



TEXT AMENDMENT ADOPTION PROCESS

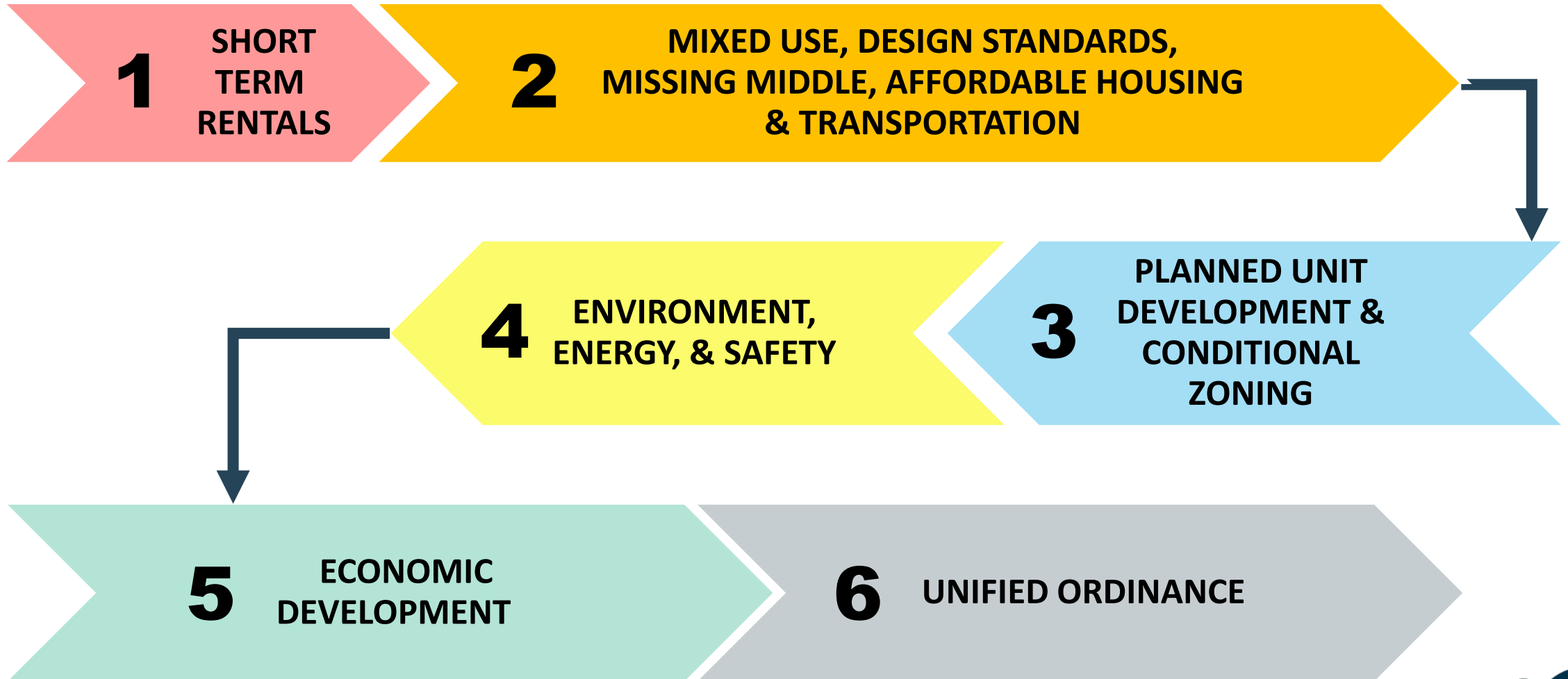
Presented by

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Planning & Development Department



TEXT AMENDMENT MODULES



PROCESS OVERVIEW



PROCESS HIGHLIGHTS:

- 5 Step process covering research through implementation
- Creation of an inter-departmental Committee to provide technical feedback
- Incorporation of the Equity Analysis Tool
- Meetings with the Planning Board and Commissioners prior to public hearings



PROCESS OVERVIEW



Research

2-7 Months

1. Review adopted plans for direction and guidance (Ex: Comprehensive Plan)
2. Identify why the existing ordinance section needs to be changed. What issue are we addressing?
3. Research best practices, examples from other jurisdictions, etc.
4. Equity Analysis Tool
5. Convene inter-departmental committee to analyze process and provide feedback.



PROCESS OVERVIEW



1. Draft Memo
2. Draft Text Amendments
3. Equity Analysis Tool
4. Review proposed amendments with:
 - Subject Matter Experts
 - Inter-departmental Committee
 - Legal Department



PROCESS OVERVIEW

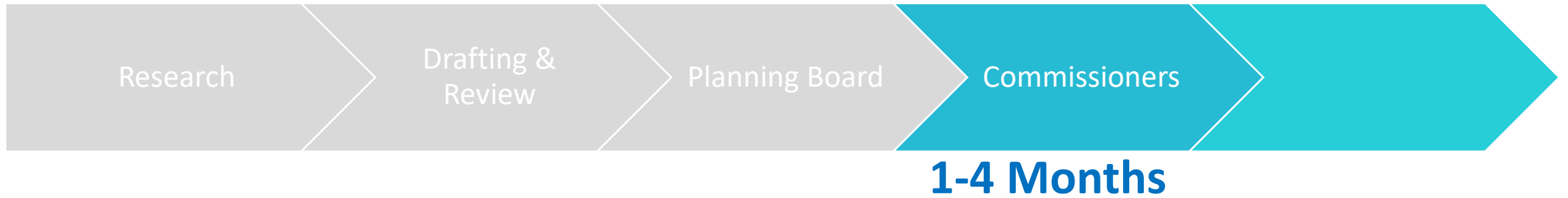


2-5 Months

1. Meeting 1 – Introduce proposed amendments, research, public input, and schedule.
2. CAPE advertises proposed changes to the community.
3. Meeting 2 – Board discussion and review of any revisions requested
4. Equity Analysis Tool – As needed
5. Additional Meetings – As needed
6. Revisions to text amendment as needed based on Planning Board feedback.
7. Legal advertisement and notification of upcoming public hearing and creation of adoption memo.
8. Meeting 3 – Public hearing at the Planning Board



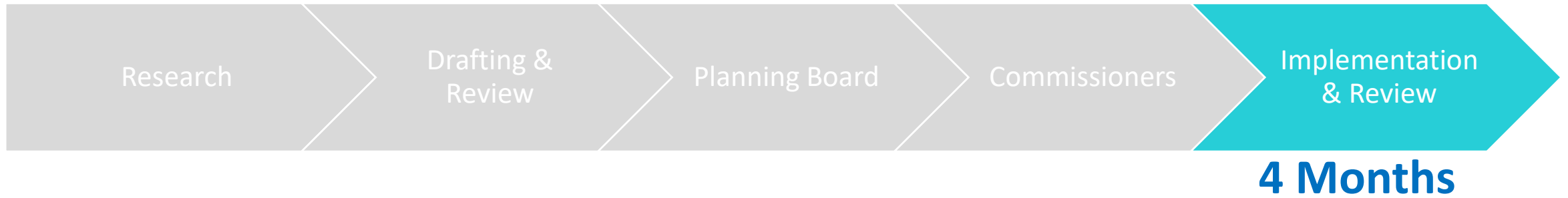
PROCESS OVERVIEW



1. Meeting 1 (Commissioner's Briefing) –Introduction to the proposed amendments, a summary of research, Planning Board recommendation
2. Legal advertisement and notification of upcoming public hearing.
3. Meeting 2 –Public hearing
4. Create final version of ordinance revisions
5. Ensure that amendments are codified by Municode



PROCESS OVERVIEW



1. Advertise the changes to the public and development community.
2. Evaluate internal department processes to adjust to new ordinance standards
3. Evaluate impact of text amendments every 3 years and recommend changes if needed.

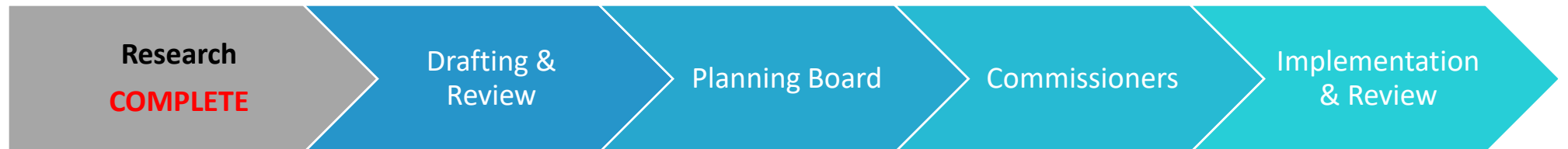


STATUS OF MODULES

Module 1: Short term rental



Module 2: Design



Discussion





Short Term Rental Conversion Incentive

Presented by

Rafael Baptista

Strategy & Innovation



Comparison Conversion Programs

| Community | Financial Incentive | Income restriction | Tier Criteria | Program Status |
|--------------|---------------------|---|---|--|
| Sedona, AZ | \$3,000 - \$10,000 | None | Tiered based on size of unit | No longer available |
| Truckee, CA | \$2,000 - \$18,000 | 150% AMI (rent capped at \$3,500/month) | Tiered based on size of unit and length of rental | Still operational, 137 long term rentals created |
| Portland, ME | \$1,000 | 50% AMI (voucher holders only) | n/a | No longer available |



Comparison Study Findings

- ✓ A properly structured incentive program can encourage conversion of Short-Term Rentals to Long-Term Rentals
- ✓ For an incentive program to be successful the incentive must be sufficient in size to offset the revenue loss in moving from STR to long-term rental
- ✓ The more flexible programs appear to be more successful



Options

- ✓ OPTION 1: Incentive for renting to households with vouchers (under 50% AMI)
 - Offer a one-time, 2-month application period
 - Criteria for incentive would follow voucher rules (ie. 12 month lease, voucher amount based on unit size, etc).

- ✓ OPTION 2: Incentive for renting to households earning between 50-80% AMI
 - Offer a one-time, 2-month application period
 - Criteria for incentive would:
 - 12 month lease
 - voucher amount based on unit size
 - 30% of income cap

- ✓ County would partner with an organization to manage the program



Discussion

