



## COUNCIL ORDINANCE No. 24-06

### AN ORDINANCE OF THE CITY OF MANZANITA, OREGON AMENDING SECTION 1, SECTION 4(B), SECTION 4(I), SECTION 5(A) and SECTION 5(B) OF ORDINANCE 10-03 ESTABLISHING RULES AND REGULATIONS RELATING TO SHORT TERM RENTALS.

WHEREAS, Ordinance No. 24-02 was adopted by City Council on May 8, 2024 and went into effect on June 7, 2024 to increase livability and protect the natural environment from the impact of outdoor lighting by minimizing light pollution, glare and light trespass at night citywide; and,

WHEREAS, city staff have determined that the required timing of the processing of Annual Short Term Rental License Renewals, Quarterly Transient Lodging Tax payment processing, and Short Term Rental Inspections imposes a significant seasonal workload impact on staff which impacts the City's ability to provide a high level of customer service; and,

WHEREAS, ensuring the rigidity and readability of identification signs on licensed Short Term Rentals within the City is necessary to ensure the intent of the requirement in the ordinance is achieved.

#### Now, Therefore, the City of Manzanita Does Ordain as Follows:

##### SECTION 1:

Section 1, Section 4(B), Section 4(I), Section 5(A) and Section 5(B) of Ordinance 10-03 are hereby amended as follows, [Language proposed to be added is shown as underlined and changes proposed to be deleted are shown as ~~strikethrough~~]

##### **Section 1 – Definitions**

Short-Term Rental License. A permit to operate a Short-Term Rental in accordance with this and all City Ordinances. The licensing year is ~~August~~ September 1<sup>st</sup> to ~~July~~ August 31<sup>st</sup> of the following year and the fee of which is not subject to proration.

##### **Section 4 – Standards**

b. Identification Sign. In addition to the signs permitted by Section 4.070 of Ordinance 95-4 the Owner or Local Agent shall provide and maintain a sign that lists a

telephone number for the Owner or Local Agent as required under Section 4(d). Such signage shall be rigid and visible-readable from the street and shall be no smaller than 72 square inches nor larger than 90 square inches. Such sign shall include the MCA for the Dwelling Unit as described in Section 2(b) of this Ordinance.

i. Outdoor Lighting – To minimize light pollution, glare, light trespass and to protect the dark skies all Short-Term Rentals shall be in compliance with Manzanita Ordinance 24-02.

~~1. Outdoor light fixtures shall be fully shielded by opaque side and top covers or frosted glass and the bulb pointed in a downward direction so that light does not radiate from the sides or top of the fixture.~~

~~2. Bulbs shall be “warm” rather than daylight, and either amber or lower emission LED (less than 3000k).~~

~~3. Lights shall be turned off when not in use and shall not be left on for more than 12 hours. As an alternative, porch lights may be fitted with motion detectors.~~

~~4. Security (flood) lights shall be on motion detectors and must not shine on adjacent houses. [Added by Ord. No. 21-06, 9/8/21]~~

## **Section 5 – License Renewals and Re-inspections**

- a. Renewal Fee. All Short-Term Rental Licenses shall be renewed annually for the period of ~~August~~ September 1 of the current year to ~~July~~ August 31 of the following year provided all requirements in this Ordinance and Transient Lodging Tax Ordinance No.16-03 continue to be met. If the Owner is out of compliance with the provisions of this Ordinance or any other City Ordinance, regulation or requirement, the City will not renew the license, and the property shall no longer be used as a Short-Term Rental. A license shall not be renewed if fines related to a violation of any City Ordinance or Transient Lodging Taxes related to the subject property are outstanding.

Failure to pay the required license renewal fee, determined by resolution of the City Council, or to submit any form or document required for renewal by the annual August 1 due date shall result in the assessment of a late fee as determined by resolution of the City Council. Failure to pay the required license renewal fee or to submit any form or document required for renewal within thirty (30) days following the annual ~~August~~ September 1<sup>st</sup> due date shall be considered abandonment of the Short-Term Rental License and the license shall expire.

- b. Periodic Re-inspection. Every Short-Term Rental License shall be subject to re-inspection of the Dwelling Unit by the City Building Official or designee at the City's discretion, but no less than every three (3) years. The purpose of this inspection will be to determine the conformance of the Dwelling Unit with the State of Oregon Residential Specialty Code regulations which may be directly related to potential safety issues, and with all other standards required by the City. The City reserves the right to modify inspection requirements to ensure compliance with any standards required by the City. The City shall notify the Owner of required re-inspections at least six (6) months prior to the ~~renewal inspection due date of June 1<sup>st</sup> of the Short-Term Rental License.~~ The Owner shall pay a fee as determined by resolution of the City Council and arrange for a re-inspection by the City Building Official or designee and must correct any identified deficiencies. All follow-up inspections due to failed items on the city-published inspection list will be subject to additional inspection fees. Failure to arrange for the re-inspection and complete correction of all identified deficiencies by ~~the annual August June 1<sup>st</sup> renewal due date for the Short-Term Rental License~~ shall be considered abandonment of the Short-Term Rental License and the license shall expire.

Read the first time on \_\_\_\_\_, and moved to second reading by \_\_\_\_\_ vote of the City Council.

Read the second time and adopted by the City Council on \_\_\_\_\_.

Signed by the Mayor on \_\_\_\_\_.

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Kathryn Stock, Mayor

ATTEST:

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Leila Aman, City Manager/Recorder