



**SHORT-TERM RENTAL ORDINANCE IMPLEMENTATION WORK GROUP AGENDA**  
**Wednesday, April 27, 2022 - 1:00 PM**  
**City Hall, Council Chambers, 169 SW Coast Hwy, Newport, OR 97365**

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All public meetings of the City of Newport will be held in the City Council Chambers of the Newport City Hall, 169 SW Coast Highway, Newport. The meeting location is accessible to persons with disabilities. A request for an interpreter, or for other accommodations, should be made at least 48 hours in advance of the meeting to Peggy Hawker, City Recorder at 541.574.0613, or [p.hawker@newportoregon.gov](mailto:p.hawker@newportoregon.gov).

All meetings are live-streamed at <https://newportoregon.gov>, and broadcast on Charter Channel 190. Anyone wishing to provide written public comment should send the comment to [publiccomment@newportoregon.gov](mailto:publiccomment@newportoregon.gov). Public comment must be received four hours prior to a scheduled meeting. For example, if a meeting is to be held at 3:00 P.M., the deadline to submit written comment is 11:00 A.M. If a meeting is scheduled to occur before noon, the written comment must be submitted by 5:00 P.M. the previous day. To provide virtual public comment during a city meeting, a request must be made to the meeting staff at least 24 hours prior to the start of the meeting. This provision applies only to public comment and presenters outside the area and/or unable to physically attend an in person meeting.

The agenda may be amended during the meeting to add or delete items, change the order of agenda items, or discuss any other business deemed necessary at the time of the meeting.

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## **1. INTRODUCTIONS**

## **2. PUBLIC COMMENT**

*This is an opportunity for members of the audience to bring to the Work Group's attention any item not listed on the agenda. Comments will be limited to three (3) minutes per person with a maximum of 15 minutes for all items. Speakers may not yield their time to others.*

### 3. APPROVAL OF MINUTES

- 3.A January 18, 2022 STR Implementation Work Group Meeting.  
[01-18-2022 STR Work Group Draft Minutes](#)

### 4. DISCUSSION ITEMS

- 4.A Update on Licensed Short-Term Rentals, Cap and Waitlist.  
[Summary Table of Short-Term Rentals](#)  
[List of Short-Term Rentals](#)  
[Status of Licenses Offered to Properties on Waitlist](#)
- 4.B Short-Term Rental Enforcement Update.  
[Memo from CSO Folmar, Dated 4/23/2022](#)
- 4.C Outline of Potential Revisions to STR Ordinance to Improve Implementation.  
[Memorandum](#)  
[Business License and Short-Term Rental Endorsement Renewal Packet](#)  
[2/24/20 Email from Cheryl Connell](#)

### 5. PUBLIC COMMENT

*This is an opportunity for members of the audience to bring to the Work Group's attention any item not listed on the agenda. Comments will be limited to three (3) minutes per person with a maximum of 15 minutes for all items. Speakers may not yield their time to others.*

### 6. ADJORN

**Draft MINUTES**  
**City of Newport**  
**Short-Term Rental Implementation Work Group Meeting**  
**City Hall, Council Chambers by Video Meeting**  
**Tuesday, January 18, 2022**

**Work Group Members Present by Video:** Spencer Nebel, Bill Branigan, Dietmar Goebel, Cynthia Jacobi, and Jamie Michel.

**Work Group Members Absent:** Sandra Roumagoux, and John Rogers.

**City Staff Present by Video:** Community Development Director (CDD), Derrick Tokos; Police Chief, Jason Malloy; Community Service Officer, Jim Folmar; Finance Director, Michael Murzynsky; and Executive Assistant, Sherri Marineau.

1. **Call to Order.** The meeting was called to order at 1:07 p.m.
2. **Public Comment.** None were heard.
3. **Approval of Minutes.** Motion was made by Jamie Michel, seconded by Bill Branigan, to approve the September 14, 2021 Short-Term Rental Implementation Work Group meeting minutes as written. The motion carried unanimously in a voice vote.
4. **Committee Discussion Items.**
  - A. **Online Payment of Room Tax Assessments and Business License Fees.** Murzynsky reported that the business license fee payments would be done some time in the future, and the room taxes still needed to be figured out with the State. He explained the City had all of the State's requirements in the ordinance but they had to look at administrative items that the State didn't have that weren't relative to the City. Murzynsky would sit down with the City Manager to look over this, but it would have to be coordinated with whomever took his position after his last day of employment with the City on February 11th.

Nebel asked for an update on the Invoice Cloud system. Murzynsky reported that it was functioning okay. The system was working great for the utility billing system but the court payment system hadn't been set up yet, even though the City was promised this. It would be ready in April or May.

Dietmar Goebel enter the meeting at 1:10 p.m.

Tokos pointed out that he provided a link to the State Revenue Department's website in the packet which showed a little background on their efforts to work with local governments to facilitate collections of room tax payments for local governments through their office. Most jurisdictions collected room taxes locally, but they were seeing a transition to utilizing the State to collect. Tokos noted the iCloud link that was shared was in the context of business licenses and related to fees online. Nebel explained they were focusing on utility billing and these were items they hoped to have up and running at the beginning of the new fiscal year.

- B. **Update on Licensed Short-Term Rentals, Cap, and Waitlist.** Tokos reviewed the STR license counts list. He reported that a searchable database would be ready to go soon for the City's website. The database would be searchable to find units that were licensed.

Jacobi asked if when someone had an opportunity to apply for a license and chose not to, would they be able to go back on the waitlist. Tokos confirmed they could.

Branigan asked if a property was annexed into the City that had a STR license with the County, would they be grandfathered in. Tokos thought that if they were operating in compliance with the County's regulations, they would come in as a nonconforming unit. If the areas to the south annexed in, the overlay had been extended to this area in anticipation of the annexations. Goebel asked what the difference was between the County's sunset rules and the City's sunset rules, and when a STR would terminate from the County. Tokos wasn't familiar enough with the County's rules to say exactly. He wasn't sure if they would all sunset in all circumstances. Goebel asked if the STRs would have to meet the current City rules when there were annexed in. Tokos explained that the STRs would come in as nonconforming units if they were operating in compliance to the County's rules. If they weren't compliant, they would be considered unlawful rentals. The nonconforming units would have to meet the City rules immediately.

Gobel asked if the search engine that would be implemented on City's website would be through Google Earth. Tokos said it wasn't tied to the GIS maps. There would be a search function for addresses or owners and a couple of other fields. He noted that what was currently available in the table on the website would be included in the search. Goebel asked if people could search to see if there were any STRs in neighborhood. Tokos explained that the public would use the search to do things such as confirm that a property had a license, or look to see if a property they were looking to purchase had a current license.

Nebel asked if the properties on the waitlist report, that had applied by the deadline and were working to get their license, were checked to see if they met the spacing standards. Tokos explained that the City checked this off before they were offered a license. He reported that when the City went down the waitlist to offer a license, and the property already had a unit on their street, they would be notified. The property would then be kept on the waitlist and the City would go to the next property on the waitlist to offer a license.

Goebel asked if the properties on the waitlist who didn't apply were licensed. Tokos explained they weren't. They were only on the waitlist and were removed from the list if they didn't apply. Tokos reported that the City only offered open licenses once a year at the close of the renewal period. The 10 licenses that weren't applied for would be available at that time as well as the other licenses that were either relinquished or had their properties sold. Goebel asked what the wait was for the properties that are working to get their licenses issued. Tokos explained that more often than not they needed to either remove long term tenants or fix corrections for inspections before they could complete the application process.

**C. Short-Term Rental Enforcement Update.** Folmar reviewed the enforcement memorandum with the Work Group. He reported that he had received an email from a complainant about an illegal rental and the complainant voiced concerns that he was vague in the nature of the complaint. This complaint was in regard to a unit that was being advertised as a long-term rental, but within the body of the description of the listing it stated renters could cancel not be charged after the fifth day of the rental. He would be meeting the City Attorney and Tokos to discuss if there was a violation here and how they should move forward with this. Everything else was closed and there were no violations.

Michele asked if the three cease and desists were properties that were operating without a license.

Folmar confirmed this was correct. He noted the owners didn't know they couldn't rent without licenses and took down their advertisements.

Tokos reviewed the follow up items from a previous memorandum that Nebel had shared with Carla Perry. The first follow up question was about if there was a mediation service. Tokos reported that they hadn't explored this in any greater detail than what was covered in the memorandum. It was an issue with neighbors and owners when there was tension between the two. Whether there was a service available and who would pay for it was still open ended. The next note concerned getting notifications sent through the LodgingRevs system. This was currently live. When someone lodged an incident in the system they would get a confirmation email and they would also get an email when the status of the record was closed. When a complaint was filed the designated agent for the rental and the complainant would receive an email. Tokos reported that the next point in the memorandum that asked that the Work Group be professional in the context of meetings had already been addressed at a previous meeting. Tokos reported that the note asking about Invoice Cloud being used for online business license payments should be ready by the end of the fiscal year. Nebel thought mediation services might be helpful with chronic issues they had and worth taking a look at. Tokos noted the link to the incident form had been made more prominent on the City's website.

5. **Future Meeting Schedule.** Tokos reported the next meeting would happen in about three months. He would float out a poll to see when the best date would be for everybody.

Jacobi asked for clarity on the parking complaint about the owner who was using parking for a family event. She asked if there were rules for having too many vehicles on a street. Nebel explained that if traffic was being blocked and vehicles were illegally parked it would be a violation. He asked if parking was being used as the owner, how did it play into the rules. Tokos explained there were no rules in residential areas. Folmar added that there hadn't been a complaint for blocking access or traffic, it was a report that there were too many vehicles. The complainant thought the property was a STR and they had too many vehicles. The owner was contacted and they confirmed they were using the property as the owner at the time. If they were blocking anything there would have been a violation. This wasn't the case in this instance and there were no violations. Jacobi was concerned about the rules on vehicles and asked what the limit on vehicles were. Nebel explained that if the property was being used as a STR, there were restrictions on the number of guests and parking at a rental. Tokos noted that the occupancy limits keyed off of the number of parking spaces that were provided. Each bedroom for STR use needed to have one off-street parking space, unless they were in a parking district where they could utilize on-street parking in lieu of the off-street. Occupancy was calculated at two persons per bedroom, plus two. Goebel asked when the incident report was received, were they only concerned about the traffic. Folmar confirmed they were reporting the number of people coming and going was in excess. When the owner was contacted they confirmed they were using the property for a family event, they had everyone legally parked, and no driveways or mailboxes were blocked. Folmar confirmed that as long as vehicles didn't block driveways or roadway, they were entitled to park there.

Nebel asked what the longevity of the Work Group was based on the last resolution. Tokos explained he needed to get the specific date but it had been pushed out another 12 months. At some point they needed to figure out if there were any further recommendations to continue with or if they needed to make changes to the ordinance, and if they should continue as a standing committee or if it should be dissolved. Nebel thought it was helpful to put a list together of the changes to pick away at the next meetings before they did a report to the City Council. Michele thought they extended it through the summer and then would decide if they wanted to extend it again. Goebel thought they should talk at the next meeting on where it should be taken. Nebel requested that the Work Group be provided the number of rentals there were at the beginning of the ordinance and how it had changed since. Goebel noted that

he hadn't heard many problems concerning STRs. He asked if things had seemed to mellow out or if anything had changed. Folmar reported these had been the same issues as before but in less quantities.

6. **Public Comment**. None were heard.

7. **Adjournment**. The meeting adjourned at 1:44 p.m.

Respectfully submitted,

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Sherri Marineau  
Executive Assistant

### Short-Term Rental Counts as of 4/25/2022

Active Vacation Rentals INSIDE Overlay Zone	<b>148</b>
Inactive, Nonconforming Vacation Rentals INSIDE Overlay Zone Held Open 12 Months	<b>9</b>
Sold Transferable Vacation Rental Licenses INSIDE Overlay Zone Held Open 12 Months	<b>1</b>
Waitlist Applications In Process INSIDE Overlay Zone	<b>8</b>
Open Licenses Available to Waitlist Owners	<b>10</b>
<b>Total STR Licenses INSIDE Overlay Zone</b>	<b>176</b>

Active Vacation Rentals OUTSIDE Overlay Zone	<b>38</b>
Active B&B and Home Shares Licenses	<b>7</b>

**2021-2022 Active Nonconforming Vacation Rentals INSIDE Overlay Zone**

	Street Address	VRD, B&B, or Homeshare
1	1000 SE Bay Blvd #117 (D-4)	VRD
2	1000 SE Bay Blvd #146 (G-8)	VRD
3	1000 SE Bay Blvd #202 (C-16)	VRD
4	1000 SE Bay Blvd #208 (C-21)	VRD
5	1000 SE Bay Blvd #225 (E-10)	VRD
6	1000 SE Bay Blvd #301 (C-17)	VRD
7	1000 SE Bay Blvd #302 (C-17)	VRD
8	1000 SE Bay Blvd #308 (C-21)	VRD
9	1000 SE Bay Blvd #345 (G-19)	VRD
10	1000 SE Bay Blvd #405 (B-4)	VRD
11	1000 SE Bay Blvd #L446 (P-9)	VRD
12	1000 SE Bay Blvd Unit #140 (Bldg G)	VRD
13	1018 SW Elizabeth St	VRD
14	105 NW Coast St	VRD
15	107 SW Coast St	VRD
16	109 NW Cliff St, Unit 6	VRD
17	109 NW Cliff St, Unit 7	VRD
18	109 NW Cliff St, Unit 8	VRD
19	1125 NW Spring St #A-103	VRD
20	1125 NW Spring St #C201	VRD
21	1125 NW Spring St Unit A 203 (A-6)	VRD
22	1125 NW Spring St Unit A-201	VRD
23	1125 SW Spring St #C303 (C-9)	VRD
24	1126 SW 8th St	VRD
25	1130 NW Hurbert St	VRD
26	1130 SW Martin St	VRD
27	1140 NW Hurbert St	VRD
28	1140 SW Abbey St	VRD
29	1156 SW Mark St	VRD
30	129 SW Dolphin St Unit 129	VRD
31	129 SW Dolphin St Unit 133	VRD
32	129 SW Dolphin St Unit 137	VRD
33	129 SW Dolphin St Unit 139	VRD
34	134 SW Bay Blvd	VRD
35	134 SW Elizabeth St	VRD
36	135 SW Coast St	VRD
37	137 SW 12th St	VRD
38	144 SW 26th St #1	VRD
39	144 SW Elizabeth St	VRD
40	165 SW 26th St	VRD
41	232 SW 27th St	VRD
42	238 SW 27th St	VRD
43	242 SW 27th St	VRD
44	252 SW 27th St	VRD
45	255 NW Cliff St	VRD
46	257 NW Cliff St	VRD
47	258 NW Coast St, Unit C	VRD
48	258 NW Coast St, Unit D	VRD
49	2614 SW Brant St	VRD



50	2616 SW Brant St	VRD
51	2638 SW Brant St	VRD
52	28 SW Brook St #A	VRD
53	28 SW Brook St #B	VRD
54	28 SW Brook St #C	VRD
55	28 SW Brook St #D	VRD
56	28 SW Brook St #E	VRD
57	28 SW Brook St #F	VRD
58	28 SW Brook St #G	VRD
59	29 SW Coast St Unit A	VRD
60	29 SW Coast St Unit B	VRD
61	29 SW Coast St Unit C	VRD
62	311 NW 58th St	VRD
63	325 NW Coast St, Unit E	VRD
64	33 SW Elizabeth St	VRD
65	39 SW Elizabeth St	VRD
66	4 SW High St	VRD
67	406 NW High St	VRD
68	407 NW High St	VRD
69	413 NW Hurbert St	VRD
70	419 NW Hurbert St	VRD
71	420 NW High St	VRD
72	423 SW Elizabeth St	VRD
73	424 SE 4th St	VRD
74	507 NW Alpine St, Unit 103	VRD
75	507 NW Alpine St, Unit 107	VRD
76	507 NW Alpine St, Unit 108	VRD
77	507 NW Alpine St, Unit 203	VRD
78	507 NW Alpine St, Unit 205	VRD
79	507 NW Alpine St, Unit 207	VRD
80	507 NW Alpine St, Unit 208	VRD
81	507 NW Alpine St, Unit 302	VRD
82	507 NW Alpine St, Unit 303	VRD
83	507 NW Alpine St, Unit 308	VRD
84	510 SW Minnie St	VRD
85	511 SW 3rd St	VRD
86	514 NW 10th St, Apt B	VRD
87	526 NW Coast St, Unit D	VRD
88	526 NW Coast St, Unit E	VRD
89	526 NW Coast St, Unit G	VRD
90	532 SE 2nd St	VRD
91	537 NW Alpine St	VRD
92	539 SW Woods St	VRD
93	540 NW Alpine St	VRD
94	543 SW 5th St	VRD
95	545 SE 4th St	VRD
96	546 SW Smith Ct	VRD
97	553 SW 5th St	VRD
98	554 SE 2nd St	VRD
99	556 SW 5th St	VRD
100	580 NW 6th St	VRD
101	582 NW 3rd St	VRD

102	589 W Olive St	VRD
103	607 SW Woods St	VRD
104	610 NW 9th St	VRD
105	619 NW Alpine St	VRD
106	630 SW Fall St, Unit N	VRD
107	645 SE 4th St	VRD
108	700 W Olive St	VRD
109	701 NW Coast St #107	VRD
110	701 NW Coast St #108	VRD
111	701 NW Coast St #109	VRD
112	701 NW Coast St #201	VRD
113	701 NW Coast St #204	VRD
114	701 NW Coast St #205	VRD
115	701 NW Coast St #206	VRD
116	701 NW Coast St #207	VRD
117	701 NW Coast St #209	VRD
118	701 NW Coast St #210	VRD
119	701 NW Coast St #211	VRD
120	701 NW Coast St #301	VRD
121	701 NW Coast St #303	VRD
122	701 NW Coast St #305	VRD
123	701 NW Coast St #306	VRD
124	701 NW Coast St #310	VRD
125	707 NW High St	VRD
126	709 NW High St	VRD
127	715 NW 3rd St	VRD
128	723 NW 2nd Ct	VRD
129	731 NW 2nd Ct	VRD
130	736 NW 3rd St	VRD
131	745 NW Beach Dr	VRD
132	745 NW Lee St	VRD
133	748 NW Lee St	VRD
134	750 NW 2nd St	VRD
135	753 NW 2nd St	VRD
136	757 NW Coast St #5	VRD
137	757 NW Coast St #6	VRD
138	757 NW Coast St #7	VRD
139	757 SW 6th St	VRD
140	801 NW Coast St, #1	VRD
141	821 SW 12th St	VRD
142	890 SE Bay Blvd #205	VRD
143	902 SW Mark St	VRD
144	912 NW Coast St	VRD
145	914 SW 2nd St	VRD
146	927 SW 11th St	VRD
147	946 NW High St	VRD
148	955 NW Spring St	VRD

**2021-2022 Active Vacation Rentals OUTSIDE Overlay Zone**

	Street Address	VRD, B&B, or Homeshare
1	10 NW 42nd St	VRD
2	11 NW 42nd St (Unit A - upper)	VRD
3	11 NW 42nd St (Unit B - lower)	VRD
4	1235 NW Spring St	VRD
5	124 NW 54th St	VRD
6	1245 NW Spring St	VRD
7	125 NW 77th Ct, Unit A	VRD
8	128 NW 73rd Ct	VRD
9	1330 NW Spring St	VRD
10	1332 NW Thompson St	VRD
11	135 NW 77th Ct	VRD
12	140 NW 77th Ct	VRD
13	145 SW 27th St	VRD
14	1452 NW Spring St	VRD
15	1522 NW Spring St	VRD
16	1535 F NW Hubert St	VRD
17	1610 NW Spring St	VRD
18	171 NW 73rd Ct	VRD
19	185 NW 70th St	VRD
20	2003 NW Oceanview Dr	VRD
21	224 NE 55th St	VRD
22	2725 NW Pacific Pl	VRD
23	2755 NW Pacific Pl	VRD
24	3380 NW Oceanview Dr Unit B	VRD
25	411 NW 60th St	VRD
26	424 NW 59th St	VRD
27	435 NW 58th St	VRD
28	449 SE Scenic Loop	VRD
29	457 NW 56th St	VRD
30	457 NW 57th St	VRD
31	4718 NW Cherokee Ln	VRD
32	5053 NW Agate Way	VRD
33	520 NW 23rd St	VRD
34	535 NW 16th St	VRD
35	555 NW 56th St	VRD
36	556 NW 56th St	VRD
37	5608 NW Meander St	VRD
38	626 NW 54th Ct	VRD

**2021-2022 Inactive, Nonconforming Vacation Rentals **INSIDE** Overlay Zone **Licenses Closed****

	Street Address	VRD, B&B, or Homeshare
1	2612 SW Brant St	VRD
2	732 NW 2nd Ct	VRD
3	748 SW Bay Blvd, Unit A	VRD
4	748 SW Bay Blvd, Unit B	VRD
5	748 SW Bay Blvd, Unit C	VRD
6	814 SW Bay St	VRD
7	832 SW 13th St	VRD
8	903 SW Coast Hwy	VRD
9	905 SW Coast Hwy	VRD

**2021-2022 Sold **Transferable** VRD Licenses Inside Overlay Zone Held Open 12 Months For New Owner**

	Street Address	Date New Owner Has to Get New License
1	1000 SE Bay Blvd #532/632 (K-9)	VRD

**2021-2022 Active **Homeshares and B&B's****

	Street Address	VRD, B&B, or Homeshare
1	2126 SE Marine Science Dr	B&B
2	4920 NW Woody Way	B&B
3	1144 SW Mark St	Home share
4	1224 SW Abbey St	Home Share
5	758 NW Cottage St	Home Share
6	105 NW 77th Ct	Home Share
7	5518 N Coast Hwy	Home Share

## Status of 2021-22 Open STR Waitlist Licenses Offered To Applicants

Address	Status
1 111 NW High St	Applied by deadline and working to get license issued.
2 113 NW High St	Applied by deadline and working to get license issued.
3 349 NW 10th St	Applied by deadline and working to get license issued.
4 407 NW 6th St	Applied by deadline and working to get license issued.
5 540 SW 4th St	Applied by deadline and working to get license issued.
6 616 NW Coast St	Applied by deadline and working to get license issued.
7 701 NW Coast St, Unit 208	Applied by deadline and working to get license issued.
8 890 SE Bay Blvd, Unit 318	Applied by deadline and working to get license issued.
9 526 NW Coast St, Unit D	License issued.
10 630 SW Fall St, Unit N	License issued.
11 701 NW Coast St, Unit 204	License issued.
12 701 NW Coast St, Unit 205	License issued.
13 701 NW Coast St, Unit 206	License issued.
14 1000 SE Bay Blvd #136 (F-8)	Didn't Apply by 11/30/2021 Deadline
15 1000 SE Bay Blvd #L 447 (L-5)	Didn't Apply by 11/30/2021 Deadline
16 127 SE 11th St	Didn't Apply by 11/30/2021 Deadline
17 143 SW Brook St	Didn't Apply by 11/30/2021 Deadline
18 226 SW 29th St	Didn't Apply by 11/30/2021 Deadline
19 514 SW 7th St	Didn't Apply by 11/30/2021 Deadline
20 518 SW 7th St	Didn't Apply by 11/30/2021 Deadline
21 522 SW Hurbert St	Didn't Apply by 11/30/2021 Deadline
22 617 SW Neff Way	Didn't Apply by 11/30/2021 Deadline
23 630 SW Fall St, Unit M	Didn't Apply by 11/30/2021 Deadline



Noble  
Professional  
Dedicated

Newport Police Department  
**Memorandum**

*One Team - One Future*

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**Date:** April 23, 2022

**To:** Chief Malloy

**From:** CSO Folmar

**Subject:** STR Enforcement Activity 01/18/2022 to Present

This is a summary of STR Enforcement activities 01/18/2022 to Present.

- 1.) First Strike Letter: 1
- 2.) Citation Letter: 1
- 3.) Complaints filed with LodgingRevs: 14

**Lighting Complaint.** Date: 02/07/2022. Hotline. 556 NW 56<sup>th</sup> St. Regarding outdoor light being too bright. Not a violation of STR ordinance. Closed.

**Lighting Complaint.** Date: 00/09/2022. Hotline. 556 NW 56<sup>th</sup> St. Regarding outdoor light being too bright. Emergency contact advised renters to turn off light. Not a violation of STR ordinance. Closed.

**Noise Complaint.** Date: 04/17/2022. Hotline. 145 SW 27<sup>th</sup> St. Regarding fire pit being too close to complainant's window and renters were noisy past 2000 hours. Emergency contact notified and issue was resolved. Closed.

**Occupancy Complaint.** Date: 003/24/2022. Hotline. 526 NW Coast St. Unit G. Regarding over occupancy. E-mail request sent to managing entity. No reply received yet. Open.

**Other Complaint.** Date: 03/13/2022. Online. 748 NW Lee St. Regarding construction material from repairs blown loose and possible hazard. Checked the location and did not observe any loose materials. E-mail request sent to Vacasa for any information. No reply received yet. Under review.

**Other Complaint.** Date: 03/22/2022. 545 SE 4<sup>th</sup> St. Hotline. Regarding a water leak in the unit. Emergency contact notified. No violation of STR ordinance. Closed.

**Other Complaint.** Date: 04/04/2022. Hotline. 758 NW Cottage St. Regarding a broken smoke detector in the rental unit. Emergency contact notified. Followed up with the emergency contact and was advised that the smoke detector was replaced. Closed

**Parking Complaint.** Date: 02/04/2022. Hotline. 5053 NW Agate Way. Regarding a vehicle blocking a fire hydrant. I went to the location and spoke with the renters. They were unaware of the hydrant and immediately moved the vehicle. Closed.

**Parking Complaint.** Date: 02/20/2022. Online. 171 NW 73<sup>rd</sup> St. Online. Regarding off street parking not being utilized. E-mail request to registered owner. No reply received yet. Open.

**Parking Complaint.** Date: 03/11/2022. Hotline. 5053 NW Agate Way. Regarding garage being converted into game room and vehicles being parked on the street. Working with Community Development and Public works on the issue. Under review.

**Trash Complaint.** Date: 04/06/2022. Online. 171 NW 73<sup>rd</sup> St. Regarding trash cans being left out after collection day. Under review. Probable that First Strike Letter will be issued.

**Trash Complaint.** Date: 04/07/2022. Same as previous complaint.


**Trash Complaint.** Date: 04/08/2022. Same as previous complaint.

**Trash Complaint.** Date: 04/11/2022. 128 NW 73<sup>rd</sup> Ct. Hotline. Regarding trash cans being blown over by high winds. Emergency contact notified. Issued resolved. Closed.

(Subject)  
(Date)  
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# Memorandum

To: Short-Term Rental Ordinance Implementation Work Group  
 From: Derrick I. Tokos, AICP, Community Development Director   
 Date: April 25, 2022  
 Re: Outline of Potential Revisions to STR Ordinance to Improve Implementation

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Resolution No. 3931 calls for the Short-Term Rental (STR) Ordinance Implementation Work Group to prepare a final report of its findings no later than September 30, 2022. The report and findings can include revisions to Ordinance No. 2144 to improve the functionality of the City's short-term rental licensing program. Now that the ordinance has been in place for a few years, and the work group has had an opportunity to observe its implementation, it is timely to consider whether or not the rules should be refined. Here are a few topic areas for the group's consideration.

- Transition period between STR owners. Under the existing ordinance, the owner of a vacation rental that is within or adjacent to commercial zoned property inside of the vacation rental overlay can sell their dwelling as a vacation rental. The new owner must apply for a business license endorsement, and they assume the prior owners spot under the license cap. These vacation rentals are often booked well past the date of the sale, and new owners often ask if they can respect those rental reservations. Our response is that the new owner cannot rent the units until they are licensed. That can take a month or more, as the unit must be inspected. The work group might want to consider providing new owners a grace period where they can rent units before they obtain a license in their own name.
- Codify the waitlist procedures. The existing ordinance is silent with respect to how the waitlist is to be administered. Providing licenses on an annual basis, after the close of the August 15<sup>th</sup> renewal period, is manageable with existing staff resources. Interested owners are given 60 days to apply. Once an application is received, the owner has until August 15<sup>th</sup> of the following year to complete the licensing process. If an application is not received within 60 days, then the unused spots on the waitlist are held over to the next renewal period. It is not uncommon for an individual that submitted an application to take several months to complete the endorsement process, as they may have tenants that need to transition out of the residence, or the home needs to be renovated/repaired to comply with the STR ordinance. The work group might consider codifying this process, so it is clear how the waitlist is to be administered.
- Scope of permissible changes to licensed vacation rentals. There have been several occasions where the owner of a licensed unit wants to make changes by adding or reducing the number of bedrooms available for rent, adjusting the location of required parking, etc. The existing ordinance does not address these issues. Staff has accommodated these requested, charging a special inspection fee in cases where new bedrooms or remodeled space is being made available to guests. The work group should consider addressing this issue in the ordinance.

- Non-license related code violations. There have been circumstances where unpermitted work has occurred on property with a licensed unit, or there has been unpermitted use of a second dwelling on a property containing a vacation rental. These violations are subject to a civil infraction because they are not directly related to operation of the licensed short-term rental. To strengthen the incentive for compliance, the work group might consider adjusting the ordinance to indicate that STR properties must comply with all city ordinances (which would make any violation on the property an STR violation).
- Streamlining the renewal process. Attached is a copy of the renewal packet. There is a lot of paperwork that STR license holders must fill out to renew their licenses (packet enclosed). Streamlining the process to include a single renewal form, with updated insurance information and parking photos, could make things work more smoothly for all involved. That process could include checkboxes for the STR operator to confirm that structural and fire safety standards are still being met. Ordinance revisions might be needed to implement this type of change.
- Spacing standards exemption for multiple buildings on a lot/parcel. The City's short-term rental land use regulations currently limit the number of licensed vacation rentals to a single building on a lot, or group of lots, that abut a street segment. There are a few cases where multiple dwellings are on a single lot. Sometimes these dwellings are owned by the same entity and in other circumstances the buildings are part of a condominium project. The work group might consider allowing more than one building on the same lot to be used as a vacation rental subject to the license cap limitation.
- Establish a process for considering adjustments to the license cap. The STR ordinance sets 200 as the maximum number of vacation rental dwelling licenses the City can make available within the overlay. The actual number of available licenses is set by Council resolution (currently 176). City staff receives regular inquiries about when the City will consider adjusting the number of available licenses. The work group should consider codifying a process for when that determination should be made by the Council. Scheduling an annual meeting after each renewal period might make sense, since that is when staff will have the most accurate waitlist information. This is not a recommendation that an adjustment be made to the number of available licenses, rather it would set out a process for the Council to make an up or down determination at fixed periods of time.

Enclosed is an email from February of 2020 listing a number of changes that Cheryl Connell and others would like the Council to make to the ordinance. Some of their issues have been addressed, such as automated email confirmation when an incident is reported via the hotline or online form, or its status has changed. Others, such as providing a time certain phase out for vacation rentals outside of the overlay or enhanced enforcement on weekends when violations occur, have not been addressed. A copy of Ms. Connell's email is enclosed and the work group should consider how it wants to respond to the issues she raised.

#### Attachments

Business License and Short-Term Rental Endorsement Renewal Packet  
2/24/20 Email from Cheryl Connell

CITY OF NEWPORT  
169 SW COAST HWY  
NEWPORT, OREGON 97365

COAST GUARD CITY, USA



phone: 541.574.0611  
fax: 541.574.3355  
<http://newportoregon.gov>  
mombetsu, japan, sister city

## NOTICE TO SHORT-TERM RENTAL OWNERS

### FISCAL YEAR 2021 / 2022 BUSINESS LICENSE AND SHORT-TERM RENTAL ENDORSEMENT RENEWAL PACKET

Enclosed you will find copies of the forms you will need to complete and submit in order to renew your business license and short-term rental endorsement(s). You have until **August 15, 2021** to submit the required information and fees to the City of Newport. Failure of an owner to renew an endorsement by this date shall result in expiration of the endorsement, and the ability of the owner to operate shall be conclusively presumed to be discontinued with no further action by the city.

Forms provided in this packet include:

**Short-Term Rental Business License Endorsement Form (white)**. Please make sure to fill in the entire form, submit copies of the listed attachments, and sign and date the back of the document to acknowledge that you will adhere to the ongoing operational requirements.

**Land Use Compatibility Statement (off-white)**. This form has been filled out by Community Development Department staff using information on file with the City of Newport. Please review it carefully and if you are in agreement, then you simply need to include the document with your renewal application.

**Structural Safety Checklist (green)**. This form lists the structural safety features required for short-term rentals. Please fill in the address of your unit, initial that each of the features is present, and sign and date where indicated.

**Fire Safety Checklist (red)**. This form lists the fire safety features required for short-term rentals. Please fill in the address of your unit, initial that each of the features is present, and sign and date where indicated.

**Good Neighbor Guidelines (yellow)**. Please review the guidelines, and relay them to your tenants by incorporating them in the rental contract, including them in the rental booklet, posting them online, providing them in a conspicuous place in the rental, or a similar method.

**Business License Application**. Please make sure to fill in the entire form, sign and date where indicated, and return it with your submittal packet.

**Transient Room Tax Registration Form**. Please make sure to fill in the entire form, sign and date where indicated, and return it with your submittal packet.

**Business License Renewal Invoice**. The invoice includes an itemized list of the annual business license fees due for your short-term rental. Payment is due when you submit the renewal application to the **City of Newport Finance Department** (169 SW Coast Hwy, Newport, OR 97365).

CITY OF NEWPORT  
169 SW COAST HWY  
NEWPORT, OREGON 97365

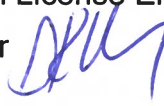
COAST GUARD CITY, USA



phone: 541.574.0629  
fax: 541.574.0644  
<http://newportoregon.gov>

mombetsu, japan, sister city

## MEMORANDUM

To: Holders of Short-Term Rental License Endorsements  
From: Spencer Nebel, City Manager   
Date: June 21, 2021

**RE: Application of the 30-day Proof of Use Requirement (NMC 4.25.030(C)(7))**

---

On June 29, 2020, the Newport City Council put into effect Ordinance No. 2168, granting the City Manager authority to reduce the required number of rental days, or set aside the 30-day rental requirement entirely, in circumstances where a vacation rental, or group of rentals, cannot be rented for reasons beyond the control of the vacation rental owner.

The COVID-19 pandemic, and associated state and local closure and curtailment orders, have caused persons owning vacation rental dwellings to significantly curtail rental opportunities during the 12-month reporting period. These circumstances are beyond their control and warrant a reduction to the proof of use requirement from 30 to 15 days. This change is specific to the July 2020 through June of 2021 reporting period.



CITY OF NEWPORT – FINANCE  
169 SW COAST HIGHWAY  
NEWPORT, OR 97365

To: Business License Customers  
From: Mike Murzynsky, Director of Finance  
Date: June 30, 2021

A handwritten signature in black ink, appearing to be "M. Murzynsky", is positioned to the right of the "From:" line.

Re: Room Tax Ordinance # 2183 – Room Tax increase

To whom it may concern:

The City Council has passed Ordinance # 2183 which increases the City's Room Tax percentage from 9.5% to 12.0% which will be charged to patrons when they rent a room less than 30 days from your establishment, effective September 1, 2021. Please continue charging and collecting the 9.5% room tax rate through August 31, 2021.

Hope this helps with any question you have on the new ordinance. However, should have any questions feel free to send me an email.

Mike Murzynsky  
Director of Finance

Email: [m.murzynsky@newportoregon.gov](mailto:m.murzynsky@newportoregon.gov)



# CITY OF NEWPORT SHORT-TERM RENTAL BUSINESS LICENSE ENDORSEMENT FORM

**PLEASE PRINT OR TYPE – COMPLETE ALL BOXES**

Property Owner Name(s):		Authorized Agent Name(s): <i>If other than owner</i>	
Mailing Address:		Company Name:	
Street Address:		Mailing Address:	
Telephone No.:	Email:	Telephone No.:	Email:
Local Representative <i>(Must be able to reach the premises in 30 minutes)</i> :			
Local Representative's Mailing Address:		Local Representative's Street Address:	
Local Representative's Telephone No.:		Email:	

**SHORT-TERM RENTAL PROPERTY INFORMATION**

Type of Short-Term Rental <i>(check one)</i> : Vacation Rental <input type="checkbox"/> Bed & Breakfast Facility <input type="checkbox"/> Homeshare <input type="checkbox"/>	
Website Addresses and Listing Numbers Where Rental Unit is Advertised:	
Street Address: _____	<b>PROOF OF RESIDENTIAL USE FOR HOMESHARE AND BED &amp; BREAKFAST FACILITIES</b> <i>(Check the two items provided)</i> Copy of an Oregon Driver's License or Oregon Identification card <input type="checkbox"/> Copy of federal income tax return from the last tax year (page one only) <input type="checkbox"/> Copy of a voter registration card <input type="checkbox"/>
Telephone No.: _____      Shared Access (Y/N): _____ <i>(If yes, attach consent from other owners)</i>	
Off-Street Parking Spaces Provided: _____ <i>(Attach photo(s) dated within the last 90 days, of interior and exterior parking spaces)</i>	
Occupancy: _____ Bedrooms: _____	

**ATTACHMENTS**

**The following information must be included with the completed endorsement form:**

- Land use authorization from the Newport Community Development Department (off-white form);
- Fire safety checklist completed, signed and dated by the owner or authorized agent (red form);
- Structural safety checklist completed, signed and dated by the owner or authorized agent (green form);
- If the owner is a legal entity, a copy of the articles of organization or equivalent identifying ownership interest holders in the short-term rental property, unless this has already been provided to the City;
- Certificate of insurance establishing that the owner has liability insurance which expressly covers the short-term rental operations on the subject property in the amount of \$1,000,000 combined single limit for bodily injury and property damage;
- Site plan including a parking diagram of interior and exterior off-street parking spaces, along with photo(s), dated within the last 90-days, illustrating that the parking spaces are available to guests;
- Proof of residential use documents *(for home shares and bed and breakfast facilities only)*;
- Owner or authorized agent has signed and dated the back of the endorsement form acknowledging ongoing operational requirements, including that weekly solid waste management is provided and a copy of the good neighbor guidelines has been reviewed and relayed to short-term rental tenants;
- Business license endorsement fee. For new short-term rentals the fee is \$304 per unit. The fee to renew a short-term rental business license endorsement is \$233 per unit. Short-term rentals in special parking areas are subject to business license surcharges applicable to commercial uses in those areas. These charges are in addition to the general business license fee.

**Short-term rental business licenses must be renewed by August 15<sup>th</sup> of each year. Failure of an owner to renew an endorsement by this date shall result in expiration of the endorsement, and the ability of the owner to operate shall be conclusively presumed to be discontinued with no further action by the City.**

FOR OFFICE USE ONLY			
Endorsement No.: _____	Date Received. ____ / ____ / ____	Received By: _____	Fee Amount: _____

ONGOING OPERATIONAL REQUIREMENTS

- A. Maximum occupancy of the short-term rental is limited to that which is specified in the Land Use Authorization;
- B. Group events such as company retreats, weddings, rehearsal dinners, family reunions and similar gatherings are permitted as long as the total number of individuals does not exceed maximum occupancy at any time during the rental period;
- C. Off-street parking spaces approved for short-term rental use shall be available, and are to be used by tenants, at all times that the unit is rented. A parking diagram illustrating the location of the approved parking spaces shall be provided to tenants and be available in a prominent location within the rental unit;
- D. Weekly solid waste disposal service shall be provided while the dwelling is occupied as a short-term rental. The owner or authorized agent shall provide for regular garbage removal from the premises, and trash receptacles shall be stored or screened out of plain view of the street;
- E. For short-term rentals situated on individual lots or parcels in residential zones, at least 50% of the front yard and 40% of the total area shall be maintained landscaping. No more than 50% of the front yard landscaping may be impervious surfaces, such as patios and decks. Driveway and parking areas shall not satisfy any portion of these landscaping requirements;
- F. Noise levels are to conform to the requirements of Chapter 8.15 of the Newport Municipal Code, which limits nighttime decibel levels at the property boundary to 50 dBA for residential areas and 55 dBA for commercial areas;
- G. The short-term rental may not be used in a manner that creates a public nuisance as defined in Chapter 8.10 of the Newport Municipal Code;
- H. Owner or designee will maintain a guest and vehicle register for each tenancy. The register shall include the name, home address, and phone number of the primary tenant; the total number of occupants; vehicle license plate numbers of all vehicles used by the tenants, and the date of the rental period. This information shall be provided to emergency responders, and city finance and code compliance personnel when requested for enforcement or audit purposes;
- I. Good neighbor guidelines have been reviewed and relayed to short-term rental tenants, by incorporating them in the rental contract, including them in the rental booklet, posting them online, providing them in a conspicuous place in the rental, or a similar method;
- J. Owner or representative will respond to neighborhood complaints within one (1) hour and shall maintain a written record of complaints, the dates they were received, and efforts taken to resolve issues that have been raised. The written record shall be provided to the City upon request.
- K. Liability insurance will be maintained that expressly covers short-term rental operations on the subject property in the amount of \$1,000,000 combined single limit for bodily injury and property damage.
- L. Owner or designee will provide information within the dwelling unit to inform and assist renters in the event of a natural disaster, power outage, or other emergency. Required information includes, but is not limited to:
  - (1) A tsunami evacuation map produced by Lincoln County Emergency Services, Oregon Department of Geology and Mineral Industries or other agency with similar authority.
  - (2) Phone numbers and addresses for emergency responders and utility providers.
  - (3) Other information as established by resolution of the City Council;
- M. A copy of the short-term rental business license endorsement issued by the City shall be displayed in a prominent location within the interior of the dwelling adjacent to the front door. In addition to the endorsement, such information shall include a number or other identifying mark unique to the short-term rental endorsement which indicates that it was issued by the City of Newport, with date of expiration; the name of the owner and authorized agent and a telephone number where the owner and authorized agent may be contacted; the property address; the number of approved parking spaces; the maximum occupancy permitted for the short-term rental; any required information or conditions specific to the operating license; and the City of Newport official logo. This information shall be maintained and current at all times.

ACKNOWLEDGEMENT

I/We, the owners or authorized agent of the subject premises, hereby acknowledge that we have read and agree to adhere to the ongoing operational requirements set forth in this document, and understand that failure to abide by these operational requirements may result in the suspension or revocation of our short-term rental business license endorsement.

\_\_\_\_\_  
Owner or Authorized Agent

\_\_\_\_\_  
Date



# CITY OF NEWPORT SHORT-TERM RENTAL LAND USE COMPATIBILITY STATEMENT

## APPLICANT INFORMATION:

Property Owner Name(s):	
Mailing Address:	
Telephone No.:	Email:

## PROPERTY INFORMATION:

Type of Short-Term Rental ( <i>check one</i> ):				Vacation Rental	<input type="checkbox"/>	B&B	<input type="checkbox"/>	Homeshare	<input type="checkbox"/>
Street Address:									
Map Tax Lot:				<b>RESIDENTIALLY ZONED PROPERTIES ONLY (CHECK TO CONFIRM)</b>					
Construction Type:		Zoning:		At least 50% of front yard is landscaped:			<input type="checkbox"/>		
Guestrooms:		Occupancy:		Less than 50% of front yard landscaping is impervious surfaces (decks, patios, etc.):			<input type="checkbox"/>		
Off-Street Spaces:		Shared Access (Y/N):		At least 40% of the total property is landscaped:			<input type="checkbox"/>		

## PRE-EXISTING SHORT-TERM RENTALS:

Date Established:	Endorsement No.:
Inspection Date:	Conditional Use Permit ( <i>if applicable</i> ):

To Be Completed By City of Newport Community Development Department	
<input type="checkbox"/>	The unit complies with the short-term rental approval standards set forth in NMC 14.25.030.
<input type="checkbox"/>	The unit complies with the short-term rental approval standards set forth in NMC 14.25.030, as amended by Conditional Use Permit # _____.
<input type="checkbox"/>	The unit is a non-conforming vacation rental located inside the Vacation Rental Overlay Zone <b>and is within</b> , or adjacent to, a commercial or water-related zone (NMC 14.25.035(A)(1)).
<input type="checkbox"/>	The unit is a non-conforming vacation rental located inside the Vacation Rental Overlay Zone <b>and is not within</b> , or adjacent to, a commercial or water-related zone (NMC 14.25.035(A)(2)).
<input type="checkbox"/>	The unit is a non-conforming vacation rental located outside of the Vacation Rental Overlay Zone (NMC 14.25.035(A)(3)).
<input type="checkbox"/>	The unit is a non-conforming homeshare or bed & breakfast facility (NMC 14.25.035(A)).

DISCLAIMER: Land Use Compatibility Statement: This statement is provided based on information supplied by the applicant and upon information publically available to the City of Newport. It is not to be relied upon for any purpose other than its intended purpose under NMC Chapter 14.25. No affirmative representation is made hereby for any other purpose.

Signature	Title	Date
-----------	-------	------

Attachments (for new units only):

- Site plan, drawn to scale, showing the dimensions, property lines, existing buildings, landscaped area, and off-street parking locations.
- Floorplan of the dwelling unit that identifies the rooms dedicated to short-term rental use.
- If the dwelling Unit is within a residential zone, a calculation of the percentage of front yard and total lot area maintained in landscaping.
- If the dwelling unit relies upon shared parking areas, a copy of a covenant or other binding legal instrument detailing unit owner rights and responsibilities related to the parking area.





# CITY OF NEWPORT SHORT-TERM RENTAL STRUCTURAL SAFETY CHECKLIST

This form is to be completed by the owner or authorized agent of the short-term rental at the following address \_\_\_\_\_ . Please read and individually acknowledge each section by initialing on the line to the right and sign at the bottom. If this is a new rental, the checklist must also be signed by the City of Newport Building Official following an inspection of the dwelling unit. For license renewals, the City may elect to inspect the dwelling unit during the period of time it is licensed. In such cases, the City will contact the authorized agent to arrange a time for the inspection.

- A. All bedrooms possess an operable emergency escape window or exterior door with a minimum opening size of 5.7 sq. ft. (5.0 sq. ft. at grade floor), with minimum net clear dimensions of 20-inches in width and 24-inches in height and having a sill height not more than 44-inches above the finished floor. \_\_\_\_\_  
Initial
- B. All stairs with four (4) or more risers have a handrail on at least one side, and the handrails are secure, continuous, and have returns at each end. \_\_\_\_\_  
Initial
- C. Open sides of stairs, decks, porches or other walking surfaces more than 30-inches above grade or the floor below are equipped with guardrails configured such that a 4-inch sphere cannot pass through. \_\_\_\_\_  
Initial
- D. Windows within a 24-inch arc of doors and glass within bathtub or shower enclosures are safety glazed, or have an equivalent means of protection. \_\_\_\_\_  
Initial
- E. Any wood frame decks are structurally sound and have been engineered to support the weight of any hot tubs or other features of a similar size placed upon them. \_\_\_\_\_  
Initial
- F. All electrical plug-ins and light switches have faceplates. \_\_\_\_\_  
Initial
- G. Electrical panels are unobstructed and have 36" of clearance. Breakers in the panel are clearly labeled and empty breaker spaces are plugged. \_\_\_\_\_  
Initial
- H. GFCI (Ground Fault Circuit Interrupter) protection is provided for exterior outlets, kitchens, garages, laundry areas, and bathroom receptacles. \_\_\_\_\_  
Initial
- I. The water heater(s) are strapped and secured in accordance with seismic protections standards, with a TEP (Temperature and Pressure Relief) line that is run to an approved location. \_\_\_\_\_  
Initial

\_\_\_\_\_  
Owner or Authorized Agent

\_\_\_\_\_  
Newport Building Official (*new units only*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



# CITY OF NEWPORT SHORT-TERM RENTAL FIRE SAFETY CHECKLIST

This form is to be completed by the owner or authorized agent of the short-term rental at the following address \_\_\_\_\_ . Please read and individually acknowledge each section by initialing on the line to the right and sign at the bottom. If this is a new rental, the checklist must also be signed by the City of Newport Fire Department following an inspection of the dwelling unit. For license renewals, the Fire Department may elect to inspect the dwelling unit during the period of time it is licensed. In such cases, the City will contact the authorized agent to arrange a time for the inspection.

- A. Functioning smoke detectors are installed in all bedrooms and outside each bedroom in hallways or other rooms providing access to bedrooms, and on each story including basements. Newport Fire Department (NFD) recommends sealed-10-year smoke alarms to prevent guests from removing the batteries. NFD recommends adding the testing of smoke alarms to the cleaning/checkout sheet for the short-term rental. *OFC 907.2.11. ORS 479.250-479.300.* \_\_\_\_\_  
Initial
- B. Functioning carbon monoxide alarms / detection system shall be installed in each bedroom or within 15 feet outside of each bedroom door that are located on all floor levels. *OFC 908.7.2.* \_\_\_\_\_  
Initial
- C. Functioning fire extinguishers are available on each floor of the rental. The minimum requirement is a 2A:10BC (5 pound) extinguisher. Fire extinguishers need to be mounted in an accessible location with the top of the extinguisher no higher than 5 feet from the floor. Fire extinguishers shall be inspected and serviced by a certified company annually. *OFC 906.1, 906.9.1* \_\_\_\_\_  
Initial
- D. Exits are well lit, clear, unobstructed, and obvious to guests. Exits are easy to open with no special knowledge or keys. *OFC 1027.5, 1008.1.9.* \_\_\_\_\_  
Initial
- E. If there are areas of the short-term rental that are locked and off limits to a guest, a sign saying 'Not An Exit' must be placed at eye-level on the door. *OFC 1030.5.* \_\_\_\_\_  
Initial
- F. Combustible items are not stored under stairs, in heating equipment closets, or in a basement below the short-term rental. *OFC 315.3.3, 315.3.4.* \_\_\_\_\_  
Initial
- G. If the short-term rental has a fire alarm or sprinkler system, service and testing records must be kept on site for three years. These systems need to be tested annually. *OFC 907.8, 901.6.1, 901.6.2.* \_\_\_\_\_  
Initial
- H. New and existing buildings have approved building identification address numbers placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Where required by the fire code official, address numbers shall be provided in additional approved locations to facilitate emergency response. Address numbers shall be a minimum of 4 inches high with a minimum stroke of 0.5 inch. *OFC 505.1.* \_\_\_\_\_  
Initial

\_\_\_\_\_  
Owner or Authorized Agent

\_\_\_\_\_  
Newport Fire Department (*new units only*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

[CITY OF NEWPORT](#)

169 SW COAST HWY

NEWPORT, OREGON 97365

COAST GUARD CITY, USA



phone: 541.574.0629

fax: 541.574.0644

<http://newportoregon.gov>

mombetsu, japan, sister city

## Short-Term Rental Good Neighbor Guidelines

Welcome to the City of Newport! These guidelines are intended to highlight a few ways you can be a good neighbor during your stay.

**General Respect for Neighbors.** Be friendly, courteous, and treat your neighbors like you want to be treated.

**Occupancy Limits.** Abide by the occupancy limit posted within the short-term rental unit. The number listed represents the maximum number of individuals that may be on the premises at any time during the rental period.

**Noise.** Be considerate of the neighborhood and your neighbor's right to the quiet enjoyment of their home and property, especially after 10:00 pm.

**Maintenance of Property.** Be sure to pick up after yourself and keep the property clean, presentable and free of trash.

**Garbage Disposal.** Place trash and recycling containers in the appropriate place and time for pickup, and return them to the designated location in a timely manner after pickup. Cigarette butts should be properly extinguished and disposed of in the garbage.

**Parking and Traffic Safety.** Refer to the parking diagram posted in the short-term rental unit and park at these locations whenever possible. Do not park on landscaped areas or in a manner that blocks driveways, sidewalks, or mailboxes. Drive slowly through neighborhoods and watch for pedestrians and children playing.

**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.

**Tenant/Guest Responsibility.** Approved guests and visitors are expected to follow the Good Neighbor Guidelines. Be sure to read your rental agreement, and information posted and/or otherwise available within the unit, for additional terms and restrictions on the use of the short-term rental.

**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 posted within the unit or on the property. Phone numbers and addresses for emergency responders, utility providers, and a tsunami evacuation map are available in the unit to assist you in the event of a natural disaster, power outage, or other emergency. You are encouraged to locate and review this information at your earliest convenience.



# CITY OF NEWPORT

## APPLICATION FOR BUSINESS LICENSE

*City Hall, 169 SW Coast Hwy., Newport Oregon 97365*

Business Name: \_\_\_\_\_

Business Location: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Type of Business (✓ one):  Home Occupation\*  Vacation Rental/B'n'B\*  Sidewalk Sales\*  Taxi  
 Parking District  Special Event  Medical Marijuana Facility  N/A

Number of Employees\*\* : \_\_\_\_\_ Business Phone: \_\_\_\_\_ Business email: \_\_\_\_\_

Oregon Contractors Board License ID\* \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Manager or Property Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address \_\_\_\_\_

Owner/CEO: \_\_\_\_\_ D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_ DL #: \_\_\_\_\_

Home Address (PO Box not valid): \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant's failure to supply required information, or the applicant's submission of false or misleading information, is grounds for denying or suspending the license.**

*I hereby affirm that the above information is true to the best of my knowledge and belief:*

Signature and Title \_\_\_\_\_ Date \_\_\_\_\_

You are hereby notified that, even after payment of the fee, planning department approval must be obtained before operating at any given location within the city. All ordinances of the City, including fire, planning and building must be complied with, in addition to any taxes or fees paid for the privilege of conducting a business within the city limits of Newport, Oregon.

**\*\*\*\*\* FOR OFFICIAL USE ONLY \*\*\*\*\***

City of Newport Business Control # \_\_\_\_\_

Standard Industrial Classification (SIC) # \_\_\_\_\_

City of Newport Business License # \_\_\_\_\_

Department	Class Code	Signature/Title	Date	Business Application Fee	
Zoning				Business License Annual Fee	\$115.00
Building Code				Initial Endorsements	\$233.00
Fire Code				Parking District Surcharge	
Public Works				Sidewalk	
Police				TOTAL	

\* If applicable, additional forms may be required

\*\* Only those who work within City limits (including owner(s))

# City of Newport

## Transient Room Tax Registration

Business Name: \_\_\_\_\_ DBA: \_\_\_\_\_ City Business License # \_\_\_\_\_

Type of Business

Hotel/Motel   
  Bed & Breakfast   
  RV Park   
  Campground   
  Vacation Rental House/Condo

Business Location Address: \_\_\_\_\_  
 (if you own multiple vacation rentals, please list ALL locations on the back of this form.)

### Vacation Rental Houses or Individually Owned Condos

Property Owner \_\_\_\_\_ Owner Physical Address \_\_\_\_\_  
 Owner Mailing Address \_\_\_\_\_  
 Owner Phone Number \_\_\_\_\_

Do You use a Property Management Company?   
  \*Yes   
  NO (I manage all rental operations)

\*If "Yes", please continue

Management Company Name: \_\_\_\_\_  
 Management Company Phone Number(s): \_\_\_\_\_  
 Management Company Mailing Address: \_\_\_\_\_

### Hotel/Motel, Campground, RV Park, & Bed and Breakfasts

Operator or Manager Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

I declare, under penalty of making false statement, that I have examined this document and to the best of my knowledge it is true, correct, and complete.

Signature	Date
Printed Name Signed Above	Title/Telephone Number

Please mail your completed form to:      **City of Newport – Finance Dept.**  
 169 SW Coast Hwy.  
 Newport, OR 97365      **Questions: Call 541.574.0621**

**Derrick Tokos**

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**From:** cheryl connell  
**Sent:** Monday, February 24, 2020 2:48 PM  
**To:** Derrick Tokos  
**Cc:** Spencer Nebel; Dietmar Goebel; Cynthia Jacobi; Ryan Parker; c.hall@newportoregon.gov; Beatriz Botello; David Allen; Dean Sawyer  
**Subject:** Agenda Item -- 2/26 Short Term Rental Ordinance Implementation Work Group  
**Attachments:** STRWG Topics-final.docx

Dear Derrick,

As directed by City Manager Spencer Nebel on 2/3/2020, I am submitting the document attached to this email to you. Please place this list of priorities, as submitted by Advocates for Safe and Healthy VRD-Free Neighborhoods-Newport, on the agenda for the referenced work group meeting.

Should you have any questions or concerns, I am happy to address them--just let me know.

With best regards,

Cheryl S. Connell

2/24/2020

## Priorities for Consideration by Short-Term Rental Ordinance Implementation Work Group

As directed on 2/3/2020 by City Manager Spencer Nebel, Advocates for Safe and Healthy VRD-Free Neighborhoods-Newport submits this list of priorities that we believe are essential for the Workgroup to consider/recommend to the City Council. These priorities are based on our engagement with various City departments. We have serious concerns about how the City's enforcement of short-term rentals code is interpreted, documented and performed. We ask that these topics are placed on the Workgroup's 2/26 agenda and formally addressed by the Workgroup .

### Policy Changes to Ordinance Implementation

- City's historical culture of "voluntary compliance" in STR regulations to change to mandatory compliance.
- City to pursue full amount of past-due TRT, interest, and penalties for all illegal vacation rentals from time of first citation issue. *(As of 11/1/2019, 56 Cease and Desist letters issued. Were they issued citations and fines in addition to being shut down?)*
- City to enforce ordinance language as written so that all documented violations are issued a "strike" and a citation. Currently, no strike is issued if violator merely agrees to fix the problem.
- City to establish time-certain Phase Out period for STRs in Non-Overlay zones to provide relief in R1 & R2 neighborhoods. *(5-year Phase Out was deemed acceptable by former City Attorney Steve Rich.)*

### Enforcement

- City to ensure incidents reported by residents are dealt with within an hour by the vacation rental's contact person, with an automatic email reply sent back to the person who filed the incident report as confirmation.
- City to verify transient room taxes paid to City are reasonably correct by implementing City Audit procedure to perform systematic review of all licensed STRs along with hotels and motels.
- City to change Community Service Officers work schedule so that all days of the week are covered by at least one CSO. Currently, no CSO works during high STR utilization times (weekends and holidays) so no investigation can commence until a few days after problem affecting residents is long gone.
- City to take all steps necessary to ensure strict and timely enforcement of STR regulations for over-occupancy and parking. Current City practices hinder enforcement because no CSO is on duty on weekends and holidays and over-occupancy/illegal STR parking is not a police emergency.
- City to require all STR property owners to submit complete log of incidents reported directly to owner/manager every 6 months. Data from property owner log should be compared against City's log and collated into LodgingRevs online data system.

### Transparency/Reporting/Accountability to Public

- LodgingRevs to acknowledge receipt of each incident report to person making report with an immediate (automated) email. The date of the incident report should appear on the form.
- LodgingRevs to add "PRINT" option to LodgingRevs Incident Report with full content of report visible.
- CSO to acknowledge receipt of each incident report to person making report, and provide update on how the problem was resolved.
- City to add public access to all "incident report" data on LodgingRevs system or on the City's website. Data should include all CSO actions taken on incidents, including: Incident Number, Date, VRD Address, Complaint type, Status (open/research/response/closed), and Resolution determination. Confidential info can be redacted. *(The City promised access to this data in August 2019; Berman requested automatic status updates at 11-19-19 Work Group meeting.)*