

**PARK COUNTY BOARD OF COMMISSIONERS  
AGENDA  
WEDNESDAY, FEBRUARY 11TH, 2026  
1:00 PM CALL TO ORDER**

**Video**

**To join the meeting, click on the link below or copy and paste into your preferred web browser:**

**<https://zoom.us/j/632627219?pwd=Q2gvUVEwd0JuQ0R3TE9qWE9LTk9kQT09>**

**Audio**

**Upon joining the meeting, you will have the option to use either your computer mic and speakers for audio interaction, or participate by phone. If you are not using your computer speakers and mic to interact in the meeting, you may use the dial-option below:**

**Dial by your location  
(669) 900-6833 US (Western US)  
(929) 205-6099 (Eastern US)**

**Meeting ID: 632 627 219  
Password: 04408**

**\*For the purpose of an accurate public record, you will need to identify yourself when you enter the meeting and when prompted\***

1:00 PM CALL TO ORDER

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

CONSENT ITEMS:

.I. APPROVAL OF VOUCHERS

.II. APPROVAL OF MINUTES

Documents:

[02032026 Minutes.pdf](#)

CONSIDERATION AND/OR DECISION ON THE FOLLOWING ITEMS:

.I. APPROVE/DENY RESOLUTION FOR LAND USE CASE A25-0045: T09 R77 S29 SE4 PART OF S2S E4 LYING SWLY OF HWY 9 AND NELY OF SOUTH PLATTE RIVER AND PART OF NE4NE4SE4SW4 LYING SWLY OF HWY 9 29-9-77 LESS PORTION KNOWN AS TRACT B PER PLAT R658879; PART OF NE4 LYING NORTH OF SOUTH PLATTE RIVER 32-9-77 PART OF W2NW4 LYING NELY OF SOUTH PLATTE RIVER AND SLY OF THWY 9 33-9-77

Documents:

**.II. APPROVE/DENY PROFESSIONAL SERVICES AGREEMENT FOR RON SLADEK OF TATANKA HISTORICAL ASSOCIATES**

Documents:

[26 PL 004 ParkCo Tatanka PSA Signed by Ron\\_Redacted.pdf](#)

**.III. APPROVE/DENY PUBLIC WORKS RECOMMENDED BIDS FOR ON CALL SERVICES FOR THE FOLLOWING:**

- CULVERT REPLACEMENT SERVICES; PROJECT# PW2026-004
- ENGINEERING SERVICES; PROJECT# PW2026-005
- GRADER, PLOW HEAVY EQUIPMENT; PROJECT #PW2026-006
- MATERIALS TESTING; PROJECT# PW2026-02
- SURVEY; PROJECT #PW2026-01
- TRUCKING; PROJECT #PW2026-003

**.IV. APPROVE/DENY RECOMMENDED REQUIREMENTS AND AUTHORIZED SIGNERS FOR THE CSU EXTENSION BANK ACCOUNT WITH TBK BANK "COUNTY OF PARK, PARK COUNTY EXTENSION" ACCOUNT ID "PUBLIC FUND FREE BUS XXXXXXXX9101:**

- REQUIRE 2 SIGNATURES FOR AMOUNTS OVER \$ \_\_\_\_\_
- REMOVE CINDY GHARST AND LUCAS MEYER, AND ADD APRIL CHARBOT, BUDGET AND FINANCE DIRECTOR AS WELL AS ABBY SCHMIDT, PARK COUNTY EXTENSION SPECIALIST

INTRODUCTION AND FIRST READING FOR A PROPOSED REVISED AND RESTATED REGULATIONS TO ORDINANCE 20-03: REGULATION TO SHORT-TERM RENTALS IN PARK COUNTY

Documents:

[02092026 FINAL ORDINANCE LIMITS V.1.pdf](#)  
[2026 FEE SCHEDULE.pdf](#)  
[02102026 FINAL DRAFT ORDINANCE.pdf](#)

PUBLIC HEARING(S)

PUBLIC COMMENTS

ADMINISTRATIVE SESSION

GENERAL GUIDELINES REGARDING MAKING PUBLIC COMMENTS

Documents:

[General Guidelines for Public Speaking.pdf](#)

GUIDELINES FOR REMOTE ATTENDANCE

Documents:

[Guidelines for Remote Attendance.pdf](#)

TIMES ARE APPROXIMATE. ITEMS MAY BE HEARD EARLIER OR LATER THAN SHOWN ABOVE.

NOTE: Items May Be Added To These Agendas Up To 24 Hours Before The Scheduled Time. Items May Be Deleted Or Cancelled At Any Time. Please Check Website [www.parkcountyco.gov](http://www.parkcountyco.gov) for most Updated Agendas. If You Need Further Information, Please Contact The BOCC (Board of County Commissioners) Office At: [county.administration@parkcountyco.gov](mailto:county.administration@parkcountyco.gov) or call 719-836-4201.

**PARK COUNTY BOARD OF COMMISSIONERS  
MINUTES  
TUESDAY, FEBRUARY 3RD 2026  
1:01 PM CALL TO ORDER**

The meeting was called to order by Chairperson Wissel. Commissioners Amy Mitchell, Commissioner Jason Gemmer, Lucas Meyer County Manager, Nate Osterberg Legal Analyst were present. John Evans was present via zoom.

PLEDGE OF ALLEGIANCE

Invocation and the Pledge of Allegiance was led by Commissioner Mitchell.

AGENDA APPROVAL

Mitchell motioned to approve the agenda as written. Gemmer seconded, carried 3-0.

CONSENT ITEMS

.I. APPROVAL OF VOUCHERS

.II. APPROVAL OF MINUTES

Mitchell motioned to approve vouchers for January 28<sup>th</sup> 2026, February 3<sup>rd</sup> 2026 and the minutes January 21<sup>st</sup> 2026. Gemmer seconded, carried 3-0.

Documents:

1. [01212026 Minutes.pdf](#)

CONSIDERATION AND/OR DECISION ON THE FOLLOWING ITEMS:

.I. APPROVE/DENY NOTICE LETTER REGARDING LICENSE AND/OR PERMIT TERM BOND

Mitchell motion to approve notice letter regarding license and/or permit term bond. Gemmer seconded, carried 3-0.

Documents:

1. [Binder1 - Release of bond letter from PC with bond notice.pdf](#)

.II. APPROVE/DENY APPOINTMENT OF RECOMMENDED FAIRBOARD MEMBERS:

- APRIL MYERS

Spoke

- JEAN GOTTENBORG

Spoke

- ESAD SIPLOVIC

Spoke

- ALLIE SALMON

Gemmer motioned to approve appointment of recommended Fairboard members April Meyers, Jean Gottenborg and Esad Sipilovic. Allie Salmon to attend a future BOCC meeting for approval/deny her appointment to the Fairboard. Mitchell seconded, carried 3-0.

.III. CONSIDERATION OF AMENDMENT TO PREVIOUSLY ADOPTED RESOLUTION NO 2026-08 Documents:

1. [Resolution 2026-008 - resolution clarifying and limiting the use of county funds for legal representation of elected officials.pdf](#)

Mitchell motioned that Resolution 2026-08 is currently being reviewed by Legal, keep the current Resolution until it has been amended then the current Resolution will be rescinded and replaced in the future. Gemmer seconded, carried 3-0.

PUBLIC HEARING(S)

NONE

PUBLIC COMMENTS

DAVE SANTO

Mitchell motioned to close public comments at 2.05pm. Gemmer seconded, carried 3-0

GENERAL GUIDELINES REGARDING MAKING PUBLIC COMMENTS

Documents:

1. [General Guidelines for Public Speaking.pdf](#)

GUIDELINES FOR REMOTE ATTENDANCE

Documents:

1. [Guidelines for Remote Attendance.pdf](#)

ADJOURN

Mitchell motioned to adjourn at 2.05pm. Gemmer seconded, carried 3-0.

ADMINISTRATIVE SESSION

**PARK COUNTY, COLORADO  
BOARD OF COUNTY COMMISSIONERS  
Resolution No. 2026-\_\_\_\_\_**

**A RESOLUTION RECOMMENDING APPROVAL OF A COURT DIRECTED  
SUBDIVISION TO SPLIT A 40.24 ACRE PARCEL INTO TWO LOTS AND TO  
CREATE A SHARED DRIVEWAY ALLOWING ACCESS TO BOTH PARCELS  
FROM HWY 9. PROPERTY IS DESCRIBED AS TRACT A OF THE  
EXEMPTION PLAT RECORDED AT RECEPTION NO. 658879,  
ADDRESSED AS 49001 HWY 9, FAIRPLAY.**

WHEREAS, John Littlehorn, applicant representing Mark Balderston of Rock & Pine, LLC and Todd Sullivan of JRS Mining, has applied for a minor subdivision as described above and more particularly described in the plat attached hereto as Exhibit A; and

WHEREAS, at a regularly scheduled public meeting of the Park County Board of County Commissioners (BOCC), the BOCC held a public hearing and reviewed the application and all supporting documentation, the recommendations of the Planning Commission, the Planning Department, and the testimony of the Applicant and members of the public; and

WHEREAS, during said public meeting, the BOCC found that the application for the subdivision meets the criteria for a Minor Subdivision as set forth in Section 6-303 of the Park County Land Use Regulations.

NOW THEREFORE, BE IT RESOLVED THAT THE PARK COUNTY BOARD OF COUNTY COMMISSIONERS HEREBY INCORPORATES THE FINDINGS CONTAINED IN THE STAFF REPORT AND APPROVES THE APPLICATION FOR A MINOR SUBDIVISION WITH THE FOLLOWING CONDITIONS:

1. Update the owners signature block on the plat before recording.
2. Add the reception number for the access easement to the plat before recording.

Moved, seconded, and passed this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

**PARK COUNTY BOARD OF COUNTY COMMISSIONERS**

\_\_\_\_\_  
David Wissel: Chairman

ATTEST:

\_\_\_\_\_  
County Clerk

Commissioner Wissel      Aye \_\_\_ Nay \_\_\_

Commissioner Gemmer      Aye \_\_\_ Nay \_\_\_

Commissioner Mitchell      Aye \_\_\_ Nay \_\_\_

## AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the Board of County Commissioners of the County of Park, a Colorado county (the "County") and Ron Sladek of Tatanka Historical Associates, an independent contractor ("Consultant").

WHEREAS, the County requires professional services; and

WHEREAS, Consultant has held itself out to the County as having the requisite expertise and experience to perform the required services.

NOW, THEREFORE, for the consideration hereinafter set forth, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

### **I. SCOPE OF SERVICES**

A. Consultant shall furnish all labor and materials required for the complete and prompt execution and performance of all duties, obligations, and responsibilities which are described or reasonably implied from **Exhibit A**, attached hereto and incorporated herein by this reference.

B. A change in the Scope of Services shall constitute a material change or amendment of services or work which is different from or additional to the Scope of Services. No such change, including any additional compensation, shall be effective or paid unless authorized by written amendment executed by the County. If Consultant proceeds without such written authorization, then Consultant shall be deemed to have waived any claim for additional compensation, including a claim based on the theory of unjust enrichment, *quantum meruit* or implied contract.

### **II. REPORTS, DATA AND WORK PRODUCT**

A. The County shall provide Consultant with reports and such other data as may be available to the County and reasonably required by Consultant to perform the Scope of Services. All documents provided by the County to Consultant shall be returned to the County. Consultant is authorized by the County to retain copies of such data and materials at Consultant's expense.

B. Other than sharing information with designated third parties as previously directed by the County, no project information shall be disclosed by Consultant to third parties without prior written consent of the County or pursuant to a lawful court order directing such disclosure.

C. The County acknowledges that the Consultant's work product is an instrument of professional service. Nevertheless, all work product prepared under this Agreement shall become the property of the County upon completion of the work. Consultant shall retain its rights in its standard drawing details, designs, specifications, databases, computer software and any other proprietary property. Rights to intellectual property developed, utilized, or modified in the performance of the Scope Services shall remain the property of Consultant.

D. Upon request, Consultant shall provide to the County electronic versions of all work product, in the format directed by the County.

### **III. COMPENSATION**

A. In consideration for the completion of the Scope of Services by Consultant, the County shall pay Consultant an amount not to exceed twenty-four thousand nine hundred dollars (\$24,900). The method and manner of payment shall be as specified in **Exhibit B**, attached hereto and incorporated herein by this reference. The maximum amount specified herein shall include all fees and expenses incurred by Consultant in performing all services hereunder.

B. Notwithstanding the maximum amount specified in subsection A hereof, Consultant shall only be paid for work performed. If Consultant completes the Scope of Services for a lesser amount than the maximum amount, Consultant shall be paid the lesser amount, not the maximum amount.

### **IV. COMMENCEMENT AND COMPLETION OF WORK**

Within seven (7) days of receipt of a Notice to Proceed, Consultant shall commence work as set forth in the Scope of Services or that portion of such work as is specified in said Notice. Except as may be changed in writing by the County, the Scope of Services shall be complete and Consultant shall furnish the County the specified deliverables as provided in Exhibit A.

### **V. PROFESSIONAL RESPONSIBILITY**

A. Consultant hereby warrants that it is qualified to assume the responsibilities and render the services described herein and has all requisite corporate authority and professional licenses in good standing, required by law.

B. The work performed by Consultant shall be in accordance with generally accepted professional practices and the level of competency presently maintained by other practicing professional firms in the same or similar type of work in the applicable community. The work and services to be performed by Consultant hereunder shall be done in compliance with applicable laws, ordinances, rules and regulations.

C. Consultant shall be responsible for the professional quality, technical accuracy, timely completion, and the coordination of all designs, drawings, specifications, reports, and other services furnished by Consultant under this Agreement. Consultant shall, without additional compensation, correct or resolve any errors or deficiencies in his designs, drawings, specifications, reports, and other services, which fall below the standard of professional practice, and reimburse the County for construction costs caused by errors and omissions which fall below the standard of professional practice.

D. Approval by the County of drawings, designs, specifications, reports, and incidental work or materials furnished hereunder shall not in any way relieve Consultant of responsibility for technical adequacy of the work. Neither the County's review, approval or acceptance of, nor payment for, any of the services shall be construed to operate as a waiver of

any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

E. Because the County has hired Consultant for its professional expertise, Consultant agrees not to employ subcontractors to perform more than zero percent (0%) of the work required under the Scope of Services. Upon execution of this Agreement, Consultant shall furnish to the County a list of proposed subcontractors, and Consultant shall not employ a subcontractor to whose employment the County reasonably objects. All contracts between Consultant and subcontractors shall conform to this Agreement.

## **VI. INSURANCE**

A. Consultant agrees to procure and maintain, at its own cost, a policy or policies of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by Consultant pursuant to this Agreement. Such insurance shall be in addition to any other insurance requirements imposed by law.

B. Consultant shall procure and maintain, and shall cause any subcontractor of Consultant to procure and maintain, the minimum insurance coverages listed below. Such coverages shall be procured and maintained with forms and insurers acceptable to the County. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.

1. Worker's compensation insurance to cover obligations imposed by applicable law for any employee engaged in the performance of work under this Agreement, and Employer's Liability insurance with minimum limits of five hundred thousand dollars (\$500,000) each accident, two million dollars (\$2,000,000) disease – policy limit, and two million dollars (\$2,000,000) disease – each employee. Evidence of qualified self-insured status may be substituted for the worker's compensation requirements of this paragraph.

2. Commercial general liability insurance with minimum combined single limits of six hundred thousand (\$600,000) each occurrence and two million dollars (\$2,000,000) general aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall contain a severability of interests provision, and shall be endorsed to include the County and the County's officers, employees, and consultants as additional insureds. No additional insured endorsement shall contain any exclusion for bodily injury or property damage arising from completed operations.

3. Professional liability insurance with minimum limits of six hundred thousand dollars (\$600,000) each claim and two million dollars (\$2,000,000) general aggregate.

C. Any insurance carried by the County, its officers, its employees, or its consultants shall be excess and not contributory insurance to that provided by Consultant. Consultant shall be solely responsible for any deductible losses under any policy.

D. Consultant shall provide to the County a certificate of insurance, completed by Consultant's insurance agent, as evidence that policies providing the required coverages, conditions, and minimum limits are in full force and effect. The certificate shall identify this Agreement and shall provide that the coverages afforded under the policies shall not be cancelled, terminated or materially changed until at least thirty (30) days prior written notice has been given to the County. The County reserves the right to request and receive a certified copy of any policy and any endorsement thereto.

E. Failure on the part of Consultant to procure or maintain the insurance required herein shall constitute a material breach of this Agreement upon which the County may immediately terminate this Agreement, or at its discretion, the County may procure or renew any such policy or any extended reporting period thereto and may pay any and all premiums in connection therewith, and all monies so paid by the County shall be repaid by Consultant to the County upon demand, or the County may offset the cost of the premiums against any monies due to Consultant from the County.

## **VII. INDEMNIFICATION**

Consultant agrees to indemnify and hold harmless the County and its officers, insurers, volunteers, representative, agents, employees, heirs and assigns from and against all claims, liability, damages, losses, expenses and demands, including attorney's fees, on account of injury, loss, or damage, including, without limitation, claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with this Agreement or the Scope of Services if such injury, loss, or damage is caused in whole or in part by, the act, omission, error, professional error, mistake, negligence, or other fault of Consultant, any subcontractor of Consultant, or any officer, employee, representative, or agent of Consultant or of any subcontractor of Consultant, or which arise out of any workmen's compensation claim of any employee of Consultant or of any employee of any subcontractor of Consultant.

## **VIII. TERMINATION**

This Agreement shall terminate at such time as the work described in the Scope of Services is completed and the requirements of this Agreement are satisfied, or upon the County's providing Consultant with seven (7) days advance written notice, whichever occurs first. If the Agreement is terminated by the County's issuance of written notice of intent to terminate, the County shall pay Consultant for all work previously authorized and completed prior to the date of termination. If, however, Consultant has substantially or materially breached this Agreement, the County shall have any remedy or right of set-off available at law and equity. If the Agreement is terminated for any reason other than cause prior to completion of the Scope of Services, any use of documents by the County thereafter shall be at the County's sole risk, unless otherwise consented to by Consultant.

**IX. CONFLICT OF INTEREST**

Consultant shall disclose any personal or private interest related to property or business within the County. Upon disclosure of any such interest, the County shall determine if the interest constitutes a conflict of interest. If the County determines that a conflict of interest exists, the County may treat such conflict of interest as a default and terminate this Agreement.

**X. INDEPENDENT CONTRACTOR**

1. Consultant is an independent contractor. Notwithstanding any other provision of this Agreement, all personnel assigned by Consultant to perform work under the terms of this Agreement shall be, and remain at all times, employees or agents of Consultant for all purposes. Consultant shall make no representation that it is a County employee for any purposes whatsoever. **THE INDEPENDENT CONTRACTOR IS NOT ENTITLED TO WORKERS' COMPENSATION OR UNEMPLOYMENT BENEFITS THROUGH THE COUNTY AND IS OBLIGATED TO PAY FEDERAL AND STATE INCOME TAX ON ANY MONIES EARNED PURSUANT TO THE CONTRACT RELATIONSHIP.**

**XI. RESERVED**

**XII. MISCELLANEOUS**

A. Governing Law and Venue. This Agreement shall be governed by the laws of the State of Colorado, and any legal action concerning the provisions hereof shall be brought in Park County, Colorado.

B. No Waiver. Delays in enforcement or the waiver of any one or more defaults or breaches of this Agreement by the County shall not constitute a waiver of any of the other terms or obligation of this Agreement.

C. Integration. This Agreement and any attached exhibits constitute the entire Agreement between Consultant and the County, superseding all prior oral or written communications.

D. Third Parties. There are no intended third-party beneficiaries to this Agreement.

E. Notice. Any notice under this Agreement shall be in writing, and shall be deemed sufficient when directly presented or sent pre-paid, first class United States Mail, addressed as follows:

The County: Park County Board of County Commissioners  
856 Castello Avenue  
Fairplay, CO 80440  
Consultant: Ron Sladek  
Tatanka Historical Consultants  
PO Box 1909  
Fort Collins, CO 80522

F. Severability. If any provision of this Agreement is found by a court of competent jurisdiction to be unlawful or unenforceable for any reason, the remaining provisions hereof shall remain in full force and effect.

G. Modification. This Agreement may only be modified upon written agreement of the parties.

H. Assignment. Neither this Agreement nor any of the rights or obligations of the parties hereto, shall be assigned by either party without the written consent of the other.

I. Governmental Immunity. The County, its officers, and its employees, are relying on, and do not waive or intend to waive by any provision of this Agreement, the monetary limitations or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*, as amended, or otherwise available to the County and its officers or employees.

J. Rights and Remedies. The rights and remedies of the County under this Agreement are in addition to any other rights and remedies provided by law. The expiration of this Agreement shall in no way limit the County's legal or equitable remedies, or the period in which such remedies may be asserted, for work negligently or defectively performed.

K. Non-appropriation. As required by Article X, Section 20 of the Colorado Constitution, any obligation of the County not performed in the current fiscal year shall be subject to annual appropriation of funds by the County's governing body. Should sufficient funds not be appropriated for the County's performance in future fiscal years this agreement shall terminate and be of no further force or effect.

L. Excluded Party List. If this is a covered transaction as defined below, Consultant certifies by its signature that it has not been suspended, debarred, voluntarily excluded, or otherwise rendered ineligible, its principals have not been suspended, debarred, voluntarily excluded or otherwise rendered ineligible to participate in a federal payment program by any Federal or State of Colorado department or agency as provided in OMB guidance, 2 CFR part 180, implementing Executive Orders 12549 and 12689. A "Covered Transaction" is defined as those procurement contracts for goods or services awarded under a non-procurement transaction (e.g. grant or cooperative agreement) that are expected to equal or exceed \$25,000.00 or meet other specified criteria. Consultant certifies that it has completed the verification by checking the "Excluded Parties List System" (EPLS) at [www.SAM.gov](http://www.SAM.gov).

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first set forth above.

**BOARD OF COUNTY COMMISSIONERS OF  
THE COUNTY OF PARK**

\_\_\_\_\_  
Chair

ATTEST:

\_\_\_\_\_  
\_\_\_\_\_, County Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
County Attorney

**CONSULTANT**

By: RD, SK

STATE OF COLORADO )  
 ) ss.  
COUNTY OF Lincoln )

The foregoing instrument was subscribed, sworn to and acknowledged before me this 23rd day of January, 2026, by Ron D. Sladek, as President of Tatanca Historical Associates

My commission expires: June 14, 2027

(SEAL)



Mikelle Rittenhouse  
Notary Public

Exhibit A  
**Tatanka Historical Associates, Inc.**



P.O. Box 1909  
Fort Collins, Colorado 80522  
Email: [tatanka@verinet.com](mailto:tatanka@verinet.com)  
Website: [www.tatankahistorical.com](http://www.tatankahistorical.com)

16 December 2025

Kate McCoy  
Preservation and Project Manager  
Park County Department of Heritage and Tourism

Subject: Update to Park County's Historic Preservation Plan

**Scope of Services, Budget and Schedule**

Dear Kate,

A big thank you to Park County for engaging me to complete the update to the historic preservation plan that will cover the years 2026-2030. The project will require fieldwork, research, and public meetings, activities that will result in a written plan containing analysis and practical guidance designed to enhance the community's preservation program.

The scope of services, budget and schedule below were derived from my proposal and are based upon my experience completing similar historic preservation studies and plans, along with an understanding of Park County's needs and expectations for this project. I look forward to working with you and the citizens of Park County over the coming months.

Regards,

A handwritten signature in blue ink that reads "R. D. Sladek".

Ron Sladek  
President

# SCOPE OF SERVICES

The planning process used by Tatanka Historical Associates on every project is informed by the active participation of the community. My goal is to create a Historic Preservation Plan for Park County that reflects the community's vision for the protection and preservation of its unique history, cultural heritage, and built environment.

I operate in a professional and open manner, where all ideas are welcome and every participant has a voice. My role as the consultant is to study the built environment and existing preservation program, and to facilitate dialogue that will result in a user-friendly Preservation Plan that is customized to the specific history, development patterns, historic resources, and interests of the community. The updated Plan will provide Park County with a "toolbox" for effectively managing its historic preservation program through the coming years.

Working closely with Park County staff, the Park County Historic Preservation Advisory Commission ("HPAC"), and other key stakeholders, I will engage with the community to identify opportunities and issues through public outreach efforts and discussion sessions. This process will also educate the public about the importance of historic preservation, helping to ensure implementation of a Preservation Plan that is supported by Park County's HPAC and the community's stakeholders. The Preservation Plan will be accessible to the average citizen along with county staff and HPAC members, utilizing language that is clear, concise and easy to understand, enhanced by informative graphics.

Work on the project is broken down into the following tasks:

## Task One: Project Planning / Information Gathering

- 1.1 Planning for Public Engagement** – At the beginning of the project, Ron Sladek will work with Kate McCoy to design public engagement for the plan. This will involve scheduling public outreach meetings across the county to engage in discussion and collect thoughts on the topic of historic preservation. Additional methods of engaging with the public will be considered and organized, including the possibility of collecting online comments.
- 1.2 Project Meetings** – Another startup task will involve meetings with community leaders whose work intersects with historic preservation. This will centrally involve HPAC at its first scheduled public hearing available. Other early meetings might be held with elected officials, Park County staff, Park County Planning Commission, and the South Park National Heritage Area. These will provide an opportunity for preliminary discussion about how the preservation program seems to be working, areas that are of particular concern, and aspirational goals for the plan update. This process will generate an understanding of the challenges the community is trying to address. Throughout the course of the project, additional meetings will be scheduled with HPAC, the Planning Commission, and the County Commissioners.
- 1.3 Collection of Preservation Documents** – Documents related to Park County's historic preservation program will be collected. These will include items such as the current

preservation code, any plans that address or impact historic preservation, and documentation that has been completed during past surveys, landmark designations, and preservation planning efforts. The records of Park County and the Colorado Office of Archaeology and Historic Preservation are expected to serve as the primary sources for materials related to the documentation of historic properties.

## **Task Two: Research and Reconnaissance**

- 2.1 Collection of Historic Materials** - This task will involve gathering materials about the history of Park County. The community's historical development will be studied through published works, maps and photos, architectural surveys, newspaper articles, and other resource materials. These will be used to prepare a historic context section for the plan. Writing will include a historical narrative along with identification of periods of significance, historical themes, property types, and the overall development of Park County.
- 2.2 Field Reconnaissance** – Reconnaissance will be completed throughout Park County with the help of Kate McCoy. The goal of this work will be to gather information and take photographs, specifically to document the county's history of development and its historic character as it exists today. In addition to buildings in the communities, other historic features of interest are likely to include landscapes, infrastructure, irrigation, transportation, ranching features, mining features, cemeteries, and other property types. Landmarked resources will be visited, and historic areas will be reviewed for examples of additional resources that might be eligible for landmark designation. This process will also identify areas and resources that might merit closer attention through future survey. The results of the reconnaissance will become an integral component of the written preservation plan.

## **Task Three: Public Outreach**

- 3.1 Public Open Houses** – In collaboration with Park County staff, public meetings for the project will be organized and take place utilizing an open house format. These will be designed to stimulate discussion and gather feedback from residents about what they feel is important to their sense of place and history. The meetings will also engage attendees in discussion about Park County's preservation program and how it could be improved in the coming years. Each meeting will start with an introduction about the project's goals and methodology involving research, field reconnaissance and public outreach. That will be followed by interactive discussions about historic preservation in the community. Comments will be captured, and these will inform the written plan. Meetings are expected to take place in Fairplay-Alma and in Bailey-Shawnee, with residents from other communities and the county's unincorporated areas also invited to participate.
- 3.2 Online Survey** – An online survey will be developed in collaboration with Park County staff to provide members of the public with another method to participate. The public will be invited to log onto the Park County website and take the survey, which will consist of around 15-20 pointed questions about the historic preservation program and their perceptions of the historic built environment. The results will be presented in the plan.

## **Task Four: Drafting the Preservation Plan**

**4.1 Writing of the Draft Plan** - Following completion of the previous tasks, a first draft of the preservation plan will be written. This will include chapters covering the following topics (this outline will be revised or added to as needed):

- Vision and Process
  - Introduction to the Plan
  - Vision Statement
  - What is Historic Preservation?
  - What is a Historic Preservation Master Plan?
  - Public Engagement Activities
- Historic Context
  - A Brief History of Park County
  - Sources of Additional Information
  - Past Surveys and Contexts
  - Landmarked Properties
- Field Identification of Historic Areas and Resources
- Public Education and Outreach
  - The Values of Historic Preservation
  - Quality of Life and its Roots in Historic Preservation
  - Historic Preservation and Economic Development
  - Historic Preservation and the Environment
  - Historic Preservation and Community Character
  - Education and Outreach
  - Signage and Wayfinding
- Goals and Policies
  - What Are the Resources We Want to Protect?
  - How Can We Achieve Protection?
  - Existing Land Use and Preservation Codes
  - Priorities for Preservation Efforts
  - Landmarking of Historic Resources
  - Preservation Incentives: Grants, Tax Credits and Other Options
  - Emerging Topics in Preservation Planning
  - Funding Sources and Preservation Partners
- Action Plan
  - Recommended Activities
  - Action Item List
- Appendix
  - Results of the Citizen Survey

**4.2 Development of the Final Draft** - The draft plan will be presented to HPAC at a public hearing. Additional presentations will be made to the Planning Commission and County Commissioners. Following receipt of comments, revisions will be made and the

Preservation Plan will be resubmitted in Final Draft form. Comments will also be solicited from the Colorado State Historical Fund.

Exhibit B

## **PROJECT BUDGET**

The cost breakdown below, which forms the project budget, was derived from my proposal. It is based upon the tasks found in the Scope of Services.

<b>Task 1: Project Planning/Information Gathering</b>	<b>\$3,600.00</b>
<b>Task 2: Research and Reconnaissance</b>	<b>\$4,500.00</b>
<b>Task 3: Public Outreach</b>	<b>\$4,800.00</b>
<b>Task 4: Drafting the Preservation Plan</b>	<b><u>\$12,000.00</u></b>
<b>Project Total</b>	<b>\$24,900.00</b>

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## **PROJECT SCHEDULE**

<b>Task 1: Project Planning / Information Gathering</b>	January-March 2026
<b>Task 2: Research and Reconnaissance</b>	February – June 2026
<b>Task 3: Public Outreach</b>	March-July 2026
<b>Task 4: Drafting the Preservation Plan</b>	August 2026-August 2027
<b>Project Completion</b>	1 October 2027

A REVISED AND RESTATED ORDINANCE REGULATING SHORT-TERM RENTALS IN PARK COUNTY

WHEREAS, the Board of County Commissioners has authority pursuant to C.R.S. Sections 30-15-401(1)(s) to enact ordinances which license and regulate an owner or owner’s agent who rents or advertises the owner’s lodging unit for a short-term stay, and to fix the fees, terms and manner for issuing and revoking licenses issued for such lodging units; and

WHEREAS, the Board of County Commissioners respects the rights of private property owners to use and enjoy their property, but desires to ensure that lodging units rented for short-term stay are operated in a manner that protects the health, safety, and quality of life of the residents and visitors of and Park County; and

WHEREAS the Board of County Commissioners adopted Ordinance 20-03 recorded on 1/4/2021 to provide for the regulation of Short-Term Rentals and now wishes to revise and restate the Ordinance to update the Regulations; and

WHEREAS the Board of County Commissioners hereby finds, determines and declares that adoption of this Ordinance is necessary for the preservation and protection of the public health, safety and welfare of the inhabitants and visitors of Park County, Colorado.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF PARK COUNTY, COLORADO AS FOLLOWS:

Section 1. Title and Purpose: The title of this Ordinance is the Park County Short-Term Rental Ordinance. The purpose of this Ordinance is to establish standards for lodging units rented for short-term stay in unincorporated Park County to safeguard public health, safety and welfare by regulating and controlling the use, occupancy, and maintenance of short-term rental properties.

Section 2. Authority: This Ordinance is authorized pursuant to Colorado Revised Statutes Section 30-15-401(1)(s).

Section 3. Scope. This Ordinance shall apply to short-term rental property, as defined herein, in all zone districts in unincorporated Park County. This Ordinance shall not apply to lodging services in hotels, motels, lodges or bed and breakfast establishments, or to properties with long-term (more than 30-day) leases. Calculation information available upon request.

Section 4. Definitions: As used in this Ordinance, unless the context otherwise requires:

- A. A SHORT-TERM RENTAL UNIT (STR Unit): a building, structure, living space, residential dwelling unit or any room therein which is leased for lodging accommodations in periods of thirty (30) days or fewer. Temporary structures or camping structures like yurts, tents, tent type structures, or recreation vehicles cannot be used as an STR unit.
- B. SHORT-TERM RENTAL PROPERTY (STR Property): A property that contains an STR Unit.

<b>SUBDIVISION</b>	<b>ALL LOTS</b>	<b>IMPROVED</b>	<b>Total Allowed STR's</b>
ADVENTURE PLACER	53	30	7
ASPEN PARK SUBDIV	103	7	14
BADGER CRK RCH	277	117	6
BAILEY/WHITEFORD/VIEW	105	83	31
BAR D	172	71	39
BEAR TRAP RANCH	88	59	10
BEAVER RIDGE	61	45	13
BEAVER SPRINGS	78	26	10

BELLFORD MTN HEIGHS & UP	62	33	19
BLACK MOUNTAIN	102	64	27
BUFFALO	976	310	7
BURLAND MEADOWS	50	47	12
BURLAND RANCHETTES	1,142	1,067	12
CHARMETELLA PARK	60	43	10
COMO	223	68	5
COVER MOUNTAIN	174	105	24
DEER CREEK VALLEY RANCHOS	352	333	14
DOUBLE S RANCHETTES	71	66	13
EAGLES NEST	78	17	7
ECHO VALLEY ESTATES	74	31	7
ELEVEN MILE LAKE	178	95	6
ELEVEN MILE RCH	118	72	6
ELEVEN MILE VILLAGE	140	48	5
ELK CREEK HIGHLANDS	280	260	11
ELK CREEK MEADOWS	102	95	11
ELK FALLS & MISC TRACTS	59	56	12
ELKHORN RANCH	708	208	27
ELKHORN SUBDIVISION	50	3	5
ESTATES OF COLORADO	3,209	60	26
FOUR MILE RANCH 2600	117	58	7
FOUR MILE RANCH 4038	98	66	9
FOURMILE FISH CLUB	82	37	7
FOXTAIL PINES	314	213	15
FRIENDSHIP RCH	262	238	12
GLACIER RIDGE	66	38	9
GUFFEY	137	48	6
HARRIS PARK	1,367	546	5
HARTSEL	53	30	7
HARTSEL RANCH	1,597	54	14
HIGH CHAP SULPHUR MTN	58	10	27
INDIAN MTN	2,531	864	6
JEFFERSON	63	23	7
JEFFERSON HEIGHTS	104	57	8
K-Z RANCH EST	96	88	14
LAKE GEORGE PARK	59	36	8
LOST PARK RANCH	262	153	11
MCKINLEY SUB	58	54	12
MICHIGAN HILL	264	176	7
MILL IRON D	98	93	11
NINE MILE HTS	435	98	15
OLD KATHLEEN RANCH	100	47	46
PARK RIDGE RANCH	236	87	57
PIKE FOREST ESTATES	93	19	7

PIKE MEADOWS	132	43	21
PIKE SAN ISABEL	2,482	92	2
PIKE TRAILS RCH	172	104	32
PLACER VALLEY	647	409	7
PUMA CITY	181	13	6
REDHILL FOREST	569	176	5
ROCKER 7	57	37	22
ROLAND VALLEY	184	165	11
SADDLE MTN HEIGHTS	397	51	6
SADDLE MTN RCH	216	35	5
SANTA MARIA RANCH	118	44	8
SHAWNEE	54	48	9
SILVERHEELS RANCH	194	137	13
SINGLETON EST	72	48	9
SOUTH PK MDWS	201	22	16
SOUTH PK RCH	3,576	170	14
SPORTSMANS PARADISE	162	123	5
SPORTSMANS VALLEY	81	36	17
SPRUCE HILL	141	75	5
STAGESTOP	492	282	7
SUN MOUNTAIN	71	38	18
TARRYALL RANCHES	77	45	18
TARRYALL RIVER ESTATES	81	39	6
THOUSAND PEAKS RANCH	329	78	9
TIARA	104	49	6
TRAILS WEST	98	88	12
VALLEY OF THE SUN	1,040	501	7
W UNION RANCH	1,485	560	10
WAGON TONGUE	316	141	6
WARM SPRINGS	351	284	8
WEBBER PARK	56	21	6
WILDWOOD REC VILLAGE	466	73	14
WILKERSON PASS ESTATES	55	30	19
WILL-O-WISP	135	117	11
WOODSIDE	257	244	14

**METES AND BOUNDS BY  
FIRE DISTRICT**

	<b>ALL LOTS</b>	<b>IMPROVED</b>	<b>Total Allowed STR's</b>
Elk Creek FPD	26	15	12
Platte Canyon FPD	573	450	9
Jefferson-Como FPD	200	80	21
Northwest FPD	685	348	10
Hartsel FPD	287	54	27
Lake George FPD	191	133	14
Southern Park CO FPD	141	53	20

- A. Surcharges. Pursuant to C.R.S. § 30-15-402(2)(a), there shall be a surcharge of ten dollars that shall be paid to the Clerk of the Court by the defendant. All moneys collected for that surcharge shall be paid to the Clerk of the Court by the defendant. The moneys collected for that surcharge shall be placed in a fund established by the 11<sup>th</sup> Judicial District for victims and witness assistance and law enforcement pursuant to C.R.S. § 24-4.2-103.
- B. Remedies Not Exclusive  
The remedies listed in this ordinance are not exclusive of any other remedies available under any applicable federal, state, or local law, and it is within the discretion of the authorized enforcement agency to seek cumulative remedies.
- C. Disposition of Fines  
Unless otherwise provided for, all fines, penalties, and surcharges shall be paid into the treasury of Park County pursuant to C.R.S. § 30-15-408. Court costs, if any, shall be paid directly to the Clerk of the Court by each defendant.

Section 14. Severability. If a Court of competent jurisdiction shall hold any part of this Ordinance void or unconstitutional, such part shall be deemed severable, and the invalidity thereof shall not affect the remaining provisions of the Ordinance.

Section 15. Effective Date. The publication and notice of this Ordinance will be performed in accordance with C.R.S. 30-15-405 and 30-15-406 and shall become effective thirty (30) days after the final publication of its adoption by the Board of County Commissioners.

CERTIFICATION: The foregoing Ordinance was introduced and read on, by the Board of County Commissioners of Park County, Colorado and approved for publication.

DATE OF FIRST PUBLICATION: [DATE]

The foregoing Ordinance was considered on \_\_\_\_\_, and adopted by the Board of County Commissioners of Park County and ordered published by reference to title and changes only in *The Park County Republican & Fairplay Flume*.

DATE OF SECOND PUBLICATION:

EFFECTIVE DATE:

BOARD OF COUNTY COMMISSIONERS

\_\_\_\_\_  
Chairman

Upon motion duly made and seconded the foregoing Ordinance was adopted by the following vote:

Wissel \_\_\_\_\_  
 Mitchell \_\_\_\_\_  
 Gemmer \_\_\_\_\_  
 Commissioners

CERTIFICATE OF ATTESTATION

STATE OF COLORADO )  
COUNTY OF PARK )

I, Milena Kassel, County Clerk, an ex-officio Clerk of the Board of County Commissioners in and for the County and State aforesaid do hereby certify that the annexed and foregoing Order is truly copied from the Records of the Proceedings of the Board of County Commissioners for said Park County, now in my office.

The Foregoing text is the authentic text of Park County Ordinance \_\_\_\_\_. The first reading of said Ordinance took place on \_\_\_\_\_, at a regular Board of County Commissioners meeting. It was published in full in a newspaper of general circulation at least ten days before its adoption: to wit, in the Park County Republican & Fairplay Flume on \_\_\_\_\_. The Ordinance was adopted on second reading at a regular Board of County Commissioners meeting on \_\_\_\_\_ and shall become effective on \_\_\_\_\_.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said County, at Fairplay, Colorado this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

County Clerk and ex-officio Clerk to the Board of County Commissioners Milena Kassel:

**PARK COUNTY, COLORADO**  
**BOARD OF COUNTY COMMISSIONERS**  
**Resolution No. 2026-\_\_\_\_\_**

A RESOLUTION APPROVING A FEE SCHEDULE FOR SHORT TERM RENTAL PROPERTY LICENSES IN PARK COUNTY

WHEREAS pursuant to Ordinance \_\_\_\_\_, the Board of County Commissioners enacted regulations for short-term rental properties (the "Park County Short-Term Rental Ordinance"); and

WHEREAS the Board of County Commissioners desires to fix license application and processing fees for short-term rental properties; and

WHEREAS, the County has performed an evaluation to determine the reasonable direct and indirect costs of administering the Park County Short-Term Rental Ordinance and has found that the fees set forth in the Fee Schedule are reasonably calculated to compensate Park County for services provided to individuals paying said fees; and

WHEREAS the fees set forth in the Fee Schedule are reasonably calculated to compensate Park County for services provided to individuals paying said fees.

WHEREAS, the Board of County Commissioners hereby finds, determines and declares that adoption of this Ordinance is necessary for the preservation and protection of the public health, safety and welfare of the inhabitants and visitors of Park County, Colorado.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF PARK COUNTY, COLORADO AS FOLLOWS:

Section 1. Purpose. The purpose of this Ordinance is to establish a fee schedule for the operation of short-term rental properties ("STRs") in unincorporated Park County to safeguard public health, safety and welfare by regulating and controlling the use, occupancy, and maintenance of short-term rental properties.

Section 2. Authority. This Ordinance is authorized pursuant to Colorado Revised Statutes Section 30-15-401{1}(s).

Section 3. Scope. This Ordinance shall apply to all properties and the owners thereof who are required to have a license pursuant to the Park County Short-Term Rental Ordinance

Section 4. Fee Schedule.

New STR License Application \$850

First Year Renewal STR License Application \$850

3-year Renewal STR License Application \$250 per year

Document Review Fee: \$200

Safety Inspection Fees: \$150 per inspection

This Resolution is effective upon adoption.

A REVISED AND RESTATED ORDINANCE REGULATING SHORT-TERM RENTALS IN PARK COUNTY

WHEREAS the Board of County Commissioners has authority pursuant to C.R.S. Sections 30-15-401(1)(s) to enact ordinances which license and regulate an owner or owner's agent who rents or advertises the owner's lodging unit for a short-term stay, and to fix the fees, terms and manner for issuing and revoking licenses issued for such lodging units; and

WHEREAS the Board of County Commissioners respects the rights of private property owners to use and enjoy their property, but desires to ensure that lodging units rented for short-term stay are operated in a manner that protects the health, safety, and quality of life of the residents and visitors of Park County; and

WHEREAS the operation of a short-term rental business is not a use by right per county zoning; it is a privilege and must be run in a manner that respects the residents' expectation of a peaceful neighborhood; and

WHEREAS the Board of County Commissioners adopted Ordinance 20-03 recorded on January 4, 2021, to provide for the regulation of Short-Term Rentals and now wishes to revise and restate the Ordinance to update the Regulations; and

WHEREAS the Board of County Commissioners hereby finds, determines and declares that adoption of this Ordinance is necessary for the preservation and protection of the public health, safety and welfare of the inhabitants and visitors of Park County, Colorado.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF PARK COUNTY, COLORADO AS FOLLOWS:

Section 1. Title and Purpose: The title of this Ordinance is the Park County Short-Term Rental Ordinance. The purpose of this Ordinance is to establish standards for lodging units rented for short-term stay in unincorporated Park County to safeguard public health, safety and welfare by regulating and controlling the use, occupancy, and maintenance of short-term rental properties.

Section 2. Authority: This Ordinance is authorized pursuant to Colorado Revised Statutes Section 30-15-401(1)(s).

Section 3. Scope. This Ordinance shall apply to short-term rental property, as defined herein, in all zone districts in unincorporated Park County. This Ordinance shall not apply to lodging services in hotels, motels, lodges or bed and breakfast establishments, or to properties with long-term (more than 30-day) leases.

Section 4. Definitions: As used in this Ordinance, unless the context otherwise requires:

- A. A SHORT-TERM RENTAL UNIT (STR Unit): a building, structure, living space, residential dwelling unit or any room therein which is leased for lodging accommodations in periods of thirty (30) days or fewer. Temporary structures or camping structures like yurts, tents, tent type structures, or recreation vehicles cannot be used as an STR unit.
- B. SHORT-TERM RENTAL PROPERTY (STR Property): A property that contains an STR Unit.
- C. DEPARTMENT: The Development Services Department, specifically STR Department.
- D. DIRECTOR: The Director of Development Services, or the Director's designee.
- E. LEASE: An agreement or act by which an owner gives to a tenant, for valuable consideration, possession and use of property or a portion thereof for a definite term, at the end of which term the owner has an absolute right to retake control and use of the property.

- F. OWNER: The owner of an STR unit in unincorporated Park County who intends to lease or does lease the unit or portion of the unit as an STR Unit.
- G. RESPONSIBLE AGENT: A management company or individual who is identified by a licensee as licensee’s agent, and who is available 24 hours per day, 7 days per week to respond as the initial point of contact for the short-term rental unit with a maximum response time of (1) one hour.
- H. RESPONSIBLE OWNER: An owner that has met the following requirements:
  - 1. Has applied for and received a valid Park County Short Term Rental License
  - 2. Renewed the license in accordance with these regulations for each renewal period and has held the license for a minimum of 24 consecutive months
  - 3. Has had no complaints or violations for the term(s) of the license
  - 4. The Director shall have sole discretion for compliance review
- I. SHORT-TERM RENTAL PLATFORMS: A person or company that operates a website or any other digital or print platform that provides a means through which a property owner or their responsible agent may offer a residential property or dwelling unit, or portion thereof, for short-term rentals, and from which a person or company financially benefits.

Section 5. License Required: It shall be unlawful for an Owner to lease or advertise for lease, or to permit the leasing or advertising for lease, of any short-term rental property within the County without a valid license for the same issued pursuant to this Ordinance.

Section 6. License Application Type; Term; Renewal; Non-Transferable:

- A. A Short-term Rental License Term: shall expire one calendar year after its issuance, or when title of the STR Unit transfers to a new Owner, whichever occurs first. Each change in ownership of STR Unit requires a new application and license. An application for renewal of a short-term rental license shall be submitted at least thirty (30) days and no more than forty-five (45) days prior to expiration of the existing license. Failure to file a renewal application at least 30 days prior to expiration of the existing license will result in the expiration of the license on the date listed on the prior license and payment of new license fees and be subject to current limitations for licensing.
- B. License Types:
  - 1. Original or New Owner License: A license issued to an applicant who has not previously held a license under this Ordinance, or who is applying as a new Owner of an STR Unit due to a change in ownership of the STR Unit, or an Owner who has not renewed in compliance with this ordinance. The term of the license shall be one (1) year from the date of issuance.
  - 2. Standard Renewal License: A license issued upon first renewal of an annual license, provided the applicant remains in compliance with this Ordinance and all other applicable requirements. The standard renewal license shall be valid for one (1) year from the date of issuance
  - 3. Responsible Owner Renewal License: A license valid for three (3) years, with fees and documentation required annually as posted on the County website. May be issued to an applicant who meets the following criteria:
    - a. Has held a license for at least two full license consecutive cycles (24 consecutive months)
    - b. Has no record of violations of this Ordinance, enforcement actions, or founded complaints during the preceding license year

- c. Submits an annual renewal application with all required documentation pays applicable fees annually the documentation list is available on the County website
- d. After 3 years of consecutive approved renewals complete documentation will be required, there will be the renewal fee and the document review fee for this license, the documentation list is available on the website
- e. Remains in full compliance with all applicable laws, regulations, and conditions of the license for all terms of the license(s)
- f. The determination of eligibility for a Responsible Owner Renewal License shall be at the sole discretion of the Director based on review of compliance history and the submitted application materials.

C. Original or new or license application requirements: Applications for a short-term rental license shall be submitted to the Director by the Department's approved method and the Director shall not accept incomplete applications. Applications submitted by the Department's approved method must provide a minimum of the following information. A complete list of documents is posted on county website:

- 1. Park County property address and/or parcel number for the STR Unit
- 2. The full name, residential address, and telephone number for the applicant
- 3. The full name, business address, and telephone number of the Owner(s) and/or Responsible Agent for the STR Unit
- 4. The document that designates the agent to act (including if the owner is the Responsible Agent), as the representative of the applicant on issues related to the short-term rental and agrees that the Owner(s) and Responsible Agent shall comply with requirements and limitations of this Ordinance
- 5. License application fees as provided by a resolution of the Board of County Commissioners
- 6. A copy of the Colorado State Sales Tax license showing the rental property location and/or the rental site(s) report of taxes paid
- 7. A parking plan that complies with the requirements of Section 7.I
- 8. An affidavit signed by the owner or authorized agent, and notarized under penalty of perjury, certifying that the STR Unit complies with the life safety standards set forth in Section 7.F, and that the information notices required by Section 7.P and 7.Q have been and will remain posted or placed at a conspicuous location on or in the STR Unit
- 9. Documents for the on-site wastewater treatment system. If the on-site wastewater treatment system is undocumented in County records, the license shall not be processed until an application for its registration and an inspection report prepared by an inspector certified by the National Association of Wastewater Technicians (or similar pre-approved certification) on forms provided by the County is approved
- 10. A copy of the county issued Certificate of Occupancy if constructed after 1974
- 11. URLs for all rental platforms must be blocked and not renting for new applications until the license is issued
- 12. Such other information determined necessary or desirable by the Director to evaluate the compliance of the application and the proposed STR Unit with the requirements of this Ordinance including but not limited to planning and zoning requirements, building code and inspection requirements. A complete list will be posted to the county website
- 13. The application shall not be deemed complete until all required information is submitted
- 14. Duty to Update: It is the duty of each licensee to ensure that the information provided in the application is always kept up to date. A licensee is required to provide updated information to the County within (10) ten days after the date upon which any information provided is no longer accurate.

D. Standard Renewal or Responsible Owner Application: Applications for renewal of a short-term rental license shall be submitted to the Director by the Department's approved method and the Director shall not accept incomplete applications. For a renewal application the applicant must provide the following information:

- 1. License renewal fees as provided by resolution of the Board of County Commissioners

2. The information for renewal application that shall be posted on the county website
  3. The applicant shall provide all information required in the renewal application
- E. Completeness Determination: An application shall not be deemed complete until all required information is submitted. See county website for application requirements list.
- F. Inspection requirements:  
 Safety inspection: A safety inspection may be required for any STR Unit that was constructed prior to 2006. The inspection shall be completed prior to the issuance of a short-term rental license. The inspection will be conducted in accordance with inspection list and procedures provided by the Director.
- Site Inspection: A lot that is .75 acre or less in size requires a site inspection.
- G. Responsible Agent Required. As a requirement of receiving a License, each owner shall appoint a responsible agent for the STR Unit. The agent must be able to respond to the location within one (1) hour. The agent should contact the lessee via phone as necessary. The owner shall notify the Director in writing of the appointment of a Responsible Agent within five (5) days of such appointment or modification of any such appointment and shall provide the responsible agent's name, address and telephone number. It is the owner's responsibility to update this information throughout the term of the license. The owner is the alternate responsible agent if the responsible agent cannot be contacted unless another alternate responsible agent is identified on the application. Note: The Owner(s) may appoint themselves as the responsible agent if they meet Responsible Agent travel requirement.
- H. Licenses Are Not Transferable. No license issued under this Ordinance shall be transferable and no license is valid for any person or entity other than the person or entity named on the license.

Section 7. Requirements and Limitations. In addition to the other requirements of this Ordinance, an STR unit licensed pursuant to this Ordinance shall, as a condition of such license, be subject to the following requirements and limitations:

- A. No more than one STR Unit license shall be issued for a single lot.
- B. An STR License will not be issued to condominiums (including lots that are condominium platted), apartments, or any structure that does not own the property/ground/land/surrounding the unit.
- C. Limitations for STR Licenses will be set by the county and recorded as amendment to this ordinance. When limitations are set. Applications will be processed in order received and the application will be put on a waiting list for processing. Notification of waitlisting and availability will be communicated to property owner and responsible agent.
- D. An STR License will not be issued to properties where the HOA covenants do not allow STRs, the applicant or owner is responsible for contacting the HOA for the subdivision if one exists and providing documentation of HOA approval.
- E. The owner or responsible agent is responsible for ensuring the STR Unit meets all applicable local, state and federal standards and regulations, including but not limited to the requirements and limitations of this ordinance.
- F. No Short-term License shall be issued for rooms, structures, properties or uses that have not been issued a Certificate of Occupancy consistent with the proposed use.

- G. Life Safety Standards: Each STR Unit licensed under this Ordinance shall conform to the applicable life and safety requirements of the County.
1. Wastewater Treatment: Conform to the applicable requirements of the County's on-site wastewater treatment system regulations. No STR Unit license shall be issued for any STR Unit for which an on-site wastewater treatment system was not permitted and approved by the County for use consistent with the proposed use; or for which the inspection report required by Section 6.A.9 indicates that the system is not functioning properly or does not otherwise conform with applicable regulations. The occupancy must not exceed the Soil Treatment Area capacity.
  2. Potable Water Sources: Wells and Cisterns shall be tested annually for water quality and potential contaminants detrimental to safety and public health. (Note: Most properties are not serviced by municipal water systems/districts.)
    - a. Future amendments to this ordinance may include metering of well water consumption or a water management plan. Amendments or additions to restrictions may occur at any time and may be dictated by actions of the state of Colorado or United States Federal governance.
  3. Habitable Spaces: Buildings, structures, or rooms shall not be used for purposes other than those for which they were designed or intended.
    - a. Have roofs, floors, walls, foundations, ceilings, stairs, handrails, guardrails, doors, porches, and all other structural components and all appurtenances that can resist all forces and loads to which they may be normally subjected and are in sound condition and in good repair. All Life Safety Items shall meet the County's current adopted ordinances and regulations.
    - b. Have interconnected smoke detectors, carbon monoxide detectors and fire extinguishers installed and operable per C.R.S. § 38-45-104.
    - c. Have an operable toilet, sink, and a bathtub or shower 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.
    - d. Have electrical panels that are clearly labeled in English and are easily accessible.
  4. PROHIBITED USE on the property:
    - a. Outdoor charcoal grills
    - b. Fireplaces
    - c. Fire rings
    - d. Any other ember-producing equipment.
  5. The Lease: The lease for the rental shall list the prohibited use items from 7.F.4, 7.M and 7.N.
- H. Trash Handling. There shall be enough trash receptacles to accommodate all trash generated by those occupying the STR unit. The Owner shall provide instructions for bear resistant containers and all outdoor trash containers. Storage and pickup locations, and times for trash pick-up. The instructions shall be posted in the STR unit. Where the STR Unit is served by curbside garbage pickup, the garbage can or similar receptacle shall be removed from public view the same day as pickup and there shall be no garbage can or similar refuse receptacle at the curb on any day except the day of pickup. It shall not be the renter's responsibility to handle the trash to and from the pickup location.
- I. Occupancy. Occupancy for an STR Unit shall not exceed the design capacity of the on-site wastewater treatment system and the design capacity of the Soil Treatment Area. The permitted occupancy shall be stated on the short-term rental license. It shall be unlawful for the owner of an STR Unit to allow the overnight occupancy of an STR Unit by more than the maximum number of people permitted by the license.
- J. Parking:
1. The motor vehicles of all occupants of the STR Unit shall be parked only on the permitted and approved driveway of the STR Property. No motor vehicles shall be parked in vegetated areas of the STR Property, or in

the public right of way or roadway. While occupying an STR Unit, no person shall park in violation of this Ordinance or in violation of the parking plan

2. All parking spaces provided shall match the approved parking plan
  3. No privately owned, non-governmental vehicle with a passenger capacity of sixteen (16) persons or more shall be parked on the premises of an STR Property
- K. Noise. While occupying an STR Unit no person shall amplify music outdoors or make any noise that violates any provision of a County noise ordinance or C.R.S. Section 25-12-101, *et seq.*
- L. Camping and temporary structures. While occupying an STR Property as a short-term rental, no person shall construct or use any temporary structure or recreational vehicle or trailer, for overnight purposes. STR License will not be issued for any temporary structure.
- M. Fires and Grills. While occupying an STR Property as a short-term rental, no person shall make a campfire or use any outdoor charcoal grill, fireplace, or any other ember-producing equipment.
- N. ATVs, OHVs or other unlicensed vehicles. While occupying an STR Property as a short-term rental, no person shall use an ATV, OHV and/or other non-licensed vehicle on any County Road and shall be used only in designated areas.
- O. Shooting. While occupying an STR Property as a short-term rental, no person shall shoot a firearm or a weapon with a projectile that can cause harm to people or wildlife for recreational purposes on the STR Property.
- P. Security Cameras. The Owner may install, use, or maintain security cameras for the purposes of personal safety and property protection. However, security cameras may not be installed, used or maintained in any location where individuals have an expectation of privacy. This includes but is not limited to: (1) bathrooms, (2) bedrooms, (3), shower rooms, (4) sleeping areas, or (5) any other area intended for personal privacy
- Q. Renter Information-Posted on Signs within the STR Unit. An owner shall post and maintain signage in a conspicuous location within each STR Unit that shall contain the following information:
1. An emergency evacuation plan and egress routes
  2. The STR license and number
  3. The maximum number of people permitted for overnight occupancy
  4. Physical address number of the STR Unit
  5. Emergency and non-emergency contact information for law enforcement, fire, ambulance service, and towing services
  6. Correct and current contact information for responsible agent and owner, including a phone number for 24-hour response to emergencies
  7. Description of location of fire extinguishers, electrical panels, shut offs for propane/natural gas, and water main, and shut offs for appliances
  8. Good neighbor/renter guidelines regarding property boundaries, noise, parking, ATV/OHV use, trash handling, wildlife guidelines, and fire restrictions
  9. Any other information deemed necessary by the County to ensure the public's health and safety.
- R. Renter Information-Written Information. An owner shall place and maintain at a conspicuous location within in each STR Unit written information that provides:
1. The location, by description or depiction, for vehicle parking and maximum number of parked vehicles permitted for the property shall not exceed occupancy for the STR unit, the standard is 2 persons per vehicle

2. The location of trash and recycling receptacles and the rules and regulations regarding the handling of the same
  3. Snow removal instructions and/or contact information the snow removal service
  4. Policies regarding noise; limits must not exceed state or county limits
  5. Policies regarding pets and wildlife; no interference with wildlife
  6. Property boundaries to prevent trespassing on private properties
  7. Applicable homeowners' association policies, if any, specific to the property.
- S. Advertising Requirements. The owner or designated Responsible Agent must ensure that every advertisement for the STR Unit Complies with the provisions of this section. Once the STR license is issued, the rental listings will be reviewed for compliance with the following standards.
1. Advertising for Owner/Responsible Agent Requirements:
    - a. Owner/Responsible Agent shall ensure that all advertisements for the STR clearly display the valid Park County STR License number and the maximum occupancy for the property in any listing that advertises or accepts bookings for short-term rental use.
    - b. Shall ensure that the STR License number, as stated on the license issued by Park County to the Owner must be visible on all STR advertisements. The license number shall be included in either the listing, title, the listing description, or in any field specifically designated for license numbers. Rental dates must be blocked until the STR License has been issued.
    - c. Properties that are on a waitlist for an STR License shall not be advertised as short-term rentals until a valid STR License has been issued to the Owner. If, during the waitlist period, a waitlisted property is found to be advertised in violation of this provision, the STR application shall be denied, and the property shall be removed from the waitlist.
    - d. STR listings that fail to display the license number, maximum occupancy, that display an incorrect maximum occupancy, or that use a license number that is expired, abandoned, or revoked, are subject to enforcement and penalties pursuant to § 30-15-402(1), which may include issuance of a Notice of Violation (NOV) and/or revocation of an existing STR License.
  2. STR Platform Requirements:
    - a. Consistent with CRS 30-150-401(1)(s)(III), any short-term rental service that hosts advertisements for STR properties in unincorporated Park County must require that each Owner, Responsible Agent, or their representative include a valid STR license number issued by Park County in any STR advertisement posted on that platform.
    - b. Upon receiving notice from the Director of Development Services that an STR listing is associated with a missing, invalid, abandoned, or expired permit number, or that the STR permit for the property has been revoked, the short-term rental service shall remove the advertisement from its platform. The notice will include the listing URL, the basis for removal, and any other identifying information available to Park County. The short-term rental service must remove the listing within fourteen (14) days of receiving such notice from the Director.
    - c. A short-term rental service that fails to remove an STR advertisement within fifteen (15) or more days after receiving a removal notice from Park County shall be subject to enforcement and penalties pursuant to § 30-15-402(1). Violations, Penalty and Enforcement.
- T. Taxes. The owner or responsible agent shall collect and remit all applicable local, state and federal taxes on each STR Unit. The Director can request a state sales tax submission report at any time

- U. Notice to Owner. Any notice required by this Ordinance to be given to an owner is sufficient if sent by electronic or first-class mail to the address provided by the owner on the most recent license or renewal application. Notice given to the Responsible Agent, by electronic or first-class mail to the address provided by the owner, shall also be sufficient to satisfy any required notice to the owner under this Ordinance.
- V. Owner liable. Compliance with, and ensuring compliance with, the requirements set forth in this Ordinance shall be a nondelegable responsibility of the owner of an STR Unit, and each owner of an STR Unit shall be strictly liable for complying with, and ensuring compliance with, the conditions and limitations set forth in this Ordinance.
- W. Inspection. Because short-term rental properties are, by their nature, intended to be occupied by numerous guests for short periods of occupancy, it is determined that the County's ability to inspect STR units is in the interest of public safety. Therefore, whenever it is necessary or desirable to inspect to enforce the requirements of this Ordinance, an authorized county inspector may enter such STR unit at all reasonable times as scheduled with the owner or responsible agent to inspect the same for the purpose of enforcing such special conditions. If such STR Unit is occupied, the authorized county inspector shall first present proper credentials and request entry. If such STR Unit is unoccupied the county shall first make a reasonable effort to locate the owner, the responsible agent, or other person having charge or control of the STR Unit and schedule entry.

#### Section 8. Denial of License.

- A. A short-term rental property license application shall be denied by the Director based on any of the following grounds:
  - 1. The application has not paid property taxes
  - 2. The required application fees have not been paid
  - 3. The application is incomplete or contains false, misleading or fraudulent statements
  - 4. All applicable provisions of this Ordinance or any applicable County regulation or State law have not been met.
  - 5. Any reason that justifies denial of a license.
- B. In the event of a denial, the Director shall mail or deliver to the applicant by electronic means a written order of denial stating the reason or reasons for the denial within ten (10) days of the denial.

#### Section 9. Revocation of License

- A. Revocation. The Director of Development Services may revoke a short-term rental property license upon determining that a licensee has
  - 1. Been found in violation of any provision of the Ordinance on three (3) or more occasions within the last year
  - 2. Continued to operate the STR Unit under an expired or revoked license
  - 3. Operated the business in violation of a building, fire, health or safety code adopted by the County, said determination being based on investigation by the department, division, or agency charged with enforcing said code. In the event of such a code violation, the Director shall promptly notify the licensee of the violation and shall allow the licensee a twenty (20) day period in which to correct the violation. If the licensee fails to correct the violation before the expiration of the twenty (20) day period, the Director of Development Services shall revoke the license and shall notify the licensee of the revocation
  - 4. Failed to pay taxes due to the County
  - 5. Failed to pay the annual license fee
  - 6. Given false or misleading information in the material submitted during the application process

7. Any fact or condition exists that, if it had existed or had been known to exist at the time of the application for the license, would have warranted the denial of the license
  8. There have been three (3) or more violations by occupants of this STR Property in the past calendar year
  9. Short-term Rental Services are to take down advertisements for STRs located within Park County that do not comply with the County's STR advertising requirements (26.530.050 - Occupancy and Operational Standards).
- B. When the Director revokes a short-term rental license, the revocation shall continue for one (1) year, and the licensee shall not be issued a short-term rental license for one (1) year from the date revocation became effective.

#### Section 10. Appeal Hearing on Denial or Revocation.

- A. Appeal. An applicant or licensee may appeal a denial or revocation of his or her short-term rental license to the hearing officer designated by the Board of County Commissioners and shall be entitled to a hearing before the hearing officer. Said appeal shall be made in writing, stating the grounds for appeal, within five (5) working days of the decision of the Director. In the event of a suspension or revocation hearing, the business may continue to operate during the hearing process.
- B. Hearing. At the hearing, the hearing officer shall hear such statements and consider such evidence offered that is relevant to the grounds alleged for denial or the violation alleged for suspension or revocation. The hearing shall be conducted pursuant to the rules of procedure adopted by the Director. The hearing officer shall make findings of fact from the statements and evidence offered as to whether such grounds exist or such violation occurred. If the Hearing officer determines that grounds for revocation exists, he or she shall issue an order revoking the license within thirty (30) days after the hearing is concluded, based on the findings of fact. A copy of the order shall be mailed to or served on the licensee at the address on the license.
- C. Final order. The order of the hearing officer made pursuant to subsection B above shall be a final decision and may be appealed to the District Court pursuant to Colorado Rule of Civil Procedure 106(a)(4). Failure of a licensee to appeal said order in a timely manner constitutes a waiver by him or her of any right he or she may otherwise have to contest the revocation of the short-term rental property license.
- D. Hearing powers. The hearing officer shall have the power to administer oaths, issue subpoenas, and when necessary, grant continuances. Subpoenas may be issued to require the presence of persons and production of papers, books and records necessary to the determination of any hearing that the hearing officer conducts. It is unlawful for any person to fail to comply with any subpoena issued by the hearing officer. A subpoena shall be served in the same manner as a subpoena issued by the District Court of the State of Colorado.
- E. Recording. All hearings held before the Hearing Officer regarding denial, or revocation of a short-term rental property license issued under this code shall be recorded by an electronic recording device. Any person requesting a transcript of such record shall post a deposit in the amount required by the County Manager and shall pay all costs of preparing such record.
- F. No refund of license fee. In the event of denial revocation or cessation of business, no portion of the short-term rental property license application fee shall be refunded.

#### Section 11. Fees.

- A. The short-term rental property license fee and renewal fee shall be set by Resolution of the Board of County Commissioners. No short-term rental property license shall be reviewed until the applicable fee has been received by the Director.

- B. The fees imposed for short-term rental property licenses shall be used to cover the administrative and personnel costs associated with developing and implementing the Short-term Rental License program and enforcing the regulations in this Ordinance, including but not limited to inspecting STR Unit and Property. These fees provide a reasonable relationship to the cost of regulation, administration and enforcement of this Ordinance. The fees are non-refundable.

Section 12. Limitations.

- A. The STR Property limitations are set by an appendix to this ordinance they are based on lot size, and number of developed lots in subdivisions with 50 or more lots and in Metes and Bounds. Lots .75 acre or less will require a site inspection.

Section 13. Violations, Penalty and Enforcement.

- A. It is unlawful for any owner, responsible agent or occupant of an STR unit to violate any provision of this Ordinance, as applicable.
- B. In addition to denial and revocation actions pursuant to Section 9 of this Ordinance, violations of this Ordinance are subject to the penalties set forth in this Section, and each day or portion thereof during which any violation is committed, continued or permitted shall constitute a separate offense and shall be punishable as a separate offense.
- C. Any violation of this Ordinance may be separately, concurrently or together enforced through this Ordinance, other applicable County Ordinances, the Park County Building Code and the Park County Land Use Regulations.
- D. Pursuant to C.R.S. § 30-15-402(1), as amended, any violation of this Ordinance shall be a civil infraction and shall be punishable by a fine of not more than one thousand dollars (\$1,000).
- E. Graduated Fine Schedule:
  - 1. Pursuant to C.R.S. § 30-15-402, there shall be a graduated fine schedule for repeat offenses by the same individual as follows:
    - a. First and Second Offense: maximum fine of \$200 per day of offense
    - b. Third Offense: maximum fine of \$300 per day of offense
    - c. Subsequent offenses: maximum fine \$1,000 per day of offense.
- F. Surcharges. Pursuant to C.R.S. § 30-15-402(2)(a), there shall be a surcharge of ten dollars that shall be paid to the Clerk of the Court by the defendant. All monies collected for that surcharge shall be paid to the Clark of the Court by the defendant. The monies collected for that surcharge shall be placed in a fund established by the 11<sup>th</sup> Judicial District for victims and witness assistance and law enforcement pursuant to C.R.S. § 24-4.2-103.
- G. Remedies Not Exclusive  
The remedies listed in this ordinance are not exclusive of any other remedies available under any applicable federal, state, or local law, and it is within the discretion of the authorized enforcement agency to seek cumulative remedies.

H. Disposition of Fines

Unless otherwise provided for, all fines, penalties, and surcharges shall be paid into the treasury of Park County pursuant to C.R.S. § 30-15-408. Court costs, if any, shall be paid directly to the Clerk of the Court by each defendant.

Section 14. Severability. If a Court of competent jurisdiction shall hold any part of this Ordinance void or unconstitutional, such part shall be deemed severable, and the invalidity thereof shall not affect the remaining provisions of the Ordinance.

Section 15. Effective Date. The publication and notice of this Ordinance will be performed in accordance with C.R.S. 30-15-405 and 30-15-406 and shall become effective thirty (30) days after the final publication of its adoption by the Board of County Commissioners.

CERTIFICATION: The foregoing Ordinance was introduced and read on, by the Board of County Commissioners of Park County, Colorado and approved for publication.

DATE OF FIRST PUBLICATION: [DATE]

The foregoing Ordinance was considered on \_\_\_\_\_, and adopted by the Board of County Commissioners of Park County and ordered published by reference to title and changes only in *The Park County Republican & Fairplay Flume*.

DATE OF SECOND PUBLICATION:

EFFECTIVE DATE:

BOARD OF COUNTY COMMISSIONERS

\_\_\_\_\_  
Chairman

Upon motion duly made and seconded the foregoing Ordinance was adopted by the following vote:

Wissel \_\_\_\_\_  
Mitchell \_\_\_\_\_  
Gemmer \_\_\_\_\_  
Commissioners

CERTIFICATE OF ATTESTATION

STATE OF COLORADO )  
COUNTY OF PARK )

I, Milena Kassel, County Clerk, an ex-officio Clerk of the Board of County Commissioners in and for the County and State aforesaid do hereby certify that the annexed and foregoing Order is truly copied from the Records of the Proceedings of the Board of County Commissioners for said Park County, now in my office.

The Foregoing text is the authentic text of Park County Ordinance \_\_\_\_\_. The first reading of said Ordinance took place on \_\_\_\_\_, at a regular Board of County Commissioners meeting. It was published in full in a newspaper of general circulation at least ten days before its adoption: to wit, in the Park County Republican & Fairplay Flume on \_\_\_\_\_. The Ordinance was adopted on second reading at a regular Board of County Commissioners meeting on \_\_\_\_\_ and shall become effective on \_\_\_\_\_.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said County, at Fairplay, Colorado this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

County Clerk and ex-officio Clerk to the Board of County Commissioners Milena Kassel:

# General Guidelines for Public Comment

## During

### Board of County Commissioners Meetings and Public Hearings

#### Approved by Resolution No. 24-003

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1. **County Commissioner Meetings and Public Hearings:** Members of the public are welcome to address the Commissioners during the designated public comment portion of the Board of County Commissioner meeting and during the designated public comment portion of any public hearing. Each speaker is allotted 3 minutes to present their views.
2. **Work Sessions:** Work sessions provide the Commissioners an opportunity to discuss County business in a public forum as required. Public comment is not a guaranteed part of the Work Session. Comments will be allowed at the discretion of the Board at the end of the Work Session if time allows.
3. **Addressing the Commissioners:** When it's your turn to speak, approach the podium, sign-in on the sheet, speak into the microphone and clearly state your name for the record. Please continue to speak into the microphone so your comments can be properly recorded.
4. **Time Limit:** In fairness to all, each speaker is limited to 3 minutes. A timekeeper will give you a warning when you have 30 seconds left, allowing you to conclude your remarks.
5. **Relevance:** During public hearings, keep your comments focused on the topic at hand, or case under consideration.
6. **Respect:** Maintain a respectful tone and demeanor when speaking. Comments will become part of the public record. As a result and in the spirit of civil discourse, please avoid personal attacks and profanity. Disruptive behavior is not permitted.
7. **Questions:** If you pose a question during your comment, please do not expect an immediate answer. The Commissioners will note the question and may address it during their deliberations or request that the staff provide a response.
8. **Group Representation:** If you are representing a group, you may request additional time to speak. However, this is at the discretion of the Chair and typically only granted if the group has consolidated their comments to avoid repetition.
9. **Written Comments:** Written comments are also accepted and will be included in the public record. Please submit these to the Commissioners' administrative assistant no later than the Friday before a scheduled public hearing or meeting. Comments can be sent via email ([pcadmin@parkco.us](mailto:pcadmin@parkco.us)) or mailed to the Board of County Commissioners' office (PO Box 1373, Fairplay, CO 80440).
10. **Concluding:** After your time has expired, conclude your comments promptly to allow the next speaker to begin.

**Guidelines Regarding Remote Attendance for  
Park County Board of County Commissioner Meetings  
and Public Hearings**

**Approved by Resolution No. 24-004**

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**Remote Attendance**

The Park County Board of County Commissioners are pleased to offer remote attendance options for our upcoming Board of County Commissioner meetings and public hearings held during such meetings through video conferencing technology. However, please note that remote attendance is offered as a courtesy and is not guaranteed. Technical issues, including but not limited to internet connectivity, audio and video disruption, or platform instability, may arise that are beyond the control of the Board.

**Public Testimony and Record**

For those who wish to make sure their testimony is included in the official public record, we strongly recommend either attending the meeting or hearing in person or submitting your comments in writing. Remote participation does not guarantee that your comments will be successfully received or included in the public record due to the aforementioned potential for technical difficulties.

**Submission of Written Comments**

Written comments must be submitted to the Board of County Commissioners' administrative assistant no later than the Friday prior to the meeting or hearing to be included in the official record. Comments can be sent via email ([pcadmin@parkco.us](mailto:pcadmin@parkco.us)) or mailed to the Board of County Commissioners' office (PO Box 1373, Fairplay, CO 80440 ). Please refer to the Board of County Commissioners' Guidelines for Public Speaking for guidance in preparing your comments.

**In-person Attendance**

Attending in person is the most reliable way to ensure your voice is heard and your testimony is recorded. If you choose this option, please adhere to any guidelines or protocols that may be in place.

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