

- b. Mail or deliver the notification letter to all recognized organizations and owners of property abutting and directly across the street from the short-term rental.
2. Required information for permit. In order to apply for a Type A short-term rental permit, the owner or operator must submit to the Planning and Development Services Department:
 - a. Completed application form bearing the address of the property, the name, signature, address, and telephone number of the owner and operator if operator is not also an owner.
 - b. A short-term rental application and permit fee established by [separate ordinance].
 - c. Proof of property insurance covering the property.
 - d. A copy of the owner's current City of Spokane business license.
 - e. A copy of the notification letter and a list with the names and addresses of all property owners and organizations that received the letter.
 - f. A site plan.

D. Renewal of and Revoking a Type A Short-Term Rental Permit. A Type A short-term rental permit must be renewed per the procedures in chapter 4.04 SMC and can be revoked according to the procedures in chapter 4.04 SMC for failure to comply with the regulations of this chapter. When a Type A short-term rental permit has been revoked, a new Type A short-term rental permit will not be issued to the owner at that site for 2 years.

Section 17C.316.050 Type B Short-Term Rentals

A. Use-related regulations.

1. Conditional use permit. A Type B short-term rental requires a Type III conditional use permit. The approval criteria are stated in SMC 17C.320.080 F, Institutional and Other Uses in Residential Zones.
2. Allowed structure type. A Type B short-term rental is allowed only in the following residential structure types:
 - a. House;
 - b. Attached house;
 - c. Duplex;
 - d. Apartments;
 - e. Condominiums; and
 - f. Accessory dwelling unit.

B. Standards.

1. Maximum size. Maximum set through conditional use review.
2. Bedroom requirements. The City's Building Official must verify that each bedroom to be rented to overnight guests:
 - a. Met the building code requirements for a sleeping room at the time it was created or converted;
 - b. Meets fire code requirements.
3. Number of residents and overnight guests. The total number of residents and overnight guests occupying a dwelling unit with a Type B short-term rental may be limited as part of a conditional use approval.
4. Employees. Nonresident employees for activities such as booking rooms and food preparation may be approved as part of the conditional use review. Hired service for normal maintenance, repair and care of the residence or site, such as yard maintenance or house cleaning, is allowed. The number of employees and the frequency of employee auto trips to the facility may be limited or monitored as part of a conditional use approval.
5. Services to guests and visitors. Serving alcohol and food to guests and visitors is allowed, subject to other county and/or state requirements.
6. Commercial meetings.
 - a. Commercial meetings. Commercial meetings, as defined above, are regulated as follows:
 - i. In the residential single family zones, commercial meetings are prohibited;
 - ii. In all other zones, the number of commercial meetings per year shall be determined as part of a conditional use review. The maximum number of visitors or guests per event will be determined through the conditional use review. Adjustments to the maximum number of meetings per year are prohibited.
 - b. Historic landmarks. A historic landmark that receives special assessment from the State may be open to the public for 4 hours one day each year. This does not count as a commercial meeting.
 - c. Meeting log. The operator must log the dates of all commercial meetings held, and the number of visitors or guests at each event. The log must be available for inspection by city staff upon request.
7. Appearance. Residential structures may be remodeled for the development of a short-term rental, subject to required approvals and permits. Structural alterations may not be made that prevent the structure from being used as a residence in the future. Internal or external changes that will make the dwelling appear less residential in nature or function are not allowed. Examples of such alterations

include installation of more than three parking spaces, paving or required setbacks, and commercial-type exterior lighting.

8. Parking. See Spokane Municipal Code Chapter 17C.230 Parking and Loading.
9. Advertising. All advertising for the short-term rental must include short-term rental permit number.

Section 17C.316.060 Monitoring

All short-term rentals must maintain a guest log book. It must include the names and home addresses of guests, guest's license plate numbers if traveling by car, dates of stay, and the room assigned to each guest. The log must be available for inspection by city staff upon request.

Section 17C.316.070 Pre-Established Bed and Breakfast Facilities

- A. **Nonconforming Use.** Bed and breakfast facilities that were operating before June 14, 2006, which have not obtained a conditional use permit under Chapter 17C.315 SMC, may continue to operate subject to the requirements and limitations in SMC 17C.315.160.A.
- B. **Bed and Breakfasts with a Conditional Use Permit.** Bed and breakfast facilities operating under an approved conditional use permit may chose to operate under Chapter 17C.315 SMC or this Chapter.

Section 5. Effective Date. This ordinance shall take effect and be in force on

_____.

PASSED BY THE CITY COUNCIL ON _____.

Terri Pfister, City Clerk

Approved as to Form:
