

**BOARD OF COUNTY COMMISSIONERS
FEBRUARY 11, 2020
PLANNING CASE #PLN20-006: ADOPTION OF REVISED FEE SCHEDULE FOR SHORT
TERM RENTAL PERMITTING**

PROJECT INFORMATION:

Request: Update to the Short Term Rental Fee Schedule to include a fee for Responsible Agent Change Requests, elimination of the discount for bulk permit submittals, and utilization of the current Building Department fee schedule for verification inspections.

ISSUES:

None

PLANNING COMMISSION RECOMMENDATION:

The Countywide Planning Commission does not make recommendations on this type of request.

RESOLUTION STATUS:

Draft Resolution is attached.

STAFF RECOMMENDATION:

Approval of revised Planning Department fee schedule.



STAFF REPORT

TO: Board of County Commissioners

FROM: Dan Osborn, Interim Planning Director
Brandi Timm, Planning Technician

SUBJECT: Adoption of Revised Planning Department Development Review Fee Schedule for Short Term Rental Permitting

DATE: Prepared for meeting on February 11, 2020

BACKGROUND AND PURPOSE:

In December 2018, the BOCC adopted short term rental (STR) regulations that would be applicable to properties within the unincorporated areas of Summit County. The STR regulations were designed to address the following, among other items:

- Permitting and fees
- Verifying compliance with the applicable sales tax and personal property tax collection requirements
- Reducing neighborhood impacts (e.g., parking and trash)
- Regulation of life safety issues (e.g., smoke and carbon monoxide detectors)
- Ensuring appropriate use of deed-restricted housing
- An effective compliance monitoring and enforcement system.

PROPOSED CHANGES TO FEE SCHEDULE:

At the January 14, 2020, work session with the BOCC staff presented an update on the STR regulations and gave a number of recommendations aimed at improving the STR regulations, including modifications to the Planning Department's Development Review Fee Schedule to better reflect the actual impact of staff time to review and correct STR applications. Staff was directed by the BOCC to return on February 4, 2020, to present finalized recommendations on the fee schedule. Due to the upcoming migration to Host Compliance, the new STR management software platform, staff is recommending that the adoption of the revised fee schedule be approved before the new platform is in place. The additional items identified at the January 14, 2020 work session will be revisited at a later date.

The proposed fees will be updated in the Summit County Planning Department Development Review Fee Schedule upon adoption of the proposed Resolution. The original Resolution 2018-89 adopting the STR Regulations contained a section specific to permit fees in its attached Exhibit 1. The proposed resolution will make the desired changes directly to the Fee Schedule. References to Exhibit 1 and Resolution 2018-89 are for convenience. Proposed Resolution 2020- xx is attached for the BOCC's consideration. Specific recommendations include:

1. Fee Schedule, bulk discount. Section C of Exhibit 1 to Resolution 2018-89. This section allows for a 20% discount for six permits or more submitted at the same time

by a property manager for units in a single building or complex. The discount was proposed based on the idea that submitting in bulk would reduce staff review time.

However, time savings have not been realized as each application requires individual staff review and attention, and bulk submittals can cause additional work when incorrect data entry has to be corrected on multiple applications. Further, this bulk permit discount required STR Helper/Host Compliance to develop additional permit types and work flows that added to staff review time. **Recommend bulk discount be deleted from fee schedule.**

2. **Fee Schedule, change in property management.** A “Responsible Agent Change” form was created for those property owners that obtained a permit, and then chose to change property management companies. Staff does not believe a full new permit fee should be required, as a portion of the review has been completed for the property; however there is work required to confirm correct sales tax and other information for the new manager. **Recommend adding \$50 property management change fee to fee schedule.**

3. **Fee Schedule, Building Inspection Verification.** The Building Department Fee Schedule lists an Inspection Fee for which no fee is specifically indicated (minimum charge – one hour) at \$65 per hour. Any Short Term Rental applicant will be subject to this fee when the Building Department is required to review the site plans and inspect and verify the potential rental unit has approved sleeping areas that meet all life and safety standards set forth in the Building Code. Staff anticipates a two-hour minimum plan review and site inspection will be required for these types of requests (\$130.00 for both components). As this fee is already established in the Building Department Fee Schedule, no amendment is needed at this time, but this will clarify the intent of the BOCC.

STAFF RECOMMENDATION:

Staff recommends that the BOCC approve the revised Planning Department Development Review Fee Schedule as set forth above and in the attached resolution.

CC: Scott Vargo, County Manager
Bentley Henderson, Assistant County Manager
Jim Curnutte, Community Development Director
Marty Ferris, County Finance Director
Joe DiCerbo, Senior Bookkeeper
Jeff Huntley, County Attorney
Keely Ambrose, Assistant County Attorney