

(a) If an objection is received by the date stated in the 30 day public notice, the Community Development Department shall continue the application to a public hearing before the Planning and Zoning Commission.

(j) Special Events

(1) Purposes. These standards are intended to govern the time, place and manner in which special events may be conducted on county roads, county property or private property. These standards are necessary to ensure that an event's demands for health, fire, police, transportation, and other public facilities and services do not exceed the level of service that is normally provided in that area of the county and that the event does not create undesirable impacts on the residents of that area of the county. Specifically, the purposes of these standards are to ensure that special events:

(a) Are conducted in a safe and orderly manner by requiring adequate provision of access, parking, sanitary facilities, utilities and security, ensuring the structural integrity and safety of temporary facilities, and requiring appropriate guarantees for site cleanup and restoration;

(b) Are reasonably suitable for the neighborhood, considering the duration and intensity of the proposed special event, and will minimize any significant impacts of the event on surrounding landowners, residents and businesses; and

(c) Do not create public disturbances or become public nuisances, endanger life, health or public safety, disrupt traffic, or threaten or damage public or private property.

(d) These standards are also intended to ensure that the organizers and sponsors of special events coordinate with governmental agencies and neighbors well in advance of the date the event will be held and accommodate the requirements of those agencies and the concerns of neighbors in planning for and conducting the event.

(2) Applicability/Permit Required

(a) These standards shall apply to any special event proposed to occur on public or private property in those zone districts listed in

Table 4-1 at the locations where special events are allowed uses or master plan uses.

(1) A private and/or non-commercial special event that takes place within the Aspen or Basalt Urban Growth Boundary or within the Rural Area of Pitkin County (except for the Rural and Remote [RR] zone district) on private property that is owned or leased by the person or persons who are having the special event is exempt from the requirement to obtain a special events permit.

(2) A private and/or non-commercial special event that takes place within the Aspen or Basalt Urban Growth Boundary or within the Rural Area of Pitkin County (except for the Rural and Remote [RR] zone district) on private property that is not owned or leased by the person or persons who are having the special event is also exempt from the requirement to obtain a special events permit, but the event shall be considered a special event for purposes of determining whether the subject property meets the definition of a Special Events Venue.

(3) A private and/or non-commercial special event that takes place within the Rural and Remote (RR) zone district shall be classified as requiring no permit, a minor permit or a major permit pursuant to sub-section (d) below.

(b) Conduct of a special event shall require a special event permit which shall be obtained from the Community Development Department.

(c) An application for a special event permit shall be processed as an administrative review, as described in Sec. 2-30-20. This shall authorize the Community Development Director to approve, approve with conditions, or deny the application, as specified in Sec. 2-30-20 (f) or to refer the application to a higher body, as specified in Sec. 2-30-20 (i).

(d) An application for a Special Event in the Rural and Remote (RR) Zone District may be classified by the Community Development Director as requiring no permit, a minor permit, or a major permit. The Community Development Director shall utilize Table 1, in this Code section, as applicable, as a guide in determining

how to classify the special event application. The Director is also authorized to utilize his or her administrative discretion and professional judgment in making this determination.

(e) An application that is classified as a major event shall require the County's Special Events Committee to convene to review the permit request. The applicant shall be invited to appear before said Committee when it conducts that review.

(f) If a special event is anticipated to occur annually, or on a periodic basis, the applicant may request a multiple-event special event permit, which may authorize the special event for up to three (3) years. Multiple-event special event permits shall require the applicant to notify the Community Development Department at least ninety (90) days prior to each event to identify the date and location of the event and any changes in the nature, size, or activities to be conducted since the preceding event covered by the permit. If proof of insurance coverage was required for previous approvals, the applicant shall submit updated evidence of insurance coverage for the dates of the upcoming event. If the Community Development Department determines that the changes in the event were not anticipated or covered by the existing permit, and could have unanticipated adverse impacts on surrounding properties or traffic on County rights-of-way, or the event has not complied with provision of previous approval(s) the permit may be revoked and/or the Department may require that the applicant apply for and receive a new special events permit or modify the event to avoid the unanticipated adverse impacts.

(3) Review Standards. The following standards provide an overall checklist for the applicant and County staff to use in preparing and reviewing a permit application. The County staff is hereby authorized to determine which of these standards should apply to the application, based on the type, scale and location of special event that the applicant is proposing.

(a) Water Supply. The applicant shall provide an adequate and safe supply of potable water that complies with the requirements set forth by the Colorado Department of Public Health and Environment and the County Environmental Health Department.

(b) Sewage Disposal/Toilets. The applicant shall provide an adequate number of portable toilets, including ADA accessible toilets, along with an adequate number of hand washing stations, as determined by the Environmental Health Department. Separately-enclosed toilets shall be provided for males and females. All

portable toilets shall be removed immediately following the conclusion of the event.

(c) **Solid Waste/Recycling.** The applicant shall present to the Environmental Health Department a plan for the sanitary collection and disposal of solid waste from the event. The plan shall describe the number of trash receptacles and recycling receptacles that will be provided and the location of said receptacles. Provision shall be made to ensure receptacles are emptied when they become full. Outdoor trash receptacles and any on-site dumpsters used to collect trash shall have a latching mechanism making them bear proof. Trash and recyclable materials shall be removed from the site immediately following the conclusion of the event.

(d) **Safety/Emergency Services.** The applicant shall provide a safety and operations plan that includes procedures for dealing with on-site medical emergencies and crowd control. The plan shall address the following elements:

(i) First aid and other emergency services shall be provided on-site. The number of certified medical providers that shall be on-site and the required types of standby equipment that shall be available shall be determined by the Fire Marshal and the Sheriff. If necessary, an enclosed medical treatment structure shall be provided.

(ii) Adequate infrastructure, as determined by the Sheriff, shall be provided on-site to allow for emergency communications with hospital, police and fire services.

(iii) Adequate private security personnel, as determined by the Sheriff, shall be provided for crowd and traffic control at the event. The Sheriff shall have the authority to require that law enforcement personnel be on-site at the applicant's expense to monitor crowd control and to regulate traffic. The Sheriff may require that a crowd control fence enclosing the site, with gates that allow for emergency access/egress, be provided.

(iv) The event (including structures, access, etc.) shall comply with all applicable building codes and fire district safety codes. Any fireworks displays or temporary tents shall require a permit issued by the appropriate County agency. All electrical cables, wires and equipment shall

be covered, concealed, secured and/or located in such a manner that event participants will not be placed at risk.

(e) Parking. The applicant shall provide a plan for on- or off-site parking facilities for the event. There shall be no parking permitted on County roads.

(i) Shuttle service shall be provided before, during and after the event whenever off-site parking is proposed. Event organizers should provide advance notice encouraging event participants and event workers/volunteers to carpool to the event. The applicant shall demonstrate to the Community Development Director that the access roads between the site and the parking area are capable of handling the shuttles without adversely impacting the neighborhood.

(ii) The parking area shall offer a sufficient number of parking spaces to accommodate the maximum number of attendees anticipated at the event. The applicant shall demonstrate to the Community Development Director that an appropriate number of entrance and exit locations will be provided and that those entries and exits offer adequate sight distances. Safe and efficient circulation routes shall be provided within the parking area. Signs may be allowed to direct participants to parking and other features of the event.

(f) Traffic Control. The applicant shall provide a plan showing access routes to be used for the event, signs that will be used to direct traffic and whether persons will be employed to monitor and direct traffic at all points of ingress and egress and at other points around the event. Plans and routes to safely accommodate pedestrians shall also be provided.

(i) The applicant may need to have tow trucks available on an “on-call” basis to remove vehicles that have parked illegally on County roads.

(ii) Requests for full or partial closures of County roads shall be at the sole discretion of the Board of County Commissioners.

(iii) The applicant may be required to post signs, hand out fliers door-to-door, or take out an ad in a local newspaper

or radio if traffic is expected to significantly impact the residents of the area.

(g) Noise. The event shall comply with all applicable County noise standards. Noise that is incompatible with the surrounding area shall be prohibited. No exterior amplifiers, speakers or similar equipment shall be permitted outside of the temporary buildings, structures or tents on the site unless specifically authorized by the permit.

(h) Lighting. Lighting sources shall be shielded and directed inward, downward, and away from adjacent properties to the maximum extent possible to ensure lighting does not shine or reflect unreasonably beyond the event's boundaries. For events held at night, the area of assembly and primary circulation routes shall be adequately illuminated to provide for safety of participants and safe egress from the site.

(i) Dust Control. The applicant shall provide for reasonable dust control at the event site. The applicant shall apply water to unpaved parking areas and circulation routes at least twice a day so as to mitigate dust. The applicant shall also ensure there is adequate dust control during site setup and teardown, including controlling dust on any unpaved routes event personnel will use to access the site.

(j) Time Limitations.

(i) The special event permit shall specify the hours of operation for the event and shall specify the number of days a special event may be conducted.

(ii) Set-up for an event in the Rural and Remote (RR) zone district shall not be initiated more than 48 hours prior to the time the event is scheduled to begin and shall have no more than 48 hours to deconstruct the event. Other locations shall be initiated in conformance with the time limitations set forth in the permit for the event.

(iii) Any temporary structures that were erected shall be removed from the property within 24 hours after the conclusion of the special event unless the permit specifies a more or less restrictive time limit.

- (k) Food and Liquor Service. If food and beverages, including liquor, will be sold or given to participants, then food service and liquor licenses shall be obtained, as required by the Colorado Department of Public Health and Environment and the Board of County Commissioners, respectively. The applicant shall coordinate with the Environmental Health Department if there is to be food service at the event and is responsible for satisfying all applicable health code and sanitation requirements.
  - (l) Insurance and Indemnification. The applicant may be required to provide proof of general liability insurance for the duration of the event as determined by the Community Development Director.
  - (m) Legality of Structures. Temporary structures that are to be used in the event shall have undergone all required inspections by the Chief Building Official. Any permanent/buildings or structures that are to be used in the event shall have been built with a valid building permit or shall have obtained a temporary or final certificate of occupancy from the Chief Building Official.
  - (n) Site Restoration. The grounds shall be maintained each day of an event. The applicant shall submit an irrevocable letter of credit, bond, damage/cleanup deposit or other cash guarantee, in an amount to be determined by the County. The guarantee shall cover site grading, restoration, removal of structures and cleanup to ensure the site is restored to its former condition and any damages are repaired.
  - (o) Master Plan. The proposed special event shall be consistent with the applicable County Master Plan
  - (p) Neighborhood Compatibility. The proposed special event shall be generally compatible with the character of the neighboring land uses.
  - (q) Specific Standards for the Rural and Remote (RR) Zone District. Within the Rural and Remote (RR) Zone District tent structures shall not exceed 1,000 square feet in size and no more than 200 people shall congregate at an event. However, more than 200 people may attend an event that passes through the Rural and Remote (RR) Zone District, such as an athletic race or similar type of event. A Special Events Venue is a prohibited use in the Rural and Remote (RR) zone district so more than 3 events at a site per calendar year are not permitted.
- (5) Additional Standards Applicable to Particular Areas of the County

(6) Violations and Penalties

- (a) Chapter 10 of the Land Use Code sets forth Pitkin County’s procedures to address violations of land use approvals and the penalties that may be applied when enforcing the Code. The County staff is hereby authorized to apply those procedures and penalties to the enforcement of violations of a special events permit.



**TABLE 1  
SPECIAL EVENTS THRESHOLDS  
RURAL AND REMOTE ZONE DISTRICT (RR)**

<b>Characteristics (see note 1 below)</b>	<b>Permit Is Not Required</b>	<b>Minor Event Permit Is Required</b>	<b>Major Event Permit Is Required</b>
Number of Attendees	50 or fewer.	More than 50 but not to exceed 100.	More than 100 but not to exceed 200.
Frequency of Event (# of times per calendar year)	1	2 or 3	Not allowed (see note 4 below).
Duration of Event	1 day		More than 1 day
Size of Proposed Structures/Tents	Up to 400 sq. ft.	More than 400 sq. ft. but less than 1,000 sq. ft.	Structures/tents shall not exceed 1,000 sq. ft.
Live Amplified Music	Within a permanent building.	Within a temporary building or tent or outside.	
Fireworks	Not permitted in the Rural and Remote zone district		
Helicopters	None	None	1 or more

**Notes:**

1. An application for a special event shall be classified by the Community Development Director as requiring no permit, a minor permit or a major permit, using the criteria in this table as a guide in making this determination. The Director is authorized to utilize his or her administrative discretion and professional judgment in classifying the application.
2. If an event has any single characteristic that would place it into the next higher permit category then it may be classified as requiring that type of permit. So, for example, an event that does not require a permit due to its number of attendees and single day duration but which would erect more than 400 sq. ft. in structures/tents could be classified as one which requires a minor event permit.
3. No more than 200 persons shall congregate for an event in the Rural and Remote (RR) Zone District. However, more than 200 people may attend an event that passes through the Rural and Remote (RR) Zone District, such as an athletic race or similar type of event.
4. If more than 3 special events are planned to occur at a site or in a building within a calendar year, then the site or building must receive special review approval as a “Special Events Venue” to authorize that frequency of events. However, Special Events Venue is a prohibited use in the Rural and Remote (RR) zone district so more than 3 events at a site per calendar year are not permitted.

(k) Use Specific Standards for Special Events Venue

(1) An applicant for a special events venue shall provide a plan for the proposed use describing the site on which the use would occur and how the venue would be operated. The plan shall, at a minimum, describe the following aspects of the proposed use:

(a) Whether events would occur indoors, within a permanent structure, in temporary, tent-like structures, outdoors, or some combination of these approaches. The applicant shall describe whether any new structures will be built or existing structures will be expanded and provide drawings illustrating any such structures.

(b) The number of events anticipated per calendar year, including the number of times per week or month that the venue would be operated. The times of day when events would take place shall also be specified. The maximum number of attendees at events shall be stated.

(c) Whether employees will be hired to provide support services to the venue or if those services will be provided under contract by other businesses.

(d) The plan shall also provide responses to the applicable review standards for special events that are listed in Sec. 4-30-50 (j). This shall include describing how the venue will provide an adequate water supply, properly disposal of sewage and solid waste, provide parking, ensure there is a safe environment for conduct of events at the venue, and control impacts such as traffic, noise, lighting, dust and similar matters.

(2) The applicant for a special event venue shall demonstrate that the proposal complies with the standards for special review uses listed in Sec. 2-30-30 (h) (2). Public noticing is required as described in Chapter 2, Table 2-1

(a) In its consideration of the standards for special review uses, the Board shall give particular consideration to the proximity of the proposed venue to surrounding residential areas and whether events that are proposed to occur at the venue would be consistent with the character of the neighborhood or would be disruptive to neighbors. This shall take into account whether the venue has a permanent structure in which events would take place, and the extent to which events would occur outside or in temporary, tent-like structures. If temporary structures are to be erected, the applicant shall describe for how long those structures are expected to stand. This shall also consider whether the proposed events would have

amplified music, fireworks, or similarly impactful activities that occur outside.

Consideration shall also be given to the frequency of the events planned for the venue and the time of day when events would be scheduled.

(b) The Board shall also consider any prior approvals that were granted to the structure or site to be used as a venue, including whether any limitations or conditions were placed on such prior approvals, and whether designation of the structure or site as a special events venue would be consistent or inconsistent with the representations made and the conditions imposed on those prior approvals.

(c) Within 30 days of the anniversary of a Special Events Venue approval, the Applicant shall submit an “annual review” to the Community Development Director that outlines the operation for the year. This outline shall include information about the preceding year of operations, any changes to the approved plan that have occurred, and any complaints received. The annual review shall be heard before the BOCC at a duly noticed public hearing. The BOCC may, at its discretion, modify or revoke the Special Review approval at this public hearing.

(l) Wind Powered Electric Generator

(1) Only wind powered generators with a rated capacity of less than two hundred fifty (250) kilowatts are permitted as accessory uses. Wind powered generators with higher rated capacities are only permitted as a major public facility.

(2) A maximum of one (1) small wind powered electric generator may be accessory to a residential or non-residential use.

(3) A wind powered electric generator shall be used primarily for private purposes, and not primarily for the generation of electricity to be used off-site. The maximum height of a wind powered electric turbine shall not exceed eighty (80) feet, measured from the ground to the tip of the blade in its tallest position, and the minimum height of the turbine blade above ground level shall not be less than twenty (20) feet.

(4) No part of any wind powered electric generator, including guy wire anchors, may extend closer to any property boundary than the height of the tower.