

ORDINANCE NO. 460

AN ORDINANCE OF THE CITY OF CASCADE LOCKS ADOPTING SHORT TERM RENTAL REGULATIONS WITHIN THE CITY OF CASCADE LOCKS, REPEALING ORDINANCE NO. 448, AND DECLARING AN EMERGENCY.

WHEREAS, the City Council of the City of Cascade Locks recognizes the nature of the community can be affected by unregulated short term rentals;

WHEREAS, short term rentals can enhance a vibrant tourist industry; and

WHEREAS, short term rentals can create significant transient room tax revenue;

THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON, ORDAINS AS FOLLOWS:

SECTION 1. Definitions for understanding Short Term Rentals:

As used in this title, the singular includes the plural and the masculine includes the feminine and neuter. The word "may" is discretionary, but the word "shall" is mandatory. The following words and phrases shall have the meanings given them in this section.

HOSTED HOMESHARE means the transient rental of a portion of a dwelling while the homeowner is present for less than 30 days.

VACATION HOME RENTAL means the transient rental of an entire dwelling unit for less than 30 days.

SECTION 2. Regulations:

Hosted Homeshares and Vacation Home Rentals are permitted in the following City of Cascade Locks residential zones:

Rural Residential (RR)
Low Density Residential (LDR)
Medium Density Residential (MDR)
High Density Residential (HDR)
Any Planned Development (PD)

Hosted Homeshares and Vacation Home Rentals are not permitted in the following City of Cascade Locks zones:

Commercial (C)
Commercial/Residential (CR)
Manufactured/Mobile Home Park Residential (MHR)

Downtown Zone (D)
Resort Commercial (RC)

A. A Transient Lodging License issued under the City Code of Cascade Locks, Chapter 112.07, is required (See Exhibit A for application).

1. Persons operating a hosted homeshare or vacation home rental shall obtain a Transient Room Tax License. Each owner shall maintain a registration book which identifies the occupants of the rental unit during the duration of stay and home address of the occupants. Such records shall be available to the City (or the City's designee) during an audit of the hosted homeshare or vacation home rental in order to verify or validate the transient room tax collected and paid to the City.
2. The payment of transient room taxes to both the State and the City are the responsibility of the property owner. Payments are due on the 15th of the month following the previous quarter, April 15, July 15, October 15 and January 15.
3. Proof of residential home-owner insurance that specifically includes short term rental coverage for the subject property is required.

B. Use Restrictions – All Zones.

1. To prevent a change in the nature of the immediate neighborhood, no Hosted Homeshare or Vacation Home Rental may be located within 250 feet of any other Hosted Homeshare or Vacation Home Rental. For purposes of this Section, all distances shall be measured in lineal feet from the nearest property line to the nearest property line of the properties subject to this Ordinance.
2. The room(s) for transient rental shall not include rooms within a recreational vehicle, travel trailer, or tent or other temporary shelter.
3. Renters are not permitted to operate short-term rentals.
4. Management companies and other business real estate entities are not permitted to own and operate short-term rental.
5. The maximum occupancy for the dwelling shall be two persons per bedroom plus two additional persons. For example, a two-bedroom dwelling would have a maximum occupancy of six persons.
6. One (1) hard surfaced off-street parking space that meets Community Development Code and Public Works Design standards shall be provided for every two bedrooms. In calculating the number of spaces required, the total shall be rounded up. Required parking may be permitted on another lot within 250 feet

of the subject property with a shared parking agreement and proof of legal parking access.

7. The number of days the unit is rented per quarter shall be reported on the TRT quarterly report.
8. An emergency contact number shall be provided to the vacation rental occupier, to each of the surrounding property owners/residents and to the City. The emergency contact shall respond to the hosted homeshare or vacation home rental property within 30 minutes to address any emergency or complaint issue. Private home owners are permitted to utilize the services of a management company to assist in the operation of the hosted homeshare or vacation home rental.
9. Only 5% of the total residential units in the City may be permitted as transient rentals at any one time. The number of residential water accounts will provide the base for the calculation. For example, if the City has 500 residential water accounts, only 25 (5% of 500) transient room tax licenses will be issued for residential transient rental uses.
10. No more than three transient room tax licenses may be issued to any one owner.
11. Listing an unpermitted unit online is a violation of this ordinance.
12. Each rental unit property must have a valid street address.
13. Smoke detectors, carbon monoxide detectors, and fire extinguishers in the rental space are required.
14. No short term rental may engage in commercial-style food preparation or operation.

A failure to comply is subject to a fine of up to \$500 per day for each day the violation exists per City Code Chapter 112.99. Any hosted homeshare or vacation home rental including those advertised through internet rental accounts or services are subject to this ordinance. Internet rental accounts or services include, but are not limited to, providers such as "AirBnB," "Vacasa," and "Craigslist." Copies of online advertisements for properties located inside the City limits of Cascade Locks are presumed to constitute the operation of a homeshare or vacation home rental property.

C. License and Application Fees

Short Term Rental Program Fees will be set forth by Council via resolution. The city may periodically update the STR program fees.

D. Short Term Rental Inspection

1. All STRs must have an inspection completed by a licensed home inspection company that covers the items in the City's STR checklist. The inspection is arranged and paid for by the STR applicant. The inspection report must be included with the STR application (Exhibit B).
2. STR owners must complete an annual safety checklist, including upon initial application, in which the owner attests that the safety criteria outlined in the checklist are satisfied. The completed checklist is provided to the City each year (Exhibit C).

SECTION 3. Repeal of Prior Ordinances. City of Cascade Locks Ordinance No. 448 is hereby repealed.

SECTION 4. Emergency Declared. This Ordinance, being necessary for the health, safety, and welfare of the community, shall take effect immediately after approval by the Mayor.

FIRST READING by the City Council 28th day of October, 2024.

ADOPTED by the City Council this 25th day of November, 2024.

APPROVED by the Mayor this 25th day of November, 2024.

ATTEST:

Kathy Woosley, City Recorder

Cathy Fallon, Mayor

EXHIBIT A TO ORDINANCE NO. 460

Application for
SHORT TERM RENTAL (STR) Permit

To: City of Cascade Locks
PO Box 308/140 SW WaNaPa Street
Cascade Locks, OR 97014

For City Staff Use Only	
Date Received: _____	Fee Paid: _____
File No: _____	Cert #: _____
Occupancy Limit: _____	Zoning: _____
Date Approved/Denied: _____	

STR Physical Address:

Cascade Locks, OR 97014

Legal Description: Township _____ Range _____ Section _____ Tax Lot(s) _____

Number of bedrooms to be used: _____ Is this dwelling your primary residence: Yes _____ No _____

Owner's Name: _____

Mailing Address: _____

City: _____ State/Zip: _____

Preferred Telephone: _____ Email: _____

Property Management Company and Contact Name: _____

Listing Number/Website Addresses for Property (VRBO, Airbnb, etc.): _____

Mailing Address: _____

City: _____ State/Zip: _____

Preferred Telephone: _____ Email: _____

Emergency Contact Name: _____ Emergency Contact Phone: _____

I (we) hereby declare under penalty of perjury under the laws of the State of Oregon that the foregoing information is true, complete, and correct. If the applicant is a contract purchaser, the applicant must provide written authorization from the current property owner. I (we) have read and fully understand and agree to meet the standards included with this application. I (we) understand that providing false information in this application shall be a violation of the City of Cascade Locks Short Term Rental Ordinance (Ordinance No. 448) and shall be grounds to deny the application, void the approval, and revoke a vacation rental dwelling license issue or the property.

Property Owner Signature _____ Printed Name _____ Date _____

Property Owner Signature _____ Printed Name _____ Date _____

City of Cascade Locks Ordinance No. ### Short-Term Rental Provisions

CHECKLIST:

- Property Owner and Operator** – A list containing name of property owner(s) and, if applicable, operators of the short-term rental including names, addresses, telephone numbers and email. These details must be included with your application.
 - Site Plan** – A site plan showing location of the buildings on the property and required parking. A current picture of the garage is necessary if using garage as parking space. These details must be included with your application.
 - Proof of Insurance** – Include certification of insurance coverage. This information must be included with your application.
 - Proof of Physical Property Inspection** – Attach completed inspection report. This report must be included with your application.
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Please address the following standards in a written narrative to be included with your application:

- A. **Allowable Zones** - A short-term rental may only be permitted to operate in the Rural Residential (RR), Low Density Residential (LDR), Medium Density Residential (MDR), High Density Residential (HDR), and any Planned Development (PD) Zones.
- B. **Primary Dwelling** - Short-term rentals shall be operated within the primary dwelling of the subject property only.
- C. **Occupancy Limits** - Occupancy Limits for each short-term rental is two persons per bedroom plus two additional persons.
- D. **Parking** – The short-term rental shall have one hard surfaced off-street parking space for every two bedrooms. If the garage is to be utilized to meet the parking requirement, a photo of the interior of the garage shall be submitted to show the garage is available for parking.
- E. **Nuisances and Garbage** – The short-term rental must be operated in a way that will prevent disturbances to neighboring properties not typical of a residential neighborhood, including, but not limited to: loud music and noises, excessive traffic, junk/debris accumulation in the yards, garbage removal, trespassing, or excess vehicles, boats or recreational vehicles parked on the property or along adjacent roadways.
- F. **Emergency Contact** – The property owner must provide an emergency contact number for a person to be able to respond to the property within 30 minutes to the City of Cascade Locks and to the occupier.
- G. **Signage** - No on or off-premise signage advertising the short-term rental is permitted.
- H. **License Requirements** – The Certificate of Authority shall be prominently displayed per Ordinance No. 320. The short-term rental must be registered annually.
- I. **Federal, State and Local Laws** – The short-term rental shall meet all applicable State and local health, safety laws and building codes.





EXHIBIT B to Ordinance No. 460

City of Cascade Locks Short-Term Rental Inspection Process and Checklist

Inspection and certification are required per dwelling unit

The City of Cascade Locks requires homeowners to obtain a Short-Term Rental (STR) inspection completed by a licensed home inspection company that covers the items in the City's STR checklist. The homeowner will handle payment and scheduling of this inspection independently with a licensed home inspection company. If any of the required inspection items below fail, a re-inspection is required. Once a passed inspection is received, the inspection report is required to be included with the STR application.

STR Unit Inspection Responsibility. It is the STR licensee's responsibility to assure that the short-term rental is and remains in substantial compliance with all applicable codes regarding fire, building and safety, health and safety, other relevant laws, and the City's checklist for STR rentals. Verification by the City may be required prior to issuance of a license and may be required for each renewal at the City Administrator's discretion.

Required Inspection Items

Is the structure a Single Family Dwelling?

1. Smoke Alarm/Detectors

- a) Home has smoke detectors on every level
- b) Home has a smoke detector in every bedroom
- c) Smoke detectors are located outside each separate sleeping area
- d) Smoke detectors are located at least 10 feet from a stationary or fixed cooking appliance
- e) For larger homes (where the interior floor area on a given level is greater than 1,000 square feet), there is an average of at least 1 smoke detector for every 500 feet
- f) All smoke detectors are working
- g) At least one functioning fire extinguisher is located within the unit

2. Carbon Monoxide Alarm/Detectors

- a) Home has a carbon monoxide detector outside each separate sleeping area
- b) Home has a carbon monoxide detector on every level
- c) Carbon monoxide detectors are working

3. General Safety

- a) House number is visible from the street
- b) Doors & Windows used for escape open easily - not blocked by furniture, security bars, or nailed/painted shut
- c) Hot Water Heater is set no higher than 120 degrees Fahrenheit
- d) Interior guardrails such as railings have been properly installed/maintained.
- e) All interior and exterior stairways with four or more steps and that are attached to the structure are equipped with a handrail

4. Flammable Appliances

- a) Things that can burn are at least 3 feet from the furnace
- b) Furnace is inspected and cleaned annually
- c) Chimney is inspected annually and cleaned as needed
- d) Clothes dryer lint filter and vent pipe are clean



5. Throughout the Home

- a) If smoking is allowed on property, there are approved containers to receive burning cigarette butts
- b) Adequate light and ventilation

6. Kitchen

- a) Things that can burn are removed from the immediate area of the stovetop
- b) Tip over device on stove

7. Living/Family Room

- a) If there is a fireplace, it has proper screen and hearth
- b) Things that can burn are at least 3 feet from space heaters and fireplaces

8. Bedrooms

- a) All bedrooms have two ways out - typically this is an egress door or window directly from bedroom to outside & the general exit path back out through front door.

9. Garage

- a) There is a solid door between garage and residence
- b) Flammables are stored properly

10. Outside the Home

- a) Outside electrical receptacles are GFCI and they are in good working condition
- b) There is no rubbish, trash, brush, or tree trimmings accumulation on the property, on the roof, or in the gutters
- c) Barbecue grill is only used outdoors
- d) Swimming pool filter, heater or hot tub is properly grounded
- e) Exterior hot tubs have adequate structural support and a locking cover or other barrier to adequately protect against potential drowning when a hot tub is not available for permissive use.
- f) Exit path is clear and unobstructed to public way
- g) Guardrails such as deck railings have been properly installed/maintained.

11. Electrical

- a) Kitchen and bathrooms have GFCI outlets on countertop surfaces within 6 feet of running water outlets and they are working properly
- b) All receptacle and switch faceplates are installed and in good condition
- c) Receptacles have been tested and are in good working condition - no evidence of arcing or overheating
- d) Switches are in good condition - no evidence of arcing or overheating
- d) Lighting fixture canopies are fastened in place and fixture is in good condition
- e) Bulbs in light fixtures are the correct wattage for the lighting fixture
- f) Flexible cords and cables (extension cords) are not used as fixed wiring, run through holes in walls, ceiling or floor, run through doorways or windows, or under carpets, or attached to building surfaces
- g) Panel board and distribution equipment is accessible for inspection and in good condition - no evidence of overheating, corrosion, or other damage. All circuits are labeled.

12. Stair Safety

- a) Stairs are provided with handrail(s)
- b) Stairs can be illuminated
- c) Stair tread depth and riser height are uniform
- d) Guardrails are in place

13. Cascade Locks Short-term Rental Rules Compliance

- a) STR Certificate of Authority Posted Prominently
- b) Parking Diagram Spaces Actually Available - Provide picture of parking space(s)



EXHIBIT C to Ordinance No. 460

City of Cascade Locks

PO Box 308
140 SW WaNaPa
Cascade Locks, OR 97014
Phone: (541) 374-8484 Fax: (541) 374-8752

SHORT-TERM RENTAL SAFETY CHECKLIST

(REQUIRED AT TIME OF INITIAL APPLICATION & UPON ANNUAL RENEWAL)

I, the undersigned, hereby affirm that,

- At least one functioning fire extinguisher is located and easily accessible within the short-term rental dwelling unit. The extinguisher is visible and placed in a secured location to ensure it is always accessible to renters.
- All electrical outlets and light switches have face plates.
- The electrical panel has all circuits labeled.
- Ground Fault Circuit Interrupter (GFCI) protected receptacles are provided at outdoor locations and at kitchen and bathroom sinks and are in working order.
- All smoke detectors are located in the dwelling unit and have been tested to confirm they are in working order.
- All carbon monoxide detectors/alarm devices are located in the dwelling unit and have been tested to confirm they are in working order.
- All fireplaces, fireplace inserts, and other fuel burning heat sources have been properly installed and vented, and are in working order.
- All interior and exterior stairways with 4 or more steps and that are attached to the structure, are equipped with a handrail.
- All interior and exterior guardrails, such as deck railings, have been properly installed/maintained.
- Exterior hot tubs have adequate structural support and a locking cover or other barrier to adequately protect against potential drowning when a hot tub is not available for permissive use.
- Exterior lighting has been installed and functions in a manner that prevents glare onto adjacent properties.
- House numbers are prominently displayed and maintained and are visible from the road right-of-way.

By my signature below, I hereby attest that the foregoing is true, correct and complete to the best of my knowledge and that any false, incomplete or untrue statements could be grounds for the City of Cascade Locks to revoke my short-term rental license.

Property Owner Signature

Date

Address: _____

STR License Number: _____

