

**AGENDA**  
**Housing Policy Commission (HPC)**  
**2/24/2021**  
**6:00 PM**  
**Virtual Meeting**

Please click the link below to join the webinar:  
<https://lakewood.zoom.us/j/91567012866?pwd=RzJET2pDa2hIWUxBRWRyS1BydWxIQTO9>

Phone Number: 1 253 215 8782  
Webinar ID: 915 6701 2866

Commission Members:

Adam Paul – Mayor

Sharon Vincent – Ward 2

Barb Franks – Ward 4 (HPC Chair)

Ramey Johnson – Ward 1

Anita Springsteen – Ward 3

Karen Harrison – Ward 5

- =====
1. Call to Order/Roll Call
  2. Approve minutes from the 11/12/2020 meeting
  3. Report: Meeting with staff
  4. Election of new HPC Chair
  5. Draft Work Product Materials for 4/5/2021 Council Study Session
  6. Next Meeting Information
  7. Adjourn

# Housing Policy Commission

## UNAPPROVED Meeting Minutes

11/12/2020

6:00 PM

Via Zoom Video Webinar

480 S Allison Pkwy – Lakewood, CO 80226

### Commission Members:

Adam Paul – Mayor

Ramey Johnson – Ward 1

Sharon Vincent – Ward 2

Mike Bieda – Ward 3

Barb Franks – Ward 4 and HPC Chair

Karen Harrison – Ward 5

### Call to Order/Roll Call

HPC Chair Barb Franks called the meeting to order at 6:00 pm and took Roll Call.

Attendance					
Adam Paul	Present	Sharon Vincent	Present	Barb Franks	Present
Ramey Johnson	Present	Mike Bieda	Present	Karen Harrison	Present
A quorum was present. 8 members of the public also attended the meeting.					

### Approve Minutes of the 11/5/2020 HPC Meeting

HPC Chair Franks invited changes, amendments or corrections to the 11/5/2020 minutes as presented. None were offered.

MOTION: Approve Minutes of the 11/5/2020 HPC Meeting as presented					
Moved by: Karen Harrison					
Seconded by: Sharon Vincent					
Adam Paul	Abstain	Sharon Vincent	Aye	Barb Franks	Aye
Ramey Johnson	Aye	Mike Bieda	Aye	Karen Harrison	Aye
MOTION with 5 Ayes, 0 Nays, 1 Abstention					

HPC Chair Franks thanked all those who provided feedback and input via phone and email. Mrs. Franks noted Commissioner Paul was unable to attend the 11/5/2020 so his stances on the elements of the STR Feedback Elicitation Form covered previously would be added at the end of tonight's meeting. Commissioner Franks also noted that Commissioner Harrison had provided all Commissioners a copy of the Estes Park STR program.

Chair Franks invited Commissioner Harrison to speak to the Estes Park Document. Commissioner Harrison indicated it covered many of the elements previously discussed by HPC. Harrison also liked they required Building Department inspection prior to an STR opening. Estes Park had reasonable parking standards and they required an Operations Manual for all appliances including fireplaces. If the unit wasn't sprinkled, they required a fire extinguisher on every floor.

### Part Two – STR Feedback Elicitation Form Discussion

Mrs. Franks introduced the HPC would continue working their way through the elements presented on the STR Feedback Elicitation Form beginning with the section entitled Application.

[NOTE: The Short Term Rental Feedback Elicitation Document presented to the HPC was sent digitally in MS Excel format. A copy of the document presented with tallies and element-by-element notes is attached to these minutes and is in a .pdf format. Some additional information regarding the Elicitation Document elements is included within

these narrative minutes. Both these narrative minutes and the STR Feedback Elicitation Document are part of the complete minutes for the 11/12/2020 meeting.]

### **Application**

**Commissioner Sharon Vincent:** Yes to all information drafted, perhaps additional may be needed.

**Commissioner Mike Bieda:** Yes to all information drafted, additional information may be needed to conduct a background check which may be necessary. If a background check were to be added to the application, it would also need to be added to the requirements – that host need pass a background check. It was clarified that Commissioner Bieda was primarily focused on a criminal background check not a financial one.

**Commissioner Ramey Johnson:** Yes to all, the word sufficient in conjunction with parking isn't sufficient and will need additional clarification so guests only park where allowed.

**Commissioner Adam Paul:** Indicated some application processes the city has used in the past include the term "moral turpitude" which may better work in lieu of criminal background checks... it was determined this would be a good question for Legal.

### **Compliance/Enforcement & Taxes**

**Commissioner Mike Bieda:** Would prefer a single process for due process with all licensing type activities. Yes, STR violations will need due process, but part of the same process covering a larger number of licensing activities.

**Commissioner Adam Paul:** Staff should make a recommendation as to how implementation would work. Examples: Which departments would be involved and how individual elements would be implemented.

### **Budgetary and Staffing Implications**

HPC will need input from staff on these issues

### **Implementation Timeline (if STR are permitted in some form or fashion by a majority vote of Council)**

Starting the process of defining the timeline, but there is some distance to go in forming recommendations for the whole of Council.

### **Licensing of Providers**

All HPC Commissioners agreed STRs should be licensed regardless of which platforms used (i.e. Airbnb, VRBO, Craig's list, etc.)

**Commissioner Adam Paul:** Licensing should be equitable across the board, regardless of platform and the onus of compliance should be on the hosts and the platforms. If certain hosts have problems and continue to have problems with their guests, their license should be at risk.

**Commissioner Mike Bieda:** Agree, host should be responsible for the behavior of their guests and recognize it is their license that is on the line.

**Commissioner Ramey Johnson:** Expressed concerns it often takes too many repeated offenses for people to be held accountable and neighborhoods bear the impact of the offenses.

**Commissioner Barb Franks:** Expressed desire for staff's input on licensing from both the provider and platform sides.

### **STR Restriction Questions**

Tallies for each individual question are on the Elicitation form.

The question: "Do we need a building inspector and/or agreement from owner to inspect for violations?" gave rise to a series of concerns. Most Commissioners wanted a mechanism to be able to enforce rules, but several were concerned with issues of entry without probable cause and by staff members other than law enforcement. Most Commissioners indicated if such a "pre-agreement" for entry were in place, it could/would only be exercised in the most serious of circumstances. The threshold for use would need to be high.

Chair Franks returned back to elements of the Elicitation Form which were deferred for additional input and to get Commission Paul's take on the elements covered in the 11/5/2020 Meeting. The additional input is reflected within the Elicitation Form.

## Public Comment

Chair Franks opened up the meeting for public comment at 7:27 pm.

Imara:

- Great meeting again, two weeks in a row.
- To minimize the demands on staff who will process applications, required attachments:
  - Copy of the Colorado Sales Tax License (State sales tax is required on STR and license copy is required to be displayed on the premises.)
  - Lakewood would need to issue a local Sales Tax license, like any business, so it should be attached as well.
  - Copy of their commercial insurance policy or a declarant from their insurance company that the property is insurable for commercial purposes.
  - A photo and description of the on-site parking for guests – it should show adequacy for homeowner and guest parking on-site, so no vehicles need to be parked in the street.
- Application should require a 24 hour, 7-day a week (24/7) telephone number of the homeowner.
- Platforms (Airbnb, VROB, Trip Advisor) don't have 24/7 phone requirements – despite what the advertise.
- Limit arrivals before 10 pm
- As to the allusion of screening guests – give it up, there is no screening of guests, because it can't be done. Airbnb won't divulge guest information and guests know that
- Fire code is 2-person per bedroom
- Owner occupied, not owner absent. Owner occupied means owner present.
- Right to inspect: Platform reps will not come in. Even if serious violations are present (guns, drugs, too many occupants). Platforms will tell owners to evict guests and recommend they talk to law enforcement.

Chana Guy:

- Speaking to first half of meeting (held 11/5/2020) not the second half (11/12/2020) as she hasn't had a chance to absorb all that was discussed this evening.
- Chair Franks indicated that HPC was not voting – just trying to get some input – but it ended up feeling like everybody was voting.
- Doesn't understand why the Commission would dismiss whole home STR so early in this process, when the City could look at adding stipulations and guidelines as you go.
- You can impose limits on properties owned and used as an STR, by a single person or entity.
- You can restrict persons operating an STR to "natural persons, trusts or non-profit organizations".
- At least give these concepts a chance for further discussion.
- The characterization of areas without an HOA as lesser is an insult. We choose to live in a community without an HOA and we love it. We have the best of neighbors, a quality area with tons of character and diversity. We support our neighbors and don't complain about each other. We don't need the "luxury" of an HOA as it was put. Lakewood does have good laws we can refer to, if needed. And we are not lesser, but better. We are the true inclusive communities of Lakewood and we cherish it.
- As far as zoning: STR should be allowed across the board, this allows people affordability.
- A young person can afford a home – say a two-bedroom home – by short term renting the second bedroom, and not locking them into a lengthy lease with someone who may not be a match.

- Same with mobile home owners. People are looking to share the costs everywhere. Most complexes and covenant controlled communities have already addressed subleases, short term rentals and other industry advancements.
- STRs should be allowed in other structures such as duplexes, triplexes and the like. Folks like single dads and retired firefighters can live in one side and rent the other to supplement their income. This, again, is adding to home owner affordability – not taking away from it.
- Interested in an interactive map, but would like more information. Hoping it will be accessible to the City. For safety reasons, it's probably not best to advertise to the world which properties may or may not be vacant.
- Posting a placard outside a unit is not a good idea. Inside, of course. On record, of course. Outside lets the world know the property may or may not be vacant.
- It was stated in the previous meeting that people don't want change – that's just not true. Change is constant and forever. Progress is not possible without change. So many properties have been changed for the better. Change can be positive and change can be good.
- Lakewood wants inclusivity, diversity, sustainability and affordability. This (STR) is one small way to help achieve those goals.
- Thank you for all your hard work you're doing on this.

Chair Franks indicated the HPC was gauging opinions but not taking votes. Votes are taken on the Council level and the HPC was tasked with bringing recommendations, majority and minority opinions to the whole of Council.

Chair Franks asked Commissioners Vincent and Harrison if there were questions in the Zoom Chat that should be address.

Commissioner Vincent related there were lots of comments in the chat but only one question: "Why are 30+ Day rentals treated so differently than STRs?"

Chair Franks related again that the task of the HPC was to provide policy recommendations on STRs only and STRs are defined as being shorter than 30 days.

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#### **Zoom Chat Text Captured:**

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From Mayor Adam Paul to Chad Kirkpatrick, All Panelists: 06:06 PM  
Thank you for all joining us.

From Michele Barnett to All Panelists: 06:24 PM  
I appreciate Mayor Paul's fairness in distinguishing "morality" considering no other licenses require what was suggested. Why aren't rentals of 31 days+ subject to ANY of the rules and regs suggested? - parking  
-background checks  
etc...

From Michele Barnett to All Panelists: 06:30 PM  
I can rent a room in someone's house for 31 days with no safety enforcement (i.e. smoke alarm, egress window, etc) and that is okay so why all these regulations and hoops to jump through to rent to someone taking a 2 week2-week vacation in our city??

From imara to All Panelists: 06:40 PM

use tax is already on the Lakewood sales tax forms. strs ate required to pay sales taxes for state/cty/city in which they exist. so if you issue a license, tge owner needs have a lakewood sales tax license and when they submit those sales taxes qtrly, the use tax is on that form.

From Michele Barnett to All Panelists: 06:43 PM

The idea that C. Bieda wants STR hosts to go through a criminal background check to obtain an STR license is ridiculous and offensive.

Thank you Mayor Paul for your common sense responses!  
least cumbersome to homeowner- thank you Mayor Paul

From Michele Barnett to All Panelists: 06:58 PM

Occupancy limits should be the same for a 31 day rental

Who inspects a long term rental? They have no regulation! I'm all for safety but let's be reasonable and include long term rentals, too. There are probably dozens of long term rentals in my neighborhood with small children sleeping in basements without egress window, without fire, without carbon monoxide alarms sleeping in flammable pjs!

\*fire alarms

If I sell Mary Kay everyday from my house across the street from C. Ramey would she be upset by the strangers coming and going?

From imara to All Panelists: 07:15 PM

co2 and smoke alarms are state required.

From Michele Barnett to All Panelists: 07:20 PM

ADU's vote YES Mayor Paul!

YAY!

Multiple if there is parking in driveway for everyone?

Insurance is important!

Thank you all. This was a very good session. I appreciate your work!

You can't tell people they can't park on the Street - sorry Imara

Late arrivals may be necessary due to flights or driving time

Eviction is reality for any landlord - duh!

Whole home for 6 months will allow a snowbird to fly!

Change is great!! Thank you Chana

From Chana Guy to All Panelists: 07:39 PM

Thank you for that explanation Barb.

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**End Zoom Chat Text Capture**

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**Public Comment Closed at 7:40 pm**

### **Next meeting**

To be determined. The immediate goal is to engage staff and identify any gaps in developing recommendations in the appropriate form. Once the staff has developed the preferences of the HPC into a more defined program/ordinance, the HPC will meet again before taking recommendations to the Council of the whole.

### **Adjourn**

The meeting was adjourned at 7:59 pm

Respectfully submitted:

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Barb Franks  
Housing Policy Commission Chairperson

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Robert Smith  
Scribe

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Short Term Rental Feedback Elicitation Document

For use in the 11/5/2020 HPC meeting.

Current Law:  
Short Term Rentals (STRs), which are rentals for fewer than 30 days, are not permitted in the City of Lakewood, CO.

Long term rentals are already permitted and as such not the subject of this discussion.

Purpose Statement:  
The City of Lakewood has Municipal Code that speaks to Bed & Breakfast establishments, but it does not have an Ordinance that speaks to STRs, such as those offered by hosting sites like AirBnb and VBRO, for example. (At present we have more than 500 listings for STRs that are not in compliance with exsiting law. *Added per discusison with Commissioner Bied* ) By implementing an Ordinance that addresses STRs, ambiguity is addressed and code enforcement are provided the tools required for compliance to the Ordinance provisions that are ultimately approved by Council.

B&B Code for reference -  
See comment for details and graphic to the right.

Selections <i>Choose all you would approve of in this column by placing an X</i>		Is the Type Owner Occupied (see definition)	Is the Type Investment Property (see definition)
	Types of Short Term Rentals		
	Investment Property		
	Short-term Vacation Rental (SVR)/Investment Property – Whole House/Dwelling Unit - single rental contract	No	Yes
	Short-term Vacation Rental (SVR)/Investment Property – Shared House/Dwelling Unit - multiple overlapping rental contracts	No	Yes
	Home-Sharing		
	Home-Sharing Short-term Lodging (STL) – Whole-house/dwelling unit while owner is away - single rental contract	Yes	No
	Home-Sharing Short-term Lodging (STL) – Whole-house/dwelling unit while owner is away - multiple overlapping rental contracts	Yes	No
	Home-Sharing Short-term Lodging (STL) – Shared-house/dwelling unit while owner is present - Single rental contract	Yes	No
	Home-Sharing Short-term Lodging (STL) – Shared-house/dwelling unit while owner is present - multiple overlapping rental contracts	Yes	No
	[Commissioners: To propose additional types of STRs that have not been outlined above, please use one line per type proposed]		
	Time Share Renting (Commissioner Vincent)		
	Women Only Home Sharing (Commissioner Vincent)		
	[Check the option below if you do not approve of any short term rental types]		
	None		

Investment: 6 No (SV, MB, KH, BF, RJ, AP)  
To clarify, the Yes, No, to the left indicate whether the type is owner occupied or if it is investment.

Home share: 3 Yes (SV, AP, KH), 1 Tentatively Yes at this time (BF), 2 No (RJ, MB)  
AP- Yes | BF - Yes | KH - Single | MB - Single | RJ - Yes, single. | SV - Single  
AP- No | BF - No | KH - No | MB - No | RJ - No | SV - No  
AP- Yes | BF - Yes | KH - Single | MB - Single | RJ - Yes, single. | SV - Single  
AP- No | BF - No | KH - No | MB - No | RJ - No | SV - No Fixed duplication pointed out by Commissioner Bieda.

Time share renting is likely covered by HOA bylaws  
Legal query - is it allowed at the statutory level?

Circle Response	Zoning Restrictions for SVRs/Investment Properties
Yes / No	Should SVRs/Investment Properties be permitted in all residential Zone Districts?
Selections	If no, which Zone Districts, if any, would you approve of? Use this link to review zone distric details: <a href="https://www.lakewood.org/Government/Departments/Planning/Zone-District-Summary">https://www.lakewood.org/Government/Departments/Planning/Zone-District-Summary</a>
<i>Choose all you approve of using an X</i>	
	None - if selected, skip to next section
	Residential Standards
	<a href="#">R-1-43 - One Acre Lot Residential</a>
	<a href="#">R-1-18 - Rural Lot Residential</a>
	<a href="#">R-1-12 - Large Lot Residential</a>
	<a href="#">R-1-9 - Medium Sized Lot Residential</a>
	<a href="#">R-1-6 - Small Lot Residential</a>
	<a href="#">R-2 - Two-Family and Small Lot Residential</a>
	<a href="#">R-MF - Multifamily Residential</a>
	<a href="#">R-MH - Mobile Home Residential</a>

Note: For communities with HOAs, their bylaws are the ruling document.

Grayed out because the HPC does not support Investment Property STRs  
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34			Mixed Use Standards				
35			M-N-S - Mixed Use Neighborhood Suburban			Grayed out because the HPC does not support Investment Property STRs	
36			M-N-U - Mixed Use Neighborhood Urban			Grayed out because the HPC does not support Investment Property STRs	
37			M-N-T - Mixed Use Neighborhood Transit			Grayed out because the HPC does not support Investment Property STRs	
38			M-G-S - Mixed Use General Suburban			Grayed out because the HPC does not support Investment Property STRs	
39			M-G-U - Mixed Use General Urban			Grayed out because the HPC does not support Investment Property STRs	
40			M-G-T - Mixed Use General Transit			Grayed out because the HPC does not support Investment Property STRs	
41			M-C-U - Mixed Use Core Urban			Grayed out because the HPC does not support Investment Property STRs	
42			M-C-T - Mixed Use Core Transit			Grayed out because the HPC does not support Investment Property STRs	
43			M-E-S - Mixed Use Employment Suburban			Grayed out because the HPC does not support Investment Property STRs	
44			M-E-U - Mixed Use Employment Urban			Grayed out because the HPC does not support Investment Property STRs	
45			M-E-T - Mixed Use Employment Transit			Grayed out because the HPC does not support Investment Property STRs	
46			M-R-S - Mixed Use Residential Suburban			Grayed out because the HPC does not support Investment Property STRs	
47			M-R-U - Mixed Use Residential Urban			Grayed out because the HPC does not support Investment Property STRs	
48			M-R-T - Mixed Use Residential Transit			Grayed out because the HPC does not support Investment Property STRs	
49							
50		Circle Response	Zoning Restrictions for STLs - Home-Sharing (Owner Occupied)				
51		Yes / No	Should STLs be permitted in all residential Zone Districts?				
		Selections			Note: For communities		
52		Choose all you approve of using an X	If no, which Zone Districts, if any, would you approve of? Use this link to review zone distric details: <a href="https://www.lakewood.org/Government/Departments/Planning/Zone-District-Summary">https://www.lakewood.org/Government/Departments/Planning/Zone-District-Summary</a>		with HOAs, their bylaws are		
53			None - if selected, skip to next section		the ruling document.		
54			Residential Standards				
55			R-1-43 - One Acre Lot Residential				
56			R-1-18 - Rural Lot Residential				
57			R-1-12 - Large Lot Residential				
58			R-1-9 - Medium Sized Lot Residential				
59			R-1-6 - Small Lot Residential				
60			R-2 - Two-Family and Small Lot Residential				
61			R-MF - Multifamily Residential			KH - HOA guard rails conern   SV - rules   BF - rules	
62			R-MH - Mobile Home Residential			KH - no   SV -no   BF - no	
63			Mixed Use Standards				
64			M-N-S - Mixed Use Neighborhood Suburban				
65			M-N-U - Mixed Use Neighborhood Urban				
66			M-N-T - Mixed Use Neighborhood Transit				
67			M-G-S - Mixed Use General Suburban				
68			M-G-U - Mixed Use General Urban				
69			M-G-T - Mixed Use General Transit				
70			M-C-U - Mixed Use Core Urban				
71			M-C-T - Mixed Use Core Transit				
72			M-E-S - Mixed Use Employment Suburban				
73			M-E-U - Mixed Use Employment Urban				
74			M-E-T - Mixed Use Employment Transit				
75			M-R-S - Mixed Use Residential Suburban				
76			M-R-U - Mixed Use Residential Urban				
77			M-R-T - Mixed Use Residential Transit				
78							
79		Circle Response	Other Structures	SVR/ Investment Property	STL/ Home- Sharing	SVR/Investment Property Column grayed out because HPC does not support Investment STRs	

	A	B	C	D	E	F	G	
80		Yes / No	Should all the structure types listed below be excluded from all STRs?	Selections				
81				SVR/ Investment Property				STL/ Home- Sharing
82			If you selected No, indicate which structures you approve of for each license type shown to the right.					
83			Structure Types					
			Duplexes, Triplexes and Fourplexes - <i>Excluding would mean the investor (SVR) and/or owner (STL) would not be able to apply for a STR License for any units beyond the unit that is a primary residence for the owner.</i>					SV - No   MB - No   KH - No   BF - No   RJ - No
84			<i>If you marked to the left to exclude, mark to the right to indicate if one or both STR Types should be excluded.</i>					
85			Property owned by federal government					SV - No   MB - No   KH - No   BF - No   RJ - No
86			Property owned by state					SV - No   MB - No   KH - No   BF - No   RJ - No
87			Property owned by local/city					SV - No   MB - No   KH - No   BF - No   RJ - No
88			Property owned by quasi-government agency					SV - No   MB - No   KH - No   BF - No   RJ - No
89			Officially designated and/or deeded as affordable units					SV - No   MB - No   KH - No   BF - No   RJ - No
90			Apartments					SV - No   MB - No   KH - No   BF - No   RJ - No
91			RVs and travel trailers					SV - No   MB - No   KH - No   BF - No   RJ - No
92			Sheds					SV - No   MB - No   KH - No   BF - No   RJ - No
93			Tree-houses / Tents					SV - No   MB - No   KH - No   BF - No   RJ - No
94			Garage apartments (Commissioner Harrison)			SV - No   MB - No   KH - Yes   BF - No   RJ - No		
95			Accessory Dwelling Units (Commissioner Vincent)			SV - Allow   MB - No   KH - Yes   BF - No   RJ - No		
96								
		Selections <i>Choose all you approve of including in the Ordinance</i>	Host Licenses, Permit, Fees and Other Provisions			SVR/Investment Property Column grayed out because HPC does not support Investment STRs		
98			General business license required in order to apply for a STR permit.			MB - Yes   KH - Yes   RJ - Yes   SV - Yes   BF - Yes		
99			Sales Tax license.			MB - Yes   KH - Yes   RJ - Yes   SV - Yes   BF - Yes		
100			Any property listed on a hosting platform or by any means (e.g., paper flyer on message board, for example) in order to rent the property must:			MB - Yes   KH - Yes   RJ - Yes   SV - Yes   BF - Yes		
101			a) have an active short-term rental permit. - <b>OR</b> -			MB - Prefer B   KH - Prefer B   RJ - Prefer B   SV -Prefer B   BF - Prefer B		
102			b) have an active short-term rental permit and the license number must be included in all advertisements.			MB - Yes   KH - Yes   RJ - Yes   SV - Yes   BF - Yes		
103			Require owner to have owned the home for at least [TBD by Council] months before they can apply for a permit.			MB - Yes   KH - Yes   RJ - Yes   SV - Yes   BF - Yes		
104			If the property has more than one owner, all owners must be represented on the application and be signatories.			MB - Yes   KH - Yes   RJ - Yes   SV - Yes   BF - Yes		
105			<b>Fee</b>					
			To be set at an amount to cover the full cost of City administration and any external administration costs the City will incur if we opt to have a 3rd party manage the licensing, renewal, enforcement.			KH - Yes   SV - Yes   MB - Yes   RJ - Yes   BF - Yes		
107			Fee to be reassessed at 6 months and then 1 year thereafter to ensure it covers the cost of administration, which would include any education related costs and enforcement.			KH - Yes   SV - Yes   MB - Yes   RJ - Yes   BF - Yes		
108			<b>Insurance</b>					
109			Commercial liability (Commissioner Harrison)			KH - Yes   SV - Yes   MB - Yes   RJ - Yes   BF - Yes   AP- Yes		
110			<b>Duration</b>					
111			License Duration / Validation Period – 1 year, with option to renew			KH - Yes   SV - Yes   MB - Yes   RJ - Yes   BF - Yes		
112			<b>Other:</b>					
113			Terminate immediately with any major violations. (Commissioner Johnson) (With definition and due process, perhaps multiple violations)			KH - Yes   SV - Yes   MB - Yes   RJ - Yes   BF - Yes		
		Selections <i>Choose one of the choice below</i>	Safety					
115			Allow applicant to perform a safety self-inspection and certify that property meets all the requirements.			RJ - No   SV - No   KH - no   MB- No   BF - No		

	A	B	C	D	E	F	G
116			Require safety inspection by desinated city staff or third party provider, with inspection fee paid by the applicant.			RJ - Yes (1x year - another inspection required after safety complaint resolution)   SV - Yes (1x year - another inspection required after safety complaint resolution)   KH - Yes (1x year - another inspection required after safety complaint resolution)   MB - Yes (1x year - another inspection required after safety complaint resolution)   BF - Yes (1x year - another inspection required after safety complaint resolution)   Commissioners were generally leaning toward 3rd party (as opposed to City Staff) inspections	
117			Require safety inspection by third party provider two times per year, with inspection fee paid by the applicant. (Commissioner Johnson)				
118			<b>Example safety requirements:</b> <ul style="list-style-type: none"><li>o Additions to home, such as but not limited to additional living space and decks, were built to code (proof of building permit) or are brought up to code before rental applications are accepted</li><li>o Interconnected smoke detectors in each sleeping room and other locations as required by local code</li><li>o Carbon monoxide detectors on each floor in residences with fuel-fired appliances</li><li>o Fire extinguisher readily available to renters and the rental brochure noting the location of the unit</li><li>o Exterior entrance lighting (for the entryway that will used by renters)</li><li>o Interior stairway lighting available for any staircases the renters would use to access their accommodations</li><li>o Egress:<ul style="list-style-type: none"><li>§ window in each basement bedroom unit to be rented</li><li>§ method for each 2nd or higher floor bedroom unit to be rented, such as but not limited to foldable emergency escape ladders</li></ul></li></ul>				
119		Circle Response	<b>Community Notification (Good Neighbor) &amp; STR Education Program</b>				
120		Yes / No	Should Lakewood implement a Good Neighbor Program whereby residents are informed of the licensing of a Short Term Rental with n distance of their home/business and the specific provisions of the STR program and Renters are made aware of local laws and specific provisions of the STR program.				
121			<b>Example requirements:</b> <ul style="list-style-type: none"><li>- Educational materials - Example “Good Neighbor letter” and guidelines / code of conduct for renters.</li><li>- Pamphlet prepared by City of Lakewood must be available in home and a link to the pamphlet in any/all listings</li><li>- Pamphlet prepared by Home Owner to covers all property-specific topics required by the Ordinanc, for example Egress window for any basement rentals</li></ul>			SV - Yes   MB - Yes   KH - Yes   RJ - Yes   BF - Yes	
122		Selections  Choose all you approve of including in the Ordinance	<b>Should any of the following be required?</b>				
123			Ongoing education and updates for STR owners through a formalized process.				
124			City-maintained map of licensed STRs.				
125			City-maintained map of licensed STRs that is accessible/searchable online by the public.				
126			Requirement that a placard be displayed on the exterior of the unit whenever a unit is rented, listing 24-hour contact number for complaints.			SV - Yes   MB - Yes   KH - Yes   RJ - Yes   BF - Yes	
127			[Commissioners: Outline additional selections you would like to propose be included on the form.]				
128			Police Reports (Commissioner Vincent)				
129			Code Violations (I am unsure if these 2 go here but, it is to ensure there are not any violations or police activity) (Commissioner Vincent)				To be moved to the Compliance/Enforcement & Taxes Section
130							To be moved to the Compliance/Enforcement & Taxes Section
131							
132			<b>Application</b>				
133			<b>Application Form - New Application</b>				

	A	B	C	D	E	F	G
134			<div><div><div>Example application form fields, acknowledgement of requirements/compliance, etc:</div><div><div>- Owner's name (include all owners listed on deed) or Applicant's name (Investment Property)</div><div>- Residence Address (Home-Share) or Mailing Address (Investment Property)</div><div>- Home-Share only - Proof that the home is owner-occupied at least n months per year (e.g. 6 or 9 months)</div><div>- Social Security Number or Federal Tax ID</div><div>- Safety Inspection - Affidavit asserting compliance (self inspection) or inspection results</div><div>- The name, address and contact information including a 24-hour contact phone number for the owner or the owner's local agent who can be contacted in the event of an emergency and respond within one hour;</div><div>- Proof of insurance, to include proof that any damage caused by a member of the rental party (or a guest of a member of the rental party) to a neighboring property is covered by the insurance policy</div><div>- Parking rules – Applicant must demonstrate there is sufficient parking space on the property or immediately adjacent to property. E.g., Driveway must be used first, followed by street parking in front of the STR.</div><div>- Home must have adequate exterior lighting and the house number prominently displayed on home and on curb to ensure that renters arriving late a night are able to locate the correct property to avoid disturbing neighbors by inadvertently trying to gain access to the wrong home. Lights should be positioned in such a manner so as not to shine in neighboring homes and be directed downward to avoid excessive light pollution.</div><div>- If rental is in an HOA, letter from HOA indicating STR activity is a permitted use.</div><div>- Changes in information must be communicated within 72 hours of the event taking place. For example, change in ownership or change in owner's/local contact's telephone number.</div><div>- A statement that the applicant, owners (if applicable) and investor (if applicable) has read and understands the rules and regulations for a short-term rental unit set forth by the City of Lakewood and will ensure ongoing compliance with all rules and regulations</div><div>Commissioners: Please provide feedback on these example, to include any addtions or suggested changes.</div><div>Information necessary to do background check? (Commissioner Bieda)</div></div></div></div>			BF- Yes to all   SV - Yes to all, perhaps additional   RJ - Yes to all, Parking needs more clarification   MB - Yes to all, perhaps additional   KH - Yes to all   AP - Yes to all	
135							
136			Compliance/Enforcement & Taxes				
137			Complaints/Resolution Process (TBD)			STAFF CHECK for all of these compliance Items	
			Example questions to be answered:				
138			- To whom should the complaint be				
139							
140			o To whom? Code enforcement plus cc to owner (Commissioner Harrison)				
141			o Burden of proof? Photos and written/emailed info (Commissioner Harrison)				
142			o Investigating body - We may need to actually come up with a firm to do this... (Commissioner Harrison)				
			[If STRs are approved in some form or fashion]				
143							
144			Have				
145			City-maintained map of licensed STRs.				
146			License revocation, suspension or nonrenewal				
			o Who is invested with the Authority?’ (City Clerk? What if we outsource some or all of the “authority”?) Outsource - fees to be paid for owner of property (Commissioner Harrison)				
147							
148			o Example reasons for revocation:				
149			§ Excessive, verified complaints related to Code violation and/or violations specific to licensing- revocation of license for a time period (Commissioner Harrison)				
150			§ Unresponsive to complaints to Lakewood Code Enforcement (or authorized enforcement agency) in a timely manner*				
151			§ Verified complaints of an uninhabitable unit*				
152			o Notice of revocations				
153			Police calls for service (Commissioner Vincent)				
154			Appeals Process				
155			o New application or renewal denied				
156			o Revocation				
157			Taxes				
158			o Business Property Tax / Use Tax			BF- Yes, to all appropriate Taxes   SV - Yes, to all appropriate Taxes   RJ- Yes, to all appropriate Taxes   MB- Yes, to all appropriate Taxes   KH - Yes, to all appropriate Taxes   AP - Yes, to all appropriate Taxes	

BF- Yes, to all appropriate Taxes | SV - Yes, to all appropriate Taxes | RJ- Yes, to all appropriate Taxes | MB- Yes, to all appropriate Taxes | KH - Yes, to all appropriate Taxes | AP - Yes, to all appropriate Taxes

	A	B	C	D	E	F	G
159			o Lodging Tax			BF- Yes, to all appropriate Taxes   SV- Yes, to all appropriate Taxes   RJ- Yes, to all appropriate Taxes   MB- Yes, to all appropriate Taxes   KH - Yes, to all appropriate Taxes   AP - Yes, to all appropriate Taxes BF- Yes, to all appropriate Taxes   SV- Yes, to all appropriate Taxes   RJ- Yes, to all appropriate Taxes   MB- Yes, to all appropriate Taxes   KH - Yes, to all appropriate Taxes   AP - Yes, to all appropriate Taxes	
160			o Use Tax (Commissioner Vincent) Sales Tax (Added)				
161							
162			<b>Budgetary and Staffing Implications</b>				
163			TBD, if/as applicable				
164							
165			<b>Implementation Timeline (if STR are permitted in some form or fashion by a majority vote of Council)</b>				
166			How long will staff need to implement depends on what is ultimately adopted? For example, if we contract enforcement, in whole or part, the RFP and award process would have to be factored in.				
167			During implementation, community awareness (outreach and education) must be a high priority.				
168			Pilot Test in one ward 6 months (Commissioner Vincent)				
169			<b>Licensing of Providers</b>				
170			Some municipalities license providers as well as the hosts. Need to discuss of HPC would like to discuss this possibility. Look at other city's systems (Commissioner Harrison)			BF- Yes, with equitability , as possible - also need staff input   SV - Yes, with equitability , as possible   RJ - Yes, with equitability , as possible   MB - Yes, with equitability , as possible   KH - yYes, with equitability , as possible   AP - Yes, with equitability , as possible BF- Yes   SV - Yes   RJ - Yes   MB - Yes   KH - yes   AP - Yes	
171			Licensing of direct booking (Commissioner Vincent)				
172			* Definition required so it is not subject to interpretation				
173							
174			<b>STR Restriction Questions</b>	<b>Need Legal and Code Enforcement Review on these to determine legality and any enforcement concerns, such as enforceability</b>			
175		Yes / No	Should there be occupancy limits? (see <b>example</b> )			BF- Yes   SV - Yes   RJ - Yes   MB - Yes   KH - Yes, 2 per bedroom   AP - Yes	
176			If yes, should they be tied to square footage, number of bedrooms, or number of bathrooms? <i>[Enter response below]</i>				
177		Yes / No	Should there be a minimum and/or maximum night stay per rental contract? [Note: It is my understanding that 30 days or more is no longer considered a STR. Correct?]			BF- Yes, leaning toward 2 nights or greater   SV - TBD leaning toward No   RJ - Yes   MB - Yes   KH - Yes  AP - No	
178			If yes, what should be the maximum stay? <i>[Enter response -- a number no greater than 29 days to the right]--&gt;</i>				
179		Yes / No	Should there be a limit on the length of a stay?			BF- Yes   SV - Yes   RJ - Yes   MB - Yes   KH - yes   AP - No	
180			If yes, what should be the maximum stay? <i>[Enter response -- a number between 1 and 30 days - to the right]--&gt;</i>				
181		Yes / No	Should there be a limit on the total number of days a unit can be rented each calendar year?			BF- Yes, leaning toward 90, but TBD   SV - Yes   RJ - Yes   MB - Yes  KH - yes   AP - Yes 90 Days - SV, MB   180 Days - KH   TBD - BF, AP	
182			If yes, what should be the maximum number of rental days per year? <i>[Enter response -- a number between 1 and 365 days - to the right]--&gt;</i>				
183		Yes / No	Should there be limits to the number of non-owner occupied / investor SVR properties (if permitted by Council) in any given location/area/zone/multi-family dwelling?			Investor properties not supported by HPC	
184			If yes, how should those limits be applied? E.g., o Distance in feet separator o Percentage in building for multi-unit buildings o # on lot - Limit 1 STR per lot (either primary or accessory dwelling unit, not both, for example) <b>[Enter response below]</b>				
185			<i>[Commissioners: Outline additional quesitons you have for Legal and/or Code Enforcement in the lines below, and use indicate the suggested question format. Example: Yes/No, Multiple Choice, Free Text, etc.]</i>				
186			<i>It is my understand that code enforcement cannot enter buildings for violations do we need a building inspector and/or agreement from owner to inspect for violations? Yes or no (Commissioner Vincent)</i>			BF- Maybe, but only serious   SV - Yes with Hard guard rails   RJ - Yes to entry   MB - Maybe, but only serious probable cause   KH - Maybe, but only serious   AP - Threshold needs to be high BF- Yes, same as City   SV - Yes   RJ - Yes to noise, would like to see Council look at Noise Ordinance   MB - Yes, same as City   KH - Yes   AP - Yes, police description as they exercise it now	
187			<i>What would constitute a noise violation? Follow the current before 7 after 10? (Commissioner Vincent)</i>				
188			<i>Can we have a process, procedures and fines for violators to whatever is implemented? Ie. No license, illegal etc.(Commissioner Vincent)</i>			BF- Yes   SV - Yes   RJ - Yes   MB - Yes,   KH - Yes   AP - Yes	

	A	B	C	D	E	F	G
189			Restrictions on parking? Off Street? Limit # of autos? (Commissioner Bieda)			BF- Yes   SV - Yes   RJ - Yes   MB - Yes, restrictions   KH - Yes   AP - Yes	
190							
191							
192							
193			All Other Comments				
194			Impact of COVID on STRs - Temporary restrictions?				

**Table 17.4.1: Use Table**

Land Use	Zone District																Supplemental Standards
	Residential								Mixed Use					Commercial and Light Industrial			
	R-1-43	R-1-18	R-1-12	R-1-9	R-1-6	R-2	R-MF	R-MH	M-N	M-G	M-C	M-E	M-R	C-R	L-I	LI-RD	
<b>P = Permitted      A = Accessory      S = Special      L = Limited      [blank] = Prohibited</b>																	
<b>Residential</b>																	
Single-family dwelling unit	P	P	P	P	P	P	P		P								
Accessory dwelling unit	L	L	L	L	L	L	L		L	L	L	L	L	L	L	L	See Section <a href="#">17.4.3.1:A</a>
Duplex						P	P		P								
Attached dwelling unit							P		P	P	P	L	P				See Section <a href="#">17.5.3.6.F</a>
Multifamily dwelling unit							P		P	P	P	L	P				See Section <a href="#">17.5.3.6.F</a>
Mobile Home								P									
Group Home (1 – 8 client residents*)	P	P	P	P	P	P	P	P	P	P	P	P	P				*See Section <a href="#">17.4.3.1:M</a>
Group Residential Facility							P		P	P	P	L	P	P			See Section <a href="#">17.5.3.6.F</a>
Shelter										S				S			
<b>Commercial and Light Industrial</b>																	
Adult Business										L				L			See Chapter 5.47 of the Lakewood Municipal Code
Animal Care	P								S	L	S	L	S	P	P		See Section <a href="#">17.4.3.1:B</a>
Bar									P	P	P	S		P			
Bed and Breakfast	S	S	S	S			S		S								See Section <a href="#">17.4.3.1:F</a>
Cemetery	P																

Term	Definition
Short-term Vacation Rental (SVR) Home-Sharing Short-term Lodging (STL)	Hosts may maintain several listings at the same property; however, only one listing may be booked at a time. For example, a host may have two separate listings for two separate bedrooms in their home, but may rent to only one set of guests under one booking (contract) at a time.
Single Rental Contract	
Multiple Overlapping Rental Contracts	
Host	
Booking	Owner's primary residence (i.e, used as a dwelling by the owner) at least [TBD] months per year, and a owner must have lived in the property for at least [TBD] months before they can apply for a STR License. Investment property is a broad term for a real estate property that has been purchased with the intention of earning a return on the investment, either through rent, the future resale of the property, or both. Investment properties can be any property type including residential.
Contract	
Owner Occupied	
Investment Property	