

§ 1 INTENT AND PURPOSE.

The intent and purpose of this chapter is to establish standards, guidelines, and procedures by which the owners of Short-term Rental Units shall comply to ensure that the essential character of the Town is maintained. Such owners have the responsibility to properly communicate to their guests the laws, standards, rules, and regulations that must be followed as established by the Town, Lincoln County, and the State of Wyoming. This will protect the residents of our Town while providing Short-term Rental patrons with a safe and enjoyable experience during their visit.

§ 2 DEFINITIONS.

(A) The following terms shall apply to this chapter as written unless context indicates or requires a different meaning:

HOSTED SHORT-TERM RENTAL(S). A lot with a single-family residence; a portion of which may be rented out after obtaining a short-term rental permit. The owner of the property permanently resides in one portion of the single-family residential unit and is present during the time in which renters are renting another portion of the single-family residential unit. Examples of an owner-occupied single-family residence include renting a portion of the owner's dwelling (room rental) or rental of a basement with separate entry/access.

LOCAL REPRESENTATIVE. An area property manager, owner, or agent of the owner, who within one hour can respond to questions or concerns from short-term rental guests, residents of the surrounding neighborhood, or representatives of the Town.

NON-HOSTED SHORT-TERM RENTAL(S). A lot with a single-family residence which may be rented out after obtaining a short-term rental permit. The owner of the property is not present at the single-family residential unit during the time in which renters are renting the single-family residential unit.

SHORT-TERM RENTAL(S). The rental of all or any portion of a residential dwelling unit for a period less than one calendar month. A calendar month is the period from a day of one month to the corresponding day of the next month if such exists; or if not, to the last day of the next month. A calendar month shall be computed by excluding the first and including the last day (as from January 4 to February 3 or from January 31 to February 29).

SHORT-TERM RENTAL UNIT(S). A property used for short-term rental.

(B) Words or phrases in this Chapter necessitating a definition shall be defined pursuant to the Town Zoning Regulations, as amended.

§ 3 REQUIREMENTS AND PROHIBITIONS.

(A) No person shall operate a short-term rental unit in the Town without first obtaining a short-term rental permit ("Permit") in accordance with the provisions of this Chapter.

(B) Multiple bookings during the same period for a short-term rental unit are not allowed.

(C) Short-term rentals are not permitted outdoors, in tents, campers, recreational vehicles, attached or unattached accessory structures (e.g., sheds, garages).

(D) Camping, outdoor sleeping, or occupancy of any camper or recreational vehicle on the property by short-term rental guests while the licensed premises is being used as a short-term rental or hosted short-term rental is prohibited.

(E) Specifically, the local representative shall be solely responsible for ensuring short-term rental guests are made aware of all Town notices, alerts, and warnings potentially affecting the short-term rental guest's stay.

§ 4 STANDARDS.

(A) Permit.

(1) A Short-term Rental Permit Application must be submitted and approved by the Town before a residential dwelling unit can be used for Short-term Rentals. Any persons currently operating a Short-term Rental, as defined herein, may continue to do so, but must submit a Permit Application and otherwise come into compliance with this Chapter within 90 days of its enactment.

(2) Permit Applications are available at Town Hall and must be filled out and approved by Town Administrative Staff.

(3) A Permit Application fee for each Short-term Rental Unit being permitted is required. An annual permit renewal fee is also required. No refunds shall be given for initial, or renewal fees paid. Fees will be set by resolution and reviewed annually.

(4) Each Permit will be assigned a unique permit number.

(5) A Permit holder shall be responsible for providing notice to the Town within 10 business days of any changes to the information included in a Short-term Rental Application.

(6) Permits are nontransferable, except that upon death of a Permit holder, the Permit may be transferred to a family member who holds an interest in title to the Short-term Rental Unit at issue.

(7) The Permit holder must maintain a record of each renter of the Short-term Rental Unit for five (5) years, including the name and contact information for the renter and the time(s) and date(s) of the rental. This information shall be made available to the Town upon court order.

(B) Permit renewal.

(1) Permits must be renewed annually. Permits must be renewed ten business days prior to the last day of December.

(2) Permit renewal applications shall be filed annually with the Town Administrative Department. The Town may, for good cause, as defined herein, refuse to renew a Permit.

(3) The Permit is valid for one calendar year, or portion thereof. Renewal of the Permit requires the submission of a complete Permit renewal application and designated fee. If a complete renewal application and applicable fees have not been received by the Town on the annual renewal date [see § 4(C) below], the Short-term Rental Unit shall be conclusively presumed to be discontinued and the Town shall revoke the Short-term Rental Permit without further notice required.

(4) Permit renewal applications must comply with this Chapter.

(C) Permit expiration.

(1) All Permits expire on the last day of December each year and must be renewed ten business days prior to expiration. If a Permit is allowed to expire, the Permit holder will be required to pay a late fee in addition to the Permit renewal fee. Any Permit not renewed by January 15 will be deemed revoked. Any person who continues to operate a Short-term Rental without a Permit shall be operating a Short-term Rental in violation of this Chapter.

§ 5 ISSUANCE.

The issuance of a short-term rental permit shall be subject to the following requirements.

(A) *Notice to neighbors within 300 feet of lot boundary.* Permit holders must provide a list of mailing addresses for the owners of neighboring parcels within 300 feet of the lot boundaries of the short-term rental unit. This address list must be provided along with the short-term rental permit application. The permit holder must also provide his/her name and contact information, and the name and contact information of a local representative, living in Star Valley, designated by the permit holder to handle complaints or correspondence regarding the short-term rental unit. The permit holder shall notify the Town within ten business days if the contact information changes. The Town will complete mailing of the notice to neighbors to residents identified on the provided mailing list.

(B) *Advertising signs prohibited.* Short-term rentals may not be advertised with physical signage within Town Limits.

(C) *Lodging and sales taxes.* Short-term rental units are classified as lodging facilities by the State of Wyoming. Permit holders are responsible for paying all lodging and sales taxes required by Wyoming law.

(D) *Annual safety inspection required.* All short-term rentals must pass an annual safety inspection, proof of which must be submitted with an initial or renewal application. This inspection can be completed by the Permit holder, a local representative of the permit holder, or by a licensed Building/Housing inspector (the short-term rental checklist is included with the application packet).

(E) *Parking requirements.* All short-term rental units must provide on-site parking spaces. On-site parking spaces consist of established driveways or garages at the short-term rental unit. Short-term rental guest vehicles are not allowed to be parked on lawns or in other areas of the short-term rental unit property in the event that existing on-site parking spaces are full. No vehicles are allowed to be parked on Town streets or Town rights-of-way.

(F) *Solid waste collection requirements.* All permit holders must provide solid waste collection container(s) for all time periods that the residential dwelling unit is offered for short-term rental. All trash must be securely stored to prevent it from attracting wildlife. The permit holder or permit holder's representative shall arrange for trash pickup on the designated day and for placing and returning the waste container(s) to ensure that they do not hinder Town road maintenance. Solid waste storage and disposal shall not become a nuisance. Failure to maintain solid waste collection service in accordance with this paragraph shall constitute a violation pursuant to section § 6 of this chapter.

(G) *Exterior identification signage and other signage requirements.*

(1) *Identification of short-term rental unit signage.* Each short-term rental unit shall be equipped with one exterior identification sign of at least 8½" x 11" in size, but not exceeding 12" x 24" in size (see example figures). No other signs promoting or identifying the short-term rental unit shall be permitted. The required exterior Identification Sign shall be attached to the home in a clearly visible location and shall display all the following information in lettering of sufficient size to be easily legible:

(a) "24/7 Agent" and a telephone number at which the 24/7 agent may be reached on a twenty-four (24) hour basis; and

- (b) The number of bedrooms at the property; and
- (c) The number of individuals the property sleeps; and
- (d) The telephone number of the Town's Special Municipal Officer.