

# MEMORANDUM

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**FROM: CITY MANAGER JERALD P. TAYLOR**

**RE: SUMMARY OF PROPOSED CHANGES  
SHORT TERM RENTAL REGULATIONS**

**DATE: JANUARY 7, 2010**

The following is a summary of most of the changes in short term rental regulations being proposed in the two Ordinances and two Resolutions marked “Public Discussion Draft ‘A’”.

## Short Term Rental Ordinance

- Clarifies that if a person has a short term rental permit, that person is not eligible for an additional permit as a member of a group or other form of beneficial ownership. (Section 3(c))
- Requires a size limited identification sign attached to the short term rental identifying the dwelling as a short term rental and listing a telephone number for a contact person or agency. (Section 4(b))
- Deletes the requirement for renters to register cars with the City. Requires that off-street parking be provided and available for renters. (Section 4(c))
- Redefines responsibilities of a contact person. (Section 4(d))
- Requires certain emergency information to be placed in every short term rental. (Section 4(f))
- Requires periodic safety reinspection of short term rentals at least every five years and requires owners to correct identified deficiencies. (Section 5(b))
- Requires that an occupancy capacity be specified at the time a short term rental permit is issued, and prohibits increased occupancy capacity from new construction or additions constructed after the permit is issued. (Section 5(c))

## Transient Lodging Tax Ordinance

- Clarifies that a tax return must be filed even if no taxes are collected during that time period. (Section 3)
- Modifies penalty for not turning in a tax return and remittance on time to be the greater of \$100 or 10% of the tax due. (Section 4)

## Fee Resolution

- Increases annual short term rental permit fee from \$150 to \$500 and allows a \$350 credit towards transient lodging tax remittance to the City.