to serve and protect our community. These new officers will bring fresh perspectives, dedication, and a commitment to upholding the highest standards of public safety.

In addition to expanding our team, we are eager to introduce several new programs in 2025 that we believe will greatly enhance our public safety services. These initiatives will focus on community engagement, crime prevention, and improved response capabilities, ensuring we remain proactive in addressing the needs of our residents. More details will be shared in the coming months, but we are confident these efforts will have a positive and lasting impact.

We also want to take this opportunity to express our sincere appreciation for the unwavering support from our town board and community. Your trust and collaboration allow us to continue evolving and improving the services we provide. It is truly an honor to serve this community, and we remain committed to fostering strong relationships that make our town a safer and better place for everyone.

Thank you for your continued support, and we look forward to working together in 2025!



## PALISADE BOARD OF TRUSTEES

**Meeting Date:** March 25, 2025

**Re:** Consent Agenda

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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
  - February 15, 2025 – February 28, 2025
  - March 1, 2025 – March 14, 2025

**B. Minutes**

- Minutes from February 25, 2025, Regular Board of Trustees Meeting
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**C. Intergovernmental Agreement (IGA) With the City of Grand Junction**

- IGA With the City of Grand Junction for the staffing of the Palisade Municipal Swimming Pool for the 2025 Season

**D. Extend the On-Call Engineering Contract With J-U-B Engineers, Inc.**

**E. ORDINANCE 2025-03 A text amendment to Chapter 2, Article II of the Palisade Municipal Code Regarding Trustee Attendance of Meetings**

- An amendment to the Palisade Municipal Code requiring all Trustees to regularly attend Board of Trustee meetings for the purpose of fully representing their constituents.



**PALISADE BOARD OF TRUSTEES**  
**Agenda Item Cover Sheet**

**Meeting Date:** March 25, 2025

**Presented By:** Community Development Director

**Department:** Community Development & Planning

**Re:** Ordinance 25-01 Amending Section 7.05 of the Palisade Land Development Code

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**SUBJECT:**

This ordinance updates regulations for accessory structures (such as fences, garages, and accessory dwelling units) in Palisade. The changes aim to improve housing options while preserving the Town's character.

**KEY CHANGES**

- **Accessory Dwelling Units (ADUs):** Increases maximum size to 900 square feet (previously 650 square feet)
- **Setbacks:** Updates minimum distance requirements from property lines for accessory structures
- **Height:** Increases maximum height to 24 feet for all accessory structures excluding fences
- **Fence Location:** Requires at least 2 feet between fences and public sidewalks/alleys
- **Home-Based Business:** Simplifies and clarifies regulations for home occupations and businesses

**RECOMMENDATION:**

On March 18, 2025, the Planning Commission recommended approval of Ordinance 2025-01. The Commissioners found that the proposed text is found to be consistent with the Town's Comprehensive Plan.

Commissioner Burke: Yes, the proposed text is found to be consistent with the Town's adopted comprehensive plan.

Commissioner Sparks: Yes, the proposed text is found to be consistent with the Town's adopted comprehensive plan.

Chair Gekas: Yes, the proposed text is found to be consistent with the Town's adopted comprehensive plan.

Commissioner Pinder: Yes, the proposed text is found to be consistent with the Town's adopted comprehensive plan.

Commissioner Hull: Yes, the proposed text is found to be consistent with the Town's adopted comprehensive plan.

Vice Chair Seymour: ABSENT

Commissioner Bosch: ABSENT

**DIRECTION:**

Motion, Rollcall, and Vote to: Approve/Deny Ordinance No. 2025-01 amending Section 7.05 of the Palisade Land Development Code concerning Accessory Structures & Uses.

**TOWN OF PALISADE, COLORADO  
ORDINANCE NO. 2025-01**

**AN ORDINANCE AMENDING SECTION 7.05 OF THE PALISADE LAND  
DEVELOPMENT CODE CONCERNING SPECIFIC ACCESSORY USE  
AND STRUCTURE STANDARDS**

**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

**WHEREAS**, Action 2.1D4 of the Comprehensive Plan specifically directs the Town to "Encourage accessory dwelling units (ADUs) in all zone districts and allow ADUs as a use-by-right in all single-family homes"; and

**WHEREAS**, the Board of Trustees finds that updating the accessory dwelling unit regulations will help implement the Comprehensive Plan while providing additional housing options for the community; and

**WHEREAS**, the Board of Trustees finds that preventing future encroachment on Town right-of-ways is necessary to provide adequate emergency and utility services and maintain the small town feel; and

**WHEREAS**, the Board of Trustees desires to amend Section 7.05. to modify regulations concerning specific accessory use and structure standards; and

**WHEREAS**, the Town's Planning Commission has recommended to the Board of Trustees that the amendments to the Land Development Code contained in this Ordinance be adopted; 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, 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 7.05 Accessory Uses and Structures, is hereby amended with new additions **underlined** and deletions in **~~strikethrough~~** as follows:

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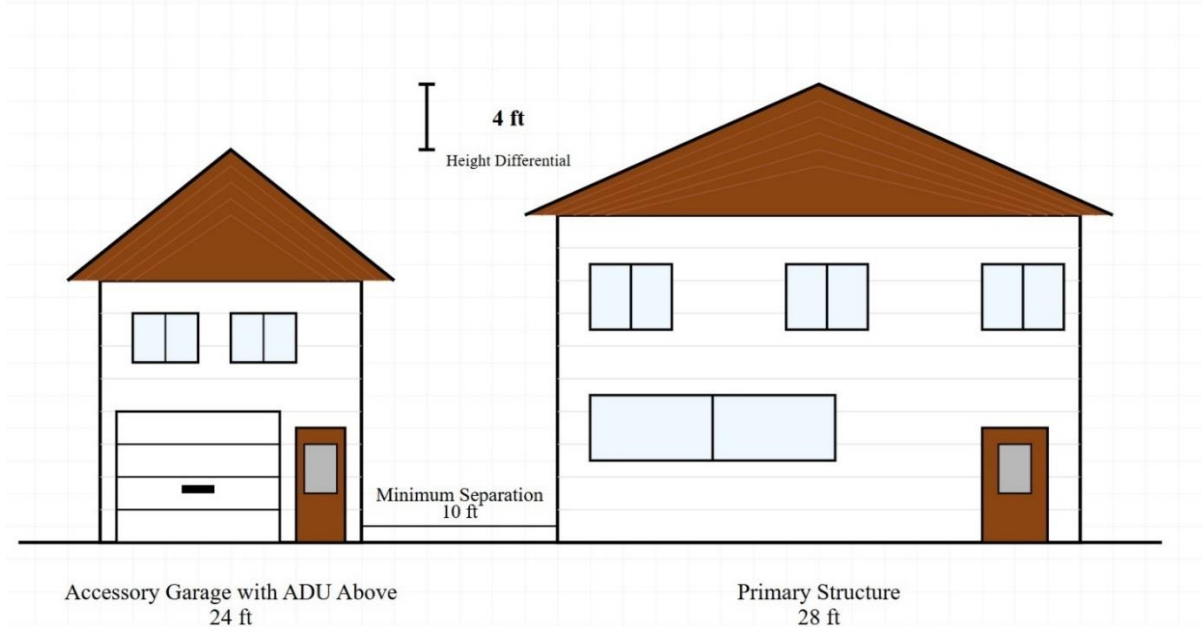
**Section 7.05 Accessory Uses and Structures**

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**A. General Standards**

1. Accessory uses and structures shall be clearly incidental and subordinate to an existing permitted principal use or structure.
2. Accessory uses and structures shall not involve operations or structures not in keeping with the character of the primary use or principal structure served.
3. Tractor trailers and pods are prohibited as storage buildings or structures except as permitted on an active construction site or as otherwise specifically allowed.
4. Accessory structures which constitute a building (shed, dwelling unit, guardhouse, etc.) shall not be located closer than ~~five (5) feet~~ **ten (10) feet** to any other building.
5. Maximum height of accessory structures shall be ~~fifteen (15) feet~~ **twenty-four (24) feet**; ~~provided, however, accessory garages with approved accessory dwellings over a garage may be twenty four (24) feet~~ or the height of the principal structure, whichever is less. In no case shall the height of the accessory structure be greater than that of the principal structure.

**Illustration: 7-3 Maximum Height of Accessory Structure**



6. Maximum floor area of any accessory structure shall be no greater than fifty percent (50%) of the ~~floor area~~ **heated square footage** of the principal structure **as described by the Mesa County Assessor's Office.**
7. In the event that two (2) or more adjacent landowners choose to mutually accept the placement of a structure of two hundred (200) square feet or less with no electric or water improvements, they may reduce side and rear setbacks of said structure(s) to zero (0) after submission of a notarized Mutual Placement Agreement.

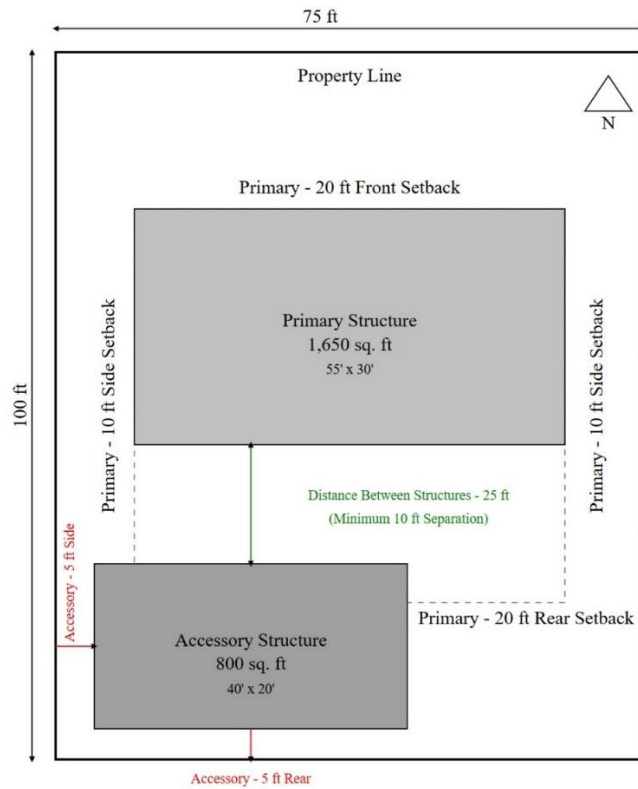
**B. Setback Requirements**

1. Front yard  
Accessory structures shall not be located in the front yard. **,with the exception of driveways and off-street parking areas.**
2. Side (street) yard  
Accessory structures ~~shall not be~~ located in the side (street) yard of a corner lot **may use the setbacks for the principal structure where the property abuts a roadway or alley right-of-way.** ~~with the following exception:~~
  - a. ~~If the adjacent property is oriented to face opposite the applicant's front or the adjacent property is separated from the applicant's by an alley or right-of-way or the property is located in a higher or more intense land use zone, the following side (street) yard setbacks may apply:~~
    - i. ~~Setbacks for accessory structures up to eight (8) feet in height may be reduced to five (5) feet.~~
    - ii. ~~Setbacks for accessory structures up to twelve (12) feet in height may be reduced to ten (10) feet.~~
3. Side (interior) yard  
Side (interior) yard setbacks for accessory structures shall be five (5) feet.
4. Rear yard
  - a. ~~Rear yard setbacks for accessory structures, other than garages, carports and similar structures, may be reduced to zero (0) feet adjacent to an alley right-of-way.~~ **Rear yard setbacks for all accessory structures shall be five (5) feet.**

Town of Palisade, Colorado  
Ordinance No. 2025-01

- b. ~~Rear yard setbacks for garages, carports and similar structures may be reduced to zero (0) feet adjacent to an alley right of way with a width of at least twenty (20) feet.~~
- c. ~~Rear yard setbacks for accessory structures, other than garages, carports and similar structures, may be reduced to five (5) feet in all cases.~~
- d. **b.** Rear yard setbacks for accessory structures of two hundred (200) square feet or less may be reduced to zero (0); provided, however, that the drip line of said structure shall not cross the rear property lines.

**Illustration: 7-4 Accessory Structure Setback Requirements**



**C. Accessory Use and Structure Types**

1. Residential accessory uses and structures shall include but not be limited to the following:
  - a. Accessory dwelling units, subject to the standards of ~~Section 7.05.D.1~~ **E.1**
  - b. Driveways and off-street parking areas;
  - c. Cultivation of Medical Marijuana subject to the standards of ~~Section 7.05.D.2~~ **1**;
  - d. Cultivation of Marijuana for Personal Use subject to the standards of ~~Section 7.05.D.3~~ **2**;
  - e. Fences and walls, **are exempt from 7.05 B. and are** subject to compliance with the requirements of ~~Section 7.05.D.6~~ **5**;
  - f. Fruit and vegetable stands, subject to the standards of ~~Section 7.05.D.7~~ **6**;
  - g. Garages, carports and other similar vehicle storage facilities, subject to compliance with the requirements of ~~Section 7.05.D.8~~ **7**;
  - h. Family child care home, no more than twelve (12) children subject to ~~Section 7.05.D.12~~ **11**;
  - i. Home occupations, subject to the standards of ~~Section 7.05.D.9~~ **8**;
  - j. Home businesses, subject to the standards of ~~Section 7.05.D.10~~ **9**;
  - k. Keeping of domestic animals for noncommercial purposes;
  - l. Playhouses, patios, cabanas, porches, gazebos and incidental household storage buildings;
  - m. Radio and television receiving antennas and support structures;
  - n. Recreational facilities for the use of residents;
  - o. Outdoor storage, subject to the standards of ~~Section 7.05.D.11~~ **10**;
  - p. Solar energy systems; and
  - q. Other necessary and customary uses determined by the Community Development Director to be appropriate, incidental and subordinate to the principal use on the lot.
2. Nonresidential accessory uses and structures shall include but not be limited to the following:
  - a. ~~Dwelling units for security or maintenance personnel~~; **Staff quarters or security building**;
  - b. Fences and walls, subject to compliance with the requirements of ~~Section 7.05.D.6~~ **5**;
  - c. Cultivation of Medical Marijuana subject to the standards of ~~Section 7.05D.4~~ **3**;
  - d. Cultivation of Marijuana for Personal Use subject to the standards of ~~Section 7.05D.5~~ **4**;
  - e. Gates and guardhouses;
  - f. Outdoor storage, subject to the standards of ~~Section 7.05.D.11~~ **10**;
  - g. Off-street parking and loading facilities, subject to compliance with the requirements of ~~Section 10.01~~;
  - h. Radio and television receiving antennas and support structures;
  - i. Signs, subject to compliance with the requirements of ~~Section 10.10~~;
  - j. Solar energy systems; and
  - k. Other necessary and customary uses determined by the Community Development Director to be appropriate, incidental and subordinate to the principal use on the lot.

**D. Specific Accessory Use and Structure Standards**

~~1. Accessory dwelling units~~

~~One (1) accessory dwelling unit (ADU) shall be permitted as an accessory use to each principal single family dwelling subject to the following requirements:~~

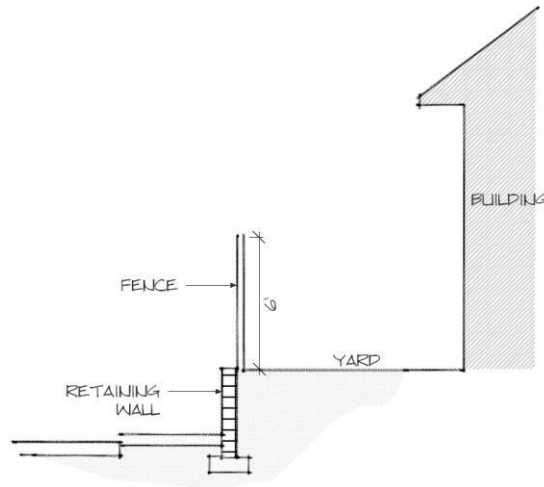
- a. ~~The living area of the ADU shall be no greater than six hundred fifty (650) square feet and not less than four hundred (400) square feet and shall contain no more than one (1) bedroom.~~
- b. ~~Detached ADUs must be located in the rear half of the residential lot or parcel unless the ADU is to be located within or above a garage. Private entrances to an ADU contained in the principal dwelling shall be located on the side or rear of the principal dwelling.~~

Town of Palisade, Colorado  
Ordinance No. 2025-01

- ~~c. An ADU shall not be condominiumized and/or sold separate and apart from the principal dwelling to which it is an accessory.~~
  - ~~d. The design, exterior treatments and color of an ADU shall be the same as or compatible with, the design and exterior color and treatments of the primary building to which it is accessory.~~
  - ~~e. Either the principal structure or the ADU shall be owner occupied.~~
  - ~~f. One off street parking space per unit is required, in addition to the spaces otherwise required.~~
2. **1.** Cultivation of Medical Marijuana in residential structures  
**NO AMENDMENTS**
3. **2.** Cultivation of Marijuana for Personal Use in residential structures  
**NO AMENDMENTS**
4. **3.** Cultivation of Medical Marijuana in nonresidential structures  
**NO AMENDMENTS**
5. **4.** Cultivation of Marijuana for Personal Use in nonresidential structures  
**NO AMENDMENTS**
6. **5.** Fences and walls
- a. General
    - i. Fences and walls not more than six (6) feet in height may be installed along any side (interior) and rear lot line.
    - ii. Fences and walls in any required street yard shall not exceed four (4) feet in height.
    - iii. Fences and walls placed on corner lots shall comply with the requirements of Section 9.04.B.2.c.
    - iv. Fences and walls higher than six (6) feet in height shall comply with all applicable yard requirements; provided, however, that the provisions of this Section shall not apply in the LI district.
    - v. Fences and walls shall be constructed of high quality materials, such as decorative blocks, brick, stone, vinyl, treated wood, wrought iron and chain link. Fences shall be constructed so that the supporting side of any fence (beams or cross arms, supports) are facing away from the right-of-way. Chain link shall not extend above the top fence rail. Barbed wire or other wire fence materials shall not be permitted outside the LI district.
    - vi. Electrical fences are prohibited.
    - vii. Breaks in any required fence or wall may be required for pedestrian connections to adjacent developments.
    - viii. The maximum length of a continuous, unbroken and uninterrupted fence or wall plane shall be one hundred (100) feet. Breaks shall be provided through the use of columns, landscaped areas, transparent sections and a change in material.
    - ix. All fences shall be kept in good repair at all times. Failure by the property owner to keep a fence in good repair may result in the Board of Trustees ordering that the fence be repaired or removed.
  - b. Height  
The height of fences or walls shall be measured as the vertical distance between finish

grade on the highest side of the fence or wall to the top of the fence or wall.

Illustration 7-3 5: Fence Height



a. Location

The quality of the estimated location of the property line on which the fence is to be placed or replaced shall determine the conditions for approval of the planning clearance.

- i. If the corners which define the property line on which the fence is to be placed are monumented, the fence shall be placed up to or inside that property line. No other approval is required except that of the Town in approving the planning clearance.
- ii. If the property line on which the fence is to be placed is not marked by survey monuments and is adjacent to another private property, the notarized signature of the owner of that adjacent property approving the proposed location of the fence must be provided in the planning clearance application. The language to which the adjacent owner is attesting must be clear as to having knowledge of the proposed location of the fence and of having no objection to the proposed location. If the applicant is unable to obtain a signature of approval from the adjacent property owner, the applicant will be required to obtain a survey monumenting the property lines on which the fence is to be placed.
- iii. ~~If the property line is adjacent to a street or alley for which the Town has determined a reasonable location of the right-of-way line, the fence shall be placed up to or inside that line except that the location of the fence may not be closer than the edge of the sidewalk, if existing, or from the edge of the most probable location of a future sidewalk as determined by the Town.~~ **If the property line is adjacent to a street, the fence shall be placed no closer than two (2) feet from the edge of an existing sidewalk or from the edge of the most probable location of a future sidewalk as determined by the Town.**
- iv. ~~If the property line is one which is adjacent to an alley and cannot be reasonably located, the fence shall be placed on the property side of the right-of-way line based on the evidence of existing fences and buildings along the alley. If the evidence is insufficient, the fence shall be placed no less than fifteen (15) feet from the apparent centerline of the alley.~~ **If the property line is adjacent to an alley, the fence shall be placed no closer than two (2) feet from the alley right-of-way line.**

7. **6.** Fruit and vegetable stands

Fruit and vegetable stands are allowed provided no hazards are created with parking, ingress, egress and the operation does not disrupt the peace, quiet and dignity of the neighborhood

and shall comply with the following standards:

- a. The fruit and vegetables offered for sale shall be grown on the lot or upon any parcel of land which is contiguous to such lot and which is also owned by the owner of the lot.
  - b. The fruit and vegetables may be offered for sale only during the normal growing season for such fruit and vegetables or for such period of time thereafter as may be reasonably necessary to sell the fruit and vegetables which were produced during the normal growing season.
  - c. The owner of the lot shall comply with all other applicable requirements, restrictions and regulations of this LDC, including without limitation all setback requirements and requirements for signs and outdoor advertising devices.
8. Z. Garages, carports and similar vehicle storage facilities Garages, carports and similar structures shall:
- a. Be built of materials similar to the principal structure; and
  - b. Be used for the storage of automobiles, recreation vehicles and/or commercial vehicles or for uses incidental to the dwelling to which it is an accessory.

9. **8. Home-Based Business Activities**

**Home Occupation: A small-scale business activity conducted entirely within a dwelling unit that requires only registration with the Town Clerk. Home Business: A larger-scale business activity that requires a conditional use permit subject to Section 4.07 and Table 6.1. Such permits are non-transferable**

- a. **General Standards (Applicable to Both Categories)**
  - i. **The activity shall be clearly incidental and secondary to residential use.**
  - ii. **Activities shall only be conducted within the dwelling or accessory structure.**
  - iii. **No exterior alterations of nonresidential nature shall be made.**
  - iv. **No visible storage of equipment, materials, or vehicles with more than two axles.**
  - v. **Signage limited to one unlighted wall or free-standing sign (3 square feet maximum, 3 feet height maximum).**
  - vi. **No activity shall create noise, vibration, electrical interference, smoke, odors, or other nuisances beyond the property line.**
  - vii. **Must comply with operational performance standards of Section 10.12.**
- b. **Home Occupation Specific Standards**
  - i. **a. Employment limited to resident family members only.**
  - ii. **b. No merchandise trading or display.**
  - iii. **c. Maximum two students present for tutoring/instruction.**
  - iv. **d. Registration required with Town Clerk.**
- c. **Home Business Specific Standards**
  - i. **a. May employ up to two non-family members.**
  - ii. **b. Incidental merchandise sales permitted.**
  - iii. **c. Beauty salons permitted with compliant merchandise display.**
  - iv. **d. One additional off-street parking space required per non-family employee.**
  - v. **e. Conditional use permit required.**

~~10. Home occupations~~

~~Home occupations shall meet the following standards:~~

- a. ~~Home occupations shall be clearly incidental and secondary to the use of the dwelling for dwelling purposes.~~
- b. ~~No exterior alterations of the structure shall be made which are of a nonresidential nature and shall change the character of the residence. No evidence, other than signage, of any home occupation shall be perceptible to an observer in the street or on any other property.~~

Town of Palisade, Colorado  
Ordinance No. 2025-01

- ~~c. Home occupations shall only be conducted within a dwelling or accessory structure.~~
- ~~d. There shall be no visible storage of equipment, materials or vehicles that have more than two (2) axles.~~
- ~~e. No person shall be employed at any time, other than a member of the immediate family residing on the premises.~~
- ~~f. Advertising signs shall be limited to one (1) unlighted wall sign no larger than three (3) square feet in area, attached to the structure housing the home occupation or one (1) free-standing sign of the same size not to exceed three (3) feet in height.~~
- ~~g. No trading in merchandise shall be carried on and in connection with a home business and there shall be no display of merchandise.~~
- ~~h. In the event the home occupation involves tutoring or instruction, no more than two (2) students may be present at the dwelling unit at any one time.~~
- ~~i. No use or activity shall be conducted that creates undue noise, vibration, electrical interference, smoke or particulate matter emission, excessive power demands or odors beyond the confines of the lot on which said occupation is conducted. Such uses shall comply with the operational performance standards of Section 10.12.~~
- ~~j. All persons engaged in home occupations shall register said occupations with the Town Clerk. The registration shall include the name and address of the persons conducting the home occupation and a description of said occupation. Such registration shall include a statement that the home occupation complies and will continue to comply with the conditions set forth above.~~

~~11. Home businesses~~

~~The following home business standards are intended to permit residents to engage in home businesses within residential zoning districts that are compatible with residential land uses and to ensure that home businesses do not adversely affect the integrity of residential areas. Home businesses shall comply with the following standards:~~

- ~~a. The use shall be subject to the conditional use review procedures of Section 4.07; provided, however, that no such conditional use permit will be transferable to future owners or occupants of the principal dwelling unit.~~
- ~~b. Home business shall be clearly incidental and secondary to the use of the dwelling for dwelling purposes.~~
- ~~c. No exterior alterations of the structure shall be made which are of a nonresidential nature and shall change the character of the residence. No evidence of any home business, other than signage, shall be perceptible to an observer in the street or on any other property.~~
- ~~d. Home occupations shall only be conducted within a dwelling or accessory structure. There shall be no visible storage of equipment, materials or vehicles that have more than two (2) axles~~



Town of Palisade, Colorado  
Ordinance No. 2025-01

- e. ~~Up to two (2) persons other than a member(s) of the immediate family occupying such a dwelling may be employed by the home business.~~
- f. ~~Advertising signs shall be limited to one (1) unlighted wall sign no larger than three (3) square feet in area, attached to the structure housing the home occupation, or one (1) free-standing sign of the same size not to exceed three (3) feet in height.~~
- g. ~~No equipment shall be used and no activity conducted that creates undue noise, vibration, electrical interference, smoke or particulate matter emission, excessive power demands or odors beyond the confines of the lot on which said occupation is conducted. Home businesses shall comply with the operational performance standards of Section 10.12.~~
- h. ~~One (1) off-street parking space shall be provided for each person working on the premises other than member(s) of the immediate family occupying such a dwelling. Such parking shall be in addition to otherwise required off-street parking.~~
- i. ~~No mechanical equipment is used or activity is conducted which creates any noise, dust, odor or electrical disturbance beyond the confines of the lot on which said occupation is conducted.~~
- j. ~~No trading in merchandise, other than incidental sales, shall be carried on in connection with a home business and there shall be no display of merchandise. This provision shall not apply to beauty salons, which otherwise comply with these standards.~~

12. **10.** Outdoor storage

- a. Merchandise and materials which are not completely assembled or which are not immediately and actively being offered for sale, shall be so screened by ornamental fences or evergreen planting or by permanent buildings, that it cannot be seen from a public street.
- b. Areas for truck parking and loading and areas for outdoor storage, including trash collection and compaction, shall be incorporated in the overall design of the site to assure adequate screening. The screening shall be a combination of structures and evergreen landscaping to minimize visibility from adjacent streets and residential areas.
- c. Nonenclosed areas for the storage and sale of seasonal inventory shall be permanently screened with walls and/or fences.
- d. All trash collection and loading areas shall be located and designed to ensure adequate on-site maneuvering of vehicles.
- e. All developments, including multi-family housing, shall provide a designated trash collection area meeting the requirements of this Section.

13. **11.** Family child Care Home

A family child care home shall be considered an accessory use to a residence in all districts, provided no more than twelve (12) children are present on the premises at any one time. Family child care homes are licensed and regulated under regulations issued by the Colorado Department of Human Services.

E. **Accessory Dwelling Units (ADU's)**

- 1. **One (1) accessory dwelling unit (ADU) shall be permitted as an accessory use to each principal structure in all zones except in the Light Industrial (LI) and Commercial Business (CB) and are subject to the following requirements:**
  - a. **The living area of the ADU shall be no greater than nine hundred (900) square feet or fifty percent (50%) of the heated square footage of the principal structure as described by the Mesa County Assessor's Office, whichever is less.**
  - b. **b. Detached ADUs must be located in the rear half of the residential lot or parcel unless the ADU is to be located within or above a garage. Private entrances to an ADU contained in the principal dwelling shall be located on the side or rear of the principal dwelling.**
  - c. **An ADU shall not be condominiumized and/or sold separate and apart from the principal dwelling to which it is an accessory.**

- d. The design, exterior treatments and color of an ADU shall be the same as or compatible with, the design and exterior color and treatments of the primary building to which it is accessory.
- e. Either the principal structure or the ADU shall be owner occupied, except when located in a non-residential zone district or a non-residential development in a residential zone.
- f. One off-street parking space per unit is required, in addition to the spaces otherwise required.
- g. The Town shall review the capacity and configuration of existing water and sewer services for all ADU applications. If determined necessary by the Town, independent water and/or sewer service lines may be required for the ADU separate from the principal structure

**Section 3.** 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 4.** 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 March 25, 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:** March 25, 2025

**Presented By:** Community Development Director

**Department:** Community Development & Planning

**Re:** Ordinance 25-02 Amending Section 7.01 of the Palisade Land Development Code

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**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 3% of Single-family housing stock - 28 permits town-wide
- 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

**ATTACHMENTS**

- STVR Decision Tree
- Map of STVR in 81526 zip code
- Draft Ordinance

**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)

# Short Term Vacation Rental Decision Tree



Do you own a property in Palisade?

Yes

No

Is this your primary residence?

Must own property to apply for STVR

Yes

No

**Eligible for Resident STVR Permit**

- Proof of primary residence
- Owner on site during rental
- Site plan with parking
- Property management plan
- \$1,000,000 insurance policy
- Fire safety inspection
- Notification to neighbors
- Business license & \$200 fee

**Eligible for Investor STVR Permit**

- Owner not on site
- 6 month minimum listing requirement
- Site plan with parking
- Property management plan
- \$1,000,000 insurance policy
- Fire safety inspection
- Notification to neighbors
- Business license & \$200 fee

## Important Information

**Application Period** - January 1 - February 28 annually

**Permit Limitations** - One permit per person/entity

STVRs limited to a total of 28

14 Resident & 14 Investor licenses

**Renewal** - All permits expire March 31

First right of renewal for existing permit holders

**Three-Strike Policy** - Three violations will result in permanent revocation

# STVR around Palisade



**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, 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 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.**

- 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 10 licenses within the Town.**
  - d. **Resident STVR licenses shall constitute the remainder of available licenses within the 3 percent cap after Investor STVR licenses are accounted for.**
  - 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 14 for the year. Permits expire March 31st 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 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 72 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~~
-

**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 March 25, 2025.

TOWN OF PALISADE, COLORADO

By: \_\_\_\_\_  
Greg Mikolai, Mayor

ATTEST:

\_\_\_\_\_  
Keli Frasier, CMC  
Town Clerk



Glenwood Springs – Main Office

201 14<sup>th</sup> Street, Suite 200  
P. O. Drawer 2030  
Glenwood Springs, CO 81602

Aspen

0133 Prospector Rd.  
Suite 4102J  
Aspen, CO 81611

Montrose

1544 Oxbow Drive  
Suite 224  
Montrose, CO 81402

Office: 970.945.2261

Fax: 970.945.7336

[\*\\*Direct Mail to Glenwood Springs\*](#)

DATE: March 20, 2025  
TO: Palisade Mayor and Trustees  
FROM: Karp Neu Hanlon, P.C.  
RE: Resolution Authorizing Sewer Transfer Project Property Acquisitions

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Under cover of this memo please find a resolution authorizing the Town Manager and Mayor to execute the documents necessary for property acquisition up to \$50,000 each along the route of the Palisade to Clifton Sewer Transfer Project.

The project engineer has identified the properties necessary for the completion of the Project, including temporary easements, permanent easements, and a fee simple (full ownership) tract for the lift station. The Town's property acquisition consultant has negotiated several agreements with property owners that now must be countersigned by the Town in order to move towards closing.

**TOWN OF PALISADE, COLORADO  
RESOLUTION NO. 2025-09**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF  
PALISADE DELEGATING THE MAYOR AND TOWN MANAGER THE  
AUTHORITY TO SIGN MEMORANDA OF AGREEMENT, DEEDS,  
CLOSING DOCUMENTS AND TAKE ANY OTHER ACTIONS  
NECESSARY FOR THE ACQUISITION OF REAL PROPERTY  
INTERESTS UP TO FIFTY THOUSAND DOLLARS IN VALUE.**

**WHEREAS**, the Town of Palisade (“Palisade” or the “Town”) is a statutory town organized pursuant to C.R.S. §31-1-203 and with the authority of the Municipal Code of the Town of Palisade (the “Code”); and

**WHEREAS**, the Environmental Protection Agency (“EPA”) and the Colorado Department of Public Health (“CDPHE”) have set new higher wastewater quality discharge standards which the Town’s current systems do not meet; and

**WHEREAS**, the Town has an agreement with the Clifton Sanitation District to treat the Town’s wastewater; and

**WHEREAS**, the Palisade to Clifton Sewer Transfer Project (“Project”) is a necessary sewer connection between the Town and Clifton Sanitation District’s Wastewater Treatment Plant; and

**WHEREAS**, the Town requires property acquisition including fee simple parcels, temporary easements, and permanent easements for the installation of the wastewater service pipelines; and

**WHEREAS**, by Resolution No. 23, Series 2024 the Town Board of Trustees (the “Board”) authorized Town staff to initiate negotiations for the acquisition of properties as stated therein; and

**WHEREAS**, Town staff has negotiated several agreements to acquire the necessary property interests; and

**WHEREAS**, the Board finds it is in the best interest of the health, welfare, and safety of citizens of the Town to authorize the Mayor and Town Manager to sign Memoranda of Agreements, Deeds, Closing Documents, and take all necessary actions to consummate the foregoing real property transactions.

**NOW, THEREFORE IT IS RESOLVED THAT 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.** The Board of Trustees authorizes the Mayor and Town Manager to sign Memoranda of Agreements, Deeds, Closing Documents, and take all necessary actions to

Town of Palisade, Colorado

Resolution No. 2025-09

Page 2 of 2

consummate the necessary real property transactions up to Fifty Thousand Dollars (\$50,000.00) in value each to prosecute the Project.

**INTRODUCED, READ, AND PASSED THIS 25TH DAY OF MARCH 2025.**

TOWN OF PALISADE, COLORADO

---

Greg Mikolai, Mayor

ATTEST:

---

Keli Frasier, CMC  
Town Clerk



**PALISADE BOARD OF TRUSTEES**  
**Agenda Item Cover Sheet**

**Meeting Date:**           **March 25, 2024**

**Presented By:**       **Fire Committee: Mayor Mikolai, Trustee Fox**  
                                  **Town Manager, Fire Chief**

**RE:**                       **Memorandum of Understanding for Fire Administration and**  
                                  **Operational Oversight with Mesa County Fire Authority**

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**SUMMARY:**

Mesa County Fire Authority is working with the Town of Palisade on an MOU to research the benefits of combining the administrative functions of the departments as a means of cost sharing, training of staff and management. The benefit to this partnership and MOU is savings to taxpayers; training amongst departments and strengthening teamwork. The departments work together in the event of a large catastrophe that requires mutual aid amongst Fire Authorities and Fire Departments.

**Board Direction:**

Authorize the Mayor to sign the MOU. Give the Fire Committee authorization to agree or disagree with any requested changes by Mesa County Fire Authority to the MOU, to move it forward in a timely manner.

**MEMORANDUM OF UNDERSTANDING  
FOR FIRE ADMINISTRATION AND OPERATIONAL OVERSIGHT**

This Memorandum of Understanding for Administration and Operational Oversight (“*MOU*”), effective \_\_\_\_\_, 2025 (“*Effective Date*”), is entered into by and between the Mesa County Fire Authority (“*MCFA*”) and the Town of Palisade (“*Town*”). MCFA and the Town are referred to collectively as the “*Parties*” or individually as a “*Party*”.

**WHEREAS**, the Town is a Colorado municipal corporation authorized by law to provide, among other public services, fire suppression, fire prevention and public education, rescue and extrication, hazardous materials response, and ambulance and emergency medical services (collectively, “*Emergency Services*”) to its citizens and their property, and individuals passing through or conducting business or other activities, within its corporate boundaries;

**WHEREAS**, MCFA is a political subdivision of the State of Colorado, an authority created by intergovernmental agreement pursuant to C.R.S. § 29-1-203 and 203.5 between Lands End Fire Protection District and Central Orchard Mesa Fire Protection District, each organized under the Special District Act, C.R.S. § 32-1-101, *et. seq.*, to provide emergency services as authorized under the Special District Act within their respective jurisdictional boundaries and elsewhere through contractual agreements with other *Emergency Services* providers; and

**WHEREAS**, pursuant to Article XIV, Section 18 of the Colorado Constitution and C.R.S. § 29-1-203 and § 29-1-203.5, the Parties may contract with one another to provide any function, service or facility lawfully authorized to be provided by each Party individually and may establish a separate political subdivision of the State to do so; and

**WHEREAS**, MCFA is currently without a fire chief employee and has entered into a temporary agreement with the Town’s fire chief as a contracted, on call fire chief for MCFA; and

**WHEREAS**, the Parties desire to provide Emergency Services within their combined territories with a goal of unifying provision of the services thereby saving money, reducing the complexity of managing independent fire departments, and enhancing the ability of the Parties to plan and manage Emergency Services within their joint jurisdictional boundaries. The Parties anticipate these efforts will lead to further discussions and potential enlargement of fire authority territory if the anticipated cooperative effort proves successful; and

**WHEREAS**, the Parties have determined that this cooperative understanding will a) be in the best interests of the Parties and the citizens and properties served, b) reduce or eliminate the duplication of administrative and operational functions, and c) ensure efficient and effective administration and operation of the MCFA for the Town’s Fire Chief and other personnel under his supervision (collectively, “*Command Staff*”) to provide administrative and operational services that would normally be performed by the MCFA Fire Chief.

**NOW THEREFORE**, the Parties enter into this MOU to further the above-stated goals through the following actions, and such other actions as the Parties deem necessary or appropriate:

1. **Services.** During the period this MOU is in force, the Town, through its Command Staff, shall provide the following administrative and operational services to the MCFA (collectively, the “**Services**”):

(a) **Administration:** The Town’s Fire Chief will be responsible for establishing and/or implementing the policies, procedures and protocols for all Emergency Services provided by the MCFA. The Town’s Fire Chief shall be responsible for the supervision of the MCFA’s Emergency Services personnel. For purposes of implementing the policies, procedures and/or protocols established by the Town’s Fire Chief, the Town’s Command Staff will have the authority to supervise lower ranking Town and MCFA paid/part-time/volunteer firefighters in accordance with normal chain of command procedures;

(b) **Operations:**

(i) Supervise all aspects of the Emergency Services provided by the MCFA.

(ii) Within the Emergency Services budget approved by the MCFA Board of Directors, maintain Emergency Services equipment, apparatus, facilities and other property.

(iii) Operate the MCFA’s fire department in an efficient, effective and economical manner, consistent with State law and the policies, procedures and/or protocols established by Fire Chief for the Town. The Town’s Fire Chief shall have all authority granted by federal, state or local laws, regulations and ordinances, including but not limited to the authority granted, and duties mandated, by C.R.S. § 32-1-1002, § 31-15-401 and § 31-15-601.

(iv) Supervise, direct and coordinate the Town’s personnel and the MCFA’s Emergency Services personnel to provide, directly or through subordinate supervisors, efficient and effective Emergency Services.

(c) **Financial.** Supervise the MCFA’s fire department expenditures within the approved budget for the MCFA’s fire department.

(d) **Duties:**

(i) The Town’s Fire Chief, or his designee(s), shall attend all special and regular MCFA Board of Directors meetings and study sessions, and advise the MCFA Board on Emergency Services matters; provided, however, that the Town’s Fire Chief (or his designee(s)) shall not participate in any executive session wherein the topic(s) of discussion would create a conflict of interest between MCFA interests and the Fire Chief’s duties and loyalty to the Town and its Board of Trustees.

(ii) Prepare regular or special Emergency Services reports, as necessary or appropriate in accordance with standard emergency services protocols, or as required by the MCFA Board of Directors.

(iii) Review and act upon complaints from the public or other agencies in connection with the MCFA's Emergency Services. Advise citizens, property owners, contractors and others on questions relating to the MCFA's Emergency Services rules, policies and procedures.

(iv) Supervise, direct and coordinate the MCFA's Emergency Services administrative personnel to ensure the efficient and effective administrative functions of the MCFA's fire department.

(v) The Town's Fire Chief shall have all incidental and implied authority as the MCFA Fire Chief to take such actions and make such statements as are reasonably necessary or appropriate to perform the Services.

(e) Separate Obligations: The Services provided by the Town's Fire Chief and Chief Staff to MCFA shall be separate from and in addition to the duties and responsibilities they have to the Town and shall not in any manner interfere with their performance of such duties and responsibilities. If the Town Board of Trustees should determine that provision of the services create interference with the Town's needs, the Town shall notify the MCFA Board and request a meeting to discuss mitigation of such interference.

2. ***Phase I and Compensation.*** In consideration of receiving the Services, the MCFA shall pay the Town an amount each month based on documented expenditures/time incurred in the provision of the Services.

***Phase I:***

***Work Under Phase I:*** Phase I is estimated to take 3 months. During this phase the Fire Chief and as directed, the Lieutenant will perform an assessment of the equipment, administrative documents, needed training and scheduling. This includes travel to the Mesa Fire House as well as work in the office. At the completion of this phase, a report will be presented to the Mesa Fire Board and the opportunity for Phase II implementation.

***Expenses for Phase I:*** At the time of this MOU such amount is estimated at ***\$3,110.00*** as calculated in Appendix A hereto. The compensation set forth in this Section 2 shall be the sole compensation Town is entitled to receive for providing the Services as reimbursement for the Town's Fire Chief and Lieutenant's time, reimbursement for supplies, equipment, and fuel & mileage of apparatus utilized, and reimbursement for the increased time expended by the Town's Command Staff. Palisade Fire Department Staff are under the Town of Palisade working on this Project.

3. ***Phase II: Implementing the Findings in the Report from Phase I***

From the report generated in phase I, if it is determined that both entities move towards utilizing one Fire Chief to operate the administrative duties of each fire district, the parties can enter into an MOU with a contract determining shared costs.

4. ***Relationship of the Parties and Liability.***

(a) By entering into this MOU, the Parties are not creating, and shall not be construed as creating, a joint venture, partnership, authority or any other type of relationship between the Parties, and each Party shall remain a separate and distinct entity for all purposes under this MOU. Except for the compensation it will receive for providing the Services, the Town shall have no direct or indirect financial right to or interest in or to the MCFA as a result of this MOU. Similarly, the MCFA shall have no direct or indirect financial right to or interest in or to the Town as a result of this MOU.

(b) A Town employee or volunteer providing Services under this MOU shall at all times remain a Town employee or volunteer, and shall retain all rights, privileges and immunities held as a Town employee or volunteer. Under no circumstances shall a Town employee or volunteer be considered an employee or volunteer of the MCFA. Similarly, under no circumstances shall an MCFA employee or volunteer be considered an employee or volunteer of the Town. Each Party is solely responsible for hiring/appointing, paying, providing benefits to, and terminating its employees and volunteers. The Parties expressly intend and agree that C.R.S. §§ 29-5-105, and 107 through 110 shall not apply to this MOU or the Services provided pursuant to this MOU. Any liability that accrues under the provisions of Article 10 of Title 24, C.R.S. on account of the negligent or otherwise tortious act of a Party's employee or volunteer shall be imposed solely upon that Party.

4. ***Term and Termination.***

(a) The Term of this MOU shall be from the Effective Date through June 30, 2025, or the date the last Party signs the IGA, whichever is sooner.

(b) If either Party desires to terminate this MOU it shall provide notice to the other Party of such termination. Termination shall occur no earlier than 30-days following provision of notice of termination.

5. ***No Binding Commitment.*** Nothing in this MOU shall irrevocably commit or bind either Party individually or the Parties collectively.

6. ***Headings and Captions.*** The headings and captions used in this MOU are for the convenience of reference only and do not form a part of this MOU.

7. ***Amendment.*** The Parties may amend this MOU by written instrument approved in the same manner as approval of this MOU.



8. **No Multi-Year Fiscal Obligation.** Any financial goal of a Party individually or the Parties collectively under this MOU shall be subject to annual budgeting and appropriation by the governing body of a Party or the governing bodies of the Parties, as applicable. In the event of non-appropriation by a Party or the Parties, this MOU shall automatically terminate at the end of the last fiscal year for which funds were appropriated by the Party or the Parties, as applicable.

9. **Governmental Immunity.** This MOU is not intended, and shall not be construed, as a waiver of the limitations on damages or any of the privileges, immunities, or defenses provided to, or enjoyed by, the Parties and their respective Board members, officers, employees and volunteers under federal or state law, including but not limited to the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*

10. **Additional Terms.** Colorado law governs this MOU. Jurisdiction and venue for any action arising under this MOU shall lie exclusively in the Mesa County District Court. This MOU may only be amended by a document signed by the Parties. Course of performance, no matter how long, shall not constitute an amendment to this MOU. If any provision is held invalid or unenforceable, all other provisions shall continue in full force and effect. Waiver of a breach of this MOU shall not operate or be construed as a waiver of any subsequent breach of this MOU. This MOU is not assignable. This MOU is not intended to, and shall not, confer rights on any person or entity not named as a party to this MOU. This MOU may be executed in several counterparts and by facsimile or electronic pdf, each of which shall be deemed an original and all of which shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties have executed this MOU as of the Effective Date.

**Town of Palisade, a municipal corporation**

By: \_\_\_\_\_

ATTESTED:

By: \_\_\_\_\_

**MESA COUNTY FIRE AUTHORITY,  
a political subdivision of the State of Colorado**

By: \_\_\_\_\_  
Name Title

ATTESTED:

By: \_\_\_\_\_  
Name Title

APPROVED AS TO FORM:

By: \_\_\_\_\_  
\_\_\_\_\_, Town Attorney

APPENDIX A

Phase I: Reimbursement Estimate Breakdown

**Palisade Staff to Complete Phase I Based on 40 hours over 3 months:**

Fire Chief 40 hours Phase I:	\$3,000	
Lieutenant 40 hours Phase I:	\$2,000	
Officer/EMS Coordinator:	\$500	
Mileage Rate per Vehicle:	mile x .70 cents	(per Colorado Mileage Index Rate)

All expenses paid to the Town of Palisade.  
Payment will be made to Palisade Staff in accordance with regular pay periods.

DRAFT



## PALISADE BOARD OF TRUSTEES Agenda Item Cover Sheet

**Meeting Date:** March 25, 2025  
**Presented By:** Town Clerk  
**Department:** Clerk  
**Re:** Planning Commission Appointments

---

**SUBJECT:** Planning Commission Appointments

**SUMMARY:** The Palisade Planning Commission currently has four (4) vacancies due to positions whose terms expired in February 2025. The appointments for these positions were postponed due to the work on the Palisade Land Development Code.

Palisade Municipal Code Section 2-203 states:

“The Board of Trustees shall appoint a Planning Commission which shall consist of seven (7) at-large members who shall be residents of the Town. The term for each appointed member shall be four (4) years or until his or her successor takes office. Planning Commission terms shall end and seats shall be filled at the first Board of Trustees meeting in February on odd-numbered years. No Planning Commission member shall serve more than two (2) consecutive terms in office.”

Each person appointed will be for a term that runs until February 2029, consistent with the above section of the Code.

Eight (8) individuals have submitted applications (attached) for a four-year term, including the three incumbents. These individuals [in alphabetical order] are:

- **Bishop, Karen**
- **Case, Katoka**
- **Gekas, Amy (incumbent)**
- **McKeever, Jaida**
- **Pinder, LisaMarie (incumbent)**
- **Sparks, Alex (incumbent)**
- **West, Andrew**
- **Zahrte, Brett**

All applicant's qualifications have been verified using the April 2024 voter registration database.

### **BOARD DIRECTION:**

The Board of Trustees will interview eight (8) candidates for four (4) open seats on the Palisade Planning Commission. A silent priority vote will occur after the interviews to fill the four (4) positions, with the highest votes serving the term ending in February 2029. A roll-call vote will appoint the commissioners to their respective seats.

Town of Palisade Trustees,

I have been a resident homeowner in Palisade since September 2007. I am interested in joining the Planning Commission as an invested resident who would like to learn more about the future development of Palisade. I have been an active member of this community, having volunteered for over 10 years at every festival event and currently as a member of the Board of Directors for the Mesa County Migrant Ministry since 2022. I have followed and provided feedback into Palisade's comprehensive plan for Growth and Development, and I am interested in gaining more understanding of the process and actively participating.

I had a 35+ year career in various industries, including public, private, international and non-profit. I spent the last 8 years of my career as the HR Business Leader for the largest business unit within John's Manville, a multi-billion-dollar Berkshire Hathaway company. Each position allowed me to gain skills and experience in understanding the importance of collecting complex information, evaluating it against business needs and outcomes, and presenting the information as comprehensive recommendations to decision makers and business leaders. Some of my areas of strength include:

- Understanding of financial and legal risks and consequences
- Project management Teamwork and compromise
- Written and oral communication

I have seen Palisade change and grow over the past 18 years and now find myself with the time, energy and desire to participate in the town's continuing success.

I thank you for your time and consideration,  
Karen Bishop

Katoka case  
151 Elberta Ave  
Palisade, CO 81526  
[katoka\\_case@yahoo.com](mailto:katoka_case@yahoo.com)  
970-424-6746

March 10, 2025

Dear Board of Trustees and current members of the town Planning Commission,

I am writing to express my sincere interest in serving as a member of the town of Palisade Planning Commission. As a current resident of over five years now and previously growing up in Palisade and attending school here, I am deeply invested in the well-being and future development of our community.

I have been following the work of the Planning Commission with great interest, and I am impressed by the dedication and thoughtful consideration given to the planning and development of our area. I believe my background and skills would be an asset to the commission.

- **Professional Experience:**

With over 5 years of experience in aerospace quality control and nearly 20 years of experience in geotechnical engineering, I have developed skills that have allowed me to thrive and succeed in project planning and oversight. I have worked with municipalities throughout the world, from nuclear plant maintenance, hydroelectric dam reconstruction and design to land erosion, subsidence and feasibility studies. My family has always been in the construction industry in one form or another and my son continues to build houses throughout the Grand Valley. Over the last ten years I have changed my career path to allow me to spend more time with my family. I have been working hand in hand with numerous commercial and residential building contractors estimating, procuring and overseeing construction work including insulation, waterproofing and air sealing. Most recently over the last five years I have focused on kitchen and bath design. I own a design company here in Palisade and work for a cabinet company in Grand Junction. Along with numerous residential and commercial contracts throughout Colorado and Utah I have worked with local hospitals, apartment complexes and construction companies. I am also familiar with Mesa County's building department along with the permitting process and inspection requirements.

- **Community Involvement:**

Over the years I've participated in numerous events, volunteering for festivals as well as local music events, welcoming and educating tourists on the local flare and helping make our town a pleasant experience for all who visit. I look forward to serving in a greater capacity in the future.

- **Knowledge of local Issues:**

As a member of the community not only do I see issues that need to be addressed or considered as we grow, I also hear concerns voiced by friends, family and neighbors regarding the projected future growth and the effects it will have on our community as a whole. Whether it be upgrading the infrastructure, creating new bike lanes, sidewalks and signage, the management of our utilities, promoting new business and tourism or regulating rental housing, we have a responsibility to consider all who live here along with those who visit and help our small town thrive while maintaining the very thing that brings people to Palisade to begin with. The small town.

- **Reasons for wanting to join:**

I feel that this will be a great way for me to give back to my community and become more involved in the future of Palisade. I am passionate about ensuring responsible growth and preserving the character of our neighborhoods.

I am committed to attending all meetings, participating actively in discussions, and making informed decisions that serve the best interests of our community. I am eager to learn from the experienced members of the commission and contribute my own perspective to the planning process.

Thank you for your consideration and welcome the opportunity to discuss my qualifications further.

Sincerely,

Katoka Case

Amy May Gekas  
317 Peach Ave  
Palisade CO 81526  
February 21, 2025

Town of Palisade Colorado  
Board of Trustees  
PO Box 128  
Palisade CO 81526

To: The TOP Board of Trustees, and concerning  
RE: Open Planning Commission Positions:

I will not focus on past accomplishments in this letter; I will solely focus on the future. I write to you today with full objective in continuing my path as a Town of Palisade Planning Commissioner. There is continued work to be done, and voices to be heard. I was once told that Politicians are single-minded seekers of re-election. Now I understand why. Simply put, there's never enough time to accomplish what we set out to do.

I have no intent other than continuing this work and promoting the altruism I have proudly been a part of in the last three years.

Cheers,

A handwritten signature in black ink, appearing to read "Amy May Gekas". The signature is stylized and cursive, with a large loop at the bottom.

Amy May Gekas



**Jaida McKeever**  
735 Fairhaven Road  
Palisade, CO 81526  
(970) 250-0927

March 12, 2025

**Keli Frasier**  
Town Clerk  
Palisade Planning Commission  
Palisade, CO 81526

**Subject: Application for City Planning Committee Position**

Dear Ms. Frasier,

I am writing to express my interest in joining the Palisade Planning Commission. As a dedicated business owner, property owner, experienced realtor, and mother of two students in Palisade schools, I am deeply invested in the growth, sustainability, and strategic development of our community. With a professional background that combines real estate expertise, urban planning insight, and economic development experience, I am eager to contribute my skills to help shape the future of our town that I love also being a tourist in.

I would welcome the opportunity to discuss how my background aligns with the committee's goals and how I can contribute to its mission. Thank you for your time and consideration. I look forward to the possibility of serving our community in this capacity.

Sincerely,

**Jaida McKeever**

LisaMarie Pinder  
509 Milleman Street  
Palisade, CO 81526  
lisamariepinder@gmail.com  
512-296-9414

February 17<sup>th</sup>, 2025

Town of Palisade  
175 East 3rd  
Palisade, CO 81526

Subject: Letter of Interest for Planning Commissioner Reappointment


Dear Town of Palisade,

I am writing to formally express my interest in continuing to serve as a Planning Commissioner for the Town of Palisade. Over the course of my tenure, I have been committed to thoughtful planning and responsible development that aligns with the town's vision and long-term growth strategy. Outside of required meetings, I spend a great deal of time researching our packets and attending community events including PAV, Chief Stanford's community meeting, watershed tour, chamber events, historical society, Palisade wine club, La Plaza fundraising, and community open houses.

I take great pride in contributing to the decision-making process that shapes our community, ensuring balanced and sustainable development while preserving the unique character of Palisade. I look forward to the opportunity to continue collaborating with fellow commissioners, town staff, and residents to address important planning matters and future projects. I bring a unique perspective to the Planning Commission, not only being someone who was raised here, but someone that is caring for elderly in this community.

I would be honored to continue serving in this capacity and respectfully request your consideration for reappointment.

Sincerely,



LisaMarie Pinder

Alex Sparks  
210 W 3rd St  
Palisade, CO 81526  
2/4/25

Dear Board of Trustees,

I am writing to formally express my interest in serving another term on the Palisade Planning Commission. Over the past (short) term, I have greatly enjoyed contributing to the town's development through thoughtful planning and policy discussions. My background in business management, along with my experience on the commission, has strengthened my ability to evaluate land use, zoning, and regulatory matters in a way that balances growth with community needs.

I remain committed to ensuring Palisade's planning decisions align with our long-term vision while addressing the challenges and opportunities that come with responsible development. I appreciate the opportunity to continue this work and would be honored to serve another term.

Thank you for your time and consideration.

Sincerely,  
Alex Sparks

Andrew M. West  
501 W. 5<sup>th</sup> Street, Palisade, CO 81526  
(303) 514-8453  
[amwest405@gmail.com](mailto:amwest405@gmail.com)

To: Town of Palisade Board of Trustees  
C/O Keli Frasier, Town Clerk  
175 E. 3<sup>rd</sup> Street, Palisade, CO 81526

Subject: Planning Commission Vacancy

To Whom it May Concern:

My name is Andrew West, and I am writing with formal intent to apply for a vacant position on the Town of Palisade Planning Commission. The Planning Commission is the starting point for the development and growth of our town, whose decisions go before the Board of Trustees for a final vote. Serving on this Commission would be a privilege and honor to represent our community as part of determining the future of our neighborhood.

My family has deep connections to the Grand Valley and a 20+ year history in the Town of Palisade with the development of our winery. Graduating from Colorado Mesa University in 2013, I continued my studies at Colorado State University in Fort Collins. Returning to the family business, I have dedicated the last 10 years to the realization of our downtown tasting room and bistro. Operating a business in the Town Center has shown me its positives and negatives and provides an insight to how our town waxes and wanes throughout the seasons. Doubtless, I am convinced that I have attained a level of maturity and experience commensurate with a position that influences the informed growth and historical restraint that defines the Town of Palisade.

As a Palisade resident, property owner, and business manager, I have a vested interest in the future the Town of Palisade holds for my little family and the community. I sincerely appreciate your consideration for my filling a vacancy on the Town of Palisade Planning Commission.

Respectfully submitted,  
Andrew M. West

To whom it may concern,

I am writing to formally express my intent to pursue one of the open vacancies on the Palisade Planning Commission . I am a Town of Palisade Resident with a past background in business ownership, development, and partnering with municipal economic development groups in the City of Lakewood, CO. I was very active and engaged in development , planning, and strategic growth.

I have firsthand knowledge of the challenges faced by municipalities , business owners, and residents of a community facing strategic growth opportunities.

The balance of community values and community growth can be challenging , especially with an ever changing demographic, and the delicate consideration of these two key points is not lost on me.

I believe I possess a strong skill set of problem solving, collaboration, and working across multiple interests.

I believe I have the patience, experience, and ability to work along side the existing Commissioners, Trustees, and other Town Leadership to see that the future of the Town of Palisade is examined and executed in a considerate and thoughtful manner.

Thank you in advance for your consideration.

Brett Zahrte