

DEPARTMENT OF  
CITY PLANNING

COMMISSION OFFICE  
(213) 978-1300

CITY PLANNING COMMISSION

SAMANTHA MILLMAN  
PRESIDENT

VAHID KHORSAND  
VICE-PRESIDENT

DAVID H. J. AMBROZ

CAROLINE CHOE  
HELEN LEUNG

KAREN MACK

MARC MITCHELL

VERONICA PADILLA-CAMPOS

DANA M. PERLMAN

CITY OF LOS ANGELES  
CALIFORNIA



ERIC GARCETTI  
MAYOR

EXECUTIVE OFFICES

200 N. SPRING STREET, ROOM 525  
LOS ANGELES, CA 90012-4801  
(213) 978-1271

VINCENT P. BERTONI, AICP  
DIRECTOR

KEVIN J. KELLER, AICP  
EXECUTIVE OFFICER

SHANA M.M. BONSTIN  
DEPUTY DIRECTOR

TRICIA KEANE  
DEPUTY DIRECTOR

ARTHI L. VARMA, AICP  
DEPUTY DIRECTOR

LISA M. WEBBER, AICP  
DEPUTY DIRECTOR

June 13, 2019

The Honorable City Council  
City of Los Angeles  
City Hall, Room 395  
Los Angeles, California 90012

Attention: PLUM Committee

Dear Honorable Members:

**REPORT PURSUANT TO MOTION NO. 20-A – AMENDMENT TO BUDGET AND FINANCE COMMITTEE REPORT RELATIVE TO THE ADMINISTRATION AND IMPLEMENTATION OF THE HOME-SHARING ORDINANCE; CF 14-1635-S7**

On December 11, 2018, the City Council adopted the Home-Sharing Ordinance (Ordinance No. 185,931) as well as the December 4, 2019 PLUM Committee report relative to the implementation, enforcement, and administration of the home-sharing program. The Home-Sharing Ordinance (Ordinance) provides for the creation of Home-Sharing Administrative Guidelines (Guidelines) for the purposes of aiding implementation and offering greater clarity to the public on how the program will function.

The PLUM Committee report, among other things, instructed the Department of City Planning (Department) to report back to the PLUM Committee on the completion of the Administrative Guidelines identified in the Home-Sharing Ordinance (Ordinance) before the implementation date of the Home-Sharing Program. In addition, the Ordinance provides that the City Council adopt a Resolution to approve a portion of the Guidelines (Appendix A) that describes how hosting platforms will satisfy their responsibilities under the Ordinance. Adherence to Appendix A will exempt a hosting platform from being held responsible for enforcement action under the ordinance.

The draft Home-Sharing Administrative Guidelines are attached. The Department will post the final Administrative Guidelines on the Home-Sharing website on the date they are finally issued, no later than July 1, 2019.

**Home-Sharing Administrative Guidelines**

The draft Administrative Guidelines offer additional detail and clarification on how compliance with the Ordinance will be ensured. The Guidelines offer additional detail on the following:

- The effective date, implementation date, outreach phase and enforcement date

- The type of identification and residency documents that will be required to register for a home-sharing permit
- How the online registration portal will operate for hosts
- How to apply for an extended-home sharing permit
- How to communicate with the Department on various matters and how to provide any necessary information when appropriate
- The enforcement of the various prohibitions and host responsibilities
- How hosting platforms can meet their responsibilities under the Ordinance (see Appendix A, to be approved by Resolution)

The Home-Sharing Ordinance will become effective on July 1, 2019 (the “effective date”). As proposed in the Guidelines, this date will coincide with the start of a 120-day implementation phase. Beginning July 1st (“implementation date”), hosts will be able to register for home-sharing using the City’s online registration portal. Beginning November 1, 2019 (“enforcement date”), or a later date as determined by the Department, the Department will begin overseeing enforcement of the ordinance, including the potential for citations and fines. All unpermitted listings (without a City issued Registration Number) must be removed from hosting platforms by this date. To assist with public awareness and compliance with the program, during the first 60 days of the implementation phase, the Department will conduct additional targeted outreach to provide information and encourage hosts to register prior to the enforcement date (“outreach phase”).

#### **Appendix A - Platform Responsibilities**

The Hosting Platform Responsibilities section of the Home-Sharing Ordinance (LAMC Section 12.22 A.32(f)) holds Platforms responsible for several duties, including:

- completing only authorized Booking Service transactions for Short-Term Rentals,
- providing company contact information to the City within 45 days of the effective date, and
- providing certain information on Listings and bookings to the City on a monthly basis

Subsection (f)(6) of the Home-Sharing Ordinance created an exception from these responsibilities. The exception states that the provisions in paragraph (f): “shall not apply to a Hosting Platform whenever it (a) complies with the Administrative Guidelines, issued by DCP and approved by a resolution of the City Council, that describe how the Platform shall satisfy the Hosting Platform responsibilities in this paragraph, or (b) enters into a Platform Agreement...”

Appendix A (attached) provides Administrative Guidelines that describe how platforms may satisfy the platform responsibilities. Specifically, Appendix A provides two sets of options (or methods) for platforms to satisfy their responsibilities.

The first option (The API Method) relies on automated communication of data between the City and the platform through software called an application programming interface (API). This method offers significant benefits for both the City and platforms in terms of efficiency and effectiveness and therefore incentivizes compliance. Platforms would work with the City to establish an API that queries the City’s database for valid registration numbers at the time of each booking transaction. The platform would provide information on the number of nights booked, as well as the host name, host ID, street address and registration number being used.

The second option (Manual Spreadsheet Method) is based on a series of data sharing processes between the City and platforms. The platform would provide information on their listings to the City, pursuant to the data sharing requirements in the Ordinance, and the City would respond with

a notification of any unpermitted listings. Once identified, hosting platforms may not allow these listings to be booked after two business days of notification by the City.

Platforms interested in utilizing one of these methods provided in Appendix A must work directly with staff to establish access and approval.

### **Conclusion**

If you have any questions, please contact Matthew Glesne in the Department of City Planning at (213) 978-2666 or [matthew.glesne@lacity.org](mailto:matthew.glesne@lacity.org).

Sincerely,

VINCENT P. BERTONI, AICP  
Director of Planning

A handwritten signature in blue ink, appearing to read "K. J. Keller".

KEVIN J. KELLER, AICP  
Executive Officer

KJK:AV:MG:ch

### Enclosures:

Home-Sharing Administrative Guidelines  
Appendix A: Home-Sharing Administrative Guidelines for Compliance with Hosting  
Platform Responsibilities

