

CITY OF MANZANITA  
OCTOBER 22, 2019  
SHORT-TERM RENTAL ORDINANCE OVERSIGHT WORK GROUP

**NOTE: Meeting was recorded in its entirety.**

**CALL MEETING TO ORDER:** The meeting was called to order by Chairperson Steve Nuttall at 11:00 a.m. Mayor Mike Scott welcomed the committee members to their first meeting and thanked the committee for their willingness to serve on this important workgroup. Mayor Scott turned the meeting over to the workgroup Chair and wished the group well over the coming months.

**ROLL:** Members present were Steve Nuttall, Chair, Manzanita City Council Liaison; Lee Hiltenbrand, Manzanita Planning Commission; Jo Newhouse, full-time resident (STR owner); Amy VanDyke STR agent; Cindy Keene, full-time resident; Danielle Johnson STR agent; Judy Wilson, City Staff (non-voting). Cynthia Alamillo, Manzanita City Manager joined the group for the kick-off meeting.

**AUDIENCE INTRODUCTION:** There was one person in attendance.

**CONSENT AGENDA:** None

**NEW BUSINESS:**

- A. Committee Introductions – Each committee member spent a few minutes talking about their experience with STR's and various interest in serving on the workgroup.
- B. City Manager Cynthia Alamillo outlined the duties and responsibilities of the workgroup as defined by the council approved memorandum of October 10, 2019. The focus is to outline potential improvements to the STR Ordinance 10-3. Cynthia advised the workgroup that this assignment is expected to continue through 2020 and may result in the development of a standing committee should the Council find it appropriate.
- C. Judy Wilson provided an overview of existing Ordinance 10-3 and described some of the issues facing administration, including noise, parking, and concerns expressed by full-time residents. Workgroup members spent a few minutes discussing various issues implementing ordinance 10-03 and identified past experiences where community livability is a concern.
- D. A brief discussion ensued about how best to capture meeting minutes. Amy VanDyke offered to provide staff support to keep and maintain minutes for each meeting. The workgroup expressed appreciation to Amy and her staff member for volunteering.
- E. Judy Wilson reviewed the monthly transient lodging report that is provided to the City Council. Various questions ensued by workgroup members regarding various terms, size of pending STR list, and role that lodging intermediaries play in the system. Cynthia asked Judy to provide a brief page by page overview of the existing 10-03. Lee Hiltenbrand suggested he has several questions about the ordinance that may be in conflict or may be contrary to other documents. The workgroup felt it would be helpful to have Lee describe his concerns for all the members so

that we might all learn from those discussions. The Chair will ensure that discussion is on next month's agenda.

- F. The workgroup discussed how frequent the meetings should be held. It was generally decided that we should hold meetings on a monthly basis for the initial start-up. The consensus was to hold meetings on the third (3<sup>rd</sup>) Tuesday of every month, 10:00 a.m. Next month's meeting will be scheduled November 19, 2019 at 10:00 a.m.
  
- G. The workgroup was provided with several supplemental documents:
  - a. Manzanita transient lodging report
  - b. Manzanita ordinance 10-03 – An ordinance establishing rules and regulations regarding to short-term rentals.
  - c. Tillamook County Short Term Rental Ordinance
  - d. Report – Assessing and Responding to Short-term Rentals in Oregon
  - e. Report – Short-term Rental Regulation: Enforcement is lax and effect on housing crisis.

**PUBLIC COMMENTS and COMMUNICATIONS:** Sandy Heaman, Manzanita resident, commented that she welcomed the workgroup's mission and has been in hopes something like this would occur. Sandy suggested several key concerns, including community awareness of rental agency conduct; enforcement or oversight is going to be a basic tenant of Manzanita policy and licensees should understand their obligation to adhere to the rules; and the need for a city-wide civility campaign that can demonstrate concern with personal interactions in our community.

**Workgroup Chair Steve Nuttall adjourned the meeting at 12:45 p.m.**