

**CITY OF MANZANITA  
FEBRUARY 6, 2010  
CITY COUNCIL SPECIAL MEETING**

**CALL MEETING TO ORDER:** The meeting was called to order at 10:00 am in the City Council Chambers by Mayor Garry Bullard.

**ROLL:** Members present were: Garry Bullard, Leila Salmon, Linda Kozlowski, Mike Scott and Ray Scales. Staff present: City Manager Jerry Taylor, Office Support Specialist Colleen Everroad.

**AUDIENCE INTRODUCTION:** There were 6 citizens in attendance. They were: Marilyn Anderson and Margo Glenn; Short Term Rental owners: John Sherwood, Kristi Versari, Sally Davis (representing her mother, Shirley Davis); Rental Agency Representative, Julianne Johnson, Ocean Edge Specialty Rentals.

**DRAFT ORDINANCES ON SHORT TERM RENTALS.** Mayor Garry Bullard welcomed the audience and gave a brief overview of the short term rental regulations in Manzanita. The purpose of this special meeting was to have public discussion on the drafts of two ordinances and two resolutions all marked “Public Discussion Draft A.”

Salmon stated that based on similar meetings that had been held with the rental agencies, owners/managers and the general public to gather information and to identify concerns regarding short term rentals, the City Council and City staff wrote the draft short term rental ordinances and resolutions for citizen review. This was the second of two meetings held this year to discuss the drafts and fine-tune these documents.

Salmon added that the City is fully aware that not everyone will agree with the final outcome but noted that the City is trying to balance everyone’s interests in this process: full time residents, second homeowners (some of whom rent), rental agencies, and the business community). The City Council, working with these groups, is trying to do its best to keep Manzanita the very special unique place it is.

In preparation for this meeting, Salmon categorized the key issues, concerns and suggestions that were discussed at the most recent meeting on Short Term Rentals. These items reflect the items had been submitted to the City based on the draft ordinances and resolutions posted on the City’s website and available at City Hall. The discussion centered on these points. Salmon stated that the NOAA radios will most likely be dropped from the Ordinance as a requirement in each rental home.

<b>Major Issues</b>	<b>Concerns</b>	<b>Suggestions</b>
<ul style="list-style-type: none"> <li>• One person, one permit</li> <li>• Identification plaque</li> <li>• Parking</li> <li>• Contact person</li> <li>• Emergency information</li> <li>• Periodic re-inspection</li> <li>• Occupancy</li> </ul>	<ul style="list-style-type: none"> <li>• Parking</li> <li>• NOAA radios</li> <li>• Identifying signs</li> <li>• Permit fees</li> <li>• Density</li> <li>• Re-inspection</li> <li>• Emergency information</li> <li>• Succession planning</li> </ul>	<ul style="list-style-type: none"> <li>• New Parking Rules</li> <li>• Planning Commission Review to Control Density</li> <li>• Define Active/Inactive in a Different Way</li> </ul>

## **Flip Chart Bullets From February 6, 2010 Meeting**

### **Concerns**

- Increasing the permit fee to \$500
  - increased administration/paperwork for either the agencies or the City
- If increased permit fee is directed at inactive permits, further define this
  - specifically state in Ordinance that license has to generate \$5,200/year to have a City license
  - state in Ordinance that homeowner would be allowed to not rent for up to 2 years due to remodeling or living in rental home
  - Have a procedure for homeowner to notify City if taking off for 1-2 years
- City should be responsible for processing/tracking \$350
- If homeowner is not going to rent for 2 years, City should notify homeowner after 1 year
  - Owners/managers should be responsible to know what their responsibilities are and to notify City
  - Add reminder to invoice
- Base license fee of gross rental income
- ID signs – pro-active approach as an alternative to signs
  - City could notify neighbors of new rental property with owners' name(s), contact name and phone numbers
  - Notify neighbors when new permit is issued
  - Send out an annual report to neighbors on rental homes in neighborhood
  - Make agencies/owners notify neighbors
- If signs are required, it would be more appealing to make them look the same
- Verify purpose of sign – a sign makes OceanEdge accountable to neighbors for any issues that may arise
- Use Emergency Management Division's Neighborhood Watch program as a contact list STRs in each neighborhood
- Succession Planning – (generational/family/estate planning issue)
  - When the owner dies, the house may go to the heirs; will those who inherit lose the license and have to reapply for a permit?
- Other issue: owner of multiple LLCs (density and 'good neighbor' issue) would not allowed for new issued permits
- Under 4-D of draft Ordinance (amending section 6.030 of Ordinance 95-4)., contact person – change reasonable time frame to a specific time frame (e.g., 20 minutes)
- Rental properties should carry commercial liability insurance (at least \$1,000,000)
  - Any agency would be identified as an 'additional insured'
  - The City could require that it also be identified as an 'additional insured'
  - Costs are about \$200/year (rough estimate)
  - Insurance companies provide agencies (and City) copies of the policies
- Current City code has no numbers for occupancy
  - Could be determined at re-inspection and at initial inspection
  - Could not be added to with additional structures
- Re-inspections – If the City has an inspection list of 8-10 items, allow agencies to check off items that home is in compliance
  - Inspector could add other items not on list if there is a safety issue

- If not an issue of safety, will not be changed/required to be corrected
- Code changes – if not a safety issue shouldn't have to change/update
- Concern is that inspector requiring arbitrary specific changes
- Would homeowners be able appeal the inspector's inspection?
  - The State Building Code allows for appeals
- OceanEdge uses rule- ' a bed for every head' and dining table must accommodate enough chairs for each 'head'
- If rental home is remodeled, allow owner to lobby to increase occupancy
- Have quiet hours in Ordinance – 10:00 pm to 10:00 am for hot tub use, boom boxes, outside music
  - Pro for signage – neighbors can call # listed on sign to complain
- Put real 'teeth' in Ordinance
  - Late taxes – fine them
  - Give the City & Judge the tools to be effective and able to fine
  - City can cite into Court
  - City can put lien on personal property (not on the home)
- Include permit revocation for 'x' times the tax report/monies are late
- 'Co-oped' house – agency and owner both rent home
  - concern is there is no accountability when problems occur with renters (agency says 'not our rental')
  - It's a private choice, not the City's
  - Follow up with tax reports on co-oped owners who don't report

Salmon and Bullard thanked everyone for their valuable input, all of which will be taken into consideration as the Council updates the current draft documents.

**ADJOURNMENT:** The meeting was adjourned at 11:45 am.

**MINUTES APPROVED THIS  
11<sup>th</sup> DAY OF MARCH 2010**

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Garry R. Bullard, Mayor

Attest:

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Jerald P. Taylor, City Manager/Recorder