

Short-Term Rental Program Overview and Registration Guide

Short-Term Rental Program: Host Workshop

January 11th, 2020

Introduction

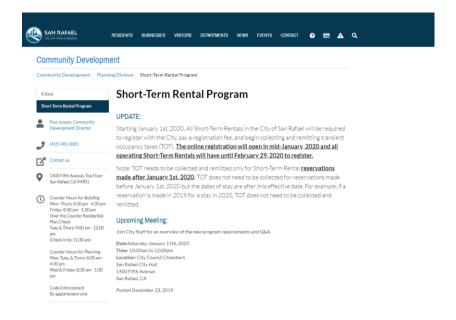
Program Checklists

- **☐** Registration Checklist
- **☐** Self-Inspection Safety Inspection Checklist
- **□** Self Inspection Vegetation Inspection Checklist
- **□** Example Interior Signage



Website

www.cityofsanrafael.org/shorttermrentals

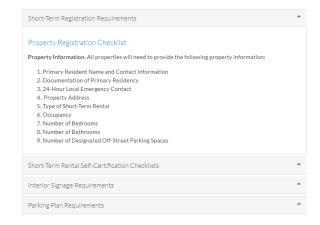




Short-Term Rental Program: Host Workshop

January 11th, 2020

Program Registration Requirements



Frequently Asked Questions



Program Information

Program Information

- Effective Date: January 1st, 2020
- All Short-Term Rentals in the City of San Rafael are required to register with the City, pay a registration fee, and begin collecting and remitting transient occupancy taxes (TOT).
- The online registration will open in mid-January 2020 and all operating Short-Term Rentals will have until February 29, 2020 to register.



Program Information: Registration Fees

- \$170 initial & \$135 for renewal
- Registration <u>includes</u> your business license
- All Short-Term Rentals in the City of San Rafael are required to register with the City, pay a registration fee, and begin collecting and remitting transient occupancy taxes (TOT).
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Program Information: Transient Occupancy Taxes (TOT)

- 12% TOT- (10% City and 2% MCBIDTA)
- TOT must be collected and remitted at least once a quarter.
 - Hosts can remit TOT through the Host Compliance website or in person;
- Rentals through Airbnb will have TOT collected and remitted automatically through Airbnb. Hosts do not need to collect and remit TOT separately.
- All Hosts will need to provide every quarter: Gross Receipts, Number of Nights Rented, and Average nightly rented.



Program Information: Eligible Properties

- All or a portion of the Residential Unit is offered for Tourist or Transient Use by the Permanent Resident of the Residential Unit
- The Residential Unit is the Primary Residence of the Permanent Resident
- The Permanent Resident is a natural person (A natural person refers to the legal definition of a person that is an individual human being as opposed to a private business entity or public organization)
- The Permanent Resident has registered the Residential Unit and maintains good standing with the City of San Rafael



Program Information: Ineligible Properties

- Income-restricted affordable housing, including Below-Market-Rate (BMR) units and public housing
- Student housing, dormitories and Single-Room-Occupancy (SRO) buildings
- Commercial or industrial zoned lots
- Non-residential areas within buildings, such as storage areas, and living/sleeping quarters added in garages
- Recreation Vehicles (RVs), including non-motorized Travel Trailers
- Boats/House Boats
- Teepees, Yurts, Tents, and Treehouses
- Sleeping Quarters in Vans or Cars



Program Information: Multi-Resident Properties

- Accessory Structures are allowed to be used as Short-Term Rentals. These units must still meet the primary residency requirements.
 - Accessory Structures include: Accessory Dwelling Units, Junior Dwelling Units, and Accessory Structures less than 120 square feet
- Co-Listing Requirements
 - You cannot offer an entire single home or residential unit and the accessory structure at the same time.
 - However, If you chose to rent out a portion or a room in the main house—rather than the entire main home—you would be allowed to rent out the accessory structure.



Program Information: Occupancy Limits

- Accessory Structures are allowed to be used as Short-Term Rentals. These units must still meet the primary residency requirements.
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Program Information: Off-Street Parking

- The City allows two individuals per bedroom plus two additional individuals if the rental provides additional living space.
 - For instance, a studio could accommodate two individuals and a one-bedroom apartment could accommodate four individuals.
- Rentals must provide enough off-street parking to meet the number who can stay in the short-term rental. In no instance can a short-term rental's occupancy be greater than the number of vehicles the property could accommodate through the designated off-street parking requirements.



Program Registration

Online Registration Portal

https://secure.hostcompliance.com/san-rafael-ca/permit-registration



Short-term Rental Registration and Tax Payment Form

Welcome to the City of San Rafael's short-term rental registration and tax collection system. What would you like to do?

Register for a short-term rental registration

Pay short-term rental tax on an existing short-term rental registration

Renew an existing short-term rental registration

1) Click here to begin registering

This site is hosted by Host Compliance, a service provider to the City of San Rafael as defined in the California Consumer Privacy Act (CCPA). Any personal information access, opt-out, or deletion requests should be sent directly to the City of San Rafael.

If you encounter technical difficulties, please contact support+san-rafael-ca@hostcompliance.com



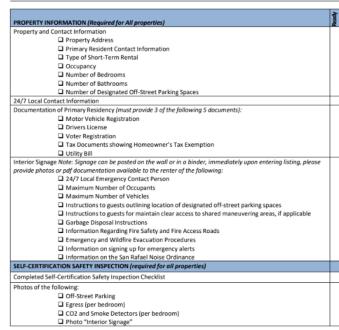
Required Program Information



SHORT-TERM RENTAL PROGRAM REGISTRATION CHECKLIST

https://www.cityofsanrafael.org/shorttermrentals

Please make sure to have the following documents and information ready before registering your Short-Term Rental



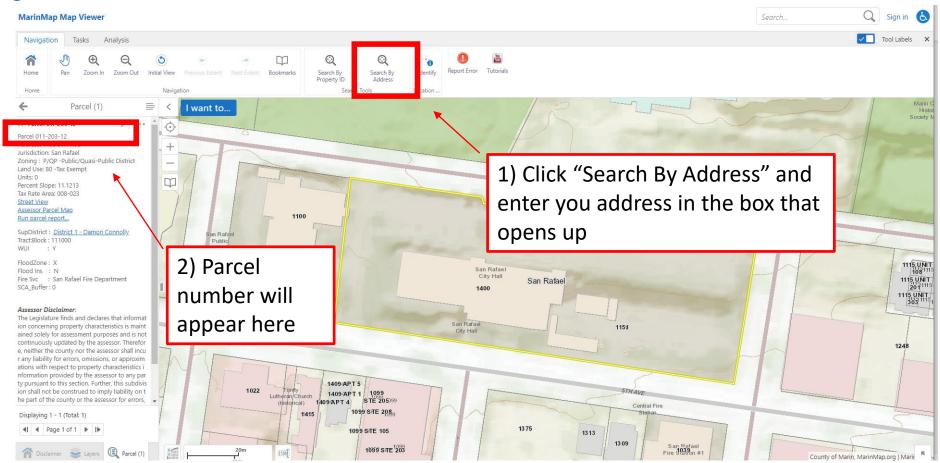
All properties will need to provide the following property information:

- Primary Resident Name and Contact Information
- Documentation of Primary Residency
- 24-Hour Local Emergency Contact
- Property Address
- Type of Short-Term Rental
- Occupancy
- Number of Bedrooms
- Number of Bathrooms
- Number of Designated Off-Street Parking Spaces
- Complete Self-Certified Safety Inspection
- Interior Signage



How do I find my parcel number?

https://www.marinmap.org/Html5Viewer/Index.html?viewer=smmdataviewer





24/7 Local Emergency Contact

• The 24/7 Local Emergency Contact must be available to receive calls from the guest(s) at any time, day or night when the listing is being rented



Documentation of Primary Residency

Documentation Includes:

- Motor Vehicle Registration
- Drivers License
- Voter Registration
- Tax Documents showing Homeowner's Tax Exemption
- Utility Bill



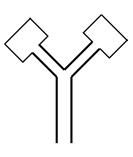
Parking Plan

- Required for listings where vehicle access is shared between neighbors.
- Parking Plan must include (this can be screenshots of guest check-in guides):
 - Instructions for guests outlining the location of designated off-street parking spaces
 - Instructions for maintaining clear access to shared maneuvering areas
- Parking Plan can also include:
 - Existing variances and easements;
 - Shared maneuvering diagrams or conditions;
 - Signage identifying designated off-street parking spaces;
 - Agreements indicating designated off-street parking spaces.

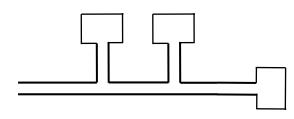


Properties with Shared Vehicle Access

Shared Entrance

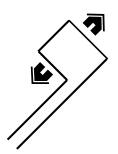


Y-Shaped

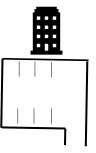


Comb-Shape

Shared Vehicle Maneuvering Area



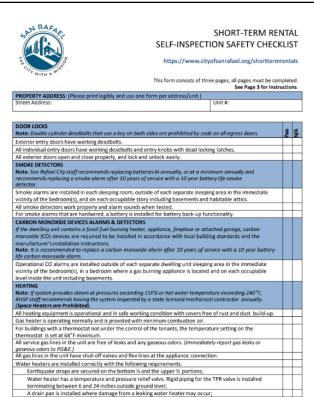
Shared Driveway & Parking Area



Parking lots for Multifamily Properties



Self-Certification Safety Inspection



Page 1 of 3

- Completed checklist must be submitted by ALL properties at the time of registration and renewal.
- Looks at Fire and Life Safety Issues
- Must also provide photos of the following:
 - Off-Street Parking
 - Egress (i.e. doors and windows) per bedroom
 - CO2 and Smoke Detectors per bedroom
 - Photo of "Interior Signage"



Short-Term Rental Program: Host Workshop

The draft hood to the vent is secured with a minimum of 3 screws and minimum horizontal slope of 3

A bond wire is connected between the hot, cold and gas metal piping.

Self-Certification Vegetation Inspection



SHORT-TERM RENTAL VEGETATION SELF-INSPECTION CHECKLIST

https://www.citvofsanrafael.org/shorttermrentals

This form consists of three pages all pages must be completed.

PROPERTY ADDRESS: (Please print legibly and use one form per address/unit.)	
Street Address:	Unit #:

Vegetation Requirements within 100 feet of structures or to the property line:

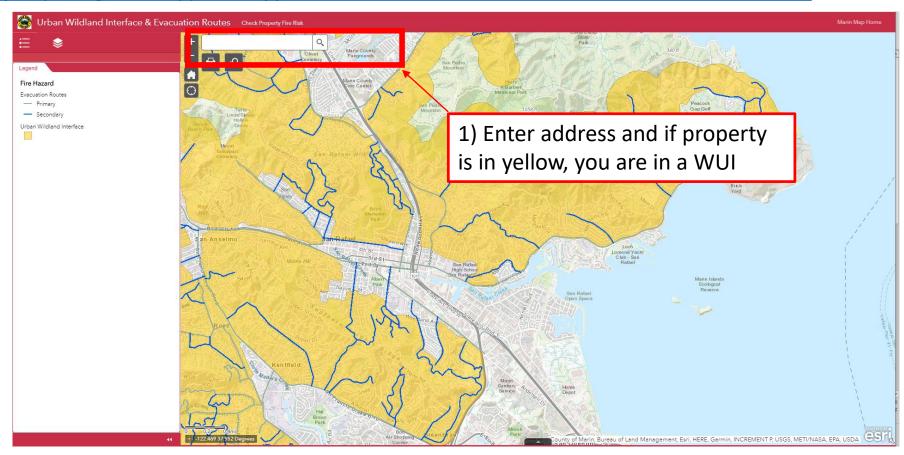
DEAD AND DYING VEGETATION	Pass	V/N
Remove all dead and dying grass, plants, shrubs, trees, branches, leaves, weeds, and needles		Γ
Remove all dead and dying trees, branches, shrubs, or other plants <u>adjacent to or overhanging buildings</u>		Γ
Please provide pictures of side of home, vegetation over roof or eaves, if applicable		L
Remove all dead and dying woody surface fuels and aerial fuels including: loose litter, fallen leaves or needles, twigs, bark, cones, and small branches in a depth greater than 3 inches.		Γ
FLAMMABLE LIVE BUSHES, GRASSES, AND GROUND COVER		Γ
Remove or separate live flammable ground cover and shrubs	П	Г
Remove all junipers and bamboo within 15 feet (15') of any structure.	Г	Г
Note: Single specimens of juniper or bamboo are permitted beyond 15 feet (15') of a structure, if separated by two (2) times the height of the taller of the nearest bush		
Cut annual grasses and forbs down to a maximum height of three inches (3")	г	T
Remove combustible vegetation on the ground of the property within ten feet (10') of any highway, city streets, or private streets used for vehicle traffic		Γ
PHYSICAL STRUCTURES		Γ
Please provide pictures of the following: Front of home from a distance of approximately thirty feet (30'), Back of home from a distance of approximately thirty feet (30'), Side 1 of home, Side 2 of home		Γ
Remove all branches within 10 feet of any chimney or stovepipe outlet	г	T
Please provide a picture showing chimney or stovepipe outlet area		l
Remove leaves, needles or other vegetation on roofs, gutters, decks, porches stairways, etc.	\vdash	t
Please provide a picture under deck or stairway areas, if applicable		l
Remove flammable vegetation and items that could catch fire which are <u>adjacent to or below</u> combustible decks, balconies, and stairs	Т	t
	_	L
HIGH FIRE LOADS		L
Relocate exposed wood piles 10 feet (10') from structure and cover in a fire resistant material Please provide pictures, if applicable		
Maintain woodpiles a minimum of two (2) times the height of the woodpile away from any component of the structure on the property		Γ
Please provide pictures, if applicable	1	1

- Completed checklist must be submitted by all properties in a Wildland-Urban Interface (WUI), by April 30th each year.
- Looks at Vegetation Management for wildfire prevention
- Must provide the following photos at time of registration and renewal:
 - Front of home from a distance of approx. 30'
 - Back of home from a distance of approx. 30'
 - Side 1 of Home
 - Side 2 of Home



How do I find if I am in a WUI?

https://marincounty.maps.arcgis.com/apps/webappviewer/index.html?id=688f506cfb144067826bb35a062b0f0a





Interior Signage

- Signage can be posted on the wall or in a binder, immediately upon entering listing.
- As part of registration please provide document with sign/binder contents or photos in listing.
- Must include:
 - 24/7 Local Emergency Contact Information
 - Maximum Number of Occupants
 - Maximum Number of Vehicles
 - Instructions to guests outlining location of designated off-street parking spaces
 - Instructions to guests for maintain clear access to shared maneuvering areas, if applicable
 - Garbage Disposal Instructions
 - Information Regarding Fire Safety and Fire Access Roads
 - Emergency and Wildfire Evacuation Procedures
 - Information on signing up for emergency alerts
 - Information on the San Rafael Noise Ordinance



Examples of Interior Signage

Following provided in application packet and on program website.



Home Safety

Harden your home from wildfire

- · Seal gaps more than 1/8 inch to prevent
- embers from entering
- · Remove debris from gutters and roof

Create defensible space to 100 feet

- · Remove all dead/dying vegetation
- · Trim limbs 10 feet above ground
- · Remove branches hanging over roofs
- · Choose fire-resistant landscaping
- Clear vegetation from roadways and escape routes 13.5 feet above surface

Keep a secure and ready home

- · Use earthquake straps, museum putty, and bracing to prevent items from falling during an earthquake
- · Keep phones charged and gas tanks full
- · Keep shoes and a flashlight by your bed

Install Smoke/CO Alarms

- · Test every month
- Assure good batteries · 1 in each sleeping space



For More Information

Disaster Preparedness Resources

Fire Prevention Resources · firesafemarin.org

· pge.com/wildfiresafety

· earthquakecountry.org

· cityofsanrafael.org/cert

· readymarin.org

· ready.gov

sroes.org

Follow/Like Us

 srfd.org · readyforwildfire.org · calfire.ca.gov/fire_prevention







NAME

CITY OF SAN RAFAEL

SHORT-TERM RENTAL PROGRAM Permit Number: STR20-XXXX

Further information on the City of San Rafael Short-Term Rentals: www.cityofsanrafael.org/shorttermrentals

(XXX) XXX-XXX



24/7 LOCAL EMERGENCY CONTACT

•		
MAXIMUM OCCUPANCY	MAXIMUM NUMBER OF VEHICLES:	
XX Persons	XX Vehicles	

PARKING INSTRUCTIONS:

On-street guest parking is prohibited. Guests can only park in designated off-street parking spaces. Parking Location: ex. One parking space is available in the garage, one parking space is available in the

Parking Instructions: ex. Please only park on the left side of the shared driveway area in the spaces marked with "Airbnb Parking" signs

WASTE DISPOSAL INSTRUCTIONS		
Garbage Pick-Up: DATE	Ex. Trash should be brought to the curb at 6pm the night before and brought after pick-up	
Recycling Pick-Up: DATE	Ex. Recycling should be brought to the curb at 6pm the night before and brought after pick-up	

SAN RAFAEL NOISE ORDINANCE (SRMC 8.13)

Guest must at all times abide by the following noise limits:

Daytime Noise Limits: 7am-9pm Sunday to Thursday and 7am-10pm Friday & Saturday 60 decibels intermittent, 50 decibels constant

Nighttime Noise Limits: 9pm-7am Sunday to Thursday and 10pm-7am Friday &Saturday 50 decibels intermittent, 40 decibels constant

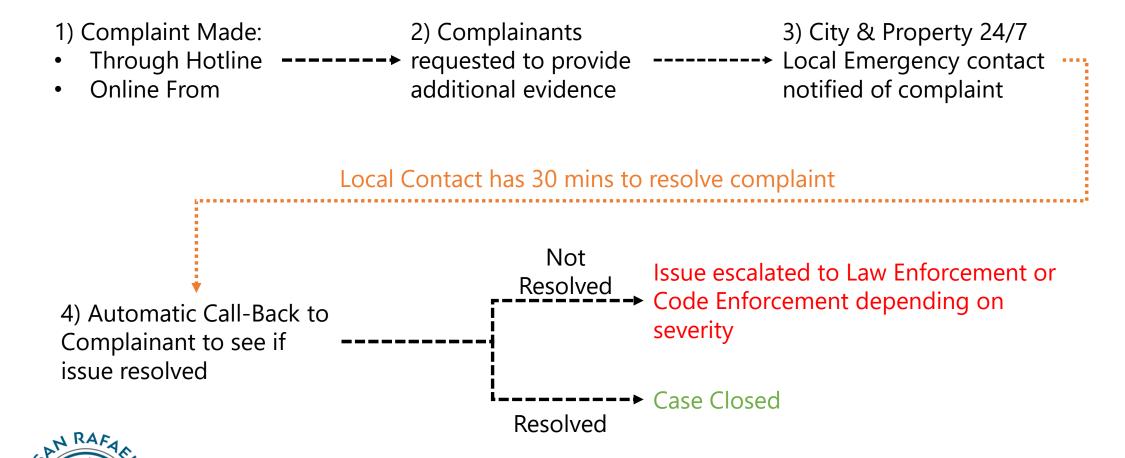


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Complaint Process

Complaint Process



Revocation of Registration

- The Short-Term Rental is not current on transient occupancy taxes and has not paid all such taxes to the City in full by the date upon which such taxes became due.
- There have been three or more upheld citations for violations of the San Rafael Municipal Code at the Short-Term Rental property within a twenty-four (24) month period. For the purposes of this subsection, upheld citations means citations which were neither overturned after contest or appeal nor dismissed.
- The Short-Term Rental applicant has submitted a Short-Term Rental application containing a material misrepresentation or omission of material facts.
- There has been a transfer or an attempt to transfer a Short-Term Rental registration to another person, entity, or property.



Three-Strikes Rule

- For complaints that have been escalated, staff will conduct an investigation as to whether issue and uphold a citation.
 - Upheld citations means citations which were neither overturned after contest or appeal nor dismissed.
- Three upheld citations in a 24 month period means immediate loss of registration.

