



City Council Meeting & Public Hearing

JULY 15, 2024

OFFICIAL MINUTES

Office of the City Clerk

ALPHARETTA CITY HALL
COUNCIL CHAMBERS | 2 PARK PLAZA | 6:30 PM

OFFICIAL MINUTES

The public is advised that the following minutes are not a verbatim transcription of business presented at the Council Meeting of the date shown; but are a synopsis of pertinent information. The public is further advised that the video recording for said meeting is a matter of public record and is available to be viewed at the City Clerk's office during normal business hours or viewed online at <https://www.youtube.com/user/alpharettagov>.

1. CALL TO ORDER

- Mayor Gilvin called the meeting to order at 6:30 p.m.

2. ROLL CALL

• Council Members

- Mayor Jim Gilvin
- Mayor Pro Tem Dan Merkel
- Brian Will
- Fergal M. Brady
- Donald F. Mitchell
- Douglas J. DeRito

• Absent

- John Hipes

• Staff

- Chris Lagerbloom, City Administrator
- Molly Esswein, City Attorney
- Lauren Shapiro, City Clerk
- James Drinkard, Assistant City Administrator
- Adam Montgomery, Director of Information Technology
- Cris Randall, Director of Human Resources
- John Robison, Director of Public Safety
- Kathi Cook, Director of Community & Economic Development
- Morgan Rodgers, Director of Recreation, Parks & Cultural Arts Services
- Pete Sewczwicz, Director of Public Works

- Tom Harris, Director of Finance
- Bret Schroeder, Code Enforcement Manager

3. PLEDGE TO THE FLAG

4. PRESENTATIONS & PROCLAMATIONS

A. Wacky World Sponsor Recognition

- Mayor Gilvin recognized the McCabe Family and Lakeview Development for their contributions to the rebuild of Wacky World Playground.

5. RESOLUTION: UNION HILL PARK 2021 BOND REFERENDUM FUNDS

Consideration of adoption of a resolution regarding use of bond funds for Union Hill Park.

City Administrator, Chris Lagerbloom, shared that staff is seeking a deferral of this item in order to prepare examples of what could be constructed at this park.

- ❖ Mayor Pro Tem Merkel offered a motion to defer this item to July 29, 2024 City Council Meeting.
 - Council Member Mitchell seconded the motion.
 - The motion was approved unanimously (6-0).

6. WORK SESSION ITEMS

A. Proposed Text Amendments to the Code of the City of Alpharetta: Lift Assist Requests and Fees

Review and council discussion of an Ordinance of the Mayor and Council of the City of Alpharetta, Georgia to amend Chapter 0 of the Code of the City of Alpharetta, Georgia to add Article V – Lift Assistance; to add provisions related to non-medical and non-emergency requests for fire division personnel to physically move residents or patients of assisted living facilities or nursing homes; to provide for the determination of a lift assist; to provide for fees for lift assists; to provide for appeal procedures; to provide an effective date; and for other purposes.

- City Attorney, Molly Esswein, and Director of Public Safety, John Robison, came forward to present this item.

CITY COUNCIL DISCUSSION:

- Council Member Will asked what type of vehicle we send for lift assists and asked if it would make sense to purchase a vehicle for this purpose. He also suggested a medical facilities fee for these types of establishments.
- Council Member Mitchell shared that he approves of the fees, and especially the wear and tear on city vehicles.

- Council Member Brady asked if the city has reached out to the facility operators and it would be beneficial to pull together a group of operators to see if we can find a solution to this problem.
- Council Member DeRito would like to see statistics of which facilities are overutilizing this service, potential liability of lift assists, and asked about the possibility to expand the community paramedic program. He also shared that he is a little weary of assessing fees.
- Mayor Pro Tem Merkel shared that these lift calls are 24/7, and the best way forward may be to get feedback from industry professionals and to come back to look at some options with Council.
- Mayor Gilvin shared that while no one wants to impose fees, there is a challenge of staffing our public safety department the way it needs to be staffed with fees from all taxpayers or from those utilizing the services. He shared that he would like to see some additional options, and he was curious as to the costs of the lift assist program. Further, he would like to see what the costs would look like if we added additional staff to the community paramedic program.
- City Administrator, Chris Lagerbloom, noted that a working operators group would be a good path forward for working on a solution for this and shared that adding additional staff and equipment to solve this may not be the best solution.

B. Text Amendments: Short Term Rentals

City Council discussion of a future Ordinance to amend the Code of the City of Alpharetta, Georgia as it relates to Short Term Rentals.

- City Attorney, Molly Esswein, and Director of Community and Economic Development, Kathi Cook, came forward to present this item.
- The Short Term Rental presentation is attached hereto as "Exhibit A."

CITY COUNCIL DISCUSSION:

- Council Member DeRito asked how the short term rental data for Alpharetta was compiled and asked if short term rentals would affect any rental caps described in the HOA's covenants.
 - Director Cook shared that the data was provided by a company called Granicus and would need to be verified by staff.
- Council Member Will asked about the number of homes in Alpharetta compared to the number of rentals in Alpharetta.
 - Director Cook shared 26,000 homes (versus 89 rentals).
- Council Member Brady shared that he would like the HOA to have the final say as the entity that has the most control.

- Council Member Mitchell shared that he was fine with moving forward with this version of the ordinance.
- Mayor Pro Tem Merkel shared that he is in support of this ordinance.
- Mayor Gilvin shared that there is a lot of pressure on the municipality to offer affordable housing and these short term rentals are not considered as residential, they are commercial. When these short term rentals are converted from a residence to a rental property, it removes the home from our housing stock.

7. CONSENT AGENDA

A. Special Called City Council Minutes (Meeting of 6/24/2024)

Consideration of approval of the Special Called City Council meeting minutes from the Work Session of June 24, 2024.

B. Alcoholic Beverage License Application

Consideration of approval of the following alcoholic beverage license applications:

1. **PH-24-AB-12 Merritt Hospitality, LLC d/b/a Home2 Suites Alpharetta**
12075 Morris Road, Alpharetta, GA 30005
Change in Business Ownership
Hotel
Consumption on Premises
Beer, Wine & Sunday Sales
Owner: Merritt Hospitality, LLC
Registered Agent: Michael Sard
2. **PH-24-AB-13 Chow One North Point, LLC d/b/a Chow Won Korean Steakhouse**
950 North Point Drive, Alpharetta, GA 30022
Restaurant
Consumption on Premises
Distilled Spirits, Beer, Wine & Sunday Sales
Owner: Chow One North Point, LLC
Registered Agent: Xiu Qing Chen

C. Financial Management Report (Month Ending May 31, 2024)

Consideration of approval of the Financial Management Report for the month ending May 31, 2024.

D. Settlement Agreement: Jeffrey Gray v. City of Alpharetta Civil Action File Number 1:23-CV-00463-MLB

Consideration of approval to award a Settlement Agreement and Release of Claims between Jeffrey Gray and the City of Alpharetta, Arick Furr, and Harold Shoffeitt and with authorization for the Mayor to execute all necessary documents.

PUBLIC COMMENTS:

- There were no public comments.

❖ Council Member Mitchell offered a motion to approve the Consent Agenda.

- Mayor Pro Tem Merkel seconded the motion.
- The motion was approved unanimously (6-0).

8. OLD BUSINESS

A. Request For Proposals 24-118: Pool and Fountain Maintenance Services

Consideration of approval to award a contract for Request For Proposal 24-118 to DC Pool Service, LLC for pool and fountain maintenance services with a contract term of five-years and with authorization for the Mayor to execute all necessary documents.

- Director of Recreation, Parks, and Cultural Services, Morgan Rodgers, came forward to present this item.
- This item was previously tabled during the June 24, 2024 City Council meeting.
- This contract request is for pool and fountain maintenance services, including providing all the necessary labor, chemical supplies, etc. for the service and maintenance of: Wills Park Pools, Splash Pad, Slide, and Fixed Features, four (4) City Center water features, including the Town Green Water Feature, Two Formal Garden Fountains, and the Lazy River in Brooke Street Park, Maddox Park Fountain, and Three (3) Pocket Park Small Fountains in North Main Street Park, Canton/Old Canton Park, and Roswell/Old Roswell Park.
- RFP 24-118 which was issued on March 21, 2024 and was advertised through the City's e-procurement site (Bonfire) as well as the Georgia Procurement Registry, reaching 592 vendors. The response deadline was April 25, 2024, and proposals were received from three (3) firms.
- The highest-scoring vendor, DC Pool Service, LLC has been in business since 2006 providing swimming pool maintenance, repair, and renovation services to customers across metro Atlanta and surrounding areas. A significant portion of DC Pool Service's business is servicing aquatic facilities for municipalities, universities, and healthcare systems. DC Pool Service, LLC, is the City's existing service provider and has extensive knowledge of the workings of all aquatics features and fountains in the City of Alpharetta. DC Pool Service, LLC has been the selected vendor for the City fountains since the opening of the splash fountain on the Town Green in 2016 and has serviced the Wills Park Pool since the facility was upgraded in 2018. The company has consistently exceeded staff expectations in terms of responsiveness, competency, and flexibility (including emergency service visits).
- DC Pool Service, LLC, was the 2nd lowest cost submission at \$126,762 based on the estimated usage quantities and can be further segmented as follows:
 - \$65,400 - Base Services (e.g. maintenance visits) which are generally fixed, but additional visits can be requested as needs dictate.

- \$6,500 - Extra Services (e.g. leaf/debris removal, pressure washing pool deck, etc.) which are variable based on need.
- \$54,862 - Chemicals which are variable based on need.

PUBLIC COMMENTS:

- There were no public comments.
- ❖ Mayor Pro Tem Merkel offered a motion to award a contract for Request For Proposal 24-118 to DC Pool Service, LLC for pool and fountain maintenance services with a contract term of five-years and with authorization for the Mayor to execute all necessary documents.
 - Council member Will seconded the motion.
 - The motion was approved unanimously (6-0).

B. Resolution: Union Hill Park 2021 Bond Referendum Funds

Consideration of adoption of a resolution regarding use of bond funds for Union Hill Park.

This item was deferred by Mayor and City Council at the beginning of the meeting.

9. NEW BUSINESS

A. Purchase Approval: Freightliner M2 106 Plus with a Shortstop 3.5 Truck Mounted Mixer

Consideration of approval of the purchase of a Freightliner M2 106 Plus with a Shortstop 3.5 Truck Mounted Mixer utilizing State Contract 9999-SPDSPD0000155-007 from Peach State Truck Center in the amount of \$165,703.00 and with authorization for the Mayor to execute all necessary documents.

- Director of Public Works, Pete Sewczwicz, came forward to present this item.
- As part of the Fiscal Year 2025 Capital Budget, the Public Works Department budgeted for the purchase of a new concrete truck, which would replace the department's 1997 F-800 Asphalt Truck. This asphalt truck is overdue to be replaced, as it is 27 years old, and repair parts are increasingly difficult to get.
- If approved, this vehicle would be a new addition to the city's fleet operations and would allow infrastructure crews to pour concrete for sidewalk and stormwater repairs. This will improve efficiency and reduce the time required to complete repairs, as Public Works crews would not have to rely on the delivery of concrete to job sites by private concrete providers. It has become very challenging to obtain concrete and schedule deliveries on a day and time that aligns with project schedules, and it is now common for deliveries to not be delivered on schedule.
- Public Works compared pricing and delivery time of other vendors and has confirmed that what the recommended vendor is providing under State contract is a lower cost than what can be obtained on the open market. Delivery time for the

vehicle under State contract is comparable to that of the open market, and delivery is expected by October 2025.

- If this purchase is approved, the 1997 F-800 Asphalt Truck will be surplus by the City's Finance Department.

PUBLIC COMMENTS:

- There were no public comments.
- ❖ Council Member DeRito offered a motion to approve the purchase of a Freightliner M2 106 Plus with a Shortstop 3.5 Truck Mounted Mixer utilizing State Contract 9999-SPDSPD0000155-007 from Peach State Truck Center in the amount of \$165,703.00 and with authorization for the Mayor to execute all necessary documents.
 - Council Member Brady seconded the motion.
 - The motion passed unanimously (6-0).

B. Invitation to Bid 24-10004: Cumming Street Pedestrian Bridge Design

Consideration of approval of an award of a contract for Invitation To Bid 24-1004 to Moffatt & Nichol for the performance of the Cumming Street Pedestrian Bridge Design Services project in an amount not to exceed \$143,600.00 and authorize the Mayor to execute all necessary documents.

- Director of Public Works, Pete Sewczwicz, came forward to present this item.
- The award of this project is for design services associated with the addition of one pedestrian bridge along Cumming Street at the Big Creek tributary.
- Currently, there is no pedestrian access across the creek along the south side of Cumming Street. Public Works staff is currently designing a sidewalk to fill in the existing sidewalk gaps between Cricket Lane and Clairmonte Avenue. With the construction of this sidewalk, a bridge needs to be added that can accommodate bicycle as well as pedestrian traffic.
- This bridge will be substantially similar in style to the recent bridges constructed as part of the Big Creek Greenway extension from Marconi Drive to Union Hill Park. It will provide a concrete trail surface and metal handrails atop a steel-truss frame. The new bridge will provide a minimum of 8' clear width.
- A scoring document was prepared by the Public Works Department and Request for Qualifications (RFQ) No. 24-1004 was issued on February 29, 2024. The response deadline for the advertised RFQ was March 28, 2024, and a total of five submissions were received by that deadline.
- The top three scoring firms were short-listed and invited to bid on the design of the pedestrian bridge. The Invitation to Bid No. 24-1004 (the "ITB") was issued on April 25, 2024, and responding bids were received on May 23, 2024. The following table shows the list of top three firms and their proposed costs.

- Moffatt & Nichol is an experienced design firm that has worked on several projects with similar elements in Georgia, including the Gateway Trail Pedestrian Bridge over SR 54 project for Peachtree City, the South Lumpkin Multi-Use Trail in Columbus, GA, and the Demorest Pedestrian Bridge over SR 385 on the campus of Piedmont College in Habersham County. They also designed the Windward Parkway Pedestrian Bridges at Big Creek and the nearby tributary.

PUBLIC COMMENTS:

- There were no public comments.
- ❖ Council Member DeRito offered a motion to award a contract for Invitation to Bid 24-1004 to Moffatt & Nicol for the performance of the Cumming Street Pedestrian Bridge Design Services project in an amount not to exceed \$143,600.00 and authorize the Mayor to execute all necessary documents.
 - Council Member Brady seconded the motion.
 - The motion passed unanimously (6-0).

C. Request for Proposal 24-119: On Call Electrical Services

Consideration of approval of an award of a contract for Request for Proposal 24-119 to Meer Electric, Inc. for a 5-year service contract to provide electrical services on an on-call basis for the Recreation, Parks and Cultural Service Department's special events and authorize the Mayor to execute all necessary documents.

- Director of Recreation, Parks, and Cultural Services, Morgan Rodgers, came forward to present this item.
- Since last contracting for On-Call Electric for Special Events, the city's electrical needs for special events have increased due to the expanded footprint of Taste of Alpharetta, increase in stages at Wire & Wood, and larger production of performances and decorations at the Alpharetta Tree Lighting. With these growing needs, it is imperative to have an electrical services contractor on-call to provide the flexibility needed for the Community Services Division to quickly and efficiently address unforeseen electrical needs during events that may occur during the year.
- The scope-of-work includes providing all labor, services, logistical planning, safety measures, supervision, equipment, tools, materials, and incidentals required to meet the on-call electrical service needs of the City's special events and holiday decorations.
- In an effort to lock-in service pricing and give staff a formalized point-of-contact for on-call electrical services, an RFP was prepared by a Committee including representatives from the Recreation Department as well as Finance. RFP 24-119 was issued April 4, 2024, with proposals received May 2, 2024. The City received a total of two (2) responses which were submitted to the Evaluation Committee for

review and ranking. The Evaluation Committee met on May 23, 2024, to tabulate the overall scores.

- The recommended firm, Meer Electric, is the most recent electrical services provider for special events. Staff has found them to be knowledgeable, responsive, and focused on delivering excellent service, and have a strong institutional knowledge of the City's special events requirements and logistics. From a cost perspective, Meer Electric has proposed higher hourly rates per classification (Master, Journeyman, and Apprentice labor rates) than Face N Sons, LLC. The most important factor that differentiates the two vendors is Meer Electric's proven festival and outdoor event experience that Face N Sons, LLC did not substantiate. Additionally, Face N Sons, LLC demonstrated a lack of attention to detail by addressing a different city in its proposal in multiple sections.

PUBLIC COMMENTS:

- There were no public comments.
- ❖ Mayor Pro Tem Merkel offered a motion to award a contract for Request for Proposal 24-119 to Meer Electric, Inc. for a 5-year service contract to provide electrical services on an on-call basis for the Recreation, Parks and Cultural Service Department's special events and authorize the Mayor to execute all necessary documents.
 - Council Member DeRito seconded the motion.
 - The motion passed unanimously (6-0).

D. Purchase Approval for Item A: Cybersecurity Subscription Renewal with Layer 3 Communications

Consideration of approval of a purchase order to Layer 3 Communications in the amount of \$98,523.24, as discussed in the Executive Session at the June 24th Council Meeting.

- Director of Information Technology, Adam Montgomery, came forward to present this item.
- As discussed in the Executive Session at the June 24th Council meeting, this renewal is funded in the Fiscal Year 2025 budget. Three quotes were obtained, with Layer 3 Communications providing the lowest and recommended quote. The anticipated increase of \$23,578.83 over Fiscal Year 2024 is due to the purchase of additional functionality prorated for the 2024 mid-year.

PUBLIC COMMENTS:

- There were no public comments.
- ❖ Council Member Mitchell offered a motion to approve a purchase order to Layer 3 Communications in the amount \$98,523.24, as discussed in Executive Session at the June 24th Council meeting.
 - Council Member Will seconded the motion.

- o The motion passed unanimously (6-0).

E. Purchase Approval for Item B: Cybersecurity Subscription Renewal with SHI International Inc.

Consideration of approval of a purchase order to SHI International Inc. in the amount of \$62,509.29, as discussed in Executive Session at the June 24th Council meeting.

- Director of Information Technology, Adam Montgomery, came forward to present this item.
- As discussed in the Executive Session at the June 24th Council meeting, this renewal is funded in the Fiscal Year 2025 budget. Three quotes were obtained, with SHI International Inc. providing the lowest and recommended quote. Therefore, SHI International Inc. is recommended for purchase approval. This renewal adds 150 licenses, which explains the \$11,287.07 increase over the Fiscal Year 2024 renewal.

PUBLIC COMMENTS:

- There were no public comments.
- ❖ Council Member Mitchell offered a motion to approve a purchase order to SHI International Inc. in the amount of \$62,509.29, as discussed in Executive Session at the June 24th Council meeting.
 - o Council Member Will seconded the motion.
 - o The motion passed unanimously (6-0).

F. Purchase Approval for Item C: Cybersecurity Subscription Renewal with CDWG

Consideration of approval of a purchase order to CDWG in the amount of \$51,264.00, as discussed in Executive Session at the June 24th Council meeting.

- Director of Information Technology, Adam Montgomery, came forward to present this item.
- As discussed in the Executive Session at the June 24th Council meeting, this renewal is funded in the Fiscal Year 2025 budget. Three quotes were obtained, with CDWG providing the lowest and recommended quote. This renewal is \$1,699 lower than the Fiscal Year 2024 renewal.

PUBLIC COMMENTS:

- There were no public comments.
- ❖ Council Member Mitchell offered a motion to approve a purchase order to CDWG in the amount of \$51,264.00, as discussed in Executive Session at the June 24th Council meeting.
 - o Council Member Will seconded the motion.
 - o The motion passed unanimously (6-0).

G. Purchase Approval for Item D: Cybersecurity Subscription Renewal with SHI International Inc.

Consideration of approval of a purchase approval to SHI International Inc. in the amount of \$320,000.00, as discussed in Executive Session at the June 24th Council meeting.

- Director of Information Technology, Adam Montgomery, came forward to speak on this item.
- As discussed in the Executive Session at the June 24th Council meeting, this renewal is funded in the Fiscal Year 2025 budget. This renewal is being purchased on a Georgia state contract and is the same amount as the Fiscal Year 2024 renewal.

PUBLIC COMMENTS:

- There were no public comments.
- ❖ Council Member Mitchell offered a motion to approve a purchase approval to SHI International Inc. in the amount of \$320,000.00, as discussed in Executive Session at the June 24th Council meeting.
 - Council Member Brady seconded the motion.
 - The motion passed unanimously (6-0).

10. PUBLIC COMMENT

- Martin Zurinkas (8070 Willow Tree Way, Alpharetta, GA 30005) came forward to thank the Mayor and City Council for deferring the Parks Bond Resolution item.

11. REPORTS

- There were no reports.

12. EXECUTIVE SESSION (IF NECESSARY)

- There was not an executive session.

13. ADJOURNMENT

- ❖ Council Member DeRito offered a motion to adjourn the meeting.
 - Council Member Will seconded the motion.
 - The motion was approved unanimously (6-0).
- With there being no further items to consider or discuss, Mayor Gilvin adjourned the meeting at 8:07 p.m.

Respectfully submitted,



Lauren Shapiro, City Clerk

EXHIBIT A

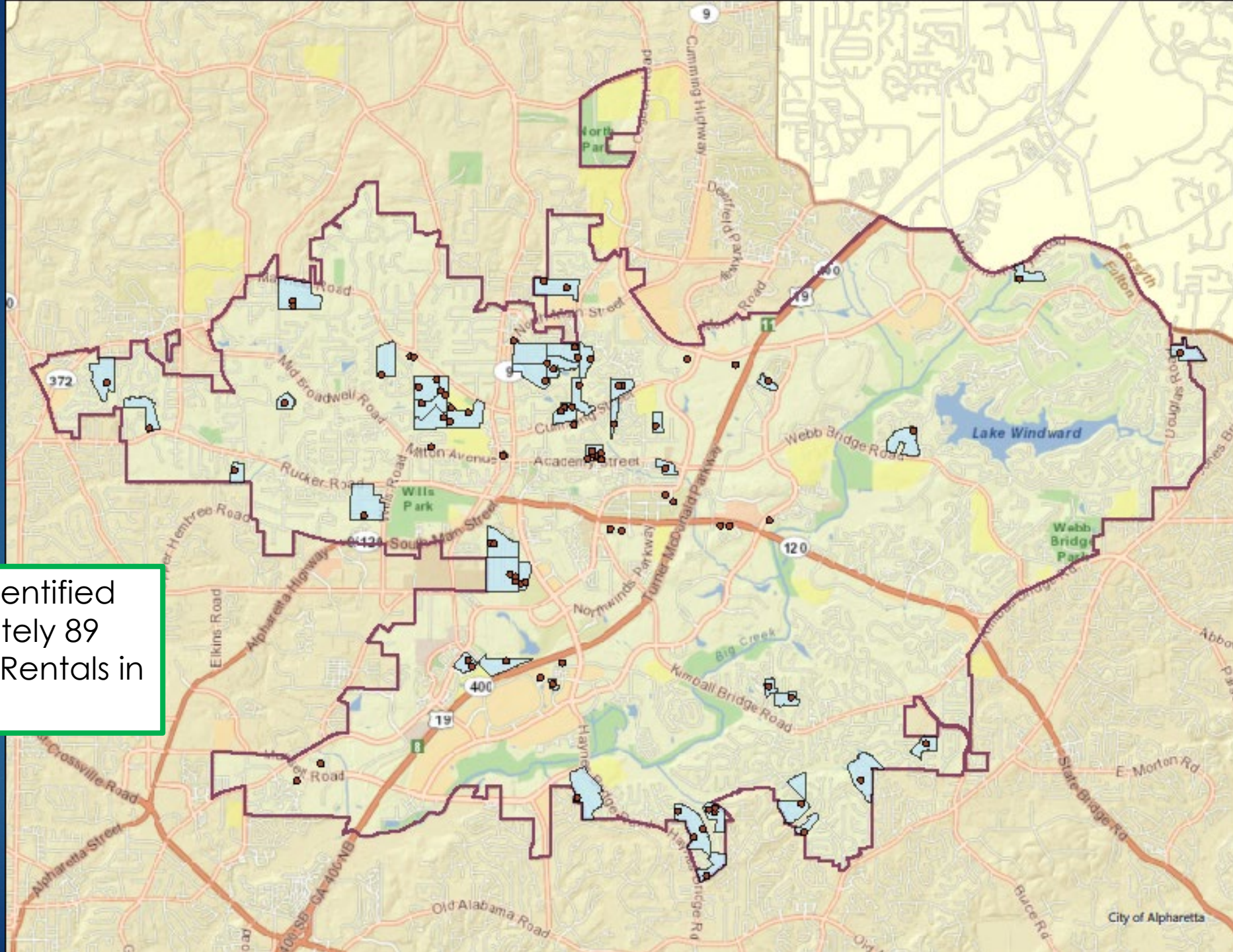


Short-Term Rentals

ALPHARETTA CITY COUNCIL

JULY 15, 2024

Staff has identified approximately 89 Short-term Rentals in the City



Prior Proposal

- ▶ Council previously considered designating Short-term Rentals as a **conditional** use in the AG district, and prohibited in all other districts.
- ▶ In addition to the Conditional Use Review Criteria set forth in Section 2.2a of the Unified Development Code, the proposal contemplated additional criteria for the City Council to consider including:
 - (1) Overnight occupancy;
 - (2) Daytime occupancy;
 - (3) The number of bedrooms;
 - (4) The capacity of the paved or impervious surface parking lot;
 - (5) Lot size;
 - (6) Distance from the structure to be used as a Short-term Rental from all neighboring property lines; and
 - (7) Sewer capacity and/or size and condition of the on-site septic system, as applicable.
- ▶ The original zoning proposal was paired with a permitting ordinance, which would impose operation regulations on Short-term rentals.

Stakeholder Meeting

- ▶ The City hosted a meeting with stakeholders, who provided input regarding their concerns with the proposed regulations.
- ▶ Feedback was provided both by Short-term Rental owners/operators, as well as City residents affected by Short-term Rentals.
- ▶ Feedback regarding operational regulations significantly aligned with the proposed ordinance.
- ▶ Owners/operators voiced concern with limiting the number of Short-term Rentals to be operated by an individual, as well as the narrowed zonings where Short-term Rentals could be operated.
- ▶ Residents expressed frustration regarding the possible change to the character of neighborhoods. They want to retain a sense of community where they know their neighbors.

Proposed Regulations

- ▶ Revise the UDC to authorize short-term rentals in residential districts, but with a 5% rental cap in platted subdivisions
- ▶ Revise the Code of Ordinances to require a license for short-term rentals with operational requirements

Proposed Revisions to the UDC

- ▶ Add a definition for “Short-term Rental”
- ▶ Identify Short-term Rental as a permitted use in all residential districts
- ▶ Provide for a cap on the number of Short-term Rentals in platted subdivisions
 - ▶ One Short-term Rental per subdivision, or 5% of the total number of residential lots, whichever is greater

Proposed Revisions to the UDC

- ▶ Variances to the rental cap may be submitted for consideration by the City Council.

Short-Term Rental:

- ▶ An accommodation for transient guests, rented for the purpose of overnight lodging for a period of less than thirty (30) days. For the purposes of this definition, a Short-term Rental shall include all housing types but shall exclude Bed and Breakfast establishments and Boarding Houses as they are defined by this Code. Short-term Rentals shall not constitute a Home Occupation as defined by this Code.

Proposed Licensing Ordinance

- ▶ Requires a short-term rental license on an annual basis
- ▶ Establishes qualifications for the issuance of a license
- ▶ Subjects short-term rentals to various operational requirements
- ▶ Provides for the suspension or revocation of a license
- ▶ Provides for violations and penalties

Applications

- ▶ Required on an annual basis
- ▶ Information provided:
 - ▶ Property information
 - ▶ Owner information
 - ▶ Local contact person
 - ▶ Number of bedrooms
 - ▶ Occupancy calculations
 - ▶ Acknowledgment of all regulations
 - ▶ Verification of on-site septic or sewer service

Operational Requirements

- ▶ Occupancy must be memorialized by written agreement
- ▶ Overnight occupancy (11PM – 7AM) limited to 2 persons per bedroom plus 2 additional persons.
 - ▶ If serviced by sewer, 2 additional persons per residents
 - ▶ In no case shall overnight occupancy exceed 15 persons
 - ▶ Individuals under 2 years of age do not count toward maximum occupancy
- ▶ Daytime occupancy shall not exceed the overnight occupancy plus 4 additional guests.
- ▶ Vehicles are limited to 1 per bedroom, or the capacity of the parking lot, whichever is greater.

Operational Requirements

- ▶ All rentals must be to a “responsible person” as defined in the ordinance.
 - ▶ An occupant of a short-term rental who is at least twenty-one (21) years of age and who is legally responsible for ensuring that all occupants and/or guests of the short-term rental comply with all applicable laws, rules and regulations pertaining to the use and occupancy of the subject short-term rental.
- ▶ Prior to permitting occupancy, the owner must:
 - ▶ provide information about short-term rental regulations to the responsible person
 - ▶ require written confirmation from the responsible person of their agreement to comply

Operational Requirements

- ▶ Notice to be posted in the Short-term rental:
 - ▶ Owner and local contact person information
 - ▶ Name and address of the nearest hospital
 - ▶ Maximum number of overnight occupants and daytime guests
 - ▶ Maximum number of vehicles and designated parking areas
 - ▶ Trash pickup information
 - ▶ Noise regulations
 - ▶ Copy of the short-term rental license

Operational Requirements

- ▶ Life Safety
 - ▶ Bedrooms must comply with safety codes in effect as of the date a CO was issued
 - ▶ Bedrooms, hallways, and common areas must have a smoke detector that meets IRC standards
 - ▶ Each floom must have a carbon monoxide detector and fire extinguisher
 - ▶ House number must be visible from the street

Other Requirements

- ▶ Occupation taxes
- ▶ Timely payment of all property taxes
- ▶ Apartments are not eligible
- ▶ Local Contact person:
 - ▶ Must be available to respond to the location 24/7 within 3 hours
 - ▶ May be a managing agency
 - ▶ Contact information must be kept current with City

Suspension or Revocation of a License

- ▶ Suspension, revocation, or forfeiture of an issued license is possible following notice and an opportunity for a hearing before City Council based on:
 - ▶ Violation of the short-term rental ordinance or noise regulations
 - ▶ The applicant provided fraudulent information in the application
 - ▶ The short-term rental does not meet the licensing requirements
 - ▶ The short-term rental was used as a rental during a period of suspension

Violations and Penalties

- ▶ 1st violation: fine up to \$250 and a warning
- ▶ 2nd violation: fine up to \$500 and a license suspension between 30 and 90 days
- ▶ 3rd violation: fine up to \$1000, revocation of the license, and neither the owner nor local contact person can reapply for a license for 12 months.
- ▶ Each day a short-term rental is marketed or rented for overnight accommodation without the necessary short-term rental license constitutes a separate violation.