



**CITY CLERK'S OFFICE MEMORANDUM**  
**#10-2019**

**DATE:** June 24, 2019

**TO:** Honorable Mayor Pro Tem Esquibel and City Council Members

**THROUGH:** Heather Geyer, City Manager 

**FROM:** Johanna Small, City Clerk 

**SUBJECT:** CR-69 – Short-Term Rental Property License Fees

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**PURPOSE**

To set fees for short-term rental property licenses pursuant to the new Section 18-18-4 of the Northglenn Municipal Code.

**BACKGROUND**

The adoption of CB-1923 – Short-Term Rental Property Regulations will allow fees to be imposed for short-term rental property licenses, and requires fees to be set by separate resolution.

**STAFF RECOMMENDATION**

Attached to this memorandum is a resolution which, if approved, would establish the fee amounts for short-term rental property licenses listed below.

Annual License Fee	\$ 175.00
Annual License Renewal Fee	\$ 150.00
Late Renewal Fee	\$ 25.00

Staff prepared a cost analysis to develop the fee amounts, which include anticipated staff time required to process license applications and the actual cost of an on-site inspection performed by the Building Division. The cost of an on-site inspection through SafeBuilt is \$75.00 and is included in the proposed annual license fee and annual license renewal fee.

Additionally, staff researched fees for several other municipalities who are currently licensing short-term rental properties, which are shown in the table below:

<b>Municipality</b>	<b>New License</b>	<b>Renewal</b>
Aurora	\$ 39.00	\$ 39.00
Basalt	\$ 35.00	\$ 35.00
Beaver Creek	\$ 200.00	\$ 200.00
Blue River	\$ 200.00	\$ 75.00
Boulder	\$ 105.00	\$ 105.00
Breckenridge	\$ 150.00	\$ 150.00
Broomfield	\$ 100.00	\$ 100.00
Colorado Springs	\$ 119.00	\$ 119.00
Crested Butte	\$ 750.00	\$ 750.00
Denver	\$ 25.00	\$ 25.00

## CR-69 – Short-Term Rental Property License Fees

June 24, 2019

Page 2 of 2

Dillon	\$ 75.00	\$ 75.00
Durango	\$ 750.00	\$ 100.00
Estes Park	\$ 200.00*	\$ 200.00
Fraser	\$ 150.00	\$ 150.00
Frisco	\$ 75.00	\$ 75.00
Ft. Collins	\$ 150.00	\$ 100.00
Georgetown	\$ 500.00	\$ 200.00
Golden	\$ 200.00	\$ 200.00
Grand Lake	\$ 600.00	\$ 600.00
Silverthorne	\$ 100.00**	\$ 100.00
Summit County	\$ 150.00	\$ 75.00
Telluride	\$ 165.00***	\$ 165.00
Vail	\$ 150.00	\$ 150.00
Winter Park	\$ 60.00	\$ 60.00

\*Estes Park: \$200 base fee + \$50 per bedroom

\*\* Silverthorne: tiered fee structure from \$100 to \$300 based on the number of bedrooms

\*\*\*Telluride: \$165 base fee + \$22 per bedroom

Among the municipalities listed above, the average cost of a new license is \$215, and the average cost of a license renewal is \$163.

### BUDGET/TIME IMPLICATIONS

The adoption of CB-1923 – Short-Term Rental Property Regulations will allow for the licensing of short-term rental properties. If CR-69 is approved, the short-term rental license fees will take effect immediately.

### STAFF REFERENCE

If Council members have any comments or questions they may contact Johanna Small at [jsmall@northglenn.org](mailto:jsmall@northglenn.org) or 303.450.8757.

CR-69 – Short-Term Rental Property License Fees

SPONSORED BY: MAYOR PRO TEM ESQUIBEL

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-69  
Series of 2019

\_\_\_\_\_  
Series of 2019

A RESOLUTION IMPOSING SHORT-TERM PROPERTY RENTAL LICENSE FEES  
PURSUANT TO SECTION 18-18-4 OF THE NORTHGLENN MUNICIPAL CODE

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN,  
COLORADO, THAT:

Section 1. The City Council hereby imposes the following license fees for short-term  
property rental licenses pursuant to Section 18-18-4 of the Northglenn Municipal Code:

Annual License Fee	\$ 175.00
Annual License Renewal Fee	\$ 150.00
Late Renewal Fee	\$ 25.00

DATED at Northglenn, Colorado, this \_\_\_\_ day of \_\_\_\_\_, 2019.

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ANTONIO B. ESQUIBEL  
Mayor Pro Tem

ATTEST:

\_\_\_\_\_  
JOHANNA SMALL, CMC  
City Clerk

APPROVED AS TO FORM:

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COREY Y. HOFFMANN  
City Attorney