

City of Pass Christian

MEMORANDUM

To: Mayor & Board of Aldermen

From: Malcolm Jones, City Attorney; Joel Sims, Building Codes Official; Danit Simon, City Planner

Meeting Date: April 16, 2019

Re: Short-Term Rental Ordinance Summary

1. Zoning:

a. Allowed with a License:

- T2 Rural Zone
- T3R Single-Family Residential Zone
- T4L Limited Mixed-Use Zone
- T4+, T4C, T5C & T5H Mixed-Use Zones
- Special Districts: Mixed-Use Commercial, Auto-Centric, High-Hazard Commercial
- All O & G Sectors

b. Prohibited:

- T1 Natural Zone
- T3E Estate Zone
- Special Districts: Big Box, Industrial-Marine, Harbor, Beach

2. Licensing:

- a. Submit application at the Building Codes Office
- b. Application fee of \$200.00 with a \$100 Renewal Charge
- c. Sign an agreement of all the Conditions
- d. Obtain a City Privilege License
- e. The Building Code Official and Fire Chief inspect the property.
 - i. To determine the number of bedrooms and available parking spaces.
 - ii. To ensure that residence meets the Fire & Building Codes, i.e, smoke and carbon monoxide detectors must be installed and operational, bedroom windows must be operable, fire extinguishers, GFCI outlets at all wet locations, means of egress, etc.
- f. The License must be renewed each year, the fee paid and the property inspected. Licenses are non-transferable.
- g. Material Violations of conditions will be prosecuted in Municipal Court.
- h. A violation and conviction for violation of regulations may result in the revocation of a license. The applicant may re-apply after one-year. Every time the license for a particular address is revoked, the time between re-applying is extended, from one to two years, etc. Records of violations and revoked licenses stays with the property regardless of change in ownership.

3. Conditions:

- a. Maximum of two people per bedroom and not more than five bedrooms can be rented with the total number of occupants not to exceed 10 people sleeping overnight at the residence.
 - i. The Fire Code provides that the rental of structures with 11 or more tenants constitutes lodging and greater regulatory standards will apply.
- b. During the inspection, a maximum number of parked vehicles is assigned to the property, based on the available space on the driveway, parking pads, etc. The maximum number includes vehicles parked on and off street.
- c. Recreational Vehicles and campers must be parked at the rear of the property, not visible from the public street and cannot be used for short term rental.
- d. Each property must have a local property manager that lives within 25 miles of the site and can be responsive to complaints of the occupants' activities.
- e. Music and other activities that will unreasonably disturb the peace of the neighborhood are prohibited outside of the rental unit after 10pm and before 7AM the following day.
- f. No short term rental unit will be allowed to serve food on site to occupants.
- g. The management of the short term rental units must provide adequate waste management receptacles that are screened from public view.
- h. No exterior signage for rental units.
- i. No commercial events, parties, or group gatherings not hosted and personally attended by the owners of the units shall occur on the premises.

4. Appeal Process

- a. An applicant may appeal the decisions concerning granting or revoking licenses to the Mayor and Board of Aldermen.

5. Public Outreach:

- a. Planning Commission would be required to hold an advertised Public Hearing to review the relevant issues and a proposed licensing and zoning ordinance prior to their adoption.
- b. After the ordinances are adopted the City staff would send out a mailer to all property owners and local real estate offices with the information. The City's website will display a copy of the ordinance, regulations, and application available through the Building Code Office number. (Mailer will cost the City approximately \$1,500.)