



COUNCIL WORK SESSION

Zoom Video Conference
<https://ci.manzanita.or.us>

AGENDA - Updated

February 8, 2023
03:00 PM Pacific Time

Video Meeting: Council will hold this meeting through video conference. The public may watch live on the [City's Website: ci.manzanita.or.us/broadcast](https://ci.manzanita.or.us/broadcast)

or by joining the Zoom webinar:

<https://us02web.zoom.us/j/88487616140>

Meeting ID: 884 8761 6140

Passcode: 360659

Call in number:

+1 253 215 8782

Note: Agenda item times are estimates and are subject to change.

- 1. CALL TO ORDER (3:00)**
Deb Simmons, Mayor
- 2. Short Term Rental Survey Questions (3:05)**
Linda Kozlowski, Council President
- 3. Agenda Process for Publicly Requested Items (3:45)**
Linda Kozlowski, Council President
- 4. Budget Committee Selection Process (4:30)**
Leila Aman, City Manager
- 5. ADJOURN (5:00)**
Deb Simmons, Mayor

Meeting Accessibility Services and Americans with Disabilities Act (ADA) Notice

The city is committed to providing equal access to public meetings. To request listening and mobility assistance services contact the Office of the City Recorder at least 48 hours before the meeting by email at cityhall@ci.manzanita.or.us or phone at 503-368-5343. Staff will do their best to respond in a timely manner and to accommodate requests. Most Council meetings are broadcast live on the [city's youtube channel](#).



MEMORANDUM

To: Mayor and City Council

Date Written: February 3, 2023

From: Leila Aman, City Manager

Subject: **February 8, 2023, City Council Work Session**

1. Short Term Rental Survey Questions

Council President Linda Kozlowski and STR Committee Chair will present draft survey questions for council discussion and feedback. Draft questions are included as Attachment 1.

2. Agenda Process for Publicly Requested Items

Chapter 2 Section 5 (e) states "A citizen wishing to have an item placed on the agenda shall make a request to the City manager at least two weeks prior to the meeting. The City Manager may postpone the requested agenda item to a future meeting." This provides the City Manger with discretion to determine if a requested item should be on the agenda. Staff have requested Council direction on how to handle these requests.

Attachment 1

Why this survey? Why Now?

This STR Survey was created in 2020 (pre-pandemic) and updated in 2023 to help the City leadership better understand community sentiment on how STRs impact livability in Manzanita. This will help the City identify cost-effective solutions to new and/or existing issues of concern that are caused by STRs.

Through this survey (2023), we hope to answer the following:

- What is the current community sentiment about STRs (i.e., residents, part-time residents, STR owners/managers)?
- What are the greatest challenges/opportunities of STR rentals in Manzanita?
- How has community sentiment evolved since the past STR (2020) survey?
- What resources are available for community members who experience challenging STR guests?
- How can we best support our community in finding a balanced STR density and managing challenging STR guests?

Survey Summary:

SECTION 1 – All participants

SECTION 2 – STR Owners, Agents or Managers

SECTION 3 – Non STR owners who are: renters, part-time residents, or 2nd home owners)

SECTION 4 – Full-time Residents without a STR Property *[Duplication of SECTION 3 to capture full-time resident concerns.]*

SECTION 1 – For all participants

- Do you live in or own property within the city limits of Manzanita?
- If yes, full-time or less?
- In what part of town is your home? (TBD – e.g., List 6 to 8 zones – within a block of Laneda, west of 3rd, within 4 blocks from Hwy 101, unincorporated Manzanita, The Highlands, or other)
- Do you own a Short-term rental (STR)?
- If yes, self-managed or agent-managed?
- Are you familiar with the provisions of Ordinance 10-3 governing short-term rentals? If you answered “Yes”, where did you hear about Ordinance 10-3 (select all that apply): City website, rental agency, neighbor, friends, and public meeting. You can read the ordinance at:

SECTION 2 – STR Owners, Agents or Managers

- Number of STR's you own or manage
- If you have received complaints, please rank the most common
 - Noise, parking, lighting, general neighborhood livability, pets, garbage, hot tubs, other
- Do you find Ordinance 10-3 a helpful document? why or why not
- Do you find value in changing any provisions in 10-3? Please comment.
- Does the City of Manzanita provide the adequate level of resources to appropriately manage your STR to support community livability?
- Does the City provide you with the tools needed to ensure positive interactions between community members and STR guests?
- Are the City's STR requirements and expectations clear?
- If you did have a question or needed more information, was it resolved in a timely and reasonable manner?
- The number of short-term rentals is capped by the city in the R-2, R-3, and SR-R zones by City Council Resolution (April 22, 2022), at 230 STRs (previously limited to 17.5%). In addition, there are currently XX STRs in the C-1 and R-4 zones, for a total of 26X out of ~1,400 homes within the City.
 - Do you think the current amount of STRs (~26X) is too many, just right, or too few? Why or why not?
 - Do you think the prior percentage-based limit of 17.5% of homes was too many, just right, or too few? Why or why not?
 - This STR cap does not apply to all neighborhoods (e.g., R4 zones (high-density residential or C-1 (commercial)). Do you think the cap should extend to the whole City (yes or no)?
- If you see opportunities with STRs, identify the most impactful aspects of neighboring STRs (number in order of importance to respondent.)
 - Revenue to fund community improvements; revenue to the business community; opportunities to interact with guests from other communities (e.g., presence of families, art/cultural exchange, food options, etc.); opportunities to support and implement widespread sustainability policies (e.g., recycling, EV charging, rideshare, and/or “park-once” strategies); and other (please list)

Are there any other issues or opportunities you would like the STR-related policy and ordinances to address?

SECTION 3 – Non STR owners who are renters, part-time residents, or 2nd home owners

- Are you aware of any STRs near your house (i.e., within 4 houses of you).
- If yes, approximately how many? (choices are 1, 2-3, 4 or more)

- In general, are your experiences with neighboring STRs visitors positive or negative?
- How does a STR near you affect your livability? Choices: little or not at all, somewhat affected, greatly affected)
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- How much do you think that STRs and tourism contribute to annual revenue for the City to help pay for roads, parks, police, staffing, etc? (0-25%, 25-50%, 51-75%, 75%-100%)
- Do you have contact information for neighboring STRs?
- If not, do you know where to obtain contact information?
- Have you expressed concerns in the past specifically to the STR agent or owner? (Choices were never, once, more than once, regularly)
- Have you ever called the STR contact number posted on a neighboring house?
- Have you expressed concerns to the City about a STR? (Choices are never, once, more than once, regularly)
- Have you ever had concerns with STR?
- If you have had concerns with an STR are you aware of the process the City would like you to follow to resolve those concerns?
- If you have had concerns, identify the more troubling aspects of neighboring STRs (number in order of importance to respondent.)
 - Noise, parking in front of my house, parking on my street (not outside my house), parking in downtown, traffic congestion, lighting, general neighborhood, pets, failure by City to respond, failure by police to respond, garbage, hot tubs, other (please list)
- If you have had problems with complaint resolution with an OWNER OR AGENT, identify the more troubling aspect of this (number in order of importance to respondent.)
 - Unable to contact, not resolved in a timely manner, failure to return message, failure to resolve issues, didn't feel comfortable intervening, other (please list)
- If you have had concerns, who would you be most likely to contact (STR owner, STR guests, 1-800 STR Help Line, City, police, I would be unlikely to

interact/intervene, I'm not sure who to call, STRs have not been a major problem, other)

- If you have had problems with noise, do you experience similar issues from daytrip tourists, residents or 2nd home owners without STRs.
- If you have had problems with lights at night, do you experience similar issues from residents or 2nd home owners without STRs.
- If you have had problems with pets, do you experience similar issues from daytrip tourists, residents, or 2nd home owners without STRs.
- If you have had problems with parking by your house, do you experience similar issues from daytrip tourists, State Park campers, residents, and/or 2nd home owners without STRs.
- If you have had problems with traffic congestion, do you experience similar issues from daytrip tourists, State Park campers, residents, and/or 2nd home owners without STRs.
- Have you noticed any changes since the updated Ordinance 10-3 went into effect (Fall 2021)?
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- Are there any other issues or opportunities you would like the STR- related policy and ordinances to address?
- Other comments?

SECTION 4 – Full-time Residents without a STR Property [duplication SECTION 3 to capture full-time resident concerns.]