



**TOWN OF PALMER LAKE
BOARD OF TRUSTEES - AGENDA MEMO**

DATE: March 23, 2023	ITEM NO.	SUBJECT: Direction on Short Term Rental Code
Presented by: Town Administrator /Clerk		

The information below was previously presented at prior Board meetings. It summarizes one year of data collected since implementing the Short Term Rental code and permitting in the town of Palmer Lake. There are currently 49 licensed STR in the town –

22 owner occupied w/ 9 accessory:

Walkout basement
Garage & storage area conversion
Loft over garage
Apartment above garage
Cottage behind the main home
Bunk House
Garage conversion apartment
Tiny home
Cottage on the backside of the property

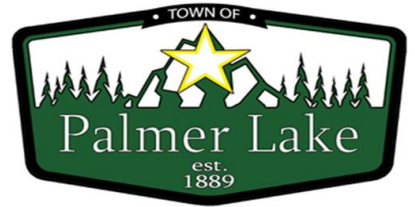
26 non-owner-occupied w/ 3 conditional use w/ 1 accessory:

Apartment above garage

As previously reviewed with the Board members, the following are areas of concern –

- 1) accessory use, as the zoning code does not define/speak to accessory dwellings. It is recommended that any accessory dwelling requires a conditional use permit going forward. Multiple units for non-owner-occupied property follow the process of conditional use. It is recommended that *any parcel with more than one dwelling should require a conditional use permit*. Further definition of an accessory dwelling could be addressed by Planning Commission as the land use code is reviewed.
- 2) consider a cap on both types of license. Currently there is a 10% cap on non-owner-occupied rentals, meaning a limit of approximately 112 licenses within the town. Staff recommendation is to reduce this number overall and establish a cap/limit for owner-occupied rentals as well. The recommended modification is 5% for non-owner and 10% for owner occupied.

Additionally discussed was the annual license fee and modifying it to the anniversary (initial application approval



date). These changes are reflected in the amended redline code with this item.

As requested by the Board, the application is included for review of the “safety affidavit” checklist.

The last section of the code provides vague language for enforcement. Currently, when a STR is not licensed but renting, staff sends a letter to the property owner including the ordinance and application packet to be completed. What next step would the Board like staff to take for compliance or enforcement of this code?