



**Town of Paonia
214 Grand Avenue
Tuesday, March 3, 2026 5:00 PM
Ad Hoc Short Term Rental Committee**

A) Ad Hoc Short-Term Rental Committee Items

- 1) Consideration of the Tasks and Deadline Set by the Board of Trustees and Deciding on a Plan.
- 2) Discussion of Contacting Facilitators and Putting Together a Draft Agreement for the Board of Trustees.
- 3) Consideration of Survey Results

As Adopted By:
Town of Paonia, Colorado
Resolution No. 2017-10 – Amended May 22, 2018

I. Rules of Procedure

Section 1. Schedule of Meetings. Regular Board of Trustees meetings shall be held on the second and fourth Tuesdays of each month, except on legal holidays, or as re-scheduled or amended and posted on the agenda prior to the scheduled meeting.

Section 2. Officiating Officer. The meetings of the Board of Trustees shall be conducted by the Mayor or, in the Mayor's absence, the Mayor Pro-Tem. The Town Clerk or a designee of the Board shall record the minutes of the meetings.

Section 3. Time of Meetings. Regular meetings of the Board of Trustees shall begin at 6:30 p.m. or as scheduled and posted on the agenda. Board Members shall be called to order by the Mayor. The meetings shall open with the presiding officer leading the Board in the Pledge of Allegiance. The Town Clerk shall then proceed to call the roll, note the absences and announce whether a quorum is present. Regular Meetings are scheduled for three hours, and shall be adjourned at 9:30 p.m., unless a majority of the Board votes in the affirmative to extend the meeting, by a specific amount of time.

Section 4. Schedule of Business. If a quorum is present, the Board of Trustees shall proceed with the business before it, which shall be conducted in the following manner. Note that all provided times are estimated:

- (a) Roll Call - (5 minutes)
- (b) Approval of Agenda - (5 minutes)
- (c) Announcements (5 minutes)
- (d) Recognition of Visitors and Guests (10 minutes)
- (e) Consent Agenda including Approval of Prior Meeting Minutes (10 minutes)
- (f) Mayor's Report (10 minutes)
- (g) Staff Reports: (15 minutes)
 - (1) Town Administrator's Report
 - (2) Public Works Reports
 - (3) Police Report
 - (4) Treasurer Report
- (h) Unfinished Business (45 minutes)
- (i) New Business (45 minutes)
- (j) Disbursements (15 minutes)
- (k) Committee Reports (15 minutes)
- (l) Adjournment

* This schedule of business is subject to change and amendment.

Section 5. Priority and Order of Business. Questions relative to the priority of business and order shall be decided by the Mayor without debate, subject in all cases to an appeal to the Board of Trustees.

Section 6. Conduct of Board Members. Town Board Members shall treat other Board Members and the public in a civil and polite manner and shall comply with the Standards of Conduct for Elected Officials of the Town. Board Members shall address Town Staff and the Mayor by his/her title, other Board Members by the title of Trustee or the appropriate honorific (i.e.: Mr., Mrs. or Ms.), and members of the public by the appropriate honorific. Subject to the Mayor's discretion, Board Members shall be limited to speaking two times when debating an item on the agenda. Making a motion,

asking a question or making a suggestion are not counted as speaking in a debate.

Section 7. Presentations to the Board. Items on the agenda presented by individuals, businesses or other organizations shall be given up to 5 minutes to make a presentation. On certain issues, presenters may be given more time, as determined by the Mayor and Town Staff. After the presentation, Trustees shall be given the opportunity to ask questions.

Section 8. Public Comment. After discussion of an agenda item by the Board of Trustees has concluded, the Mayor shall open the floor for comment from members of the public, who shall be allowed the opportunity to comment or ask questions on the agenda item. Each member of the public wishing to address the Town Board shall be recognized by the presiding officer before speaking. Members of the public shall speak from the podium, stating their name, the address of their residence and any group they are representing prior to making comment or asking a question. Comments shall be directed to the Mayor or presiding officer, not to an individual Trustee or Town employee. Comments or questions should be confined to the agenda item or issue(s) under discussion. The speaker should offer factual information and refrain from obscene language and personal attacks.

Section 9. Unacceptable Behavior. Disruptive behavior shall result in expulsion from the meeting.

Section 10. Posting of Rules of Procedure for Paonia Board of Trustees Meetings. These rules of procedure shall be provided in the Town Hall meeting room for each Board of Trustees meeting so that all attendees know how the meeting will be conducted.

II. Consent Agenda

Section 1. Use of Consent Agenda. The Mayor, working with Town Staff, shall place items on the Consent Agenda. By using a Consent Agenda, the Board has consented to the consideration of certain items as a group under one motion. Should a Consent Agenda be used at a meeting, an appropriate amount of discussion time will be allowed to review any item upon request.

Section 2. General Guidelines. Items for consent are those which usually do not require discussion or explanation prior to action by the Board, are non-controversial and/or similar in content, or are those items which have already been discussed or explained and do not require further discussion or explanation. Such agenda items may include ministerial tasks such as, but not limited to, approval of previous meeting minutes, approval of staff reports, addressing routine correspondence, approval of liquor licenses renewals and approval or extension of other Town licenses. Minor changes in the minutes such as non-material Scribner errors may be made without removing the minutes from the Consent Agenda. Should any Trustee feel there is a material error in the minutes, they should request the minutes be removed from the Consent Agenda for Board discussion.

Section 3. Removal of Item from Consent Agenda. One or more items may be removed from the Consent Agenda by a timely request of any Trustee. A request is timely if made prior to the vote on the Consent Agenda. The request does not require a second or a vote by the Board. An item removed from the Consent Agenda will then be discussed and acted on separately either immediately following the consideration of the

Consent Agenda or placed later on the agenda, at the discretion of the Board.

III. Executive Session

Section 1. An executive session may only be called at a regular or special Board meeting where official action may be taken by the Board, not at a work session of the Board. To convene an executive session, the Board shall announce to the public in the open meeting the topic to be discussed in the executive session, including specific citation to the statute authorizing the Board to meet in an executive session and identifying the particular matter to be discussed “in as much detail as possible without compromising the purpose for which the executive session is authorized.” In the event the Board plans to discuss more than one of the authorized topics in the executive session, each should be announced, cited and described. Following the announcement of the intent to convene an executive session, a motion must then be made and seconded. In order to go into executive session, there must be the affirmative vote of two thirds (2/3) of Members of the Board.

Section 2. During executive session, minutes or notes of the deliberations should not be taken. Since meeting minutes are subject to inspection under the Colorado Open Records Act, the keeping of minutes would defeat the private nature of executive session. In addition, the deliberations carried out during executive session should not be discussed outside of that session or with individuals not participating in the session. The contents of an executive session are to remain confidential unless a majority of the Trustees vote to disclose the contents of the executive session.

Section 3. Once the deliberations have taken place in executive session, the Board should reconvene in regular session to take any formal action decided upon during the executive session. If you have questions regarding the wording of the motion or whether any other information should be disclosed on the record, it is essential for you to consult with the Town Attorney on these matters.

IV. Subject to Amendment

Section 1. Deviations. The Board may deviate from the procedures set forth in this Resolution, if, in its sole discretion, such deviation is necessary under the circumstances.

Section 2. Amendment. The Board may amend these Rules of Procedures Policy from time to time.



Town of Paonia
Office of the Town Clerk
Samira M Vetter, CMC
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P.O. Box 460
Paonia, CO 81428
O: (970) 527-4101
C: (970) 742-4658

Members of the Ad Hoc Short Term Rental Committee,

At February 24, 2026 Regular Meeting the Board of Trustees the Board voted to give you these packet contents and also voted to give you through the end of the year.

Thank you for your time to help us with this project!

Samira

**Proposed Objectives to be Addressed by the Short-Term Rental Ad Hoc Committee
Requiring Consideration by the Board of Trustees**

The Town of Paonia has committed to and must regulate short-term rentals (STRs). This commitment is in place because of the use of public funds granted to the Town in order to hire a consulting firm to create a Paonia specific Housing Needs Assessment and Housing Action Plan. Regulating STRs was the number one priority expressed by community participants at public meetings to address the shortage of long-term housing in Paonia. The Housing Needs Assessment and Housing Action Plan were formally adopted by the Town in November of 2023. Regulating STRs is the first tool recommended in the Housing Action Plan for addressing long-term housing shortages.

The Town needs to move forward to protect the limited supply of housing by regulating the conversion of long-term residential properties to STRs and the purchase of homes for the purpose of using them as STRs. The Town also recognizes that STRs contribute to the local economy, support tourist-oriented businesses and allow local homeowners to supplement their income and provide flexibility by renting second homes and portions of their primary residence.

Additionally, the Town and Trustees determined that uncontrolled and unregulated STRs may also have a direct effect on the quality and character of the community and individual neighborhoods and properties in Town. Protection of the health, safety, and welfare of the residents of Paonia is a basic and valid responsibility of local government. Therefore, the adoption of a balanced approach to regulating, which includes licensing of STRs is an imperative for the Town.

<p>The administrative provisions provided below (these are decisions made only by the Board of Trustees) are necessary for the implementation of a municipal licensing program for which the Town is legally responsible to adopt in order to protect public health, safety and ensure responsible management of public funds.</p>	<p>Potential Topics for the Ad Hoc Committee to address and create proposed recommendations to the Board of Trustees for consideration</p>
<ol style="list-style-type: none"> 1. Creation of a Licensing program that includes dwelling units and single room rentals 2. Adoption licensing requirements 3. Licensee obligations during term of the license 4. Unlawful to operate an STR without a license 5. Use of the following definition for “Dwelling Unit” – “Dwelling Unit means a single unit providing complete, independent living facilities for one or more persons, 	<ol style="list-style-type: none"> 1. Number of maximum (Dwelling unit/single room) STR licenses offered by the Town and what this number is based on 2. Definition of a single room rental 3. Approach for licensing single room rentals. 4. Owner occupied vs. non-owner-occupied dwelling units as STRs

including permanent provisions for living, sleeping, eating, cooking and sanitation.” This definition applies to other portions of Town Code and must be uniformly applied.

6. STRs defined as being rented for a period less than 30-days
7. Requirements for Annual License renewal
8. Licensing Fee requirements and the associated fee amount to ensure public staff time and public resources are adequately reimbursed
9. Requirement for an exterior door with a minimum of 32 inches when opened to 90 degrees.
10. Criteria and process for license denial, suspension, revocation, penalties for noncompliance and opportunity for appeal.
11. Adherence to Chapter 18, requiring adherence to the 2018 International building code and licensed property available for inspection by Town designee
12. Adherence to all Town of Paonia Code requirements including zoning, nuisances, trash collection, noise abatement, dark skies, etc.
13. STRs prohibited in the Mobile Home district (MH), Light Industrial district (I-1), Industrial District (I-2), Developing Resource District (DR) and Public District (P)
14. Requiring an owner applying for an STR license to provide proof of property ownership
15. Requiring that each licensed STR owner designate an authorized representative(s) that is/are located within 60 minutes driving time from the STR and available 24 hours a day, 7 days a week for the purpose of responding to property code violations and/or complaints regarding the condition, operation, or conduct of occupants of the short-term rental, and (2) taking remedial action to resolve such violations and/or complaints..
16. Non transferability of licenses

5. Possibly assigning the number of STR licenses and the associated parking requirements based respectively on the Town Zoning Classifications - C-1, C-2, R-1, R-2, R-3 and E-1 (See attached zoning classification descriptions and the Town zoning map)
6. Discuss the time frame included in the definition for *primary residence* – A privately-owned residential dwelling or property at which the owner resides for at least hundred (200) days per year. (This is the definition and time frame included in the original Ordinance.)
7. Establishment of a license waiting list used when all allotted licenses have been issued

ARTICLE 2. ZONING DISTRICTS

Sec. 16-2-10. Establishment.

In order to carry out the purpose and provisions of this Chapter, the Town is hereby divided into the following zoning districts:

E-1	Estate Residential District
R-1	Low-Density Residential District
R-2	Medium-Density Residential District
R-3	Higher-Density Residential District
MH	Mobile Home Park Subdivision District
MH1	Mobile Home Parks Subdistrict
MH2	Mobile Home Subdivisions Subdistrict
C-1	Core Commercial District
C-2	Community Commercial District
I-1	Light Industrial District
I-2	Industrial District
DR	Developing Resource District
P	Public District

The intent of each zoning district is as described in the following sections.

(Ord. No. 83-116, Art. IX, 1983; Ord. No. 2000-02, Art. IX, 2000)

Sec. 16-2-20. E-1, Estate Residential District.

It is the intent of this District to provide for orderly development of single-family residential areas on three-to ten-acre lots. Farm-type animals, including horses, sheep, llamas, cattle and goats, will be allowed. Other animals will require approval of the Town. This District requires adequate irrigation water rights if the property to be improved has been previously irrigated and water rights were utilized, and must have a plan for distribution (see Section 16-3-110 of this Chapter).

(Ord. No. 2000-02, Art. IX, 2000; Ord. No. 2014-04, § 1, 1-13-2015)

Sec. 16-2-30. R-1, Low-Density Residential District.

It is the intent of the this District to provide for the orderly development of single-family residential site-built or manufactured built homes, depending on covenants for the area.

(Ord. No. 2000-02, Art. IX, 2000; Ord. No. 2014-04, § 1, 1-13-2015)

Sec. 16-2-40. R-2, Medium-Density Residential District.

It is the intent of this District to allow for the orderly and creative development of attached and detached single-family, two-family and multiple-family dwellings at moderate densities. Such areas are intended to serve as a transition between the lower-density zoning districts and the higher-density residential areas and commercially zoned areas.

(Ord. No. 2000-02, Art. IX, 2000; Ord. No. 2014-04, § 1, 1-13-2015)

Sec. 16-2-50. R-3, Higher Density Residential District.

It is the intent of this District to provide for the orderly and creative development of residential areas with density substantially higher than the Low-Density or Medium-Density Districts yet compatible with the present scale and character of the Town. Higher density residential areas may be appropriately located as a part of planned developments, adjacent to medium-density residential areas, commercially zoned areas, adjacent to the core commercial area or downtown and within close proximity to major collector or arterial streets.

(Ord. No. 2000-02, Art. IX, 2000; Ord. No. 2014-04, § 1, 1-13-2015)

Sec. 16-2-60. MH, Mobile Home Park Subdivision District.

It is the intent of this District to be composed of two (2) subdistricts, Mobile Home Parks (MH1) and Mobile Home Subdivisions (MH2). Mobile homes will be restricted to this District except as specified in Article 8 of this Chapter. This District is designed to provide orderly development of single-family residential mobile home parks having rented lots and subdivisions having homeowner lots. These subdistricts may require appropriate screening and/or buffer zones from other districts and zones. (See Article 8 of this Chapter for regulations.)

(Ord. No. 2000-02, Art. IX, 2000; Ord. No. 2014-04, § 1, 1-13-2015)

Sec. 16-2-70. C-1, Core Commercial District.

It is the intent of this District to provide for the orderly development of those commercial and business uses, government, educational and cultural facilities that are characteristic of downtown areas and promote comparison shopping and pedestrian activity in the core area. This District is not intended for businesses and commercial uses that are oriented to the automobile and require extensive ground-level floor area.

(Ord. No. 2000-02, Art. IX, 2000; Ord. No. 2014-04, § 1, 1-13-2015)

Sec. 16-2-80. C-2, Community Commercial District.

It is the intent of this District to augment the commercial and business needs of the community by providing for the orderly development of commercial facilities that, because of their specific nature, require closer access to

arterial routes or immediate access to large parking areas or require generally larger ground-level floor areas than the smaller retail shops as encouraged in the core commercial areas.

(Ord. No. 2000-02, Art. IX, 2000; Ord. No. 2014-04, § 1, 1-13-2015)

Sec. 16-2-90. I-1, Light Industrial District.

It is the intent of this District to provide for the development of industrial uses that will enhance the economy of the Town and be designed and planned in a manner that will be compatible with the character of the community and not add pollution or other undesirable effects to the adjoining properties or to the community as a whole.

(Ord. No. 2000-02, Art. IX, 2000; Ord. No. 2014-04, § 1, 1-13-2015)

Sec. 16-2-100. I-2, Industrial District.

The intent of this District is to allow for basic or primary industries which are generally not compatible with residential and/or commercial activity. Certain extremely obnoxious, hazardous and noisy uses will require special permission to locate in this District.

(Ord. No. 2000-02, Art. IX, 2000; Ord. No. 2014-04, § 1, 1-13-2015)

Sec. 16-2-110. DR, Developing Resource District.

It is the intent of this District to provide for the zoning of those areas to be annexed that are eligible for annexation and are designated in the Comprehensive Plan as potentially suitable for urban development but not in the immediate future because of lack of utilities or other public services. DR District zoning should be applied to existing agricultural or open space areas with minimal present development.

(Ord. No. 2000-02, Art. IX, 2000; Ord. No. 2014-04, § 1, 1-13-2015)

Sec. 16-2-120. P, Public District.

It is the intent of this District to provide a special district for those lands that are dedicated for public use for recreational or educational purposes or for other public facilities or services. New construction and development will require special review.

(Ord. No. 2000-02, Art. IX, 2000; Ord. No. 2014-04, § 1, 1-13-2015)

ADDITIONS TO PAONIA

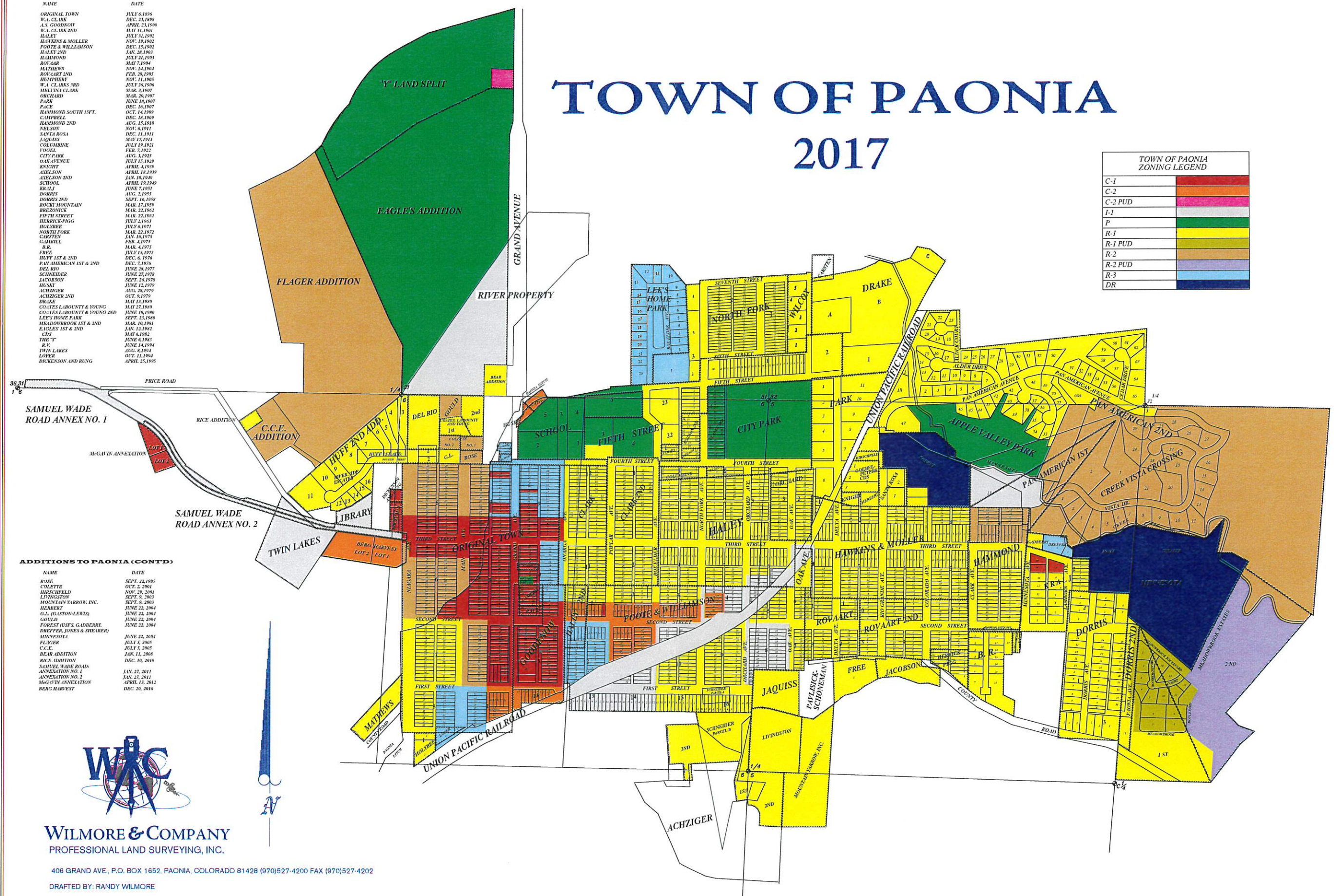
NAME	DATE
ORIGINAL TOWN	JULY 6, 1896
W.A. CLARK	DEC. 23, 1898
A.S. GOODSON	APRIL 23, 1900
W.A. CLARK 2ND	MAY 31, 1901
HALEY	JULY 31, 1902
HAWKINS & MOLLER	NOV. 19, 1902
FOOTE & WILKINSON	DEC. 15, 1902
HALEY 2ND	JAN. 28, 1903
HAMMOND	JULY 21, 1903
ROYALTY	MAY 7, 1904
MATHEWS	NOV. 14, 1904
ROYALTY 2ND	FEB. 28, 1905
HENPHREY	NOV. 11, 1905
W.A. CLARK 3RD	JULY 26, 1906
MELVINA CLARK	MAR. 3, 1907
ORCHARD	MAR. 20, 1907
PARK	JUNE 18, 1907
PACE	DEC. 16, 1907
HAMMOND SOUTH 1ST	OCT. 14, 1909
CAMPBELL	DEC. 18, 1909
HAMMOND 2ND	AUG. 15, 1910
NELSON	NOV. 6, 1911
SANTAROSA	DEC. 11, 1911
JACUSS	MAY 17, 1913
COLAMBINE	JULY 19, 1923
VOGEL	FEB. 7, 1922
CITY PARK	AUG. 3, 1925
OAK AVENUE	JULY 15, 1929
KNIGHT	APRIL 4, 1939
AUELSON	APRIL 18, 1939
AUELSON 2ND	JAN. 18, 1940
SCHOOL	APRIL 19, 1940
KRILL	JUNE 7, 1951
DORRIS	AUG. 2, 1955
DORRIS 2ND	SEPT. 16, 1958
ROCKY MOUNTAIN	MAR. 17, 1959
BREZNICK	MAR. 22, 1962
FIFTH STREET	MAR. 22, 1962
HERRICK-PIGG	JULY 2, 1963
HAYBEE	JULY 6, 1971
NORTH FORK	MAR. 22, 1972
CARSTEN	JAN. 16, 1975
CAMPBELL	FEB. 4, 1975
B.R.	MAR. 4, 1975
FREE	JULY 15, 1975
HUFF 1ST & 2ND	DEC. 8, 1976
PAN AMERICAN 1ST & 2ND	DEC. 7, 1976
DEL RIO	JUNE 28, 1977
SCHNEIDER	JUNE 27, 1978
JACOBSON	SEPT. 26, 1978
HASKI	JUNE 12, 1979
ACHZIGER	AUG. 28, 1979
ACHZIGER 2ND	OCT. 9, 1979
DRAKE	MAY 15, 1980
COATES LABOUNTY & YOUNG	MAY 27, 1980
COATES LABOUNTY & YOUNG 2ND	JUNE 10, 1980
LE'S HOME PARK	SEPT. 23, 1980
MELDOROCK 1ST & 2ND	MAR. 10, 1981
EAGLES 1ST & 2ND	JAN. 12, 1982
CDS	MAY 9, 1982
THE "T"	JUNE 6, 1983
R.V.	JUNE 14, 1994
TWIN LAKES	AUG. 8, 1994
LOPER	OCT. 11, 1994
DICKENSON AND RUNG	APRIL 25, 1995

TOWN OF PAONIA

2017

TOWN OF PAONIA ZONING LEGEND

C-1	[Red]
C-2	[Orange]
C-2 PUD	[Pink]
I-1	[Green]
P	[Light Green]
R-1	[Yellow]
R-1 PUD	[Light Yellow]
R-2	[Light Blue]
R-2 PUD	[Light Purple]
R-3	[Blue]
DR	[Dark Blue]



ADDITIONS TO PAONIA (CONTD)

NAME	DATE
ROSE	SEPT. 22, 1995
COLETTE	OCT. 2, 2001
HIRSCHFELD	NOV. 29, 2001
LIVINGSTON	SEPT. 9, 2003
MOUNTAIN ARROW, INC.	SEPT. 9, 2003
HERBERT	JUNE 22, 2004
G.L. (GASTON-LEWIS)	JUNE 22, 2004
GOLD	JUNE 22, 2004
FOREST (US'S, GADBERY, DREFFER, JONES & SHEARER)	JUNE 22, 2004
MINNESOTA	JUNE 22, 2004
FLAGER	JULY 5, 2005
C.C.E.	JULY 5, 2005
BEAR ADDITION	JAN. 11, 2008
RICE ADDITION	DEC. 16, 2010
SAMUEL WADE ROAD ANNEXATION NO. 1	JAN. 27, 2011
ANNEXATION NO. 2	JAN. 27, 2011
McGWIN ANNEXATION	APRIL 13, 2012
BERG HARVEST	DEC. 20, 2016



WILMORE & COMPANY
PROFESSIONAL LAND SURVEYING, INC.

406 GRAND AVE., P.O. BOX 1652, PAONIA, COLORADO 81428 (970)527-4200 FAX (970)527-4202

DRAFTED BY: RANDY WILMORE

MAY 1999
REVISED NOV. 2008
REVISED FEB. 2004
REVISED DEC. 2004
REVISED APRIL 2005
REVISED JANUARY 2007
REVISED MARCH 2017