

**CITY OF MANZANITA**  
**SHORT-TERM RENTAL ORDINANCE OVERSIGHT WORK GROUP**

**PURPOSE:**

Review and evaluate the implementation of Ordinance 10-03, Ordinance Establishing Rules and Regulations Relating to Short Term Rentals

**ASSUMPTIONS:**

It is expected that a phased approach to implement any recommendations will be needed, and it is not expected that all desired recommendations/action items will be implemented at once.

**DUTIES:**

The Short-term Rental Ordinance Oversight Work Group shall have the following duties:

- A. Collect and evaluate information related to implementation and regulation of Ordinance 10-03, including administrative steps taken by the City to carry out the provisions of the ordinance, decisions that might influence implementation, resolution of complaints, language of ordinance and enforcement actions undertaken by the City to ensure compliance.
- B. Research and provide new and innovative strategies to address community livability concerns. This includes and is not limited to considerations to safety, nuisances affecting public health, noxious vegetation, and maintenance of property.
- C. Prepare and present reports to the City Council summarizing the group's observations related to the effectiveness of Ordinance 10-03. Status reports shall be provided on a quarterly basis, with a final report of the Work's Group findings being issued by December 31, 2020. The final report may include recommendations for administrative changes or revisions to the ordinance that the Work Group believes are necessary to better achieve the regulation of the short term rentals and improve community livability.

**MEMBERSHIP:**

The work group shall consist of seven members appointed by the Mayor and confirmed by the City Council. The Work Group shall be comprised of:

- A. One member of the City Council (Work Group Chair/Council Liaison)
- B. One member of the Planning Commission
- C. One administrative staff (Ex-officio, nonvoting)
- D. Two members of the short-term rental industry (Agent or STR license holder)
- E. Two Manzanita full-time residents.

**MEETINGS:**

The Short-term Rental Ordinance Oversight Work Group shall conduct its first meeting no later than October 31, 2019 and shall meet on at least a quarterly basis thereafter for the period of time the work group is empanelled. The Work Group may meet more frequently as needs arise but a quorum is needed to hold a meeting. The Work Group shall complete its work by December 31, 2020.

The Work Group is expected to exist through 2020. However, if the Work Group is converted into a standing group, terms of appointment should be developed and the duties should be revised.