



Carrie Warren-Gully, District 1
Jessica Campbell, District 2
Jeff Baker, Chair Pro Tem, District 3
Leslie Summey, Chair, District 4
Rhonda Fields, District 5

Arapahoe County

Board of County Commissioners Study Session

Meeting Minute Summaries

Monday, April 14, 2025
9:00 AM

Administration Building
5334 S. Prince St.
Littleton, CO 80120
West Hearing Room

The Arapahoe County Board of Commissioners typically holds weekly study sessions on Monday and Tuesday. Study sessions (except for executive sessions) are open to the public and agendas are available online at arapahoe.legistar.com. Meetings marked with an asterisk () can be attended virtually via arapahoe.legistar.com while non-asteriked (*) sessions are open to in-person attendance only. The members of the Board of County Commissioners may choose to attend study sessions virtually.*

The Board of County Commissioners may go into executive session during or at the conclusion of a study session or administrative meeting as necessary to receive legal advice or discuss other confidential matters, and if they do so, the public will be excluded from that portion of the meeting. The Board may alter the times of the meetings throughout the day, as well as cancel or reschedule noticed meetings. Contact the Commissioners' Office at 303 795 4630 or kdavis2@arapahoegov.com with questions about the agenda.

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Commissioners Present

Carrie Warren-Gully
Jeff Baker
Jessica Campbell
Rhonda Fields

Others Present

Ron Carl
John Christofferson
Michelle Halstead
Cooney Sarracino
Callie Pecore
Jeremy Fink
Caitlyn Mars
Jason Reynolds

9:00 AM Calendar and Board Updates
Michelle Halstead, Director, Commissioners' Office

11:30 AM Boards and Committees Update

Daniela Villarreal, Management Analyst II, Commissioners' Office

12:00 PM BREAK

STUDY SESSION TOPICS

1:00 PM *Allocation of Community Development Block Grant Funds to South Metro Housing Options - Montview Flats

Attachments: [Board Summary Report](#)

The purpose of this study session was to review a recommendation by Community Development Housing and Homeless Services (CDHHS) staff to allocate Community Development Block Grant Funds (CDBG) funds to South Metro Housing Options (SMHO) to support their Montview Flats affordable housing project in Littleton. In addition, CDHHS staff is seeking direction from the Board of County Commissioners (BOCC) regarding the plan to utilize these funds and submit a substantial amendment to the U.S. Department of Housing and Urban Development (HUD) to include the proposed funding for the SMHO-Montview Flats project.

The background of the request was presented by staff. The Area Median income (AMI) was reviewed for each unit.

The funding gap has been reduced, but staff is requesting an award of up to \$300,000 from the CDBG funds. These are the remaining funds from a previous project. The current funding gap was reviewed.

Commissioner asked about the contribution and usage for Prop 123 goals.

Commissioner asked about the remaining funding gap.

4-0 in favor of awarding the requested funding. Commissioner Campbell appeared virtually. Commissioner Summey absent and excused.

1:15 PM *LDC23-001, Implementation of the Short-Term Rentals Program

Attachments: [Board Summary Report](#)
[Presentation](#)
[Jurisdiction Matrix](#)
[Draft Language \(LDC\)](#)
[Draft Ordinance](#)

The purpose of this study session was for staff to present research related to questions raised in the previous study session on January 28, 2025, about draft regulations for short-term rentals (STRs) and a recommended implementation. Staff will be seeking decisions from the Board for draft language regarding ownership restrictions, the number of licenses an entity may be granted, parking requirements,

safety inspection requirements, restrictions specific to some Zoning districts, appeals of licensing decisions, recommended fees, and the approach to licensing existing STRs. Staff was seeking specific direction on the options presented with these topics.

A PowerPoint presentation was presented, a copy of which has been retained for the record.

Background of the item was presented to address previous questions.

The ownership and licensing restrictions for short-term rentals were presented. Staff addressed questions that were previously raised regarding natural person ownership and the number of licenses.

Commissioner asked regarding licensing and clarification on the process for owners of STRs.

Commissioner commented about the different jurisdictional implementation of owner-occupancy.

Discussion was held regarding the licensing and owner-occupancy requirements. Concerns were raised on the burden of owner-occupancy and the abuse of licenses.

Options were reviewed, and staff will return with more options.

Previous parking concerns were presented.

Staff recommended a minimum of two off-street parking spaces, but presented different options that are available to the BOCC.

Commissioner asked staff about the other options and why two spaces were recommended.

Discussion was held regarding different parking options and the variety of unit types with different parking options.

Commissioner asked about the options of requiring parking spaces per room or unit while also applying language that would consist of no abnormal uses. Staff and BOCC discussed the available options.

BOCC agrees with applicant to provide the necessary parking availability for the STR.

Housing types for STRs were presented.

Staff recommended prohibiting STRs in the R-M District, unless limitations are imposed on licenses and ownership.

4-0 in favor to proceed with staff recommendations. Commissioner Summey absent and excused.

Proposed regulations on home inspections for STRs were presented. Staff heard feedback from

inspectors for information about inspecting STRs.

Staff recommended requiring professional inspections for new licenses and every 5 years afterward.

4-0 in favor to proceed with staff recommendations. Commissioner Summey absent and excused.

The appeals, suspension, or revocation processes were presented by staff.

Staff recommended the Board of Adjustments (BOA) be the deciding authority for appeals.

Commissioner asked about the board process and structure.

4-0 in favor to proceed with staff recommendations. Commissioner Summey absent and excused.

Staff presented updated fees for STR application and licensing. A chart of county cost for the program was displayed.

Staff presented the different fees and compared them to other counties.

4-0 in favor to proceed with staff recommendations regarding fees. Commissioner Summey absent and excused.

Staff contacted Host Compliance references to receive feedback on their experience. The feedback received was presented.

Staff reviewed licensing requirements for existing STRs and implementation timeline.

Commissioner asked what parties would be included in public outreach.

Further discussion and guidance from BOCC could be needed depending on public outreach feedback. Staff will provide further information if necessary.

Discussion concluded with no vote. Commissioner Summey absent and excused.

2:30 PM *Executive Session

Executive Session and County Attorney Administrative Meeting [Section 24-6-402(4)(b)C.R.S.](As required by law, specific agenda topics will be announced in open meeting prior to the commencement of the closed and confidential portion of this session)

Ron Carl, County Attorney

The motion was made by Commissioner Campbell and duly seconded by Commissioner Warren-Gully that the Board go into executive session pursuant to section 24-6-402(4)(e) of the Colorado Revised Statutes to instruct negotiators regarding a draft IGA between Arapahoe

County and Aurora concerning funding for the prosecution of domestic violence cases.

The motion passed 4-0. Commissioner Summey absent and excused

The meeting was adjourned.

***Virtual/Streamed**