

ARTICLE 3.23 – SHORT-TERM LODGING

SECTION 3.22.001 – PURPOSE

The Purpose of this article is to allow short-term rentals in the City of La Grande with the goal of minimizing impacts to the residential housing stock in the city and to ensure and maintain livable neighborhoods. Short-term rentals are permitted in all residential zones, in both owner-occupied and leased properties, provided that the short-term rental meets the definition as stated in Article 1.3 of this Code; the requirements of this Article; and all other applicable City, County or State laws and regulations.

SECTION 3.22.002 – SHORT-TERM RENTAL PERMIT

- A. A Short-Term Rental Permit shall be required for operating a short-term rental in all Residential Zones within the City of La Grande. An application for a Permit shall be initiated by the property owner or long-term renter with the property owner as a co-applicant, on forms provided by the Community Development Director/Planner and shall include the following submittal information to demonstrate compliance with this Article:
1. Copy of property deed or other legal document showing proof of property ownership.
 2. For applications initiated by a long-term renter, the property owner shall be a co-applicant.
 3. A plot plan of the property showing the following:
 - a. The location and use of all buildings and structures on the property.
 - b. Identify the main entrance to the short-term rental dwelling on the property and the location of keypad or key lock box.
 - c. Identify the location and size of each required guest parking space.
 4. A signed acknowledgement statement of “no objection” from a majority of property owners described in ‘a’ and ‘b’ below:
 - a. From the majority of the owners of property adjacent to the short-term rental property.
 - i. For the purposes of this requirement, “adjacent” means only those properties that share property lines and those across a public alley.
 - ii. Where only two (2) adjacent properties exist, a minimum of fifty percent (50%) shall be required; and,
 - b. From the majority of the owners of property within two hundred-fifty feet (250’) of the short-term rental property.
 - c. The applicant shall prepare and present an “Acknowledgement Packet” to those neighbors described in 4.a. and b. above. The Acknowledgement Packet shall include the following:

- i. The plot plan as required in Item #3 above.
- ii. An operation plan that identified the number of rooms for rent, whether the rental includes the entire house to one party or by the room to separate parties, whether pets allowed, other? [specify "other" requirements].
- iii. A copy of the House Rules for Guests staying at the short-term rental.
- iv. Emergency contact information of the property owner or manager of the short-term rental.
- v. The acknowledgment statement to be signed by property owners shall read as follows:

"I have reviewed and fully understand the plans, operations and house rules for the proposed short-term rental, and I have no objections to the City of La Grande approving a Short-Term Rental Permit for operation of a short-term rental on the subject property as described in the Acknowledgement Packet."

5. Copy of completed and approved Building Safety Inspection, signed by Building Inspector, City of La Grande Building Division.
 6. Any other information deemed necessary by the Community Development Director/Planner to demonstrate compliance with this Article.
- B. Property owner shall be limited to possessing only two (2) Short-Term Rental Permits and owning only two (2) short-term rentals within a residential zone the City.
- "Owner" is defined as natural person or legal entity that owns and holds legal title to the subject property. If the owner is a business entity such as a partnership corporation Limited Liability Company, Limited Partnership, Limited Liability Partnership or similar entity, each person who owns an interest in that business entity is considered an owner.
- C. The Short-Term Rental Permit is not transferrable and does not run with the land. The Permit is assigned exclusively to the property owner that is identified in the application and the use is subject to all terms and conditions of the initial permit. The Short-Term Rental Permit shall not grant any permanent land use rights that may later be interpreted or construed as being a legal nonconforming use or grandfather right attached to the property.
- D. Upon receiving approval of a Short-Term Rental Permit, the property owner shall also obtain and maintain a Lodging Operation Certificate from the City of La Grande Finance Department.
- E. The Short-Term Rental Permit will presumptively be renewed annually and the applicant may continue the short-term rental operation under the terms and conditions of the initial permit, unless the permit has been revoked as provided in Section 3.22.004.

SECTION 3.22.003 – SHORT-TERM RENTAL REQUIREMENTS AND USE RESTRICTIONS

- A. Short-term rentals shall not include the use of a recreational vehicle, travel trailer, tent or other temporary shelter
- B. Multi-Family and Condominium Units Prohibited: Short-term rentals shall be limited to single-family or accessory dwelling units, and duplex dwellings. Short-term rentals shall be prohibited in all multi-family and condominium developments (three units or greater), as well as all cottage home developments.
- C. Only one (1) Short-Term Rental Permit is permitted per parcel, limited to one (1) residential dwelling, which may include an accessory dwelling unit that is rented to the same party.
 - 1. A single-family dwelling with an accessory dwelling unit shall not be rented separately to different parties, as this would be considered two (2) separate short-term rentals on the same parcel and not permitted under this Code.
 - 2. A short-term rental within a duplex shall be limited to one (1) side or one (1) dwelling unit only.
- D. The maximum occupancy for a dwelling used for a short-term rental shall be two (2) additional persons per guest bedroom, plus two additional persons. For example, a two (2) bedroom dwelling would have a maximum occupancy of six (6) persons.
- E. One (1) off-street (on-site) parking space shall be provided for every guest sleeping room. For Bed and Breakfast Inns and Hosted Home Shares, this requirement is in addition to the parking required for a single-family dwelling or duplex, whichever is applicable.
- F. Each required off-street parking space shall be fully accessible at all times and not stacked or blocked by another parking space. Parking space dimensions and access shall be designed in conformance with Section 5.7.005 of this Code, and shall meet the following standards:
 - 1. While meeting the 9'x18' required dimension, the parking area shall include two-feet (2') of minimum clearance on each side of the parking area for occupants to easily get in and out of a vehicle. If such clearance does not exist, the parking spaces within such area shall be deemed non-functional and invalid towards meeting minimum off-street parking requirements.
 - 2. Each off-street parking space shall be an integral part of the short-term rental use, and include an improved walkway directly to and from the entrance where a key lockbox shall be mounted for accessing the short-term rental.
 - 3. Required off-street parking shall be located and designed to be closer to an entrance of the short-term rental with a key lockbox, than the on-street parking within the public right-of-way. Such design shall encourage guests to use the required off-street parking as the primary parking space(s).
 - 4. Signage shall be installed at each required off-street parking space or area that clearly identifies the reserved and designated off-street parking for the short-term rental.

- G. Enclosed parking areas (garages, gated fences, etc.) shall not be eligible for meeting the parking requirements. Required parking spaces shall be open and conveniently accessible to guests at all times.
- H. Conversion of Covered Parking to Living Space: The conversion of a covered parking space(s) to living space shall only be permitted when the removal of such parking space will not result in a future nonconforming situation, should the short-term lodging use revert back to a residential occupancy.
- I. Other Conversions of Space: The conversion of a dwelling to a short-term rental is considered temporary. No alterations or improvements shall be permitted that will prevent the short-term rental dwelling from its ability to be reverted back to a full-time residential dwelling (e.g., elimination of kitchen or other alterations that may result in a nonconforming situation).
- J. Good Neighbor Policies:
 - 1. House policies must be posted on-site for guests to easily see.
 - 2. The short-term rental shall include the posting of a business sign in a location that is clearly visible and easy to read from the public right-of-way. Such signage shall include the phone number of the emergency contact for the owner or manager of the short-term rental.
 - 3. One or more emergency contacts for the short-term rental shall reside within fifteen (15) miles of the short-term rental and shall be responsive to neighborhood questions, concerns or complaints within two (2) hours.

SECTION 3.22.004 – ENFORCEMENT OF SHORT-TERM RENTAL PROVISIONS

- D. Upon receiving a complaint of a possible violation of this Article or the provisions of any other applicable ordinance or law, City Staff will investigate to determine if a violation exists; and when appropriate, will provide the property owner with written notice of the required actions to correct the violation.
- E. Revocation of Short-Term Rental Permit:
 - 1. Failure to complete corrective action to resolve a violation of this Article shall result in the revocation of the Short-Term Rental Permit.
 - 2. A third (3rd) violation of this Article, even if corrected, within a twelve (12) month period shall result in the revocation of the Short-Term Rental Permit.
 - 3. The expiration or termination of a Lodging Operation Certificate shall result in the revocation of the Short-Term Rental Permit.
 - 4. Submitting false information to the City shall result in the denial, suspension, or revocation of a Short-Term Rental Permit as determined by the City Manager in their sole discretion.
- F. Upon revocation of a Short-Term Rental Permit, a property owner shall not be permitted to submit a new application for a Short-Term Rental Permit for a period of two (2) years from the date the Permit was revoked.

- G. In the event that a tenant or property owner is found to be operating a Short-Term rental without the required Permit, the property owner shall immediately cease operating the Short-Term rental, submit an application for a Short-Term Rental Permit, obtain a Lodging Operation Certificate, and submit lodging taxes for all rents received while operating without a permit within 30 days of notice of the violation. Failure to comply with these provisions shall prohibit eligibility to submit an application for a Short-Term Rental Permit for a period of two (2) years.