

RIDGWAY PLANNING COMMISSION

REGULAR MEETING AGENDA

Tuesday, January 28th, 2025

5:30 pm

Pursuant to the Town's Electronic Participation Policy, the meeting will be conducted both in person and via a virtual meeting portal. Members of the public may attend in person at the Community Center, located at 201 N. Railroad Street, Ridgway, Colorado 81432, or virtually using the meeting information below.

Join Zoom Meeting

<https://us02web.zoom.us/j/89743886592?pwd=7l1vBPgnpOWC01nlnkSJ77t2TobDIh.1>

Meeting ID: 897 4388 6592

Passcode: 555949

Written comments can be submitted before the meeting to akemp@town.ridgway.co.us or delivered to Town Hall Attn: Planning Commission

ROLL CALL: Chairperson: Michelle Montague, Commissioners: John Clark, Pam Foyster, Bill Liske, Russ Meyer, Jennifer Nelson, and Jack Petruccelli

PUBLIC HEARING:

1. Ordinance No. 01-2025 Amending Section 7-4 "Zoning Regulations" and Section 8-4 "Short-Term Rentals" of the of the Ridgway Municipal Code Relating to Short Term Rental Regulations and Licenses.

APPROVAL OF MINUTES:

2. Minutes from the Meeting of January 7th, 2025.

OTHER BUSINESS:

3. Updates from Planning Commission members.

ADJOURNMENT



To: Town of Ridgway Planning Commission
Cc: Preston Neill, *Ridgway Town Manager*
TJ Dlubac, AICP, *CPS* & Max Garcia, AICP, *CPS*
From: Angela Kemp, AICP, *Sr. Town Planner*
Date: January 16th, 2025
Subject: Amendments to the Ridgway Municipal Code Section **7-4-6(N) Short-Term Rental Regulations** and **8-4 Short-Term Rentals** for the January 28th Planning Commission Meeting.

BACKGROUND

The adoption of revised Ridgway Municipal Code (RMC) Section 7-4-6(A) Accessory Dwelling Unit via Ordinance No. 03-2024 prompted a review and recommendation for modification of Code sections that overlap with the ADU updates. Therefore, Section 7-4-6(N) Short-Term Rental Regulations and Section 8-5 regarding licensing Short-Term Rentals of the RMC have been reviewed for appropriate updates, as discussed below.

At the January 7th meeting of the Planning Commission, the administration of licenses for Short-term rentals and enforcement of unlicensed short-term rentals was discussed alongside the proposed updates to 7-4-6 (N) and 8-4 of the RMC. No additional changes were made to the proposed code language based on that conversation and subsequent research, which found that none of the available listings within the Town of Ridgway were unlicensed. This review considered all listings on the known rental sites; Airbnb, VRBO, Hometogo, Evolve Rentals, and Vacation Rental Collective. Administration will receive some tweaks based on the conversation and subsequent research so that License numbers are prominently displayed in any advertisement of the rental unit, to make monitoring the listings more efficient for the Town.

TIMELINE

January 7, 2025	<i>Project kickoff with Planning Commission.</i>
January 28, 2025	<i>Planning Commission Public Hearing on the Ordinance 01-2025 and STR Code Updates for Recommendation to Town Council.</i>
February 12, 2025	<i>Introduction of the Ordinance 01-2025 at Town Council.</i>
March 12, 2025	<i>Second Reading and Adoption of Ordinance 01-2025 at Town Council.</i>

UPDATES AND ANALYSIS

Below is a summary of the staff recommended updates to the Code for Short-Term Rental Regulation and STR Licensing.



- a) Reorganized the STR Regulations and Licensing to add clarity between the two portions of the Code discussing the same topic.
 - 1) *Performance Standards for Short-Term Rentals* contained standards relating to the maximum number of bedrooms and guests and the owner's agent requirements that were unchanged but moved to better fit under the licensing portion of the Code in Section 8-5.
- b) Added the Downtown Services "DS" zone to the Zoning districts (with General Commercial "GC" and Historic Business "HB") where multi-family structures could be used as a Short-term rental if it complies with the other Regulations. In these circumstances, there isn't an owner-occupancy requirement (unchanged from the previous code).
- c) Explained the owner-occupancy requirement for all zones other than DS, GC, HB so that it is clear whether there are separate structures on a property or there are various units in one structure, one unit needs to be owner-occupied in order to be eligible for a STR license for any of the units.
- d) Modified Title of 8-5-3 to "LICENSE ADMINISTRATION" to add distinction between 7-4-6 SUPPLEMENTAL REGULATIONS and "SUPPLEMENTAL REGULATIONS" as previously used in the title of 8-5-3.
- e) Added a distinction between "room" and "bedroom" in (8-5-1).
- f) Removed a reference to an old code section that no longer exists and added a cross-reference prompt to connect 8-5 and 7-4-6 (N) so that applicants (and reviewers) look at both sections of the code.
- g) Added a warning note that if a license is revoked, it would require a new license, but because of the cap of 50 licenses, one may not be available at that time.

ATTACHMENTS:

-
1. *Ordinance 01-2025*
 2. *STR RMC Section 7-4-6(N) update – redline version*
 3. *STR RMC Section 8-5 update – redline version*

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

**AN ORDINANCE OF THE TOWN OF RIDGWAY, COLORADO
AMENDING SECTION 7-4 “ZONING REGULATIONS” OF THE RIDGWAY MUNICIPAL
CODE REGARDING SHORT-TERM RENTAL REGULATION AND AMENDING SECTION 8-
5 “SHORT-TERM RENTALS” OF THE RIDGWAY MUNICIPAL CODE**

WHEREAS, the Town of Ridgway, Colorado (“Town”) is a home rule municipality existing pursuant to the laws of the Colorado Constitution, the Colorado Revised Statutes and the Town's Home Rule Charter; and

WHEREAS, the zoning and land use powers conferred upon the Town by the State of Colorado as a Home Rule Municipality empower the Town to manage land use to ensure the public health, safety, and welfare; and

WHEREAS, the Town currently regulates land uses within the Town limits in accordance with Chapter 7 “Land Use Regulations” of the Ridgway Municipal Code (“RMC”), adopted pursuant to its Home Rule Constitutional authority and the Local Government Land Use Control Enabling Act of 1974, as amended, §§29-20-101, et seq. C.R.S; and

WHEREAS, the Town has determined that it is appropriate to amend RMC Subsection 7-4-6(N) “Short-Term Rental Regulations” to provide additional clarity and flexibility in our regulations; and

WHEREAS, the Town has determined that it is appropriate to amend RMC Section 8-4 “Short-Term Rentals” to provide additional clarity in Short-Term Rental (“STR”) license administration; and

WHEREAS, modifications to the Town’s Short-Term Rental Regulations will help advance *POLICY ECO-2.4: Ease of Doing Business* in the Town of Ridgway Master Plan; and

WHEREAS, modifications to the Town’s Short-Term Rental Regulations will help advance *POLICY ECO-3.2: Local Goods, Products, and Services* in the Town of Ridgway Master Plan; and

WHEREAS, Town staff held a Work Session with the Ridgway Planning Commission on January 7th, 2025 and received recommendations from the Planning Commission; and

WHEREAS, the Ridgway Town Council finds that this ordinance furthers and is necessary to promote the health, safety and general welfare of the Ridgway community.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF RIDGWAY, COLORADO the following:

Section 1. Recitals Incorporated. The above and foregoing recitals are incorporated herein by reference and adopted as findings and determinations of the Town Council.

Section 2. Amendment of Subsection (N) of Section 7-4-6. Subsection (N) of Section 7-4-6 of the Ridgway Municipal Code is hereby repealed and reinstated to read as set forth in *Exhibit A*.

Section 3. Amendment of Section 4 of Chapter 8. Section 4 of Chapter 8 of the Ridgway Municipal Code is hereby repealed and reinstated to read as set forth in *Exhibit B*.

Section 4. Codification of Amendments. The Town Clerk, as the codifier of the Town's Municipal Code, is hereby authorized to make such numerical and formatting changes as may be necessary to incorporate the provisions of this Ordinance within the Ridgway Municipal Code. The Town Clerk is authorized to correct, or approve the correction by the codifier, of any typographical error in the enacted regulations, provided that such correction shall not substantively change any provision of the regulations adopted in this Ordinance. Such corrections may include spelling, reference, citation, enumeration, and grammatical errors.

Section 5. Severability. If any provision of this Ordinance, or the application of such provision to any person or circumstance, is for any reason held to be invalid, such invalidity shall not affect other provisions or applications of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable. The Town Council hereby declares that it would have passed this Ordinance and each provision thereof, even though any one of the provisions might be declared unconstitutional or invalid. As used in this Section, the term "provision" means and includes any part, division, subdivision, section, subsection, sentence, clause or phrase; the term "application" means and includes an application of an ordinance or any part thereof, whether considered or construed alone or together with another ordinance or ordinances, or part thereof, of the Town.

Section 6. Effective Date. This Ordinance shall take effect thirty (30) days after the date of final passage in accordance with Article 3-7 of the Ridgway Charter.

Section 7. Safety Clause. The Town Council hereby finds, determines and declares that this Ordinance is promulgated under the general police power of the Town of Ridgway, that it is promulgated for the health, safety and welfare of the public, and that this Ordinance is necessary for the preservation of health and safety and for the protection of public convenience and welfare. The Town Council further determines that the Ordinance bears a rational relation to the proper legislative object sought to be obtained.

Section 8. No Existing Violation Affected. Nothing in this Ordinance shall be construed to release, extinguish, alter, modify, or change in whole or in part any penalty, liability or right or affect any audit, suit, or proceeding pending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing which may have been incurred or obtained under any ordinance or provision hereby repealed or amended by this Ordinance. Any such ordinance or provision thereof so amended, repealed, or superseded by this Ordinance shall be treated and held as remaining in force for the purpose of sustaining any and all proper actions, suits, proceedings and prosecutions, for the enforcement of such penalty, liability, or right, and for the purpose of sustaining any judgment, decree or order which can or may be rendered, entered, or made in such actions, suits or proceedings, or prosecutions imposing, inflicting, or declaring such penalty or liability or enforcing such right, and shall be treated and held as remaining in force for the purpose of sustaining any and all proceedings, actions, hearings, and appeals pending before any court or administrative tribunal.

Section 9. Publication. The Town Clerk is ordered to publish this Ordinance in accordance with Article 3-7 of the Ridgway Charter.

INTRODUCED AND REFERRED TO PUBLIC HEARING on February 12, 2025, and setting such public hearing for March 12, 2025, at Ridgway Town Hall, located at 201 N. Railroad Street, Ridgway, Colorado.

BY:

ATTEST:

John Clark, Mayor

Pam Kraft, Town Clerk

ADOPTED on _____, 2025.

BY:

ATTEST:

John Clark, Mayor

Pam Kraft, Town Clerk

APPROVED AS TO FORM:

Bo James Nerlin, Town Attorney

Exhibit A:

Amendment of Subsection (N) of Section 7-4-6 “Short-Term Rental Regulations”.

Exhibit B:

Amendment of Section 8-5 “Short-Term Rentals”.

7-4-6 SUPPLEMENTAL REGULATIONS.

(N) Short-Term Rental Regulations.

- (1) Intent and Purpose: Establish standards and procedures by which residential short-term rentals can be provided in a manner that protects both the quality of experience and the character of the Town. It is the Town's intent to establish short-term rental regulations to promote a mix of lodging options, support the local economy, while also upholding the integrity of the Town.
 - (2) Short-term rentals shall comply with the provisions of this Subsection (N) and shall be licensed per Chapter 8, Section 5 of the Municipal Code.
 - (3) Permitted Use of Short-Term Rentals:
 - (a) For short-term rentals outside of the "HB" Historic Business, "DS" Downtown Service, or "GC" General Commercial Districts, the structure involved:
 - (i) Shall be a single-family dwelling structure; or
 - (ii) Shall be a single residential unit in structures with mixed uses; or
 - (iii) Shall be a property with multiple dwelling units owned by the same owner, in which one of the dwelling units may be used as a short-term rental as long as at least one of the other dwelling unit(s) is/are owner occupied; and
 - (iv) Shall not be a multiple family dwelling or structure as short-term rentals are prohibited in multiple family structures in districts other than HB, DS, and GC.
 - (b) In the HB, DS, and GC Districts, a maximum of five short-term rentals are allowed per building or structure.
 - (4) Performance Standards for Short-Term Rentals:
 - (b) The unit shall have a minimum of two off-street parking spaces available and any additional spaces necessary to accommodate the tenant's vehicles off-street.
 - (d) Adequate animal resistant trash and recycling containers shall be provided, and information on placement for collection shall be provided in the short-term rental as stated in Ridgway Municipal Code Section 9-2.
 - (e) The unit shall be maintained in compliance with applicable Town ordinances and regulations. The rental of residential units as provided herein shall not unreasonably annoy or interfere with the use or enjoyment of public or private property or constitute a health or safety hazard.
 - (f) The owner must have current State and Town sales tax licenses, a Town business license, if at such time the Town has business licensing, and collect and remit sales taxes and lodging taxes.
-

SECTION 5 Short-Term Rentals

8-5-1 LICENSES REQUIRED.

- (A) Any property owner who rents out a bedroom or unit on a short-term basis within the Town shall be required to obtain a short-term rental license (hereinafter a "Short-Term Rental License") for each short-term rental unit from the Town. The property owner is responsible for prominently displaying the Short-Term Rental License number in all advertising/listing of the unit. The cost of such licensing and renewals shall be set by resolution of the Town Council. Short-Term Rental Licenses are nontransferable, except where upon death the property is transferred to an immediate family member, the short-term license may be transferred with the property.
- (B) All short-term rental units, except the short-term rental of a single bedroom inside an owner-occupied dwelling unit, are required to have and pass a health, safety, and welfare inspection by the Town Building Inspector. This inspection will be completed with the initial licensing and renewal licensing processes.
- (C) The total number of short-term rental licenses in the Town shall be limited to 50 at any one time. The short-term rental of a single bedroom inside an owner-occupied dwelling unit shall not be counted toward the maximum number of licenses to be issued.
- (D) Short-Term Rental Licenses shall be issued for a period of two years and subject to biannual renewal (every two years). Notwithstanding this two-year term, the Town may determine a more frequent licensing schedule is needed for any particular unit, and the initial term for licensing.

8-5-2 LICENSE FEES.

- (A) The local application and license fees for all short-term rental licenses issued, and applications submitted shall be enacted by Town Council resolution.
- (B) In addition to the above fees, the applicant/licensee shall reimburse the Town for all out-of-pocket costs incurred during review of the application, or license, including legal fees, consultant fees, postage, notice and publishing costs. The Town shall bill the applicant/licensee upon completion of the application or review process and completion of any conditions thereof. No application or license shall be finally approved until the bill is paid. Each bill shall be overdue 30 days after its date. Bills not paid by the due date shall accrue interest at the rate of one and one-half percent per month or part thereof. Such fees may be certified to the County Treasurer for collection as delinquent charges or collected in any other lawful manner.
- (C) The Town Council may revise such amounts by resolution based on costs incurred by the Town in the administration and enforcement of the short-term rental licensing and related provisions.

8-5-3 LICENSE ADMINISTRATION

- (A) All dwelling units, for Short-Term Rental Licenses issued, shall comply with applicable requirements of Town ordinances, including building and zoning regulations, inclusive of Chapter 7, 7-4-6 Supplemental Regulations, and this Section.
-

-
- (B) The Town Council shall be the local licensing authority for the Town for Short-Term Rental Licenses. The Town Manager or their designee shall review and act upon all Short-Term Rental License applications without hearing.
 - (C) The Town Manager or their designee is hereby designated as the entity responsible for processing procedures and reviewing Short-Term Rental Licenses for compliance with Town ordinances and regulations.
 - (D) The Town Manager shall make reasonable rules and regulations in conformity with this Article for the proper administration and enforcement of Short-Term Rental Licenses.
 - (E) There shall be an owner's agent available to be at the unit within 20 minutes, who is on call full-time to manage the property during any period the unit is rented. The name, address and phone number of the agent must be kept current on file with the Town and posted in the short-term rental.
 - (F) The unit being rented shall be a dwelling unit, as defined pursuant to Section 9 shall not have more than five bedrooms, nor be used by any group containing more than ten people over the age of 18.

8-5-4 REVOCATION OF LICENSE.

- (A) The Town Manager may revoke or suspend a Short-Term Rental License. The following shall be prima facie evidence for revocation or suspension of a Short-Term Rental License:
 - (1) A holder of a Short-Term Rental License is in violation of the Town Municipal Code;
 - (2) A holder of a Short-Term Rental License has violated the rules and regulations for short term rentals, as established by the Town Manager;
 - (3) There have been two or more violations of Chapter 2, Section 1, the General Administrative Provisions of the Town Municipal Code, at the short-term rental;
 - (4) The holder of the Short-Term Rental License has failed to remit sales and/or lodging taxes.
 - (B) In the event a licensee wishes to challenge the revocation or a suspension of a license by the Town Manager, they can request, in writing, an administrative hearing before the Town Council within 30 days of the license being revoked or suspended.
 - (C) No license shall be issued to any property owner for whom a license has been revoked, until at least one year has elapsed since revocation. This will require application for a new license, which may not be available at the time of application.
-

7-4-6 SUPPLEMENTAL REGULATIONS.

(N) Short-Term Rental Regulations.

- (1) Intent and Purpose: Establish standards and procedures by which residential short-term rentals can be provided in a manner that protects both the quality of experience and the character of the Town. It is the Town's intent to establish short-term rental regulations to promote a mix of lodging options, support the local economy, while also upholding the integrity of the Town.
 - (2) Short-term rentals shall comply with the provisions of this Subsection ~~(N)(4)~~ and shall be licensed per Chapter 8, Section 5 of the Municipal Code.
 - (3) Permitted Use of Short-Term Rentals:
 - (a) For short-term rentals ~~not in~~outside of the "HB" Historic Business, "DS" Downtown Service, or "GC" General Commercial Districts, the structure involved:
 - (i) Shall be a single-family dwelling structure; or
 - (ii) Shall be a single residential unit in structures with mixed uses; or
 - (iii) Shall be a property with ~~two multiple~~ dwelling structures~~units~~ owned by the same owner, in which one of the dwelling ~~structures~~ units may be used as a short-term rental as long as at least one of the second dwelling~~other dwelling~~ unit(s) is/are owner occupied; and
 - (iv) Shall not be a multiple family dwelling or structure as short-term rentals are prohibited in multiple family structures in districts other than HB, DS, and GC.
 - (b) In the HB, DS, and GC Districts, a maximum of five short-term rentals are allowed per building or structure.
 - (4) Performance Standards for Short-Term Rentals:
 - ~~(a) The unit being rented shall be a dwelling unit, as defined pursuant to Section 9 shall not have more than five bedrooms, nor be leased or used to any group containing more than ten people over the age of 18.~~
 - (b) The unit shall have a minimum of two off-street parking spaces available and any additional spaces necessary to accommodate the tenant's vehicles off-street.
 - ~~(c) There shall be an owner's agent available to be at the unit within 20 minutes, who is on call full time to manage the property during any period the unit is rented. The name, address and phone number of the agent must be kept current on file with the Town and posted in the short term rental.~~
 - (d) Adequate animal resistant trash and recycling containers shall be provided, and information on placement for collection shall be provided; in the short-term rental as stated in Ridgway Municipal Code Section 9-2.
 - (e) The unit shall be maintained in compliance with applicable Town ordinances and regulations. The rental of residential units as provided herein shall not unreasonably annoy or interfere with the use or enjoyment of public or private property or ~~which~~ constitutes a health or safety hazard.
 - (f) The owner must have current State and Town sales tax licenses, a Town business license, if at such time the Town has business licensing, and collect and remit sales taxes and lodging taxes.
-

SECTION 5 Short-Term Rentals

8-5-1 LICENSES REQUIRED.

- (A) Any property owner who rents out a bedroom or unit on a short-term basis within the Town shall be required to obtain a short-term rental license (hereinafter a "Short-Term Rental License") for each short-term rental unit from the Town. ~~Such-The property owner is responsible for Short-Term Rental License and its corresponding number shall be~~ prominently displaying ing the Short-Term Rental License number ed in all advertising/listing of the unit. The cost of such licensing and renewals shall be set by resolution of the Town Council. Short-Term Rental Licenses are nontransferable, except where upon death the property is transferred to an immediate family member, the short-term license ~~number~~ may be transferred with the property.
- (B) All short-term rental units, except the short-term rental of a single bedroom inside an owner-occupied dwelling unit, are required to have and pass a health, safety, and welfare inspection by the Town Building Inspector. This inspection will be completed with the initial licensing and renewal licensing processes.
- (C) The total number of short-term rental licenses in the Town shall be limited to 50 at any one time. The short-term rental of a single bedroom inside an owner-occupied dwelling unit shall not be counted toward the maximum number of licenses to be issued.
- (D) Short-Term Rental Licenses shall be issued for a period of two years and subject to biannual renewal (every two years). Notwithstanding this two-year term, the Town may determine a more frequent licensing schedule is needed for any particular unit, and the initial term for licensing.

8-5-2 LICENSE FEES.

- (A) The local application and license fees for all short-term rental licenses issued, and applications submitted shall be enacted by Town Council resolution.
- (B) In addition to the above fees, the applicant/licensee shall reimburse the Town for all out-of-pocket costs incurred during review of the application, or license, including legal fees, consultant fees, postage, notice and publishing costs. The Town shall bill the applicant/licensee upon completion of the application or review process and completion of any conditions thereof. No application or license shall be finally approved until the bill is paid. Each bill shall be overdue 30 days after its date. Bills not paid by the due date shall accrue interest at the rate of one and one-half percent per month or part thereof. Such fees may be certified to the County Treasurer for collection as delinquent charges or collected in any other lawful manner.
- (C) The Town Council may revise such amounts by resolution based on costs incurred by the Town in the administration and enforcement of the short-term rental licensing and related provisions.

8-5-3 ~~SUPPLEMENTAL REGULATIONS~~LICENSE ADMINISTRATION

- (A) All dwelling units, for Short-Term Rental Licenses issued, shall comply with applicable requirements of Town ordinances, including building and zoning regulations, inclusive of Chapter 7, ~~subsection 3-13(I), 7-4-6~~ Supplemental Regulations, and this Section.
-

-
- (B) The Town Council shall be the local licensing authority for the Town for Short-Term Rental Licenses. The Town Manager or their designee shall review and act upon all Short-Term Rental License applications without hearing.
 - (C) The Town Manager or their designee is hereby designated as the entity responsible for processing procedures and reviewing Short-Term Rental Licenses for compliance with Town ordinances and regulations.
 - (D) The Town Manager shall make reasonable rules and regulations in conformity with this Article for the proper administration and enforcement of Short-Term Rental Licenses.

(E) There shall be an owner's agent available to be at the unit within 20 minutes, who is on call full-time to manage the property during any period the unit is rented. The name, address and phone number of the agent must be kept current on file with the Town and posted in the short-term rental.

(F) The unit being rented shall be a dwelling unit, as defined pursuant to Section 9 shall not have more than five bedrooms, nor be used by any group containing more than ten people over the age of 18.

8-5-4 REVOCATION OF LICENSE.

- (A) The Town Manager may revoke or suspend a Short-Term Rental License. The following shall be prima facie evidence for revocation or suspension of a Short-Term Rental License:
 - (1) A holder of a Short-Term Rental License is in violation of the Town Municipal Code;
 - (2) A holder of a Short-Term Rental License has violated the rules and regulations for short term rentals, as established by the Town Manager;
 - (3) There have been two or more violations of Chapter 2, Section 1, the General Administrative Provisions of the Town Municipal Code, at the short-term rental;
 - (4) The holder of the Short-Term Rental License has failed to remit sales and/or lodging taxes.
 - (B) In the event a licensee wishes to challenge the revocation or a suspension of a license by the Town Manager, they can request, in writing, an administrative hearing before the Town Council within 30 days of the license being revoked or suspended.
 - (C) No license shall be issued to any property owner for whom a license has been revoked, until at least one year has elapsed since revocation. This will require application for a new license, which may not be available at the time of application.-
-

AGENDA ITEM #2

PLANNING COMMISSION
MINUTES OF THE REGULAR MEETING
JANUARY 7, 2025

CALL TO ORDER

The Planning Commission convened both in-person at 201 N. Railroad Street, Ridgway, Colorado and via Zoom Meeting, a virtual meeting platform, pursuant to the Town's Electronic Participation Policy.

The Chairperson called the meeting to order at 5:30 p.m. Commissioners Liske, Petrucelli, Mayor Clark, Mayor Pro Tem Meyer and Chairperson Montague attended the meeting in-person. Commissioners Foyster and Nelson attended the meeting via Zoom Meeting.

WORK SESSIONS

1. Affordable Housing Work Session: Discussion Regarding Potential Language for Ridgway Municipal Code (RMC) Section 7-7

Memorandum and Power Point presentation titled Affordable Housing Work Session (Part Two) dated January 7, 2025, providing background and analysis prepared by Senior Planner, Angela Kemp. Public Comment Letter dated January 7, 2025, from resident Patty Schaefer received via email prior to the meeting.

Planner Kemp provided the materials for the affordable housing work session which included a draft inclusionary policy design for community housing and a draft for the creation of RMC Chapter 7-7, Affordable Housing Regulations. She emphasized that a current Housing Needs Assessment specific to this area will be required to provide accurate data to identify the targeted percentage of Area Median Income (AMI). The Commissioners asked questions throughout the presentation, and resident Bill Simpson participated in the discussion. The Planning Commission agreed that both draft documents are "heading in the right direction" and asked the Planner to incorporate the points of discussion, as well as some points in the public comment letter into the Draft for review at the February Regular Planning Commission Meeting.

2. Short-Term Rental Work Session: Discussion Regarding Amendments to RMC Section 7-4-6(N) and RMC Section 8-5

Staff Report dated January 3, 2025, providing background, analysis and staff recommendation and Power Point presentation prepared by Senior Planner, Angela Kemp.

Planner Kemp reviewed the final, red-lined draft for the amendments to RMC Sections 7 and 8 noting the proposed modifications will better align with the proposed ADU Regulations. Ms. Kemp said she will do more public outreach before the Code Sections are finalized. The Planning Commission agreed with the proposed amendments. Ms. Kemp will present the proposed Ordinance and the final draft of Sections 7-4-6 and 8-5 at the next Planning Commission Regular Meeting for review and recommendation to the Town Council for approval.

APPROVAL OF THE MINUTES

3. Approval of the Minutes from the Meeting of November 26, 2024

ACTION:

Commissioner Liske moved to approve the Minutes from November 26, 2024. Mayor Pro Tem Meyer seconded the motion, and it was carried unanimously on a roll call vote.

OTHER BUSINESS

4. Planning Commission Schedule for 2025

The Commissioners discussed moving the Regular Meetings to a different day to shorten the time applicants must wait for Town Council decision for certain land use applications once the Planning Commission recommendation is received. The Planning Commission agreed to move the Regular Meetings to the third Wednesday of each month effective February 19, 2025.

5. Updates from the Planning Commissioners

Commissioner Foyster noted she has been receiving complaints from residents regarding illegal short-term rental use throughout town and is advising the residents to take their complaints to the Town Council, who is the governing body for the Town. The Commissioners agreed that the complaints should be specific with name or address information, or the Town Council cannot take appropriate action.

ADJOURNMENT

The meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Karen Christian
Deputy Clerk

AGENDA ITEM #3