

**COUNTYWIDE PLANNING COMMISSION
MEETING MINUTES**

September 17, 2018

COUNTYWIDE PLANNING COMMISSION MEMBERS PRESENT: Craig Campbell, Leigh Girvin, Drew Goldsmith, Kelly Owens, Erik Vermulen, Steve Rossetter, Michael Good, Ira Tane, Lina Lesmes, Marc Hogan

STAFF PRESENT: Don Reimer, Planning Director; Kate Berg, Senior Planner; Keely Ambrose, Assistant County Attorney; Jim Curnutte, Community Development Director; Steve Prosis, Senior Environmental Health Specialist

Craig Campbell, Chair, called the meeting of the Countywide Planning Commission to order at 5:32 pm

Approval of Summary of Motions: The Commission Approved the Summary of Motions from the August 27, 2018 meeting with no changes.

CONSENT AGENDA: None

PUBLIC HEARINGS:

PLN17-151 Short-term Rental Regulations

Amendments to Chapters 3, 12 and 15 of the Summit County Land Use & Development Code to add Section 3821, Short-term Vacation Rentals. In addition to Section 3821, such amendments include, but are not limited to Section 12000 Development Review Procedures, Chapter 15 Definitions, and other amendments to accomplish the foregoing.

Public Comment:

During the public comment period, public comment from 30 individuals was provided to the Commission for their consideration, primarily representing perspectives from STR unit owners, property managers, and realtors. Key topics raised by the STR community included concerns about the proposed occupancy limitations and local agent requirement, and requests for an exemption or streamlined process for resort area properties.

Motion:

Commissioner Goldsmith made a motion to recommend that the BOCC approve PLN17-151 with the findings contained in the Staff Report and the following suggested modifications to the proposed regulations:

1. Change the managing agent requirement to ‘responsible agent’ instead of ‘local agent’, with a three strike policy for non-responsiveness, after which the owner would need to get a local agent in order to retain their STR permit. The responsible agent is a contact person for the property who will be responsible for responding to all issues within 60 minutes 24/7 either by phone, text or in-person response, with no requirement that this contact person be located within Summit County or within 30 minutes driving distance of the STR property. Delete the driver’s license requirement for the responsible agent, since the County would not need to verify a local address.
2. Amend the proposed occupancy limits to allow two (2) persons per bedroom plus two additional occupants, or one person per 300 sq. ft., whichever is more. A loft shall be recognized as an additional sleeping room allowing 2 occupants, provided the loft complies with relevant sleeping room building code safety standards. Planning staff should consult with the County Building Department to clearly reference the required code standards for lofts to serve as sleeping rooms in the STR regulations.
3. Establish the allowance for a Class 2 administrative conditional use permit process for the County to review requests for the following:

- a. Requests to allow additional occupancy that is greater than the occupancy limits specified in the STR regulations based on the number of bedrooms and unit square footage.
 - b. Any proposed STR unit that is 6,000 sq. ft. or greater, and/or any STR unit proposing an occupancy of 20 people or more.
4. Revise the proposed parking standards to require a minimum of 1 parking space per unit up to a maximum of 5 outdoor parking spaces. Require the number of available on-site parking spaces to be included in the advertising and require STR owners/managers to align the number of cars with the number of parking spaces as advertised and available on-site. Allow requests for additional outdoor parking spaces to be reviewed through a Class 2 administrative conditional use permit.
 5. Modify the permit revocation provisions to allow a new property owner to be eligible to apply for a new STR permit, in situations where there is a legitimate sale of the property to a buyer unaffiliated with the previous owner whose permit was revoked.
 6. Notification to the adjacent property owners should be provided, to inform the adjacent residents of the STR permit and the protocol to report any issues or concerns. The Commission suggests that County staff and the BOCC determine the appropriate method to provide such notice to the adjacent residents. The County STR website should allow neighbors to look up the properties in their neighborhood and contact the complaint line to report any issues.

The Commission also forwards a recommendation that the STR program be 100% self-funded through STR permit fees, with a goal to establish a local call center within Summit County within the next three years.

Commissioner Lesmes seconded the motion. The motion passed with a vote of 9-1. Commissioner Hogan dissented due to concerns that the proposed occupancy limitations are too restrictive and should be relaxed.

DISCUSSION ITEMS:

None

ADJOURNMENT:

The meeting was adjourned at 9:50 pm

Respectfully submitted,

Kate Berg, Senior Planner