



NOTICE OF SPECIAL MEETING OF THE LA QUINTA CITY COUNCIL

TO THE MEMBERS OF THE LA QUINTA CITY COUNCIL AND TO THE CITY CLERK:

NOTICE IS HEREBY GIVEN that a **Special Meeting** of the La Quinta City Council is hereby called to be held virtually via Zoom on **Thursday, February 25, 2021, beginning at 4:00 p.m.** Pursuant to Executive Orders N-25-20, N-29-20, N-33-20, N-35-20, and N-60-20 executed by the Governor of California, in response to the state of emergency relating to novel coronavirus disease 2019 (COVID-19) and enabling teleconferencing accommodations by suspending or waiving specified provisions in the Ralph M. Brown Act (Government Code § 54950 *et seq.*), members of the City Council, the City Manager, City Attorney, City Staff, and City Consultants may participate in this regular meeting by teleconference. Additionally, pursuant to the above-referenced executive orders, members of the public temporarily are not permitted to physically attend at City Hall the meeting to which this agenda applies, but any member of the public may listen or participate in the open session of this meeting as specified below.

Members of the public wanting to listen to this special meeting may do so by tuning-in live via <http://laquinta.12milesout.com/video/live>.

Members of the public wanting **to address the City Council during the meeting**, for public comment are requested to send an email notification to the La Quinta City Clerk’s Office at CityClerkMail@LaQuintaCA.gov, **no later than 12:00 p.m. on the day of the meeting**, and specify the following information:

- 1) Full Name
- 2) City of Residence
- 3) Phone Number
- 4) Public Comment
- 5) Subject
- 6) Written or Verbal Telephonic Comments

The email “subject line” must clearly state “Written Comments” or “Verbal Telephonic Comments.”

The special meeting is called for the following purpose:

BUSINESS SESSION

1. **INTRODUCE FOR FIRST READING AN ORDINANCE AMENDING CHAPTER 3.25 OF THE LA QUINTA MUNICIPAL CODE RELATED TO SHORT-TERM VACATION RENTALS; AND DISCUSS SHORT-TERM VACATION RENTAL PROGRAM AD-HOC COMMITTEE RECOMMENDATIONS [ORDINANCE NO. 589]**

PUBLIC HEARING

1. **ADOPT RESOLUTION TO AMEND THE CITY'S SHORT-TERM VACATION RENTAL PROGRAM PERMIT FEES [RESOLUTION NO. 2021-003]**

Dated: February 23, 2021

/s/ Linda Evans

LINDA EVANS, Mayor

Attest:



MONIKA RADEVA, City Clerk

DECLARATION OF POSTING

I, Monika Radeva, City Clerk, do hereby declare that the foregoing notice for the City Council special meeting of February 25, 2021 was posted on the outside entry to the Council Chamber at 78495 Calle Tampico and on the bulletin boards at 51321 Avenida Bermudas and 78630 Highway 111 on February 23, 2021.



MONIKA RADEVA, City Clerk



City Council agendas and staff reports are available on the City's web page: www.LaQuintaCA.gov

CITY COUNCIL AGENDA

CITY HALL COUNCIL CHAMBER
78495 Calle Tampico, La Quinta

SPECIAL MEETING
THURSDAY, FEBRUARY 25, 2021 AT 4:00 P.M.

SPECIAL NOTICE

Teleconferencing and Telephonic Accessibility In Effect

Pursuant to Executive Orders N-25-20, N-29-20, N-33-20, N-35-20, and N-60-20 executed by the Governor of California, in response to the state of emergency relating to novel coronavirus disease 2019 (COVID-19) and enabling teleconferencing accommodations by suspending or waiving specified provisions in the Ralph M. Brown Act (Government Code § 54950 *et seq.*), members of the City Council, the City Manager, City Attorney, City Staff, and City Consultants may participate in this regular meeting by teleconference. Additionally, pursuant to the above-referenced executive orders, members of the public temporarily are not permitted to physically attend at City Hall the meeting to which this agenda applies, but any member of the public may listen or participate in the open session of this meeting as specified below.

Members of the public wanting **to listen to the open session** of the meeting may do so by tuning-in live via <http://laquinta.12milesout.com/video/live>.

Members of the public wanting **to address the City Council during the open session**, either for public comment or for a specific agenda item, or both, are requested to send an email notification to the La Quinta City Clerk's Office at CityClerkMail@LaQuintaCA.gov, and specify the following information:

- | | |
|----------------------|--|
| 1) Full Name | 4) Public Comment or Agenda Item Number |
| 2) City of Residence | 5) Subject |
| 3) Phone Number | 6) Written or Telephonic Verbal Comments |

The email “subject line” must clearly state “Written Comments” or “Telephonic Verbal Comments.”

Telephonic verbal public comments – requests to speak must be emailed to the City Clerk no later than 12:00 p.m. on the day of the meeting; the City will facilitate the ability for a member of the public to be audible to the City Council and general public for the item(s) by contacting him/her via phone and queuing him/her to speak.

Only one person at a time may speak by telephone and only after being recognized by the Mayor.

Written public comments must be received by the City Clerk’s Office no later than 12:00 p.m. on the day of the meeting, and will be distributed to the City Council, incorporated into the agenda packet and public record of the meeting, and will not be read during the meeting unless, upon the request of the Mayor, a brief summary of any public comment is asked to be read, to the extent the City Clerk’s Office can accommodate such request.

It would be appreciated that any email communications for public comments related to the items on the agenda, or for general public comment, are provided to the City Clerk’s Office at the email address listed above prior to the commencement of the meeting. If that is not possible, and to accommodate public comments on items that may be added to the agenda after its initial posting or items that are on the agenda, every effort will be made to attempt to review emails received by the City Clerk’s Office during the course of the meeting. The Mayor will endeavor to take a brief pause before action is taken on any agenda item to allow the City Clerk to review emails and share any public comments received during the meeting. All emails received by the City Clerk, at the email address above, until the adjournment of the meeting, will be included within the public record relating to the meeting.

CALL TO ORDER

ROLL CALL: Councilmembers: Fitzpatrick, Peña, Radi, Sanchez, Mayor Evans

PLEDGE OF ALLEGIANCE

CONFIRMATION OF AGENDA

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

At this time, members of the public may address the City Council on any matter not listed on the agenda by emailing **written public comments** or requests to provide **verbal telephonic public comments** as indicated above. Please limit your comments to three (3) minutes (or approximately 350 words). The City Council values your comments; however, in accordance with State law, no action shall be taken on any item not appearing on the agenda unless it is an emergency item authorized by Government Code § 54954.2(b).

BUSINESS SESSION

PAGE

1. INTRODUCE FOR FIRST READING AN ORDINANCE AMENDING CHAPTER 3.25 OF THE LA QUINTA MUNICIPAL CODE RELATED TO SHORT-TERM VACATION RENTALS; AND DISCUSS SHORT-TERM VACATION RENTAL PROGRAM AD-HOC COMMITTEE RECOMMENDATIONS [ORDINANCE NO. 589]

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PUBLIC HEARINGS – 4:00 p.m. or after

For all Public Hearings on the agenda, a completed “Request to Speak” form must be filed with the City Clerk prior to consideration of that item.

A person may submit written comments to City Council before a public hearing or speak via teleconference in support or opposition to the approval of a project(s). If you challenge a project(s) in court, you may be limited to raising only those issues you or someone else raised at the public hearing or in written correspondence delivered to the City at, or prior to the public hearing.

PAGE

1. ADOPT RESOLUTION TO AMEND THE CITY’S SHORT-TERM VACATION RENTAL PROGRAM PERMIT FEES [RESOLUTION NO. 2021-003]

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MAYOR’S AND COUNCIL MEMBERS’ ITEMS

ADJOURNMENT

The next regular meeting of the City Council will be held on March 2, 2021, at 4:00 p.m. at the City Hall Council Chambers, 78495 Calle Tampico, La Quinta, CA 92253.

DECLARATION OF POSTING

I, Monika Radeva, City Clerk, of the City of La Quinta, do hereby declare that the foregoing Agenda for the La Quinta City Council meeting was posted on the City's website, near the entrance to the Council Chambers at 78495 Calle Tampico, and the bulletin boards at the Stater Brothers Supermarket at 78630 Highway 111, and the La Quinta Cove Post Office at 51321 Avenida Bermudas, on February 23, 2021.

DATED: February 23, 2021

MONIKA RADEVA, City Clerk
City of La Quinta, California

Public Notices

- The La Quinta City Council Chamber is handicapped accessible. If special equipment is needed for the hearing impaired, please call the City Clerk's office at (760) 777-7092, twenty-four (24) hours in advance of the meeting and accommodations will be made.
- If special electronic equipment is needed to make presentations to the City Council, arrangements should be made in advance by contacting the City Clerk's office at (760) 777-7092. A one (1) week notice is required.
- If background material is to be presented to the Councilmembers during a City Council meeting, please be advised that eight (8) copies of all documents, exhibits, etc., must be supplied to the City Clerk for distribution. It is requested that this take place prior to the beginning of the meeting.
- Any writings or documents provided to a majority of the City Council regarding any item(s) on this agenda will be made available for public inspection at the Community Development counter at City Hall located at 78495 Calle Tampico, La Quinta, California, 92253, during normal business hours.

City of La Quinta

SPECIAL CITY COUNCIL MEETING: February 25, 2021

STAFF REPORT

AGENDA TITLE: INTRODUCE FOR FIRST READING AN ORDINANCE AMENDING CHAPTER 3.25 OF LA QUINTA MUNICIPAL CODE RELATED TO SHORT-TERM VACATION RENTALS; AND DISCUSS SHORT-TERM VACATION RENTAL PROGRAM AD-HOC COMMITTEE RECOMMENDATIONS

RECOMMENDATION

- A. Move to take up Ordinance No. ____ by title and number only and waive further reading.
- B. Move to introduce at first reading, Ordinance No. ____ to amend chapter 3.25 of the Municipal Code relating to Short-Term Vacation Rentals.
- C. Discuss and provide direction on Short-Term Vacation Rental Program Ad-hoc Committee recommendations.

EXECUTIVE SUMMARY

- On January 27, 2021, Council reviewed the Short-Term Vacation Rental Program (STVR) Ad-Hoc Committee (Committee) recommendations, and a comparison of other recommendations and regulations from Neighbors for Neighborhoods (N4N) and Palm Springs.
- Council expressed general support for several changes to the STVR permitting and operational standards including adding a Homeshare permit, adding a permit for STVRs with 5 bedrooms or more, and conducting a noise monitoring devices pilot program. A redline draft ordinance has been prepared reflecting these changes.
- Other items were tabled for further discussion, including establishing a limit to the number of bookings per year, limit on the number of STVR permits per owner, adding a Primary Residence STVR permit, and contract between owner and renter acknowledging the rules and regulations and securing a deposit from the renter.

FISCAL IMPACT

A cost of service analysis has been prepared to update and establish fees for the different types of STVR permits, which will be presented to Council for review and consideration under the Public Hearing portion of this meeting.

BACKGROUND/ANALYSIS

At the January 27, 2021 special meeting, Council reviewed the STVR Committee recommendations, a comparison of regulations from N4N and Palm Springs (Attachment 1), discussed several changes to STVR permits and operational standards, and tabled other items for further discussion.

A draft ordinance has been prepared with proposed code amendments shown as redline changes. The items that were tabled for further discussion are not included as proposed code amendments; and are identified as discussion items in this report .

The items below provide a general summary of the proposed code amendments to Chapter 3.25, including a recap of other items discussed at the January 27 special meeting:

- **Homeshare STVR Permit**

Homeshare permit is defined and added as a type of STVR permit whereby the owner hosts visitors in the owner's home, for compensation, while the owner lives on-site and in the home, throughout the visitor's stay. Homeshare permits do not have any limits on the number of bookings per year.

- **Estate Home STVR Permit – STVRs with five bedrooms or more**

An Estate Home permit is a type of STVR permit for homes with five or more bedrooms, subject to meeting evaluation criteria regarding adequate on-site parking and available street parking, potential noise impacts, and sufficient physical distance from adjacent properties, i.e., outdoor gathering spaces, pools, and other living spaces, to ensure that the STVR will not create conditions detrimental to the public health, safety and general welfare of the surrounding neighborhood. Inspection of the property to evaluate the above criteria and to verify the number of bedrooms is required, and installation of noise monitoring devices will be required as a condition of approval of the permit.

There are 73 STVRs with five bedrooms or more, out of which 32 are in PGA West. The 73 STVRs with five or more bedrooms represent 6% of all STVRs. Prior to their annual renewal dates, a new STVR permit would be required and subject to meeting the evaluation and inspection criteria. Existing STVRs with five bedrooms or more will not be grandfathered.

- **Adequate onsite parking**

Clarification language is added to Section 3.25.050(F) regarding adequate onsite parking. Clarification is added that adequate onsite parking is based on the number of overnight occupants allowed, not based on the number of daytime occupants allowed which permits a higher number of occupants. Adequate onsite parking is calculated at a ratio of 4:1 - for every four occupants, one onsite parking space is required, and two street parking spaces may count towards the "adequate onsite parking" standard.

- **Noise Devices Pilot Program**

Council reached a consensus and directed staff to conduct a Noise Monitoring Device Pilot Program, which is scheduled to commence on March 1, 2021.

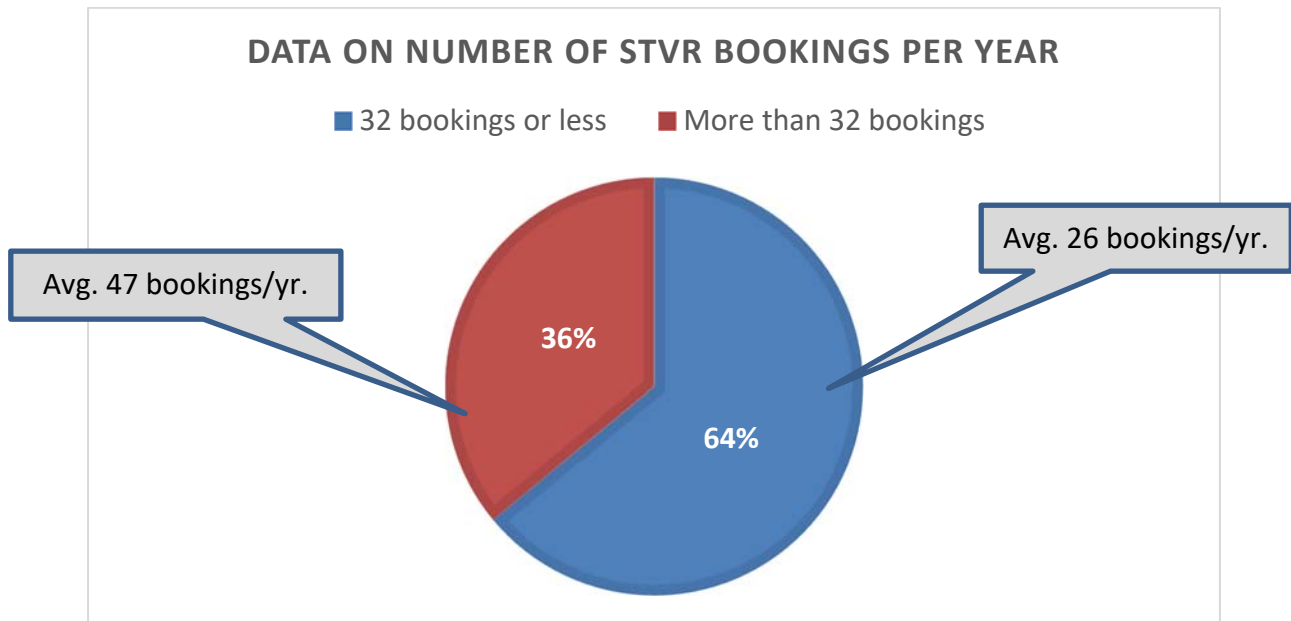
- **Daytime/Overnight Occupancy Limits**

No change; maintain existing limits with ranges to allow for flexibility and for the discretion of Code Compliance.

The items below are for further discussion and direction:

- **Limit on the number of bookings per year**

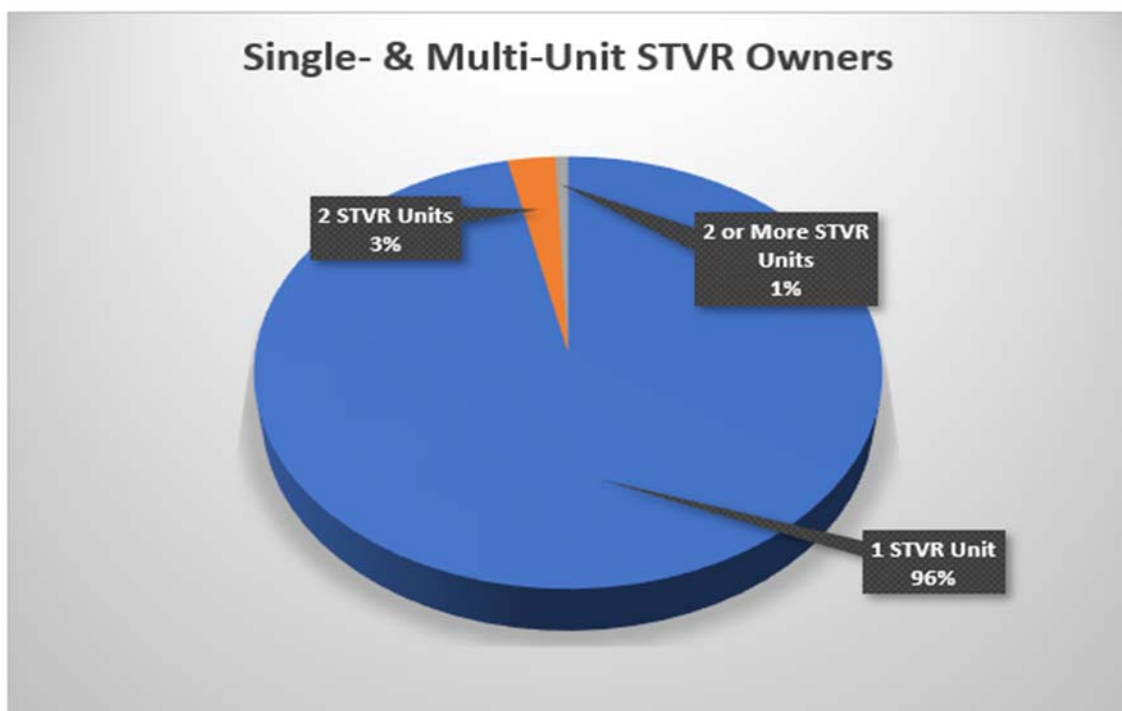
Council discussed imposing a limit of no more than 32 bookings (+ 4 in the summer months July/Aug/Sept) per calendar year for vacation rental use of a property, thereby reducing the frequency (incentivizing longer stays) and also reducing the density of STVR activity, although the number of bookings/year (32) was not yet decided. This limit is used in Palm Springs. Staff checked with Palm Springs and the rationale for the 32+4 (total 36) limit is because it represents about two-thirds of the weekends in a calendar year (there are 52 weekends in a year). Palm Springs staff commented that the 4 "bonus" bookings in the summer months have been difficult for staff to track and that the summer months are no longer a problem for rental activity as more and more people are visiting the Valley year-round. Council may wish to consider a fixed number limit rather than adding bonus numbers for the summer months. STVRs in Tourist Commercial (CT) zones, Village Commercial (VC) zones (Embassy Suites), and STVRs that are issued Homeshare permits would be exempt and would have no limit on the number of bookings per calendar year.



64% of STVRs have 32 bookings or less per year, with an average of 26 bookings per year. The number of bookings range from 2 to 32 in a year.

36% of STVRs have more than 32 bookings per year, with an average of 47 bookings per year. The number of bookings range from 33-96 per year.

- **Limit on Number of STVR permits per Owner.** Limiting the number of STVR permits per Owner would eliminate owners and business entities from operating multiple STVRs and would therefore control the number and density of STVRs in La Quinta. Currently, 96% of STVRs are single-unit STVR owners, and 4% are multi-unit STVR owners. A total of 34 STVR owners, comprised of both private individuals and business entities, own 2 properties; and a total of 9 STVR owners own more than 2 properties.



Palm Springs established their limit of one STVR per owner in 2017 as part of a Code (ordinance) update, and grandfathered owners with more than one STVR that had pre-existing permits as of the effective date of the 2017 Code update, as long as they were in compliance with the Code.

- **Primary Residence STVR Permit**

A primary residence permit is a type of STVR permit whereby the dwelling is the owner's primary residence. Primary residence can mean a dwelling where an owner spends the majority of the calendar year on the property used as a STVR, and the property is identified in the Riverside County Assessor's record as the owner's primary residence. Council discussed that this type of permit could be limited to a lower number of bookings per year or to tie the limit to the number of the events that occur in a calendar year (i.e., Coachella Music festival, Amex Golf, Tennis, etc.).

- **Contract between owner and renter acknowledging regulations**

The STVR Committee recommendations included recommendations for host training and best practices to improve hosting and guest management and to reduce complaints and achieve compliance. Staff is working with Marketing to update the good neighbor brochure that will be especially informative to the owner and renter when the orders are lifted and when updated regulations are in effect. Additionally, staff is preparing video training content on the rules and regulations for both hosts and renters. A requirement can be added that an owner/renter agreement must be executed at the time of booking, and that the signed agreement be made available to Code Compliance upon demand. Palm Springs provides a "Vacation Rental Statement of Rules and Regulations" (Attachment 2) that is to be signed by the renters acknowledging that they have read and will comply with all the rules and regulations. Staff can prepare a similar document.

- **Owner requiring a security deposit from renter**

The City cannot require that the owner to obtain a security deposit from the renter, to be used in case a fine is imposed for a violation. It has been La Quinta's practice that fines for violations are imposed on the owner, not on the renter. However, it has been discussed that the renter (occupant) should be fined, for example, for noise violations because it is the occupant that is causing the violation. The City's ordinance states that an occupant may be issued an administrative citation. Section 3.25.090.E (Violation) states that *"The city may issue an administrative citation to any applicant, occupant, responsible person, local contact person, owner, or owner's authorized agent or representative."* Occupant means any person(s) occupying the dwelling at any time. For example, the occupant violating

a noise regulation would receive a fine of \$1,000, and a strike would go against the owner. Three strikes within one year will result in an immediate suspension of the permit.

Staff researched Pacific Grove and their ordinance does not include any provisions that require an owner/host to obtain a security deposit from their renter. Staff has learned that there are some owners/hosts that opt to require their renters to provide a security deposit to be used in case a fine is imposed for a violation, and other owners/hosts do not impose this requirement on their renters.

ALTERNATIVES

Council may elect to adopt some of the changes; instruct Staff to make additional/different amendments; and/or amend certain sections of these chapters of the Code.

Prepared by: Danny Castro, Design and Development Director
Approved by: Jon McMillen, City Manager

Attachments: 1. Comparison of Regulations
2. Statement of Rules and Regulations (Palm Springs)

ORDINANCE NO. XXX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LA QUINTA, CALIFORNIA, AMENDING CHAPTER 3.25 OF THE LA QUINTA MUNICIPAL CODE RELATED TO SHORT TERM VACATION RENTALS

WHEREAS, Chapter 3.25 of the La Quinta Municipal Code (LQMC) relates to short-term vacation rentals; and

WHEREAS, the City has the authority to regulate businesses operating within the City; and

WHEREAS, Chapter 3.25 of the LQMC addresses permitted uses, short-term vacation rental process and permitting procedures; and

WHEREAS, the proposed amendments are necessary to clarify regulations, process, and standards for short-term vacation rentals under the City's short-term vacation rental program, as more particularly set forth in this Ordinance.

NOW, THEREFORE, the City Council of the City of La Quinta does ordain as follows:

SECTION 1. Chapter 3.25 shall be amended as written in "Exhibit A" attached hereto and incorporated herein by reference.

SECTION 2. The City Council does hereby grant the City Clerk the ability to make minor amendments to "Exhibit A" to ensure consistency of all approved text amendments prior to the publication in the La Quinta Municipal Code.

SECTION 3. **Posting:** The City Clerk shall, within 15 days after passage of this Ordinance, cause it to be posted in at least three public places designated by resolution of the City Council, shall certify to the adoption and posting of this Ordinance, and shall cause this Ordinance and its certification, together with proof of posting to be entered into the Book of Ordinances of the City of La Quinta.

SECTION 4. **Effective Date:** This Ordinance shall be in full force and effect thirty (30) days after its adoption.

SECTION 5. **Severability:** If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the

Ordinance No. XXX
Amendments to Chapter 3.25 Short-Term Vacation Rentals
Adopted: Month & Date, 2021
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remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each and every section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more section, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared unconstitutional.

PASSED, APPROVED and ADOPTED, at a regular meeting of the La Quinta City Council held this ____ day of _____, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

LINDA EVANS, Mayor
City of La Quinta, California

ATTEST:

MONIKA RADEVA, City Clerk
City of La Quinta, California

(CITY SEAL)

APPROVED AS TO FORM:

WILLIAM H. IHRKE, City Attorney
City of La Quinta, California

Chapter 3.25 SHORT-TERM VACATION RENTALS

Chapter 3.25 SHORT-TERM VACATION RENTALS

3.25.010 Title.

This chapter shall be referred to as the “Short-Term Vacation Rental Regulations.” (Ord. 572 § 1, 2018; Ord. 563 § 1, 2017; Ord. 501 § 2, 2012)

3.25.020 Purpose.

A. The purpose of this chapter is to establish regulations for the use of privately owned residential dwellings as short-term vacation rentals that ensure the collection and payment of transient occupancy taxes (TOT) as provided in Chapter 3.24 of this code, and minimize the negative secondary effects of such use on surrounding residential neighborhoods.

B. This chapter is not intended to provide any owner of residential property with the right or privilege to violate any private conditions, covenants and restrictions applicable to the owner’s property that may prohibit the use of such owner’s residential property for short-term vacation rental purposes as defined in this chapter. (Ord. 572 § 1, 2018; Ord. 563 § 1, 2017; Ord. 501 § 2, 2012)

C. The requirements of this chapter shall be presumed to apply to any residential dwelling that has received a short-term vacation rental permit. A rebuttable presumption arises that, whenever there is an occupant(s), paying rent or not, of a residential dwelling that has received a short-term vacation rental permit, the requirements of this chapter shall apply, including but not limited to any suspension or other modifications imposed on a short-term vacation rental permit as set forth in this chapter. The city manager or authorized designee shall have the authority to implement any necessary or appropriate policies and procedures to implement the rebuttable presumption set forth in this section.

3.25.030 Definitions.

For purposes of this chapter, the following words and phrases shall have the meaning respectively ascribed to them by this section:

“Advertise,” “advertisement,” “advertising,” “publish,” and “publication” mean any and all means, whether verbal or written, through any media whatsoever whether in use prior to, at the time of, or after the enactment of the ordinance amending this chapter, used for conveying to any member or members of the public the ability or availability to rent a short-term vacation rental unit as defined in this section, or used for conveying to any member or members of the public a notice of an intention to rent a short-term vacation rental unit as defined in this section. For purposes of this definition, the following media are listed as examples, which are not and shall not be construed as exhaustive: Verbal or written announcements by proclamation or outcry, newspaper advertisement, magazine advertisement, handbill, written or printed notice, printed or poster display, billboard display, e-mail or other electronic/digital messaging platform, electronic commerce/commercial Internet websites, and any and all other electronic media, television, radio, satellite-based, or Internet website.

“Applicable laws, rules and regulations” means any laws, rules, regulations and codes (whether local, state or federal) pertaining to the use and occupancy of a privately owned dwelling unit as a short-term vacation rental.

“Applicant” means the owner of the short-term vacation rental unit.

“Authorized agent or representative” means a designated agent or representative who is appointed by the owner and also is responsible for compliance with this chapter with respect to the short-term vacation rental unit.

“Booking transaction” means any reservation or payment service provided by a person or entity who facilitates a home-sharing or vacation rental (including short-term vacation rental) transaction between a prospective occupant and an owner or owner’s authorized agent or representative.

“City manager” means that person acting in the capacity of the city manager of the city of La Quinta or authorized designee.

“Declaration of non-use” means the declaration described in Section [3.25.050](#).

“Dwelling” has the same meaning as set forth in Section [9.280.030](#) (or successor provision, as may be amended from time to time) of this code; “dwelling” does not include any impermanent, transitory, or mobile means of temporary lodging, including but not limited to mobile homes, recreational vehicles (RVs), car trailers, and camping tents.

[“Estate home” means a single-family detached residence with five or more bedrooms.](#)

[“Estate home permit” is a type of short-term vacation rental permit that is issued to a short-term vacation rental unit with five or more bedrooms, subject to evaluation criteria and inspection of the property pursuant to Section 3.25.060.D.](#)

“Good neighbor brochure” means a document prepared by the city that summarizes the general rules of conduct, consideration, and respect, including, without limitation, provisions of this code and other applicable laws, rules or regulations pertaining to the use and occupancy of short-term vacation rental units.

[“Homeshare permit” is a type of short-term vacation rental permit whereby the Owner hosts visitors in the Owner’s home, for compensation, for periods of thirty \(30\) consecutive calendar days or less, while the Owner lives on-site and in the home, throughout the visitor’s stay.](#)

“Hosting platform” means a person or entity who participates in the home-sharing or vacation rental (including short-term vacation rental) business by collecting or receiving a fee, directly or indirectly through an agent or intermediary, for conducting a booking transaction using any medium of facilitation, including but not limited to the Internet.

“Local contact person” means the person designated by the owner or the owner’s authorized agent or representative who shall be available twenty-four hours per day, seven days per week with the ability to respond to the location within forty-five minutes for the purpose of: (1) taking remedial action to resolve any such complaints; and (2) responding to complaints regarding the condition, operation, or conduct of occupants of the short-term vacation rental unit. A designated local contact person must obtain a business license otherwise required by Sections [3.24.060](#) and [3.28.020](#) (or successor provisions, as may be amended from time to time) of this code.

“Notice of permit modification, suspension or revocation” means the notice the city may issue to an applicant, authorized agent or representative, local contact person, occupant, owner, responsible person, or any other person or entity authorized to be issued such notice under this code for a short-term vacation rental unit, upon a determination by the city of a violation of this chapter or other provisions of this code relating to authorized uses of property subject to this chapter.

“Occupant” means any person(s) occupying the dwelling at any time.

“Owner” means the person(s) or entity(ies) that hold(s) legal and/or equitable title to the subject short-term vacation rental.

“Primary residence” means a dwelling where an Owner spends the majority of the calendar year on the property used as a short-term vacation rental unit, and the property is identified in the Riverside County Assessor’s record as the Owner’s primary residence.

“Primary residence permit” is a type of short-term vacation rental permit whereby the short-term vacation rental unit is the Owner’s primary residence, as defined herein in this Section.

“Property” means a residential legal lot of record on which a short-term vacation rental unit is located.

“Rent” has the same meaning as set forth in Section [3.24.020](#) (or successor provision, as may be amended from time to time) of this code.

“Rental agreement” means a written or verbal agreement for use and occupancy of a privately-owned residential dwelling that has been issued a short-term vacation rental permit, including a dwelling that may have a permit which has been or is under suspension.

“Responsible person” means the signatory of an agreement for the rental, use and occupancy of a short-term vacation rental unit, and/or any person(s) occupying the short-term vacation rental unit without a rental agreement, including the owner(s), owner’s authorized agent(s) or representative(s), local contact(s), and their guests, who shall be an occupant of that short-term vacation rental unit, who is at least twenty-one years of age, and who is legally responsible for ensuring that all occupants of the short-term vacation rental unit and/or their guests comply with all applicable laws, rules and regulations pertaining to the use and occupancy of the subject short-term vacation rental unit.

“Short-term vacation rental permit” means a permit that permits the use of a privately owned residential dwelling as a short-term vacation rental unit pursuant to the provisions of this chapter, and which incorporates by consolidation a transient occupancy permit and a business license otherwise required by Sections [3.24.060](#) and [3.28.020](#) (or successor provisions, as may be amended from time to time) of this code. Short-term vacation rental permit includes the following subtypes: Homeshare permit, Primary Residence permit, and Estate Home permit, as defined herein in this Section.

“Short-term vacation rental unit” means a privately owned residential dwelling, such as, but not limited to, a single-family detached or multiple-family attached unit, apartment house, condominium, cooperative apartment, duplex, or any portion of such dwellings and/or property and/or yard features appurtenant thereto, rented for occupancy and/or occupied for dwelling, lodging, or any transient use, including but not limited to sleeping overnight purposes for a period of thirty (30) consecutive calendar days or less, counting portions of calendar days as full days, by any person(s) with or without a rental agreement.

“STVR” may be used by city officials as an abbreviation for “short-term vacation rental.”

“Suspension” means that short-term vacation rental permit that is suspended pursuant to Section 3.25.090.

“Tenant” or “transient,” for purposes of this chapter, means any person who seeks to rent or who does rent, or who occupies or seeks to occupy, for thirty (30) consecutive calendar days or less, a short-term vacation rental unit.

(Ord. 572 § 1, 2018; Ord. 563 § 1, 2017; Ord. 501 § 2, 2012)

3.25.040 Authorized agent or representative.

A. Except for the completion of an application for a short-term vacation rental permit and business license, the owner may designate an authorized agent or representative to ensure compliance with the requirements of this chapter with respect to the short-term vacation rental unit on his, her or their behalf. Nevertheless, the owner shall not be relieved from any personal responsibility and personal liability for noncompliance with any applicable law, rule or regulation pertaining to the use and occupancy of the subject short-term vacation rental unit, regardless of whether such noncompliance was committed by the owner's authorized agent or representative or the occupants of the owner's short-term vacation rental unit or their guests.

B. The owner must be the applicant for and holder of a short-term vacation rental permit and business license and shall not authorize an agent or a representative to apply for or hold a short-term vacation rental permit and business license on the owner's behalf. The owner's signature is required on all short-term vacation rental application forms, and the city may prescribe reasonable requirements to verify that an applicant or purported owner is the owner in fact. (Ord. 572 § 1, 2018; Ord. 563 § 1, 2017; Ord. 501 § 2, 2012)

3.25.050 Short-term vacation rental permit—Required.

A. The owner is required to obtain a short-term vacation rental permit and a business license from the city before the owner or the owner's authorized agent or representative may rent or advertise a short-term vacation rental unit. No short-term vacation rental use may occur in the city except in compliance with this chapter. No property in the city may be issued a short-term vacation rental permit or used as a short-term vacation rental unit unless the property is a residential dwelling that complies with the requirements of this chapter.

B. A short-term vacation rental permit and business license shall be valid for one (1) year and renewed on an annual basis in order to remain valid.

1. A short-term vacation rental permit and business license renewal application shall be submitted no earlier than sixty (60) calendar days but no later than thirty (30) calendar days prior to the permit's expiration date. Failure to renew a short-term vacation rental permit as prescribed in this section may result in the short-term vacation rental permit being terminated.
2. A new owner of a property (or a new person and/or new entity that owns or controls a business or organization or other entity of any kind, such as a limited liability company, which is the owner of a property) previously operated as a short-term vacation rental unit by the former owner (or by a former person or entity that owned or controlled the business or organization or other entity of any kind that continues to be the owner of the property) may not renew the previous owner's short-term vacation rental permit and shall apply for a new short-term vacation rental permit, pursuant to this chapter, if the new owner (or new person and/or new entity that owns or controls a business or organization or other entity of any kind that continues to be the owner of a property) wants to continue to use the residential dwelling as a short-term vacation rental unit.
3. If an owner or an owner's authorized agent or representative, pursuant to all applicable laws, constructs additional bedrooms to an existing residential dwelling or converts non-bedroom spaces and areas in an existing residential dwelling into additional bedrooms, the owner or

owner's authorized agent or representative shall notify the city and update the short-term vacation rental unit's online registration profile upon city approval of the addition or conversion so that the city may confirm that such conversion is consistent with this chapter and the code, including all applicable provisions in Title 8 of the code, and reissue the short-term vacation rental permit so that it accurately identifies the number of approved bedrooms, if the owner wants to continue to use the dwelling as a short-term vacation rental unit. The city may conduct an onsite inspection of the property to verify compliance with this chapter and the code. Code compliance inspections may be billed for full cost recovery at one hour for initial inspection and in thirty-minute increments for each follow-up inspection pursuant to subsection D. For purposes of this chapter, "reissue" or "reissuance" of a short-term vacation rental permit means a permit that is reissued by the city, with corrected information, as applicable, to be valid for the balance of the existing one (1)-year permit and license period.

C. A short-term vacation rental permit and business license shall be valid only for the number of bedrooms in a residential dwelling equal to the number of bedrooms the city establishes as eligible for listing as a short-term vacation rental unit and shall not exceed the number of bedrooms allowable for the number of occupants as set forth in Section [3.25.070](#). The allowable number of bedrooms shall meet all applicable requirements under federal, state and city codes, including, but not limited to, the provisions of Section [9.50.100](#) (or successor provision, as may be amended from time to time) governing "additional bedrooms" and all applicable building and construction codes in Title 8 of this code. A short-term vacation rental permit shall not issue for, or otherwise authorize the use of, additional bedrooms converted from non-bedroom spaces or areas in an existing residential dwelling except upon express city approval for the additional bedrooms in compliance with this code, including Section [9.50.100](#) (or successor provision, as may be amended from time to time), and upon approval of an application for a new or renewed short-term vacation rental permit as provided in subsection B.

D. A short-term vacation rental permit and business license shall not be issued or renewed, and may be suspended or permanently revoked, if the property, or any building, structure, or use or land use on the property is in violation of this code. The city may conduct an inspection of the property prior to the issuance or renewal of a short-term vacation rental permit and/or business license. Code compliance inspections may be billed for full cost recovery at one hour for initial inspection and in thirty-minute increments for each follow-up inspection. For purposes of this subsection, a code violation exists if, at the time of the submittal of an application for a new or renewed short-term vacation rental permit or business license, the city has commenced administrative proceedings by issuing written communication and/or official notice to the owner or owner's responsible agent or representative of one or more code violations. For purposes of this chapter, "building," "structure," and "use or land use" have the same meanings as set forth in Section [9.280.030](#) (or successor provisions, as may be amended from time to time) of this code.

E. A short-term vacation rental permit and business license shall not be issued or renewed, and may be suspended or permanently revoked, if any portion of transient occupancy tax has not been reported and/or remitted to the city for the previous calendar year by the applicable deadline for the reporting and/or remittance of the transient occupancy tax.

F. A short-term vacation rental permit and business license shall not be issued or renewed, and may be suspended or permanently revoked, if the residential dwelling to be used as a short-term rental unit lacks adequate onsite parking. For purposes of this subsection, "adequate onsite parking" shall be

determined by dividing the total number of [overnight](#) occupants commensurate with the approved number of bedrooms as provided in the table under Section [3.25.070](#) by four, such that the ratio of the total number of [overnight](#) occupants to onsite parking spots does not exceed four to one (4:1). For example, a residential dwelling with five bedrooms may permissibly host a total number of ten [overnight](#) occupants and therefore requires three on-site parking spots. Onsite parking shall be on an approved driveway, garage, and/or carport areas only in accordance with Section [3.25.070\(R\)](#), and no more than two street parking spots may count towards the number of on-site parking spots necessary to meet the “adequate onsite parking” requirement under this subsection.

G. An owner or owner’s authorized agent or representative who claims not to be operating a short-term vacation rental unit or who has obtained a valid short-term vacation rental permit and business license pursuant to this chapter, may voluntarily opt-out of the requirements of this chapter, prior to the issuance or expiration of a short-term vacation rental permit and business license that are applicable to the short-term vacation rental unit, only upon the owner, the owner’s authorized agent or representative and/or the owner’s designated local contact person executing, under penalty of perjury, a declaration of non-use as a short-term vacation rental unit, in a form prescribed by the city (for purposes of this chapter, a “declaration of non-use”). Upon the receipt and filing by the city of a fully executed declaration of non-use, the owner or owner’s authorized agent representative shall be released from complying with this chapter as long as the property is not used as a short-term vacation rental unit. Use of the property as a short-term vacation unit after the city’s receipt and filing of a declaration of non-use, is a violation of this chapter. If, after a declaration of non-use has been received and filed by the city, the owner or owner’s authorized agent or representative wants to use that property as a short-term vacation rental unit, the owner shall apply for a new short-term vacation rental permit and business license and fully comply with the requirements of this chapter and the code; provided, however, that if a short-term vacation rental permit is or will be suspended on the date an owner or owner’s authorized agent or representative submits to the city a declaration of non-use for the short-term vacation rental unit under suspension, then the owner may apply for a new short-term vacation rental permit and business license only after twelve (12) consecutive months have elapsed from the date of the declaration of non-use, and the owner and owner’s authorized agent or representative otherwise shall fully comply with the requirements of this chapter and the code. (Ord. 577 § 1, 2019; Ord. 572 § 1, 2018; Ord. 563 § 1, 2017; Ord. 501 § 2, 2012)

[3.25.060 Short-term vacation rental permit—Application requirements.](#)

A. The owner or the owner’s authorized agent or representative must submit the information required on the city’s short-term vacation rental permit application form provided by the city, which may include any or all of the following:

1. The name, address, and telephone number of the owner of the subject short-term vacation rental unit;
2. The name, address, and telephone number of the owner’s authorized agent or representative, if any;
3. The name, address, and twenty-four-hour telephone number of the local contact person;
4. The address of the proposed short-term vacation rental unit, Internet listing site and listing number;

5. The number of bedrooms shall not exceed the number of bedrooms allowable for the number of occupants as set forth in Section [3.25.070](#). The allowable number of bedrooms shall meet all applicable building and construction requirements under federal, state and city codes, including, but not limited to, the provisions of Section [9.50.100](#) (or successor provision, as may be amended from time to time) governing “additional bedrooms” and all applicable building and construction codes in Title 8 of this code;
 6. Acknowledgement of receipt of all electronically distributed short-term vacation rental information from the city, including any good neighbor brochure;
 7. The owner or owner’s authorized agent or representative who has applied for a short-term vacation rental permit shall provide the city with written authorization that issuance of a short-term vacation rental permit pursuant to this chapter is not inconsistent with any recorded or unrecorded restrictive covenant, document, or other policy of a homeowner association (HOA) or other person or entity which has governing authority over the property on which a short-term vacation rental unit will be operated; in furtherance of this requirement, there shall be a rebuttable presumption that an owner or owner’s authorized agent or representative does not have written authorization for the issuance of a short-term vacation rental permit if a HOA or other person or entity which has governing authority over the property has submitted to the city a duly-authorized official writing, which informs the city that short-term vacation rentals of thirty (30) consecutive days or less are not permitted on the property applying for a short-term vacation rental permit; and
 8. Such other information as the city manager or authorized designee deems reasonably necessary to administer this chapter.
- B. The short-term vacation rental permit application shall be accompanied by an application fee as set by resolution of the city council. A short-term vacation rental permit and business license shall not be issued or renewed while any check or other payment method cannot be processed for insufficient funds.
- C. The city may determine the maximum number of bedrooms in a residential dwelling with multiple bedrooms eligible for use as a short-term vacation rental unit upon issuance of a short-term vacation rental permit. When determining the maximum number of bedrooms eligible for use as short-term vacation rentals, the city shall consider the public health, safety, and welfare, shall comply with building and residential codes, and may rely on public records relating to planned and approved living space within the residential dwellings, including, but not limited to, title insurance reports, official county records, and tax assessor records. Owners of residential dwellings that exceed five thousand square feet of developed space on a lot may apply for additional bedrooms. An owner and/or owner’s authorized agent or representative may not advertise availability for occupancy of a short-term vacation rental unit for more than the approved number of bedrooms listed in the short-term vacation rental permit issued by the city pursuant to this chapter. In addition to any other rights and remedies available to the city under this chapter, the first violation for failing to advertise the approved number of bedrooms may be subject to a fine by an administrative citation, and a second or subsequent violation for failing to advertise the approved number of bedrooms may result in a revocation (which may include permanent revocation) of the short-term vacation rental permit and/or any affiliated licenses or permits pursuant to the provisions set forth in Section 3.25.100.
- [D. Short-term vacation rental permit applications shall comply with the following:](#)

1. A short-term vacation rental permit application for an Estate home shall be subject to evaluation and inspection of the property to ensure that the short-term vacation rental unit will not create conditions materially detrimental to the public health, safety and general welfare or injurious to or incompatible with other properties in the vicinity. Evaluation and inspection shall include, but not be limited to: verification of the number of bedrooms, adequate on-site parking spaces, availability of nearby street parking, physical distance of the Estate home from adjacent properties, such as location and distance of outdoor gathering spaces, pools, and other living spaces from neighboring properties. The city manager, or designee, shall have the authority to impose additional conditions on the use of the Estate home as a short-term vacation rental unit to ensure that any potential secondary effects unique to the subject short-term vacation rental unit are avoided or adequately mitigated.

2. A short-term vacation rental permit application may be denied if the applicant has failed to comply with application requirements in this chapter, or has had a prior short-term vacation rental permit for the same unit revoked within the past twelve (12) calendar months. In addition, upon adoption of a resolution pursuant to subsection H, the city may limit the number of short-term vacation rental units in a given geographic area based on a high concentration of short-term vacation rental units. The city shall maintain a waiting list of short-term vacation rental permit applications for such geographic areas where the city determines, based on substantial evidence after a noticed public hearing and public hearing, there is a higher than average concentration of short-term vacation rental units that either affects the public health, safety, and welfare or significantly negatively impacts the character and standard of living in a neighborhood within that geographic area, or both.

E. Short-term vacation rental permit applications may take up to, and the city shall have, thirty (30) calendar days to process. An application for a renewal of a short-term vacation rental permit and business license should be submitted at least thirty (30) calendar days prior to the existing permit's expiration to allow sufficient time for the city to process the renewal application. Nothing in this subsection or chapter shall be construed as requiring the city to issue or deny a short-term vacation rental permit in less than thirty (30) calendar days, as no permit shall be issued until such time as application review is complete. No short-term vacation rental use may occur in the city without a valid short-term vacation rental permit is issued in accordance with this chapter.

F. Upon a change of ownership of a property (or upon a new person and/or new entity owning or controlling a business or organization or other entity of any kind, such as a limited liability company, which is the owner of a property) licensed to operate as a short-term vacation rental unit, the owner or owner's authorized agent or representative shall notify the city of such change immediately. The existing short-term vacation rental permit shall be terminated and the property must cease operating as a short-term vacation rental immediately. Failure to comply may result in a fine of \$1,000 per day for a continuing violation of this subsection F.

G. Immediately upon a change of an owner's authorized agent or representative, local contact, or any other change pertaining to the information contained in the short-term vacation rental application, the owner or owner's authorized agent or representative shall update the short-term vacation rental unit's online registration profile used by the city for the implementation of the short-term vacation rental regulations. Failure to update immediately this information may result in a violation of this chapter, including but not limited to a suspension or revocation of a short-term vacation rental permit, until all information is updated.

H. The city manager or authorized designee shall prepare, for adoption by resolution by the city council, a review procedure and criteria to evaluate the limitation for issuance of STVR permits and/or STVR applications for geographic areas within the city as set forth in subsection D. (Ord. 572 § 1, 2018; Ord. 563 § 1, 2017; Ord. 501 § 2, 2012)

3.25.070 Operational requirements and standard conditions.

~~A.~~ ~~A.~~ The owner and/or owner’s authorized agent or representative shall use reasonably prudent business practices to ensure that the short-term vacation rental unit is used in a manner that complies with all applicable laws, rules and regulations pertaining to the use and occupancy of the subject short-term vacation rental unit.

~~1.~~ ~~1.~~ No more than thirty-two (32) booking transactions for vacation rental use of a short-term vacation rental unit shall be allowed or provided in any calendar year. A booking transaction includes any occupancy of a property subject to the provision of this chapter by persons other than the Owner when the Owner is not present during such occupancy, regardless of whether compensation is paid for such occupancy or whether occupancy is evidenced in an agreement or document. For the first year a short-term vacation rental permit is in effect, the thirty-two (32) booking transactions shall be prorated based on the number of months that elapse prior to the subsequent calendar year. Short-term vacation rental units with valid short-term vacation rental permits and business licenses in the Tourist Commercial (CT) and Village Commercial (VC) zones, or with a valid Homeshare permit, are exempt from this subparagraph.

~~2.~~ ~~2.~~ An Estate home may be established for short-term vacation rental use subject to evaluation and inspection of the property pursuant to Section 3.25.060.D.

~~3.~~ ~~3.~~ An Estate Home established for short-term vacation rental use is required to be equipped with a noise monitoring device(s) that is operable at all times.

B. The responsible person(s) shall be an occupant(s) of the short-term vacation rental unit for which he, she or they signed a rental agreement for such rental, use and occupancy, and/or any person(s) occupying the short-term vacation rental unit without a rental agreement, including the owner, owner’s authorized agent or representative, local contact(s) and their guests. No non-permanent improvements to the property, such as tents, trailers, or other mobile units, may be used as short-term vacation rentals. The total number of occupants, including the responsible person(s), allowed to occupy any given short-term vacation rental unit may be within the ranges set forth in the table below. By the issuance of a short-term vacation rental permit, the city or its authorized designees, including police, shall have the right to conduct a count of all persons occupying the short-term vacation rental unit in response to a complaint or any other legal grounds to conduct an inspection resulting from the use of the short-term vacation rental unit, and the failure to allow the city or its authorized designees the ability to conduct such a count may constitute a violation of this chapter. The city council may by resolution further restrict occupancy levels provided those restrictions are within the occupancy ranges set forth below.

Number of Bedrooms	Total of Overnight* Occupants	Total Daytime** Occupants (Including Number of Overnight Occupants)
0 – Studio	2	2—8

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6	12—14	12—20
7	14	14—20
8	16	16—22
9	18	18—24

* Overnight (10:01 p.m. – 6:59 a.m.)
 ** Daytime (7:00 a.m. – 10:00 p.m.)

C. The person(s) listed as the local contact person in the short-term vacation rental unit’s online registration profile shall be available twenty-four (24) hours per day, seven (7) days per week, with the ability to respond to the location within thirty (30) minutes to complaints regarding the condition, operation, or conduct of occupants of the short-term vacation rental unit or their guests. The person(s) listed as a local contact person shall be able to respond personally to the location, or to contact the owner or the owner’s authorized agent or representative to respond personally to the location, within thirty (30) minutes of notification or attempted notification by the city or its authorized short-term vacation rental designated hotline service provider. No provision in this section shall obligate the city or its authorized short-term vacation rental designated hotline service provider to attempt to contact any person or entity other than the person(s) listed as the local contact person.

D. The owner, the owner’s authorized agent or representative and/or the owner’s designated local contact person shall use reasonably prudent business practices to ensure that the occupants and/or guests of the short-term vacation rental unit do not create unreasonable or unlawful noise or disturbances, engage in disorderly conduct, or violate any applicable law, rule or regulation pertaining to the use and occupancy of the subject short-term vacation rental unit.

E. Occupants of the short-term vacation rental unit shall comply with the standards and regulations for allowable noise at the property in accordance with Section [9.100.210](#) and 11.08.040 (or successor provision, as may be amended from time to time) of this code. No radio receiver, musical instrument, phonograph, compact disk player, loudspeaker, karaoke machine, sound amplifier, or any machine, device or equipment that produces or reproduces any sound shall be used outside or be audible from the outside of any short-term vacation rental unit between the hours of 10:00 p.m. and 7:00 a.m. Pacific Standard Time. Observations of noise related violations shall be made by the city or its authorized designee from any location at which a city official or authorized designee may lawfully be, including but not limited to any public right-of-way, any city-owned public property, and any private property to which the city or its authorized designee has been granted access.

F. Prior to occupancy of a short-term vacation rental unit, the owner or the owner’s authorized agent or representative shall:

1. Obtain the contact information of the responsible person;

2. Provide copies of all electronically distributed short-term vacation rental information from the city, including any good neighbor brochure to the responsible person and post in a conspicuous location within the short-term vacation rental unit, in a manner that allows for the information to be viewed in its entirety; and require such responsible person to execute a formal acknowledgement that he or she is legally responsible for compliance by all occupants of the short-term vacation rental unit and their guests with all applicable laws, rules and regulations pertaining to the use and occupancy of the short-term vacation rental unit. This information shall be maintained by the owner or the owner's authorized agent or representative for a period of three years and be made readily available upon request of any officer of the city responsible for the enforcement of any provision of this code or any other applicable law, rule or regulation pertaining to the use and occupancy of the short-term vacation rental unit.

G. The owner, the owner's authorized agent or representative and/or the owner's designated local contact person shall, upon notification or attempted notification that the responsible person and/or any occupant and/or guest of the short-term vacation rental unit has created unreasonable or unlawful noise or disturbances, engaged in disorderly conduct, or committed violations of any applicable law, rule or regulation pertaining to the use and occupancy of the subject short-term vacation rental unit, promptly respond within thirty (30) minutes to immediately halt and prevent a recurrence of such conduct by the responsible person and/or any occupants and/or guests. Failure of the owner, the owner's authorized agent or representative and/or the owner's designated local contact person to respond to calls or complaints regarding the condition, operation, or conduct of occupants and/or guests of the short-term vacation rental unit within thirty (30) minutes, shall be subject to all administrative, legal and equitable remedies available to the city.

H. [reserved]

I. Trash and refuse shall not be left stored within public view, except in proper containers for the purpose of collection by the city's authorized waste hauler on scheduled trash collection days. The owner, the owner's authorized agent or representative shall use reasonably prudent business practices to ensure compliance with all the provisions of Chapter [6.04](#) (Solid Waste Collection and Disposal) (or successor provision, as may be amended from time to time) of this code.

J. Signs may be posted on the premises to advertise the availability of the short-term vacation rental unit as provided for in Chapter [9.160](#) (Signs) (or successor provision, as may be amended from time to time) of this code.

K. The owner, authorized agent or representative and/or the owner's designated local contact person shall post a copy of the short-term vacation rental permit and a copy of the good neighbor brochure in a conspicuous place within the short-term vacation rental unit, and a copy of the good neighbor brochure shall be provided to each occupant of the subject short-term vacation rental unit.

L. Unless otherwise provided in this chapter, the owner and/or the owner's authorized agent or representative shall comply with all provisions of Chapter [3.24](#) concerning transient occupancy taxes, including, but not limited to, submission of a monthly return in accordance with Section [3.24.080](#) (or successor provisions, as may be amended from time to time) of this code, which shall be filed monthly even if the short-term vacation rental unit was not rented during each such month.

M. Guesthouses, detached from the primary residential dwelling on the property, or the primary residential dwelling on the property, may be rented pursuant to this chapter as long as the guesthouse and the primary residential dwelling are rented to one party.

N. The owner and/or the owner's authorized agent or representative shall post the number of authorized bedrooms and the current short-term vacation rental permit number at the beginning or top of any advertisement that promotes the availability or existence of a short-term vacation rental unit. In the instance of audio-only advertising of the same, the short-term vacation rental permit number shall be read as part of the advertisement.

O. The owner and/or owner's authorized agent or representative shall operate a short-term vacation rental unit in compliance with any other permits or licenses that apply to the property, including, but not limited to, any permit or license needed to operate a special event pursuant to Section [9.60.170](#) (or successor provision, as may be amended from time to time) of this code. The city may limit the number of special event permits issued per year on residential dwellings pursuant to Section [9.60.170](#) (or successor provision, as may be amended from time to time).

P. The city manager, or designee, shall have the authority to impose additional conditions on the use of any given short-term vacation rental unit to ensure that any potential secondary effects unique to the subject short-term vacation rental unit are avoided or adequately mitigated, including, but not limited to, a mitigating condition that would require the installation of a noise monitoring device to keep time-stamped noise level data from the property that will be made available to the city upon city's reasonable request.

Q. The standard conditions set forth herein may be modified by the city manager, or designee, upon request of the owner or the owner's authorized agent or representative based on site-specific circumstances for the purpose of allowing reasonable accommodation of a short-term vacation rental. All requests must be in writing and shall identify how the strict application of the standard conditions creates an unreasonable hardship to a property such that, if the requirement is not modified, reasonable use of the property for a short-term vacation rental would not be allowed. Any hardships identified must relate to physical constraints to the subject site and shall not be self-induced or economic. Any modifications of the standard conditions shall not further exacerbate an already existing problem.

R. On-site parking shall be on an approved driveway, garage, and/or carport areas only; this section does not impose restrictions on public street parking regulations. Recreational vehicles may be parked in accordance with the provisions set forth in Section [9.60.130](#) (or successor provision, as may be amended from time to time) of this code. (Ord. 577 § 1, 2019; Ord. 572 § 1, 2018; Ord. 563 § 1, 2017; Ord. 501 § 2, 2012)

3.25.080 Recordkeeping and hosting platform duties.

- A. The owner or the owner's authorized agent or representative shall maintain for a period of three years, records in such form as the tax administrator (as defined in Chapter [3.24](#)) may require to determine the amount of transient occupancy tax owed to the city. The tax administrator shall have the right to inspect such records at all reasonable times, which may be subject to the subpoena by the tax administrator pursuant to Section [3.24.140](#) (Records) (Transient Occupancy Tax) (or successor provisions, as may be amended from time to time) of this code.
- B. Hosting platforms shall not complete any booking transaction for any residential dwelling or other property purporting to be a short-term vacation rental unit in the city unless the dwelling or property has a current and valid short-term vacation rental permit issued pursuant to this chapter, which is not under suspension, for the dates and times proposed as part of the booking transaction.

1. The city shall maintain an online registry of active and suspended short-term vacation rental permits, which hosting platforms may reference and rely upon for purposes of complying with subsection B. If a residential dwelling or other property purporting to be a short-term vacation rental unit matches with an address, permit number, and/or current and valid permit dates (not under suspension) set forth in the city’s online registry, the hosting platforms may presume that the dwelling or other property has a current and valid short-term vacation rental permit.
2. The provisions of this subsection B shall be interpreted in accordance with otherwise applicable state and federal law(s) and will not apply if determined by the city to be in violation of, or preempted by, any such law(s). (Ord. 572 § 1, 2018; Ord. 563 § 1, 2017; Ord. 501 § 2, 2012)

3.25.090 Violations.

A. Additional Conditions. A violation of any provision of this chapter or this code by any applicant, occupant, responsible person, local contact person, owner, or owner’s authorized agent or representative, shall authorize the city manager, or designee, to impose additional conditions on the use of any given short-term vacation rental unit to ensure that any potential additional violations are avoided.

B. Permit Modification, Suspension and Revocation. A violation of any provision of this chapter, this code, California [Vehicle Code](#), or any other applicable federal, state, or local laws or codes, including, but not limited to, applicable fire codes and the building and construction codes as set forth in Title 8 of this code, by any applicant, occupant, responsible person, local contact person, owner, or owner’s authorized agent or representative, shall constitute grounds for modification, suspension and/or revocation (which may include permanent revocation) of the short-term vacation rental permit and/or any affiliated licenses or permits pursuant to the provisions set forth in Section [3.25.100](#).

C. Notice of Violation. The city may issue a notice of violation to any applicant, occupant, responsible person, local contact person, owner, owner’s authorized agent or representative, or hosting platform, pursuant to Section [1.01.300](#) (or successor provisions, as may be amended from time to time) of this code, if there is any violation of this chapter committed, caused or maintained by any of the above parties.

D. Three Strikes Policy. Three violations of any provision of this chapter or this code within one (1) year by any applicant, occupant, responsible person, local contact person, owner, or owner’s authorized agent or representative, with respect to any one residential dwelling will result in an immediate suspension of the short-term vacation rental permit with subsequent ability to have a hearing before the city, pursuant to this chapter, to request a lifting of the suspension.

E. Administrative and Misdemeanor Citations. The city may issue an administrative citation to any applicant, occupant, responsible person, local contact person, owner, owner’s authorized agent or representative, or hosting platform, pursuant to Chapter [1.09](#) (Administrative Citations) (or successor provisions, as may be amended from time to time) of this code, if there is any violation of this chapter committed, caused or maintained by any of the above parties. Nothing in this section shall preclude the city from also issuing an infraction citation upon the occurrence of the same offense on a separate day. An administrative citation may impose a fine for one or more violations of this chapter in the maximum amount allowed by state law or this code in which the latter amount shall be as follows:

1. General STVR Violations (Occupancy/Noise/Parking).
 - a. First violation: one thousand dollars;
 - b. Second violation: two thousand dollars;
 - c. Third violation: three thousand dollars.
2. Operating a STVR Without a Valid Short-Term Vacation Rental Permit.
 - a. First violation: three thousand dollars;
 - b. Second or more violations: five thousand dollars;
 - c. In addition to the fine set forth above, the first violation of operating a STVR without a valid short-term vacation rental permit shall be cause for an owner (or person and/or entity that owns or controls a business or organization or other entity of any kind, such as a limited liability company, which is the owner of a property) to be prohibited for all time from being eligible to be issued a short-term vacation rental permit and/or business license for use of a property as a short-term vacation rental unit.
3. Hosting a Special Event at a STVR Without a Special Event Permit as Required by Section [9.60.170](#) (or Successor Provision, as May Be Amended From Time to Time) of This Code.
 - a. First violation: five thousand dollars;
 - b. Second violation: five thousand dollars.

F. Public Nuisance. In addition to any and all rights and remedies available to the city, it shall be a public nuisance for any person or entity to commit, cause or maintain a violation of this chapter, which shall be subject to the provisions of Section [1.01.250](#) (Violations public nuisances) (or successor provisions, as may be amended from time to time) of this code. (Ord. 578 § 1, 2019; Ord. 572 § 1, 2018; Ord. 563 § 1, 2017; Ord. 501 § 2, 2012)

3.25.100 Appeals.

- A. Any person aggrieved by any decision of a city officer made pursuant to this chapter may request a hearing before the city manager in accordance with Chapter [2.08](#) (or successor provisions, as may be amended from time to time) of this code.
- B. Notwithstanding any provisions in Section 2.08.230 or otherwise in the code, the decision by the city manager of an appeal brought under this chapter shall be the final decision by the city for any violation of a short-term vacation rental permit issued under this order, except for any administrative citation imposing a fine, which shall be processed and subject to an administrative appeal pursuant to Chapter 1.09 of the code. (Ord. 572 § 1, 2018; Ord. 563 § 1, 2017)

Comparison of Regulations

Regulation	Ad Hoc Committee Recommendation	N4N Recommendation	Palm Springs	La Quinta - Code update or for Consideration
Density/Overconcentration (Measured Standard)	300’ radius distance for single family residence; 2 STVR within 300’ radius for condo complex.	Agrees with Ad Hoc Committee recommendation for 300’ radius distance;	None, 1 STVR per owner	None; other considerations to minimize density and frequency or rentals provided in staff report: limit percentage by zone or area, limit number of days/yr, limit number of STVR per owner, different permit types.
Permit Types	Two types of permits: 1) Homeshare, 2) STVR Permit	Three types of permits: 1) Homeshare 2) STVR Commercial (TC Zone) 3) STVR - Residential	Three types of permits: 1) Homeshare, 2) Vacation Rental 3) Estate Home Application (5-6 bedrooms)	Different permit types for consideration: 1) Homeshare, 2) Primary Residence Permit Limited, 3) STVR Permit Limited, 4) STVR Permit No Limit (TC zones) 5) Special Permit for 5 bedrooms or more
Limited rental times	Minimum 2 nights stay; Does not apply to Homeshare or STVR located in TC zones	Minimum 3 nights stay; phasing in longer min. nightly stay to min 10 nights 18 months after new ordinance adopted; consider min 28 days 36 months after new ordinance adopted.	No min. night stay; Limited rental 32 times/calendar year + 4 rentals times allowed July/Aug/Sept. Prorated rental times for first year.	Consideration: limited rental 90 or 120 days/year
5 bedroom or more	None.	None	Requires Estate Home Application Addendum (5-6 bedrooms); 7 or more bedrooms not allowed.	Consideration: Special Permit for STVR with 5 bedrooms or more

Standard	Ad Hoc Committee Recommendation	N4N REcommendation	Palm Springs	La Quinta – Code Update or for Consideration
Limit on Number of STVR permits per Owner	No recommendation.	None.	One STVR per Owner	No limit.
Cap number of STVR permits	None.	Cap the maximum number of STVR permits for Homeshares, TC (to be set by Council); STVRs in residential zones not to exceed 3% of homes in zone (freeze issuance of new permits until 3% is achieved).	None	None
Local contact person available	Local contact person available at property within 30 minutes	None	Local contact person available at property within 30 minutes	Code updated: Local contact person to be available at property within 30 minutes
3 Strikes Rule	2 strikes	None	3 strikes: City Manager has discretion to suspend permit forever. Third strike can be appealed and if appeal is in favor, strike is pardoned.	Exec Order 9: 2 strikes, min 30 day suspension Current Code: 3 strikes, immediate suspension and can request appeal hearing. Operating without permit ineligible for permit forever.
Amplified noise	Quiet hours shall be between the hours of 10 p.m. and 8 a.m. No amplified noise from 8pm to 8am.	None.	No outside amplified music allowed while being rented. Indoor amplified music shall not be heard at the property line.	Exec Order 9 – no outside sound amplification at any time. Current Ordinance: no noise amplification from 10pm-7am. 90 day Noise monitoring pilot program to be implemented



City of Palm Springs

3200 E. Tahquitz Canyon Way • Palm Springs, California 92262
vacation.rentals@palmspringsca.gov • Web: www.palmspringsca.gov
Department of Vacation Rental Compliance

City of Palm Springs Vacation Rental Statement of Rules and Regulations

VR Property Address: _____ Total # of Occupants: _____
 Agent or Owner Name: _____ Total # of Vehicles: _____
 Contact Phone #: _____ (on a 24-hour basis).
 Responsible Party (Person on the Rental Contract): _____
 Arrival Date: _____ Departure Date: _____

We welcome you and we want you to experience all that the City of Palm Springs has to offer. VR homes are located throughout many beautiful neighborhoods in our City. When you stay at a VR home, you and your guests become part of the neighborhood for the duration of your stay. We ask you to please be respectful and be considerate of the neighbors.

As a guest in a VR property in the City of Palm Springs, please familiarize yourself with the Good Neighbor Brochure. An owner or Agent of the Vacation Rental property is responsible for educating the guests on the Rules and Regulations stated in the Good Neighbor Brochure.

By signing below, you agree to the following:

1. *I have read and I will comply with all the Rules and Regulations stated in the Good Neighbor Brochure.*
2. *I understand that I may be issued an Administrative Citation by the Vacation Rental Compliance Officer, Palm Springs Police Department or their agents for not following City of Palm Springs Vacation Rental Rules and Regulations.*
3. *I understand the City of Palm Springs may request eviction of all the guests from the property by the agent and/or owner should any occupants in the rental party continue to violate Rules and Regulations.*
4. *I agree that the Responsible Person is the individual on the Rental Contract. Responsible Person is the individual who is held responsible for actions of all guests in their rental party.*
5. *An Agent or Owner or their representative has explained the Rules and Regulations in person prior to or within 24 hours of my Vacation Rental property occupancy.*

Responsible Party Name: _____ Signature: _____
 Adult Guest #1 Name: _____ Signature: _____
 Adult Guest #2 Name: _____ Signature: _____
 Adult Guest #3 Name: _____ Signature: _____
 Adult Guest #4 Name: _____ Signature: _____
 Adult Guest #5 Name: _____ Signature: _____
 Adult Guest #6 Name: _____ Signature: _____
 Adult Guest #7 Name: _____ Signature: _____

(For additional guest signatures you may use a second copy of this form)

Please keep a copy of this Statement of Rules and Regulations in the Vacation Rental Property throughout the guest stay.

[CLICK HERE to Return to Agenda](#)

City of La Quinta

CITY COUNCIL MEETING: February 25, 2021

STAFF REPORT

AGENDA TITLE: ADOPT RESOLUTION TO AMEND THE CITY'S SHORT-TERM VACATION RENTAL PROGRAM PERMIT FEES

RECOMMENDATION

Adopt a Resolution to amend the City's Short-Term Vacation Rental Program Permit Fees.

EXECUTIVE SUMMARY

- On a recurring basis, staff reviews existing user fees and rates as a basis for recovering allowable costs of certain City services.
- Due to recent revisions to the Short-Term Vacation Rental (STVR) Program rules and permit types, the City has updated the cost of permitting and regulation of STVRs and developed an updated fee schedule for City Council consideration.
- If Council adopts the proposed changes, the updated fees will be effective 60 days after adoption (April 26, 2021).

FISCAL IMPACT

Based on historical revenues and permit volume, the adjusted fees may generate an additional \$975,000 in annual revenue. Actual revenues will vary based on permit applications received.

BACKGROUND/ANALYSIS

Staff conducts on-going reviews of user and regulatory fees. Periodically, fee adjustments are considered to improve the correlation between the City's cost of providing services and the fees imposed to recover those costs.

The current fee analysis is limited to short-term vacation rental permit fees. The current annual fee for permit issuance is \$200 per year. The City has historically collected less than the City's full cost of service for permit issuance. The proposed fees will be based on permit type and number of bedrooms. The fee scale corresponds with the varying levels of effort required to permit and regulate the different types of STVRs permitted by the City. Under the

proposed fee structure, the City will continue to collect less than the City’s full cost of permitting and regulation, however cost recovery will be significantly improved. The cost of service analysis to identify proposed cost recovery levels, is included as an attachment to this report.

The proposed fees are in-line with fees collected by other agencies for similar permits:

Agency	Permit Fee
Indian Wells	\$159
(Current) - La Quinta	\$200
Desert Hot Springs	\$230
Palm Springs - Homeshare	\$236
(Proposed) La Quinta - Homeshare STVR Permit (Less than 5 Bedrooms)	\$250
(Proposed) La Quinta - Homeshare STVR Permit (5 Bedrooms or More)	\$500
(Proposed) La Quinta - Primary Residence STVR Permit (Limited Rental - Less than 5 Bedrooms)	\$750
Palm Springs	\$944
(Proposed) La Quinta - STVR (Limited Rental ; Non-Primary Residence - Less than 5 Bedrooms)	\$1,000
(Proposed) La Quinta - STVR (Unlimited Rental ; Tourist Commercial - Less than 5 Bedrooms)	\$1,000
(Proposed) La Quinta - Primary Residence STVR Permit (Limited Rental - 5 Bedrooms or More)	\$1,250
Rancho Mirage	\$1,700
(Proposed) La Quinta - STVR (Limited Rental ; Non-Primary Residence - 5 Bedrooms or More)	\$1,750
(Proposed) La Quinta - STVR (Unlimited Rental ; Tourist Commercial - 5 Bedrooms or More)	\$1,750
Cathedral City	\$1,950

AGENCY AND PUBLIC REVIEW

Notice regarding the proposed fee changes was provided in accordance with Government Code Section 6062(a). Public Hearing notices were published in *The Desert Sun* on February 12 and 19, 2021.

ALTERNATIVES

Do not approve the recommended permit fees and direct staff accordingly.

Prepared by: Monika Radeva, City Clerk

Approved by: Jon McMillen, City Manager

Attachment: 1. STVR Program Cost of Service Analysis

RESOLUTION NO. 2021 – XXX

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF LA QUINTA, CALIFORNIA, AMENDING
THE CITY'S SHORT-TERM VACATION RENTAL
PROGRAM PERMIT FEES**

WHEREAS, this action is exempt under the California Environmental Quality Act (CEQA), Article 18, Statutory Exemptions, Section 15273(a) Rates Tolls Fares and Charges; and

WHEREAS, this public hearing to set fees was duly noticed pursuant to Government Code Section 6062(a) – Manner of Publication for new fees and increases in *The Desert Sun* newspaper on February 12 and 19, 2021; and

WHEREAS, user and regulatory fees are established by the City Council; and

WHEREAS, the City recently completed a study to identify the cost of providing various user and regulatory fee-related services; and

WHEREAS, the study examined fee-related services provided by the City, the costs reasonably borne by the City in providing those services, the beneficiaries of those services, and the revenues produced by those paying fees and charges for special services; and

WHEREAS, the City Council finds that providing these services is of special benefit to applicants both separate and apart from the general benefit to the public; and therefore, in the interests of fairness to the general public, the City desires to better recover the costs of providing these services from applicants who have sought or require the City's services by revising its schedule of fees; and

WHEREAS, the City Council hereby finds that the study provides adequate evidence to conclude that the revised Short-Term Vacation Rental Program Permit fees do not exceed the cost to provide the services for which the fees are charged; and

WHEREAS, the adopted fees shall be incorporated into the City's existing Master Fee Schedule. The existing Master Fee Schedule was adopted on July 21, 2020, via Resolution No. 2020-027. Incorporating these fees into the Master Fee Schedule will allow for the fees to be considered

with future comprehensive user and regulatory fee updates. Resolution No. 2020-27 is amended as expressly provided by this resolution, but shall otherwise remain in effect.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of La Quinta, California, as follows:

SECTION 1. The City Council hereby adopts each recital set forth above as a specific finding.

SECTION 2. The City Council hereby adopts the Short-Term Vacation Rental Program permit fees and charges as set forth in attached Exhibit "A," incorporated herewith by this reference.

SECTION 3. This Resolution shall become effective on February 25, 2021. The fees imposed by this Resolution shall go into effect 60 days after its adoption on April 26, 2021.

PASSED, APPROVED, and ADOPTED at a regular meeting of the La Quinta City Council held on this 25th day of February, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

LINDA EVANS, Mayor
City of La Quinta, California

Resolution No. 2021 – XXX
Update of User and Regulatory Fees – Short-Term Vacation Rental Program Permit Fees
Adopted: February 25, 2021
Page 3 of 3

ATTEST:

MONIKA REDEVA, City Clerk
City of La Quinta, California

(CITY SEAL)

APPROVED AS TO FORM:

WILLIAM H. IHRKE, City Attorney
City of La Quinta, California

"Exhibit A"

City of La Quinta

MASTER FEE SCHEDULE - SHORT-TERM RENTAL FEE

Activity Description	Fee	Charge Basis	Note
Short-Term Vacation Rental Permit Fee			
1 Annual Permit Fee	\$200	per year	
2 Code Compliance Inspection Fee (if applicable)	\$325	per unit	
1 Homeshare			
Homeshare - Less than 5 Bedrooms	\$250	per year	
Homeshare - 5 Bedrooms or More	\$500	per year	
2 Primary Residence Permit (Limited Rental)			
Primary Residence Permit (Limited Rental) - Less than 5 Bedrooms	\$750	per year	
Primary Residence Permit (Limited Rental) - 5 Bedrooms or More	\$1,000	per year	
3 Short-Term Vacation Rental Permit (Limited Rental)			
STVR (Limited Rental) - Less than 5 Bedrooms	\$1,000	per year	
STVR (Limited Rental) - 5 Bedrooms or More	\$1,500	per year	
4 Short-Term Vacation Rental Permit			
STVR - Less than 5 Bedrooms	\$1,000	per year	
STVR - 5 Bedrooms or More	\$1,500	per year	
5 Technology Enhancement Fee	\$5	per year	



User and Regulatory Fees
Fee-Related Cost of Service Analysis
Short-Term Rental Permit Fees

City of La Quinta
 User and Regulatory Fee Study
 Calculation of Estimated Cost of Service: Short-term Rental Permit Fee

Code Compliance

Allocation of Divisional Labor to STVR Program

Description	FTE	Est. Annual Effort Associated	Adjusted FTE Associated with STVR
D&D - Permit Tech	1.00	100%	1.00
D&D - Permit Tech	1.00	50%	0.50
D&D - Manager	1.00	60%	0.60
D&D - Director	1.00	20%	0.20
D&D - Office Asst	1.00	10%	0.10
D&D - Admin Assistant	1.00	25%	0.25
Finance - Director	1.00	5%	0.05
Finance - Analyst	1.00	10%	0.10
Finance - Accountant	1.00	25%	0.25
Finance - Account Tech	1.00	25%	0.25
Code - Director	1.00	20%	0.20
Code - Manager	1.00	50%	0.50
Code - Supervisor	1.00	75%	0.75
Code - Officer II	1.00	95%	0.95
Code - Officer II	1.00	50%	0.50
Code - Officer II	1.00	50%	0.50
Code - Officer I	1.00	95%	0.95
Code - Officer I	1.00	60%	0.60
Code - Admin Tech	1.00	80%	0.80
Code - Admin Asst	1.00	60%	0.60
Clerk - City Clerk	1.00	10%	0.10
Clerk - Mgmt Asst	1.00	10%	0.10
Clerk - Deputy City Clerk	1.00	10%	0.10
CM - City Manager	1.00	10%	0.10
Marketing - Manager	1.00	5%	0.05
Total	25.00		10.10
Divisional Share			40%

City of La Quinta
 User and Regulatory Fee Study
 Calculation of Estimated Cost of Service: Short-term Rental Permit Fee

Labor Expenditures Allocated to STVR Program

Description	Est. Annual Salary and Benefits	Est. Annual Effort Associated	Est. Labor Costs Associated
D&D - Permit Tech	\$80,668	100%	\$80,668
D&D - Permit Tech	\$80,668	50%	\$40,334
D&D - Manager	\$146,341	60%	\$87,805
D&D - Director	\$200,613	20%	\$40,123
D&D - Office Asst	\$95,024	10%	\$9,502
D&D - Admin Assistant	\$65,200	25%	\$16,300
Finance - Director	\$200,536	5%	\$10,027
Finance - Analyst	\$125,833	10%	\$12,583
Finance - Accountant	\$116,741	25%	\$29,185
Finance - Account Tech	\$86,051	25%	\$21,513
Code - Director	\$200,133	20%	\$40,027
Code - Manager	\$150,624	50%	\$75,312
Code - Supervisor	\$118,864	75%	\$89,148
Code - Officer II	\$105,690	95%	\$100,406
Code - Officer II	\$97,560	50%	\$48,780
Code - Officer II	\$127,111	50%	\$63,556
Code - Officer I	\$81,267	95%	\$77,203
Code - Officer I	\$81,267	60%	\$48,760
Code - Admin Tech	\$83,282	80%	\$66,626
Code - Admin Asst	\$65,159	60%	\$39,096
Clerk - City Clerk	\$148,798	10%	\$14,880
Clerk - Mgmt Asst	\$78,597	10%	\$7,860
Clerk - Deputy City Clerk	\$90,228	10%	\$9,023
CM - City Manager	\$255,269	10%	\$25,527
Marketing - Manager	\$132,341	5%	\$6,617
Total	\$3,013,865		\$1,060,859

City of La Quinta
 User and Regulatory Fee Study
 Calculation of Estimated Cost of Service: Short-term Rental Permit Fee

Services and Supplies

Description	Total	Adjustment	Subtotal	Share to STVR	Share to STVR
Contract Services					
101-6004-60103 Professional Services	\$45,000	\$0	\$45,000	0%	\$0
101-6004-60108 Technical	\$2,000	\$0	\$2,000	0%	\$0
101-6004-60111 Administrative Citation Service	\$25,000	\$0	\$25,000	0%	\$0
101-6004-60119 Vehicle Abatement	\$1,000	\$0	\$1,000	0%	\$0
101-6004-60120 Lot Cleaning/Gravel Program	\$20,000	\$0	\$20,000	0%	\$0
101-6004-60125 Temporary Agency Services	\$10,000	\$0	\$10,000	0%	\$0
101-6004-60194 Veterinary Service	\$15,000	\$0	\$15,000	0%	\$0
101-6004-60197 Animal Shelter Contract Services	\$190,000	\$0	\$190,000	0%	\$0
Maintenance and Operations					
101-6004-60121 Low-Income Housing Grants	\$5,000	\$0	\$5,000	0%	\$0
101-6004-60130 Resident Assistance Program	\$2,000	\$0	\$2,000	0%	\$0
101-6004-60320 Travel & Training	\$3,000	\$0	\$3,000	64%	\$1,905
101-6004-60351 Membership Dues	\$600	\$0	\$600	64%	\$381
101-6004-60400 Office Supplies	\$2,200	\$0	\$2,200	64%	\$1,397
101-6004-60410 Printing	\$10,000	\$0	\$10,000	64%	\$6,350
101-6004-60425 Supplies - Field	\$2,000	\$0	\$2,000	64%	\$1,270
101-6004-60690 Uniforms	\$4,000	\$0	\$4,000	64%	\$2,540
Internal Service Charges					
101-6004-98110 Information Tech Charges	\$96,400	\$0	\$96,400	64%	\$61,214
101-6004-98140	\$88,400	\$0	\$88,400	64%	\$56,134
Hotline	\$15,000	\$0	\$15,000	100%	\$15,000
Compliance Vendor (MuniRevs)	\$49,400	\$0	\$49,400	100%	\$49,400
Security	\$42,000	\$0	\$42,000	100%	\$42,000
Legal (30% of retainer and estimate of appeals)	\$0	\$40,000	\$40,000	100%	\$40,000
Marketing	\$0	\$15,000	\$15,000	100%	\$15,000
New Vendor	\$0	\$70,000	\$70,000	100%	\$70,000
Training Vendor	\$0	\$10,000	\$10,000	100%	\$10,000
Total	\$628,000	\$135,000	\$763,000		\$372,591

Total Estimated Program Costs	\$1,433,450
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Cost Overview

Description	Total
Design & Development and Finance Permitting and Accounting	\$348,040
Code Enforcement Program Regulation (Labor / Svcs & Supplies)	\$1,021,504
Central Service Support (e.g. City Manager, City Clerk, Marketing)	\$63,906
Total	\$1,433,450

City of La Quinta
 User and Regulatory Fee Study
 Calculation of Estimated Cost of Service: Short-term Rental Permit Fee

Estimated Count by Permit Type

Description	Total
Homeshare	10
Primary Residence Short-Term Vacation Rental Permit (Limited Rental)	192
Short-Term Vacation Rental Permit (Limited Rental; Non-Primary Residence)	848
Short-Term Vacation Rental Permit (Unlimited Rental; Tourist Commercial)	250
Total	1,300

Estimated Count by Permit Type - With Break-Out by Bedroom Count

Description	% Allocation	Count
Homeshare STVR Permit		
Homeshare STVR Permit - Less than 5 Bedrooms	100%	10
Homeshare STVR Permit - 5 Bedrooms or More	0%	0
Primary Residence Short-Term Vacation Permit (Limited Rental)		
Primary Residence STVR Permit (Limited Rental) - Less than 5 Bedrooms	94%	180
Primary Residence STVR Permit (Limited Rental) - 5 Bedrooms or More	6.0%	12
Short-Term Vacation Rental Permit (Limited Rental; Non-Primary Residence)		
STVR Permit (Limited Rental) - Less than 5 Bedrooms	92.8%	787
STVR Permit (Limited Rental) - 5 Bedrooms or More	7.2%	61
Short-Term Vacation Rental Permit (Unlimited Rental; Tourist Commercial)		
STVR Permit (Unlimited Rental) - Less than 5 Bedrooms	100%	250
STVR Permit (Unlimited Rental) - 5 Bedrooms or More	0%	0
		1,300

City of La Quinta
 User and Regulatory Fee Study
 Calculation of Estimated Cost of Service: Short-term Rental Permit Fee

Cost Weighting for Core Services (1.0 is Base Weighting)

Description	Weighting			Unit Equivalent			Total
	Design & Development	Code Enforcement	Central Service	Design & Development	Code Enforcement	Central Service	
Homeshare STVR Permit							
Homeshare STVR Permit - Less than 5 Bedrooms	1.00	0.25	0.25	10.00	2.50	2.50	15.00
Homeshare STVR Permit - 5 Bedrooms or More	2.00	0.50	0.25	-	-	-	-
Primary Residence Short-Term Vacation Permit (Limited Rental)							
Primary Residence STVR Permit (Limited Rental) - Less than 5 Bedrooms	1.00	1.00	1.00	180.48	180.48	180.48	541.44
Primary Residence STVR Permit (Limited Rental) - 5 Bedrooms or More	2.00	1.50	1.00	23.04	17.28	11.52	51.84
Short-Term Vacation Rental Permit (Limited Rental; Non-Primary Residence)							
STVR Permit (Limited Rental) - Less than 5 Bedrooms	1.00	1.50	1.00	786.94	1,180.42	786.94	2,754.30
STVR Permit (Limited Rental) - 5 Bedrooms or More	2.00	2.50	1.00	122.11	152.64	61.06	335.81
Short-Term Vacation Rental Permit (Unlimited Rental)							
STVR Permit (Unlimited Rental) - Less than 5 Bedrooms	1.00	1.50	1.00	250.00	375.00	250.00	875.00
STVR Permit (Unlimited Rental) - 5 Bedrooms or More	2.00	2.50	1.00	-	-	-	-
				1,372.58	1,908.32	1,292.50	4,573.39

Cost Overview

Description	Total	Total Unit Equivalent	Cost Per Unit Equivalent
Design & Development and Finance Permitting and Accounting	\$348,040	1,372.58	\$254
Code Enforcement Program Regulation (Labor / Services & Supplies)	\$1,021,504	1,908.32	\$535
Central Service Support (e.g. City Manager, City Clerk, Marketing)	\$63,906	1,292.50	\$49
Total	\$1,433,450		

Cost Weighting for Core Services (1.0 is Base Weighting)

Description	Design & Development	Code Enforcement	Central Service	Total
Homeshare STVR Permit				
Homeshare STVR Permit - Less than 5 Bedrooms	\$254	\$134	\$12	\$400
Homeshare STVR Permit - 5 Bedrooms or More	\$507	\$268	\$12	\$787
Primary Residence Short-Term Vacation Permit (Limited Rental)				
Primary Residence STVR Permit (Limited Rental) - Less than 5 Bedrooms	\$254	\$535	\$49	\$838
Primary Residence STVR Permit (Limited Rental) - 5 Bedrooms or More	\$507	\$803	\$49	\$1,360
Short-Term Vacation Rental Permit (Limited Rental; Non-Primary Residence)				
STVR Permit (Limited Rental) - Less than 5 Bedrooms	\$254	\$803	\$49	\$1,106
STVR Permit (Limited Rental) - 5 Bedrooms or More	\$507	\$1,338	\$49	\$1,895
Short-Term Vacation Rental Permit (Unlimited Rental)				
STVR Permit (Unlimited Rental) - Less than 5 Bedrooms	\$254	\$803	\$49	\$1,106
STVR Permit (Unlimited Rental) - 5 Bedrooms or More	\$507	\$1,338	\$49	\$1,895

City of La Quinta
 User and Regulatory Fee Study
 Calculation of Estimated Cost of Service: Short-term Rental Permit Fee

Cost of Service and Cost Recovery

Description	Cost of Service (Per Unit)	Current Fee	Current Cost Recovery	Proposed Fee	Proposed Cost Recovery	Current Revenue	Proposed Revenue	Year-to-Year Change	Over (Under) Recovery
Homeshare STVR Permit									
Homeshare STVR Permit - Less than 5 Bedrooms	\$400	\$200	50%	\$250	63%	\$2,000	\$2,500	\$500	(\$1,498)
Homeshare STVR Permit - 5 Bedrooms or More	\$787	\$200	25%	\$500	64%	\$0	\$0	\$0	\$0
Primary Residence Short-Term Vacation Permit (Limited Rental)									
Primary Residence STVR Permit (Limited Rental) - Less than 5 Bedrooms	\$838	\$200	24%	\$750	89%	\$36,096	\$135,360	\$99,264	(\$15,937)
Primary Residence STVR Permit (Limited Rental) - 5 Bedrooms or More	\$1,360	\$200	15%	\$1,250	92%	\$2,304	\$14,400	\$12,096	(\$1,262)
Short-Term Vacation Rental Permit (Limited Rental; Non-Primary Residence)									
STVR Permit (Limited Rental) - Less than 5 Bedrooms	\$1,106	\$200	18%	\$1,000	90%	\$157,389	\$786,944	\$629,555	(\$83,374)
STVR Permit (Limited Rental) - 5 Bedrooms or More	\$1,895	\$200	11%	\$1,750	92%	\$12,211	\$106,848	\$94,637	(\$8,841)
Short-Term Vacation Rental Permit (Unlimited Rental)									
STVR Permit (Unlimited Rental) - Less than 5 Bedrooms	\$1,106	\$200	18%	\$1,000	90%	\$50,000	\$250,000	\$200,000	(\$26,487)
STVR Permit (Unlimited Rental) - 5 Bedrooms or More	\$1,895	\$200	11%	\$1,750	92%	\$0	\$0	\$0	\$0
						\$260,000	\$1,296,052	\$1,036,052	(\$137,398)

Notes:

- Forecasted salary and benefit information based on FY 19/20 forecast expenditures.
- Labor allocation and time estimates provided based on anticipated program support
- Estimated STVR unit count received from City Finance staff, as of January 2021.
- Weighting factors intended to represent reasonable proportionality of effort required to serve various rental types

City of La Quinta

WORKING DRAFT MASTER FEE SCHEDULE - SHORT-TERM RENTAL PERMIT FEE

Activity Description	Current Fee	Maximum Fee (2020 Fee Study)	Proposed Fee	Note
1 Homeshare				
Homeshare - Less than 5 Bedrooms	\$200	\$404	\$250	
Homeshare - 5 Bedrooms or More	\$200	\$787	\$500	
2 Primary Residence Permit (Limited Rental)				
Primary Residence Permit (Limited Rental) - Less than 5 Bedrooms	\$200	\$838	\$750	
Primary Residence Permit (Limited Rental) - 5 Bedrooms or More	\$200	\$1,360	\$1,250	
3 Short-Term Vacation Rental Permit (Limited Rental)				
STVR (Limited Rental) - Less than 5 Bedrooms	\$200	\$1,106	\$1,000	
STVR (Limited Rental) - 5 Bedrooms or More	\$200	\$1,895	\$1,750	
4 Short-Term Vacation Rental Permit				
STVR - Less than 5 Bedrooms	\$200	\$1,106	\$1,000	
STVR - 5 Bedrooms or More	\$200	\$1,895	\$1750	

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