

ORDINANCE NO. \_\_\_\_

**AN ORDINANCE OF THE TOWN OF PINEDALE, WYOMING CREATING § 160.20.2 WITHIN ARTICLE III OF CHAPTER 160 CONCERNING PERMIT REQUIREMENTS FOR SHORT-TERM RENTALS.**

**§ 160.20.2. Short-Term Rentals.**

A. General.

- (1) No short-term rentals, as defined in Ch. 475, Zoning, Article XL, Short-term Rentals, shall be in operation within the Town without first having obtained a short-term rental permit.
- (2) Short-term rental permits are issued on an annual basis and are good for 365 days after issuance. It is the responsibility of the permit holder to apply for a renewal. The permit holder must be renewed before it expires. If the owner and/or street address of the STRP have changed, the applicant must submit a new permit application. If other application information has changed, the information must be sent in a letter signed by the owner, without having to submit a new application.

B. Application.

The permit application shall include the following:

- (1) Required application fee as determined by resolution.
- (2) The applicant must be the same as the name on the deed for the property, the owner must be a natural person, trust, or a non-profit organization. The applicant must show proof of property ownership.
- (3) Floor plan of the STRP showing number of bedrooms and location of smoke alarms. The floor plan can be hand-sketched (number of sleeping rooms will be checked against the tax assessor's record). Floor plans shall show details of all levels of the house and any attached structures, location of windows, doors (interior and exterior), and locations of the required smoke detectors.
- (4) Proof of insurance evidencing homeowner's fire, hazard, and liability insurance. Liability coverage shall have limits of not less than \$1,000,000 per occurrence. (should the insurance be homeowner's or commercial insurance?)
- (5) Documented proof of written notification to owners of all adjacent properties. The notification shall include the contact information for the responsible party. Such proof shall be either the signature of the owner of the adjacent property, a signed receipt of US registered or certified mail addressed to the adjacent owner, or notice from U.S. Postal Service that such mail was refused or not timely accepted.



**AN ORDINANCE OF THE TOWN OF PINEDALE, WYOMING CREATING ARTICLE XL OF CHAPTER 475 CONCERNING REQUIREMENTS FOR SHORT-TERM RENTAL PROPERTIES.**

NOW, THEREFORE BE IT HEREBY ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF PINEDALE, WYOMING, THAT ARTICLE XL OF CHAPTER 475 OF THE PINEDALE MUNICIPAL CODE IS HEREBY CREATED TO READ AS FOLLOWS:

ARTICLE XL

**SHORT-TERM RENTAL**

**§ 475-328. Definitions.**

- A. **SHORT-TERM RENTAL PROPERTY.** Short-Term Rental Property (STRP) is a residential single-family dwelling unit that is used and/or advertised for rent for transient occupancy by guests for a continuous period of 1 to 29 days. Residential dwelling units rented to the same occupant for 30 or more continuous days, Commercial Properties with Bed and Breakfast establishments, hotels, and motels shall not be considered short-term rental property.
- B. **OWNER OCCUPIED.** The owner of the property permanently resides in the STRP or in the principal residential unit with which the STRP is associated on the same lot.

**§ 475-329. General requirements.**

A short-term rental permit is required in order to rent a residential single-family dwelling for less than 30 days at a time. The following requirements must be met:

- A. .
- B. Signs, advertising, or any other display on the property indicating that the dwelling unit is being utilized, in whole or in part, as an STRP is prohibited. The STRP shall outwardly appear as a residential dwelling.
- C. The STRP shall maintain smoke alarms in all locations required by the Fire Marshal.
- D. Short-term rentals are not permitted outdoors, in an un-attached accessory structure (e.g. shed, garage, etc.), or in a recreational vehicle.
- E. The permit holder shall be responsible for collecting and remitting all applicable room, occupancy, and sales taxes required by state law.
- F. A posting of the short-term rental permit and contact information for responsible party must be visible in a visible area in the rental property.

- G. Any advertising or description of an STRP on any website must display the permit number or an image of the permit.
- H. Short-term rental permits shall not be transferred or assigned to another individual, person, entity, or address. Further, a permit does not authorize any person, other than the person named therein, to operate an STRP on the property.
- I. Short-term rentals shall not adversely affect the residential character of the neighborhood nor shall the use generate noise, vibration, glare, odors, or other effects that unreasonably interfere with any person's enjoyment of his or her residence.
- J. All occupants shall abide by all applicable noise restrictions contained in Ch. 299, Nuisances, of the Pinedale Municipal Code, solid waste requirements as described in Ch. 389, Solid Waste, and all other Pinedale Municipal Codes.

Parking for the STRP must utilize parking on the property of the STRP or parking in the right-of-way immediately adjacent to the STRP property.

- K. Town staff shall maintain a log of nuisances and complaints lodged against a property operating as a STRP. If three separate complaints are logged against a property in a 2 year period Town staff will review the STRP permit for possible suspension or revocation. A suspension or revocation may be appealed to the Town Council by the holder of the STRP permit.
- L. Short Term Rental Permits shall expire on

**§ 475-330. Nuisances, violations and penalties.**

- A. Any violation of this article is adjudged and declared to be a nuisance and shall summarily be abated by proper proceeding brought therefor.
- B. Any person, firm or corporation violating any of the provisions of this section is guilty of a misdemeanor and, upon conviction thereof, shall be subject to the general penalty as provided in Chapter 1, Article IV, General Penalty, of this Code.

PASSED ON FIRST READING ON \_\_\_\_\_.

PASSED ON SECOND READING ON \_\_\_\_\_.

PASSED, APPROVED AND ADOPTED ON THIRD READING ON \_\_\_\_\_.

ATTEST:

TOWN OF PINEDALE,  
WYOMING:

BY: \_\_\_\_\_  
ROBERT M. JONES, MAYOR

\_\_\_\_\_  
TOWN CLERK

ATTESTATION BY TOWN CLERK

STATE OF WYOMING                    )  
COUNTY OF SUBLETTE                ) ss.  
TOWN OF PINEDALE                    )

I hereby certify that the foregoing Ordinance No. \_\_\_\_\_ was duly published in the Pinedale Roundup, a newspaper of general circulation published in the Town of Pinedale, Wyoming, on the \_\_\_\_\_ day of \_\_\_\_\_.

I further certify that the foregoing Ordinance was duly recorded on Page \_\_\_\_\_ of Book \_\_\_\_\_ of Ordinances of the Town of Pinedale, Wyoming.

\_\_\_\_\_  
Town Clerk