

**Add new section to the *Coppell Code of Ordinances*
Home Share/Short-Term Rentals,
which in part shall include:**

Purpose and applicability

The purpose of this division is to establish regulations for the registration and use of home share rentals (short-term rentals) for residential rental for less than 30 consecutive days, and to allow the collection hotel occupancy taxes.

Definition

Home Share Rental/Short-Term Rental (HSR/STR) is defined as “the rental of any residence or residential structure, or a portion of a residence or residential structure for a period of less than 30 days”. The term *does not* include:

- a) a unit that is used for a non-residential purpose, including an educational, health care, retail, restaurant, banquet space, or event center purpose or another similar use;
- b) a bed and breakfast; or
- c) a hotel/residence hotel

Home share rental registration requirements

Home Share/Short-Term rentals of a residential property shall require registration with the Community Development Department and with the following minimum information:

- a) Name, address, phone number and e-mail address of the property owner/home share rental property, with verification that this is the property owner’s primary residence.
- b) Name, address, phone number and e-mail address of the designated secondary/emergency contact in the event the property owner travels outside the metropolitan area. This designated person shall have keys to the property and is empowered to act on behalf of the owner if the owner is unavailable.
- c) The maximum number of occupants permitted for the dwelling unit or sleeping rooms.
- d) Site Plan/Survey of the property indicating maximum number of vehicles that can be legally parked on the property, without encroaching onto sidewalks or alleys.

Inspection Required

Upon registration, and prior to the first rental occupant of a home share rental property, the owner is required to schedule a Short-Term Rental Registration Inspection with the City of Coppell Community Development Department.

- a) If only a portion of the premises is offered for rent, then that portion plus shared amenities and points of access shall be inspected.
- b) If, upon completion of the inspection, the premises are found to be in violation of one or more provisions of applicable City codes and ordinances, the City shall provide written notice of such violation and shall set a re-inspection date for violation to be corrected.

Restrictions on Home Share Rentals

- a) *External Evidence.* There shall be no external evidence of the home share rental detectable at any lot line. Said evidence is to include advertising signs or displays, noise, disturbance, storage of materials or equipment or traffic.
- b) *Limit on occupants allowed.* No more than two adult guests per bedroom, plus no more than two additional adults, with a maximum occupancy of ten (10) persons, shall be allowed when renting a property as a home share rental.
 - 1) Bedrooms under 120 square feet shall be limited to only one occupant.
 - 2) Any advertisement of the property (offline or online) and all rental contracts must contain language that specifies the allowed number of occupants.
- c) *Limits on number of vehicles.* There shall be a maximum of one car per bedroom, or maximum number of cars that can be accommodated within the garage and driveway, without extending over the public rights of way (alleys and sidewalks) whichever is less.
- d) *Other restrictions.* It is unlawful:
 - 1) To operate or allow to be operated a home share rental without first registering the property in which the rental is to occur with the city in accordance with this article;
 - 2) To operate a home share rental in any location that is not the registrant's primary residence;
 - 3) To operate a home share rental that does not comply with all applicable city and state laws and codes;
 - 4) To operate a home share rental without paying the required hotel occupancy taxes;
 - 5) To offer or allow the use of a home share rental for having any assembly or social event;
 - 6) To fail to include a written prohibition against the use of a home share rental for having any assembly or social event; in every advertisement, listing, or other publication offering the premises for rent.
 - 7) Permit the use of the home share rental for the purpose of: housing sex offenders; operating a structured sober living home, "halfway house" or similar enterprise; selling illegal drugs; selling alcohol or another activity that requires a permit or license under the Alcoholic Beverage Code; or operating as a sexually-oriented business.

- 8) To offer or allow the use of the home share rental for any non-residential use.

Brochure and safety features

Informational brochure. Each registrant operating a home share rental shall provide guests a brochure that includes:

- a) The registrant's contact information;
- b) A local responsible party's contact information if the property owner is not within the city limits when guests are renting the premises;
- c) Pertinent neighborhood information including, but not limited to, parking restrictions, restrictions on noise and amplified sound, and trash collection schedules;
- d) Information to assist guests in the case of emergencies posing threats to personal safety or damage to property, including emergency and non-emergency telephone numbers for police, fire and emergency medical service providers and instructions for obtaining severe weather, natural or manmade disaster alerts and updates.
- e) *Safety features.* Each home share rental registrant shall provide in the premises working smoke detectors in accordance with adopted codes and alarm, and at least one working carbon monoxide detector and alarm, and one working fire extinguisher. The premises shall, otherwise comply with applicable building and fire codes.

Registration term, fees and renewal

All registrations approved under this division shall be valid for a period of one year from the date of their issuance.

- a) The fees for registration of a home share shall be as established in the Master Fee Schedule, as amended by Resolution, and shall include the following:
 - 1) The registration fee submitted with completed application, within 30 days of being notified of the passage of this ordinance shall be as established in the Master Fee Schedule.
 - 2) If a second notice requesting compliance is required, then 1.5 times the established fee will be assessed, if completed within 60 days.
 - 3) After 60 days the fee shall be twice the amount of initial fee.
- b) Failure to register or obtain inspection. If the owner fails to register a property within the time prescribed or fails to obtain a passing inspection prior to occupancy, then a citation may be issued with a fine not to exceed \$2,000.00. A citation may be issued for advertising a property for short-term rent (online or offline) without first having obtained a permit or complying with local listing requirements.
- c) Upon receipt of an application for renewal of the registration, the Director may deny the renewal if there is reasonable cause to believe that:
 - 1) The registrant has violated any ordinance of the city, or any state, or federal law on the premises or has permitted such a violation on the premises by any other person; or
 - 2) There are grounds for suspension, revocation, or other registration sanction as provided in this article.

Amend the regulations on Hotel Occupancy Tax to, in part:

1. Add a definition of Home Share Rental/Short-Term Rental.
2. Allow for the assessment and collection of taxes for short term rentals.