

**AGENDA
OURAY PLANNING COMMISSION**

Tuesday, April 21, 2026 - 4:00 PM

San Juan Room, 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. APPROVE MINUTES

N/A

4. CITIZENS COMMUNICATIONS

5. PUBLIC HEARINGS

- 1. Code Amendment - OMC Sec. 7-13 Special Events: Consideration of a code amendment to establish a new Special Events section within the Ouray Municipal Code, providing standards and procedures to ensure events are conducted safely while supporting community and economic activity.**

6. ACTION ITEMS

- 2. Code Amendment - OMC Sec. 7-13 Special Events: Consideration of a code amendment to establish a new Special Events section within the Ouray Municipal Code, providing standards and procedures to ensure events are conducted safely while supporting community and economic activity.**

7. DISCUSSION ITEMS

- 3. Building Inspector and Community Resource Officer**
- 4. General Department Updates**

8. ADJOURNMENT



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 weddings, funerals, estate sales/auctions and family gatherings.
 - b. The special event is reasonably expected to attract less than fifty (50) people including hosts, guests, staff employees, and/or independent contractors.
 - c. 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.

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 fifty (50) 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 requesting 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. For every one hundred (100) people reasonably expected to attend the special event, the applicant shall provide four (4) restrooms and four (4) trash receptacles. Portable toilets are acceptable to satisfy sanitation requirements, and the Colorado Department of Public Health and Environment (CDPHE) may be contacted at the Director’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 property 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 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 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.