



Agenda

Bonner County Commissioners

Bonner County Board of Commissioners

Meeting with Planning Department & Prosecutor's Office

February 14, 2023, 2:30 p.m.
County Administration Building
Third Floor, Board Meeting Room

Open Session:

1. Planning 101 – Commissioner Training on Title 11 and Title 12
 - a. Conflict of Interest and Ex Parte Contact
 - b. Building Location Permits / Inspections
 - c. Legislative vs. Quasi-Judicial
 - d. Administrative vs. Hearing files/decisions
 - e. Text amendments Title 11, Title 12, Comp Plan
 - f. Zone Changes
 - g. Subdivisions & Planned Unit Development
 - h. Conditional Use Permit
 - i. Variance
 - j. Flood Damage Prevention
 - k. Road Vacations and Validations
 - l. Vacation Rental Permits

2. Update on Planning Department Activities
 - a. Department updates
 1. Zoning Stats, Staffing, etc.
 2. Operations – EnerGov
 3. Revenue and Expenses YTD
 - b. Code/Ordinance updates
 1. Title 12
 - c. ACI update with Sandpoint
 - d. Ponderay Annexation – AX22-029



Agenda

Bonner County Commissioners

e. Comprehensive Plan

1. Update on Planning Commission progress and timeline
2. Action Item: Discussion/Decision – BOCC process on Comprehensive Plan workshops and hearings

f. Planning Commission and Zoning Commission Vacancies

1. Action Item: Discussion/Decision – BOCC process on recruiting and filling vacancies in the Planning Commission and Zoning Commission

g. Enforcement

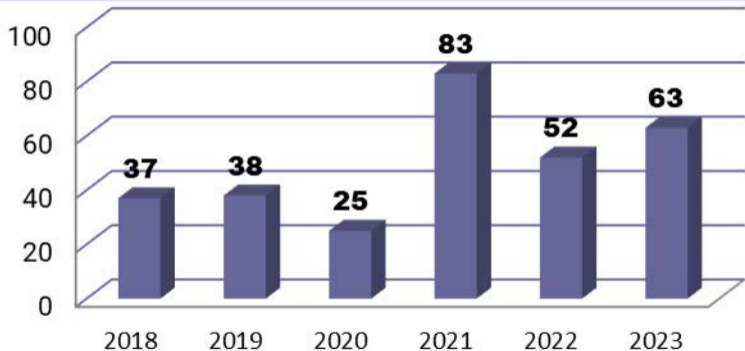
1. Deckard Proposal
2. Compliance Update

Executive Session:

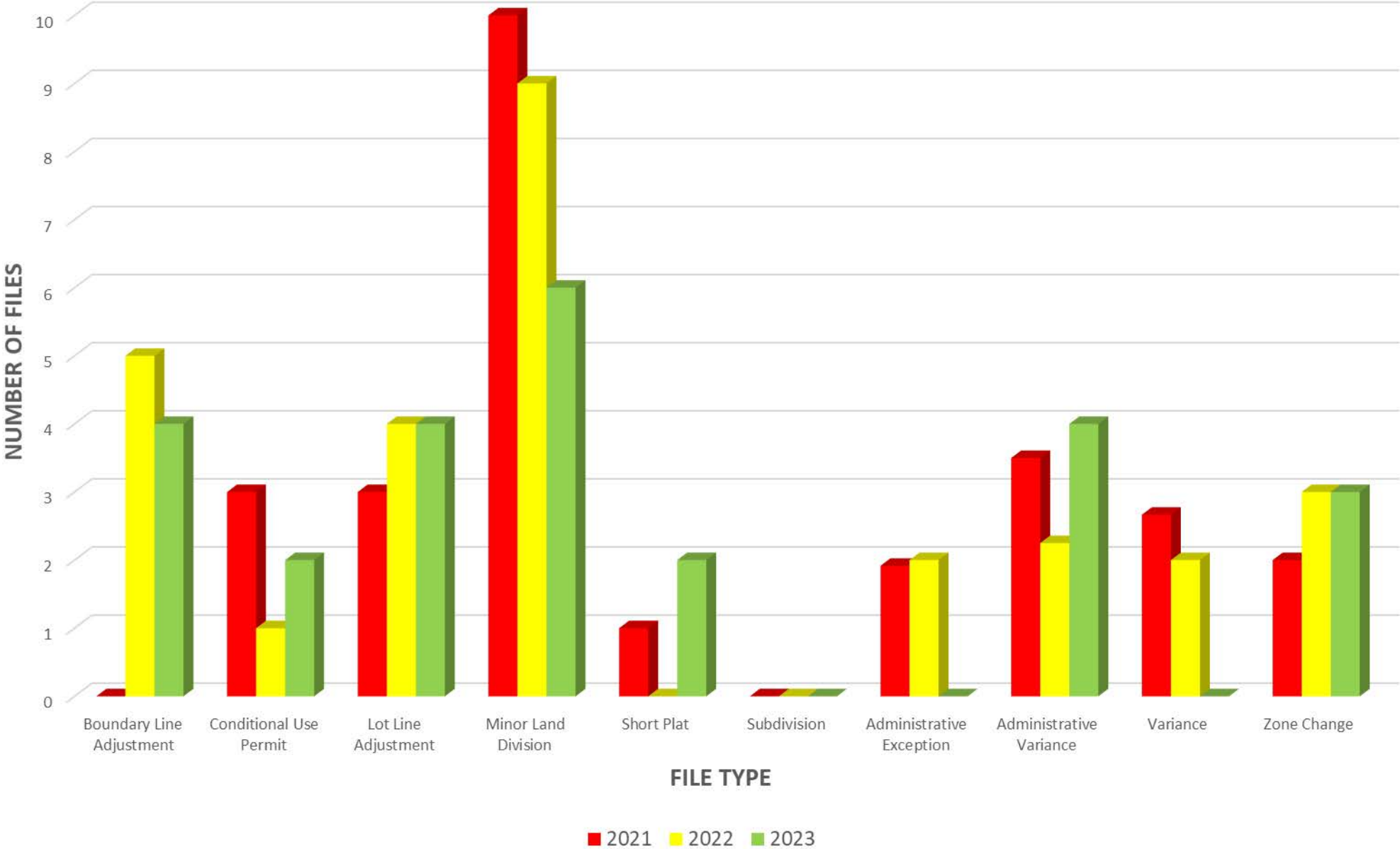
1. Pending Litigation

Action Item: Discussion/Decision Placing/Lifting of Notice to Title

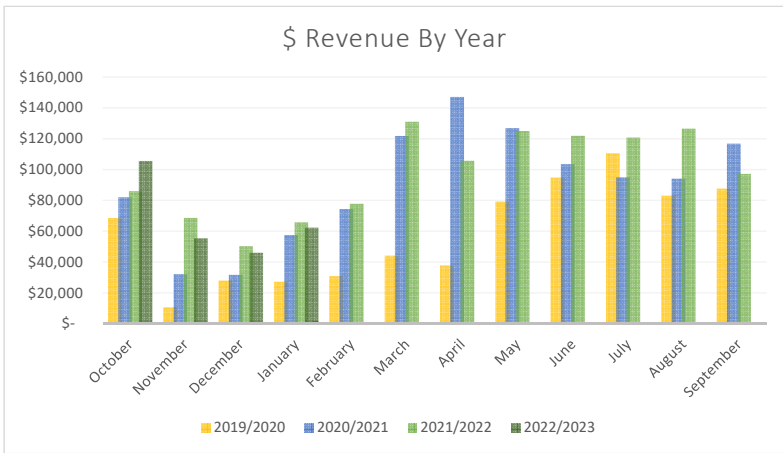
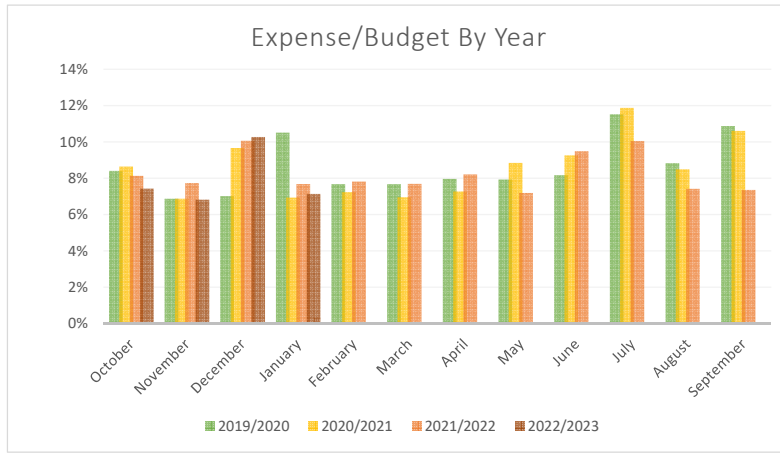
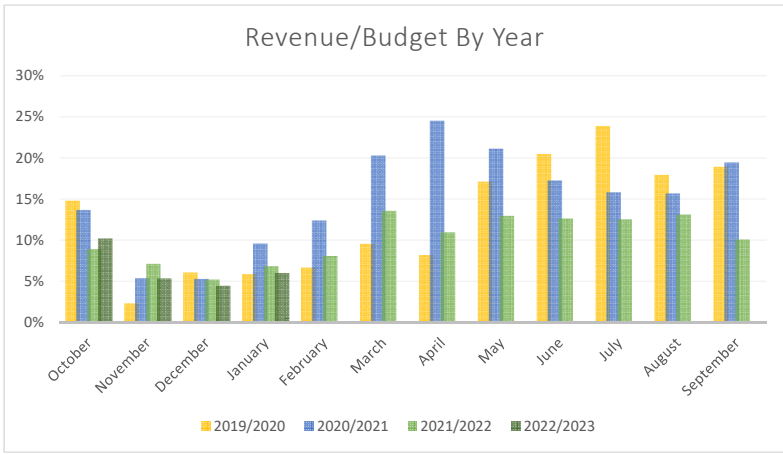
Building Location Permit



JANUARY



		1	2	3	4	5	6	7	8	9	10	11	12			Budget	Actual
		October	November	December	January	February	March	April	May	June	July	August	September	Total	Budget	Re/Ex	Re/Ex
2022/2023	Revenue	\$ 105,692	\$ 55,423	\$ 46,004	\$ 62,304									\$ 269,423	\$ 1,035,822	64%	53%
	Expense	\$ 119,867	\$ 110,137	\$ 165,872	\$ 115,217									\$ 511,093	\$ 1,614,594		
	R % of Budget	10%	5%	4%	6%									28%			
	E % of Budget	7%	7%	10%	7%									35%			
2021/2022	Revenue	\$ 85,977	\$ 68,619	\$ 50,324	\$ 65,836	\$ 77,795	\$ 131,067	\$ 105,661	\$ 124,919	\$ 121,878	\$ 120,728	\$ 126,508	\$ 97,131	\$ 1,176,443	\$ 964,250	66%	81%
	Expense	\$ 119,124	\$ 113,228	\$ 147,522	\$ 112,478	\$ 114,433	\$ 112,594	\$ 120,260	\$ 105,252	\$ 138,907	\$ 147,215	\$ 108,644	\$ 107,724	\$ 1,447,381	\$ 1,464,471		
	R % of Budget	9%	7%	5%	7%	8%	14%	11%	13%	13%	13%	13%	10%	122%			
	E % of Budget	8%	8%	10%	8%	8%	8%	8%	7%	9%	10%	7%	7%	99%			
2020/2021	Revenue	\$ 82,062	\$ 32,162	\$ 31,675	\$ 57,540	\$ 74,310	\$ 121,772	\$ 147,203	\$ 126,851	\$ 103,614	\$ 94,902	\$ 94,096	\$ 116,739	\$ 1,082,926	\$ 600,100	48%	85%
	Expense	\$ 107,770	\$ 85,737	\$ 120,514	\$ 86,477	\$ 90,232	\$ 86,713	\$ 90,623	\$ 110,299	\$ 115,442	\$ 148,225	\$ 105,950	\$ 132,262	\$ 1,280,244	\$ 1,247,444		
	R % of Budget	14%	5%	5%	10%	12%	20%	25%	21%	17%	16%	16%	19%	180%			
	E % of Budget	9%	7%	10%	7%	7%	7%	7%	9%	9%	12%	8%	11%	103%			
2019/2020	Revenue	\$ 68,519	\$ 10,711	\$ 28,030	\$ 27,279	\$ 30,899	\$ 44,207	\$ 37,884	\$ 79,248	\$ 94,770	\$ 110,552	\$ 83,020	\$ 87,619	\$ 702,738	\$ 462,850	48%	70%
	Expense	\$ 81,050	\$ 66,281	\$ 67,615	\$ 101,379	\$ 74,040	\$ 73,969	\$ 76,804	\$ 76,476	\$ 78,731	\$ 111,085	\$ 85,161	\$ 104,829	\$ 997,420	\$ 964,336		
	R % of Budget	15%	2%	6%	6%	7%	10%	8%	17%	20%	24%	18%	19%	152%			
	E % of Budget	8%	7%	7%	11%	8%	8%	8%	8%	8%	12%	9%	11%	103%			



Summary of Proposed Title 12 Updates:

12-215: APPLICATIONS FOR ZONE CHANGES AND COMPREHENSIVE PLAN MAP AMENDMENTS, CONTENTS:

Proposed modification of section “A” removing some site plan requirements from a zone change request. This modification was recommend from legal, and conforms to how the county has always processed zone change requests. These site plan requirements appear to have been copied from the CUP site plan requirements in section 12-222 I.

12-223: CONDITIONAL USE PERMITS, STANDARDS FOR REVIEW OF APPLICATIONS, PROCEDURES:

State Code 67-6512 reads: “A special use permit may be granted to an applicant if the proposed use is conditionally permitted by the terms of the ordinance, subject to conditions pursuant to specific provisions of the ordinance, subject to the ability of political subdivisions, including school districts, to provide services for the proposed use, and when it is not in conflict with the plan.” The proposed code change brings the county revised code more in line with state code.

12-225: APPROVAL, DISAPPROVAL, APPEAL OF DECISION:

The Hearing Examiner’s power and authority to make decision on CUP files is established in section 12-127. 12-223 was modified earlier this year to clarify the CUP code, this code section should have been updated at the same time but was missed.

12-484: VACATION RENTALS:

The “occupancy” section of the code currently can be interpreted that each structure on a property that has an active VRP can have a total 20 persons, rather than a total of persons on a property. BCRC section 12-3.3 contains provisions for uses such as a “Resorts”, “Hotels/motels”, and “Retreats” which better regulate large commercial uses for short term rentals.

12-496: RECREATIONAL VEHICLES:

There is a discussing the intention of the establishing the RV code and the Vacation Rental code with the current BOCC it was decided that the intent in adding the RV code was to provide additional housing options across the county, not to provide addition option for short term rentals.

12-621: LOT AND PARCEL DESIGN:

Currently, the MLD code, section 12-660 (D) (2) (g), restricts the creation of lots from being “divided by boundary of any city, county, zoning designation, railroad right-of-way, or public right-of-way”. This proposed change would apply this code to the remainder of land divisions or lot/parcel adjustments, to include subdivisions, lot line adjustments, boundary line adjustments, family exemptions, etc.

12-661: ADMINISTRATIVE REVIEW OF MINOR LAND DIVISION:

Minor update to the MLD code removing the 30 day clause which requires staff to make an administrative decision within 30 days. There is no state statute requirement to back this time limit requirement and the county survey review has been taking up to 30 days alone. This time requirement has not been challenged in a judicial review, but County Legal Counsel has advised that this code provision be removed.

The other minor change is to clean up code section “C” to better align and clarify the final plat procedures if the MLD is approved.

12-812: DEFINITIONS - L: LOT MEASUREMENTS

There is confusion in how to interpret the current code, this change is to clarify the code to make it easier to interpret.

12-818: DEFINITIONS – R: RECREATIONAL VEHICLE (RV) PARK

Proposed change to the definition of a RV Park. There is conflicting code throughout Title 12 as to when a CUP is required for an RV Park. This change clarifies and supports other code sections, specifically BCRC 12-496.

12-819: DEFINITIONS – S: STREET

The proposed change to the definition of a Street to avoid creating future non-conforming properties, and aligns with the Road and Bridge department, and GIS department street definitions.

Appendix A

Below are the proposed amendments to each specific section and the description of the changes. The language in red and underlined is recommended as additions to the existing code. Those words in ~~red and strike through~~ would be deleted from the ordinance.

12-215: APPLICATIONS FOR ZONE CHANGES AND COMPREHENSIVE PLAN MAP AMENDMENTS, CONTENTS:

An applicant for a zone or comprehensive plan map change shall submit the following:

A. A plan of the proposed site, drawn to scale, ~~showing the location of all buildings, parking and loading areas, traffic access and circulation, undisturbed areas, open spaces, landscaping, refuse and service areas, utilities, signs and yards.~~

12-223: CONDITIONAL USE PERMITS, STANDARDS FOR REVIEW OF APPLICATIONS, PROCEDURES:

The Zoning Commission or Hearing Examiner, except as otherwise provided in this title, is charged with conducting at least one public hearing on the conditional use permit application, at which time interested persons shall have an opportunity to be heard. The Zoning Commission or Hearing Examiner shall review the particular facts and circumstances of each proposal submitted. To grant a conditional use permit, the Zoning Commission or Hearing Examiner must find there is adequate evidence showing that the proposal is not in conflict is in accordance with the ~~general and specific objectives policies~~ of the comprehensive plan and this title, and that the proposed use will neither create a hazard nor be dangerous to persons on or adjacent to the property.

12-225: APPROVAL, DISAPPROVAL, APPEAL OF DECISION:

A. Following the public hearing, the Zoning Commission or Hearing Examiner shall consider the application and may approve or deny the conditional use permit.

B. If the Zoning Commission or Hearing Examiner denies the conditional use permit, the Zoning Commission or Hearing Examiner shall state in writing the reasons for the decision and shall specify any actions the applicant could take to obtain approval.

C. The final decision of the Zoning Commission or Hearing Examiner on a conditional use permit may be appealed to the board as set forth at section 12-262 of this chapter.

12-484: VACATION RENTALS:

3. Occupancy:

a. The maximum occupancy for a vacation rental shall be three (3) persons per bedroom plus an additional three (3) people persons up to a total of twenty (20) persons, regardless of age. ~~This shall also be based on Panhandle Health or the sewer district~~

~~recommendation and the space available for off-street parking. If there is to be more than~~
~~If the cumulative total occupancy exceeds~~ twenty (20) ~~persons people-allowed per lot or~~
~~parcel created in accordance with chapter 6 of this title in the rental~~, a conditional use permit is required.

b. No recreational vehicle, travel trailer or other temporary shelter shall be used as a vacation rental or in conjunction therewith to provide additional sleeping areas or otherwise.

12-496: RECREATIONAL VEHICLES:

A. Dwelling Unit, Recreational Vehicle.

1. Limited to one (1) per lot or parcel for lots or parcels less than one (1) acre in size, or limited to two (2) per lot or parcel for lots, or parcels greater than one (1) acre in size without respect to density.

2. Each recreational vehicle dwelling unit requires a building location permit.

3. Shall meet all residential building setbacks.

4. Each recreational vehicle dwelling unit may be inside a garage or under a snow roof.

~~5. It may be used as a vacation rental subject to the standards and conditions in BCRC 12-484.~~

~~5.6.~~ RV 's used in conjunction with an open building location permit shall not require an additional permit.

12-621: LOT AND PARCEL DESIGN:

A. All proposed lots which are three hundred feet (300') or less in width shall maintain a depth to width ratio of not greater than three to one (3:1); and lots which are more than three hundred feet (300') in width shall maintain a depth to width ratio of not greater than four to one (4:1).

B. All proposed lots one hundred feet (100') or less in width shall be designed so that the angle of intersection of the side lot lines with the fronting road is between eighty five (85) and ninety five degrees (95°), for a distance of not less than fifty feet (50') from the point of intersection.

C. Submerged lands are exempt from the requirements herein.

D. Resulting lots or parcels shall not be divided by boundary of any city, county, zoning designation, railroad right-of-way, or public right-of-way.

12-661: ADMINISTRATIVE REVIEW OF MINOR LAND DIVISION:

Upon receipt and review of completeness, the planning and zoning department shall:

A. Review the MLD plat and supplemental information to determine compliance with these ordinances and prepare its report, which shall include comments received from other departments.

B. Distribute the application to the county surveyor, the Assessor, the road and bridge department, GIS and floodplain administrator for review and compliance.

C. Based on the above findings, the planning director shall approve, conditionally approve, or deny the application ~~within thirty (30) days, from the date a completed application was stamped received.~~

D. ~~If administratively approved once the director has made a recommendation,~~ the ~~final plat MLD plat map and the legal descriptions~~ shall be ~~signed as approved and~~ transmitted to the board of county commissioners at the next business meeting for review and possible approval.

12-812: DEFINITIONS - L:

LOT MEASUREMENTS: ~~A. The depth of a lot shall be considered the horizontal distance from the midpoint of the front lot line to the midpoint of the rear lot line or the most distant point of another lot line if there is no rear lot line.~~

A. The depth of a lot shall be a measurement of the distance between the furthest two points between any two lot lines and/or lot line vertices. The depth of a parcel shall be a measurement of the distance between the furthest two points between any two parcel lines and/or parcel line vertices. The depth of a tract shall be a measurement of the distance between the furthest two points between any two tract lines and/or tract line vertices.

B. The width of a lot, parcel or tract shall be calculated in feet by dividing the area of the lot, parcel or tract measured in square feet by the length depth of the lot, tract or parcel, as measured according to the depth calculation instructions above.

12-818: DEFINITIONS – R:

RECREATIONAL VEHICLE (RV) PARK: Any premises designed for the rental of ~~two (2)~~ three (3) or more recreational vehicle parking stalls or spaces.

12-819: DEFINITIONS – S:

STREET: A travelway - excepting driveways and trails (as defined in BCRC 12-820) - which provides vehicular access to adjacent properties, including the following:

A. Legal Access: A public or recorded thoroughfare which affords a primary means of access to adjoining properties. A recorded thoroughfare may be a recorded easement for ingress or egress or a platted street right of way used as a thoroughfare for access to abutting property, but for which the county assume no responsibility for maintenance. A thoroughfare not recorded with the county recorder shall not be considered legal access.

B. Local Roads: A public or recorded thoroughfare which affords primary access to adjoining property. A local road may be a recorded easement for ingress and egress or a platted street which provides access to abutting property.

C. Major Collector: A public thoroughfare that links minor collectors and local access routes with routes of higher classification. Frontage and access is limited.

D. Minor Arterial: A public thoroughfare that serves less dense population concentrations. Minor arterials may connect to principal arterials or provide intermediate routes. Frontage and access is limited.

E. Minor Collector: A public or recorded private thoroughfare which affords access to adjoining property and connects local access roads to roads of higher classification.

F. Principal Arterial: A public thoroughfare that connects a network of continuous routes. Serves large intercounty population concentrations and is designed to carry heavy traffic loads. Frontage and access is limited.

G. State Highway: A public thoroughfare that serves interstate and intrastate populations. These highways are designed to carry maximum traffic loads. Frontage and access is restricted to Idaho department of transportation standards.

The term "street" shall not mean a private easement or travelway that provides access to two (2) or fewer single-family residential lots or parcels ~~beyond the subject lot or parcel.~~



457823

FILED BY *B.C.C.*

ORDINANCE NO. 261

'94 DEC 28 AM 10 46

SANDPOINT AREA OF CITY IMPACT AGREEMENT

Maria
MARIE SCOTT

BONNER COUNTY, IDAHO

) RECORDER OF BONNER
COUNTY BY *JL* DEP.

AN ORDINANCE DEFINING THE PURPOSE OF THE AREA OF CITY IMPACT FOR THE CITY OF SANDPOINT; SPECIFYING THE FACTORS CONSIDERED IN IDENTIFYING THE AREA OF CITY IMPACT; IDENTIFYING THE COMPREHENSIVE PLAN THAT SHALL APPLY WITHIN THE UNINCORPORATED PORTION OF BONNER COUNTY, IDAHO LYING WITHIN THE AREA OF IMPACT; IDENTIFYING THE ZONING AND SUBDIVISION ORDINANCES THAT SHALL APPLY WITHIN THE UNINCORPORATED PORTIONS OF BONNER COUNTY, IDAHO LYING WITHIN THE AREA OF CITY IMPACT; PROVIDING FOR REVIEW AND COMMENT PROCEDURES BETWEEN JURISDICTIONS; PROVIDING FOR ADMINISTRATIVE JURISDICTION WITHIN THE AREA OF CITY IMPACT; ESTABLISHING AN EFFECTIVE DATE PURSUANT TO SECTION 67-6526, IDAHO CODE.

WHEREAS, Section 67-6526 Idaho Code, requires that the governing board identify an Area of City Impact and adopt by Ordinance an agreement providing for the application of plans and ordinances within said Area of City Impact; and

WHEREAS, the City of Sandpoint, Idaho has requested to add to the existing Area of City Impact agreement with Bonner County; and

WHEREAS, the Bonner County Planning and Zoning Commission held a duly noticed public hearing on September 22, 1994 and continued said hearing to October 13, 1994 on the request and recommended approval of the same; and

WHEREAS, the Bonner County Board of Commissioners held a duly noticed public hearing on November 1, 1994;

NOW THEREFORE BE IT ORDAINED by the Board of County Commissioners of Bonner County, Idaho that the following be and is hereby adopted as an Ordinance of Bonner County:

SECTION 1. AUTHORITY AND PURPOSE

Section 67-6526, Idaho Code, requires that Cities and Counties negotiate an Area of City Impact.

The purpose of establishing an Area of City Impact is to identify a logical fringe area adjoining the City of Sandpoint. The fringe area includes the unincorporated area surrounding Sandpoint that has a potential for development that could affect the provision of public services or the quality of life in Sandpoint, Idaho.

457823

SECTION 7. ADMINISTRATIVE JURISDICTION

The administration of plans and ordinances which apply to the Sandpoint Area of City Impact shall be the duty of Bonner County.

SECTION 8. SEVERABILITY CLAUSE

If any section, paragraph, sentence or provisions hereof or the application thereof to any particular circumstances shall ever become invalid or unenforceable, such holding shall not affect the remainder hereof, which shall continue in full force and effect and applicable to all circumstances to which it may validly apply.

SECTION 9. EFFECTIVE DATE

This ordinance shall be in full force and effect upon its passage, approval and publication in one (1) issue of the Bonner County Daily Bee.

Regularly passed and approved as an Ordinance of Bonner County, Idaho, done this 21st day of December, 1994, upon the following roll call vote:

Chairman Eugene Brown	Aye	<u> X </u>	Nay	<u> </u>
Commissioner Susan MacLeod	Aye	<u> X </u>	Nay	<u> </u>
Commissioner Wayne Newcomb	Aye	<u> X </u>	Nay	<u> </u>

Eugene Brown
Eugene Brown, Chairman

Susan MacLeod
Susan MacLeod, Commissioner

Wayne Newcomb
Wayne Newcomb, Commissioner

ATTEST:

MARIE SCOTT, CLERK

Becky Wittz, Dep Clerk

Ponderay - City Planning Public Hearing Notice

P.O. Box 500 • Ponderay, ID 83852

PUBLIC HEARING NOTICE IS HEREBY GIVEN that the Ponderay City Council will hold public hearings on **Tuesday, February 21, 2023, at 5:30 p.m.**, to consider the following request:

File AX22-029 – WMA West, LLC – Annexation, Commercial Zone - WMA West, LLC has requested annexation of a ±.835-acre parcel of land into the City of Ponderay with a commercial zoning designation. The subject property is currently vacant land which fronts on the west side of Highway 95, north of Bronx Road. The landowner is also the owner of record for the parcel of land that borders the subject property to the south and west, which has historically been operational as Clarks Cedars of Idaho, and was annexed into Ponderay in 2017 (Ord. 137) with a commercial zoning designation. Adjoining parcels to the north (North Idaho Power Sports) and east (vacant farmland) are also within the City limits of Ponderay and are zoned commercial. The Ponderay Planning Commission recommended approval of this annexation request unanimously on January 12, 2023.

An electronic method of participation has also been established for the applicants and members of the public who wish to participate remotely. Please visit the project page on the City of Ponderay website at <https://www.cityofponderay.org/planning-zoning/projects/> for information on how to register in advance of the meeting.

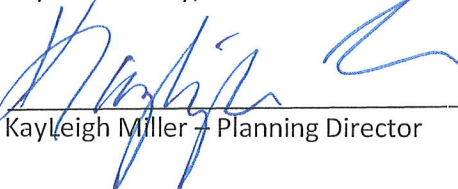
Comments may be mailed to Ponderay – City Planning, P.O. Box 500, Ponderay, ID 83852 or via e-mail at klmiller@ponderay.org.

For more information including the complete record of the file visit Ponderay – City Planning at 288 Fourth Street, Ponderay, ID 83852.

All written comments will be accepted up until one week prior to the hearing. Written comments of less than one page and oral testimony will be accepted until the close of the public comment portion of the hearing.

Any person needing special accommodations to participate in the public hearing should contact City of Ponderay Planning Department.

I hereby certify that a true and correct copy of the “Notice of Public Hearing” was mailed (postage prepaid) on this 3rd day of February, 2023



Kayleigh Miller – Planning Director

This notice was mailed to the media and affected taxing districts.

RECEIVED

FEB 07 2023

**Bonner County
Planning Department**

Bonner County Comprehensive Plan Update Process

General Information

Overview and Process:

[Idaho State Code §67-6508](#) charges the Planning Commission with the duty of "conducting a comprehensive planning process designed to prepare, implement, and review and update a comprehensive plan". The code further states, "The plan shall include all land within the jurisdiction of the governing board. The plan shall consider previous and existing conditions, trends, compatibility of land uses, desirable goals and objectives, or desirable future situations for each planning component. The plan with maps, charts, and reports shall be based on the following components as they may apply to land use regulations and actions unless the plan specifies reasons why a particular component is unneeded."

The code then lists the several components to be addressed in the Comprehensive Plan with a brief description of the type of analysis for each component:

- | | |
|---|--|
| a. Property Rights | j. Recreation |
| b. Population | k. Special Areas or Sites |
| c. School Facilities and Transportation | l. Housing |
| d. Economic Development | m. Community Design |
| e. Land Use | n. Agriculture |
| f. Natural Resources | o. Implementation |
| g. Hazardous Areas | p. National Interest Electric Transmission Corridors |
| h. Public Services, Facilities, and Utilities | q. Public Airport Facilities |
| i. Transportation | |

The following points list the general process of updating the Comprehensive Plan components. This process may change/ evolve in certain conditions depending on various factors such as availability of the members of the Commission, complexity of the matter, time needed for data extraction etc.

1. Each component is assigned to a Planning Commissioner to review against state code and the sub-area plans. The assigned commissioner proposes updates to the text of the document and updates any data contained in the component.
2. The component is presented to the Planning Commission in a workshop which is not open for public comments. This is intended to be a time for the Planning Commission to work through the draft and revise as needed. This may take several meetings and many revisions.
3. The component is then scheduled with the Planning Commission for a workshop open to public comment. This is intended to allow for additional public comment on the draft of the component prior to going to a public hearing. There are no time limits placed on speaking and question and answer sessions are generally permitted.
4. A public hearing with the Planning Commission is then scheduled and duly advertised, agencies are routed for comment in accordance with the agency list below. A public hearing is held and a recommendation made to the Board of County Commissioners (BOCC). The hearing is open for public comments.
5. A workshop is scheduled with the BOCC to discuss the component prior to a hearing for a discussion with staff and any Planning Commission members who may choose to participate.
6. A public hearing with the BOCC is then scheduled and duly advertised. The hearing held and is open for public comments. If the BOCC decides to make a material change to the Planning Commission's recommendation then an additional hearing is scheduled for a later date.

Notes:

- a. At the end of each Planning Commission meeting the commission discusses and decides on the agenda for the next meeting.
- b. The Planning Commission generally meets on the 1st and 3rd Tuesday of the month. The BOCC generally holds land use hearings on the 2nd and 4th Wednesday of the month.
- c. The current status of each component draft, adopted components, as well as meeting agendas can be found at the following website:
<https://www.bonnercountyid.gov/ComprehensivePlanCurrent/Update>
- d. Agency Review and Public Comments:

Each component is sent for agency review. The following list was composed and will continue to be used to request comments from agencies on the Comprehensive Plan update. This list was composed after reviewing State Statute 67-6509 and Bonner County Revised Code 12-268 and 12-217. Any member of the public or other group not listed here may make a public comment via mail to the Bonner County Planning Department at 1500 Highway 2, Suite 208, Sandpoint, ID 83864; via email to planning@bonnercountyid.gov or in-person at the workshops/ public hearings that are open to public comment.

All Taxing Districts	Lake Pend Oreille School District #84 - Admin
Area of City Impact: Clark Fork	Lake Pend Oreille School District #84 - Transportation
Area of City Impact: Dover	Lakeland Joint School District #272
Area of City Impact: East Hope	Lakes Highway District
Area of City Impact: Hope	Little Blacktail Ranch Water Association
Area of City Impact: Kootenai	Midas Water Corporation
Area of City Impact: Oldtown	Montana Rail Link
Area of City Impact: Ponderay	Mountain Utility Company
Area of City Impact: Priest River	Natural Resource Conservation Service
Area of City Impact: Sandpoint	New Schweitzer Ski Village
Area of City Impact: Spirit Lake	North of the Narrows Fire District
Avista Utilities	Northern Lights, Inc.
Bay Drive Recreation District	Northland Cable Television
Bayview Water & Sewer	Northside Fire District
Blanchard Cooperative Water Assoc. Inc.	Northside Water District
Bonner County EMS	Northwest Medstar
Bonner County GIS Department	Oden Water Association
Bonner County Historical District	Outlet Bay Sewer District
Bonner County Road & Bridge	Pack River Cemetery
Bonner County Sherriff	Panhandle Health District
Bonner Historical Society	Pend Oreille Hospital District
Bonneville Power Administration	Pend Oreille Valley Railroad
Bottle Bay Water & Sewer District	Pine Bluff Mutual Water Co, Inc.
Bureau of Land Management – CdA District	Pine Bluff Water System
Burlington Northern Santa Fe (BNSF)	Priest Lake Golf Club Estates Water, Inc.
CDS Stonebridge Utilities	Priest Lake Public Library District
Cedar Grove Water System	Priest Lake Translator District
Clark Fork Library	Priest River Airport
Clark Fork Valley Fire	Public Works Department
Colburn Water Association	Round Lake State Park

Coolin Sewer District	Sagle Valley Water & Sewer
Coolin-Cavanaugh Bay Fire District	Sam Owen Fire District
Drainage District #7	Sandpiper Shores Master Utility, LLC
East Bonner Library	Sandpoint Aviation
East Priest Lake Fire District	Schweitzer Basin Water
Ellisport Bay Sewer	Schweitzer Fire District
Environmental Protection Agency	Schweitzer Resort Water
Federal Aviation Administration	Schweitzer Ski Village
Federal Emergency Management Agency	Selkirk Fire, Rescue & EMS
Frontier Communications	Selkirk Recreation District
Garfield Bay Water and Sewer District	Southside Fire District
Gas Transmission Northwest Corp.	Southside Water & Sewer District
General Telephone Company	Spirit Lake East Water District
Granite Reeder Water & Sewer District	Spirit Lake Fire District
Humane Society of U.S.	SPOT
Idaho Agricultural Aviation Association, Inc.	State Historical Society
Idaho Department of Environmental Quality	Stoneridge Utilities
Idaho Department of Fish & Game	Sunnyside Water Association
Idaho Department of Health and Welfare	Swan Shores Sewer District
Idaho Department of Insurance	Syringa Heights Water Association
Idaho Department of Lands - CdA	Talache Water Association, Inc.
Idaho Department of Lands - Coolin	Tamarack Village Water & Sewer
Idaho Department of Lands - Sandpoint	The Spires Water Company, LLC
Idaho Department of Lands- Navigable Waters & Mining	Timber Lake Fire District
Idaho Department of Parks and Recreation	Trestle Creek Sewer District
Idaho Department of Water Resources	U.S. Army Corps of Engineers (USACE)
Idaho Division of Building Safety	U.S. Department of Agriculture
Idaho Humane Society	U.S. Fish & Wildlife Service
Idaho Panhandle National Forest	U.S. Forest Service
Idaho State Police - CdA	Union Pacific Railroad (Spokane International)
Idaho Transportation Department - Aeronautics	Verizon
Idaho Transportation Department - District I	VP, Inc.
Independent Highway District	Vyve Broadband/ Northland Cable Television
Inland Power & Light	West Bonner County Cemetery District
Kalispel Bay Sewer & Water	West Bonner County School District #83
Kalispel Tribe of Indians	West Bonner Library
Kokanee Park Water System	West Bonner Water & Sewer District
Kootenai Indian Tribe	West Pend Oreille Fire District
Kootenai-Ponderay Sewer District	West Priest Lake Fire District
Kullyspell Water	Westmond Water District
Laclede Water District	Whispering Pines Cemetery

Board of Bonner County Commission Planning Commission and Zoning Commission Vacancy Recruitment and Appointment Process

Overview and Process:

Idaho State Code §67-6504 allows the Board of County Commissioners to appoint a planning and zoning commission, or a planning commission and a zoning commission. The selection of the commissions must be in accordance with Idaho State Code §67-6504, but this state code it does not outline the process for recruitment.

The following process outlines the steps the Board of County Commissions, and county staff, will use to recruit and appoint new planning commissioners and zoning commissions when a vacancy on either commission occurs.

1. When a resignation is received it is forwarded to the Commissioner's office. A vacancy announcement is drafted by Planning Department staff which includes: which commission the vacancy is on, the vacated seat, and the duration of the term with the expiration date.
2. The vacancy announcement is posted on the County website, in on the bulletin board, and in other local areas such as the public library.
3. The vacancy announcement is printed in the Bonner County Daily Bee with an ad of at least 1/8 page.
4. Recruitment efforts will continue until a pool of 10 application have been received or 30 days has laps, whichever comes first.
5. Once recruitment is completed the applications are forwarded to the Commissioner's office, an executive session is scheduled to review the application and decide which applicants will be interviewed.
6. Interviews are scheduled in an executive session. If a selection is made then Planning Staff drafts resolution and a board memo and requests it be added to the next business meeting. If no selection is made then recruitment efforts, steps 4-6, repeat.
7. Planning Staff present the resolution and the decision is made at the next business meeting.

References:

BCRC 12-122, and 12-123
Idaho State Code §67-6504



Rentalscape



Rentalscape

The best short-term rental identification and monitoring solution there is.

How so?

To begin with, **Rentalscape** monitors **10,000+ websites**.

We have a team of dedicated staff using advanced AI to identify properties, finding in excess of **95% of STRs** for almost all customers.

Rentalscape will go on the quest with you to raise compliance and maximise tax collection, continually monitoring, refining and supporting your short-term rental program. We don't just supply the software and "set and forget" - our systems are fully customised to your local ordinance and operations.

We have the fastest and most efficient onboarding - we onboard new customers within days and have community-facing systems [eg public maps & registration systems] live in under 8 weeks.

We provide

- unlimited access to our portals
- unlimited training
- weekly meetings during onboarding
- monthly meetings for the term of the contract
- immediate response to requests
- dedicated technical support team

Rentalscape customers love the platform - we find the most properties with the most intuitive interfaces, making us the best solution in the industry.



Rentalscape

ENGINEERED BY



Dustin Reilich

VP SALES & GOVERNMENT RELATIONS

dustin@deckard.com
www.deckard.com

949-701-0501





Dustin Reich
VP Sales
(949) 701-0501
dustin@deckard.com

DECEMBER 15, 2022

PRICE PROPOSAL

for

Bonner County, ID

SHORT-TERM RENTAL ("STR") INVENTORY, COMPLIANCE & ANALYTIC SERVICES

presented by



engineered by



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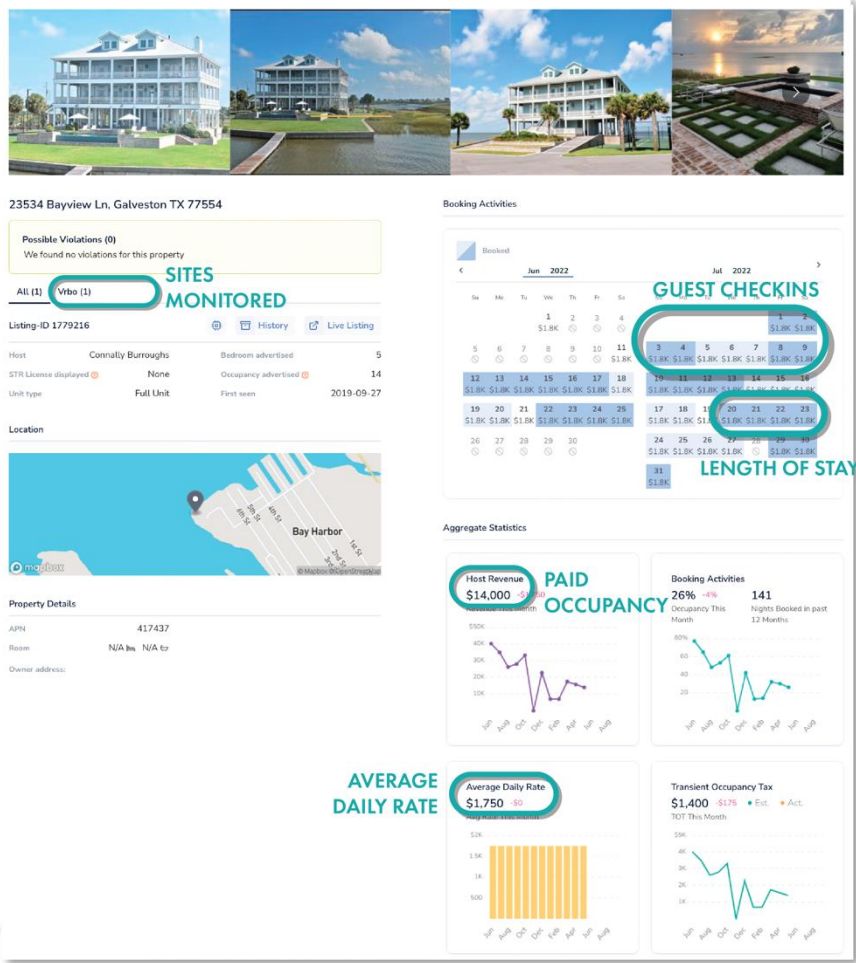
Optional products 13

EXECUTIVE SUMMARY

Rentalscape Short Term Rental ID & Monitoring Platform

Deckard Technologies utilizes data science expertise to assist local governments with managing their compliance activity and enforcement, such as short-term rental (STR) properties. Our technology ensures that everyone is held accountable to play by the same set of rules, follow all guidelines and ordinances, and pay their fair share of fees and taxes. To accurately track activity within Bonner County, the Rentalscape platform identifies the exact address of the STR listings within the County limits, enabling accurate display of STR activity within the County and within community districts. Rentalscape groups listings and calculates statistics on a per-property basis. By mapping the exact location of properties, Rentalscape avoids double-counting activity. Knowing the exact location of STR properties enables compliance, enforcement, tax collection and complaint management activities.

About Rentalscape



Deckard’s Dashboard management platform for STR will discover, identify, and efficiently present all STR activity in Bonner County, using unique technical capabilities such as its proprietary future booking detection software, automatic non-compliance recognition, industry-best address identification

Rentalscape is the only platform that shows upcoming rentals and bookings as they occur within 24 hours of the reservation being made.

This allows Rentalscape users to reach out of owners and hosts who are unlawfully renting and address any issues relating to these future rentals long before guests arrive, thereby eliminating disturbances, neighbor complaints and other common issues that often arise from illegal rentals.

FIGURE 1: Rentalscape Property card

Rentalscope maintains a database of every booking and stay made on all major platforms. Our system contains information dating back to late 2019 for every STR in Bonner County. All data can be viewed interactively on the Rentalscope portal with unlimited user access and downloaded on demand in Microsoft Excel format.

Rentalscope dashboard map view shows the exact location of all STR activity, includes districts as defined by the County and displays individual property information and aggregate statistics on a per district basis.

Rentalscope presents detailed STR activities including the precise address, owner information, booking history and availability and more. For each individual booking, the platform provides the actual date the reservation was made as well as the start and end date of each booking, ensuring that the County is able to distinguish back-to-back bookings. These insights are not possible to achieve by simply viewing the listings itself.

Guest review data is collected by Rentalscope and could be used by the County for information including the guest origin.

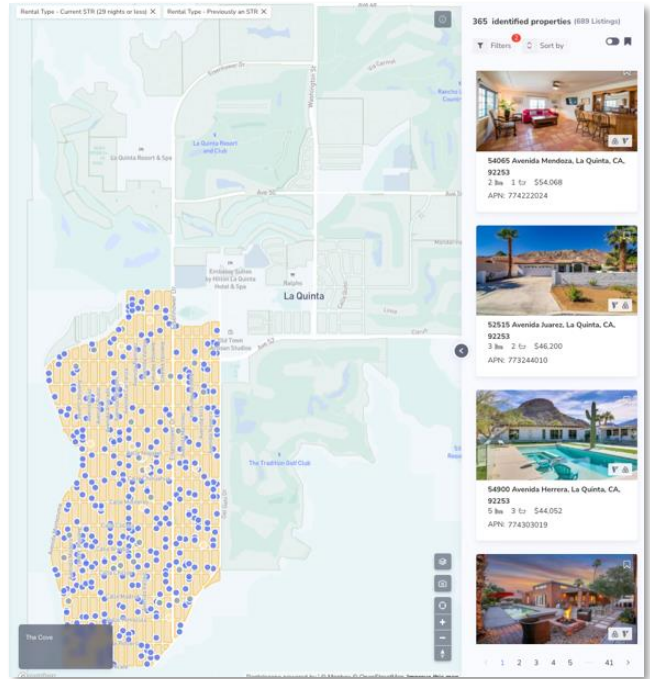


FIGURE 2: Rentalscope Map

In Summary

In every jurisdiction in which we are providing service we have increased compliance and improved tax collection. Our process starts with producing the cleanest data possible – ensuring reporting is accurate and compliance levels are carefully monitored. We have in-house property appraisers and STR property managers. We also regularly consult with County staff to ensure we are always up to date with the latest STR best practices. Our systems come with unlimited user access and unlimited end-user training. Our customers give testimonials regarding the ease of use of our systems and vastly superior level of customer service when compared to other providers in the market.

REFERENCES

We believe that **continuous innovation** is required to face the challenges of today and of tomorrow. We are proud of our achievements and solutions that enable cities and counties to manage short-term rental activities and to ensure local rules and ordinances are enforced for the betterment of local residents.

The following References are examples of successful partnerships between Deckard Technologies and its clients.

REFERENCES

- **Placer County, CA**

Doug Jastrow, REVENUE SERVICES MANAGER
dwjastro@placer.ca.gov
916-543-3945
Rentalscape

- **Mt. Pleasant, SC**

Jane Yager-Baumrind, PLANNING & DEVELOPMENT
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843-884-1229
Rentalscape, STR Registration Portal

- **Village of Saranac Lake, NY**

Jamie Konkoski, COMMUNITY DEVELOPMENT DIRECTOR
comdev@saranaclakeny.gov
843-884-1229/518-891-4150 ext 235
Rentalscape

PROPOSED PRODUCTS

THE RENTALSCAPE PORTAL

The Rentalscape portal is a cloud-based system for County staff to track STR properties, monitor STR activity, manage STR permits and record information about properties. The data in the system is constantly being updated as new properties are discovered and address identified, as new permit applications are made and as permits are expired or revoked.

The Rentalscape portal displays information on all STR listings found within the County going back at least 12 months. We use US Census data to identify County limits and any parcels or listings within the limits are monitored. Rentalscape also tracks properties outside the County until they are accurately identified. On occasion, the STR listing estimated location for a property falls outside the County, but the actual location of the property once address identified is inside the County. Rentalscape displays:

1. Any permitted STR property
2. Any property with a currently live STR listing
3. Any property with historic STR listings
4. Any property with a future or past STR booking (even if the property currently does not have a live listing)

Rentalscape includes the ability to filter the properties displayed (e.g., only permitted properties, or only properties in a specific HOA), and to download all results. All data displayed is available for direct download from Rentalscape.

Information shown in Rentalscape for each property includes:

Property Characteristics

1. Property address
2. Owner name and mailing address
3. Ownership type (primary residence, secondary/investment property)
4. Property type
5. Number of bedrooms and bathroom at the property, per public records data
6. A map showing the property's location
7. Maximum occupancy per Bonner County ordinance

Listing Characteristics

8. Listing URL for each listing associated with each specific property
9. Listing ad ID for each listing associated with each specific property
10. Rental calendar showing current month's activity as well as past twelve months and upcoming three months booking activity (calendars update daily)
11. Rentalscape clearly and easily differentiates between regular bookings and host-blocked dates that are not revenue-generating
12. Host name (when available)
13. Stay limitations (minimum/maximum)
14. Permit/license number if included in the listing
15. Daily Rental rate at time of booking
16. Rental frequency
17. Individual links to all active listing for the property
18. **PDF copy of each listing, as well as a history of all previous versions of the listing**, to identify any possible changes, as well as keep a record in case the listing is taken down by the host. Each image has a date-stamp showing when it was created and is kept indefinitely.
19. Rental type (Whole home, shared home)
20. Bedrooms and bathrooms advertised
21. Maximum occupancy, per listing

Estimated Sales Tax Based on Rental Activity

22. Occupancy rate
23. Estimated rental income
24. Estimated tax

Rentalscape is configured to match the County's ordinance and is capable of flagging violations following the County's exact rules, including but not limited to permit registration and occupancy advertised versus permitted occupancy. Rentalscape looks for bookings less than 30 days when flagging STRs. When bookings longer than 30 days are created, these are correctly categorized as long-term rentals and do not cause a property to be treated as an STR.

Rentalscape actively monitors permit status and STR listings daily, flagging violations as they occur. We have encountered situations where other providers have flagged properties as "no longer listed" or "only performing long-term rentals", that later re-list or take a short-term booking, and are subsequently missed by these other vendors as

violating the County ordinance. **Rentalscope continuously monitors every listing every day** including bookings up to a year in advance. As soon as an unpermitted booking is taken, Rentalscope sets a violation.

Rentalscope includes a **Dashboard** that provides an overview of all STR activity in the County. This Dashboard includes aggregated revenue, bookings, and property data, and highlights top-earning hosts and owners as seen below. Please note that some charts will not be activated until we go live in Bonner County.

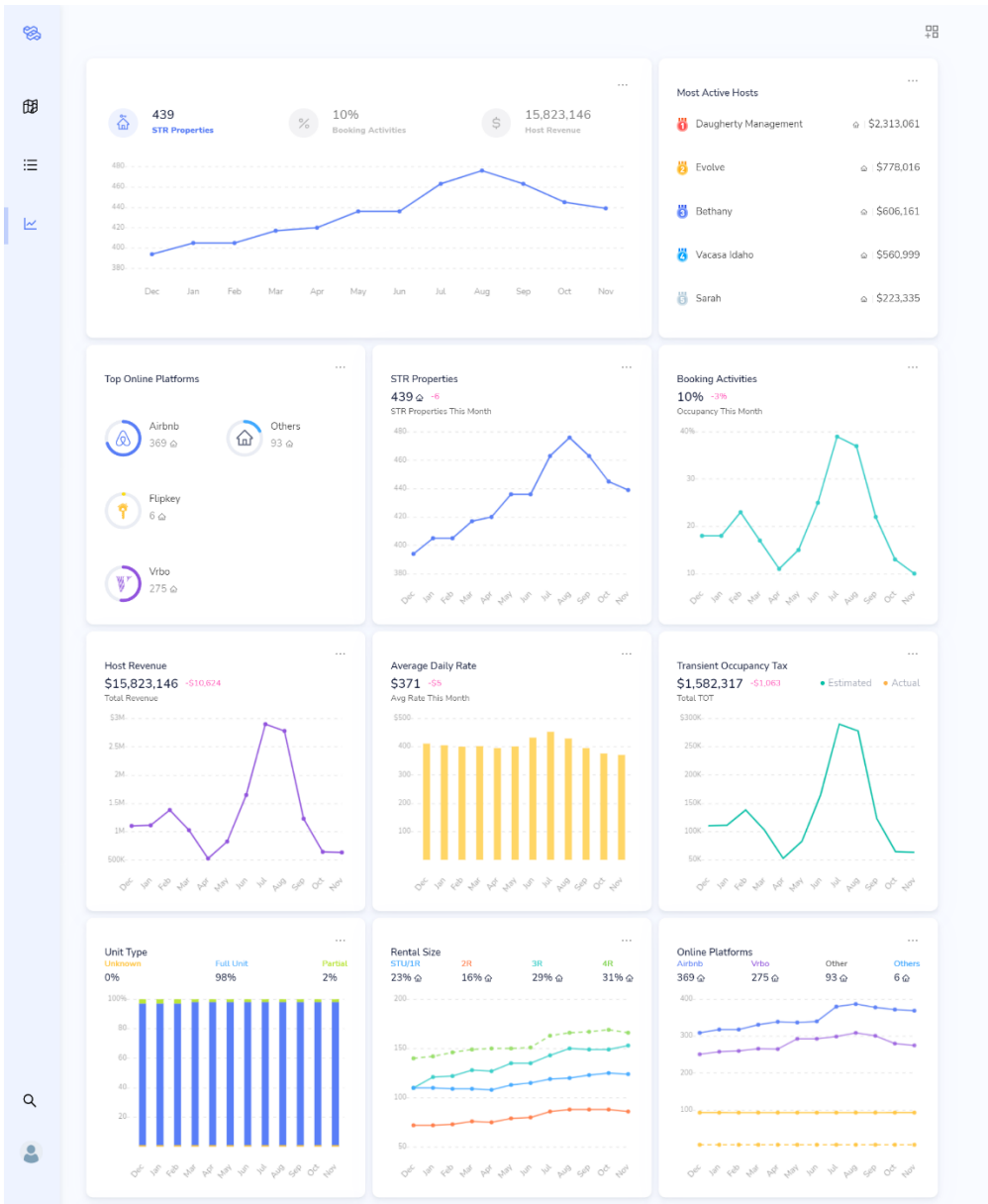


FIGURE 3: Rentalscope Bonner County Dashboard Example

IMPLEMENTATION & TRAINING

Implementation is on your timeline!! Upon Contract signing, Deckard will assign Bonner County a Dedicated Account Manager, who will work with the County to develop "best practices" based on Deckard's experiences with other clients. The account manager will ensure that the implementation process proceeds smoothly and will be the main point of contact for any questions, suggestions, training, or concerns. The account manager will also participate in periodic calls with County staff as requested.

And since Rentalscape is Cloud Based, no hardware or software is installed!

Most jurisdictions have been up and running with Rentalscape within a couple weeks with Address Identification complete within 4 weeks of receipt of the permit and listing data.

PRICING PROPOSAL

Currently, Rentalscape is showing close to **1041 live STR listings in Bonner County**. Based on the number of live STR listings, we estimate there are **550+ short-term rental properties in the County**, advertised on one or more platforms.

While other providers charge a recurring identification fee annually, Deckard Technologies only charges an identification fee once when the property is initially identified. In addition, we only charge fees on a per property, not per listing, basis. Since a single property can have multiple listings, we feel it is unfair to charge fees based on listing count. Finally, we do not charge one fee for compliance monitoring and another for rental activity monitoring as, in our view, these are the same service.



PROPERTY IDENTIFICATION	PRICE
<ul style="list-style-type: none"> Estimated 250 new properties at \$10 per property per year Identify property address & address Identify property owner address 	\$2500 (\$10/property/year)
MONITORING & REPORTING	
<ul style="list-style-type: none"> Estimated 550 properties at \$25 per property per year Real-time reporting of all new listings & daily calendar monitoring FutureCast™ - Identify future bookings as they are made on the rental platform Automatic identification of violations Daily calendar monitoring 	\$13750 (\$25/property/year)
OUTREACH CAMPAIGN	
<ul style="list-style-type: none"> Letter campaign to inform STR owners/hosts about tax requirements and procedures All letter templates will receive County approval pre-campaign Campaign includes one Introductory letter and two additional escalation letters 	\$3500 (OPTIONAL)
STR REGISTRATION PORTAL	
<ul style="list-style-type: none"> Online, intuitive portal for registration and renewal Fields customizable to meet County needs Pursue delinquent payments from hosts Provide daily reports on new and modified permits 	\$5000 (OPTIONAL)
TAX PAYMENT PORTAL	
<ul style="list-style-type: none"> Easy to use online tax payment portal Configurable tax, late fee and interest rates on a per-property basis Provide daily reports on tax payments and remittances to the County 	\$5000 (OPTIONAL)
COMPLAINT 24/7 HOTLINE & ONLINE FORM	
<ul style="list-style-type: none"> 24/7 Hotline with live agents Online complaint form 	\$3500 (OPTIONAL)
CONSTITUENT PORTAL	
<ul style="list-style-type: none"> Public facing portal (Link placed on Jurisdiction's website) Permit Data and Responsible Party contact info for STR Property (Standard) 	\$5000 (OPTIONAL)
REPORTING & ANALYSIS	
<ul style="list-style-type: none"> Dynamic reporting, offering multiple ad hoc reports Filters allowing users to focus on specific segments of the STR population 	INCLUDED
DEDICATED ACCOUNT MANAGER	
<ul style="list-style-type: none"> Single Point of Contact for County staff for all matters Ensures the County is following Industry best practices Shepherds the implementation process from start to finish Periodic meetings/calls throughout the life of the account 	INCLUDED
UNLIMITED ACCOUNTS & TRAINING SESSIONS	
<ul style="list-style-type: none"> No limit on the number of Rentalscape user accounts No per-session training costs 	INCLUDED
TOTAL YEAR ONE	\$16250

NOTE – Pricing valid for 90 days

OPTIONAL PRODUCTS

STR Registration and Renewal Portal is a configurable system that is customized for each client.

Customization of this portal to include Bonner County branding.

- Adding custom fields such as occupancy rules specific to the County (e.g., occupancy limits, bedroom counts)
- Collection of documents as required for the STR registration process
- STR registration approval portal
- Configurable STR permit pricing and expiration
- Collection of any STR permit fees
- Regular reporting

Rentalscape STR Registration collects permit fees via the Stripe secure payment processing system and allows payment via credit card or ACH bank transfer.

Should the County wish to individually approve each STR permit (some of our clients automatically issue STR permits once payment is received, while others individually approve permits), the **Rentalscape Permit Management** portal allows County staff to view and then approve or reject permit applications. In addition, the portal can be used to suspend or revoke permits when operators are not in good standing.

The **Rentalscape Registration** portal allows STR operators to update contact details pertaining to their permit for themselves, their property managers, and their local contacts. Rentalscape emails both the applicant and the County for each new application received and every permit approved. Rentalscape also generates a report daily containing the status and details of all permits.

FIGURE 4 below shows the Placer County Lodging Tax Certificate system showing Placer County specific fields. The Rentalscape staff will work with Bonner County to configure the registration system as needed.

Please report each listing advertising your short-term rental. Adding your listing makes payment verification process easier.

This is optional.

Listing Platform: Airbnb | URL: | Example: https://www.airbnb.com/rooms/12345678

+ Add listing

Select the type of the rental: (Select One)

Home | Apartment | Bed and Breakfast | Condotel ⓘ
 Condo | Duplex | Mobile Home | Motel
 Triplex | Timeshare | Hotel

Select all that apply:

The property has a unit number.
 The rental unit is a secondary dwelling.
 More than one residential unit is proposed to be used as a short-term rental.

Placer County TOT Certificate Application | Main Menu

What is the parcel number of your rental property?
Example: 123-123-123-000. If the parcel number of your property is 9 digits, add "000" at the end to make it 12 digits.

[Lookup parcel number by address](#)

Owner Information - All Fields Required

Owner Name: | Phone Number:
Email:
Mailing Address:
 Same as rental unit

Who is the certificate holder?
 The owner
 The property manager

Who is the local contact person?
 The certificate holder
 Someone else

Navigation: Parcel number, Property Details, Owner, Manager and Contact, Optional: listings, Confirmation

FIGURE 4: Rentalscape STR Registration System

Tax Payment Option

The **Tax Payment Portal** can be utilized to collect taxes from STR operators on a monthly, quarterly, or yearly basis. The Rentalscape Tax Payment system collects information regarding the number of nights available for booking, and the number of nights booked.

The Rentalscape Tax Payment system is customized for each jurisdiction and includes automatic calculation of tax due based on the County’s tax rate, automatic calculation of late fees and penalties, and the ability to apply leniency on a per-property basis for late fees should it be required.

The Rentalscape Tax Payment system utilizes Stripe payment processing that allows for payment by credit card or by ACH payments. Payments are directly remitted to the County. Our existing customers have seen an increase in tax payments following the adoption of this system due to the ease of use of the portal. The Rentalscape Tax Payment system generates nightly reports that are delivered to the County allowing for easy reconciliation of transactions. This system reduces the manual work required when processing paper forms.

Figure 5 below shows the Placer County Tax Payment system showing Placer County specific fields. The Rentalscape staff will work with Bonner County to configure the Tax Payment system as needed.

Placer County Online TOT Payment

For the following quarters, please report the taxable receipts, i.e. payments received for stays for fewer than 30 consecutive nights.

Taxable receipts INCLUDES, but is not limited to, nightly rents, weekly rents, standard cleaning fees, pet fees, internet charges, late check-out fees, extra person fees, and resort fees. Taxable receipts EXCLUDES refundable deposits and any additional items included in a special package rate, such as ski passes, or other recreational activity or additional service subject to CA sales tax. Taxable receipts exclude payments received for units that are occupied more than 30 consecutive days.

April 2021 to June 2021

	TOT	Assessment	Late Penalties	Accrued Interests	Total
Apr-Jun 2021	\$2468.00	\$0.00	\$493.60	\$74.04	\$3035.64

Please confirm the following information, and sign below.

Legal Name of Authorized Signatory: Thomas
 Date (MM/DD/YYYY): 09/14/2021

I certify under penalty of perjury that this information is accurate and I am an authorized r property. I acknowledge that my signature is legally binding.

Total Amount Due: **\$3,126.61**

Assigned TOT Rate: \$2,468.00
 Assessment (0%): \$0.00
 Accrued Interest: \$74.04
 Late Payment Penalties: \$493.60
 Card Processor Fee: \$90.97

Payment Method: Credit or Debit Card

Card Information: 1234 1234 1234 1234
 MM / YY: [] [] CVC: [] []

TOT Certificate: 81658

Email Address for Payment Confirmation: cmb1908@gmail.com

Pay

FIGURE 5: Rentalscape Lodging Tax Payment System

Permit Management Option

The Rentalscape County portal allows County staff to view STR permits and applications, to change the permit status (approve, deny or revoke) and to create notes. The STR permits are automatically associated with any identified STR listings that match the permit address. Rentalscape associates permits with listings using APNs and unit numbers to ensure accuracy.

1074 Holly Ave

STR License Submitted

Application number: A73117 Applicant name: Julie Vincent
 Application date: 2020-03-24

▼ Collapse details

Submitted ▼ Send license

Returned
 Reviewed
 Denied
 Current

Owner name: Julie Vincent
 Mailing address: 447 Mack Hill Suite 736 Port Jennifer

Local contact name: Kimberly Walker
 Mailing address: 67160 Davis Vista Johnsonport

Issue date: 2021-05-18
 Expiration date: 2021-07-18

Parcel number: 6262469920
 Property address: 32373 MONTE VISTA LN, DUTCH FLAT, CA, 95714

Rental type: Secondary Dwelling
 Secondary dwelling: No
 Maximum overnight occupancy: 11
 Number of bedrooms: 6

Possible Violations
 We found no violations for this property

Add Note

Talked to owner. Tennant Notice is in place and back-taxes have been remitted.

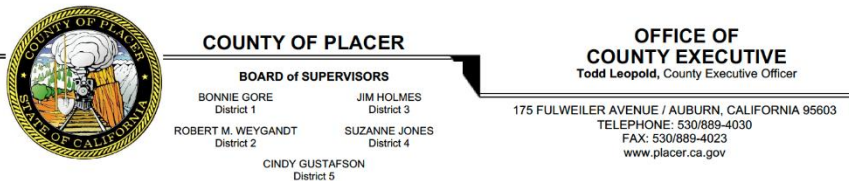
Add

FIGURE 6: Rentalscape Permit Details Screen showing notes, permit status and details of all permits

Letter Campaign for STR Hosts Option

Rentalscape will create and send letters to all Identified STR hosts, explaining the tax requirements, current rate, and payment process. The letter templates will be approved by Bonner County staff prior to beginning the mailings.

Rentalscape’s targeted letter campaign, timed to generate best results, have shown great efficacy in cutting the number of unregistered hosts by over 50% within the first six months of a new client engagement. Earlier this year, Placer County in California utilized Rentalscape to identify one property where the taxes due totaled more than \$50,000.



Thursday, July 29, 2021
Miners Camp LLC
29780 School St
Foresthill, CA, 95631
Cc:
24381 Foresthill Road
Foresthill, CA, 95631

Subject: 24381 Foresthill Road, Foresthill, CA, 95631 APN 007101009000

Dear Miners Camp LLC,

Placer County was unable to verify that your property, listed with an online website, was properly registered with a Transient Occupancy Tax Certificate. In the unincorporated areas of Placer County, all lodging businesses and private home vacation rentals must collect and remit Transient Occupancy Tax (TOT) from guests staying 30 days or less. These requirements apply whether properties are rented directly by owners, through a local property manager, or through an online listing site.

As the owner of the property listed above, Placer County would like to work with you in completing the process to fully comply with the County’s Transient Occupancy Tax Ordinance. The first steps are to register and obtain a TOT Certificate for your rental property, report and remit the appropriate transient occupancy tax for the period of January 1, 2018 to June 30, 2021 and ensure compliance for all future rental activity.

For the next 15 days Placer County will waive any penalties and interest normally assessed for the period you operated your short-term rental property in a non-compliant state. If you do not complete the registration process and provide payment, Placer County will calculate estimated taxes due, including penalties and interest, for up to three years.

You may register your property and remit payment online at <https://placer-ca-str.deckard.com/>. If you have any questions, please email us at TOT@Placer.ca.gov or call a Revenue Services Division’s compliance specialist at (916) 543-3950. For additional information about Placer County’s Transient Occupancy Tax Ordinance, please visit our website at www.placer.ca.gov/tot.

Sincerely,

Doug Jastrow
Revenue Services Manager

FIGURE 7: Rentalscape Placer County Complaint Letter

STR Public Facing Portal - Optional

The Rentalscape STR public facing portal is an interactive public online map for publication of all registered short-term rentals within the County. The exact information on the map can be configured to meet the County’s needs and includes information such as the property owner and emergency contact information. The portal is branded with the County’s information and can include links to systems such as the short-term rental registration system.

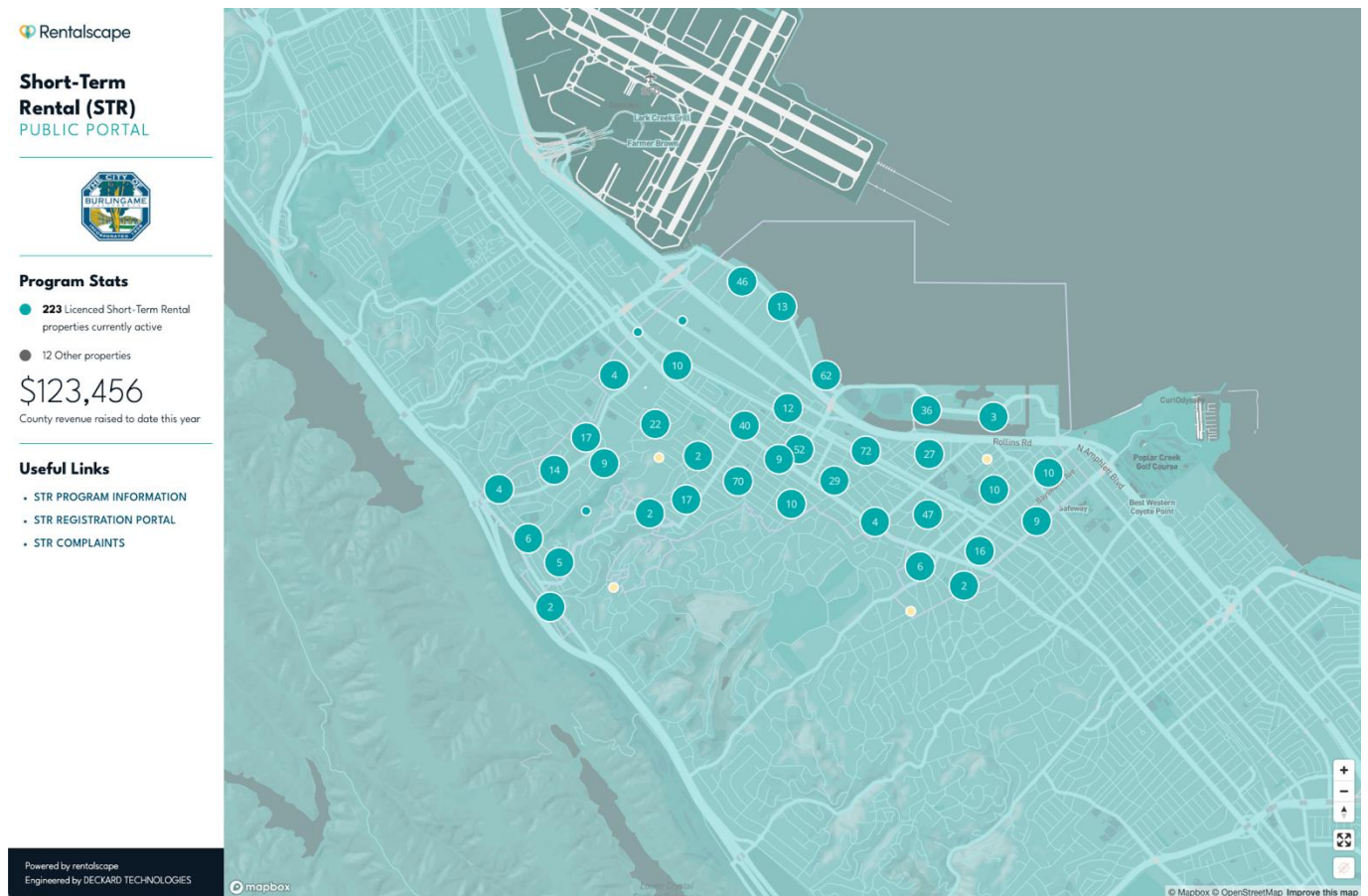


FIGURE 8: Rentalscape STR Public Facing Portal

24/7 Complaint Line & Online Form

The Rentalscape 24/7 Call Center is available for fielding complaints raised by the public related to short-term rentals. The Complaint Line is a 24/7 Live Call Taker environment. The Call Taker collects the appropriate information (ie address, property owner, type of incident, date of incident, etc) and contacts the designated County contact.

Rentalscape also includes an online complaint form that is customized with County branding. All complaints are logged and reported to County staff.

City of Burlingame, CA

Short-Term Rental Complaint

If this is an emergency, please contact 911.

Otherwise, please fill out the form below to file a complaint about a short-term rental property.

What is the primary concern you are reporting? *

- Noise
- Trash
- Parking
- Illegal Rental
- Number of Guests
- Other

Where is the property you are reporting?

Address * Apt or Unit #

Complaint Description

Description of violations *

(0/2000)

Your Contact Information (Optional)

Providing your contact information will aid the officer conducting the investigation for this complaint.

First name Last name

Phone number Email

Attachments (Optional)

Maximum number of files: 5; maximum file size: 150MB

[+ UPLOAD PHOTOS, VIDEOS OR AUDIO](#)

Optional Information

Property owner's name

Short-term rental listing URL

SUBMIT

The correct department will be notified of your concern and enforcement action will be taken as appropriate. Most property owners take corrective action upon receiving an initial notice of complaint.

FIGURE 9: Rentalscape Online Complaint Form