

**PLANNING COMMISSION WORKSHOP
COEUR D'ALENE PUBLIC LIBRARY
LOWER LEVEL, COMMUNITY ROOM**

January 24, 2017

THE PLANNING COMMISSION'S VISION OF ITS ROLE IN THE COMMUNITY

The Planning Commission sees its role as the preparation and implementation of the Comprehensive Plan through which the Commission seeks to promote orderly growth, preserve the quality of Coeur d'Alene, protect the environment, promote economic prosperity and foster the safety of its residents.

6:00 P.M. CALL TO ORDER

ROLL CALL: __Jordan, Fleming, Ingalls, Luttropp, Messina, Rumpler, Ward

WORKSHOP:

1. Vacation Rental Ordinance

Public comments limited to 3 minutes per person

ADJOURNMENT/CONTINUATION:

Motion by _____, seconded by _____ ,
to continue meeting to _____, __, at __ p.m.; motion carried
unanimously.

Vacation Rental Packet for Planning Commission

Today's discussion will be based on the following bullet points. Some items will have sub categories. It will be presented as a PowerPoint and questions from Planning Commission are encouraged!

- Background
- Community input
- Goals
- Key issues
- Code options
- Public Comment
- Planning Commission's Thoughts?
- Next steps

Recap of Vacation Rental efforts to this point in time:

1. Joint workshop (January 2016)
2. Online survey & Results (March-April 2016)
3. Draft ordinance & supporting materials (+ comment period)

***NOTE:** Meeting and survey results/feedback emails were provided to City Council and Planning Commission via email following steps #2 & #3.*

Vacation Rentals

Background:

The number of vacation rentals has steadily been increasing in the neighborhoods around downtown Coeur d'Alene over the last several years. IRONMAN and other community events, as well as the year-round recreational opportunities surrounding Coeur d'Alene, help generate a demand for vacation rentals. Websites such as VRBO, AirB&B, TripAdvisor, Vacasa, FlipKey, cda getaway, vacationhomerentals, and Craigs List, and several local property management companies have made the vacation rental business convenient for homeowners and investors who are looking to make income. Year-round vacation rentals are also becoming more prevalent and visible in the community, with some rental properties hanging banners and signs advertising year-round vacation rentals.

Vacation rentals are not currently permitted in residential zones in the city; however, this is not clearly stated in the Municipal Code and it has also not been strictly enforced. Enforcement has largely been complaint-based. Former city attorney, Nancy Stricklin, wrote a legal interpretation in 1995 regarding weekly residential rentals. Rentals of less than one month are considered transient (similar to hotel/motel use) versus semi-permanent. Therefore, this legal interpretation continues to be the stance of the city for rental properties in residential zoning districts – including primary residences and accessory dwelling units.

Staff will show how current code is applied for similar uses, share how wide-ranging in scope the codes in other communities can be, and discuss how vacation rentals have the potential to impact a community (both positively and negatively). A vacation rental ordinance would legalize vacation rentals in Coeur d'Alene and could establish important performance standards to help ensure that they are compatible in residential neighborhoods.

Vacation rentals are not unique to Coeur d'Alene and the desire to clarify where and how they are permitted is becoming commonplace in communities nationwide. Local communities have begun regulating vacation rentals. Sandpoint has a vacation rental ordinance, the City of Spokane recently adopted a vacation rental ordinance and the City of Kellogg and Kootenai County are both proposing vacation rental ordinances.

MINUTES FROM JAN 14, 2016 (Joint CC &PC workshop: Vacation Rentals):

STAFF REPORT: Planner Sean Holm noted that the number and popularity of the vacation rental use in Coeur d'Alene has increased over the years. The current city code does not allow for vacation rentals within a residential zone; however, it has not been strictly enforced. A 1995 legal interpretation set forth the standard that rentals of less than one month are not allowed as they are deemed transient rather than a semi-permanent use. He also noted that the only city code that most closely relates to vacation rentals is the bed and breakfast code; however, there are some clear differences. Mr. Holm explained some of the positives and negatives of the possible use of vacation rentals including travelers having choice, revenue to owners, more money spent locally with some of the negatives being possible disturbances to the neighborhood; vacant property during slow times, excess parking, trash and safety issues. He reviewed items for possible consideration that included a registration process; inspection of site for safety and parking; and noted enforcement as the key to the program.

DISCUSSION: Councilmember Edinger asked how many complaints the City has received. Mr. Holm said that he has received complaints regarding signage that has been posted in front of rental properties by vacation rental companies. Councilmember Edinger asked how the vacation rental signs differ from for sale signs. Mr. Holm explained that business signage is different than the temporary use for home sale signs. Code Enforcement Officer Sean Youngman stated that he received one official complaint last summer regarding signage. Chief White noted that police patrol receives calls regarding noise complaints associated with vacation rentals. Municipal Services Director Renata McLeod said that the business licensing division receives calls from vacation rental business's inquiring if the City has regulation or a registration process, as that is the norm in the industry. She noted that her staff has received approximately 10 inquiries in the last couple of weeks.

Mayor Widmyer clarified that staff needs direction as to what should be allowed or not and that the city will need to demonstrate the ability to enforce proposed regulations. He said that he would not like a code as restrictive as Sandpoint. Councilmember Miller requested that staff seek input from vacation rental business operators, the Idaho Lodging Association, Chamber and other stakeholders before drafting the ordinance. Councilmember Gookin suggested staff look at two regulations; one for owner

occupied; the other for non-owner occupied investment properties. Commissioner Messina believes that enforcement will be important to include and for staff to research how other cities do their enforcement.

Discussion ensued regarding reasonableness of occupancy; what length of time is reasonable to regulate; neighborhood preservation; parking; and investment properties.

Motion by Edinger to table the issue until next winter. Motion Failed due to the lack of a second.

MOTION: Motion by Gookin, seconded by McEvers to direct staff to develop codes regulating vacation rentals including registration; inspection; enforcement; a two week per year exemption; and to gather public input during code development.

DISCUSSION CONTINUED: Councilmember Edinger expressed concern with enforcement of another code with current staff resources. Chairman Jordon expressed concern with differing opinions, but assured the Council that the Commission will take input during the drafting of these regulations.

Motion carried with Edinger voting no.

PLANNING COMMISSION MINUTES APRIL 12, 2016

OTHER:

1. Vacation Rental – Update on survey and public input

Sean Holm, Planner, provided a PowerPoint with the results from a public survey on the city website. He commented that he has already started drafting a Vacation Rental Ordinance, and is seeking input from the Planning Commission and public for the items that they might want included in the ordinance.

Commissioner Ingalls questioned what the driving-force is behind vacation rentals, and stated that if he owned a house in Fort Grounds as a vacation rental, he feels that those parking passes would be used by the people renting the home. He questioned the need for new regulations when we have a lot of strong homeowner associations within the city.

Mr. Holm stated that staff has had complaints in the past from people living in a neighborhood that has a neighbor or knows of someone who is renting their home in this manner and is disruptive. He stated as an example, in Hawaii they do restrict how many vacation rentals a person can own, but they do regulate vacation rentals and because there are so many, a lot of the locals can't afford to live in town because the homes are prohibitively expensive.

Commissioner Ingalls inquired if he decided to rent his house out two times a year, for a week each, would he be breaking the law.

Mr. Holm answered no, and explained that within this ordinance, there are exceptions that a person is allowed to rent their home for a grand total of fourteen (14) days per calendar year, and that those days

can be broken into no more than two (2) stays. He stated the homeowner would not be required to apply for a short-term rental permit in that situation.

Commissioner Luttrupp stated he would like to have a police report submitted indicating the number of complaints they have received.

Commissioner Rumpler inquired about any safety features, such as smoke detectors or fire extinguishers that would need to be provided by the homeowner ensuring the renter that the home is safe.

Mr. Holm concurred and stated he has previously discussed this with the Fire Department, who perform inspections on homes, and stated that they are surprised how often homes do not have any functioning smoke alarms or fire extinguishers.

Commissioner Rumpler feels that safety should be considered and hopes that this ordinance will be able to address those issues.

Commissioner Ingalls inquired if other jurisdictions are required to perform inspections.

Mr. Holm stated that some cities do and some don't, and it's based on having adequate staffing available to do those inspections.

Commissioner Ward stated that this is great, but how is staff going to get people who have a vacation rental to obtain a permit.

Mr. Holm stated enforcement is done through complaints and stated there is an old saying "Don't irritate the neighbor and they won't complain".

Commissioner Messina recommended that a list be required for the tenant showing proof for safety items in the house.

Mr. Holm stated that the Fire Department already has a pamphlet that they give to people after they do a home inspection that could be used for this purpose.

Commissioner Green inquired if staff knew how much these permits will cost.

Mr. Holm stated that staff has not determined that yet.

Commissioner Rumpler feels this is a new form of commerce and it should be regulated like other businesses in the city.

Commissioner Fleming stated this is the future. She feels the city shouldn't be responsible and cited that she had a friend who has a vacation rental in the city and the person who was renting the property had an accident involving a barbecue, and thankfully the homeowner had adequate insurance. She agrees that this should be run as a business and that owners need to pay taxes to run this business.

PUBLIC COMMENTS:

Larry Chmura stated that he would like to know how many complaints the city gets on vacation rentals and thinks this is going to get expensive for the vacation rental owner and commented that "If it's not broken don't fix it".

Cheryl Lantz stated that they own a vacation rental business in town and would like to answer a question that came up earlier on a formula to decide occupancy. She explained that when they meet with a client and do a home inspection, they base the occupancy on the square footage of the home. She stated that the properties they manage are family oriented that have additional rooms with doors and extra-large bedrooms to sleep more than one person.

Commissioner Ingalls questioned if she feels the city needs a vacation rental ordinance.

Ms. Lantz stated, as a business owner, we don't need any more regulations, but would recommend that if there is an ordinance, to have a "light touch" and commented that if someone has a vacation rental they should be required to pay the required taxes that having a business generate to be fair.

Commissioner Luttrupp inquired if there are any criteria to be considered if an owner contacts your agency.

Ms. Lantz explained that there are federal guidelines that need to be followed which is discussed with the client and that the property owners do set their preference for the type of people they are looking for as a tenant, but caution them that discrimination is not allowed.

Debi Melkonian stated that they manage three vacation rentals and have enjoyed the numerous people who rent their properties. She commented that the insurance is more expensive, but agrees that this is a business and insurance is necessary to protect the owner and the client. She also agrees with the "light touch" approach to these regulations, and feels it is time that long-term vacation rentals should be regulated. She stated that she is impressed how immaculate the homes are left after her client's leave the property.

Commissioner Ward commented that once the city has the process in place, it would be nice to have the available rentals online with a 1-10 scale rating system. He inquired if renters are required to have their own renter's insurance.

Ms. Melkonian stated that they don't require proof of renters insurance from their clients, but they use a great security company that screens their applicants.

Dan Geiger stated that he has owned a vacation rental for 10 years in the Fort Grounds. He explained that a few years ago, he and his wife decided that they wanted to share their home and offered it to a group of people who were curious about the neighborhood. He stated since then, he has had the same people rent his property every year, because they love the area. He explained that he has great neighbors who report to him if there are any parties or disturbances in the neighborhood. He feels that these homes are self-regulating. He added that the people who rent his home have been quality people who leave the home spotless after it is used. He concurs with other testimony that a "light touch" ordinance would be best.

Matt Clapper stated he manages vacation rentals for Vacasa and oversee thirty homes and that they determine the occupancy after they inspect the home on how many bedrooms the home has available. He stated that with every client, they make sure the home is equipped for safety and if the home is lacking they will provide those items to insure the occupant's safety.

Terry Nash stated that he works for a vacation rental company (Vacasa) and concurs that a "light touch" is best for regulating vacation rentals. He feels that if they are required to have occupancy regulations, then hotels should be required to do the same. He commented that if he lives in a neighborhood and had a choice between a vacation rental and a regular rental, he would choose a vacation rental. He explained that most vacation rentals are family owned and well-maintained. He would agree to set the minimum stay for a vacation rental at two nights. He stated they do require the owners to provide proof of insurance and they screen their renters.

Commissioner Luttrupp asked if he could explain his screening process.

Mr. Nash stated, as an example, if you are contacted by one party and then they state they are going to split the rental, then that is a "red flag" that they are looking for a place to have a party.

Eva Carleton stated that she disagrees and stated the city doesn't need to have regulations on vacation rentals. She explained that she has had a vacation rental for a number of years, and doesn't feel there needs to be anymore fees. She stated that she has never had a problem getting quality people to rent her homes and that in the many years she has had a rental, nothing has been damaged. She commented that she is an attorney and carries liability insurance to cover anything that should happen on the property. She feels that vacation rentals are important and often accommodate the overflow of what the hotels can't handle.

Commissioner Fleming commented that the city is trying to make this a legal process since vacation rentals have become so popular. She stated this is a business and the owners should have to pay their share of taxes.

Holly Hansen explained that she had the good fortune to buy the house next to hers and turn it into a vacation rental. She stated that since then people who live on her street have asked her advice how they can turn their long term rentals into vacation rentals. She stated that she likes the idea of an ordinance and likes all the previous testimony; having a "lighter touch" ordinance. She recommended to staff when permits are issued to have a link on the city website for available vacation rentals, so that someone looking for one can have a useful tool. She added it would be a great tool for other vacation rental owners to use also. She also said she would like thereto be a contact person 24/7.

Kathrine Boss stated that she lives in the Fort Grounds neighborhood and is concerned about density. She feels allowing vacation rentals with high turnover changes the feel of the neighborhood and you then don't get to know your neighbors.

**CHAPTER 17.08
SPECIAL/HAZARD AREA REGULATIONS**

**ARTICLE X
SHORT-TERM RENTALS**

- 17.08.1010: PURPOSE:**
- 17.08.1020: DEFINITIONS:**
- 17.08.1030: PERMIT REQUIRED:**
- 17.08.1040: STANDARDS:**
- 17.08.1050: VIOLATIONS; PENALTIES:**

17.08.1010: PURPOSE:

A. The purpose of this Article is to establish regulations for the use of Residential Dwellings as Short-Term Rentals, establish a system to track the Short-Term Rental inventory in the City, ensure compliance with local performance standards, provide a means of contact for the Responsible Party of a Short-Term Rental, establish a Good Neighbor Policy for Occupants of Short-Term Rentals and their guests, and allow private property owners the right to fully and efficiently utilize their property without undue regulation or interference.

B. Nothing in this Article shall be construed so as to nullify or override any applicable covenants, conditions, and restrictions applicable to the property that may prohibit or restrict its use for Short-Term Rental purposes.

17.08.1020: DEFINITIONS:

A. “Good Neighbor Policy” shall mean the list of general rules of conduct, best practices, and standards of respect prepared by the Planning Department and required to be provided to Occupants and their guests utilizing Short-Term Rentals within the City.

B. “Occupant” shall mean the person or persons who contract with the Responsible Party for use of the Short-Term Rental.

C. “Residential Dwelling” shall mean a single unit providing complete and independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation. Tents, recreational vehicles, campers, and similar units not designed for permanent residential use are excluded from this definition.

D. “Responsible Party” shall mean the owner of a Residential Dwelling being used as a Short-Term Rental, as well as any person designated by the owner who is responsible for compliance with this Article by an Occupant and any guests utilizing the Short-Term Rental. The Responsible Party shall provide for the maintenance of the property and ensure compliance by the Occupant and any guests with the provisions of this Article, or any other applicable law, rule, or regulation pertaining to the use and occupancy of a Short-Term Rental. The owner of the property shall not be relieved of responsibility or liability for noncompliance with the provisions

of this Article, or any other applicable law, rule, or regulation pertaining to the use and occupancy of a Short-Term Rental because of the designation of another Responsible Party. All Responsible Parties shall be at least twenty-one (21) years old.

E. “Self-Inspection Checklist” shall mean the current form approved by the City for use with a Short-Term Rental application.

F. “Short-Term Rental” shall mean a Residential Dwelling which is rented for a minimum of two (2) nights and a maximum of thirty (30) days, and which is sometimes referred to as a “vacation rental.” This term does not include a Bed-and-Breakfast facility, an RV Park or campground, or a hotel or motel.

17.08.1030: PERMIT REQUIRED:

A. An applicant for a Short-Term Rental permit must be the owner of the Residential Dwelling to be offered for rent. No person with less than a fee ownership interest may apply for a Short-Term Rental permit.

B. Prior to offering a Short-Term Rental to the public, the owner of the Residential Dwelling shall complete an application on a form provided by the City and file it with the City Clerk or his/her designee. The application shall include:

1. The owner’s legal name, date of birth, telephone number, and both physical and mailing addresses;
2. If the Short-Term Rental is to be operated or managed by someone other than the owner, the name, date of birth, telephone number, and both physical and mailing addresses for a Responsible Party with day-to-day authority and/or control over the Short-Term Rental, together with a copy of a valid government-issued identification of any Responsible Party;
3. The address and telephone number of the Short-Term Rental; and
4. The signatures of the owner and other Responsible Party, if any, agreeing and acknowledging that they are jointly responsible for the compliance by the Occupant and any guests with all applicable laws, rules, and regulations pertaining to the use and occupancy of the Short-Term Rental, and for any unreasonable noise, disturbances or disorderly conduct by the Occupant and/or guests while utilizing while on the property of the Short-Term Rental.
5. If any information required by subsection 1 through 4 hereof changes, the Responsible Party shall promptly advise the City.

C. At the time an application is filed with the City, a Responsible Party shall complete and file with the City the Self-Inspection Check list. A new Self-Inspection Checklist shall be completed and filed with the City each year thereafter during which the Short-Term Rental will be offered to the public.

D. Short-Term Rentals are not a grandfathered use. All Short-Term Rentals in the City must have a permit to operate.

E. Subject to § 17.08.1010(B), any Residential Dwelling in the City may be rented without a permit for no more than fourteen (14) days per calendar year, where those fourteen (14) days are divided into no more than two (2) stays.

17.08.1040: STANDARDS:

A. Accessory Dwelling Units.

1. Accessory Dwelling Units (ADU), as defined by § 17.02.030(E) of this Code, and the associated principal dwelling may not be used as Short-Term Rentals.

B. Duties of Responsible Party.

1. A Responsible Party must be available twenty-four (24) hours per day, seven (7) days per week, for the purpose of responding within sixty (60) minutes to complaints regarding the condition of the Short-Term Rental or the conduct of the Occupant of the Short-Term Rental and/or their guests.

2. A Responsible Party shall obtain the name, address, and telephone number of each Occupant of a Short-Term Rental, and shall maintain this information, together with the dates of use of the Short-Term Rental by said Occupant, for a period of four (4) years following the completion of the rental.

3. A Responsible Party shall provide the information required in section 17.08.1040(B)(2) to the City at the City's request.

4. A Responsible Party, upon notification that any Occupant or guest has created any unreasonable noise or disturbance, engaged in disorderly conduct, or committed a violation of any applicable law, rule or regulation pertaining to the use and occupancy of a Short-Term Rental, shall promptly respond in an appropriate manner within sixty (60) minutes and require an immediate halt to the conduct, and take such steps as may be necessary to prevent a recurrence of such conduct. Failure of the Responsible Party to respond to calls or complaints regarding the condition, operation, or conduct of an Occupant or guest in a Short-Term Rental in an appropriate manner within sixty (60) minutes shall constitute a violation of this Article.

C. Information Provided to Occupants.

1. A Responsible Party shall provide each Occupant of a Short-Term Rental, or post in a prominent location within the unit, the following prior to or at the time of the occupancy of the unit:

- a. a current copy of the Short-Term Rental permit;

- b. the name and phone number of all Responsible Parties;
- c. a copy of the Good Neighbor Policy as approved by the City Planning Department;
- d. a notice of the trash pick-up day, and applicable rules and regulations pertaining to leaving or storing trash on the exterior of the dwelling; and
- e. parking locations and requirements.

D. Occupancy.

- 1. The maximum number of overnight guests occupying a Short-Term Rental shall not exceed the definition of “family” as provided in § 17.02.055(B).
- 2. Guests of an Occupant may use a Short Term Rental only between the hours of 7:00 a.m. and 10 p.m., and only when an Occupant is present.
- 3. A Responsible Party may rent either the entire Residential Dwelling or one (1) room of the Residential Dwelling to an Occupant. Under no circumstances shall a Responsible Party rent individual rooms in a Short-Term Rental to different Occupants for the same night or nights.

E. Outdoor storage.

- 1. Storage of equipment, inventory, or work-related items other than vehicles, shall be within the residence or a permitted accessory building. Outdoor storage and storage containers are prohibited. For purposes of this Chapter, the term “storage container” refers to industrial and commercial shipping containers and buildings, including PODS and like containers, which are designed to be portable and/or temporary and which do not meet the design criteria for accessory buildings. The term does not include sheds or small storage buildings intended for incidental residential use and which are compatible with residential use.

F. Parking.

- 1. All Occupants and guests shall, to the greatest extent possible, utilize any off-street parking of the Residential Dwelling which constitutes the Short-Term Rental. On-street parking by Occupants and guests shall be governed by the applicable provisions of Chapters 10.20, 10.22, 10.24, and 10.27 of this Code.

2. GRASSCRETE DISCUSSION?

G. Signs and Advertising.

1. Signs shall comply with the requirements applicable within the underlying zone as set forth in Chapter 15.24 of this Code.
2. The address number of a Short-Term Rental shall be posted in accordance with Fire Department IFC requirements.
3. All advertising for the Short-Term Rental shall include the City permit number and the maximum number of vehicles accommodated by off-street parking spaces.

H. Trash.

1. Trash and refuse shall not be left stored within public view except in proper containers for the purpose of collection by the authorized waste hauler on scheduled trash collection days.
2. The Short-Term Rental property shall, at all times, be kept in a neat and sanitary condition, in compliance with the requirements of Title 8 of this Code.

I. Zoning.

1. Subject to the standards in each zone, as well as the standards in this Article, the use of a Residential Dwelling as a Short-Term Rental is permitted as of right in all residential and commercial zones, in MH-8 provided the Residential Dwelling is installed as required by State law, and DC.

17.08.1050: VIOLATIONS; PENALTIES:

A. Violations.

1. It is unlawful for any Responsible Party to offer for Rent a Short-Term Rental or to operate a Short-Term Rental without a City permit.
2. It is a violation this Article if a Responsible Party, or an Occupant or guest knowingly and willfully violates any provision of this Article.

B. Penalty.

1. For a first offense, the violator shall be subject to a civil penalty in an amount established by Resolution of the City Council.
2. For any subsequent offense, the violator shall be subject to a misdemeanor, pursuant to section 1.28.010 of this Code.

3. In addition to any other remedy or procedure authorized by law, for repeated violations of or failure to comply with any of the standards of this Article, the City Clerk or his/her designee may revoke a permit and, in addition, may order that no new permit shall be issued for up to three (3) years pursuant to the following procedures.

a. Prior to the revocation of any permit or the denial of a permit for repeated violation of the provisions of this Article, written notice of the reasons for such action shall be served on the Owner and/or Responsible Party in person or by certified mail at the address on the permit application. Revocation shall become final within ten (10) days of service unless the Owner and/or Responsible Party appeals the action. The Owner and/or Responsible Party shall provide the appeal in writing to the City Clerk or his/her designee within ten (10) days of receipt of the notice. The written notice of appeal must state the reasons for the appeal and the relief requested.

b. Should the owner and/or Responsible Party request an appeal within the ten (10) day period, the City Clerk or his/her designee shall notify the owner and/or Responsible Party in writing of the time and place of the hearing.

c. Appeals shall be heard by a neutral hearing officer designated by the City

d. For good cause shown, the hearing officer may affirm or reverse the decision to revoke a permit. The hearing officer may affirm, reverse, or modify a decision to deny a new permit for upon a showing of good cause.



Vacation Rental (VR): Self-Inspection Checklist

Please fill this form out completely ~ missing information will prevent approval and delay sign-off for this application.
By signing this document the applicant acknowledges and represents that this application is for a legally constructed unit.

VR ADDRESS:	DATE:
OWNER (Name/Address/Phone):	
APPLICANT (Name/Address/Phone):	
MANAGER IF APPLICABLE (Name/Phone):	
24/7 PHONE NUMBER (In Case of Emergency):	
LEGAL DESCRIPTION:	
OWNER EMAIL:	
MANAGER EMAIL (if applicable):	

UNIT TYPE(S)					
(Check all that apply)					
<input type="checkbox"/>	Single Family Dwelling Unit (SFDU)				
<input type="checkbox"/>	Duplex	<input type="checkbox"/>	Single Unit (1 of 2)	<input type="checkbox"/>	Both Units (2 of 2)
<input type="checkbox"/>	Multi-Family	<input type="checkbox"/>	Total # VR units Proposed	<input type="checkbox"/>	Total units in Building
<input type="checkbox"/>	Condo	<input type="checkbox"/>	Total # VR units Proposed	<input type="checkbox"/>	Total units in Building

BUILDING SAFETY	
<i>Multi-Family (Condo-Apartments) Requirements Apply</i>	
<input type="checkbox"/>	Handrails and guard rails installed on stairways and porches.
<input type="checkbox"/>	All sleeping areas have egress windows or a door directly to the outside.

FIRE SAFETY

<input type="checkbox"/>	Smoke detectors are mounted on the ceiling, in the correct location, and installed on each floor, in each sleeping room and outside each sleeping area.
<input type="checkbox"/>	Smoke detectors are tested monthly and maintained with a new battery annually. NFPA recommendation is to replace smoke detectors every 10 years.
<input type="checkbox"/>	Does unit have gas or attached garage? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, working and tested Carbon Monoxide (CO) detectors installed outside sleeping areas, tested monthly and batteries replaced annually.
<input type="checkbox"/>	Printed and posted floor plans and home fire escape plans from each floor indicating 2 ways out.
<input type="checkbox"/>	2-A-10-BC Fire extinguisher shall be installed on each floor in plain view and annual testing performed with tag attached. Date last of Inspection ----/----/----
<input type="checkbox"/>	Gas, water and electrical shut off and home heating appliance and safety use will be explained to each renter (ASK FIRE?)
<input type="checkbox"/>	Annual maintenance and/ or repairs of natural gas cooking and heating appliances should be conducted by a trained technician to manufacturer's specifications.
<input type="checkbox"/>	No combustible materials within 3 feet of heating and cooking appliances.
<input type="checkbox"/>	Address numbers facing the street shall be displayed in contrasting colors and are required to be 4" tall numbers with a min width of 0.5" wide stroke width
<input type="checkbox"/>	Address listed and displayed on a welcome card with "Call 9-1-1" as the emergency number to call. Owner/Manager phone number to call is listed on card.
<input type="checkbox"/>	Electrical extension cords used for permanent wiring are not allowed; power strips with surge protectors are allowed
*** Multi-Family (Condo/Apartments) Requirements ***	
<input type="checkbox"/>	Fire Sprinkler/Fire Alarm records of testing and inspection records: Fire Sprinklers: Date of Last Inspection ___/___/_____ Fire Alarm: Date of Last Inspection ___/___/_____

The applicant affirms, under penalty of perjury, that the information contained herein is true and correct to the best of his/her knowledge and belief, and agrees to hold the City harmless for any damages resulting from applicant's misrepresentation, intentional or otherwise.

Owner Address (Primary Residence): _____

Manager Address (If applicable): _____

Owner/Manager Phone Number (For 24 Hour Contact): (_____) _____

Owner Signature: _____ Manager Signature: _____

Date: ___/___/____

Dated this _____ day of _____, 20__.

Subscribed and sworn to before me this _____ day of _____, 20__

Notary Public for State of Idaho
Residing at: _____
My commission expires: _____



Common courtesy and respect go a long way. Loud music, unruly parties, and improper parking are code violations. They will not be tolerated and neighbors are encouraged to report violations to the police.

Conduct yourself accordingly and welcome to our world-class resort community. You will love it here.



710 E. Mullan Avenue
Coeur d'Alene, ID 83814

(208) 769-2300

www.cdavid.org/short-term



This good neighbor pamphlet contains important information regarding your short-term stay in Coeur d'Alene.

Please follow this guide to ensure your stay is enjoyable for everyone.



OCCUPANCY

The maximum overnight occupancy on premises for short-term residential uses between 11p.m. and 6 a.m. is defined as a “family”.

17.02.055: DEFINITIONS VIII:

- B. "Family" unless otherwise specified by ordinance means any of the following:
1. One or more persons who are related by blood, marriage, or adoption; or
 2. No more than four (4) persons who are unrelated by blood, marriage or adoption living together as a single housekeeping unit; or
 3. No more than a total combination of five (5) persons related and unrelated living together as a single housekeeping unit.

NOISE

Our neighborhoods are great places. We intend to keep them that way. Respect those around you and we'll all have the best vacation ever!

17.07.120: VIBRATION AND NOISE:

- B. In all districts, the use of property shall not create a noise level for residentially zoned property in excess of the following criteria, measured by an approved and properly calibrated decibel meter:
1. Daytime level (7:00 A.M. to 10:00 P.M.), sixty five (65) dB;
 2. Nighttime level, fifty five (55) dB.

PARKING

Parking comes at a premium the closer you get to the lake. Private off-street parking must be fully utilized prior to parking on the streets. Never block the sidewalk or neighbor's driveway.

PETS

Coeur d'Alene is a dog friendly city. Dogs and people love it here! Be sure to check if your vacation rental allows pets if they are joining you.

Please leash & pick up after your pet.