

Draft Short-Term Rental Regulatory Framework (9-25-18)

	KEY ELEMENT	POTENTIAL REQUIREMENTS
1.	Ministerial permit and business license required to operate short-term rentals.	Each operator of a short-term rental activity shall be required to obtain a ministerial short-term rental permit (permit) and business license to operate. Each permit shall be renewed annually.
2.	Inclusion of performance standards and revocation language.	Sample performance standards include: 1) rental structure shall meet all building codes, 2) observation of maximum allowed number of guests, 3) observation of maximum number of allowed vehicles, 4) occupants shall not create a public nuisance, 5) quiet time between 10:00pm to 7:00am, 6) no on-site advertising, 7) payment of Transient Occupancy Tax.
3.	Permitting of non-hosted rentals.	Non-hosted rentals may be permitted, however, a designated responsible party must be available by phone and within a 30-minute drive during non-hosted short-term rental activities.
4.	Prohibit short-term rental of Accessory Dwelling Units.	Short-term rental of accessory dwelling units (ADU's) will not be permitted ministerially, however, rental of ADU's can occur with the issuance of a land use permit.
5.	90-day limit on short-term rental activity per property.	Short term rental activity up to 90 days a year may be permitted ministerially, rental activity in excess of 90 days a year will require issuance of a land use permit.
6.	Notification to neighbors of an approved short-term rental activity.	Upon permit issuance of a short-term rental permit, all property owners within 300 feet will receive a notice that includes: 1) location of short-term rental, 2) contact for responsible party, 3) code enforcement contact information, 4) approved site plan, 5) list of performance standards and conditions of approval, 6) link to Short-Term Rental ordinance, and 7) permit expiration date.
7.	A minimum of one additional off-street parking space will be required per short-term rental property.	One additional off-street parking space will be required for every property issued a short-term rental permit. Additional parking may be permitted within the required setbacks and driveways. Two off-street parking spaces will be required for short-term rental dwellings with four or more bedrooms. The number of required off-street parking spaces may be modified with the issuance of a land use permit.
8.	Guest limits per rental property.	The number of guests permitted at a short-term rental property will be 2 persons per bedroom, plus 2 total guests, except with the issuance of a land use permit. Short-term rentals shall be limited to one group at a time, except with the issuance of a land use permit.
9.	Special events prohibited.	No special events may be permitted (conferences, weddings, parties, etc.) as part of a short-term rental, except with the issuance of a land use permit.
10.	Short-term rental of one structure/dwelling per lot.	Only one structure or building may permitted to be rented on a short-term basis per property, except with the issuance of a land use permit.
11.	Require a Land Use Permit for exceptions.	Land Use Permits may be reviewed and approved for exceptions to those chosen elements based on unique property circumstances.
12.	Collection of TOT Tax.	Each operator of a short-term rental will be required to pay Transient Occupancy Taxes.

