



DENVER
EXCISE & LICENSES

**SHORT-TERM RENTAL ADVISORY
COMMITTEE (STRAC)
PURPOSE AND REQUIREMENTS**

ARTICLE I – GENERAL PROVISIONS

Section 1.1. Name

The name of this committee is the Denver Short-Term Rental Advisory Committee (“STRAC”). STRAC is a volunteer advisory committee organized and existing under the discretion of the Director of the Denver Department of Excise and Licenses (the “Director”).

Section 1.2. Purpose

The purpose of STRAC is to provide guidance and recommendations to the Denver Department of Excise and Licenses (the “Department”) on policies pertaining to the short-term rental licensing program. STRAC meetings are open to the public.

Section 1.3. Announcements

All public announcements from the Department may be made at a STRAC meeting, posted on the Department’s website, and/or publicized through the Department’s short-term rental bulletin.

ARTICLE II – COMMITTEE MEMBERSHIP

Section 2.1. Committee Composition

Section 2.1.1. Number of Committee Members

STRAC shall be comprised of up to twenty (20), but no fewer than sixteen (16) individuals who serve as committee members.

Section 2.1.2. Representation on the Committee

Members of STRAC shall consist of short-term rental hosts, non-hosts, industry stakeholders, neighborhood representatives, and Denver elected officials.

Section 2.1.3. City Staff Representation

Representatives from the Department shall be present at all STRAC meetings to guide the discussion and collect feedback. The Department may invite staff from other City departments as necessary and/or as requested by STRAC.

Section 2.3. Term of Service

Once selected for the committee, members are expected to serve a term lasting two years. There is no lifetime limit on the number of terms that a member may serve.

Section 2.4. Member Expectations

Section 2.4.1. Attendance Expectations

Committee members are expected to attend a minimum of four (4) of the regularly scheduled STRAC meetings held during each calendar year. Committee members should strive to attend a minimum of 2/3 of the total meetings in any given calendar year. Any committee member who

cannot be physically present at a meeting shall be deemed in attendance if the member joins the meeting via telephone or video conference.

Section 2.4.2. Participation Expectations

Committee members are expected to actively participate on the committee. This includes, but is not limited to, the following: reviewing all relevant material before committee meetings; engaging in the discussions of relevant issues in the short-term rental community; providing thoughtful and respectful input to the City for consideration during development of short-term rental licensing policies; and providing feedback on the effects of the committee's work.

Section 2.5. Resignations, Terminations, and Vacancies

Section 2.5.1. Resignations

If a committee member is unable to fulfil the expectations outlined in section 2.4, the member may submit a written resignation to the Director.

Section 2.5.2. Terminations

The Director reserves the right to terminate an individual's membership on the advisory committee at any time. Any termination shall be delivered in writing to the committee member. Terminations are final.

Section 2.5.3. Vacancies

With the exception of City Council representation, vacancies on the committee may be filled at any time through an open application process conducted by the Department. The open application process shall be announced publicly as described in section 1.3, and the announcement shall describe the selection criteria and process. City Council representation on STRAC shall be determined by the City Council President.

ARTICLE III – COMMITTEE MEETINGS

Section 3.1. Regular Meetings

STRAC shall meet regularly six times a year. Regularly scheduled meetings will take place from 4:00 p.m. until 5:30 p.m. on the second Tuesday of every other month, beginning in February of any given calendar year. Unless otherwise indicated by the Department, STRAC will meet at the Wellington Webb Municipal Building, located at 201 W. Colfax Avenue, on the fourth floor in room number 4.G.6.

Section 3.2. Additional Meetings

Additional committee meetings may be held up to six times a year if scheduled by the Department or called for by STRAC. The date, time, and location of additional meetings will be announced publicly as described in section 1.3 as soon as practicable after the additional meeting has been scheduled.

Section 3.3. Agenda Development

Section 3.3.1. Standard Agenda Items

At each meeting, the Department may provide STRAC with updates from the City regarding short-term rental licensing, enforcement, and compliance data and/or trends, tax collection data, budget and spending information, and current events in Denver and other jurisdictions. In addition, there will be opportunities to discuss policy trends and provide recommendations to the Department.

Section 3.3.2. Additional Agenda Items

Committee members may request that additional agenda items be added for consideration. To be considered, additional agenda items must be submitted in writing to the Department no later than one week before a STRAC meeting.

Section 3.3.3. The Department sets the Agenda

The Department reserves the right to set the final agenda for STRAC meetings to ensure each topic is addressed and to ensure timely receipt of additional agenda items or meeting materials.

Section 3.4. Meeting Materials

Section 3.4.1. Meeting Packets

No later than the Friday before a STRAC meeting, the Department shall distribute to STRAC members an electronic meeting packet containing the following:

- The agenda for the upcoming meeting;
- The minutes from the previous meeting;
- Any written public comments received in accordance with section 4.2 (if applicable);
- Any subcommittee findings received in accordance with section 5.2 (if applicable); and
- Any other relevant materials for review.

Section 3.4.2. Publicly Available Meeting Materials

As soon as practicable after a STRAC meeting, the Department shall make publicly available on its website all meeting agendas, minutes, and staff presentations. If additional materials are provided to the public at a STRAC meeting, the additional materials shall also be made publicly available on the Department's website.

Section 3.6. Meeting Cancellation

If there is ever good cause to cancel a STRAC meeting, the Department will announce the cancellation publicly as described in section 1.3 as soon as practicable.

ARTICLE IV – PUBLIC INPUT

Section 4.1 Public Input at STRAC meetings

A maximum of 30 minutes will be reserved at the end of each STRAC meeting for up to 15 interested individuals to provide public comment(s). To deliver a public comment at the end of a STRAC meeting, an individual must list their name and provide a summary of their feedback on a speaker sheet prior to

the start of the meeting. The Department shall make the speaker sheet available at the entrance to the meeting room no later than 15 minutes before the start of each STRAC meeting. Each speaker will be allotted a maximum of two minutes to speak. Speakers will be called to provide their comments in the order in which they are listed on the speaker sheet.

Section 4.2. Written Public Comments

Individuals who are unable to deliver a public comment at a STRAC meeting may deliver written comment(s) for consideration by STRAC members and the Department at any time. Written comments must be emailed to licenses@denvergov.org with “STRAC Public Comment” as the subject line. Emailed comments will be shared electronically with STRAC on the Friday before each STRAC meeting as described in section 3.4.1. Emailed comments will not be read aloud at STRAC meetings.

ARTICLE V – SUBCOMMITTEES

Section 5.1. Subcommittee Formation

STRAC may form subcommittees as needed to conduct research, engage in stakeholder outreach, and present other findings to the full committee. Committee members may form a subcommittee by providing the Department and the committee with a subcommittee formation notice, containing the following:

- The purpose and goal(s) of the subcommittee;
- The STRAC members interested in participating on the subcommittee;
- The methods the subcommittee will use to achieve its stated goal(s);
- The length of time the subcommittee estimates it will take to achieve its stated goal(s); and
- The date of the STRAC meeting when the subcommittee would like to present its findings.

Section 5.2. Subcommittees Findings

Any subcommittee formed shall report back to STRAC with its findings. A subcommittee shall report on its findings by providing the Department and the full committee with a subcommittee findings document, containing the following:

- The purpose and goal(s) of the subcommittee;
- The STRAC members who participated on the subcommittee;
- The methods the subcommittee used to achieve its stated goal(s);
- The results of the research or community outreach; and
- Any recommendations the subcommittee would like the full committee to consider.

The subcommittee findings document and any related materials must be submitted to the Department at least one week prior to the STRAC meeting during which the subcommittee intends to share its findings.

Section 5.3. Subcommittee Materials

The Department shall distribute subcommittee findings to all STRAC members no later than the Friday before a STRAC meeting in accordance with section 3.4.1. All subcommittee formation notices, subcommittee findings documents, and related materials distributed to STRAC members shall be made publicly available on the Department’s website as soon as practicable after the STRAC meeting.