



AGENDA BRIEF

MEETING: Town Council - 02 Sep 2025

FROM: Bill Rockensock, Police Chief

PROJECT: Ordinance 1017, First Reading, Establishing standards for the issuance and enforcement of Special Events permitting in the Town of Pagosa Springs

ACTION: Council Action

PURPOSE/BACKGROUND:

The Town of Pagosa Springs currently has no standardized special events permitting process.

A standardized permitting process should be required by the Town for a variety of regulatory, legal, liability and safety reasons.

Passage of this ordinance will provide a single point of contact for applicants and provide guidelines for the application process to insure all requirements are met and proper staffing is available.

This includes:

Services Coordination

Sanitation: Ensures trash collection, bathroom facilities, and post-event cleanup are handled.

Town Resources: Allows departments to prepare for extra services like police, parks staff, or public works.

Notification to other public entities: provides situational awareness for EMS, Pagosa Fire Protection District, Sheriff, EOC, etc.

Minimize disruption: Helps coordinate with residents and businesses to avoid unnecessary disruption.

Public Safety

Emergency access: Ensures police, fire, and medical services can still access the area.

Crowd control: Helps plan for large crowds and prevent dangerous situations like overcrowding or stampedes.

Traffic management: Allows the town to manage street closures, reroute traffic, and ensure pedestrian safety.

Legal & Regulatory Compliance

Liability: Permits help define who's responsible if something goes wrong (e.g., injuries, property damage).

Noise and alcohol laws: Ensures the event complies with local ordinances like noise limits or alcohol regulations.

Insurance: Require event organizers to carry insurance as a condition of the permit.

Planning & Communication

Avoid event conflicts: Helps the town manage calendars to prevent overlapping events in the same area.

Community notification: Gives the town time to inform residents and businesses about potential disruptions.

Revenue and Cost Recovery

Permits can include fees that offset town costs for services like police presence or street closures.

Vendor regulation: If vendors are present, permits help regulate who sells what and where, ensuring fair competition and tax collection.

Enforcement

Allows for permit violations to be declared a public nuisance with applicable penalties.

ATTACHMENTS:

[Ordinance adopting Chapter 17.6 Special Events](#)
[Chapter 17.6 Special Events - Final](#)

FISCAL IMPACT:

Unknown

RECOMMENDATIONS:

1. APPROVE the First Reading of Ordinance 1017, An Ordinance of the Town of Pagosa Springs Colorado, establishing standards for the issuance of a permit for special events in the Town of Pagosa Springs
2. APPROVE the First Reading of Ordinance 1017, An Ordinance of the Town of Pagosa Springs Colorado, establishing standards for the issuance of a permit for special events in the Town of Pagosa Springs, with The Following Additional Conditions of Approval
3. DENY the First Reading of Ordinance 1017

TOWN OF PAGOSA SPRINGS, COLORADO

**ORDINANCE NO. 1017
(SERIES 2025)**

**AN ORDINANCE OF THE TOWN OF PAGOSA SPRINGS TO ADOPTER
CHAPTER 17.6 OF THE MUNICIPAL CODE – SPECIAL EVENTS**

WHEREAS, the Town of Pagosa Springs (“Town”) is a home rule municipality duly organized and existing under Article XX of the Colorado Constitution and the Pagosa Springs Home Rule Charter of 2003 as amended (“Charter”); and

WHEREAS, pursuant to Section 1.4 of the Charter, the Town has all the power of local self-government and home rule and all power possible for a municipality to have under the Constitution and laws of the State of Colorado; and

WHEREAS, the Town Council of the Town (“Town Council”) desires to provide for the standards for the issuance of a permit for special events in or upon any public street, park or other public grounds in the Town in the Town of Pagosa Springs; and

WHEREAS, the Town Council hereby finds and determines that the addition of Chapter 17.6 to the Municipal Code as described herein, is appropriate and necessary to the function and operation of the Town.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF PAGOSA SPRINGS, COLORADO, as follows:

Section 1. Incorporation of Recitals. The above Recitals are hereby incorporated into this Ordinance by this reference.

Section 2. Adoption of Chapter 17.6 of the Municipal Code of the Town of Pagosa Springs. Chapter 17.6 of the Municipal Code, as set forth in Exhibit A, attached hereto and incorporated herein, is adopted.

Section 3. Public Inspection. The full text of this Ordinance, with any amendments, is available for public inspection at the office of the Town Clerk.

Section 4. Severability. If any portion of this Ordinance is found to be void or ineffective, it shall be deemed severed from this Ordinance and the remaining provisions shall remain valid and in full force and effect.

Section 5. Public Hearing. A public hearing on this Ordinance shall be held on the 2nd day of September, 2025, at 5:00 p.m. at the Pagosa Springs Town Hall, 551 Hot Springs Boulevard, Pagosa Springs, Colorado.

Section 6. Effective Date. This Ordinance shall become effective and be in force immediately upon final passage at second reading.

INTRODUCED, READ, AND ORDERED PUBLISHED PURSUANT TO SECTION 3.9, B) OF THE PAGOSA SPRINGS HOME RULE CHARTER, BY THE TOWN COUNCIL OF THE TOWN OF PAGOSA SPRINGS, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED AT ITS REGULAR MEETING HELD AT THE TOWN OF PAGOSA SPRINGS, ON THE 2ND DAY OF SEPTEMBER, 2025.

TOWN OF PAGOSA SPRINGS, COLORADO

By: _____
Shari Pierce, Mayor

ATTEST:

By: _____
April Hessman, Town Clerk

FINALLY ADOPTED, PASSED, APPROVED, AND ORDERED PUBLISHED PURSUANT TO SECTION 3.9, D) OF THE PAGOSA SPRINGS HOME RULE CHARTER, BY THE TOWN COUNCIL OF THE TOWN OF PAGOSA SPRINGS, COLORADO, UPON A MOTION DULY MADE, SECONDED AND PASSED AT ITS REGULAR MEETING HELD AT THE TOWN OF PAGOSA SPRINGS, ON THE 16TH DAY OF SEPTEMBER, 2025.

TOWN OF PAGOSA SPRINGS, COLORADO

By: _____
Shari Pierce, Mayor

ATTEST:

By: _____
April Hessman, Town Clerk

EXHIBIT A

[ATTACHED]

CERTIFICATE OF PUBLICATION

I, the duly appointed, qualified and acting Town Clerk of the Town of Pagosa Springs, Colorado, do hereby certify the foregoing Ordinance No. 1017 (Series 2025) was approved by the Town Council of the Town of Pagosa Springs on first reading at its regular meeting held on the 2nd day of September, 2025, and was published by title only, along with a statement indicating that the full text of the Ordinance is available at the office of the Town Clerk, on the Town’s official website, on _____, 2025, which date was at least ten (10) days prior to the date of Town Council consideration on second reading.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Pagosa Springs, Colorado, this ___ day of _____, 2025.

April Hessman, Town Clerk

(S E A L)

I, the duly appointed, qualified and acting Town Clerk of the Town of Pagosa Springs, Colorado, do hereby certify the foregoing Ordinance No. 1017 (Series 2025) was approved by the Town Council of the Town of Pagosa Springs on second reading, at its regular meeting held on the 16th day of September, 2025, and was published by title only, along with a statement indicating the effective date of the Ordinance and that the full text of the Ordinance is available at the office of the Town Clerk, on the Town’s official website, on _____, 2025.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Pagosa Springs, Colorado, this ___ day of _____, 2025.

April Hessman, Town Clerk

(S E A L)

CHAPTER 17 - STREETS, SIDEWALKS AND PUBLIC PLACES

Article 17.6 - Special Events

Sections:

- 17.6.1 - Purpose
- 17.6.2 - Definitions
- 17.6.3 - Permit Required
- 17.6.4 - Exceptions
- 17.6.5 - Permit Application
- 17.6.6 - Notification of Other Public Entities
- 17.6.7 - Findings Required
- 17.6.8 - Conditions to Permit
- 17.6.9 - Prior Application
- 17.6.10 - Notice of Issuance or Denial
- 17.6.11 - Appeal Procedure
- 17.6.12 - Suspension or Revocation of Permit
- 17.6.13 - Penalties; Nuisance Declared

17.6.1 - Purpose.

This Article establishes the standards for the issuance of a permit for special events in the Town of Pagosa Springs.

17.6.2 - Definitions.

(1) As used in this Article:

(a) “Funeral procession” means a single direct movement from a mortuary or church to the place of burial of a human body, under direction of an authorized funeral director.

(b) “Parade” means a march or procession of any kind upon any public street, park or other public grounds.

(c) “Public meeting or assembly” means a planned or organized gathering of a group of twenty-five or more persons, or any ceremony, show, exhibition or pageant which may reasonably be expected to result in the gathering of a large group of persons, upon any public street, park or other public grounds that would be reasonably expected to impede access to public spaces, impede pedestrian or vehicular traffic, interfere with proper fire and police protection of, or ambulance service in, the area.

(d) “Special event” means a parade or public meeting or assembly.

(e) “Special event coordinator” means the Town Manager or his or her designee.

17.6.3 - Permit required.

(a) It is unlawful for any person to hold, manage, conduct, aid, participate in, form, start or carry on any special event, in or upon any public street, park or other public grounds in the Town unless and until a permit to conduct such special event has been obtained in compliance with the provisions of this Article, except as provided in this Article.

(b) The permit must be displayed or made available if requested by a government official.

(c) Every vendor and exhibitor participating in a scheduled event in the pursuit of selling merchandise, goods, or services must have a business license issued pursuant to Section 6.1.3 of this Code and pay a license fee pursuant to Section 6.3.3 of this Code.

(d) The Town may choose to waive fees for existing businesses that have been issued a business license in the Town, as provided in this Code. Applicant must request a waiver for such fees and licenses.

(e) The special event coordinator may waive fees as provided in this Article.

17.6.4 - Exceptions.

(1) Special event permits shall not be required for the following activities:

(a) Funeral processions;

(b) A governmental agency acting within the scope of its functions;

(c) Students going to and from school classes or participating in educational activities, providing such activity is authorized by the school district and is under the immediate direction and supervision of the school authorities authorized by the school district to approve and supervise such activity.

(d) Events that are sponsored or permitted by a Town department (i.e. Parks & Recreation Department) and are contained within the property owned by the Town.

17.6.5 - Permit application.

(1) Application for special event permits must be filed with the special event coordinator not less than thirty days in advance of the proposed special event. Late applications may be accepted if filed sufficiently in advance of the date of the proposed special event to enable the special event coordinator to determine that the special event will meet the requirements set forth in Section 17.6.7 of this Code.

(2) This application shall be in writing and shall give the following information:

(a) The name, address, telephone number, and proof of identification of the person requesting the permit. If the special event is proposed to be conducted for, on behalf of, or by an organization, the name, address and telephone number of the headquarters of the organization and the authorized head of such organization shall be stated;

(b) The name, address, telephone number, and proof of identification of the person who will be directly in charge of and responsible for the special event;

(c) The date, time and location or route of the proposed special event;

(d) The approximate number of persons who will participate in the special event and the number and kind of vehicles, equipment and animals which will be used;

(e) A statement as to whether the special event will occupy all or only a portion of the streets proposed to be traversed;

(f) A vicinity map or detailed sketch of the special event location and extent, showing stalls, restrooms and other amenities, as may be applicable;

(g) A statement as to whether a permit has been requested or obtained from any other city or town within which special event shall commence, terminate or occur in part;

(h) Any additional information which the special event coordinator shall find reasonably necessary to a determine the findings required by Section 17.6.7 of this Code.

17.6.6 - Notification of Other Public Entities.

(1) Once the application is filed, the special event coordinator may request comments from affected Town departments or agencies, or other public entities as deemed appropriate by the special event coordinator, including but not limited to:

(a) Town Manager – coordination with Town.

- (b) Town Clerk – liquor licensing.
- (c) Finance - sales tax and temporary utility costs.
- (d) Archuleta County Health Department – food safety and permits.
- (e) Public Works – street, traffic and utility services.
- (f) Pagosa Springs Medical Center – ambulance and medical services.
- (g) Pagosa Fire Protection District – fire inspection services.
- (h) Police - law enforcement (security and traffic control).
- (i) Parks & Recreation – park use permits, solid waste, event planning.
- (j) Sheriff – emergency operations planning.
- (k) Community Development – land use and special permits.
- (l) Town Attorney – liability and constitutional issues.
- (m) Property owner/management – confirming use agreement with signature.

(2) Public entities may request additional information related to the proposed special event or require additional permits in their discretion.

(3) An applicant is responsible for obtaining any additional permit or license required for the special event, including, without limitation, a temporary use license, specialty license, special event vendor's license, or liquor license.

17.6.7 - Findings required.

(1) The special event coordinator shall issue a special event permit as provided for under this Article when, from consideration of the application and from such other information as may otherwise be obtained, he or she finds that:

(a) The conduct special event will not substantially interrupt the safe and orderly movement of other traffic, or in the event of a closure of an area, detours will be acceptable;

(b) The concentration of persons, animals and vehicles will not unduly interfere with proper fire and police protection of, or ambulance service to, areas where the special event will take place or areas contiguous to such areas;

(c) The special event will not unduly interfere with the movement of fire fighting equipment enroute to a fire, or the movement of other emergency equipment;

(d) The special event is not reasonably likely to cause injury to persons or property; and

(e) The special event is not to be held for the sole purpose of advertising the goods, wares or merchandise of a particular business establishment or vendor.

17.6.8 - Conditions to permit.

(1) The special event coordinator shall have authority to impose such conditions as are necessary to ensure that all of the findings mentioned in Section 17.6.7 of this Code shall exist during the continuation of the special event. Conditions may include, but are not limited to:

(a) Insurance of at least one million dollars (\$1,000,000.00) per individual claim and two million dollars (\$2,000,000.00) in the aggregate. Such insurance shall name on the policy or by endorsement as additional insureds the Town, its officers, employees and agents;

(b) Agreement to defend the Town against, indemnify and hold the Town harmless from, any liability to any persons resulting from any damage or injury occurring in connection with the special event, except in the event that the Town or another public entity is the applicant;

(c) Provision, satisfactory to the special event coordinator, for security services and emergency services;

(d) Provision of adequate public restrooms, garbage containers, cleanup and restoration of Town property;

(e) Any other condition reasonably necessary to ensure that all of the findings mentioned in Section 17.6.7 of this Code shall be satisfied.

17.6.9 - Prior application.

If a prior permit application shall have been made for a special event proposed to be held at the same time or place, the special event coordinator may refuse approval of the later application. In case of such refusal, the special event coordinator shall send the applicant a written notice that he or she may apply for an alternate time and place.

17.6.10 - Notice of issuance or denial.

The special event coordinator shall act upon the permit application within fourteen days of the filing thereof. If the special event coordinator disapproves the application, the special event coordinator shall mail to the applicant within that fourteen-day period notice of the denial and the reason(s) therefor.

17.6.11 - Appeal procedure.

The applicant shall have the right to appeal the denial of a permit to the Town Manager. A notice of appeal shall be filed with the Town Clerk within two business days.

17.6.12 - Suspension or Revocation of Permit

(1) Any permit issued under this Article may be suspended or revoked by the Town for violation of any of the terms of the permit, violation of any of the terms of this Article; and/or the special event causing a public nuisance or a danger to the public health, safety, or welfare. The special event coordinator or the Chief of Police, or his or her designee, shall have authority to revoke a special event permit due to a public nuisance or an immediate or imminent danger to the public health, safety, or welfare.

(2) Upon suspension or revocation, the special event coordinator shall deliver written notice to the permit holder stating the action taken and the reasons supporting such action. The written notice shall be delivered to the address stated in the application for a special event permit.

17.6.13 - Penalties; Nuisance Declared.

(1) It is unlawful for any person to violate any provision of this Article. Any such violation is hereby declared a criminal offense and any person found guilty of violating any provision of this Article shall, upon conviction thereof, be punished by a fine or imprisonment, or both, pursuant to Section 1.3.3 of this Code. The fines for violations of this Article shall be set to Section 1.3.3 of this Code, but not less than five hundred dollars (\$500). Each day that a violation of any provision of this Article continues to exist shall be deemed a separate and distinct violation.

(2) The conduct of any activity or business in violation of this Article is hereby declared to be a public nuisance, which may be abated pursuant to the provisions for the enforcement of nuisances as provided in Article 2 of Chapter 11 of this Code. All violations of this Article shall be considered an emergency violation as provided in Section 11.2.2 of this Code.

(3) The Town is specifically authorized to seek an injunction, abatement, restitution, or any other remedy necessary to prevent, enjoin, abate, or remove the violation.

(4) Any remedies provided for herein shall be cumulative and not exclusive and shall be in addition to any other remedies provided by law or in equity.