



CITY OF COOS BAY
 Public Works & Community Development Department
 500 Central Avenue, Coos Bay, Oregon 97420
 Phone 541-269-8918 Fax 541-269-8916

Permit No. 187-____-000 ____-PLNG

Date Received: _____

REVIEW CRITERIA

Tourist Habitation – Homestay (CBMC 17.370) TYPE II Land Use Process (ORD.549 Jan. 2022)

Site Location/Address:	Assessor's Map No./Tax Lot(s):
	Property Zone:

The proposed unit is or will be established from one of the following:

- New Construction – Must meet current Residential codes (permits required).
- Established in existing finished space (Based on original construction plans).
- Established in converted space (with prior Land Use / Building Code permits).
- Established in converted space (without prior land use / Building Code permit approval).
- Other (Explain): _____

Submittal must include:

- All required document listed on the land use application, including detailed site plan identifying house/parking location
- Detailed floor plan of the entire structure (indicating uses, windows, doors)
- Photos of interior (one per room); Exterior (each elevations) submitted as PDF's.

CBMC 17.370.010 Purpose and Intent. The purpose and intent of these regulations is to ensure that “Homestays” conform to and are compatible with the existing character of the area in which they are located and do not create an adverse impact on adjacent properties. **CBMC 17.150, Definitions** is hereby amended to add the following underlined text to identify a homestay definition. Tourist Habitation (j) Homestay. A residential structure being rented for compensation for less than 30 days with owner / occupant concurrent occupation.

CBMC 17.370.020 Applicability. An unlimited number of Homestays may be permitted in the SLR, LDR and MDR zoning districts consistent with underlying zoning district development and use standards and subsection 17.370.030. **CBMC 17.370.030 Performance Standards and Requirements. Authorization.** A Type II Land Use permit consistent with CBMC 17.130.090 is required. **NOTE:** Recreational vehicles, travel trailers, tents, other temporary shelters, garages, accessory structures and accessory dwelling units, are not permitted for use as homestays.

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(1) Joint driveway access (CBMC 17.370.030(2)) If a joint driveway access is to be used for the vacation rental, all other property owners using the same private access must agree to the common use of the driveway. *Explain access*

(2) Licensing and Taxes (CBMC 17.370.030(3,4) Owners and Operators of “Homestays” must secure a business license pursuant to the requirements of CBMC Chapter 5.05 and the payment of Transient Lodging taxes pursuant to the requirements of CBMC Section 3.55. *Completed licensing and taxes applications are due at the time of land use submittal and related fees are due after land use approval (Prior to occupancy).*

(3) Carbon Monoxide and Smoke detector (CBMC 17.370.030(6) A carbon monoxide (CO) and smoke detector devices must be installed in each bedroom for rent in a “Homestay”. *To be Verified after land use approval, prior to occupancy.*

(4) Address numbers. Address numbers on the vacation rental or homestay structure must be visible from the street. (CBMC 17.370.030(7) *Describe number placement (location, minimum 4” in height and contrasting color). Placement verified prior to occupancy.*

(5) Homestay compliance (CBMC 17.370.030(9) Compliance with all CBMC regulations is required, including, but not limited to Title 8, Health and Safety (*Garbage service*); Title 9, Peace, Morals and Welfare (*Noise restrictions*); and Title 15, Buildings and Construction (*List any proposed work or prior unauthorized work associated with the proposed use*). *Describe how you will comply with each section.*

(6) Advertising on-site (Signage) (CBMC 17.370.030(10) “Homestay” on-site advertising is permitted subject to the requirements of CBMC 17.333.060. Residential Zoning Districts that specify an allowance of one on-site sign advertising a “Homestay” rental with a maximum of two faces not to exceed two square feet in area per face. Additionally, no sign in any residential zoning district shall inhibit vision of a dwelling unit address. *If signage is proposed, identify on a photograph or sketch its size and location .*

(7) Off-Street Parking Requirements (CBMC 17.330.010(A)). One (1) hard surfaced off-street parking space shall be provided for every guest room in a homestay exclusive of the two-parking space requirement for the property. In calculating the number of spaces required, the total shall be rounded up. Parking areas shall not be located in the front yard but may be located on the property's paved driveway. The parking diagram shall be posted on site and made available for "Homestay" rental. *Explain and provide an exhibit of number of off-street parking spaces provided, describe off-street parking area/surfacing.*

(8) Criteria for approval (CBMC 17.370.035 (1)) Compliance with 17.370.030 Performance Standards and Requirements, as outlined above and (2) Compatibility with the surrounding neighborhood. *Describe the neighborhood and development within the block.*

Please be Advised. CBMC 17.370.040 Violations and cessation of use. (1) Violation of the requirements specified in Section 17.370.030 shall constitute grounds for revocation of the Type II permit required for a "Homestay" pursuant to Section 17.130.150. (2) Cessation of use of a "Homestay" more than one year or failure to be rented less than ten nights in a calendar year (as determined by the City's Transient lodging receipts) the land use permit, subject to CBMC section 17.130.090(5) will be revoked. (3) The city, in addition to other remedies and those provided in chapter 8.10 CBMC, Public Nuisances, and Chapter 1.15 CBMC, General Penalty, may institute appropriate actions or proceedings to prevent, restrain, correct, abate, or remove an unlawful location of a "Homestay" in violation of CBMC 17.370. The owner of a building where a violation has been committed shall be guilty of a violation of this title and shall be subject upon conviction to a fine of not more than \$500.00 each day under which the violation continues shall be considered a separate offense.

I am the owner, applicant or representative of the property/site and authorize this land use application.

I/We completed this land use application; its contents are true and correct. I understand: 1) City application acceptance does not infer a complete submittal; 2) the information herewith submitted is true and correct; 3) the application processing and fee payment does not obligate City authorization; 4) City project site access for purposes of processing this application is guaranteed. I understand that the application fees submitted are non-refundable.

SIGNATURE of Owner

Print Name

DATE

SIGNATURE of Applicant/Representative

Print Name

DATE