

PURPOSE

The short-term rental licensing program is designed to facilitate the permitting of short-term rentals, subject to appropriate restrictions and standards, to allow for varied accommodations and experiences for visitors while retaining the character of residential neighborhoods.

GENERAL REQUIREMENTS

- a. Nothing in this section shall limit the ability of a property owner, homeowners association or similar association from prohibiting or further limiting the short-term rental of property where the authority to do so exists.
- b. Nothing in this section shall prohibit the operation of a hotel where such use is permitted.
- c. The short-term rental licensee shall be held responsible for any violations of these regulations committed by persons at the property during a period when the property is rented on a short term basis.

LICENSING REQUIREMENTS

- a. It shall be unlawful for any person to operate and or advertise any short-term rental without a valid short-term rental license, as approved pursuant to the application procedure herein. Each short-term rental location shall require a separate license. Evidence of operation includes advertising, on-line calendar showing availability, guest testimony, on-line reviews, rental agreements or receipts.
- b. The owner of the short-term rental shall renew the license annually. All requirements for issuance of the original license shall be met in order for the license to be renewed.
- c. A short-term rental license shall only be issued to the owner(s) of the property.
- d. The short-term rental license is issued to the specific owner(s) of the property and does not run

with the property. The license shall not be transferred or assigned to another individual, person, entity, or address, but may be managed by a third party on behalf of the owner.

- e. Only one short-term license shall be issued per principal dwelling unit. If a property contains both a principal dwelling unit and an accessory or secondary dwelling unit, only one unit may be licensed as a short-term rental.

STANDARDS

All short-term rentals shall meet the following standards.

- a. Sleeping quarters for short-term rental tenants shall only be located within a habitable structure and shall not be located in:
 - 1) Non-residential areas within buildings or accessory structures (e.g., shed, garage) that do not contain finished living space;
 - 2) Commercial or industrial spaces; or
 - 3) A temporary outdoor structure (e.g., tent) or recreational vehicle.
- b. The short-term rental shall remain compliant with all requirements of these regulations, the Riley County Sanitary Code, state and/or local fire codes, and any other applicable state or federal regulations.
- c. Use of the short-term rental for any special events, such as weddings, shall be subject to the requirements of **Section 5.7 Special Events**.
- d. The short-term rental shall be equipped with an operational smoke detector in each bedroom, a fire extinguisher in the kitchen and in the furnace room, and a carbon monoxide detector.
- e. The short-term rental shall be equipped with an operational smoke detector in each bedroom, a fire extinguisher in the kitchen and in the furnace room, and a carbon monoxide detector.
- f. One off-street parking space for each bedroom within the short-term rental shall be designated and marked on the property. Parking shall be

limited to to designated areas as shown on the submitted property plane boundaries map, with overflow parking on the street where permitted. Parking on-site in non-designated areas shall be prohibited.

- g. The owner shall maintain weekly residential trash collection service and provide a sufficient number of covered trash containers. Trash containers shall not be left out at the collection point for more than 24 hours after collection. The property shall be kept free of trash and debris.
- h. Quiet hours shall be between the hours of 10:00 PM and 7:00 AM and noise generated during those hours shall not exceed 65 dBA at the property line.
- i. All outdoor lighting shall comply with the requirements set forth in **Section 6.11—Outdoor Lighting**.
- j. If pets are allowed, they shall be contained within the property boundaries or be on a leash when on a public street. Pet waste shall not be allowed to accumulate on the property and shall be properly disposed of.
- k. No more than two (2) overnight guests per bedroom plus an additional three (3) overnight guests shall be accommodated at any one time. A guest is a person over two (2) years of age. A room shall not be used as bedroom unless it has a window.
- l. The short-term rental shall display the address number of the residence so that it is clearly visible from the nearest public or private road. The complete address of the property shall also be prominently posted within the short-term rental for emergency purposes.
- m. Signs in accordance with the sign regulations.
- n. The short-term rental shall be utilized in accordance with Rules of Conduct to ensure guests are being good neighbors and to minimize disturbances to area residences. The Rules of Conduct shall be prominently posted in the short-term rental and shall include, at a minimum, the following:

- 1) The license number of the short-term rental;
 - 2) Maximum number of overnight guests;
 - 3) Parking requirements;
 - 4) Trash disposal requirements;
 - 5) Quiet hours and noise restrictions;
 - 6) Trespass warnings;
 - 7) Pet restrictions;
 - 8) Outdoor burning restrictions;
- o. The boundaries of the property shall be clearly identified on a map prominently posted within the short-term rental with the Rules of Conduct and shall be clearly identifiable in the field by a barrier or signage, warning guests not to trespass.

RESPONSIBLE AGENT REQUIRED

- a. Each owner of a short-term rental shall designate a person or company to serve as the responsible agent. An owner of a short-term rental may designate himself/herself as the agent.
- b. The responsible agent shall have access and authority to assume management of the short-term rental and take remedial measures. The agent shall be available 24 hours a day, 7 days a week to respond to complaints regarding the condition or operation of the short-term rental, the conduct of guests, or violations related to these regulations. The responsible agent must be able to affirmatively respond to complaints within an hour of notification of such complaint.
- c. The name and current contact information (e.g., email, phone number etc.) of the responsible agent shall be prominently posted within the short-term rental.
- d. In the event of a fire ban within Riley County, the agent is required to notify guests of the current fire restrictions.

- e. The owner shall notify the Department, in writing, of any change to the responsible agent or the responsible agent's contact information within three business days.

For complete information on short-term rentals, refer to Land Development Regulations of Riley County, Article 5: Use Regulations, Section 5.2 Use-Specific Standards, AD. Short-Term Rental.

Short-Term Rental License	\$200.00
Short-Term Rental License renewal	\$100.00

RILEY COUNTY

SHORT-TERM RENTAL LICENSE

For More Information Contact:



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