

# Code Change: Section 62-133. Commercial use types.

- *“(35) Short-term rental. A residential unit where sleeping accommodations are furnished to transient guests for a charge. This definition only applies to single structures with five or fewer guest rooms, ten or fewer total occupants, and where guests stay for fewer than 28 days.”*

# Code Change: Table 62-162-2. Permitted Uses by Zoning Districts

	AG	RR	R-1	R-2	R-3	MH	LC	CC	DC	GC	LI	GI	P	Add'l Reg.
Commercial Uses														
Short-term Rentals		P	P	P	P	P			P					62-469(8)
Lodging								P	P	P	S			

# Code Change: Section 62-469. - Commercial uses.

“(8) *Short-term rental.* When permitted in the RR, R-1, R-2, R-3, MH, and DC zoning districts, short-term rentals shall be subject to the following additional requirements:

- a. Short-term rentals must obtain a license through the Community Development Department. In order to obtain a short-term rental license, the applicant shall provide the following information:
  1. A list of house rules that all guests must abide by while staying on the property. These house rules shall include a maximum number of guests not to exceed maximum occupancy rates as determined by City building and fire codes;
  2. A copy of the property deed, in which the applicant shall be listed as the deed holder;
  3. The information for a primary contact, who shall be available 24/7 if any issues arise with the rental property;
  4. A list of any other short-term rental uses and licenses the applicant has any financial stake in;
  5. A list of any other residents or entities that have direct financial stake in the proposed short-term rental, as well as the names of the primary stakeholders for any businesses or corporations with financial stake in the property;
  6. An emergency plan that demonstrates to guests how to respond to emergencies such as a fire, as well as a signed statement that there are adequate smoke and carbon monoxide detectors installed in the structure; and
7. Any additional documentation deemed necessary by Community Development staff.

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- b. All short-term rental licenses are subject to a calendar yearly renewal. A yearly license fee as determined by the City shall be paid at the time of application submittal.
- c. Any entity is allowed to apply for or have financial stake in a maximum of two short-term rental licenses.
- d. The short-term rental use is only permitted in residential homes owned by the license applicant. Duplexes, townhomes, and apartment complexes with four or fewer units must obtain a license for each individual unit being rented. This use is not permitted within apartment complexes with more than four units, accessory structures, or ADU's. Any residences utilized as a short-term rental shall be residential in appearance.
- e. The property must meet current zoning requirements, including proper setbacks, landscaping, and off-street parking requirements.
- f. Penalty for Ordinance Violations: Any license issued pursuant to this Chapter may be suspended or revoked by the Board of City Commissioners for violating any of the provisions of this Chapter. Any licensee or agent or employee of a licensee who has violated any provisions of this Chapter shall be subject to the following penalties, in addition to possible license revocation:
  1. First Offense: \$250 administrative fine.
  2. Second Offense: \$500 administrative fine.
  3. Third Offense: \$750 administrative fine and license revocation.

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- g. The denial of a short-term rental license can be performed at the discretion of the Community Development Director or designees. If an applicant wishes to contest a denial or revocation, they shall submit a written request to the Community Development Director or designee to be brought forward for a public hearing in front of City Commission regarding overturning the denial or revocation. The City Commission may overturn a license denial or revocation with a simple majority vote and resolution.
- h. In the event that a license is revoked due to the applicant violating one of the rules outlined above, the applicant may not apply for a new license until at least six (6) months have passed. An applicant having had multiple license revocations in the past may serve as justification to deny a new license application.”