

Substitute Bill No. 5490

Ordinance No. 26-052

Requested by: Tim Baker and Patti York

Sponsored by: Council as a Whole

AN ORDINANCE ENACTING SECTION 660,
ORDINANCES OF ST. CHARLES COUNTY,
MISSOURI ("OSCCMO") RELATING TO SHORT
TERM RENTALS

WHEREAS, the St. Charles County Charter, Article II, Section 2.529 grants to the County Council legislative power pertaining to public health and welfare, police and traffic, building construction, and planning and zoning, in the part of the County outside incorporated cities, towns, and villages, and on such other subjects as may be authorized by the Constitution or by applicable law; and

WHEREAS, Section 2.513 of the St. Charles County Charter grants to the County Council the power to establish and collect fees for licenses and services issued or performed by County officers and employees; and

WHEREAS, Section 2.514 of the St. Charles County Charter grants to the County Council the power to license, tax, and regulate all businesses, occupations, professions, vocations, activities, or things within the unincorporated area of the County, and within the incorporated areas of the County, license and tax all businesses, occupations, professions, vocations, activities, or things and to regulate those businesses, occupations, professions, vocations, activities, or things with the consent of the Governing Body of the affected City, Town or Village; and

WHEREAS, The County Council finds that it in the interest of public health and safety to provide for licensing and inspection

of lodgings that meet the definition of Short Term Rental ("STR") throughout unincorporated St. Charles County as provided herein.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNTY COUNCIL OF ST. CHARLES COUNTY, MISSOURI, AS FOLLOWS:

Section 1. The County Council hereby enacts a new Chapter 660, Ordinances of St. Charles County, Missouri ("OSCCMO"), as follows.

Section 660.001. DEFINITIONS

The following definitions shall apply in the interpretation and the enforcement of this Chapter:

DWELLING UNIT

A single unit providing complete, independent living facilities for one (1) or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

GUEST

Any person who rents or occupies an STR on a temporary basis in exchange for compensation.

LOCAL CONTACT PERSON

An individual designated by the Owner or Operator who is available twenty-four (24) hours a day, seven (7) days a week for the purpose of responding within forty-five (45) minutes.

OPERATOR

The person responsible for the management and day-to-day operation of an STR.

OWNER

The person, entity, or organization listed as owner on the most recent property tax assessment records.

SHORT-TERM RENTAL UNIT (STR)

A dwelling unit rented, offered for rent, or otherwise made available for compensation for lodging for fewer than thirty (30) consecutive days per rental period, including transient lodging marketed through online platforms such as Airbnb, VRBO, or similar services. This definition excludes traditional hotels, motels, bed and breakfasts, and lodging establishments otherwise regulated under Chapter 234.

Section 660.002. LICENSE REQUIRED

- A. No person shall establish, maintain or operate an STR within unincorporated St. Charles County without having first obtained a license pursuant to the regulations contained in this chapter.
- B. Any person who desires to establish, maintain or operate an STR shall file a written license application with the Department of Community Development (the "Department"), and shall be accompanied by a Twenty-Five Dollar (\$25.00) Application Fee. Said application must contain such information as the Director of the Department (the "Director") may prescribe, but at a minimum:
 - i. Legal name and mailing address;
 - ii. Telephone number and email address;
 - iii. Identification of the Local Contact Person;

- iv. Certification of the total number of bedrooms in the STR which comply with applicable building and safety codes, including egress requirements;
 - v. Certification of the total number of on-site parking spaces;
 - vi. Certification that the Owner and Operator agree to comply with all provisions of this Article;
 - vii. Applicants must attach a copy of the house rules required by Section 660.003.D.
- C. Any change in ownership, management company, or Local Contact Person shall be reported to the Department of Community Development within ten (10) days.
- D. A license is valid for a two-year term unless suspended, revoked or unless there is a change in ownership.
- E. The license fee shall be Two Hundred Dollars (\$200.00) for an STR to defray the actual costs incurred in the processing of the license. The fee for re-inspection to determine correction of a violation found in an inspection shall be Fifty Dollars (\$50.00).
- F. All existing STRs holding such licenses must complete renewal, including payment of the license fee and any outstanding penalty fees for prior late payments of license fees imposed pursuant to this provision, no later than the date on which the STR's current license expires. Fees for renewal requests that are postmarked after the current license has expired will be assessed a penalty fee of Twenty-Five Dollars (\$25.00) per month, in addition to the license fee.

Section 660.003. INSPECTIONS

- A. STRs may be inspected prior to license issuance and may be subject to periodic inspections thereafter.

The inspection shall be limited to verification of the following:

- i. Installation and proper functioning of smoke detectors and carbon monoxide detectors as required by code;
 - ii. Absence of obvious safety hazards posing an imminent risk to occupants, including but not limited to unsafe or improperly maintained electrical systems, mechanical or heating equipment presenting fire, explosion, or carbon monoxide risks, and plumbing conditions that are unsanitary or otherwise hazardous to occupants; and,
 - iii. Compliance with basement egress requirements, if applicable.
- B. Representatives of the Department, after proper identification, shall be permitted to enter any STR at any reasonable time for the purpose of making inspections to determine compliance with this Chapter.

Section 660.004. STR OPERATIONS

- A. STRs may not be used as event venues. Parties, events, or gatherings are expressly prohibited in front yards or driveways. Nothing in this subsection shall be construed to permit events or parties of any kind that otherwise violate County noise, nuisance, or occupancy regulations.
- B. Operators must provide guests with house rules covering occupancy, parking, trash, and noise. Said house rules shall contain up-to-date contact information for the Local Contact Person. The Director may issue template house rules.

- C. STR Owners and Operators shall be responsible for the collection and remittance of all applicable hotel, motel, or transient occupancy taxes imposed by the County or other taxing authority. Compliance with this subsection shall be a condition of license issuance and renewal.

Section 660.005. LICENSE SUSPENSION AND REVOCATION

A. The Director may, without warning, notice, or hearing suspend any license to operate an STR if the licensee does not comply with the requirements of this Chapter, or if the operation of the STR does not comply with the requirements of this Chapter, or if the operation of the STR otherwise constitutes a substantial hazard to public safety. Suspension is effective upon service of the notice required by paragraph E of this section. When a license is suspended, STR operations shall immediately cease. Whenever a license is suspended, the licensee shall be afforded an opportunity for hearing within 10 days of receipt of a written request for hearing.

B. Whenever a license is suspended, the licensee shall be notified in writing that the license is, upon service of the notice, immediately suspended and that an opportunity for hearing will be provided if a written request for hearing is filed with the Director by the holder of the license within 10 days. If no written request for hearing is filed within 10 days, the suspension is sustained. The Director may end the suspension at any time if reasons for suspension no longer exist.

C. The Director may, after providing opportunity for hearing, revoke a license for serious or repeated

violations of any of the requirements of this Chapter or for interference with the Director in the performance of duty.

D. Prior to revocation, the Director shall notify, in writing, the licensee of the specific reason(s) for which the license is to be revoked and that the license shall be revoked at the end of the 10 days following service of such notice unless a written request for hearing is filed with the Director by the licensee within such 10-day period. If no request for hearing is filed within the 10-day period, the revocation of the license becomes final.

E. A notice provided for in this Chapter is properly served when it is delivered to the licensee or when it is sent by First Class mail, to the last known address of the licensee. A copy of the notice shall be filed in the records of the Director.

F. The hearings provided for in this Chapter shall be conducted by the Director or designee at a time and place designated by him/her. The Director or designee shall make a final finding based upon the complete hearing and shall sustain, modify or rescind any notice or order considered in the hearing.

G. Any party aggrieved by such final finding of the Director or designee may appeal from that final finding to the Director of Administration. Such appeal shall be (1) in writing, (2) signed by or for the aggrieved party, (3) accompanied by a copy of the final finding of the Director or designee, and (4) received by the office of the Director of Administration on or by the tenth working day following the date of the final finding. A copy of that appeal shall also be delivered to the Director. Upon

receiving the appeal, the Director of Administration shall review the final finding, and the record of the hearing and evidence received at the hearing conducted by the Director or designee, and shall sustain, modify or rescind any notice or order issued by the Director or designee appealed from. Such decision shall be in writing and delivered to the aggrieved party.

H. Whenever a revocation of a license has become final by decision of the Director or the Director of Administration as the case may be, no written applications for a new license for that STR may be made until one (1) year has elapsed.

Section 660.006. PENALTIES

Any person convicted of violating any of the provisions of this Chapter shall be subject to a fine of not more than Five Hundred Dollars (\$500.00) or imprisonment for not more than thirty (30) days, or both such fine and imprisonment. Each and every day any such violation continues shall constitute a separate offense.

Section 2. The Director of the Department of Community Development, or his designee, is authorized to create and adopt such internal administrative procedures as are necessary to carry out the duties established in this Ordinance.

Section 3. To allow sufficient time for the development of those necessary administrative processes and procedures, this Ordinance will have a delayed operational date of six (6) months following its effective date.

Section 4. This ordinance is subject to penalty provisions for its

violation and therefore, for penal purposes, shall be effective thirty-one (31) days after its posting in six public places, its publication in full on the web site of St. Charles County, and the publication of its title and the location in St. Charles County where it may be viewed in its entirety in a legal publication or a newspaper of general circulation in St. Charles County.

July 13, 2026
DATE PASSED

Became law on July 28, 2026 when returned without
the signature of the County Executive

DATE APPROVED BY COUNTY EXECUTIVE


CHAIR OF THE COUNCIL

COUNTY EXECUTIVE

ATTEST:


COUNTY REGISTRAR

