



City of Florence
A City in Motion

Memorandum:

To: City of Florence Planning Commission
From: Clare Kurth, Assistant Planner
Meeting Date: January 9, 2024
Subject: Short-Term Rental (STR) Planning Commission Work Session Memo

Introduction

The current Short-Term Rental (STR) Sub-Committee was formed following the conclusion of the STR Sub-Committee's work that was created in coordination with the Housing Implementation Plan (HIP). The 2023-2025 Biennium [Work Plan](#) adopted by the City of Florence City Council includes work plan items related to short term rentals in two sections: "Housing Efforts & Initiatives, Development Regulation" includes a task to update STR residential codes/policies to ensure adequate workforce housing supply (pg. 11) and "Community Development, Building Regulations and Permitting" includes an objective to establish a STR pre-inspection and fee (pg. 21). The goal of this work session item is to discuss the STR sub-committee research and recommendations to determine next steps and recommendations to work towards completing these work plan items.

STR Definition: Florence City Code Title 3, Chapter 3:

There is no statewide STR definition or regulations. Below is a definition from FCC 3-3 that regulates transient room tax in Florence. Revising the below definition may be beneficial for consistency with code updates and regulations.

Short-Term Rental: A house, duplex, multi-plex, apartment, condominium, houseboat, trailer or other residential dwelling unit where a person rents a guest bedroom or the entire residential dwelling unit for transient lodging occupancy. Generally, a short-term rental is zoned residential or has a building occupancy that only allows for residential use.

STR Application Packet Example: Cannon Beach, OR:

Cannon Beach, OR was identified as an example of STR policies and procedures that the STR sub-committee find to be favorable. The 14-day STR application packet for Cannon Beach has been included as a reference to draft Florence's policies and procedures. Cannon Beach offers different length of STR

permits including a 5-year unlimited and lifetime unlimited permits. This packet includes a building safety checklist on page 19 of 28, which is a 2023-2025 Work Plan item. A table of contents for the entire packet is included below. This packet is included as Attachment 3.

Pg. 3	Frequently Asked Questions	Pg. 11	Transient Room Tax Registration
Pg. 4-6	Ordinance Requirements	Pg. 13- 18	Business License Application & Examples
Pg. 7-8	STR Application Form	Pg. 19	STR Inspection Checklist
Pg. 9-10	Local Representative Certification	Pg. 21-28	Examples and Sample Documents
Pg. 11	Transient Room Tax Registration		

Buffer Mapping Example: McMinnville, OR:

The City of McMinnville, OR requires a 200-foot buffer between properties that are permitted to be used as a STR. The STR sub-committee identified McMinnville as a City with positive mapping of their STRs. Attachment 2 includes an example of their buffering map and a brief explanation of their STR situation.

Good Neighbor Guideline Example: Seaside, OR

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 quiet hours, parking and traffic safety, garbage disposal, occupancy limits, and pet policies. They often include relevant contact information such as the police non-emergency line. The STR Subcommittee identified the Seaside, OR guidelines as a good example for Florence to use as a model. The Seaside *Good Neighbor Guidelines* is included as Attachment 4.

Next Steps:

Next steps for the work plan objectives related to STRs is to identify specific criteria that should be required for review and acceptance of a STR business license, establish good neighbor guidelines for Florence, and determine items to include on a pre-inspection list. There are additional items that will require additional research and work such as determining appropriate fees for business licensing. During this work session the Planning Commission and members of the STR Sub-Committee may discuss and create a list of additional items needed as well as items the City does not need to regulate.

Items Attached:

- **Attachment 1:** Short-Term Rental Sub-Committee Recommendations
- **Attachment 2:** Cannon Beach Short-Term Rental Application Packet
- **Attachment 3:** McMinnville Evaluation and Buffer Map Example
- **Attachment 4:** Seaside Good Neighbor Guidelines

Florence Short Term Rentals

How many STR's are currently in Florence? Can we track them in terms of occupancy, revenue, etc? How were these STR's approved?

We should either cap the total number of STR's or agree on a percentage based on total number of dwelling units in the City.

Revoke a permit for a STR that has 3 or more annual complaints.
Collect a transient room tax.

Restrict occupancy.

Require a local contact with a physical address.

Require annual fire and health inspections.

Do not allow STR's in homes that already have an occupied ADU.

Permit conditionally

Should we do an overlay zone and grandfather existing STR's?

Prohibit the approval of an ADU on properties that have STR's.

I like Cannon Beach's policies and procedures.

I like Seaside's Good Neighborhood Policy.

I like what McMinnville does with the mapping of all short term rentals.

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:

<http://www.ci.cannon-beach.or.us/emergencymgmt/page/tsunami-evacuation-routes-assembly-areas>.

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 \$200 fee must be submitted for the initial 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: _____ E-Mail Address: _____

Owner Name: _____ Owner Phone: _____

Owner Mailing Address: _____ City: _____ State: _____ Zip: _____

Driver's License state: _____ Number: _____ Owner Date of Birth: _____

Type of Business: _____ Square Footage: _____

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

If Corporation or Partnership, list Officers/Partners:

Name	Mailing Address	Driver's License Number & State	Phone Number

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

Number of Employees (include all working within City limits, full-time & 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 Contractor's 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 Representative Name & Phone Number: _____

Applicant Signature: _____ **Date:** _____

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

See next page for the Business License Fee Schedule



BUSINESS LICENSE FEE SCHEDULE

1-2 Employees - \$75.00

3-5 Employees - \$125.00

6 or more Employees - \$250.00

Initial Business License Application for a Short-Term Rental \$200.00

Farmer's Market Vendor, June – October \$10.00

3 Consecutive Day License - \$20.00

Dates: _____

Must be submitted with minimum of 10 days' notice.

For Staff Use Only:

Payment Received On: _____

By: _____

Fee Paid: _____

Receipt No.: _____

Department	Date Reviewed	Reviewed By
Building		
Planning		
Public Works		
Public Safety		
City Manager		

Staff Comments

Finance Director	
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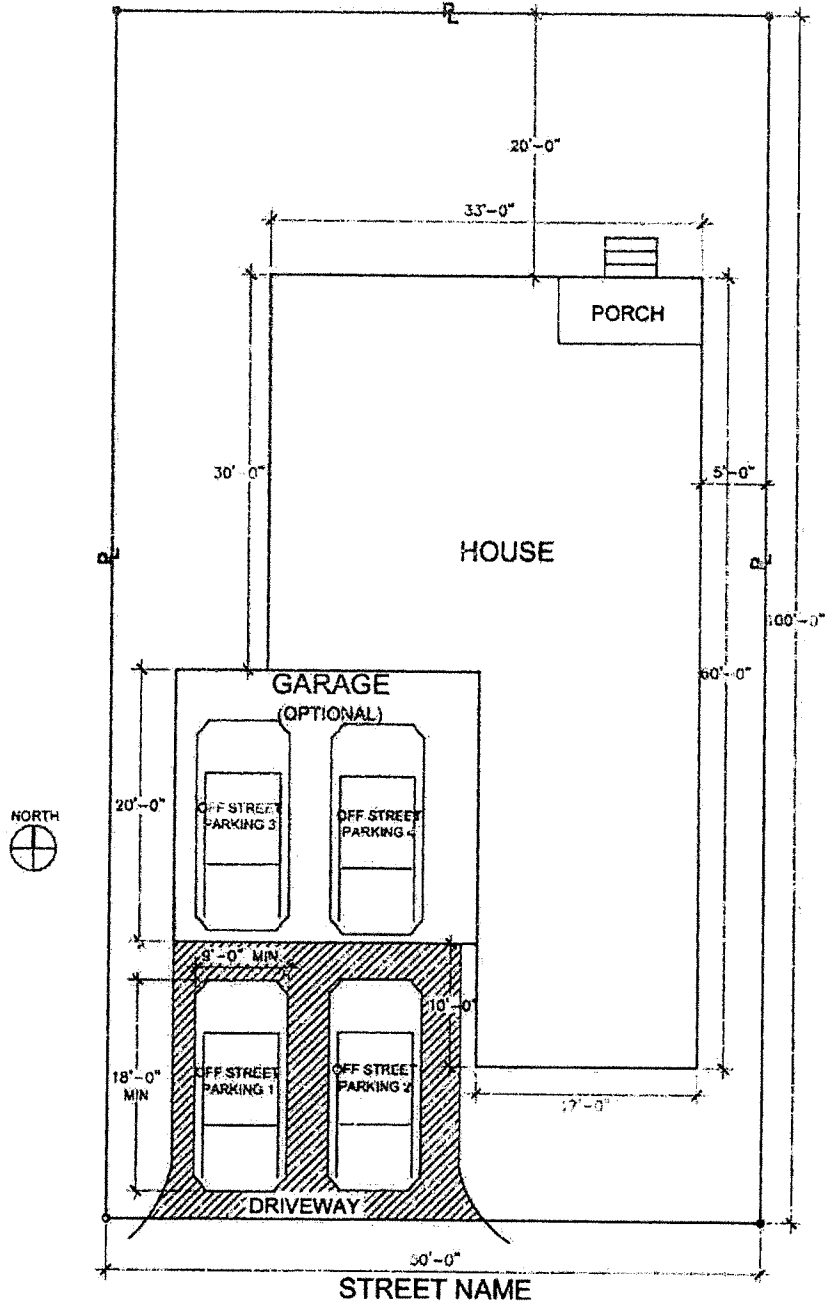
CITY OF CANNON BEACH - SHORT TERM RENTAL

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: _____

Quarter ending: _____

Account Number: _____

Date Due: _____

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 or 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 <i>[Shaded]</i>	4 <i>Tenants Check-out</i> Dwelling cannot be rented to a new tenancy group	5 <i>[Shaded]</i>
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 <i>[Shaded]</i>
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: ---F---

MONTHLY RATE Billing No. Account No.

BILLING QUESTIONS CALL: 503-861-0578

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:
 RWOINFO@RECOLOGY.COM
 SIGN UP FOR ESTATEMENTS AT:
 WWW.RECOLOGYWESTERNOREGON.COM

Recology Western Oregon
 1850 NE Lafayette Ave
 McMinnville OR 97128

FROM DATE: 08/01/2015 TO DATE: 10/31/2015
 BILLING QUESTIONS CALL: 503-861-0578

VISIT US AT: www.recolgywesternoregon.com
 BALANCE DUE BY THE 15TH OF OCTOBER.

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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)*

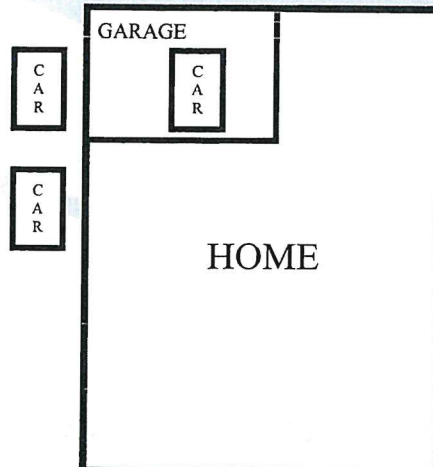
Short-term Rental Address: **123 Street**
Maximum Occupancy: **6**
Maximum # of Vehicles Permitted On-Site: **2**
Weekly Solid Waste Collection Day: **Monday**

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

This map was made on July 7, 2015

-  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



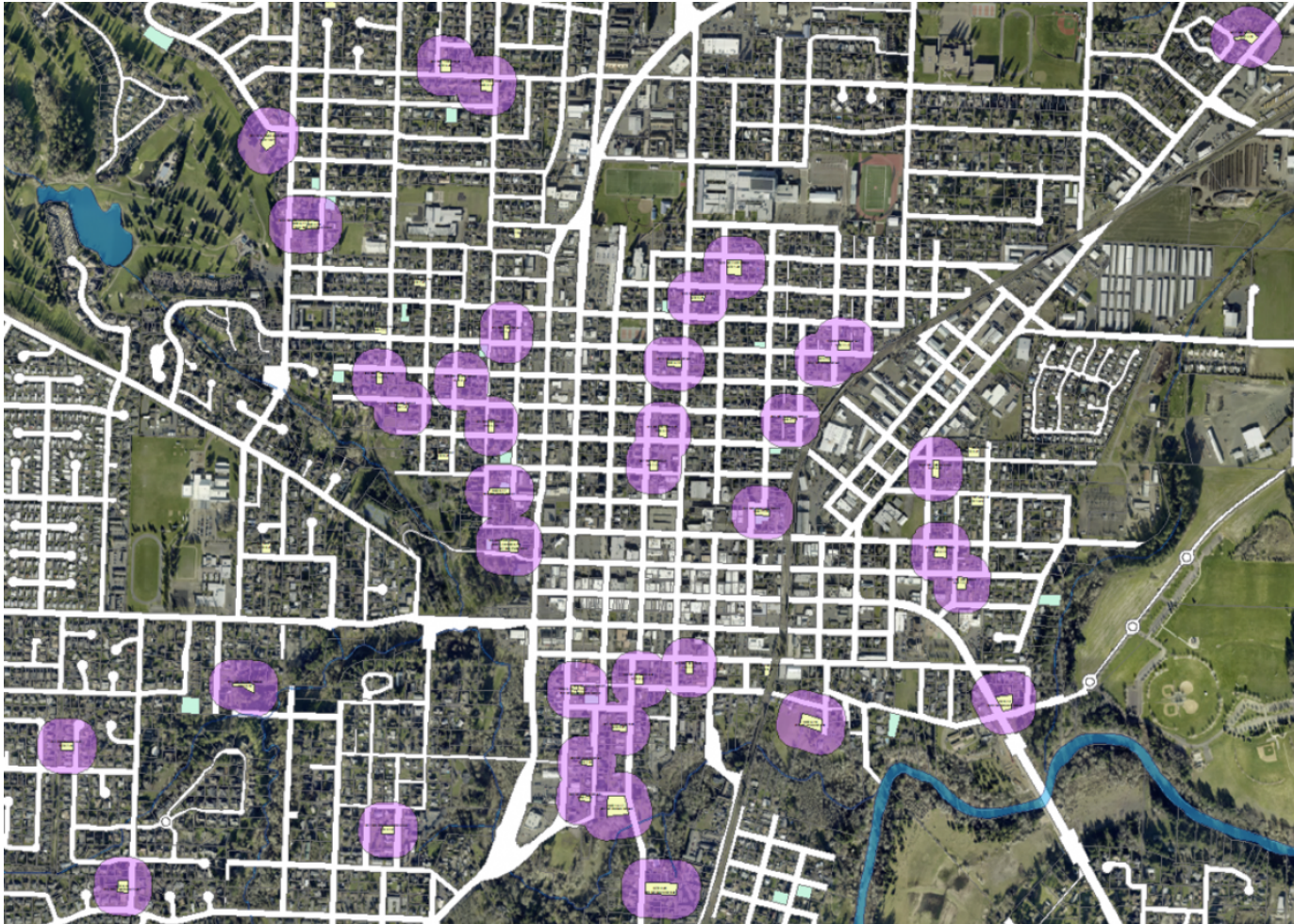


City of McMinnville

How can we help you?

COMMUNITY DEVELOPMENT

Short-Term Rental Re-Evaluation (G 2-22)



The Planning Commission work sessions have now been completed. All previous meeting information can be found below on this page.

This process has now moved into the next step of taking the proposed amendments to the McMinnville Zoning Ordinance through the public hearing process.

This part of the process, you can follow on the [Short-Term Rental Standards Amendment \(G 1-23\)](#) page.

Short-Term Rental Re-Evaluation & Moratorium Timeline

The Planning Commission discussed the neighborhood's request with planning staff and agreed to recommend a moratorium on short-term rental permits until the City has the opportunity to reevaluate the city regulations for Short-Term Rentals.

As of July 12, 2022, McMinnville City Council passed a six month moratorium of Short-Term Rentals that will be in effect from September 1, 2022 to December 29, 2022. In this time, the Planning Commission and Planning Department staff will re-evaluated the McMinnville Municipal Code as it pertains to permitting Short-Term Rentals.

The McMinnville City Council hosted a meeting on November 16, 2022 to consider extending the moratorium on the issuance of short-term rental permits from December 29, 2022, to June 29, 2023, to allow more time for the Planning Commission to evaluate the existing code and make some recommendations for code adjustments as applicable. This extension was approved.

Background

Lodging is represented in many forms in McMinnville. In commercial zones, lodging is an allowed outright use and does not need any permits. Any rooms for short-term stays is considered lodging.

In McMinnville's residential zones (R1, R2, R3, R4 and OR) lodging is allowed in the form of Short-Term Rentals and Resident Occupied Short-Term Rentals. Both Short-Term Rentals and Resident Occupied Short-Term Rentals are only allowed in single dwelling units. Short Term Rentals, where the whole house is rented out as lodging - defined as less than a thirty day stay, need to be separated by 200 feet (property line to property line).

Short Term Rental permits have been an active dialogue in McMinnville for many years:

In 2008, the City approved Ordinance No. 4902, adopting regulations that allowed vacation home rentals in residential zones and the office-residential zone as conditional use permits. At this time the permit was permanent and a 660-foot buffer from other vacation home rentals was required.

In 2012, the City removed the spacing buffer between vacation home rentals largely because the Planning Department had not received any complaints about vacation home rentals in the four years since they were initially allowed.

In 2014, the City amended the code to transfer the approval of vacation home rentals from the Planning Commission to the Planning Director. At this time they became a Type I permit and not a conditional use permit.

In 2017, a neighborhood approached the Planning Commission about reconsidering the vacation home rental codes as their neighborhood, which was a historic neighborhood in close proximity to the downtown had seen many homes converted to vacation home rentals recently. The Planning Commission hosted four work sessions and a public hearing and made a recommendation to differentiate between Short Term Rentals where the whole home was rented out as lodging and Resident Occupied Short Term Rentals, where the occupant of the home rented out a room as lodging. They also recommended to reinstitute a 200-foot spacing buffer between Short Term Rentals. This recommendation was adopted by Ordinance No. 5047 on April 10, 2018 and became effective on May 10, 2018.

The City has been approached again to review the regulations for short-term rental permits as some neighborhoods (mostly those that are closest to the downtown) are seeing a lot of homes converted to short-term rentals and people in those neighborhoods feel as though the lack of long-term

residential occupants in these homes is detrimental to the neighborhood's quality of life and sense of community.

At the same time, planning staff was starting to field many phone calls from people looking for short-term rental opportunities, anecdotally noticing that call volume for this particular permit had increased exponentially in the past two years.

Current Numbers

Currently there are 68 permitted Short-Term Rentals in residential zones in McMinnville and 29 permitted Resident Occupied Short-Term Rentals. For perspective, there are approximately 13,000 housing units in McMinnville (including multi-family and housing in commercial zones). However, most of the Short-Term Rental permits are still in the neighborhoods closest to the downtown, and in the past nine months, 16 Short Term Rental permits were issued, compared to an average of five new permits per year previously. There are three additional pending Short-Term Rental permits applications as of September 16, 2022 (all submitted prior to the August 2 deadline).

Past Public Meetings

January 19, 2023 - [Final Planning Commission Work Session](#)

December 15, 2022 - [Planning Commission Work Session](#)

November 16, 2022 - [City Council Meeting](#) - Extended Current Moratorium to June 29, 2023

October 20, 2022 - [Planning Commission Meeting](#)

September 15, 2022 - [Planning Commission Work Session](#)

July 12, 2022 - [City Council Meeting](#) - Moratorium Decision

For any further questions regarding the Short Term Rental Re-evaluation, feel free to reach out to the Planning Department directly at planning@mcminnvilleoregon.gov or (503) 434-7311.



Community Development Director:

Heather Richards

Phone: 503-434-7311

[Planning Email](#)



Community Development Department

Community Development Center

231 NE Fifth Street

McMinnville, OR 97128

Hours

Monday-Friday - 8am - 5pm

Lobby Hours - 12pm - 5pm

[View Full Contact Details](#)

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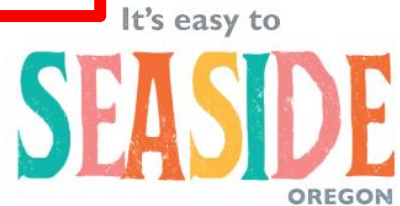
[Staff Login](#)

[Accessibility](#)



230 NE Second Street
McMinnville, OR 97128

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