

City of Leadville 2020-2021 Short Term Rental Policy Background



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2019 Implemented First Short Term Rental Licensing Process

After research and feedback from the EPS 2018 Lake County Housing Needs Assessment the Leadville city planning commission worked with city council to create and launch the first short term rental licensing process and policy. The goals were to maintain community character, to gain data points for future policy direction, and to provide options for economic vitality and growth.

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2020 Lessons Learned and Insight

In early 2020 staff came to the city council and planning commission with issues of consistency in the new code regulations. These included allowing accessory dwelling units to be used as short term rentals. The neighborhood impacts associated with larger boarding homes, license fees, license class types, and code inconsistencies. Furthermore, staff continues to receive calls regarding parking, neighborhood impacts, and licensing processes.

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Short Term Rental License Platform

Council has entered into a contract with MuniRevs under the LodgingRevs program to administer the licensing program for 2021. City Staff will be available to ask questions as you begin to prepare a complete application but all short term rental licenses will be submitted and issued through the LodgingRevs / MuniRevs online platform.



City of Leadville

2020-2021 Short Term Rental Policy Changes

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The City determined it necessary to address issues in the implementation and interpretation of its short-term rental provisions and address apparent inconsistencies between Title 5 and Title 17 concerning short-term rentals. Below are some highlights of the adopted code changes.

- There shall be a maximum number of certain licenses available per year (from May 1 through April 30), which shall equal twelve percent (12%) of the total number of residential parcels within the City. The total number of residential parcels shall be as determined by the City using information from the Lake County Assessor.
- A maximum of one short term rental (STR) per parcel. If a property owner wants to rent more than one on a parcel, this triggers a conditional use permit (CUP) process and counts towards the 12% cap. This will be subject to availability of licenses. Class 2 License can apply for 3 or more licenses on one parcel and Class 1 Licenses can apply for 2 or more licenses on one parcel.
- A sale of a home, or transfer of ownership of a home will not include the STR license. No license issued shall be transferable from one (1) person to another or from one (1) location to another.
- All short term rentals must meet the criteria as defined in code as a habitable space and shall meet/have all building permits as required.



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2020-2021 Short Term Rental Policy Changes

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Code Regulations Regarding Cap's and Unit Types

- The changes allow property owners to choose a STR license for the primary home or an accessory dwelling unit (ADU) on a parcel. This allows for more flexibility.
- All condominium units licensed as short-term rental units that are not Class 1 owner-occupied are subject to the maximum number of licenses available per year set forth in subsection 5.12.090. Condominium units are subject to all other provisions of the code.
- All Class 2 licenses, with three (3) or more short-term rental units on a single parcel count towards the cap and have limits based upon availability of the annual licenses.
- Class 1 licenses for parcels with only one short-term rental unit are not subject to the cap. Licenses issued for Class 1 owner-occupied parcels with two (2) or more short-term rental units on a single parcel shall count as one license toward the license cap of 12%. Owners or local agents must obtain a license for each proposed short-term rental unit in accordance with section 5.12.050 of code.



City of Leadville

2021 Short Term Rental Policy Licensing Guide/Resources

Getting a short term rental requires several other documents as part of the process and will be required for submission on the online portal to be deemed a complete application.

Please note if seeking 2 or more licenses as a Class 1 or 3 or more as a Class 2 you will have to get a conditional use permit approved prior to submission of a STR license. Please contact adminservices@leadville-co.gov to start that process.

1. Schedule a Fire Safety Check with the Leadville Lake County Fire Marshal Steve Boyle. To arrange a fire check appointment please call 719-293-1368 or email firemarshal@leadvillefire.org.

You will have to pass a safety check and sign the affidavit. This signed form will be submitted as part of the complete short term rental application materials. If you do not pass the first check you will schedule another check to pass the safety check. Each time the cost is \$40.

2. Sign up and get a state sales tax id #. This can not be an Air B&B sales tax or other listing/lodging platform screen shot or document. This must be a state of Colorado Sales Tax ID. This process starts with the State of Colorado Department of Revenue. Instructions for this process have been loaded onto the City of Leadville webpage:

<https://cityofleadville.colorado.gov/city-departments/city-clerk/short-term-rental-licensing>

3. Next you will need a Lake County Lodging Tax ID. This process starts with the Lake County Clerk and Recorders office. Please contact the Clerk's office at (719) 486-1410 to begin the paperwork for this process there is currently no fee of this license.

<https://www.lakecountyco.com/clerk-recorder/pages/rentals-lodging-tax>

4. You will be required to post information and include items as required in Chapter 5.12.090 - Limitations and Requirements. Please review those requirements and become familiar with them.

5. Log onto the LodgingRevs platform, located in a direct link to your email address or on the City's website to apply and submit for the City of Leadville STR license and be prepared to load all required documents and to pay the annual license fee of \$325 with a credit card or ACH check payment.

6. If you wish to report and issue or concern with a neighborhood short term rental property please use the following link to report an issue for staff to investigate further:

<https://lodging.munirevs.com/complaint/?cityid=1076>

Submit Comments and Questions via:

Email: adminservices@leadville-co.gov

Phone: 719-486-2092 ext 106

Short Term Rental Policy License Flow-Chart