

City of Florence **A City in Motion**

Memorandum:

To: City of Florence Planning Commission
From: Clare Kurth, Assistant Planner
Meeting Date: March 28, 2023
Subject: Short-Term Rental (STR) Planning Commission Work Session Memo

Introduction

The Short-Term Rental (STR) Sub-Committee was formed by the Housing Implementation Plan's (HIP) Stakeholder Advisory Team (SAT) in July 2022. The STR Sub-Committee met as often as once a week initially with a goal to research and offer information to inform STR regulation for the City of Florence to the HIP SAT. The work of the STR is complete. This is a Planning Commissioner workplan item that was delegated to the HIP SAT for initial work. The purpose of this work session is to share the research performed to-date (listed below) and discuss and decide next steps. These could include a series of work sessions, individual commissioner work, PC sub-committee work, or a combination thereof.

Short-Term Rental Policies and Research

A memorandum, also referenced to as *The White Paper*, was produced by MIG and APG consultants for the HIP and discusses current conditions of STRs in the City, case studies and other community regulations, and outlined next steps. *The White Paper* is the basis for much of the STR Sub-Committees' research and aimed to fill in research gaps as it related to finding solutions and regulations that will suit Florence's needs.

Housing & Economic Opportunities Project (HEOP) One Pager

One page document highlighting housing needs assessment in Florence and offering a brief overview of the Economic Opportunities Analysis and Housing Needs Analysis adopted in 2018.

Short-Term Rental Final Recommendation to HIP SAT

A letter drafted by the STR Sub-Committee and was distributed to the HIP SAT on March 1, 2023. This letter served as a summary of recommendations offered at the previous HIP SAT meeting and final recommendation for the City to continue with a long-term committee to continue the sub-committee efforts and assist Florence in adapting as trends and circumstances change.

Short-Term Rental (STR) Planning Commission Work Session Memo, 3-28-23

Short-Term Rental Sub-Committee Research and Recommendations

This short recommendation letter, presented to the HIP on November 10, 2022, includes the purpose of the STR subcommittee and its recommendations for the HIP SAT in determining the priorities of the final Florence HIP in relation to short-term housing definitions and policies. This document also offers an analysis of the Open House #2 survey results related to STR and summary of public comments.

Short-Term Rental (STR) Survey Results

This includes the survey results from the October 2022 Open House as distributed to the STR by MIG APG. Only the portion of the survey results relating to STRs have been included. This is not the entire survey.

STR Application Examples

This is a collection of STR applications from other cities in Oregon to offer examples of the information required and formatting used by other cities. The STR Sub-Committee found in their research that an application would be beneficial in regulating STR and ensuring proper collection of Transient Lodging Tax (TLT) and monitoring the number of STR inside the City limits.

STR Inspection Checklists

This attachment includes a collection of Inspection Checklists from other cities in Oregon. This is to serve as an example for what other cities require and the format used. In the research completed by the STR sub-Committee it was found that requiring a pre-rental inspection and periodic inspections would be beneficial in ensuring rentals are safe for transient occupancy and have any required information posted.

Good Neighbor Guideline Examples

Several Cities and communities in Oregon require *Good Neighbor Guidelines* to be posted in STR units. Several examples have been included for reference. Some of these *Good Neighbor Guidelines* include topics such as quit hours, parking and traffic safety, garbage disposal, occupancy limits, and pet policies.

Items Attached:

- **Attachment 1:** Short-Term Rental Policies Research and HEOP
- **Attachment 2:** Housing & Economic Opportunities Project (HEOP) One Page
- **Attachment 3:** STR Sub-Committee Final Recommendations to HIP SAT
- **Attachment 4:** STR Sub-Committee Research and Recommendations to Hip SAT
- **Attachment 5:** STR HIP Survey Results
- **Attachment 6:** STR Application Examples
- **Attachment 7:** STR Inspection Checklist Examples
- **Attachment 8:** Good Neighbor Guideline Examples

Attachment 1:

Short-Term Rental Policies Research and HEOP

The White Paper



MEMORANDUM

Short-Term Rental Policies Research Florence Housing Implementation Plan

DATE May 4, 2022
TO Wendy Farley- Campbell, Planning Director, City of Florence
FROM Darci Rudzinski and Emma Porricolo, MIG | APG
CC Florence HIP Project Management Team

Introduction

The Florence Housing Implementation Plan (HIP) will provide recommended housing programs and funding strategies that will guide future housing development in the City. An initial step in developing the HIP is reviewing housing needs and recommendations from the 2017 Housing Needs Analysis (HNA) and summarizing this information in a Housing Implementation Plan Background Report. As part of this initial step the Project Team is providing the City with research, information, and strategies to inform a future new short-term rental (STR) housing policy. The City recognizes that STRs can impact housing availability for permanent residents; community leaders would like more information on the available tools to regulate STRs.

This memorandum is intended to provide an overview of common STR regulations in practice in Oregon through an evaluation of case studies, primarily focusing on jurisdictions on the Oregon Coast. The information presented includes how jurisdictions regulate STRs through land use regulations, licensing programs, and operational restrictions. The memorandum concludes with action items and considerations that can inform local discussion regarding appropriate STR regulations for the City of Florence.

Existing Conditions

Florence is facing housing challenges related to both availability – dwelling units and types of housing available to accommodate the growing population – as well as affordability. The combination of relatively low-wage service jobs, lack of apartment inventory, and a surge in home prices is driving up rental rates and exacerbating a workforce housing shortage.¹ Housing stock purchased as investment properties for STRs reduces housing options for Florence residents, exacerbating an already difficult local housing market.

¹ Florence Housing Needs Analysis (2017).

The HNA documented that the number of STRs had been increasing over the previous decade, and that by 2017 there were 62 short-term rental bedrooms available online through websites such as AirBnB. The housing research pointed to the significant role STRs played in the local tourism lodging industry, estimating that the STR segment accounted for approximately 11,315 annual room nights of demand, or 7% of total demand, in Florence in 2017. The HNA projected this demand to continue, estimating additional demand for 263 seasonal housing units (second homes and STRs) over the course of the next 20 years. According to a Florence Chamber of Commerce and Travel Oregon study, Florence, Mapleton, and Westlake collectively had 181 rental properties (available on AirBnB & VRBO) with an occupancy rate of 74.66% in 2021.²

In addition to impacts on housing availability, there is concern in Florence about the potential ramifications of a growing number of properties owned by part-time or absentee home owners or landlords. Issues that conceivably could arise when residents or owners are away from properties for extended periods of times include property maintenance, waste collection, parking violations, and noise and other nuisance complaints.

The City of Florence currently prohibits accessory dwelling units, or ADUs, for STR use. In Florence, operators of STRs are required to get a Business License which requires annual renewal. The City applies a local Florence Transient Room Tax (TRT) of 4% to STRs.

The Florence HNA includes two recommended action items and policy recommendations:

- *Policy 34. Establish a cap on the number of short-term vacation rental properties available in residential zones.*
- *Policy 35. Prepare clear and objective city policy that defines and limits short-term rentals.*

Short-Term Rental Regulations

Many coastal communities and other tourism-heavily tourism-dependent communities in Oregon have implemented local regulations for STRs. Common regulations include limitations on the number and location of STRs and, once approved, policies for their operation. Licensing and operational requirements are typically found in municipal codes; land use permit requirements are in local development codes or zoning ordinances.

Case Studies

In Oregon, Hood River, Gerhart, Lincoln City, Bend, Bandon, McMinnville, and Yachats are some of the many jurisdictions that regulate STRs. Five of jurisdictions in particular - Gearhart, Newport, Lincoln City, Bandon, and Tillamook County - have robust local requirements and were chosen as case studies for this research. The jurisdictions are coastal communities, with two cities comparable in size to Florence. Table 1 provides a summary of regulations from the case studies; Attachment A provides additional information on each jurisdictions' requirements. The case studies are intended to be informative and illustrate the common short-term rental regulations on the Oregon Coast. Also

² Data represents available annual data (2021) for the cities of Florence, Mapleton, & Westlake from AirDNA.

informing this work is academic research from University of Oregon (UO), which provided additional context for existing practices and STR recommendations for Oregon jurisdictions.³

From this research, common regulations for STRs include, but are not limited to:

- **Adopt an official definition of “short-term rental.”** Most jurisdictions adopt an official definition of the use that is distinct from longer-term residential leases. Some jurisdictions have a subset of definitions under the short-term rental umbrella. For example, Newport’s definition includes has three different types of STRs: home shares (owner rents a room in the dwelling unit where they reside), bed & breakfast establishments (owner or manager lives on the premises), and vacation rental dwellings (entire unit is rented).
- **Limit STRs to certain zones or geographies.** Most jurisdictions use local zoning to place geographical limits on where STRs can be permitted. Commonly STRs are permitted differently in residential zones in comparison to commercial or mixed-use zones. Some jurisdictions, such as Newport and Lincoln City, prohibit STRs in the lowest density zones and/or certain planned developments; others consider STRs as commercial uses that are permitted only conditionally in residential zones.
- **Limit the number permitted.** Jurisdictions have chosen to limit the number of STRs permitted, either city-wide or in certain areas. Both Lincoln City and Gerhart have a cap on the number of STRs licensed in their cities. Other jurisdictions limit STRs through saturation rates. Saturation rates prohibit STR within a certain distance of other existing STRs (used in Bandon), or are based on an established percentage of lots in a zone that can be STRs (the Lincoln City approach). The UO Study suggests creating restrictions on STRs if they account for more than 4% of the housing stock in a jurisdiction.
- **Establish operational standards.** Operational standards set expectations for how the activity should be conducted and properly maintained and can mitigate livability and nuisance concerns regarding STRs. Case study jurisdictions had a variety of regulations related to operations including:
 - Maximum occupancy requirements
 - Parking requirements
 - Landscaping requirements
 - Waste collection requirements
 - Requiring a contact to be local
 - Signage requirement for dwelling/unit number
 - Life/safety inspections to ensure safety requirements such as fire alarms, railings, pool safety, etc. is met
 - Quiet hours
 - Displaying tsunami evacuation information

³ DiNatale et al., “Short-term rentals in small cities in Oregon: Impacts and regulations”, 2018. <https://www.eugene-or.gov/DocumentCenter/View/52935/UO-STR-Research-project-summary> and “Assessing and Responding to Short-Term Rentals in Oregon,” 2017, https://scholarsbank.uoregon.edu/xmlui/bitstream/handle/1794/22520/DiNatale_final_project_2017.pdf?sequence=3&isAllowed=y

A UO study recommends creating provisions that revoke STR license or permits for properties that receive more than 5 nuisance complaints in a year. Newport has policies that revoke the permit after 3 complaints.

- **Require licensing.** Most jurisdictions require a license be obtained in order to legally operate a STR. The licensing programs are used to periodically check and maintain the STR licenses; many have annual renewal requirements. Licensing requirements ensure regulatory consistency within a jurisdiction and provide an opportunity to educate STR owners about operations requirements. In Lincoln City, the license is the second step of permitting a STR after land use approval.
- **Collect taxes (Transient Room Tax) and assess penalty fees.** The City of Florence collects TRT taxes for short-term rentals. Commonly, fees are assessed to help fund administration and enforcement of the local STR program. A 2017 study found that the average fee in participating Oregon jurisdictions was \$498 (see Figure 1).

Figure 1. Frequency for Fee and Tax Rates

Fee Rate Frequency			Tax Rate Frequency	
Mean	\$	498	Mean	7.4%
Median	\$	358	Median	7.5%
Standard Deviation	\$	554	Standard Deviation	2.3%
Range	\$	2,150	Range	8.6%
Min	\$	50	Min	1.8%
Max	\$	2,200	Max	10.4%

Source: Responding to Short-Term Rentals in Oregon Survey, y-Q20 and y- Q21, 2017.

The table below summarizes the common elements of STR rental regulations from the case studies reviewed in this memorandum.

Table 1. Summary of Case Studies STR Regulations

STR Regulation	Gerhart	Newport	Lincoln City	Bandon	Tillamook County
<i>Restrict location</i>	Y	Y	Y	Y	N
<i>Restrict number of licenses/permits</i>	Y	Y	Y	Y	N
<i>Licensing program</i>	Y	Y	Y	N	Y
<i>Specific parking and/or landscaping requirements</i>	Y	Y	Y	Y	N
<i>Occupancy limits</i>	Y	Y	Y	Y	N
<i>Local contact requirement</i>	Y	Y	Y	Y	Y
<i>Fire/health/safety inspections</i>	Y	N	Y	N	Y

Other Notable Regulations

The following STR requirements not used in the case study jurisdictions, but applied in other Oregon cities, may be useful to consider for application in Florence.

- Yachats: As of 2020, the City has a lottery system for new STR permits, with a process for being included on a waitlist.
- McMinnville: Has a saturation rate regulation based on proximity; STRs are not allowed on properties within 200 feet of another (existing) STR.
- Eugene: Requires all STRs to register annually with the City. A Transient Room Tax of 4.5% applies to all STRs.
- Coos Bay: New STR regulations in Coos Bay were adopted in January 2022. Key features include a 300' distance requirement between STR locations (STRs where owner/operator does not live on the site). An STR Permit requires notification to neighbors within 300 feet of the proposed site and must include contact information for STR's owner/operator.⁴

⁴ Source: <http://coosbay.org/archive/news-entry/council-adopts-short-term-vacation-rental-and-homestay-regulations>

Next Steps

Requirements presented in this memorandum are intended to provide context and “real world” examples from other Oregon Coastal jurisdictions that regulate STRs. This work does not suggest a recommended approach for Florence, but rather is provided to inform community discussion. Community leaders and interested citizens will need to take the next steps to identify which measures are appropriate for Florence, given the desired balance between permitting STRs and mitigating potential negative neighborhood or community impacts. The community will need to identify those issues that are of greatest concern, then choose appropriate measures to address those concerns.

In determining appropriate requirements and establishing a program for STRs, the community may wish to consider the following.

Table 2. Policy Questions to Guide Community Conversations

Potential Actions	Additional Considerations
Limiting the Number of STRs. <i>Does the City want to set a limit on number of STRs permitted in Florence? What are the implications (positive and negative) of implementing a limit?</i>	<ul style="list-style-type: none"> Is the limitation a city-wide limitation or focused on specific area(s)? What is the maximum number of STRs permitted at one time? What will this number be based on? Of the maximum number, how many are permitted at the outset of the program? Are existing STRs grandfathered into the program? After the start of the program, how do new permits become available and accessed (e.g., waitlist and/or lottery system)?
Limiting on location of STRs. <i>Should STRs be permitted throughout the City or limited to specific zones?</i>	<ul style="list-style-type: none"> Should STRs be allowed outright, or conditionally through a land use permitting process? What land use approval process should STRs be subject to if any?
Regulating operations. <i>Should the City adopt operational regulations (e.g., occupancy limits, parking minimums, quiet hours) for STRs to reduce potential neighborhood impacts/ nuisance complaints? What are the most common nuisance issues that currently exist with STRs in Florence?</i>	<ul style="list-style-type: none"> Does the City wish to establish regulations for the following? <ul style="list-style-type: none"> Maximum occupancy limits Minimum parking Minimum landscaping Waste collection requirements Dwelling/unit number display size Life and safety inspections (e.g., proper fire alarms, railings to code) Display/sharing tsunami evacuation information Quiet hours Should the City establish a way to revoke STR licenses or permits when there are too many complaints related to operational standards? How many is too many? Should a local contact who can handle immediate concerns be required for each STR? What is the role of the local

Potential Actions	Additional Considerations
	contact at the time of complaint? Do neighboring properties receive the local contact's information? If so, how is that information shared, through a mailed notice or STR inventory on City's website?
Approval and Tracking. <i>How can the City implement and track new regulations related to STRs? Does the City wish to adopt a licensing/permit program to track and monitor STRs?</i>	<ul style="list-style-type: none"> Is a licensing or permit program to ensure regulations are met necessary? What is the relationship between a license/permit program and potential land use approvals for STRs? What staff and department(s) will take on the administrative responsibilities associated with new regulations? Which department will operate the program? Are there existing personnel that have capacity to dedicate to a STR program? Should fees be collected with a licensing/permit program to cover administrative costs?

As the questions above are explored, and before deciding on all of the programmatic, operational, and code requirements related to STRs, the City may benefit from discussing specific implementation items with staff and leaders from other jurisdictions. A next step could include contacting other jurisdictions to discuss "on the ground" knowledge and local implementation challenges related to STR regulations, permits, and licensing programs.

ATTACHMENT A – SHORT-TERM RENTAL CASE STUDIES

Five Oregon Coastal jurisdictions - Gearhart, Newport, Lincoln City, Bandon, and Tillamook County - were chosen as case studies to inform community conversations the City of Florence is having around STRs. Information for each of these communities is organized in a table that contains the following:

- **Name and Definition.** Jurisdictions refer to STRs by different names, including vacation rentals, and some have multiple subcategories under the umbrella term of “short-term rental.” The term used by each jurisdiction is described under this heading.
- **Permitted Use in Residential Zones.** Short-term rentals are typically permitted differently in residential zones as compared to commercial or mixed-use zones. The regulations that apply to residential zones for each jurisdiction are described in this section.
- **Permitted Use in Other Zones.** In most jurisdictions, the short-term rentals are permitted differently in residential zones compared to commercial or mixed-use zones. The regulations that apply to residential zones for each jurisdiction are described in this section.
- **Licensing Program.** Separate from land use regulations, most jurisdictions establish licensing programs to monitor and regulate other elements of short-term rentals. Regulations associated with licensing programs are described for each case study.
- **Limitation on Number.** Some jurisdictions have chosen to limit the number of STRs allowed within their jurisdictions, or within a certain geographic area. The case studies represent two approaches, regulating STR saturation rates through land use approval or limiting the number of licenses issued at a given time.
- **Other Requirements.** Details on other regulations (e.g., operational, life/safety, parking requirements) in each jurisdiction are described below.

Short-Term Rentals Case Studies

City of Gerhart	
Name and Definition	Vacation Rental Dwelling. Any structure, or any portion of any structure, which is occupied or offered or designated for transient occupancy for less than 30 days for dwelling, lodging or sleeping purposes; and includes houses, cabins, condominiums, apartment units or other dwelling units, or portions of any of these dwelling units, that are used for temporary human occupancy, provided such occupancy is for less than a 30-day period.
Permitted in Residential Zones	<ul style="list-style-type: none"> VRDs are seen as a commercial use. They are not permitted in low- and medium-density residential zones and the planned development zone. Note, in the low- and medium-density zones some existing rentals were grandfathered in at the start of the VRD permit program. In the high-density residential zone, VRDs are permitted within single family detached and multi-family housing.
Permitted in Other Zones	VRDs are not permitted.
Licensing Requirements	Yes, permits are required and required annual renewal.
Limitation on Number of STRs	In 2016, Gerhart established a one-time 60 day period to apply for permits in the low- and medium-density zones. The city limited the number of STRs permitted to be licenses in the low- to medium-density residential zones. In the high-density residential zone (R-3), there is no limit on the number of VRD permits. Annual renewal is required.
Other Regulations	<ul style="list-style-type: none"> VRD permits don't transfer with the sale of house/unit, unless it is through inheritance. Maximum occupancy is 2 persons per bedroom. Off-street parking required a minimum rate of 1 space per VRD bedroom. VRD yards must be 50% landscaped. Fire/Safety/Heathy inspection is required along with periodic re-inspections. VRDs must post a "Gearhart Tsunami Evacuation Map" in the dwelling. Gerhart recommends the VRDs have a prepped "Go Bag" with supplies. The permit application fee is \$100 less if a Go Bag is at the VRD and verified through inspection. The City adopted "Good Neighbor Policies and Guidelines" that are required to be included in VRD rental agreements.

Source: https://www.cityofgearhart.com/sites/default/files/fileattachments/general/page/661/qzo_1.2021.pdf

City of Newport	
Definition	<p>Short-term rentals subcategories are:</p> <ul style="list-style-type: none"> • Home shares. Where owner rents a room in the dwelling unit where they reside. • Bed & Breakfast establishments. Owner or manager lives on the premises • Vacation Rental Dwellings. A short-term rental where the entire unit is rented.
Permitted in Residential Zones	<ul style="list-style-type: none"> • Home shares and bed breakfast facilities are permitted in all residential and commercial zones. • Vacation Rental Dwellings Permitted in the Vacation Rental Overlay Zone with use-specific limitations. The overlay covers commercials and residential zones in a specific area of town and avoids low-density residential neighborhoods (i.e., R-1). If all the standards related to VRDs are met, the permit is subject to a staff-level non-discretionary decision. If one of the standards is not met, land use approval still can be obtained through approval of a conditional use.
Permitted in Other Zones	
Licensing Requirements	Annual license renewal is required. Renewal is only permitted if the STR unit was rented for at least 30 days in the previous fiscal year.
Limitation on Number of STRs	In 2019, the City limited the number of STRs to no more than 176 licenses for STRs.
Other Regulations	<ul style="list-style-type: none"> • No more than 5 bedrooms are permitted in B&Bs and VRDs • City has spacing standards for density of STRs to avoid heavy concentrations. • Local contact is required for rentals. • 1 off-street parking space per bedroom is required. • 50% of front yard and 40% of total area shall be landscaped. • City established a process for revoking license for enforcement and a 2 year hold for a STR before owners can reapply for a STR license.

Source: <https://newportoregon.gov/dept/cdd/VacationRentalDwelling.asp>

Lincoln City	
Definition	Vacation rental dwelling means a dwelling unit that is used, rented or occupied on a daily or weekly basis, or is available for use, rent, or occupancy on a daily or weekly basis, or is advertised, or listed by an agent, as available for use, rent, or occupancy on a daily or weekly basis.
Permitted in Residential Zones	<ul style="list-style-type: none"> • VRDs are a permitted use in the residential (R-1-5 and R-1-RE), plan districts (Oceanlake PD, Nelscott PD), Vacation Rental (VR), and commercial (GC, RC, TVC) zones. Note, expansion of the VR zone is prohibited. • VRDs are permitted as accessory use in most residential zones (R-1-5, R-1-7.5, R-1-10, R-M and R-R). Accessory VRDs are not considered a commercial use. • In the R-1-5 zone, only 10% of the lots within the zone can have VRDs. • In the R-1 zone VRDs are considered commercial uses and are only permitted in the vacation rental zones.
Permitted in Other Zones	

Lincoln City	
	<ul style="list-style-type: none"> Rentals in the R-1-RE zone are considered non-conforming uses that cannot transfer with sale.
Licensing Requirements	The VRD licensing processing is the second step after land use approval. If the VRD license hasn't been issued within one year of the land use approval date, the land use approval becomes null. Once a license is obtained, license renewal is required.
Limitation on Number of STRs	<ul style="list-style-type: none"> In the R-1-5 zone, only 10% of the lots within the zone can have VRDs (equals a maximum of 194 STRs permitted). No new STR licenses are permitted in the R-1-RE zone. There is no limit on the number of STRs in commercial zones.
Other Regulations	<ul style="list-style-type: none"> One off-street parking space must be provided for each bedroom. In no case shall less than two off-street parking spaces be provided for each dwelling unit. 50% of the front yard must be landscaped in residential zones. Application notice for VRDs must notify property owners with 250 feet of the property. Notice must include name and phone number of contact person for the VRD. Inspection for fire/life/health safety is required. Established requirements for complaints process and responses. Occupancy cannot be more than 3 times the number of bedrooms plus one additional occupant or 16 total occupants. License has operational requirements for waste collection. Roads End Neighborhood has separate VRD standards.

Source: <https://www.lincolncity.org/departments/planning-community-development/vacation-rental-dwellings-vrds> and <https://www.lincolncity.org/home/showpublisheddocument/456/637723117803034188>

Bandon	
Definition	Vacation Rental Dwellings (VRD). An existing single-family detached dwelling which is rented, or is available for rent (whether advertised or not) for a period of less than one month to a family, group or individual. A VRD is considered to be a commercial use.
Permitted in Residential Zones	VRDs are conditional uses in the mixed-use residential zones, known as Controlled Development Zones (CD). In the CD-1 zone, only permitted when located in the VRD overlay. In all zones VRDs are permitted as Conditional Uses, subject to Planning Commission approval. VRDs are not permitted in residential zones.
Permitted in Other Zones	VRDs are permitted in the Marine Commercial (C-3) zone as a conditional use.
Licensing Requirements	Need approval of conditional permit for VRDs. No other licensing requirements necessary. Permit will be revoked if the VRD is not rented for one year or less than 10 nights within a calendar year.
Limitation on Number of STRs	There is no cap on the number of STRs permitted throughout the City, limitations on are based on saturation rate. STRs are permitted if less than 30% of the SFD dwellings within 250 feet of the subject property are short-term rentals.

Bandon	
Other Regulations	<ul style="list-style-type: none"> VRDs that are single family detached dwellings must be at least 3 years old in order to receive a permit for the VRD. All VRDs shall post the Bandon Tsunami Evacuation Route map must be placed in a conspicuous location within the dwelling. ADUs are prohibited on properties with short-term rentals. One off-street parking is required for each bedroom in a VRD and are required to have a minimum of 2 spaces. Local management and/or contact is required. Maximum occupancy is limited to 3 people per bedroom or 10 people total. Regular garbage collection is required.

Source: <https://www.cityofbandon.org/planning/page/vacation-rental-dwellings>

Tillamook County	
Definition	Short Term Rental⁵. A dwelling unit (including any accessory guest house on the same property) that is rented to any person on a day to day basis for a consecutive period less than 30 days during the year.
Permitted in Residential Zones	No regulations
Permitted in Other Zones	No regulations
Licensing Requirements	<ul style="list-style-type: none"> Short Term Rental Permit is required. Requires an inspection and fee payment to receive the permit. Annual permit renewal is required and inspections are required every 3 years. Short-Term Rental Operator License Fee Program also required. The fee must be paid quarterly. The fees collected from the program will go to County administration, housing initiatives and public safety initiatives. The Community Development Department administers both the permit and license program.
Limitation on Number of STRs	None
Other Regulations	<ul style="list-style-type: none"> Have designated quiet hours for STRs. A local contact is required. There are health/fire/life safety requirements that are checked through inspections. See Inspection Checklist Transfer of Short Term Rental Permit to new property owners are permitted with approval of an application from the County. STR regulations include a hearings process for STR regulations violations (e.g., too many noise complaints during quiet hours).

Source: <https://www.co.tillamook.or.us/commdev/page/lodgingshort-term-rental-resources>

⁵ Note Tillamook County references STRs as “Short Term Rentals” with no hyphen in short term.

Attachment 2:

Housing & Economic Opportunities Project (HEOP) One page

Housing & Economic Opportunities Project (HEOP)



PROJECT BACKGROUND:

In 2018, the City of Florence adopted the Economic Opportunities Analysis (EOA) and Housing Needs Analysis (HNA). As part of that process, the City and its consultant identified the need for housing based on the economic opportunities available and projected in Florence. Additionally the project evaluated a number of housing recommendations to meet the City future housing needs.

1,664 New Dwellings

Housing Needed Over the Next 20 Years

THE NET NEW HOUSING NEED IS EXPECTED TO CONSIST OF:

- 764 Owner-Occupied Dwellings
- 597 Renter-Occupied Dwellings
- 263 Short-Term Rental Units

231 Acres

Required Land Area to accommodate the level of Housing Development required for Florence's projected growth

The Buildable Lands Inventory (BLI) findings, which was done in conjunction with the HNA, indicate that the **existing amount of vacant and developable land (338 acres) within the Florence Urban Growth Boundary is generally sufficient** to accommodate the planned 20-year housing needs and employment growth forecasts, **even under the highest growth scenarios.**

The EOA recommends goals and policies that focuses on obtaining the most positive job growth which plans for **1,286 net new jobs** over the next twenty years.

WHAT IS THE ECONOMIC OPPORTUNITIES ANALYSIS & HOUSING NEEDS ANALYSIS?

The Florence Economic Opportunities Analysis (EOA) and Housing Needs Analysis (HNA) are intended to serve as a basis for the City to explore and document new information regarding the City's buildable land inventory (BLI), population and employment trends, and development policies and objectives aimed at strengthening the local economy and providing adequate land to handle the next 20 years of growth. The final project was adopted by the Florence City Council in November 2018.

THE PLANNED NET NEW HOUSING MIX OVER THE NEXT 20 YEARS SHOULD CONSIST OF:

- 858 single-family detached homes
- 145 manufactured housing units
- 265 townhomes / duplexes
- 354 multi-family housing units
- 40 +/- special needs housing

8,947

2018 Florence Population

12,554

*Estimated Florence Population in 20 years;
Average 0.9% Growth Rate*

For more information about the Florence Economic Opportunities Analysis or the Housing Needs Analysis, or to read the full report, please visit the City of Florence project webpage: www.ci.florence.or.us/node/7781

Questions? Contact the City of Florence Economic Development office: EconomicDevelopment@ci.florence.or.us

Attachment 3:

STR Sub-Committee Final Recommendations to HIP SAT

February 23, 2023

HIP SAT Committee;

The Short-Term Rental (STR) Sub-Committee began meeting July 2022 gathering and evaluating data, interviewing experts, evaluating survey results, and have provided HIP SAT potential ideas for STR policies and regulations in the City of Florence. The general consensus of the sub-committee is the recommendations and summary provided to the HIP SAT at the November 10th, 2022 meeting has met or exceeded the expectations, directions, and responsibilities given to the sub-committee. All members of the committee believe further work and ongoing review would be worthwhile. We now recommend the City create a long-term STR Committee to support these efforts, provide additional research and analysis, and allow for adaptation as needed.

To summarize previous recommendations from the STR Sub-committee:

- A definition should be adopted by the City
 - Should be broad enough to include entire properties and a portion that is be rented for less than 30 days.
 - Should also be specific enough to exclude commercial motels, hotels, camp grounds, bed and breakfast.
- Inspections of the property should be required to ensure safe conditions of the property.
 - Annual inspections were determined to be unnecessary.
 - Every five years was suggested as being too long between inspections.
- “Good Neighbor Guidelines” should be established and posted on site.
- The general consensus is additional information is needed to determine if STR’s should be limited beyond the 2022 public survey and the City’s 2018 Housing Needs Analysis and Economic Opportunity Analysis.
 - Licensing could provide this information.
 - The sub-committee does not recommend limiting STR to certain zones or districts in town
 - Also not supported in survey results
 - Recommend a buffer around Siuslaw Schools because of potential increased traffic
- Business Licenses and permitting should be required
 - Fines should be large enough to deter operating without proper licensing and permit
 - Permitting and licensing fees should be adequate to cover costs for processing
 - Fees should be adequate to cover regulating the property for code compliance and complaints as needed

Final tasks to consider in preparation for a work session with Planning Commission and/or City Council:

- Adapting current City Business License and/or Land Use Application to be used for STRs
- Finalize recommended items for pre-rental safety inspection
- Finalize recommendation for Good Neighbor Guidelines to be posted in the rental unit.

The STR Sub-Committee has put many hours into this project and we are at a place to turn it over the HIP SAT and City Staff to determine whether they (1) want to complete any additional STR work on their own, or, (2) want to form a new committee which will fulfill additional directives. Some, but not all, of the current members of the current STR committee have the time capability and are willing to serve on a newly called committee. It has been a pleasure serving the City in this capacity.

Regards,

Short-Term Rental Sub-Committee

Colin Morgan	Andrew Miller
Ron Moore	Janelle Morgan
Bob Teter	Clare Kurth

Attachment 4:

STR Sub-Committee Research and Recommendations to HIP SAT

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014 From the short-term rental (STR) white paper provided by the MIG/APG team to the Florence HIP-SAT members, dated May 4, 2022 there was a list of common regulations that were suggested the Florence HIP-SAT members consider. Research is currently being conducted to see what might be the best approach for Florence in future consideration of STR planning as part of the Florence Housing Implementation Plan. In addition to the numerous document reviews, contacts with city officials outside of Florence, the committee has spent time working with Chief John Pitcher, and Chief Michael Schick, of the Florence police and fire departments respectively, Florence Code Enforcement Officer Dan Frazier, and Jamie Michel and Laurie Hines of the Via Oregon Coalition.

The Committee met frequently, as often as weekly during our time together. Like the general population of Florence, there were a variety of views and opinions within the committee. Fortunately, the committee was more concerned about trying to find the right thing to do for the City of Florence rather than push personal agendas. The committee members were led by Colin Morgan (Florence Food Share), and included Clare Kurth (City of Florence), Andrew Miller (Florence Planning Commissioner), Janell Morgan (Habitat for Humanity), Ron Moore (Hoagland Properties, Inc.), and Bob Teter (Siuslaw Outreach Services). Hundreds of hours went into research, discussion, and interviews. Not everything we discovered is included, but the most pertinent information is summarized below in a format that matches considerations suggested by the city's consultants in their white paper submitted to the Florence HIP-SAT.

Here are preliminary results, as well as what the committee for short-term rentals believes should be considered when making decisions. As decision-makers evaluate the following, consider these categories are the ones outlined by the city's consultants in their white paper. We have rearranged them based upon what we believe should be the order of importance, and in the order to which there was the most uniformity among committee members as a whole. After hours of study of dozens of articles, most of the research papers we found, have few similarities to the City of Florence. Offering recommendations in areas where little applicable data is available, might prove to be a detriment to the city unless we have local data to support what is found in the research of others. Therefore, our first suggestion would be to establish mechanisms to capture valid data regarding STRs in the City of Florence, and its surrounding urban growth boundary. Additionally, although STR's have been around for a long time, the change in the industry by disruptors such as Airbnb, VRBO, has been less than 15 years. Because of this disruption, many of the perceived and real problems often associated with STRs has surfaced in a short period of time. Many articles have suggested that when a city, county, or state requires licensing, as well as, codes and regulations many of the problem are diminished. We believe a common definition for STR's is necessary to create a framework for everything else. Everyone on our committee believes it is necessary to license and register STR, giving Florence the ability to track data for future decisions. Finally, we believe there ought to be some enforceable standards for all housing units regarding what we term "good neighbor" policies. These include proper occupancy, parking, and noise regulations. We also believe STR owners whose renters violate these policies frequently should be subject to fines, up to and including the loss of their STR license, but we don't believe this should happen with the first infraction, but after repeated occurrences where the owner, or operator, takes little action to comply with code standards created as a result of this research.

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Here are our preliminary findings, items we believe the city should consider, as well as some recommendations:

Adopt an official definition of “short-term rental”:

Findings:

There have been different definitions discovered, some local cities use the term “short-term rentals” (STR), others have used the designation “vacation rental dwellings” (VRD). Some definitions have used the time period of “less than one month”; “30 days or less”; for rent on a “daily or weekly basis”. Some have multiple subcategories of STRs like Newport, that separates out differences between owner occupied dwellings, Bed & Breakfast establishments, and Vacation Rental Dwellings where the entire unit is rented. Some cities limit their definition to single-family detached dwellings, some use the term dwelling unit, some include accessory dwelling units (ADU’s) which is specifically not allowed in Florence’s current code. We found that many definitions are loose enough that theoretically they could include things like hotels, bed and breakfasts, boarding houses, etc. which are more business-related entities, than renting out a home, or room on an occasional basis.

For consideration:

The state of Oregon does not require the payment of transient lodging tax when the occupant occupies a unit for 30 or more consecutive days.

Oregon defines the following as facilities subject to transient lodging tax: (a) hotel, motel, and inn dwelling units used for temporary human occupancy; (b) spaces for parking recreational vehicles or erecting tents during periods of human occupancy; (c) houses, cabins, condominiums, apartment units or other dwelling units, or portions of any of these dwelling units, that are used for human occupancy.

Recommendation:

The committee recommends creating an official definition, that specifies both time limit, and type of unit (which may/may not revise Florence’s existing code regarding the use of ADUs as short-term rentals). Based on the state’s existing definition for transient lodging tax collections, we believe a timing factor of “less than 30 days” would be appropriate for this definition. We recommend being specific enough so the language would eliminate hotels, motels, inns, and bed and breakfasts, boarding houses from the short-term or vacation rental definition if they operate in commercial, or mixed-use zones. These types of businesses are typically subject to more stringent standards than the typical STR involving single family and multi-family homes, apartments, RVs on personal property, ADUs, etc.

We believe the definition used for the HIP/SAT Survey is a good starting point for a definition:

“A short-term rental (STR) is any dwelling unit used for human occupancy for less than 30 consecutive days. STR codes, policies and requirements will not apply to certain commercial businesses such as hotels, motels, inns (including bed and breakfasts, and boarding houses), and

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campgrounds. All other dwelling units, or parts thereof, that are rented out for less than 30 consecutive days will be subject to the city's STR codes, policies, and requirements."

Questions from HIP/SAT Survey #1:

Do you agree with the above stated definition of Short-term Rental? (162)

Strongly agree: 75 (44.64%)

Somewhat agree: 53 (31.55%)

Neutral: 20 (11.90%)

Somewhat disagree: 8 (4.76%)

Strongly disagree: 6 (3.57%)

- 76.19% agree with the stated definition of STR provided
- 8.33% disagree with the stated definition of STR provided

Require licensing:

Findings:

Requiring licenses for short-term rentals STR's, is likely the most agreed upon aspect when it comes to STR's within a community. Knowing the extent of the number of STR's within a community is nearly impossible unless there is a way to track them, and licenses seems to be the most cost-effective, and capable of way of doing this. Additionally, fees associated with licenses can be used to offset the cost of administering this need. The expert input received by the STR sub-committee unanimously agrees that licensing should be required, although not all agreed what should be required as part of the licensing process. Licensing would allow Florence to know the number of STRs within their community and their locations. Licensing practices varied in our findings including registrations with and without fees, initial inspections prior to registration, ongoing inspections with renewals, use of a registration number to be used in all advertising and marketing, and a registration number posted onsite. Most research indicates having a licensing process is a benefit providing safety for tourists, allows better enforcement of ordinances and laws, including the collection of transient lodging tax, and allow community members recourse in the event of STR users who violate good neighbor policies.

For consideration:

The following are some items other jurisdictions have implemented, or considered as important to be part of the licensing process:

- Licensing fee (initial may be more than annual renewals)
- Name and contact information of the owner
- Name and contact for a local person responsible for addressing issues
- Initial inspection prior to licensing
- Regular follow-up inspections (ranging from annual to every 5 years)
- Whether the licenses are transferable (especially important if there is a limit of licenses available)
- Revocation of license if it is not used at least for a specified number of nights throughout the year.
- STR Operator License Fee in addition to an STR permit for the property
- Use of registration number to be used in all advertising, marketing, tax payments, etc.

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Licensing can help identify how many STR's are being utilized and operated, their location, provide contact information if problems arise, provide fee revenue to the city, and help the city receive the appropriate TLT revenue.

Recommendation:

The committee recommends the city adopts a licensing program that requires both a registration and fee. Permitting, Licensing, and any other fees established should be calculated to sufficiently cover the administration of the licensing, and inspection processes.

Additionally, we recommend the licensing process allow Florence to collect ownership contact information, and local contact information (if applicable). As part of the licensing program, there should be an initial safety inspection, and a regular inspection thereafter, but expert input received by the sub-committee stated an annual inspection is not necessary unless violations are noted. We believe there are some benefits in requiring STR owners/operators to use the license number in advertising and marketing, as well as having the license number posted on the inside of the unit and the city ought to at least consider whether this will be beneficial in the administering of STR's. We believe each STR has information about water shutoff, tsunami evacuation, route to medical services, other emergency procedures, owner contact information, police, and fire phone numbers.

Questions from HIP/SAT Survey #1:

Require business licenses: (163)

Strongly agree:	84 (50.00%)
Somewhat agree:	38 (22.62%)
Neutral:	16 (9.52%)
Somewhat disagree:	12 (7.14%)
Strongly disagree:	13 (7.74%)

- 72.62% of respondents agree that business licenses should be required to operate a STR in the City of Florence
- 14.98% of respondents disagree that a business license should be required
- A significant portion of respondent agree that a business license should be required to operate a STR in the City of Florence

Collect taxes and assess penalty fees: Transient Room Tax (TRT); also known as Transient Lodging Tax (TLT) depending on jurisdiction is a benefit providing funds for the city to promote tourism, and some general use financing (the state of Oregon refers to it as a transient lodging tax (TLT)).

Findings:

Without knowing who is operating STRs it is hard to determine who is collecting and remitting TLT. The city benefits from the remitting of TLT, and every operator not remitting TLT within the city limits prevents the City from collecting this revenue.

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For consideration:

Licensing seems to be one of the best ways to increase the City's chance of collecting the appropriate TLT on STR operating within city limits.

Recommendation:

The committee recommends the City take the necessary steps to identify those who operate STR in part or the whole of a property, and then collect the appropriated TLT, including STR owners/operators.

Questions from HIP/SAT Survey #1:

Short-term rental operators who violate STR rules are subject to fines and penalties, including having their license suspended or revoked. (165)

Strongly agree: 100 (59.52%)

Somewhat agree: 44 (26.19%)

Neutral: 11 (6.55%)

Somewhat disagree: 4 (2.38%)

Strongly disagree: 6 (3.57%)

- 85.71% of respondents agree that STR operators violating rules should be subject to penalties and fines.
- 5.95% disagree that STR operators violating rules should be subject to penalties and fines
- A significant % of respondents agree that STR operators violating rules should be subject to penalties and fines. This survey result was similar to expert input received by the STR sub-committee.

Establish operational standards:

Findings:

Surprisingly, the Florence Police Department, Fire Department, and Code Enforcement Officer, all said they have had minimal negative impact regarding current STRs within the city limits. Operational standards imposed by other cities have including occupancy standards (both per bedroom, and maximum capacity), parking standards, posting tsunami evacuation instructions, providing emergency supplies for guests, landscaping, methods of handling complaints and responses, local management, or contacts available, allowing ADU's as STRs or even having them on the same property where there is a STR, quiet hours, property conditions, etc. The main concerns seem to revolve around "good neighbor" policies like noise, parking, and occupancy.

For consideration:

How practical is it to have separate codes, ordinances, rules, standards, etc. based on who is occupying a home. In other words, is it possible to create and operate a separate set of codes and ordinances for when an owner occupies his house one weekend, and an STR guest rents the home the following weekend? Additionally, complaints, if any, are likely to come at times when there is no city employee available to address an issue.

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Recommendations:

The committee believes it is important to create codes and ordinances that create “good neighbor” conduct at all times, and this includes occupancy, parking, and noise complaints. We also recommend the city determine a method where codes can be enforced every day of the week. A few suggestions:

- There are third party companies who offer services for 24/7 STR complaint lines that could be further research.
- During the next budget cycle could there be discussion to fund additional code enforcement staff?
- The use of local contacts could provide neighbors to have a contact if issues arise.
- Requiring clearly posted rules and regulation to common issues inside the STR may help. Such as identifying trash collection days, notices about wild animals getting into the trash if placed out the night before, designated parking, City noise ordinances and/or quiet hours.

Like the survey, the committee is not necessarily aligned together whether there should be a separate set of rules for STRs than those for other types of occupants. It seems easiest to create well written codes for all possible occupants, and then enforce the codes uniformly. Survey results indicated that the majority of respondents were in favor of requiring hosts to notify neighbors, requiring regular property inspections, and holding STR operator to different standards than owner occupied or long-term rentals. The majority of respondents were not in favor of requiring a host to be onsite.

Questions from HIP/SAT Survey #1:

Require a host to notify neighbors. (164)

Strongly agree: 64 (38.10%)

Somewhat agree: 46 (27.38%)

Neutral: 31 (18.45%)

Somewhat disagree: 9 (5.36%)

Strongly disagree: 14 (8.33%)

- 65.48% of respondents favor owners notifying neighbors of a STR in the neighborhood
- 13.69% of respondents disagree that owners should notify neighbors of a STR
- A significant % agree neighbors should be notified of a STR in the neighborhoods

Require a host to be on-site. (164)

Strongly agree: 19 (11.31%)

Somewhat agree: 33 (19.64%)

Neutral: 52 (30.94%)

Somewhat disagree: 32 (19.05%)

Strongly disagree: 28 (16.67%)

- 30.95% of respondents agree that a host should be on site
- 35.72% of respondents disagree that a host should be onsite
- 30.94% of respondents responded neutrally to a host being on site.
- While these number are similar, ~5% or ~9 more people disagreed with requiring a host on site than responded agree or neutral.

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Require regular property inspections. (165)

Strongly agree: 69 (41.07%)

Somewhat agree: 50 (29.67%)

Neutral: 21 (12.50%)

Somewhat disagree: 9 (5.36%)

Strongly disagree: 16 (9.52%)

- 70.74% agree that regular property inspections should be required
- 14.88% disagree that regular property inspection should be required
- A significant portion of respondents agree that regular property inspections should be required. A frequency was not asked as part of this survey question

Should Short-Term Rentals be held to different operational standards, such as parking, noise, and maximum occupancy, than long-term rentals or owner-occupied homes? (166)

Strongly agree: 72 (42.86%)

Somewhat agree: 37 (22.02%)

Neutral: 18 (10.71%)

Somewhat disagree: 13 (7.74%)

Strongly disagree: 26 (15.48%)

- 64.88% of respondents agree STR should be held to different operational standards
- 23.22% of respondents disagree STR should be held to different operational standards
- A significant % of respondents agree that STR should be held to different operational standards than long-term rentals or owner-occupied residences. About 40% or approximately 69 more people out of the 166 respondents

Limit the number of short-term rentals:

(The following is based on considerations other than those imposed by zoning restrictions)

Findings:

There is a wide range of how cities are limiting the number of STRs, varying from no limit restrictions, to the number of units within a certain proximity of each other, to a specific number of STRs total. Some cities restrict by the percentage of lots available within a certain zone as well.

For consideration:

A main reason for the desire to limit the overall numbers of STRs is it will lead to greater availability, and lower prices of available homes within the City of Florence. Unfortunately, the empirical evidence supporting this assumption is not conclusive. No study was found that conclusively suggested that without STRs in a community, homes would be both more available and less expensive than in a community allowing STRs. Over the past several years home prices have skyrocketed, STRs have increased, and availability of homes have decreased. There are a variety of external factors which have led to each of these events, however, evidence implying direct causation is lacking. However, this has not prevented the

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public perception that there is a large causation between allowing STRs and housing affordability.

One of the largest economies along the Oregon coast, including Florence, is tourism and hospitality. If properly accounted for STRs can contribute significantly to the city's revenue stream. Limits on STRs should consider the mixture of tourism and hospitality it would like to have in the future. The less the city wants to rely on tourism and hospitality, the more restrictive it can be on the number of STRs. The more the city wants to incorporate tourism and hospitality into its planning, the more open it should be towards the use of STRs, and therefore be less restrictive in limiting their existence. The most probable means of increasing TLT revenues other than inflationary pressures is either through new hotel construction (which may be difficult in the current environment, although the city is currently in contract negotiations for a hotel development on Quince Street near the Florence Events Center, or through STRs. New campgrounds, B&Bs, RV parks, etc. are less likely to be developed due to limited availability of land.

Recommendation:

Because of a public perception that STRs lead to a less affordable and less available housing market, we recommend the city not limit its actions based only on polls of public opinion but also study the issue more in-depth. It is hard to make a recommendation regarding STR limitation without fully understanding the expansion of tourism and hospitality the city wants to take over the next 20 years.

Questions from HIP/SAT Survey #1:

Do you feel short-term rentals should be limited? (166)

Strongly agree:	79 (47.02%)
Somewhat agree:	42 (25.00%)
Neutral:	19 (11.31%)
Somewhat disagree:	11 (6.55%)
Strongly disagree:	15 (8.93%)

- 72.02% of respondents agree that STR should be limited in the City of Florence
- 15.48% of respondents disagree that STR should be limited in the City of Florence
- A significant portion, nearly 3/4th of respondent agreed that STR should be limited in Florence.

If you think Short-term Rentals should be limited, please rank how STRs should be limited within city limits from highest priority (1) to lowest priority (5). (135)

A percentage of the total housing units:	Average score: 3.60
Total number inside City limits:	Average score: 3.54
Limited by a percentage of STR units in a given area:	Average score: 3.03
Limited to certain areas or regions:	Average score: 2.50
Limited by the number of nights rented per year:	Average score: 2.33

- The two top priorities for limiting STR are by a % of total housing units and the total number inside City limits
- The lowest priority for limiting STR was by the number of nights per year

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If you have any concerns about STRs, please rank them in order of greatest concern (1) to lowest concern (7). (Note: no 7's recorded on survey results)

Changes in availability of housing: (147) Average score: 4.82

Changes in housing costs and/or home values: (147) Average score: 4.01

Parking: (147) Average score: 3.14

Traffic: (147) Average score: 3.05

Noise: (147) Average score: 3.03

Trash and/or litter: (147) Average score: 2.93

- The two main concerns about STRs are changes in available housing and the cost of housing and/or home costs.
- These two concerns are in alignment with the 2018 HNA that prioritized affordable workforce housing and long-term rental units (Scenario B).

Are there any other concerns about STRs that were not mentioned in the previous question?

- Several comments noting the economic benefits of STRs
- Affects supply of rental housing
- Increases crime and theft
- Comments suggesting they be prohibited
- Suggestions to increase property taxes on STRs

Limit short-term rentals to certain zones or geographies:

Findings:

Restriction to zones is widely varied: Some cities have no zoning restrictions for STR's, while others have stringent restrictions preventing STR's in any residential zone. Restricting STR usage in at least some zones is prevalent among many of the cities surveyed. In some places vacation rental (VR) zones have been created. Differing considerations have been given to the use of STR's in multi-unit housing. Where STR's can and cannot be used varies widely and has been hotly contested at times. Land use lawsuits are currently happening along the coast, specifically in Lincoln County.

For consideration:

Legal ramifications of where STRs can be used should be considered. Preventing STRs in certain residential zones is prevalent. Commercial zones seem to meet the least resistance for the use of STRs.

Recommendation:

Since committee members are not experts in land use laws, our recommendation to the city is to make sure actions they take, have little chance of being legally challenged. We recommend the city to consider further investigation in restricting STRs in zones where housing prices are typically lower than the city's median price of homes. The committee would also recommend the city restrict the use of STRs near the Siuslaw School District K-12 Schools that are located on Oak St and bounded by 31st Street on the north, 20th Street on the south, Highway 101 on the east and Kingwood on the west. Restricting the use of STRs in these zones possibly allows

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more homes to be available in a price range of many of Florence’s working citizens. A comparison could also be done against the TSP data to evaluate traffic in the school zones to better understand the impacts additional STR in this area may have and effects on student safety traveling to and from school by active transportation.

Questions from HIP/SAT Survey #1:

Any additional questions, comments, or concerns you would like to share?

- Suggestions for a temporary moratorium
- Comments noting that they’re beneficial for traveling nurses and new residents/workers
- Comments to be consistent with state/federal rules around STRs
- Comments they are essential to support tourism
- Comments regarding excessive noise and other nuisances from STRs
- Suggestions for a more in-depth study on STRs in Florence
- Concerns that STRs increase housing costs and reduce available housing supply for current residents

[Florence Revitalization 202 Comprehensive Plan](#) – Link to the Comp Plan

- Chapter 9 Economic Development

[Housing & Economic Opportunities Project \(HEOP\)](#) Link to Fact Sheet

[Housing Needs Analysis and Economic Opportunity Analysis: Vol 1 Summary Report](#) - Link

Attachment 5:

STR HIP Survey Results

FLORENCE HOUSING IMPLEMENTATION PLAN: *SURVEY HIGHLIGHTS*

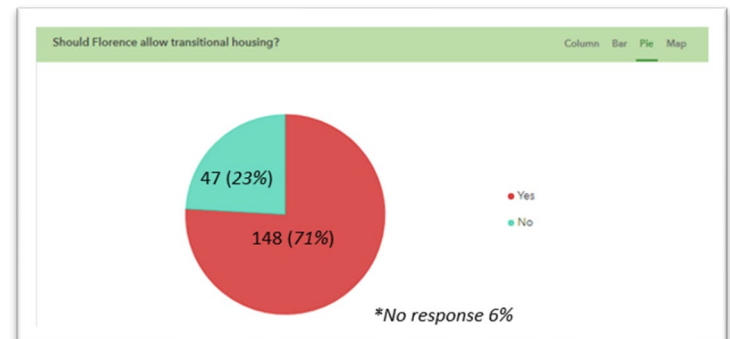
The City of Florence held virtual online survey to gather input from the area's residents regarding the Housing Implementation Plan (HIP). The survey was part of the virtual Open House, which was open from September 29th to October 17th, 2022 and received about 1,500 visits. The key findings from survey results are summarized below.

Housing Implementation Plan (665 responses)

- Most respondents think local housing supply does not meet community needs (~75%)
- Multi-family/apartments identified as most needed housing type (~63%)
- ~90% say affordable housing is "extremely important" (70%) or "important" (20%)
- ~85% support housing variety/options
- Construction costs and lack of housing options/variety rated as highest challenges to housing production
- Broad support for various housing strategies
- Homelessness is a major issue

Transitional Housing Survey (208 responses)

- Majority support for allowing transitional housing (~70%)
- Most support for tiny homes, apartments, hotel/motel conversions
- Strongest support for up to 1-year stay (~21%)
- Strongest support for allowing in commercial (~46%) or institutional (~38%) zones



Short Term Rentals Survey (168 responses)

- Majority support for STR Subcommittee's proposed definition (~75%)
- Majority believes STRs should be limited
 - % of total housing (~34%)
 - Set cap limit (~32%)
 - Limit based on district (~19%)
 - Other (~15%)
- Most concern about STRs reducing housing supply (~60%)
- Majority support for:
 - STR business license (~73%)
 - Property inspections (~70%)
 - Operational standards (~67%)
 - Code enforcement (~86%)

HOUSING IMPLEMENTATION PLAN OPEN HOUSE/SURVEY #1 SUMMARY



Date: October 19, 2022
To: Florence Housing Implementation Plan (HIP) Project Management Team
From: Darci Rudzinski and Brandon Crawford, MIG | APG
Re: Open House and Survey #1 Summary

OVERVIEW

The City of Florence conducted a virtual open house to share information about the Housing Implementation Plan project. The open house included an online survey that was designed to gather input from the area's residents regarding the following topics:

- Community housing goals and objective
- Current housing conditions and needs
- Options for transitional housing
- Short-term rental regulations

Responses from the survey will help the City better understand the community's housing conditions, and needs; results will also help inform which housing implementation strategies the City may pursue to meet the community's housing needs.

The open house was open from September 29th to October 17th, 2022. The online open house and accompanying survey were hosted over ESRI's StoryMaps platform and Survey123. They were publicized via the following sites and activities:

- Florence HIP Open House Launch Event
- City social media pages (e.g., Facebook)
- City of Florence website
- Local news
- City email newsletters

The online open house had about 1,500 visits. Most visits occurred within the first couple of days of the open house launch and the first week of October, with another spike in visitation over the last few days, as shown in the time series below:

Open House and Survey #1 Summary



The open house can be viewed here: <https://arcg.is/1j0nem>

The number of survey results varied by topic. The responses and results of each individual survey are as follows:

- **Housing Implementation Plan:** 665 responses
 - Complete results: <https://arcg.is/1Sna1C1>
- **Transitional Housing:** 208 responses
 - Complete results: <https://arcg.is/jP9bn>
- **Short Term Rentals:** 168 responses
 - Complete results: <https://arcg.is/1Xbiya2>
- **Zoning Updates:** 96 responses
 - Complete results: <https://arcg.is/yeLC1>
- **Additional/Personal Info:** 185 responses
 - Complete results: <https://arcg.is/19juKD>

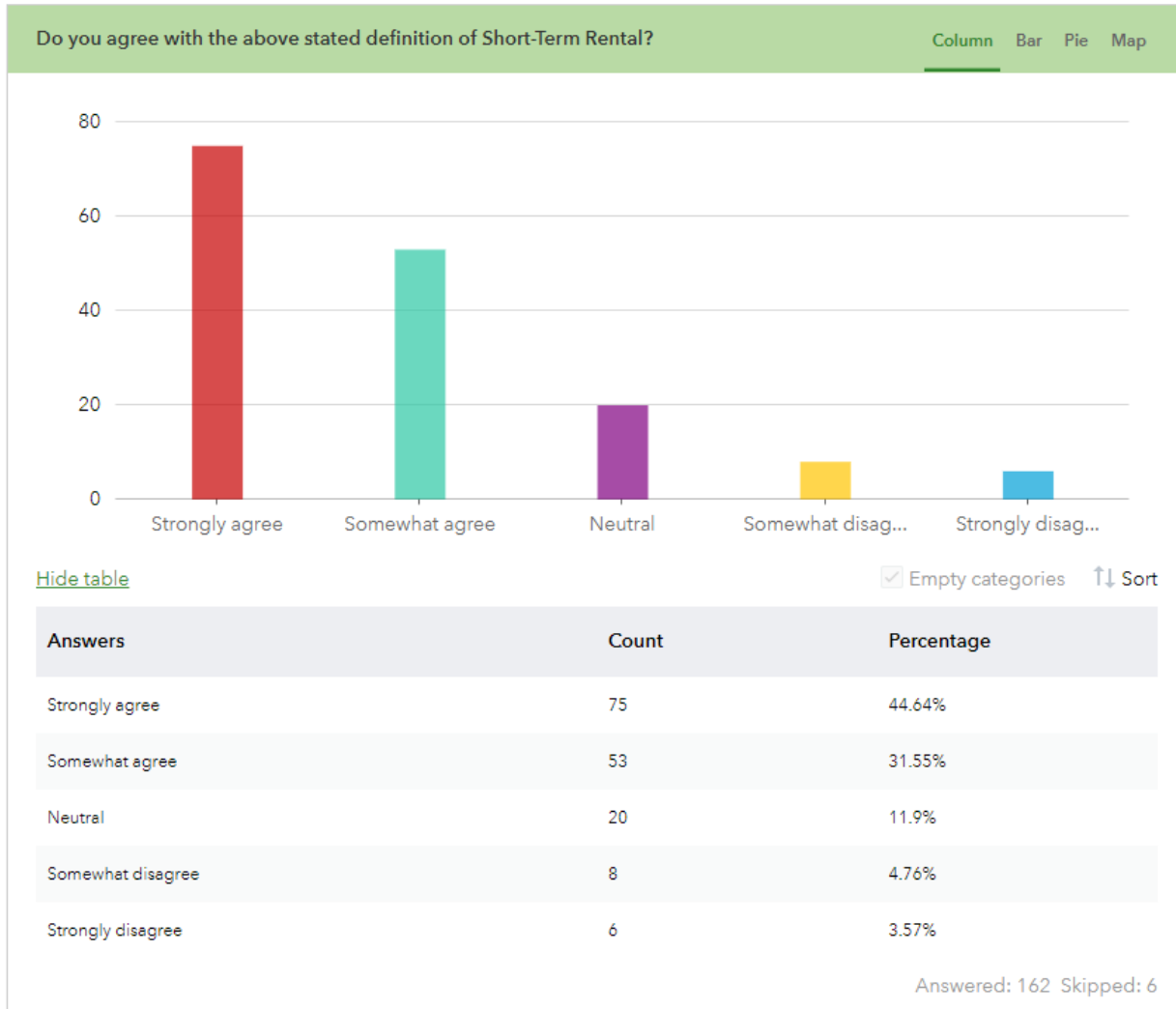
SUMMARY OF RESPONSES AND KEY THEMES

- Respondents were generally supportive of affordable housing, housing options (attached housing types, alternatives to single-family detached), and opportunities to attract younger residents.
- Many residents have concerns about homelessness. Several respondents support increased services and transitional housing, while many others oppose any supportive services.
- Many respondents shared concerns about the impact of short term rentals on the community's housing supply and affordability.
- Respondents were largely concerned about a shrinking youth and worker population. They suggest a need for more housing opportunities for these demographics.
- Respondents are largely supportive of the zoning code updates.

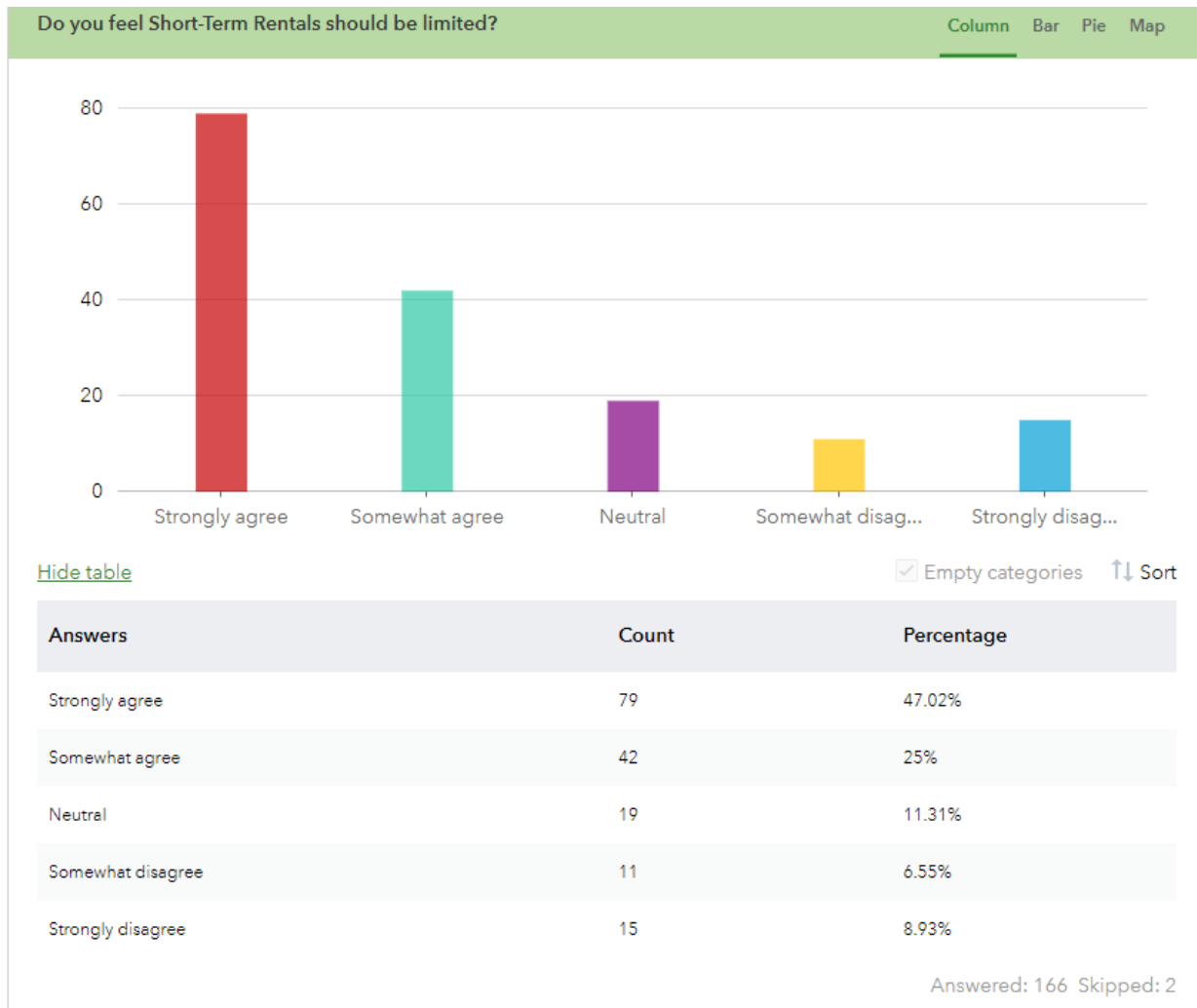
Complete responses to the open-ended/written questions are included in Attachment A. The following graphics summarize the responses.

SHORT TERM RENTAL SURVEY

For the purpose of this survey, the following working definition will be used: “A short-term rental (STR) is any dwelling unit used for human occupancy for less than 30 consecutive days. STR codes, policies and requirements will not apply to certain commercial businesses such as hotels, motels, inns (including bed and breakfasts, and boarding houses), and campgrounds. All other dwelling units, or parts thereof, that are rented out for less than 30 consecutive days will be subject to the city’s STR codes, policies and requirements.”



Open House and Survey #1 Summary



Open House and Survey #1 Summary

If you think Short-Term Rentals should be limited, please rank how STRs should be limited inside City limits from highest priority (1) to lowest priority (5)



Open House and Survey #1 Summary

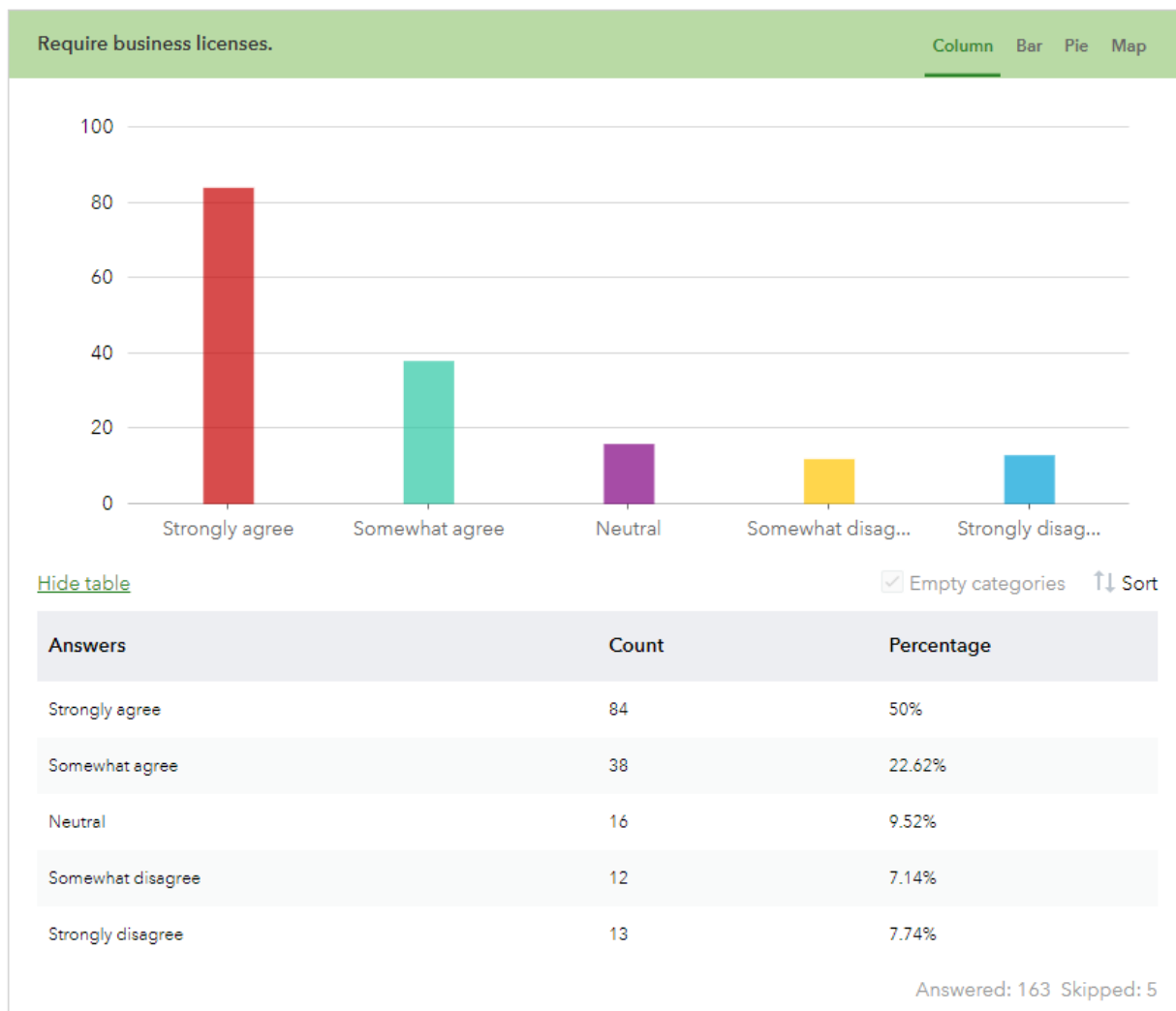
If you have any concerns about STRs, please rank them in order of greatest concern (1) to lowest concern (7). If you do not have any concerns at this time, leave this section blank.



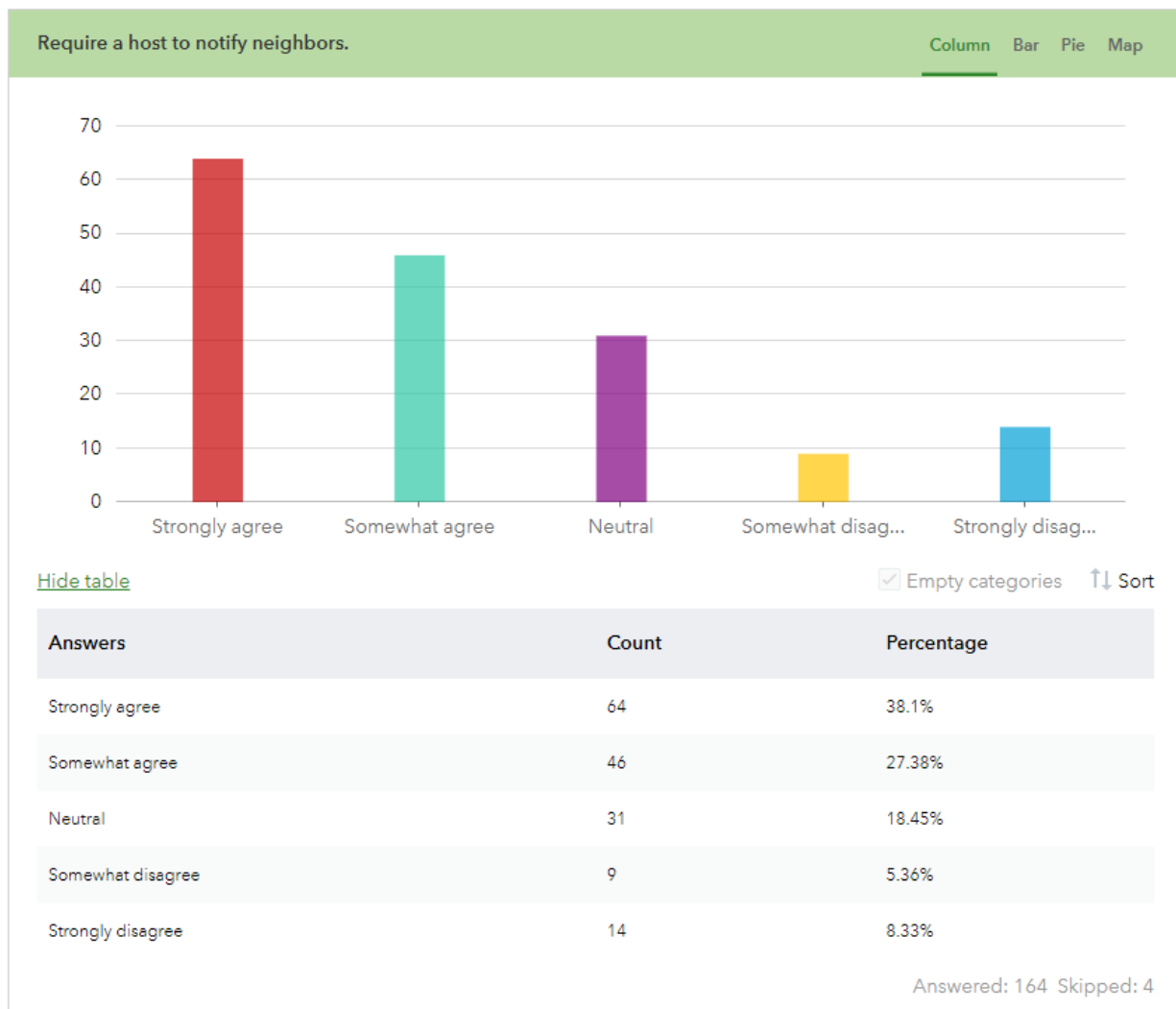
Are there any other concerns about STRs that were not mentioned in the previous question?

- Several comments noting the economic benefits of STRs
- Affects supply of rental housing
- Increases crime and theft
- Comments suggesting they be prohibited
- Suggestions to increase property taxes on STRs

Please indicate how much you agree with the following STR strategies.



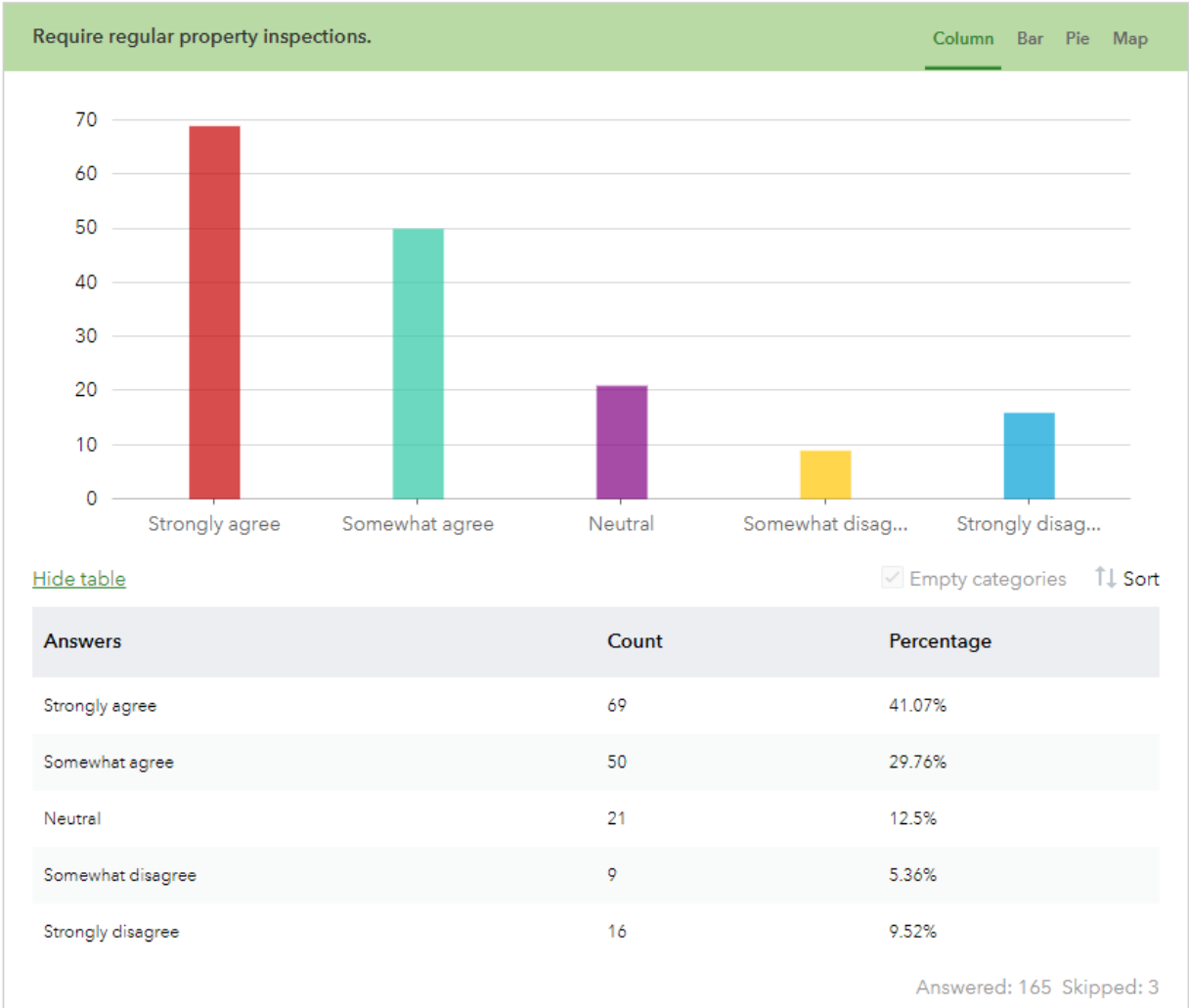
Open House and Survey #1 Summary



Open House and Survey #1 Summary



Open House and Survey #1 Summary

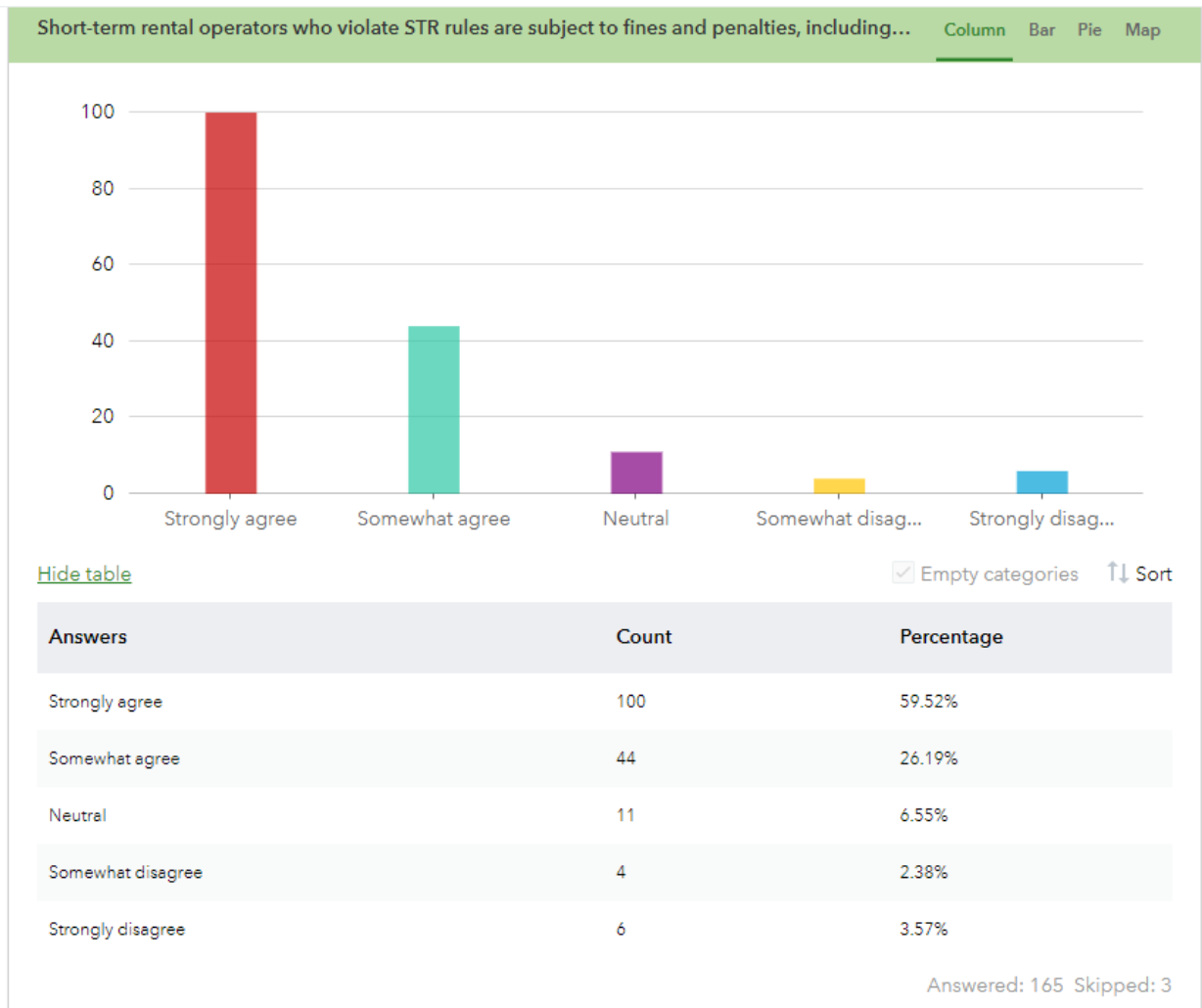


Open House and Survey #1 Summary

Should Short-Term Rentals be held to different operational standards, such as parking, noise, and maximum occupancy, than long-term rentals or owner-occupied homes?



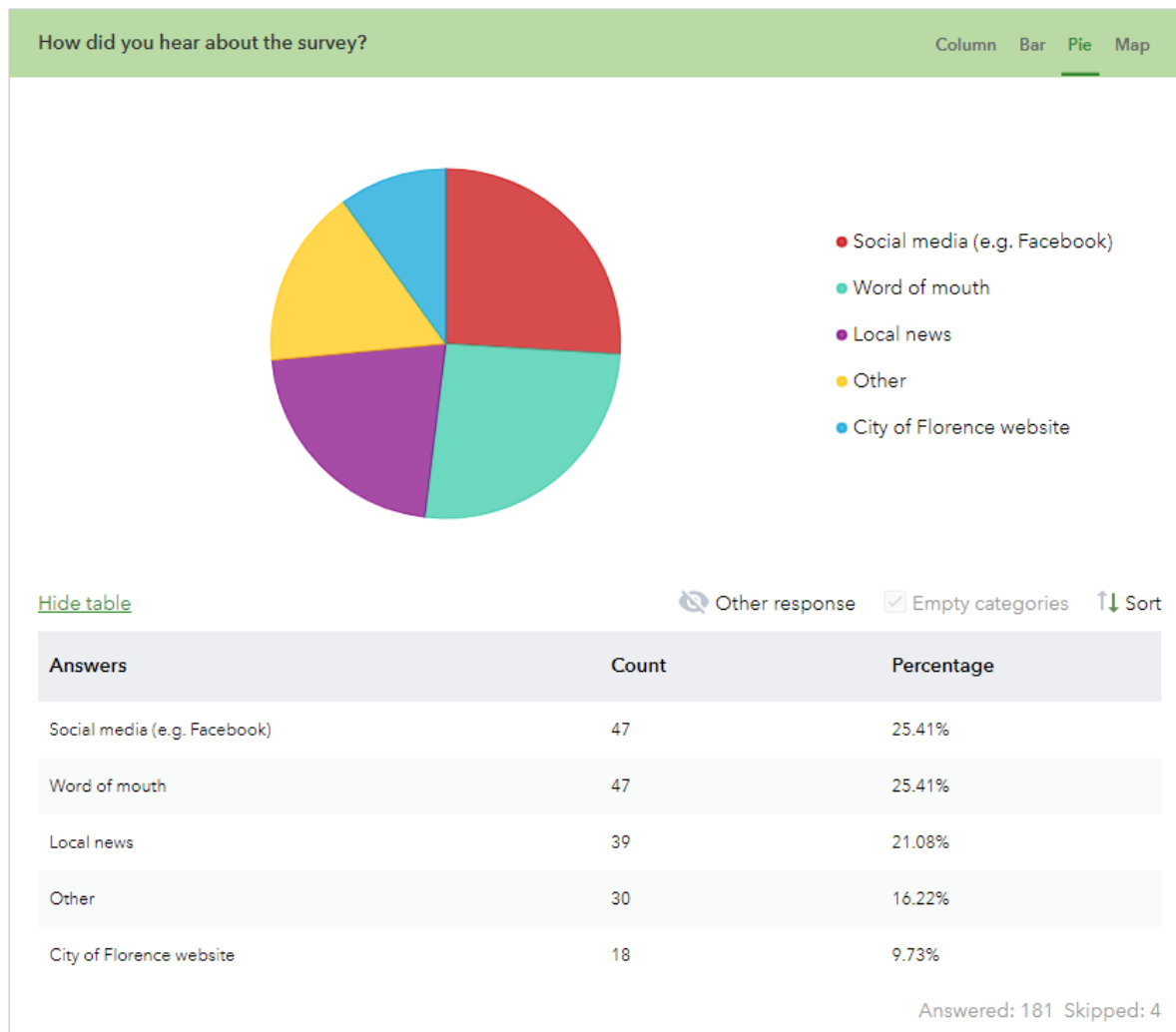
Short-term rental operators who violate STR rules are subject to fines and penalties, including having their license suspended or revoked.



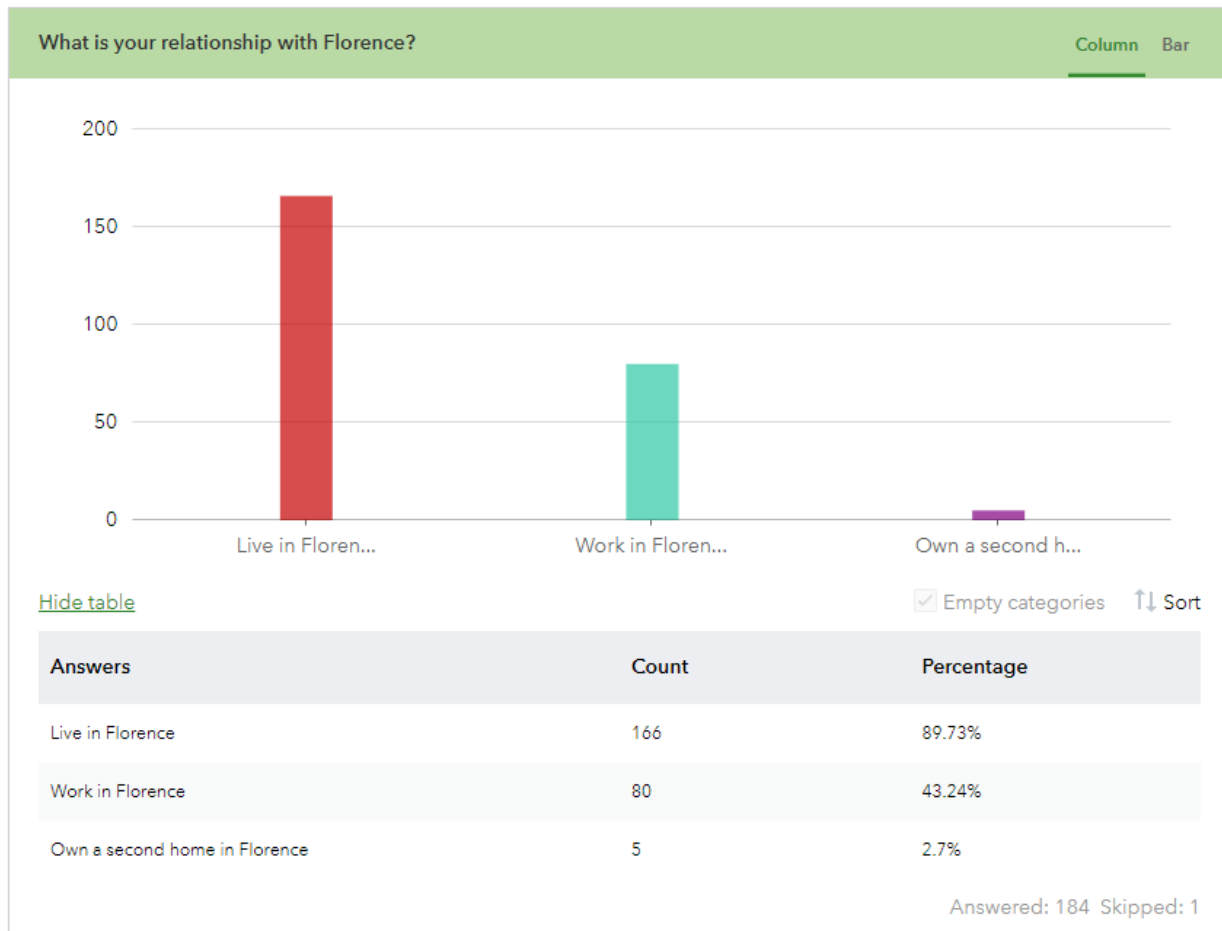
Any additional questions, comments, or concerns you would like to share?

- Suggestions for a temporary moratorium
- Comments noting that they're beneficial for traveling nurses and new residents/workers looking for permanent housing
- Comments to be consistent with state/federal rules around STRs
- Comments that they are essential to support tourism
- Comments regarding excessive noise and other nuisances from STRs
- Suggestions for a more in-depth study on STRs in Florence
- Concerns that STRs increase housing costs and reduce available housing supply for current residents

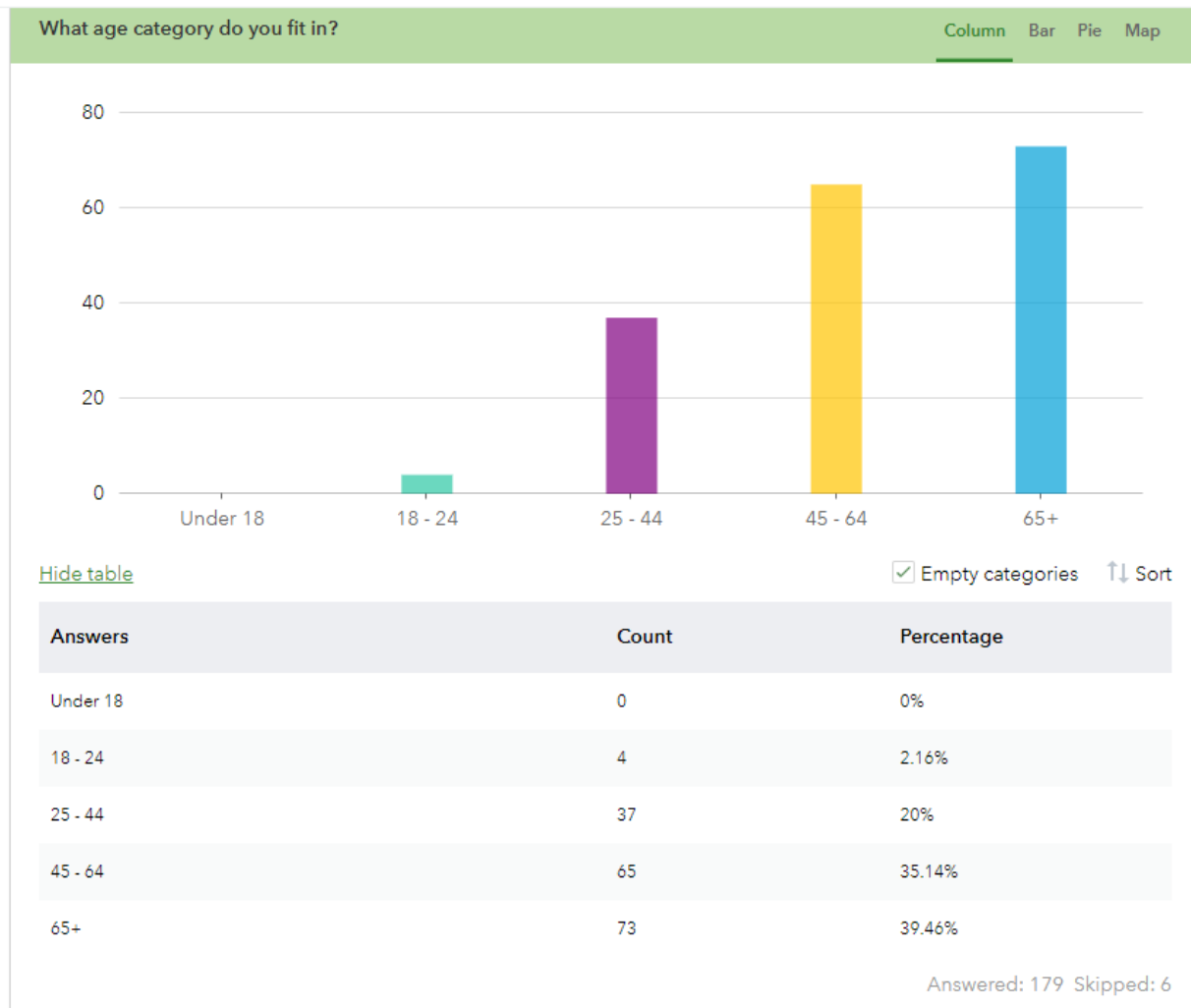
ADDITIONAL/PERSONAL INFORMATION



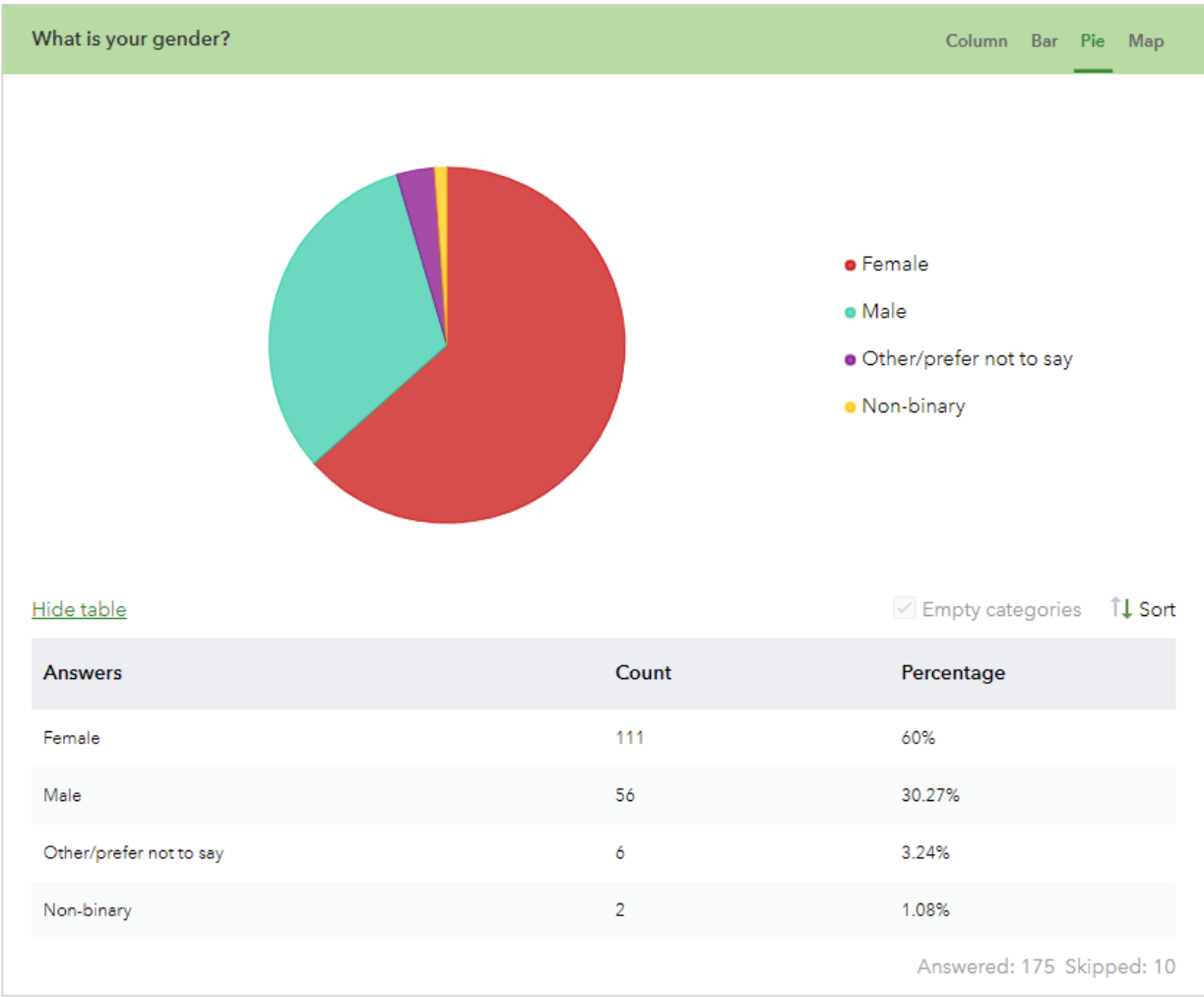
Open House and Survey #1 Summary



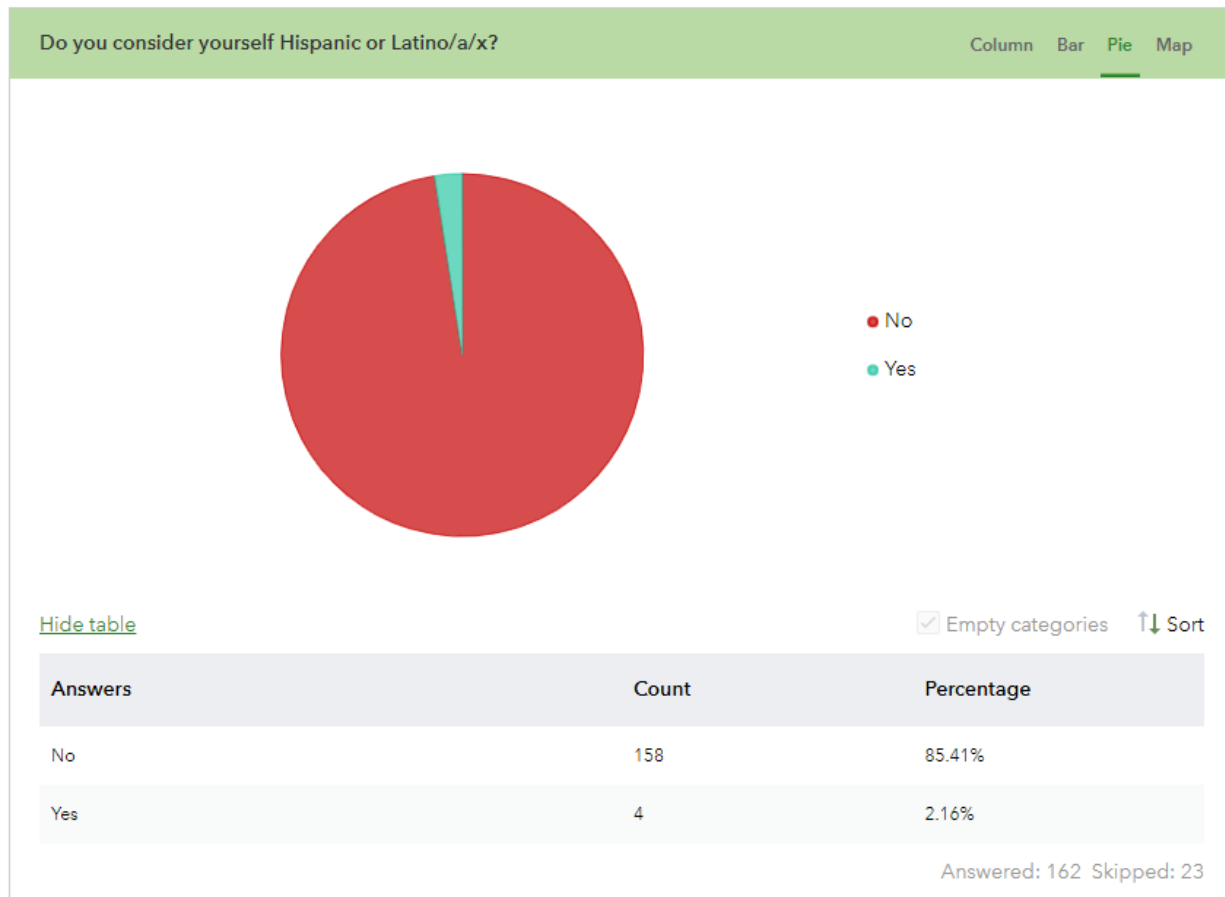
Open House and Survey #1 Summary



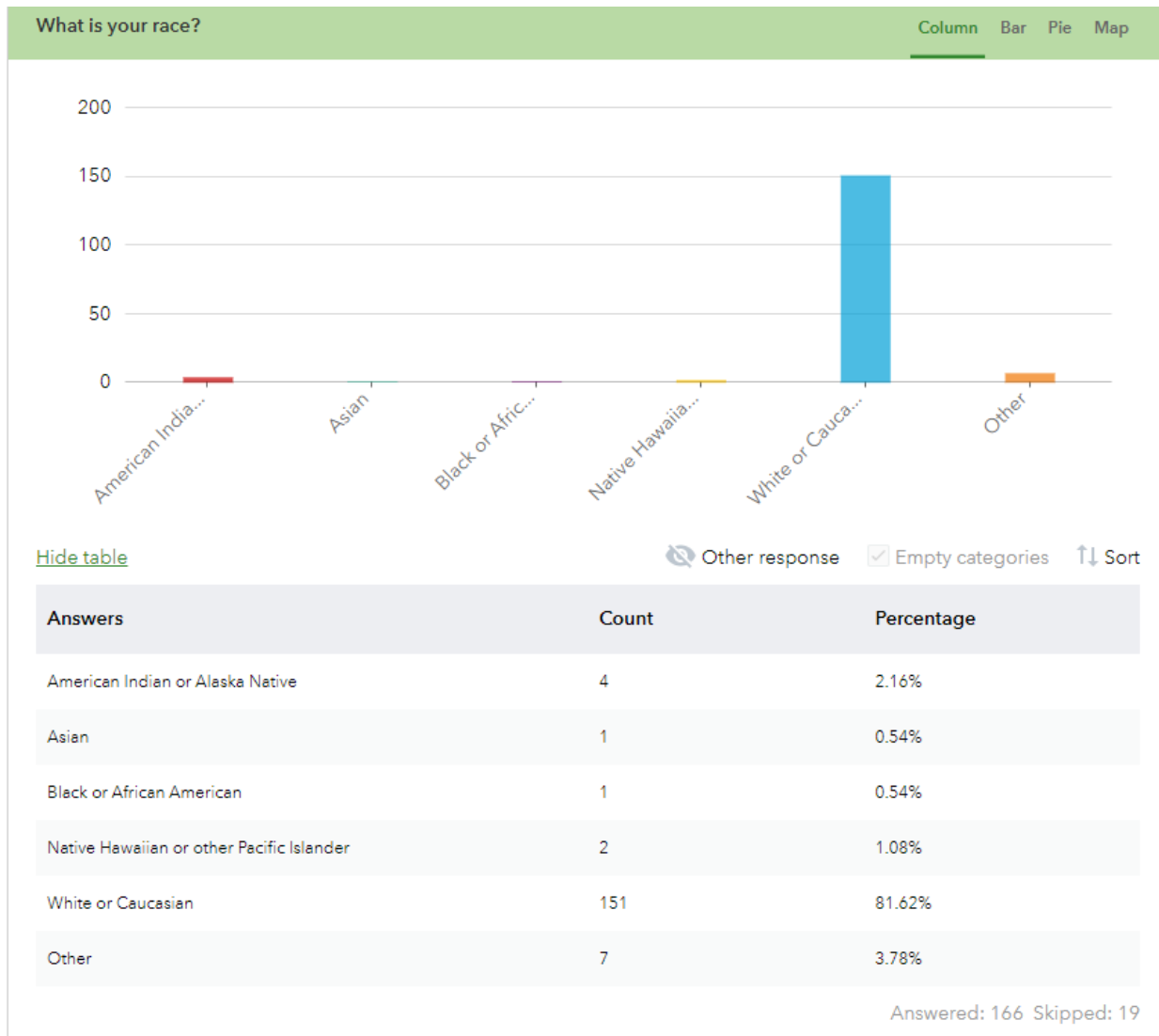
Open House and Survey #1 Summary



Open House and Survey #1 Summary



Open House and Survey #1 Summary



Open House and Survey #1 Summary



Open House and Survey #1 Summary



Short Term Rental Survey

If you have any concerns about STRs, please rank them in order of greatest concern (1) to lowest concern (7). If you do not have any concerns at this time, leave this section blank.

Rank	Answers	1	2	3	4	5	6	Average score
1	Changes in availability of housing	58.5% 86	14.29% 21	6.12% 9	4.08% 6	6.12% 9	10.88% 16	4.82
2	Changes in housing costs and/or home values	17.69% 26	40.82% 60	6.12% 9	8.16% 12	14.97% 22	12.24% 18	4.01
3	Parking	4.08% 6	14.29% 21	26.53% 39	22.45% 33	12.24% 18	20.41% 30	3.14
4	Traffic	6.8% 10	10.2% 15	20.41% 30	25.17% 37	19.05% 28	18.37% 27	3.05
5	Noise	8.84% 13	9.52% 14	16.33% 24	23.13% 34	25.85% 38	16.33% 24	3.03
6	Trash and/or litter	4.08% 6	10.88% 16	24.49% 36	17.01% 25	21.77% 32	21.77% 32	2.93

Answered: 147 Skipped: 21

Are there any other concerns about STRs that were not mentioned in the previous question?

Why should there be different rules for STRs and motels?

trailers on vehicles

Tourism industry needs employees. These employees cannot serve if they do not have housing.

Too many short term rentals

These limit the amount of long term rentals which are needed to support our economy.

There are lots of STRs located outside city limits, and in Dunes City, that also impact the availability of both housing available for rentals and for purchase as residences. Florence needs to work with Lane County to restrict these as well.

theft

Are there any other concerns about STRs that were not mentioned in the previous question?

The Landowner needs to be responsible for conduct of short term rental occupants

Taxes, impact fees

STRs bring tourism/money to a community. They are a good idea.

STRs are a cyclical phenomenon & occur during tourist seasons. Leave them alone and address the lack of affordable rental housing.

STR's provide a place to stay for traveling healthcare professionals because there is no lease agreement and the owner has flexibility on the price of rent.

Some neighborhoods are just for people. There is no tourist draw. Maybe STRs should be restricted in single-family residential areas.

should be a minimum stay of 30 days

Short term rental are hurting local people by removing housing from the rental market and by taking away smaller more affordable homes from potential local buyers.

Perhaps a city-wide higher tax-rate for STRs might discourage them a wee bit.

People are turning living spaces into STR and it kicks out (seen it happen several times this year already) long standing good community who now can't afford to live here and can't find a few place to live. I am afraid EVERYDAY this happening to me.

Outside investors are pushing the cost of rent up with the purchase and commercial use of STR's in the Florence area.

No.

No!

NO STRs period!! Attracts too many "bad hombres", crime and destruction....

Are there any other concerns about STRs that were not mentioned in the previous question?

No

My only STR concern is that it lowers the pool of available rentals.

My concern is limiting them in any way will crash the Real Estate, Small Business, and tourism that Florence depends on Economically. Putting restrictions on STR will not solve the housing crisis.

My biggest concern is the loss of available long-term rentals for the workforce and other residents, as dwellings are converted to STRs.

Liability of the owners of the rental concerning types of activities taking place on or in the home or unit. (i.e., weddings, large parties, reunions, etc.)

It refers to the first one, but AirBnB units can much more profitable than monthly rent, so it's tempting for people to rent them out to tourists.

Increase in crime

I think some short term rentals are appropriate given our town. I also do not want regulation that could be imposed on crisis or transitional stays.

I see many vacation rentals around that I assume are taxed as tourism dollars so tourism ranks higher than affordable housing?

I guess it's obvious that only wealthy people who can afford to own and rent these benefit from them. People who cannot afford basic shelter reap no benefit. I think the owners should have to pay taxes to the city to fund services to support .

I don't understand why motels are not considered STRs. Could a dwelling be converted from STR to regular rental easily?

I don't think there should be different rules for motels and STR's.

Honestly, they shouldn't be allowed period.

Are there any other concerns about STRs that were not mentioned in the previous question?

Higher taxation of properties used by owners less than 6 months a year. Need to reduce or eliminate the number of "summer homes" used by owners only a couple weeks or months a year. Non-resident tax. A house next to sits empty 360 days a year.

from what I understand/heard some residents are living in motels and not on short term basis because lack of regular rentals/lease affordable rents

For every short term rental, there is a family that doesn't have a permanent home.

Crime, theft increase

Consider ADU's as STR. Allow small homes to be added to large lots with a primary home. Minimize homes 2000 sq. ft homes and bigger to not be STR. Learn from Lincoln City!!!

City resources used to enforce and regulate codes and policies. I worry about being displaced from my rental if my landlord decide they can make more money with it as a short term rental.

Almost every day I see FB posts regarding new hospital employees needing housing.

Absentee owners and investment firms do not have the same investment in the overall health of the community.

Any additional questions, comments, or concerns you would like to share?

Any additional questions, comments, or concerns you would like to share?

Yes. I think we should adopt at least a temporary- say 5-10 year limit within city limits to how many STRs there can be.

we need some short term for travel nurses and new school staff just to get them here.

We moved from a big city to enjoy the little city life...why???

Any additional questions, comments, or concerns you would like to share?

This project needs much more study!

This is a tough issue. I suspect short-term renters bring quite a bit of business to our local businesses and contribute to our success as a tourism destination, so limiting them too much seems problematic from that standpoint.

There are State, county and city regulations for noise, parking, and occupancy limits, writing special rules for STR's seems like a waste of time when they just need to comply with existing rules already on the books.

STRs serve a valuable function in our community, especially in our tourism economy. However, housing our local residents must take first priority.

STR's allow Florence more tourists and their spending dollars in town. This helps promote businesses and welcomes tourism, and creates more jobs in these fields. fields.

STR operational standards should be more stringent. Fewer parked vehicles, reduced party noise...

STR are only taking away homes & land from work force or other Homes where people Live year around and raise families or have businesses.

STR are maintained and repaired constantly, are already under strict contract guideines for each guest, are already monitored, are owned by tax paying people, are already helping the economy, already pays taxes and fees.

Short term rentals should be penalized, taxed and in every other way treated with the hostility they deserve.

Short term rentals are high-risk properties with significant cost to maintain. City government needs to better understand the nature of that market before it starts attempting to draft regulation.

Short term rentals are an important part of the mix of housing for a tourism economy, but they have driven up housing prices and created scarcity for people who live and work in this region.

Short term neighbors can be noisy. Long term neighbors can be noisy. We shouldn't create different classes and treat each group differently

On the host question, I'd say they have to be nearby (certain radius?), but not necessarily onsite.

Any additional questions, comments, or concerns you would like to share?

Noise, cleanliness, and police support need to be part of this plan.

Most STR exp Air B&B's are usually more luxury or higher price homes. This will not help aide the lower cost rentals or homes needed. What it will do is crash a market in a little that needs the tourism and depends on it.

If owners take a housing unit normally reserved for renting and want to make it STR, they should not be able to do so with all their properties. We need to maintain housing for our actual residents.

I'd like more situational study and information on what other communities have done and how we can best balance our community, those members who make life possible intown, economy, tourists and culture of Florence.

I would like to know which homes are designated as STR, and there should be a way to reach the owner if neighbors feel the need.

I think STR's are a significant cause of the housing shortage.

I don't understand the idea of a host. Also the room tax is just going to be paid by the renter. How much does the city charge the owners for operating A STR?

I don't see a real need in this area for STRs because there are several hotels that can offer short term stays.

I appreciate having STRs in our community for friends and family to stay when they visit. When it's not available here, we have to meet somewhere else. But I also know a lot of people are disrespectful with their use.

Grandfather in current STR's, but as houses sell don't allow STR. Also, no new STR's in new builds.

Florence does not have nearly enough hotel rooms. Florence can remain a tourist based "City in Motion" or th city can go ahead and kill the Golden Goose.

Fines only work if they are high enough, otherwise the cost of the fines will just be added to the rental cost and str rules ignored.

Bed and Breakfast should be classified as STR's

Any additional questions, comments, or concerns you would like to share?

At one point we were living in an area on 2nd Ave past Driftwood Shores and the house next door was an STR. The problems from the people who stayed there were terrible. Regulations as above should be consistent throughout Lane County, not just Florence

Zoning Updates Survey/Comments

Zoning Update Comments

Zoning is super important and being able to look to the future/long term solutions and consequences. Being aware of specific materials, labor, how the land is used in conjunction with natural land elements/weather/disasters are important. ran out of space

Zoning is not the issue - it is land availability and the continued decision to build houses that are not affordable for first time home buyers or are primary work force / family-wage type homes

With the add'l developments, expansions into the urban growth, rural - utilities, water supply and individual costs for residents to be able to pay for their utilities, maintenance for additional population growth, housing, and com'l businesses/flora/fauna?

Where are all these expected residents going to work?

We need to maintain the character of existing neighborhoods

Very concerned that natural resource protections be clarified and strengthened

Vacation rentals and non-resident properties should be taxed higher

Unless there is something done to prioritize local buyers and to limit or heavily penalize second homes and STR's nothing will change. More people from more expensive housing markets will snap up homes for sale and STR's will push out local renters

Unfortunately Californians have inundated Florence with their horrible ideas. Leave us alone!

Attachment 6:

STR Application Examples

Cities Included:

- City of Bandon
- City of Canon Beach
- City of Coos Bay
- City of Gearhart
- City on Manzanita
- City of Waldport



CITY OF BANDON PLANNING
P.O. BOX 67
555 HWY 101
BANDON, OR 97411
P:(541) 347-7922
F:(541)347-1415

Conditional Use Permit Application for Vacation Rental Dwelling (VRD)

Conditional uses (*Bandon Municipal Code; Chapter 16.12*) are those which may be appropriate, desirable, convenient or necessary in the zoning district in which they are allowed, but which by reason of their height or bulk or the creation of traffic hazards or parking problems or other adverse conditions may be injurious to the public safety, welfare, comfort and convenience unless appropriate conditions are imposed. Applications for conditional uses may be granted, granted with modifications or denied by the Planning Commission in accordance with the standards and procedures set forth in chapter 16.12 of the Bandon Municipal Code. Vacation Rental Dwellings (VRDs) are a conditional use in the CD-1 and CD-2, CD-3 and C-3 zones, and are subject to the requirements of chapter 16.12 of the Bandon Municipal Code.

Conditional Use Permit applications must be submitted to the City of Bandon at least 30 days before the next regularly scheduled Planning Commission meeting. An application will only be scheduled for a public hearing once it has been deemed complete.

I. NARRATIVE: Your written response to each of the following standards and provisions must be included with your application submission. Failure to include your written response will result in your application being deemed incomplete and may delay scheduling of the required public hearing.

Approval standards for conditional uses (BMC 16.12.040)

The approval of all conditional uses shall be consistent with:

- A. The Comprehensive Plan:
- B. The purpose and dimensional standards of the zone except as those dimensional standards have been modified in authorizing the conditional use permit.
- C. That the site size and dimensions provide adequate area for the needs of the proposed use;
- D. That the site size and dimensions provide adequate area for aesthetic design treatment to mitigate possible adverse effect from the use of surrounding properties and uses;
- E. The characteristics of the site are suitable for the proposed use considering size, shape, location, topography and natural features;
- F. All required public facilities and services have adequate capacity to serve the proposal, and are available or can be made available by the applicant;
- G. The proposed use will not alter the character of the surrounding area in a manner which substantially limits, impairs, or precludes the use of surrounding properties for the permitted uses listed in the underlying zoning district;
- H. All other requirements of this title that apply.

All vacation rental dwelling shall comply with the following provisions. (BMC 16.12.090)

1. The single-family detached dwelling proposed for the VRD shall be at least three years old, calculated from the date of issuance of a certificate of occupancy;
2. Less than 30% of the single-family detached dwellings within 250 feet of the subject property, and located in a zone where VRD's are allowed, are VRD's;

3. In the CD-1 zone, single-family detached dwellings proposed for VRD status may be located only in the VRD-overlay zone as indicated on the attached map. VRD's are allowed as a conditional use in all areas of the CD-2 and CD-3 zones;
4. The VRD Conditional Use Permit is valid for the named applicant of record and is not transferable to a new applicant. Upon change in named applicant due to sale, transfer, or other reason, the CUP shall become null and void. A new applicant shall apply for a new conditional use permit;
5. Tsunami Preparedness - all VRD's shall post the Bandon Tsunami Evacuation Route map in a conspicuous location within the dwelling;
6. No more objectionable traffic, on-street parking, noise, smoke, light, dust, litter or odor is emitted from the VRD than a normal neighborhood dwelling;
7. VRD's without private beach access shall provide written permission from all persons with an interest in a private beach access to be used by the VRD or positive action to notify renters of the location and required use of public beach access points shall be taken;
8. VRD's using a joint access driveway shall provide evidence that all other owners of property utilizing the private access agree to the proposed vacation rental dwelling using the private access;
9. VRD's will be maintained at or above the level of surrounding dwellings in the neighborhood, including landscaping, signage and exterior maintenance;
10. VRD's shall have one off-street parking space for each bedroom in the VRD, but in no case have less than two off-street parking spaces. A bedroom is defined as an enclosed sleeping area with a built-in closet. Approved off-street parking areas shall be available to accommodate full occupancy of the VRD without the use of on-street parking;
11. Evidence shall be provided ensuring that there is regular garbage removal from the premises;
12. There shall be an owner or designated local management person immediately available to handle complaints and problems on a 24-hour basis. The name and contact information of the designated local management person shall be kept on file in the Police Department and Planning Department. The owner \ or management person shall be available by phone and physically able to respond to the VRD within a reasonable time period;
13. Compliance with all reporting and accounting requirements of the transient occupancy tax ordinance shall be done in accordance with the City of Bandon requirements;
14. If the VRD activity ceases for a period of one year, or fails to be rented for more than 10 nights within a calendar year, as determined by the transient occupancy tax receipts and rental documentation, the VRD permit becomes null and void with no further proceedings;
15. Occupancy of any VRD shall not exceed 3 people per bedroom up to a maximum of 10 people. The Planning Commission shall determine the maximum occupancy of the VRD based upon bedrooms, parking, overall home floor plan and site plan, and other factors determined by the Commission based upon neighborhood characteristics outlined in item 6 above and others deemed significant. The occupancy determined by the Planning Commission may be less than the maximum allowed
16. VRD's require a conditional use permit (CUP). All criteria for a CUP must be addressed and included as part of the application materials. The applicant shall also address the surrounding neighborhood and provide information how the proposed VRD is appropriate given the specific characteristics of the neighborhood.
17. The applicant shall provide an annual report to the Bandon Planning Department showing compliance with all conditions and ordinance requirements. Failure to provide such report shall result in revocation of the Conditional Use Permit.
18. Smoke detectors shall be provided in all potential and actual sleeping areas, whether or not such detectors are required by the building code.

II. PROJECT INFORMATION		
Street Address:		
Map Number / Tax Lot(s):	/	Zone: Floodplain: <input type="checkbox"/> Yes <input type="checkbox"/> No
Was the property previously approved as a Vacation Rental Dwelling? Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/>		
Please describe the residence, its existing and proposed use:		
How many bedrooms will be provided?		
What is your requested occupancy? (max. of 10)		
How many off-street parking spaces are available? Please provide a parking plan which shows the location, material, and dimensions of your proposed parking.		
Are there carbon monoxide and smoke detectors in the residence? YES <input type="checkbox"/> (please show in floor plan) NO <input type="checkbox"/>		
Does the property owner live within the city limits of Bandon? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, please provide contact information for the designated local management person living within Bandon city limits who will respond immediately to any emergency or complaint related to the vacation home rental.		
Manager's Name:		Phone Number:
Email Address:		
Physical Address:		
City:	State:	Zip Code:
Mailing Address (if different from Physical Address):		

III. APPLICANT'S INFORMATION: (must be an individual)	
The VRD Conditional Use Permit is valid for the named applicant of record and is not transferable to a new applicant. Upon change in named applicant due to sale, transfer, or other reason, the CUP shall become null and void. A new applicant shall apply for a new conditional use permit.	
Applicant's Name:	Phone:
	E-Mail:
Applicant's Mailing Address:	

IV. PROPERTY OWNER'S INFORMATION	
<input type="checkbox"/> Property owner and applicant information is the same.	
Property Owner's Name:	Phone:
	E-mail:
Mailing Address:	

V. CONSENT

- I have read the application and the attached documentation and I understand that my application may be delayed or deemed incomplete if I have provided insufficient information and documentation to allow for approval.
- I certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my knowledge.
- I authorize the City of Bandon or its acting agent, to enter onto the subject property, as described herein.
- The City of Bandon is obligated to report all ground disturbances within the City of Bandon to the Coquille Indian Tribe. Property owners and applicants must adhere to all conditions and requirements set out by the Coquille Indian Tribe, State Historic Preservation Office (SHPO) or both if required.
- It is the property owner and applicant's responsibility to determine if additional permits from other agencies will be required, including but not limited to: Oregon State Building Codes, Oregon State Department of Environmental Quality, FEMA, Oregon State Fish and Wildlife and U.S. Fish and Wildlife. If additional permits are required, it is the responsibility of the property owner/applicant to obtain such permits and comply with their conditions of approval.
- It is the property owner/applicant's responsibility to provide the City of Bandon all necessary legal documentation related to the property, including but not limited to: proof of ownership, receipts, deed restrictions, vacation records, easement records, etc.
- I authorize the individual(s) listed herein, to act as applicant, upon their consent, in regard to the attached application for the subject project described herein.
- I authorize the individual(s) listed herein, to act as representative, upon their consent, in regard to the attached application for the subject project described herein.
- I acknowledge, understand, and agree, that all relevant documentation will be provided to the City of Bandon, and that all required permits and consent will be obtained prior to the start of operation, with all conditions of approval adhered to.

X Applicant's Signature:

Date:

X Representative's Signature:

Date:

Representative's Name:

Phone Number:

Mailing Address:

Email Address:

*Property owner's signature is **required** if applicant is not the property owner*

X Property Owner's Signature:

Date:

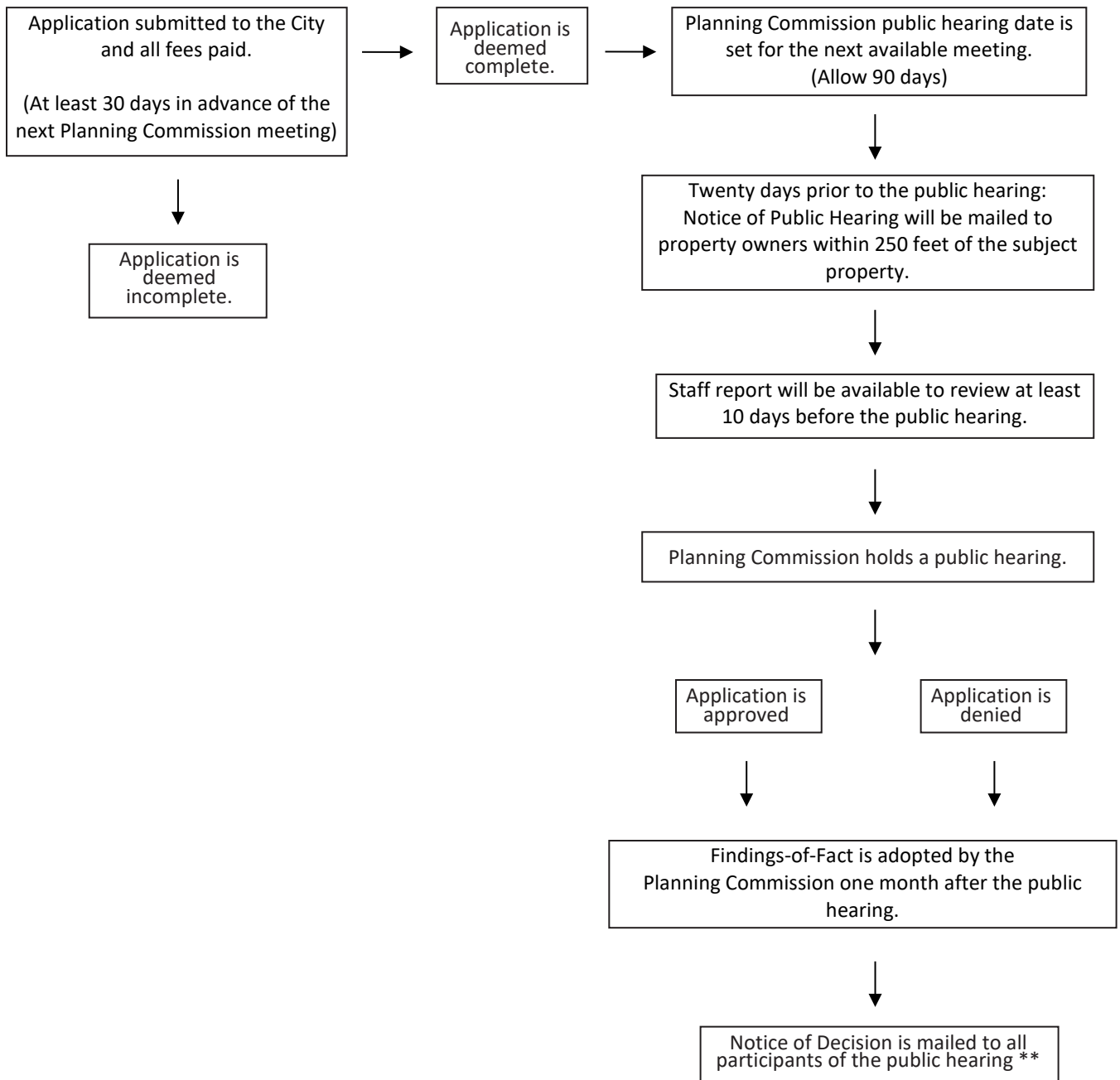
In addition to this completed form, the applicant must provide the following:

- ☐ A written narrative that addresses all approval standards and provisions.
- ☐ A site plan that includes existing and proposed landscaping, drawn to scale.
- ☐ A parking plan that includes existing and proposed off-street parking, drawn to scale.
- ☐ Floor plans showing the size, function, and arrangement of interior rooms, drawn to scale.
- ☐ Digital photographs of the subject residence's interior and exterior.
- ☐ Other information deemed necessary by the Planning Director to review the applicant's proposal.
- ☐ Payment of applicable fees, which can be found in the City's fee schedule.

**AN ELECTRONIC COPY OF THIS FORM IS ACCEPTABLE FOR THE PURPOSE OF FILING AN APPLICATION.
HOWEVER, THE ORIGINAL WILL BE REQUIRED PRIOR TO FINAL APPROVAL.**

CONDITIONAL USE PERMIT APPLICATION PROCESS

A Conditional Use Permit is a land use decision that requires a full public hearing before the Planning Commission. Any other related applications will be processed concurrently.



**** There is a ten-day appeal period that begins when the Notice of Decision is mailed. Only persons who presented testimony in writing or at the public hearing may appeal the decision of the Planning Commission.**

If you have any questions, please see chapter 17.120 of the Bandon Municipal Code, or contact the Bandon Planning Department.

Obtaining a 14-day Short-term Rental Permit

City of Cannon Beach

Updated: June 2021



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□ ***Who should read this handout?***

If you own a home in Cannon Beach and wish to rent it for periods of less than 30 days, you should read this handout.

□ ***What is a 14-day short-term rental permit?***

A 14-day short-term rental permit is an authorization to rent a house for periods of less than 30 days, subject to certain conditions. Any property owner may apply for a 14-day short-term rental permit, however, no person shall hold more than one 14-day short-term rental permit. A person who holds a unlimited short-term rental permit is not permitted to hold a 14-day short-term rental permit. The permit must be renewed annually. Upon issuance, the 14-day short-term rental permit allows a property owner to rent the dwelling to one tenancy group in a 14-day period.

□ ***What is the purpose of this handout?***

This handout is intended for those interested in obtaining a 14-day short-term rental permit. It is organized into three sections. Section I highlights the ordinance requirements so that you can determine if you qualify for a 14-day short-term rental permit. Section II provides information to help you fill out the appropriate application forms to obtain the necessary permit. Section III contains the 14-day short-term rental permit application and other required forms.

□ ***When is the deadline to apply for a 14-day short-term rental permit?***

You may apply for a 14-day short-term rental permit at any time. The permit is valid for one year.

□ ***What happens after I submit my application to the City?***

The City will review your application to make sure it is complete and that the operation of the dwelling as a short-term rental will comply with the City's requirements. When the City has verified that your application meets all the requirements for the short-term rental of a dwelling, the City will issue a 14-day short-term rental permit. The permit is valid for one year. The permit must be posted in a prominent location adjacent to the front door of the dwelling.

□ ***How long does it take to get a 14-day short-term rental permit?***

14-day short-term rental permits take a minimum of 30 days to process. Given this, please plan accordingly by submitting a complete application well in advance of the date that you wish to begin the short-term rental of your dwelling. You may not rent your dwelling for periods of less than 30 days without a valid 14-day short-term rental permit.

□ ***What happens after I am issued a 14-day short-term rental permit?***

A 14-day short-term rental permit is valid for one year. You will need to apply for a renewal of the permit annually. The City will notify you of this requirement.

□ ***Do I need business license?***

Yes, permit holders must also obtain a City business license. The business license must be renewed annually.

Section I – Ordinance Requirements

Ordinance 04-09A has several requirements that must be met to qualify for a 14-day short-term rental permit. All requirements must be met without exception. A description of the requirements follows:

Local Representative: The property owner shall designate a local representative who permanently resides within the Cannon Beach urban growth boundary, or a licensed property management company with a physically staffed office within 10 vehicular miles of the Cannon Beach urban growth boundary. The owner may be the designated representative where the owner resides within the Cannon Beach urban growth boundary.

The property owner or the designated local representative shall maintain a guest register for each tenancy of the short-term rental. The register shall include the names, home addresses, and phone numbers of the tenants, and the dates of the rental period. The above information must be available for City inspection upon request.

The local representative must be authorized by the owner of the dwelling to respond to tenant and neighborhood questions, concerns, and complaints. The local representative must respond in a timely manner to ensure that the use of the dwelling complies with the standards for short-term rental occupancy as well as other pertinent City ordinance requirements pertaining to noise, disturbances, or nuisances, and State law pertaining to the consumption of alcohol or the use of illegal drugs.

The property owner must submit a new local representative form and remit a \$100.00 fee if there is a change in the local representative.

The city will post the name, address and telephone number of the owner or the local representative on the city website.

Occupancy: The maximum occupancy for a short-term rental dwelling shall be two persons per bedroom and two additional persons (e.g., a two-bedroom dwelling is permitted a maximum occupancy of six persons). For the purpose of establishing occupancy, a person is defined as an individual at least two years of age. The maximum occupancy may be further limited by off-street parking requirements. Occupancy of a dwelling shall not exceed twelve persons.

Parking: One off-street parking space shall be provided for each three persons of dwelling occupancy. No more vehicles shall be parked on the property than there are designated off-street parking spaces. Inability to provide the required off-street parking will reduce the permitted occupancy. A site plan shall be submitted with an application for a 14-day short-term rental permit which identifies the location of the required off-street parking. Please see attachment “A” for a sample of an acceptable off-street parking site plan.

Solid Waste Collection: Weekly solid waste collection shall be provided during all months that the dwelling is available for short-term rental occupancy.

Permit Posting: The 14-day short-term rental permit shall be posted within the dwelling adjacent to the front door and contain the following information: (1) the name and telephone number of the local representative; (2) the name and telephone number of the owner; (3) contact information for City Hall and the Police Department in Cannon Beach; (4) the maximum number of occupants permitted to stay in the dwelling; (5) the maximum number of vehicles allowed to be parked on the property; (6) the number and location of on-site parking spaces; and (7) the solid waste collection day. Please see attachment “F” for an example of a permit for posting that will be mailed to you once the application processing is complete.

In addition to the permit, a tsunami evacuation route map shall also be posted within the dwelling. A sample evacuation route map is included in this packet as attachment “G”. To download and print the pedestrian route map for your area, visit the City’s *Emergency Management* page here:

Transient Room Tax: The property owner must agree to comply with the requirements of the transient room tax ordinance. An 8% City room tax is collected from those who rent a short-term rental dwelling by adding it to the basic rental amount. It is the responsibility of the 14-day short-term rental permit holder to keep an accurate record of the rent and taxes collected. A quarterly room tax report will be mailed to 14-day short-term rental permit holders and must be filed with the City whether or not the house has been rented during that quarter. Please see attachment “B” for a sample quarterly transient room tax form. Visit the Oregon Department of Revenue website for information regarding additional state lodging tax requirements.

Building Inspection/Reinspection: The short-term rental dwelling must be inspected to determine whether it meets the Oregon State Building Code and to establish its maximum occupancy. Oregon State Building Code requirements cover such items as smoke alarms, adequate escape routes in case of fire, properly operating heating equipment and adequate hot water. Prior to the issuance of a 14-day short-term rental permit, the owner of the dwelling unit shall make all necessary alterations to the dwelling required by the Building. Please see the attached 14-day short-term rental permit dwelling checklist (attachment “C”) for the basic requirements that a dwelling must meet. An inspection fee of \$106 will be charged. (This is included in the application fee). Please note, this checklist is not all-inclusive.

Short-term rental dwellings are subject to inspection at any time with proper notice to the owner.

Section II – Application Procedure

General Information: A 14-day short-term rental permit is issued to a specific owner of a dwelling unit. No person shall hold more than one 14-day short-term rental permit. A person who holds an unlimited short-term rental permit may not hold a 14-day short-term rental permit. The 14-day short-term rental permit shall be revoked when the permit holder sells or transfers the real property which was rented and the new owner shall apply for and receive a new 14-day short-term rental permit before using the dwelling as a short-term rental.

Permit Application: A property owner can apply for a 14-day short-term rental permit at any time. It is illegal to rent a dwelling for periods of less than thirty days without the 14-day short-term rental permit. The permit is valid for one year and must be renewed annually.

The City shall issue the permit where it finds the application requirements and the requirements of Section I of this handout are met.

Violations and Penalties: Failure to comply with the 14-day short-term rental occupancy or transient room tax requirements shall constitute a violation of the provisions of this section. Disturbances or nuisances caused by the tenants of a vacation home rental dwelling which violate the City Municipal Code or State law shall also constitute a violation. Penalties for each violation shall be imposed. Penalties for violations become progressively more severe and may result in permit suspension or revocation.

Section III – 14-day short-term rental permit Application Forms & Other Information

The following forms are attached to this handout and must be submitted to the City along with the application fee in order to obtain a 14-day short-term rental permit:

- ❑ ***14-day Short-term Rental Permit Application***
- ❑ ***Short-term Rental Local Representative Certification***
- ❑ ***Transient Room Tax Registration***
- ❑ ***Application for a City Business License***

In addition to the above, a site plan which identifies the short-term rental dwelling and the location of the required off-street parking spaces must also be submitted at the time that the application is made. Please see *Attachment “A”* for an example of an acceptable ***Off-Street Parking Site Plan***.

Attachment “B” is a sample of the ***Transient Room Tax Quarterly Collection*** form that will be mailed to short-term rental permit holders for reporting room tax on a quarterly basis.

Attachment “C” is a ***Transient Rental Dwelling Inspection Checklist*** which lists the basic requirements that a dwelling must meet in order to obtain a permit. The checklist is included in this packet in order to help you to begin making the necessary modifications to your dwelling, if needed. Additional requirements to those on the checklist may apply.

Attachment “D” is an ***Example Illustrating 14-day Short-term Rental Occupancy*** and is included in this packet to illustrate how to comply with the permit requirement that the dwelling can be rented to only one tenancy group in 14 days.

Attachment “E” is a sample of a ***Weekly Solid Waste Collection Service Bill*** that must be submitted to the City at the time that the application is made. If you do not currently have weekly service, please contact Recology Western Oregon’s residential customer accounts department at (503) 861-0578 to establish weekly service. At your request, Recology Western Oregon will forward a certification form to the City of Cannon Beach to confirm your weekly service.

Attachment “F” is an ***Example of a Permit*** for posting in the dwelling. The permit will be mailed to you once the application process is complete and the permit is issued.

Attachment “G” is an ***Example of Tsunami Evacuation Route Map*** for posting in the dwelling. Please post the appropriate map for your area.

To download this information or the forms noted above (except for the form obtained from Recology Western Oregon regarding solid waste collection) visit the City’s website at www.ci.cannon-beach.or.us and click on *Short Term Rentals* under *Services*.

For questions, please contact the Planning Department at (503) 436-8042 or email planning@ci.cannon-beach.or.us. You may also fax forms to (503) 436-2050.

14-day Short-term Rental Permit Application

City of Cannon Beach

Rental of Residential Dwellings for Periods of Less than 30 Days
Municipal Code, Chapter 17.77

Applicant Information:

Please print

Name: _____ Email: _____

Telephone #: (day) _____ (night) _____

Mailing Address: _____

Property Information:

Please print

Short-term Rental Address: _____

Number of On-Site Parking Spaces Provided (see page 2 of handout, *Obtaining a 14-day Short-term Rental Permit*):

Garbage Service Collection Day (weekly garbage service is required): _____

Legal Property Owner Information (Name/LLC/Trust/etc):

Please print

Name: _____ Email: _____

Telephone #: (day) _____ (night) _____

Mailing Address: _____

Local Representative Information:

Please print

Name: _____ Email: _____

Telephone #: (day) _____ (night) _____

Mailing Address: _____

The local representative must permanently reside within the Cannon Beach urban growth boundary, or be a licensed property management company with a physically staffed office within 10 vehicular miles of the Cannon Beach urban growth boundary. The local representative must respond in a timely manner to ensure that the use of the dwelling complies with the standards for 14-day short-term rental occupancy as well as other pertinent City ordinance requirements pertaining to noise, disturbances, or nuisances, and State law pertaining to the consumption of alcohol, or the use of illegal drugs. The local representative must submit a signed statement as part of this application packet. Please see page 2 of the handout, *Obtaining a 14-day Short-term Rental Permit*. **Please note that a fee of \$100 will be applied for each and every change in Local Representative.**

Continued on Reverse Side



The review process takes a minimum of 30 days. 14-DAY SHORT-TERM RENTAL PERMITS ARE NON-TRANSFERABLE. A one-time, non-refundable \$606 fee must be submitted with this application. This fee includes the \$106 dwelling inspection fee. After an application has been processed and the short-term rental dwelling is found to meet the City's requirements, the City will issue a permit and business license that must be posted in a prominent location adjacent to the front entrance of the short-term rental dwelling.

By signing below, the property owner acknowledges that he/she has read, fully understands and agrees to comply with the standards of the City of Cannon Beach ordinances regarding the 14-day short-term rental of dwelling units.

Applicant's Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____

Please be sure your application is complete before submitting. Your application must include the following:

- | | |
|----------------------------------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> 14-day Short-term Rental Permit Application | <input type="checkbox"/> Copy of Weekly Solid Waste Service Bill |
| <input type="checkbox"/> 14-day Local Representative Certification | <input type="checkbox"/> Off-Street Parking Site Plan |
| <input type="checkbox"/> Transient Room Tax Registration | <input type="checkbox"/> Business License Application |

14-DAY SHORT-TERM RENTAL APPLICATION FEE: \$606

Note: An additional \$75 fee must be submitted with the Business License Application

Please visit our website to obtain additional forms <http://ci.cannon-beach.or.us>

This information can be made in alternative format as needed for persons with disabilities.

For Staff Use Only:

Received on: _____ By: _____

Fee Paid: _____ Receipt No.: _____

Fees:

(705) Building/Inspection \$106

(5) Permit \$500

**Short-term Rental Permit
Local Representative Certification
City of Cannon Beach**
☐ **New** ☐ **Change**

The property owner of a vacation home rental shall designate a local representative who permanently resides within the Cannon Beach urban growth boundary (UGB), or a licensed property management company with a physically staffed office within **10 vehicular miles** of the Cannon Beach UGB. The owner may be the designated representative where the owner resides within the Cannon Beach UGB.

Vacation Home Rental Address: _____

Property Owner: _____

Local Representative Information:

Please print

Name: _____ Telephone #: (day) _____ (night) _____

Physical Address: _____ Email: (optional) _____

Mailing Address: _____

Local Representative Responsibilities:

- ☐ The property owner or the designated local representative shall maintain a guest and vehicle register for each tenancy of the vacation home rental. The register shall include the names, home addresses and phone numbers of the tenants, the vehicle license plate numbers of all vehicles used by the tenants, and the dates of the rental periods.
- ☐ The local representative must be authorized by the owner of the dwelling to respond to tenant and neighborhood questions, concerns, and complaints. The local representative must respond in a timely manner to ensure that the use of the dwelling complies with the standards for vacation home rental occupancy as well as other pertinent City ordinance requirements pertaining to noise, disturbances, or nuisances, and State law pertaining to the consumption of alcohol, or the use of illegal drugs.
- ☐ The Police Department must be able to contact the local representative in a timely manner.
- ☐ The guest and vehicle registry information must be available for City inspection upon request.

By signing below, the local representative acknowledges that he/she has read, fully understands and agrees to comply with the responsibilities outlined above.

Local Representative's Signature: _____ Date: _____

Property Management Company (if applicable) _____

(Continued on Reverse Side)



*By signing below, the property owner designates the above noted individual or property management company as the local representative for the vacation home rental property noted above. **Please note that Resolution 06-07 states that a fee will be applied “for each and every change in Local Representative.”***

Property Owner's Signature: _____ Date: _____

FEE: \$100.00 (only if filing for change)

For Staff Use Only:

Received on: _____ By: _____

Fee Paid: _____ Receipt No.: _____

Fee:

(803) Planning \$100

Transient Room Tax Registration City of Cannon Beach

Property Owner Information:

Please print

Name: _____ Email: _____

Telephone #: (day) _____ (night) _____

Mailing Address: _____

Name(s), Telephone #(s) & Address(es) of Partners:

(1) _____

(2) _____

(3) _____

Property Information:

Please print

Short-term Rental Address: _____

Manager/Local Representative Information:

Please print

Name: _____ Email: _____

Telephone #: (day) _____ (night) _____

Mailing Address: _____

Property Owner's Signature(s): _____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

Please note: it is required that all property owners sign this form. Please use an additional sheet of paper if need. If the property is owned by an LLC, a legal document stating all members must accompany this form.

This information can be made in alternative format as needed for persons with disabilities.



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City of Cannon Beach Business License Application

Fiscal Year July 1, 20__ through June 30, 20 __

This application will be returned to you without processing if the below applicable information is not provided.

Business Name: _____ Tax ID (EIN) #: _____

Address of Business: _____ City _____ State _____ Zip _____

Mailing Address of Business: _____ City _____ State _____ Zip _____

Business Telephone: _____ Business Fax: _____

E-mail address: _____

Owner Name: _____

Owner Mailing Address: _____ City _____ State _____ Zip _____

Owner Phone: _____

Driver's License State ____ Number _____ Owner Date of Birth _____

Type of Business: _____ Square Footage: _____

(Retail, Roofer, Restaurant, Realtor, Motel, Internet, Sales, Property Manager, Gallery, etc.)

If Corporation or Partnership, list Officers/Partners:

<i>Name</i>	<i>Mailing Address</i>	<i>Driver's License Number & State</i>	<i>Telephone or Cell Phone</i>

Manager's Name (if different than Owner): _____ Phone: _____

Number of Employees (include all working within City limits, full-time or part-time) _____

Monitored Alarm System at business physically located in Cannon Beach? Yes No

Note any certifications required to conduct your business: _____

**If additional licensing for your business is required by the state or federal government,
please attach a copy of the license(s) to this application. (Municipal Code 5.04.050)**

CONTRACTORS ONLY: General Contractor ____ Specialty Contractor ____ Exempt ____ Non-Exempt ____
Construction Contractor's Board Registration # _____ Expiration Date _____

I _____, doing business as _____, am
registered with the State of Oregon Construction Contractors Board under the provisions of ORS 701.035 through
ORS 701.130 and said registration is in full force and effect.

SHORT-TERM RENTAL APPLICANTS ONLY:

Local responsible or manager name and phone number: _____

Applicant Signature _____ **Date** _____

This information can be made in alternative format as needed for persons with disabilities.

BUSINESS LICENSE FEE SCHEDULE

1-2 Employees \$75.00

3 Consecutive day - \$20.00

3-5 Employees \$125.00

Dates: _____

6 or more Employees \$250.00



For Staff Use Only:

Payment received on: _____ By: _____

Fee Paid: _____ Receipt No.: _____

Department	Date Reviewed	Approval Status	Reviewed by
Building		Approved Not Approved	
Planning		Approved Not Approved	
Public Works		Approved Not Approved	
Public Safety		Approved Not Approved	
City Manager		Approved Not Approved	

Staff Comments

Finance Director	
------------------	--



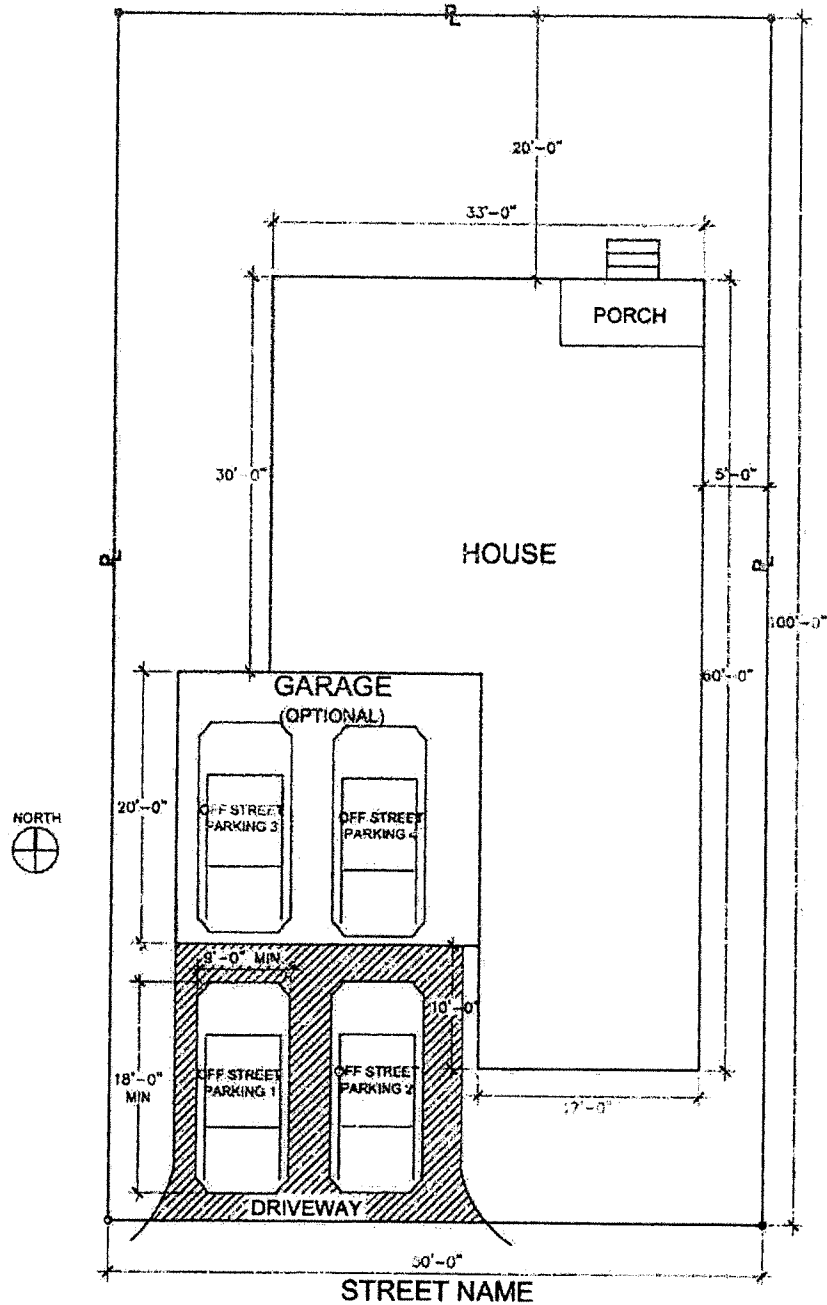
CITY OF CANNON BEACH - SHORT TERM RENTAL

PARKING SPECIFICS TO INCLUDE:

1. ALL OFF STREET PARKING.
LOCATION AND DIMENSIONS OF EACH
PARKING SPACE.
2. NOTE: PARKING SPACE MUST BE A
MINIMUM 9'-0" X 18'-0".
3. LABEL ALL ABUTTING
STREETS TO PROPERTY.

NOTE:

DRAWINGS ARE FOR INFORMATIONAL
USE ONLY. ADDITIONAL
REQUIREMENTS MAY APPLY.
DRAWINGS DO NOT SPECIFY OR
VERIFY DIRECT CODE COMPLIANCE.



SAMPLE PARKING PLAN

SCALE USED

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CITY OF CANNON BEACH
PO Box 368, Cannon Beach OR 97110
503-436-8056
TRANSIENT ROOM TAX COLLECTION RETURN

Hotel/Motel Name: _____

Business _____

Address: _____

Location: _____

Address if more than one location:

Manager's Name: _____

of Rental Units: _____

Owner's Name: _____

Owner Address: _____

Calculation of Tax Due:

1. Gross Room Rent: _____

2. Exemptions: _____

3. Taxable Rent: _____ (line 1 minus line 2)

4. Transient Room Tax: _____ (8% of line 3)

5. Collection Fee: _____ (5% of line 4)

6. Tax Due: _____ (line 4 minus line 5)

Delinquencies:

Tax payments are considered delinquent if paid after the last day of the month in which they are due. Penalties assessed to delinquent accounts are specified in Section 3.12090 of the Cannon Beach Municipal Code.

Please List any exemptions for this quarter.

If there is no activity, a quarterly tax form is still required to be filed showing \$0 income.

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SHORT TERM RENTAL INSPECTION CHECKLIST

CITY OF CANNON BEACH

A short-term rental dwelling must be inspected to determine whether it meets the standards of the Uniform Housing Code (UHC) as adopted by the City and to establish its maximum occupancy. The cost of the inspection is \$106. Prior to the issuance of a vacation home rental permit, the owner of the dwelling shall make all necessary alterations to the dwelling required by the Building Official. Failure to complete the necessary alterations within 30 days of the Building Inspector's notification of required alterations may result in the revocation of the permit.

Property Address: _____ Property Owner: _____ Telephone #: _____

Local Representative: _____ Telephone #: _____

of bedrooms _____ # of parking spaces _____

General Requirements: (not requirements of the UHC, but required by City Code or Oregon Statute)

- ☐ House numbers installed (minimum 2 ½ H, 2 ¼ W) and clearly visible from the street.
- ☐ Smoke alarms installed in all sleeping rooms, outside all sleeping areas, and on each floor of dwelling.
- ☐ No vegetation or hardscape encroaching into the Public Right of Way.
- ☐ Driveway access shall not exceed twenty feet for single ownership or shall otherwise meet the Municipal Code, Section 12.08.040.

Sanitation:

- ☐ Dwelling equipped with functional bathroom facilities consisting of a toilet, sink, and either a bathtub or shower.
- ☐ Dwelling equipped with functional kitchen facilities consisting of a stove, refrigerator, and sink.
- ☐ All plumbing fixtures connected to the sanitary sewer system and equipped with proper "P" traps.
- ☐ All plumbing fixtures connected to an approved water supply and provided with hot and cold water necessary for their normal operation.
- ☐ All sanitary facilities installed and maintained in safe and sanitary condition.
- ☐ No signs of mold or mildew on wall surfaces.
- ☐ No signs of infestation from rodents or insects.
- ☐ Dwelling is equipped with adequate garbage and rubbish storage.

Safety:

- ☐ Basement and all sleeping rooms are provided with windows designed to meet egress standards or exterior doors.
- ☐ All stairs, decks, and balconies over 30 inches in height are provided with approved guardrails.
- ☐ All stairs with three or more risers are provided with approved handrails.
- ☐ Carbon Monoxide detectors shall be located in each bedroom or within 15 feet of the bedroom.
- ☐ Mechanical rooms are not to be used for storage.
- ☐ All solid fuel appliances, flues and chimneys must be inspected and approved by a professional.

- ☐ Hose bibbs must be protected by an anti-siphon device.
- ☐ Lawn sprinkler systems must be protected by a backflow device.
- ☐ The electrical panel must be marked, labeled, and accessible.

Structural:

- ☐ Dwelling has no sags, splits or buckling of ceilings, roofs, ceiling or roof supports or other horizontal members due to defective material or deterioration.
- ☐ No split, lean, list, or buckle of dwelling walls, partitions or other vertical supports due to defective material or deterioration.
- ☐ Fireplaces and chimneys are not listing, bulging, or cracking due to defective material or deterioration.
- ☐ No evidence of decay or damage to exterior stairs or decks.
- ☐ Tank water heaters must be secured for seismic requirements and accessible.

Weather Protection:

- ☐ Dwelling has no broken windows or doors.
- ☐ No broken, rotted, split, buckled exterior wall or roof coverings that affect the protection of the structural elements behind them.
- ☐ No signs of pooling of run-of water from roof downspouts causing issue on property or to neighboring properties.

Mechanical/Electrical:

- ☐ Every habitable room contains at least two electrical outlets or one outlet and one light fixture.
- ☐ All electrical equipment, wiring, and appliances have been installed and are maintained in a safe manner.
- ☐ Dwelling is equipped with heating facilities in operating condition.
- ☐ All solid fuel burning appliances are installed per applicable codes and maintained in safe working condition.
- ☐ Dwelling has proper ventilation in all rooms and areas where fuel burning appliances are installed.
- ☐ Gas appliances must be listed and labeled and may be required to have outside ventilation.

Any of the above items which have been checked must be corrected and re-inspected prior to the issuance of a transient rental permit or vacation home rental permit.

Presented to: _____ ☐ Approved Date: _____

Inspected by: _____ ☐ Requires Modifications Date: _____

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Example Illustrating 14-day Short-term Rental Occupancy

Municipal Code, Section 17.77.060, provides that "The fourteen-day permit issued by the city authorizes the owner to rent the dwelling once, one individual tenancy, within fourteen consecutive calendar days." The calendar below illustrates an example of how to comply with the occupancy requirement of a 14-day short-term rental permit.

The first tenant group rents the dwelling for the 2nd and 3rd, as indicated by the first shaded area. The minimum 14-day tenancy period begins on the 2nd and ends on the 15th. The dwelling cannot be rented to another tenant group from the 4th through the 15th. However, the owner may use the dwelling during this period. The second tenancy period could begin on the 16th; however, tenants do not arrive until the 18th, therefore the tenancy period begins on the 18th. This tenant group rents the dwelling from the 18th through the 27th, as indicated by the second shaded area. The second tenant group's minimum 14-day tenancy period ends on the 31st. The dwelling cannot be rented to another tenant group from the 28th through the 31st. However, the owner may use the dwelling during this period. A third tenancy group can begin occupancy on the next day, the 1st.

Please note: Tenancy periods begin on the 1st day your tenancy group arrives.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 <i>Vacant</i>	2 <i>Tenants Check-in</i> First 14-day tenancy period begins	3	4 <i>Tenants Check-out</i> Dwelling cannot be rented to a new tenancy group	5
6	7	8	9	10	11	12
13	14	15 End first tenancy period	16 Second tenancy period could begin here <i>Vacant</i>	17 <i>Vacant</i>	18 <i>Tenants Check-in</i> Second 14-day tenancy period begins	19
20	21	22	23	24	25	26
27	28 <i>Tenants Check-out</i> Dwelling cannot be rented to a new tenancy group	30		31 End second tenancy period	1 Third tenancy period could begin here	2

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Example of Weekly Solid Waste Collection Service

Please provide a copy of your Recology Western Oregon solid waste collection service bill demonstrating weekly service.

Cannon Beach Municipal Code, Section 17.77.040.A.2.f, Solid Waste Collection. Weekly solid waste collection service shall be provided during all months that the dwelling is available for transient or vacation home occupancy.

DAYS OF SERVICE: <input checked="" type="checkbox"/> F		BILLING QUESTIONS CALL: 503-861-0578	
MONTHLY RATE		Billing No.	Account No.
08/19/2015	PREVIOUS BALANCE		
09/30/2015	PAYMENT		
10/31/2015	1-32G CART-SIDE-1d/wk SEP		
	1-32G CART-SIDE-1d/wk OCT		
	BALANCE DUE		
QUESTIONS? EMAIL US AT: RW@INFO@RECOLOGY.COM SIGN UP FOR ESTATEMENTS AT: WWW.RECOLOGYWESTERNOREGON.COM			
Recology Western Oregon 1850 NE Lafayette Ave McMinnville OR 97128 VISIT US AT www.recolgywesternoregon.com BALANCE DUE BY THE 15TH OF OCTOBER.		FROM DATE: 08/01/2015 TO DATE: 10/01/2015 BILLING QUESTIONS CALL: 503-861-0578 05477	
00000000315196600000000007622 000000 01108201500000003322732			

If you do not currently have weekly service, please contact Recology Western Oregon, at (503) 472-3176, to establish weekly service. At your request, Recology Western Oregon will forward a certification form to the City of Cannon Beach to confirm your weekly service.

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City of Cannon Beach
14-Day Short-term Rental Permit
Valid May 25, 2017 – May 31, 2018 *(permit is valid for 1 year)*

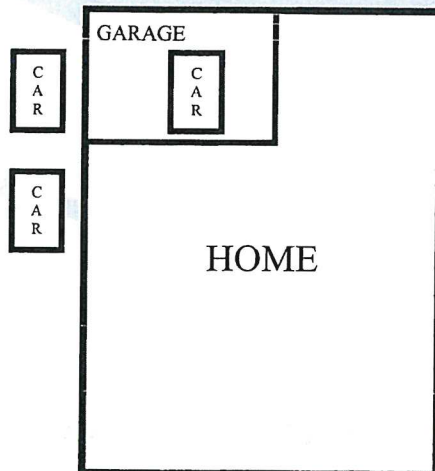
Short-term Rental Address: **123 Street**
Maximum Occupancy: **6**
Maximum # of Vehicles Permitted On-Site: **2**
Weekly Solid Waste Collection Day: **Monday**

Local Representative
Name: **Name of Local Rep Here**
Telephone #: Day **(503) 555-5555**
Night **(503) 555-5555**

Property Owner
Name: **Name of Property Owner(s) Here**
Telephone #: Day **(503) 555-5555**
Night **(503) 555-5555**

City of Cannon Beach Contact #s
Police Dept: Day **(503) 436-2811**
Night **(503) 738-6311**
City Hall: Day **(503) 436-1581**

Approved Parking Locations



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Tsunami Evacuation: Pedestrian Route Presidential Streets-Midtown

ER-4

Attachment "G"



Tsunami Evacuation Pedestrian Map Legend

Local Cascadia Earthquake and
Tsunami Evacuation zone for a local tsunami
from an earthquake at the Oregon coast.

Tsunami Inundation Zone

Spot Elevation

0 125 250 500 Feet

Pedestrian Features

Pedestrian Evacuation Route

Assembly Area

Assumed Safe Areas

Move to primary assembly area as soon as possible

Information

City of Cannon Beach, Oregon

163 E. Gower Ave
Cannon Beach, OR
97110

General Information Call: 503-436-1581
Office Hours 8 - 5 Monday - Friday

This map was made on July 7, 2015





CITY OF COOS BAY
Public Works & Community Development Department
500 Central Avenue, Coos Bay, Oregon 97420
Phone 541-269-8918 Fax 541-269-8916

Permit No. **187**-_____-_____

Date Received:

LAND USE SUPPLEMENTAL FORM
Tourist Habitation – Vacation Rental ([Chapter 17.370 CBDC](#))
TYPE II Land Use Process (ORD. 549 Jan. 2022)

Site Location/Address

[Assessor's Map No./Tax Lot\(s\)](#)

Submittal must include responses to all of the following (attach additional documents/information if necessary):

(1) Please indicate how the proposed vacation rental was or will be constructed:

- ☐ New Construction
- ☐ Established in existing finished space (based on original construction plans)
- ☐ Established in converted space (with prior land use /building permits)
- ☐ Established in converted space (without prior land use /building permits)
- ☐ Other (Explain): _____

(2) Joint Driveway Access (CBDC 17.370.030(2)). Will joint driveway access be used for the vacation rental?

☐ **Yes** ☐ **No**

If joint driveway access is to be used for the vacation rental, all other property owners using the same private access must agree to the common use of the driveway. A copy of the joint driveway access agreement must be provided to the City. Explain access below and show in site plan.

(3) Carbon Monoxide and Smoke Detector (CBDC 17.370.030(6)). Describe where carbon monoxide and smoke detectors are or will be installed. A carbon monoxide (CO) and smoke detector devices must be installed in each bedroom for rent in a vacation rental.

(4) Address Numbers (CBDC 17.370.030(7)). Describe where the address numbers on the vacation rental will be or are currently installed. Address numbers must be visible from the street, must be a minimum of 4" in height and of contrasting color.

- (5) **Vacation Rental and Homestay Compliance (CBDC 17.370.030 (9)).** Describe how you will comply with the following Coos Bay Municipal Codes.

(a) [Title 8](#), Health and Safety (*garbage service*): _____

(b) [Title 9](#), Public Peace, Morals and Welfare (*noise restrictions*): _____

(c) [Title 15](#), Buildings and Construction. *List any proposed work or prior unauthorized work associated with the proposed vacation rental. If none, so state. Vacation rentals must meet Oregon Structural Specialty Code.*

Note, compliance with ALL Coos Bay Municipal Codes is required.

- (6) **Contact Requirements (CBDC 17.370.030 (11)).** Explain how you will comply with the vacation rental contact requirements outlined in CBDC 17.370.303 (11) and provide the contact name and telephone number for the required contact in the space below. CBDC 17.370.303 (11) states: A vacation rental owner and/or operator shall, at all times while a property is being used as a vacation rental, maintain a contact person/entity within a fifteen-minute drive of the property. The contact person or entity must be available via telephone twenty-four (24) hours a day, seven days a week, to respond to complaints regarding the use of the vacation rental. The contact person or entity shall respond, either in person or by return telephone call, with a proposed resolution to the complaint within three hours between seven a.m. and nine p.m., and within thirty (30) minutes between nine p.m. and seven a.m.

- (7) **Limit of Occupants (CBDC 17.370.030 (12)).** How many bedrooms are in the vacation rental? The number of overnight occupants in a vacation rental shall be limited to no more than two persons per bedroom and two additional persons. For example, a two-bedroom dwelling would have a maximum occupancy of six persons. A bedroom shall meet the minimum size requirements as defined in CBMC Title 15 (Building Code). Authorized occupancy may be determined by bedrooms, parking, overall home floor plan, site plan and neighborhood characteristics and may less than the maximum allowed.

- (8) **Vacation Rental Distance Limitations in Residential Zones (CBDC 17.370.030(13)).** Is your vacation rental in a residential zone? Establishment of a vacation rental within 300 feet of an existing vacation rental is prohibited.

☐ **Yes** ☐ **No** ☐ **Zone District:** _____

If yes, is there an existing vacation rental within 300 feet of the subject property? Existing Vacation Rentals can be found using this map [City GIS Map](#) or ask city staff for assistance.

☐ **Yes** ☐ **No**

- (9) **Parking Requirement (CBDC 17.370.030(14)).** Explain and show on your site plan how you will meet the parking requirements outlined in CBDC 17.370.030(14), which states: One hard surfaced off-street parking space shall be provided for every guest room in a vacation rental. In calculating the number of spaces required, the total shall be rounded up. Parking areas shall not be located in the front yard but may be located on the property's paved driveway. The parking diagram shall be posted on site and made available to vacation rental users.

- (10) **Compatibility with the surrounding neighborhood (CBDC 17.370.035(2)).** Describe how the proposed vacation rental is compatible with the surrounding neighborhood.

- (11) **Advertising on-site (signage).** Is advertising proposed on-site? Proposed signage must comply with CBDC 17.333.060.

☐ Yes ☐ No

If yes, please detail the proposed signage: size, location, advertising copy, etc. _____

- (12) **Your submittal must also include the following:**

- ☐ All required documents listed on the land use/planning application and as provided in [Table 17.130.040\(1\)](#).
- ☐ Detailed floor plan of the entire structure (indicating uses, windows, doors).
- ☐ Photos of interior (one per room); Exterior (each elevations) submitted as PDFs.
- ☐ Copy of required vacation rental notice (CBDC 17.370.030(5)).

- (13) **Other Requirements of CBDC 17.370 Vacation Rentals and Homestays**

- (a) There is a seventy-five (75) unit cap on vacation rentals in residential zones.
- (b) Recreational vehicles, travel trailers, tents, other temporary shelters, garages, and accessory structures (including accessory dwelling units) are not permitted for use as vacation rentals or homestays.
- (c) Licensing and Taxes. Owners and operators of vacation rentals and homestays must secure a business license pursuant to the requirements of Chapter 5.05 CBMC and the payment of transient lodging taxes pursuant to the requirements of Chapter 3.55 CBMC.
- (d) Business License Application. Each vacation rental or homestay owner/operator must submit with their business license application a building department building safety inspection safety report prepared noting building department review and authorization of the proposed vacation rental or homestay structure compliance.
- (e) Annual Verification of Contact Information. The vacation rental owner/operator shall annually, at the time of renewal of the business license, verify the name, address and telephone number of the contact person required in subsection (11) of this section.

Please be Advised. CBMC 17.370.040 Violations and cessation of use. (1) Violation of the requirements specified in Section 17.370.030 shall constitute grounds for revocation of the Type II permit required for a vacation rental pursuant to Section 17.130.150. (2) Cessation of use of a vacation rental more than one year or failure to be rented less than ten nights in a calendar year (as determined by the City's Transient lodging receipts) the land use permit, subject to CBMC section 17.130.090(5) will be revoked. (3) The city, in addition to other remedies and those provided in chapter 8.10 CBMC, Public Nuisances, and Chapter 1.15 CBMC, General Penalty, may institute appropriate actions or proceedings to prevent, restrain, correct, abate, or remove an unlawful location of a vacation rental in violation of CBMC 17.370. The owner of a building where a violation has been committed shall be guilty of a violation of this title and shall be subject upon conviction to a fine of not more than \$500.00 each day under which the violation continues shall be considered a separate offense.

Vacation Rental Dwelling Permit Initial Application

Rental of Residential Dwellings for Periods of Less than 30 Days

*****Refer to the application instruction handout for help with completing this document.***

Applicant Information:

Please print

Name: _____ Email: _____

Telephone #: (day) _____ (night) _____

Mailing Address: _____

Property Information: - Will be verified by city inspection.

Please print

Vacation Rental Dwelling Address: _____

Number of bedrooms (see the application instruction handout): _____

Number of On-Site Parking Spaces Provided (see the application instruction handout): _____

Property Owner 1 Information: **Managing Property Owner**

Please print

Name: _____ Email: _____

Telephone #: (day) _____ (night) _____

Mailing Address: _____

Property Owner 2 Information:

Please print

Name: _____ Email: _____

Telephone #: (day) _____ (night) _____

Mailing Address: _____

Property Owner 3 Information:

Please print

Name: _____ Email: _____

Telephone #: (day) _____ (night) _____

Mailing Address: _____



The review process takes a minimum of 30 days. VACATION RENTAL DWELLING PERMITS ARE NON-TRANSFERABLE. A yearly nonrefundable application fee of \$600, \$100 will be refunded with approved go bag, is required and must be submitted with this application. Also required is a \$125 dwelling inspection fee, a re-inspection fee of \$50 shall be required if multiple inspections are necessary. After an application has been processed and the vacation rental dwelling is found to meet the City's requirements, the City will issue a permit that must be posted in a prominent location within 4 feet of the front entrance of the vacation rental dwelling.

By signing below, the property owner acknowledges that he/she has read, fully understands and agrees to comply with the standards of the City of Gearhart ordinances regarding the vacation rental of dwelling units.

Applicant's Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____

Required at time of application submission	Required prior to receiving a permit.
<input type="checkbox"/> Vacation Rental Dwelling Permit Application	<input type="checkbox"/> Copy of Garbage Service Bill
<input type="checkbox"/> Local Representative Certification Form	<input type="checkbox"/> Off Street Parking Plan
<input type="checkbox"/> Transient Room Tax Operator Registration form and Proof of Transient Tax Payment	<input type="checkbox"/> Septic Certificate from Clatsop County Public Health Department
<input type="checkbox"/> HOA Affidavit if applicable	<input type="checkbox"/> Property Inspection by City Representative
<input type="checkbox"/> \$725 Total Application Fee	<input type="checkbox"/>

**VACATION RENTAL DWELLING NON REFUNDABLE APPLICATION FEE:
\$725 (\$100 refundable if a Go Bag is provided at the residence verified by inspection)**

For Staff Use Only:

Received on: _____ By: _____

Paid - \$600 Application Fee: _____

Paid – \$125 Dwelling Inspection Fee: _____

Refund – (\$100) Approved Go Bag: _____



CITY OF MANZANITA

P.O. Box 129, Manzanita, OR 97130-0129
Phone (503) 812-2514 | Fax (503) 368-4145 | TTY Dial 711
strprogram@ci.manzanita.or.us

SHORT TERM RENTAL LICENSE APPLICATION

Applicant Name(s): _____

(If the Dwelling Unit is owned by a corporation or other entity, legal documentation, acceptable to the City, detailing the names of all Persons with any ownership interest in the entity shall be submitted with the application. Any additional cost incurred by the City in obtaining verification of such information shall be added to the cost of the license.)

Mailing Address: _____

Phone Numbers: _____

Email Addresses: _____

Street Address of Subject Dwelling Unit: _____

Number of Sleeping Rooms as Defined in Manzanita Ordinance 10-03: _____

(Definition: A fully-enclosed habitable space with a heat source and an emergency egress or rescue opening meeting the minimum standards of the current Oregon Residential Specialty Code.)

Number of 9' x 18' off-street parking spaces: _____

(All Short-Term Rental properties must provide off-street parking spaces for a minimum of two (2) vehicles. The maximum number of vehicles allowed off-street at each home shall be the number of bedrooms, plus one. Such spaces shall not be blocked and shall be available to people using the Short-Term Rental. Location and design of parking spaces shall comply with all pertinent City Ordinances, standards, and policies.)

All Owners (Include all persons with any ownership interest in this dwelling unit. Add an additional sheet if necessary.)

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Email Address</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ALL PERSONS WITH ANY OWNERSHIP INTEREST IN THIS DWELLING UNIT MUST SIGN ON THE SECOND PAGE OF THIS SHORT-TERM RENTAL LICENSE APPLICATION.

Applicant Name(s): _____

BY MY SIGNATURE:

1. I certify that the information on this application is accurate and that I will notify the City of Manzanita should there be any changes.
2. I state my understanding that it is illegal to rent or to advertise for rent on a short-term basis this or any other property inside the City of Manzanita without first obtaining and posting a current Manzanita Short-Term Rental License/ Certificate of Authority as required in Manzanita Ordinance 10-03 and Ordinance 16-03.

Rent is defined as: *The full consideration charged, whether or not received by the Transient Lodging Tax Collector, for the Occupancy of Transient Lodging valued in money or in goods, labor, credits, property, or other consideration valued in money, without any deduction. Except as otherwise provided in this section, Rent includes all fees, charges and assessments (including but not limited to processing fees, cleaning fees or fees for maid service and pet fees) charged, assessed or allocated by the Operator or Transient Lodging Intermediary for the Occupancy of the Transient Lodging, the payment of which is not optional and not refundable. **This includes any consideration related to use by family and/or friends.***

3. I agree to comply with all City of Manzanita ordinances and regulations governing short term rentals and transient lodging taxes and acknowledge my understanding that failure to comply:
 - A. shall result in fines as laid out in Manzanita's Civil Infractions Ordinance #15-01.
 - B. may result in the revocation of my short-term rental license following its issuance.

Owner's Signature

Date

Co-owner's Signature

Date

Co-owner's Signature

Date

Co-owner's Signature

Date

Co-owner's Signature

Date

Co-owner's Signature

Date

(Add an additional sheet if necessary.)

Application Fee to Be Submitted with The Application Packet: \$650.00

The application fee includes the cost of staff time to process the application and the initial Short-Term Rental inspection. All re-inspections due to failed items on the City-published inspection list will be subject to additional inspection fees. The fee for each additional inspection is \$325.00.

A Short-Term Rental applicant must have the initial Short-Term Rental inspection completed and all deficiencies corrected within three months of the application submittal date. Failure to complete the Short-Term Rental inspection process within three months of the application submittal date shall result in the expiration of the application.

Incomplete application packets shall not be accepted nor processed. After one resubmittal, all additional resubmittals for the same property shall require payment of additional application fees.

City of Waldport

Transient Rental Registration

Date: _____

Number of Rentals: _____ House _____ Room(s)

Transient Rental Location(s): _____

(Use additional lines if more than one location)

Name of Establishment (Optional): _____

Owner Name: _____

Contact Information: _____ Phone# _____ Cell#

Email Address: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Property Manager: _____

Contact Information: _____ Phone# _____ Cell#

Email Address: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Transient Rentals within the City limits of Waldport are governed by Waldport Municipal Code Chapter 3.04.

The Municipal Code can be accessed online at www.waldportoregon.gov or hard copies may be purchased by contacting the City of Waldport at (541)563-3561. Transient Rentals: [Link to WMC for Transient Rentals](#)

Transient Room Tax receipts are due on a quarterly basis, by the last day of the month following the end of the quarter. The forms are available online at [our website](#), or by calling (541)563-3561.

Attachment 7:

STR Inspection Checklist Examples

Cities Included:

- City of Bandon
- City of Bend
- City of Canon Beach
- City of Gearhart
- City of Gresham
- City of Lincoln City
- City of Manzanita
- City of Yachats



Bandon Police Vacation House Check



Vacation Departure Date:_____ Return Date:_____

If you return BEFORE the listed date, Please call 541-347-2241

Home Owner/Resident Name(s): _____

Address:_____ Phone (home)_____(cell)_____

Mailing Address (if different):_____

House Color:_____ Nearest Cross Street:_____

Yes No

☐ ☐ Address Visible on House? (If NO describe location)_____

☐ ☐ Any Outbuildings? (If YES describe buildings)_____

☐ ☐ All Doors and Windows Locked? (If No Give Details)_____

☐ ☐ Do Locked Gates Prevent Access? Gate Code:_____

☐ ☐ Does Anyone Have Keys to House/Business/Gate?
(Please Provide Name & Phone) _____

☐ ☐ Lights or Radio Left On? Times:_____ Location:_____

☐ ☐ Pets on Property? Type:_____ How Many:_____

☐ ☐ Alarm Installed? Alarm Company Name & Number _____

☐ ☐ Mail, Deliveries, Newspaper Stopped?

☐ ☐ Vehicles Left Visible on Property? (Color, Make, Plate) _____

☐ ☐ Yard/Pool Services? (Include Days of Service) _____

☐ ☐ Anyone else be Checking on the Residence? Who:_____

EMERGENCY CONTACT

Name:_____ Phone:_____ Address:_____

Persons Authorized on Property (Please Include Phone #)_____

I understand that vacation checks/safety patrols will be performed on a random basis as staffing and time permits. Any application may be denied due to past history at residence. My signature on this form releases the City of Bandon, the Bandon Police Department, and their employees and volunteers of all liability or any loss or damage that may occur during the aforementioned time period. **Submit Requests to:**
Bandon Police, 555 Hwy 101, Bandon, OR 97411 or Fax (541)347-2206 or Email slakey@cityofbandon.org

Name:_____ Signature:_____ Date:_____



Licensing Division
City of Bend
(541) 388-5580
licensing@bendoregon.gov
710 NW Wall Street, Bend OR 97703

This submittal form is to be completed as part of your application with the City of Bend. *Download this form before completing fillable fields*, then upload with your application through the Online Permit Center at www.bendoregon.gov/permitcenter.

STR FIRE SAFETY SELF-INSPECTION CHECKLIST AND ACKNOWLEDGEMENT

Follow these steps:

- ☐ Use this checklist as a guide to walk through your residence.
- ☐ Start by taking a walk around the exterior of your building, then the interior. Try to look as if you are seeing the residence for the first time.
- ☐ Look carefully for items which might pose a fire hazard – they may not be easily visible, such as underneath or behind furniture.
- ☐ Make note of any issues found and correct them – the sooner, the better.

These items require a special inspection and/or testing, cleaning and maintenance performed by qualified personnel:

- ☐ Fire Extinguishers (Annual) – Contact a fire extinguisher servicing company
- ☐ Fire Alarm Systems (Annual) – Contact a fire alarm servicing company

These items require annual maintenance by the home owner or property manager:

- ☐ Home Smoke alarms (Annual) – Replace the batteries annually – replace entire alarm when it's 10 years old
- ☐ Home Carbon Monoxide (CO) alarms (Annual) – Replace the batteries annually – replace entire alarm at the end of its life (7-10 years)

If you have any questions or are unsure if an item is a fire hazard or not, please call (541) 322-6386. The Fire Department is always glad to help you with any questions or concerns.

Thank you in advance for being a partner in fire prevention. This allows us to concentrate inspection efforts on businesses that are at much greater risk – such as hotels/motels, schools and hospitals.



Accommodation Information for People with Disabilities

To obtain this information in an alternate format such as Braille, large print, electronic formats, etc. please contact the Licensing Division at licensing@bendoregon.gov or (541) 388-5580; Relay Users Dial 7-1-1.

Outside

- ☐ **Is your address clearly posted?** In an emergency, seconds count. Can your address numbers (and suite numbers, if applicable) be seen clearly from the street? Numbers need to be at least 4 inches in height and contrast with their background. They also need to be visible day or night, consider reflective numbers or outside lighting.
- ☐ **Are the fire lanes and hydrants clear and accessible?** Ensure that parked vehicles, garbage bins and stored items are not obstructing access to your property. Quick and unobstructed access is also required for fire hydrants, fire sprinkler control valves and fire department connections to sprinkler systems. Keep three feet of clearance around all fire hydrants and fire department appliances.
- ☐ **Are garbage and recycle bins located away from the building?** Residential trash and recycling containers should be placed away from the exit doors, be equipped with a lid and made of heavy-duty plastic. The containers from the local garbage companies meet this requirement. If dumpsters are used, they need to be at least 5 feet away from combustible walls, roof overhangs, doors and windows.
- ☐ **Are exterior portions of exits clear and unobstructed?** An exit doesn't stop at the door – the exit corridor continues out to the public way. Check the outside portions of your exits to make sure they are not blocked or made impassable by storage or landscaping.
- ☐ **Is there a campfire ring or fire pit available for renters to use?** Bend Fire Department requires that all open fires follow the current Burning Regulations. Renters need permission from the property owner to have a fire, so it's up to the property owner whether a fire is allowed or not. If one is allowed, ensure the fire pit meets the requirements in the regulations. Open fire pits need to be 25 feet from buildings and fences. You can reduce this separation with commercially manufactured fire pits or Natural Gas/Propane fired fire pits. Gas fired fire pits are a good alternative to open fire pits as there is no ash to tend to, no sparks to fly away and can be turned off easily. Call Bend Fire Department for more information 541-322-6386 or visit their website [here](#).

Inside

- ☐ **Are compressed gas cylinders (even the small ones for balloons or BBQ's) secured to keep them from falling over?** If a cylinder tips over and cracks, it can become a torpedo!
- ☐ **Are you using portable heaters?** Check your heater to ensure it is safe for indoor use – fueled appliances, such as kerosene, create carbon monoxide and can be deadly when used indoors. Also, check to see if your heater shuts off automatically when tipped over. If not, replace it with one that has a tip-over switch.
- ☐ **Are your electrical appliances and cords in good condition?** Check appliances and equipment to make sure they are in good working order with no discoloration or warm spots that may be a sign of overheating. Check electrical cords for any signs of wear or fraying. Replace damaged cords – electrical tape is not a substitute for insulation around wiring.
- ☐ **Are you keeping what's hot away from what's not?** Make sure anything that can burn is at



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least 36 inches away from any heat source, including furnaces, portable heaters, baseboard heaters, wall heaters and water heaters.

- ☐ **Do you have a portable fire extinguisher?** Fire extinguishers can be very effective when used properly on a small fire. The Bend Fire Department recommends an extinguisher that is rated at least 2A:10BC. Make sure the tank and valve are both made of metal to allow for the annual maintenance to be done. Extinguishers should be located in an easily accessible location away from sources of fire (cooktops, furnaces, etc.). Call Bend Fire Department for assistance with your extinguisher 541-322-6386.
- ☐ **Is your electrical wiring covered?** Check your wall outlets, switches and junction boxes to ensure that switch and cover plates are in place. Keep the cover to your electrical panels closed, too. Missing or open covers are a common safety hazard and may lead to electrical shock and an increased risk of fire.
- ☐ **What are you storing, and where?** If you have flammable or combustible liquids on site, store them in original or approved containers and check to see that they are clearly labeled. If there are more than 10 gallons stored in the building, an approved storage cabinet may be required. Check your storage location – storage is prohibited under exit stairways and in exit aisles.
- ☐ **Are all exits clear, visible, unlocked and unobstructed?** Check hallways and corridors to make sure building occupants can get to the exit doors quickly, safely and free of any trip hazards or obstructions.
- ☐ **Are equipment and appliances plugged directly into a wall outlet?** Extension cords, regardless of how “heavy-duty” they are, are still designed to be used on a temporary basis and may not be used in place of permanent wiring. If you need a longer cord, a surge protector that contains an internal circuit breaker may be used, provided it is not used to power large appliances or other equipment that draws a large electrical load. Always follow the manufacturer’s directions for powering equipment and appliances.
- ☐ **Is the area in front of the electrical panel clear?** There needs to be a clear space at least 30 inches wide and from the floor to 78 inches high in front of all electrical panels. Also, this is a good time to make sure all circuit breakers or fuses are clearly labeled in the event the power needs to be shut off to a certain area or appliance.

Acknowledgement

Owner Name: _____

STR Address: _____

By signing below, I attest that the owner name listed above at the noted physical address has completed a fire/safety self-inspection and all hazards noted during the self-inspection have been corrected.

Name (Printed)

Signature

Date



Accommodation Information for People with Disabilities

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Accommodation Information for People with Disabilities

To obtain this information in an alternate format such as Braille, large print, electronic formats, etc. please contact the Licensing Division at licensing@bendoregon.gov or (541) 388-5580; Relay Users Dial 7-1-1.



SHORT TERM RENTAL INSPECTION CHECKLIST

CITY OF CANNON BEACH

A short-term rental dwelling must be inspected to determine whether it meets the standards of the Uniform Housing Code (UHC) as adopted by the City and to establish its maximum occupancy. The cost of the inspection is \$106. Prior to the issuance of a vacation home rental permit, the owner of the dwelling shall make all necessary alterations to the dwelling required by the Building Official. Failure to complete the necessary alterations within 30 days of the Building Inspector's notification of required alterations may result in the revocation of the permit.

Property Address: _____ Property Owner: _____ Telephone #: _____

Local Representative: _____ Telephone #: _____

of bedrooms _____ # of parking spaces _____

General Requirements: (not requirements of the UHC, but required by City Code or Oregon Statute)

- ☐ House numbers installed (minimum 2 ½ H, 2 ¼ W) and clearly visible from the street.
- ☐ Smoke alarms installed in all sleeping rooms, outside all sleeping areas, and on each floor of dwelling.
- ☐ No vegetation or hardscape encroaching into the Public Right of Way.
- ☐ Driveway access shall not exceed twenty feet for single ownership or shall otherwise meet the Municipal Code, Section 12.08.040.

Sanitation:

- ☐ Dwelling equipped with functional bathroom facilities consisting of a toilet, sink, and either a bathtub or shower.
- ☐ Dwelling equipped with functional kitchen facilities consisting of a stove, refrigerator, and sink.
- ☐ All plumbing fixtures connected to the sanitary sewer system and equipped with proper "P" traps.
- ☐ All plumbing fixtures connected to an approved water supply and provided with hot and cold water necessary for their normal operation.
- ☐ All sanitary facilities installed and maintained in safe and sanitary condition.
- ☐ No signs of mold or mildew on wall surfaces.
- ☐ No signs of infestation from rodents or insects.
- ☐ Dwelling is equipped with adequate garbage and rubbish storage.

Safety:

- ☐ Basement and all sleeping rooms are provided with windows designed to meet egress standards or exterior doors.
- ☐ All stairs, decks, and balconies over 30 inches in height are provided with approved guardrails.
- ☐ All stairs with three or more risers are provided with approved handrails.
- ☐ Carbon Monoxide detectors shall be located in each bedroom or within 15 feet of the bedroom.
- ☐ Mechanical rooms are not to be used for storage.
- ☐ All solid fuel appliances, flues and chimneys must be inspected and approved by a professional.

- ☐ Hose bibbs must be protected by an anti-siphon device.
- ☐ Lawn sprinkler systems must be protected by a backflow device.
- ☐ The electrical panel must be marked, labeled, and accessible.

Structural:

- ☐ Dwelling has no sags, splits or buckling of ceilings, roofs, ceiling or roof supports or other horizontal members due to defective material or deterioration.
- ☐ No split, lean, list, or buckle of dwelling walls, partitions or other vertical supports due to defective material or deterioration.
- ☐ Fireplaces and chimneys are not listing, bulging, or cracking due to defective material or deterioration.
- ☐ No evidence of decay or damage to exterior stairs or decks.
- ☐ Tank water heaters must be secured for seismic requirements and accessible.

Weather Protection:

- ☐ Dwelling has no broken windows or doors.
- ☐ No broken, rotted, split, buckled exterior wall or roof coverings that affect the protection of the structural elements behind them.
- ☐ No signs of pooling of run-of water from roof downspouts causing issue on property or to neighboring properties.

Mechanical/Electrical:

- ☐ Every habitable room contains at least two electrical outlets or one outlet and one light fixture.
- ☐ All electrical equipment, wiring, and appliances have been installed and are maintained in a safe manner.
- ☐ Dwelling is equipped with heating facilities in operating condition.
- ☐ All solid fuel burning appliances are installed per applicable codes and maintained in safe working condition.
- ☐ Dwelling has proper ventilation in all rooms and areas where fuel burning appliances are installed.
- ☐ Gas appliances must be listed and labeled and may be required to have outside ventilation.

Any of the above items which have been checked must be corrected and re-inspected prior to the issuance of a transient rental permit or vacation home rental permit.

Presented to: _____ ☐ Approved Date: _____

Inspected by: _____ ☐ Requires Modifications Date: _____

Transient Rental Dwelling Inspection Checklist City of Gearhart

Initial Inspection: At the time of initial application the vacation rental shall be inspected by the Building Official or designee. The purpose of this inspection is to assure conformance of the dwelling unit with the State of Oregon Residential Specialty Code, the Uniform Housing Code and the Uniform Fire Code regulations related to potential safety issues and to establish maximum occupancy, including but not limited to an approved means of egress from every bedroom. The applicant is responsible for obtaining DEQ sanitary sewer septic approval from the Clatsop County Environmental Health Department and providing said documentation to the City. An initial inspection fee of \$125.00 will be charged. Applicants must correct any identified deficiencies within 180- days of submitting an application before a vacation rental permit is issued. A follow-up inspection is included in the initial fee. Any further inspections will cost \$50.00 each. An inspection won't occur until all required application documents have been received by the city.

Property Address _____ Property Owner _____ Phone# _____

Local Representative _____ Phone# _____

2 occupant/bedroom and one off street parking space per bedroom #Bedrooms: _____ # off street parking spaces: _____

#bedrooms approved by septic permit: _____ Number of Occupants Approved: _____ Parking diagram approved: Y / N

General Requirements:

- ☐ House Numbers installed (min 4 inches high) and Clearly visible from the street.
- ☐ Smoke Alarms Installed in all sleeping rooms, outside all sleeping areas, and on each floor of dwelling.
- ☐ Carbon Monoxide detectors as required by building inspector.

Sanitation:

- ☐ Dwelling equipped with bathroom facilities consisting of a toilet, sink, and either a bathtub or shower.
- ☐ Dwelling equipped with kitchen facilities consisting of a
- ☐ All plumbing fixtures connected to the sanitary sewer system and equipped with proper "P" traps.
- ☐ All plumbing fixtures connected to an approved water supply and provided with hot and cold water necessary for their normal operation.
- ☐ All sanitary facilities installed and maintained in safe and sanitary condition.
- ☐ No signs of mold or mildew on wall surfaces.
- ☐ No signs of infestation from rodents or insects.
- ☐ Dwelling is equipped with require garbage service and wind latch devices.

Safety:

- ☐ Basement and all sleeping rooms are provided with windows designed to meet egress standards or exterior doors.
- ☐ All stairs, decks, and balconies over 30 inches in height are provided with approved guardrails.
- ☐ All stairs with more than three risers are provided with approved handrails.
- ☐ Tsunami evacuation map is provided for the guests.
- ☐ (Optional, but recommended) An Emergency Go Bag/72-hour survival kit has been provided for each guests.

- ☐ (Optional) 1st aid kit
- ☐ All sleeping areas have a ceiling height of 7ft or more
- ☐ Emergency escape ladders may be necessary

Mechanical:

- ☐ Every habitable room contains at least two electrical outlets or one outlet and one light fixture.
- ☐ All electrical equipment, wiring, and appliances have been installed and are maintained in a safe manner.
- ☐ Dwelling is equipped with heating facilities in operating condition.
- ☐ All solid fuel burning appliances are installed per applicable codes and maintained in safe working condition.
- ☐ Dwelling has proper ventilation in all rooms and areas where fuel burning appliances are installed.

Structural:

- ☐ Dwelling has no sags, splits or buckling of ceilings, roofs, ceiling or roof supports or other horizontal members due to defective material or deterioration.
- ☐ No split, lean, list, or buckle of dwelling walls, partitions or other vertical supports due to defective material or deterioration.
- ☐ Fireplaces and chimneys are not listing, bulging, or cracking due to defective material or deterioration.
- ☐ No evidence of decay or damage to exterior stairs or decks.

Weather Protection:

- ☐ Dwelling has no broken windows or doors.
- ☐ No broken, rotted, split, buckled of exterior wall or roof coverings that affect the protection of the structural elements behind them.

Any of the above items which have been checked must be corrected and re-inspected prior to the issuance of a transient rental dwelling permit.

To request an inspection please contact: City of Gearhart Building Dept. (503) 738-5501

Inspected by: _____

☐ Approved Date: _____

Presented to: _____

☐ Requires Modifications Date: _____

☐ Left at Job Site

SHORT-TERM RENTAL (STR) REGISTRATION VACATION HOME RENTAL INSPECTION CHECKLIST

PROPERTY: _____	REGISTRATION NUMBER: _____
INSPECTION: _____	INSPECTION DATE: _____
INSPECTOR: _____	(Owner/Agent on site during inspection?) _____

Inspection passed? ☐ Yes. You will receive your Registration Certificate via email.
☐ No. A re-inspection fee of \$125 is required. Visit GreshamOregon.gov/STR for information.

GENERAL SAFETY

<u>Requirement</u>	<u>Comments</u>
<input type="checkbox"/> House number is visible from the street.	
<input type="checkbox"/> At least one fire extinguisher on every floor of the home in conspicuous, easy-to-grab spots, near exits that are accessible within seconds. Place one near the kitchen exit away from a stove or oven.	
<input type="checkbox"/> Doors are easily accessible with working locks and not broken. All bedrooms shall have the capability to be locked.	
<input type="checkbox"/> Windows are easily accessible with working locks and not broken.	
<input type="checkbox"/> Hot water heater is set no higher than 120 degrees Fahrenheit.	
<input type="checkbox"/> Stairs have at least one handrail.	
<input type="checkbox"/> Things that can burn are at least 3 feet from the furnace, fireplace (should have screen and hearth), heater, appliances, and stovetop. Any flammables are stored properly.	
<input type="checkbox"/> A safe, continuous, and unobstructed path to public way.	
<input type="checkbox"/> There is no significant presence of mold, dampness or water damage.	
<input type="checkbox"/> Appliances are all in a safe, working condition.	
<input type="checkbox"/> Habitable rooms have proper heat source. (Installed force air unit, electric heaters, etc. capable of maintaining 68°F at a height of 3'0" above floor. No portable heaters allowed.)	

SMOKE & CARBON MONOXIDE DETECTORS

<u>Requirement</u>	<u>Smoke Detectors</u>	<u>Carbon Monoxide Detectors</u>	<u>Comments</u>
All operational	<input type="checkbox"/>	<input type="checkbox"/>	
Proper locations*	<input type="checkbox"/> On every level <input type="checkbox"/> Outside each bedroom <input type="checkbox"/> In each bedroom <input type="checkbox"/> 10 ft minimum from fixed cooking appliances in/near the kitchen	<input type="checkbox"/> On every level <input type="checkbox"/> Outside every sleeping area	
<i>*For larger homes (where the interior floor area on a given level is greater than 1,000 square feet), there is an average of at least 1 smoke alarm for every 500 feet.</i>			

BEDROOMS

<u>Requirement</u>	<u>Comments</u>
<input type="checkbox"/> Bedroom is a legal sleeping room per definition: Minimum of 70 square ft. with minimum horizontal distance of wall of 7 feet. Must have at least one lockable door and one window directly opening to outside of dwelling (minimum NET opening area of 5.7 square feet). Must also have a proper heat source (Installed force air unit, electric heaters, etc. capable of maintaining 68°F at a height of 3'0" above floor. No portable heaters allowed.)	
<input type="checkbox"/> All bedrooms have exit door and exit window in good working condition (not blocked by furniture, damaged or barred and are easily openable) and all second-floor bedrooms have an emergency escape ladder stored in a conspicuous place.	

ELECTRICAL

<u>Requirement</u>	<u>Comments</u>
<input type="checkbox"/> All electrical appears to be in safe and working condition (no exposed or damaged wiring, electrical panel properly covered and accessible, faceplate covers in place, extension cords are not used as fixed wiring).	

POSTINGS / REQUIREMENTS

<u>Requirement</u>	<u>Comments</u>
<input type="checkbox"/> Good Neighbor Guidelines posted in STR or provided in guest book.	
<input type="checkbox"/> Parking available as required.	

The Short-Term Residential Code's Bedroom Requirement



VRD Site Inspection List

Write “yes” in the blank when the item is complete.

- _____ Landscaping as required by Lincoln City Municipal Code Title 17.
- _____ Measured out the required dimensions for the required off-street parking spaces in accordance with the submitted site plan.
- _____ Trash receptacles are located on the site.

Health & Safety Standards (see pamphlet for minimum requirements):

1. Bedroom Egress – describe the method of egress (window or door) and list the width and height of the opening AND the height from floor level to the bottom of the window sill.
 - Bedroom #1 Egress _____
 - Bedroom #2 Egress _____
 - Bedroom #3 Egress _____
 - Bedroom #4 Egress _____
 - Bedroom #5 Egress _____

2. Hand & Guard Rails “Yes” when complete or “NA” if Not Applicable
 - Hand rails meets the required minimum standards _____
 - Guard rails meet the required minimum standards _____

3. Circuit Breaker/Fuse Box _____
 - Access to the box is unobstructed and safe _____
 - All circuits labeled _____
 - All empty breaker spaces plugged _____

4. Electrical Outlets & Switches _____
 - All outlets and switches have faceplates _____
 - Kitchen outlets tied to or installed with GFCI _____
 - Bathroom outlets tied to or installed with GFCI _____
 - Outdoor outlets tied to or installed with GFCI _____

5. Carbon Monoxide (CO) Detectors _____
 - One for each level with sleeping areas _____
 - Outside each bedroom or within 15 feet outside of each sleeping area. One CO Detector can service multiple bedrooms. _____



6. Smoke Detectors (SDs)
 - One on each floor _____
 - One in Bedroom #1 _____
 - One in Bedroom #2 _____
 - One in Bedroom #3 _____
 - One in Bedroom #4 _____
 - One in Bedroom #5 _____
 - One directly outside each bedroom or in hallways connecting multiple bedrooms per standards _____
7. Any work done was completed with a permit if/as required _____
8. Tripping Hazards
 - All obvious tripping hazards inside the house have been eliminated _____
9. House Numbers
 - Clearly visible from the street _____
 - Reflective or illuminated _____
10. Tsunami Evacuation Map
 - Evacuation Map is posted inside the house _____

I/We hereby certify that the site and dwelling is ready for the required vacation rental dwelling inspection. I/we acknowledge that we are requesting an inspection only because I/we feel we have completed all requirements to the best of our ability. I/we understand that additional inspection fees must be paid if subsequent inspections are required should the original inspection fail.

Current Property Owner (signature required) Date

Current Property Owner (signature required) Date

Contract Purchaser (signature required) Date

Inspections are performed on Wednesdays, Thursdays, or Fridays. Inspections require a minimum 24-hour notice. Please list your top 3 preferred dates and times for the inspection.

Inspection Date and Time Preference #1 _____

Inspection Date and Time Preference #2 _____

Inspection Date and Time Preference #3 _____

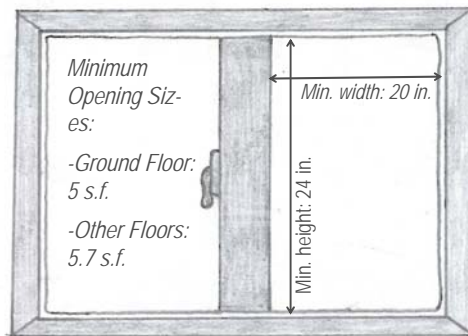


Health & Safety Standards for Vacation Rental Dwellings

Your dwelling CANNOT be approved as a vacation rental dwelling unless the dwelling meets the standards contained within this pamphlet.

You are expected to address each of these items BEFORE requesting the required inspection.

1. Bedroom Egress - Bedrooms must have either a door or window accessing the outside so that occupants can escape in case of fire in the house. If existing conditions lack sufficient egress, owners must reduce the occupancy of the VRD or bring the egress into compliance*.
*Enlarging windows requires a building permit.



Windows must meet both minimum dimensions and opening size requirements.

Max height: 44 in.

Floor level

Opening size or height may be reduced in limited circumstances..

2. Hand & Guard Rails - These rules apply to staircases, lofts, platforms, decks, and porches both in the house and outside on the property*.

Handrails shall have at least 1.5" of clearance around them and be of a dimension that is easily graspable (as described in the Oregon Residential Specialty Code).

Maximum distance between railings is based on building code in effect at time of construction, though never more than 9". (Current building code states max. 4")

Railings need to be secure, not loose or wobbly.

Minimum guard-rail height on stairs is 34". Handrail height shall be between 30" and 38". Both measurements made from toe of stair.

Minimum guardrail height: 36" (except on stairs).

Guardrails required if rise from floor or ground higher than 30"

Handrails required if there are four or more risers (i.e. steps, stairs, etc.)

*Stairs that are deemed as landscaping and not part of a required means of egress are exempt from these requirements.

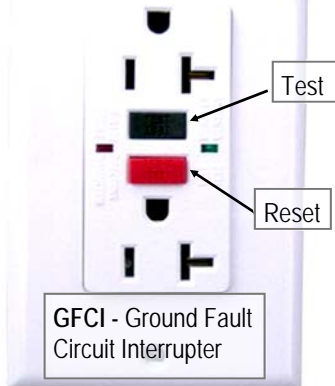
3. Circuit Breaker/ Fuse Box - Access to the box must be unobstructed and safe. All circuits must be labeled and all empty breaker spaces plugged.



4. Electrical Outlets & Switches -

- a. Outlets located outdoors, in kitchens, or bathrooms must be tied to or installed with an outlet with a built-in breaker called a GFCI to protect against shock in wet or humid conditions. *All work must be done by a licensed electrician*

b. All outlets & switches must have faceplates.



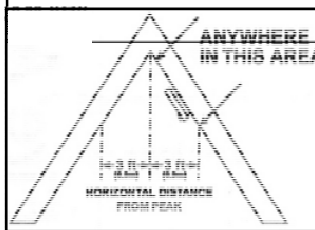
5. Carbon Monoxide (CO) Detectors - CO alarms are often similar in appearance to a smoke detector. They must be installed in all houses that have a CO source inside. Sources include woodstoves, natural gas stoves and heaters, and attached garages (exhaust fumes from vehicles contain CO). According to the State Fire Marshal, they should be installed:

- On each level of your house with sleeping areas.
- In each bedroom or within 15 feet outside of each sleeping area.
- As directed by manufacturer's instructions.

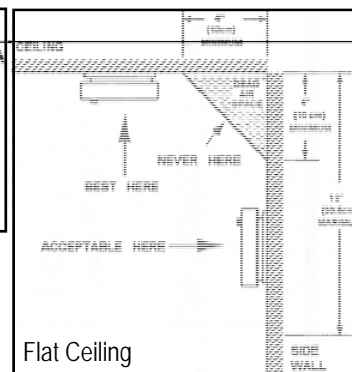
For more information, visit the State Fire Marshal's website:

www.oregon.gov/OSP/sfm/Pages/commed_co_program.aspx

6. Smoke Detectors (SDs) - SDs must be located on each floor (*even if there isn't a bedroom on the floor, it still needs a SD*), in each bedroom, and directly outside each bedroom. In hallways connecting multiple bedrooms, one smoke detector can serve multiple bedrooms within a clear line of site and less than 20 feet from the bedroom door. Below are diagrams from a SD manufacturer showing proper placement of common models on walls and ceilings. Refer to the manufacturer specifications for your particular model to confirm.



Vaulted Ceiling



Flat Ceiling

7. Compliance with building code - Any improvements to the house need to comply with the building code in effect when the improvements were made. Any work done without a required permit will be in violation of this standard.

8. Tripping Hazards - There can't be any obvious tripping hazards in the house. Examples would be extension cords across floors, loose stairs, broken flooring, etc.

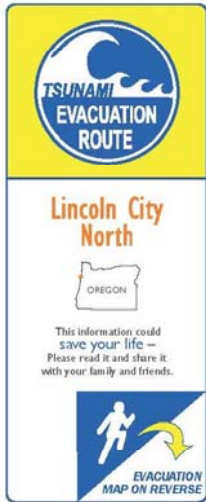
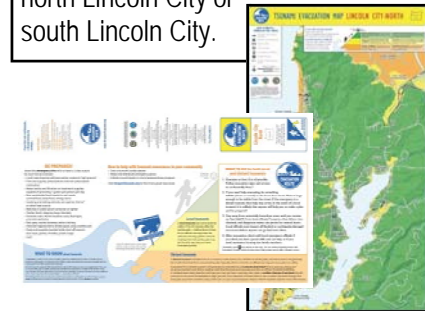
9. House Numbers - House numbers need to be clearly visible from the street and either reflective or illuminated to facilitate police or ambulance response.



Example of back-lit, solar-powered house numbers.

10. Tsunami Evacuation Maps

VRDs must post the official Oregon State Dept. of Geology and Mineral Industries Tsunami Evacuation Map appropriate for its location, either north Lincoln City or south Lincoln City.



For more information on vacation rental dwelling regulations, contact Austin Hull at (541) 996-1227 or ahull@lincolncity.org

For more information on building codes, contact Brandon Zipsper, Building Office/Plans Examiner/Building Inspector, at 541-556-8771 or brandonz@nwcodepros.com

Name:

Address:

Lot dimensions: 50x100

Total Planted area: 1800



native
Landscape



North Arrow



scale → 1 inch = 10 feet



Garage 24x27

①

8x16

②

8x16

20ft

③

9x20

④

9x20



shrubs

Property Line →

Grass

21ft

Street name →

Front Yard

Front Yard
1050 sq ft

Plant area
in front
yard: 630 sq ft



City of Manzanita

P.O. Box 129, Manzanita, OR 97130-0129
Phone (503) 368-5343 Fax (503) 368-4145
STRprogram@ci.manzanita.or.us
www.ci.manzanita.or.us

SHORT-TERM RENTAL NEW APPLICATION SELF-INSPECTION CHECK LIST

Do not submit your short-term rental application packet until you or your agent has verified that all items on this list are completed and will pass inspection by the City Building Inspector or designee and all required photographs, documents and site plan are attached.

PROPERTY ADDRESS: _____

**This list is not to be considered comprehensive.
Property-specific issues that are not on this list are sometimes discovered during inspections.**

GENERAL

_____ A visible house number is easily seen from the street.

_____ There is a minimum of two designated 9' x 18' off-street parking spaces per dwelling unit which are compliant with all City requirements. These parking spaces must be completely on the subject property and must not encroach into the City rights-of-way.

_____ There are no encroachments into the City rights-of-way including landscaping, garbage containers, or structures. (It is the owners' responsibility to identify their property lines and to ensure that there is no encroachment.)

_____ If this is a corner lot, there is no obstruction of the required vision triangle.

_____ Garbage containers are located and stored as described and required in Ordinance 10-03 **in the side yard**. All garbage containers have wind/animal latches installed and are securely attached to something stable (such as a building, tree, fence or post) or enclosed in such a way that it prevents the wind, birds, or animals from knocking them over and/or disturbing their contents. (Please be aware that the garbage company does not allow the use of bungy cords due to safety reasons.) Location: _____

EMERGENCY INFORMATION

Follow the instructions in Resolution No. 15-01 to complete the following (see City's website for printable maps and documents):

_____ A laminated map showing the tsunami inundation zone is posted in a prominent location and is marked with the specific evacuation route from the short-term rental to the nearest assembly area.
(Map is available on the City's website.) Location posted: _____

_____ A copy of the Tsunami Evacuation Map for Manzanita-Nehalem-Wheeler issued by the Oregon Department of Geology and Mineral Industries is available in the unit.

(Map is available on the City's website.) Location in unit: _____

_____ Appendix A of Resolution No. 15-01 "Emergency Information for Visitors" is available in the unit.

(Available on the City's website.) Location in unit: _____

STRUCTURAL

_____ Each room used as a bedroom is full-enclosed habitable space with a heat source and has a 5.7 sq. ft. operable egress window or an exterior door which meets current building code.

Emergency escape and rescue openings shall have a net clear opening of not less than 5.7 square feet (0.530 m²). The net clear opening dimensions required by this section shall be obtained by the normal operation of the emergency escape and rescue opening from the inside. The net clear height of the opening shall be not less than 24 inches (610 mm) and the net clear width shall be not less than 20 inches (508 mm).

Exception: Grade floor openings or below-grade openings shall have a net clear opening area of not less than 5 square feet (0.465 m²).

_____ The intermediate rails of all interior and exterior guard railings have a maximum of 4 inches between rails.

_____ Handrails meeting current code are on stairs with 4 or more risers.

_____ Exterior decking is in good condition.

_____ The structural frame, decking, and metal supports and attachment brackets for exterior wood frame decks and stairways are sound and not deteriorating.

_____ All interior and exterior guardrails, such as deck railings, are able to withstand a two-hundred-pound (200#) impact force.

_____ Steps of all interior and exterior stairs must meet the requirements of the current Oregon Residential Specialty Code for overall width of 36 inches for homes constructed after 1972. (Exception: Homes constructed prior to 1972 may have stairs a minimum of 30 inches.)

_____ Stairway riser height shall not exceed 8 inches and the tread depth shall be a minimum of 9 inches with no variation greater than 3/8 inch for all treads and risers from the top to the bottom of each stairway. (Exception: Riser heights of 9 inches are allowed in homes built prior to 1972). Note that the 3/8-inch maximum variation applies to all stairs regardless of age.

_____ Headroom in stairways must be a minimum of 6 foot 8 inches as measured vertical from the nosing of each tread to the ceiling above. (Exception: Homes constructed prior to 1972 may have stairway headroom no less than 6 foot 4 inches.)

_____ There is safety glazing of glass as required by current building code: On windows within a 24-inch arc of doors; In enclosures for or walls facing hot tubs, whirlpools, saunas, steam rooms, bathtubs and showers; Adjacent to stairways, landing and ramps.

_____ The structural frame for exterior hot tubs on wood frame decks are shown to be adequate.

_____ Hot tub lids are locked and safely secured.

ELECTRICAL

_____ All plug-ins and light switches have face plates.

_____ There is no exposed wiring indoors or outdoors.

_____ The electric breaker box has all circuits labeled, and empty breaker spaces are plugged.

_____ GFCI (Ground fault circuit interrupter) protected plug receptacles are provided for exterior, kitchen, and bathroom plugs.

_____ Carbon Monoxide alarms shall be located in each bedroom or within 15 feet outside of each bedroom door. Bedrooms on separate floor levels in a structure consisting of two or more stories shall have separate carbon monoxide alarms serving each story. Where a fuel-burning appliance is located within a bedroom or its attached bathroom, a carbon monoxide alarm shall be installed within the bedroom.

_____ Smoke alarms shall be installed in the following locations:

1. In each sleeping room.
2. Outside each separate sleeping area in the immediate vicinity of the bedrooms.
3. On each additional story of the dwelling, including basements.

PLUMBING

_____ Outside hose bibs each have a backflow prevention device.

_____ Hose bibs do not exceed 80 psi of water pressure. (This will be check by the inspector during the inspection. If this is too high, you will be required to install a pressure reduction valve to pass your inspection.)

_____ Water heaters are properly strapped and secured to meet seismic protection standards.

_____ Water heater TEP (Temperature and Pressure Relief) line is run to an approved location.

MISC.

_____ The short-term rental is equipped with one listed and approved 2A:10BC type extinguisher per floor. Fire extinguishers are mounted in visible locations with the tops of the fire extinguishers mounted between three and five feet above the floor and are accessible to occupants at all times.

List locations mounted: _____

_____ All fireplaces, fireplace inserts, and other fuel burning heat sources have been professionally inspected and cleaned within the past year.

_____ Swimming pools can be locked off and safely secured.

_____ All outdoor lighting fixtures are Dark Sky compliant as follows:

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.

PARKING REQUIREMENTS

Parking spaces shall meet the following minimum specifications:

- a) Parking Space Definition - An enclosed or unenclosed surfaced area of not less than 18 feet by 9 feet in size, exclusive of maneuvering and access area, permanently reserved for the temporary storage of one automobile, and connected with a street or alley which affords ingress and egress for automobiles.
- b) Required parking spaces shall be available for the parking of operable passenger automobiles of residents, customers, patrons, and employees only, and shall not be used for storage of vehicles or materials or for the parking of trucks used in conducting business or use.
- c) Areas used for standing and maneuvering of vehicles shall have durable and dustless surfaces maintained adequately for all-weather use and drained so as to avoid flow of water across public sidewalks or adjacent property.

***Driveway surface to be gravel, asphalt, concrete, pavers, or other similar material.**

To verify that you meet this requirement, you must mark your property corners and measure & mark your off-street parking spaces before scheduling your inspection. Off-street parking spaces are those that are completely within your property boundary lines and do not extend into the City right-of-way or into/onto the street. Please be aware that the parking area along the street parallel to your property is usually the City right-of-way and is therefore public property not to be included in your parking declarations.

You must also mark all other parking spaces, as defined, within your property boundary lines to show your maximum parking capacity. Per Ordinance 10-03, "the maximum number of vehicles allowed off-street at each home shall be the number of bedrooms, plus one. Such spaces shall not be blocked and shall be available to people using the Short-Term Rental. Location and design of parking spaces shall comply with all pertinent City Ordinances, standards, and policies."

Manzanita's Public works Department has a metal detector that you may borrow to assist you in finding your property markers. Parking spaces will be verified by the City inspector during your short-term rental inspection.

Total number of parking spaces matching the specifications above: _____

Per Manzanita Ordinance 10-03 Section 3(d): Initial inspection.

In any case where a property subject to an initial inspection is not approved by the City, the City shall allow thirty (30) days from the date of the initial Short-Term Rental inspection for minor repairs or sixty (60) days from the date of the initial Short-Term Rental inspection for major repairs, at the completion of which the Owner or Local Agent must contact the City of Manzanita for a re-inspection. An additional inspection fee may apply.

All re-inspections due to failed items on the City-published inspection list will be subject to additional inspection fees. If the repairs identified in the initial Short-Term Rental inspection are not rectified at the time of re-inspection, the license application shall be invalidated, and the applicant must re-apply and pay the associated application fee.

The City reserves the right to modify inspection requirements to ensure compliance with any standards required by the City.

REQUIRED PHOTOGRAPHS AND DOCUMENTS

Photos and documents must be emailed as a separate pdf attachment to *STRprogram@ci.manzanita.or.us*.

Please do not send jpegs or other types of photo images. Please do not imbed or copy photos into the email.
These types of submittals will not be accepted.

____ Photographs of property showing marked corners and marked property lines on all sides of the property abutting roadways.

____ Photographs showing all marked & measured 9' x 18' off-street parking spaces, including any in the garage. Parking spaces will be reviewed for accuracy and conformity during inspection by the Building Inspector or designee.

____ Photographs of attached wind/animal latches on all garbage containers and of how those containers are attached to something stable or enclosed (in the side yard) so that it is not possible for the wind, birds, or animals to knock them over and/or disturb their contents.

____ Photographs of the smaller laminated map showing the tsunami inundation zone posted in a prominent location and marked with the specific evacuation route from the short-term rental to the nearest assembly area as required and described in Resolution 15-01. Marked evacuation route must be clearly visible in a photo. Photos must also show location of the posting in the house.

____ Photograph of a copy of the Tsunami Evacuation Map for Manzanita-Nehalem-Wheeler issued by the Oregon Department of Geology and Mineral Industries as available in the unit.

____ Photograph of Appendix A of Resolution No. 15-01 "Emergency Information for Visitors" as available in the unit.

____ Photographs of all fire extinguishers showing they are properly mounted and that they are listed and approved 2A:10BC type extinguishers.

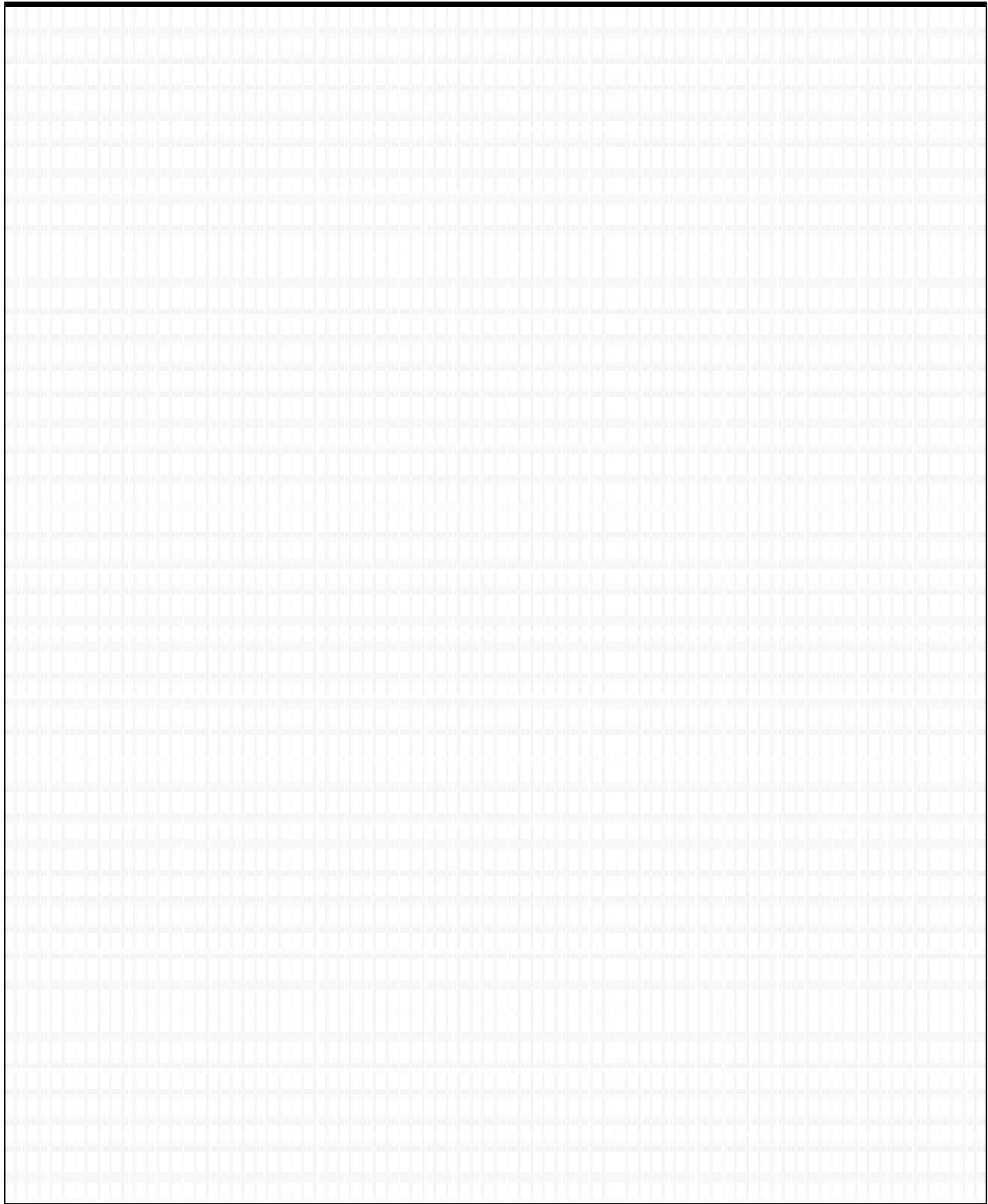
____ Photographs of all exterior lights showing that they comply with the dark-sky requirements as list in Ordinance 10-03.

____ Itemized invoice or receipt documenting that all fireplaces, fireplace inserts, and other fuel burning heat sources have been inspected and cleaned within the past year.

____ Site plan drawn by applicant showing location of all buildings, garbage can location, and 9' x 18' parking spaces. (Use graph on next page.) Please draw as close to scale as possible.

SITE PLAN

Please draw as close to scale as possible.



BASIC CHECKLIST (2019)
VACATION RENTAL DWELLING OR TRANSIENT RENTAL CONDOMINIUM
(Additional Requirements May Apply)

Address _____

Owner _____ Phone# _____

Local Contact _____ Phone # _____

OCCUPANT LOAD PROPOSED FOR THIS BUILDING: _____ # OF BEDROOMS: _____

Note: The Zoning Ordinance sets a maximum occupancy based on three persons (over the age of three) per bedroom but it may be further limited based on the number of available off-street parking spaces. Irrespective of the number of bedrooms, occupancy of no more than 10 people (regardless of age) can be authorized unless the building is protected by an approved sprinkler system.

1. GENERAL REQUIREMENTS

- A. The **address** must be visible from the street.
- B. A Public Alert **NOAA Weather Radio** – along with an informational sheet that summarizes the warning capabilities of the radio must be posted. These can be purchased from the city.
- C. 50% of all required **yards must be landscaped** so that they are not dominated by parking.
- D. The off-street required **parking spaces must be paved** or provided with an approved surface as permitted by the Planning Director.
- E. **Exterior lighting** fixtures must be shielded in a manner to prevent glare from being visible from the surrounding properties when having bulbs exceeding 450 lumens (equivalent to a 40 watt incandescent light bulb).

2. WEATHER PROTECTION

- A. No broken windows or damaged doors and in condition to provide a weather resistive barrier.
- B. Doors must be weather-stripped, have working locks, and openable from the inside without a key or special knowledge.
- C. **Roof and exterior wall coverings** must be in good shape. There must be no excessive chipped or peeling paint.
- D. All dwelling units shall be **mold** free.

3. MECHANICAL/ELECTRICAL

- A. **Chimneys** serving wood fireplaces and stoves shall be lined and have the proper clearances to combustibles (interior chimneys 2-inches & exterior chimneys 1-inch). Chimneys must be cleaned each year. If a fireplace does not have a chimney in compliance with code, it must be **secured or signed “not for use”** in addition to installing decorative feature, such as a plant, to deter the use. The fireplace can also be converted for use of a gas appliance when it is installed under a permit and according to its listing.
- B. An openable window or an approved mechanical **venting system is required in bathrooms** and kitchens.
- C. **Electrical Panels** shall be accessible to the tenants and be provided with 36 inches clearance in front of the panel.

4. SANITATION & HEATING

- A. Provide two **garbage cans** with lids, and suitable storage. Weekly garbage service is required.
- B. An approved heating source for all habitable spaces shall be provided.

5. SAFETY

- A. **Smoke alarms** are required in all sleeping areas, the hallway serving them, and every floor.
- B. **Carbon Monoxide Alarms** – shall be located in each bedroom or within 15 ft of each bedroom door. Bedrooms on separate floor levels in a structure shall have separate carbon monoxide alarms serving each story.
- C. Basements and all sleeping rooms shall be provided with an approved **egress opening** (windows must be made accessible if sills are more than 44" above the floor & protected less than 24"), directly to the outdoors, large enough for escape from a fire as determined by the Building Official (current code min. 5.7 sq. ft., except grade or below 5 sq. ft.). Exception: Basements used only to house mechanical equipment not exceeding 200 sq. ft.
- D. All stairs, decks, and balconies over 30" above grade, shall have a **guardrail**, 36" in height, with intermediate rails spaced so a 4 inch sphere cannot pass through.
- E. All stairs with four or more risers shall have a **handrail**, not less than 34", or more than 38" high. The gripping surface shall comply with R311.7.7 of the State Dwelling Code. Handrail ends shall be returned against a wall or post. Stairs are required to have a clearance at a plane above the nose to any vertical overhead finish of approximately 6 feet 8 inches.
- F. A **fire extinguisher** having a minimum rating of **2:A 10:BC** must be mounted 3-4 ft. above the floor in the kitchen area approximately 5 – 10 ft. from the cooking stove.
- G. **Steps** are a min. of 4" & max of 8" (R311.7.5.5). The greatest **stair riser height & tread** in any flight shall not exceed the smallest by more than **3/8"** (R311.7.5.1).
- H. **Means of Egress** are governed by code section R311 & covers **doors, floors. & landings**.
- I. Tempered Glass or security film (min. 4mm) protection is required for windows w/i 2' of egress doors & <60" from floor, along interior stairs, and fall zones from bathtubs & showers (w/i 60" & <60" from floor)

6. PARKING REQUIREMENTS

- A. A minimum of two off-street **parking spaces** (each space, 9'X18') shall be available, plus one additional for each bedroom over two or occupancy will be further limited. Tenants are required to park in the spaces provided on-site & **prohibited from using on-street parking**.
- B. Required off street parking must be **paved** (asphalt, concrete, or alternative surface approved by the Planning Director).

7. POSTINGS REQUIRED

- A. **Good neighbor rules** and maximum number or occupants must be posted inside the front door.
- B. A **parking map** must be posted in the rental unit that identifies the on-site parking spaces & include a statement noting **"ON-STREET PARKING CANNOT BE USED BY RENTERS. PLEASE USE THE SPACES PROVIDED ON SITE."**
- C. The owner shall post or otherwise provide a **tsunami evacuation map** in a conspicuous location within the rental unit that also indicates **"You Are Here"**.
- D. The **business license** noting the maximum occupants (over age of 3).

Please note that this is just a basic checklist, additional requirements may apply. An inspection must be scheduled at the Community Development Department. A reinspection is required if any corrections are noted. There can be additional notification and administrative action needed to complete the approval process.



City of Yachats

Vacation Rental Inspection Form

Date: _____

Property Address: _____

Account Number: _____

City Ordinances

Items	Yes	No	Comments
Number of bedrooms			
Number of occupants allowed			
Number of on property parking spaces			
Maximum number of on property overnight parking			
On property parking in unimpeded, surfaced, usable and available to renters			
Parking is mapped and posted in the home			
Garbage receptacles are present, picked up weekly and bear proof			
Garbage receptacles are not readily visible from the street, except on trash pick-up day			
Local contact person's phone number is posted and viewable from front of building			
Basic Visitor Rules are posted on the primary exit door, along with VR license			
Local Contact Person Agreement on File with the City			
Containers for the disposal of cooking grease are present			

The City does not mandate liability insurance for vacation rentals, but the City encourages owners to visit with their insurance agent to explore coverage issues related to the commercial use of residential property

The following items are recommended by Yachats Rural Fire Dept:

	Possible Violation	Comments
Evacuation map and information posted inside house.		
Beach Front Homes-Signage regarding ocean mammals, Leptos disease must be posted.		
Propane tanks are secured and not under opening windows, Tanks are located according to code.		
Fire extinguisher present. Not required but recommended. Visible or signage present. If fire extinguisher is for multiple use, date of last inspection.		

The following items are required by the State & County:

	Possible Violation	Comments
10 Year warranty Smoke Detectors present. Current ORS regulations, motel standards. Hard-wired for new homes, battery operated for older homes.		
Carbon Monoxide detectors present. Required if a woodstove or fireplace is present. If a door opens into garage, detectors are present.		
Emergency contact person phone number and 911 posted.		
Bedrooms have egress windows		
Railings, lofts and decks meet building code		
Electric panels are visible or signage is present to indicate presence of panels.		

**City of Yachats does not enforce County and State codes & regulations.
Any Possible violations will be referred to the appropriate agency.**

Code Enforcement/City Officer Signature: Homeowner or Agent Signature

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APPROVED ON DATE:_____

DENY / PENDING REINSPECT DATE:_____

RE-INSPECT ON DATE:_____

FINAL AND APPROVED:_____

CITY HALL APPROVED:_____

****Do not rent this property until you have been approved by the City and have received a License.**

Attachment 8:

Good Neighbor Guideline Examples

Cities Included:

- City of Bend
- City of Hood River
- City of Medford
- City of Seaside



CITY OF BEND

Short Term Rental Operating License Good Neighbor Guidelines

The Good Neighbor Guidelines (GNG) were created to educate Short Term Rental (STR) owners and tenants/guests on the importance of being a good neighbor. Welcome neighbors! Be nice, you're in Bend!

1. **24-Hour Contact Information.** If at any time you have concerns about your stay or in regards to your neighbors, please call the 24-hour contact number listed in the rental lease agreement or posted in the unit. In the event of an emergency, please call 911.
2. **General Respect for Neighbors.** Be friendly, courteous, and treat your neighbors like you want to be treated. Respect your neighbors and their property.
3. **Noise.** Be considerate of the neighborhood and your neighbor's right to the quiet enjoyment of their home and property, especially after 10 p.m.
4. **Maintenance of Property.** Be sure to pick up after yourself and keep the property clean, presentable and free of trash.
5. **Garbage Disposal.** Place trash and recycling containers at the appropriate place and time for pickup. Return trash and recycling containers to the designated location within 12 hours after pickup. Cigarette butts should be properly extinguished and disposed of in the garbage.
6. **Parking & Traffic Safety.** Refer to the parking diagram posted in the unit and park on-site whenever possible. Do not park on lawns or in a manner which blocks driveways, sidewalks, alleys or mailboxes. Drive slowly through neighborhoods and watch for pedestrians and children playing.
7. **Pets.** Promptly clean-up after your pets. Prevent excessive and prolonged barking, and keep pets from roaming the neighborhood. Control aggressive pets, and be sure to abide by the local leash laws. Store pet food indoors and in a secure container to reduce the likelihood of unwanted pest problems.
8. **Tenant/Guest Responsibility.** Approved guests and visitors are expected to follow the Good Neighbor Guidelines. Be sure to read your rental agreement for additional terms and restrictions which may include consequences for violating the Good Neighbor Guidelines.



Short Term Rental (STR) Operating License Owner Information Sheet

This information sheet is provided as an overview to assist STR owners comply with Hood River Short-term Rental rules and is not a substitute for carefully reviewing applicable municipal code requirements set forth in HRMC 17.04 and 5.10.

STR Address 24-Hour Contact Representative

HRMC 5.10.080.2

The STR owner must be available or designate a representative to be available by phone (24 hours a day, seven days a week) to ensure a response to complaints regarding the condition, operation, or conduct of the occupants. Responses to complaints must be within 30 min with issues resolved in a timely manner. The City must be notified of changes in property contact information at least 14 days in advance.

24-Hour Contact Information

HRMC 5.10.080.3

The STR owner or designated representative's name, email address, and phone number must be provided to the City upon license application and renewal, and the information shall be kept current at all times.

The owner or designated representative must either: (1) provide an annual mailing or otherwise distribute by hand, a flier to neighbors within a 250 foot radius of the short term rental property address containing the owner and/or representative contact information, or post a small placard or sign near the adjacent street advising neighbors and tenants of the same information where it can be seen from the public right-of-way.

- a. Placard must be displayed on or within a sign up to two square feet in size.
- b. Placard must include Short Term Rental identifying language and the Owner Representative name and contact phone number.

Timely Response to complaints

HRMC 5.10.090

The licensee or representative shall resolve neighborhood questions, concerns, or complaints in a reasonably timely manner depending on the circumstances, initial response must be within 30min. by email, telephone or other manner. It is in the best interest of a STR owner or designated representative to maintain a record of all complaints received including the date, time, nature of the complaint, and the action and time the action was taken in response to the complaint.

Garbage Service

HRMC 5.10.080.3

The Vacation Home Rental owners shall have weekly solid waste collection service with assisted pick-up provided by the solid waste provider, if available, and provide proof of garbage service (Hosted Homeshares do not have this requirement).

License Number Included in Advertisements

HRMC 5.10.090.A

Your Short-term Rental License Number must be included on all advertisements for the property. It is illegal to operate a Short-term Rental without a license.

Mandatory Postings

HRMC 5.10.080.D

Parking - The approved off-street parking spaces must remain available for renters, including garage areas if required. A parking diagram of these approved parking spaces must be provided to renters and be available in a prominent location within the dwelling for rent.

Occupancy - The maximum overnight occupancy is limited to two persons per bedroom plus two additional persons, daytime occupancy is the overnight occupancy plus six persons, which must be posted in a prominent location in the dwelling. It is recommended that the maximum occupancy be included in the rental agreement/contract.

Trash Pickup - Day and week of trash pickup must be posted.

Good Neighbor Guidelines

HRMC 5.10.050.6

The City has developed Good Neighbor Guidelines which must be conveyed to tenants in one of several ways:

- a) Incorporating the Good Neighbor Guidelines into the rental contract.
- b) Including the Good Neighbor Guidelines in the rental booklet
- c) Providing the Good Neighbor Guidelines in a conspicuous place in the dwelling unit

Remit Transient Room Tax

HRMC 5.10.080.E

Short-term Rental operators must collect and remit Transient Room Tax per HRMC 5.09. Monthly Tax Return forms can be located on the City's webpage.

Activities Specifically Prohibited

HRMC 5.10.090.C

The following activities are specifically prohibited in the context of operating a Short-term Rental and will be strictly enforced. In addition to the prohibitions below, Short-term Rental must adhere to all Hood River Municipal Code.

- Unattended barking dogs
- Events. Examples include, but are not limited to, company retreats, weddings, rehearsal dinners, etc.
- Exceeding noise limits set by HRMC Title 8 Chapter 9

Fines and License Revocation

HRMC 5.10.110

The goal of the following penalty structure is to promote compliance and limit impacts of STR operation to surrounding neighborhoods. The discovery of material misstatements or providing false information in the STR application is grounds for license immediate revocation.

	Occurrence* of Violation within 12-mo. Period			
	1st	2nd	3rd	4th & Each Add'l
Revocation			Revocation Initiated	<i>No License, previously Revoked</i>
Fine Amount	Written warning or Amt. Specified by existing HRMC, <i>whichever is more</i>	\$250 or Amt. Specified by existing HRMC, <i>whichever is more</i>	\$500 or Amt. Specified by existing HRMC, <i>whichever is more</i>	\$500 or Amt. Specified by existing HRMC, <i>whichever is more</i>

** An "Occurrence" is defined as one or more violations of Title 5, Title 17, or any other Hood River Municipal Code, within a 24-hour period associated with the operation of an STR*



Short-Term Rental Operating License Good Neighbor Guidelines

The Good Neighbor Guidelines (GNG) were created to remind Short-term Rental (STR) owners and tenants/guests of the importance of being a good neighbor.

Welcome neighbors!

1. **24-Hour Contact Information.** If at any time you have concerns about your stay or in regards to your neighbors, please call the 24-hour contact number listed in the rental lease agreement or posted in the unit. In the event of an emergency, please call 911.
2. **General Respect for Neighbors.** Be friendly, courteous, and treat your neighbors like you want to be treated. Respect your neighbors and their property.
3. **Occupancy Limits.** Short-term Rental overnight occupancy (10pm – 7am) is limited to two-persons per bedroom plus two additional persons. Daytime occupancy (7am – 10pm) is limited to the overnight occupancy plus six additional persons
4. **Noise.** Be considerate of the neighborhood and your neighbor's right to the quiet enjoyment of their home and property. Quiet hours are 10pm – 7am.
5. **Maintenance of Property.** Be sure to pick up after yourself and keep the property clean, presentable and free of trash.
6. **Garbage Disposal.** Place trash and recycling containers at the appropriate place and time for pickup. Return trash and recycling containers to the designated location within 12 hours after pickup. Cigarette butts should be properly extinguished and disposed of in the garbage.
7. **Parking & Traffic Safety.** Refer to the parking diagram posted in the unit and park in designated spaces. Do not park on lawns, or in a manner which blocks driveways, sidewalks, alleys or mailboxes. Drive slowly through neighborhoods and watch for pedestrians and children playing.
8. **Pets.** Promptly clean-up after your pets. Prevent excessive and prolonged barking, and keep pets from roaming the neighborhood. Unattended barking dogs left at the rental are prohibited by Hood River Municipal Code. Control aggressive pets, and be sure to abide by the local leash laws. Store pet food indoors and in a secure container to reduce the likelihood of unwanted pest problems.
9. **No Events on Premises.** Using the short-term rental as an event site is not allowed under Hood River Municipal Code. Examples of events include, but are not limited to, company retreats, weddings, rehearsal dinners, etc.
10. **Tenant/Guest Responsibility.** Approved guests and visitors are expected to follow the Good Neighbor Guidelines. Be sure to read your rental agreement for additional terms and restrictions which may include consequences for violating the Good Neighbor Guidelines.



BUSINESS LICENSE PROGRAM

200 S. Ivy Street, Lausmann Annex

Medford, Oregon 97501

Phone: (541) 774-2025

businesslicenses@cityofmedford.org

GOOD NEIGHBOR GUIDELINES

VACATION / SHORT-TERM RENTAL

1. **CONTACT INFORMATION:** If at any time you have concerns about your stay or in regards to your neighbors, please call the 24-hour contact number listed in the rental lease agreement or posted in the unit. In the event of an emergency, please call 911.
2. **RESPECT FOR NEIGHBORS:** Be friendly, courteous, and treat your neighbors like you want to be treated.
3. **NOISE AND LIGHTS:** Be considerate of the neighborhood and your neighbor's right to the quiet enjoyment of their home and property. Limit night time lights and/or activating motion sensor lighting in the late evening, especially after 10 p.m.
4. **VEHICLE TRIP:** Total motor vehicle traffic to and from the premises shall not exceed ten (10) trips per day during a five day period. Each departure from and each arrival at the premises shall be counted as a separate trip.
5. **MAINTENANCE OF PROPERTY:** Be sure to pick up after yourself and keep the property clean, presentable and free of trash.
6. **GARBAGE DISPOSAL:** Place trash and recycling containers at the appropriate place and time for pick-up. Return trash and recycling containers to the designated location within 12 hours after pick-up. Cigarette butts should be properly extinguished and disposed of in the garbage.
7. **PARKING & TRAFFIC SAFETY:** Do not park on lawns or in a manner which blocks driveways, sidewalks, alleys or mailboxes. Drive slowly through neighborhoods and watch for pedestrians and children playing.
8. **PETS (if applicable):** Promptly clean-up after your pets. Prevent excessive and prolonged barking and keeping pets from roaming the neighborhood. Control aggressive pets and be sure to abide by local leash laws. Store pet food indoors and in a secure container to reduce the likelihood of unwanted pest problems.
9. **TENANT / GUEST RESPONSIBILITY:** Approved guests and visitors are expected to follow the Good Neighbor Guidelines. Be sure to read your rental agreement for additional terms and restrictions.

Vacation Rental Good Neighbor Guidelines



Welcome to the BEACH! Thank you for choosing Seaside as your vacation destination. The beach house you are staying in is available as a vacation rental by virtue of a permit issued by the City of Seaside. This permit could be placed in jeopardy if the surrounding neighborhood is impacted by your stay. We kindly ask that you please limit your impact on your neighbors and other visitors by following basic principles of common decency and respect.

Here are a few simple guidelines for your stay in Seaside:

PARKING, PARKING, AND MORE PARKING...



Please utilize the off-street parking spaces provided in the driveway, parking area, or garage of this vacation rental. The posted parking map will show you where to park your vehicles. In many areas of Seaside, parking is limited. Guests are asked to only park in the designated parking area at this vacation rental in order to keep the limited on-street parking available for residents and other visitors to use.

WHAT'S WITH ALL THE NOISE...



Please refrain from creating excessive noise at any time. Although the City's noise ordinance regulates loud, disturbing, and unnecessary noise; visitors should always consider how their actions are impacting the neighboring property owners, residents, and guests. If your vacation rental is equipped with a fire pit or hot tub, please remember your voice carries much farther at night.

BE A GREAT NEIGHBOR....



Please be considerate of the people that live in this neighborhood and around this vacation rental. Treat your neighbors the way you would like to be treated if you lived next door. Renting a vacation home in Seaside is a privilege and we kindly ask that you refrain from disrupting the local residents or other visitors in the surrounding homes.

WOOF, WOOF, MEEOWWW....



If your vacation rental allows pets, please bring them to enjoy the beach, boardwalk, and our community. Please be a good pet owner and limit your animal's impact on the surrounding neighborhood. Please keep your pet on a leash and prevent them from trespassing on neighboring properties. Please clean up after your pets and dispose of their waste in the proper trash receptacles. Please keep your dogs from being disruptive and excessively barking.

DON'T LOSE YOUR \$\$\$....



Please remember the property owner or property manager may levy additional fees for bending these guidelines or other rules specific to this vacation rental. Please be respectful of the owners of this home. Be sure to read your rental agreement and be familiar with the owner's and property manager's requirements for staying in their beach house.

Thank you for being respectful of the surrounding neighbors, visitors, and to our community. We really hope you enjoy your stay in Seaside and at this beach house. For things to do, a calendar of events, tide tables, the history of Seaside, and so much more, please visit

www.seasideor.com

Enjoy your time at the beach and we hope to see you in Seaside again soon!

Seaside Police/Fire Emergency:
911

Seaside Police/Fire Non-Emergency:
503-738-6311

Seaside Visitors Bureau:
503-738-3097