



Country Club

Homeowners' Association

*Dedicated to building our community*

[www.countryclubestateshoa.org](http://www.countryclubestateshoa.org)

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## **MINUTES of the COUNTRY CLUB HOA BOARD MEETING – 11 May 2021**

President Vonney Northrop called the meeting of the CCHOA Board to order at 5:32 PM on 11 May 2021. The meeting, due to COVID-19 concerns, was held via Zoom conference.

Present: Vonney Northrop Sandy Gallof, Janice Marie-Gallof, Ken Francois, Marty Henderson, Dorothy Hornby, and Vicki Tostanoski.

Guest: Susan Henderson

The agenda for this meeting is provided in Attachment 1.

### MINUTES of the PREVIOUS MEETINGS:

- a. The minutes of the previous regular Board meeting held on 13 April 2021 were presented. Dorothy motioned that the minutes be approved. Janice seconded the motion. The minutes were approved unanimously.

### FINANCIAL REPORT (Marty Henderson):

- a. The Treasurer's Financial Reports for the period ending 30 April 2021 are provided in Attachments 2-4.
- b. The HOA has \$10,365.95 available for its use. The US Bank Operating Checking account reconciled without issues. The operating checking account balance is \$24,368.80 with \$15,920.61 reserved for Waste Connections and another \$443.04 reserved for the History Fund.
- c. With approval from the Board at the April HOA Board meeting, Marty purchased Quickbooks 2021 for \$412.27. This makes us up to date and gives us support from Intuit. The install and conversion from Quickbooks 2018 went smoothly.
- d. 21 more neighbors paid their 2021 dues which brings us up to 64% of the homes have paid their voluntary dues.
- e. We added 6 new trash customers this month. That brings our total up to 153, or 49%. If we add 4 more homes it will be half the neighborhood.
- f. A third neighbor took out an ad on our website and newsletter. Vicki got the business card added to our HOA website.
- g. Dorothy motioned that the Financial Reports be approved. Vonney seconded the motion. The Reports were approved unanimously.

### OLD BUSINESS

- a. Board Succession:
  - 1) Sandy asked if there was anything new to report. There was nothing new.
  - 2) Vonney stated that maybe, when we start social events, we can talk to neighbors about volunteering.

- b. Spending options
  - 1) Janice suggested advertising the Garage Sale in the Gazette. She also suggested putting up five signs at the entrances to our neighborhood advertising the Garage Sale.
  - 2) Vonney stated that last year we used five signs for the Garage Sale.
  - 3) Dorothy asked if the signs could be designed so they can be used annually rather than just once. Janice said the Social Committee would look at permanent vs temporary signs.
  - 4) Marty stated that Waste Connections would charge \$250 for a roll away dumpster.
  - 5) Mart motioned that we spend \$250 for a dumpster during the Garage Sale. Dorothy seconded. The motion was unanimously approved.
- c. Complaint Response Form
  - 1) Ken raised questions as to why we needed this form if the HOA had no authority to enforce a decision/solution.
  - 2) Marty stated the HOA can serve as an information source to help resolve issues.
  - 3) Vonney asked Ken to review the proposed form and recommend changes.
  - 4) Sandy agreed to meet with Ken and work out the required changes.
- d. 3205 Leslie Land Use Application
  - 1) Vonney stated the application was deferred, awaiting updated responses from the applicant.
  - 2) Sandy stated the status, as shown on the Planning and Community Development Land Development Review Search page, [https://web1.coloradosprings.gov/plan/ldrs\\_ext/rpt/index.htm](https://web1.coloradosprings.gov/plan/ldrs_ext/rpt/index.htm), has not changed
  - 3) Vonney stated that a Community meeting is required by the City before final approval/disapproval.

## NEW BUSINESS

- a. Upcoming Social Events (Garage Sale-June, Neighborhood Walks-May, Garden Club-April)
  - 1) Janice stated the Social Committee has not yet met to work the upcoming social events.
  - 2) Garage Sale:
    - a) The Garage Sale is the next scheduled social event.
    - b) Sandy reported the Old North End is having their annual Garage sale on 19 June 2021 between 8 AM to 12 PM.
    - c) Vonney stated this should not be an issue for our Garage Sale, scheduled for 18-20 June 2021.
    - d) Marty stated that some charities do pickups in neighborhoods but what they pick up is limited.
    - e) Marty suggested a shredder serve during the Garage sale. Janice thought this might be too ambitious and suggested deferring the shredder service to the Book Sale.
    - f) Marty presented information for dumpster placement during garage sale. Vonney asked for specifics. We discussed where dumpster would sit. Three suggestions were given. Marty will get information from Waste Connections re: length and any other information. The dumpster would be dropped off on Friday with pickup the following Monday.
  - 3) Neighborhood Walk
    - a) This event was scheduled to kick off in May but has been delayed.
    - b) More planning is required to address where and how these walks will be conducted.
    - c) It was agreed the walks would occur on the second Sunday of each month during the Summer and Fall.
  - 4) Garden Club
    - a) Janice stated the Garden Club's first 2021 meeting was held on 25 April. It had a guest speaker who discussed native plants.
    - b) Janice stated participation is still currently limited to 10 people due to COVID-19 restrictions. Participation may be increased when the restrictions are eased.
    - c) The next meeting of the Garden Club will be on 23 May 2021. The host, as usual, will decide the topic.
- b. STR in Neighborhood

- 1) Sandy sent out the latest information on STRS and ADUs to all Board members (Attachments 5-7).
  - 2) Vonney stated we will look at each instance but there is little we can do beyond City Code enforcement.
- c. Next Newsletter
- 1) Susan will send out a list of suggested articles and authors for the next Newsletter.
  - 2) Susan would like all draft articles back to her by 21 May.
  - 3) She hopes to send out the draft Newsletter for review no later than 27 May and have all comments back by 1 June.
  - 4) Vonney suggested a postcard announcing the next couple of social events.
  - 5) Janice asked if we need both the Newsletter and a postcard.
  - 6) Marty reiterated it is important to keep repeating the information to ensure people get the message.
  - 7) Susan suggested adding a 3-month calendar page to the Newsletter highlighting upcoming events.
  - 8) Vonney suggested a Congratulations to all 2021 graduates. Susan suggested expanding that to 2020 graduates since they were also affected by the COVID-19 lockdown.
  - 9) The June Newsletter should specify the dates and locations for all planned social events.
  - 10) The final 2021 Newsletter should be in late August/early September and it should announce the date for the annual Homeowners Meeting.

#### STATUS REPORTS OF STANDING COMMITTEES

- a. Social/Welcome/History
  - 1) Dorothy reported nothing new.
  - 2) Janice reported nothing new with the History effort.
- b. Communications: Nothing to report.
- c. CONO:
  - 1) Ken reported the CONO Executive Director has resigned and CONO is looking for a new Director.
  - 2) The April HOA Support Meeting was cancelled.
  - 3) In the interim, Bruce Baron is leading the future monthly HOA Support Group. The May meeting will address Renters and Mandatory HOA Reforms.
- d. Covenants:
  - 1) Sandy reported nothing new.
- e. Safety:
  - 1) Sandy reported nothing new.

Marty motioned the meeting be adjourned. Vonney seconded the motion. The meeting was adjourned at 7:05 PM.

The next regularly scheduled meeting will be: **Tuesday, 8 June 2021 at 5:30 pm. Due to COVID-19 restrictions, the next meeting will be via Zoom.**

Respectfully submitted,  
Sanford Gallof, Secretary  
**CCHOA BOARD**

#### **Board Positions as of Nov 2020:**

President ..... Vonney Northrop  
Vice President . Janice Marie-Gallof  
Treasurer ..... Marty Henderson  
Secretary ..... Sandy Gallof

At-Large ..... Dorothy Hornby  
At-Large ..... Ken Francois ..... CONO Representative  
At-Large ..... Vicki Tostanoski..... Chief Information Officer - Communications

**COMMITTEES:**

- COVENANTS/ARCHITECTURE: CHAIRMAN - Open  
MEMBERS: Dave May, Rich Northrop
- SAFETY: BOARD COORDINATOR Sandy Gallof  
MEMBERS: Bob Frye, Steve Paradis, Dave May
- HISTORY: BOARD COORDINATOR- Janice Marie-Gallof  
MEMBERS: Deb Berwick, John Potterat, Judie Werschkey
- SOCIAL/WELCOME: BOARD COORDINATOR – Janice Marie-Gallof/Dorothy Hornby (Welcome)  
SOCIAL MEMBERS: Bill Hoover
- MEMBERSHIP: BOARD COORDINATOR – Marty Henderson (maintains database)  
MEMBERS: Open
- COMMUNICATIONS: BOARD COORDINATOR - Vicki Tostanoski  
MEMBERS: Susan Henderson (Newsletter),

ATTACHMENT 1  
**Board Meeting Agenda**  
**11 May 2021**

1. Convene **5:30 pm**
2. Roll Call
3. Reading and Approval of Minutes of Previous Meeting
4. Approval of Financial Report
5. Old Business (matters previously introduced which have come over from the preceding meeting)
  - a. Board Succession/Volunteers
  - b. Spending Options
  - c. Complaint Response Form
  - d. 3205 Leslie Land Use Application
6. New Business
  - a. Upcoming Social Events (Garage Sale-June, Neighborhood Walks)
  - b. STR in Neighborhood
  - c. Next Newsletter
7. Status Reports of Standing (permanently established) Committees (Reports to be provided prior to Board Meeting. **Time allocated at Board Meeting only if committees have issues for Board consideration**)
  - a) Social/Welcome
  - b) Communications
  - c) CONO
  - d) Covenants
  - e) History
  - f) Safety
8. Adjourn

**ATTACHMENT 2  
TREASURER'S REPORT: CCHOA FINANCIAL STATUS**

<b>As of April 30 2021</b>			
<b>Sources</b>	<b>Number</b>	<b>\$ Amount</b>	
2021 Dues Paid USPS	195	\$5,850.00	18 more than last month
2021 Dues Paid via PayPal	6	\$172.98	3 more than last month
2021 Dues Prorated	0	\$0.00	
2021 Dues Paid Extra	0	\$0.00	
Totals for 2021	201	\$6,022.98	
% of 314 Homes that Paid 2021 Dues	64.01%		
2022 Dues Paid USPS	0	\$0.00	
2022 Dues Paid via PayPal	0	\$0.00	
2022 Dues Paid Extra	0	\$0.00	
Totals for 2022	0	\$0.00	
% of 314 Homes that Paid 2022 Dues	0.00%		
Number of Trash Customers	153		6 more than last month
% of 314 Homes that have signed up for trash	48.73%		
Operating Checking Account Balance		\$24,368.80	
Commitment to Waste Connection		\$15,920.61	
History Book Fund		\$443.04	
Operating Balance		\$8,005.15	
Reserve Account Balance		\$2,360.80	
Total Available HOA Funds		\$10,365.95	

**ATTACHMENT 3  
TREASURER'S REPORT: RECONCILIATION Detail**

3:47 PM  
05/02/21

**Country Club Homeowners Association  
Reconciliation Detail  
US Bank - Operating, Period Ending 04/30/2021**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						25,347.32
<b>Cleared Transactions</b>						
<b>Checks and Payments - 4 items</b>						
Check	03/25/2021	448	Bryant John D	X	-84.90	-84.90
Check	03/25/2021	448	Bryant John D	X	-0.12	-85.02
Bill Pmt -Check	04/02/2021	EFT	Waste Connections	X	-1,877.57	-1,962.59
Check	04/14/2021	Debit	Intuit	X	-412.27	-2,374.86
Total Checks and Payments					-2,374.86	-2,374.86
<b>Deposits and Credits - 5 items</b>						
Deposit	04/12/2021			X	86.49	86.49
Deposit	04/14/2021			X	735.29	821.78
Deposit	04/27/2021			X	395.68	1,217.46
Deposit	04/30/2021			X	30.00	1,247.46
Deposit	04/30/2021			X	148.88	1,396.34
Total Deposits and Credits					1,396.34	1,396.34
Total Cleared Transactions					-978.52	-978.52
Cleared Balance					-978.52	24,368.80
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	12/10/2020	445	Rains Carrie		-43.26	-43.26
Total Checks and Payments					-43.26	-43.26
Total Uncleared Transactions					-43.26	-43.26
Register Balance as of 04/30/2021					-1,021.78	24,325.54
<b>Ending Balance</b>					<b>-1,021.78</b>	<b>24,325.54</b>

**ATTACHMENT 4**  
**Reconciliation Summary**

3:48 PM  
05/02/21

**Country Club Homeowners Association**  
**Reconciliation Summary**  
**US Bank - Reserve, Period Ending 04/30/2021**

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	<u>Apr 30, 21</u>
<b>Beginning Balance</b>	2,360.80
<b>Cleared Balance</b>	2,360.80
<b>Register Balance as of 04/30/2021</b>	2,360.80
<b>Ending Balance</b>	2,360.80



**ATTACHMENT 5  
ADU INFORMATION**

<https://coloradosprings.gov/adu>

	Accessory Family Suite	Integrated ADU	Detached ADU
Zone Districts	Permitted by right in all zone districts where a detached single-family home is an allowed use including PUD (Planned Unit Development)	<b>Single-Family Zones (R, R-1 9000, R-1 6000):</b> Requires public notification and approval of a Conditional Use by the City Planning Commission. <b>Two-Family &amp; Multi-Family (R-2, R-4, R-5, SU, TND, C-5, OR, OC):</b> Considered a duplex	<b>Single-Family Zones (R, R-1 9000, R-1 6000):</b> Not permitted. <b>Two-Family &amp; Multi-Family (R-2, R-4, R-5, SU, TND, C-5, OR, OC):</b> Permitted with requirements
Building Configuration	Must be integrated into the primary residence or home addition	Must be integrated into the primary residence or a home addition	Free standing buildings that are separate and secondary from the primary residence
Number of Occupants	One family: A notarized and recorded affidavit will be required	Two families	Two families
Owner Occupancy	No required	Required within single-family zone districts (R, R-1 9000, R-1 6000), and requires a notarized and recorded covenant	Not required
Subdivision	Prohibited and will require a notarized and recorded covenant.	<b>Single-Family Zones (R, R-1 9000, R-1 6000):</b> Prohibited and will require a notarized and recorded covenant acknowledging the restriction. <b>Two-Family &amp; Multi-Family (R-2, R-4, R-5, SU, TND, C-5, OR, OC):</b> Permitted given that all other applicable codes are met	Permitted given that all other applicable codes are met
Documents Required with Building Permit	Affidavit acknowledging occupancy limitation & Covenant prohibiting subdivision and separate sale of AFS	Covenant requiring property owner occupancy & Covenant prohibiting subdivision and separate sale	No additional document requirements beyond what is required for the building permit

Minimum Lot Size	Same size required for a single family home in the zone district	Same size required for a single family home in the zone district	Same size required for a single family home in the zone district
Height of AFS/ADU	Maximum height of building addition is the same as the maximum height allowed for the primary structure	Maximum height of building addition is the same as the maximum height allowed for the primary structure	28-feet if roof pitch of detached structure is 6:12 or steeper. 25-feet if roof pitch of accessory structure is less than 6:12.
Architectural Requirements	Must be an architecturally integrated within (or attached as a building addition), and compatible in appearance with the primary structure. Must contain an internal connection between the AFS and the primary structure.	Must be an architecturally integrated within (or attached as a building addition), and compatible in appearance with the primary structure.	None
Exterior Access	May have an exterior access point, but not required. Exterior access must be to the side or rear of the primary home. Exterior staircases to a second floor must have a deck. An exterior access must be a 36-inch wide clear access path from the front property line	May have an exterior access point, but not required. Exterior access must be to the side or rear of the primary home. Exterior staircases to a second floor must have a deck. An exterior access must be a 36-inch wide clear access path from the front property line	No minimum requirements beyond building and safety codes
Parking	One off-street parking space for each unit. May be located within a garage or driveway	One off-street parking space for each unit. May be located within a garage or driveway	One off-street parking space for each unit. May be located within a garage or driveway

**Accessory Family Suite (AFS)**

If you are not building an addition onto your primary home and your property is zoned correctly for the unit type, you may submit your building permit application directly with the Pikes Peak Regional Building Department (link is external) without further consult from the City Planning Department.

If you are intending to build an addition onto your primary home in order to accommodate an AFS, please check the zone district of your property, the appropriate building setbacks, and the maximum lot coverage (percentage of the lot which can be covered by a structure). If you are adding onto a second floor, or constructing a new upper floor, please consult the informational handout for the maximum building height allowed. If there is no conflict with the setbacks, lot coverage, or height, you may submit your building permit application directly with the Pikes Peak Regional Building Department without further consult from the City Planning Department. If there is a conflict and you'd like to discuss options, please submit a pre-application meeting request to meet with a City Planner. To schedule a pre-application meeting please complete the online form. A Planner should contact you to set up the

meeting within two to three business days. There is no fee to hold pre-application meetings, can usually be scheduled for the following week, and they may be conducted over the phone.

For all building permit applications: Please ensure you have a completed (signed, notarized, and recorded) the Affidavit acknowledging the occupancy limitation of one family and the Covenant prohibiting subdivision and separate sale of the AFS. The templates for these documents can be found in the “Checklists and Letters” section. Your building permit application will be denied until the completed forms are uploaded or if any portion of the form is left blank.

If you have any questions, please consult the informational handout found in the “About” tab and/or contact the City Planning Department at 719-385-5905.

**\*If you live in an HOA, please consult your HOA’s rules, restrictions, and regulations to determine if further action is necessary\***

#### Integrated Accessory Dwelling Units (ADU)

The first step is to set up a “pre-application” meeting with a City Planner to discuss your proposal for an integrated ADU allowing a second family to live on the property. A pre-application meeting is required in order to discuss the process, timeline, and required information for the required Conditional Use application.

To schedule a pre-application meeting please complete the online form. A Planner should contact you to set up the meeting within two to three business days. There is no fee to hold pre-application meetings, can usually be scheduled for the following week, and they may be conducted over the phone.

If you have any questions, please consult the informational handout found in the “About” tab and/or contact the City Planning Department at 719-385-5905.

The first step in any land use application process is to request a Pre-Application Meeting. To schedule a meeting to speak with a planner please fill out the pre-application meeting request below.

#### About the Pre-Application Meeting

The Pre-Application Meeting is free of charge and allows prospective applicants to sit down with a planner assigned to the geographic area to discuss the specifics of a particular piece of property. The planner will outline any major areas of concern, explain any applications required, and outline the process timeline.

The planner will also determine whether an LDTC (Land Development Technical Committee) meeting is needed. LDTC allows the applicant to hear from other City agencies before submitting an application.

Finally, the planner will determine whether the applications must follow the administrative review process or the public hearing process. Once all requirements discussed at the Pre-Application Meeting are completed, the applicant may submit; the applicant must schedule a time with the planner in advance of the submittal.

#### Timeline

The formal plan submittal application must be made within six (6) months from the time of the pre-application meeting, otherwise a new meeting may be required.

The applicant should be contacted by a planner within two (2) working days of the receipt of this request to schedule the pre-application meeting. The initial appointment should be scheduled within seven (7) working days of the submittal of the request.

#### Attachments

The applicant should attach, or fax prior to the meeting, a rough graphic representation at a minimum, of the development proposal. If this is not possible, bring the development proposal to the meeting.

### Detached Accessory Dwelling Units (ADU)

The first step is to set up a “pre-application” meeting with a City Planner to discuss your proposal for a detached ADU within a two-family or multi-family zone district. A detached ADU is not permitted within single-family zone districts. A pre-application meeting is required in order to discuss the size of the ADU, the size of the structure, the height of the structure, and placement on the lot.

To schedule a pre-application meeting please complete the online form. A Planner should contact you to set up the meeting within two to three business days. There is no fee to hold pre-application meetings, can usually be scheduled for the following week, and they may be conducted over the phone.

If you have any questions, please consult the informational handout found in the “About” tab and/or contact the City Planning Department at 719-385-5905.

### What is the definition of a “family”?

The Colorado Spring City Code established a definition of “family” in 1973. This definition lives within Chapter 7 of the City Code which is also known as the Zoning Code. The definition reads:

**FAMILY:** As used in this Zoning Code, an individual, two (2) or more persons related by blood, marriage, adoption, or similar legal relationship, or a group of not more than five (5) persons who need not be so related, plus domestic staff employed for services on the premises, living together as a single housekeeping unit in one dwelling unit. The definition of "family" shall apply regardless of whether any member of such group receives outside services for mental, emotional, or physical disability.

When the term “family” is used, it is referring to groups of individuals meeting the above definition.

### Does the new ordinance override my HOA?

AFS/ADU codes do not override Community Covenants. HOAs may opt to prohibit them through their covenants. Please check with your HOA for more information.

### Can I post my ADU on a house-sharing site such as Airbnb or VRBO?

Yes, short-term rentals are allowed in single-family zoned areas and have additional permitting requirements.

In single-family zones, homeowners can use either the house or the accessory family suite or the accessory dwelling unit for short term rental purposes, however, the owner-occupancy requirement still applies.

### Can I use a tiny home, pre-fabricated, or manufactured home as a detached accessory dwelling unit?

Yes. However, there are differences between these types of construction requiring different types of permit reviews and inspections. Please contact the Pikes Peak Regional Building Department to discuss permitting requirements. Tiny homes must be attached to a foundation and connected to utilities. A tiny home which is on a trailer cannot be used as a dwelling unit, even if the trailer is skirted.

### Can I use a recreational vehicle as an ADU?

No. City Code does not permit recreational vehicles to be used as permanent residences outside of a designated campground or mobile home park.

### Do I need to tell the City if I'm renting a room to a family member?

Property owners who rent or provide living accommodations that do not meet the definition of an accessory family suite or an accessory dwelling unit (separate and independent sleeping room, sanitary facilities, and kitchen) to family members do not need to notify the City. However, if the living space being used provides the aforementioned facilities, please contact the City Planning Department to see if any forms will be required.

Please be mindful of the definition of a family if a space within your home is being leased, or provided at no charge, to an individual who is not related by blood or marriage.

**ATTACHMENT 6  
ADU IMPACT**

Filing	Covenants	Impact
Bruington Sub 1, Holiday Circle Sub, Highland Acres Blk 1	None	ADUs allowed
Century Heights, Country Club Add 2, Highland Hills Sub 1 and 2	No building shall be erected, placed, or altered on any lot other than a single family dwelling	Open to interpretation
Country Club Add 1 and 3, Highland Acres Blk 2	Other than one Single-Family Dwelling (and a private garage. no additional structures, shall be erected, altered, placed, or permitted to remain on any lot	ADUs not allowed
Country Club 3 Filing 2, 3, Highland Acres Sub Refil	No building shall be erected, placed, added to, or altered on any lot other than one detached single family dwelling	ADUs not allowed

## ATTACHMENT 7 STR INFORMATION

<https://coloradosprings.gov/planning-and-development/page/short-term-rentals>

SHORT TERM RENTAL (30 DAYS OR LESS) APPLICATION REQUIREMENTS:

This application and all required associated documents shall be submitted via email to [shorttermrentals@coloradosprings.gov](mailto:shorttermrentals@coloradosprings.gov) ([link sends e-mail](#)). This application must be completed in full and accompanied by the following information and updated within 3 days in the event of changes:

- Completed Short Term Rental Application (all 6 pages)
- Proof of primary residence – this can be satisfied by providing one of the following: valid driver’s license or State I.D. Card, valid vehicle registration, military I.D, conceal carry permit, dependent’s school registration. Mail does not count as proof of residency. City Staff reserves the right to ask for additional proof of residency upon request.
- \$119 permit fee. The fee shall be paid via credit card or electronic check at the link provided <https://appengine.egov.com/apps/co/cospringsshorttermrentals> ([link is external](#)). Payment will not be accepted over the phone or in-person.
- Signed Short Term Rental Affidavit
- Proof of at least \$500,000 in liability insurance (Proof can be provided by hosting platform contract acknowledging insurance coverage through the platform i.e. Airbnb/VRBO, policy information, or other documentation)
- The Planning & Community Development Department may require additional information for this application as needed.

If you are listing two (2) separate units on a property (e.g. unit in your back yard, and a room within your house) you will need two (2) separate permit applications and will need to pay two (2) separate permit fees.

In the permitting of the short term rental permit, the Manager, Planning Commission or City Council shall have authority to require such reasonable conditions as necessary to protect the public health, safety and general welfare and to ensure that the use, value and qualities of the neighborhood surrounding the proposed location will not be adversely affected.

What types of short term rentals are permitted and where are they allowed?

On 12-26-2019, City Council amended the short term rental ordinance to establish two types of short term rental permits – owner occupied and non-owner occupied.

Owner occupied short term rentals are those properties that are physically occupied by the owner for no less than 185 days per year. Owner occupied short term rentals are allowed in lawful dwelling units (i.e. you cannot rent out a tuff shed, tent, etc.) in zones where residential units are permitted. Those specific zones are A, R, R-1 9000, R-1 6000, R-2, R-4, R-5, SU, PUD, OR, OC, PBC, C-5, C-6 and M-1.

Non-owner occupied short term rental unit permit applications submitted after 12-26-2019 are not permitted in single-family zoning districts (R, R-1 9000, R-1 6000 or single-family PUDs).

Is there a cap on STRs?

There is not a cap on the number of short term rentals being approved; however, limitations are in place for non-owner occupied properties.

Is there a waiting list for non-owner occupied STR permits?

At this time we do not have a waiting list for non-owner occupied permits. We recommend reaching out to [shorttermrentals@coloradosprings.gov](mailto:shorttermrentals@coloradosprings.gov) ([link sends e-mail](#)) regarding any questions relating to the density restriction.

What areas of town have active short term rental permits?

All of the issued Short Term Rental (STR) permits are shown in the map links provided below. Each permit location is represented by a dot. In areas with fewer STR permits, the buffer areas are shown in green, and in areas with a higher concentration of STR permits, those areas are shown in red. This information will be updated monthly.

How many short term rentals can I have?

In single family zoning districts (R, R1-9000, R1-6000, and single family PUDs) one listing for the property is permitted; this can be the whole house, or just one room/section of the house.

There is no limit to the number of short term rentals residents of Colorado Springs can operate (with the exception of condominium properties), nor is there a cap on the number of short term rentals that the City will allow to operate; however, non-owner occupied short term rental units are subject to additional standards. For questions, please contact [shorttermrentals@coloradosprings.gov](mailto:shorttermrentals@coloradosprings.gov) (link sends e-mail).

Each listing requires a separate permit application and fee.

**Can I rent out a Mother-in-Law cottage in my rear yard?**

**Yes, you can rent out a mother-in-law cottage, accessory dwelling unit, etc. if it is classified as a lawful dwelling unit. A lawful dwelling unit must contain a 220 volt stove or gas connection for a stove.**

**How much does a permit cost?**

**A short term rental permit costs \$119 annually. This does not include fees associated with your sales tax license.**

How do I renew my STR application?

In order to successfully renew your application, please submit the application, notarized affidavit, two forms of proof of residency, listing, and insurance to [shorttermrentals@coloradosprings.gov](mailto:shorttermrentals@coloradosprings.gov) (link sends e-mail). The application package can also be brought in over the counter or mailed in to 30 S Nevada Ave, suite 715.

What happens if I don't renew my permit?

Failure to renew your short term rental application prior to the date of expiration may result in a Code Enforcement notice and if non-owner occupied, the potential forfeiture of your established permit. There is no grace period for late applications.

**What paperwork do I need to post in my short term rental unit?**

**Your City-issued short term rental permit and Good Neighbor Guidelines with filled out local emergency contact, City-issued permit number, and valid-through date will act as your permit. This information needs to be prominently displayed within the unit. Please keep the local emergency contact information (name and phone number) available to renters.**

I am looking at buying a property, does the approved permit transfer with the sale of the property?

No. Pursuant to City Code Section, 7.5.1702; the permit shall expire upon the sale or transfer of the property.

What if I rent my house for only a few days or weeks out of the year? Do I still need a permit?

Yes, you would still have to have a permit. Any property that is listed on a hosting platform must have an active short term rental permit. The intent of the permit is to:

establish a community standard for the integration of short term rental units within existing neighborhoods while maintaining neighborhood and community character;  
to ensure health and safety of visitors and residents by re-affirming police, fire, and building safety guidelines for transient lodgers who may not be familiar with local laws;  
and to ensure that short term rental owners are paying LART tax similar to other transient lodging including hotels, motels, and bed and breakfasts.

What can I do if I think my neighbor is operating a short term rental without a permit?

First, check the city map on Springs View to see if a permit exists for the property. Click "show layer list" and ensure that "Short Term Rentals" is checked under "Planning-Administration." Enter the property address in the search bar. If a permit does not show up, please contact the City's Neighborhood Services Division (Code Enforcement) or submit a report online.

I'm a neighbor of a short term rental and there is an issue with renters, what do I do?

If there is an emergency, please call 911. If there is a non-life threatening issue, including loud parties, please call the police non-emergency line at 719-444-7000.

Emergency contact information for the short term rental can be viewed at Springs View. Click "Show Layer List" and ensure that "Short Term Rentals" is checked under "Planning-Administration." Enter the property address in the search bar. If a Short Term Rental permit has been issued, the name and phone number of the property's emergency contact will come up. This information has been provided by the owner as someone that is available 24 hours a day, seven days a week, and able to respond to the non-life threatening emergency within one hour.

#### Other Considerations

Pursuant to Section 7.5.1706(H), “maximum overnight occupancy of a short term rental unit shall be limited to two (2) occupants per bedroom, plus an additional two (2) occupants per dwelling unit. The maximum occupancy per dwelling unit shall be fifteen (15) occupants.”

They must be operated out of lawful dwelling units

If you're advertising your short term rental on websites other than Airbnb you will need to obtain a City Sales Tax License (Airbnb collects sales tax on the City's behalf). All taxes owed to the City shall be remitted prior to issuance of the short term rental permit (Ordinance 19-49).

You must maintain weekly residential trash collection services.

You will need to provide proof of liability insurance in the amount of not less than \$500,000.

Properties must remain compliant with all planning, zoning, building, and other City codes.

All short term rentals shall abide by all applicable noise, housing, and public health ordinances of the City and with all other City fire and safety ordinances.

Parking in private driveways shall be utilized first with overflow parking on the street where permitted.

You cannot host weddings or large social/commercial events at a short term rental

Short term rentals are required to have a 24-hour point of contact on file with the Planning Department who can respond within 1 hour in the case of an emergency.

Your short term rental permit is valid for 1 year.

Questions about the Short Term Rental Program can be sent to [shorttermrentals@coloradosprings.gov](mailto:shorttermrentals@coloradosprings.gov) or call 719-385-5905.