

**AGENDA
OURAY PLANNING COMMISSION**

Tuesday, July 14, 2026 - 4:00 PM

Ouray Community Center, 320 6th Ave, Ouray, CO 81427

VIRTUAL OPTION - <https://zoom.us/j/98645657434>

Meeting ID: 986 4565 7434 Passcode: 788405 Or dial: +1 346 248 7799

Ouray Planning Commission Regular Meeting

- Changes to this agenda can be found on the bulletin board at City Hall
- Electronic copies of the Planning Commission Packet are available on the City website at www.cityofouray.com. A hard copy of the Packet is also available at the Administrative Office for interested citizens.
- Notice is hereby given that a majority or quorum of the City Council, Ouray Economic Development Committee, Beautification Committee, Tourism Advisory Committee, and/or Parks and Recreation Committee may be present at the above noticed Planning Commission meeting to discuss any or all of the matters on the agenda below for Council consideration

1. CALL TO ORDER

2. ROLL CALL

3. CITIZENS COMMUNICATIONS

4. DISCUSSION ITEMS

4.a. Department Updates

4.b. Special Events Code Review

5. ADJOURNMENT

Date: July 14, 2026
To: Planning Commission
From: Michelle Metteer, City Administrator
Re: Planning Commission Report

Community Development Department Updates

In lieu of hiring a new full-time Community Development Director I have taken the following actions:

1. Hired a full time Planner Technician. This position will serve as the full-time, in-person resource for the City's building and planning needs. The planner tech will physically be in City Hall 40-hours/week and be the resource for the building community, development community and support communication for building inspections.
2. Hired a part time, in-house building inspector. This role was hired the week of July 6 and is currently shadowing Buckhorn Engineering on inspections. The long-term goal will be for this position to be a one-stop-shop for all building permit plan reviews, permitting and inspections. My hope is to be more customer-friendly to the building community, alleviate the confusion caused by multiple building inspection processes (SafeBuilt & Buckhorn) and be more accessible to the community by creating a consistent inspection schedule.
3. Hired a Planning Consultant to address the higher-level planning issues like code amendments, zoning reviews, larger building projects and City Plan updates. – This is a work in progress. Currently, I do not see the need for a full-time, benefitted Planning Director position. After spending time in the department, it seems the City is more in need of a planner tech or eventual community resource officer and building official, while maintaining access to a higher-level planner for one-off needs. I hope this approach will be more accommodating to the public and save the City money.

Date: July 14, 2026
To: Planning Commission
From: Michelle Metteer, City Administrator
Re: Special Events Code Review

Overview:

There are scenarios whereby an amendment or addition to a municipal code can provide community-wide benefit. In 2025 the Community Development department was approached with the request to consider a new section of code that would allow for camping on private property during a permitted special event.

Analysis:

The Planning Commission (PC) is asked to consider the benefit of allowing camping on private property for a not-to-exceed amount of time which would help to offset the limited lodging facilities within City limits. Should the PC determine there is a value in allowing camping on private property, then the next step is to consider code language to implement this option.

Recommendations:

Review both the current draft of the special event code language and a modified version provided by Planning Commissioner McKenna Sumrak. Also included are comments/feedback provided by the Mountain Air Music Festival (MAMS).

Next Steps:

Provide feedback to staff regarding direction moving forward. This is a discussion only and no formal decisions or recommendations will be made during this meeting. We will use this time to regroup as a Board and assure staff and the Commission are moving in a unified direction being led by the Commission.



Special Events

Section 7-13 Special Events

A. Purpose

The purpose of this section is to establish regulations governing the temporary use of land, structures, and public rights-of-way for special events. These regulations are intended to ensure that such events are compatible with surrounding land uses, provide adequate provisions for parking, access, sanitation, and nuisance management, and prevent undue interference with the normal use and enjoyment of neighboring properties.

B. Applicability

This section applies to all temporary events on public or private property within the City, including, but not limited to, festivals, fairs, markets, parades, concerts, sporting events, and other gatherings not part of the property's primary or permanent use, except as expressly provided otherwise.

C. Exceptions

1. A special event shall require a Special Event Permit in accordance with this section unless one of the following applies:
 - a. The special event is a private function not exceeding forty-eight (48) hours occurring at a private residence or upon grounds of a multifamily residential development for which no admission or rental fees or other charges are assessed. Examples of such private events include but are not limited to barbecues, garage/yard sales, non-commercial private parties, weddings, funerals, estate sales/auctions and family gatherings.
 - b. The special event is reasonably expected to attract less than one-hundred (100) people including hosts, guests, staff employees, and/or independent contractors.
 - c. The special event occurs at a City-owned property or permanent facility for which a land use permit has been granted specifically allowing such activities, and the special event complies with all permit conditions of approval.

D. Permit Required

1. Unless expressly exempted under Subsection 7-13-C above, any activity meeting one (1) or more of the following criteria shall require a Special Event Permit in accordance with this section:
 - a. Any event that is reasonably expected to attract one-hundred (100) or more people, including hosts, guests, staff employees, and/or independent contractors;
 - b. Any event necessitating the closure of any City maintained roadway;

- c. Any event warranting the utilization of City police or emergency management services;
 - d. Any event where the installation of a temporary structure is required. Examples of temporary structures include but are not limited to performance stage(s) and structures with enclosures or shelter with an area greater than 400 square feet that is constructed of fabric or pliable material supported by poles, cables, or frames, including circus-style tents, exhibition tents, and similar installations; and
 - e. Any event that requests waivers from standards set forth in OMC Sec. 10-6, *Table 1, Stationary Sound Source decibel/Time Chart by Maximum dB (A)*, to the extent permitted by law.
2. Any Special Event Permit application that includes the sale, service, or consumption of alcoholic beverages, or that requires a special event liquor license under state law, shall be subject to review and approval by the City Council.
 3. If an event or activity is not specifically listed among the exceptions, it shall be deemed to require a permit under this section.

E. Review and Call-Up Procedures

The Community Development Director ("Director") or his or her designee, shall have the authority to review and act upon Special Event Permit applications. Any permit issued by the Director may be subject to call-up or appeal to the City Council.

F. Special Event Standards

1. Special Event Permits shall meet the submittal requirements and standards outlined below:
 - a. The applicant shall provide sufficient potable water unless the Director determines that no potable water is necessary.
 - b. As determined by the Director, the applicant shall provide sufficient sanitary facilities for the duration of the event. Portable toilets are acceptable to satisfy sanitation requirements, and the Colorado Department of Public Health and Environment (CDPHE) may be contacted at the City's discretion depending on the size or nature of the event.
 - c. The applicant shall provide a safety plan and traffic control devices for any impacts to access, including but not limited to road closures, and more than two hundred (200) average daily trips (ADTs) on a City maintained roadway.
 - d. The applicant shall provide all event-related parking on the property where the event is held, unless the Director determines that off-site or alternative parking arrangements are appropriate and sufficient to serve the event.
 - e. Noise associated with the special event shall not exceed the Commercial/Industrial Districts maximum permissible levels pursuant to OMC Sec. 10-6-E and, to the extent applicable, C.R.S. § 25-12-103, whichever is stricter.

- f. In instances where security or special event lighting is proposed, lighting sources shall be directed inward and away from adjacent properties. Lighting utilized for the special event shall not produce brightness to cause annoyance, discomfort, or loss in visual performance as seen from the public right-of-way or from surrounding properties and must comply with the City's Outdoor Lighting Standards, as set forth in OMC Sec. 7-8-K.
 - g. Set up for a special event shall occur up to no more than seventy two (72) hours prior to the start of the special event.
 - h. The applicant shall submit an operating plan that includes but is not limited to the following information:
 - i. General information regarding the proposed special event;
 - ii. Date, time, and location of the proposed special event;
 - iii. Refuse disposal plan and identification of the entity responsible for refuse collection;
 - iv. General information regarding evacuation from the special event site addressing preparedness for responding to emergency events and wildfires; and
 - v. Any other information pertinent to the event so that neighboring properties will not be negatively impacted to the maximum extent feasible.
 - i. The applicant shall submit a site plan showing the layout of the proposed special event that shall include locations of parking, restrooms, water, ingress/egress, and information pertaining to the special event that may impact the health, safety, and welfare of attendees.
 - j. A private residence subject to the requirements of this section shall be limited to a maximum of four (4) Special Event Permits per calendar year. Any request for permits exceeding this limit shall be subject to call-up before the City Council in accordance with Section 7-13-E above.
2. Notice of the event shall occur in accordance with the requirements set forth in OMC Sec. 7-5-C-3-c through 7-5-C-3-e.
 3. In the event that there is an imminent threat to the public health, safety or welfare as a result of the event or which will be exacerbated by the event, the City Administrator, supported by Ouray County Emergency Management Services and law enforcement, may summarily postpone the event without prior notice to the permittee. The City shall notify the permittee of such summary postponement on the same date such decision is made and such decision shall be deemed final.
 4. Any special event conducted in violation of this section shall be subject to enforcement under the provisions of the Ouray Municipal Code to the maximum extent allowed by law.

Section 7-13 Special Events

A. Purpose

1. The purpose of this section is to establish regulations governing the temporary use of land, structures, and public rights-of-way for special events. These regulations are intended to ensure that such events are compatible with surrounding land uses, provide adequate provisions for parking, access, sanitation, and nuisance management, and prevent undue interference with the normal use and enjoyment of neighboring properties.

B. Applicability

1. This section applies to all temporary events, with a duration up to fourteen (14) days, on public or private property within the City, including, but not limited to festivals, fairs, markets, parades, concerts, sporting events, and other gatherings not part of the property's primary or permanent use, except as expressly provided otherwise.

C. Permit Required

1. Events held on private property that meet one (1) or more of the following criteria shall require a Special Event Permit in accordance with this section:
 - a. Any event where no permanent sanitation facilities exist on the property where the event will occur;
 - b. Any event that will result in offsite parking of twenty-five (25) or more vehicles;
 - c. Any event that will generate vehicle queues on a public right-of-way beyond normal traffic conditions for the time of day and season;
 - d. Any event that requires traffic control personnel, signage, or roadway management measures, including road closures;
 - e. Any event that requests a waiver from noise standards set forth in OMC Sec. 10-6, *Table 1, Stationary Sound Source decibel/Time Chart by Maximum dB (A)*, to the extent permitted by law; or
 - f. Any event warranting the utilization of City police or emergency management services;
2. Events held on any public right-of-way shall require a Special Event Permit in accordance with this section;
3. Events held at Fellin Park or Miner's Heritage Park that meet one (1) or more of the following criteria shall require a Special Event Permit in accordance with this section:
 - a. Any event that is reasonably expected to attract one hundred (100) or more people, including hosts, guests, staff employees, and/or independent contractors;
 - b. Any event with a duration of sixteen (16) hours or more;
 - c. Any event that requires traffic control personnel, signage, or roadway management measures, including road closures;

- d. Any event that requests a waiver from noise standards set forth in OMC Sec. 10-6, *Table 1, Stationary Sound Source decibel/Time Chart by Maximum dB (A)*, to the extent permitted by law; or
 - e. Any event warranting the utilization of City police or emergency management services;
 - f. Any event requiring a special event liquor license under state law;
 - g. Any event with the installation of temporary structures exceeding 1,000 square feet in aggregate area. Examples include, but are not limited to, performance stage(s), inflatables, bleachers, and structures with enclosures or shelter that are constructed of fabric or pliable material supported by poles, cables, or frames, including circus-style tents, exhibition tents, and similar installations;
4. Events held at Rotary Park that meet one (1) or more of the following criteria shall require a Special Event Permit in accordance with this section:
- a. Any event that is reasonably expected to attract one hundred (100) or more people, including hosts, guests, staff employees, and/or independent contractors;
 - b. Any event with a duration of sixteen (16) hours or more;
 - c. Any event that requires off-site parking;
 - d. Any event that requires traffic control personnel, signage, or roadway management measures, including road closures;
 - e. Any event that requests a waiver from noise standards set forth in OMC Sec. 10-6, *Table 1, Stationary Sound Source decibel/Time Chart by Maximum dB (A)*, to the extent permitted by law; or
 - f. Any event warranting the utilization of City police or emergency management services;
 - g. Any event requiring a special event liquor license under state law;
 - h. Any event with the installation of temporary structures exceeding 1,000 square feet in aggregate area. Examples include, but are not limited to, performance stage(s), inflatables, bleachers, and structures with enclosures or shelter that are constructed of fabric or pliable material supported by poles, cables, or frames, including circus-style tents, exhibition tents, and similar installations;
 - i. Any event that involves overnight camping or overnight occupancy; or
 - j. Any event that restricts or excludes public access to the Rotary Park climbing wall or ice skating rink;
5. Events held at Ouray Ice Park that meet one (1) or more of the following criteria shall require a Special Event Permit in accordance with this section:
- a. Any event that is reasonably expected to attract five hundred (500) or more people, including hosts, guests, staff employees, and/or independent contractors;
 - b. Any event with a duration of sixteen (16) hours or more;
 - c. Any event that requires traffic control personnel, signage, or roadway management measures, including road closures;

- d. Any event that requests a waiver from noise standards set forth in OMC Sec. 10-6, *Table 1, Stationary Sound Source decibel/Time Chart by Maximum dB (A)*, to the extent permitted by law; or
- e. Any event warranting the utilization of City police or emergency management services;
- f. Any event requiring a special event liquor license under state law; or
- g. Any event with the installation of temporary structures exceeding 1,000 square feet in aggregate area. Examples include, but are not limited to, performance stage(s), inflatables, bleachers, and structures with enclosures or shelter that are constructed of fabric or pliable material supported by poles, cables, or frames, including circus-style tents, exhibition tents, and similar installations.

D. Exemptions

1. The following shall not be subject to a Special Event Permit:
 - a. Ordinary use of City parks consistent with posted rules and capacity limits;
 - b. Activities authorized through a park reservation that do not involve exclusive use, amplified sound per OMC Sec. 10-6, overnight occupancy, temporary structures exceeding 1,000 square feet in aggregate, or other permit triggers as listed in Subsection 7-13-C-3 above;
 - c. Private gatherings on private property that do not exceed the thresholds established in Subsection 7-13-C-1 above;
 - d. Events hosted by the City of Ouray;
 - e. Emergency response activities;
 - f. Constitutionally protected expressive activities, subject to applicable laws governing public safety and park use.
 - g. Events occurring at a property or permanent facility for which the zoning or land use permitted allows such activities. Examples include community centers, religious institutions, schools, event centers, and performing centers.
2. Events occurring at the Ouray Dog Park, Box Canon Falls, Cascade Falls, Ouray River Walk, Vinegar Hill, Lee's Ski Hill, and Woman's Club Mini Park shall be exempt from a Special Event Permit unless they trigger any thresholds listed in Subsection 7-13-C-3 above.
3. Events occurring at the Ouray Hot Springs, Via Ferrata, and Community Center will be subject to facility approval through the City of Ouray and are not subject to this code.

E. Review and Call-Up Procedures

1. The Community Development Director ("Director") or his or her designee, shall have the authority to review and act upon Special Event Permit applications. Any permit issued or denied by the Director may be subject to call-up or appeal to the City Council.
2. Any Special Event Permit application that includes the sale, service, or consumption of alcoholic beverages, or that requires a special event liquor

license under state law, shall be subject to review and approval by the City Council.

F. Special Event Standards

1. For events occurring on private property, Special Event Permit applicants shall meet the submittal requirements and standards outlined below:
 - a. Submit a completed Special Event Permit application;
 - b. Submit the associated permit fee, if applicable;
 - c. Submit a site plan with the following identified on the map:
 1. Sanitation facilities
 2. Parking
 3. Traffic control measures and road closures, if applicable
 4. Potable water, if applicable
 5. Emergency access
 6. Any other pertinent information related to the event and impacts to the public;
 - d. Provide sufficient sanitary facilities for the duration of the event. Existing permanent sanitary facilities and portable toilets are acceptable to satisfy requirements. The Colorado Department of Public Health and Environment (CDPHE) may be contacted at the City's discretion depending on the size or nature of the event;
 - e. Provide a refuse collection and disposal plan;
 - f. If the event includes overnight occupancy, provide sufficient potable water for the duration of the event;
 - g. Provide all event-related parking on the property where the event is held, unless the Director determines that off-site or alternative parking arrangements are appropriate and sufficient to serve the event;
 - h. Provide general information regarding evacuation from the event site addressing preparedness for responding to emergencies and wildfires;
 - i. Noise associated with the event shall not exceed OMC Sec. 10-6 unless a waiver has been granted by the City Council;
 - j. Lighting sources shall be directed inward and away from adjacent properties. Lighting utilized for the event shall not produce brightness to cause annoyance, discomfort, or loss in visual performance as seen from the public right-of-way or from surrounding properties and must comply with the City's Outdoor Lighting Standards, as set forth in OMC Sec. 7-8-K;
2. For events occurring on City-owned property, Special Event Permit applicants shall meet the submittal requirements and standards outlined below:
 - a. Submit a completed Special Event Permit application;
 - b. Submit the associated permit fee, if applicable;
 - c. Submit a site plan with the following identified on the map:
 1. Sanitation facilities
 2. Parking
 3. Traffic control measures and road closures, if applicable

4. Potable water, if applicable
 5. Temporary structures
 6. Liquor area perimeter, if applicable
 7. Emergency access
 8. Any other pertinent information related to the event and impacts to the public;
- d. Provide sufficient sanitary facilities for the duration of the event. Existing permanent sanitary facilities and portable toilets are acceptable to satisfy requirements. The Colorado Department of Public Health and Environment (CDPHE) may be contacted at the City's discretion depending on the size or nature of the event;
 - e. Provide a refuse collection and disposal plan;
 - f. Provide a parking plan. Indicate what parking will be provided, where additional parking will be directed, and how parking stalls will be demarcated where applicable;
 - g. Provide general information regarding evacuation from the event site addressing preparedness for responding to emergencies and wildfires;
 - h. If event includes overnight occupancy at Rotary Park, provide potable water sufficient for the duration of the event;
 - i. Provide a valid certificate of insurance that lists the City of Ouray as an additional insured. The effective dates must cover the duration of the event, including set up and take down. If a liquor license is required, the certificate must show liquor liability is covered for at least \$1,000,000.
 - j. Noise associated with the event shall not exceed OMC Sec. 10-6 unless a waiver has been granted by the City Council;
 - k. Lighting sources shall be directed inward and away from adjacent properties to the maximum extent feasible. Lighting utilized for the event shall not produce brightness to cause annoyance, discomfort, or loss in visual performance as seen from the public right-of-way or from surrounding properties and must comply with the City's Outdoor Lighting Standards, as set forth in OMC Sec. 7-8-K;
 - l. Set up of the event shall not occur more than seventy-two (72) hours prior to the start of the event. Take down for the event shall not occur later than seventy-two (72) hours following the end of the event.
3. Permit Limits
 - a. A private property shall be limited to a maximum of four (4) Special Event Permits per calendar year.
 - b. Fellin Park, Miner's Heritage Park, and Rotary Park shall be limited to a maximum of twenty-six (26) Special Event Permits per calendar year.
 - c. Rotary Park shall be limited to a maximum of five (5) overnight occupancy nights per month.
 - d. Any request for permits exceeding these limits shall be subject to call-up before the City Council in accordance with Section 7-13-E above.

4. Notice of the event shall occur in accordance with the requirements set forth in OMC Sec. 7-5-C-3-c through 7-5-C-3-e.
5. In the event that there is an imminent threat to the public health, safety or welfare as a result of the event or which will be exacerbated by the event, the City Administrator, supported by Ouray County Emergency Management Services and law enforcement, may summarily postpone the event without prior notice to the permittee. The City shall notify the permittee of such summary postponement on the same date such decision is made and such decision shall be deemed final.
6. Any special event conducted in violation of this section shall be subject to enforcement under the provisions of the Ouray Municipal Code to the maximum extent allowed by law.



City of Ouray Planning Commission
% Dan Murphy, Community Development Director
PO BOX 468
Ouray, CO 81427

May 26, 2026

Dear Dan and City of Ouray Planning Commissioners,

Thank you for considering our first round of comments on the proposed new special events permit in early May. We have reviewed the new draft and the discussion at the May 12 Planning Commission meeting and would like to add a few more comments and potential recommendations to the process.

Comments follow on the next few pages. We thank you for your consideration.

Sincerely,

Mountain Air Music, Inc. Board of Directors
David Turner
Kaytie Evans
Derek Jones
Trisha Johnson
Katharina Papenbrock

Section 7-13 Special Events

B. Applicability

This section applies to all temporary events on public or private property within the City, including, but not limited to, festivals, fairs, markets, parades, concerts, sporting events, and other gatherings not part of the property's primary or permanent use, except as expressly provided otherwise.

Note: The majority of the special event permit exceptions, requirements and standards seem primarily focused on events on private property. Since the City has clear jurisdiction about use on its public properties, City-owned properties like Fellin Park, especially, may need a separate set of guidelines that are broader than those pertaining to private property.

C. Exemptions

1-c. The special event occurs at a City-owned property or permanent facility for which a land use permit has been granted specifically allowing such activities, and the special event complies with all permit conditions of approval. The special event occurs at a permanent facility for which a land use permit has been granted specifically allowing such activities, and the special event complies with all permit conditions of approval.

Note: This section was discussed at length at the May 12 Planning Commission meeting. We would still like to make the recommendation that certain City-sponsored or City-established events are exempt. In our specific example, the Mountain Air Music Series is sponsored annually by the City of Ouray, with financial and in-kind support. Is there a pathway where a set of City "sponsorship" or "support" criteria can be established to make this equitable to those kinds of events?

E. Review and Call-Up Procedures

The Community Development Director ("Director") or his or her designee, shall have the authority to review and act upon Special Event Permit applications. Any permit issued by the Director may be subject to call-up or appeal to the City Council.

Notes: Recommended rewording of the last sentence to also allow for review of applications that have been denied, to allow for a process for both City and applicant parties to address specific concerns. "Any permit issued or denied by the Director may be subject to call-up or appeal to the City Council."

F. Special Event Standards

1-a. The applicant shall provide sufficient potable water unless the Director determines that no potable water is necessary.

Notes: On events on City Property, there is no current infrastructure to support potable water. What would be the requirements for determining whether potable water is needed or not? Would

like to have more information or thoughts on this item. This item was not addressed at the May 12 Planning Commission meeting.

1-c. The applicant shall provide a safety plan and traffic control devices for any impacts to access, including but not limited to road closures, and more than two hundred (200) average daily trips (ADTs) on a City maintained roadway.

Notes: Will the City provide support to special event applicants with a standardized plan to help come up with numbers and how to design a traffic and safety plan? Will past event organizers be asked for input on this eventual plan? This was not discussed at the May 12 Planning Commission meeting.

1-d. The applicant shall provide all event-related parking on the property where the event is held, unless the Director determines that off-site or alternative parking arrangements are appropriate and sufficient to serve the event.

Notes: As with 1-c, will the City provide support to special event applicants with a standardized plan to help determine parking needs? Will past event organizers be asked for input on this eventual plan?

f. In instances where security or special event lighting is proposed, lighting sources shall be directed inward and away from adjacent properties. Lighting utilized for the special event shall not produce brightness to cause annoyance, discomfort, or loss in visual performance as seen from the public right-of-way or from surrounding properties and must comply with the City's Outdoor Lighting Standards, as set forth in OMC Sec. 7-8-K.

Notes: Recommendation to reword the first sentence to read as follows: "In instances where security or special event lighting is proposed, lighting sources shall be directed inward and away from adjacent properties, to the maximum extent feasible." In a City as densely built out as Ouray, it is impossible to completely eradicate all light pollution during an event. The applicant should have the opportunity to show that they are mitigating light pollution as much as possible but with the knowledge that a 100% "no impact" situation is improbable.

h. The applicant shall submit an operating plan that includes but is not limited to the following information:

- i. General information regarding the proposed special event;*
- ii. Date, time, and location of the proposed special event;*
- iii. Refuse disposal plan and identification of the entity responsible for refuse collection;*
- iv. General information regarding evacuation from the special event site addressing preparedness for responding to emergency events and wildfires; and*
- v. Any other information pertinent to the event so that neighboring properties will not be negatively impacted to the maximum extent feasible.*

i. The applicant shall submit a site plan showing the layout of the proposed special event that shall include locations of parking, restrooms, water, ingress/egress, and information pertaining to the special event that may impact the health, safety, and welfare of attendees.

Notes: For both items (F-h and F-i): for events on City property, would there be a consideration for a shorter application for this permit, since many of these issues are already covered with the Parks and Recreation reservation and use process required for events on City-owned properties? The same applies to those permittees seeking a special event liquor permit for events on City-owned properties. Items h-i, h-ii, are part of the special event liquor permit and items h-iii, h-iv, h-v and i are all part of the current reservation and use process on City-owned properties for use of that property.