

AGENDA
WESTCLIFFE PLANNING COMMISSION
TOWN OF WESTCLIFFE
WEDNESDAY, DECEMBER 4, 2024
PATTERSON HALL-1000 MAIN
REGULAR MEETING
3:00 p.m.

Zoom

Meeting ID: 852 1102 3982 **Passcode:** 590904
By phone: 719 359 4580

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Recognition of Visitors
5. Approval of minutes
6. Old Business
 - a. Consideration of a request to rezone Vivienda Parque from residential to CD- 1.
 - b. Discussion to rehaul the Westcliffe zoning codes.
 - c. Discussion on affordable housing ordinance.

7. Old Business

NONE

8. Public Comment

Adjourn

NOTE: The Mayor and another Trustee may vote on matters before the Planning Commission and the Board of Trustees.

FILED
DONETTA DAVIDSON
COLORADO SECRETARY OF STATE

20031270204 M
\$ 10.00
SECRETARY OF STATE
08-22-2003 09:04:26

**ARTICLES OF DISSOLUTION
FOR PROFIT CORPORATION**

Form 220 Revised October 1, 2002

Filing fee: \$10.00

Deliver to: Colorado Secretary of State
Business Division,
1560 Broadway, Suite 200
Denver, CO 80202-5169

This document must be typed or machine printed.

Copies of filed documents may be obtained at www.sos.state.co.us

ABOVE SPACE FOR OFFICE USE ONLY

REJECTED.....
20031254580 M
\$ 10.00
SECRETARY OF STATE
08-07-2003 14:48:41

198 712 05664
Pursuant to § 7-114-103 and part 3 of article 90 of title 7, Colorado Revised Statutes (C.R.S.), these Articles of Dissolution are delivered to the Colorado Secretary of State for filing.

- 1. The name of the corporation is: La Vista Hills, Inc.
- 2. The address of the corporation's principal office or, if none is to be maintained, the address to which service of process may be mailed P. O. Box 7, Westcliffe, Co. 81252

3. The date dissolution was authorized: December 31, 2002

4. If the corporation has not yet issued shares, the dissolution was authorized by (mark one):

- A majority of its directors or, if no directors elected
- A majority of its incorporators

OR

If the corporation has issued shares, approved by the shareholders

The number of votes cast for the proposal to dissolve by each voting group was sufficient for approval

5. The effective date of the dissolution (if not effective upon filing) shall be _____ (not to exceed 90 days)

6. The name of the corporation after the effective date of the dissolution shall be La Vista Hills, Inc., a dissolved Colorado corporation, 2002
(Name of corporation before dissolution) (year)

7. The (a) name or names, and (b) mailing address or addresses, of any one or more of the individuals who cause this document to be delivered for filing, and to whom the Secretary of State may deliver notice if filing of this document is refused, are:

Alberta J. Haga
P.O. Box 7, Westcliffe, Colorado 81252

Causing a document to be delivered to the secretary of state for filing shall constitute the affirmation or acknowledgment of each individual causing such delivery, under penalties of perjury, that the document is the individual's act and-deed or the act and deed of the entity on whose behalf the individual is causing the document to be delivered for filing and that the facts stated in the document are true.

COMPUTER UPDATE COMPLETE
VF

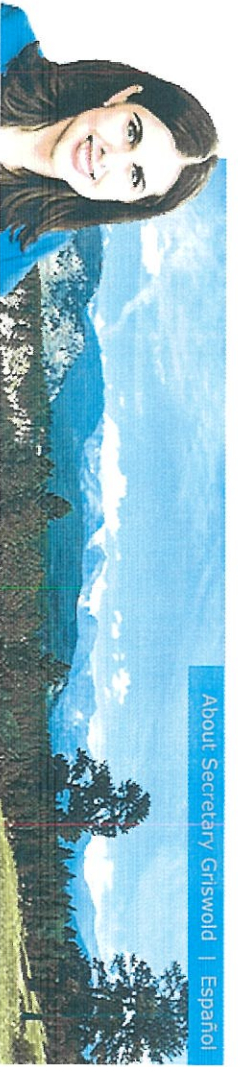
RESOLUTION OF THE BOARD OF TRUSTEES
OF THE TOWN OF WESTCLIFFE, COLORADO

WHEREAS, the recorded subdivision plat of Vivienda Parque, a subdivision of a part of the E $\frac{1}{2}$ of the SW $\frac{1}{4}$, and a part of the W $\frac{1}{2}$ of the SE $\frac{1}{4}$ of Section 17, Township 22 South, Range 72 West of the 6th Principal Meridian, in Custer County, Colorado, shows certain streets, alleys, avenues, courts, places, and lanes therein;

WHEREAS, certain of such streets, alleys, avenues, courts, places, and lanes, are located wholly or in part within the corporate limits of the Town of Westcliffe, Colorado; and,

WHEREAS, the Board of Trustees of the Town of Westcliffe, Colorado, desires to accept all of such streets, alleys, avenues, courts, places, and lanes therein as are located wholly or in part within the corporate limits of the Town of Westcliffe, Colorado, for public use and for continuous maintenance by the Town of Westcliffe, Colorado;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Westcliffe, Colorado, that all streets, alleys, avenues, courts, places, and lanes as are located wholly or in part within the corporate limits of the Town of Westcliffe, Colorado, that are shown on the recorded subdivision plat of Vivienda Parque, a subdivision of a part of the E $\frac{1}{2}$ of the SW $\frac{1}{4}$, and a part of the W $\frac{1}{2}$ of the SE $\frac{1}{4}$ of Section 17, Township 22 South, Range 72 West of the 6th Principal Meridian, in Custer County, Colorado, be and the same hereby



For this Record...
 Filing history and documents
 File a form
 Subscribe to email notification
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Summary

Details

Name	LA VISTA HILLS, INC., Dissolved August 22, 2003		
Status	Voluntarily Dissolved	Formation date	03/15/1960
ID number	19871205664	Form	Corporation
Periodic report month	March	Jurisdiction	Colorado
Principal office street address	PO BOX 7, WESTCLIFFE, CO 81252, United States		
Principal office mailing address	n/a		

Registered Agent

Name	CHRISTOPHER M. HAGA
Street address	56485 HWY 69 S, WESTCLIFFE, CO 81252, United States
Mailing address	PO BOX 7, WESTCLIFFE, CO 81252, United States

- [Filing history and documents](#)
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[Back](#)

Old Business Item A

History and Documents

07/08/2021 14:42

Name: LA VISTA HILLS, INC., Dissolved August 22, 2003

ID number: 19871205664

Found 24 matching record(s). Viewing page 1 of 1.

#	Event	Date Filed	Date Posted	EffectiveDate	Document # <small>(click to view)</small>	Comment
1	Articles of Incorporation	03/15/1960	03/15/1960	12:00 AM	19871205664	LAVISTA HILLS STABLES, INC.
2	Entity Name Change	01/13/1969	01/13/1969	12:00 AM	Not Indexed	LAVISTA HILLS STABLES, INC.
3	Amendment	05/10/1984	05/10/1984	12:00 AM	19871571462	CHANGE RORA
4	Report	12/14/1991	12/14/1991	12:00 AM	19861006141	CR86 - 03/03/86 - 8606141
5	Report Printed	02/18/1992	02/18/1992	12:00 AM		CR - 03/01/92 - 05/31/92
6	Report	12/13/1993	12/13/1993	12:00 AM	19881022413	CR88 - 03/16/88 - 881022413
7	Report Printed	02/15/1994	02/15/1994	12:00 AM		CR - 03/01/94 - 05/31/94
8	Report	03/09/1994	03/09/1994	12:00 AM	19941028147	CORP REPORT
9	Report	12/13/1995	12/13/1995	12:00 AM	19901054886	CR90 - 05/01/90 - 901054886
10	Report Printed	02/15/1996	02/15/1996	12:00 AM		CR - 03/01/96 - 05/31/96
11	Report	03/08/1996	03/08/1996	12:00 AM	19961034015	PERIODIC REPORT
12	Report	12/14/1997	12/14/1997	12:00 AM	19921028475	CR1992 - 03/18/1992 - 19921028475
13	Report Printed	02/13/1998	02/13/1998	12:00 AM		CR - 03/01/1998 - 05/31/1998
14	Report	03/09/1998	03/09/1998	12:00 AM	19981044511	PERIODIC REPORT
15	Report Printed	02/16/2000	02/16/2000	12:00 AM		CR - 03/01/2000 - 05/31/2000
16	Report	03/09/2000	03/09/2000	12:00 AM	20001050038	CORP REPORT
17	Report Printed	02/20/2002	02/20/2002	12:00 AM		PR - 03/01/2002 - 05/31/2002
18	Amendment	05/13/2002	05/13/2002	12:00 AM	20021127705	CHANGE RORA
19	Report	05/13/2002	05/13/2002	12:00 AM	20021127705	CORP REPORT
20	Amendment	05/16/2002	05/16/2002	12:00 AM	20021132999	CHANGE RORA
21	Report Printed	02/15/2003	02/15/2003	12:00 AM		PR - 03/01/2003 - 05/31/2003
22	Report Printed	06/26/2003	06/26/2003	12:00 AM		PR - 06/30/2003 - DA 08/31/2003
23	Dissolve an Entity	08/22/2003	08/22/2003	12:00 AM	20031270204	ART OF DISS--NAME NOW INCLUDES--A DISSOLVED COLORADO CORPORATION, 2003
24	Status Changed	01/01/2004	01/01/2004	12:00 AM		A DISSOLVED COLORADO CORPORATION, 2004


Old Business Item A

Donetta Davidson
SECRETARY OF STATE

DEPARTMENT OF STATE
560 Broadway Suite 200
Denver Colorado 80202

Commercial Filings
303-894-2251


CHESTER J. HAGA
LA VISTA HILLS, INC.
3 BASSICK PL.
WESTCLIFFE CO 81252


20021127705 M
\$ 25.00
SECRETARY OF STATE
05-13-2002 15:47:39

19871205664 DPC
STATE/COUNTRY OF INC CO
PERIODIC REPORT

FEE \$25.00 DUE ON OR BEFORE 05/31/2002

PERIODIC REPORT , made pursuant to section 7-90-501, C.R.S., on behalf of the entity identified above. This report must be typed, or if legible, it may be manually printed. Execution (a signature) is not required. Report current information for the following items: no director, officer or any other information is required.

- 1. Name of individual completing Report: Alberta J. Haga
- 2. Name of entity's Registered Agent: Chester J. Haga
- 3. Street Address of entity's Registered Office(must be in Colorado):
3 Bassick Place, Westcliffe, Colorado 81252
- If mail is undeliverable to this address, ALSO include a P.O. box address:* P. O. Box 7
- 4. Address of entity's Principal Office: 3 Bassick Place, Westcliffe, Colc. 81252
- Optional:* 5. Additional mailing address for entity: _____
- Optional:* 6. Entity's e-mail address _____

If more space is required for any of the above items, continue on an attached 8 1/2 x 11 sheet and check here _____

Deliver this Report to:
Colorado Secretary of State
1560 Broadway Ste 200
Denver CO 80202-5169

Include the fee stated above (\$25.00) made payable to: Colorado Secretary of State.
This report must be received (not postmarked) on or before the due date stated above.

For more information, call 303-894-2251, fax 303-894-2242, e-mail sos.business@state.co.us, or visit our Web site, www.sos.state.co.us .

Mail to: Secretary of State
Corporations Section
1560 Broadway, Suite 200
Denver, CO 80202
(303) 894-2251
Fax (303) 894-2242

For office use only 003

FILED
DONETTA DAVIDSON
COLORADO SECRETARY OF STATE

MUST BE TYPED
FILING FEE: \$5.00
MUST SUBMIT TWO COPIES

DPC19871205664

20021132777 M
\$ 5.00

Please include a typed
self addressed envelope

**STATEMENT OF CHANGE OF
REGISTERED OFFICE OR
REGISTERED AGENT, OR BOTH**

SECRETARY OF STATE
05-16-2002 14:27:46

Pursuant to the provisions of the Colorado Business Corporation Act, the Colorado Nonprofit Corporation Act, the Colorado Uniform Limited Partnership Act of 1981 and the Colorado Limited Liability Company Act, the undersigned, organized under the laws of:

Colorado

submits the following statement for the purpose of changing its registered office or its registered agent, or both, in the state of Colorado:

FIRST: The name of the corporation, limited partnership or limited liability company is: _____

La Vista Hills Inc. NC op

SECOND: Street address of current REGISTERED OFFICE is: _____

3 Bassick Pl., Westcliffe, CO 81252
(Include City, State, Zip)

and if changed, the new street address is: 56485 Highway 69 South, Westcliffe, CO 81252
(Include City, State, Zip)

THIRD: The name of its current REGISTERED AGENT is: Chester J. Haga ✓
and if changed, the new registered agent is: Christopher M. Haga

Signature of New Registered Agent *Christopher M Haga*

Principal place of business 3 Bassick Place, Westcliffe, CO 81252
(City, State, Zip)

The address of its registered office and the address of the business office of its registered agent, as changed, will be identical.

FOURTH: If changing the principal place of business address ONLY, the new address is _____

Signature *Alberta J Haga*

Title Sec./Treasurer

FILED
DONETTA DAVIDSON
COLORADO SECRETARY OF STATE

20031270204 M
\$ 10.00
SECRETARY OF STATE
08-22-2003 08:04:26

**ARTICLES OF DISSOLUTION
FOR PROFIT CORPORATION**

Form 220 Revised October 1, 2002

Filing fee: \$10.00

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Business Division,

1560 Broadway, Suite 200

Denver, CO 80202-5169

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ABOVE SPACE FOR OFFICE USE ONLY

~~REJECTED~~
20031254980 M
\$ 10.00
SECRETARY OF STATE
08-07-2003 14:48:41

198 712 05664

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OR

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(Name of corporation before dissolution) (year)

7. The (a) name or names, and (b) mailing address or addresses, of any one or more of the individuals who cause this document to be delivered for filing, and to whom the Secretary of State may deliver notice if filing of this document is refused, are:

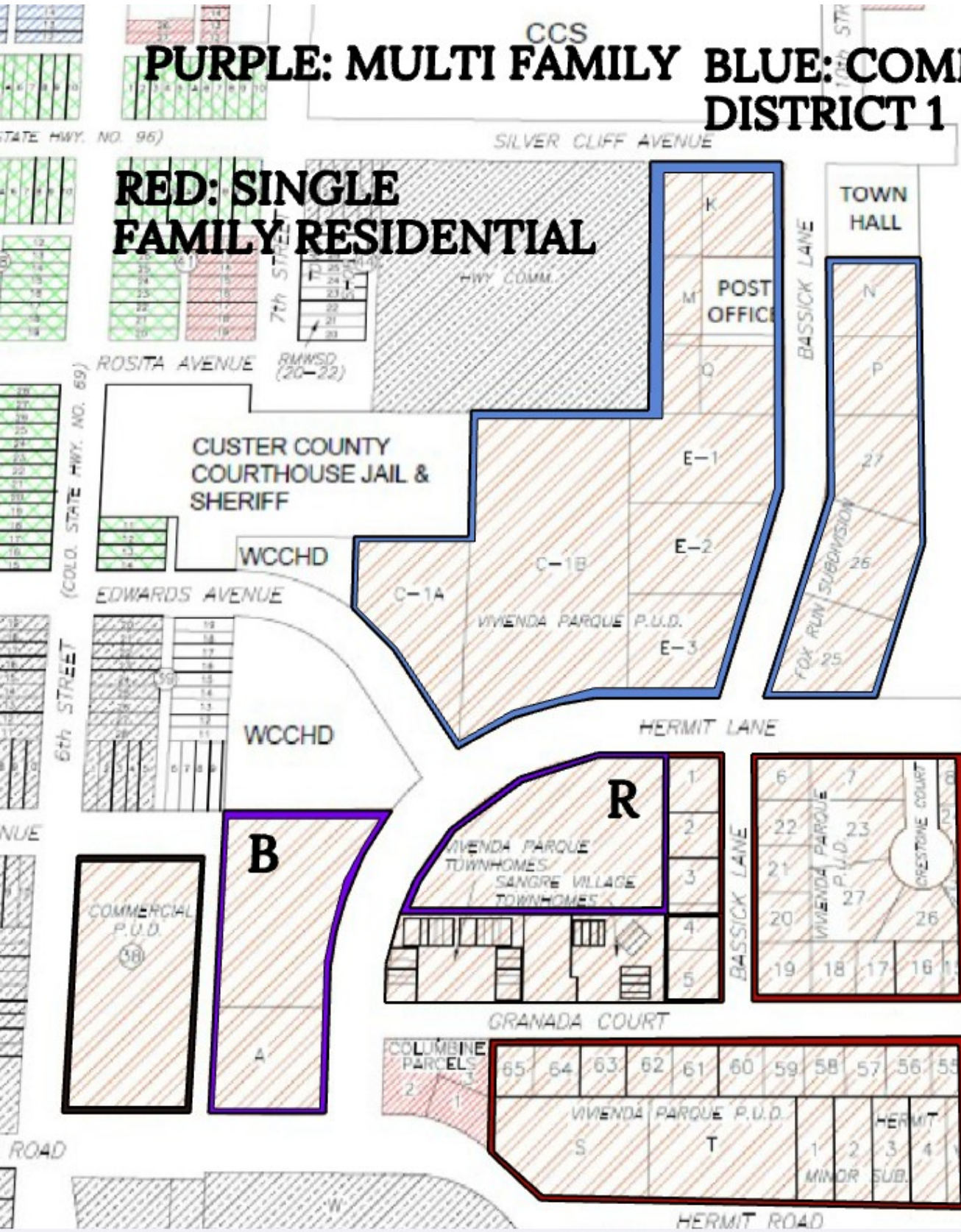
Alberta J. Haga
P.O. Box 7, Westcliffe, Colorado 81252

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COMPUTER UPDATE COMPLETE
VF

PURPLE: MULTI FAMILY BLUE: COMMERCIAL DISTRICT 1

RED: SINGLE FAMILY RESIDENTIAL



Old Business Item A

New Commercial District for Vivienda Parque (CD-1) COLOR FOR MAP=PURPLE

1. **Description of District.** This District is designed to give a zoning designation for businesses not on Main Street or in the highway Commercial District.
2. **Permitted Uses**
 - a. Retail Establishments entirely enclosed within a structure
 - b. Personal Service Establishments entirely enclosed within a structure
 - c. Office buildings
 - d. Banks and Savings and Loan Associations
 - e. Government Buildings
 - f. Eating and Drinking Places
 - g. Preexisting buildings and their uses
 - h. A single dwelling unit above, below, or behind a business, not to exceed 50% of the usable floor space
 - i. Automobile Service Stations and Repair Garages
 - j. Automobile Sales and Service
 - k. Agricultural Equipment Sales and Service
 - l. Dance Halls
 - m. Light Wholesale and Manufacturing Establishments inside a building with no excessive noise or odors
 - n. Strip malls
 - o. Sporting goods stores
3. **Prohibited Uses.** All uses not specifically permitted are prohibited. The town of Westcliffe may grant special use permits or variances to allow for flexibility.
4. **Minimum Lot Area.** Structure may extend to one hundred percent of the lot area, given that there is a paved, concrete, or chipped parking lot to accommodate business parking needs.
Minimum Front Yard: None
Minimum Side Yard: None
Minimum Rear Yard: None
Maximum Building Height: 35 feet

Old Business Item A

- 1.0 A
- 2.0 R-SF
- 3.0 R-MF
- 4.0 MH
- 5.0 B1
- 6.0 B2
- 7.0 CC
- 8.0 HC
- 9.0 HI
- 10.0 PUD
- 11.0 TN
- 12.0 MFD
- 13.0 CD-1

Old Business Item B

EXHIBIT D (10-2-1)

Agricultural
Single Family Residential
Multi-Family Residential
Mobile Home Park
Business District within PUD boundaries only
Commercial Industrial District within PUD boundaries only
Core Commercial
Highway Commercial
Heavy Industrial
Planned Unit Development
Traditional Neighborhood
Multi- Family District
Commercial District One

Old Business Item B

USE	CD-1
0.01 Single family one up to two attached or detached Dwellings	P
0.02 Three up to six family Dwellings	S
0.03 Dwellings for six or more families	S
0.04 Mobile homes	P
0.05 Mobile home parks	P
0.06 Accessory Structures and Uses	S
0.07 Home Occupations	S
0.08 Churches	P
0.09 Public Schools	P
0.1 Golf courses	P
0.11 Public parks	S
0.12 Animal grazing	P
0.13 Mining	P
0.14 RV Park	P
0.15 Farming and ranching	P
0.16 Feed yards and fur farms	P
0.17 Veterinary hospitals and kennels	P
0.18 Riding stables	P
0.19 Airports	P
0.2 Cemeteries	P
0.21 Radio broadcasting stations	S
0.22 Sanitary landfill operations	P
0.23 Sewage disposal plants	P
0.24 Lumber mills	P
0.25 Quarries, sand and gravel operations and concrete batch plants	P
0.26 Retail establishments entirely enclosed within a structure	R
0.27 Personal service businesses entirely enclosed within a structure	R
0.28 Banks and Credit Union	R
0.29 General offices	R
0.3 Government buildings	S
0.31 Lodging	S
0.32 STR1	P
0.33 STR2	P
0.34 Eating and drinking places	R
0.35 Drive-in eating and drinking places	R
0.36 Theaters and auditoriums	S
0.37 Parking lots	S
0.38 Museums	R
0.39 Dwelling units above, below, or behind the business	R
0.4 Rental of goods with a weight of no more than 200 pounds	P
0.41 Light equipment repair and service stations	R
0.42 Automobile sales, rental or service	R
0.43 Agricultural/heavy equipment sales or service	P
0.44 Building material and lumber sales	P
0.45 Public utility stations	P

Old Business Item B

0.46 Bowling alleys	S
0.47 Trucking	P
0.48 Equipment rental establishments	S
0.49 Wholesale and distribution	S
0.5 Storage units	P
0.51 Bed & Breakfast	S
0.52 Marijuana cultivation facility	P
0.53 Marijuana Product Manufacturing Facility	P
0.54 Marijuana Testing Facility	P
0.55 Medical Marijuana Center	P
0.56 Retail Marijuana Store	P
0.57 ADU	R
0.58 Planned Unit Development	A

Old Business Item B

TITLE 10 LAND USE CODE[CHAPTER 1 ADMINISTRATION](#)[CHAPTER 2 ZONING REGULATIONS](#)[CHAPTER 3 SUBDIVISION REGULATIONS](#)[CHAPTER 4 SUPPLEMENTARY REGULATIONS](#)[CHAPTER 5 VESTED PROPERTY RIGHTS](#)[CHAPTER 6 ANNEXATION PROCEDURES](#)**CHAPTER 1 ADMINISTRATION**[10-1-1: Title](#)[10-1-2: Purpose](#)[10-1-3: Authority And Enforcement](#)[10-1-4: Interpretation](#)[10-1-5: Violations And Penalties](#)[10-1-6: Definitions](#)[10-1-7: Nonconforming Buildings And Uses](#)[10-1-8: Board Of Adjustment](#)[10-1-9: Development Review Process](#)[10-1-10: Site Plan Approval](#)[10-1-11: Amendment Of Zoning Map \(Rezoning\)](#)[10-1-12: Use By Special Review](#)[10-1-13: Expiration Of Development Approval; Reapplications](#)[10-1-14: Severability](#)[10-1-15: Payment Of Costs](#)[10-1-16: Short Term Vacation Rentals](#)**10-1-1: Title**

- A. **Title.** An ordinance and map establishing Zoning Districts in Westcliffe, Colorado; regulating the location, height, bulk, size and type of buildings and other structures; the percentage of lot which may be occupied; the size of lots, courts and other open space; the size, illumination, and type of signs; the density and distribution of population; the location and use of land for residences, trade, industry, recreation, or other purposes; regulation of subdivision; PUD and supplementary regulations.
- B. **Short Title.** This Title 10 shall be known as the Westcliffe Land Use Code, portions of which are referred to herein as "Chapters," and the entirety of which is referred to as this "Title," or this "Code."

HISTORY

Repealed & Reenacted by Ord. [2-2007](#) on 8/7/2007

Repealed & Reenacted by Ord. [13-2016](#) on 9/6/2016

Repealed & Reenacted by Ord. [2-2023](#) on 2/21/2023

10-1-2: Purpose

- A. **General Purpose.** This title is necessary, designed, and enacted for the purpose of promoting the health, safety and general welfare of the present and future inhabitants of Westcliffe, Colorado, by lessening congestion in the streets and roads; securing safety from disease, fire and other hazards; providing adequate light and air; preventing the overcrowding of land; avoiding undue concentration of population; facilitating the adequate provision of transportation, communication, power, water, sewerage, schools, parks, and other public development.

HISTORY

Repealed & Reenacted by Ord. [2-2007](#) on 8/7/2007

Repealed & Reenacted by Ord. [13-2016](#) on 9/6/2016

Repealed & Reenacted by Ord. [2-2023](#) on 2/21/2023

10-1-3: Authority And Enforcement

- A. **Authority.** The Westcliffe Land Use Code is authorized by and enacted pursuant to Article 23, Chapter 31, of the Colorado Revised Statutes, as amended, and hereby is declared to be in accordance with all provisions of same.
- B. **Enforcement.** This ordinance hereby establishes and shall be enforced by an officer appointed by the Board of Trustees to be known as the "Zoning Enforcement Officer."
- C. **Zoning Enforcement Officer.** An official of the Town appointed by the Board of Trustees charged with authority for administration and enforcement of this Title.
- D. **Certificate of Occupancy.** No new building hereafter shall be occupied or used until inspected by the building inspector or person designated by the Board of Trustees and certificate of occupancy therefore has been issued by the Zoning Enforcement officer. Such certificate shall be issued within (10) working days after the inspector has been notified of the building's completion and after a final inspection has been made to determine conformance with the provisions of this Title and the International Building Code that the town is currently operating on.
- E. **Records.** All building permits, application records, records of inspection, and certificate of occupancy records shall be kept on file in the office of the Zoning Enforcement Officer/Building Inspector and shall be available for inspection by the public at the Building Inspectors office. This includes electronic records and data.
- F. **Standards and Specifications.** The Board of Trustees, by resolution, may adopt standards and specifications for the construction of all improvements as set forth in this Title.
- G. The Town shall form and maintain a Planning and Zoning Commission pursuant to C.R.S. 31-23-202 and C.R.S. 31-23-203. The Planning and Zoning Commission shall consist of five members, including the Mayor, one member of the Board of Trustees, and three members appointed by the Mayor at least one of which shall be the Town Building and Zoning Official. Pursuant to C.R.S. 31-23-203 (4), the Board of Trustees hereby elects to empower the Mayor to appoint members to the Planning and Zoning Commission, including the Town's Building and Zoning Official from either within the Town of Westcliffe, who are full-time residents of Custer County, Colorado. Policies and Procedures of the Planning and Zoning Commission shall be approved by the Board of Trustees.

HISTORY

Repealed & Reenacted by Ord. [2-2007](#) on 8/7/2007

Amended by Ord. [1-2016](#) on 1/5/2016

Repealed & Reenacted by Ord. [13-2016](#) on 9/6/2016

Repealed & Reenacted by Ord. [2-2023](#) on 2/21/2023

10-1-4: Interpretation

- A. **Interpretation.** The provisions of this Title are minimum requirements adopted for the promotion of the public health, safety, and general welfare.
- B. **Conflict.** Whenever the requirements of this Title are in conflict with the requirements of any other ordinance, rule, regulation, private covenant, or deed restriction, the more restrictive or that imposing the higher standards shall govern.

HISTORY

Repealed & Reenacted by Ord. [2-2007](#) on 8/7/2007

Repealed & Reenacted by Ord. [13-2016](#) on 9/6/2016

Repealed & Reenacted by Ord. [2-2023](#) on 2/21/2023

10-1-5: Violations And Penalties

- A. **Violation and Penalty.** Failure to comply with all of the provisions of this Title, unless a variance has been authorized by the Board of Adjustment, shall constitute a misdemeanor punishable by a fine of up to three hundred dollars (\$300.00) per day. Each day that a violation continues to exist shall constitute a separate offense, unless the Zoning Enforcement Officer has determined a more reasonable period of time to correct the violation.
- B. **Notification.** Whenever the Zoning Enforcement Officer shall find a violation of any of the provisions of this Title, that officer shall notify the person responsible for the violation in writing citing the specific Municipal Code and shall order the necessary corrections or commitment to resolutions to be made within a period of time determined to be reasonable by the Zoning Enforcement Officer.
- C. **Complaints.** Any person aggrieved by a violation or apparent violation of the provisions of this Title may file a signed written complaint (Pursuant to C.R.S 24-72-203 Public Records are open to inspection) with the Zoning Enforcement Officer, who shall investigate such complaint and take action within ten (10) working days to have the violation penalized or removed if such violation is found to exist.

HISTORY

Repealed & Reenacted by Ord. [2-2007](#) on 8/7/2007

Repealed & Reenacted by Ord. [13-2016](#) on 9/6/2016

Repealed & Reenacted by Ord. [2-2023](#) on 2/21/2023

10-1-6: Definitions

- A. **Rules of Language Construction.** For the purposes of this Title and when not inconsistent with the context:
1. Words used in the present tense include the future.
 2. Words in the singular include the plural.
 3. Words in the plural include the singular.
 4. The masculine includes the feminine.
 5. The word "shall" is mandatory and not directory.
 6. The word "may" is permissive.
 7. The particular controls the general.
- B. **Interpretation.** Certain words and phrases are defined; and certain provisions shall be interpreted as herein set out, when not inconsistent with the context. The work "structure" includes the word "building"; the work "person" includes a "firm," "association," "corporation," "partnership," and "natural person"; the work "used" includes the word "occupied," "arranged," "designed," or "intended to be used"; the word "construct" includes the words "erect," "reconstruct," "alter," "move in," and "move upon."
- C. **Definitions.**
1. "Accessory Structure." A detached subordinate structure, the use of which is customarily incidental to that of the principal building or to the main use of the land and which is

located on the same lot with the principal structure or use. Such a structure does not include dwellings or living quarters of any kind.

2. "Accessory Use." A use naturally and normally incidental and subordinate to the permitted use of a land or lot area.
3. "Alley." A public, dedicated right-of-way used primarily as a service or secondary means of access and egress to the service side of abutting property.
4. "Block." A parcel of land bounded on all sides by a street or streets.
5. "Board of Trustees." The Board of Trustees of the Town of Westcliffe, Colorado.
6. "Building." Any structure having a roof supported by columns or walls for the housing or enclosure of persons, animals, chattels, or property of any kind.
7. "Building Height." The vertical distance as measured from the average (pre-development) grade level at the four (4) points of the structure most closely approximating geographic north, south, east and west, to the highest point of the roof structure, exclusive of mechanical infrastructure such as chimneys, vents, pipes, spires or similar items. Pre-development grade shall be established by use of scaled photographs taken from the crown of the adjacent street before construction, compared to similar photographs taken after construction.
8. "Building Set-Back." A line extending across the full width or side of a lot, parallel with the street right-of-way or property line and outside of which no building or structure shall be constructed.
9. "Commission." See Planning Commission.
10. "Consumer." Any person contacted as a potential purchaser, lessee or renter as well as one who actually purchases, leases or rents property.
11. "County." Custer County, Colorado.
12. "County Commissioners." The Board of County Commissioners of Custer County, Colorado.
13. "Dedication." A grant by the owner of a right to use land to the public in general involving a transfer of property rights and an acceptance of the dedicated property by the appropriate public agency.
14. "Density." The average number of dwelling units per acre, excluding areas used for public rights-of-way.
15. "Dwelling." A principal structure designed to be used as a living place for one or more persons or families but not including hotels, lodging, motels, clubs, boarding houses. Or any institution such as an asylum, hospital, or jail where persons are housed by reason of illness or under legal restraint.
16. "Dwelling Unit." Any building or portion thereof which is intended for long-term human habitation which includes sleeping, cooking and sanitation facilities for not more than one family.
17. "Easement." A dedication of land for a specified use, such as providing access for maintenance of utilities.
18. "Fully Shielded." A lighting fixture constructed in such a manner that all light emitted by the fixture, either directly from the lamp or a diffusing element, or indirectly by reflection or refraction from any part of the luminaire, is projected below the horizontal.

19. "Government Buildings." Any buildings used as an office, branch, or agency of the federal, state, county, or municipal governing body.
20. "Heavy Industrial." Uses engaged in the basic processing and manufacturing of materials or products predominately from extracted or raw materials, or a use engaged in storage of, or manufacturing processes using flammable or explosive materials, or storage or manufacturing processes that potentially involved hazardous conditions. Heavy industrial shall also mean those uses engaged in the operation, parking or maintenance of vehicles, including trailers, cleaning of equipment or work processes involving solvents, solid waste or sanitary waste transfer stations, recycling establishments, and transport terminals (truck or trailer terminals, public works yard, container storage).
21. "Home Occupation." Any non-residential use undertaken for monetary gain within a Dwelling Unit or Accessory Structure, which:
 - a. is operated solely by the inhabitants thereof, which use clearly is incidental and secondary to the use of the Dwelling Unit for living purposes;
 - b. does not have more than one employee excluding the inhabitants at the Dwelling Unit or Accessory Structure;
 - c. does not generate excessive vehicular traffic or parking;
 - d. does not involve retail or wholesale sales of supplies or products unless said sales are commonly related to a service provided at the location of the Home Occupation or delivery of said supplies or products is by mail order or over the Internet;
 - e. has no signs, display, advertising or activity that would in any way indicate that the premises are being used for a Home Occupation except for a single sign, which may be attached either to the Dwelling Unit or the Accessory Structure, such sign not to exceed an area of two square feet;
 - f. is conducted entirely on the interior of a Dwelling Unit or Accessory Structure, except those exterior activities shall be allowed with approval by the zoning officer; and
 - g. generates no vibration, smoke, dust, odors, noise, electrical interference with radio or television transmission or reception, or heat or glare in excess of levels customarily found in residential neighborhoods that is noticeable at or beyond the property line of the premises upon which the Home Occupation is located.
22. "Light Pollution." Any and all nuisances caused by adverse effect of man-made light, including but not limited to glare, light trespass, sky glow, visual clutter, or artificial light that unnecessarily diminishes the ability to view the night sky or is disruptive to flora and fauna.
23. "Light Trespass." Light projected across property lines or into the public right-of-way when it is not required or permitted to do so.
24. "Lodging Establishment" means a bed and breakfast, as defined in C.R.S. section 12-47-103 (3), or a hotel, motel, resort, or public inn, as defined in C.R.S. section 12-44-101 (3)
25. "Lot." A parcel or portion of land separated from other parcels or portions by legal description and intended for transfer of ownership or building development.
26. "Lot Area." The total number of horizontal square feet contained within the boundaries of the lot lines of the lot.
27. "Lot Line." A line separating a parcel or portion of land from another by legal description.

28. "Lumen." A unit used to measure the amount of light that is produced by a light source. The lumen quantifies the amount of light energy produced by a lamp at the lamp, not by the energy input, which is indicated by the wattage. One foot-candle means one lumen per square foot of area illuminated.
29. "Manufactured Home." A dwelling unit which is partially or entirely manufactured in a factory; is installed on a permanent foundation; is pursuant to the International Building Code as adopted by the Board of Trustees.
30. "Marijuana" means all parts of the plant of the genus cannabis whether growing or not, the seeds thereof, the resin extracted from any part of the plant, and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or its resin, including marihuana concentrate. "Marijuana" or "marihuana" does not include industrial hemp, nor does it include fiber produced from the stalks, oil, or cake made from the seeds of the plant, sterilized seed of the plant which is incapable of germination, or the weight of any other ingredient combined with marijuana to prepare topical or oral administrations, food, drink or other product.
31. "Marijuana Accessories" means any equipment, products, or materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, composting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, vaporizing, or containing marijuana, or for ingesting, inhaling, or otherwise introducing marijuana into the human body.
32. "Marijuana Cultivation Facility" means an entity licensed to cultivate, prepare and package marijuana and sell marijuana to retail marijuana stores, to marijuana product manufacturing facilities, and to other marijuana cultivation facilities, but not to consumers.
33. "Marijuana Establishment" means a marijuana cultivation facility, a marijuana testing facility, a marijuana product manufacturing facility, or a retail marijuana store.
34. "Marijuana Product Manufacturing Facility" means an entity licensed to purchase marijuana; manufacture, prepare and package marijuana products; and sell marijuana and marijuana products to other marijuana product manufacturing facilities and to retail marijuana stores, but not to consumers.
35. "Marijuana Products" means concentrated marijuana products and marijuana products that are comprised of marijuana and other ingredients and are intended for use and consumption, such as, but not limited to, edible products, ointments, and tinctures.
36. "Marijuana Testing Facility" means an entity licensed to analyze and certify the safety and potency of marijuana.
37. "Medical Marijuana Center" means an entity licensed by a state agency to sell marijuana and marijuana products pursuant to section 14 of this article and the Colorado Medical Marijuana Code.
38. "Marijuana Retail Store" means an entity licensed to purchase marijuana from marijuana cultivation facilities and marijuana and marijuana products from marijuana product manufacturing facilities and to sell marijuana and marijuana products to consumers.
39. "Mobile Home." A structure which is transportable in one or more sections; is built upon a permanent chassis, is designed to be used as a place of living for a single family, with or without permanent foundation and retains it's original title, when connected to the required utilities; and includes the plumbing, heating, air conditioning and electrical systems contained therein.

40. "Nonconforming Building." A building or portion thereof, legally built prior to the effective date of this Title or any pertinent amendment thereto, which does not conform to the regulations for the district in which it is located.
41. "Nonconforming Use." Land or a building lawfully occupied prior to the effective date of this Title or any pertinent amendment thereto, by a use which does not conform to the regulations for the district in which it is located.
42. "Nuisance Defined." Anything which is injurious to the health or indecent or offensive to the senses or an obstruction to the free use of property so to interfere with the comfortable enjoyment of life or property is declared a nuisance and as such shall be abated.
43. "Permit." A document issued by the Town of Westcliffe, Colorado, granting permission to perform an act or service which is regulated by the said Town.
44. "Person." An individual, partnership, corporation, association, LLC, unincorporated organization, municipality, state agency, trust or any other legal or commercial entity, including joint venture or affiliated ownership.
45. "Planning Commission." The Planning Commission of the Town of Westcliffe, Colorado.
46. "Planned Unit Development (PUD)." A project or subdivision that consists of common property and improvements that are owned and maintained by an owner's association for the benefit and use of the individual units within the project.
47. "Plat." A map, drawing or chart, drawn to scale, upon which the subdivider presents proposals for the physical development of a subdivision and PUD and which he or she submits for approval and intends to record in final form.
48. "Political Sign" means a sign used in connection with a local, state or national political issue, election or referendum.
49. "Property Line." See Lot Line.
50. "Public Hearing." A public meeting held by the Planning Commission or Board of Trustees at which citizens' opinions may be voiced concerning the subject of the hearing, and at which a decision on the matter may be made.
51. "Public Notice." Notice of a public hearing by the Board of Trustees, Planning Commission or Board of Adjustment. Unless otherwise specified, such notice shall be published one (1) time in a newspaper of general circulation in the Town at least seven (7) days before such hearing. In the case of proposed changes to the Zoning Map, such publication shall be made at least ten (10) days prior to the hearing.
52. "Reservation." A legal obligation to keep property free from development for a stated period of time, not involving any transfer of property rights.
53. "Road." See Street.
54. "Right-of-Way." The entire dedicated tract or strip of land dedicated for circulation and service.
55. "RV Park." A place where people with recreational vehicles can stay overnight, or longer, in allotted spaces known as "pitches".
56. "Short Term Rental (STR)" means the rental or lease of a single-family or multi-family residential dwelling unit, or part thereof, for less than thirty (30) consecutive days. Hotel, motel, or lodge rooms and B&Bs and inns, are not considered a STR. Offering the use of one's property where no fee is charged or collected is not considered a STR.

57. "Short-Term Rental 1 (STR1)" means either:
- a. An owner-occupied dwelling unit in which bedrooms are rented or offered for rent for periods of less than thirty (30) days; or
 - b. A dwelling unit on a two-dwelling unit property, in which one unit is occupied by the owner of the entire property, and the second unit is rented or offered for rent for periods of less than thirty (30) days.
58. "Short-Term Rental 2 (STR2)" means: A dwelling unit that is not occupied by its owner that is rented or offered for rent for periods of less than 30 days.
59. "Site Development." The Zoning Enforcement Officer shall have authority to determine whether an activity, including a substantial addition to an existing structure, constitutes site development; that determination may be appealed to the Board of Adjustment, Site Development includes but is not limited to substantial clearing, grading, filling or excavation, streets and roads, drainage, utilities, parking lots and structures, landscaping, street lights, signs and moving of structures.
60. "Street." A way for vehicular traffic, further classified and defined as follows:
- a. Arterial streets are those which permit the relatively rapid and unimpeded movement of large volumes of traffic from one part of the community to another.
 - b. Collector streets are those which collect traffic from local streets and carry it to arterial streets or to local traffic generators such as neighborhood shopping centers and schools. Collector streets include the principal entrance streets to a residential development, those streets linking adjacent developments, and those streets providing circulation within such developments.
 - c. Local streets are those used primarily for direct access to lots abutting the right-of-way. Local streets carry traffic having an origin or destination within the development and do not carry through traffic.
61. "Storage Units." A facility with containers or rooms rented to store property.
62. "Subdivider." Any person acting individually or as a group dividing or proposing to divide land so as to constitute a subdivision.
63. "Subdivision."
- a. The division of a parcel of land into two or more parcels, sites or lots for the purpose, whether immediate or future, or transfer of ownership or building development; or a tract of land, including land to be used for condominiums, apartments, Townhomes or any other multiple-dwelling units, time-sharing dwelling units, unless the improvement with the same density has previously complied with the requirements of the subdivision regulations contained in this Title 10; or
 - b. The improvement of one or more parcels of land for residential, commercial or industrial structures or groups of structures involving the division or allocation of land for the dedication, opening, widening or extension of any street or streets; the division or allocation of land as open spaces for common use by owners, occupants or lease holders or as easements for the extension and maintenance of public Sewerage, water, storm drainage or other public utilities or facilities.
 - c. Unless the method of land disposition is adopted for the purpose of evading this definition, the term subdivision as defined in this Section shall not apply to any of the following divisions of land or interests in land:

- (1) The division of land by order of any court in the State or by operation of law.
 - (2) The division of land by a lien, mortgage, deed or trust or any other security instrument.
 - (3) The division of land by a security or unit of interest in any investment trust regulated under the laws of the State or any other interest in an investment entity.
 - (4) The division of land which creates cemetery lots.
 - (5) The division of land which creates an interest or interests in oil, gas or minerals which are now or hereafter severed from the surface ownership of real property.
 - (6) The division of land by the acquisition of an interest in land in the name of a husband and wife or other persons in joint tenancy or as tenants in common, and any such interest shall be deemed for purposes of this Section as only one (1) interest.
64. "Town." The Town of Westcliffe, Colorado.
65. "Unshielded Fixture." A fixture which, as designed or installed, emits all or part of the light above the lowest part of the light source.
66. "Use by Special Review." A process and procedure which provides for review and approval of certain uses which, although permitted within specific zoning districts, may contradict some regulations in the Land Use Code.
67. "Variance." The process by which an applicant can request deviation from the set of rules a municipality applies to land use and land development, typically a zoning ordinance, building code, or municipal code.
68. "Yard, Side." That part of a lot which is located between the center line of the property and abutting private property. A corner lot shall be deemed to have two front yards, and shall be required to conform to the minimum setback for yards on each side abutting the street.
69. "Yard, Front." That portion of a yard between the front lot line and the principal structure, and between the two (2) side lot lines, the depth of which shall be the least distance between the front lot line and the building.
70. "Yard, Rear." That portion of a yard between the rear of the principal structure and a rear lot line and between two (2) side lot lines, the depth of which shall be the least distance between the principal structure and the rear lot line.

HISTORY

Repealed & Reenacted by Ord. [2-2007](#) on 8/7/2007

Amended by Ord. [8-2014](#) on 11/4/2014

Repealed & Reenacted by Ord. [13-2016](#) on 9/6/2016

Amended by Ord. [5-2017](#) on 3/7/2017

Amended by Ord. [8-2018](#) on 7/3/2018

Repealed & Reenacted by Ord. [2-2023](#) on 2/21/2023

10-1-7: Nonconforming Buildings And Uses

- A. Nonconformance.** Certain uses of land and buildings may be found to be in existence at the time of enactment of this Title that do not meet the requirements of this Title. It is the intent of this Title to allow the continuance of such nonconforming uses, subject to the requirements and limits herein.
- B. Alterations and Extensions.** No building, sign or light fixture or use that is nonconforming as of the effective date of this Title shall be expanded in any way that would increase the degree of nonconformance. The following changes or alterations may be made to a nonconforming building:
1. Repair to a building, sign or light fixture that officially has been declared unsafe, to restore such building, sign or light fixture to a safe condition.
 2. Maintenance repairs that are necessary to maintain the good condition of the building, sign or light fixture.
 3. Any structural alteration that would reduce the degree of nonconformance or change the use to a conforming use.
- C. Restoration.** A nonconforming building that has been damaged by fire or other natural cause may be restored to its original usability, provided such restoration is begun within nine (9) months and completed within three (3) years of the occurrence of the damage.
- D. Discontinuance.** Whenever a nonconforming building has been vacant for a period of twelve (12) months, it shall not thereafter be reestablished. Changes of ownership qualifies as a discontinuance, therefor any future use shall be in conformance with the provisions of this Title.

Any nonconforming use in existence at the time of the effective date of this Title that has a valuation of all improvements of \$1,500 or less shall be discontinued within two (2) years from the effective date of this Title.

- E. Nonconforming Lots.** Nonconforming lots on record on the date of enactment of this Title may be built upon, provided that yard requirements are met and that the approval of the Board of Adjustment is obtained.
- F. Change in Nonconforming Use.** No nonconforming use of a building or lot may be changed to another nonconforming use.
- G. Construction Prior to Ordinance Enactment.** Nothing herein contained shall require any change in plans, construction, or designated use of a building or structure for which a building permit has been issued and construction of which diligently shall have been prosecuted within three (3) months of the date of such permit.

HISTORY

Repealed & Reenacted by Ord. [2-2007](#) on 8/7/2007

Repealed & Reenacted by Ord. [13-2016](#) on 9/6/2016

Repealed & Reenacted by Ord. [2-2023](#) on 2/21/2023

10-1-8: Board Of Adjustment

- A. Membership.** There is hereby established a Board of Adjustment for the Town consisting of the membership of the Board of Trustees as it exists from time to time. The Board of Adjustment shall have all of the rights, duties and obligations of Board of Adjustment as described in § 31-23-307, *et seq.*, C.R.S., except to the degree such duties, rights or obligations conflict with any provision of this Title or other ordinance adopted by the Board of Trustees. The Board of Adjustment shall be chaired by the Mayor, as that office is occupied from time to time.
- B. Duties and Powers.** It shall be the duty of the Board of Adjustment:

1. To meet at the call of the chairman, by his request or by the request of the Zoning Enforcement Officer, or the Planning Commission, or by the request of any party wishing to appeal a decision of the Zoning Enforcement officer. See Section E of this section for the procedure.
 2. To adopt any rules necessary to transact the board's business or to expedite its functions or powers, provided such rules are not inconsistent with the provisions of this Title.
 3. To vote upon the granting of an adjustment to requirements of this Title, which vote must have the concurrence of at least a majority of the board in order to reverse an order of the Zoning Enforcement Officer or to grant any variance or to decide in favor of the applicant on any matter.
 4. To permit the public to attend and be heard at all of its meetings.
 5. To notify in writing the Zoning Enforcement Officer, the owner involved, and the Planning Commission, of all hearings scheduled, resolutions passed, decisions made, and permits authorized.
 6. To publish or cause to be published notice of the dates of hearings, where such hearings are deemed necessary by the board.
- C. The Board of Adjustment shall have the power to interpret this Title, including any uncertainty as to boundary location, or meaning of wording, so long as such interpretation is not contrary to the purpose and intent of this Title.
- D. Section 10-1-8.D regarding the Board of Adjustment is repealed and is reenacted to provide as follows: The Board of Adjustments shall have the power to grant variances from the provisions of this Title, but only where all of the following conditions are found to exist:
1. The variance will not authorize any use other than a use enumerated as a permitted use in the district;
 2. The variance will be necessary to mitigate or relieve practical difficulties or unnecessary hardships;
 3. The variance will not place an unnecessary burden on the future resources of the Town or on adjoining land owners;
 4. The variance will not change the predominant character of the neighborhood and will be compatible with the surrounding area; and
 5. The variance will not be out of harmony with the intent and purpose of this Title.

The Board of Adjustments may impose conditions for granting any variance including, without limitation, time limits on the variance, limitations as to the uses allowed and restrictions on uses to which the variance may apply.

- E. **Procedure.** The Board of Adjustment shall act in strict accordance with all of the applicable laws of the State of Colorado and all applicable ordinances of the Town of Westcliffe. All appeals to the Board of Adjustment shall be filed in writing with the Town Clerk within fifteen (15) days of the decision being questioned. Every appeal shall indicate which provisions of this Title are involved, what relief is being sought, and the grounds on which such an appeal is predicated. The chairman of the Board of Adjustment shall, within forty-five (45) days from the filing of an appeal, call a meeting of the board for the purpose of reviewing the matter. At the same time, at the discretion of the Board of Adjustment a copy of the filed appeal may be transmitted to the Planning Commission for an opinion, which opinion shall be returned to the Board of Adjustment before the date set for hearing the appeal. Notification of the decision of the board then shall be made.

F. Appeals of the Decision of the Board of Adjustment. Review of the decision of the Board of Adjustment shall be made to the courts, as provided by law.

HISTORY

Repealed & Reenacted by Ord. [2-2007](#) on 8/7/2007

Repealed & Reenacted by Ord. [13-2016](#) on 9/6/2016

Repealed & Reenacted by Ord. [2-2023](#) on 2/21/2023

10-1-9: Development Review Process

A. Scope and Application.

1. All site development within the Town shall be required to follow the procedures and satisfy the requirements set out below prior to development. Site development is defined at Section 10-1-6.C.59. The developer is required to attend in person or by authorized representative, all meetings at which the project is considered, unless otherwise notified by the Town. With the exception of the erection of signs which must comply with the sign ordinance, no site development of property may be initiated, the use of property may not be substantially changed, substantial clearing, grading, filling or excavation may not be commenced, and buildings or other substantial structures may not be constructed, erected, moved or substantially altered except in accordance with and pursuant to one (1) or more of the following approvals:
 - a. A site plan approval pursuant to Section 10-1-10;
 - b. A planned unit development approval pursuant to Section 10-2-4.M;
 - c. A subdivision approval pursuant to Chapter 3; or
 - d. A use permitted by special review pursuant to Section 10-1-12
2. All site development must also obtain building and construction permits pursuant to the uniform codes adopted by the Town and must comply with all other applicable sections contained within this Title.

B. Pre-Application Conference. Prior to the formal submittal of any request for approval to proceed with site development, an informal pre-application conference shall be held between the applicant and the Town staff. This conference will serve to acquaint the applicant with the requirements of this Title and to allow staff to become familiar with the applicant's development intent and design philosophy. A schematic site plan and building concept drawings will aid in discussion at this conference; however applicants are encouraged not to prepare detailed designs which might require extensive revision as a result of the pre-application conference.

C. Review Process.

1. The following chart establishes the required review steps applicable to different forms of site development. Applicants seeking site development approval should refer to the chart to determine which one (1) or more "APPROVALS SOUGHT" under the left-hand column of the chart applies to the proposed site development. The required stages of review for such approval are shown on the lines to the right. Submission requirements and the specific review process for each stage are set out elsewhere in this Title under the appropriate headings. Unless otherwise indicated, amendment or modification of prior site development approval shall follow the procedure for review of the original application. Notwithstanding Section 31-23-215, C.R.S., the Planning Commission is not required to act on any application (including subdivisions) until thirty (30) days following the first public meeting or public hearing.

2. In the event the Planning Commission or Town Staff recommends denial of the application at any stage, the applicant may choose to proceed to the next stage of review or may resubmit the application at the first stage. If, in the opinion of the Building & Zoning Official, a submittal at any stage of review is incomplete, the matter shall be removed from the agenda and not further processed until deemed complete.
3. The Planning Commission or Board of Trustees may require, prior to or as a part of any preliminary or final site development review, that the applicant permit a site visit by the members of the Commission or Board, as the case may be. In the event a site visit is required, the applicant shall provide access to the property sufficient to accommodate the needs of the site visit and shall, upon request by the Town, stake, flag or otherwise identify on or above the ground those features of the property or the proposed development (for example, wetland boundaries, proposed building envelopes and heights, road alignments) requested.
4. The Planning Commission or Board of Trustees may require at any stage of review of any site development, submission of any plan, study, survey or other information, in addition to that specified in this Title, and at the applicant's expense, as such body may determine necessary to enable it to review and act upon the application in order to determine whether the application complies with the requirements of this Title:

D. Review Process Chart.

APPROVAL SOUGHT	PRELIMINARY			FINAL			COMMENTS
	S	PC	TB	S	PC	TB	
Site Plan	X	CU	CU	X	CU	CU	
Use by Special Review				X	M	H	
PUD	X	M	H	X	H	H	Ordinance required
Variance				X	M	H	TB serves as BOA
Rezoning				X	H	H	Ordinance required
Minor Subdivision				X	CU	CU	Recorded plat
Major Subdivision	X	M	H	X	H	H	Recorded plat
Vacation of Streets				X	M	H	Ordinance required
Correction plat				X			Recorded plat

S = Staff review

PC = Planning Commission

TB = Board of Trustees

M = Public Meeting

H = Public Hearing

X = Town Staff

CU = Call upon request of Planning Commission or Board of Trustees

HISTORY

Repealed & Reenacted by Ord. [2-2007](#) on 8/7/2007

Repealed & Reenacted by Ord. [13-2016](#) on 9/6/2016

Repealed & Reenacted by Ord. [2-2023](#) on 2/21/2023

10-1-10: Site Plan Approval

The requirements of this Section apply to site development (as defined at Section 10-1-6.C.59) on property for which the use proposed is a use by right and subdivision or planned unit development approval is not sought. The review process for site plan consists of two staff reviews: at the preliminary and at the final stage.

The applicant shall submit the following information in a brief summary:

- A. General project concept
- B. Specific uses proposed, and intensity of use proposed (floor area and parking demand)
- C. Proposed construction timing
- D. General concepts concerning building size and exterior materials and site plan concepts:
 1. Site plan concepts including site organization, landscaping, irrigation, grading, lighting and signs.
- E. The following additional data may be required by the Town to accompany the application:
 1. A site plan to scale showing location of structures, number of dwelling units per structure, existing contours at an interval of 2 feet, location of open space to be retained, location of off-street parking spaces, location of common areas and their proposed usage
 2. Evidence of availability of public water and sewer facilities. Such evidence shall be in the form of a written commitment by a municipal or quasi-municipal agency stating that such service will be available to the property
 3. Other information required by the Zoning Enforcement Officer
- F. The Zoning Enforcement Officer shall act to approve, approve with conditions, or deny the site plan application, with the option of seeking Planning Commission approval.

HISTORY

Repealed & Reenacted by Ord. [2-2007](#) on 8/7/2007

Repealed & Reenacted by Ord. [13-2016](#) on 9/6/2016

Repealed & Reenacted by Ord. [2-2023](#) on 2/21/2023

10-1-11: Amendment Of Zoning Map (Rezoning)

- A. **Declaration of Policy and Standards for Rezoning.** For the purposes of establishing and maintaining sound, stable and desirable development within the Town of Westcliffe, the rezoning of land is to be discouraged and allowed only under certain circumstances as provided hereafter. This policy is based on the opinion of the Board of Trustees that the Town's Zoning Map is the result of a detailed and comprehensive appraisal of the Town's present and future needs regarding land use allocation and, as such, should not be amended unless to correct a manifest error or because of changed or changing conditions in a particular area or the Town in general. Rezoning shall only be allowed if the applicant demonstrates by clear and convincing evidence that rezoning is necessary because of one or more of the following reasons:
 1. The land to be rezoned was zoned in error and as presently zoned is inconsistent with the policies and goals of the Town's Master Plan.
 2. The area for which rezoning is requested has changed or is changing to such a degree that it is in the public interest to encourage a redevelopment of the area or new approach

to development.

3. The proposed rezoning is necessary in order to provide land for a community related use which was not anticipated at the time of the adoption of the Town's Master Plan, and that such rezoning will be consistent with the policies and goals of the Master Plan.

B. Procedure for Amendments in General. The Board of Trustees may, on its own motion, on application of any Person or Persons in interest, and upon receiving recommendation of the Planning Commission, amend, supplement or repeal the regulations and provisions of this chapter, including the Zoning Map; provided that where land is sought to be rezoned on an application of any Person or Persons in interest, the applicant shall have a controlling record title ownership interest in the subject property as demonstrated by an ownership and encumbrance report or title insurance commitment issued with thirty (30) days of submission of the application. Also, an intended purchaser may make application if the purchase of the subject property is contingent on the amendment.

1. **Application.** No application shall be accepted unless accompanied by the fee as provided in Section 10-1-15.
2. **Planning Commission Recommendation.** Any proposed amendment or change to this chapter or to the Zoning Map, whether proposed by the Board of Trustees or otherwise, shall be referred to the Planning Commission for a recommendation thereon.
3. **Procedure Before Planning Commission.** Before giving an advisory report or initial recommendation on any proposed amendment to this Ordinance or to the Zoning Map, the Planning Commission shall first conduct a Public Hearing thereon. Notice of the time and place of the Public Hearing before the Planning Commission shall be given by the Town Clerk, by one publication of the same at least seven (7) days prior to the hearing, in a newspaper of general circulation in the Town, posted on display at the Town Hall and posted on the Town website. The Zoning Officer shall, at least ten (10) days prior to the hearing, post a sign on the property notifying the general public of the time and place of the hearing. The Zoning Enforcement Officer shall either mail notice of the hearing to the applicant and to the property owners within 200 feet of the property proposed for rezoning at least ten (10) days prior to the hearing, or hand deliver to the same property owners, or affix notice to the doors of the same properties.
4. **Procedure Before the Board of Trustees.** After receiving the recommendation from the Planning Commission, the Board of Trustees shall hold a Public Hearing before acting on the proposed amendment or rezoning. Notice of the time and place of the Public Hearing before the Board of Trustees shall be given by the Town Clerk, by one publication of the same at least seven (7) days prior to the hearing, in a newspaper of general circulation in the Town. At least ten (10) days prior to the hearing, the Zoning Officer shall post the property with a sign notifying the general public of the time and place of the hearing. The Zoning Enforcement Officer shall also either mail notice of the hearing to the applicant, and to the property owners within 200 feet of the property to be rezoned at least ten (10) days prior to the hearing, or hand deliver to the same property owners, or affix notice to the doors of the same properties.

C. Data to be Submitted. Prior to any consideration for amendment to the Zoning Map, the applicant shall file the following data with the Town at least fifteen (15) business days prior to the scheduled date of Public Hearing before the Planning Commission:

1. Site plans or drawings to show a demonstrated need for zoning change.
2. A written statement showing in detail how the proposed amendment will meet the criteria set forth in Section A, above.

3. A list of all property owners, within 200 feet of the property proposed for rezoning.

HISTORY

Repealed & Reenacted by Ord. [2-2007](#) on 8/7/2007

Repealed & Reenacted by Ord. [13-2016](#) on 9/6/2016

Repealed & Reenacted by Ord. [2-2023](#) on 2/21/2023

10-1-12: Use By Special Review

- A. The owner of record and the proposed user for land for which a special use is requested may make application to the Town for Use by Special Review. No application shall be accepted unless accompanied by:
 1. The fee as provided in Section 10-1-15.
 2. A site plan drawn to scale showing the location of all Buildings and structures, set-back distances, off-street loading areas, parking areas, means of ingress and egress, landscaping, utility locations with invert elevations and signage; and
 3. An ownership and encumbrance report or title insurance commitment issued with thirty (30) days of submission of the application showing the owner of the property.
 4. A written statement showing in detail how the proposed use will meet the criteria set forth in the following subsections.
 - a. Will not result in undue traffic congestion or hazard;
 - b. Will not cause significant air, odor, water, soil or noise pollution;
 - c. Will be adequately landscaped; and,
 - d. Will have adequate drainage so as to not interfere with abutting private or public property;
 - e. Will not otherwise be detrimental to the health, safety or welfare of the present or future inhabitants of the Town.
- B. A use by special review may be permitted in any Zoning District in which a use by special review is authorized as shown in Section 10-2-3, Table 1, and only if the approving agency finds that the proposed use:
 1. Meets all existing criteria for minimum Lot Area, setbacks, maximum building height, permitted signs and parking;
 2. Will not change the predominant character of the neighborhood and will be compatible with the surrounding area;
 3. Will not result in an over-intensive use of land;
 4. Will not require a level of community facilities and services greater than what is available;
 5. Will not result in undue traffic congestion or hazard;
 6. Will not cause significant air, odor, water, light or soil and noise pollution;
 7. Will be adequately landscaped; and have adequate drainage as to not interfere with abutting private or public property; and
 8. Will not otherwise be detrimental to the health, safety or welfare of the present or future inhabitants of the Town.

- C. All applications for use by special review shall be reviewed initially by the Zoning Enforcement Officer who may require additional submissions or documentation beyond those set forth in the preceding subsection. If the Zoning Enforcement Officer determines that the application includes all items contemplated by the preceding section, he or she shall place the matter on the agenda for consideration by the Planning Commission which shall make recommendation to the Board of Trustees for denial or approval of the proposed use.
- D. Notice of the Public Hearing before the Board of Trustees shall be posted and mailed in the same manner as that for rezoning under subsection 10-1-11.
- E. Approval or denial of the proposed use shall finally be determined by the Trustees, acting by resolution, after the public hearing. If the proposed use is approved, the Trustees may impose conditions or safeguards to ensure compliance with the findings set forth above, including without limitation, requirements for minimum lot area, setbacks, maximum building height, permitted signs, fencing, parking and security to guarantee compliance with the conditions. The Trustees may also require an agreement with the applicant in recordable form placing a burden upon the land.
- F. The violation of any conditions or safeguards imposed upon the special use shall be sufficient grounds for revocation of the special use approval, after public hearing by the Board of Trustees.

HISTORY

Repealed & Reenacted by Ord. [2-2007](#) on 8/7/2007

Amended by Ord. [8-2014](#) on 11/4/2014

Repealed & Reenacted by Ord. [13-2016](#) on 9/6/2016

Repealed & Reenacted by Ord. [2-2023](#) on 2/21/2023

10-1-13: Expiration Of Development Approval; Reapplications

Any preliminary or final approval of Site Development by the Town pursuant to this title shall expire and become null and void if: (1) for preliminary approvals, an application for final approval is not filed within twelve (12) months following the date of preliminary approval, or (2) for final approvals (unless a vested property right is granted under Chapter 5), the work authorized is not commenced within two (2) years from the date of final approval or if the work is ceased for a period of one hundred-eighty days (180) or more at any time after work is commenced. An extension of the time limits set forth in this section may be granted by the Board of Trustees for good cause to any applicant who applies for an extension before the time limits set forth in this section expire. For rezoning, PUD and use by special review approvals, a Public Hearing before the Board of Trustees in the manner required for final review shall be held to determine whether the zoning and/or permitted use of the property shall revert to that in place prior to the (expired) approval. Unless an extension has been granted, after Site Development approval has expired, no work shall be commenced until the developer has received new approval pursuant to the procedures set forth in this Title.

HISTORY

Repealed & Reenacted by Ord. [2-2007](#) on 8/7/2007

Repealed & Reenacted by Ord. [2-2023](#) on 2/21/2023

10-1-14: Severability

Should any section, subsection, clause, or provision of this Title be declared invalid by a court of competent jurisdiction, the invalid portion shall be severable from the remainder of this Title and such decision shall not affect the validity of this Title as a whole, or any part thereof other than the part so declared to be invalid.

HISTORY

Repealed & Reenacted by Ord. [2-2007](#) on 8/7/2007

Repealed & Reenacted by Ord. [2-2023](#) on 2/21/2023

10-1-15: Payment Of Costs

In addition to any and all other fees and charges imposed by this Code, any applicant for action under this Title shall pay the fees as set forth in [Appendix A Westcliffe Fee Schedule](#).

HISTORY

Repealed & Reenacted by Ord. [2-2007](#) on 8/7/2007

Repealed & Reenacted by Ord. [2-2023](#) on 2/21/2023

10-1-16: Short Term Vacation Rentals

- A. Purpose and Intent.** The purpose and intent of this Chapter is to ensure that residential properties in the Town used for short-term rental purposes meet minimum standards for safety and habitability and are operated in a manner consistent with surrounding residential uses and in compliance with the Town's Code, and to support a strong, streamlined process for licensing and approving short-term vacation rentals (STR) units, while ensuring that the rental of private dwellings units as STRs does not adversely impact to the quality of residential neighborhoods. Active STR'S, with valid business and special use licenses if applicable, operating on or before June 3, 2021, shall have a grace period to continue operating until January 1, 2022. All STR's, including active STR's operating on or before June 3, 2021 must apply for 2022 STR license by November 15, 2021.
- B. Definitions.** As used in this Chapter, the following terms shall have the meanings indicated, unless the context otherwise requires:
1. "Licensed Premises" means the premises specified in an approved vacation rental license which are owned or in the possession of the licensee and within which the licensee is authorized to provide short term rental accommodations in accordance with this Section.
 2. "Short Term Vacation Rental" means any rental or lease of a single-family residence, or portion thereof, for less than thirty (30) consecutive days per rental. Licensed lodging businesses, including hotel, motel, lodge, inn, B&B, and hostels operated under and governed by state statute and properly licensed by the state of Colorado are not considered Short Term Vacation Rentals. Offering the use of one's property where no fee is charged or collected is not considered a vacation rental.
 3. "Short Term Vacation Rental License" means a biennial (every two years) license issued by the Town pursuant to this Section to operate a vacation rental.
- C. Short Term Vacation Rental License Required; Term.** Effective as of June 3, 2021, it shall be unlawful for any person to operate a vacation rental within the Town without first obtaining a vacation rental license for such vacation rental. Vacation rental license shall be granted in lieu of Section 10-1-12, Use by Special Review. A vacation rental license is transferable upon request of the owner of an existing STR property, provided the new owner submits a new completed application, and passes a new inspection. Any issued STR license shall be valid from January 1st of the year it is applied for, and shall expire December 31st of the subsequent year it is applied for regardless of the date the application is submitted. License fees will not be prorated to the application date of the licensee, but will be issued to the applicant upon full payment of the license fee. All vacation rentals shall be subject to any amendments to this Section or Chapter.
- D. Authority.** The Zoning Enforcement Officer, as defined in Section 10-1-3, C., of this Title shall have the authority and responsibility in accordance with the terms of this Section to administer the vacation rental license process and to approve, deny, suspend, or revoke any vacation rental license. The Zoning Enforcement Officer shall consider any comments received from property owners, prior to approving or denying an application for a vacation rental license.

Property owners have the right to appeal any negative decision of the Zoning Enforcement Officer to the Board of Adjustment.

E. Short-Term Rental Categories and Fee Structure.

1. Short-Term Rental 1 (STR1) means either:
 - a. An owner-occupied dwelling unit in which bedrooms are rented or offered for rent for periods of less than thirty (30) days; or
 - b. A dwelling unit on a two-dwelling unit property, in which one unit is occupied by the owner of the entire property, and the second unit is rented or offered for rent for periods of less than thirty (30) days.
2. Short-Term Rental 2 (STR2) means: A dwelling unit that is not occupied by its owner that is rented or offered for rent for periods of less than 30 days.
3. **Fee Structure.**
 - a. Fee: \$200 non-refundable initial biennial licensing fee, \$150 renewal permit fee.

F. Density Restrictions.

1. **STR1 Category Density Restrictions.** No limit or restrictions on density or location.
2. **STR2 Category Density Restrictions.**
 - a. STR2 in Town residential zones (R-SF, R-MF) shall not exceed three and one-half percent (3.5%) of the total residential dwelling units eligible as short-term rentals. The total number of eligible units shall be based on tax assessor records of the most recent available year. Currently permitted STRs operating in residential zones at the time of the adoption of this policy shall be included in the calculation of the maximum number of units allowed, and are required to obtain Short Term Vacation Rental licenses. In the event the maximum number has been met, no new applications for short term rentals will be approved, but may be added to a waiting list. If a waiting list for STR licenses in any residential zone exists, new permits, once available, will be based on a first-come, first-serve basis.
 - b. No STR 2 shall be located adjacent to each other in any residential zones.
 - c. A maximum of TWO (2) STR2 in Old Town Westcliffe, as defined below, is permitted per block. STR2 already in operation, regardless of density, will be grandfathered in, subject to such STRs obtaining a license in accordance with this Chapter. Old Town Westcliffe is defined as all residentially zoned areas South of Main Street, North of Lincoln Avenue and between the alley running west of 2nd street and the alley running east of 6th street.

G. Vacation Rental License Application; Duty to Update; Written Notice.

1. Beginning on June 1, 2021, applications for a vacation rental license shall be submitted to the Zoning Enforcement Officer on a form provided by the Town. The Zoning Enforcement Officer shall not accept incomplete applications. Applications shall contain, at a minimum, the following information:
 - a. The full name, residential address, telephone number, and e-mail address of the applicant.

- b. The full name, residential address, and telephone number of an authorized agent located within sixty (60) miles of the Town, along with a copy of the writing authorizing such agent to act, in the applicant's absence, as the representative of the applicant on all matters related to operation of the vacation rental.
 - c. The address of the proposed licensed premises and a description and illustration of the area(s) that will be used for short-term rental purposes including, without limitation, parking areas and access.
 - d. Proof of lawful possession of the proposed licensed premises by the applicant, either by deed or lease. If the applicant is not the owner, the application shall include written, authorized, signed and notarized, from the owner of the proposed licensed premises for use of the same for short-term rental purposes.
 - e. Proof of current insurance coverage for the proposed licensed premises.
 - f. Proof of registration for a sales tax license with the Colorado Department of Revenue.
 - g. A completed self-compliance affidavit and an affidavit that the applicant has followed all license requirements, that there are no private rules or covenants that prohibit the use of the proposed licensed premises as a vacation rental, and that the application is complete and contains no false, misleading, or fraudulent statements.
 - h. A non-refundable application fee.
 - i. Such other information determined necessary by the Zoning Enforcement Officer to evaluate compliance of the applicant, the proposed licensed premises, and/or the proposed vacation rental activity with the requirements of the Municipal Code.
2. It is the duty of each licensee to ensure that all of the information provided in a vacation rental license application is kept up to date at all times. It shall be unlawful for a licensee to fail to provide updated information to the Zoning Enforcement Officer within thirty (30) days after the date upon which any information contained in the vacation rental license application becomes inaccurate.

H. Renewal of Vacation Rental License. It shall be the duty of each licensee to obtain a biennial renewal of the vacation rental license. The application for a renewal of a vacation rental license and the non-refundable, biennial renewal application fee are due to the Licensing Officer on or before November 15th prior to the expiration of the license year. Upon timely submission of a complete renewal application, the owner or operator of a vacation rental can continue operating pursuant to the expired vacation rental license until January 31st while the renewal application is being considered, although any renewal license shall be issued as of the original expiration date of the previous license. STR permits that are deemed active as of December 31st in any given year shall have priority for renewal the following calendar year over any new applications for STR permits, provided a renewal for said active permit is received and deemed complete and proper, and fees are paid by November 15th of the year prior to expiration. Upon approving an application for a renewal of a vacation rental license, the Town Building Official, or his or her designee, shall have the option to, within sixty (60) days of such approval inspect the vacation rental, as provided in Section 10-1-16, I., below.

I. Minimum Health and Safety Standards; Inspections.

1. Each licensed premises shall be in compliance with all applicable building, fire, health, and zoning codes, ordinances, or regulations, whether federal, state or local, including but not limited to any requirements as set forth in this or any other Title of the Westcliffe Municipal Code.

2. No license under this Chapter shall be issued until the licensed premises are inspected by the Zoning Enforcement Officer, or his or her designee, for compliance with this Section and issued a written notice of inspection approval. If an inspection report identifies a violation of this or other Section, the procedures set forth in this Title shall apply.
3. Each licensee shall post an address number on the exterior of the vacation rental such that it is visible and easy to read for emergency response purposes.
4. Each licensee shall provide a clearly-defined and maintained outdoor trash storage area.
5. Each licensee shall post, maintain, and display at all times a notice in a conspicuous location inside the vacation rental, that contains, at a minimum, the following information:
 - a. Name and phone number of the licensee;
 - b. Name and phone number of the licensee's authorized agent if the licensee cannot be reached;
 - c. The following statement: "IN AN EMERGENCY (POLICE, FIRE, MEDICAL), CALL 911."
 - d. Street address of the licensed premises;
 - e. Location of the fire extinguisher(s);
 - f. Evacuation directions in the event of a fire or other emergency;
 - g. Vacation rental license number assigned by the Town;
 - h. Maximum number of people permitted to sleep in the licensed premises;

J. Maximum Occupancy. The maximum occupancy of a vacation rental at any time shall be limited to the greater of:

1. One (1) family, as defined in this Chapter; or
2. Two (2) people per bedroom, plus two (2) people.

K. Restrictions on Use and Density.

1. A vacation rental shall only be used for lodging purposes by the person(s) staying overnight at such vacation rental. Without limiting the generality of the foregoing, a vacation rental shall not be used to entertain or host guests who are not staying overnight at such vacation rental after 10PM.
2. Private covenants may restrict the ability to use a property as a vacation rental. The Town is not a party to and does not enforce any private covenants.

L. Advertising. No property may be advertised as a vacation rental until a vacation rental license has been issued.

M. Suspension and Revocation; Appeal. Each license issued is subject to suspension and revocation, including the opportunity to appeal the outcome thereof, as set forth in this Chapter. Any license suspension or revocation successfully appealed by the licensee will be reinstated with the full force and effect of the originally granted license.

HISTORY

Adopted by Ord. [3-2021](#) on 5/3/2021

Amended by Ord. [5-2021](#) on 8/2/2021

Repealed & Reenacted by Ord. [7-2021](#) on 10/18/2021
 Repealed & Reenacted by Ord. [2-2023](#) on 2/21/2023

CHAPTER 2 ZONING REGULATIONS

- [10-2-1: Zone Districts And Map](#)
- [10-2-2: Zone District Use Schedule](#)
- [10-2-3: Zone District Regulations](#)

10-2-1: Zone Districts And Map

A. Establishment of Zoning Districts. Provision hereby is made for eleven (11) zoning districts, as follows:

1.	A	Agricultural
2.	R-SF	Single Family Residential
3.	R-MF	Multi-Family Residential
4.	MH	Mobile Home Park
5.	B1	Business District within PUD boundaries only
6.	B2	Commercial Industrial District within PUD boundaries only
7.	CC	Core Commercial
8.	HC	Highway Commercial
9.	HI	Heavy Industrial
10.	PUD	Planned Unit Development
11.	TN	Traditional Neighborhood

B. Map and Boundaries. The Town of Westcliffe hereby is divided into such of the aforesaid districts as are shown on the map entitled "Official Zoning Map of Westcliffe," referred to herein as the "Zoning Map."

The Zoning Map is hereby adopted, along with explanatory matter thereof, as a part of this Title. Said map is on file, and shall be kept on file, in the office of the Town Clerk. Amendments to the Zoning Map are listed on **Appendix B** attached hereto. Unless otherwise specified on the Zoning Map, district boundary lines are lot lines; the center lines of streets, alleys, highways, or such lines extended; corporate lines of incorporated areas; natural boundary lines such as streams; or section lines. In cases where such lines are not used, the zone district lines shall be as determined by using the scale of the Zoning Map.

HISTORY

Repealed & Reenacted by Ord. [2-2007](#) on 8/7/2007
 Repealed & Reenacted by Ord. [13-2016](#) on 9/6/2016
 Amended by Ord. [3-2017](#) on 1/4/2017
 Amended by Ord. [5-2017](#) on 3/7/2017
 Amended by Ord. [5-2018](#) on 3/12/2018
 Repealed & Reenacted by Ord. [2-2023](#) on 2/21/2023

10-2-2: Zone District Use Schedule

The following table indicates which land uses are allowed by right, Special Review, and prohibited uses, in each of the zone districts listed in Section 10-2-1. Any use not listed may be considered as a Use by Special Review.

R=Use Permitted by Right

P=Use Prohibited

S=Permitted by Special Review

A=Use Available for PUD

	USE	A	R-SF	R-MF	MH	CC	HC	HI	PUD	PUD B-1	PUD B-2	TN
.01	Single family one up to two attached or detached Dwellings	R	R	P	P	S	P	P	A	P	P	R
.02	Three up to six family Dwellings	P	S	R	P	S	P	P	A	P	P	R
.03	Dwellings for six or more families	P	P	R	P	S	P	P	A	P	P	P
.04	Mobile homes	P	P	P	R	P	P	P	P	P	P	P
.05	Mobile home parks	P	P	P	R	P	P	P	A	P	P	P
.06	Accessory Structures and Uses	R	R	R	R	R	R	R	A	P	P	R
.07	Home Occupations	R	R	R	R	S	P	P	A	P	P	R
.08	Churches	S	R	R	S	S	S	P	A	P	P	R
.09	Public Schools	S	R	R	P	P	P	P	A	P	P	P
.10	Golf courses	S	P	P	P	P	P	P	A	P	P	P
.11	Public parks	S	R	R	R	R	P	P	A	P	P	R
.12	Animal grazing	R	P	P	P	P	P	P	A	P	P	P
.13	Mining	S	P	P	P	P	P	S	A	P	P	P
.14	RV Park	P	P	P	P	P	S	P	A	P	P	P
.15	Farming and ranching	R	P	P	P	P	P	P	A	P	P	P
.16	Feed yards and fur farms	R	P	P	P	P	P	P	A	P	P	P
.17	Veterinary hospitals and kennels	R	P	P	P	S	R	P	A	P	P	P
.18	Riding stables	R	P	P	P	P	P	P	A	P	P	P
.19	Airports	S	P	P	P	P	P	P	A	P	P	P
.20	Cemeteries	S	P	P	P	P	P	P	A	P	P	P
.21	Radio broadcasting stations	S	P	P	P	S	S	S	A	P	P	R
.22	Sanitary operations landfill	S	P	P	P	P	P	P	A	P	P	P

.23	Sewage disposal plants	S	P	P	P	P	P	S	A	P	P	P
.24	Lumber mills	S	P	P	P	P	P	S	A	P	P	P
.25	Quarries, sand and gravel operations and concrete batch plants	S	P	P	P	P	P	S	A	P	P	P
.26	Retail establishments entirely enclosed within a structure	S	P	P	P	R	R	S	A	R	P	R
.27	Personal service businesses entirely enclosed within a structure	S	P	P	P	R	R	P	A	R	P	R
.28	Banks and Credit Union	P	P	P	P	R	R	P	A	R	P	R
.29	General offices	P	P	P	P	R	R	S	A	P	P	R
.30	Government buildings	P	S	S	P	R	R	S	A	R	P	R
.31	Lodging	P	P	P	P	R	R	P	A	R	P	R
.32	STR1	R	R	R	R	R	R	P	R	R	R	R
.33	STR2	S	S	S	S	R	R	P	R	R	R	R
.34	Eating and drinking places	P	P	P	P	R	R	P	A	R	P	R
.35	Drive-in eating and drinking places	P	P	P	P	S	R	P	A	P	R	P
.36	Theaters and auditoriums	P	P	P	P	R	R	P	A	R	P	R
.37	Parking lots	S	S	S	S	S	S	R	A	R	P	R
.38	Museums	S	S	S	S	S	S	S	A	R	P	R
.39	Dwelling units above, below, or behind the business	P	P	P	P	R	R	S	A	R	R	R
.40	Rental of goods with a weight of no more than 200 pounds	P	P	P	P	R	R	R	A	R	P	R
.41	Light equipment repair and service stations	P	P	P	P	P	R	R	A	P	R	P
.42	Automobile sales, rental or service	P	P	P	P	P	S	R	A	P	R	P
.43	Agricultural/heavy equipment sales or service	S	P	P	P	P	S	R	A	P	R	P
.44	Building material and lumber sales	P	P	P	P	P	S	R	A	P	R	P

.45	Public utility stations	S	S	S	S	S	S	R	A	P	R	R
.46	Bowling alleys	P	P	P	P	S	R	P	A	P	R	P
.47	Trucking	P	P	P	P	P	P	R	A	P	R	P
.48	Equipment rental establishments	S	P	P	P	S	R	R	A	P	R	P
.49	Wholesale distribution and	R	P	P	P	S	R	R	A	P	R	P
.50	Storage units	P	P	P	P	P	S	R	A	R	R	P
.51	Bed & Breakfast	S	S	S	S	S	S	P	A	R	R	R
.52	Marijuana cultivation facility	P	P	P	P	P	P	P	P	P	P	P
.53	Marijuana Product Manufacturing Facility	P	P	P	P	P	P	P	P	P	P	P
.54	Marijuana Testing Facility	P	P	P	P	P	P	P	P	P	P	P
.55	Medical Marijuana Center	P	P	P	P	P	P	P	P	P	P	P
.56	Retail Marijuana Store	P	P	P	P	P	P	P	P	P	P	P

HISTORY

Repealed & Reenacted by Ord. [2-2007](#) on 8/7/2007
 Repealed & Reenacted by Ord. [13-2016](#) on 9/6/2016
 Amended by Ord. [3-2017](#) on 1/4/2017
 Amended by Ord. [5-2017](#) on 3/7/2017
 Amended by Ord. [5-2018](#) on 3/12/2018
 Repealed & Reenacted by Ord. [2-2023](#) on 2/21/2023

10-2-3: Zone District Regulations

A. A-Agricultural District.

1. **Description of District.** This district is designed to protect and preserve the agricultural industry of the Town of Westcliffe, and to protect the rural property owners from encroachment by urban land uses. This district was formerly the A-1 Agriculture District and is hereby renamed.
2. Area and Height Standards:
 - Minimum Lot Area: 5 acres
 - Minimum Front Yard: 25 feet
 - Minimum Rear Yard: 25 feet
 - Minimum Side Yard: 25 feet
 - Maximum Building Height: 35 feet

B. R-SF-Single Family Residential District.

1. **Description of District.** This district is designed to retain and provide areas of low to medium-density development characteristically used for single-family dwellings and two-family dwelling units.

"Dwelling, Single-Family" means a detached residential dwelling unit, other than a mobile home, designed for and occupied by one family only.

"Dwelling, Two-Family" means a detached residential building containing two dwelling units, designed for occupancy by not more than two families.

Minimum floor area:

Single-family residences: 550 square feet; and
Second detached single-family residence; cannot be larger than the primary residence.

Area and Height Standards:

Minimum lot area: 6,250 square feet
Minimum front yard: 10 feet
Minimum rear yard:

On alley: 5 feet
Without alley: 10 feet

Minimum side yard: 5 feet to lot line on each side of building
Maximum building height: 30 feet

C. **R-MF-Multi-Family Residential District.**

1. This district is designed to accommodate permanent multifamily Dwelling Units from a density of no more than six (6) dwelling units per minimum lot area. This district was formerly the R-3A Multi-family district and is hereby renamed.
2. Area and Height Standards:

Minimum lot area: 12,500 square feet
Minimum front yard: 20 feet
Minimum back yard:

On alley: 10 feet
Without alley: 20 feet

Minimum side yard: 10 feet to lot line on each side of building
Maximum building height: 35 Feet

D. **MH-Mobile Home Park District.**

1. **Description of District.** This district is designed to allow for permanent residential mobile home development to a density of twelve (12) dwelling units per acre. This district was formerly the R-4 Mobile Home Residential District, and is hereby renamed
2. ⁸ No mobile home more than fifteen (15) years old may be placed within a new mobile home park, or moved into an existing mobile home park. Mobile homes may be placed only within an approved mobile home park.

3. Area and Height Standards: Individual homes within a mobile home park.

Minimum front yard to lot line: 10 feet
Minimum rear yard to alley or lot line: 10 feet
Minimum side yard to lot line: 10 feet
Minimum separation between two mobile homes: 20 feet
Maximum building height: 16 feet

4. Area and Height Standards: Mobile home park

- a. **Minimum Front Yard.** Measured from the nearest edge of the roadway there shall be a front yard of not less than twenty (20) feet for all mobile homes. For mobile home parks fronting on a State or Federal Highway, the required front yard shall be fifty (50) feet.
- b. **Minimum Rear Yard.** Measured from the nearest edge of the roadway, there shall be a rear yard of not less than twenty (20) feet for all mobile homes. Where the side yard abuts a State or Federal highway, the required side yard shall be fifty (50) feet.
- c. **Minimum Side Yard.** Measured from the nearest edge of the roadway, there shall be a side yard of not less than twenty (20) feet for all mobile homes. Where the side yard abuts a State or Federal highway, the required side yard shall be fifty (50) feet.

5. **Design Requirements.** A property may be rezoned to Mobile Home Park District upon petition for an amendment to the Zoning Map. When petitioning for this zone change, there shall be provided a site design by a registered engineer, architect or qualified planner, complete in detail showing the following

- a. Location and legal description.
- b. Entrance to and exits from the park.
- c. Plans, showing size and arrangement of mobile home lots and stands, location of roadways, service and utility buildings.
- d. Topography map showing original and final contours at two (2) foot intervals.
- e. Provisions for drainage.
- f. Area set aside for recreation, clothes washing and drying, storage, and off-street parking.
- g. Fencing and landscaping plan on the premises.
- h. Plans for water supply and distribution.
 - i. Plans for sewage collection and disposal.
 - j. Provisions for trash and garbage storage and removal.
- k. Plans for underground gas, electric, and phone service connections to each space.
- l. Typical lot plan.
- m. For each mobile home lot, and for four (4) truck camper or travel trailer lots there shall be provided:

(1) Recreational area in the amount of three hundred (300) square feet.

- (2) Space for mechanical washing and clothes drying facilities in the amount of twenty-five (25) square feet.
- (3) Two off-street parking spaces for each lot; except for truck camper or travel trailer lots.

n. Service and utility buildings and appurtenances, garbage and trash containers, racks and rack locations, rodent and insect control, water and sewage provisions must meet with the approval of the Colorado Department of Public Health and the local health authority.

o. **Enforcement of Regulations.** The owner or operator of the mobile home park shall arrange for the management and supervision of the mobile home park so as to enforce or cause compliance with the provisions of this Section. The owner, operator or attendant of the mobile home park shall assume all responsibility for maintaining all facilities in good repair and condition.

E. B-1 Business District within PUD Boundaries Only.

1. **Description of District.** This district is designed to accommodate businesses that ordinarily serve the permanent residents of the area and that are pedestrian oriented.

2. **Permitted Uses.**

- a. Retail Establishments entirely enclosed within a structure
- b. Personal Service Establishments entirely enclosed within a structure
- c. Banks and Savings and Loan Associations
- d. Government Buildings
- e. Lodging establishments including Short Term Rentals
- f. Eating and Drinking Places
- g. Museums
- h. Theaters and Auditoriums
- i. Parking Lots
- j. Nonconforming buildings and nonconforming uses
- k. A single dwelling unit above, below, or behind a business, not to exceed 50% of the usable floor space
- l. Rental of consumer goods with a weight of no more than 200 pounds
- m. Uses by special review pursuant to Section 10-1-12

3. **Prohibited Uses.** All uses not specifically permitted are prohibited. Mobile homes and mobile offices are prohibited except as nonconforming uses.

4. **Minimum Lot Area.** Structure coverage may extend to one hundred percent (100%) of the lot area.

Minimum Front Yard: None
 Minimum Side Yard: None
 Minimum Rear Yard: None
 Maximum Building Height: 35 feet

5. **Repeal of District.** On and after the effective date of Ordinance#10-2000 (February 6, 2001), no new application for rezoning to this B-1 District shall be accepted or processed by the Town, it being the intention of the Board of Trustees that this district be replaced by the Core Commercial and/or Highway Commercial Districts. The regulations pertaining to the B-1 District set forth in this Section shall remain in force for so long as any property within the Town remains zoned as B-1. When no properties within the Town remain so zoned, this Subsection 10.2.3E shall be automatically repealed

F. **B-2 Commercial-Industrial District within PUD Boundaries Only.**

1. **Description of District.** This district is designed to accommodate businesses that ordinarily serve customers arriving for a specific service by automobile, and light industrial, wholesaling, and manufacturing establishments.
2. Permitted Uses:
 - a. Automobile Service Stations and Repair Garages
 - b. Automobile Sales and Service
 - c. Agricultural Equipment Sales and Service
 - d. Building Material and Lumber Sales
 - e. Public Utility Stations
 - f. Drive-in Eating and Drinking Places
 - g. Dance Halls
 - h. Bowling Alleys
 - i. Driving Ranges and Miniature Golf
 - j. Trucking and Storage Operations
 - k. Maintenance Shops
 - l. Equipment Rental Establishments
 - m. Wholesale and Manufacturing Establishments
 - n. Lodging establishments including Short Term Rentals
 - o. Eating and Drinking Places in connection with lodging
 - p. Nonconforming buildings and nonconforming uses
 - q. Uses by special review pursuant to Section 10-1-12
3. **Prohibited Uses.** All uses not specifically permitted are prohibited. Mobile homes and mobile offices are prohibited except as nonconforming uses.
4. **Minimum Lot Area.** Structure coverage shall not exceed fifty percent (50%) of the lot area.

Minimum Front Yard: 50 feet from any public right-of-way
 Minimum Rear and Side 50 feet from any residential property line;
 Yards: 25 feet from any other property line
 Maximum Building Height: 35 feet
5. **Repeal of District.** On and after the effective date of Ordinance #10-2000 (February 6, 2001), no new application for rezoning to this B-2 District shall be accepted or processed

by the Town, it being the intention of the Board of Trustees that this district be replaced by the Highway Commercial and/or Industrial Districts. The regulations pertaining to the B-2 District set forth in this Section shall remain in force for so long as any property within the Town remains zoned as B-2. When no properties within the Town remain so zoned, this Subsection 10.2.3.F shall be automatically repealed.

G. CC Core Commercial District.

1. **Description of District.** This district is designed to accommodate businesses that ordinarily serve the permanent residents of the area and that are pedestrian oriented.
2. Area and Height Standards:

Minimum lot area: 3,125 square feet

Minimum front yard: 0 feet, subject to a "build-to line" requirement which may be established by the Board of Trustees.

Minimum side yard: 0 feet

Minimum rear yard: 20 feet

Maximum building height: 35 feet

H. HC Highway Commercial District.

1. **Description of District:** This district is designed to accommodate businesses that ordinarily serve customers arriving for a specific service by automobile.
2. Area and Height Standards:

Minimum lot area: 3,125 square feet

Minimum front yard: 20 feet

Minimum side yard: 5 feet

Minimum rear yard: 10 feet

Maximum building height: 35 feet

Maximum lot coverage: 50%

I. Repealed.

J. HI – Heavy Industrial District.

1. **Description of District.** This district is intended to provide a location for a variety of employment opportunities such as manufacturing, warehousing and distributing, indoor and outdoor storage and a wide range of industrial operations. Locations for this zone require good access to major arterial streets and adequate water, sewer and power.

Minimum lot area: 1 acre

Minimum front yard: 50 feet from any public right-of-way

Minimum rear and side yards: 50 feet from any residential property line; 25 feet from any other property line

Maximum building height: 35 feet

Maximum lot coverage: Structure coverage shall not exceed fifty percent of the lot area

K. PUD – Planned Unit Development District.

1. **Description of District.** This district is designed to provide flexibility in the development of large sites, and to promote the unified development and use of such sites while protecting environmental and ecological assets.

2. **Available Uses.** Any or all of the uses enumerated in the A, R-SF, R-MF, MH, CC, HC, LI and HI districts are available for inclusion in a Planned Unit Development.
3. **General Standards.** The following general standards shall be observed regarding planning, design, and construction of the PUD:
 - a. The PUD shall be consistent with the intent of the Master Plan and the policies therein.
 - b. The PUD shall be designed in a manner such that wherever possible, it protects the environmental assets of the Town including considerations of elements such as environmental pollution, streams and storm drainage courses and scenic vistas.
 - c. The PUD's relationship to its immediate surroundings shall be considered in order to avoid adverse effects to surrounding development caused by traffic circulation, building height or bulk, lack of screening, or intrusions on privacy.
 - d. The PUD design and construction plans shall take into account characteristics of soils, slopes, geological hazards and flood hazards in a manner intended to protect the health, safety, and welfare of potential users of the PUD. These aspects of the plan must be accompanied by a soil engineering, storm drainage and flood report on the suitability of the area for the intended use to a state of sound protection before a building permit may be issued.
 - e. Design and construction of the PUD shall include adequate, safe, and convenient arrangements for pedestrian circulation, roadways, driveways, off-street parking and loading space.
 - f. Setbacks and lot widths shall be as required by the Commission to provide adequate access and fire protection and to insure proper ventilation, light, air and snow melt between buildings. As a general guide, twenty feet (20') between buildings is considered minimum.
4. **Requirements Regarding Site.** The following requirements shall be observed regarding the site of the PUD: Planned open spaces within the PUD, including those open spaces being used as public or private recreation sites or open space easements, shall be protected by adequate covenants running with the land, or by conveyances or dedications.
5. **Residential Density.** The overall average density of the total residential area within the PUD shall not exceed twenty-five (25) dwelling units per acre of residential area.
6. Off-street parking spaces shall be provided in the PUD according to the off-street parking regulations contained in Chapter 4.
7. **Circulation.** Circulation shall be determined by review of each PUD. The PUD must have an adequate internal street circulation system. Public streets must serve all planned units; however, that private roads may be permitted if they meet minimum construction standards and can be used by police and fire department vehicles for emergency purposes, and each structure or use in the PUD provides off-street loading spaces or service courts.
8. **Application for Approval.** An application for approval of a Planned Unit Development shall be signed by the developer and by all owners of record of the land proposed to be included therein, and shall be filed with the Town Clerk. The application shall be accompanied by:
 - a. A plan for handling the water and sewage needs of the development.

- b. A plat to scale showing proposed streets, lots, and permissible lot uses.
- c. A copy of all proposed restrictive covenants.

The plat and all proposed restrictive covenants shall be submitted prior to and without recordation. If the application is approved by the Board of Trustees, the developer shall record the plat and all restrictive covenants, as approved, within sixty (60) days from the effective date of approval. Neither the developer nor the owners shall sell any lot within the proposed Planned Unit Development until the application has been approved by the Board of Trustees and until the plat and restrictive covenants, as approved, have been recorded.

In considering an application, the Board of Trustees may require production of such other information and material as it deems necessary to enable it to determine the feasibility of the proposed Planned Unit Development, including material reflecting on the financial ability of the developer to meet his obligations under the application and under the proposed plan.

9. **Applicable Restrictions.** If the application is approved by the Board of Trustees, upon recordation of the plat and all restrictive covenants, as approved, and further upon applicants' compliance with any conditions imposed by the Board of Trustees, the restrictions as to use, occupancy, building set-back, maximum building height, permitted signs, and parking, contained in the plat and restrictive covenants, as approved, shall govern and shall be the zoning regulations for such Planned Unit Development, for the term specified in the restrictive covenants unless sooner repealed or amended by the Board of Trustees, and beyond the said term and after the expiration of such restrictive covenants as covenants until repealed or amended by the Board of Trustees.
10. **Review Procedure.** The review or modification procedure for a Planned Unit Development shall follow that for rezoning (Section 10-1-11), and Major Subdivision (Section 10-3-5.) Approval of an ordinance rezoning the property to PUD is required.
11. **Planned Unit Developments Approved Prior to May 2nd, 2006.** Planned Unit Developments finally approved by the Town prior to May 2nd, 2006, that authorize B-1 or B-2 uses may apply to the Town for conversion of the B-1 or B-2 uses to CC, HC or I uses.

L. TN – Traditional Neighborhood.

1. **Description of District.** This District encompasses portions of the existing highway and core commercial district of Town. Intended uses include retail, office, residential, service and similar uses compatible with a mixed-use shopping and residential area.
2. Permitted Uses:
 - a. Single family homes
 - b. Three up to six family dwelling
 - c. Accessory Structures and uses
 - d. Home Occupations
 - e. Churches
 - f. Public Parks
 - g. Radio broadcasting stations
 - h. Retail establishments entirely enclosed within a structure

- i. Personal service businesses entirely within a structure
 - j. Banks and credit unions
 - k. General offices
 - l. Government buildings
 - m. Lodging establishments including Short Term Rentals
 - n. Eating and drinking places
 - o. Theaters and auditoriums
 - p. Parking lots
 - q. Museums
 - r. Dwelling units above, below, or behind the business
 - s. Rental of goods with a weight of no more than 200 pounds
 - t. Public utility stations
3. Residential uses must provide off-street parking.
4. Area and Height Standards:
 Residential Use: Minimum lot area: 6,250 square feet
 Minimum front yard: 10 feet
 Minimum rear yard: On alley: 5 feet
 Without alley: 10 feet
 Minimum side yard: 5 feet to lot line on each side of Building
 Maximum building height: 30 feet
 Commercial Use: Minimum lot area: 3,125 square feet
 Minimum front yard: 0 feet, subject to a "build-to line" requirement which may be established by the Board of Trustees.
 Minimum side yard: 0 feet
 Minimum rear yard: 20 feet
 Maximum building height: 35 feet
5. **Prohibited Use.** Existing commercial uses on lots smaller than 6,250 sq. ft., or whose buildings are not set back at least 10 ft. from their highway frontage property line may not change to residential.

HISTORY

Repealed & Reenacted by Ord. [2-2007](#) on 8/7/2007

Repealed & Reenacted by Ord. [13-2016](#) on 9/6/2016

Amended by Ord. [16-2016](#) on 11/1/2016

Amended by Ord. [3-2017](#) on 1/4/2017

Amended by Ord. [5-2017](#) on 3/7/2017

Amended by Ord. [5-2018](#) on 3/12/2018

Repealed & Reenacted by Ord. [2-2023](#) on 2/21/2023

CHAPTER 3 SUBDIVISION REGULATIONS

[10-3-1: Purpose And Intent](#)

[10-3-2: Control](#)

[10-3-3: Jurisdiction](#)

[10-3-4: Minor Subdivision Procedure](#)

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[10-3-6: Plats And Data](#)

[10-3-7: Design Standards](#)

[10-3-8: Required Improvements](#)

10-3-1: Purpose And Intent

- A. **Purpose.** These regulations are enacted pursuant to C.R.S. § 31-23-101, et seq., for the purpose of promoting the health, safety and general welfare of the present and future inhabitants of the Town of Westcliffe.
- B. **Intent.** These regulations are intended to establish minimum requirements for assuring efficient circulation, adequate improvements, sufficient open space and good subdivision design by providing for the proper arrangement of streets in relation to other existing or planned streets, for adequate and convenient open spaces, for traffic circulation, utilities, emergency access, recreation, light and air and for the avoidance of population congestion and the establishment of standards for the design and construction of improvements.

HISTORY

Repealed & Reenacted by Ord. [2-2007](#) on 8/7/2007

Repealed & Reenacted by Ord. [2-2023](#) on 2/21/2023

10-3-2: Control

It shall be unlawful for any person to subdivide any land, whether by sale, conveyance, gift, delivery or recording of a plat, deed or other legal instrument or by any other means except in accordance with the provisions of this Title. No building or occupancy permit shall issue with respect to any lot or tract of land which has been subdivided in violation of this Title. All new subdivisions shall be submitted to the Town for review. No final plat for a subdivision shall be approved and accepted by the Board of Trustees unless it conforms with this Title.

HISTORY

Repealed & Reenacted by Ord. [2-2007](#) on 8/7/2007

Repealed & Reenacted by Ord. [2-2023](#) on 2/21/2023

10-3-3: Jurisdiction

This Chapter shall apply to all land located within the legal boundaries of the Town, and all land located within three miles of the corporate limits and not located in any other municipality for purposes of control with reference to the plan for major streets only, pursuant to C.R.S. § 31-23-212.

HISTORY

Repealed & Reenacted by Ord. [2-2007](#) on 8/7/2007

Repealed & Reenacted by Ord. [2-2023](#) on 2/21/2023

10-3-4: Minor Subdivision Procedure

- A. Imposing a condominium form of ownership upon existing built structures, and subdivisions which meet all of the following criteria, may be processed in accordance with the procedures outlined in this paragraph:
1. The subdivision results in no more than four (4) lots or interests in land all structures must have the same use and zoning.
 2. All lots are adjacent to a dedicated and accepted public street.
 3. All required improvements, including drainage requirements determined by the Zoning Enforcement Officer, as set forth in Section 10-3-8 are already in existence and available to serve each Lot.
 4. Each lot will meet requirements of this Title.
- B. Upon receipt of an application for approval of a minor subdivision, the Zoning Enforcement Officer shall review the application to determine whether the conditions of ¶ A have been met and that the application is properly one for a minor subdivision.

- C. Upon a determination by the Zoning Enforcement Officer that the above conditions have been met, the applicant shall submit two reproducible originals and may be required to provide up to five copies of a subdivision plat in accordance with Section 10-3-6.C. The applicant shall submit a certificate by a registered engineer that all required improvements are already installed, available and adequate to serve each lot of the subdivision. The applicant shall submit a fee as set forth in [Appendix A Westcliffe Fee Schedule](#) as per Section 10-1-15. Unless the plat is called up for review by the Planning Commission or Board of Trustees pursuant to ¶ D below, the plat shall be recorded following the Zoning Enforcement Officer's approval.
- D. The Zoning Enforcement Officer shall notify the Planning Commission and Board of Trustees, in writing, of the approval of a minor subdivision. Within five (5) business days of the date of such notice, the Planning Commission or Board of Trustees may call the application up for review or the Zoning Enforcement Officer may do so. In such event, the applicant shall be notified and the Planning Commission and/or Board of Trustees shall review the application and render the final decision.

HISTORY

Repealed & Reenacted by Ord. [2-2007](#) on 8/7/2007

Repealed & Reenacted by Ord. [13-2016](#) on 9/6/2016

Amended by Ord. [2-2021](#) on 5/3/2021

Repealed & Reenacted by Ord. [2-2023](#) on 2/21/2023

10-3-5: Major Subdivision Procedure

A. Staff Review.

1. Prior to filing an application for approval of a Subdivision other than a Minor Subdivision qualifying under Section 10-3-4, the Subdivider shall submit to the Zoning Enforcement Officer an outline development plan and data as specified in Section 10-3-6.A. This procedure shall not require a formal application, fee or filing of a plat.
2. The Zoning Enforcement Officer shall review the outline development plan to determine its general acceptability and compliance with the objectives and standards of this Title, and may hold conferences with the Subdivider to discuss desirable modifications of the plan.

B. Preliminary Plat.

1. The Subdivider may make application to the Town for Subdivision. No application for preliminary plat approval for the Subdivision shall be accepted for filing unless accompanied by:
 - a. The fee as set forth in then – current fee schedule in [Appendix A Westcliffe Fee Schedule](#) as per Section 10-1-15;
 - b. Three (3) copies of the preliminary plat, together with all information specified in Section 10-3-6.B;
 - c. An ownership and encumbrance report or title insurance commitment issued within thirty (30) days of submission of the application showing all owners of the property to be subdivided.
 - d. A list of all property owners, within three hundred (300') feet of the property proposed for rezoning, prepared by a title company issued within thirty (30) days of submission of the application, mineral interest owners of record, mineral and oil and gas lessees for the property.

- e. The signatures of all record owners of the property or a representative of the record owners holding a power of attorney to act for the record owners.
2. The preliminary plat shall be scheduled for Public Hearing by the Planning Commission at its next regular meeting, provided the application is filed at least twenty (20) days prior to the meeting.
3. The Planning Commission shall review the preliminary plat for compliance with this Title and negotiate with the sub divider on the type and extent of improvements to be installed and on modifications deemed advisable.
4. Within thirty (30) days following submittal, the Planning Commission shall inform the sub divider of its approval or disapproval stating the conditions of approval, if any, or if disapproved, stating the reasons for disapproval. Any conditions must be met before submittal of a final plat.
5. Conditional approval of the preliminary plat shall be deemed a tentative expression or approval of the general layout as submitted or modified, pending approval of the final plat.

C. Final Plat.

1. A final plat shall not be accepted for filing unless accompanied by:
 - a. The fee as set forth in then – current fee schedule in [Appendix A of the Westcliffe Fee Schedule](#) as per Section 10-1-15;
 - b. Three (3) copies of the final plat, together with all information specified in Section 10-3-6.C;
 - c. An updated ownership and encumbrance report issued within thirty (30) days of submission of the application for final plat by a title insurance company showing the current record owners of the property;
 - d. Evidence that the property covered by the final plat will have access to the state highway system in conformance with the state highway access code.
2. The final plat shall be filed with the Town within one year after approval of the preliminary plat as set forth in Section 10-1-13. The final plat shall be submitted at least twenty (20) days prior to the meeting of the Planning Commission at which it is to be considered.
3. Following review, the Planning Commission shall act to approve or disapprove the final plat, and send its recommendations to the Board of Trustees for its approval or disapproval of the final plat. If the plat is disapproved, the Planning Commission shall state the reasons in writing and furnish a copy to the subdivider. Only upon approval and recording of the final plat with the County Clerk and Recorder, shall the Town issue building permits for structures within the subdivision.
4. No sale of any lot within the subdivision, including an attempted sale by metes and bounds in an attempt to avoid the requirements of this Title, shall be made prior to recordation of the final plat. Any sale made or attempted in violation of this section shall be void and both the seller and buyer shall be chargeable in the Municipal Court.

HISTORY

Repealed & Reenacted by Ord. [2-2007](#) on 8/7/2007

Repealed & Reenacted by Ord. [13-2016](#) on 9/6/2016

Amended by Ord. [2-2021](#) on 5/3/2021

Repealed & Reenacted by Ord. [2-2023](#) on 2/21/2023

10-3-6: Plats And Data

A. Outline Development Plan and Data. The Outline Development Plan and data shall contain the following information presented in a narrative and schematic form:

1. **Location Sketch.** The location sketch shall show the current zone of the proposed subdivision and the relationship of the proposed subdivision to the surrounding area within one-quarter mile of the subdivision's boundaries. The sketch plan shall be a drawing at suitable scale not smaller than 1" = 200' in a legible medium, and shall clearly show the following: the proposed layout of streets and lots in relation to topographic conditions and natural landscape features on the site; the proposed location and extent of major open spaces and public sites; general locations of utilities, easements and installations; proposed land uses; and indication of building types, with approximate location of major buildings and/or building envelopes.
2. **General Development Information.** The outline development plan shall describe or outline the existing conditions of the site and the proposed development as necessary to supplement the drawings required in Subsections 1 and 2, above, and shall include information on existing covenants, land characteristics and information describing the development proposal, such as number of residential lots or dwelling units, typical lot width and depth, price ranges of lots and dwelling units, proposed protective covenants, proposed utilities and street improvements.

B. Preliminary Plat and Data.

1. The Preliminary plat may be drawn with scaled dimensions and need not be an engineering drawing with calculations or dimensions and survey closures. The Preliminary plat shall be prepared at a scale of not smaller than 1" = 100', shall show all existing conditions required in the Outline Development Plan and shall contain all information including at least the following:
 - a. Outer boundary lines of the tract.
 - b. Location and dimensions of all existing streets, alleys, utility easements, drainage areas and all other significant features.
 - c. Proposed streets on and adjacent to the tract; name, right-of-way width and location; type, width and elevation of surfacing; curbs; gutters; sidewalks and culverts.
 - d. Lot lines, lot numbers and block numbers.
 - e. Location, dimensions and purpose of all other proposed easements and rights-of-way to be reserved or dedicated for public use, such as schools, parks, playgrounds, etc.
 - f. Location and acreage of sites, if any, for multi-family dwellings shopping centers, community facilities, industry or other use exclusive of single family dwellings.
 - g. Site data, including number of residential lots and typical lot size.
 - h. Name of proposed subdivision; names and addresses of owners and subdividers; designers and engineers; date; scale; north arrow; and legal description of tract.
2. A drainage plan shall be submitted along with the Preliminary plat and shall show all information including at least the following:
 - a. A topographic map of ground elevation on the tract based on the United States Geologic Survey datum plane or a datum plane approved by the Planning

Commission showing contours at two foot intervals.

- b. A drainage report prepared by a licensed engineer certified to practice in the State of Colorado, showing the proposed drainage plan for the subdivision, including location, design and capacity of proposed retention and detention facilities.
3. A utilities plan shall be submitted showing at least the following:
- a. Location and size of existing utilities within and adjacent to the subdivision, including water, sewer, electricity, gas and telephone.
 - b. Proposed utility system including water mains, fire hydrants, sewers, other utility mains (electricity, gas, telephone) and any other services that shall supply the subdivision. All utilities must be constructed within approved easements or rights-of-way.
 - c. Utility clearance record showing approval by utility companies that service can be supplied.
 - d. Include street light plan.
4. Supplemental data shall be submitted as follows:
- a. Subsurface conditions on the tract; location and results of tests made to ascertain subsurface soil, rock and ground water conditions.
 - b. Draft of proposed covenants, if any, whereby the subdivider proposes to regulate land use in the subdivision and otherwise protect the proposed development.
 - c. Such additional information as may be required by the Planning Commission to determine that the subdivision can be constructed without an adverse effect on the surrounding area, and by reason of its location or design, will not place an undue burden on public utilities and community facilities.
 - d. Application for rezoning if required for the development of the subdivision.

C. Final Plat and Data.

1. The Final plat shall be an engineering drawing prepared to normal engineering tolerances of accuracy with calculated rather than scale dimension. The exterior lines of the Final plat shall join or close. The plat shall be drawn in permanent ink on reproducible linen or Mylar with outer dimensions of twenty-four (24) inches by thirty-six (36) inches and shall be at a scale of 1" = 100'. The Final plat may constitute the entire approved Preliminary plat or any logical portion of the approved Preliminary plat proposed for immediate recording. The Final plat shall conform to the approved Preliminary plat and shall include all changes and additions as required by the Planning Commission and shall show the following:
 - a. Primary control point, description and "ties" to such control points to which all dimensions, angles, bearings and similar data on the plat shall be referred.
 - b. Tract boundary lines; right-of-way lines of streets, easements and other rights-of-way; property lines of residential lots and other sites; with accurate dimensions, bearings or deflection angles and radii, arcs and central angles of all curves. All dimensions, both linear and angular, shall be determined by an accurate control survey in the field which must balance and close within a limit of one (1) in ten thousand (10,000). No final plat showing plus or minus dimensions will be approved.

- c. Total acreage and surveyed legal description of the subdivision.
 - d. Name and right-of-way width of each street or other right-of-way.
 - e. Location, dimensions and purpose of any easements.
 - f. Numbers to identify each block, lot and/or site.
 - g. Purpose for which sites, other than residential lots, are dedicated or reserved.
 - h. Location and description of all monuments, both found and set.
 - i. Owners of record of adjoining unplatted land.
 - j. Reference to recorded subdivision plats of adjoining platted land by record name, date and number.
 - k. Signature and seal of land surveyor registered in Colorado certifying to the accuracy of the survey and plat including a statement explaining how bearings, if used, were determined.
 - l. Signature block for certification of approval by the Planning Commission and Board of Trustees, with signatures by the Chairman of the Planning Commission and the Mayor.
 - m. Certification of title showing that the applicant is the landowner.
 - n. Statement by the subdivider dedicating streets, alleys, rights-of-way, easements and public sites.
 - o. Title under which the subdivision is to be recorded, scale, north arrow and date.
2. Other documents required at the time of submission of the Final plat shall be:
- a. Complete engineering plans and specifications for all public facilities to be installed, including water and sewer utilities, streets and related improvements, bridges and storm drainage.
 - b. Clearance record showing approval by the Health Department and utility companies.
 - c. A statement, a copy of which shall be available for public inspection at Town Hall and which shall include:
 - (1) Name and address of each person having an interest in the subdivision or development and the extent of such interest.
 - (2) Such statement of the condition of the title to the land comprising the subdivision, including all encumbrances, deed restrictions and covenants applicable to the subdivision.
 - (3) In the case of a subdivision or portion thereof against which there exists a blanket encumbrance, a statement of the consequences for an individual purchaser of a failure, by the person or persons bound, to fulfill obligations under the instrument or instruments creating such encumbrances and the steps, if any, taken to protect the purchaser in such eventuality.
 - (4) Such statements of the developer as the Planning Commission and Board of Trustees may require and such other information, documents and certifications as the Planning Commission and Board of Trustees may require as being reasonable, necessary or appropriate for the protection of consumers.

- d. Protective covenants, if any, in form for recording.
- e. Repealed and reenacted to provide as follows:
 - f. Such other certificates, affidavits, endorsements, deductions or development agreements as may be required by the Planning Commission or Board of Trustees in the enforcement of this Title.

HISTORY

Repealed & Reenacted by Ord. [2-2007](#) on 8/7/2007

Repealed & Replaced by Ord. [8-2014](#) on 11/4/2014

Repealed & Reenacted by Ord. [2-2023](#) on 2/21/2023

10-3-7: Design Standards

A. General Site Considerations.

1. A proposed subdivision shall be in general compliance with respect to adequate dedication or reservation of street rights-of-way, utility easements and open spaces for schools and recreation areas.
2. A proposed subdivision shall not, by reason of its location or design, cast an undue burden on public utility systems and community facilities on or adjacent to the tract. Where extension and enlargement of public utility systems and community facilities is necessary, the subdivider shall make provision to offset higher net public cost or earlier incursion of public cost necessitated by the subdivision. Due consideration shall be given to the difference between anticipated public costs of installation, operation and maintenance and anticipated public revenue derived from the fully developed subdivision in determining added net public cost.
3. No land shall be subdivided in areas where soil, subsoil or flooding conditions are a potential danger to health and safety.
4. Drainage areas wherever possible shall be left in a natural state, and no encroachment shall be made on the natural channel. Multiple use of drainage and park facilities as, for example, through use of retention ponds is encouraged. A plan to prevent water pollution shall be submitted and adhered to wherever any modification of topography is required during construction within one hundred feet of any stream, ditch or drainage channel.
5. Provision shall be made to preserve groves of trees, streams, and other desirable topography and natural landscape features as determined by the Planning Commission. Provision shall be made for the perpetual maintenance of such features through private covenants or other means acceptable to the Planning Commission and Board of Trustees.
6. A proposed subdivision shall be designed in such manner as to be coordinated with adjoining subdivisions with respect to the alignment of street rights-of-way and utility and drainage easements and open spaces.
7. Where a subdivision borders an arterial street, a landscaped buffer area shall be provided for adequate reduction of noise.
8. Lot lines shall be laid out so as not to cross municipal boundary lines.
9. The subdivider shall demonstrate to the Planning Commission that the street, lot and block pattern for nonresidential subdivisions takes into account other uses in the vicinity and the view from arterial streets and highways. The following standards shall be observed in reviewing nonresidential subdivisions:

B. Blocks.

1. Lot size, width, depth, shape, orientation and minimum building setback lines shall be appropriate for the location of the subdivision and for the type of development and use contemplated and shall facilitate the placement of buildings with sufficient access, outdoor space, privacy and view.
2. Depth and width of properties reserved or laid out for commercial and industrial purposes shall be adequate to provide for off-street parking, landscaping and loading areas required by the type of use and development contemplated.
3. Corner lots for residential use shall have extra width to accommodate the required building setback line on both street frontages. Each lot shall be provided with satisfactory access to an existing public street.
4. A planting screen easement, across which there shall be no right of access, shall be provided along the property line of lots abutting an arterial street. A statement dissolving right of access from individual lots to the arterial street shall be included with the Final plat.

C. Streets.

1. Arrangement of Streets.

- a. The arrangement, extent, width, type and location of all streets shall be designed in relation to existing or planned streets, to topographic conditions, to public convenience and safety, and to the proposed use of land to be served.
- b. Collector streets shall not intersect arterial streets at intervals of less than one thousand three hundred twenty feet (1,320').
- c. Streets shall be extended to the boundaries of the property, except where such extension is prevented by topography or other physical conditions, or where the connection of streets with existing or probable future streets is deemed unnecessary for the advantageous development of adjacent properties. Where future extension of a street is anticipated, a temporary turnaround having a minimum outside diameter of eighty feet (80') shall be provided.
- d. Streets, rights-of-way and pavement shall be adequate to accommodate the type and volume of traffic anticipated to be generated on them.
- e. Streets carrying nonresidential traffic, particularly truck traffic, shall not normally be extended to the boundaries of existing or potential residential areas.

2. Closed-End Streets.

- a. The maximum allowable length of closed-end streets in single-family residential and multi-family residential development shall be six hundred feet.
- b. Closed-end streets shall be provided with circular turnarounds having a minimum outside right-of-way diameter of one hundred twenty feet and a minimum pavement diameter of ninety feet.

3. **Intersections.** Streets shall intersect at right angles, except as provided in C.7.a. hereof.

4. **Half Streets.** The dedication of a half street shall not be accepted unless:

- a. The subdivider obtains for the Town a dedication from the abutting landowner of the other one-half of the street; and

- b. The subdivider obtains from the abutting landowner an agreement in a form satisfactory to the Town which guarantees the cost of the improvements and construction of the same on the half street within a time suitable to the Town; and
- c. The subdivider guarantees the construction of the improvements on the half street which he or she is dedicating.

5. **Perimeter Streets.** When the plan dedicates a street, which ends on the plat or is on the perimeter of the plat the subdivider shall convey the last foot of the streets on the terminal end or outside border of the plat to the Town in fee simple and such shall be designated as outlets. The Town shall put the same to public use for public road and access purposes when, within its sole and absolute discretion, it deems advisable.
6. Right-of-way pavement and sidewalk widths shall be as follows:

Minimum widths in feet by street type:			
Type	Right-of-Way	Pavement	Sidewalk
Arterial	100	48 (divided)	5
Collector	80	40*	5
Local	60	30*	4
Alley	20	15	NA
*measured from flow line of gutter to flow line of gutter			

7. Horizontal Alignment.

- a. Where street centerlines deflect from each other at any point by more than fifteen degrees (15°) they shall be connected by horizontal curves having minimum radii as follows:

Local streets	100 feet
Collector streets	200 feet
Arterial streets	400 feet

- b. A tangent not less than one hundred feet (100') long shall be provided between reverse curves on collector and arterial streets.
- c. Cross streets which cannot be directly aligned at intersections shall be separated by a horizontal offset of not less than one hundred twenty-five feet (125') between centerlines, provided that this requirement shall not apply to the alignment of short, opposite closed-end streets.

8. Vertical Alignment.

- a. No vertical grade shall be less than two-tenths percent (0.2%) in order to facilitate adequate drainage.
- b. Maximum percent of street grade, except as provided below*:

Local streets	7%
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Collector streets	6%
Arterial streets	5%

*Where a horizontal curve occurs on a grade of over five percent (5%), the maximum allowable percent of grade on the curve shall be reduced by five-tenths percent (0.5%) of each fifty feet (50') that the curve radius is less than four hundred feet (400').

**Street grades shall not exceed four percent (4%) for a distance extending at least forty feet (40') in each direction from a street intersection.

- c. **Street Names.** Names of new streets shall not duplicate names of existing streets, provided that new streets which are extensions of, or which are in alignment with, existing streets shall bear the names of such streets.

D. Utilities.

1. Where necessary for installations and maintenance of utility systems, easements of at least ten feet (10') in width shall be reserved along rear lot lines, or at other locations which will not interfere with the sitting of buildings.
2. Where a subdivision is traversed by a water course, drainage way or stream, there shall be provided a perpetual drainage easement conforming substantially with the lines of such water course, and of such width as necessary and adequate to carry off the predictable volume of storm water drainage from a twenty-five (25) year frequency storm.
3. In general, utility systems shall be arranged and located in such manner as to avoid cross connections, minimize trenching and adequately separate incompatible systems.

- E. **Subdivision Access.** Whenever access to the subdivision is required across land outside the Town limits, the subdivider shall demonstrate the access to the subdivision is legally established.

HISTORY

Repealed & Reenacted by Ord. [2-2007](#) on 8/7/2007

Repealed & Reenacted by Ord. [2-2023](#) on 2/21/2023

10-3-8: Required Improvements

A. General Regulations.

1. The subdivider shall enter into an agreement with the Town to guarantee construction of all required improvements, including streets, curbs and gutters, driveways, sidewalks, storm drainage systems, streetlights and street trees.
2. Under such agreement the subdivider shall post a performance bond, certified check, letter of credit, or other security acceptable to the Town in an amount equal to the estimated cost of construction of improvements.
3. The performance bond or certified check posted by the subdivider shall not be released until final construction of improvements has been completed and inspected at the subdivider's expense and approved and accepted by the Town.
4. The improvements required by the following subsections shall be provided in each subdivision proposed, and to the extent determined by the Planning Commission and Board of Trustees. Required improvements shall be designed in accordance with the

detailed design standards and specifications deemed necessary by the Town and shall be constructed in accordance with the approved plans and the construction requirements and specifications.

5. No improvements shall be made until all plans and specifications have been reviewed and approved by the Town.
6. **Maintenance of Required Improvements.** Adequate provisions for the satisfactory maintenance of streets and utilities improvements, including easements, shall be made by dedication of such improvements to the Town. Those improvements which will not be maintained by the Town (sanitary sewer; potable water; fire hydrants and underground utilities) shall be dedicated to the appropriate provider. Prior to acceptance by the Town, the improvements to be dedicated shall be inspected and approved by the Board of Trustees or its authorized representatives.
7. **Water and Sewer.** The subdivider shall present written documentation from the relevant providers that they are ready, willing and able to serve the subdivision.

B. Street Improvements.

1. **Grading.** Street rights-of-way shall be graded as necessary to provide adequate surface drainage and convenient access to lots or sites.
2. **Pavement Base.** The pavement base shall be properly drained and constructed of suitable materials so as to support the contemplated traffic load.
3. **Pavement.** Pavement shall be constructed of asphalt or concrete of sufficient thickness to support the contemplated traffic load. Streets shall be paved to the widths required under Section 10-3-7.C.6.
4. **Alleys.** If alleys are provided, they shall be in a graded gravel condition.
5. **Curbs and Gutters.** All streets shall be provided with concrete curbs and gutters for the pavement edging. Such curbs and gutters shall be designed as an integral part of the pavement.
6. **Driveways and Access Ways.** Where appropriate to the type of development proposed, driveways or access ways shall be provided for vehicular access to each structure or parking or loading area. Driveways and access ways provided shall be of adequate width and constructed with suitable sub grade base, drainage and surfacing to be durable under the use contemplated. Driveways shall provide for parking off-street of at least two (2) passenger vehicles per residential lot.
7. **Sidewalks and Walkways.** Sidewalks and walkways shall be provided where necessary or appropriate for the safety and convenience of pedestrians. Width of sidewalks shall be as specified in Section 10-3-7.C.6. Sidewalks and walkways shall be durably constructed with all-weather surfacing and shall be adequately lighted and maintained for the use contemplated.
8. **Street Name Signs.** Easily legible street name signs shall be installed at street intersections or as necessary for convenient identification of streets.

C. Public Improvements Required.

1. **Storm Drainage System.**
 - a. The improvements and facilities shown on the report submitted pursuant to Section 10-3-6-B.2.b (as amended, modified or supplemented if required by the terms of preliminary or final approval).

- b. Storms drainage shall not be permitted to empty into any sanitary sewerage system.
 2. **Sanitary Sewerage System.** The sanitary sewerage system shall be connected to an existing public sanitary sewer system and shall consist of a closed system of sanitary sewer mains and lateral branch connections to each structure or lot -upon which a structure is to be built. The sanitary sewerage system shall be of sufficient size and design to collect all sewage from all proposed or probable structures within the subdivision or development.
 3. **Potable Water System.** The potable water system provided shall connect to an existing public water system and shall consist of water mains directly connected to using structures by means of lateral branches. The water system shall be of sufficient size and design to supply potable water to each structure or lot upon which a structure is to be built.
 4. **Fire Hydrants.** Fire hydrants shall be installed at street intersections and at other points as necessary to assure that no building is located more than five hundred feet (500') from the nearest fire hydrant.
 5. **Underground Utilities.** All Underground utilities shall be placed below the surface of the ground in raceways and conduits or other acceptable means. Transformers, switching bases, terminal boxes, meters, cabinets, pedestals, ducts and other facilities necessarily appurtenant to such underground connections shall not be located on power poles but shall be placed on or under the surface of the ground, and where placed on the surface shall be adequately screened and fenced as necessary for safety and concealment.
 6. **Streetlights.** Street lighting and associated underground street lighting supply circuits shall be installed. The minimum requirement shall be .4 foot candles on the street. All streetlights shall be fully shielded such that they produce no light higher than the horizontal plane of the light source. The street lighting plan specifying the number and approximate location of street lights must be included on the final plat. The style of fixture shall, as per Title 10-4-3, be the standard, Town-approved style for street and parking lot lights within the Town.
 7. **Reference Monuments.** Permanent reference monuments shall be installed in accordance with C.R.S. § 38-51-105.
- D. **Warranty.** All workmanship and materials for all required improvements shall be warranted by the subdivider for a period of two (2) years from the date of the Town's acceptance of the required improvement; provided that any defects which are the result of public abuse, misuse or acts of God are not the responsibility of the subdivider. For perimeter fences that abut collector and arterial streets, the warranty period shall be two (2) years. In the event that any other provision of this Code or specifications adopted pursuant thereto requires a warranty of workmanship or materials for a different period of time, that provision requiring the longer period shall govern. The inspection or acceptance of any required improvement by the Town shall not relieve the subdivider of his or her warranty of workmanship and materials.

HISTORY

Repealed & Reenacted by Ord. [2-2007](#) on 8/7/2007

Amended by Ord. [8-2014](#) on 11/4/2014

Repealed & Reenacted by Ord. [2-2023](#) on 2/21/2023

CHAPTER 4 SUPPLEMENTARY REGULATIONS

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10-4-1: Signs

A. Definition.

1. "Sign" means any object or device or part thereof, including an artistic work, which is situated outdoors or in an exterior window and is used to advertise, identify, display, direct or attract attention to an object, person, institution, organization, business, product, service, event, or location by any means, including, without limitation, works, letters, figures, design symbols, colors, sculpture, motion, illumination, or projected images.
2. "Wall Mural(s)" means artwork painted on the surface of a building exterior or other structure not including trademarks or business advertising; murals may be permitted following application and review and approval by the Planning Commission and the Board of Trustees.

B. General Limitations. No signs of any nature shall be allowed, constructed, erected or maintained, except as herein specifically provided or by a sign permit. A permit must be obtained from the Zoning Enforcement Officer. The applicant shall submit a drawing or representation of the proposed sign, along with mounting specifications and scaled drawing showing the sign placement on the property or building. The fee for the sign permit is per (see [Appendices Westcliffe Fee Schedule](#)) and must be submitted with the application.

The following signs may be exempt from the permit requirement or addressed individually regarding the other requirements of this Chapter:

1. Temporary signs used by churches, synagogues or other civic Organizations. Such signs may be erected not earlier than two weeks prior to the opening of the event and shall be removed not later than one week after the activity is over.
2. Holiday signs, displays and decorations.
3. "Political sign" means a sign used in connection with a local, state or national political issue, election or referendum. Political signs of eight (8) square feet or less erected on private property only. Signs may be erected no earlier than sixty (60) days prior to the election and removed no later than fourteen (14) days after the election. Political signs larger than eight (8) square feet require a permit and shall meet the other requirements of this chapter.
4. Signs showing underground or public utilities.
5. Interior window signs (signs that are inside a building and within two (2) feet of a window that can be viewed through a window). Any lit interior window signs must be turned off at the close of business. The owner of a lit sign that is consistently left turned on after business hours shall be required to refrain from the use of such signs at the direction of the Zoning Enforcement Officer.
6. Private warning signs (no hunting, etc.)
7. Vending machine signs, including ATM signs.
8. Public information service signs of less than twelve (12) square feet.

9. Real estate signs not to exceed six (6) square feet in sign area, and located on the ground floor level of the property which is being advertised. One (1) sign is allowed on each street frontage. Real estate signs may not be affixed to live trees. Such signs shall be removed fourteen (14) days following closing. Real estate parcels one (1) acre or larger may have a real estate sign not in excess of sixteen (16) square feet and ten (10) feet high.
10. Garage sale signs.
11. Commemorative signs, cornerstones and plaques not exceeding two (2) square feet.
12. Official government or traffic signs of the Town, County or State, and/or signs required or specifically authorized for public purpose by any law, statute or ordinance (e.g., directional signs.).
13. Flags of any state, nation, or government. Flags must be in good condition not faded or worn, frayed, defaced, or modified in any way. Flags may not exceed fifty (50) square feet in size and no flagpole may be higher than thirty-five (35) feet in any zone districts except residential districts, in which the maximum height shall be twenty-five (25) feet.
14. Barber poles that do not exceed eight (8) feet in height and are used in conjunction with a barber shop.
15. Not more than two (2) signs identifying the house number and the names of the occupants, not to exceed one (1) square foot each

C. Moveable Business Signs and Off-Site Business Signs of a Permanent Nature.

1. Each business located in the Core Commercial District along Main Street shall be allowed one (1) sign each of a moveable design (sandwich board, A-frame or free standing) to be placed on the public sidewalk area in front of their respective businesses. Those businesses located on Second Street and not Main Street shall be allowed one (1) sign, of the type described above, to be located in front of their respective business and one (1) off-site sign of the same design to be located on the public sidewalk at the corner of Main Street and the street on which their business is located, the signs in these locations must be placed in an orderly fashion so as to not inhibit pedestrian flow or obstruct another business' sign.
2. The signs must be constructed of durable materials and painted or finished, as the material requires, to withstand the elements, and of sufficient weight to resist being blown over or sliding, an internal weighting system may be used to accomplish this requirement. The signs must have the appearance of being professionally designed, constructed, lettered and painted and maintained in their original condition. The signs shall not have any rough, sharp or jagged edges and all sharp metal edges must be covered (i.e., with a frame). The signs may be constructed with or have an area made of materials that allow for the information to be changed such as a chalkboard, dry erase or changeable letter board.
3. The maximum overall size of the signs shall be thirty (30") inches in width by forty-six (46") inches in height, as measured from the sidewalk, when set up for display.
4. The signs must be taken in at the close of business and not placed in a manner that obstructs pedestrian traffic when in use this requirement applies to all districts where the use of such signs is allowed. The secondary signs for those businesses on Second Street must be returned to and stored in the place of business at the close of business hours. All such signs must be taken down and stored during periods of inclement weather, for safety. If a sign that is consistently left out after business hours or is

consistently moved about by the action of wind, the owner shall be required to refrain from the use of such sign at the direction of the Zoning and Building Official.

5. The owner of the sign(s) assumes all liability for personal injury or property damage resulting from its placement on public or private property.
 6. No sign of a permanent nature shall identify or advertise a business or establishment, except on the lot upon which the business or establishment is located, without the approval of the Board of Adjustment. If approval of an off-site sign is obtained from the Board of Adjustment all regulations contained in 10-4-1 of the Town of Westcliffe Code of Ordinances shall apply to such sign.
- D. Signs shall be set back from all traveled portions of the road or from the property Line ten (10) feet if the sign is not on the site of the business being advertised. On-site signs may be placed up to the property line and shall be placed in such a manner as to not interfere with normal traffic and maintenance vehicles for the roadway. In no event shall a sign be placed in a manner which obstructs normal traffic or maintenance of the property. No sign shall be located so that it shall interfere with or detract from orderly traffic movements, obscure or impair the vision of the driver of any motor vehicle or which is a hazard to traffic.
- E. All illuminated signs shall be so placed as to prevent the light rays or illumination there from being cast upon residential dwellings or being cast so as to interfere with traffic control signals or the safe operation of vehicles. Beacons or search lights shall not be permitted for advertising purposes. New internally lit external signs are prohibited unless approved by a variance by the Board of Adjustments. House numbers, may be illuminated from an internal light source. Signs shall not be animated, oscillate, rotate, move, or have the illusion of motion.
- F. All signs and other forms of outdoor advertising, together with any supports, braces, guys and anchors, shall be kept in good repair and in a safe state of preservation so as to preserve the initial intent of their design and so as to remain fully readable. All signs erected to serve temporary purposes, such as for community events, social events, entertainment's special or limited sales, real estate sales and similar circumstances, shall be removed within two weeks from the date of their purpose ceased to exist.
- G. The maximum size for a sign projecting from the face of a building, or mounted perpendicular to the face of a building, shall not exceed fifteen (15) square feet of display face per side, which shall encompass the copy, insignia, back ground and borders. Both sides of the sign may be used.
- H. Except as otherwise specifically permitted or exempted, no signs are permitted in the Residential - Single-Family Zone Districts. No signs, display, advertising or activity that would in any way indicate that the premises are being used for a Home Occupation except for a single sign, which may be attached either to the Dwelling Unit or the Accessory Structure, such sign not to exceed an area of four square feet;
- I. The maximum height of any sign shall not exceed sixteen (16) feet above grade.
- J. Signs projecting over a street or other public space shall project not more than three (3) feet, and shall be no closer than two (2) feet to a plumb line from the curb line. Clearance below such signs shall be a minimum of eight (8) feet. No sign shall project above the roof-line. No signs shall project over an alley.
- K. The maximum size for a sign fixed flat against the face of a building shall not exceed one (1) square foot per liner foot of store front.
- L. No signs shall be erected, maintained or permitted to remain publicly displayed which are misleading, fraudulent, obscene.

- M. No signs may contain any radio, phonograph, whistle, bell or other sound or noise making or transmitting device or instrument.
- N. Any sign that exists at the time of the adoption of this Title, but does not conform to the provisions thereof, shall not be altered or enlarged without making the entire sign conform with the provisions of this ordinance. This shall not be construed so as to prevent necessary maintenance of the sign to keep it in good repair.
- O. Wall murals may be permitted by resolution of the Town Board if they:
1. present no safety issue;
 2. are compatible with the surrounding area;
 3. are not obscene.
 4. contain art work that has been submitted and approved by the Board of Trustees.
- P. Signage in the Town's Highway Commercial Zone (zone HC) shall:
1. have a maximum size of sixty-four (64) square feet provided the sign is at least forty feet (40') from the edge of the highway, or,
 2. have a maximum size of ninety-six (96) square feet provided the sign is at least one hundred feet (100') from the edge of the highway, or
 3. have a maximum size of one and one-half (1.5) square feet per linear foot of the face of a building if such sign is affixed flatly against the face of a building that is at least one hundred (100') feet from the edge of the highway.

HISTORY

Repealed & Reenacted by Ord. [2-2007](#) on 8/7/2007

Repealed & Replaced by Ord. [1-2011](#) on 5/10/2011

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Repealed & Reenacted by Ord. [2-2019](#) on 1/8/2019

Amended by Ord. [2-2021](#) on 5/3/2021

Repealed & Reenacted by Ord. [2-2023](#) on 2/21/2023

10-4-2: Parking

- A. **Parking.** Parking spaces of two hundred (200) square feet, exclusive of maneuvering and roadway space, shall be provided as follows:
1. Dwelling units: two (2) spaces for each dwelling unit.
 2. Churches: one (1) space for each four (4) seats.
 3. Elementary schools and nursery schools: one (1) space for each classroom plus one (1) space for each one hundred (100) square feet of office space.
 4. High schools, colleges, and vocational schools: one (1) space for each classroom plus one (1) space for each one hundred (100) square feet of office space plus one (1) space for each classroom seat.
 5. Communal gathering rooms: one (1) space per each four hundred (400) square feet of gross floor area.
 6. Mobile Home Parks: two (2) spaces for each mobile home and two (2) spaces for each mobile office.

7. Buildings pertaining to the management and operation of mobile home parks: one (1) space for each one hundred (100) square feet of floor area.
8. One (1) parking space of two hundred (200) square feet, exclusive of maneuvering and roadway space, shall be provided for each two hundred (200) square feet of area devoted to sales and display in each retail establishment.
9. One (1) parking space of two hundred (200) square feet, exclusive of maneuvering and roadway space, shall be provided for each three hundred (300) square feet of office space.
10. Two (2) parking spaces of two hundred (200) square feet, exclusive of maneuvering and roadway space, shall be provided for each rental unit or manager's unit in all lodging establishments.
11. One (1) parking space of two hundred (200) square feet, exclusive of maneuvering and roadway space, shall be provided for each four (4) seats in eating and drinking places.
12. One (1) parking space of two hundred (200) square feet, exclusive of maneuvering and roadway space, shall be provided for each four (4) seats in theaters and auditoriums.

HISTORY

Repealed & Reenacted by Ord. [2-2007](#) on 8/7/2007

Repealed & Reenacted by Ord. [13-2016](#) on 9/6/2016

Repealed & Reenacted by Ord. [2-2023](#) on 2/21/2023

10-4-3: Outdoor Lighting

- A. All outdoor lighting shall be shielded so that direct light from the fixture does not trespass on neighboring property. A practical way to determine if a light fixture will conform to this provision is to not allow light to escape above a horizontal plane running through the lowest point of the luminous elements: the lamp or tube, any reflective surface or lens cover (clear or prismatic) must not be visible when viewed from above or the side.
- B. Lighting shall be so placed as to prevent the light rays or illumination there from being cast beyond property lines.
- C. All metal halide and fluorescent fixtures shall be filtered with glass, acrylic or translucent enclosures.
- D. The installation of any mercury vapor fixture or lamp for use as outdoor lighting is prohibited. Only light-emitting diode (LED), high-pressure sodium (HIPS), low pressure sodium (LPS), or incandescent light fixtures that are fully shielded and have a color temperature of no more than 3,000 Kelvin shall be permitted in all areas. In addition, the level of illumination shall not exceed 1.16 lumens per square foot of illuminated area.
- E. All non-conforming outdoor light fixtures in existence prior to December 1, 2000, shall be deemed a legal nonconforming use and may be continued subject to the requirements of Section 10-1-7.B.
- F. Lights one hundred (100) watts and less per fixture, fluorescent lights forty (40) watts and less per fixture and lights used for holiday decorations are exempt from the requirements of this ordinance.
- G. The purpose of these lighting standards and the policy of the Town of Westcliffe is to minimize glare and light trespass beyond the property boundary of each lot by limiting outdoor lighting, whether shielded or unshielded, shall not exceed Dark Skies recommended lumens.
- H. Exemptions. The standards of this section shall not apply to:

1. Decorative holiday lights from October 15th through November 7th, and from December 1st through January 15th, from 8am to 10pm. All decorative lights not in compliance with this Code must be turned off no later than 10pm during the exemption period.
2. Official government lighting, other than those owned and maintained by the Town of Westcliffe, installed for the benefit of public health, safety and welfare.
3. Lighting identifying hazards or road construction.
4. Special Events: Outdoor lights associated with nighttime events that are not compliant with this code require a special event permit approved by the Board of Trustees. Applications for special event permits require payment of the "Special Use Permit" fee as delineated in the Westcliffe Fee Schedule.

HISTORY

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Repealed & Reenacted by Ord. [2-2023](#) on 2/21/2023

Amended by Ord. [2-2024](#) on 4/16/2024

10-4-4: Dedication Of Public Sites And Open Spaces

- A. **General Requirement.** The Planning Commission and the Board of Trustees, upon consideration of the Master Plan, the necessity of public buildings and facilities in the area, and the particular type of site development proposed shall require the dedication of areas or sites of a character, extent and location suitable for public use for schools, parks, greenbelts or other necessary public purposes (other than subdivision streets) according to one or more of the alternatives set forth below.
- B. **Procedure.** Prior to final approval for all site developments, the applicant shall:
1. Dedicate land, interest in land, improvements or arrange for the construction of public facilities made necessary as a consequence of the site development, or
 2. Make a payment to the Town of a sum of money, to be determined by the Town in accordance with the criteria set out below, based upon either the fair market value of a percentage of the acreage, a flat fee per lot or tract or, in the case of any other method, such basis as may be agreed upon between the Town and the developer; such in-lieu payment is to be applied against expenses incurred by the Town in the provision of off-site municipal services or facilities made necessary or desirable by the immediate or future increase in population caused by or attributable to the site development, or
 3. Provide property by private covenant where such property will fulfill the needed recreational or amenity purposes.
 4. Fulfill such other arrangements or conditions, memorialized in the property subdivision agreement, as may be desirable or necessary to alleviate the effects of or increase the benefits caused by the site development and to promote the public health, safety and welfare of the present and future site development residents and inhabitants of the Town as a whole.
- C. **Purpose.** The purpose of the dedication and/or payment is to provide the public facilities and/or services made necessary as a consequence of the site development, in an amount roughly proportional to the impact of the site development upon such facilities and/or services or the increased need for them brought about by the site development. The developer shall have the option, in its sole discretion, to accept the Town's calculation of the required dedication, or to

perform such studies as are necessary to demonstrate the actual impact of the site development upon public services and facilities, and the resulting appropriate dedication or other contribution.

- D. **Criteria.** The Town and, in certain cases as outlined above, the developer, in formulating the appropriate combination of the options set forth above, shall take into consideration the following criteria:
1. The size of the proposed site development.
 2. The projected additional population associated with the proposed site development.
 3. The projected need generated by the site development for municipal services and facilities, particularly recreational, educational and protective, the provision of which is not covered by other requirements herein.
 4. The impact of the proposed site development on the implementation of the Master Plan and its component parts, including transportation and parks and recreation.
- E. All moneys collected by the Town under this Section shall be deposited in an interest-bearing account which clearly identifies the category, amount or fund of capital expenditure for which the moneys were collected. Each such category, account or fund shall be accounted for separately. Any interest or other income earned on such moneys shall be credited to the account.
- F. The location of all public or quasi-public land intended to be conveyed or reserved in the deed for use of all property owners shall be shown on the preliminary and final plats or site plans, as appropriate, together with the proposed method of ownership, management, maintenance and such other information as is necessary for the Planning Commission and Board of Trustees to evaluate the proposal.
- G. At the time of presentation of the final plat for approval by the Planning Commission and Board of Trustees, a warranty deed shall be presented for all land to be conveyed to the Town, school district or other governmental entity. The deed shall be accompanied by a title insurance policy or other evidence that the land is free and clear from all encumbrances.
- H. **Reservation.** Reservation by covenant, in lieu of dedication, may be permitted where land is to be used for recreational or amenity purposes by the property owners.

HISTORY

Repealed & Reenacted by Ord. [2-2007](#) on 8/7/2007

Repealed & Reenacted by Ord. [2-2023](#) on 2/21/2023

10-4-5: Maintenance Of Structures And Site Plans

On and after December 1, 2000, all structures, and all elements and features of any site plan or site development (including, without limitation, buildings, fences, walls, parking areas, driveways, sidewalks, landscaping, utility lines and irrigation systems) for which structures, site plans or site development the owner thereof or his or her predecessor in interest obtained approval from the Town for the construction or establishment, shall be maintained in good repair and in substantially the form, condition and nature which was represented at the time they were constructed. It is the intention of this Section that such structures, elements and features of site plans and site developments within the Town, having once been approved for construction or development, shall not be allowed to deteriorate to a condition which is in any respect inferior to the condition or state upon which the original approval for construction or development was based. For purposes of this Section, the owner of the structure or real property shall be considered the responsible party.

HISTORY

Repealed & Reenacted by Ord. [2-2007](#) on 8/7/2007

Repealed & Reenacted by Ord. [2-2023](#) on 2/21/2023

10-4-6: Fencing

A. **Definition.** Fences shall be permitted anywhere on a lot in a residential zoning district, including along property lines. The term “fence” shall include a wall or any similar structure.

B. **Permit.** A fence permit must be obtained from the Zoning Enforcement Officer.

1. A sketch or drawing of the fence, including its location on the property, as well as its height and proposed materials shall be submitted with the permit application and fee (see [Appendices A Westcliffe Fee Schedule](#)).

C. **Area and Height Standards.**

1. **Fences in Front Yards.** A solid fence on the property line in a front yard shall not exceed 4 feet in height. An ornamental fence may be erected to a height of 6 feet provided it is at least 50% open overall.
2. **Fences in Side Yards.** A solid fence on the property line in a side yard shall not exceed 4 feet in height. An ornamental fence on the property line in a side yard may be erected to a height of 6 feet provided it is at least 50% open overall.
3. **Fences in Rear Yards.** A fence on the property line in a rear yard may be erected to a height of 6 feet.

D. **Exceptions.**

1. Fences erected within the building setback lines are not subject to the above height limitations.
2. **Gates and Trellises.** At a gate, walkway, or other entrance area, a decorative gate or trellis may extend above the permitted fence height to a maximum of 10 feet in height.

E. **Fence Materials.**

1. Fences must be constructed of recognized and approved fencing materials. Barbed wire, concertina wire, and razor wire fences are prohibited. Materials not typically used in fence construction such as tires, pallets, tarps, recycled items, etc. are prohibited.
2. **Orientation of Supporting Members.** The vertical and horizontal supporting members of a fence shall face the interior of the lot on which the fence is located.
3. All fences shall be constructed as to withstand wind gusts in this special wind region and must be maintained in their original permitted condition.
4. Exceptions to height limitations may be made for necessary privacy considerations by the Zoning Enforcement Officer.

HISTORY

Repealed & Reenacted by Ord. [13-2016](#) on 9/6/2016

Amended by Ord. [2-2021](#) on 5/3/2021

Repealed & Reenacted by Ord. [2-2023](#) on 2/21/2023

CHAPTER 5 VESTED PROPERTY RIGHTS

[10-5-1: Purpose](#)

[10-5-2: Definitions](#)

[10-5-3: Notice And Hearing](#)

[10-5-4: Approval And Effective Date](#)

[10-5-5: Forfeiture Of Vested Property Rights](#)

[10-5-6: Notice Of Approval](#)

[10-5-7: Other Provisions Unaffected](#)[10-5-8: Limitations](#)**10-5-1: Purpose**

The purpose of this Chapter is to provide the procedures necessary to implement the provisions of C.R.S. § 24-68-101, et seq. as amended.

HISTORY

Repealed & Reenacted by Ord. [2-2007](#) on 8/7/2007

Repealed & Reenacted by Ord. [2-2023](#) on 2/21/2023

10-5-2: Definitions

- A. "Application" means the completion and filing with the Town of all documents required by the Town for consideration of a site specific development plan.
- B. "Major Amendment" means an amendment to a site specific development plan which substantially changes the use, intent, arrangements of lots and alignment of major circulation patterns, density levels, provisions governing common or open spaces. A major amendment includes any other amendment that substantially changes the character of a site specific development plan.
- C. "Site Specific Development Plan" means for all developments, the final approval step, irrespective of its title, which occurs prior to building permit application; provided, however, that if the landowner wishes the approval to have the effect of creating vested rights under C.R.S. § 24-68-101 et seq., as amended, the landowner must so request at least 20 days prior to the date the approval is to be considered. Failure to so request renders the approval not a "Site Specific Development Plan", and no vested rights shall be deemed to have been created.
- D. "Site Specific Development Plan" shall not include a variance, an outline development plan or preliminary plat as defined by the Town of Westcliffe Subdivision Regulations, as amended, or by C.R.S. § 30-28-101(6) or (8), an application for annexation, approval of a use by special review, a final architectural plan, public utility filings or final construction drawings or related documents specifying materials and methods for construction of improvements.
- E. "Vested Property Right" means the right to undertake and complete the development and use of property under the terms and conditions of a Site Specific Development Plan.

HISTORY

Repealed & Reenacted by Ord. [2-2007](#) on 8/7/2007

Repealed & Reenacted by Ord. [2-2023](#) on 2/21/2023

10-5-3: Notice And Hearing

No Site Specific Development Plan shall be approved until after a public hearing, preceded by written notice of such hearing. Such notice may, at the Town's option be combined with the notice required by C.R.S. § 31-23-304, as amended, for zoning regulations, or with any other required notice. At such hearing interested persons shall have an opportunity to be heard.

HISTORY

Repealed & Reenacted by Ord. [2-2007](#) on 8/7/2007

Repealed & Reenacted by Ord. [2-2023](#) on 2/21/2023

10-5-4: Approval And Effective Date

- A. A Site Specific Development Plan shall be deemed approved upon the effective date of the approval by the Board of Trustees of the final approval step as set forth in section 10-2-2.C,

above.

- B. If amendments to a site specific development are proposed and approved, the effective date of such amendments, for proposes of duration of a vested property right, shall be the date of the approval of the original Site Specific Development Plan, unless the Board of Trustees specifically finds to the contrary and incorporates such finding in its approval of the amendment.

HISTORY

Repealed & Reenacted by Ord. [2-2007](#) on 8/7/2007

Repealed & Reenacted by Ord. [2-2023](#) on 2/21/2023

10-5-5: Forfeiture Of Vested Property Rights

The following shall cause a forfeiture of the vested rights granted for the original site specific development plan and shall make the approval of the plan null and void: (1) a major amendment to a site specific development plan as proposed by the developer and approved by the planning commission, (2) failure of the developer to complete the development of an approved site specific development plan within three (3) years of the effective date of approval, or (3) failure of the developer to comply with any terms for approval of the site specific development plan.

HISTORY

Repealed & Reenacted by Ord. [2-2007](#) on 8/7/2007

Repealed & Reenacted by Ord. [2-2023](#) on 2/21/2023

10-5-6: Notice Of Approval

Each map, plat, or site plan or other document constituting a Site Specific Development Plan shall contain the following words. "Approval of this plan may create a vested property right pursuant to C.R.S. § 24-68-101 et seq., as amended." Failure to contain this statement shall invalidate the creation of the vested property right. A notice describing generally the type and intensity of use approved, the specific parcel or parcels of property affected and stating that a property right has been created shall be published once, not more than 14 days after approval of the site specific development plan, in a newspaper of general circulation with the Town.

HISTORY

Repealed & Reenacted by Ord. [2-2007](#) on 8/7/2007

Repealed & Reenacted by Ord. [2-2023](#) on 2/21/2023

10-5-7: Other Provisions Unaffected

Approval of a Site Specific Development Plan shall not constitute an exemption from or waiver of any other provisions this Code or regulation pertaining to the development and use of property.

HISTORY

Repealed & Reenacted by Ord. [2-2007](#) on 8/7/2007

Repealed & Reenacted by Ord. [13-2016](#) on 9/6/2016

Repealed & Reenacted by Ord. [2-2023](#) on 2/21/2023

10-5-8: Limitations

Nothing in this Chapter is intended to create any vested property right, except as required by C.R.S. § 24-68-101 et seq., as amended, but is intended only to implement the provisions of that statute. If that statute is repealed or declared by a court of law to be invalid, this article shall be deemed repealed, and its provisions shall no longer be effective.

HISTORY

Repealed & Reenacted by Ord. [2-2007](#) on 8/7/2007

Repealed & Reenacted by Ord. [13-2016](#) on 9/6/2016

Repealed & Reenacted by Ord. [2-2023](#) on 2/21/2023

CHAPTER 6 ANNEXATION PROCEDURES

10-6-1: Purpose

10-6-2: Responsibilities Of Applicant

10-6-3: Preliminary Steps

10-6-4: Annexation Impact Report

10-6-5: Consideration Of Annexation Ordinance

10-6-6: Final Submission

10-6-1: Purpose

The purpose of this Chapter is to establish a procedure to bring land under the jurisdiction of the Town in compliance with the Colorado Municipal Annexation Act of 1965, as amended, and as codified in C.R.S. 31-12-101 et seq.

HISTORY

Adopted by Ord. [2-2023](#) on 2/21/2023

10-6-2: Responsibilities Of Applicant

In addition to other duties imposed upon all applicants by this Code and the Colorado Municipal Annexation Act of 1965, all applicants shall have the following responsibilities:

- A. The applicant is responsible for having a representative at all meetings where the request is reviewed. Failure to have a representative present will be cause to have the item withdrawn from the agenda of that meeting.
- B. The applicant shall consult with the Planning Department to discuss any special conditions pertaining to the annexation and to obtain an annexation petition.

HISTORY

Adopted by Ord. [2-2023](#) on 2/21/2023

10-6-3: Preliminary Steps

- A. **Procedure.** At least 15 days prior to the presentation of any annexation petition to the Board of Trustees, the applicant shall submit to the Town the annexation petition, the annexation fee as set forth in [Appendix A Westcliffe Fee Schedule](#), a minimum of 15 copies of the master plan and annexation map, and a minimum of five copies of all required supportive information.
 1. The Planning Department shall review all documents submitted for completeness and accuracy. If all documents are complete and accurate, the Planning Department shall submit the annexation petition to the Town Clerk.
 2. The Town Clerk shall present the annexation petition and a resolution initiating annexation proceeding to the Board of Trustees, which shall thereafter establish a date for a public hearing. Upon the establishment of a public hearing date, the Town Clerk shall give appropriate notice in accordance with the Colorado Municipal Annexation Act of 1965, as amended, and shall specifically direct copies of the annexation petition and the resolution initiating the annexation procedure by certified mail to the Clerk of the Board of County Commissioners and to the County Attorney. Copies of the annexation petition and the resolution initiating the annexation procedure shall also be sent by certified mail to any school district or special district having territory within the annexation area. These copies shall be sent at least 25 days prior to the public hearing.
 3. Upon acceptance of the annexation petition by the Board of Trustees, the Planning Department shall furnish to the entities listed below copies of the annexation map and the master plan. The Planning Department may submit copies of the annexation map

and the master plan to additional interested entities as determined by the Planning Department in its sole discretion. Such entities shall be advised by the Planning Department of the scheduled hearing date and shall further be notified that any objections to the annexation and master plan must be submitted to the Town in writing no later than seven days after receipt of the annexation map and master plan.

- a. Telephone companies.
 - b. Franchise utility companies.
 - c. Town Engineer.
 - d. Fire Department.
 - e. Town Public Works
 - f. Round Mountain Water and Sanitation District.
 - g. State Highway Department.
4. The Planning Commission shall review the annexation map, master plan and zoning request at a public hearing and shall submit a written recommendation to the Board of Trustees.

B. Annexation Map. All annexation maps shall be made with an engineer's scale, minimum scale to be one inch represents 100 feet, and shall be on a reproducible medium with outer dimensions of 24 inches by 36 inches. The annexation map shall contain the following information:

1. The date of preparation, the scale and a symbol designating true north.
2. The name of the annexation.
3. The names, addresses and phone numbers of the applicant and the firm or person responsible for preparing the annexation map.
4. The legal description.
5. Distinction of the boundary that is contiguous to the Town and the length of the same.
6. Lot and block numbers if the area is already platted.
7. Existing and proposed easements and rights-of-way.
8. Existing and requested zoning and acreage of each requested zone.
9. Ownership of all parcels within and adjacent to the annexation.
10. Appropriate certification blocks as directed by the Planning Department.

C. Master Plan. All master plans shall be made with an engineer's scale, minimum scale to be one inch represents 100 feet, and shall be on a reproducible medium with outer dimensions of 24 inches by 36 inches. The master plan shall contain the following information:

1. The date of preparation, the scale and a symbol designating true north.
2. The name of the annexation
3. The names, addresses and phone numbers of the applicant and the firm or person responsible for preparing the master plan.
4. Existing and proposed easements and rights-of-way.
5. Block numbers and lot numbers with approximate dimensions.

6. Proposed gross and net residential density.
7. Existing watercourses with adequate easements for flood control.
8. Designation of all public sites to be reserved and dedicated.
9. Existing two-foot contours.
10. Appropriate certification blocks as directed by the Planning Department.

D. **Supportive Information.** The following supportive information shall be submitted with the annexation map and master plan:

1. Soils description and limitation.
2. Preliminary utility plan.
3. Mailing addresses of all property owners within 300 feet of the annexation.
4. Affidavit concerning the amount and historical use of all water rights owned.
5. Vicinity map with a radius of one and one-half miles, at a minimum scale of one inch represents 2,000 feet.
6. Statement on community need for the proposed annexation and zoning.
7. For all annexations in excess of ten acres, the applicant shall obtain from the school district governing the area to be annexed a statement of the effect of the annexation upon the school district, including an estimate of the number of students generated by the proposed annexation and the capital construction required to educate such students.

HISTORY

Adopted by Ord. [2-2023](#) on 2/21/2023

10-6-4: Annexation Impact Report

- A. For all annexations in excess of ten acres, the Town shall prepare an impact report regarding the proposed annexation not less than 25 days before the date of the annexation hearing. One copy of the impact report shall be filed with the Board of County Commissioners within five days thereafter. The preparation and filing of the annexation impact report may be waived upon approval of the Board of County Commissioners.
- B. The annexation impact report shall include the following:
 1. A map or maps of the Town and adjacent territory showing the following information:
 - a. The present and proposed boundaries of the Town in the vicinity of the proposed annexation.
 - b. The present streets, major trunk water lines, sewer interceptors and outfalls, other utility lines and ditches and the proposed extension of such streets and utility lines in the vicinity of the proposed annexation.
 - c. The existing and proposed land use pattern in the areas to be annexed.
 2. A copy of any draft or final pre-annexation agreement, if available.
 3. A statement of the Town's plans for extending or providing for municipal services within the area to be annexed.

4. A statement of the Town's plans for the financing of municipal services to be extended into the area to be annexed.
5. A statement identifying all existing districts within the area to be annexed.
6. A statement of the effect of the annexation upon the school district governing the area to be annexed, as more fully set forth in Paragraph 10-6-3.(D)(7) above.

HISTORY

Adopted by Ord. [2-2023](#) on 2/21/2023

10-6-5: Consideration Of Annexation Ordinance

Upon the submission of documentation in accordance with this Chapter and upon compliance with the notice and hearing requirements as set forth in the Colorado Municipal Annexation Act of 1965, as amended, the Board of Trustees may consider the approval of an ordinance annexing the subject property to the Town. In the event the Board of Trustees considers and disapproves such ordinance, no similar request may be heard for a period of one year from the date of denial.

HISTORY

Adopted by Ord. [2-2023](#) on 2/21/2023

10-6-6: Final Submission

In the event the Board of Trustees approves an annexation ordinance, the applicant shall submit to the Planning Department two Mylars of the final annexation map and two Mylars of the master plan within ten (10) days of the effective date of the annexation ordinance.

HISTORY

Adopted by Ord. [2-2023](#) on 2/21/2023

Chapter 22

COMMUNITY HOUSING

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Article I In General

22-1. Purpose.

It is essential for the Town of Westcliffe to ensure the provision of housing that is affordable to residents and employees of Westcliffe through preservation of existing dwellings and as a part of new development. The purpose of this chapter of the Code of the Town of Westcliffe is to establish regulations and incentives through which community housing will be produced and preserved in accordance with the goals and objectives as contained in the Housing Element of the Town of Westcliffe's Master Plan. The Community Housing Guidelines complement this chapter and provides more detailed guidance for development, rental, and sale of community housing. In case of conflict between the Community Housing Guidelines and this chapter, the chapter shall prevail.

22-2. Definitions.

When used in this chapter and the Community Housing Guidelines the following words and phrases shall have the specific meaning as defined in this section:

"Accommodations" shall mean any hotel, lodge, townhome or condominium with an on-premises front desk and centrally-managed room cleaning service, that offers rooms or groups of rooms designed for or adapted to occupancy by guests, available for short-term rental of less than 30 days, and accessible from common areas without having to pass through another accommodation unit or residential unit.

"Accommodations room" shall mean a room or the smallest combination of a group of rooms that can be rented on a short-term basis as an accommodation and that contains at least one sleeping area. Lock-off rooms are to be considered a separate room.

"Affordable" shall mean when the amount spent by a household on rent (not utilities charged separately) or mortgage payments (principal, interest, and taxes) does not exceed 30% of the household's gross combined income.

"AMI" shall mean the median annual income for Custer County, as adjusted for household size, that is calculated and published annually by the **Department of Housing and Urban Development (HUD)** or any successor index.

"Category 1" shall mean a household making less than 80% of the local AMI as published annually by HUD.

"Category 2" shall mean a household making between 81% and 120% of the local AMI as published annually by HUD.

"Commercial square feet" shall mean the total floor area of a structure or portions thereof that are not for residential occupancy, including garages, within the enclosing walls measured to the outside surface of the building's enclosing exterior walls.

"Community housing" shall mean units restricted for occupancy by eligible households that meet size, forsale price, and rental requirements and that are deed restricted in accordance with a covenant approved by the town council of the Town of Westcliffe.

"Community Housing Guidelines (the Guidelines)" shall mean the document that contains the procedures and guidelines for complying with the requirements of Chapter 22 of the Code of the Town of Westcliffe.

"Deed restriction" shall mean an enduring covenant placed on units that identifies the conditions of ownership and occupancy of the units to eligible households, and may control the prices of for-sale units, initially and/or upon resale. A template deed restriction is included in the Guidelines.

"Density bonus" shall mean an increase over the maximum number of units and/or square footage normally permitted in any zone district.

"Development" shall mean the entire plan to construct or place one or more dwelling units on a particular parcel or contiguous parcels of land within the town including, without limitation, a planned unit development, site review or subdivision approval. Excludes dwelling units constructed by a school, hospital, local government or similar public institution for the exclusive use of its employees, patients, or enrolled students.

"Eligible household" shall mean a household that is comprised entirely of one or more residents who meets each of the following: (1) employed in Custer County working an average of at least 30 hours per week; (2) Earns at least 80% of their adjusted income from a business, government, or organization operating in and/or serving the County and its residents; (3) has gross income that does not exceed guidelines established annually based upon the AMI; and (4) 80% of the household's income must consist of wages and salaries earned within Gunnison County or distribution of profits from business operations within Custer County unless the household is headed by a retired resident.

"Existing unit" shall mean a unit located within the town, which existed prior to the development which requires community housing.

"Free market units" shall mean residential units upon which there are no restrictions on the occupancy, price or resale.

"Gross income" shall mean the total income of a household derived from employment, business, trust or other income producing assets include wages, alimony and child support, distributions and before deductions for expenses, depreciation, taxes and similar allowances.

"Household" shall mean one or more persons who intend to live together, on a property as a single housekeeping unit.

"Housing Agency" shall mean the Gunnison Valley Regional Housing Authority, or any comparable governmental agency selected by the Town of Westcliffe, Colorado responsible for the administration of community housing.

"Housing expense" shall mean the amount paid for rent plus utilities, or for the principal, interest, taxes, insurance and any homeowner association dues. It includes all payments necessary to prevent loss of the right to own or occupy a property through failure to pay in a timely manner.

"Housing fund" shall mean the fund in which monies collected shall be deposited and from which they shall be expended, to plan, design, construct, purchase, maintain and administer community housing units.

"HUD" shall mean the U.S. Department of Housing and Urban Development.

"Inclusionary zoning" shall mean the mandatory provision of community housing units, or financial contribution to the housing fund, as a requirement for development approval.

"Income limits" shall mean the income amounts on which the eligibility of households is based expressed as percentages of the AMI and in absolute dollar amounts, updated annually and contained in the Community Housing Guidelines.

"Infrastructure" shall mean water, sewer, telephone, natural gas, electric, cable television and any other utility installations; streets, curb and gutters; storm drainage systems.

"Interim covenant" shall mean a covenant placed on lots or parcels that conveys the conditions of the deed restrictions that will be filed upon community housing units built on the lots or parcels.

"Off site" shall mean a location for community housing units other than the parcel, lot or PUD where the residential or commercial development that generates the requirement for community housing units is located.

"Maximum resale price" shall mean the maximum purchase prices that may be paid by any purchaser of a property, other than the initial purchaser who acquires the property from the GVRHA or a developer, that is determined in accordance with the provisions in Part IV of the Guidelines. The maximum resale price is not a guaranteed price, but the highest price an owner may obtain for the sale of the property which includes considerations paid to the owner.

"Plat" shall mean a map and supporting materials of described land prepared in accordance with subdivision regulations as an instrument for recording of real estate interests with the county clerk and recorder.

"Qualified employer" shall mean business, nonprofit, government agency or essential service provider whose business address is located within Custer County, employs persons who reside in Custer County, has fulltime employees who perform work in Gunnison County, and whose business taxes are paid in Gunnison County.

"Residential square feet (RSF)" shall mean the total floor area of a residential structure, including garages, within the enclosing walls measured to the outside surface of the building's enclosing exterior walls.

"Unit" shall mean a structure or portion of a structure, other than a mobile home, that is designed, occupied or intended to be occupied as living quarters and includes facilities for cooking, sleeping and sanitation; but not including hotels, motels, clubs, boarding houses, or any institution where human beings are housed by reason of illness or under legal restraints.

(Duplex unit shall mean a unit within a single building containing two units and under a single roof.

Multi-Family unit shall mean a unit within a development consisting of three or more residential units in one or more buildings with a predominately attached design, including apartments, condominiums and townhomes.

"Seasonal employee" shall mean an employee who is hired into a position for which the period of employment is six months or less.

"Seasonal housing unit" shall mean a dormitory-style unit with a shared kitchen, bath and living room with a minimum of two private bedrooms and a maximum of four private bedrooms containing a minimum of 220 square feet of living space per bedroom intended primarily for occupancy by seasonal employees.

"Single-family unit" shall mean a unit located on a separate lot or tract that has no physical connection to a building located on any other lot or tract.

"Zoning administrator" shall mean the town manager or designee whose duty it is to enforce the zoning regulations of this chapter.

22-3. Location.

It is preferred that community housing be provided on the same site as the development that triggered the requirement for the units to be developed. Alternative off-site locations within Westcliffe may be allowed if one or more of the following conditions exist:

- (a) Disturbances from short-term vacation accommodations and commercial and incompatible civic uses that cannot feasibly be buffered from the community housing units.
- (b) The number of community housing units to be built off site or existing units to be acquired is at least 15% greater than the number required.
- (c) The units to be built off site or existing units to be acquired exceed by at least 15% the minimum and average size requirements, offer amenities not required but desired, and/or offer superior energy efficiency/utility savings.
- (d) The location of the development for which community housing units must be included is not served by transit or convenient to employment centers.
- (e) The off-site location or location of existing units to be acquired is convenient to transit and employment centers, and in proximity to other primary residences such that a sense of neighborhood is fostered.

Off-site development and existing units to be acquired must be approved in accordance with the procedures defined in the Guidelines.

22-4. Quality standards.

Community housing units shall meet local building codes and be built to a standard that will enhance durability over time. Energy efficient designs, appliances and heating systems are encouraged so that the long-term affordability of community housing is enhanced. [See the Guidelines for additional detail on quality standards.](#)

Proposed existing units to be used to satisfy the community housing requirements must comply with the safety requirements of the current editions of the applicable building codes, shall be in a clean condition, and resemble a residence with an age of five years or less.

22-5. Homeowner's association dues and assessments.

If a community housing unit is developed for sales purposes as part of a development that has a homeowner's association, then any documents creating the condominium association or homeowner's association shall state that the community housing unit shall only be assessed monthly dues and other shared assessments not to exceed those in [the Community Housing Guidelines, as updated periodically.](#)

22-6. Community housing plan required.

An applicant for any new residential or commercial development within the Town of Westcliffe shall submit a community housing plan or [statement of exemption](#) to the Town of Westcliffe for approval.

- (a) The community housing plan shall include the elements listed in [Appendix D](#) of the Guidelines.
- (b) The community housing plan shall be submitted to and approved by the Town of Westcliffe prior to, or concurrent with, application to the Town of Westcliffe for the free market portion

of the initial development plan. For development of single-family residences, the zoning administrator shall have the responsibility for approving or denying the community housing plan. For developments that only require planning commission approval, the planning commission shall have responsibility for approving or denying the community housing plan. For developments that require town board approval, the town board shall approve or deny the community housing plan. Any amendment to the community housing plan shall require the approval of the planning commission or town board, whichever body approved the initial plan.

- (c) The town manager shall certify its approval, approval with conditions, or denial of the community housing plan. Such approval, approval with conditions, or denial shall be based on compliance with the provisions of this chapter and the Community Housing Guidelines.

22-7. Community Housing Guidelines.

The town manager of the Town of Westcliffe shall publish the Community Housing Guidelines for the development and management of community housing including the provision of incentives to developers. The Guidelines shall be updated annually to reflect changes in income limits, fees in lieu, and initial sales prices.

22-8. Methods for providing housing.

Applicants shall satisfy the housing minimum requirements established in this chapter by submitting a community housing plan, pursuant to the requirements of Article I, section 22-6, Community housing plan required, specifying how community housing requirements are to be addressed. The following options are allowed:

- (a) Construction of unit(s) on the site where the development that generates the employee housing demand is proposed.
- (b) Construction of units off site or acquisition of existing units, as a less preferred method, subject to the approval of the town council of the Town of Westcliffe and any other applicable provisions of this Code, provided that such land, site, or structure has not been previously restricted to employee or community housing. Such off-site units or existing units may be permitted where the town board of the Town of Westcliffe determines that the goals and objectives for community housing can be adequately addressed through off-site development or acquisition of existing units.
- (c) Payment of cash in-lieu in any case where the number of units required is a fraction and in other cases subject to the approval of the Town of Westcliffe in accordance with the Community Housing Guidelines.
- (d) A combination of options listed above in subsections (a), (b), and (c).

The Community Housing Guidelines (section II (D)) provide more specific detail on compliance methods for different residential uses.

(Ord. No. 02-03, § 2, 1-21-03; Ord. No. 04-01, § 4, 1-20-04; Ord. No. 20-7, § 1, 9-1-20)

22-9. Credits for community housing units built prior to required date.

If certificates of occupancy are issued for community housing units prior to the time that they are required

under this chapter, **Article II, Inclusionary Zoning, or Article III, Employee Housing Mitigation** credit for the units can be applied to future commercial or residential development. Each community housing unit produced will count as credit for one unit that can be applied to requirements in effect at the time that the application for the free market residential or commercial development is submitted.

22-10. Incentives.

Developments that contain community housing units beyond what is required by **Articles II and III** of this chapter may be eligible at the town council's discretion for the following:

- (a) A reduction in parking requirements based on the availability of public transit, off-site parking and the potential to share parking spaces with commercial users. Parking usage patterns can be taken into account when determining the amount of parking required.
- (b) A density bonus allowing an increase in the density of allowable square footage and/or units of both free market and community housing, resulting in a lower building permit fee.
- (c) A possible increase in the allowable height of buildings provided that view corridors are not obstructed.
- (d) A priority over other applications that are being reviewed by staff, the planning commission or the town council. At each phase of its review, the application shall be placed on the first scheduled commission or town council agenda for which it can be properly noticed.

Applicants within the downtown development authority (DOA) boundaries are encouraged to work with the DOA on public facilities and community housing.

22-11. through § 22-20. (Reserved)

Article II
Inclusionary Zoning

22-21. Purpose.

The purpose of this article is to mitigate the impact of free market housing construction on the limited supply of available land suitable for such housing, thus preventing the Town of Westcliffe's zoning regulations applicable to residential development from having the effect of excluding housing that meets the needs of all economic groups within the Town of Westcliffe. This is accomplished through the establishment of community housing requirements for such development that requires the set-aside of a portion of new residential development for community housing purposes as a condition of approval.

22-22. Applicability.

Community housing shall be required as a condition of approval for all development of new residential units, including residential single family home with required ADU subdivisions and duplex dwellings and multifamily structures. For developments that involve demolition of existing units, the minimum requirements of this article shall only apply to the incremental increase in the number of units, if any, above the number demolished regardless of the amount of square feet constructed.

22-23. Exemptions.

The following development is exempt from the requirements of this article:

- (a) Community housing. Development of community housing as defined herein is exempt from the requirements of this article.
- (b) New single-family dwellings within existing subdivisions platted prior to the adoption of the regulation (January 31, 2003), where the finished residential square feet is less than 2,700 square feet while excluding the first 600 square feet of garage space.
- (c) Accessory dwellings. Attached or detached accessory dwelling units on single-family lots shall be exempt from the requirements of this article.
- (d) Existing agreements. All residential developments for which agreements for the development of employee living spaces or community housing had been executed prior to the adoption of the ordinance enacting this article shall be exempt from the requirements of this article unless major alterations to approved PUDs as defined by section 21-513 are made.
- (e) Additions and remodels. Additions to and remodels of existing residential units.
- (f) Accommodations.

22-24. Minimum requirements.

All development of new residential developments shall set aside units for community housing, as follows:

Fifteen percent of all new single-family, duplex, and multifamily units built shall be developed as community housing for sale to eligible households.

22-25. Deed restriction.

Any community housing required by this article shall be deed restricted, in accordance with a deed restriction enforceable in the State of Colorado, as approved by the town board, to rental or ownership and occupancy by eligible households with incomes below 120% of the AMI, herein defined as Category

22-26. Unit type and bedroom mix.

The type of unit and bedroom mix of community housing units shall generally be in proportion to the unit type and bedroom mix within the free market development for which the inclusionary requirement is applicable. Exceptions may be allowed when the free market development contains units with four or more bedrooms and the applicant can demonstrate that the market demand for community housing units with four or more bedrooms is not sufficient.

22-27. Size standards.

Community housing units developed in accordance with the minimum requirements of this article shall comply with the following minimum and average size requirements by unit type:

	Size in Square Feet
Multifamily	
Studio	450
1 Bedroom	600
2 Bedroom	850
3 Bedroom	1,000
Minimum Average	850
Single-Family Detached	
2 Bedroom	1,000
3 Bedroom	1,300
4 Bedroom	1,500
Minimum Average	1,300

22-28. Timing of occupancy.

At least 80% of the community housing units required by this article shall be ready for occupancy prior to or concurrently with the date of the certificate of occupancy for 50% of the free market units being developed. The remaining community housing units must be completed prior to of the date that 80% of the free market units are completed. If the free market units are to be developed in phases, then the community

housing units can be developed in proportion to the phasing of the free market units. The phasing proposal must be approved as part of the community housing plan.

22-29. Dedication of lots in lieu.

In lieu of the provision of the minimum number of required community housing units and at the discretion of the town board of the Town of Westcliffe, the developer may dedicate an equal number of lots to the Town of Westcliffe. The lots may be off site but within the municipal boundaries of the Town of Westcliffe provided that the conditions stipulated in Article I, section 22-3, Location, are satisfied and there are no covenants or other restrictions placed on the lots that would limit their appropriateness for community housing.

22-30. through § 22-40. (Reserved)

Article III
Employee Housing Mitigation

22-41. Findings.

New residential, commercial and accommodations development generate additional employment and the need for additional housing. Consistent with the desire to have new development mitigate impacts attributable to such development, the Town of Westcliffe finds it necessary to require such development to provide community housing. Maintaining permanent and long-term housing in proximity to the source of employment generation serves to maintain a healthy community in which a variety of types and sizes of housing is available to meet the needs of those who live and work in the community. It also serves to reduce regional traffic congestion, and to minimize impacts on adjacent communities.

Housing must be affordable to the local labor force in order for the local economy to remain stable.

In order to maintain the priorities stipulated above, to compensate for market conditions, and to ensure that new residential, commercial and accommodations development mitigates a portion of the need for community housing generated by such development in the Town of Westcliffe, these regulations will be utilized to require new development to mitigate a portion of the community housing need generated by such development.

22-42. Purpose.

The purpose of this article is to create housing for employees that is affordable, the need for which is generated by new residential, commercial and accommodations development in Westcliffe. This housing is created through the establishment of employee housing mitigation regulations for such development that requires the construction of community housing or payment of fees in lieu as a condition of approval for all development.

22-43. Applicability.

The requirements of this article apply to all new, residential and non-residential development within the Town of Westcliffe except as provided in section 22-44, Exemptions.

22-44. Exemptions.

The following are exempt from the requirements of this article:

- (a) Redevelopment or remodeling that does not increase the square footage of the development by more than 500 commercial square feet or 500 residential square feet;
- (b) The change from one use to another;
- (c) Community housing units as defined and regulated by this Chapter 22 of the Town Code of the Town of Westcliffe; and
- (d) Existing agreements. All residential and commercial developments for which agreements for the development of employee living spaces or community housing had been executed prior to the adoption of the ordinance enacting this article shall be exempt from the requirements of this article

unless major alterations to approved PUDs as defined by section 21-513 are made.

22-45. Minimum requirements.

- (a) Deed restriction. Any community housing units required by this section shall be subject to Category 1 deed restrictions as described in the **Community Housing Guidelines**, and in accordance with a deed restriction enforceable in the State of Colorado, as approved by the town attorney.
- (b) Housing Guidelines. The community housing units shall be developed in accordance with and subject to the Town of Westcliffe Community Housing Guidelines, adopted by the town council of the Town of Westcliffe on **January 21, 2003**, and amended periodically.
- (c) Calculation of minimum community housing requirements. The minimum community housing requirement for development in all zoning districts shall be determined according to the following formula:

Commercial	Factor	Calculation
Size of Development		Commercial Square Feet (CSF)
Jobs Generated	2.9 per 1,000 square feet	2.9 x (CSF/1,000)
Employees Generated	1.3 Jobs per employee	Jobs Generated /1.3
Households Generated	1.8 employees per unit	Employees Generated/1.8
Units Required	15% mitigation rate	Households Generated x 15%

Accommodations	Factor	Calculation
Size of Development		# of Accommodation Units
Jobs Generated	0.5 per room	# of accommodation units x 0.5
Employees Generated	1.3 jobs per employee	Jobs Generated /1.3
Households Generated	1.8 employees per unit	Employees Generated/1.8
Units Required	25 % mitigation rate	Households Generated x 25%

Commented [CP1]: All this if from updated CHFA AMI's

Residential	Factor	Calculation
Size of Development		# Units
Employees Generated	Unit addition size ≤ 2000 RSF: 0.12 FTE 2,001 - 4,500 RSF: 0.19 FTE 4,501 RSF or more: 0.48 FTE	# units by appropriate job generation rates at left
Households Generated	1.8 employees per unit	Employees Generated/1.8
Units Required	30% mitigation rate	Households Generated x 30%

When calculating the number of commercial square feet to which the minimum requirements apply, the gross floor area of bathrooms, storage areas, garages, mechanical rooms, staircases, elevators, loading docks, and distribution or processing areas in which employees are present on average no more than 10% of time that the space is used for commercial operations shall be excluded.

For additions of 500 square feet or greater, the employee generation rate shall be based on the size of the addition rather than the total size of the unit or development on which the addition is being made.

22-46. Deed restriction.

Any community housing required by this article shall be deed restricted, in accordance with a deed restriction enforceable in the State of Colorado, as approved by the town council, to rental or ownership and occupancy by eligible households with incomes equal to or less than 80% of the AMI, herein defined as Category 1. A sample deed restriction is included in the Guidelines

22-47. Unit type and bedroom mix.

The type of unit and bedroom mix of community housing units shall generally be responsive to market demand generated by Category 1 households.

22-48. Size standards.

Community housing units developed in accordance with the minimum requirements of this article shall comply with the following minimum and average size requirements by unit type:

	Size in Square Feet
Multifamily	
Studio	400
1 Bedroom	550
2 Bedroom	800
3 Bedroom	950
Minimum Average	800
Single-Family Detached	
2 Bedroom	950
3 Bedroom	1,250
4 Bedroom	1,440
Minimum Average	1,250

(Ord. No. 02-03, § 2, 1-21-03; Ord. No. 20-7, § 1, 9-1-20)

22-49. Timing of occupancy.

At least 80% of the community housing units produced under this article shall be ready for occupancy prior to or concurrently with the date of the certificate of occupancy on the residential, commercial or accommodations development that generates the demand for community housing. The remaining units can be phased to coincide with employment generation as it occurs over time as measured by performance indicators specified in the community housing plan.

22-50. (Reserved)

**TOWN OF SUPERIOR
ORDINANCE NO. 0-18
SERIES 2020**

**AN ORDINANCE OF THE BOARD OF TRUSTEES OF THE TOWN OF
SUPERIOR AMENDING CHAPTER 16 OF THE SUPERIOR MUNICIPAL
CODE BY THE ADDITION OF A NEW ARTICLE XXXVII, TO ADOPT
INCLUSIONARY HOUSING REQUIREMENTS**

WHEREAS, according to the Boulder County Community Foundation TRENDS Report 2019-2021 (the "TRENDS Report"), between 2007 and 2017, employment in Boulder County grew by 39,719 positions - a 17% increase;

WHEREAS, housing, however, has not kept pace, and for every 3.5 new jobs that came to Boulder County in that period, just one housing unit was added;

WHEREAS, this extreme imbalance in supply and demand of housing has forced tens of thousands of people and vehicles into Boulder County each day just to work and has contributed to a rise in homelessness and pushed up housing prices;

WHEREAS, according to the TRENDS Report, while the area median income in Boulder County is among the highest in Colorado and higher than the national median, 10% of residents are still below the poverty line, including 12% of children, and 25% of the population is unable to earn enough to cover their basic needs, with housing costs being the most significant factor contributing to these disparities as price escalation is pushing homes out of reach for low- and middle-income owners and renters;

WHEREAS, according to the TRENDS Report, the median cost of a single-family home more than doubled from 2003 to 2019 in the Town;

WHEREAS, according to the TRENDS Report, the rental market for housing units reflects similar issues, with 58% of renters in Boulder County spending more than a third of their income on housing costs according to Census data, compared to 46% of renters nationally;

WHEREAS, according to the TRENDS Report, Boulder County is in the bottom 4% for equality among the nation's metro areas (44 of 916) and counties (132 of 3,061);

WHEREAS, the Boulder County Regional Housing Partnership recommends a goal of ensuring 12% of the housing inventory will be

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permanently affordable to low, moderate, and middle-income households by 2035;

WHEREAS, Policy 4.2.a of the Town's Comprehensive Plan makes it a long-term goal of the Town to " [p]rovide for a mix of attached and detached residential housing types at varied densities and price ranges to accommodate residents of all ages";

WHEREAS, Housing Policy HO 1.02 of the Boulder County Comprehensive Plan makes it a long-term goal of Boulder County to utilize cooperative effort housing programs, including with local governments to meet the housing needs of low-income families and senior citizens of the County;

WHEREAS, a housing shortage for persons of low income (80% of Area Median Income) is detrimental to the public health, safety and welfare, and the inability of such persons to reside within the Town negatively affects the community's jobs/housing balance and includes without limitation serious and detrimental transportation and environmental consequences; and

WHEREAS, based on the foregoing, and in furtherance of the health, safety, and welfare of the community the Board of Trustees desires to adopt inclusionary housing requirements.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF SUPERIOR, COLORADO, as follows:

Section 1. Chapter 16 of the Superior Municipal Code is hereby amended by the addition of a new Article XXXVII, to read as follows:

ARTICLE XXXVII - INCLUSIONARY HOUSING

Sec. 16-37-10. Purpose.

The purpose of this Article is to implement the housing goals of the Boulder Valley Comprehensive Plan and the Town's Comprehensive Plan to provide for a full range of housing choices, conveniently located in a suitable living environment, for all incomes, ages and family sizes, by increasing the availability of affordable housing to address existing and anticipated future housing needs in the Town.

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Sec. 16-37-20. Definitions.

For purposes of this Article, the following terms shall have the following meanings:

Affordable housing development means a residential development that focuses on or includes as a major portion of the development permanent measures to address the housing needs of lower- or middle-income households.

AMI means the area median income for Boulder County, Colorado, adjusted for household size, as set forth in the index published annually by the United States Department of Housing and Urban Development, or any successor index.

Free market unit means a residential unit not restricted by this Article.

Principal place of residence means the home or place in which one's habitation is fixed and to which one has a present intention of returning after a departure or absence therefrom, and in determining what is a principal place of residence, the Town shall consider the criteria set forth in C.R.S. § 31-10-201(3), as amended.

Qualified household means one qualified resident or a group of individuals that contains at least one qualified resident; a qualified household may have occupants that are not qualified residents as long as at least one occupant is a qualified resident.

Qualified resident means an individual who earns an annual income that does not exceed 80% of the **AMI**, and who occupies or will occupy a residential unit as their principal place of residence.

Residential development means the development of single-family detached residences, townhomes, duplexes, condominiums, apartments or multi-family dwellings as those terms are commonly understood or defined under this Chapter.

Residential unit means a dwelling unit of four hundred (400) square feet or more containing sleeping, kitchen and bathroom facilities, designed for and used or held ready for use as a permanent residence by one (1) family.

Restricted unit means a residential unit that is deed restricted as provided in this Article, and priced at initial sale and resale to be affordable to qualified residents in perpetuity.

Sec. 16-37-30. Applicability.

- (a) The requirements of this Article apply to all new residential development in the Town regardless of whether units are to be sold individually or retained and otherwise leased or rented for residential use.
- (b) Affordable housing developments may be exempt from all or part of the requirements of this Article by the Manager if the Manager determines that the

(a) Number. New residential developments of ten (10) units or more shall include at least fifteen percent (15%) of the new residential units as restricted units, rounded up. By way of example, if a residential development contains one hundred sixty-two (162) residential units, twenty-five (25) restricted units shall be included.

(b) Deed restriction. Each restricted unit shall be subject to a perpetual deed restriction in a form approved by the Town as necessary to carry out the purpose of this Article, and no permits shall be issued for the residential development until the required deed restrictions have been executed.

(c) Fee in lieu.

(1) Applicants for residential developments of less than ten (10) residential units may pay to the Town a fee in lieu of providing the restricted units.

(2) The amount of the fee in lieu shall be established by the Board of Trustees by resolution, and shall be reviewed and updated as necessary every two (2) years.

(3) Payment of the fee in lieu shall be made to the Town prior to the issuance of any building permits for the residential development.

(4) Funds collected from fees in lieu shall be used by the Town for the purpose of planning for, subsidizing or developing affordable housing.

(e) No Credit. No credit shall be given for the construction of restricted units beyond the requirements of this Article, and the Town shall not maintain a mitigation bank for this purpose.

Sec. 16-37-50. Standards for restricted units.

(a) Design. Restricted units shall be comparable in design, size, and appearance to the free market units in the residential development, and shall comply with all size requirements and other design standards of this Chapter, including without limitation parking.

(b) Type. Residential developments that include more than one type of residential unit shall provide restricted units in rough proportion to the types and various designs of free market residential units constructed. For example, in developments with a mixture of two-bedroom and three-bedroom residential units,

(c) For sale or rent. Restricted units shall be for sale or for rent in the same proportion as the free market units. For example, if fifty percent (50%) of the units in the residential development are for sale, then at least fifty percent (50%) of the restricted units shall be for sale.

(d) Location. Restricted units shall be located on the site on which the residential development is proposed, and shall have access to amenities equal to that of the owners and renters of the free market units, including without limitation parks, outdoor play areas, pools, exercise facilities and similar onsite amenities.

(e) Timing. Restricted units shall be ready for occupancy no later than the date of the initial certificate of occupancy for any of the free market units in the project. If the free market units are to be constructed in phases, then the restricted units may be constructed in phases, in proportion to the phasing of the free market units.

Sec. 16-37-60. Sale or lease of restricted units.

(a) No person offering a restricted unit for rent or sale shall fail to disclose the deed restriction required by this Article.

(b) No person shall sell, rent, purchase, or lease a restricted unit except to a qualified resident.

(c) The maximum sales price for a restricted unit shall be set no higher than at a price affordable to households earning 80% of AMI. The Manager shall establish the maximum allowable sales price for restricted units on a quarterly basis based upon the unit type, total floor area, and number of bedrooms and bathrooms.

(d) The rental rate for a restricted unit shall be set no higher than at a price affordable to households earning 80% of **AMI**, as published by the United States Department of Housing.

(e) Restricted units shall not be rented for a period of less than thirty (30) consecutive days.

(f) Restricted units shall be continuously occupied by a qualified household and shall not remain vacant for more than ninety (90) consecutive days unless reasonable and documented efforts to occupy the restricted unit are unsuccessful.

(g) The owner of a restricted unit is solely responsible for verifying the eligibility of a tenant as a qualified resident, and may require the prospective tenant to provide the following information on an application to be provided by the owner of a restricted unit:

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- (1) Verification (*e.g.*, wage stubs, tax return, W-2 or other appropriate documentation) of the tenant's **AMI**;
- (2) A valid form of identification, such as a driver's license, state-issued identification, passport or military identification;
- (3) Any other documentation which the owner deems necessary to make a determination of eligibility; and
- (4) A signed statement certifying and acknowledging: that all information submitted in such application is true to applicant's best knowledge; that the applicant understands that they may not sublet the restricted unit; that the applicant authorizes the owner to verify any and all past or present employment, financial and residency information and all other information submitted by an applicant; and that applicant has read and understands the deed restriction.

Sec. 16-37-70. Violation and penalty.

- (a) It is unlawful to operate a restricted unit in violation of this Article, and violations shall be punishable as set forth in Chapter 1, Article III of this Code. Each day of violation shall be deemed a separate offense.
- (b) In addition to the remedies provided by this Code, the Town shall have any and all remedies provided by law and in equity for a violation of a deed restriction, including without limitation: (i) damages; (ii) specific performance; and (iii) injunctions, including without limitation an injunction requiring eviction of the occupant(s) and an injunction to prohibit the occupancy of the restricted unit in violation of the deed restriction.

Section 2. Severability. If any article, section, paragraph, sentence, clause, or phrase of this Ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this Ordinance. The Board of Trustees hereby declares that it would have passed this Ordinance and each part or parts hereof irrespective of the fact that any one or part or parts be declared unconstitutional or invalid.

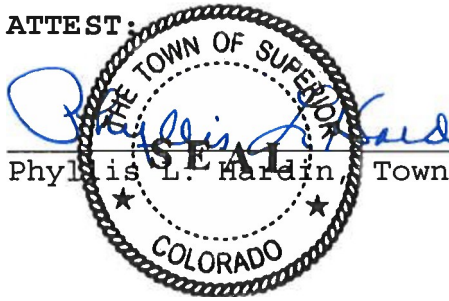
Section 3. Safety. This Ordinance is deemed necessary for the protection of the health, welfare and safety of the community.

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INTRODUCED, READ, PASSED AND ORDERED PUBLISHED this 12th day
of October, 2020.

Clint Folsom, Mayor

ATTEST:



Phyllis L. Hardin

Phyllis L. Hardin, Town Clerk-Treasurer