

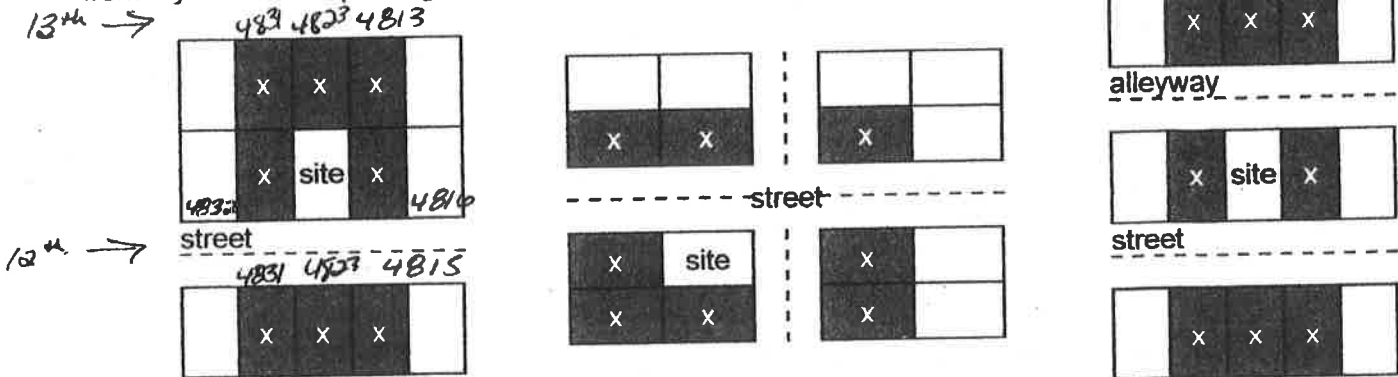
Neighborhood Notice

Accessory Short-Term Rental Permit – 1&2 Dwelling Structure

Hello Neighbors, Neighborhood Representatives, and Property Owners.

K REC'D AUG 6 2018

The City of Portland's Title 33 Planning and Zoning Code Section 33.207 allows me to rent up to two bedrooms in my residence to overnight guests on a short-term basis (less than 30 days). You are receiving this notice because as part of the permit application I am required to mail or deliver this notice to the Neighborhood Association and District Coalition of Neighborhoods in which my home is located; the property owner, if not me; and all property owners with properties abutting, directly and diagonally across the street from my residence. (See figures below for permit notice area)



Below is a brief description of my proposed accessory short-term rental—including number of bedrooms to be rented and how the operation will meet the zoning code general regulations summarized on page 2 of this notice. I have also included relevant information you might find useful (where my guests will be parking, how they will be accessing my residence, etc.)

4822 NE 12th Ave will offer a 1-bedrm basement unit with private side entrance and courtyard permitted Accessory Short-term Rental. Guests will utilize Street parking

Address of Proposed Accessory Short-Term Rental: 4822 NE 12th Ave

Contact Information

Applicant/Resident: Kelly Morgan

Phone number (required): 503-449-2021

Operator, if not the resident: NA

Phone number (required): NA

This notice is provided as a courtesy so neighborhood representatives and adjacent neighbors are aware of this activity happening in their neighborhood. You may contact the Bureau of Development Services, Neighborhood Inspections & Compliance Services with questions or concerns at (503) 823-2633, or codec@portlandoregon.gov, or in our office at 1900 SW 4th Ave, Suite 5000, Portland, OR 97201.

Please see page 2 for General Regulations

General Regulations for Type A Accessory Short-Term Rentals

1. The Accessory Short-Term Rental Permit is valid for two years. Permit renewals require the resident, and operator, if applicable, to agree to continue to abide by the requirements below and document that the Neighborhood Notification requirements have been met again.
2. Type A accessory short-term rentals are limited to renting a maximum of 2 bedrooms to overnight guests. These bedrooms may be located within a house or duplex or in an accessory dwelling unit (ADU) or detached accessory structure.
3. The resident of the short-term rental must reside in the dwelling unit where the bedrooms are rented at least 9 months (or 270 days) of each year. During the possible 3 months (or 95 days) the resident may be away, their home can continue to be used as a short-term rental. A maximum of two bedrooms can be rented in all cases.
4. On sites with Additional Dwelling Units (ADUs), the ADU may be used as accessory short-term rental or the resident(s) may live in the ADU and rent up to two rooms in the primary house to overnight guests.
5. The total number of residents and guests occupying the dwelling unit with a Type A accessory short-term rental may not exceed the number allowed for a household as defined by the Zoning Code: "one or more persons related by blood, marriage, domestic partnership, legal adoption or guardianship, plus not more than 5 additional persons, who live together in one dwelling unit."

On-site inspection by a City of Portland BDS Inspector (for initial approval or as per reinspections schedule) or self-certification (approved renewal) will verify the bedrooms to be rented met the building code requirements for sleeping rooms at the time they were created or converted and that the bedrooms are protected with functioning smoke and carbon monoxide detectors.

6. Services for normal maintenance, repair and care of the residence or site such as yard maintenance or house cleaning are allowed, but there can be no nonresident employees on site associated with the short-term rental.
7. The resident may designate an operator to manage their accessory short-term rental.
8. Guests and visitors may be served alcohol and food subject to county and state requirements, but an employee may not be hired to come to the site to prepare/serve food or beverages to guests.
9. Commercial meetings such as luncheons, parties, weddings, charitable fund raising, or other gathering for direct or indirect compensation are not allowed.
10. A Type B home occupation (home business), which allows either one nonresident employee or up to eight customers per day, is prohibited with a Type A accessory short-term rental. Type A home occupations, where no employees or customers come to the site, are allowed.
11. A guest log book that includes the names and home addresses of guests, guest's license plate numbers if traveling by car, dates of stay, and the room assigned to each guest will be maintained.
12. Accessory short-term rental permit number must be included in all advertising and posted in the dwelling unit.
13. Accessory short term rental businesses must register their business with the City of Portland Revenue Bureau and collect and remit transient lodging taxes.
14. Signs associated with accessory short-term rentals are regulated by the Sign Code, Title 32 of the Portland City Code. Contact BDS at (503) 823-7996 for information on sign regulations.

The full language of 33.207, Accessory Short-Term Rentals are available online at <http://www.portlandonline.com/auditor/?c=28197>

- Mail or deliver copies of the Neighborhood Notice Neighborhood Notice and General Regulations to all residents and property owners as shown on the figure on the Neighborhood Notice.
- Mail or deliver a copy of the Neighborhood Notice and General Regulations to the Neighborhood Association and District Coalition of Neighborhoods where your short-term rental is located. For the name and address of your neighborhood association, contact the Office of Neighborhood Involvement (ONI) at 503-823-4519 or <http://www.portlandoregon.gov/oni/index.cfm?c=28386>
- Attach a copy of the Neighborhood Notification Letter with this application.

Addresses of adjacent properties notified:

<u>4813 NE 13th Ave</u>	<u>4816 NE 12th Ave</u>
<u>4823 NE 13th Ave</u>	<u>4823 NE 12th Ave</u>
<u>4831 NE 13th Ave</u>	<u>4831 NE 12th Ave</u>
<u>4815 NE 12th Ave</u>	<u>4827 NE 12th Ave</u>

Name of Neighborhood Association notified: King Neighborhood Assoc.

Name of District Coalition of Neighborhood notified: NorthEast Coalition of Neighbors

4815 NE 7th Ave 97211

Responsibility Statement

- I will occupy the residence where I will be offering short-term rentals for at least 270 days (9 months) during each calendar year.
- I will rent a maximum of 1 bedrooms to overnight guests.
- I will maintain a guest log book that includes the names and home addresses of guests, guest's license plate numbers if traveling by car, dates of stay, and the room assigned to each guest.
- I have reviewed the accessory short-term rental general regulations on the back of the Neighborhood Notice and agree to operate my accessory short-term rental in compliance with the regulations.
- I have reviewed, in its entirety, the accessory short-term rental program information on the BDS website, <http://www.portlandoregon.gov/bds/ast>
- If I assign a designee to operate my short-term rental, I will provide them with the City's regulations and ensure the observance of these regulations by my designated operator.
- I will include my accessory short-term permit number in all advertising and post it in the bedroom(s) with the short-term rental.
- I will register my short-term rental business with the City of Portland Tax Revenue Bureau and will submit the appropriate transient lodging taxes.

Failure to comply with the regulations in Chapter 33.207 may result in a revocation of this permit and the resident will not be able to reapply for an accessory short-term rental permit for two (2) years. In addition, citations with civil penalties of \$1,000-\$5,000 may be issued for violations of Chapter 33.207.

[Signature] 6-25-18
Resident Signature Date

[Signature] 6-25-18
Operator Signature Date