

## ORDINANCE NO. 885

**AN ORDINANCE OF THE TOWN OF GREYBULL, BIG HORN COUNTY, WYOMING, CREATING CHAPTER 5.08 BY ADDING A CHAPTER FOR SHORT-TERM RENTALS, WITHIN THE TOWN LIMITS OF THE GREYBULL TOWN CODE.**

**BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF GREYBULL, BIG HORN COUNTY, STATE OF WYOMING.**

**SECTION 1:** Chapter 5.08.010 of the Greybull Town Code shall be added, to-wit:

### **Section 5.08.010 – Purpose; definitions**

The purpose of the short-term rentals is to allow for short-term rentals in specific zoning districts within the Town of Greybull. It is the intent of these regulations to preserve the integrity and attractiveness of the town and to maintain its orderly appearance. For the purposes of this chapter, the following words and phrases shall have the meanings respectively ascribed to them by this section:

“Accessory building” means a building subordinate to the main buildings on the same lot and used for purposes customarily incidental to those of the main building.

“Customarily Incidental” means accompanying but not a major part of something.

“Residential Occupancy Unit” means any place or accommodation as identified as a Short-Term Rental, intended to be used for overnight occupancy by one or more persons.

“Short-Term Rental” means the use of a Residential Occupancy Unit in which lodging is provided to guests in exchange for compensation (rent) and any individual guest rents or occupies the dwelling or portion thereof for a period of less than thirty (30) consecutive days. The following cannot be used for Short-term Rentals or Residential Occupancy Units:

Hospital, convalescent or nursing home, group homes, sanitarium. Any facility associated with a hospital providing rooms for medical patients and their families, mobile homes, manufacturing homes, travel trailers, tents, skid structures, recreational vehicles, campers or other similar vehicles or structures.

**SECTION 2:** Chapter 5.08.015 of the Greybull Town Code shall be added, to-wit:

### **Section 5.08.015 – Special Use Permit Required**

No person shall operate or maintain a Short-Term Rental within the town without first obtaining an annual special use permit for each residential occupancy unit rented separately. No more than **20** permits for Short-Term Lodging Units shall be issued at any one time by the Town of Greybull.

**SECTION 3:** Chapter 5.08.020 of the Greybull Town Code shall be added, to-wit:

## **Section 5.08.020 – Application for Special Use Permit**

Applications may be made for a Short-Term Rental Special Use Permit in the following zones: Low-Density Residential, Medium Density Residential, Highway Business District, General Business District, and Ag District. The permit process requires an application completed in accordance with the following which may be obtained at town hall:

1. The applicant's name and address
2. Location of the Residential Occupancy Unit
3. No property in the Industrial, Light/Medium, Rural Residential zones shall be rented, or advertised for rent, in whole or in part as a short-term rental.
4. No property in Low-Density, Medium Density, Highway Business, General Business, or Ag District zoning will be permitted more residential occupancy units than are allowed by the current zoning code.
5. Short Term Rentals are not allowed on undeveloped lots in any zoning district.
6. Maximum occupancy per unit.
7. Each short-term rental unit must have an operational restroom facility, smoke detector, carbon monoxide detector, and fire extinguisher in each unit.
8. A primary local contact information for the property must be provided to the town, and such contact must be reachable 24 hours a day/7 days a week.
9. Ownership. The applicant must be the owner of record of the subject property.
10. The application shall include a statement from the applicant affirming the applicant is in compliance with all applicable zoning requirements.
11. All applicable zoning regulations regarding density must be met in order to allow a short-term rental to operate.
12. The owner shall display a copy of the Special Use Permit in a prominent place inside the premises. The owner shall provide contact information for the owner and/or their agent in writing and post in a prominent place inside the premises.
13. Sales and use tax license required. Short-term rentals are classified as lodging facilities by the State. As such, the owner of the short-term rental must register the lodging facility business with the Wyoming Department of Revenue and pay lodging tax as required. A copy of the Wyoming Sales and Use Tax License must be provided with the application for Special Use Permit.
14. Insurance. The licensee must maintain fire, hazard and liability insurance which does not exclude short term rentals from coverage and a copy shall be provided with the application for Special Use Permit.
15. Compliance with other laws. The short-term rental unit to be permitted must comply with all applicable federal, state, and local laws.
16. The applicant shall execute a written statement acknowledging that a violation of the ordinances of the Town of Greybull may result in the suspension or revocation of the permit.
17. The licensee shall provide to each short-term rental customer a copy of the Town's noise, trash, and related regulations and shall indicate a primary local contact

information who may be contacted by the Town or Police Department on a 24 hours a day/7 days a week basis regarding any problems with the property.

18. A permit is not transferable and shall be void upon transfer or conveyance of the property.

19. Parking by renters or their guests shall be limited to the right-of-way bordering the short-term rental and to the garage and driveway on the short-term rental property and shall not encroach upon or obstruct ingress and egress to the neighboring properties.

**SECTION 4:** Chapter 5.08.025 of the Greybull Town Code shall be added, to-wit:

**Section 05.08.025 – Inspections**

The town may inspect the facility for compliance with applicable codes, prior to issuance of the special use permit and while the Special Use Permit is in effect.

**SECTION 5:** Chapter 5.08.030 of the Greybull Town Code shall be added, to-wit:

**Section 05.08.030 – Submission of Application and Hearing on Special Use Permit**

The Town Clerk shall receive from the applicant of the Special Use Permit application, the non-refundable application fee of \$200.00, and evidence of notification to owners of land within three hundred feet (300) in any zone that permit is allowed. Attachment A of the application shall be included and must include the name, address, and telephone number, and signature of the property owner approving or disapproving of the proposed special use permit application. The Town Clerk shall set a date for a hearing and a public notice of hearing will be published once, at least seven days before hearing, in the official newspaper. Applicants must be present at the hearing, or the permit will be denied.

**SECTION 6:** Chapter 5.08.035 of the Greybull Town Code shall be added, to-wit:

**Section 05.08.035 – Issuance of Special Use Permit**

The Governing Body is authorized to issue or deny Special Use Permits for Short-Term Rentals. After the hearing on the application, the town council may authorize a special use permit with any special provisions thereon or may deny the application. If there are protests against the issuance of the permit, signed by the owners of twenty percent (20%) or more of the lots within a distance of three hundred feet (300), the permit may be issued only upon the affirmative vote of no less than 75% of the governing body, and with simple majority vote if there are less than 20% protests.

**SECTION 7:** Chapter 5.08.040 of the Greybull Town Code shall be added, to-wit:

**Section 05.08.040 – Term and Renewal of Special Use Permit**

A special use permit issued pursuant to this chapter will be issued with an expiration date of December 31 of the same year it was issued. Any person holding a special use permit shall make an application annually for its renewal before December 1 and shall make payment of renewal fees as shall be established by Resolution from time to time. The

Town Clerk shall set a public hearing on such renewal, and the Town Council may grant, deny, or alter such permit as it shall establish after hearing. The notification of owners is not required for renewals.

**SECTION 8:** Chapter 5.08.045 of the Greybull Town Code shall be added, to-wit:

**Section 05.08.045 – Revocations, Complaints, Hearings**

The Governing Body is authorized to revoke permits. Conditions for denial of permit or revocation of permit to operate a Short-Term Rental unit shall include but in no way be limited to the following:

1. A permitted owner shall be provided with written notice of the reason(s) the permit is subject to revocation. The applicant shall be allowed ten (10) days from the date written notice is issued to correct defective conditions. If the condition is not corrected within ten (10) days to the satisfaction of the Governing Body, permit will be revoked by issuing such an order. Upon receipt of such order by the owner or local property manager, the unit shall cease operation as a short-term rental.
2. Complaints: Complaints regarding violation of this Ordinance must first be directed to the local contact person. If the local contact person is unable to resolve the issue and/or the issue relates to public safety, then the concerned party should contact the Town Office. The Town of Greybull Police Department shall have an updated list provided by the town Clerk of all local contact persons for short-term rentals in case complaints are received after hours. Verified complaints concerning non-compliance with the terms of this Ordinance may be considered in determining whether a permit should be revoked or renewed.

Complaints against a Short-Term Rental Unit holding a special use permit shall be submitted in writing to the town. After three complaints are received within a six-month period, the Town Clerk shall set a public hearing to consider revocation of the special use permit. Public notice of this hearing shall be published once, at least seven days before the hearing, in the official newspaper, and shall be mailed by U.S. mail to those who have submitted complaints and to the holder of the special use permit. After a public hearing, the Town Council may attach additional provisions to the special use permit, or may revoke the special use permit by establishing any of the following:

- a. The facility constitutes a public nuisance.
- b. Violations of any state, local, or federal rules, laws, or ordinances.
- c. Property is in violation of current zoning ordinances.
- d. The applicant failed to conform to the conditions set forth herein for the current or previous year.
- e. Guests and/or users, while renting the property were issued noise ordinance and/or disturbing the peace citations.
- f. Lack of response from local property manager or contact person, filed complaints of violation of the zoning code and/or applicable laws or regulations.

**SECTION 9:** Chapter 5.08.050 of the Greybull Town Code shall be added, to-wit:

**Section 05.08.050 – Penalty for Violations**

Any person violating any of the provisions of this chapter shall be deemed guilty of a misdemeanor and shall be punished by a fine of not more than \$750.00. Each day any violation of any provision of this chapter continues shall constitute a separate offense.

**Section 10 :** If any portion of this ordinance is held or found to be invalid, the remainder of the ordinance shall continue to be in full force and effect.

**Section 11:** This Ordinance shall take effect and be in full force and effect on January 18, 2024, after having been published in the **GREYBULL STANDARD**.

First Reading: November 13, 2023

Second Reading: December 11, 2023

Third Reading January 8, 2024

**TOWN OF GREYBULL, WYOMING**  
A Municipal Corporation

BY: \_\_\_\_\_  
Myles Foley, Mayor

ATTEST: \_\_\_\_\_  
Dana Carroll, Town Clerk