



## **Keystone Town Council Agenda**

The Keystone Town Council will have a Regular Meeting on August 12, 2025, at 7:00 p.m. at 1628 Sts. John Rd, Keystone, CO 80435.

The Town of Keystone conducts hybrid meetings. This meeting will be held in person at Keystone Town Hall and will also be broadcast live over Teams. [Join the live broadcast available by computer here.](#) If you will need special assistance in order to attend any of the Town's public meetings, please notify the Town Clerk's Office at (970) 450-3500x1 via phone, or [clerk@keystoneco.gov](mailto:clerk@keystoneco.gov) via e-mail, at least 72 hours in advance of the meeting.

- I. CALL TO ORDER, ROLL CALL**
- II. PLEDGE OF ALLEGIANCE**
- III. APPROVAL OF AGENDA**
- IV. COMMUNICATIONS TO COUNCIL**
- V. CONSENT**
  - A. FIRST READING OF ORDINANCES**
  - B. RESOLUTIONS**
  - C. MEETING MINUTES**
    - 1. July 22, 2025 – Meeting Minutes**
  - D. EXCUSED ABSENCES**
    - 1. July 22, 2025, Carol Kerr – Remote Participation**
  - E. OTHER**
    - 1. TOK25-009: 129 River Run Rd Signage**
    - 2. TOK25-010: 100 Dercum Sq Signage**
    - 3. TOK25-011: Class 2 Special Event Permit for the Expedition Colorado 2025 race that goes through Keystone**
    - 4. Memorandum of Understanding on Street Addressing**
- VI. DISCUSSION**
  - A. CONSIDERATION OF ORDINANCES**

1. [Second Reading/Public Hearing] Ordinance 2025-O-13, Ordinance of Town Council of the Town of Keystone, Colorado, Regarding the Regulation of Pet Animals within the Town of Keystone
2. [Second Reading/Public Hearing] Ordinance 2025-O-14, An Ordinance of Town Council of the Town of Keystone, Colorado, Amending Ordinance 2024-O-07, Adopting Short-Term Rental Regulations to Establish Requirements for Parking Diagrams and Requiring Contact numbers to be Provided as a Direct Number

**B. RESOLUTIONS**

1. Resolution 2025-30, A Resolution of Town Council of Keystone, Colorado, Appointing and Setting Terms of the First Members of the Town of Keystone Business Advisory Board

**C. OTHER**

1. Discussion of Fire Impact Fees

**VII. PLANNING MATTERS**

**VIII. REPORT OF TOWN MANAGER AND STAFF**

**IX. REPORT OF MAYOR AND COUNCIL**

**X. OTHER MATTERS (Town Manager/Mayor/Councilmember may bring up items on other matters that are not on the agenda)**

**XI. SCHEDULED MEETINGS**

**XII. EXECUTIVE SESSION**

**XIII. ADJOURNMENT**



## **Keystone Town Council Agenda**

A Regular Meeting of the Keystone Town Council was held on July 22, 2025, at 7:00 p.m. at 1628 Sts. John Rd, Keystone, CO 80435. Full and timely notice of the meeting had been posted, and a quorum of the body was present.

### **I. CALL TO ORDER, ROLL CALL**

Mayor Riley called the meeting to order at 7:07 p.m. The roll was called, and it was found there were present and participating at that time the following members: Councilmember Jon Hagenow, Councilmember Carol Kerr (remote), Councilmember Steve Martin, Councilmember Aaron Parmet, Councilmember Dan Sullivan, Councilmember Valerie Thisted, and Mayor Ken Riley.

### **II. PLEDGE OF ALLEGIANCE**

Mayor Riley led the Council in reciting the Pledge of Allegiance.

### **III. APPROVAL OF AGENDA**

Mayor Riley presented the agenda.

Councilmember Sullivan moved to approve the agenda as presented.

Councilmember Thisted seconded.

By voice vote, the motion passed unanimously, and the agenda was approved as presented.

#### **IV. COMMUNICATIONS TO COUNCIL**

Mayor Riley opened the floor for public comment. The following members of the public spoke:

Patti Banks from Loveland Pass Village spoke about trail access and roads in Loveland Pass Village.

Patti Banks from Loveland Pass Village spoke on behalf of Kathy Rogg, resident of Loveland Pass Village, to speak about issues of speeding in Loveland Pass Village.

Seeing no members of the public wishing to speak, Mayor Riley closed the floor for public comment.

#### **V. CONSENT**

##### **A. FIRST READING OF ORDINANCES**

1. **[First Reading] Ordinance 2025-O-14, An Ordinance of Town Council of the Town of Keystone, Colorado, Amending Ordinance 2024-O-07, Adopting Short-Term Rental Regulations to Establish Requirements for Parking Diagrams and Requiring Contact numbers to be Provided as a Direct Number**

##### **B. RESOLUTIONS**

1. **Resolution 2025-26, A Resolution of Town Council of the Town of Keystone, Colorado, Adopting an Investment Policy**
2. **Resolution 2025-27, A Resolution of Town Council of the Town of Keystone, Colorado, Adopting a Reserve Policy**

##### **C. MEETING MINUTES**

1. **July 8, 2025 – Meeting Minutes**

##### **D. EXCUSED ABSENCES**

##### **E. OTHER**

1. **Accounts Payable List**

Mayor Riley presented the consent agenda.

Mayor Riley moved to remove the First Reading of Ordinance 2025-O-14, An Ordinance of Town Council of the Town of Keystone, Colorado, Amending Ordinance 2024-O-07, Adopting Short-Term Rental Regulations to Establish Requirements for Parking Diagrams and Requiring Contact numbers to be Provided as a Direct Number, from the consent agenda for discussion. Councilmember Hagenow seconded.

By voice vote, the motion passed unanimously, and Ordinance 2025-O-14 was removed from the consent agenda.

Councilmember Kerr moved to approve the remaining items on the consent agenda. Councilmember Parmet seconded.

By voice vote, the motion passed unanimously, and the consent agenda was approved with the exception of Ordinance 2025-O-14.

## **VI. DISCUSSION**

### **A. CONSIDERATION OF ORDINANCES**

#### **1. [Second Reading/Public Hearing] Ordinance 2025-O-13, Ordinance of Town Council of the Town of Keystone, Colorado, Regarding the Regulation of Pet Animals within the Town of Keystone**

Mayor Riley recognized Town Clerk Madeleine Sielu to read the title of Ordinance 2025-O-13, Ordinance of Town Council of the Town of Keystone, Colorado, Regarding the Regulation of Pet Animals within the Town of Keystone.

Mayor Riley opened the Public Hearing on Ordinance 2025-O-13.

Mayor Riley recognized Town Manager John Crone and Town Attorney

Jennfier Madsen to introduce Ordinance 2025-O-13.

Mayor Riley opened the floor for public comment on Ordinance 2025-O-12. The following members of the public spoke:

Fred Fulkerson provided comment on animal bites within the Town of Keystone.

Seeing no further members of the public wishing to speak, Mayor Riley closed the public comment period.

Mayor Riley closed the Public Hearing on Ordinance 2025-O-13, and the Town Council entered discussion and debate on the ordinance.

Councilmember Sullivan moved to continue the Public Hearing on Ordinance 2025-O-13 to the Council Meeting on August 12, 2025, to allow for the addition of provisions related to vicious animals into the ordinance. Councilmember Martin seconded.

By voice vote, the motion passed unanimously, and the Public Hearing for Ordinance 2025-O-13, was continued to the meeting on August 12, 2025.

**2. [First Reading] Ordinance 2025-O-14, An Ordinance of Town Council of the Town of Keystone, Colorado, Amending Ordinance 2024-O-07, Adopting Short-Term Rental Regulations to Establish Requirements for Parking Diagrams and Requiring Contact numbers to be Provided as a Direct Number**

Mayor Riley recognized Town Manager Crone and Town Clerk Sielu to introduce Ordinance 2025-O-14, Amending Ordinance 2024-O-07, Adopting Short-Term Rental Regulations to Establish Requirements for Parking Diagrams and Requiring Contact numbers to be Provided as a Direct Number.

Councilmember Hagenow moved to approve Ordinance 2025-O-14 on first reading with an amendment adding the language "One parking pass per allowable parking space, as submitted in their parking plan in the application, that includes the address or unit number of the property, shall be provided to all renters upon check-in for display on their dashboard." to section G(2)a as subpoint iii. Councilmember Sullivan seconded.

By roll call, the result was:

Ayes: Councilmember Hagenow, Councilmember Kerr, Councilmember Martin, Councilmember Parmet, and Councilmember Sullivan, Councilmember Thisted, Mayor Riley (7)

Nays: (0)

Absent: (0)

The motion passed, and Ordinance 2025-O-14 was approved on first reading, with a second reading and public hearing scheduled for the Town Council Meeting on August 12, 2025.

## **B. RESOLUTIONS**

### **1. Resolution 2025-23, Resolution of Town Council of the Town of Keystone, Colorado, Approving a Contract for Construction of Ranch Road**

Mayor Riley recognized Town Manager Crone to introduce Resolution 2025-24, Approving a Contract for Construction of a Segment of Keystone Ranch Rd.

Councilmember Hagenow moved to approve Resolution 2025-23. Councilmember Kerr seconded.

By hand vote, the motion passed unanimously, and Resolution 2025-23

was approved.

**2. Resolution 2025-28, Resolution of Town Council of the Town of Keystone, Colorado, Approving an Intergovernmental Agreement Regarding the Mountain Community Coalition for Participation in Colorado Public Utilities Commission Proceeding No. 25a-0044EG**

Mayor Riley recognized Town Manager Crone and Town Attorney Madsen to introduce Resolution 2025-28, Approving an Intergovernmental Agreement Regarding the Mountain Community Coalition for Participation in Colorado Public Utilities Commission Proceeding No. 25a-0044EG.

Councilmember Sullivan moved to approve Resolution 2025-28.  
Councilmember Hagenow seconded.

By voice vote, the motion passed, and Resolution 2025-28 was approved.

**3. Resolution 2025-29, Resolution of Town Council of the Town of Keystone, Colorado, Affirming the Value of Public Land and Opposing the Sale of Federal Public Lands as Proposed in Recent and Potential Future Federal Legislation**

Mayor Riley recognized Councilmember Hagenow to introduce Resolution 2025-29, Affirming the Value of Public Land and Opposing the Sale of Federal Public Lands as Proposed in Recent and Potential Future Federal Legislation.

Councilmember Sullivan moved to approve Resolution 2025-29.  
Councilmember Parmet seconded.

By voice vote, the motion passed unanimously, and Resolution 2025-29 was approved.



## **C. OTHER**

### **1. Formation of an ad-hoc committee related to postal services in the Town of Keystone.**

Councilmember Sullivan presented the proposed purpose and membership of the ad-hoc committee related to postal services in the Town of Keystone. Without objection, the ad-hoc committee related to postal services in the Town of Keystone was formed.

## **VII. PLANNING MATTERS**

## **VIII. REPORT OF TOWN MANAGER AND STAFF**

The Town Manager reported that the Police Department was looking into a suspected arson. Rotolos is willing to host the next evening “Brews with the Council Meeting”. Recruitment for the Business Advisory Commission is wrapping up and a slate of members will be brought to an upcoming Town Council meeting. All the departments are working on developing their 2026 budget estimates and requests. The Community Development Department is working on the comprehensive plan. Discussions of the expansion of a mountain rail project came up at a recent Intermountain Transportation Planning Region (IMTPR) meeting, as well as the I-70 Coalition. There will be continued construction projects along the I-70 corridor for the foreseeable future, including continued work on Floyd Hill. The Summit County Mayor’s, Managers, and Commissioners group is continuing to discuss the disbursement of the nicotine tax and issues of non-profit funding. The Town of Silverthorne has hired a search firm to hire their next Town Manager, and the Town Manager of Blue River has submitted notice for mid-August. Manager Crone will be out of office from August 2 through August 10<sup>th</sup> with limited access to phone and e-mail.

## **IX. REPORT OF MAYOR AND COUNCIL**

Councilmember Hagenow and Councilmember Parmet confirmed their participation in the upcoming “Brews with Council” on August 4<sup>th</sup>, 2025.

Councilmember Sullivan provided an update on efforts to establish a zip code and set up cluster boxes for mail delivery. Conversations related to cluster boxes have continued to stall while the Dillon post office searches for a new postmaster. Senators Bennett and Hickenlooper are expected to meet with the new Postmaster General in the upcoming weeks to stress the importance of mail services in the mountain region. Keystone was highlighted by Colorado Public Radio in relation to efforts to obtain a new zip code.

Councilmember Kerr reported on a recent homeowners' association (HOA) meeting with Alcove. Councilmember Kerr noted that 80% of the owners in Alcove had bought their homes after living somewhere else within the town already. Additionally, there continue to be questions at HOA meetings related to the relationship between the Town and the Keystone Neighbourhood Company.

Councilmember Parmet has continued to hear reports from local residents about the high rates of speed throughout Town roads.

**X. OTHER MATTERS (Town Manager/Mayor/Councilmember may bring up items on other matters that are not on the agenda)**

Councilmember Parmet expressed concern related to the decommissioned Frog Trail and requested that this be explored further at a future meeting.

Councilmember Thisted requested clarity and a refresher on Town Council processes for addressing inquiries to council.

**XI. SCHEDULED MEETINGS**

**XII. EXECUTIVE SESSION**

**XIII. ADJOURNMENT**

Seeing no further business to discuss, without objection, Mayor Riley adjourned the meeting at 9:27 p.m.

# TOWN OF KEYSTONE, COLORADO

## STAFF REPORT

TO: Mayor & Town Councilmembers  
THROUGH: John Crone, Town Manager  
Jennifer Madsen, Town Attorney  
FROM: Jessica Hertzberg, Town Planner  
DATE: August 12, 2025 – Town Council Meeting  
SUBJECT: [Consent Agenda] TOK25-009: 129 River Run Rd Signage

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### **Executive Summary:**

On July 9, 2024, the Town Council approved Ordinance 2024-O-08 Amending Ordinance No. 2024-O-05, Town of Keystone Land Use Code, and Declaring an Emergency. This ordinance was in response to the Council's desire to improve the process of reviewing Community Development Department decisions related to Class 2 development reviews. A Class 2 commercial sign permit has subsequently been approved for the property located at 129 River Run Rd, Keystone, and is now before the Council for review.

[The application materials are available at this link.](#)

### **Recommendation:**

The Community Development Department approved the Class 2 Commercial Sign Permit for 129 River Run Rd. The Community Development Department has not identified any reason for Council's review (and call up) of that decision.

### **Background:**

The subject Class 2 Sign Permit application is to allow commercial and retail signs that meet the requirements of the Town's Land Use Code Sign Regulations, and as stipulated in the Keystone Resort PUD Sign Program. The application was submitted on June 27, 2025, and after the review and referral period, the Community Development Department approved the application. On July 24, 2025, per the Amended Code, Staff sent a Notice

of Action to Town Council and the Town Manager. Per the revised Code language, the planning department has scheduled the notice of action as an agenda item for the next Town Council meeting. A decision to appeal (or call up) that decision must be made within 21 days. Consistent with the Home Rule Charter, Town Council decides to appeal by an affirmative vote of the majority of the Town Council present at that meeting.

**Financial Considerations:**

There are no financial considerations applicable to the subject application.

**Previous Council Actions:**

None

**Alternatives:**

If there is interest by Council to potentially hear/appeal the item, then Council will need to remove the item from the Consent Agenda and then vote on an appeal process of the Community Development Director's decision to approve the subject Class 2 Sign Permit request. If a majority of Council members vote to appeal the decision of the Community Development Director's approval, Staff will initiate the Appeal process per Chapter 12 of the Code.

# TOWN OF KEYSTONE, COLORADO

## STAFF REPORT

TO: Mayor & Town Councilmembers  
THROUGH: John Crone, Town Manager  
Jennifer Madsen, Town Attorney  
FROM: Jessica Hertzberg, Town Planner  
DATE: August 12, 2025 – Town Council Meeting  
SUBJECT: [Consent Agenda] TOK25-010: 100 Dercum Sq Signage

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### **Executive Summary:**

On July 9, 2024, the Town Council approved Ordinance 2024-O-08 Amending Ordinance No. 2024-O-05, Town of Keystone Land Use Code, and Declaring an Emergency. This ordinance was in response to the Council's desire to improve the process of reviewing Community Development Department decisions related to Class 2 development reviews. A Class 2 commercial sign permit has subsequently been approved for the property located at 100 Dercum Square, Keystone, and is now before the Council for review.

[The application materials are available at this link.](#)

### **Recommendation:**

The Community Development Department approved the Class 2 Commercial Sign Permit for Buffalo Lodge, located at 100 Dercum Square. The Community Development Department has not identified any reason for Council's review (and call up) of that decision.

### **Background:**

The subject Class 2 Sign Permit application is to allow commercial and retail signs that meet the requirements of the Town's Land Use Code Sign Regulations, and as stipulated in the Keystone Resort PUD Sign Program. The application was submitted on June 27, 2025, and after the review and referral period, the Community Development Department

approved the application. On July 31, 2025, per the Amended Code, Staff sent a Notice of Action to Town Council and the Town Manager. Per the revised Code language, the planning department has scheduled the notice of action as an agenda item for the next Town Council meeting. A decision to appeal (or call up) that decision must be made within 21 days. Consistent with the Home Rule Charter, Town Council decides to appeal by an affirmative vote of the majority of the Town Council present at that meeting.

**Financial Considerations:**

There are no financial considerations applicable to the subject application.

**Previous Council Actions:**

None

**Alternatives:**

If there is interest by Council to potentially hear/appeal the item, then Council will need to remove the item from the Consent Agenda and then vote on an appeal process of the Community Development Director's decision to approve the subject Class 2 Sign Permit request. If a majority of Council members vote to appeal the decision of the Community Development Director's approval, Staff will initiate the Appeal process per Chapter 12 of the Code.

# TOWN OF KEYSTONE, COLORADO

## STAFF REPORT

TO: Mayor & Town Councilmembers  
THROUGH: John Crone, Town Manager  
FROM: Jessica Hertzberg, Town Planner  
DATE: August 12, 2025: Town Council Meeting  
SUBJECT: [Consent Agenda] TOK25-011: Class 2 Special Event  
Permit for the Expedition Colorado 2025 race that goes through Keystone

### **Executive Summary:**

On July 9, 2024, the Town Council approved Ordinance 2024-O-08 Amending Ordinance No. 2024-O-05, Town of Keystone Land Use Code, and Declaring an Emergency. This ordinance was in response to the Council's desire to improve the process of reviewing Community Development Department decisions related to Class 2 development reviews. A Class 2 special event permit has subsequently been approved for the Expedition Colorado 2025 race event and is now before the Council for review.

[The application materials are available at this link.](#)

### **Recommendation:**

The Community Development Department approved the Class 2 Special Event Permit application for the event on August 28-29. The Community Development Department has not identified any reason for Council's review (and call up) of that decision.

### **Background:**

The Class 2 Special Event application is to permit the Expedition Colorado 2025 event to utilize trails and roads, primarily on the south side of the Snake River, that go through the Town on August 28<sup>th</sup> starting at 12:00pm and ending at August 29<sup>th</sup> at 12:00pm. It is anticipated that the event will have approximately 40 runners and 10 volunteers and that it will utilize the Mountain House parking lot for an aid station. It is anticipated that the

event will have minimal or no impact to Town property as there will be no race route markings, all trash and gear will be packed out, and there will be no spectators for this event. An indemnification agreement has been required and signed to indemnify the Town of any claims and liabilities as an additional safeguard. The Keystone Resort PUD allows for these types of special events. The Community Development Department approved the application on July 22, 2025 with conditions as it meets the Keystone Resort PUD requirements for Special Events and is consistent with the Town of Keystone Land Use Code.

**Conditions of Approval:**

- (1) The permit fee and Certificate of Insurance are provided prior to the event date.

On July 22, 2025, per the Amended Code, staff sent a Notice of Action to Town Council and the Town Manager. Per the revised language code, the Community Development Department has scheduled the notice of action as a consent agenda item for the next Town Council meeting. A decision to appeal (or call up) must be made within 21 days. Consistent with the Home Rule Charter, Town Council decides to appeal by an affirmative vote of the majority of the Town Council present at that meeting.

**Financial Considerations:**

There are no financial considerations applicable to the subject application.

**Previous Council Actions:**

None.

**Alternatives:**

If there is interest by Council to potentially hear/appeal the item, then Council will need to remove the item from the Consent Agenda and then vote on an appeal process of the Community Development Department's decision to approve the subject Class 2 Special Events Permit request. If a majority of Council members vote to appeal the decision of the Community Development Department's approval, staff will initiate the Appeal process per Chapter 12 of the Code.



# TOWN OF KEYSTONE, COLORADO

## STAFF REPORT

TO: Mayor & Town Councilmembers  
THROUGH:  
FROM: John Crone, Town Manager  
DATE: August 12, 2025  
SUBJECT: [Consent] Countywide MOU on Street Naming and Addressing

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### **Executive Summary:**

This MOU provides for communication and coordination on addressing, street names, and project names throughout the county.

### **Background:**

This MOU among the Towns and Summit County is a fairly straightforward agreement that will help ensure that addressing throughout Summit County will be consistent and will minimize confusing or duplicate addresses. This is important for emergency response.

The requirements of the MOU are relatively non-onerous. The NOU simply requires the Towns to coordinate with the County GIS staff before choosing a new name or addressing plan. The Town does not have to follow the recommendations of the GIS staff; however, it is very unlikely that the Town would ever ignore the County's advice.

### **Proposed Motion:**

The MOU is on the consent agenda, so a motion to approve the consent agenda will result in passage of the MOU.

## **ADDRESSING, ROAD NAMING AND PROJECT NAMING MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding (MOU) is made this 18th day of July, 2025, by and between the County of Summit, State of Colorado, acting by and through its Board of County Commissioners, whose address is Post Office Box 68, Breckenridge, Colorado, 80424, hereinafter referred to as “The County”; and The Towns of Blue River, Breckenridge, Dillon, Frisco, Keystone, and Silverthorne, Colorado, whose addresses are as indicated on the signature page of this MOU, hereinafter referred to as “The Towns”.

**WHEREAS**, the purpose of this MOU is to memorialize the Towns’ and County’s agreement regarding responsibility for assignment of site addresses and approval of proposed road and project names within the incorporated towns and unincorporated areas of Summit County; and

**WHEREAS**, The County maintains a geographic information system (GIS) and property attribute database for property located within Summit County, including unincorporated and incorporated areas; and

**WHEREAS**, The Towns and The County recognize the importance of developing and maintaining accurate address, road and project name information for the protection of public health, safety and welfare; and

**WHEREAS**, The Towns and The County utilize the services of the Summit County Communications Center to provide Enhanced 911 and emergency dispatch services to their citizens; and

**WHEREAS**, The County GIS and property attribute databases support the functions of the Summit County Communications Center by providing a means of verifying information contained within the Master Street Address Guide (MSAG); and

**WHEREAS**, duplication of road and project names and inconsistent addressing has the potential to create confusion among emergency responders, service providers and the general public.

**NOW THEREFORE**; in consideration of the foregoing; The Towns and the County hereto agree as follows:

- 1) Effective Date and Term.
  - a) The effective date of this MOU is July 18, 2025. The initial term of this MOU shall commence on its effective date and continue indefinitely unless sooner terminated by the parties.
  - b) All previous agreements between the Parties relating to the issues addressed herein are effectively terminated in their entirety by the execution of this MOU.

- 2) Intentions Of The Parties.
  - a) To closely coordinate the development review processes within their respective jurisdictions so that further duplication of road and project names will be minimized.
  - b) To ensure that addresses will be assigned to new developments that follow a systematic and consistent scheme.
- 3) Procedures
  - a) When a Town receives a new development proposal that includes a new road name or will have a project name (i.e. subdivision or condominium name), the proposed names will be referred to the County GIS staff for review. County GIS staff will review the proposed names and recommend, in writing, that the Town either approve the names as proposed or reject them as non-unique. The County will provide the recommendation within a reasonable time following receipt of the referral.
  - b) In reviewing proposed road and project names, the County shall follow the regulations adopted by the Board of County Commissioners regarding Addressing, Road naming and Numbering found in Chapter 5 Appendix 5-1 of the Summit County Land Use and Development Code. Adopted via original Resolution No. 90-02, amended by Resolution 93-22, and added to the Land Use Development Code by Resolution 19-22.
  - c) Once a development is approved by a Town, and prior to issuance of any development permits, the Towns and County shall work together to assign physical addresses to the development. Addresses will be assigned such that logical progression of house numbers can be determined, and that parity of numbers is maintained (odd on one side, even on the other).
  - d) Each jurisdiction will continue to be responsible for providing notice to County GIS, internal departments, utilities, delivery services, etc upon final approval of such a project. Once approval is given, County GIS will make appropriate revisions to property attribute and other GIS data.

IN WITNESS WHEREOF, the parties hereto have executed this MOU on this 18<sup>th</sup> day of July, 2025.

**SUMMIT COUNTY:**

Board of County Commissioners of  
Summit County

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**TOWN OF BLUE RIVER:**

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

**TOWN OF BRECKENRIDGE:**

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

**TOWN OF DILLON:**

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

**TOWN OF FRISCO:**

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

**TOWN OF KEYSTONE:**

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

**TOWN OF MONTEZUMA:**

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

**TOWN OF SILVERTHORNE:**

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

# TOWN OF KEYSTONE, COLORADO

## STAFF REPORT

TO: Mayor & Town Councilmembers  
THROUGH:  
FROM: John Crone, Town Manager  
DATE: August 12, 2025  
SUBJECT: Ordinance 2025-O-13, Animal Control Ordinance

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### **Executive Summary:**

This is the second reading and public hearing on a proposed animal control ordinance.

### **Background:**

The Animal Control Ordinance is designed to control and regulate pet animals within Town of Keystone.

This ordinance will provide the requirements for licensing and vaccinations. It will also regulate pet animals in public areas and addresses issues such as pet waste. The ordinance also details the provisions for dealing with animal bites, vicious animals, and the impoundment of animals.

The second reading and public hearing on July 22 was continued to tonight's meeting to allow the inclusion of language addressing dangerous animals. The additional language can be found in section 5 of the proposed ordinance.

### **Previous Council Actions:**

June 24, 2025 – workshop on details of proposed program

July 8, 2025 – ordinance passed on first reading

July 22, 2025 – Second reading and public hearing continued to August 12, 2025

## **Financial Impacts:**

The proposed ordinance will have a negligible financial impact.

## **Proposed Motions:**

If the Council is interested in adopting the Animal Control Ordinance, it may do so by approving the following motion: *I move to approve Ordinance 2025-O-13, Regarding the Regulation of Pet Animals Within the Town of Keystone.*

If the Council does not want to adopt the Animal Control Ordinance, it may do so by approving the following motion *I move to deny Ordinance 2025-O-13, Regarding the Regulation of Pet Animals Within the Town of Keystone*

## **Proposed Ordinance**

### **TOWN OF KEYSTONE ORDINANCE NO. 2025-O-13**

#### **AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF KEYSTONE, COLORADO, REGARDING THE REGULATION OF PET ANIMALS WITHIN THE TOWN OF KEYSTONE**

**WHEREAS**, the Town of Keystone, Colorado ("Town") is a home rule municipality, duly organized and existing under the laws of the state of Colorado; and

**WHEREAS**, the Town of Keystone Town Charter article 2.9 grants the Keystone Town Council the right to exercise all legislative powers and functions of municipal government; and

**WHEREAS**, the existence of uncontrolled pet animals within the Town of Keystone will have a detrimental effect on the citizens and visitors in the Town; and

**WHEREAS**, the Town Council has determined that it is in the best interest of the health, safety, and welfare of the Town and its citizens to adopt an ordinance to regulate and control excessive pet animals within the Town of Keystone.

**NOW THEREFORE, BE IT ORDAINED** by the Town Council of the Town of Keystone, Colorado, as follows:

Section 1. The Town Council adopts the items in attached Exhibit A as the Town's nuisance ordinance – regarding the regulation of pet animals within the Town of Keystone.

Section 2. Should any one or more sections or provisions of this Ordinance or of the Code provisions enacted hereby be judicially determined invalid or unenforceable, such judgment shall not affect, impair or invalidate the remaining provisions of this Ordinance or of such Code provision, the intention being that the various sections and provisions are severable.

Section 3. Any and all Ordinances or Codes or parts thereof in conflict or inconsistent herewith are, to the extent of such conflict or inconsistency, hereby repealed; provided, however, that the repeal of any such Ordinance or Code or part thereof shall not revive any other section or part of any Ordinance or Code provision heretofore repealed or superseded.

Section 4. Codification. This ordinance may be codified and numbered for purposes of codification without the need for further approval by the Town Council.

Section 5. Effective Date. After adoption by the Town Council, this ordinance shall take effect on August 28, 2025.

INTRODUCED, READ AND PASSED AS AN ORDINANCE, ON FIRST READING, AND SCHEDULED FOR PUBLIC HEARING ON JULY 28, 2025, AT A REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF KEYSTONE, COLORADO, THIS

8<sup>th</sup> DAY OF JULY 2025.

\_\_\_\_\_  
Kenneth D. Riley, Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Town Attorney



READ, PASSED AND ADOPTED WITH A ROLL CALL VOTE OF \_\_\_\_ IN FAVOR AND \_\_\_\_ OPPOSED ON SECOND READING, AT A REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF KEYSTONE, COLORADO, THIS \_\_\_\_ DAY OF JULY 2025.

\_\_\_\_\_  
Kenneth D. Riley, Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Town Attorney

**Exhibit A-**

**Ordinance 2025-O-13**

Section 1. - Title.

This ordinance shall be known as the *ANIMAL CONTROL ORDINANCE*.

Section 2. - Purpose.

The purpose of this Ordinance is to regulate animals in the Town of Keystone in order to protect the property, health, welfare, peace or safety of its citizens, inhabitants and visitors.

Section 3. – Definitions:

Pet Animal - a domesticated animal kept by humans for companionship, enjoyment, or as a household companion, rather than for work or commercial purposes

Section 4. - Animals at Large

A. It is prohibited to allow a pet animal to run at large under circumstances where the animal is not either restrained by means of a leash, rope, chain or other physical restraint, no longer than eight (8) feet in length, of sufficient strength to control the animal, confined by adequate fencing, secured by a dog run, under an electronic control device, or which is under the effective and immediate control of the owner or other responsible person present with the animal and immediately obedient to that person's commands.

Exceptions: The following shall constitute exceptions to running at large:

1. A pet animal is not considered to be running at large, either on or off the premises of its owner, if the animal is being physically held by the owner or other responsible person or is in the immediate presence of the owner or other responsible person and is immediately obedient to that person's command.

2. A pet animal is not considered to be running at large if it is confined within a motor vehicle or secured within the confines of the bed of a pickup truck in such manner that it cannot exit the vehicle or pose a risk to any person outside the confines of the vehicle by its own volition.

B. Notwithstanding paragraph A, all pet animals on paved public pathways, public boardwalks, or in plazas and other public areas while such areas are being used for Town-permitted public gatherings shall be restrained by means of a leash, rope, chain or other physical restraint, no longer than eight (8) feet in length, of sufficient strength to control the animal.

C. It is prohibited for any owner to fail to prevent his or her pet animal from disturbing the peace of any other person by habitual or persistent barking, howling, yelping, whining or any other unprovoked noise, whether the animal is on or off the owner's property.

D. It is prohibited for any owner to permit the excess accumulation of a pet animal's feces on the property on which the animal is kept such that it is detectable visually or odoriferously by others.

E. It is prohibited for any owner to fail to confine pet animal feces within the perimeters of the property on which the animal is kept, regardless of whether such failure to confine is the result of natural causes, such as surface water flow, or other causes.

F. Dog owners and handlers must immediately clean up and properly dispose of their dog's waste in all public areas.

Waste must be placed in a sealed bag or container and disposed of in designated trash receptacles or dog waste bins.

## Section 5. Dangerous Dog.

### A. Definitions

For purposes of this section, the following terms shall apply:

1. Bodily injury means any physical injury resulting in severe bruising, muscle tears, or skin lacerations requiring professional medical treatment, or any physical injury requiring corrective or cosmetic surgery.
2. Dangerous dog means any dog that:
  - a. Inflicts bodily injury, serious bodily injury, or causes the death of a pet animal;
  - b. Demonstrates tendencies that would cause a reasonable person to believe that the dog may inflict bodily or serious bodily injury upon or cause the death of a person or pet animal; or
  - c. Engages in or is trained for animal fighting.
3. Dog means any domesticated canine species, including hybrids related to foxes, wolves, coyotes, or jackals.
4. Pet animal has the same meaning as defined above in Section 3 of this Ordinance.

5. Serious bodily injury has the same meaning as in Section 18-1-901(3)(p), Colorado Revised Statutes (C.R.S.).

#### B. Dangerous Dog Prohibited

It is unlawful for any person to own, possess, harbor, keep, or have custody or control over a dangerous dog within the Town of Keystone. Any person convicted of a violation of this section is guilty of a criminal offense.

#### C. Enforcement and Control Measures.

1. Dangerous dogs shall be subject to immediate impoundment by animal control officers if found in violation of this section.
2. Upon conviction or court determination, the court may order:
  - a. Permanent removal of the dog from the Town;
  - b. Humane euthanasia of the dog if it poses a continued threat;
  - c. Mandatory registration, secure containment, and liability insurance for conditional release;
  - d. Other relief that it deems appropriate.

### Section 6. Licensing

All dogs are required to wear a current animal license tag. Cat licenses are voluntary.

### Section 7. Rabies Control

- A. Vaccinations. Every person owning or harboring a dog or cat three (3) months of age or older, for forty-eight (48) hours or more, shall cause such dog or cat to have a current vaccination against rabies with a vaccine approved by the State Department of Health, by a veterinarian licensed to practice veterinary medicine. If other species of animals are vaccinated, such vaccination shall be with a vaccine approved by the State Department of Health. . In any proceeding or prosecution under this Ordinance, the burden

of proving that a dog or cat has been vaccinated for the calendar year in question under the ordinances or regulations of another state, city, town or county shall be upon the person charged with a violation of this Ordinance.

B. Certificate of Vaccination. Upon vaccination, the veterinarian administering the vaccine shall execute and furnish to the owner of the animal as evidence thereof a certificate of vaccination, such issuer to retain a duplicate copy and deliver one (1) copy thereof to be retained by the owner. Such certificate shall contain the following information:

1. The name, address and telephone number of the owner or harborer of the inoculated animal;
2. The date of inoculation;
3. The type of vaccine used and the period of time for which it is effective;
4. The year and series number of the rabies tag; and
5. The breed, age, color and sex of the inoculated animal.

C. Rabies Tags. Concurrent with the issuance and delivery of the certificate of vaccination referred to in Section 4(B) above, the owner of the animal shall attach to the collar or harness of the vaccinated animal a metal tag, to be acquired from the veterinarian who administered the vaccine referenced in Section 4(B) above, serially numbered and bearing the year of issuance and the name of the jurisdiction and state.

D. Duplicate Tags. In the event of loss or destruction of the original tag provided in Section 4(B) above, the owner of the animal shall obtain a duplicate tag from the veterinarian who administered the vaccine referenced in Section 4(B) above upon presentation of the above-described certificate or of other evidence satisfactory to the veterinarian that an original tag was issued and has been lost or destroyed. The owner of the animal shall also, within five (5) days of loss or destruction of the original tag, report, in writing,

such events to the agency responsible for the issuance of the original tag.

- E. Proof. It is unlawful for any owner or harbored of any dog, cat or other animal to fail to cause an animal owned or harbored by him or her to be vaccinated as required by this Ordinance or to fail or refuse to exhibit his or her copy of the certificate of vaccination upon demand to any police officer, animal control officer or other person charged with the enforcement of this Ordinance.

#### Section 8. – Reporting of Bites

- A. Duty to Report. Any person having knowledge of an animal bite or attack or of any other infliction of injury by an animal upon a human being or other animal shall promptly, but in any event within twenty-four (24) hours, report the incident to the animal control officer, any police officer, the public health veterinary section of the State Department of Health or the County Health Officer.
- B. Quarantine. Any animal which has bitten, or is suspected of biting, a human being or other animal shall be placed under observation for a period of ten (10) days from the date of the bite. The procedure and place of observation shall be designated by the animal control officer or other investigating officer, with the preference being given to confinement at the owner's premises if, in the sole judgment of such officer, the owner can and will adequately assure confinement. If the animal is not confined on the owner's premises, confinement shall be in the Town or County animal shelter or at any veterinary hospital of the owner's choice. Such confinement shall be at the expense of the owner. Stray animals whose owners cannot be located shall be confined in the Town or County animal shelter. The owner of any animal that has been reported as having inflicted a bite on any human being or other animal shall, on written demand of an animal control officer, produce the animal for quarantine as prescribed in this Section. It shall be unlawful for any

owner to fail to comply with any such demand to produce an animal for quarantine, and each day of such refusal shall constitute a separate and individual violation.

- C. Removal from Quarantine. It is unlawful for any person to remove from any place of isolation or quarantine any animal which has been isolated or quarantined as authorized, without the consent of the impounding agency or animal control officer.
- D. Observation during Quarantine. The purpose of quarantine under this Ordinance shall be to determine whether such animal is afflicted with rabies or other disease which may be communicable to human beings or other animals and to prevent, during such period, further contact between such animal and human beings or other animals. Accordingly, any animal control officer, police officer, representative of the public health veterinary section of the State Department of Health or any veterinary designated by any such officer or representative or by the Town shall have the right to examine such animal at any reasonable time; and any owner or other person in custody or control or harboring such animal during such quarantine period shall permit such examination and make the quarantined animal available therefor.

#### Section 9. – Impoundment

- A. Animal Shelter. Until further resolution or ordinance by the Town Council, the animal shelter owned and operated by the County is hereby designated as the animal shelter for the Town.
- B. Removal of Animals. It is unlawful for any person to remove any impounded animal from the animal shelter without consent of the animal control officer.

- C. Removal of Animals from Quarantine. Animals impounded because of bites, or suspicion thereof, shall not be removed from the pound until after expiration of a ten-day observation period and until a release has been obtained from the County Health Officer.
- D. Disposition of Licensed and Vaccinated Animals. As soon as practicable after impoundment, notice of impoundment shall be posted in a conspicuous place at the Town Hall for not less than ten (10) business days. If the owner or reputed owner of the impounded animal is known to the animal control officer, he or she shall make a reasonable effort to give prompt written, telephonic or verbal notice to such owner or reputed owner. Notice in writing shall be deemed sufficiently given as of the date of posting in the United States mail, if mailed by regular mail, postage prepaid, addressed to any owner or reputed owner known to the animal control officer at his or her last known address as shown in the animal licensing records of the Town. In no event shall the Town or any animal control officer be liable for failure or inability to notify an owner of such animal. Any impounded animal which is licensed and vaccinated for rabies pursuant to the terms of this Ordinance may be redeemed by the owner upon payment of the impound fee and care and feeding charges fixed by this Division, or by any subsequent resolution or ordinance adopted by the Town Council, any veterinary charges incurred for such animal, and such other reasonable and necessary costs as have been incurred in the keeping of such animal and are set by the animal control officer. If such animal is not removed from impoundment within ten (10) business days after the posting of notice of impoundment, it shall be deemed abandoned and the animal control officer may humanely euthanize the animal under the supervision of a licensed veterinarian, or take such other steps, such as placing the animal for adoption, as is in the best interests of the community.
- E. Disposition of Unlicensed or Unvaccinated Animals. As soon as practicable after impoundment, notice of impoundment shall be posted in a conspicuous



place at the Town Hall for not less than ten (10) business days. If the owner or reputed owner of the impounded animal is known to the animal control officer, he shall make a reasonable effort to give prompt written, telephonic or verbal notice to such owner or reputed owner. Notice in writing shall be deemed sufficiently given as of the date of posting in the United States mail, if mailed by regular mail, postage prepaid, addressed to any owner or reputed owner known to the animal control officer at his or her last known address as shown in the animal licensing records of the Town. In no event shall the Town or any animal control officer be liable for failure or inability to notify an owner of such animal. Any impounded animal which is not licensed or vaccinated for rabies pursuant to the terms of this Ordinance may be redeemed by the owner upon payment of the impound fee and care and feeding charges fixed by this Section, or by any subsequent resolution or ordinance adopted by the Town Council, any veterinary charges incurred for such animal, and such other reasonable and necessary costs as have been incurred in the keeping of such animal and are set by the animal control officer, and in the case of a dog required to be licensed under this Ordinance and/or a dog or cat required to be vaccinated under this Ordinance, upon purchase of such license and/or completion of such vaccination, or proof that such vaccination has occurred, as the case may be. If such animal is not removed from impoundment within ten (10) business days after the posting of notice of impoundment, it shall be deemed abandoned and the animal control officer may humanely euthanize the animal under the supervision of a licensed veterinarian, or take such other steps as placing the animal for adoption, as is in the best interests of the community.

**F. Pound Fees and Charges.**

1. The owner or keeper of any animal impounded under this Ordinance shall pay the impoundment, feeding, keeping and other charges as established by the County, and no person may reclaim any animal until such fees are paid. If the owner or keeper fails or refuses to pay when

due any charge imposed under this Section, the Town may, without limitation, certify the charge to the County Treasurer for collection by the County in the same manner as delinquent general taxes upon property are collected. Fees may include:

- a. Any veterinary charges incurred for such animal.
  - b. Any such other reasonable and necessary costs as have been incurred in the keeping of such animal and are verified by the animal control officer.
  - c. Any and all costs of euthanasia of such animal or of placing the said animal for adoption.
2. Any amounts payable by the owner of an animal pursuant to this Section shall be nonrefundable.

# TOWN OF KEYSTONE, COLORADO

## STAFF REPORT

TO: Mayor & Town Councilmembers  
THROUGH: John Crone, Town Manager  
Jennifer Madsen, Town Attorney  
FROM: Madeleine Sielu, Town Clerk  
DATE: August 12, 2025 – Town Council Meeting  
SUBJECT: [Second Reading] Ordinance 2025-O-14, Amending  
Ordinance 2024-O-07, Adopting Short-Term Rental  
Regulations, to Establish Requirements for Submission of  
Parking Diagrams and Passes, and Requiring Contact  
Phone Numbers Be Provided as a Direct Number

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### **Executive Summary:**

Ordinance 2025-O-14 proposes updates to the Short-Term Rental Code adopted by Ordinance 2024-O-07, by establishing additional requirements related to parking and for providing direct contact numbers.

### **Recommendation:**

Staff recommend that Town Council approve Ordinance 2025-O-14 on second reading.

### **Background:**

After the 2024-2025 Short-Term Rental season, staff have reviewed operations of Short-Term Rental licensing, regulations, and enforcement, and received public feedback to determine recommended changes moving into the 2025-2026 season. Staff presented this feedback to Town Council in June of 2025. After taking Town Council's initial feedback, staff developed a list of potential code changes for Town Council to consider at the Council Work Session on July 8, 2025. Staff have prepared this ordinance with the code changes recommended by Town Council:

- Require responsible agents to provide a direct number they can be reached at.
- Require submission of a parking diagram.

Here are the sections of the code that have been amended:

### **Addition of Section E.1.d related to Responsible Agent Requirements**

The Responsible Agent shall maintain and provide to the Town of Keystone a direct phone number that connects the caller to a specific individual or extension directly, without utilizing a switchboard, operator, or auto-attendant. The Responsible Agent is responsible for ensuring that this contact number remains current and is promptly updated with the Town if it changes.

### **Amendment to Section F.2.b related to Application Materials**

Contact information for Owner, property manager, if applicable, and Responsible Agent, including names, mailing address, phone number, and email. The licensee is required to keep all contact information up to date. All phone numbers must be direct phone numbers that connect callers to a specific individual or extension directly, without utilizing a switchboard, operator, or auto-attendant.

### **Amendment to Section F.2.h related to Application Materials**

A parking plan or description for the Property, including a parking diagram which complies with the parking requirements set forth in Section G.2.a. below.

### **Addition of the following to section G.2.a related to Site Plan Operations as subpoint iii, following first reading**

When Town Council considered Ordinance 2025-O-14 on first reading, they approved it with an amendment adding the language "One parking pass per allowable parking space, as submitted in their parking plan in the application, that includes the address or unit number of the property, shall be provided to all renters upon check-in for display on their dashboard." to section G(2)a as subpoint iv.

## **Next Steps:**

If Council approves this Ordinance on second reading, it will be effective 30 days after publication.

## **Alternatives:**

Town Council could direct staff to prepare alternative changes to the Short-Term Rental Code.

## **Motions:**

Approval:

- I move to APPROVE on Second Reading Ordinance 2025-O-14, An Ordinance Amending Ordinance 2024-O-07, Adopting Short-Term Rental Regulations, to Establish Requirements for Submission of Parking Diagrams and Passes, and Requiring Contact Phone Numbers Be Provided as a Direct Number

Denial:

- I move to DENY on Second Reading Ordinance 2025-O-14, An Ordinance Amending Ordinance 2024-O-07, Adopting Short-Term Rental Regulations, to Establish Requirements for Submission of Parking Diagrams and Passes, and Requiring Contact Phone Numbers Be Provided as a Direct Number

## **Attachments:**

- Ordinance 2025-O- 14, Amending Ordinance 2024-O-07, Adopting Short-Term Rental Regulations, to Establish Requirements for Submission of Parking Diagrams and Passes, and Requiring Contact Phone Numbers Be Provided as a Direct Number
- [Ordinance 2024-O-07, Adopting Short-Term Rental Regulations](#)

**TOWN OF KEYSTONE  
ORDINANCE NO. 2025-O-14**

**AN ORDINANCE OF TOWN COUNCIL OF THE TOWN OF KEYSTONE, COLORADO,  
AMENDING ORDINANCE 2024-O-07, ADOPTING SHORT-TERM RENTAL  
REGULATIONS, TO ESTABLISH REQUIREMENTS FOR PARKING DIAGRAM AND  
PERMITS, AND REQUIRING CONTACT PHONE NUMBERS BE PROVIDED AS A  
DIRECT NUMBER**

WHEREAS, the Town of Keystone ("Town") is a home rule municipal corporation created pursuant to Article XX of the Colorado Constitution; and

WHEREAS, on June 25, 2024, the Town Council approved Ordinance 2024-O-07, adopting Short-Term Rental Regulations; and

WHEREAS, the Town is a resort-community and known for its beautiful mountain setting and world-class recreation opportunities; and

WHEREAS, the Town of Keystone is a tourist-based economy; and

WHEREAS, it is important that there are available short-term rental accommodations to those people wanting to visit and spend time in the Town; and

WHEREAS, recognizing the importance of the tourist-based economy and the availability of short-term rental accommodations, Town Council desires to balance these needs with the potential impacts of short-term rental accommodations on neighbors; and

WHEREAS, the rental of a short-term rental by the property owner is the operation of a business; and

WHEREAS, the Town has the power to regulate businesses that operate within the Town under several laws, including, but not limited to (i) C.R.S. § 31-15-501 (concerning municipal authority to regulate businesses); (ii) C.R.S. § 31-15-401 (concerning municipal police powers); (iii) the authority granted to home rule municipalities by Article XX of the Colorado Constitution; and (iv) the powers contained in the Keystone Home Rule Charter; and

WHEREAS, after the first full winter season of the Town managing the regulation of Short-Term Rentals in the Town boundaries, the Town has performed a review of the regulations to determine areas in the code that may need updates; and

WHEREAS, this review has included extensive public outreach including four public listening sessions and over one hundred written comment submissions; and

WHEREAS, the Town Council desires to amend the short-term rental regulations

to provide clarification related to issues of parking and contact information for responsible agents; and

WHEREAS, the Town Council has determined that these amendments to the regulations on short-term rentals will continue to strike a balance. The regulations aim to support the Town's tourist-based economy by ensuring adequate accommodations and offering visitors the chance to immerse themselves in the town's stunning mountain scenery and top-tier recreational offerings. Additionally, the regulations seek to establish reasonable guidelines to foster harmonious relations among neighbors.

**THE TOWN COUNCIL OF THE TOWN OF KEYSTONE, COLORADO, ORDAINS:**

Section 1. The foregoing recitals are hereby affirmed and incorporated herein by this reference as findings of the Town Council.

Section 2. Amendment to Section 2 of Ordinance 2024-O-07, to include provisions requiring the Responsible Agent to provide a direct phone number for contact to the Town, requiring the submission of a parking diagram with the Short-Term Rental application, and establishing provisions for rentals to provide a parking pass upon check-in and requiring its display.

**SHORT-TERM RENTAL REGULATIONS**

**A. Purpose.**

The purposes of these regulations are:

1. Reasonably regulate and allow short-term rentals of residential real property;
2. Provide for short-term accommodations and establish operating standards to reduce impacts on adjacent neighbors resulting from short-term rentals; and
3. Designate a department of Town of Keystone to process applications for licenses for short-term rentals and provide the structure by which such entity will process and review the applications.
4. Provide a manner for submission and enforcement of neighbor complaints related to impacts of the use of short-term rentals.

**B. Applicability.**

The regulations set forth in this Ordinance shall apply to short-term rental Property only, as defined herein. This Ordinance shall not apply to the furnishing of lodging services in hotels, motels, lodges, or units within a building operating akin to that of a hotel/motel with a central check-in located within such facility, or to long-term leases.

### **C. Definitions.**

Unless otherwise defined herein, the words and terms used in these regulations shall have the meaning as set forth in the Town of Keystone Land Use Code ("Land Use Code"), Ordinance No. 2024-O-05.

- a. *Advertise* means any act, method or means of drawing attention to a short-term rental for purposes of promoting the same for rent or occupancy.
- b. *Booking* means an agreement to rent a unit for a period of less than 30 consecutive days for an exchange of consideration.
- c. *Licensee* shall mean the person to whom a short-term rental license has been issued by the Town Clerk.
- d. *Rent* means allow the use of real property for a period of time. Rent includes such terms as lease, let, and borrow.
- e. *Short-term rental* (or "STR") means the rent for any form of consideration of a dwelling, dwelling unit, accessory dwelling unit, or portion of any dwelling unit to a particular person or persons for periods of time less than thirty (30) days. A short-term rental is a use that is accessory to the primary or principal use of such dwelling or dwelling unit..

### **D. Procedures.**

- 1. Licensing Authority. The Town of Keystone Town Clerk is hereby designated as the licensing authority and enforcement agency for all STR applications and operations and is responsible for collecting fees, providing an application system, assisting the applicant with the application process, and monitoring and enforcement of these regulations and any applicable sections of the Land Use Code (collectively, the "STR Regulations"). The Town Clerk shall be authorized to promulgate all reasonable administrative rules and procedures necessary for the operation and enforcement of the STR Regulations.
- 2. License Required. No person or entity may advertise or operate an STR without a valid license.
- 3. Review Process. An application for an STR license shall be reviewed by the Town Clerk in accordance with the applicable criteria set forth in these regulations.
- 4. Review Criteria. The Town Clerk shall consider all of the required application materials and submissions and determine that all criteria have been met and required materials submitted prior to issuing an STR license.
- 5. Decision. A decision regarding the issuance of a license under these regulations



shall be issued by the Town Clerk within 30 days once the application has been deemed complete.

6. Appeal. If an application for a short-term rental license is denied, the applicant may appeal that decision to the Town Manager or designee within ten (10) days of receipt of written notice of such denial; otherwise, the license denial shall be final and not subject to appeal. If the Town Manager or designee upholds the denial of the short-term rental license, the applicant may appeal the Town Manager's denial decision within ten (10) days of receipt of written notice to the Town Council. The denial of a short-term rental license is an administrative decision.

7. Length of Validity and Renewal.

- a. A short-term rental license shall expire on September 30 of the calendar year following the year of initial license issuance, or when title of the short-term rental property transfers to a new owner, whichever occurs first. Each change in ownership of a short-term rental property shall require a new license, unless meeting one of the exceptions as listed in Section B.8. below.
- b. An application for renewal of a short-term rental license shall be submitted within the renewal period established by the Town Clerk.
- c. A short-term rental license which is not submitted for renewal during the established renewal period shall be considered expired and the property owner is required to submit a new license application.
- d. Upon receipt of a timely renewal application, the Town Clerk will review the application and administratively approve the renewal of the license, provided that for the year immediately preceding the date of renewal the following conditions are found by the Clerk to be fully satisfied:
  - i. The applicant for license renewal was the original applicant for the license to be renewed;
  - ii. The applicant continues to meet all requirements for issuance of a license provided by Section F.2;
  - iii. The applicant or the property is not presently in violation of this Article, other provisions of the Municipal Code, or conditions imposed upon the license;
  - iv. The applicant has not been cited for, charged with, or determined to be in violation more than three (3) times during the prior calendar year of a provision of this Article, other provisions of the Municipal Code, or a condition imposed upon the license;

- v. The previously issued short-term rental license is current and valid and has not been suspended during the prior calendar year; and
- vi. The property has no outstanding local or state tax obligations.

If any one of the conditions of this subsection (d) are not satisfied, the Town Clerk shall deny the renewal application.

The Town Clerk is authorized to issue a conditional renewal requiring the license holder to promptly remedy or resolve one (1) or more issues that otherwise would necessitate rejection or denial of the application or license renewal. The license holder's failure to timely satisfy a condition of license renewal shall, without any formal action other than notice to the license holder, result in the revocation of the license renewal as if the renewal was rejected upon initial application and never issued.

- e. Applicants whose application for renewal is denied pursuant to subsection d. of this Section may appeal the Town Clerk's decision in accordance with Section J.6.d.
- f. The owner of property for which a renewal application is denied in accordance with subsection d. above shall be ineligible to apply for a new license for a period of one (1) year from the date of rejection of the renewal application.
- g. Open Permits. When there is an open building permit or septic permit for an upgrade, remodel, or demolition, the STR license will remain in effect subject to annual renewal; however, no rentals may occur until the permit has received all final approvals, including a Certificate of Completion, Certificate of Occupancy, or Temporary Certificate of Occupancy, if required.

8. Transfer of Ownership.

- a. Ownership of a license may not be transferred, unless meeting one of the exceptions as listed herein.
  - i. The transfer of title to real property when there is no consideration if the grantee is a member of the grantor's immediate family. For purposes of this section, a family transaction shall mean between parents and children, spouses or domestic partners, siblings, grandparents and grandchildren, or other similar family relationship.
  - ii. The transfer of title to real property from a grantor to a trust established by the grantor.

- iii. The transfer of title to real property from a grantor to a limited liability company or another form of business entity recognized by Colorado law so long as the grantor has a controlling interest in such limited liability company or other business entity. Any transfer of title wherein the majority interest is no longer held by the same party or parties as who *originally* obtained the STR license shall be considered a non-exempt transfer and a new license will need to be obtained.
  - iv. Any transfer of the property between the same parties creating or terminating a joint tenancy in such property.
  - v. The transfer of title or change of interest in real property by reason of death, pursuant to a will, the law of descent and distribution, or otherwise.
  - vi. The transfer of title without consideration for the purpose of confirming, correcting, modifying, or supplementing a transfer previously recorded; making minor boundary adjustments; removing clouds of titles; or granting rights-of-way, easements, or licenses.
  - vii. The transfer of title pursuant to any decree or order of a court of record quieting, determining, or vesting title. The transfer of title between spouses or former spouses made pursuant to a separation agreement, decree of legal separation, or dissolution of marriage.
- b. Either prior to or within 30 days after the transfer, a property transfer purportedly meeting the requirements of this section, the new owners shall contact the Town Clerk and provide all necessary materials to determine if the transfer meets the exempt criteria above.
9. Property Owner. The owner of the STR Property shall be the holder of the license and is called the licensee. A property manager or other individual may submit the application for an STR license on behalf of the Property owner; however, the Town Clerk issues the license to the Property owner and the Property owner has responsibility for compliance with the STR Regulations.
10. Maximum Occupancy.
- a. Maximum occupancy at any time may not exceed the following, unless further restricted by an on-site wastewater treatment system (OWTS), and shall be in accordance with Section D.10.b:
    - i. Single family, duplex and townhome units: a) two (2) persons per bedroom plus four (4) additional occupants; OR b) 1 person per

200 square feet of living area, whichever allows for a greater occupancy.

- ii. Condominium units: a) two (2) persons per bedroom plus four (4) additional occupants, or two (2) persons per bedroom plus two (2) additional occupants in buildings with interior egress components less than 44 inches wide and without a sprinkler system; OR b) 1 person per 200 square feet of living area, whichever allows for a greater occupancy. When a condominium unit contains an approved lock-off room that meets the definition of a lock-off room set forth in Chapter 15 of the Town Land Use Code, the lock-off room shall be allowed a total of 4 occupants.
  - iii. Properties requesting occupancy in excess of 19 must first obtain a Class 2 Conditional Use Permit as required by the Town Land Use Code.
- b. STRs on on-site wastewater treatment systems (OWTS): the maximum overnight occupancy of the unit shall be limited to the capacity established on the OWTS permit. OWTS systems in Summit County are typically designed to accommodate a maximum occupancy of 2 persons per bedroom.
  - c. For the purposes of these regulations, a loft which meets the Building Department requirements for a potential sleeping room shall be allowed 2 occupants. Studios will be treated as one-bedroom units for the purposes of this Section.
  - d. Occupancy as permitted in the license is the total number of persons who may be at the Property at any one time.

#### **E. Responsible Agent Required**

1. Responsible Agent. Each licensee of a short-term rental Property shall designate a person or company to serve as the responsible agent ("Responsible Agent"). A licensee of a short-term rental Property may designate themselves as the Responsible Agent.

- a. The Responsible Agent shall have access and authority to assume management of the unit and take remedial measures. The Responsible Agent shall be available 24 hours per day, 7 days per week to respond to complaints, issues of concern, and violations related to these short-term rental regulations. The Responsible Agent, or their designee, must be able to affirmatively respond to complaints within an hour of notification of such complaint. Failure of a Responsible Agent to affirmatively respond to a complaint and attempt to resolve such complaint within an hour of notification shall be considered a violation.

- b. In the event of a fire ban within Summit County, the Responsible Agent is required to notify renters of the current fire restrictions and provide renters with instructions on how to access the Summit County Alert System for real-time emergency information during their stay.
- c. The licensee shall keep all property management and Responsible Agent information updated with the Town and in the STR unit.
- d. The Responsible Agent shall maintain and provide to the Town of Keystone a direct phone number that connects the caller to a specific individual or extension directly, without utilizing a switchboard, operator, or auto-attendant. The Responsible Agent is responsible for ensuring that this contact number remains current and is promptly updated with the Town if it changes.

## **F. Application**

1. Application. The owner shall file a complete application for a short-term rental license with the Town Clerk through the established application system. The application shall not be deemed complete until all required information is submitted.

2. Application Materials. An application for a short-term rental license shall include the following:

- a. Application materials shall include all information and materials as set forth in these regulations as required in the application system.
- b. Contact information for Owner, property manager, if applicable, and Responsible Agent, including names, mailing address, phone number, and email. The licensee is required to keep all contact information up to date. All phone numbers must be direct phone numbers that connect callers to a specific individual or extension directly, without utilizing a switchboard, operator, or auto-attendant.
- c. Application fee as established by the Town Council by resolution.
- d. Self-Compliance Affidavit, signed by the owner under penalty of perjury, certifying compliance with the STR Regulations.
- e. Documentation listing all owners of a property, including form of ownership and percentage share, as applicable.
- f. Designation of Responsible Agent including contact information who shall be available 24 hours per day, 7 days per week, in accordance with the requirements set forth in Section E.1. above.

- g. If applicable, documentation of water supply and septic capacity adequate to serve the proposed use, including but not limited to improvements such as hot tubs. Such documentation shall include submittal of well permit, OWTS permit, and pumper report.
- h. A parking plan or description for the Property, including a parking diagram which complies with the parking requirements set forth in Section G.2.a. below.
- i. A waste disposal plan or description for the Property, which complies with the requirements set forth in Section G.2.b below.
- j. Proof of all required state and local sales tax licenses.
- k. Owner shall certify that they have read and understood the Good Neighbor Guidelines, and shall make these guidelines available to all renters in the rental agreement and by posting it in a prominent location within the STR.

*G. Standards And Operating Requirements*

*1. Health and Safety.*

- a. All improvements on the Property shall be permitted by the applicable Building Inspection Department, Environmental Health Department, Engineering Department, and all other applicable agencies. Buildings, structures, or rooms shall not be used for purposes other than those for which they were designed or intended, i.e. rooms not approved as "sleeping rooms" by the Building Inspection Department shall not contain beds.<sup>1</sup>
- b. Roofs, floors, walls, foundations, ceilings, stairs, handrails, guardrails, doors, porches, all other structural components and all appurtenances thereto shall be capable of resisting any and all forces and loads to which they may be normally subjected, and shall be kept in sound condition and good repair.
- c. Smoke detectors, carbon monoxide detectors and fire extinguishers shall be installed and operable per C.R.S. § 38-45-104, and all wood-burning fireplaces and stoves shall be cleaned on an annual basis.

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<sup>1</sup> The Building Inspection Department refers to bedrooms as a sleeping room/ area. The Town Land Use Code and these regulations use the term bedroom which is defined in Chapter 15 of the Town Land Use Code and which definition is the same as the definition of sleeping room/area in the International Residential Code.

- d. An operable toilet, sink, and either bathtub or shower shall be located within the same building, and every room containing a toilet or bathtub/shower shall be completely enclosed by walls, doors, or windows that will afford sufficient privacy.
- e. There shall be a sufficient number of waste receptacles to accommodate all waste generated by those occupying the short-term rental Property.
- f. Partial home short-term rentals are rentals of rooms within a dwelling unit where access and cooking facilities are shared by other occupants within the home. Partial-home rentals may not be advertised as separate units, such as but not limited to, a separate lockoff, studio, or apartment; and advertisements for such Properties shall contain language about shared access and cooking facilities.
- g. Outdoor fire pits on a Property shall be permanently installed improvements that are permitted and inspected by the applicable fire district and/or the Building Inspection Department, if required per applicable building and fire code requirements. STR owners/applicants should check with their applicable fire district and the Building Inspection Department to determine if permits are needed. The use of portable outdoor fireplaces is prohibited.
- h. Electrical panels shall be clearly labeled.
- i. All short-term rental properties shall have reliable cellular or VoIP service available or provide access to a landline telephone to enable renters to call 911 in the event of an emergency.
- j. Sanitary Standards and Rules for Public Accommodations. Where Applicable, all short term rental Property owners shall understand and maintain compliance with the Sanitary Standards and Regulations for Public Accommodations set forth in the Code of Colorado Regulations, Official Publication of the State Administrative Rules Section 6 CCR 1010-14. The purpose of these regulations is to provide minimum requirements for the protection of the health and safety of the occupants of public accommodations and community residents. All hot tub/spa installations require both a building permit and an electrical permit from the Building Inspection Department, in accordance with applicable regulations and compliance with Section G.I.ii below, if applicable. Hot tubs/spas and swimming pools shall be properly maintained in a way to prevent the spread of illness and shall comply with the requirements set forth in the Colorado Regulation Pertaining to Swimming Pools and Mineral Baths 5 CCR 1003-5.
- k. Occupancy of a recreational vehicle is prohibited on any Property that has obtained a short-term rental license.

I. STRs on Well or Septic:

- i. If a short-term rental Property is connected to an On-site Wastewater Treatment System (OWTS) for sewer service, a septic tank pumping shall be completed by a Summit County Licensed System Cleaner every 3 years, or more frequently as determined by the Summit County Environmental Health Department during each County review of a STR license renewal application for the Property.
  - (a) Upon initial application, a pumping report will be accepted within 3 years of the date of that inspection. If the OWTS is in a state of malfunction, the Short-Term Rental license will not be issued until repairs are made and approved.
- ii. If a short-term rental Property is served by an on-site well for domestic water use, an adequate water supply in terms of quantity, quality, and dependability for the proposed use per the Colorado Primary Drinking Water Regulation 5 CCR 1002- I 1 where applicable. In addition, if the property has an improvement such as a hot tub, such Property shall be served by a well that is permitted for such use.

2. Site Plan and Operations.

- a. Parking: A minimum of one (1) parking space is required per unit, up to a maximum of five (5) vehicles permitted to be parked outdoors on any Property.
  - i. Designated parking spaces shall comply with all applicable parking requirements set forth in Section 3700 of the Land Use Code. All vehicles shall be parked on-site in designated parking areas; parking is prohibited on Town roads, in any landscaped area, or in a manner that blocks egress for adjacent residents (driveways, sidewalks, alleys or mailboxes).
  - ii. The allowable number of parking spaces / vehicles shall be clearly stated in all short-term rental advertising. A copy of the approved parking plan for the short- term vacation rental Property shall be provided to all renters in the rental agreement and posted in a prominent location within the Property.
  - iii. A Property owner may request an increase in the maximum number of allowed parking spaces through a Conditional Use Permit if the proposed parking meets all applicable regulations and criteria, and



is found to be consistent with neighborhood character, including location and visual buffering from adjacent properties.

- iv. One parking pass per allowable parking space, as submitted in their parking plan in the application, that includes the address or unit number of the property, shall be provided to all renters upon check-in for display on their dashboard.
- b. **Waste Disposal and Collection:** All short-term rental Properties shall provide a waste disposal and collection plan to ensure that waste containers are not left outdoors where they can cause issues for wildlife or snow removal operations. The proposed waste disposal and collection plan shall be reviewed and approved during initial license review and during review of any license renewals, if needed. Waste disposal plans shall comply with all applicable regulations including the Summit County Disposal District Regulations. Examples of acceptable waste disposal and collection plans may include but are not limited to:
  - i. Indoor storage of waste with concierge/valet collection service provided by the waste hauler at the time of pickup.
  - ii. Storage of waste containers in garage, with waste containers to be put out by the Responsible Agent no earlier than 6:00 a.m. and returned to the garage by 7:00 p.m. on the day of pickup.
  - iii. Waste disposal is managed by the development's homeowner's association, and renters will be instructed on the location and requirements for waste disposal.
  - iv. Waste is stored in bear proof containers located outside of the right-of-way and any snow storage areas.
- c. **Noise:** Renters shall be informed of the applicable noise ordinance, which is enforced by law enforcement.
- d. **Outdoor Lighting:** All outdoor lighting shall comply with the exterior lighting requirements set forth in Section 3505.07 of the Land Use Code.
- e. **Pets:** If pets are allowed, renters shall be informed of applicable requirements for controlling pets, pet waste disposal, and barking/noise provisions set forth in the applicable animal control regulations; such regulations are enforced by law enforcement. All short-term rental Properties shall comply with the animal regulations set forth in Section 3802 of the Land Use Code, and all pet food shall be stored indoors.
- f. **Winter Traction and Snow Removal:** Renters shall be informed in advance

of arrival and via the Good Neighbor Guidelines of winter driving conditions and the need for appropriate vehicle traction, including Colorado Department of Transportation's Traction Law. Snow shall be removed from parking areas as necessary to accommodate the approved parking plan.

3. Good Neighbor Guidelines and Practices. The Town Clerk shall promulgate Good Neighbor Guidelines setting forth various recommended and/or required practices for STR owners and their renters. Licensees shall endeavor to have their renters abide by the Good Neighbor Guidelines in a reasonable and effective manner. This may include changing or altering rental practices to address repeat concerns; for example, posting clear quiet hours for hot tub use, establishing a multi-night minimum for renters, clearly communicating and monitoring number of vehicles allowed, renting to fewer guest than allowed by the maximum occupancy provisions, or other practices to mitigate impacts in the neighborhood.

#### **H. Signage**

1. A Licensee shall post a sign or notice conspicuously inside the short-term rental Property, which includes the Responsible Agent's current contact information and/or the owner's current contact information, the street address of the short-term rental Property and the short-term rental license number.

2. The Good Neighbor Guidelines, permitted occupancy, parking plan, and waste disposal requirements, including location of recycling centers, shall be posted in a prominent location within the short-term rental Property.

3. Any exterior signs advertising a short-term rental must first be reviewed and approved in accordance with the sign regulations contained in Chapter 9 of the Land Use Code.

#### **I. One Party Rental, Advertising**

1. Unless approved as a Bed and Breakfast per the Land Use Code, a short-term rental property shall not be rented to more than one booking party at a time.

2. All advertising for a short-term rental Property shall include the Town of Keystone short-term rental license number, immediately following the accurate description of the short-term rental Property as reflected by Town records, along with the permitted occupancy, permitted bedroom count, and parking limitations.

#### **H. Taxes**

1. All property taxes lawfully assessed against a short-term rental unit shall be paid according to the taxing requirements prior to approval of the short-term rental license, and payment of such taxes shall continue thereafter. Non-compliance with the payment of any taxes may result in suspension, revocation, non-renewal, or

denial of the short-term rental license.

## **I. Notice**

1. Any notice of violations, hearings, or other legal matters given to an owner is sufficient if sent by first-class mail to the address provided by the owner on the most recent permit or renewal application. Notice given to the Responsible Agent, by first-class mail, except as provided in Section J.6, to the address provided by the licensee, shall also be sufficient to satisfy any legal notice to the owner under these regulations.

2. The Town Clerk may send notice of administrative matters such as renewals, newsletters, updates, etc. via email to the registrant email address provided by the licensee on the most recent license or renewal. Failure to provide an accurate email address may result in a licensee or registered agent not receiving important information.

## **J. Violations, Enforcement And Revocation**

### **1. Obligation for Ongoing Compliance of Licensee.**

- a. Issuance of a license is expressly contingent upon the licensee maintaining compliance with all requirements set forth in the STR Regulations. If at any time a licensee fails to maintain such compliance as is required, the licensee shall be in violation of these regulations.
- b. A licensee shall avoid any illegal, dangerous, or harmful practices or conditions which are detrimental to the public property, health, welfare, peace or safety.
- c. A licensee shall neither advertise nor operate an STR on the Property during the period the STR license is revoked or suspended.

### **2. Complaints and Remedies for Non-Compliance.**

- a. Complaints concerning a short-term rental Property shall be first directed to the Town's STR Hotline. The STR Hotline will submit the complaint to the Responsible Agent. The Responsible Agent shall respond to the complaint, including visiting the site if necessary. Failure of a Responsible Agent to affirmatively respond to a complaint and attempt to resolve such complaint within an hour of notification shall be considered a violation of the Ordinance.
- b. The Town will receive reports of complaints from the STR Hotline. The Town Clerk may investigate any complaint received, in order to determine if it is a substantiated complaint which may result in a documented violation of any provision(s) of these regulations. Violations of these regulations shall be subject to the enforcement provisions set forth herein. If violations are not

corrected or if there are repeat offenders of the requirements, performance standards, conditions or restrictions in these regulations, the Town may pursue action as provided for herein, including but not limited to suspension or revocation of the rental license.

3. Enforcement. Enforcement of these regulations shall be by the Town Clerk and law enforcement, as deemed necessary and appropriate.

4. Violations. Violations of the STR Ordinance shall be a civil infraction and may be punishable as administrative violations.

5. Graduated Administrative Fine Schedule. A graduated administrative fine schedule is hereby adopted:

- a. 1st: \$250
- b. 2nd: \$750
- c. 3rd or more: \$1,000

6. Revocation.

- a. A license issued pursuant to these regulations *may* be revoked by the Town Clerk following a hearing for *any* violation of the Ordinance.
- b. The Town Clerk *may* commence revocation proceedings if any of the below occurs:
  - i. A licensee has been issued 2 or more citations within a 3-month period;
  - ii. A licensee has had 3 or more documented violations within a 3-month period;
  - iii. A licensee submits a license application or other document as part of the license review process that contains or represents fraud, intentional misrepresentation, or a false statement of material fact;
  - iv. A licensee has violated or is currently violating the STR Ordinance or the prior in a manner that significantly endangers the public health, safety, and/or welfare;
  - v. A licensee fails to pay sales and/or property taxes as required.
- c. Hearing on Revocation:

- i. Notice of a hearing pursuant to this Section be given to a licensee in writing at the address shown on the license application, and to the Responsible Agent identified in the license application. Such notice shall be mailed via certified mail at least fourteen (14) calendar days prior to the date set for the hearing.
- ii. The licensee may appear with or without representation, and may appear remotely by telephone or video conference.
- iii. The licensee may present evidence at the hearing and shall provide copies of such evidence to the hearing officer at or before the hearing.
- iv. The hearing officer shall consider the following:
  - (a) The nature and seriousness of the violation
  - (b) Impact of the violation on the neighborhood and/or community
  - (c) Corrective action, if any, taken by the licensee or the designated Responsible Agent
  - (d) Prior violations
  - (e) The likelihood of recurrence of the violation or violations
  - (f) Entirety of the circumstances surrounding the violation
  - (g) Willfulness or lack thereof on the part of the licensee
  - (h) Length of time the licensee has held a license
- v. The hearing officer shall be the Town Manager or designee
- vi. Following the hearing, if the hearing officer determines that a violation or violations has occurred and good cause exists for the imposition of a sanction against the licensee, the hearing officer may impose the following sanctions:
  - (a) License suspension for a time period not to exceed six months.
  - (b) License revocation.

- (c) Conditions on the operation of the STR reasonably related to the violation(s), and to which the licensee agrees in lieu of revocation or suspension.
  - vii. Any action taken pursuant to this Section J.6. shall be commensurate with the seriousness of the violation(s) and the action or lack thereof taken by the licensee to resolve the violation(s).
  - viii. The hearing officer shall provide his or her decision in writing to the licensee within 15 days of the hearing.
  - ix. Individuals or entities who have had their license revoked may reapply for a new license after the expiration of one year from the time of revocation, unless a longer period of time is imposed by the hearing officer, which period of time shall not exceed 3 years.
- d. Appeals of License Revocations.
- i. A licensee who has had their STR license revoked or suspended may appeal the revocation or suspension to the Town Council by emailing, mailing, filing, or otherwise submitting a letter of appeal to the Town Manager within ten (10) days after the date the letter of decision by the hearing officer is emailed. The date of an appeal letter shall be the time it is marked as received by the Manager's Office.
  - x. The Town Council shall conduct a de novo hearing on the appeal at a regular or special meeting held within 30 days of the date of the appeal letter.
  - xi. Any such hearing shall be conducted pursuant to the parameters set forth in Section 13200 of the Land Use Code.

7. Costs of Enforcement, Revocation, and Appeal. In the event it is necessary for the Town to take action for enforcement of the STR Ordinance, there shall be added to any fees due hereunder all reasonable costs and fees incurred by the Town, including reasonable attorney fees.

8. Additional Remedies. In addition to the remedies set forth herein and in the Land Use Code, the Town reserves the right to employ all other remedies that may exist at law and in equity to enforce the STR Regulations.

## **K. Licensing Fees**

Licensing fees shall apply at the time of application and shall be established and

updated by the Town Council by resolution.

**L. Compliance Timeline**

1. Pre-Existing Licenses. All STR licenses approved by Summit County prior to the effective date of Ordinance 2024-O-07 will be transferred to the Town of Keystone and the Town of Keystone will honor the existing license number.
2. New Licenses. Upon the effective date of these regulations, all new applications for an STR license will be subject to all applicable provisions of these regulations.

Section 3. Severability. Should any one or more sections or provisions of this Ordinance be judicially determined invalid or unenforceable, such judgment shall not affect, impair, or invalidate the remaining provisions of this Ordinance, the intention being that the various sections and provisions are severable.

Section 4. Codification. This ordinance may be codified and numbered for purposes of codification without the need for further approval by the Town Council.

Section 5. Effective Date. This ordinance shall take effect thirty (30) days after publication.

INTRODUCED, READ AND PASSED AS AN ORDINANCE, ON FIRST READING, AND SCHEDULED FOR PUBLIC HEARING ON \_\_\_\_\_ AT A REGULAR MEETING OF THE TOWN COUNCIL OF THE TOWN OF KEYSTONE, COLORADO, THIS

\_\_\_\_ DAY OF \_\_\_\_\_, 2025.

\_\_\_\_\_  
Kenneth D. Riley, Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Town Attorney

READ, PASSED AND ADOPTED WITH A ROLL CALL VOTE OF \_\_\_\_\_ IN FAVOR AND  
\_\_\_\_\_ OPPOSED AS ON SECOND READING, AT A REGULAR MEETING OF THE  
TOWN COUNCIL OF THE TOWN OF KEYSTONE, COLORADO, THIS  
\_\_\_\_\_ DAY OF \_\_\_\_\_ 2025.

\_\_\_\_\_  
Kenneth D. Riley, Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Town Attorney



# TOWN OF KEYSTONE, COLORADO

## STAFF REPORT

TO: Mayor & Town Councilmembers  
THROUGH: John Crone, Town Manager

FROM: Madeleine Sielu, Town Clerk  
DATE: August 12, 2025 – Town Council Meeting  
SUBJECT: Resolution 2025-30: A Resolution of Town Council of Keystone, Colorado, Appointing and Setting Terms of the First Members of the Town of Keystone Business Advisory Board

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### **Executive Summary:**

The purpose of this resolution is to set term limits and document the appointment of the 6 regular members of the Business Advisory Board and the terms of those members.

### **Background:**

Town Council recognizes that the economic vitality of the Town is served and dependent upon a vibrant business and commercial environment. The Town Council further recognizes that the business community may be directly impacted by many of the legislative acts promulgated by Town Council. Pursuant to the authority vested in Town Council, there is established a Business Advisory Board for the purposes of advising the Town Council on the economic and business impact of legislative and regulatory actions and on the business community's needs. The Business Advisory Board is expected to exist until such time as Town Council acts to suspend or disband the advisory board.

Article IX of the Town of Keystone Home Rule Charter states that the Town Council has the authority to create boards, commissions, and committees. Furthermore, the Town Charter states that the Town Council may form boards, commissions, and committees for the purpose of studying, making recommendations and advising the Town Council on particular subject matters. These bodies can be created for any duration, as determined

by Town Council, and must be formed through an ordinance or resolution. The establishing ordinance or resolution must specify the following details:

1. The subject matter or focus of the board, commission, or committee;
2. The number and qualifications of members and whether there are alternate members, non-voting advisory members, or liaison members;
3. The expected duration of its existence; and
4. Any other relevant information to facilitate the organization and functioning of the board, commission, or committee.

On September 24, 2024, the Town Council adopted Ordinance No. 2024-O-11 for the purpose of forming certain boards and commissions to study matters in greater detail and to sit in an advisory capacity to the Town Council. Subsequently, on February 11, 2025, Town Council adopted Ordinance No. 2025-O-03 that amended Ordinance No. 2024-O-11 to provide greater flexibility in the numbers of members for the Trails and Open Space Advisory Board and Business Advisory Board.

In early June, at the direction of the Town Council, Staff advertised for applicants to fill the newly formed Business Advisory Board. The advertisement/recruitment garnered 6 interested applicants.

Based on the level of interest in the Advisory Board, and the recommendation from Town Council, staff recommend appointing 6 regular members to the Advisory Board. Ordinance 2025-O-03 amends Section VI.B. of Ordinance 2024-O-11, to read “The Business Advisory Board shall consist of a number of regular members as determined by a Resolution adopted by Town Council.” Section 1 of proposed Resolution 2025-30 establishes the number of members to serve on the Advisory Board.

Section III.B.3. of Ordinance 2024-O-11 indicates that “each appointment shall be for a term of three years unless the appointment is to fill a vacancy. The initial terms of members of newly created boards, commissions and committees shall be staggered and

shall be for either one, two, or three years.” Based on this requirement, staff have recommended 3 members serve a 2-year term and 3 members serve a 1-year term.

The following is a list with suggested terms for the members of the Advisory Board:

- Shervin Rashidi (2-year term)
- David Fiedler (2-year term)
- Mark Kimball (2-year term)
- Ross Capodanno (1-year term)
- Scott Cowperthwaite (1-year term)
- Melanie Davidson (1-year term)

### **Alternatives:**

Town Council could choose to appoint different members.

### **Financial Considerations:**

There is no financial consideration.

### **Previous Council Actions:**

Town Council established the Business Advisory Board via Ordinance 2024-O-11, and revised the membership requirements in Ordinance 2025-O-03.

### **Motions:**

Motion to Approve:

I move to APPROVE Resolution 2025-30, Appointing and Setting the Terms for the Town of Keystone Business Advisory Board.

Motion to Deny:

I move to DENY Resolution 2025-30, Appointing and Setting the Terms for the Town of Keystone Business Advisory Board.

### **Attachment:**

- Resolution 2025-30, A Resolution Of Town Council Of The Town Of Keystone, Colorado, Appointing and Setting the Terms for the Town of Keystone Business Advisory Board.

**TOWN OF KEYSTONE**  
**Summit County, Colorado**

**RESOLUTION 2025-30**

**A RESOLUTION OF TOWN COUNCIL OF THE TOWN OF KEYSTONE, COLORADO  
APPOINTING AND SETTING THE TERMS OF THE FIRST MEMBERS OF THE  
TOWN OF KEYSTONE BUSINESS ADVISORY BOARD**

WHEREAS, the Town of Keystone (“Town”) is a home rule municipal corporation created pursuant to Article XX of the Colorado Constitution; and

WHEREAS, Section 9.2, Article IX of the Town of Keystone Home Rule Charter outlines membership for boards, commissions, and committees assist the Town Council in planning the development of the Town; and

WHEREAS, the Town Council adopted Ordinance No. 2024-O-11 prescribing the process for establishing boards and committees; and

WHEREAS, the Town Council subsequently adopted Ordinance No. 2025-O-03, amending Ordinance 2024-O-11, amending section V.B. on Membership requiring the Town Council to set the number of regular members by adoption of a resolution; and

WHEREAS, the Town Council has determined, based on interest of the community and responsibility of the Advisory Board, that the Business Advisory Board should have 6 regular members; and

WHEREAS, on August 12, 2025, the Town Council reviewed the list of proposed candidates for the Business Advisory Board and voted to appoint such members to the positions and the terms.

**NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Keystone, Colorado as follows:**

Section 1. The Town Council declares that the Business Advisory Board shall consist of 6 regular members.

Section 2. The Town Council appoints the following qualified individuals and for the specified term, which term is to begin on August 12, 2025, to the Trails and Open Space Advisory Board:

- Shervin Rashidi (2-year term)
- David Fiedler (2-year term)
- Mark Kimball (2-year term)
- Ross Capodanno (1-year term)

- Scott Cowperthwaite (1-year term)
- Melanie Davidson (1-year term)

Section 3.    Effective Date. This Resolution shall be effective immediately upon adoption.

**ADOPTED by a vote of \_\_\_\_ in favor and \_\_ against, this 12<sup>th</sup> day of August, 2025.**

By: \_\_\_\_\_  
Kenneth D. Riley, Mayor

ATTEST:

Approved as to Form:

By: \_\_\_\_\_  
Town Clerk

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

# TOWN OF KEYSTONE, COLORADO

## STAFF REPORT

TO: Mayor & Town Councilmembers  
THROUGH:  
FROM: John Crone, Town Manager  
DATE: August 12, 2025  
SUBJECT: Discussion on Summit Fire and EMS Impact Fees

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### **Executive Summary:**

The Summit Fire and EMS District is proposing new impact fees. This discussion is to determine if the Council has any issues with the proposed fees that should be brought to the attention of the fire district board.

### **Background:**

The Summit Fire and EMS District is distinct and separate government entity that provides fire protection and EMS services to the Town of Keystone and other areas in Summit County. The district is managed by an elected board and has certain rights and authority granted by the state government. Among those rights is the ability to assess impact fees on all new construction.

The fire district has recently completed a fee study and is proposing to implement a new fee schedule. If approved at the district's August 19 meeting, that schedule would be assessed on all new construction in Keystone.

Staff is concerned that the proposed fees do not exempt deed restricted workforce housing or government buildings. If the Council is concerned about these issues or any other issues in the proposed schedule, action needs to be taken before the fire district's next meeting.

**Next Steps:**

If the Council would like to communicate its concerns to the fire district, staff believes that the best way to communicate those concerns would be to have staff draft an official letter to the fire district board.