



Date: October 28, 2023

Honorable Mayor and Council Members:

Author and title: Rosie Johnson, Program Analyst II

Title: **Short-Term Rental Ordinance Clean-up Adoption**

Jen Callaway, Town Manager

---

**Recommended Action:** Adopt Ordinance 2023-12 amending Chapter 3.24 (Transient Occupancy Tax), and Chapter 5.02 (Transient Rental of Residential Units) of the Truckee Municipal Code with recommended changes for Section 5.02.040(B) Local Contact Person.

**Discussion:** Ordinance 2023-12, which would amend Chapter 3.24 and Chapter 5.02 of the Truckee Municipal Code, was introduced by Town Council on October 14, 2023. Staff identified a few areas of the municipal code related to the short-term rental (STR) and transient occupancy tax program that warranted minor changes. The intent of these changes is not to introduce significant policy changes to the STR program. Rather, the proposed updates are intended to further expand on requirements and clean-up aspects of the short-term rental ordinance by improving clarity and consistency. The Council made one change to the ordinance draft as part of the introduction, as described below and provided in Attachment 2 (clean copy) and Attachment 3 (track changes).

During the November 14, 2023 Town Council discussion of the proposed amendments, one additional modification was added to section 5.02.040(B) to further expand upon the type of explanation the local contact person is supposed to provide to the Town. The local contact person has an obligation to investigate a complaint to determine whether a violation exists and to require that, within 60 minutes, the local contact person shall provide a *verbal or written explanation* to Town Staff of the steps taken to investigate a complaint, to confirm whether a violation occurred, and resolve any violation that has occurred. The intent of this change provides clarity on the type of explanation required by the local contact to Town Staff whether it be verbal or a written explanation of steps taken to remedy a complaint.

**Priority:**

<input checked="" type="checkbox"/> Enhanced Communication	<input type="checkbox"/> Climate and Greenhouse Gas Reduction	<input checked="" type="checkbox"/> Housing
<input type="checkbox"/> Infrastructure Investment	<input type="checkbox"/> Emergency and Wildfire Preparedness	<input checked="" type="checkbox"/> Core Service

**Fiscal Impact:** There are no fiscal impacts associated with the proposed short-term rental ordinance updates.

**Public Communication:**

Notification was published as part of the regular Town Council agenda packet. Staff have also discussed the staff recommendation regarding smoke detectors and the prior recommendation prohibiting beds from non-bedrooms with Visit Truckee-Tahoe staff and board members.

**Attachments:**

1. October 14, 2023 Staff Report available at:  
<https://app.laserfiche.com/laserfiche/DocView.aspx?repo=r-6a91ddbc&customerId=140032387&id=59676872>
2. Ordinance 2023-12 – clean copy
3. Ordinance 2023-12 – track changes from October 14, 2023 Town Council meeting