

AGENDA  
WORKSHOP MEETING OF THE CITY COUNCIL  
CITY OF LAKEWOOD, COLORADO  
**HYBRID MEETING**  
LAKEWOOD CIVIC CENTER  
480 SOUTH ALLISON PARKWAY  
MONDAY, DECEMBER 5, 2022  
**7:00 P.M.**  
CITY MANAGER'S CABINET ROOM AND ZOOM

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**Please Note:** City Council Workshops are a unique meeting format at which the members of the City Council work as a body to review information previously received from staff and the public, receive limited new information, hold in-depth discussion, and provide staff with policy direction on the identified agenda topic. Members of the public are welcome to attend and observe, either in person or via zoom, however City Council Workshops do not provide for interaction with the public.

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To connect to the Council Workshop live, please use any of the following links:

City of Lakewood Website: <https://www.Lakewood.org/CouncilVideos>

Lakewood Speaks: [Lakewoodspeaks.org](http://Lakewoodspeaks.org)

By Computer: <https://lakewood.zoom.us/j/82062813086>

By iPad, iPhone, or Android device on the Zoom App, enter webinar ID: **820 6281 3086**

By Telephone: **720-707-2699**

Webinar ID: **820 6281 3086, #**

Participant ID: **#**

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**ITEM 1 – CALL TO ORDER**

**ITEM 2 – ROLL CALL**

**ITEM 3 – PRESENTATION / DISCUSSION – Short Term Rentals Ordinance**

**ITEM 4 – ADJOURNMENT**

# STAFF MEMO

**DATE OF COUNCIL WORKSHOP: DECEMBER 5, 2022 / AGENDA ITEM NO. 3**

To: Mayor and City Council

From: Sharon Vincent, Chair of the Housing Policy Commission (HPC)  
Robert Smith, Economic Development Director, 303-987-7732

Subject: **SHORT TERM RENTALS ORDINANCE**

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**SUMMARY STATEMENT:** Lakewood City Council has considered draft Ordinances regarding licensing Short Term Rentals (STRs) on previous occasions and was unable to come to consensus on key provisions with the Ordinance drafts. The purpose of this workshop is to discuss key provisions as outlined by Council in their Study Session held on September 12, 2022; to garner consensus on these key provisions; and to direct staff to draft a Short Term Rentals Ordinance to be considered by the Council at a future date.

**BACKGROUND INFORMATION:**

- City Council held a Study Session on 9/12/2022 to consider a draft STR Ordinance.
- The draft STR Ordinance was discussed and recommended for consideration by the whole of Council by the Housing Policy Commission (HPC) at their meeting held on 6/12/2022
- Council members disagreed on key provisions of the draft Ordinance and requested a Council Workshop be held to more comprehensively discuss key provisions, make recommendations, garner consensus and direct staff in the re-drafting of an STR Ordinance.
- At the 9/12/2022 Meeting, Council identified the following key provisions for further discussion at a Council workshop:
  - Primary residence
  - Council had consensus to strike the 180-day provision from the Draft Ordinance
  - Council had consensus no grandfathering was to be allowed
  - Parking definition(s)
  - Calls for service clarification
  - Lodger's tax generated by STRs and its use in the enforcement of STR Codes
  - Council had consensus to eliminate "On premises resident" from the draft Ordinance
  - Home business definition, including within the zoning code. Impact upon the zoning code. Categories major and minor
  - Nuisance calls review
  - Number of inspections.
  - Sales tax: is there redundancy in having the owner have a sales tax number for AirBnB to collect it.
  - Multiple jurisdictions. (One of the proposed suggestions to address the 5<sup>th</sup> Circuit Court decision).

- ❑ On August 22, 2022, just prior to the Council’s Study Session, the 5th Circuit Court of Appeals struck down New Orleans’ STR Ordinance requirement that only allowed STRs at a license holder’s primary residence. The court found this requirement violates the dormant commerce clause. The draft STR Ordinance contains virtually the same residency requirement the 5th Circuit struck down in August.
- ❑ Staff suggested two possible modifications to work within in the 5<sup>th</sup> Circuit Court’s ruling: Limit STR Licenses to one pre person/company & if licensed for STR in Lakewood, a licensee could not be licensed in other jurisdictions.
- ❑ The Housing Policy Commission (“HPC”) has conducted extensive research, held public discussions and formed recommendations regarding a potential Short-Term Rental (“STR”) policy for Lakewood. STRs are rentals of residential properties lasting for a term of 29 days or fewer.
- ❑ Currently, STRs are not allowed under the Lakewood Municipal Code and, in recent years, many other Colorado communities have developed policies to address STRs. The increased availability of STR platforms such as Airbnb, VBRO and others has given rise to the need for Lakewood to consider establishing a STR policy and to incorporate such policy into the Lakewood Municipal Code.
- ❑ The City Council held a study session on April 5, 2021, to consider the HPC’s recommendations for a STR business licensing ordinance and policy. At the Study Session’s conclusion, Council referred the draft ordinance back to the HPC for further development and to fill in certain elements.
- ❑ Draft Ordinance 2021-24 reflected these further developments. The draft Ordinance included an enforcement commencement date of March 1, 2022, to allow the public time to prepare for and come into compliance with the regulations established by draft Ordinance 2021-24, and to give staff time to accomplish the following:
  - Develop documents, materials and forms for the STR Program. Such materials were to align with the program elements discussed at the April 5, 2021, Study Session, as well as Ordinance 2021-24.
  - Prepare amendments to the City’s Zoning Ordinance to establish STRs as a defined use in certain zone districts, obtain Planning Commission recommendations on such amendments, and bring the amendments to the City Council for approval
  - Hire and train additional staff, if necessary
  - Execute third-party vendor contracts, if needed.
- ❑ Ultimately, Ordinance 2021-24 was not passed on August 23, 2021. The City Council directed the Ordinance be further reviewed by the HPC, and that enforcement provisions be strengthened. Specific sections to be addressed were:
  - Primary Residence – Length of required owner occupancy of the STR in a 12-month period;
  - Whether distance requirements between STRs was practical, and if so how to deal with two or more applications for STR within distance limitation in a nondiscriminatory manner;
  - Maximum number of days property can be used as STR; and
  - Date upon which enforcement of new STR Code shall commence.
- ❑ Staff revised Ordinance 2021-24 so that it would more closely mirror the Lodging License Code, Chapter 5.56 of the Lakewood Municipal Code. The Lodging License Code impacts commercial lodging facilities and has been refined for more effective enforcement.
- ❑ The goal of the Short Term Licensing Code, to be established as Chapter 5.55 of the Lakewood Municipal Code, is to allow for Short Term Rentals in as many housing types as possible while also creating strong

enforcement mechanisms to protect neighbors and guests from the unlawful or irresponsible operation of STRs. The Code could take effect 30 days after adoption by the City Council and publication by title, but the City Council may extend the effective date to a date certain. As currently written the Code allows those currently operating STRs 90 days to apply for a license after the effective date of the Code.

- The Chapter 5.55 Short Term Licensing Code allows for STRs in any dwelling unit, with no distance requirements, in any Zoning District subject to conditions, including:
  - The dwelling unit being offered as a STR must be the primary residence of the owner;
  - No STR may provide accommodations for more than 180 days per year; and
  - Only one STR contract is permitted on any single date for any single licensed STR.
- The Chapter 5.55 Short Term Licensing Code also creates strong enforcement mechanisms, which allow for license suspension, revocation, or nonrenewal for many Licensee acts, including:
  - Receiving two citations or one conviction of the City’s nuisance codes or noise ordinance;
  - Having more than two calls for service to law enforcement in a 12-month period or having a significant criminal act occur on the premises;
  - Failing to pay City taxes; or
  - Operating the STR in a manner that negatively impacts the health, safety, and welfare of guests or residents or businesses in the neighboring community.

**PUBLIC OUTREACH:** Proper notice of this Council Workshop was provided.

**ATTACHMENTS:** Draft Short Term Rentals Ordinance from September 12, 2022 Council Study Session  
PowerPoint Presentation

**REVIEWED BY:** Kathleen E. Hodgson, City Manager  
Benjamin B. Goldstein, Deputy City Manager  
Alison McKenney Brown, City Attorney

O-2022-XX

AN ORDINANCE

ADOPTING TITLE 5, CHAPTER 5.55 OF THE MUNICIPAL CODE OF THE CITY OF LAKEWOOD, COLORADO, IN CONNECTION WITH ESTABLISHING BUSINESS AND LICENSE REGULATIONS FOR SHORT TERM RENTALS, ALL WITHIN THE CITY OF LAKEWOOD, COLORADO

WHEREAS, the City of Lakewood (“Lakewood” or “City”) is a home rule municipality organized under Article XX of the Colorado Constitution and the authority of the Home Rule Charter for the City of Lakewood (Charter);

WHEREAS, Sections 1.2 and 2.1 of the Charter vests all municipal legislative powers in the City Council, and authorizes the City Council to establish those laws necessary and proper to provide for the safety, preserve the health, promote the prosperity, and improve the morals, order, comfort, and convenience of such municipality and the inhabitants thereof;

WHEREAS, the City Council desires to impose business operating requirements and regulations for short-term rental businesses, including a business licensing requirement and establishment of applicable fees, to protect the health, safety and welfare of all persons and properties residing within the City;

WHEREAS, approval of this ordinance on first reading is intended only to confirm that the City Council desires to comply with the Lakewood Municipal Code by setting a public hearing to provide City staff and the public an opportunity to present evidence and testimony regarding the proposal; and

WHEREAS, approval of this ordinance on first reading does not constitute a representation that the City Council, or any member of the City Council, supports, approves, rejects or denies the proposal.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Lakewood, Colorado, that:

SECTION 1. Chapter 5.55 of the Lakewood Municipal Code shall be adopted as follows:

**5.55.005 Short Title; Intent and Purpose**

This Chapter shall hereinafter be known, and may be cited, as the City of Lakewood Short-Term Rental Licensing Code. The intent and purpose of this Short-Term Rental Licensing Code is to ensure that **on and after January 1, 2023**, residential properties in the City used for Short-Term rental purposes meet minimum standards of safety and habitability, are operated in a manner compatible and consistent with surrounding residential uses, and comply with applicable sales tax requirements.

### 5.55.010 Definitions.

As used in this Chapter, the following terms shall have the meanings ascribed thereto. Any word or term not defined hereinafter shall be defined in accordance with Chapter 17 of the Lakewood Municipal Code.

- A. *Applicant* means an Owner seeking a License pursuant to this Chapter.
- B. *Authority* means the Lodging Facility Licensing Authority of the City of Lakewood.
- C. *Calls for service (CFS)* means and includes, but is not limited to, any and all calls to law enforcement that result in a law enforcement representative being dispatched or directed to the STR.
  - 1. Calls for service includes:
    - a. A call to emergency services that results in a response by a law enforcement representative to the STR that results in a criminal report.
    - b. Any police-initiated call for service to the STR that results in a criminal report.
    - c. Any call to emergency services or police-initiated call for service within the STR's surrounding neighborhood regarding activity that results in a criminal report, when such activity is associated with current STR guests and/or invited guests of the STR guests. Any individual attending a party or gathering hosted by an STR guest is a de facto invited guest.
  - 2. Calls for service shall not include traffic citations in which the STR property address is used as the location of violation or law enforcement responses to the STR premises for incidents unrelated to the use of the Licensed Premises as an STR regardless of whether a criminal report is generated.
- D. *City Clerk* means the City Clerk or designee.
- E. *Dwelling Unit(s)* shall have the same meaning ascribed thereto in Article 14 of the Zoning Ordinance.
- F. *Enforcement Officer* means the City Clerk, or the Clerk's designee. The City Clerk may utilize any applicable inspector or enforcement officer of the City or of the City's fire code enforcement partners to carry out the requirements of this Chapter, including: zoning enforcement officer, building official, code enforcement officer, or law enforcement personnel, any of whom will have all legal powers necessary to enforce this Chapter.
- G. *Entity* means any firm, partnership, joint venture, corporation, limited liability company, estate or trust, receiver, trustee, assignee, lessee or any of the foregoing acting in a fiduciary or representative capacity, whether appointed by court or otherwise, or any group or combination of the foregoing acting as a unit, and includes a STR Facilitator. "Entity" shall not include an "Owner" for the purposes of this Chapter.

- H. *Hosting Platform* means an entity that facilitates reservations or payments between a Short-Term Rental Licensee and a person seeking lodging accommodations for a period of less than thirty (30) consecutive days.
- I. *Individual* means a natural person.
- J. *Inspector* means an ASHI certified professional residential property inspector or a residential property inspection company with ASHI certification
- K. *Investigator* means a member of the Police Department.
- L. *License* means the license required pursuant to this Chapter.
- M. *Licensed Premises* means the property upon which a STR is authorized pursuant to a License.
- N. *Licensee* means the Owner of a Primary Residence licensed for use as a Short-Term Rental pursuant to this Chapter and to whom such license is granted under this Chapter.
- O. *Lodging facility* means any place subject to licensing under Chapter 5.56 of the Lakewood Municipal Code.
- P. *Lodging room* means and includes any room, guestroom or sleeping accommodation that accommodates one or more guests within a licensed STR.
- Q. *LPD* means the Lakewood Police Department.
- R. *Owner* means any person that is the record owner of real property as listed with the Jefferson County, Colorado Assessor upon which a STR is located. "Owner" shall also mean any part owner or joint owner of the whole or part of the land or buildings associated with a licensed STR. An owner is the only individual licensed to offer and/or accept payment for any STR, and who retains the right of access to, and control of, the STR. A long-term renter is not an "Owner."
- S. *Police Chief* means the Chief of Police of the Lakewood Police Department.
- T. *Primary Residence* means the place in which a person's habitation is fixed for the term of the license and is the person's usual place of return. A person can only have one primary residence.
- U. *Renter or Lessee* means the party contracting to rent the STR for a term less than thirty (30) days.
- V. *Short-Term Rental* or *STR* means the rental of any real property, or any portion thereof, for not more than twenty-nine (29) consecutive days, excluding hotels, motels, bed and breakfasts, or any other rental of property for habitation purposes licensed in accordance with another Chapter of the Lakewood Municipal Code.
- W. *Short-Term Rental Marketplace Facilitator* or *STR Facilitator* means any Individual or entity that:

1. Contracts with a Licensee to facilitate for consideration, whether or not the consideration is deducted as fees from the transaction, the use by a third-party renter of the Licensed Premises as a STR.
2. Engages directly or indirectly, through one or more affiliated Individuals or Entities, in transmitting or otherwise communicating the offer or acceptance between the third party renter and the Licensee for use of a STR; and
3. Either directly or indirectly, through agreements or arrangements with third parties, collects the payment from the third party renter on behalf of the Licensee for use of a STR.

*STR Facilitator* does not mean or include an Individual or Entity that exclusively provides internet advertising services or lists products for sale, and that does not otherwise meet this definition.

- X. *Short-Term Rental Marketplace* or *STR Marketplace* means a physical or electronic forum, including, but not limited to, a store, a booth, an internet website, a catalog or a dedicated sales software application where a Licensed Premises is offered as a STR. This definition includes any Individual or Entity operating as a hosting platform to facilitate reservations or payments between a Licensee and those seeking lodging accommodations for a period of less than thirty (30) consecutive days.
- Y. *Zoning Ordinance* means Title 17 of the Lakewood Municipal Code.

#### **5.55.020 License required; Licensing Authority established; Rules and Regulations.**

- A. **On and after January 1, 2023 (effective date)** it is unlawful for any person to maintain or operate an STR without first obtaining an annual license from the City Clerk's Office.

Existing STRs. All STRs existing within the City of Lakewood upon the effective date of this Chapter shall apply for a license within 90 days of the effective date of this Code.

Existing Nuisances. All STRs existing within the City of Lakewood upon the effective date of this Chapter that have, based on data provided by the Police Department, two or more calls for service within the previous 12-month period, or two (2) or more calls for code enforcement matters, shall meet with representatives from the LPD or Code Enforcement to discuss measures to mitigate criminal or nuisance activity occurring on the STR's premises. Such meeting shall occur before an STR license is granted.

- B. Lodging Facility Licensing Authority (hereinafter, the "Authority") established in conformance with §5.56.020 of the Lakewood Municipal Code, is hereby appointed the Authority in accordance with carrying out the goals and intent of this Chapter.
- C. The City Clerk is hereby authorized to promulgate rules, regulations and forms necessary to carry out the provisions of this Chapter.

**5.55.030 Application for new license; renewal license.**

- A. License Form. All Owners of a property that is subject to an application for a license issued under this Chapter shall file and sign an application for a license with the City Clerk on forms provided by the City Clerk.
- B. New License. The City Clerk shall accept no application that is not complete in every detail. If any application is deposited with the City Clerk and found, upon examination, to contain any omission or error, it shall be returned to the applicant for completion and correction. No further action may be taken upon any incomplete application by the Clerk or Authority. No application shall be deemed complete unless accompanied by the following:
1. The full name and phone number of all Owners of the premises, and designation of the Owner/Applicant.
  2. The address of the proposed Licensed Premises and a description or illustration of the area(s) of the premises that will be used for STR purposes.
  3. Proof of insurance that covers the proposed Licensed Premises for use as a STR, which must include commercial liability.
  4. A copy of an inspection report, in accordance with §5.55.050, signed and dated by the Inspector within thirty days of the application for license.
  5. A parking plan that provides the minimum parking spaces required pursuant to the Zoning Ordinances for the Licensed Premises, either with improved parking surfaces in accordance with Chapter 9.80.020 of the Lakewood Municipal Code, or in a garage or carport. For STRs in a multifamily structure, the Owners' designated parking space(s), if such exist, shall be assigned to the STR renters. Any additional parking by both the renters and guests of the renters must be confined to the street frontage of the Licensed Premises and/or designated guest spaces.
  6. A notarized affidavit attesting to all of the following:
    - a. The Applicant has followed all requirements of this Chapter;
    - b. There are no private rules or covenants prohibiting the use of the Licensed Premises as a STR;
    - c. All renters will be informed of applicable City laws and rules concerning noise, vehicle parking, garbage and common area usage;
    - d. The Applicant has provided notice to neighbors in accordance with the provisions of this Chapter, including § 5.55.110, and agrees to participate in mediation with any abutting property regarding concerns about STR renters impacting such abutting property. Abutting properties include all properties touching the licensed premises, including abutting corners or directly across any street, alley or easement;

- e. The Owner/Applicant agrees to accept service of any notice from the City Clerk, including notice of violation of the provisions of this Chapter, at the address of the Licensed Premises, or such other address as specifically provided within the application, either: 1) personally; 2) via registered mail, or 3) by posting of notice upon the Licensed Premises;
  - f. The application is complete in all material respects and contains no false, misleading or fraudulent statements; and
  - g. The Owner/Applicant has read and understood the entire STR Code, including those provisions associated with enforcement and penalties for submitting fraudulent or misleading documents to the City.
7. For properties subject to private rules and covenants, in addition to the affidavit required under 5.55.030(7)(b), Applicants must provide a copy of the private rules and covenants as evidence that STRs are not prohibited.
  8. A signed and verified affidavit submitted by each property owner attesting, under penalty of perjury, that the proposed Licensed Premises is owned by the Owner/Applicant.
  9. A floor plan of the STR that specifies the number of rooms contained in the STR. The floor plan need not be professionally prepared.
  10. A copy of a City sales and use tax license for the STR pursuant to §3.01 of the LMC.
  11. A copy of a City hotel/motel accommodations tax license for the STR pursuant to §3.03 of the LMC.
  12. Any additional information determined by the City Clerk to be reasonably necessary to evaluate compliance with the requirements of this Chapter.
  13. Payment in full of City license and application fees.
- C. License renewal. All license renewal applications shall be submitted to the City Clerk on the prescribed forms no later than 45 days prior to the date upon which the license expires, except that the City Clerk, for good cause, may waive the time requirement set forth herein. The forms shall be accompanied by all required fees and such additional materials as required for the initial application as the City Clerk deems necessary for the renewal license. The property safety inspection must be completed as part of the annual license renewal process. The City Clerk shall accept no renewal application that is not complete in every way. The City Clerk shall not grant any renewal unless the licensee has paid all applicable fees and taxes. A License not timely renewed shall expire at the end of its term. The Licensee is prohibited from using the premises as a STR after a License has expired and before a new License is issued.

#### **5.55.040 Application fee; Applicable fees.**

The City of Lakewood shall impose fees, adopted by City Council resolution, necessary to defray the costs of training, inspection, mediation, and processing of the documentation associated with the STR licensure, all as allowed by law, such fees to include, but not be limited to, fees for a new license and renewal of a license.

#### **5.55.050 Property Safety Inspection; Investigation.**

- A. Duty to Comply with Law. Each STR shall comply with all applicable building, fire, housing and health codes.
- B. Minimum Property Safety Inspection. Prior to any STR license being approved or renewed, the owner shall have the property inspected by an Inspector. The Inspector shall inspect the premises for conformance with the provisions of this Chapter and shall provide a safety inspection report on a form provided by the City verifying conformance with the minimum health and safety standards mandated by this Chapter.
- C. Minimum Health and Safety Requirements. All STRs shall contain the following: a minimum of one operable fire extinguisher per floor (or more if deemed necessary during the premises inspection), operable carbon monoxide detectors in all rooms used for sleeping purposes, and operable smoke detectors on each floor of the STR. An STR with living or sleeping areas within a basement area shall be equipped with egress windows or other exit systems. Please note: This Code only mandates minimum health and safety requirements. Property owners who utilize their home as an STR are solely responsible for compliance with all applicable property maintenance laws.
- D. Additional Investigation; Reports. Any application for a license or license issued pursuant to this Code may be subject to any other investigation deemed necessary by the City Clerk to determine the application's or STR's conformance with any requirement of this Chapter, including, but not limited to investigation of the proposed STR's conformance with the Lakewood Zoning Ordinance or other applicable laws. Any reports of the results of any investigation conducted by any City of Lakewood department shall be delivered to the City Clerk for review. Not less than ten business days prior to the date of any hearing before the Authority to Show Cause why a license should be denied, suspended or revoked, the City Clerk shall mail the report of findings based on the investigation to the Applicant/Licensee and, upon request, to other interested parties.

#### **5.55.060 Decision - Applications; Appeal.**

- A. A completed application, including all mandatory components as set forth within this Chapter, shall be administratively approved or denied by the City Clerk within 30 days of the date of the filing of the complete application. The City Clerk shall administratively deny a license application if:

1. The application demonstrates or establishes that the proposed STR fails to conform to any requirement of this Chapter, including the type of dwelling unit, the minimum health and safety standards as set forth herein, residency status, or other applicable law or provision herein;
  2. The Applicant knowingly made a false statement or knowingly gave false information in connection with the application;
  3. The Owner has had a STR license revoked or suspended within five years prior to the application, or the Owner/Applicant has failed to comply with all applicable provisions of this Code while previously licensed to provide STR rental within the City;
  4. The premises of the STR have been cited by the City at any time within the previous twelve months for violation of the City's public nuisance code or the property has been the location of a substantiated noise complaint, or two or more summons have been issued alleging a violation of 9.52.040. A noise complaint is substantiated upon conviction of a noise violation in municipal court.
  5. The STR is listed on a hosting platform or Short-Term Marketplace Facilitator site without including the Lakewood Short-Term license number of the STR.
- B. Those provisions of §5.56.060 (C), (D) and (E) regarding administrative approval and denial of license applications are hereby made applicable to this Chapter.

**5.55.070 License revocation, suspension or nonrenewal, penalty.**

- A. Show Cause to Suspend or Revoke. The City Clerk may request that the Authority suspend, revoke or not renew a license, and the Authority may issue an Order to Show Cause why a license should not be suspended or revoked, for any one or more of the following:
1. The STR is listed on a hosting platform or Short-Term Marketplace Facilitator site without including the Lakewood Short-Term license number of the STR;
  2. The STR has received two citations for violation of any of the City's nuisance codes, or been convicted of any one violation of the City's nuisance codes;
  3. The STR has received two citations for violation of the City's excessive noise (such excessive noise verified by a member of the City's law enforcement team), or one conviction for a violation of the City's noise ordinance;
  4. The STR has outstanding official orders from West Metro Fire;

5. The Licensed Premises' calls for service is at or above 2 or more calls for service for any 12-month period, or a significant criminal act, as defined by §5.56.010(Q) of the Lakewood Municipal Code, has occurred on the STR's premises;
  6. The operation of the STR is such that it is or has negatively impacted the health, safety and/or welfare of its guests or the residents or businesses of the neighboring community;
  7. The STR is delinquent to the City of Lakewood for any taxes imposed pursuant to Lakewood Municipal Code Chapter 3.01 or 3.03;
  8. An investigation performed by the City of Lakewood demonstrates or establishes that the STR fails to conform to any requirement of this Chapter, the Lakewood Zoning Ordinance, Lakewood Subdivision Regulations, or other applicable law, and/or the Owner has failed to abate or remediate any premises condition as directed by an official of the City;
  9. The Applicant knowingly made a false statement or knowingly gave false information in connection with the application.
- B. Summary Suspension. The Licensing Authority may order the summary suspension of a License if the City Clerk, or other enforcing officer, has probable cause to believe a Licensee has deliberately and willfully violated any applicable law, rule or regulation or has engaged in conduct which imposes an undue risk to the public health, safety or welfare. Summary suspension shall be in the form of a written order and shall be personally delivered to the Licensee or posted upon the Licensed Premises and shall be mailed via certified mail to the address provided by the Licensee for receipt of notices pursuant to this Chapter.

#### **5.55.080 Hearings.**

- A. *Hearing before the Authority*. A hearing before the Authority may be requested:
1. By the Owner/Applicant or Owner/Licensee to appeal a decision of the City Clerk to deny an application for an STR license, renewal of an STR license, or to appeal summary suspension of a license.
  2. By the Authority when the Authority, upon evidence presented by the City Clerk, issues an order to show cause why a License should not be suspended or revoked.
- B. *Adoption of §5.56.070*. All provisions of §5.56.070 regarding the Hearing process, not otherwise superseded by any provisions of this Chapter, are hereby adopted and made applicable to this Chapter.
- C. *Penalties*. The Authority shall be authorized to determine the appropriate penalty for any violation, including placing the license on a probationary period of no less than the remainder of the term of the license, imposing a civil fine in association with an adopted fine schedule, or revoking/rescinding the license.

The Authority shall impose mandatory terms of compliance with any probation to help reduce nuisance activity at the STR and guide the licensee to comply with the terms of this code.

**5.55.090 Conditions, Limitations and Restrictions of the Short Term-Rental License**

- A. Zoning. An STR may be operated within any Zoning District.
- B. Type of Premises. Only Dwelling Units which are the Primary Residences of their Owners may be granted a License to operate as an STR within the City.
- C. Total number of days/year an STR may operate. A Licensee may not provide STR accommodations for more than 180 total calendar days per calendar year.
- D. Visibility of Address. Address numbers at the Licensed Premises must be no less than four inches (4") in height and well-lit but not exceed the exterior lighting standards in Article 6 of the Zoning Ordinance.
- E. STR Facilitator License. Any STR Facilitator used by the Licensee must be licensed with the City in accordance with Chapters 3.01 and 3.03 of the Lakewood Municipal Code.
- F. Only one STR rental contract is permitted at any time in any STR. Irrespective of the number of lodging rooms available within an STR multiple rental contracts to separate parties to use the STR facilities at the same time is prohibited.
- G. Publication of License. The License number must be included in all advertising of the Licensed Premise. Additionally, the License shall be prominently displayed within the Licensed Premises in a manner that assures the License is clearly visible to renters and shall be made available for inspection by City Code Enforcement staff at all reasonable hours.

**5.55.100 Transferability; change of ownership; change of information of license.**

- A. In the event the Owner sells the premises licensed as an STR, the Owner/Licensee shall immediately report such change to the City Clerk.
- B. The Owner/Licensee shall notify the City Clerk within fifteen (15) days after any change to the information submitted as part of the STR application.
- C. No license under this Chapter shall be transferable to another person or subsequent owner of such property.

**5.55.110 Community Notice Requirements.**

- A. Specific Notice. The Applicant shall provide to the occupant of each property located within two hundred fifty (250) feet of the property line of the parcel on which the proposed Licensed Premises is located a written notice, on a form approved by the City, of Applicant's application for a License, including opportunity for mediation of concerns.

- B. Mailing Requirements. Such notices shall be mailed via certified mail to each such property within ten (10) days following the date of submission of the License application.

**5.55.120 Additional remedies; violations.**

Notice of Criminal Penalties associated with violation of this Chapter. Causing, permitting, aiding, abetting or concealing a violation of any provision of this Chapter is unlawful and shall cause the offender to be subject to the general penalty provisions of the Lakewood Municipal Code. Enforcement may be pursuant to this Chapter or pursuant to any applicable criminal code violations.

Notice of Criminal Penalties associated with making a false statement. It is unlawful for any Owner/Applicant to knowingly make a false statement or to knowingly give false information in connection with an application for a new or renewal license issued under this Chapter. Violations of this provision are subject to the penalties set forth in Lakewood Municipal Code 1.16.020. See also, C.R.S. § 18-5-114.

Additional Remedies. In addition to other remedies provided by this Chapter or by other law, any violation of this Chapter may be remedied by a civil action brought by the City Attorney, including, for example, administrative or judicial nuisance abatement proceedings, civil or criminal code enforcement proceedings, and suits for injunctive relief.

Separate Violations. Each day of violation of this Code shall be a separate violation.

Mediation. STR Licensees agree to participate in mediation in good faith with any abutting property owner alleging harms to such abutting property or its residents arising out of operation of an STR. Participation in mediation shall not be a waiver of any individual's right to seek other redress for harms arising out of the operation of an STR. See section 5.55.030(B)(7) for definition of abutting.

**5.55.130 Severability.**

Should any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Chapter or application thereof to any person or circumstance be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this Chapter, or its application to any other person or circumstance, and to this end, the provisions of this Chapter are declared to be severable.

SECTION 2. This ordinance shall take effect on **January 1, 2023.**

SECTION 3. If any provision of this Ordinance should be found by a court of competent jurisdiction to be invalid, such invalidity shall not affect the remaining portions or applications of this Ordinance that can be given effect without the invalid portion, provided that such remaining portions or application of this Ordinance are not determined by the court to be inoperable.

[remainder of page intentionally left blank]

I hereby attest and certify that the within and foregoing ordinance was introduced and read on first reading at a hybrid regular meeting of the Lakewood City Council on the \_\_\_\_ day of \_\_\_\_\_, 2022; published by title in the Denver Post and in full on the City of Lakewood's website at [www.lakewood.org](http://www.lakewood.org), on the \_\_\_\_ day of \_\_\_\_\_, 2022; set for public hearing to be held on the \_\_\_\_ day of \_\_\_\_\_, 2022; read, finally passed and adopted by the City Council on the \_\_\_\_ day of \_\_\_\_\_, 2022; and signed by the Mayor on the \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Adam Paul, Mayor

ATTEST:

\_\_\_\_\_  
Jay Robb, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Alison McKenney Brown, City Attorney

# **Council Workshop Session**

## **December 5, 2022**

**Short Term Rentals (STRs) In Lakewood, CO**



**Lakewood**

# Workshop Elements

- Workshops are discussions – much like Study Sessions.**
- Council doesn't “vote” to enact legislation but there are moments of consensus where a majority of Council offers direction to Staff to bring forth things on which Council can vote in the future.**
- Discussion amongst Council members can be more comprehensive.**

# Workshop Elements

- ❑ Short presentation – then Council is seeking to get consensus on **12** elements of the Draft STR Ordinance.
- ❑ Goal is to garner consensus and give Staff direction on all 12 elements tonight – All key provisions – to be discussed in the Workshop.
- ❑ With that direction, a new STR Ordinance will be brought forth – on a future date - Council will vote at that time to implement the Ordinance

# Current Status of STRs

**Short Term Rentals (STRs) are of residential properties for 29 or fewer days in length.**

**Currently, STRs are not allowed under the Lakewood Municipal Code.**

**The increased availability of STR platforms such as Airbnb, VBRO and others have made it easy for property owners to utilize their residential properties as STRs.**

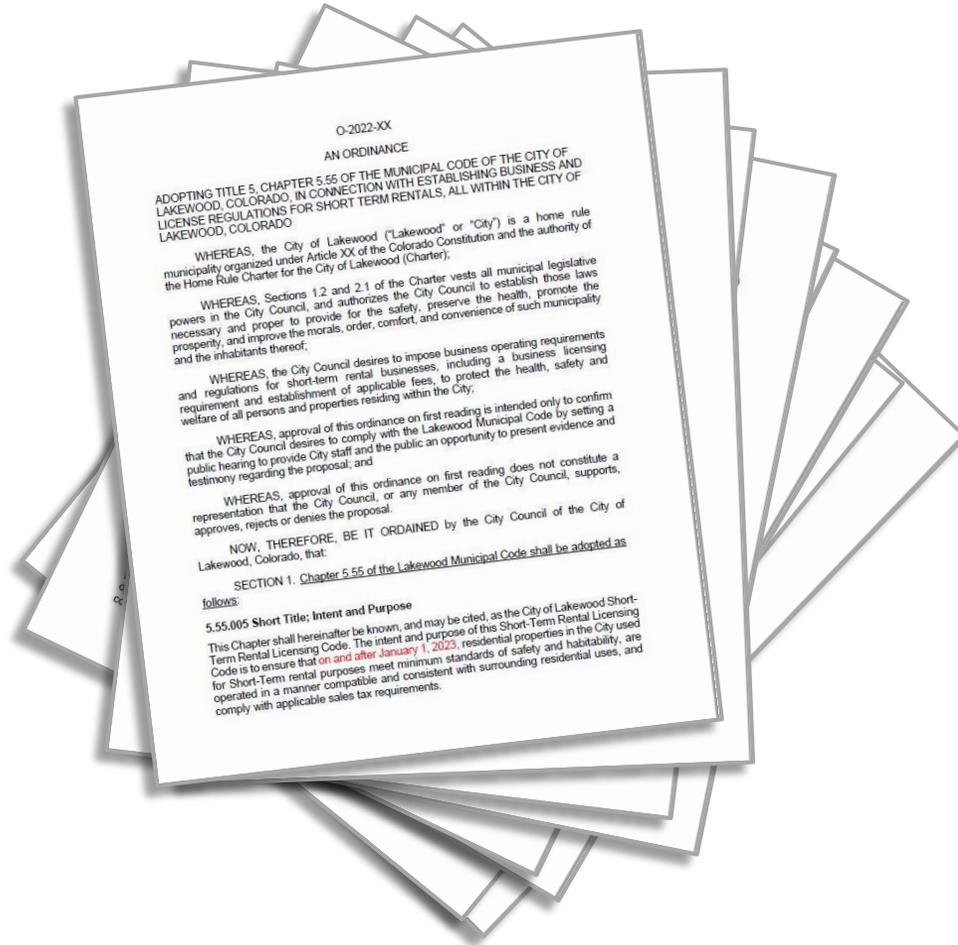
# Current Status of STRs

**Property owners within the City have requested the City allow residential properties to be used as STRs.**

**As STRs are a form of lodging business, the City must establish business regulations for the safety of all involved, including neighboring properties.**

**Housing Policy Commission (HPC) – Six members, one from each Ward and the Mayor.**

# Draft Ordinance Considered by Council



- ❑ 12 Pages vetted by the HPC – after much discussion
- ❑ Ample public input
- ❑ Compared with many similar measures from a variety of cities
- ❑ Aligns with other Lakewood Ordinances
- ❑ Foundation of future Ordinance

# Key Provisions for Further Discussion



## Primary Residence

- Intent
- Background
- Provisions to amend Draft Ordinance
- Majority Consensus?

# Key Provisions for Further Discussion

2

## Council had consensus to strike the 180-day provision from the Draft Ordinance

- Intent
- Background
- Provisions to amend Draft Ordinance
- Majority Consensus?

# Key Provisions for Further Discussion

3

**Council had consensus no grandfathering was to be allowed**

- Intent
- Background
- Provisions to amend Draft Ordinance
- Majority Consensus?

# Key Provisions for Further Discussion



## Parking definition(s)

- Intent
- Background
- Provisions to amend Draft Ordinance
- Majority Consensus?

# Key Provisions for Further Discussion



## Calls for service clarification

- Intent
- Background
- Provisions to amend Draft Ordinance
- Majority Consensus?

# Key Provisions for Further Discussion



## Lodger's tax generated by STRs and its use in the enforcement of STR Codes

- Intent
- Background
- Provisions to amend Draft Ordinance
- Majority Consensus?

# Key Provisions for Further Discussion



**Council had consensus to eliminate “On premises resident” from the draft Ordinance**

- Intent
- Background
- Provisions to amend Draft Ordinance
- Majority Consensus?

# Key Provisions for Further Discussion



**Home business definition, including within the zoning code. Impact upon the zoning code. Categories major and minor**

- Intent
- Background
- Provisions to amend Draft Ordinance
- Majority Consensus?

# Key Provisions for Further Discussion



## Nuisance calls review

- Intent
- Background
- Provisions to amend Draft Ordinance
- Majority Consensus?

# Key Provisions for Further Discussion

10

## Number of inspections

- Intent
- Background
- Provisions to amend Draft Ordinance
- Majority Consensus?

# Key Provisions for Further Discussion

11

**Sales tax: is there redundancy in having the owner have a sales tax number for AirBnB, VRBO & other platforms to collect it**

- Intent
- Background
- Provisions to amend Draft Ordinance
- Majority Consensus?



# Key Provisions for Further Discussion

12

**Multiple jurisdictions. (One of the proposed suggestions to address the 5<sup>th</sup> Circuit Court decision).**

- Intent
- Background
- Provisions to amend Draft Ordinance
- Majority Consensus?



# Questions/Discussion before Next Steps

- Any other elements for the draft STR Ordinance needing attention?**
- Does Staff have sufficient direction for bringing forth a draft Ordinance for Council consideration?**



# Next Steps for STRs

**Schedule Ordinance 2023-XX for 1<sup>st</sup> and 2<sup>nd</sup> Reading.**

**Develop documents, materials and forms for the STR Program. Such materials will align with the program elements established with Ordinance 2023-XX.**

**Prepare amendments to the City's Zoning Ordinance to establish STRs as a defined use in certain zone districts, obtain Planning Commission recommendations on such amendments, and bring the amendments to the City Council for approval.**

# Next Steps for STRs

**Train staff to support the STR regulations.**

**Hire new staff, if necessary.**

**Execute third-party vendor contracts, if needed.**

# Adjournment