Bonner County Board of Commissioners
Meeting with Planning Department & Prosecutor's Office

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

Open Session:

1. 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
      2. Recreational vehicle parks/campgrounds, BCRC 12-333 Text Amendment
      3. Priest River De-annexed Properties

   c. Comprehensive Plan
      1. Update on Planning Commission progress and timeline
      2. Upcoming public workshop to discuss Comp Plan update process
      3. Action Item: Discussion/Decision – BOCC process for Comprehensive Plan Update

   d. Planning Commission and Zoning Commission
      1. Action Item: Discussion/Decision – BOCC process for recruiting and filling vacancies in the Planning Commission and Zoning Commission
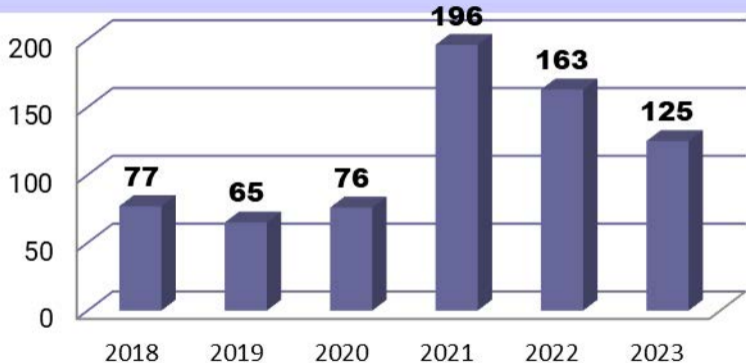
   e. Enforcement
      1. Deckard Proposal
      2. Compliance Update
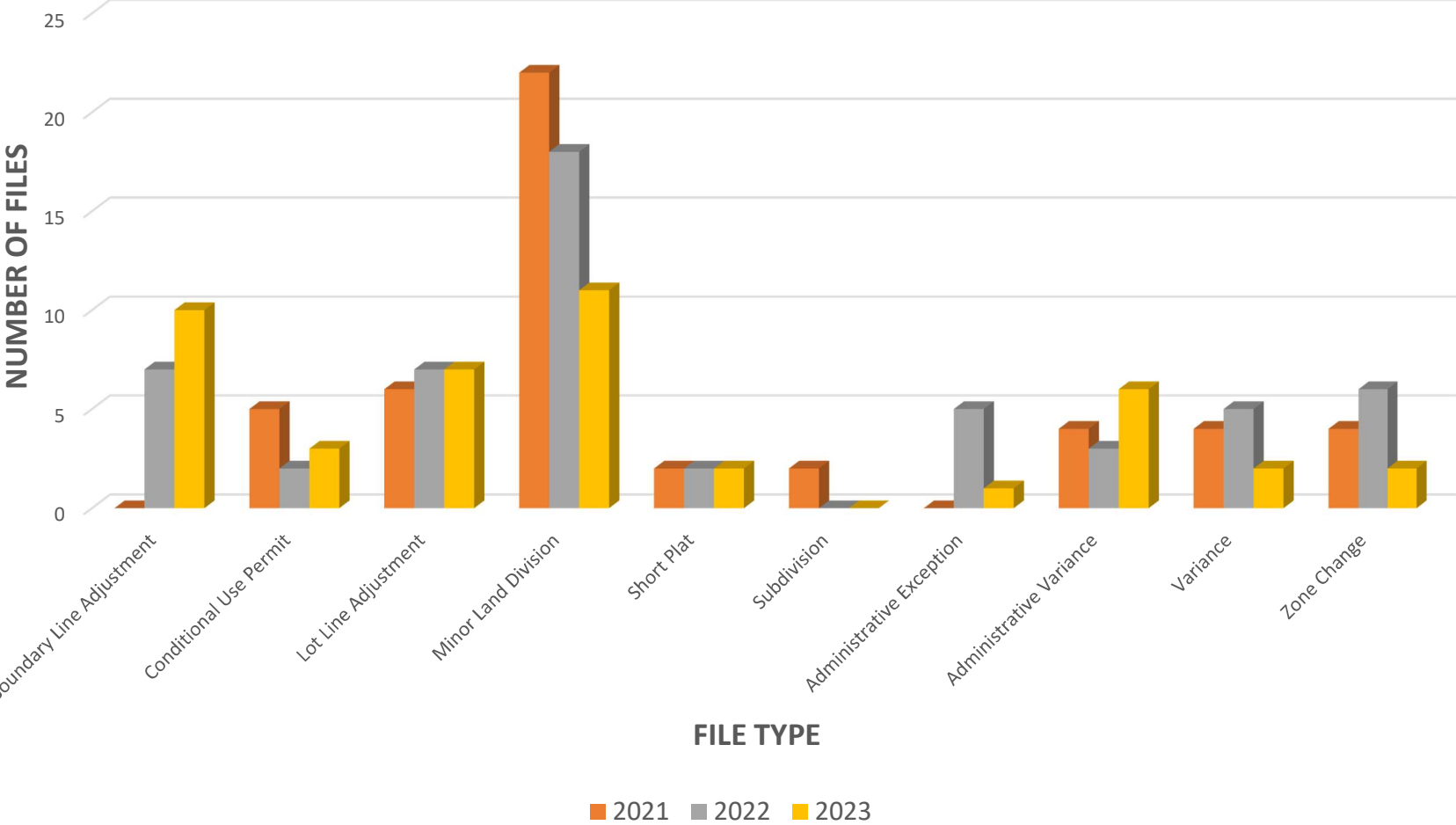
Executive Session:
   1. Pending Litigation
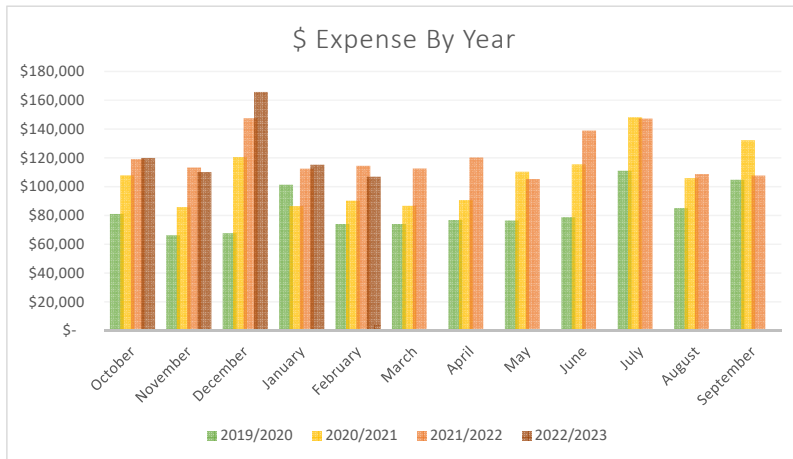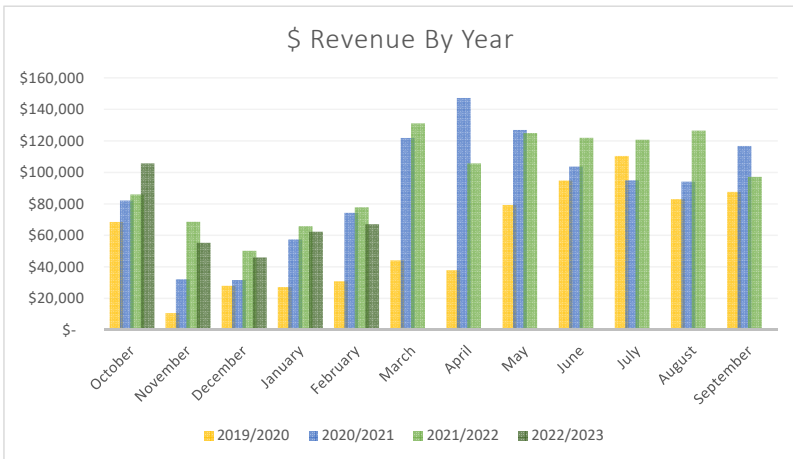   Action Item: Discussion/Decision Placing/Lifting of Notice to Title

Building Location Permit

Year	Permits
2018	77
2019	65
2020	76
2021	196
2022	163
2023	125

FEBRUARY

NUMBER OF FILES

FILE TYPE

Boundary Line Adjustment · Conditional Use Permit · Lot Line Adjustment · Minor Land Division · Short Plat · Subdivision · Administrative Exception · Administrative Variance · Variance · Zone Change

■ 2021   ■ 2022   ■ 2023

		1 October	2 November	3 December	4 January	5 February	6 March	7 April	8 May	9 June	10 July	11 August	12 September	Total	Budget	Budget Re/Ex	Actual Re/Ex
2022/2023	Revenue	$ 105,692	$ 55,423	$ 46,004	$ 62,304	$ 67,097								$ 336,520	$ 1,035,822	64%	54%
	Expense	$ 119,867	$ 110,137	$ 165,872	$ 115,217	$ 106,919								$ 618,012	$ 1,614,594		
	R % of Budget	10%	5%	4%	6%	6%								32%			
	E % of Budget	7%	7%	10%	7%	7%								38%			
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%			

Revenue/Budget By Year

Legend: 2019/2020, 2020/2021, 2021/2022, 2022/2023

Expense/Budget By Year

Legend: 2019/2020, 2020/2021, 2021/2022, 2022/2023

$ Revenue By Year

Legend: 2019/2020, 2020/2021, 2021/2022, 2022/2023

$ Expense By Year

Legend: 2019/2020, 2020/2021, 2021/2022, 2022/2023
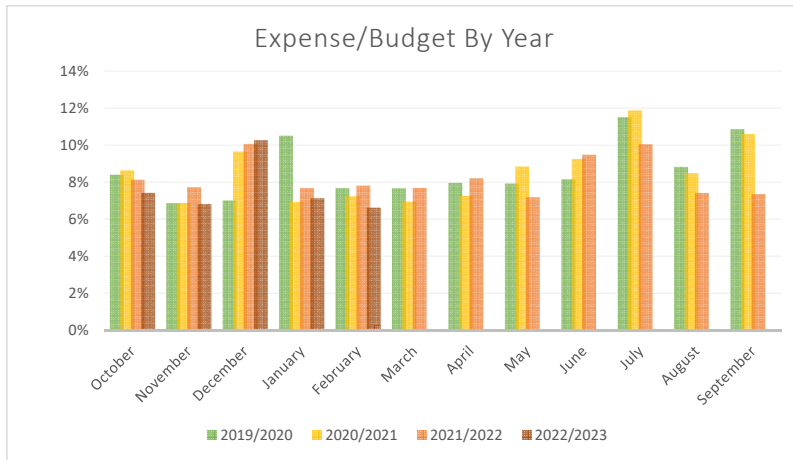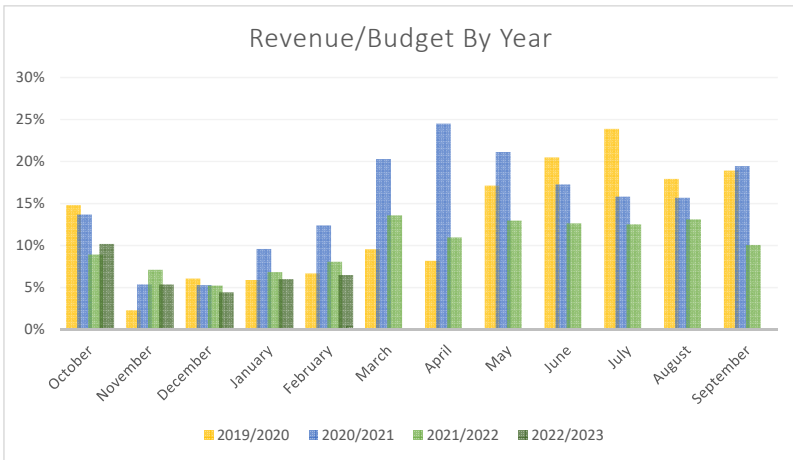
Summary of Proposed Title 12 Updates:

12-333: COMMERCIAL USE TABLE: Change to Table 3-3, removing Recreational vehicle parks/campgrounds as a conditional use in the Ag/Forest and Rural zoning districts.

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.

12-333: COMMERCIAL USE TABLE:
   TABLE 3-3

   COMMERCIAL USE TABLE

Use	Zoning District								
	F	A/F	R	S	C	I	RSC	REC	AV
Recreational vehicle parks/campgrounds (8), (21)		C	C	C	C		C	C	C

(8)   Adequate water supplies for drinking and fire suppression, as well as approval of sewage disposal sites and methods by the Panhandle health district and/or the state of Idaho, must be demonstrated as appropriate.

(21)   Refer to Section 12-497 of this Title for RV Parks/Campground standards. Site requirements for RV parks include at least 25 percent tree canopy coverage and a maximum of 25 percent impervious surface.

12-497: RV PARKS/CAMPGROUNDS:

   A.   Density:

      1.   Each RV space shall be an area to accommodate the size of the RV, not less than 1800 square feet and a width of not less than twenty four feet (24').

      2.   Each camping area must be at least three hundred fifty (350) square feet.

      3.   RV parking is limited to five (5) units per acre.

      4.   Campsites are limited to five (5) sites per acre.

      5.   Each RV Park may allow up to 100% of campground to RV spaces provided the requirements of this section are met.

6. Clustering of the RV Park is allowed as long as the original acreage stays intact and the clustering is done in a way to decrease potential impacts to neighbors and the natural resources.

7. RV Parks greater than twenty five (25) units shall follow the standards of the PUD ordinance, BCRC 12-2.5.

B. Yards and Spacing:

1. All structures must be setback a minimum of twenty-five (25) feet from all exterior property lines.

2. An RV may not be located closer than ten (10) feet from any other RV or permanent building within the RV Park.

3. An RV accessory building shall not be closer than five (5) feet from an RV or building on an adjacent RV space.

C. Access:

1. RV parks/Campgrounds shall access on maintained County roads, State highways or forest access roads whenever possible.

2. Access on private roads shall be built to County standards in Appendix A.

D. Parking:

1. Parking design shall follow the standards in Section 12-4.3 Parking Standards.

2. Campground Parking: one space for each 350 square feet of allotted space plus one guest parking space for each ten campground spaces.

E. Park Site Design:

1. Provisions for vehicular, bicycle and pedestrian access shall be integrated into the site.

2. May be associated with other recreational uses such as rafting, canoeing, swimming, cross country skiing, hiking, hunting and fishing, horseback riding and snowmobiling, together with accessory facilities.

3. Each space within an RV park shall have direct access to a travelway.

4. The park travelway shall consist of an unobstructed area twenty feet (20') wide and shall be well marked to provide for continuous traffic flow.

5. Parking spaces may be up to a forty five (45) degree angle from the travelway.

6. The travelway system shall have direct connection to a public or private road meeting applicable standards set forth in title 2 of this code or appendix A of this title.

7. Any RV space that is to be occupied throughout the winter months may have an open-shell snow-roof. Snow roofs shall have a minimum often foot spacing from one another, measured from greatest architectural projection. Complete enclosure of snow roofs is prohibited.

8. The RV park/campground may be built in phases as approved through a conditional use permit.

9. Uses that are clearly incidental to the operation of the park, such as management headquarters, recreational facilities, toilets, dumping stations, laundry facilities, a convenience store, and other facilities established within the park, are permitted as accessory uses.

10. Internal roads and parking service areas shall provide safe and convenient access for service and emergency vehicles and to amenities within the park. Internal roads shall not be designed to encourage use by outside traffic to traverse the park to adjoining developed areas.

11. Setbacks to wetlands, floodplain, vegetative buffers, and shorelines shall be maintained for all uses onsite.

F. Landscaping:

1. Landscaping and screening shall follow the standards in BCRC 12-4.6 Landscaping and Screening Standards.

G. Water and Sewer:

1. Each site may provide utility connections, including water and sub-surface sewage disposal system.

2. An appropriate number, per industry standard, of restroom/port-a-johns for tent camping spaces.

H. Refuse Collection:

1. The park shall provide for regular refuse service whether self-supported or contracted out with a refuse service. Accumulation of trash is prohibited.

I. Signs:

1. Signs advertising the business are allowed per BCRC 12-4.4 Sign Standards.

J. Permits Required.

1. A conditional use permit is required for each RV park/campground for twenty five (25) spaces or less.

2. A PUD Permit is required for all sites allowing more than twenty five (25) RV spaces.

3. A building location permit is required for construction of the entire project or each phase of the approved project.

K. Site Plan: A site plan shall be submitted upon application for a conditional use permit for the development of a recreational vehicle park/campground. The site plan must include a north arrow and must clearly depict the following:

1. Existing structures which will remain on the parcel, and their uses, and any existing structures proposed to be modified or removed;

2. All proposed structures and their uses;

3. Existing and proposed roads, easements, and points of access;

4. Recreational vehicle space dimensions;

5. Campground space dimensions;

6. Size of the site in acres;

7. Dimensions of property lines and property line setbacks;

8. Reserved or dedicated open space;

9. Major landscape features, both natural and manmade;

10. Locations of existing and proposed utility lines;

11. Accessory off street parking and loading facilities, and parking space areas;

12. Wastewater drainfield areas;

13. Traffic circulation patterns;

14. Refuse and service areas;

15. Signs;

16. Outdoor storage; and

17. Proposed screening and buffering, including fences, yards, walls or vegetation.

DATE	WS FOR COMM. DISCUSSION	WS W PUBLIC COMMENT	PC HEARING
9.6.22			
9.20.22	Property Rights Recreation		
10.4.22	Community Design Special Areas or Sites School Facilities and Transportation	Property Rights Recreation	
10.18.22	School Facilities and Transportation Transportation	Community Design Special Areas or Sites	
11.1.22	School Facilities & Transportation Transportation	Hazardous Areas Community Design Special Areas or Sites	Property Rights Recreation
11.15.22	Agriculture	School Facilities & Transportation Transportation	Community Design
12.6.22	Public Airports Population	Agriculture	Hazardous Areas Special Areas or Sites
1.17.23	Economic Development	Public Airports Population Agriculture	School Facilities & Transportation Transportation
2.7.23	Economic Development Housing	Agriculture	
2.21.23	Housing	Economic Development Agriculture	Public Airports Population
3.7.23	Housing	Economic Development Public Airport Facilities	
3.21.23	Housing		Public Airport Facilities
4.4.23			Agriculture Economic Development

FILE NO.	COMPONENT	PC WS-1 FOR DISCUSSION	PC WS-2 FOR DISCUSSION	PC WS-3 FOR DISCUSSION	PC WS-1 W. PUBLIC COMMENT	PC WS-2 W. PUBLIC COMMENT	PC WS-3 W. PUBLIC COMMENT	PC WS-4 W. PUBLIC COMMENT	PC HEARING	BOCC WS FOR DISCUSSION	BOCC HEARING-1	BOCC HEARING-2
AM0012-22	Goals, Objectives and Policies								30-Aug-22 (cont. 20-Sep-22)		26-Oct-22 (cont. 03-Nov-22)	21-Dec-2022
AM0015-22	Property Rights	20-Sep-2022			4-Oct-2022				1-Nov-2022		7-Dec-2022	
AM0015-22	Recreation	20-Sep-2022			4-Oct-2022				1-Nov-2022		7-Dec-2022	
AM0017-22	Community Design	4-Oct-2022			18-Oct-2022	1-Nov-2022			15-Nov-2022	9-Feb-2023	21-Dec-2022	22-Feb-2023
AM0018-22	Hazardous Areas				1-Nov-2022				6-Dec-2022	9-Feb-2023	11-Jan-23 (cont. 22-Feb-23)	
AM0018-22	Special Areas or Sites	4-Oct-2022			18-Oct-2022	1-Nov-2022			6-Dec-2022	9-Feb-2023	11-Jan-23 (cont. 22-Feb-23)	
AM0019-22	School Facilities & Transportation	4-Oct-2022	18-Oct-2022	1-Nov-2022	15-Nov-2022				17-Jan-2023	27-Feb-2023	22-Mar-2023	
AM0019-22	Transportation	18-Oct-2022	1-Nov-2022		15-Nov-2022				17-Jan-2023	27-Feb-2023	22-Mar-2023	
AM0003-23	Population	6-Dec-2022			17-Jan-2023				21-Feb-2023	6-Apr-2023	12-Apr-2023	
AM0003-23	Public Airport Facilities	6-Dec-2022			17-Jan-2023	7-Mar-2023			21-Feb-2023 (cont. 21-Mar-2023)	6-Apr-2023	12-Apr-2023	
AM0006-23	Agriculture	15-Nov-2022			6-Dec-2022	17-Jan-2023	7-Feb-2023	21-Feb-2023	4-Apr-2023	6-Apr-2023		
AM0007-23	Economic Development	17-Jan-2023	7-Feb-2023		21-Feb-2023	7-Mar-2023			4-Apr-2023	6-Apr-2023		
AM000X-XX	Housing	7-Feb-2023	21-Feb-2023	7-Mar-2023								
AM000X-XX	Natural Resources											
AM000X-XX	Public Services, Facilities and Utilities											
AM000X-XX	Land use											

Component	PC Hearing	BOCC Adoption Date
Property Rights	1-Nov-22	7-Dec-22
Population	21-Feb-23	
School Facilities and Transportation	17-Jan-23	
Economic Development		
Land Use		
Natural Resources		
Hazardous Areas	6-Dec-22	22-Feb-23
Public Services, Facilities, and Utilities	21-Mar-23	
Transportation	17-Jan-23	
Recreation	1-Nov-22	7-Dec-22
Special Areas or Sites	6-Dec-22	22-Feb-23
Housing		
Community Design	15-Nov-22	22-Feb-23
Agriculture	21-Mar-23	
National Interest Electric Transmission Corridors	N/A	N/A
Public Airport Facilities	21-Mar-23	
Implementation	20-Sep-22	21-Dec-22

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

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

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- monthly meetings for the term of the contract
- immediate response to requests
- dedicated technical support team

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Rentalscape

ENGINEERED BY

DECKARD
TECHNOLOGIES

Dustin Reilich
VP SALES & GOVERNMENT RELATIONS

dustin@deckard.com
www.deckard.com

949-701-0501

Dustin Reilich
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

Rentalscape

engineered by

DECKARD
TECHNOLOGIES

CONTENTS

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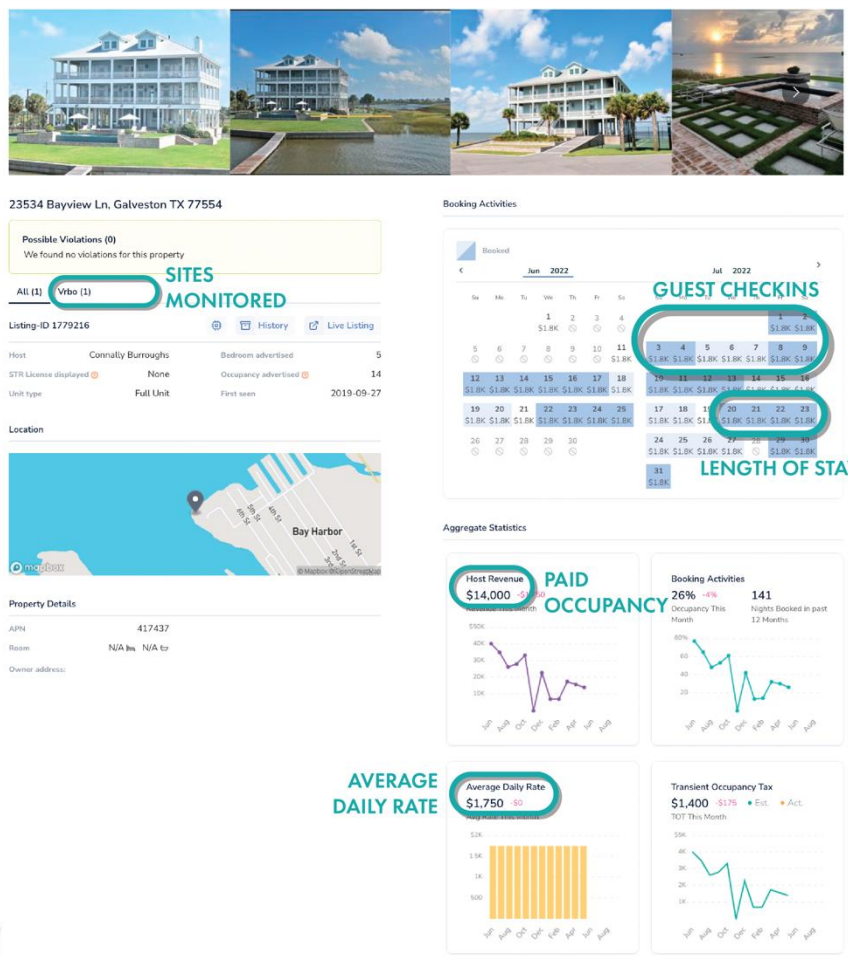
Deckard's Dashboard management platform for STR will discover, identify, and efficiently present all STR activity in Bonner County, using unique technical capabilities such as its proprietary future booking detection software, automatic non-compliance recognition, industry-best address identification

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

Rentalscape 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 Rentalscape portal with unlimited user access and downloaded on demand in Microsoft Excel format.

Rentalscape 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.

Rentalscape 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 Rentalscape and could be used by the County for information including the guest origin.
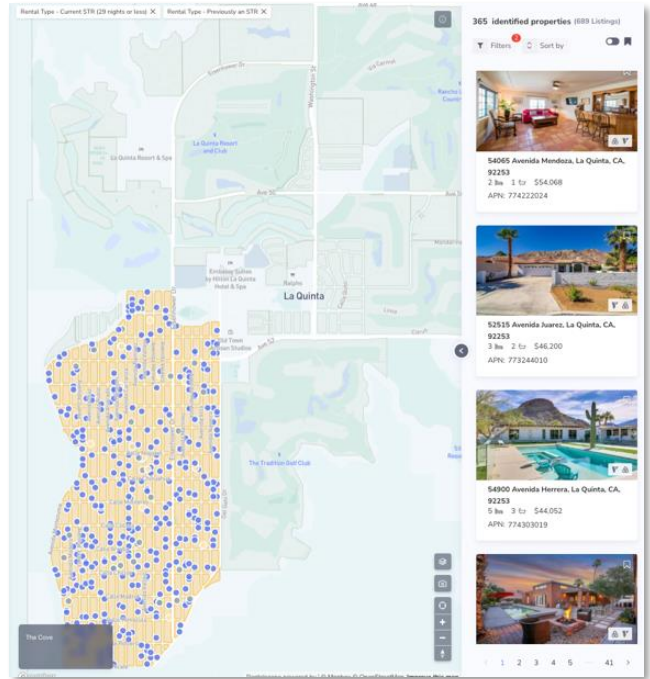
FIGURE 2: **Rentalscape** Map

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

Rentalscape 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.
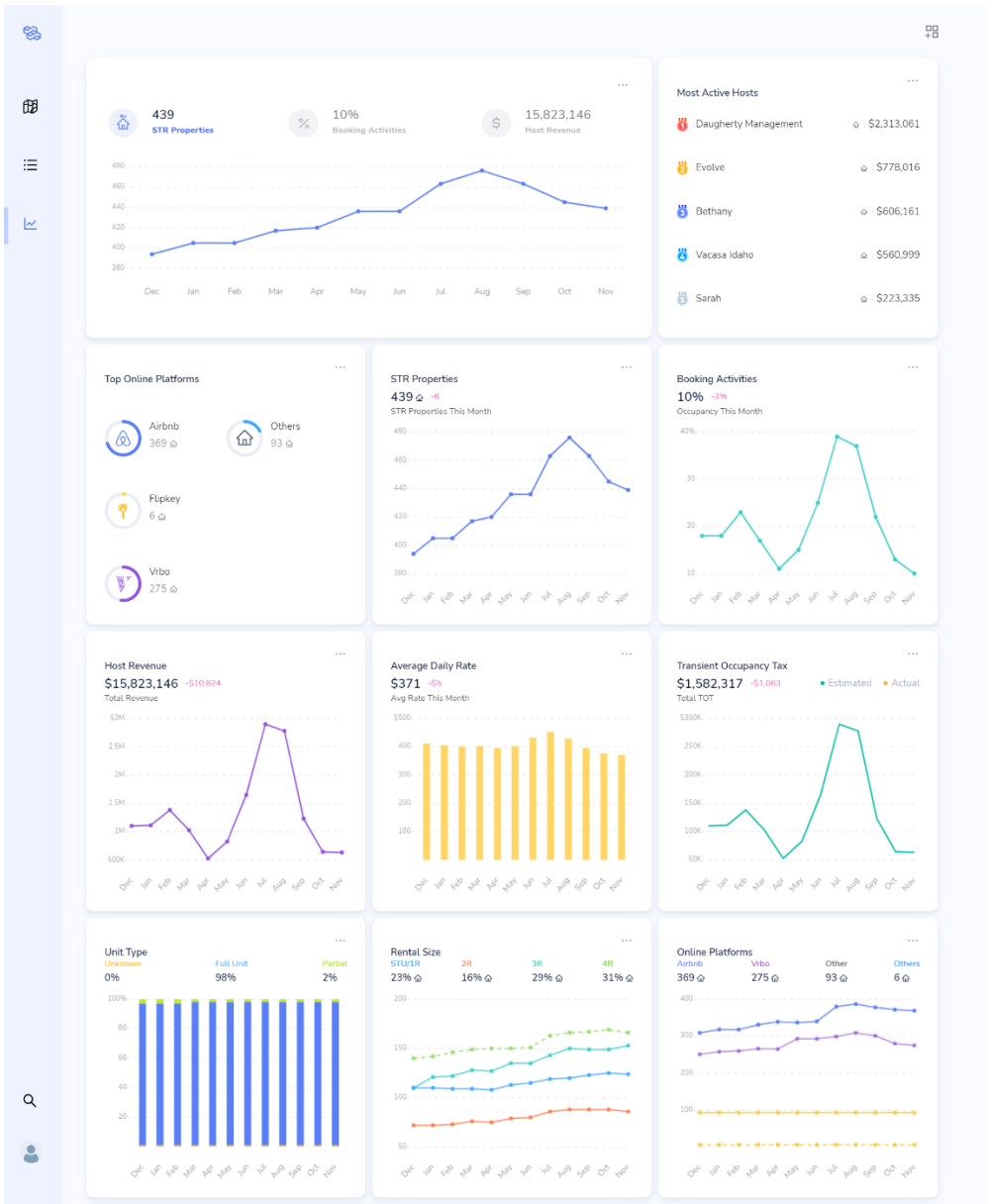
FIGURE 3: **Rentalscape** Bonner County Dashboard Example

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
• Estimated 250 new properties at $10 per property per year • Identify property address & address • Identify property owner address	$2500 ($10/property/year)
MONITORING & REPORTING	
• 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	
• 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	
• 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	
• 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	
• 24/7 Hotline with live agents • Online complaint form	$3500 (OPTIONAL)
CONSTITUENT PORTAL	
• Public facing portal (Link placed on Jurisdiction's website) • Permit Data and Responsible Party contact info for STR Property (Standard)	$5000 (OPTIONAL)
REPORTING & ANALYSIS	
• Dynamic reporting, offering multiple ad hoc reports • Filters allowing users to focus on specific segments of the STR population	INCLUDED
DEDICATED ACCOUNT MANAGER	
• 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	
• 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.

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.

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.

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.

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.
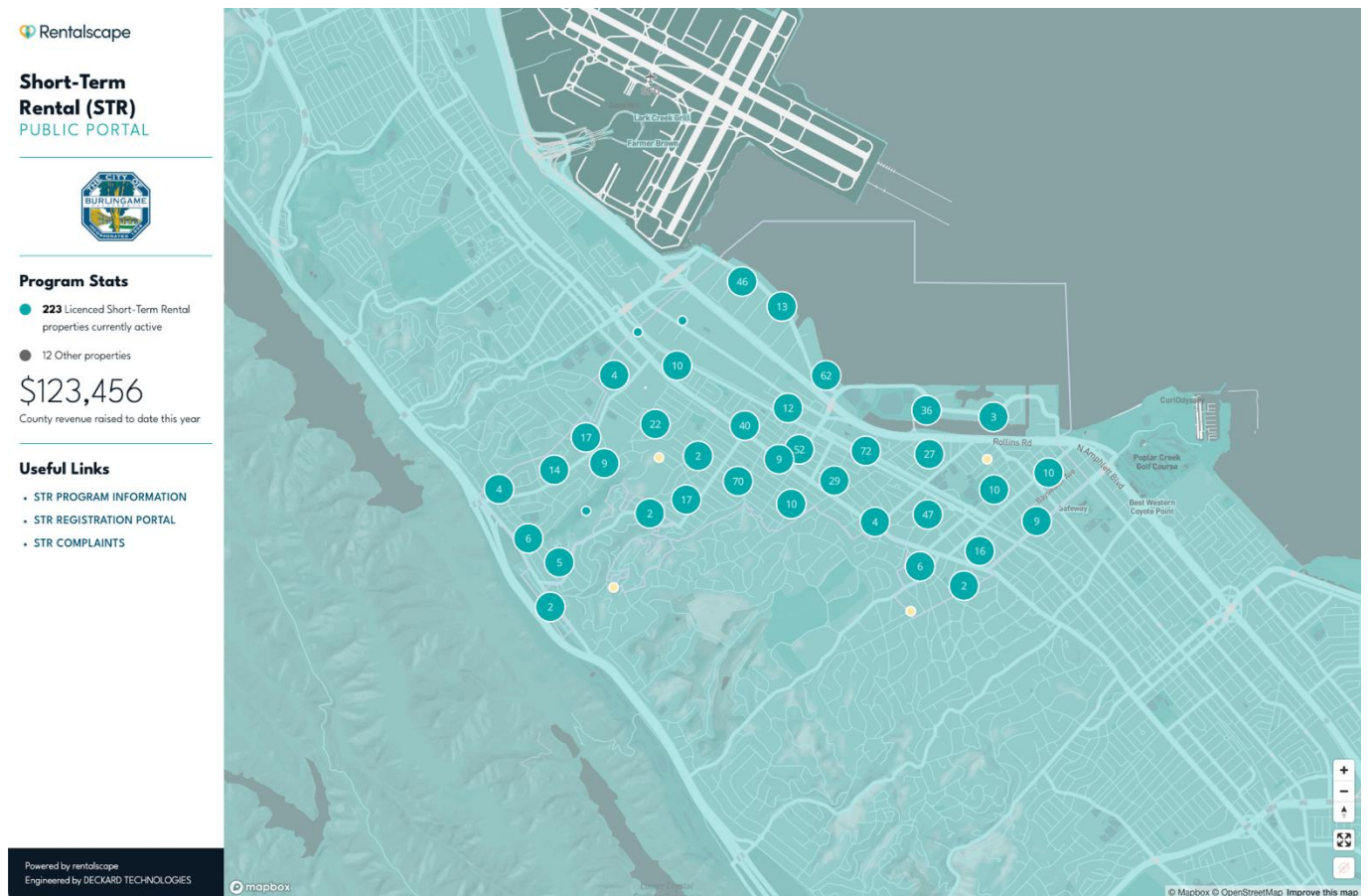
FIGURE 8: **Rentalscape** STR Public Facing Portal

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.

FIGURE 9: **Rentalscape** Online Complaint Form