



# Legal Notice

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**Date:** 11/19/20

**Subject:** An ordinance of the City of Littleton, Colorado, adding Chapter 23 entitled Short-Term Rentals to Title 3 Business Regulations

**Passed/Failed:** Passed on second reading and public hearing

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**CITY OF LITTLETON, COLORADO**

**ORDINANCE 41  
SERIES 2020**

**CITY OF LITTLETON, COLORADO**

**ORDINANCE NO. 41**

**Series, 2020**

**AN ORDINANCE OF THE CITY OF LITTLETON,  
COLORADO, ADDING CHAPTER 23, ENTITLED SHORT-  
TERM RENTALS, TO TITLE 3 BUSINESS REGULATIONS**

**WHEREAS**, the renting of dwelling units for periods of less than twenty-eight days (“Short-Term Rental” or “Short-Term Rentals”) is an ongoing activity within the City; and

**WHEREAS**, the City has received some complaints from community members regarding Short-Term Rentals and the actions of some of their renters; and

**WHEREAS**, Short-Term Rentals may at times have an adverse effect on the residential character of certain neighborhoods; and

**WHEREAS**, the Littleton City Code does not adequately address the topic of regulating Short-Term Rentals in the city's residential neighborhoods and city council directed staff to draft regulations; and

**WHEREAS**, the city council finds that the proposed amendments to the city code are in the best interest of the city and will promote the public health, safety, and welfare of its inhabitants.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LITTLETON, COLORADO, THAT:**

**Section 1:** Chapter 23 of Title 3, Short-Term Rentals, is hereby added to the Littleton City Code to read as follows:

**CHAPTER 23. SHORT-TERM RENTALS**

**3-23-1: LEGISLATIVE PURPOSE:**

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1 The local licensing system implemented pursuant to this Article ensures the health and safety of  
2 renters of short-term rentals, mitigates the impacts of short-term rentals on the neighborhoods in  
3 which they are located, and maintains and enhances neighborhood livability. The system of  
4 licensing promotes a fair operating environment for all persons in the business of providing  
5 lodging or transient accommodation. The system of licensing also allows for ongoing data  
6 collection to further evaluate the impact of short-term rentals on the neighborhoods in which they  
7 are located and on affordable housing.

8

9 **3-23-2: DEFINITIONS:**

10

11 The following definitions shall apply to this Chapter:

12

13 **APPLICANT:** The owner(s) of the real property for which a short-term rental license is sought.  
14 If a property has multiple owners, including joint ownership by spouses, all persons with an  
15 ownership interest must sign the application permit.

16

17 **DIRECTOR:** shall mean the Director of Community Development.

18 **DWELLING UNIT:** One (1) or more connected rooms that are structurally divided from other  
19 dwelling units or from all other rooms in the same building and providing residence for including  
20 permanent provisions for living, sleeping, eating, cooking, and sanitation. No such dwelling unit  
21 shall be occupied by more than one (1) unrelated individual over the age of twelve (12) years  
22 who is required to register as a sex offender under the provisions of Colorado Revised Statutes §  
23 18-3-412.5, as amended. Provided however, that this section shall not require a resident to leave  
24 the home upon becoming twelve (12) years of age.

25 **DWELLING, MULTIPLE-FAMILY:** Any building structurally divided into three (3) or more  
26 separate dwelling units including rooming/boarding houses, apartments, townhomes, and  
27 condominiums. No such dwelling unit shall be occupied by more than one (1) unrelated individual  
28 over the age of twelve (12) years who is required to register as a sex offender under the provisions  
29 of Colorado Revised Statutes § 16-22-103, as amended. Provided however, that this section shall  
30 not require a resident to leave the home upon becoming twelve (12) years of age, nor shall this  
31 section apply to any child required to register as a sex offender under said statute who is placed  
32 pursuant to Colorado Revised Statutes § 19-1-103(51.3), in a foster care home certified or licensed  
33 pursuant to article 6 of title 26, Colorado Revised Statutes.

34 **FINANCE DIRECTOR:** shall mean the Finance Director of the City of Littleton.

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1 LICENSED PREMISES: shall mean a dwelling unit, or portion thereof, that has a valid license  
2 issued pursuant to this Article allowing short-term primary or non-primary rental of such dwelling  
3 unit.

4 PARTY: shall mean one (1) or more persons who as a single group rent a short-term primary or  
5 non-primary rental pursuant to a single reservation and payment.

6 PRIMARY RESIDENCE: shall mean the dwelling unit in which a person resides for nine (9) or  
7 more months of the calendar year. Under this definition, a person has only one (1) primary  
8 residence at a time.

9 SHORT-TERM NON-PRIMARY RENTAL: shall mean a dwelling unit that is not a primary  
10 residence and that is leased, in part or in whole, to one (1) party at a time for periods of less than  
11 twenty-eight (28) consecutive days. The term short-term non-primary rental shall not include the  
12 rental of a dwelling unit to the former owner immediately following the transfer of ownership of  
13 such dwelling unit and prior to the former owner vacating the dwelling unit.

14 SHORT-TERM PRIMARY RENTAL: shall mean a dwelling unit that is a primary residence of  
15 which a portion is leased to one (1) party at a time for periods of less than twenty-eight (28)  
16 consecutive days. A dwelling unit of a duplex or two-family dwelling, as defined in the Littleton  
17 City Code, that is not a primary residence is eligible to be a short-term primary rental and may be  
18 licensed as a short-term primary rental if the connected dwelling unit is a primary residence and  
19 both dwelling units are located on the same lot. The term short-term primary rental shall not  
20 include the rental of a dwelling unit to the former owner immediately following the transfer of  
21 ownership of such dwelling unit and prior to the former owner vacating the dwelling unit.

22 **3-23-3: LICENSE REQUIRED:**

23  
24 No person may rent or lease to any person, or use, any dwelling unit as a short-term primary rental  
25 or short-term non-primary rental within the City unless a license to rent such dwelling unit has  
26 been first issued as provided in this Chapter and in compliance with any and all applicable laws  
27 and regulations adopted pursuant thereto.

28 **3-23-4: LICENSE APPLICATION:**

29  
30 (a) Before any license under this Chapter is issued, an application shall be submitted. All  
31 applications shall be made upon forms provided by the Finance Director. The Finance  
32 Director may, at the Finance Director's discretion, require additional documentation  
33 associated with the application as may be necessary to enforce the requirements of this  
34 Chapter. In addition to any other requirements, applicants shall provide the following  
35 documentation showing the official Littleton address of the short-term rental:

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- 1
- 2 (1) A valid Colorado driver's license or a valid Colorado state identification card; and
- 3
- 4 (2) For short-term primary-rental licenses: at least two (2) of the following documents
- 5 indicating that the short-term rental is the applicant's primary residence:
- 6 (i) Proof of valid motor vehicle registration;
- 7 (ii) Proof of voter registration;
- 8 (iii) Federal or state tax returns or other Finance documentation;
- 9 (iv) A utility bill; or
- 10 (v) Any other legal documentation deemed sufficient by the Finance Director which
- 11 is pertinent to establishing primary residency; and
- 12
- 13 (3) Proof of ~~possession~~ OWNERSHIP of the short-term rental, ~~either by valid warranty~~
- 14 ~~deed, valid lease, or other verification of the tenant's right to possession of the~~
- 15 ~~premises. If the applicant does not own the dwelling unit, the applicant must also~~
- 16 ~~provide written documentation from the property owner allowing the applicant to~~
- 17 ~~conduct a short term rental on the proposed licensed premises; and~~
- 18
- 19 (4) The applicant shall self-certify that the information on the application is accurate and
- 20 truthful under penalty of perjury under the laws of the State of Colorado; and
- 21
- 22 (5) At the time of an initial or renewal application for a license, each applicant shall pay
- 23 a fee set by the City Council pursuant to its authority to establish administrative fees.
- 24 The application fee may be refunded at the discretion of the Finance Director if the
- 25 applicant demonstrates that the dwelling unit proposed to be licensed has certain
- 26 modifications that make it more accessible and accommodating to persons with
- 27 disabilities. Modifications required for a refund shall be set forth in writing and sent
- 28 to the Finance Director who will grant or deny refund requests solely at their own
- 29 discretion.
- 30

31 **3-23-5: LICENSING REQUIREMENTS:**

- 32
- 33 (a) Short-Term Primary-Rental License. The following are the minimum requirements that must
- 34 be satisfied by the applicant for the issuance of a short-term primary-rental license.
- 35 (1) The applicant must provide documentation satisfactory to the Finance Director that the
- 36 applicant is the owner of the dwelling unit and that the dwelling unit is his or her
- 37 primary residence.

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- 1 (2) The applicant must have valid sales and use issued pursuant to Section 3-9-1 of the  
2 Littleton City Code for the dwelling unit to be utilized as a short-term primary rental.
- 3 (3) The dwelling unit must comply with all applicable federal, state, and local laws  
4 including, but not limited to Section 10-4-9 of the Littleton City Code which sets forth  
5 applicable parking requirements.
- 6 (4) The property must conform to, and the applicant shall certify that the dwelling unit  
7 proposed to be licensed as a short-term rental complies with, applicable sanitation,  
8 mechanical, electrical, structural, and fire safety requirements in Section 4-1-1 *et seq*  
9 of the Littleton City Code. The Director may inspect the dwelling unit proposed to be  
10 licensed for purposes of verifying compliance with such requirements and refusal by  
11 the applicant to allow such inspection shall be grounds for denial of the issuance of a  
12 license.
- 13 (5) The applicant must maintain liability insurance to cover use of the short-term rental  
14 in an amount determined appropriate by the Insurance Company insuring such Short-  
15 Term Rental, but no amount less than five hundred thousand dollars (\$500,000).
- 16 (6) No applicant shall be issued a license if marijuana is cultivated or processed, or  
17 marijuana products are processed or otherwise produced, in the dwelling unit proposed  
18 to be rented.
- 19 (7) The applicant must identify one or more persons who will be available to respond  
20 within two (2) hours at all times during which the dwelling unit is rented to any issues  
21 raised by the renter, neighbor, or the City. Any such person must have access to the  
22 dwelling unit and be authorized to make decisions regarding the dwelling unit.
- 23 (8) The applicant must specify which portions of the dwelling unit will constitute the  
24 licensed premises available for use by renters.
- 25 (9) Applicant must provide and post a copy of the Good Neighbor document near the door  
26 of the short-term rental space being occupied.
- 27 (b) Short-Term Non-Primary Rental License. The following are the minimum requirements that  
28 must be satisfied by the applicant for the issuance of a short-term non-primary rental license.
- 29 (1) The applicant must provide documentation satisfactory to the Finance Director that the  
30 applicant is the owner of the dwelling unit.
- 31 (2) The applicant must have valid sales and use and lodging tax licenses issued pursuant  
32 to Section 3-9-1 of the Littleton City Code for the dwelling unit to be utilized as a  
33 short-term non-primary rental.
- 34 (3) The dwelling unit must comply with all applicable federal, state, and local laws.

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- 1 (4) The property must conform to, and the applicant shall certify that the dwelling unit  
2 proposed to be licensed as a short-term rental complies with, applicable sanitation,  
3 mechanical, electrical, structural, and fire safety requirements in Section 4-1-1 *et seq*  
4 of the Littleton City Code. The Director or his or her designee may inspect the  
5 dwelling unit proposed to be licensed for purposes of verifying compliance with such  
6 requirements and refusal by the applicant to allow such inspection shall be grounds  
7 for denial of the issuance of a license.
- 8 (5) The applicant must maintain liability insurance to cover use of the short-term rental in  
9 an amount determined appropriate by the Insurance Company insuring such Short-  
10 Term Rental, but no amount less than five hundred thousand dollars (\$500,000).
- 11 (6) No applicant shall be issued a license if marijuana is cultivated or processed, or  
12 marijuana products are processed or otherwise produced, in the dwelling unit proposed  
13 to be rented.
- 14 (7) The applicant must identify one or more persons who will be available to respond  
15 within two (2) hours at all times during which the dwelling unit is rented to any issues  
16 raised by the renter or the City. Any such person must have access to the dwelling unit  
17 and be authorized to make decisions regarding the dwelling unit.
- 18 (8) Applicant must provide and post a copy of the Good Neighbor document near the door  
19 of the short-term rental being occupied.

20 **3-23-6: ISSUANCE OF LICENSES:**

21  
22 Upon compliance with the requirements of this Chapter, the Finance Director shall issue a license  
23 to the applicant authorizing the short-term rental of the licensed premises. The license issued shall  
24 allow only the short-term primary rental or the short-term non-primary rental of the licensed  
25 premises. Licenses issued for short-term primary rentals shall specify the areas of the dwelling unit  
26 that may be rented. Each license shall be applicable to a single dwelling unit and no license issued  
27 shall be transferable. A license shall terminate upon transfer of ownership of the licensed premises.  
28

29 **3-23-7: DENIAL OF LICENSE:**

- 30  
31 (a) A short-term primary license shall be denied if it is not the applicant's primary residence. In  
32 determining whether a location is the applicant's primary residence for short-term rental  
33 licensing purposes, the Finance Director may consider any of the following applicable  
34 factors:  
35
- 36 (1) Whether the applicant has or claims any other location for domestic, legal, billing,  
37 voting, or licensing purposes;

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- 1
- 2 (2) Whether and how often the applicant returns to the short-term rental or resides at any
- 3 other location within a calendar year;
- 4
- 5 (3) Whether the address listed on an applicant's legal documents or tax assessment records
- 6 is different than the address of the short-term rental;
- 7
- 8 (4) Whether an applicant's business pursuits, employment, income sources, residence for
- 9 income or other tax purposes, leaseholds, situs of personal and real property, and motor
- 10 vehicle registration indicate that the short-term rental is the applicant's primary
- 11 residence;
- 12
- 13 (5) Whether the amount of time that the short-term rental has been, or will be, rented within
- 14 the calendar year indicates the short-term rental is or is not the applicant's primary
- 15 residence;
- 16
- 17 (6) Whether the applicant is actively deployed in the United States military; or
- 18
- 19 (7) Whether any other relevant information discovered by the director or submitted by the
- 20 applicant indicates that the short-term rental is or is not the applicant's primary
- 21 residence.
- 22
- 23 (b) Both short-term primary licenses and short-term non-primary licenses may be denied when
- 24 there is good cause to deny the application. The term "good cause" means:
- 25
- 26 (1) Evidence that an applicant or licensee has violated, does not meet, or has failed to
- 27 comply with any of the terms or conditions placed on his license, any city or state law,
- 28 or any rules and regulations promulgated thereunder;
- 29
- 30 (2) Evidence that the short-term rental has previously been, or will be, operated in a manner
- 31 that adversely affects the public health, safety, or welfare of the immediate
- 32 neighborhood in which the short-term rental is located;
- 33
- 34 (3) The address indicated in the application is not a legal dwelling unit.
- 35
- 36 (4) The applicant fails to provide a complete application and documentation required
- 37 pursuant to section 3-23-4 of the Littleton City Code;
- 38
- 39 (5) The applicant fails to obtain or maintain appropriate insurance; or



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(6) The application fails to comply with any state or local laws, or any rules and regulations adopted pursuant thereto.

**3-23-8: LICENSE TERM, RENEWAL, SUSPENSION:**

- (a) All licenses issued under this Chapter shall be valid for a period of one (1) year from the date of their issuance.
- (b) If the licensee has received notice of violation of any law or regulation, including disciplinary action against the license, the application for renewal shall include a copy of the notice or disciplinary action.
- (c) In addition to the grounds set forth in 3-1-3 and 3-9-1 *et seq* of the Littleton City Code, a short-term rental license may not be renewed if there are causes for denial, suspension, revocation or other licensing sanctions as provided in this Chapter, or rules and regulations promulgated thereto.
- (d) Except where the Finance Director has received a complete renewal application along with the requisite fees, it shall be unlawful for any person to operate a short-term rental after the expiration date recorded upon the face of the short-term rental license.
- (e) A license may be suspended or revoked after a hearing by an issuance of a Notice to Show Cause for violations of the City’s Code or verified complaints pertaining to the operation of the short-term rental at the discretion of the Finance Director.

**3-23-9: UNLAWFUL ACTS:**

- (a) Safety requirements. It shall be unlawful to operate a short-term rental without a functioning smoke detector, carbon monoxide detector, and fire extinguisher on the licensed premises.
- (b) Primary residence. It shall be unlawful to operate a short-term rental under a primary residence license in any location that is not the applicant's primary residence.
- (c) Compliance with city and state laws. It shall be unlawful to operate a short-term rental that does not comply with all applicable city and state laws.
- (d) Advertising. It shall be unlawful to advertise a short-term rental without the license number clearly displayed on the face of the advertisement. For the purpose of this section, the terms

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1 "advertise," "advertising" or "advertisement" mean the act of drawing the public's attention  
2 to a short-term rental.

3  
4 (e) Insurance. It shall be unlawful to operate a short-term rental without, fire, hazard and liability  
5 insurance within the liability coverage limits set by the Finance Director.  
6

7 **3-23-10: LICENSE REQUIREMENTS AND RESTRICTIONS:**

8  
9 (a) SHORT-TERM RENTAL LICENSES

10 1. Accountability. The short-term rental shall be the legal responsibility of the legal owner(s)  
11 as set forth on the Application and license, and the owner shall agree to accept notice of  
12 violation either in person or upon posting upon the property.

13 2. Primary Residence. A residence used as a short-term primary-rental license will be the  
14 primary residence of the legal owner(s).

15 3. Accessory Dwelling Units. For parcels containing Accessory Dwelling Units (ADUs) the  
16 owner, if such owner is also the primary resident of the main residence, may obtain a short-  
17 term primary-rental license for the main residence only. Short term rentals are not permitted  
18 in ADUs.

19 4. Maximum Occupancy per Bedroom. A short-term rental shall not exceed two (2) adults  
20 per bedroom.

21 5. Maximum Occupancy of Premises. The maximum occupancy of a short-term rental shall  
22 be eight (8) persons.

23 6. Prohibited Structures. No short-term rental shall be located in any recreational vehicle,  
24 travel trailer or temporary structure.

25 7. Limitation of Rental Contracts. No short-term rental shall be under more than two  
26 simultaneous rental contracts.

27 8. Limitation on Multiple Uses. During any rental period, the short-term rental shall not be  
28 used for any purpose (e.g. home-based business, temporary event, etc.) by the renter or owner  
29 other than for lodging purposes.

30 9. Parking. All short-term rentals shall provide A MINIMUM OF TWO (2) off-street  
31 parking SPACES as specified in the City Code. ~~Short term rentals lacking a paved parking~~  
32 ~~space in a driveway, garage, or carport shall be limited to two (2) on street parking spaces.~~  
33 ~~These on street locations shall remain public and may not be reserved by the use of any~~

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- 1 ~~signage.~~ Any advertisements or listing of the short-term rental shall provide the number of  
2 parking spaces available for use by the renter, and the location of such parking spaces  
3 (DRIVEWAY, GARAGE ~~on-street, off-street~~). ~~The number of bedrooms for rent may not~~  
4 ~~exceed the number of available parking spaces.~~
- 5 10. Premises Inspection. Each property shall complete an initial premises compliance and  
6 safety check in conformance with a checklist promulgated by the Director. Upon  
7 determination of compliance with this Chapter, the property shall be issued a certificate of  
8 inspection.
- 9 11. The license number shall be prominently displayed in all listing or advertising of the  
10 licensed premises for short term rental.
- 11 12. A copy of the license shall be prominently displayed in the licensed premises.
- 12 13. The licensee shall comply with all applicable Littleton City Codes including, but not  
13 limited to: Littleton City Code Title 3 Business Regulations; Littleton City Code Title 4,  
14 Building Regulations, including the International Property Maintenance Code as amended;  
15 and Littleton City Code Title 10, Chapter 4 Supplementary Standards.
- 16 14. The licensee shall maintain compliance with all sanitation, mechanical, electrical,  
17 structural, and fire safety requirements as set forth in Title 4 Building Regulations.
- 18 15. The licensee shall ensure that renters of a short-term primary rental shall only be allowed  
19 access to the portions of the dwelling unit identified in the license.
- 20 16. The person(s) identified in section 3-23-5 of the Littleton City Code shall be available  
21 at all times during which the licensed premises is rented to respond within two (2) hours, in  
22 person if necessary, to any issues raised by the renter or the City. The licensee shall provide  
23 each renter and the City with a current telephone number of the person(s) available to respond  
24 and each such person must have access to the licensed premises and be authorized to make  
25 decisions regarding the licensed premises.
- 26 17. The licensee shall maintain insurance as specified in section 3-23-5 of the Littleton City  
27 Code at all times during which the license is valid.
- 28 18. Good Neighbor Handout. Each short-term rental shall ~~provide~~ POST ~~inside~~ a Good  
29 Neighbor Handout **INSIDE THE LICENSED PREMISES IN CLOSE PROXIMITY TO AN**  
30 **ENTRY POINT** ~~on the licensed premises~~ that includes the licensee's contact information, a  
31 local responsible party's contact information, and any necessary emergency contact  
32 information. For the purposes of this section, "local responsible party" means an individual  
33 located in the area during the entire length of the short-term rental period who has access to  
34 the licensed premises and is authorized to make decisions regarding the licensed premises.

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1 The Good Neighbor Handout shall also provide information pertinent to the neighborhood  
2 where the short-term rental is located including, but not limited to, parking restrictions,  
3 restrictions on noise and amplified sound, trash collection schedule, relevant water  
4 restrictions, fire evacuation routes, and any other information, as required by the Director of  
5 Community Development, applicable to the short-term rental and the surrounding  
6 neighborhood.

7  
8 19. Good Neighbor Letter. Upon approval of the application and renewal of each  
9 license, the applicant or owner shall provide a Good Neighbor Letter, in a form authorized  
10 by the Director of Community Development, to each property owner and resident of an  
11 address with an adjoining property line or directly across a street or alley WITHIN TWO  
12 WEEKS AFTER RECEIVING APPROVAL OF AN STR LICENSE.

13  
14 **3-23-11: VIOLATIONS AND PENALTIES:**

15  
16 In addition to the suspension, revocation or refusal to renew any license issued hereunder, any  
17 licensee who violates any provision of this Chapter may be punished by a fine or imprisonment  
18 or both, in accordance with 1-4-1 of the Littleton City Code. Additionally, the City may take any  
19 other legal action available to address violations of the provisions of this Chapter.

20 **3-23-12: ADMINISTRATION:**

21  
22 The Finance Director and Director shall administer the provisions of this Chapter and are  
23 authorized to jointly promulgate rules and regulations for its administration and implementation.

24 **Section 2:** Severability. If any part, section, subsection, sentence, clause or  
25 phrase of this ordinance is for any reason held to be invalid, such invalidity shall not affect the  
26 validity of the remaining sections of this ordinance. The City Council hereby declares that it would  
27 have passed this ordinance, including each part, section, subsection, sentence, clause or phrase  
28 hereof, irrespective of the fact that one or more parts, sections, subsections, sentences, clauses or  
29 phrases may be declared invalid.

30  
31 **Section 3:** Repealer. All ordinances or resolutions, or parts thereof, in conflict  
32 with this ordinance are hereby repealed, provided that this repealer shall not repeal the repealer  
33 clauses of such ordinance nor revive any ordinance thereby.

34  
35  
36 INTRODUCED AS A BILL at a regularly scheduled meeting of the City Council  
37 of the City of Littleton on the 20<sup>th</sup> day of October , 2020, passed on first reading by a vote of 7

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1 FOR and 0 AGAINST; and ordered published by posting at Littleton Center, Bemis Library, the  
2 Municipal Courthouse and on the City of Littleton Website.

3 PUBLIC HEARING on the Ordinance to take place on the 17<sup>th</sup> day of November,  
4 2020, in the Council Chamber<sup>1</sup>, Littleton Center, 2255 West Berry Avenue, Littleton, Colorado,  
5 at the hour of 6:30 p.m., or as soon thereafter as it may be heard.

6 PASSED on second and final reading, following public hearing, by a vote of 7 FOR  
7 and 0 AGAINST on the 17<sup>th</sup> day of November, 2020 and ordered published by posting at Littleton  
8 Center, Bemis Library, the Municipal Courthouse and on the City of Littleton Website.

9 ATTEST:

DocuSigned by:

Colleen Norton

Colleen L. Norton

CITY CLERK

DocuSigned by:

Reid Betzing

Reid Betzing

CITY ATTORNEY

DocuSigned by:

Jerry Valdes

Jerry Valdes

MAYOR



22 <sup>1</sup> Due to COVID19, the City of Littleton is providing virtual coverage of city council meetings to protect the health of  
23 citizens, council members and staff. Meetings will not be held in the council chamber until further notice.