

AGENDA
REGULAR MEETING OF THE CITY COUNCIL
480 S. ALLISON PARKWAY, 80226
CITY OF LAKEWOOD, COLORADO
HYBRID MEETING
FEBRUARY 12, 2024
7:00 PM

To watch the Council meeting live, please use either one of the following links:

City of Lakewood Website: [Lakewood.org/CouncilVideos](https://lakewood.org/CouncilVideos)

or

Lakewood Speaks: [Lakewoodspeaks.org](https://lakewoodspeaks.org)

How to Connect to Provide Public Comment:

By Computer: <https://lakewood.zoom.us/j/87017960123>

By iPad, iPhone, or Android device on the Zoom App, enter webinar ID: **870 1796 0123**

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

Webinar ID: **870 1796 0123, #**

Participant ID: **#**

Press *9 to Request to Speak, you will be prompted when to speak.

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ITEM 1 – CALL TO ORDER

ITEM 2 – ROLL CALL

ITEM 3 – PLEDGE OF ALLEGIANCE

ITEM 4 – STATEMENT OF CONFLICT OF INTEREST

ITEM 5 – INDUCTION CEREMONY – FOR NEWLY ELECTED WARD 5 CITY COUNCIL MEMBER

ITEM 6 – PROCLAMATION – HONORING THE CAREER OF ASSISTANT CHIEF OF POLICE ED LOAR

ITEM 7 – PRESENTATION – ECONOMIC DEVELOPMENT COUNCIL OF COLORADO (EDCC) PRESENTING THE EDIE AWARD FOR LARGE COMMUNITY OF THE YEAR

ITEM 8 – PRESENTATION - COMPREHENSIVE PLAN PROCESS UPDATE

**CONSENT AGENDA
ORDINANCES ON FIRST READING**

ITEM 9 – RESOLUTION 2024-8 – LAKEWOOD STRATEGIC HOUSING PLAN

**ITEM 10 – ORDINANCE O-2024-5 – AN ORDINANCE AMENDING TITLE 5
CHAPTER 55, SECTIONS 5.55.010 AND 5.55.050 OF THE LAKEWOOD
MUNICIPAL CODE REGARDING INSPECTORS AND MINIMUM HEALTH
AND SAFETY REQUIREMENTS**

ITEM 11 – APPROVING MINUTES OF THE CITY COUNCIL MEETINGS

**END OF CONSENT AGENDA
ORDINANCES ON SECOND READING
AND PUBLIC HEARINGS**

**ITEM 12 – ORDINANCES O-2024-3 – APPOINTING KRISTIN N. BROWN AS THE
LIQUOR LICENSING AUTHORITY HEARING OFFICER FOR THE CITY
OF LAKEWOOD**

**ITEM 13 – ORDINANCES O-2024-4 – AUTHORIZING A SUPPLEMENTAL
APPROPRIATION TO THE 2024 ANNUAL BUDGET IN THE AMOUNT OF
\$9,329,623 AND \$144,000 FROM THE COLORADO DEPARTMENT OF
LOCAL AFFAIRS AND AUTHORIZING THE EXPENDITURE OF THESE
FUNDS TO PURCHASE, RENOVATE, AND OPERATE A NAVIGATION
CENTER TO SERVE THE UNHOUSED**

ITEM 14 – PUBLIC COMMENT

Anyone who would like to address the Council on any matter other than an agenda item will be given the opportunity. Speakers should limit their comments to three minutes.

ITEM 15 – GENERAL BUSINESS

- A. REQUEST FOR LEGISLATIVE MODIFICATION – CITY MILL LEVY DISCUSSION
- B. REQUEST FOR LEGISLATIVE MODIFICATION – VACANT PROPERTY LIENS FOR UNPAID FEES
- C. SPECIAL MEETINGS REQUEST

ITEM 16 – EXECUTIVE REPORT

A. CITY MANAGER

ITEM 17 – MAYOR AND CITY COUNCIL REPORTS

A. COUNCIL MEMBERS BY WARD

B. MAYOR

ITEM 18 – ADJOURNMENT

STAFF MEMO

DATE OF MEETING: FEBRUARY 12, 2024 / AGENDA ITEM NO. 5

To: Mayor and City Council

From:

Subject:

SUMMARY STATEMENT:

BACKGROUND INFORMATION:

BUDGETARY IMPACTS:

STAFF RECOMMENDATIONS:

ALTERNATIVES:

PUBLIC OUTREACH: This item has been promoted through the regular communication channels to be considered by the Lakewood City Council.

NEXT STEPS:

ATTACHMENTS: None

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

STAFF MEMO

DATE OF MEETING: FEBRUARY 12, 2024 / AGENDA ITEM NO. 6

To: Mayor and City Council

From:

Subject:

SUMMARY STATEMENT:

BACKGROUND INFORMATION:

BUDGETARY IMPACTS:

STAFF RECOMMENDATIONS:

ALTERNATIVES:

PUBLIC OUTREACH: This item has been promoted through the regular communication channels to be considered by the Lakewood City Council.

NEXT STEPS:

ATTACHMENTS: Proclamation Honoring the Career of Assistant Chief of Police Ed Loar

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

PROCLAMATION

Honoring the Career of Assistant Chief of Police Ed Loar

WHEREAS, after an illustrious 39-year career with the Lakewood Police Department and a remarkable 43-year dedication to law enforcement, Assistant Chief of Police Ed Loar has announced his retirement; and

WHEREAS, Ed joined the Lakewood Police Department in 1984, demonstrating exceptional commitment during four years on patrol before contributing significantly to the Special Enforcement Team, earning accolades for resolving multiple cases, arresting burglars, gang members, and aiding in the arrest of a notorious armed robber; and

WHEREAS, Ed's outstanding service continued in the Investigation Division, specializing in Crimes Against Children and later leading the Career Criminal Unit, showcasing exemplary dedication during the investigation of the tragic murder of 10-year-old Jakeob McKnight in 1991; and

WHEREAS, Ed's career featured impactful assignments as a Theft Detective, SWAT Sergeant, and a critical role in the response to the unprecedented violence at Columbine High School in 1999, earning Ed the Unit Citation and Medal for Distinguished Service; and

WHEREAS, Ed's leadership was also demonstrated in 1999 during a hazardous incident involving a fully engulfed gas tanker truck, displaying quick and sound decisions, resulting in Ed being rightfully awarded the Police Service Award; and

WHEREAS, Ed excelled as a sergeant in the Vice/Intelligence Unit and the West Metro Drug Task Force, achieving numerous felony arrests and successfully handling a barricaded criminal incident in 2001; and

WHEREAS, Ed's rise to Commander in 2008 led to successful oversight of the Patrol Division and significant contributions to the coordination of law enforcement efforts during the 2008 Democratic National Convention; and

WHEREAS, Ed's promotion to Division Chief in 2014 marked seven years of leadership in the Support Services Division and later command over both Support Services and the Investigation Division; and

WHEREAS, Ed's exemplary service continued in 2022 when Ed was named Interim Chief of Police, leading the Department with integrity and pride until the appointment of a permanent Police Chief, resulting in Ed's deserving promotion to Assistant Chief of Police; and

WHEREAS, Ed Loar's dedication also extended beyond operational roles, serving on boards, instructing courses, and receiving numerous accolades, culminating in Ed's induction into the Lakewood Police Department Hall of Fame;

NOW, THEREFORE, BE IT PROCLAIMED, that the City of Lakewood and the Lakewood City Council hereby extend their deepest appreciation and gratitude to Assistant Chief Ed Loar for his unwavering dedication, outstanding leadership, and countless contributions to the Lakewood Police Department and the community.

GIVEN under my hand and Seal of the City of
Lakewood, this 12th day of February 2024.
-Wendi Strom, Mayor

STAFF MEMO

DATE OF MEETING: FEBRUARY 12, 2024 / AGENDA ITEM NO. 7

To: Mayor and City Council

From:

Subject:

SUMMARY STATEMENT:

BACKGROUND INFORMATION:

BUDGETARY IMPACTS:

STAFF RECOMMENDATIONS:

ALTERNATIVES:

PUBLIC OUTREACH: This item has been promoted through the regular communication channels to be considered by the Lakewood City Council.

NEXT STEPS:

ATTACHMENTS: None

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

STAFF MEMO

DATE OF MEETING: FEBRUARY 12, 2024 / AGENDA ITEM NO. 8

To: Mayor and City Council
From: Travis Parker, Planning Director
Subject: **Comprehensive Plan Process Update**

SUMMARY STATEMENT: Staff is providing an informational update on the process to develop Lakewood's next Comprehensive Plan.

BACKGROUND INFORMATION: The Planning department, with the assistance of staff from every department, has begun the process of updating the City's Comprehensive Plan. A lot has changed since Lakewood's previous Comprehensive Plan, Lakewood 2025 Moving Forward Together, was developed and adopted in 2015 and there are several new opportunities and challenges that need to be discussed with the Lakewood community and addressed in the new Plan.

The updated Comprehensive Plan will define a holistic, shared vision for Lakewood over the next 15 years and identify the goals and strategies to achieve this vision. The plan will provide critical guidance by articulating what community members want to see in their city and how they want their values reflected in the choices that City officials make.

The City will use the Comprehensive Plan as the framework for future decision-making regarding quality of life, land-use, housing, transportation, climate action, neighborhood vitality, equity and more.

PROCESS DETAILS

The planning process for the Comprehensive Plan update, called Envision Lakewood 2040, includes four phases. The first phase was completed in December 2023 and the second phase started in January 2024.

- Phase 1: Plan for the Plan (Nov. 2022 – Dec. 2023)
- Phase 2: Develop the Plan (started January 2024)
- Phase 3: Refine and Adopt the Plan (anticipated for mid-2025)
- Phase 4: Implement the Plan (2025-2040)

Phase 1: Plan for the Plan (Nov. 2022 – Dec. 2023)

During the first phase of the process, the Planning Department met with staff from every department to reflect on the previous Comprehensive Plan and discuss how the updated Plan can be a useful citywide document and tool for decision-making. Staff also worked with a consultant to "Plan for the Plan" which included several preplanning tasks such as researching best practices, creating a public engagement approach and providing recommendations for the Plan organization and implementation framework.

This first phase also included hosting an informational Open House for City Council and Planning Commission, held on August 21, 2023, to introduce the upcoming process and launching the project website, www.Lakewood.org/EnvisionLakewood2040, which will be used throughout the process as the

information and online participation hub.

Phase 2: Develop the Plan (started January 2024)

The second phase began in January 2024, and involves an extensive public engagement process to develop the content of the Plan. The public engagement approach that was created as part of the first phase, includes the following four principles that will guide the entire engagement process:

- **Accessibility:** The engagement process will be accessible, understandable, and welcoming to all who wish to participate.
- **Reach:** The engagement process will involve and inform as many members of the public as possible.
- **Diversity:** Participants will reflect the diversity of age groups, ethnicities, incomes, geographies, and special needs of the Lakewood population.
- **Impact:** Participation will influence and inform the decision-making process for the Lakewood Comprehensive Plan.

Based on these principles, the engagement process will focus on hearing from as many community members as possible, especially those who do not usually participate.

The engagement activities that are planned for this year are centered around getting input on two big questions: 1) “What is our shared vision and values for Lakewood’s future?” and 2) “How do we get closer to this vision over the next 15 years?”. These two questions create the structure of the engagement process, breaking it down into two parts. The answers to these questions will build on each other and will provide the foundation for the content of the Comprehensive Plan.

- **Part 1: To answer the first question, “What is our shared vision and values for Lakewood’s future?”**, a series of activities are planned to spread the word about the project and hear from community members about their hopes, concerns and dreams for Lakewood’s future.

The first activity is a [four-question survey in English and Spanish](#). Community members can respond using the online survey which is available on the project website or by filling out a paper version. The deadline for responses is February 29.

In an effort to hear from as many community members as possible, a prepaid postcard version of the survey (and information about the project) is being inserted into the January edition of Looking@Lakewood in both English and Spanish. Looking@Lakewood is mailed to every household in Lakewood, approximately 85,000 addresses, and the January edition was delivered to mailboxes starting on Jan. 31. Each member of every household (including youth!) is encouraged to take the survey by responding either online or by mail using the prepaid postcard.

Parallel activities to the survey will include micro-outreach efforts such as working with community members and partner organizations to spread the word to each of their networks about the project and the current survey. Project flyers will be posted at as many locations as possible across the city, such as recreation centers, coffee shops, local restaurants and businesses, and other community locations with the goal to “go where people go”.

After the survey closes on Feb. 29, the responses will be compiled and shared back to the community. The values, vision and key topics that come out of the survey responses and discussions during Part 1 will help inform the topics for the working groups that are planned for Part 2.

- **Part 2: The process to answer the second question, “How do we get closer to this vision over the next 15 years?”** will be defined in more detail based on what is heard from community members during

the first set of activities in Part 1. However, the plan is to form topical working groups comprised of community volunteers, industry experts, key City staff and Planning Commission representation. The goal of the working groups is to help answer this second question by discussing and drafting measurable goals and strategies for the Comprehensive Plan.

The goals and strategies drafted by the working groups will then be shared with the larger community to review and provide feedback in similar ways as the first round of engagement.

At the end of Part 2, staff plans to share an update to City Council at a meeting in September or October with a summary of what was heard, discussed and developed during the engagement process so far.

Once both questions have clear answers that represent and reflect the voices and experiences of as many community members in Lakewood as possible including staff, City Council, and Planning Commission, the information will be compiled and formatted into a useful, user-friendly and accessible document.

The goal at the end of Phase 2 is to have a draft of the Comprehensive Plan that is ready to begin the review process in Phase 3.

Phase 3: Refine and Adopt the Plan (anticipated for mid-2025)

During phase three, the draft plan will be shared with the community, city staff, City Council, and Planning Commission to review and provide feedback. A final draft will be refined and updated to reflect the feedback received. The goal at the end of Phase 3 is to have the Comprehensive Plan adopted by Planning Commission and City Council.

Phase 4: Implement the Plan (2025-2040)

Once adopted, the city can begin to actively implement the Plan and continually monitor and evaluate progress throughout the lifespan of the Plan.

BUDGETARY IMPACTS: Consultant services for this effort have been budgeted in 2023 and 2024. No additional costs are anticipated unless additional consultant work is required.

STAFF RECOMMENDATIONS: This is an information item for City Council. No action is requested.

ALTERNATIVES: N/A

PUBLIC OUTREACH: This item has been promoted through the regular communication channels to be considered by the Lakewood City Council. Additionally, public outreach began in January 2024 and will continue through the duration of the project.

NEXT STEPS: Staff is requesting City Council's help to spread the word about the Comprehensive Plan Update Process, Envision Lakewood 2040, by encouraging community members to:

- [Take the vision and values survey](#)
- Visit the website for ongoing updates: Lakewood.org/EnvisionLakewood2040
- [Sign-up for email updates](#)

ATTACHMENTS: None

REVIEWED BY: Kathleen E. Hodgson, City Manager
Benjamin B. Goldstein, Deputy City Manager

Alison McKenney Brown, City Attorney

STAFF MEMO

DATE OF MEETING: FEBRUARY 12, 2024 / AGENDA ITEM NO. 9

To: Mayor and City Council
From: Travis Parker, Planning Director
Subject: **Lakewood Strategic Housing Plan**

SUMMARY STATEMENT: The Planning Department respectfully requests City Council adopt the Strategic Housing Plan, a plan that will help transform affordable housing policy in Lakewood over the next five to 10 years. The Strategic Housing Plan includes a robust Lakewood-specific needs assessment, housing study and analysis, and offers a broad range of actions the city can use to respond to the need for more affordable housing options in Lakewood. City staff and the consultant team developed the plan based on robust data, valuable input from the community, interviews with housing and service providers, and consultation with Lakewood's Housing Advisory Policy Commission. View the draft plan and appendices in their entirety at LakewoodTogether.org/HousingStrategy.

BACKGROUND INFORMATION: Affordable housing is one of the city and state's biggest challenges. To date, Lakewood has few adopted policies or strategies related to affordable housing and most of the existing policy is outdated. In 2022, the city received a grant from the Colorado Department of Local Affairs (DOLA) to conduct a housing analysis and develop the City's first strategic housing plan. The city hired Gruen, Gruen + Associates in October 2022 to assist staff in developing the plan.

The planning effort began in October 2022 with a housing analysis and stakeholder interviews. The robust housing analysis resulted in 94 pages of technical information detailing the urgent need for affordable housing interventions in Lakewood. This information is summarized in the appendix of the plan.

In early 2023, community engagement launched with a community survey that received 500 valid responses, which is the highest response rate for the Planning Department to date. To promote the project and survey, staff attended several community meetings and advertised on a variety of platforms. An open house and housing resource fair was held in April 2022, which included housing and service providers, bi-lingual meeting materials, and two Spanish interpreters. To reach historically underrepresented households, staff worked with several housing and service providers in Lakewood and contracted a community connector to help distribute flyers and project information. To date, the Lakewood Together project website has attracted over 4,000 visits, with 1,600 active visitors. The project was broadcast on all major City channels throughout the process, including the Looking at Lakewood newsletter mailed to all Lakewood residents, Lakewood socials, and Lakewood Together.

A first draft of the plan was posted on the Lakewood Together project website for public comment during the entire month of June 2023. A total of 54 comments were received from the community during this time. Staff worked with the Housing Advisory Policy Commission in June to address the community's comments and develop a draft that incorporated valuable input received from the community.

Since the start of the planning process, several strategies proposed in the plan are currently underway in some form. Many of the efforts outlined below may need more direction from city leadership to proceed.

- Strategy 2.A.1 Create a Public Infrastructure Program and Incentive Policy to Waive or Subsidize Public Fees – Beginning in 2023, Lakewood had the opportunity to provide Community Development Block Grant (CDBG) funds to two affordable housing projects to cover water tap fees. Based on available funding, CDBG can continue to be used for future affordable housing projects.
- Strategy 2.A.3 Create a Fast Track Review program for Affordable Housing – In September, Lakewood filed a commitment to participate in Proposition 123, setting an intention to increase the city’s affordable housing stock by 3% annually or by 9% by end of 2026. A requirement of the program is to establish an expedited review program for affordable projects by 2027, the second round of participation in the program. City staff has begun researching how to implement this within Planning and Public Works and will work on identifying financial or staff resources needed in 2024.
- Strategy 2.B.1 Create More Opportunities for a Range of Shelter and Housing Choices – The Public Works and Planning Departments have been researching code revisions to allow for small, temporary shelter options in Lakewood. The team involved expects to request direction from city leadership on the vision for implementing temporary shelter options before proceeding with code revisions.
- Strategy 2.B.2 Identify Locations for Small-Lot Zoning and Smaller Housing Units and Strategy 2.B.3 Update ADU Policies to Allow more ADU Construction Citywide - The Planning Commission has proposed changes to the zoning ordinance that will help increase affordable ownership opportunities. Some of those changes include revising the existing zoning ordinance to eliminate ADU restrictions and creating a new small-lot zone district to encourage the construction of smaller, more affordable for-sale homes.
- Strategy 3.C Create Trauma-informed Shelter and Supportive Housing Options – The city has been working with municipal and county partners for the past three years on the development of a navigation center with emergency shelter for the unhoused community. In 2023, the city received a grant award from the Colorado Department of Local Affairs (DOLA) for acquisition, renovation, and operational costs for a regional navigation center. The city along with its lead service provider RecoveryWorks, plan to execute contracts and move forward with the navigation center development in 2024.
- Strategy 4.B Support Eviction Prevention Programs – In 2023, Lakewood’s Planning Department received a Transformational Homeless Response grant from DOLA to hire a Housing Resource Navigator to assist the city’s Homeless Navigators in securing safe, stable housing for clients who are housing ready or by preventing eviction for those at risk of losing their housing. This position will help prevent housing instability for Lakewood residents.

BUDGETARY IMPACTS: The Strategic Housing Plan is a high-level policy document that sets the foundation for Lakewood’s commitment to increasing affordable housing over the next five to ten years. The plan identifies funding strategies, potential funding sources, and current limitations in both funding and staff resources. To achieve some of the strategies in this document, dedicated funding may be needed to encourage the production of affordable housing units and additional staff to manage new programs. Adoption of the Strategic Housing Plan demonstrates approval of plan recommendations but does not directly have a budgetary impact. The plan was funded through a grant from the Colorado Department of Local Affairs (DOLA) and a match contribution provided by Metro West Housing Solutions.

STAFF RECOMMENDATIONS: Staff recommends approval of the resolution to allow staff to begin implementation of the strategies and actions outlined in the plan.

ALTERNATIVES: City Council could deny approval or request further investigation of plan outcomes. This may require the city to request an extension of the grant contract past the current term of June 30, 2024. Denying or delaying approval will also delay the implementation of this strategic approach to addressing Lakewood’s housing affordability needs.

PUBLIC OUTREACH: The public outreach for this planning effort is outlined in pages 27-43 and in Appendix A and E of the Strategic Housing Plan. This item was promoted through the regular communication channels for an item coming before City Council.

NEXT STEPS: Upon approval, an affordable housing workshop with City Council will be scheduled to identify action steps that are easy, medium, and more complex to implement. Many strategies and action steps will require further research and expertise to develop the level of specificity needed for successful implementation.

ATTACHMENTS: Resolution 2024-8

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

2024-8

A RESOLUTION

APPROVING THE LAKEWOOD STRATEGIC HOUSING PLAN WHICH OUTLINES STRATEGIES AND ACTIONS FOR THE NEXT TEN YEARS

WHEREAS, the City of Lakewood Planning Department (the “City”) has completed the Lakewood Strategic Housing Plan which outlines strategies and actions to increase affordable housing options in Lakewood. (the “Plan.”)

WHEREAS, The City has worked with the firm, Gruen Gruen + Associates to complete a housing analysis, evaluate current and future housing needs and trends, engage the community, and recommend strategies and actions to increase affordable housing options;

WHEREAS, The City requires a resolution from City Council to adopt the draft Plan and strategies, and action steps outlined in the Plan;

WHEREAS, the City Council hereby finds and determines adopting the Plan is in the best interest of the residents of the City.

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

SECTION 1. The City Council hereby authorizes the approval of Resolution 2024-___ adopting the Lakewood Strategic Housing Plan and the strategies and action steps for increasing affordable housing options in Lakewood.

SECTION 2. This Resolution shall become effective immediately upon its adoption.

INTRODUCED, READ AND ADOPTED, by a vote of 9 for and 1 against, at a hybrid regular meeting of the Lakewood City Council held on January 22, 2024, at 7 o'clock p.m. at Lakewood City Hall, 480 South Allison Parkway, Lakewood, Colorado.

Wendi Strom, Mayor

ATTEST:

Jay Robb, City Clerk

APPROVED AS TO FORM:

Alison McKenney Brown, City Attorney

STAFF MEMO

DATE OF MEETING: FEBRUARY 12, 2024 / AGENDA ITEM NO. 10

To: Mayor and City Council
From: Max Kirschbaum, Public Works Director
Subject: **Health and Safety Requirements for Short-Term Rental (STR) Inspections**

SUMMARY STATEMENT: This proposed amendment to the Short Term Rental Code broadens the definition of “Inspector” as currently set forth in LMC 5.55.010(J) to include additional nationally recognized home inspection and certification organizations and brings the minimum health and safety requirements in the LMC 5.55.050(C) into alignment with the International Residential Code (IRC) which has been adopted by reference at LMC 14.09.

BACKGROUND INFORMATION: In 2023, the Lakewood City Council adopted Ordinance O-2023-5, codified as LMC Chapter 5.55, which provides for the licensing and regulation of STRs. To ensure the safety of all STR renters, City Council adopted a provision requiring professional inspections of all residences that were subject to STR license applications. Accordingly, Ordinance O-2023-5 included a definition of “Inspector” which requires such inspections be completed by appropriately certified organizations. However, LMC 5.55.010(J) defines “Inspector” to only allow inspections by ASHI, a nationally recognized home inspection and certification organization. InterNACHI is a second nationally recognized home inspection and certification organization that is currently not allowed to perform STR inspections based on the definition of “Inspector.” This proposed code amendment includes InterNACHI in the definition of “Inspector” and allows the City Clerk’s Office to accept inspections from other similarly certified inspection organizations. The time required for homeowners to meet the requirements of this Code is anticipated to be reduced by the inclusion of additional certified inspectors.

Additionally, LMC 5.55.050(C) defines the minimum health and safety requirements for STRs, and requires STRs to have carbon monoxide detectors in each room used for sleeping purposes and smoke detectors on each floor of the STR. However, section R314.3 of the IRC requires smoke detectors in all rooms used for sleeping and section R315.3 of the IRC requires carbon monoxide detectors outside of each separate sleeping area. The second proposed code amendment harmonizes LMC 5.55.050(C) with the IRC.

BUDGETARY IMPACTS: None.

STAFF RECOMMENDATIONS: Staff recommend adoption of the proposed amendments.

ALTERNATIVES: The City Council could decline to amend the code, which would leave ASHI as the only approved STR inspection organization in the City and would leave LMC 5.55.050(C) out of alignment with the IRC.

PUBLIC OUTREACH: This item has been promoted through the regular communication channels to be considered by the Lakewood City Council.

NEXT STEPS: The City Council shall vote on the proposed amendments upon second reading, after sufficient public notice is given.

ATTACHMENTS: Ordinance O-2024-5

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

O-2024-5

AN ORDINANCE

AMENDING TITLE 5 CHAPTER 55, SECTIONS 5.55.010 AND 5.55.050 OF THE LAKEWOOD MUNICIPAL CODE REGARDING INSPECTORS AND MINIMUM HEALTH AND SAFETY REQUIREMENTS

WHEREAS, the City of Lakewood, Colorado, the “City”, is a home rule municipality, organized and existing under Article XX, Section 6 of the Colorado Constitution;

WHEREAS, on February 13, 2023, the Lakewood City Council adopted Ordinance O-2023-5 to allow for the licensing and regulation of short-term rentals (STR/STRs) within the City, as codified in Title 5, Chapter 55 of the Lakewood Municipal Code (LMC);

WHEREAS, during the implementation and enforcement of Ordinance O-2023-5, staff has discovered two areas in need of immediate correction/cleanup to be in compliance with federal and local laws;

WHEREAS, this City Council will receive a look-back on the STR Ordinance as a whole in June 2024, at which time staff may propose more robust changes to LMC Chapter 5.55 in addition to the minor corrective/cleanup changes presented herein;

WHEREAS, the definition of “Inspector” in LMC section 5.55.010(J) only allows for ASHI, a nationally recognized home inspection and certification organization, to complete STR inspections;

WHEREAS, InterNACHI is also a nationally recognized home inspection and certification organization with qualifications that mirror ASHI;

WHEREAS, there is and was no intent to promote one nationally recognized home inspection and certification organization over any other;

WHEREAS, LMC section 5.55.050(C) defines the minimum health and safety requirements for STRs in the City and, in part, currently requires all STRs to have carbon monoxide detectors in all rooms used for sleeping and smoke detectors on each floor;

WHEREAS, section R314.3 of the 2021 International Residential Code requires smoke detectors in all rooms used for sleeping and section R315.3 of the 2021 International Residential Code requires carbon monoxide detectors outside of each separate sleeping area;

WHEREAS, it is the intent of the City to harmonize the STR minimum safety standards with the requirements of the 2021 International Building Code, which has been adopted by reference in LMC Chapter 14.09;

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. Amendment of Title 5, Chapter 55. Title 5, Chapter 55 of the Lakewood Municipal Code shall be amended as follows:

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.

J. *Inspector* means an ASHI, InterNACHI or other Certified Master Inspector from a nationally recognized certifying body, certified professional residential property inspector or a residential property inspection company member of ASHI, InterNACHI or other Certified Master Inspector with any nationally recognized home inspection certifying body.

5.55.050 - Property Safety Inspection; Investigation.

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 smoke detectors in each sleeping room, outside each separate sleeping area in the immediate vicinity of the bedrooms, and as otherwise required by section R314.3 of the 2021 International Residential Code; and operable carbon monoxide detectors outside of each separate sleeping area in the immediate vicinity of bedrooms and as otherwise required by section R315.3 of the 2021 International Residential Code. 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.

SECTION 2. This ordinance shall take effect thirty (30) days after final publication.

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.

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 12th day of February 2024; published by title in the Denver Post and in full on the City of Lakewood's website, www.lakewood.org, on the 15th day of February 2024; set for public hearing to be held on the 26th day of February 2024, read, finally passed and adopted by the City Council on the 26th day of February 2024, and, signed by the Mayor on the ____ day of February 2024.

Wendi Strom, Mayor

ATTEST:

Jay Robb, City Clerk

APPROVED AS TO FORM:

Alison McKenney Brown, City Attorney

STAFF MEMO

DATE OF MEETING: FEBRUARY 12, 2024 / AGENDA ITEM NO. 12

To: Mayor and City Council
From: Jay Robb, City Clerk, 303-987-7081
Subject: **APPOINTING THE LIQUOR LICENSING AUTHORITY**

SUMMARY STATEMENT: Due to the resignation of the previous Liquor License Authority, Mr. Dick Miller, at the end of 2023, the Lakewood City Council needs to select a new Liquor Licensing Authority. Mr. Miller served as the Lakewood Liquor Licensing Authority for 15.5 years – from June 2008 to the end of 2023.

Chapter 5.38 of the Lakewood Municipal Code guides the roles and powers of the Authority. Section 5.38.020(A) states that the Liquor Authority is vested with the authority to grant or refuse licenses for the sale at retail of fermented malt, malt, vinous or spirituous liquors, conduct investigations, and to suspend or revoke such licenses for cause. Further, Section 5.38.020(B) states that “The Authority shall consist of a Hearing Officer chosen by the City Council from a list of qualified persons compiled by the City Clerk.”

On January 8, 2024, the Council interviewed Kristin N. Brown for consideration to be appointed as the Lakewood Liquor License Authority Hearing Officer and directed staff to place the matter on an upcoming agenda for official action. The liquor licensing Authority has historically been appointed by ordinance so staff will bring forth an ordinance of appointment for the City Council to consider.

BACKGROUND INFORMATION: What is a Liquor Licensing Authority, a.k.a. “Authority”? An Authority is an administrative executive official (or hearing officer) that presides over quasi-judicial hearings which are similar to court proceedings. The City of Lakewood utilizes hearing officers not otherwise affiliated with the City to preside over quasi-judicial matters related to various city licenses or specific code violations. For example, the City has a designated Authority for liquor, massage, tobacco, hotel/motel, adult businesses, and pawnbrokers’ licenses as well as for any violations of the City’s Ethics Code or campaign finance provisions.

What does the Authority do? The Lakewood Liquor License Authority conducts hearings to review new liquor license applications and site modifications, as well as conducts hearings to review and determine any alleged violations of City and/or state liquor codes. Review hearings can result in fines, suspensions, and revocation of a liquor license.

BUDGETARY IMPACTS: The Authority is paid from the City Clerk’s Office budget for services.

STAFF RECOMMENDATIONS: Staff recommends that City Council adopt Ordinance O-2024-3, appointing Kristin N. Brown as the Liquor License Authority Hearing Officer for the City of Lakewood.

ALTERNATIVES: The City Council decide not to adopt Ordinance O-2024-3 and could request staff to initiate a second RFP process.

PUBLIC OUTREACH: This item has been promoted through the regular communication channels to be considered by the Lakewood City Council.

NEXT STEPS: If the City Council adopts Ordinance O-2024-3 on second reading, staff will begin working to schedule liquor hearings with Ms. Brown.

ATTACHMENTS: Ordinance O-2024-3

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

O-2024-3

AN ORDINANCE

APPOINTING KRISTIN N. BROWN AS THE LIQUOR LICENSING AUTHORITY
HEARING OFFICER FOR THE CITY OF LAKEWOOD

WHEREAS, pursuant to Lakewood Municipal Code (LMC) section 5.38.020(A) the Lakewood Liquor Licensing Authority is vested with the authority to grant or refuse licenses for the sale at retail of fermented malt, malt, vinous, or spiritous liquors, as provided by law; conduct investigations as are authorized by law; and to suspend or revoke such licenses for cause in the manner provided by law;

WHEREAS, pursuant to LMC section 5.38.020(B), the Authority shall consist of a Hearing Officer chosen by the City Council from a list of qualified persons compiled by the City Clerk;

WHEREAS, the City of Lakewood (City) does not currently have a designated Liquor Licensing Authority Hearing Officer due to the resignation of the individual who previously held the position;

WHEREAS, on August 25, 2023, the City issued a request for proposal for interested parties to submit applications to be considered for the position of Lakewood's Liquor Licensing Authority Hearing Officer;

WHEREAS, Kristin. N. Brown is the sole interested party who responded to the request for proposal and is currently available as a candidate for the position of Lakewood's Liquor Licensing Authority Hearing Officer;

WHEREAS, on January 8, 2024, the Lakewood City Council held an executive session to interview Kristin N. Brown for the position of Lakewood's Liquor Licensing Authority Hearing Officer;

WHEREAS, the Lakewood City Council desires to designate Kristin N. Brown as Lakewood's Liquor Licensing Authority Hearing Officer;

WHEREAS, Colorado Revised Statutes (C.R.S.) section 44-3-103(27) provides for the designation of a local liquor licensing authority by means of municipal ordinance;

WHEREAS, approval of this ordinance on first reading is intended only to confirm that the City Council desires to comply with the City's Charter by setting a public hearing to provide City staff and the public the 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. Kristin N. Brown shall hereby be designated as the Lakewood Liquor Licensing Authority Hearing Officer in accordance with LMC 5.38.020(A)/(B).

SECTION 2. This Ordinance shall take effect thirty (30) days after final publication.

SECTION 3. If any provision of this Ordinance is 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.

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 22nd day of January, 2024; published by title in the Denver Post and in full on the City of Lakewood's website, www.lakewood.org on the 25th day of January 2024; set for public hearing to be held on the 12th day of February, 2024, read, finally passed and adopted by the City Council on the 12th day of February, 2024 and, signed by the Mayor on the ____ day of February, 2024.

Wendi Strom, Mayor

ATTEST:

Jay Robb, City Clerk

APPROVED AS TO FORM:

Alison McKenney Brown, City Attorney

STAFF MEMO

DATE OF MEETING: FEBRUARY 12, 2024 / AGENDA ITEM NO. 13

To: Mayor and City Council
From: Travis Parker, Planning Director
Subject: **NAVIGATION CENTER TO SERVE THE UNHOUSED**

SUMMARY STATEMENT: Staff is requesting that City Council approve the Ordinance authorizing supplemental appropriation of grant funds in excess of \$75,000 from the Colorado Department of Local Affairs (DOLA) Denver-Metro Regional Navigation Campus grant to acquire, renovate and operate a navigation center at 8000 W. Colfax Avenue in Lakewood, all in accordance with the City's standard processes for obtaining properties in a fiscally responsible manner. This building is currently leased by RecoveryWorks, a Lakewood non-profit who will serve as lead service provider by staffing and operating the navigation center. In addition to other services, an emergency shelter will also be operated at this location. Pursuant to Chapter 3.04 of the Lakewood Municipal Code, any unbudgeted City expenditure in excess of \$75,000 requires City Council approval.

BACKGROUND INFORMATION: State House Bill 22-1378 establishes grant funds to support governments located throughout the Denver-Metropolitan Area in establishing regional facilities that provide on-site services and housing resources to people experiencing homelessness. The program is administered by the Department of Local Affairs (DOLA). The DOLA program recognizes that homelessness is one of the biggest issues facing the Denver-Metro area.

In June 2023, the Department of Local Affairs (DOLA) released a Request for Application (RFA) for up to \$45 million for the creation of one or more Denver-Metro regional navigation campuses. Eligible applicants include a local government or local governments applying together or a community partner in conjunction with one or more local governments. Applications to build or acquire, and then facilitate one or more regional navigation campuses in the Denver-Metropolitan Area to respond to and prevent homelessness were requested. The City of Lakewood was awarded \$9,329,623 with forty (40) State Housing Vouchers and \$144,000 for tenant support services. A local grant match is required for the tenant support service in the amount of \$144,000. The match will be paid for with City of Lakewood Community Development Block Grant fund and RecoveryWorks general funds.

The timing of this grant could not have been better, as the most recent [2023 Point-in-Time](#) data shows that Jefferson County experienced a 73.2% increase in homelessness between 2022 and 2023. The data also shows that the majority of Jefferson County's unhoused are also unsheltered. This is because there are no low-barrier overnight emergency shelter beds available for people experiencing homelessness in all of Jefferson County. The City of Lakewood is working with partner agencies throughout the county to help meet these needs.

Developing navigation centers in Jefferson County has been a goal for the cities of Lakewood, Arvada, Wheat Ridge, Edgewater, Golden, Westminster and Jefferson County for many years. County and municipal leaders from these jurisdictions began meeting regularly in 2017 to collaborate on addressing the impact of homelessness in Jefferson County. This partnership focuses on addressing the needs of the unhoused and lessening the impact homelessness has on the greater community. This approach has been successful in improving coordination between jurisdictions and non-profit service partners, creating new coordinated

positions focused on addressing homelessness, programs, resources and grant funding to our communities. Examples include the Jefferson County Homeless Coordinator position, the county-wide homeless navigation program where each jurisdiction employs homeless navigators to complete street outreach and navigate people experiencing homelessness to needed services and housing resources, and multiple grant awards to Jefferson County jurisdictions to address homelessness.

In 2020, Jefferson County gathered research where the navigation center concept was introduced as a best practice and recommended as a strategy to address the sheltering needs within the county. The research was presented to Jefferson County and municipal Elected Officials who approved the multi-jurisdictional group to pursue the partnerships and resources needed to establish two navigation centers in Jefferson County. Since that time, the group has continued to work together to identify funding and partnership opportunities to establish navigation centers in Jefferson County.

The housing navigation center model meets people at all points on the spectrum of a housing crisis. It provides low barrier access to on-site housing navigation, supportive services, shelter beds, basic hygiene resources and a pathway to permanent housing. It functions as an efficient one-stop service center for Jefferson County residents experiencing a housing crisis. The model especially engages long-term unsheltered people who are often fearful of accessing traditional shelter and services.

The core objectives of a navigation center include:

- Diverting people from homelessness whenever possible,
- Providing emergency shelter for most vulnerable individuals,
- Rapidly assisting people in accessing permanent housing,
- Maintaining or establishing connections with supportive services and employment, and
- Providing essential services to help people survive homelessness.

Successful navigation centers have access to sufficient permanent housing resources so that shelter beds are turned around as rapidly as possible to make room for others needing shelter. The low barrier model provides an opportunity for staff to engage shelter-adverse populations during the day, build relationships and take the steps to build trust necessary to engage them in services. Navigation centers benefit the greater community by saving taxpayer dollars and reducing over-utilization of emergency departments, law enforcement contacts, and jail time as persons can get their basic needs met at the navigation center before those needs grow into crisis.

RECOVERYWORKS PARTNERSHIP AND NAVIGATION CENTER

The City of Lakewood was approached by [RecoveryWorks](#) to consider a partnership to apply to the RFA to establish a regional navigation center within the City of Lakewood. RecoveryWorks is a local non-profit organization and existing city partner that engages unhoused persons in medical respite, comprehensive case management and access to stable housing from their offices at 7011 W. Colfax Avenue in Lakewood. RecoveryWorks was formed in 2020 by James Ginsburg, the founder and former director of the award-winning [Fort Lyon Supportive Residential Community](#). The organization is working collaboratively with The Action Center, The City of Lakewood, Jefferson County, Heading Home Advisory Council and the Jefferson County Homelessness Navigation team to help address the ongoing and expanding crisis of medically vulnerable and other unsheltered person in need of a stable place to live. Named a 2022 Public Health Champion of the Year, RecoveryWorks was looking to lease a larger space to adequately accommodate the growing number of unhoused people they were currently serving.

This once in a lifetime funding opportunity came together once RecoveryWorks had identified a more suitable building available for lease just a few blocks west of their existing location on West Colfax Avenue. RecoveryWorks moved forward with leasing the building and the City of Lakewood applied for the grant funds in July 2023. In October 2023, the city was notified of the grant award which requires that the building being

utilized for these services be owned by either the City (grantee) or the service provider. This award was not included in the 2023R/2024 budget as the budget approval process occurred prior to grant award.

RECOVERYWORKS CURRENT HOURS AND SERVICES

RecoveryWorks's new space officially opened in early November 2023. While the existing medical respite program still operates from 7011 W. Colfax Avenue, daily drop-in services are now offered from the new location. Anyone in need of resources can access the facility Monday through Friday from 8:30 a.m. to 2:00 p.m. No reservation is needed. Services are designed for individuals (with or without pets) with complex needs and long lengths of homelessness. Key services include basic needs such as food, restrooms, and access to the internet/technology. In addition, on-site case management, housing navigation, streamlined access to behavioral and medical care, public benefits, and other programming and support to quickly streamline pathways to permanent housing. The center also hosts Lakewood's Extreme Weather Overflow Shelter during extreme weather events.

Although the navigation center primarily serves adults, RecoveryWorks staff will always accommodate any family that presents at the navigation center by referring them to appropriate family-serving organizations and resources.

RECOVERYWORKS ANTICIPATED BUILDING ACQUISITION, IMPROVEMENTS, SERVICES AND HOURS

Once the City of Lakewood executes grant agreements with DOLA, RecoveryWorks can expand staffing and increase hours of operation to include weekends. Immediately upon execution, the city will begin negotiations to acquire a building.

Interior building improvements include fire suppression, showers, laundry, storage, kitchen, and additional restrooms. As previously mentioned, the proposed navigation center will include an overnight shelter component. The building is zoned Mixed Use General Transit (MGT) which allows shelter as a permitted use with a Special Use Permit (SUP). The process to obtain an SUP requires a neighborhood meeting and approval by the Lakewood Planning Commission. This process is expected to begin in the spring of 2024. Until building plans have been drafted, the number of overnight shelter beds is unknown, but based on need and building capacity, staff estimate having 70-120 overnight shelter beds. The goal is to accommodate as many people as possible within a safe, secure, and trauma-informed space.

RecoveryWorks has engaged [Shopworks Architecture](#), a Denver-based architecture firm nationally recognized for their expertise in [Trauma-Informed Design](#) to begin interior building plans and designs for the navigation center. Trauma-Informed Design principles help to mitigate trauma responses by designing physical spaces that feel safe and promote healing and well-being for navigation center guests. Once the shelter component is added, the navigation center will operate 24 hours per day, seven days a week, which follows best practices for shelter operations.

LONG-TERM FUNDING OF NAVIGATION CENTER

RecoveryWorks is currently funding operations through service contracts, grant funds and donations. Current projected resources will allow the non-profit to lease the new space and operate at its current capacity for three years. In addition to funding the building acquisition and improvements, The DOLA Navigation Campus grant will provide operational costs through 2026. However, it is anticipated that in addition to RecoveryWorks revenue, grant funding and donations, ongoing operational support will be needed from county and municipal partners to maintain the navigation center long-term. Discussions are currently underway for developing a long-term operational funding agreement with Lakewood's county and municipal partners.

BUDGETARY IMPACTS: The City of Lakewood was awarded \$9,329,623 with forty (40) State Housing

Vouchers and \$144,000 for tenant support services. A local grant match is required for the tenant support service in the amount of \$144,000. The match will be paid for with City of Lakewood Community Development Block Grant fund and RecoveryWorks general funds.

Initial costs for appraisal, environmental reviews and capital needs assessment will be incurred by the city prior to grant execution. Based on RecoveryWorks estimates, annual maintenance and operational costs for the navigation center are estimated to cost \$2.5 million per year. These expenses will be paid for through RecoveryWorks general funds, available grant funding and anticipated cost share agreement with county and municipal partners.

STAFF RECOMMENDATIONS: Staff recommends City Council approve the Ordinance allowing unbudgeted expenditure of DOLA grant funds in excess of the \$75,000 for acquisition, renovation and emergency shelter costs for navigation center serving unhoused community.

ALTERNATIVES: City Council may deny approval of the Ordinance. If denied, DOLA would re-allocate the grant funds to another project and the city would not have the funding to establish the proposed navigation center at this time. RecoveryWorks cannot expand staffing and hours of operation to include weekends and/or overnight shelter. Without the grant funding, RecoveryWorks would only be able to operate at its current capacity for a total of three years without making necessary building improvements. In addition, without adding crucial building improvements such as fire suppression, the overnight extreme weather sheltering at this location may no longer be an option due to West Metro Fire District concerns. Without the ability to develop the property as proposed, the city can't effectively offer solutions to one of the biggest issues impacting Lakewood residents.

PUBLIC OUTREACH: This item has been promoted through the regular communication channels to be considered by the Lakewood City Council.

NEXT STEPS: If approved, Lakewood will execute contracts with DOLA. Negotiations to acquire 8000 W. Colfax Avenue will commence. Through a contract with RecoveryWorks and Shopworks Achitecture, interior building plans will be completed and submitted for Lakewood building permits. A Special Use Permit to allow for overnight shelter as a permitted land use will be pursued. The Special User Permit requires a neighborhood meeting and approval by Lakewood Planning Commission.

ATTACHMENTS: Ordinance O-2024-4

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

AN ORDINANCE

AUTHORIZING A SUPPLEMENTAL APPROPRIATION TO THE 2024 ANNUAL BUDGET IN THE AMOUNT OF \$9,473,623 (COMBINED AMOUNTS OF \$9,329,623 and \$144,000) FROM THE COLORADO DEPARTMENT OF LOCAL AFFAIRS AND AUTHORIZING THE EXPENDITURE OF THESE FUNDS TO PURCHASE, RENOVATE, AND OPERATE A NAVIGATION CENTER TO SERVE THE UNHOUSED

WHEREAS, Article XII, Section 8 of the City Charter allows the City Council to make supplemental appropriations by ordinance during the fiscal year for unanticipated expenditures required for the operation of the City of Lakewood ("City") using monies not anticipated in the adopted budget that have become available to the City;

WHEREAS, Chapter 3.04 of the Lakewood Municipal Code ("LMC") requires approval by the City Council for any changes to the approved budget involving a City expenditure in excess of the established purchasing threshold which is seventy-five thousand dollars (\$75,000);

WHEREAS, on September 29, 2023, the Colorado Department of Local Affairs ("DOLA") awarded the City a grant in partnership with non-profit RecoveryWorks in two parts in the amounts of \$9,329,623 and \$144,000 for a total award of \$9,473,623 (the "Grant");

WHEREAS, the City's approved 2024 budget did not anticipate making expenditures in association with these grant funds, and to show an expenditure from City funds requires showing the source of the funds being spent, a budget amendment requiring City Council approval;

WHEREAS, the City desires to utilize the Grant to acquire, renovate and operate a navigation center for unhoused people;

WHEREAS, RecoveryWorks and the City agreed to cover the required local match of one-hundred percent (100%) of that portion of the grant totaling \$144,000, such funds earmarked for Tenant Support Services;

WHEREAS, the City Council hereby finds and determines that approving this supplemental appropriation request, is and shall be in the best interest of the residents of 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. The City Council hereby appropriates and authorizes the expenditure of Nine Million, Three Hundred Twenty-Nine Thousand, Six Hundred Twenty-Three and 00/100 dollars (\$9,329,623) and One Hundred Forty-Four Thousand and 00/100 dollars (\$144,000) provided by DOLA for the acquisition, renovation and operation of a navigation center to serve the unhoused community in the City.

SECTION 2. The City acknowledges that the Grant application requires the City to secure and remit matching funds in the amount of \$144,000.

SECTION 3. The City Council hereby authorizes the Director of Planning to execute a grant agreement with DOLA to complete the project.

SECTION 4. This ordinance shall take effect thirty (30) days after final publication.

SECTION 5. 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.

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 22nd day of January, 2024; published by title in the Denver Post and in full on the City of Lakewood's website, www.lakewood.org on the 25th day of January 2024; set for public hearing to be held on the 12th day of February, 2024, read, finally passed and adopted by the City Council on the 12th day of February, 2024 and, signed by the Mayor on the ____ day of February, 2024.

Wendi Strom, Mayor

ATTEST:

Jay Robb, City Clerk

Approved as to form:

Alison McKenney Brown, City Attorney

STAFF MEMO

DATE OF MEETING: FEBRUARY 12, 2024 / AGENDA ITEM NO. 14

To: Mayor and City Council

From:

Subject:

SUMMARY STATEMENT:

BACKGROUND INFORMATION:

BUDGETARY IMPACTS:

STAFF RECOMMENDATIONS:

ALTERNATIVES:

PUBLIC OUTREACH: This item has been promoted through the regular communication channels to be considered by the Lakewood City Council.

NEXT STEPS:

ATTACHMENTS: None

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

City Council Request for Legislative Modifications



Submitted on	7 December 2023, 8:46AM
Receipt number	46
Related form version	7

Council member sponsor(s)	Richard Olver
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Enter email address to receive a copy of this submission	rolver@lakewood.org
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Briefly describe the minor modification being requested	Please add "Discuss Mill Levy" to the General business of Monday Dec 11th City Council meeting
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Provide history / background information that supports the request	Colorado State government has delayed the date of when Lakewood's mill levy must be reported for 2024 by one month specifically so that local governments can discuss their own mill levy, since the failure of Prop HH. Governor Polis has declared local governments should reduce their mill levy as much as possible. https://www.denverpost.com/2023/11/30/polis-property-tax-special-session-assessment-local-mill-levies-ask/ Lakewood City Council discussed, and lowered, our mill levy before HH failed. It should be discussed again. Because as Governor Polis states "I urge you to reduce your mill levy as much as possible."
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If it needs expedited handling, please provide an explanation why	Our reporting date for Lakewood's mill levy has been pushed back by one month, specifically so that Council can have this discussion. Obviously that discussion needs to happen immediately, so that the Finance department can make any necessary changes.
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Attach file if needed

STAFF MEMO

DATE OF MEETING: FEBRUARY 12, 2024 / AGENDA ITEM NO. B.

To: Mayor and City Council

From:

Subject: **REQUEST FOR LEGISLATIVE MODIFICATION**

SUMMARY STATEMENT:

BACKGROUND INFORMATION:

BUDGETARY IMPACTS:

STAFF RECOMMENDATIONS:

ALTERNATIVES:

PUBLIC OUTREACH: This item has been promoted through the regular communication channels to be considered by the Lakewood City Council.

NEXT STEPS:

ATTACHMENTS: City Council Request for Legislative Modifications-51

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

City Council Request for Legislative Modifications



Submitted on	18 January 2024, 4:01PM
Receipt number	51
Related form version	7

Council member sponsor(s)	David Rein
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Enter email address to receive a copy of this submission	drein@lakewood.org
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Briefly describe the minor modification being requested	Requesting that city staff propose whatever modifications it is considering to Ordinance 2023-28 no later than the first regular city council meeting in April and that the proposed amended ordinance include a provision for a lien on the vacant property in the event that the owner fails to pay any of the fees provided in Chapter 15.03 (See section 15.03.030)
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Provide history / background information that supports the request	
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The city adopted Ordinance 2023-28 which provides for the Registration of Vacant Properties Within The City. The Planning Department intends to propose amendments to the Ordinance and expects to have such proposal completed before April 2024. The request is that city staff prepare an Ordinance that amends the Ordinance 2023-28 and that such amendments include a provision with respect to the city's ability to place a lien on Vacant Property for the failure to pay the required fees.

The Ordinance currently provides that if the city must step in and abate a Vacant Property because of the property owner's failure to do so, the costs of the abatement shall be assessed against the Vacant Property. (See 15.03.085). The Ordinance as currently written, is silent as to consequence of the property owner failing to pay any of the fees provided in the Ordinance and potentially making enforcement difficult.

I leave to the discretion of city staff on the proper language to include the amendment, but I propose the following amendment to the Ordinance: Add 15.03.030(E) "Fees Assessed as a Lien. The failure to pay any fees provided in Chapter 15.03 shall be assessed against the Vacant Property as set forth within LMC Section 9.80.090."

If it needs expedited handling, please provide an explanation why	
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Attach file if needed	
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STAFF MEMO

DATE OF MEETING: FEBRUARY 12, 2024 / AGENDA ITEM NO. C.

To: Mayor and City Council
From: Jay Robb, City Clerk, 303-987-7081
Subject: **SPECIAL MEETINGS REQUEST**

SUMMARY STATEMENT: City staff is requesting two Special Meetings in October 2024 for the purpose of the City Council to conduct the two public hearings on the City's 2024 Revised and 2025 budget.

Article XII, Section 12.5, of the Lakewood Home Rule Charter requires that the City Council adopt a budget for the ensuing fiscal year on or before the first day of November of each year. Scheduling budget hearings on the proposed Special Meeting dates will allow for the standard amount of time for the budget process. Due to the timing of how dates fall in 2024 the standard hearing 2nd budget public hearing will be right before the required deadline. By scheduling one week earlier, this will allow for the normal scheduling of the 2nd budget public hearing to be one week before the City Charter deadline. Below is the schedule being recommended by City staff for the City's 2025 budget process:

Sept 16th - Study Sessions

Revised 2023 and Proposed 2024 City Budget
Lakewood Reinvestment Authority (LRA) Revised 2024 and Proposed 2025 Budget

October 7th - Special Council Meeting

1st Public Hearing Ordinance - Revised 2024 and Proposed 2025 City Budget

October 21st - Special Council Meeting

2nd Public Hearing Ordinance - Revised 2024 and Proposed 2025 City Budget
Revised 2024 and Proposed 2025 LRA Budget

BACKGROUND INFORMATION: A "Special Meeting" of the City Council is a meeting held at other than the designated dates and times of a Regular Council meeting. Policy 05.5 of the Council Policies and Procedures Manual provides that: "a Special Meeting may be scheduled either by majority vote of the City Council at a Regular Meeting or by a "Notice of Special Meeting" signed by the Mayor and three Council members and delivered to all Council members at least 24 hours in advance of the Special Meeting.

BUDGETARY IMPACTS: None

STAFF RECOMMENDATIONS: Approval of scheduling two Special Meetings in October 2024 for the Council to conduct the required public hearings on the City's 2025 budget.

ALTERNATIVES: The Council could keep the current schedule of meetings in October 2024, or choose a different schedule to conduct the public hearings for the City's 2025 budget.

PUBLIC OUTREACH: This item has been promoted through the regular communication channels to be

considered by the Lakewood City Council.

NEXT STEPS: If approved, staff will proceed with scheduling Special Meetings on October 7th and October 21st for the public hearings on the City's 2025 budget.

ATTACHMENTS: None

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