

CITY COUNCIL MEMORANDUM

FROM: The Office of the City Manager **DATE:** September 8, 2025

SUBJECT: Consider Ordinance No. 3925, amending Chapter 18, Article XII. Rental Housing, to adopt short-term rental regulations.

PRESENTER: Cori Reaume, Director of Planning

SUMMARY:

Revisions are proposed to the City's Rental Housing regulations to add in a new division, "Short-term Rentals," to provide for the registration of all short-term rentals, and to establish guidelines by which they must operate.

GENERAL DESCRIPTION:

Earlier this year, the City Council adopted amendments to Chapter 18, Businesses, to incorporate a new Article XII outlining regulations related to rental housing. Included with the initial adoption were regulations related to traditional long-term single-family rentals. Regulations to short-term rentals were discussed at that time, but direction was given to pursue research related to zoning regulations prior to finalizing ordinances related to short-term rentals.

As referenced in the memorandum related to the zoning amendment (Ordinance No. 3922), the City has conducted a great deal of research, and we have continued to revise this set of regulations based on the feedback received from the City Council, STR operators, and members of the public.

A general summary of components of the ordinance are below:

- Requirement for annual registration
- Initial inspection, and allowance for additional inspections up to once per quarter
- Requirement for a local point-of-contact to respond quickly to complaints
- Limiting parking to no more than four vehicles, none of which may be parked on a public street
- Prohibiting guests in excess of established maximum occupancy of 2 per bedroom plus 1, inclusive of children.
- Requirement to comply with the noise limitations
- Requirement to maintain booking records and provide to City upon request
- Requirement to maintain compliance with hotel occupancy tax payments
- Provision for the City to revoke a permit if multiple violations are received.



This ordinance is not a zoning regulation and will not have action taken by the Planning & Zoning Commission, however, a draft of this ordinance was provided to them, as it is a critical component of considering the adoption of the zoning ordinance which is going before the Commission on September 4, 2025.

RECOMMENDATION:

Approve Ordinance No. 3925.