



# City of Sebastopol

## INFORMATION

### VACATION RENTALS

#### **Introduction**

If you are considering establishing a vacation rental (AirBnB, VRBO, etc) there are regulations of which you should be aware.

The City's rules are intended to promote visitor-serving businesses while preserving the character of residential neighborhoods, preserving the supply of permanent housing, limiting adverse impacts, and applying tax requirements equally for different types of overnight visitor accommodations.

The City has different regulations for "hosted" rentals (Hosted vacation rental means a vacation rental business for which the owner resides, and stays overnight at, the rental while it is being rented, and no more than two bedrooms are rented for transient occupancy) and "non-hosted" rentals (Non-hosted vacation rental means a vacation rental business for which the owner or authorized agent does not reside at the vacation rental unit).

#### **Jurisdiction**

If the property is in *unincorporated* territory (most of the 95472 Sebastopol zip code is unincorporated), you are in the jurisdiction of the County of Sonoma, and should contact Permit Sonoma (PRMD) at 707-565-1900 regarding all requirements, or see the Permit Sonoma web site.

#### **Permissions**

In the City limits of the City of Sebastopol, the following considerations apply to ALL vacation rentals:

1. Site Design and Parking.

a. The site design, architecture, and any improvements shall be compatible with the neighborhood in terms of landscaping, scale, and architectural character. The operation of the use, and any physical improvements related to it, shall be harmonious and compatible with the existing uses within the neighborhood.

b. Parking.

i. Hosted Rental: One parking space shall be provided on-site for a hosted vacation rental in addition to the on-site parking required under SMC 17.110.

ii. Non-hosted Rental: One on-site parking space shall be provided for each sleeping room or guest bedroom in the vacation rental. If a garage is used to meet the parking requirement for the sleeping rooms or guest bedrooms, the garage shall be accessible to guests of the vacation rental.

c. Excessive amounts of paving shall not be allowed. Tire strips and permeable travel surfaces shall be encouraged. Areas devoted to parking and paving shall not be disproportionate to the site size.

d. Pools, hot tubs, and outside gathering areas shall be adequately screened from adjacent properties to minimize noise and lighting impacts and shall have the hours of operation clearly posted adjacent to the facility.

2. Noise Limits.

a. Outdoor amplified sound is prohibited.

b. All activities associated with the vacation rental use shall meet the noise standards identified under SMC 8.25. Quiet hours shall be from 10:00 p.m. to 7:00 a.m. The property owner shall ensure that the quiet hours are included in rental agreements and in all online advertisements and listings.

c. Nuisance noise by unattended pets is prohibited.

3. The maximum overnight occupancy for vacation rentals shall be up to two persons per sleeping room or guest bedroom, plus two additional persons per property, up to a maximum total of ten persons per vacation rental.

4. Guest stays shall be limited to a maximum of 30 days, with a seven-day period between stays.

5. Owner and Authorized Agent Availability and Responsiveness.

a. The owner (for a hosted vacation rental) or the authorized agent (for a non-hosted vacation rental) shall be available by telephone at all times when the vacation rental is rented, 24 hours per day.

b. The owner (for a hosted vacation rental) or the authorized agent (for a non-hosted vacation rental) must be on the premises of the vacation rental unit within one hour of being notified by a renter, the Planning Director, or law enforcement officer that there is a need for the owner or the authorized agent (to address an issue of permit compliance or the health, safety, or welfare of the public or the renter).

6. A business license is required.

7. All vacation rentals are subject to the transient occupancy tax (TOT). Airbnb collects TOT taxes for its clients, all others are responsible for submitting their own taxes.

8. Vacation rentals shall be in permitted dwellings and shall not be permitted in non-habitable structures or in tents, recreational vehicles, or other features or provisions intended for temporary occupancy.

9. For each hosted vacation rental:

a. The owner must reside at the vacation rental, and the owner must sleep at the vacation rental unit while it is being rented.

b. The owner must reside in a bedroom that is not rented to any renter.

c. No more than two bedrooms may be rented for transient occupancy uses.

10. Posting and Neighbor Notification of Permit and Standards. Once a vacation rental permit has been approved, a copy of the permit listing all applicable standards and limits and identifying contact information for the owner or authorized agent, including a phone number at which the owner or authorized agent can be reached 24 hours per day, shall be posted within the vacation rental property. These standards shall be posted in a prominent place within 6 feet of the front

door of the vacation rental, and shall be included as part of all rental agreements. At the permit holder's expense, the City shall provide mailed notice of permit issuance to property owners and immediate neighbors of the vacation rental unit using a 300-foot property radius owner mailing list.

11. Requirements for All Advertisements and Listings. All advertisements and/or listings for the vacation rental shall include the following:

- a. Maximum occupancy;
- b. Maximum number of vehicles;
- c. Notification that quiet hours must be observed between 10:00 p.m. and 7:00 a.m.;
- d. Notification that no outdoor amplified sound is allowed; and,
- e. The transient occupancy tax certificate number for that particular property.

#### B. Permit Requirements.

1. A vacation rental must receive either an administrative permit or conditional use permit:

Hosted Vacation Rental – **Administrative Permit** \*

Non-Hosted Vacation Rental (30 days or less per year) – **Administrative Permit**

Non-Hosted Vacation Rental (31 days or more per year) –

**NOTE: THE CITY IS NOT CURRENTLY ACCEPTING CONDITIONAL USE PERMIT APPLICATIONS FOR NON-HOSTED VACATION RENTALS DUE TO THE IMPACTS ON THE CITY'S PERMANENT HOUSING STOCK. For more information, please contact the Planning Department, or watch the August 06, 2019 City Council hearing (agenda item 8) related to this.**

Accessory Dwelling Unit, Hosted or Non-Hosted (built prior to July 1, 2017) –  
**Administrative Permit**

Accessory Dwelling Unit built after July 1, 2017, Hosted or Non-Hosted – **Conditional Use Permit**

\*Please see Vacation Rental Administrative Permit Checklist for details on the required submittal materials

\*\*Please see Vacation Rental Conditional Use Permit Checklist for details on the required submittal materials