

# City of Manzanita

November 19, 2019

## Short-Term Rental Ordinance Oversight Work Group

**Note:** Meeting was recorded in its entirety

Meeting called to order at 10:00 by Steve Nuttall, chair

**Roll:** Steve Nuttall, Lee Hiltenbrand, Jo Newhouse, Amy Vandyke, Cindy Keene, Danielle Johnson, Judy Wilson, Cynthia Alamillo (City Manager)

**Audience Introduction:** There was two audience members in attendance at the beginning of the meeting and then two others joined at 11am.

Last meeting minutes were accepted as written.

### New Business:

1. Discussed all future meetings will be held at 10am on the third Tuesday of every month except December.
2. Steve added another topic to the agenda – Outreach “How to get the community involved in this topic”
3. Lee Hiltenbrand described several concerns regarding Ordinance 10-03.
  - a. Section 1 findings:
    - i. Dwelling unit – what it consists of
    - ii. Rent – all fees; contradicts with the sentence “Rent does not include: Any taxes, fees, or assessments levied by any other governmental entity”
  - b. Section 2 findings:
    - i. License – “Surrendered immediately upon sale of the property or cessation of use as a short-term rental.” Doesn’t say in this section about the time period of cessation is.
      1. Propose a different length of time for having to rent your home in.
      2. Change it to a dollar amount that needs to be earned.
    - ii. Advertising – MCA #'s are being used when they are needed to.
  - c. Section 3 findings:
    - i. Application – Deficiencies corrected within 6 months of application submittal date.

1. Propose a different length of time. (30 days, 60 days, 3 months) unless they have a massive correction
  2. Minor repairs without a permit 30 days, major repairs requiring a permit 6 months.
  3. Re-writing to have this section be more clear
  4. Multiple ordinances about short term rental – Taxes/Compliance; Possibly combining them together into one ordinance
- ii. Initial inspection – Removing the reference of State of Oregon Residential Specialty Code regulation.
    1. Have instead a different paper cited like regulation 10-03 or refer to the city checklist
    2. If there are deficiencies found, then they must conform to the State of Oregon Residential Specialty Code
    3. City Checklist/Inspection List – PSI should not be in it
  - iii. Hardship license – This exceeds the cap and can only be approved by the City Council
  - iv. Utilization of License Required – Talked about in section 2 licensing
- d. Section 4 findings:
- i. Identification Sign – MAY provide; should either be eliminated or change the verbiage to say shall.
  - ii. Local Contact Person – Redundant sentence should be eliminated. “At all other times, the local contact person shall respond within 24 hours”
  - iii. Garbage – Side-yard garbage removal service is required.
  - iv. Emergency information – Equipment; that word is very ambiguous and doesn’t explain what they need to provide. (Go bags, other items, etc.)
- e. Section 5 findings:
- i. Periodic reinspection – Again, states Oregon Residential Specialty Code regulations. In first sentence add the words HEALTH and SAFETY or possibly HEALTH, SAFETY, and COMMUNITY IMPACT- “Every short-term rental license shall be subject to a (insert words here) reinspection of the dwelling unit...”. It will help tie the sections b, c, d together.
4. Zoning – Residential now; The houses are becoming a business how much should the city be treating it like a business.
  5. Parking – needs to be discussed further; graveled areas, permits, use of other parking for additional cars, maximum number of parking spots given to guests, maybe city will start to set a maximum number of cars for each rental house.
  6. Landscaping – Requirements

7. Compared Manzanita STR ordinance with Tillamook County STR ordinances
  - a. Parking – Needs to be addressed further
  - b. RV/tents/trailers – Needs to be addressed in the ordinance
  - c. Local contact – Possibly change time to respond from 30 minutes to 20 minutes
  - d. Emergency info – Equipment wording is vague; should change, maps should be changed to allow better reading; responsibility of the renter – discuss further
  - e. Occupancy – Needs to be addressed further 2 per sleep room + 4
  - f. Re-inspections – Possibly changing from 5 years to 3 years
  - g. Violations and Penalties – Should be more reasonable fines but not astronomical
  - h. Revocation: Should it be talked about more
  - i. Quiet Time: Need to have a noise ordinance
8. Review and Editing 12-month meetings: Talked about these meetings going in phases – This phase is Existing Documents. 4 phases – schedule them out.
9. Outreach – How to get the people knowing about these meetings
  - a. Social Media – North county news, BBQ, City water bill, City Newsletter, send emails to short term rental owners, word of mouth.
  - b. Steve will come up with a document that can be sent out to everyone.
  - c. Survey: Come up with questions
  - d. Come up with other ideas to get feedback from the community
10. Took comments from the audience

### **Further Items of Brief Discussion for the Next Meeting -**

1. Coming up with a date to have HomeAway/AIRBNB reps come to a meeting.
2. 17% cap - Adding Urban Growth areas – removing HOA's that don't allow vacation rentals
3. Coming up with best practices to give to everyone and have them sign. Having owners/mgmt. company be required to attend a meeting every year.
4. Add a safety checklist into each home
5. Local Contact – Require a physical address of that person, who, when, where, fine company?
6. What is the local obligation?
7. Survey – come up with questions

There will be binders for everyone at the next meeting to put all their papers in.

**Next Meeting JANUARY 21, 2020; 10:00 a.m.; Manzanita City Hall**