



SHORT-TERM RENTAL ORDINANCE IMPLEMENTATION WORK GROUP AGENDA
Monday, September 28, 2020 - 2:00 PM
City Hall, Council Chambers, 169 SW Coast Hwy, Newport, OR 97365

This meeting will be held electronically. The public can live-stream this meeting at <https://newportoregon.gov>. To access the livestream, visit the Short-term Rental Implementation Work Group page at <https://www.newportoregon.gov/citygov/comm/stroiwg.asp>. Once there, an "in progress" note will appear if the meeting is underway; click on the "in progress" link to watch the livestream. It is not possible to get into a meeting that will be livestreamed before the meeting starts. The meeting will also be broadcast on Charter Channel 190.

Public comment may be made, via e-mail, up to four hours before the meeting start time at publiccomment@newportoregon.gov. To make a "real time" comment during a meeting, a request to speak must be received four hours prior to a scheduled meeting. The request to speak should include the agenda item on which the requestor wishes to speak. If the comments are not related to a particular agenda item, the request to speak should include a notation that the request is for general public comment, and the general topic. The request should be e-mailed to publiccomment@newportoregon.gov. Once a request to speak has been received, staff will send the requestor the Zoom meeting link. This link will allow a requestor to participate via video or telephone.

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.

1. INTRODUCTIONS
2. REVIEW AND AMEND AGENDA, AS NEEDED
3. APPROVAL OF MINUTES
- 3.A June 8, 2020 STR Implementation Work Group Meeting.
[06-08-2020 STR Work Group Draft Minutes](#)

4. 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.

5. DISCUSSION ITEMS

5.A Update on Licensed Short-Term Rentals, Cap, and Waitlist.

[Memorandum](#)

[Short-Term Rental List 9-24-2020](#)

[Short-Term Rental Summary Table](#)

[License Availability Letter - 09/21/2020](#)

[Waitlist Status Letter - 09/21/2020](#)

[STR Status - Within Overlay](#)

[STR Status - Citywide](#)

[STR Dwlg Type - Within Overlay](#)

[STR Dwlg Type - Citywide](#)

5.B Resolution Extending Term of the STR Ordinance Implementation Work Group.

[Memorandum](#)

[12-Month Extension Resolution](#)

[Resolution No. 3857](#)

5.C Short-Term Rental Enforcement Update.

[Memorandum](#)

[NPD STR Enforcement Memo 09-28](#)

5.D Good Neighbor Guidelines.

[Memorandum](#)

[STR Renewal Packet Cover Sheet](#)

[Good Neighbor Guidelines](#)

[STR Endorsement Application Form](#)

5.E Vacancy on Short-Term Rental Ordinance Implementation Work Group.

[Press Release](#)

5.F Update on STR Online Payment and Billing Solution.

[Michael Murzynsky Report](#)

6. FUTURE MEETING SCHEDULE

7. 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.

- 7.A **Public Comment: Advocates for Safe & Healthy VRD-free Neighborhoods in Newport.**
[Email form Carla Perry](#)
8. **ADJORN**

Draft MINUTES
City of Newport
Short-Term Rental Implementation Work Group Meeting
City Hall, Council Chambers by Video Meeting
Monday, June 8, 2020

Work Group Members Present: Cynthia Jacobi, Dietmar Goebel, Spencer Nebel, Bill Branigan, Jamie Michel and John Rogers.

City Staff Present: Community Development Director (CDD), Derrick Tokos; Police Chief, Jason Malloy; Finance Director, Michael Murzynsky; and Executive Assistant, Sherri Marineau.

1. **Call to Order.** The meeting was called to order at 12:40 p.m.
2. **Review and Amend Agenda as Needed.** None were heard.
3. **Approval of Minutes.** Tokos asked for approval of the minutes. Michel noted minor typo corrections. Motion made by Jamie Michel, seconded by Bill Branigan to approve the February 26, 2020 Short-Term Rental Implementation Work Group meeting minutes with minor corrections. The motion carried unanimously in a voice vote.
4. **Public Comment.** Tokos noted there wasn't anyone who indicated they wanted to dial into meeting. He noted the email from Bill Posner to resign from the Work Group. The City Council would need to fill his spot and a recruitment would go out. Spencer entered meeting at 12:38pm.

Tokos acknowledged the public comment from Carla Perry. Goebel asked for an update on the continuing problem of the Spring Street use and asked what the City's position was for the unit operating without a license. Malloy said the City took enforcement action. An attorney represented the owner. They negotiated a settlement and did pay a fine for previous violations, anything outstanding had been cleared up. Goebel noted there had been continuing comments that they were still renting. Malloy said they were doing 30 day rentals and didn't have to comply with the STR codes to do this. Malloy didn't think they applied for their plans to reopen. Tokos didn't think they had an operations plan to reopen. (5:38) He noted things took a while to investigate. Goebel asked how it worked if someone rented for 30 days but only slotted renting for weekends. Malloy said there was two different STRs that supplied rental contracts and there wasn't any way to know if someone could get out of an agreement if they choose to leave early. It was possible this could happen but they didn't have proof to verify what people paid. Goebel asked how this was monitored. Malloy said they drove by the unit often and the CSO talked to the tenants. Tenants weren't required to talk to the police so there were a couple of holes in the code that needed to be added to be able to get people to follow the rules.

Tokos noted another public comment had been submitted by Elain Karnes. He read her comment into the record. Tokos explained the Good Neighbor Guidelines could be reviewed at the next meeting. He acknowledged another public comment submitted by Mona Linstromberg.

Jacobi asked to discuss Linstromberg's letters and asked what the three citations on the Neff property at 1330 NW Spring Street concerned. Malloy said the owner was operating a short-term rental (STR) without a license. These three citations were handled by the City Attorney at that time and they negotiated a settlement. Jacobi asked that the Good Neighbor Guidelines be emailed to the Work Group before the next meeting. Tokos would do this. Malloy noted that the Neff property decision came down to policy decisions and was based on the court. The judge requested that when the Police Department had multiple violations for the same person they only issue one citation. Malloy explained that the Police Department was enforcing the way the judge has asked them to.

5. **Committee Discussion Items.**
 - A. **Revisions to NMC Chapter 4.25, Short-Term Rental Business License Endorsements.**

Tokos reviewed the targeted revisions to Chapter 4.25 Short-Term Rental licensing provisions. He noted the two changes that were done to address operational provisions. The Work Group needed to approve these revisions before the STR license renewal period to help the process be a smooth transition. The first change had to do with the posted signs requirement be specific to Vacation Rental Dwellings (VRDs), not Home-Shares and B&Bs. The argument was that when the owner lived onsite there was no need for a sign to be posted. The second targeted revision was to make sure the hotline sign was legible from the street and to allow condo units to be able to custom tailor the number of signs required at condominium units. This eliminated multiple signs for multiple units in a condo building.

Branigan asked how the sign needed to be posted for the STR on 73rd Street where the house sat back on the driveway. He noted the signs could only be seen by going up the driveway. Branigan wanted to see the sign be placed at the street. Michel reported that her management company posted signs on streets. She thought the language was confusing and it should just say that the sign needed to be legible from the street. Michel asked why the language said it should be visible from the adjacent street instead of just the street. Tokos explained that there were units on corner lots that asked which streets to post their signs on. Michel thought they should post the sign on the street that was their address. Tokos said sometimes this worked and it depended on where the unit was and how their driveway came in. He suggested they take out the word “visible” and use “legible”. Malloy didn’t know if there was a good answer for this short of people having to have two signs on corner lots. He thought it would be a big expense to make sure the signs could be seen from all directions. Michel didn’t think owners should have to post in all directions and thought that if someone had an issue they should be able to walk to the property and be able to visibly see the sign. Malloy agreed. Tokos noted that what he was hearing was to modify the language to remove “visible and” and have it read that the sign should be visible from a location clearly “legible”. They would take a look at if they were saying from the street, if the street the address it was from would work generally. There was general consensus to make these changes.

Tokos reviewed the second revision that concerned the 30-day use provision. Language was added to allow the City Manager to reduce the required number of rental days or set aside the provision entirely in circumstances where the STR or group of rentals couldn’t be rented for reasons beyond the control of the STR owner. This change concerned the Nye Sands Condos that couldn’t be used because of repair to the facility, and also the closure of STRs for a short period of time due to the COVID-19 pandemic. This allowed the City Manager to set aside or reduce the rental days due to these types of situations. The Work Group was in general agreement with the revision. Tokos reported that the City Council would review these revisions at their next meeting so there would be clear guidance for the STR renewal process starting on July 1st.

B. Enforcement Update. Malloy reviewed the enforcement list that Community Service Office (CSO) Jim Folmar submitted. He noted between February and April there were complaints on people renting STRs when they weren’t allowed during the COVID-19 pandemic. They found that these were rentals to essential workers. Malloy noted that it wasn’t clear to owners that STRs and Hotels had the same rules. He explained that when owners found out there weren’t provisions to allow rentals in STRs at that time, the owners refunded the renters money and evicted them. There were only a couple rentals who stayed open that the CSO was trying to determine if violation occurred or didn’t. The CSO was also finding few of the STRs were owned by local people and a lot of the correspondence was done through emails, letters and on the phone, and there wasn’t as quick to handle issues. Most of the STR violations took a long time to investigate. Michel asked how many different complaint filers there were. She wondered if they were just the same few complainers or if it varied. Malloy thought the majority of people who reported unlawful STRs were in a small group. The Police Department thought there would be more reports about bad neighbors when the hotline signs went up, but there hadn’t been as many as anticipated.

Branigan asked what it meant where it said “closed” on the complaint checklist and if they were given violations. Malloy said these were either closed with a citation, closed with no violation occurred, or closed and the place was not compliant. He said they tried to ask for voluntary compliance and a majority of the STRs did so. Half of the list were noncompliant and when they were notified they became compliant. Branigan suggested the report from the CSO say that a citation was issued where it said “closed” on the report. Malloy noted he asked the CSO to provide an updated list that would be distributed to the Work Group. Michel asked Malloy to speak on what the two citations were. Malloy noted both citation were on NW 58th Street and were for operating without a

license. This was different from the Spring Street citation because it was easier to prove. Michel wanted to see what the complaints were and what there were about. Malloy noted that when looking at these type of complaints, when it said rental they were renting without a license, and occupancy was when they were exceeding their occupancy. The occupancy complaints were based on what was being advertised and what the neighbors were counting for people onsite at one time. The parking complaints were hard to enforce because they couldn't block people from parking on the street. Goebel asked what they did when someone was renting without license. Malloy said they gave the owner a cease and desist with two weeks to comply. If they don't comply, they are given a citation. The Police didn't put the people who are renting on the street.

C. **Licensed Short-Term Rentals with Operations Plans.** Tokos reviewed the list of STRs that submitted operations plans to reopen for Phase 1 during the COVID-19 pandemic. Nebel asked how many others submitted since the date of this list. Tokos reported there were two. Michel asked how many STRs didn't send in operation plans. Tokos didn't have the number. Michel thought they would see a lot of STRs dropping out of operations due to COVID-19.

D. **Impact of COVID-19 on STR Work Group's Mandate.** Tokos said the deadline for the implementation review by the Work Group was based on a normal rental summer. He asked if the Work Group thought they should go to the City Council to ask for additional time to see how things were working under normal circumstances. Branigan agreed with this and thought the Work Group should go to 2021. Jacobi thought this was reasonable. Michel asked if this would mean changes couldn't happen until then. Tokos said major changes would happen in 2021 but targeted changes could happen. Michel was concerned about pushing things out a year. She hoped that what would come to the surface in the Work Group in the meetings was that they would see the issues perceived by a handful of local citizens were not the issues at hand. Michel hoped that after the first year they would be able to make a recommendation to Council and back off of some things like the cap. She didn't want to push that out past a year. Michel felt the people who were operating with a manager would fall off and these properties would go back to the housing stock. This was her only issue for pushing things off for a year. Michel thought a lot of people wouldn't be renting out their houses anymore and the 24 hour break in renting made people not want to rent. The trend in Europe saw a lack of inventory on VRBO and Airbnb. Michel thought the amount of people renting with a professional property managers would shrink.

Goebel asked if the STRs that fell off the list meant new licenses would be added. Tokos confirmed this and explained that the City would start going through the waitlist to add new licenses. Jacobi noted one of the big concerns of the community was to see a reduction in STRs in residential neighborhoods. They would still need to address the STRs outside of the overlay zone and the phase out. Tokos said the resolution would be structured to extend the review period to 12 months but noted the Work Group could issue a report to the Council at any time. COVID-19 introduced a wild card to their review and to draw conclusions on how the ordinance is working would likely result in people upset on the results because it wasn't normal circumstances. Tokos thought it made sense to add time because of the pandemic. Rogers stated he appreciated the data points and thought extending the time made sense. There was general consensus with the Work Group that a recommendation be given to the Council that the resolution should be revised.

E. **Correspondence from Advocates for Safe & Healthy VRD-Free Neighborhoods in Newport.** Tokos reviewed the correspondence from the Advocates for Safe and Healthy VRD Free Neighborhoods. He noted that Carla Perry didn't want to dial into the meeting and thought if the Work Group had questions for the Advocates, they could weigh in on it later when they could participate in the public meetings. Tokos noted the staff was happy to give responses where appropriate for the issues the group raised and make it available to the Work Group as well. He asked for the Work Group's thoughts. Branigan wanted to hear from Legal on if they could be put in or not.

Murzynsky reported that all of the STR management companies had licenses. Michel noted she had no issues with adding a line on the license application signature line that said they were signing under penalty of perjury and that everything was true and correct to the best of their knowledge. Jacobi asked if the Work Group needed to talk about the clarification on delinquency and efficiency. Nebel thought this would be covered with the City Attorney and would be cleared up with Rogue Ales issue. Jacobi asked if there were any septic systems in City. Tokos reported that there were very few septic systems in City and he could look into it. Michel thought that if

something wasn't broken, don't fix it. If the majority of STR's were not on septic, they shouldn't change it. Jacobi agreed.

Goebel questioned if changing the language to say they "swear" they would have to swear someone in. Michel had no problem asking someone to sign this way, but thought the City Attorney should be asked about "swearing".

Jacobi asked if there was a process to provide a process for a resident to appeal a documented incident report. Tokos explained there was not. Nebel noted the City Attorney could review the list of his thoughts on this that would be brought back to the Work Group.

Jacobi asked how they should tackle the phase out in the non-overlay zone. Tokos explained this was a major change and something that would be included in the report to the Council. Goebel stated he wasn't prepared to take a position on this now and thought it could be put off. He liked how the ordinance was written and didn't see a need for this because it would open Pandora's box.

Tokos asked for input on the enforcement issues. Nebel thought this would be a discussion with the Council at the next Budget Committee meeting. Michel thought it was a wise practice to review this. Tokos noted that if someone was caught renting without a STR license through websites like Airbnb they could be tracked. Outside of this, they couldn't track and there was a nuance to it. Nebel thought this would fit into the Council discussion. Rogers thought the Advocates had good points but didn't see these items on any Work Group agendas. He thought they should be added to the discussions, but thought it would add to the time to review. Nebel thought it would be beneficial for Tokos to pull together initial responses from today and add them to future meetings. Tokos would do this and said it would be better to discuss this when the Advocates could share with the group.

Malloy noted that for the voluntary compliance violations, 19 out of 25 violations complied. This showed that voluntary compliance worked. There had been discussion with the court, City Attorney, and Community Development with suggestions on ideas about the code and how to better utilize the code to deal with people who were in violation. Giving them the opportunity to look at their entire code manual, not just STRs, would mean a lot of things would be fixed or approved.

Tokos said what he was hearing was that further discussion would be scheduled at another Work Group meeting. They would provide full context based on the day's discussion, and any additional thoughts that were received, as part of how they packaged things together for a future meeting.

- F. **Online Payment of Business License and Transient Room Tax Fees.** Murzynsky gave an update on online bill payments. The system was having problems, and they were working to find something more solid and put it in place soon. Murzynsky explained the Finance Department was working to get the online system set up to use LodgingRevs system for collections.
- G. **Short-Term Rental Licensing Fees.** Tokos reviewed the fee schedule that represented the current fees and how they were listed in the budget. The fees would be adjusted by the Work Group. Tokos explained that the fees could be held even or adjusted, and asked for input.

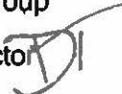
Branigan asked how this stacked up to similar cities on the coast. Tokos reported that when the ordinance was put in place there was general agreement that fees were appropriate and in line with coastal communities. Michel didn't have a problem with a small increase. She asked if the increases were by percentages. Tokos noted they used CPIU adjustments to calculate adjustments. Goebel questioned how much in revenues an increase would bring in. He didn't think the increase would have much of an effect on budget and thought it should stay the same this year. Jacobi agreed with Goebel. Michel noted that as a member of the management community she would appreciate holding off fees increases and thought this was a terrific gesture. Branigan wanted the fee increase waived. Rogers thought the increase was modest and didn't make a difference to the budget. He could go either way on this. Goebel thought it would be a nice gesture. Nebel wanted a recommendation. Tokos said what he was hearing was there was general agreement by the Work Group to keep fees the same as the 2019-2020 fiscal year. Tokos would give the adjustment to the Budget Committee.

- H. Additional Public Correspondence.** Tokos acknowledged the letter from Sherry Meek who was looking for a lift on the cap number of STR licenses. He noted that any changes to caps would be included in the report to the Council.
- I. Bill Posner Resignation.** No discussion was heard.
- 6. Future Meeting Schedule.** Tokos would send a poll for the next meeting and hoped it could be held to allow people to attend who wanted to participate. He thought this might happen in a couple of months, assuming the County made it to Phase 2 of the COVID-19 restrictions. Goebel noted the spike in COVID-19 cases wasn't caused by tourists and hoped the Governor would let them move to Phase 2. Tokos would send a poll to the Work Group to set the date in a couple of months.
- 7. Public Comment.** None were heard.
- 8. Adjournment.** The meeting adjourned at 1:53 p.m.

Respectfully submitted,

Sherri Marineau
Executive Assistant

Memorandum

To: Short-Term Rental Ordinance Implementation Work Group
From: Derrick I. Tokos, AICP, Community Development Director 
Date: September 25, 2020
Re: Update on Licensed Short-Term Rentals, Cap, and Waitlist

Enclosed is a list and summary table of licensed short-term rentals as of September 24, 2020. At this time, there are 180 licensed short-term rentals inside the city limits. Of that number, 136 are vacation rental dwellings inside the overlay, 36 are vacation rentals outside the overlay, and 8 are B&Bs or home shares.

There is also a group of formerly licensed vacation rental properties inside the overlay that count against the cap number. They include 16 properties where the owners did not renew by the August 15, 2020 renewal deadline. Those units were non-conforming, having been established before Ordinance No. 2144 was adopted, and as non-conforming uses they must be discontinued for 12 consecutive months before the right to operate a vacation rental is extinguished. Additionally, there are 6 properties within the overlay that are within or adjacent to commercial zones that sold and the new owners have 12 months to obtain their licenses. Those also count against the cap number. This means that there are 158 licenses within the overlay that are presently spoken for, leaving 18 licenses available to individuals on the waitlist.

Staff will be reaching out to individuals on the wait list in priority order. In reviewing the wait list, it appears that most properties can qualify for a license; however, a small number cannot because of the spacing standards. Draft letters that we are planning to send out for both circumstances are enclosed, and we appreciate any feedback that you would like to offer. Of the 18 properties on the waitlist, 11 are units in condominiums that currently have vacation rental dwellings. The other seven would be newly licensed buildings. The waitlist is currently at 60 properties, so this will reduce that number by about one-third. The business license renewal period is the time when it becomes evident as to how many licenses will be available to persons on the waitlist, so we envision making licenses available once per year at the close of the renewal period.

For property outside of the overlay, there are presently 36 licensed vacation rental dwellings. This is a 20% reduction over the first 12-months that Ordinance No. 2144 has been in effect. We reported 45 active licenses to the Work Group when it met in November of 2019. The most common reason units fell off the list was because the properties sold. Other reasons include the owner moving into the unit full-time or the unit being converted to a month-to-month rental. There are seven inactive vacation rentals outside the overlay. These units are still owned by the same individuals and because they are non-conforming uses, we must wait 12-months before the right to obtain a license is extinguished.

There are presently two licensed B&Bs, and six licensed homeshares in the city. These numbers have not changed appreciably since Ordinance No. 2144 was adopted.

Attachments:

List and summary table of short-term rentals
Draft letters to property owners on the waitlist
Maps showing geographic distribution of short-term rentals by status and structure type

Short-Term Rental List

Active Short-Term Rentals

	Date Rcd.	Street Address	Map Taxlot	Property Owner	Zone	In or Out of Overlay Zone	License Renewal Status	Date of Endorsement	VRD, B&B, or Homeshare
1	6/7/2017	1000 SE Bay Blvd #146 (G-8)	11-11-09-CB-90708-00	Sylvia Richen	W-2	In	Completed	2/9/2018	VRD
2	10/22/2019	1000 SE Bay Blvd #208 (C-21)	11-11-09-CB-90321-00	Rebecca Egger	W-2	In	Completed	8/13/2020	VRD
3	5/17/2013	1000 SE Bay Blvd #225 (E-10)	11-11-09-CB-90510-00	Christie M Connard	W-2	In	Completed	7/17/2014	VRD
4	10/22/2019	1000 SE Bay Blvd #308 (C-21)	11-11-09-CB-90321-00	Rebecca Egger	W-2	In	Completed	8/13/2020	VRD
5	4/30/2019	1000 SE Bay Blvd #405 (B-4)	11-11-09-CB-80087-00	Stanley & Debra Kramien	W-2	In	Completed	7/23/2019	VRD
6	3/28/2018	1000 SE Bay Blvd #532/632 (K-9)	11-11-09-CB-91109-00	Kevin & Danielle Stewart	W-2	In	Completed	4/16/2019	VRD
7	1/23/2018	1000 SE Bay Blvd #G-245/345 (G-19)	11-11-09-CB-90719-00	Kevin & Danielle Stewart	W-2	In	Completed	2/9/2018	VRD
8	2/12/2020	1000 SE Bay Blvd Unit #140 (Bldg G)	11-11-09-CB-91001-00	Valerie & Kevin Nichols	W-2	In	Completed	7/22/2020	VRD
9	7/8/2019	105 NW Coast St	11-11-08-BB-08700-00	Square Hole LLC / Gellies-1 LLC	C-2	In	Completed	3/6/2020	VRD
10	7/6/2017	107 SW Coast St	11-11-08-BB-21700-00	Roy S Neff and Lauri Hines	R-4	In	Completed	7/11/2017	VRD
11	8/9/2018	109 NW Cliff St Unit 6	11-11-08-BB-13100-00	Crowe Rentals LLC	C-2	In	Completed	1/23/2019	VRD
12	4/19/2017	109 NW Cliff St, Unit 7	11-11-08-BB-13100-00	Crowe Rentals LLC	C-2	In	Completed	5/17/2017	VRD
13	5/17/2017	109 NW Cliff St, Unit 8	11-11-08-BB-13100-00	Crowe Rentals LLC	C-2	In	Completed	7/19/2017	VRD
14	5/11/2015	1125 NW Spring St #A-103	11-11-05-CB-80003-00	Toby Ross & Jo Duthie	R-4	In	Completed	11/30/2017	VRD
15	8/16/2016	1125 NW Spring St #C201	11-11-05-CB-80019-00	Denise & Brian Velaski	R-4	In	Completed	8/22/2016	VRD
16	8/9/2016	1125 NW Spring St C-2 (c102)	11-11-05-CB-80017-00	Wendi & Eric Lonquist	R-4	In	Completed	8/15/2016	VRD
17	10/30/2012	1125 NW Spring St Unit A 203 (A-6)	11-11-05-CB-80006-00	Patrick & Susan Long	R-4	In	Completed	11/1/2019	VRD
18	11/8/2013	1125 NW Spring St Unit A-201	11-11-05-CB-80004-00	Michael Adams	R-4	In	Completed	12/13/2013	VRD
19	5/6/2016	1125 SW Spring St #C303 (C-9)	11-11-05-CB-80024-00	Dylan & Teri Ann Mason	R-4	In	Completed	5/19/2016	VRD
20	11/6/2018	1126 SW 8th St	11-11-08-CC-05000-00	Aaron & Mallory Hegge	R-2	In	Completed	3/15/2019	VRD
21	2/15/2019	1130 NW Hurbert St	11-11-05-CA-00801-00	Javier & Angelica Hernandez	R-2	In	Completed	8/30/2019	VRD
22	11/21/2018	1140 NW Hurbert St	11-11-05-CA-00802-00	Maria Van Houten	R-2	In	Completed	12/27/2018	VRD
23	4/5/2016	1144 SW Mark St	11-11-08-CC-02900-00	Kay Klose & Richard Rainery	R-2	In	Completed	5/10/2016	Homeshare
24	8/31/2012	1156 SW Mark St	11-11-08-CC-02800-00	Glenn F & Lori A Stockton Revocable Living Trust	R-2	In	Completed	1/15/2013	VRD
25	5/19/2014	129 SW Dolphin St Unit 129	11-11-08-BB-17400-00	John & Teri Rogers	C-2	In	Completed	6/11/2014	VRD
26	5/19/2014	129 SW Dolphin St Unit 133	11-11-08-BB-17400-00	John & Teri Rogers	C-2	In	Completed	6/11/2014	VRD
27	5/19/2014	129 SW Dolphin St Unit 137	11-11-08-BB-17400-00	John & Teri Rogers	C-2	In	Completed	6/11/2014	VRD
28	5/19/2014	129 SW Dolphin St Unit 139	11-11-08-BB-17400-00	John & Teri Rogers	C-2	In	Completed	6/11/2014	VRD
29	7/8/2019	134 SW Bay Blvd	11-11-08-AC-11200-00	Khakhanang Hickey	W-2	In	Completed	12/16/2019	VRD
30	11/15/2018	134 SW Elizabeth St	11-11-08-BB-27501-00	Hallmark Inns & Resorts, Inc.	C-2	In	Completed	7/5/2019	VRD
31	10/19/2019	135 SW Coast St	11-11-08-BB-20900-00	Julia & Patrick Rask	R-4	In	Completed	1/14/2020	VRD
32	9/19/2018	137 SW 12th St	11-11-08-AC-08000-00	Greg Bear	R-2	In	Completed	4/16/2019	VRD
33	7/2/2012	144 SW 26th St #1	11-11-17-BD-80001-00	Charles & Michele Acock	W-2	In	Completed	12/13/2012	VRD
34	11/15/2018	144 SW Elizabeth St	11-11-08-BB-27300-00	Hallmark Inns & Resorts, Inc.	C-2	In	Completed	7/5/2019	VRD
35	9/19/2019	165 SW 26th St	11-11-17-BD-00300-00	Sherie Hawley & Gary Gamer	R-4	In	Completed	2/18/2020	VRD
36	7/8/2019	2126 SE Marine Science Dr	11-11-17-00-00111-00	Randy & Page Sanderson	W-2	In	Completed	4/23/2020	B&B
37	10/25/2017	232 SW 27th St	11-11-17-BD-04500-00	Colleen Harris & Philip Mancke	R-4	In	Completed	1/19/2018	VRD
38	8/5/2016	238 SW 27th St	11-11-17-BD-04800-00	Roy S Neff and Lauri Hines	R-4	In	Completed	8/15/2016	VRD
39	11/28/2012	242 SW 27th St	11-11-17-BD-01400-00	Sharon A Simmons, Trustee	R-4	In	Completed	8/30/2019	VRD
40	1/17/2014	252 SW 27th St	11-11-17-BD-01500-00	Jennie Thomas	R-4	In	Completed	1/24/2014	VRD
41	10/24/2012	255 NW Cliff St	11-11-08-BB-12300-00	James & Lana Wetherill	C-2	In	Completed	2/13/2013	VRD
42	10/24/2012	257 NW Cliff St	11-11-08-BB-12300-00	James & Lana Wetherill	C-2	In	Completed	2/13/2013	VRD
43	11/13/2017	258 NW Coast St, Unit C	11-11-08-BB-05500-00	Michelle Heth	C-2	In	Completed	2/7/2019	VRD
44	1/3/2017	258 NW Coast St, Unit D	11-11-08-BB-05500-00	Michelle Heth	C-2	In	Completed	3/20/2017	VRD
45	5/31/2018	2612 SW Brant St	11-11-17-BD-03900-00	Anna & Mark Amarandos	R-1	In	Completed	9/4/2018	VRD
46	5/6/2019	2614 SW Brant St	11-11-17-BD-041000-00	Deborah S Rocha	R-4	In	Completed	7/18/2019	VRD
47	7/14/2016	2616 SW Brant St	11-11-17-BD-04100-00	Kay Fischer	R-4	In	Completed	7/19/2016	VRD
48	4/25/2018	2638 SW Brant St	11-11-17-BD-04900-00	Lisa Trapp	R-4	In	Completed	5/9/2019	VRD
49	10/16/2017	28 SW Brook St #B	11-11-08-BB-25400-00	Leslie Bergshoeff	R-4	In	Completed	2/5/2018	VRD
50	10/16/2017	28 SW Brook St #C	11-11-08-BB-25400-00	Leslie Bergshoeff	R-4	In	Completed	10/10/2019	VRD
51	10/16/2017	28 SW Brook St #D	11-11-08-BB-25400-00	Leslie Bergshoeff	R-4	In	Completed	2/5/2018	VRD
52	10/16/2017	28 SW Brook St #E	11-11-08-BB-25400-00	Leslie Bergshoeff	R-4	In	Completed	2/5/2018	VRD
53	10/16/2017	28 SW Brook St #F	11-11-08-BB-25400-00	Leslie Bergshoeff	R-4	In	Completed	2/5/2018	VRD
54	9/5/2017	28 SW Brook St #G	11-11-08-BB-25400-00	Leslie Bergshoeff	R-4	In	Completed	10/13/2017	VRD
55	7/2/2012	29 SW Coast St Unit A	11-11-08-BB-22200-00	Norm Ferber	R-4	In	Completed	10/25/2012	VRD
56	7/2/2012	29 SW Coast St Unit B	11-11-08-BB-22200-00	Norm Ferber	R-4	In	Completed	10/25/2012	VRD

Short-Term Rental List

	Date Rcd.	Street Address	Map Taxlot	Property Owner	Zone	In or Out of Overlay Zone	License Renewal Status	Date of Endorsement	VRD, B&B, or Homeshare
57	7/2/2012	29 SW Coast St Unit C	11-11-08-BB-22200-00	Norm Ferber	R-4	In	Completed	10/25/2012	VRD
58	11/13/2017	311 NW 58th St	10-11-29-BB-02300-00	Micheal G Mantei	R-2	In	Completed	3/12/2018	VRD
59	10/12/2012	325 NW Coast St, Unit E	11-11-05-CC-88013-00	Steve & Marla Bennett	C-2	In	Completed	12/27/2012	VRD
60	11/15/2018	33 SW Elizabeth St	11-11-08-BB-15902-00	Hallmark Inns & Resorts, Inc.	C-2	In	Completed	7/5/2019	VRD
61	11/15/2018	39 SW Elizabeth St	11-11-08-BB-15903-00	Hallmark Inns & Resorts, Inc.	C-2	In	Completed	7/5/2019	VRD
62	3/2/2017	4 SW High St	11-11-08-BB-23300-00	Eder Beach Property LLC	R-4	In	Completed	5/30/2017	VRD
63	10/11/2012	406 NW High St	11-11-05-CC-13400-00	Janie Jenne & Michael Ditlefsen	R-4	In	Completed	9/11/2019	VRD
64	3/31/2016	407 NW High St	11-11-05-CC-11600-00	Pietrok 2, LLC	C-2	In	Completed	8/11/201	VRD
65	8/14/2017	420 NW High St	11-11-05-CC-13500-00	Rina Myklak	R-4	In	Completed	10/17/2017	VRD
66	9/24/2012	423 SW Elizabeth St	11-11-08-BC-04300-00	Gregory & Precott (Scottie) Jones	C-2	In	Completed	11/6/2012	VRD
67	5/29/2018	424 SE 4th St	11-11-08-AD-03900-00	Eder Beach Property LLC	R-2	In	Completed	10/2/2018	VRD
68	5/10/2017	435 NW 58th St	10-11-30-AA-03800-00	Joan L Meloy	R-2	In	Completed	6/16/2017	VRD
69	3/6/2013	507 NW Alpine St, Unit 103	11-11-05-CC-95003-00	Larry Rabideau & Cheryl Mann	C-2	In	Completed	3/13/2013	VRD
70	4/8/2019	507 NW Alpine St, Unit 107	11-11-05-CC-95007-00	Walde Living Trust	C-2	In	Completed	8/23/2019	VRD
71	2/27/2019	507 NW Alpine St, Unit 108	11-11-05-CC-95008-00	Jenial R Shakib Living Trust	C-2	In	Completed	4/16/2019	VRD
72	4/9/2019	507 NW Alpine St, Unit 205	11-11-05-CB-95013-00	Dan & Teresa Reich	C-2	In	Completed	9/19/2019	VRD
73	7/9/2012	507 NW Alpine St, Unit 207	11-11-05-CC-95015-00	Kent B & Lori S Roberts	C-2	In	Completed	10/22/2013	VRD
74	5/22/2018	507 NW Alpine St, Unit 208	11-11-05-CC-95016-00	Barbara Musolf	C-2	In	Completed	10/2/2018	VRD
75	4/22/2020	507 NW Alpine St, Unit 302	11-11-05-CC-95018-00	Kathleen & Mark Schonau	C-2	In	Completed	7/28/2020	VRD
76	10/16/2017	507 NW Alpine St, Unit 303	11-11-05-CC-95019-00	Arne LaVen	C-2	In	Completed	5/18/2018	VRD
77	12/17/2014	507 NW Alpine St, Unit 308	11-11-05-CC-95024-00	Robert & Ladonna Vigil	C-2	In	Completed	8/30/2019	VRD
78	7/7/2017	511 SW 3rd St	11-11-08-BC-70003-00	Robert Fraser	R-3	In	Completed	1/19/2018	VRD
79	8/15/2018	526 NW Coast St, Unit E	11-11-05-CC-50005-00	Bubul Baruah	C-2	In	Completed	9/7/2018	VRD
80	10/22/2019	526 NW Coast St, Unit G	11-11-05-CC-50007-00	Chris Paillette	C-2	In	Completed	11/1/2019	VRD
81	11/16/2013	532 SE 2nd St	11-11-08-AA-10300-00	Sue Hardesty & Nellie Ward	R-2	In	Completed	12/18/2013	VRD
82	8/22/2013	537 NW Alpine St	11-11-05-CC-08600-00	Stephanie Saylor & Merritt Bruce	C-2	In	Completed	12/13/2013	VRD
83	2/21/2018	539 SW Woods St	11-11-08-000027-PLNG	Lucinda Chapman	R-3	In	Incomplete	7/18/2019	VRD
84	6/18/2015	540 NW Alpine St	11-11-05-CC-08100-00	Greg Stempson & Lorene Johnson	C-2	In	Completed	7/7/2015	VRD
85	10/29/2012	543 SW 5th St	11-11-08-BC-05600-00	Scott & Angela McFarland	R-3	In	Completed	5/6/2013	VRD
86	7/31/2018	545 SE 4th St	11-11-08-AD-01901-00	Cynthia Severson	R-2	In	Completed	3/28/2019	VRD
87	6/19/2013	546 SW Smith Ct	11-11-08-BC-07800-00	Diane & Russell Faria	R-3	In	Completed	7/11/2012	VRD
88	10/25/2017	553 SW 5th St	11-11-08-BC-05500-00	Scott Lackner	R-3	In	Completed	10/19/2018	VRD
89	6/30/2014	554 SE 2nd St	11-11-08-AA-10401-00	Nancy Thurston/Jeff Terry	R-2	In	Completed	7/3/2014	VRD
90	3/30/2015	580 NW 6th St	11-11-05-CC-02200-00	Hans-Christian & Andrea Muenchmeyer	R-4	In	Completed	4/9/2015	VRD
91	1/19/2018	582 NW 3rd St	11-11-05-CC-13000-00	BMD Rentals LLC	R-4	In	Completed	3/12/2018	VRD
92	4/30/2019	589 W Olive St	11-11-08-BB-23400-00	Don Ollila & Alana Kent	R-4	In	Completed	7/5/2019	VRD
93	8/21/2014	607 SW Woods St	11-11-08-BC-07700-00	Sandra Ringo	R-3	In	Completed	9/3/2014	VRD
94	9/12/2017	610 NW 9th St	11-11-05-CB-10200-00	Betty Willis	R-4	In	Completed	1/19/2018	VRD
95	2/12/2020	630 SW Fall St, Unit N	11-11-08-BC-12100-00	Christopher Scheck	R-4	In	Completed	2/24/2020	Homeshare
96	6/20/2018	645 SE 4th St	11-11-08-AD-00700-00	Pivot Point Productions, LLC	R-2	In	Completed	7/6/2018	VRD
97	9/26/2013	701 NW Coast St #107	11-11-05-CC-94007-00	Charles & Jane Kemp	C-2	In	Completed	12/13/2013	VRD
98	5/15/2107	701 NW Coast St #109	11-11-05-CC-94009-00	Kevin Carmondy	C-2	In	Completed	10/19/2018	VRD
99	6/19/2012	701 NW Coast St #201	11-11-05-CC-94013-00	Li'l Macs LLC	C-2	In	Completed	10/24/2013	VRD
100	10/25/2012	701 NW Coast St #209	11-11-05-CC-94021-00	David & Karen Gritzmacher	C-2	In	Completed	7/22/2020	VRD
101	10/25/2012	701 NW Coast St #210	11-11-05-CC-94022-00	Brian & Sheryl Ditton	C-2	In	Completed	7/22/2020	VRD
102	12/5/2017	701 NW Coast St #303	11-11-05-CC-94027-00	Suzanne R. W. Horning	C-2	In	Completed	10/19/2018	VRD
103	9/3/2013	701 NW Coast St #305	11-11-05-CC-94029-00	Jan Bedle	C-2	In	Completed	4/7/2014	VRD
104	10/29/2012	701 NW Coast St #306	11-11-05-CC-94030-00	David & Margaret Hall	C-2	In	Completed	11/6/2012	VRD
105	10/25/2012	701 NW Coast St #310	11-11-05-CC-94034-00	Bonnie Carmody	C-2	In	Completed	12/26/2012	VRD
106	6/23/2020	701 NW Coast St Unit 108	11-11-05-CC-94008-00	Richard Poel	C-2	In	Completed	9/4/2020	VRD
107	4/24/2019	701 NW Coast St, Unit 207	11-11-05-CC-94019-00	Nye Beach Escape	C-2	In	Completed	7/5/2019	VRD
108	4/4/2018	707 NW High St	11-11-05-CC-89004-00	Redhawk Rentals LLC	C-2	In	Completed	5/1/2018	VRD
109	2/24/2017	709 NW High St	11-11-05-CC-89003-00	Alan & Angela Dietrich	C-2	In	Completed	3/20/2017	VRD
110	4/18/2018	715 NW 3rd St	11-11-08-BB-11200-00	Nye Place, LLC	C-2	In	Completed	5/18/2018	VRD
111	11/13/2017	723 NW 2nd Ct	11-11-08-BB-10700-00	Michelle Heth	C-2	In	Completed	2/7/2019	VRD
112	3/8/2017	728 SE 5th St	11-11-08-AD-07200-00	Justin & Tamarah Sato	R-2	In	Completed	3/27/2017	VRD
113	4/5/2016	731 NW 2nd Ct	11-11-08-BB-10600-00	April M. Lee	C-2	In	Completed	6/2/2016	VRD

Short-Term Rental List

	Date Rcd.	Street Address	Map Taxlot	Property Owner	Zone	In or Out of Overlay Zone	License Renewal Status	Date of Endorsement	VRD, B&B, or Homeshare
114	2/12/2020	736 NW 3rd St	11-11-05-CC-10600-00	Samer H Abufadil	C-2	In	Completed	7/30/2020	VRD
115	2/19/2015	745 NW Beach Dr	11-11-05-CC-10000-00	Joe & Paula Roth / Ramon Diaz	C-2	In	Completed	7/7/2015	VRD
116	8/15/2014	745 NW Lee St	11-11-05-CD-02800-00	Clare Hanley	R-2	In	Completed	9/3/2014	VRD
117	2/28/2019	748 SW Bay Blvd, Unit A	11-11-08-CA-04100-00	Mo Properties LLC	W-2	In	Completed	9/3/2019	VRD
118	2/28/2019	748 SW Bay Blvd, Unit B	11-11-08-CA-04100-00	Mo Properties LLC	W-2	In	Completed	9/3/2019	VRD
119	2/28/2019	748 SW Bay Blvd, Unit C	11-11-08-CA-04100-00	Mo Properties LLC	W-2	In	Completed	9/3/2019	VRD
120	7/2/2018	750 NW 2nd St	11-11-08-BB-10300-00	Bugbear, LLC	C-2	In	Completed	9/26/2019	VRD
121	9/9/2019	753 NW 2nd St	11-11-08-BB-09300-00	Wayne Trantow & Antoinette Parque	C-2	In	Completed	3/9/2020	VRD
122	2/22/2016	757 NW Coast St #5	11-11-05-CC-92005-00	Dr. Frank J Benison, PhD	C-2	In	Completed	8/14/2017	VRD
123	11/13/2017	757 NW Coast St #6	11-11-05-CC-91006-00	Lighthouse Lookout LLC	C-2	In	Completed	3/26/2018	VRD
124	11/2/2015	757 NW Coast St #7	11-11-05-CC-91007-00	Sue Ellen O'Connor-Ferris	C-2	In	Completed	12/30/2015	VRD
125	1/8/2014	757 SW 6th St	11-11-08-CB-01101-00	Doug Chu	R-4	In	Completed	2/6/2014	VRD
126	10/15/2018	801 NW Coast St, #1	11-11-05-CB-90001-00	Dorcot Dreams LLC	C-2	In	Completed	7/29/2019	VRD
127	11/13/2018	814 SW Bay St	11-11-08-CB-06000-00	Lana Allen	C-1	In	Completed	12/27/2018	VRD
128	7/5/2016	821 SW 12th St	11-11-08-CA-07600-00	Kenneth & Cheryl Huff	R-3	In	Completed	7/13/2016	VRD
129	3/23/2017	832 SW 13th St	11-11-08-CA-07700-00	Wilma Roles	R-3	In	Completed	6/9/2017	VRD
130	11/12/2015	859 SW Bay Blvd	11-11-08-CA-02302-00	Roger Yost	W-2	In	Completed	5/10/2016	VRD
131	8/2/2012	890 SE Bay Blvd #205	11-11-09-CB-70205-00	Gary H & F Rebecca Thorgaard	W-2	In	Completed	12/27/2012	VRD
132	7/2/2012	902 SW Mark St	11-11-08-CB-93001-00	Don & Jeannie Andre	R-2	In	Completed	8/6/2013	VRD
133	11/13/2018	903 SW Coast Hwy	11-11-08-CB-06100-00	Lana Allen	C-1	In	Completed	1/23/2019	VRD
134	11/13/2018	905 SW Coast Hwy	11-11-08-CB-06100-00	Lana Allen	C-1	In	Completed	1/23/2019	VRD
135	11/14/2014	912 NW Coast St	11-11-05-CB-05500-00	Patricia A. Lee	R-4	In	Completed	10/22/2019	VRD
136	11/15/2018	914 SW 2nd St	11-11-08-BB-27200-00	Hallmark Inns & Resorts, Inc.	C-2	In	Completed	7/5/2019	VRD
137	6/22/2016	927 SW 11th St	11-11-08-CD-03101-00	Steven Palmer	R-3	In	Completed	11/14/2012	VRD
138	3/23/2017	946 NW High St	11-11-05-CB-10800-00	David Bahler	R-4	In	Completed	9/12/2017	VRD
139	9/19/2019	946 SW 8th St	11-11-08-CB-07000-00	Sarah Marquez & Mario Cippone	C-1	In	Completed	10/22/2019	Homeshare
140	3/4/2019	955 NW Spring St	11-11-05-CB-10600-00	Sandra D Burgess	R-4	In	Completed	3/28/2019	VRD
141	4/22/2013	10 NW 42nd St	10-11-29-CD-01400-00	Thomas Huff	R-1	Out	Completed	5/9/2013	VRD
142	11/4/2019	105 NW 77th Ct	10-11-20-BB-01200-00	Joseph & Linda Palmer	R-1	Out	Incomplete	1/6/2020	Homeshare
143	2/7/2013	11 NW 42nd St (Unit A - upper)	10-11-29-CD-02400-00	NW Property Holdings - Oregon, LLC	R-1	Out	Completed	5/6/2013	VRD
144	2/7/2013	11 NW 42nd St (Unit B - lower)	10-11-29-CD-02400-00	NW Property Holdings - Oregon, LLC	R-1	Out	Completed	4/2/2013	VRD
145	7/2/2012	1235 NW Spring St	11-11-05-BC-03700-00	Carol & Bob Reinhard	R-2	Out	Completed	5/9/2013	VRD
146	10/24/2012	1245 NW Spring St	11-11-05-BC-03701-00	James & Lana Wetherill	R-2	Out	Completed	2/28/2013	VRD
147	7/2/2018	125 NW 77th Ct, Unit A	10-11-20-BB-01000-00	Karen J Trussell	R-1	Out	Completed	9/4/2018	VRD
148	5/2/2014	128 NW 73rd Ct	10-11-20-BC-01300-00	Fred & Patty Stanwood	R-1	Out	Completed	5/13/2014	VRD
149	3/30/2015	1330 NW Spring St	11-11-05-BC-02200-00	Roy S Neff and Lauri Hines	R-2	Out	Completed	5/12/2015	VRD
150	11/13/2017	1332 NW Thompson St	11-11-05-BC-02601-00	Jesse Williams & Vali Sevastita	R-2	Out	Completed	4/6/2018	VRD
151	11/13/2017	135 NW 77th Ct	10-11-20-BB-00900-00	Cheryl M Johnson / Tom Walklet (agent)	R-1	Out	Completed	12/8/2017	VRD
152	10/11/2018	140 NW 77th Ct	10-11-20-BB-00800-00	Cheryl M Johnson / Tom Walklet (agent)	R-1	Out	Completed	12/27/2018	VRD
153	5/31/2016	1452 NW Spring St	11-11-05-BC-01200-00	Scott & Mindy McDowell	R-2	Out	Completed	6/2/2016	VRD
154	3/18/2019	1522 NW Spring St	11-11-05-BB-01700-00	Michael Callahan	R-2	Out	Completed	3/28/2019	VRD
155	11/8/2018	1535 F NW Hurbert St	11-11-05-BB-01200-00	Ann Howell & Thomas Hickey	R-2	Out	Completed	1/23/2019	VRD
156	9/27/2017	1610 NW Spring St	11-11-05-BB-00900-00	Donald & Patsy M Family Trust	R-2	Out	Completed	2/5/2018	VRD
157	10/24/2012	171 NW 73rd Ct	10-11-20-BC-00806-00	Jerry Burger	R-1	Out	Incomplete	1/29/2013	VRD
158	8/27/2019	185 NW 70th St	10-11-20-CB-00118-00	Susan & Steven Johnston	R-2	Out	Completed	4/23/2020	VRD
159	12/6/2016	2003 NW Oceanview Dr	11-11-05-BA-02502-00	Jenni & Robert Winterburn	R-1	Out	Completed	12/28/2016	VRD
160	11/8/2018	2725 NW Pacific Pl	10-11-32-DB-00800-00	Dennis & Denise Monden	R-1	Out	Completed	3/15/2019	VRD
161	12/7/2018	2755 NW Pacific Pl	10-11-32-DB-01300-00	Wildcard Investment, LLC	R-1	Out	Completed	1/23/2019	VRD
162	9/27/2012	3360 NW Oceanview Dr Unit A	10-11-32-AC-06600-00	Bahram Adrangi	R-4	Out	Completed	10/24/2012	VRD
163	10/30/2013	3380 NW Oceanview Dr Unit B	10-11-32-AC-07100-00	Veritas Corp.	R-4	Out	Completed	12/5/2013	VRD
164	9/11/2017	375 NE 70th Dr	10-11-20-CA-05400-00	William & Debbie Cleek	R-4	Out	Completed	10/13/2017	VRD
165	10/29/2019	411 NW 60th St	10-11-30-AA-02300-00	Amy Gordon	R-2	Out	Completed	1/28/2020	VRD
166	4/6/2018	424 NW 59th St	10-11-30-AA-02500-00	Fort Awesome West LLC	R-2	Out	Completed	5/1/2018	VRD
167	7/2/2018	449 SE Scenic Loop	11-11-09-BC-01600-00	Celeste McEntee	R-4	Out	Completed	7/18/2019	VRD
168	7/18/2013	457 NW 56th St	10-11-30-AA-05600-00	Lightkeepers, LLC	R-2	Out	Completed	3/21/2014	VRD

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169	6/14/2016	457 NW 57th St	10-11-30-AA-04701-00	Rick & Lynette Ruppel	R-2	Out	Completed	6/30/2016	VRD
170	3/4/2014	4718 NW Cherokee Ln	10-11-29-CA-01600-00	Kirk Hofstetter & Mary Jo Moeller	R-4	Out	Completed	3/21/2014	VRD
171	10/1/2012	4920 NW Woody Way	10-11-29-CA-03000-00	Craig & Dawn Lodge	R-4	Out	Completed	11/29/2012	B&B
172	10/29/2012	5053 NW Agate Way	10-11-29-BD-16100-00	Robert & Lori Cavell	R-2	Out	Completed	1/11/2013	VRD
173	10/25/2017	520 NW 23rd St	10-11-32-DC-02600-00	Louis & Malinda Limbrunner	R-1	Out	Completed	3/12/2018	VRD
174	10/24/2012	535 NW 16th St	11-11-05-BB-01900-00	Mark Peterson	R-2	Out	Completed	5/6/2013	VRD
175	10/11/2019	5518 N Coast Hwy	10-11-29-BA-02403-00	Les & Glenda Carter	R-4	Out	Completed	11/1/2019	Homeshare
176	5/10/2017	555 NW 56th St	10-11-30-AA-00301-00	Rob & Leslie Hildebrand	R-2	Out	Completed	6/16/2017	VRD
177	2/24/2014	556 NW 56th St	10-11-30-AA-00701-00	Richard Zhao & Jianhua Pang	R-2	Out	Completed	3/6/2014	VRD
178	10/4/2017	5608 NW Meander St	10-11-30-AA-04800-00	Les Trust, Steven Leonard	R-2	Out	Completed	1/19/2018	VRD
179	4/25/2014	626 NW 54th Ct	10-11-30-AD-02600-00	Newport Oceanfront Estate LLC	R-2	Out	Completed	7/18/2016	VRD
180	5/31/2018	7055 NE Avery St	10-11-20-BC-00614-00	Dale & Sandra Cruickshank-Phillips	R-1	Out	Completed	7/6/2018	Homeshare

Inactive, Nonconforming Short-Term Rentals

181	10/22/2018	1000 SE Bay Blvd #117 (D-4)	11-11-09-CB-90404-00	Jason Baker	W-2	In		12/27/2018	VRD
182	9/14/2015	1125 NW Spring St #C101	11-11-05-CB-80016-00	Kenneth Sever	R-4	In		9/21/2015	VRD
183	9/14/2017	1130 SW Martin St	11-11-08-CC-02600-00	Richard Savicky	R-2	In		12/14/2017	VRD
184	10/20/2016	13 NW High St	11-11-08-BB-07200-00	White Pine Properties LLC	R-4	In		3/16/2017	VRD
185	4/26/2017	145 SW Hurbert St #	11-11-08-BA-11300-00	Golden Larch, LLC	R-4	In		9/25/2017	VRD
186	4/26/2017	145 SW Hurbert St #2	11-11-08-BA-11300-00	Golden Larch, LLC	R-4	In		9/25/2017	VRD
187	9/10/2019	35 SW Hurbert St	11-11-08-BA-10203-00	Beverly Chamberlain	R-4	In		1/6/2020	VRD
188	8/13/2012	3749 NW Oceanview Dr	10-11-32-BA-00900-00	Mountain Seas Development	R-4	In		12/26/2012	VRD
189	4/23/2019	413 NW Hurbert St	11-11-05-CC-15200-00	Sakhina Awal LLC	R-4	In		9/19/2019	VRD
190	4/23/2019	419 NW Hurbert St	11-11-05-CC-15200-00	Sakhina Awal LLC	R-4	In		9/19/2019	VRD
191	6/14/2016	502 SW 7th St	11-11-08-BD-03400-00	Kim Kossow & Tom Palmen	R-3	In		6/30/2016	VRD
192	3/11/2016	507 NW Alpine St, Unit 203	11-11-05-CC-95011-00	Roy & Sandra Rider	C-2	In		5/19/2016	VRD
193	9/14/2017	510 SW Minnie St	11-11-08-CC-02501-00	Richard Savicky	R-2	In		12/14/2017	VRD
194	7/14/2016	524 SE 4th St, Unit A	11-11-08-AD-04600-00	Sandra & John Baker	R-2	In		8/29/2016	VRD
195	10/30/2015	626 NW 3rd St	11-11-05-CC-80005-00	Terry & Krista Harrison	C-2	In		11/12/2015	VRD
196	1/28/2019	700 W Olive St	11-11-08-BB-07500-00	Ocean Equity Investments LLC	C-2	In		9/26/2019	VRD
197	10/25/2012	701 NW Coast St #111	11-11-05-CC-94011-00	Bonnie Carmody	C-2	In		7/31/2013	VRD
198	10/25/2012	701 NW Coast St #211	11-11-05-CC-94023-00	Bonnie Carmody	C-2	In		7/31/2013	VRD
199	10/25/2012	701 NW Coast St #309	11-11-05-CC-94033-00	Bonnie Carmody	C-2	In		7/31/2013	VRD
200	7/8/2019	722 NW 1st St	11-11-08-BB-08900-00	Terry & Eileen Obteshka	C-2	In		9/18/2019	VRD
201	8/4/2014	732 NW 2nd Ct	11-11-08-BB-11700-00	Eric & Cherie Gullerud	C-2	In		9/3/2014	VRD
202	2/16/2016	748 NW Lee St	11-11-05-CD-02900-00	Omar Jaff	R-2	In		7/19/2016	VRD
203	3/18/2019	124 NW 54th St	10-11-29-BD-03800-00	Hollie & Thor Bates	C-1	Out		7/5/2019	VRD
204	2/15/2019	1346 SE Rio Vista Dr	11-11-09-CA-01700-00	Dean Sawyer	R-1	Out		7/5/2019	Homeshare
205	3/5/2019	145 SW 27th St	11-11-17-BD-01904-00	Brian & Renee Todd	R-4	Out		4/16/2019	VRD
206	9/28/2018	1542 NW Spring St	11-11-05-BB-02000-00	Rick Hixon & Jocelyn Stoodly	R-2	Out		12/27/2018	VRD
207	8/8/2013	224 NE 55th St	10-11-29-BD-00301-00	Northeast 55th St LLC	R-2	Out		10/2/2013	VRD
208	9/20/2012	3914 NW Cherokee Ln	10-11-32-AB-02600-00	Linda Neigebauer	R-1	Out		1/9/2014	VRD
209	10/17/2012	4925 NW Woody Way	10-11-29-CA-03400-00	Douglas & Dee A. Nebert	R-4	Out		11/29/2012	B&B
210	9/21/2012	640 NW 54th Ct	10-11-30-AD-02400-00	Bonnie & Fred Saxton	R-2	Out		1/11/2013	VRD
211	10/12/2016	688 NE 20th Pl (Downstairs)	10-11-32-DD-05500-00	William & Kassi Sedwick	R-1	Out		9/9/2019	VRD

Short-Term Rental Counts as of 9-24-2020

Active VRDs Rentals INSIDE Overlay Zone	136
Inactive, Nonconforming VRDs INSIDE Overlay Zone, who count against cap for 12 months	16
Sold Transferable VRDs Inside Overlay Zone Where the New Owners have 12 Months to Obtain License Before Cap Spot is Released	6
Expired Nonconforming VRDs Inside Overlay Zone Inactive for 12 Months & No Longer Count Against Cap	10
VRDs Inside Overlay Zone in Residential Areas that Sold & No Longer Count Against the Cap	8
Total VRD Licenses inside overlay zone	176
Total Number of Open Spots for New Licenses	18

Active VRDs OUTSIDE Overlay Zone	36
Inactive, Nonconforming VRDs OUTSIDE Overlay Zone, Still Held by Original Owner Who Could Re-licensed Within a 12 Month Period	7

Not Limited by Cap or Overlay

Active B&B Licenses	2
Active Home Licenses	6
Inactive B&B Licenses	1
Inactive Home Share Licenses	1

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

September 30, 2020

{Name}
{Mailing Address}
{City, State, Zip Code}

RE: Availability of City of Newport Short-Term Rental Endorsement

Dear _____,

We are reaching out to you at this time because you asked to be placed on a short-term rental endorsement waitlist to utilize property at _____ as a vacation rental dwelling. A business license with a short-term rental endorsement is required to operate a vacation rental in the City of Newport. The waitlist was established because the number of available licenses was capped in conjunction with Ordinance No. 2144 (Effective May 7, 2019) and the cap limit had been reached.

A limited number of short-term rental licenses have now become available. Enclosed is an application packet. If you are still interested in obtaining a short-term rental license, then you will need to complete and return the application form, required attachments, and license fee no later than **5:00pm on November 30, 2020.**

If an application is not received by this date, then we will assume that you are no longer interested in obtaining a short-term rental license and your property will be removed from the waitlist.

Please submit the application to the City of Newport Finance Department at 169 SW Coast Highway, Newport, Oregon 97365. Questions you may have regarding the application form or required attachments may be directed to either Sherri Marineau or myself at the Community Development Department. Sherri can be reached at s.marineau@newportoregon.gov or 541.574.0629.

Sincerely,

Derrick I. Tokos, AICP
Community Development Director
City of Newport
ph: 541.574.0626
d.tokos@newportoregon.gov

Attachment
Short-Term Rental License Packet

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

September 30, 2020

{Name}
{Mailing Address}
{City, State, Zip Code}

RE: Waitlist for a City of Newport Short-Term Rental Endorsement

Dear _____,

We are reaching out to you at this time because you asked to be placed on a short-term rental endorsement waitlist to utilize property at _____ as a vacation rental dwelling. A business license with a short-term rental endorsement is required to operate a vacation rental in the City of Newport. The waitlist was established because the number of available licenses was capped in conjunction with Ordinance No. 2144 (Effective May 7, 2019) and the cap limit had been reached.

A limited number of short-term rental licenses have now become available. Unfortunately, the property you wish to license as a vacation rental dwelling does not meet the City's spacing standards that limit the density of such rentals in a given area (ref: NMC 14.25.030(B)). Unless you advise otherwise, the property will remain in its present spot on the waitlist and the City will reevaluate whether or not the spacing requirement can be met the next time licenses become available.

Please feel free to contact me if you have any questions.

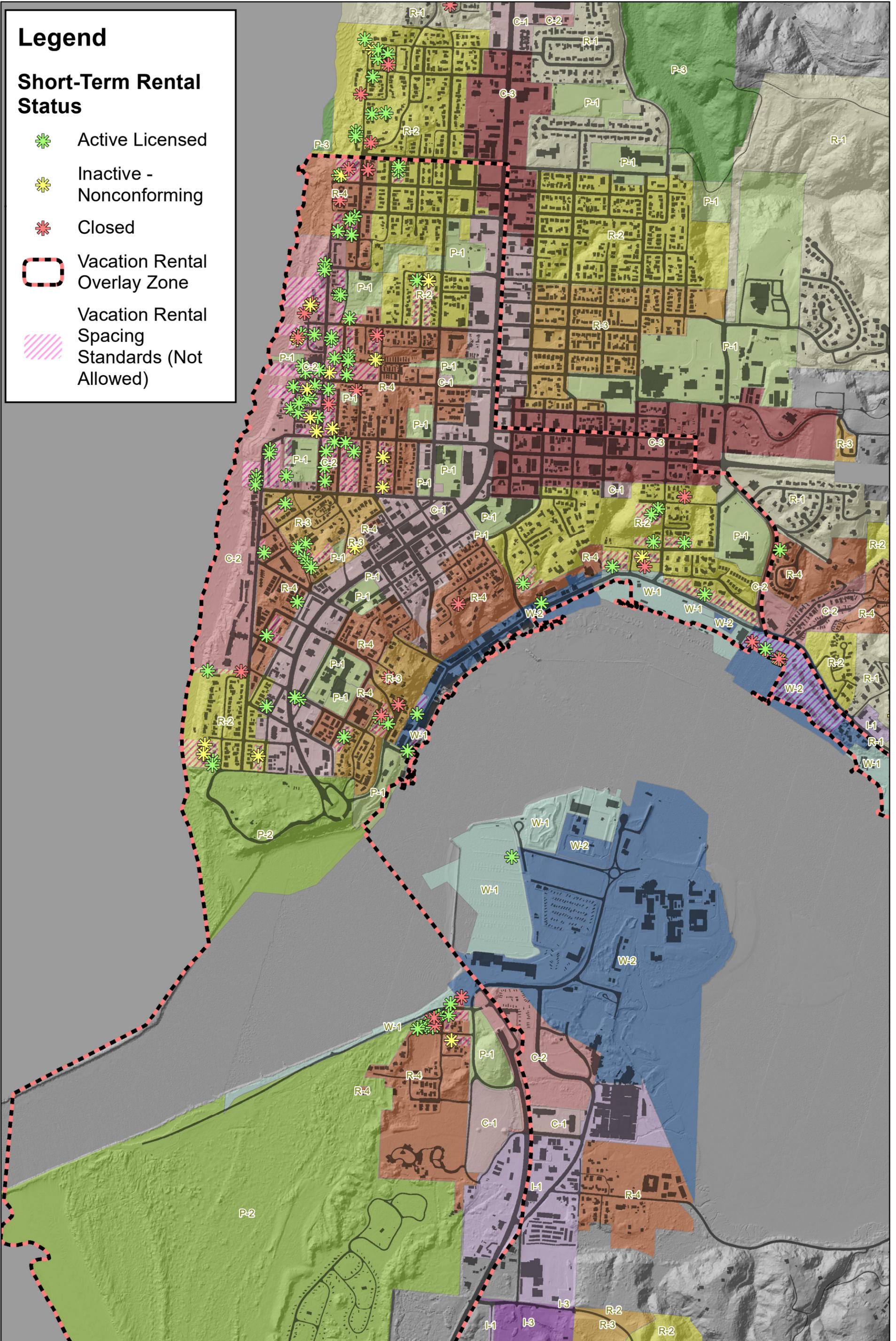
Sincerely,

Derrick I. Tokos, AICP
Community Development Director
City of Newport
ph: 541.574.0626
d.tokos@newportoregon.gov

Legend

Short-Term Rental Status

-  Active Licensed
-  Inactive - Nonconforming
-  Closed
-  Vacation Rental Overlay Zone
-  Vacation Rental Spacing Standards (Not Allowed)

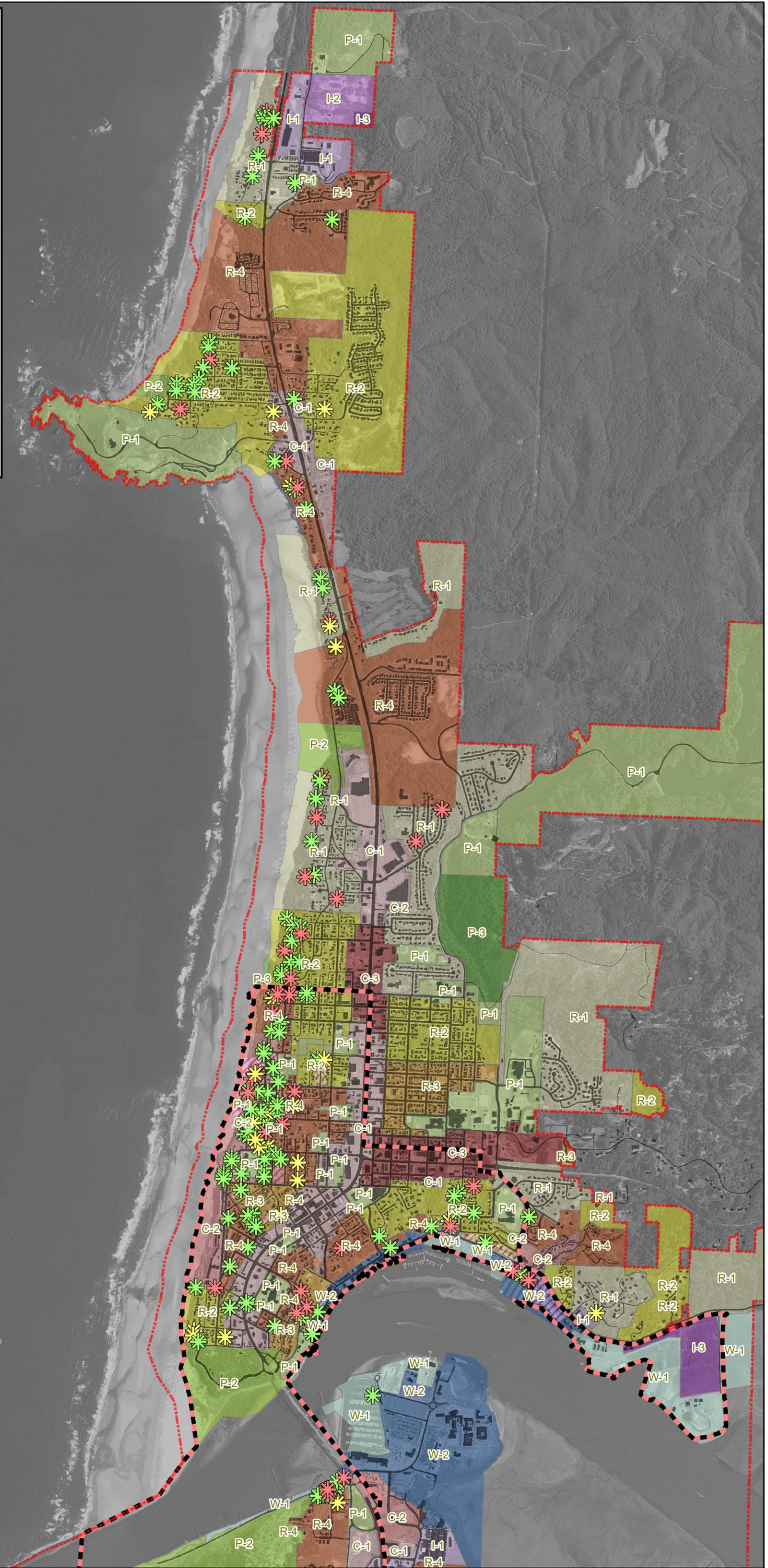


This map is for informational use only and has not been prepared for, nor is it suitable for legal, engineering, or surveying purposes. It includes data from multiple sources. The City of Newport assumes no responsibility for its compilation or use and users of this information are cautioned to verify all information with the City of Newport Community Development Department.

Legend

Short-Term Rental Status

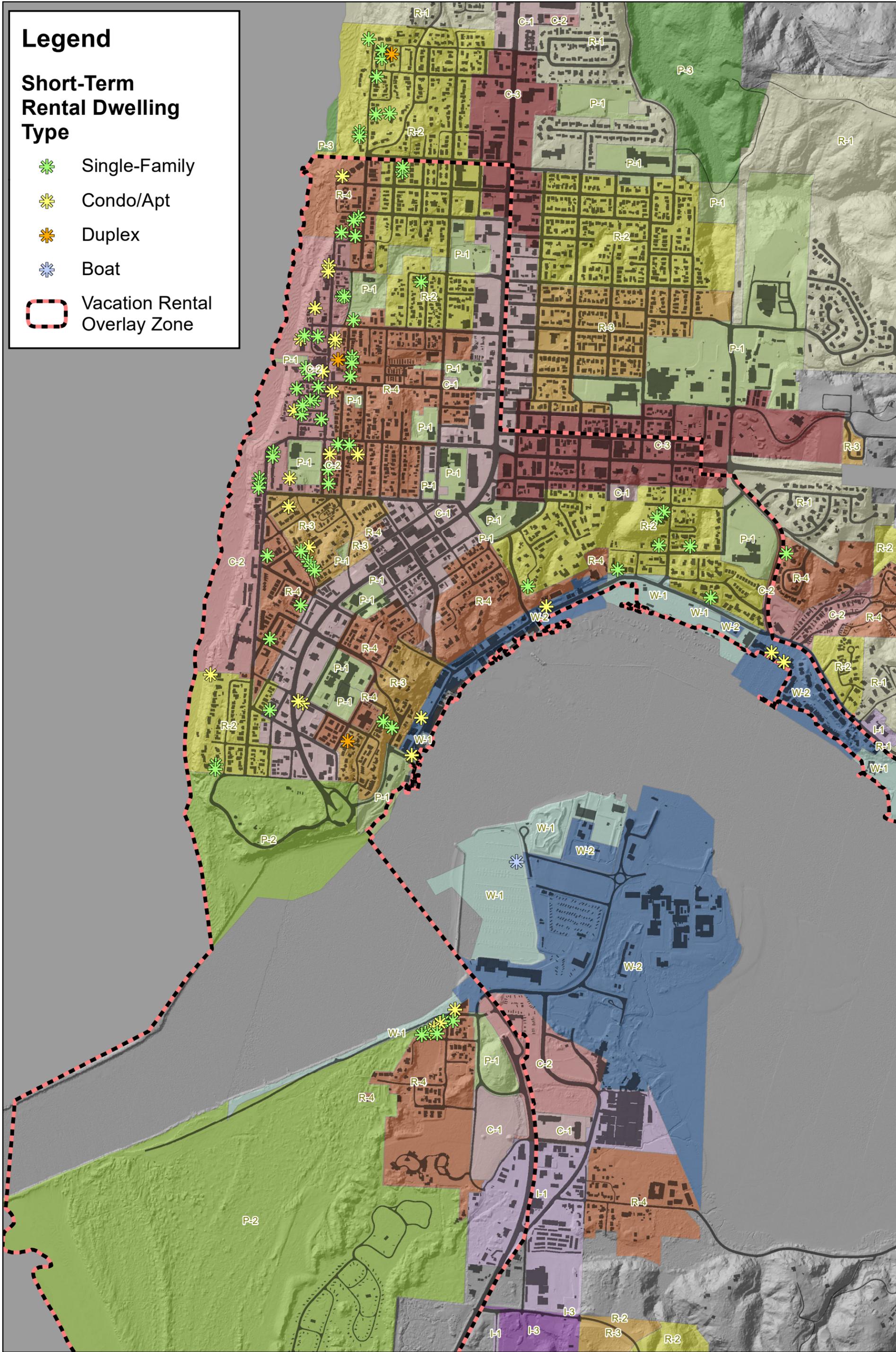
-  Active Licensed
-  Inactive - Nonconforming
-  Closed
-  Vacation Rental Overlay Zone
-  Vacation Rental Spacing Standards (Not Allowed)



Legend

Short-Term Rental Dwelling Type

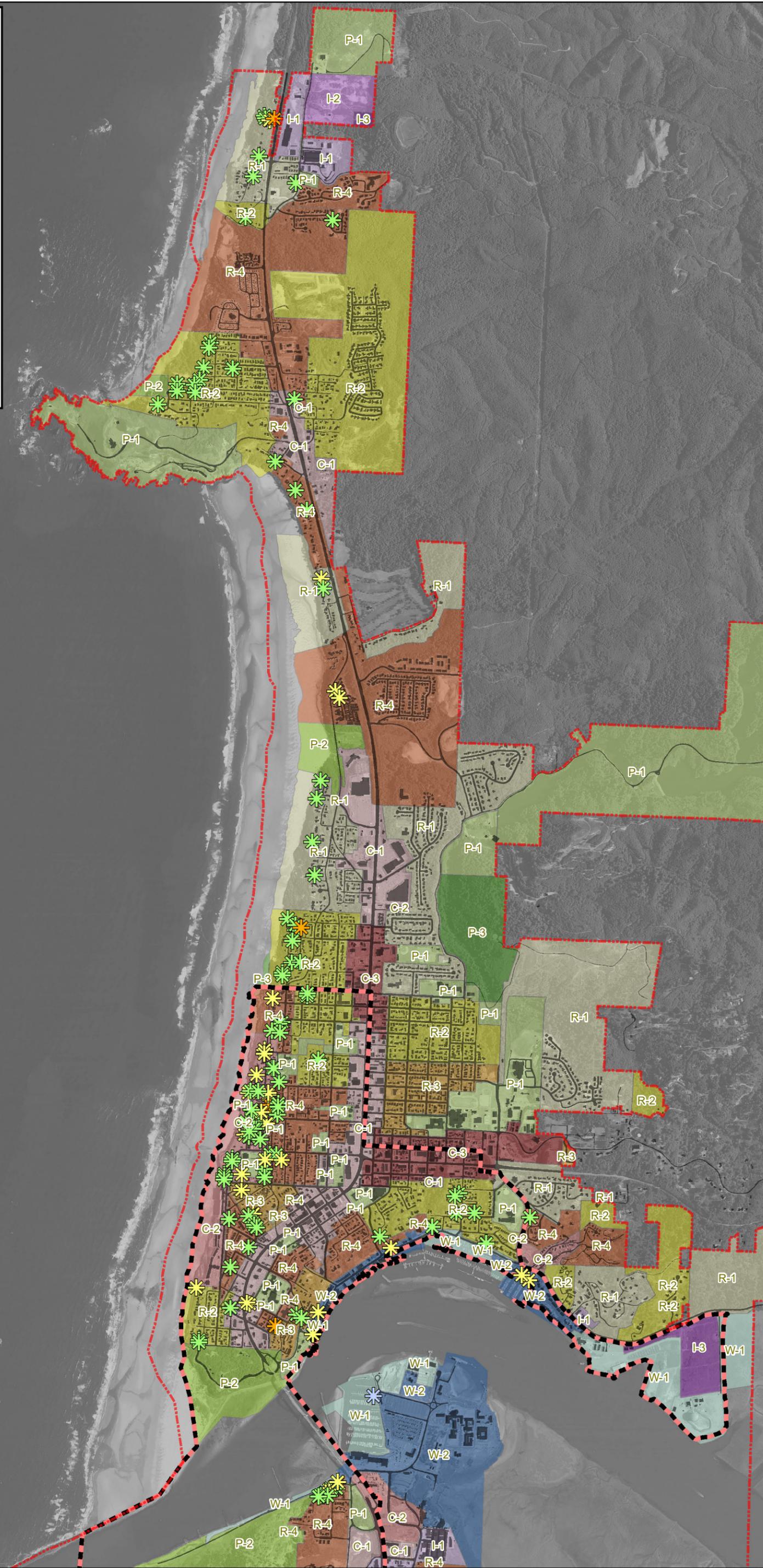
-  Single-Family
-  Condo/Apt
-  Duplex
-  Boat
-  Vacation Rental Overlay Zone



Legend

Short-Term Rental Dwelling Type

-  Single-Family
-  Condo/Apt
-  Duplex
-  Boat
-  Vacation Rental Overlay Zone



Memorandum

To: Short-Term Rental Ordinance Implementation Work Group
From: Derrick I. Tokos, AICP, Community Development Director 
Date: September 25, 2020
Re: Resolution Extending Term of the STR Ordinance Implementation Work Group

Enclosed is a copy of the draft resolution that would extend the term of the Short-Term Rental Ordinance Implementation Work Group by 12-months so that the group can observe implementation of Ordinance No. 2144 through a more typical summer season. This would also provide stakeholders in the community an opportunity to more effectively engage with the Work Group once pandemic related restrictions begin to ease. The Work Group discussed this at its last meeting and there was general agreement that this course of action was appropriate. A copy of the original resolution is also enclosed.

This agenda item has been scheduled to provide the Work Group an opportunity to review and provide comment on the draft resolution before it is presented to the City Council for potential adoption.

Attachments:

Draft Resolution
Original Resolution No. 3857

CITY OF NEWPORT

RESOLUTION NO. ____

A RESOLUTION EXTENDING THE
TERM OF THE SHORT-TERM RENTAL WORK GROUP

WHEREAS, with Resolution No. 3857, the City Council established a Short-Term Rental Ordinance Implementation Work Group (hereafter "Work Group") to collect and evaluate information related to the implementation of new short-term rental regulations enacted with Ordinance No. 2144; and

WHEREAS, the Work Group was further tasked with providing recommendations to city administration on how implementation of the ordinance could be improved, and to provide periodic reports to the Planning Commission and City Council regarding the effectiveness of the new regulations; and

WHEREAS, a final report of the Work Group's findings was to be provided by the end of September 2020, with the Work Group completing all of its activities by December 31, 2020; and

WHEREAS, these deadlines were established with the expectation that the Work Group would be able to observe implementation of Ordinance No. 2144 through a typical summer season; and

WHEREAS, the COVID-19 pandemic and its impact on transient lodging, has made the 2020 summer season anything but typical; and

WHEREAS, in consideration of this unforeseen event, the Work Group has recommended, and the City Council concurs, that the deadlines for submittal of the Work Group's final report and completion of its tasks should be extended for 12-months, so that the Work Group can observe implementation of Ordinance No. 2144 when the City is experiencing a more customary level of seasonal peak rental activity.

THE CITY OF NEWPORT RESOLVES AS FOLLOWS:

1. The Work Group shall prepare a final report of its findings no later than September 30, 2021, and is it to complete all of its work by December 31, 2021.
2. All other provisions of Resolution No. 3857 shall remain in effect as drafted.

Adopted by the City Council of the City of Newport this 5th day of October, 2020.

Dean H. Sawyer, Mayor

ATTEST:

Margaret M. Hawker, City Recorder

**CITY OF NEWPORT
RESOLUTION NO. 3857**

**RESOLUTION ESTABLISHING
A SHORT-TERM RENTAL ORDINANCE
IMPLEMENTATION WORK GROUP**

WHEREAS, City of Newport adopted Ordinance No. 2144, effective May 6, 2019, relating to the regulation of short-term rentals within the city limits; and

WHEREAS, Ordinance No. 2144 puts in place a new administrative framework for licensing short-term rentals, establishes siting and safety standards, and imposes limitations on the total number and location where vacation rental dwellings are permitted; and

WHEREAS, Effective implementation of Ordinance No. 2144 will require close coordination between the City's Finance, Community Development, Police and Fire Departments to ensure the new requirements are followed and enforced; and

WHEREAS, City is further working to secure the services of a third party vendor to supplement its short-term rental enforcement resources and that vendor's activities will need to be integrated into City's short-term rental program; and

WHEREAS, Considering complexities inherent to this new regulatory program, and community interest in its successful implementation, it is both appropriate and necessary to establish a work group to evaluate the program for a period of time to determine if desired policy objectives are being achieved.

THE CITY OF NEWPORT RESOLVES AS FOLLOWS:

Section 1. Short-Term Rental Ordinance Implementation Work Group Established. There is hereby established a Short-Term Rental Ordinance Implementation Work Group. Members shall be appointed by the Mayor and confirmed by the City Council. The Work Group shall be comprised of:

- A. Two members of the Newport City Council; and
- B. One member of the Planning Commission; and
- C. The City Manager of the City of Newport; and
- D. One representative of the short-term rental industry; and
- E. Two citizens at-large.

Section 2. Work Group Responsibilities. The Short-Term Rental Ordinance Implementation Work Group shall have the following powers, duties, and functions:

- A. Collect and evaluate information related to implementation of Ordinance No. 2144, including administrative steps taken by the City to carry out the provisions of the ordinance, legal decisions that may influence implementation, reports on permits issued, status of the waitlist, resolution of complaints, and enforcement actions undertaken by the City; and

- B. Provide recommendations to city administration on how implementation of the ordinance, as written, could be improved; and
- C. Prepare and present reports to the Planning Commission and City Council summarizing the group's observations related to the effectiveness of Ordinance No. 2144 in achieving policy objectives. Status reports shall be provided on a quarterly basis, with a final report of the Work Group's findings being issued by the end of September 2020. The final report may include recommendations for administrative changes or revisions to the ordinance that the Work Group believes are necessary to better achieve policy objectives.

Section 3. Administrative Support. The Community Development Department shall perform administrative functions for the Short-Term Rental Ordinance Implementation Work Group, with assistance from the City Attorney, Finance, Fire, and Police Departments on an as needed basis.

Section 4. Meeting Schedule and Duration. The Short-Term Rental Work Group shall conduct its first meeting no later than September 30, 2019 and shall meet on at least a quarterly basis thereafter for the period of time the work group is empaneled. The Work Group shall complete its work by December 31, 2020.

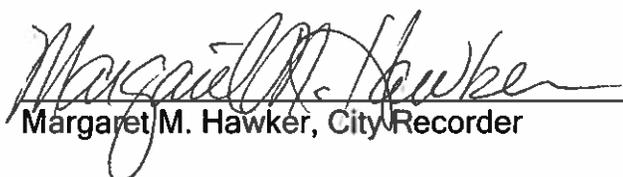
Section 5. Effective Date. This resolution shall be effective immediately upon passage.

Adopted by the City Council of the City of Newport on June 3, 2019.



 Dean H. Sawyer, Mayor

ATTEST:



 Margaret M. Hawker, City Recorder

Memorandum

To: Short-Term Rental Ordinance Implementation Work Group

From: Derrick I. Tokos, AICP, Community Development Director

Date: September 25, 2020

Re: Short-Term Rental Enforcement Update

Enclosed is a memo from Community Service Officer (CSO) Jim Folmar, summarizing incidents reported and enforcement actions taken since the last Short-Term Rental Ordinance Implementation Work Group meeting. CSO Folmar and/or Chief Malloy will be available at the meeting to field questions you may have related to enforcement of the City's short-term rental ordinance.

Attachments:

Memo from CSO Folmar, dated September 23, 2020



Noble
Professional
Dedicated

Newport Police Department
Memorandum

One Team - One Future

Date: September 23, 2020

To: Chief Malloy

From: CSO Folmar

Subject: STR Enforcement Activity 06/08/2020 to Present

This is a summary of STR Enforcement actions undertaken since 06/08/2020.

- 1.) Cease & Desist Letters for Non-renewal of License: 11
- 2.) Citation letters w/citation (Operating a STR w/o a valid license): 2
- 3.) Cease & Desist Letter-Use Potentially Allowed: 1
- 4.) Complaints filed with LodgingRevs: 39

Noise: 3

- 1.) Date 07/05/20 @ 1110. 1452 NW Spring St. Call was received via the **hotline** regarding fireworks being set off at the location. On 07/06 @ 0855, CSO Ballentine left a voicemail message with the complainant. No return call was received. Case is **Under Review**.
- 2.) Date 07/26/20 @ 2334. **626 NW 54th Ct.** Call was received via the **hotline** regarding fireworks being set off at the location. On 07/28 @ 1133, CSO Folmar sent an e-mail to the complainant and has yet to receive a response. It was discovered that Patrol responded to 2 fireworks calls in the area and did not locate any evidence. Case is **Closed**.
- 3.) Date 09/16/20 @ 0943. **171 NW 73rd Ct.** A complaint was received **online** regarding an individual yelling and wandering the street. On 09/19 @ 1344, CSO Ballentine attempted phone contact with the complainant and received no reply. On 09/21 @ 1438, CSO Folmar sent an e-mail to the complainant requesting details. No reply has received. Case is **Under Review**.

Occupancy: 3

- 1.) Date 07/07/20 @ 0954. **1452 NW Spring St.** Call was received on the **Hotline** regarding 5 vehicles and fireworks debris at the location. On 07/06 @ 0852 CSO Ballentine spoke with the complainant. Ballentine noted that the renters were gone and the debris had been cleaned up. Ballentine attempted to contact Vacasa and received no reply. Case is **Under Review**.
- 2.) Date 07/16/20. LodgingRevs performed a test of the Hotline system.
- 3.) Date 09/16/20 @ 0846. **171 NW 73rd Ct.** A complaint was received **Online** regarding an occupancy issue. Complainant stated that up to 11 different individuals were seen at the location. Occupancy is listed at 10. On 09/16 @ 1346, CSO Ballentine attempted phone contact with the complainant. Attempt was unsuccessful. On 09/21 @ 1449, CSO Folmar sent an e-mail to the complainant. No reply has been received. Case is **Under Review**.

Other: 23

1. Date 06/11/20 @ 1127. **416 NW 58th St.** A call was received on the **Hotline** regarding a leak under the kitchen sink. This call is a duplicate.
2. Date 06/11/20 @ 1127. **416 NW 58th St.** A call was received on the **Hotline** regarding a leak under the kitchen sink. On 06/11 @1211, Folmar contacted the complainant via phone. Complainant stated that Meredith Lodging had been contacted and repairs were scheduled. Case status is **No Violation**.
3. Date 06/13 @ 1040. **5053 NW Agate Way.** Call was received on the **Hotline** regarding overgrown grass. Call Center advised that the emergency contact was notified @ 1100. On 07/31, CSO Folmar changed the status to **No Violation**.
4. Date 06/14/20 @ 1204. **No Address provided.** Call was received on the **Hotline** regarding a property owner complaining about his renters. On 06/15 @ 0747, CSO Ballentine attempted phone and e-mail contact with the complainant. Complainant stated that the issue was a misunderstanding. The case is **Closed**.
5. Date 06/28/20 @ 1250. **134 SW Bay Blvd.** Call was received on the **Hotline** regarding the renter being unable to access the rental. On 06/29, CSO Ballentine contacted the complainant by phone. Complainant stated they were able to access the rental. Case is **Closed**.
6. Date 06/28/20 @ 1355. **457 NE 57th St.** Call was received on the **Hotline** that cleaners were seen entering the location without waiting 24 hours. On 06/29 @ 1510, CSO Ballentine attempted phone contact with the complainant. No reply was received. On 07/31 @ 1210, CSO Folmar changed the status to **No Violation**.
7. Date 06/29/20 @ 1017. **728 SE 5th St.** Call was received on the **Hotline** regarding hedges being too tall. On 06/29 @ 1517 CSO Ballentine spoke with the complainant.

Complainant stated that he only wanted to contact the owner to discuss the hedges. On 07/31 @ 1158, CSO Folmar changed the status to **No Violation**.

8. Date 07/01/20 @ 1706. **423 SW Elizabeth St.** Call was received on the **Hotline** regarding the renter being unable to access the rental. On 07/01 @ 1706, the Call Center stated that Vacasa was contacted. On 07/02 @ 0935, CSO Ballentine attempted contact with the complainant. No reply was received. Case is **Closed**.
9. Date 07/01/20 @ 1728. **105 NW Coast St.** Call was received on the **Hotline** regarding the renter being unable to access the rental. On 07/02 @ 0939, CSO Ballentine contacted the complainant. Complainant was able to access the rental. Case is **Closed**.
10. Date 07/02/20 @ 1619. **171 NW 73rd Ct.** Call was received on the **Hotline** regarding the renter being unable to access the rental. On 07/06 @ 0731, LodgingRevs noted that this was "Not a Complaint" and changed the status to **Closed**.
11. Date 07/05/20 @ 1936. **105 NW Coast St.** Call was received on the **Hotline** regarding renters being unable to access the rental. On 07/06 @ 1504, LodgingRevs noted that this was "Not a Complaint" and changed the status to **Closed**.
12. Date 07/06/20 @ 1449. **540 NW Alpine St.** Call was received on the **Hotline** regarding renters being unable to access the rental. On 07/06 @ 1504, LodgingRevs noted this was "Not a Complaint" and changed the status to **Closed**.
13. Date 07/19/20 @ 1633. **1610 NW Spring St.** Call was received on the **Hotline** regarding renters being unable to access the rental. On 07/20 @ 0643, LodgingRevs noted that this was "Not a Complaint" and changed the status to **Closed**.
14. Date 07/22/20 @ 1855. **413 NW Hurbert St.** Call was received on the **Hotline** regarding renters being unable to access the rental. On 07/23 @ 0709, LodgingRevs noted that this was "Not a Complaint" and changed the status to **Closed**.
15. Date 07/23/20 @ 1854. **543 SW 5th St.** Call was received on the **Hotline** regarding renters being unable to access the rental. On 07/24 @ 0704, LodgingRevs noted that this was "Not a Complaint" and changed the status to **Closed**.
16. Date 07/23/20 @ 2113. **2545 NW Pacific St.** Call was received on the **Hotline** regarding vacationers "cutting" through her driveway. On 07/24 @ 0813, CSO Folmar sent an e-mail to the complainant. On 07/30 @ 1626, CSO Folmar spoke with the registered owner in regards to the incident, who relayed the concern to his renters. Case is **Closed**.
17. Date 07/26/20 @ 1310. **2725 NW Pacific Pl.** Call was received on the **Hotline** regarding a cleaning crew arriving "too early". On 07/27 @ 0736, LodgingRevs noted that this was "Not a Complaint" and changed the status to **Closed**.
18. Date 07/30/20 @ 1529. **1156 SW Mark St.** Call was received on the **Hotline** regarding a plumbing leak. Call Center stated that the emergency contact was notified. On 07/30 @ 1658, CSO Folmar contacted the complainant and confirmed. Case is **Closed**.

19. Date 08/12/20 @ 1551. **525 NW 59th St.** Call was received on the **Hotline** regarding the City of Newport Water Dept. trying to contact the registered owner regarding a water main issue. Call Center noted that they left a voicemail message with the homeowner. Case is **Closed**.
20. Date 09/02/20 @ 1444. **728 SE 5th St.** Call was received on the **Hotline** regarding the rental location being dirty. On 09/03 @ 0852, CSO Folmar contacted Vacasa. Vacasa stated that they were aware of the complaint and had contacted the complainant. Case is **Closed**.
21. Date 09/05/20 @ 0019. **2767 NW Pacific Pl.** Call was received on the **Hotline** regarding an alarm going off at the location. On 09/09, CSO Folmar sent an e-mail to the complainant. Complainant replied that the emergency contact was prompt in responding and resolved the issue. Case is **Closed**.
22. Date 09/09/20 @ 2043. **551 NW 3rd St.** Call was received on the **Hotline** regarding a screen door being broken. On 09/11 @ 1504, CSO Folmar noted that this was "Not a STR violation" and changed the status to **Closed**.
23. Date 09/14/20 @ 1002. **754 SW Coast Hwy.** Call was received on the **Hotline** regarding the complainant being illegally evicted from the Newport Bay Motel. On 09/16 @ 1343 CSO Ballentine spoke with the complainant and advised that the eviction was a civil issue. Case is **Closed**.

Parking: 4

1. Date 07/23/20 @ 2116. **2755 NW Pacific Pl.** Call was received on the **Hotline** regarding a vehicle at the location being parked for longer than 72 hours. On 07/24 @ 0816, CSO Folmar sent an e-mail to the complainant advising that the issue was not a STR violation, rather an "Illegal Parking" issue. Advised to contact Dispatch. Case is **Closed**.
2. Date 08/17/20 @ 1900. **4 SW High St.** Call was received on the **Hotline** regarding a parking question. On 08/18 @ 1044, CSO Folmar noted that this was not a STR violation. Case is **Closed**.
3. Date 09/04/20 @ 1555. **171 NW 73rd St.** A complaint was received **Online** regarding renter not using all available off street parking. CSO Folmar sent an e-mail to the complainant requesting details. No response has been received. Case is **Open**.
4. Date 09/04/20 @ 1829. **107 SW Coast St.** Call was received on the **Hotline** regarding renters parking on neighboring property. Call Center stated that the emergency contact was reached, who agreed to call the renters and resolve the issue. Complainant left no contact information. Case is **Closed**.

Trash: 6

1. Date 07/05/20 @ 1125. **1452 NW Spring St.** Call was received on the **Hotline** regarding debris and trash left out at the location. On 07/06 @ 0843, CSO Ballentine left a voicemail message with the complainant. Complainant has yet to reply. Case is **Under Review**.
2. Date 07/05/20 @ 1222. **1522 NW Spring St.** A complaint was received **Online** regarding fireworks debris left in the roadway and a “blown-up” mailbox. On 07/06 @ 0855, CSO Ballentine reported the street was clear of any debris. By 08/25, CSO Folmar had not received a report of a destroyed mailbox. Case is **Closed**.
3. Date 07/07/20 @ 1427. **510 SW Minnie St.** Call was received on the **Hotline** regarding overflowing trash. On 07/08 @ 820, CSO Ballentine located the overflowing trash. Ballentine attempted contact with Vacasa but received no reply. Will follow up. Case is **Under Review**.
4. Date 07/15/20 @ 2010. **4 SW High St.** Call was received on the **Hotline** regarding garbage cans tipped over and trash strewn about at the location. On 07/16 @ 1306 hours, CSO Folmar contacted Vacasa. Vacasa stated that they had been to the location and did not find the trash cans tipped over or trash on the ground. Case status is **No Violation**.
5. Date 07/25/20 @ 1042. **5053 NW Agate Way.** Call was received on the **Hotline** regarding renters leaving garbage out. On 07/28 @ 1427, CSO Folmar e-mailed both the owner and emergency contact. Owner stated that the issue was resolved. Folmar attempted to contact the complainant but was unsuccessful. Case is **Closed**.
6. Date 09/14/20 @ 1429. **171 NW 73rd Ct.** A complaint was received **Online** regarding overflowing trash. On 09/14 @ 1650, CSO Folmar went to the location and did not observe any garbage or trash cans left out. Attempts to contact the complainant were unsuccessful. Case is **Closed**.

Memorandum

To: Short-Term Rental Ordinance Implementation Work Group

From: Derrick I. Tokos, AICP, Community Development Director 

Date: September 25, 2020

Re: Good Neighbor Guidelines

Enclosed is a copy of the Short-Term Rental Good Neighbor Guidelines that the City of Newport distributes to property owners that are (a) seeking to obtain new business license endorsements, or (b) renewing their existing license. Also attached is a cover sheet from the license renewal packet explaining that owners are to relay the guidelines to tenants by including them in the rental booklet, posting them online, providing them in a conspicuous place in the rental, or similar method. Written acknowledgement by owners indicating that they have relayed the guidelines in this manner is achieved when they sign the back of the application form.

At the last Work Group meeting a request was made that these guidelines be distributed, and this agenda item affords the group an opportunity to provide feedback on how the guidelines and/or process might be improved.

Attachments:

Cover sheet to the license renewal packet
Short-Term Rental Good Neighbor Guidelines
Short-Term Rental Business License Endorsement Form

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 2020 / 2021
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, 2020 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, provide 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 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

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 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: _____ Telephone No.: _____ Off-Street Parking Spaces Provided: _____ <i>(Attach photo(s) dated within the last 90 days, of interior and exterior parking spaces)</i> Occupancy: _____ Bedrooms: _____	PROOF OF RESIDENTIAL USE FOR HOMESHARE AND BED & BREAKFAST FACILITIES <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"/>
Shared Access (Y/N): _____ <i>(If yes, attach consent from other owners)</i>	

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 \$300 per unit. The fee to renew a short-term rental business license endorsement is \$230 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 15th 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



FOR IMMEDIATE RELEASE

Contact: Peggy Hawker
541.274.0613

**CITY OF NEWPORT
SEEKING APPLICANTS TO FILL AN AT-LARGE VACANCY ON THE
SHORT-TERM RENTAL ORDINANCE IMPLEMENTATION WORK GROUP**

The City of Newport is seeking applicants to fill a citizen at-large position on the Short-Term Rental Ordinance Implementation Work Group.

The Short-Term Rental Ordinance Implementation Work Group shall be charged with the collection and evaluation of information related to the implementation of Ordinance No. 2144 (short-term rental ordinance), including administrative steps taken by the city to carry out the provisions of the ordinance, legal decisions that may influence implementation, reports on permits issued, status of the waitlist, resolution of complaints, and enforcement actions undertaken by the city.

The Short-Term Rental Ordinance Implementation Work Group may also provide recommendations to city administration on how implementation of Ordinance No. 2144, as written, could be improved.

Lastly, the Short-Term Rental Ordinance Implementation Work Group will prepare and present reports to the Planning Commission and City Council summarizing the Work Group's observations related to the effectiveness of Ordinance No. 2144 in achieving policy objectives.

Anyone interested in filling this vacancy on the Short-Term Rental Ordinance Implementation Work Group should apply using the city's committee application, which is found on the city website at www.newportoregon.gov; click on "City;" then on

“Committees;” and then on “Application for Committee/Commission.” The completed form can be submitted electronically. Hardcopies of the committee application form can also be obtained by contacting the City Manager’s Office at 169 SW Coast Highway, Newport, Oregon 97365, or by calling 541.574.0613. The application deadline is October 15, 2020.

#####

Sherri Marineau

From: Michael Murzynsky
Sent: Friday, September 25, 2020 11:16 AM
To: Derrick Tokos
Cc: Spencer Nebel; Jason Malloy; Steve Baugher
Subject: Caselle - Payment and Billing Solution

Hey Derrick,

As I am out of town for the Monday, September 28, STR meeting here is a quick update.

As I have reported, we were making great progress with a Payment And Billing System affiliated with Caselle and we just found out this past Thursday, September 24, that Caselle has other similar systems affiliated with them doing which is explained below. What this has done is the following:

- 1) We are checking with Caselle to get a feel on how many similar systems are affiliated with them,
- 2) If we find there are too many, we will have to open up this conversion to a competitive process which could delay implementation a minimum of two/two and half months,

We are finding that these systems will help us create a menu on our website where citizens can do one-stop shopping/payments (see link below). After discussing our needs and wants with one of the vendors, our goals are to roll out City Billings in the following projected (subject to change) order:

- 1) Utility Billings
- 2) Room Taxes
- 3) City Accounts Receivables
- 4) Business Licenses
- 5) Other City Billings, for example; Public Works, Court, Taxi, OLCC renewals, and more than likely Building and Planning, your items can be added as a link or we consolidate it to the menu.

Here is a link from the City of Dartmouth in Vermont: <https://www.town.dartmouth.ma.us/about-our-town/pages/online-services>.

Finance staff is/was excited after this demo and has many ideas on the system we were viewing. I believe the City Council will be excited to see this too, after all they want more electronic payments and this would be a very big start and the tool to make this goal come to fruition.

One last thing, we will probably consolidate the merchant card systems. We have too many now so it may be wise to consolidate to one vendor as we complete this process.

Hope this helps.

Mike

Michael A Murzynsky
Finance Director
City of Newport
169 SW Coast Highway
Newport, OR 97365

Phone: 541-574-0610

Sherry Marineau

From: Derrick Tokos
Sent: Monday, September 28, 2020 10:15 AM
To: Sherry Marineau
Subject: FW: Public Comment for STR Work Group Meeting--9-28-20
Attachments: Perry attachments for STR Work Group Mtg--9-28-20.pdf

Please post this email and the attachments to the meeting packet. Also, is Carla correct that the property at 1330 NW Spring Street never submitted an operations plan?

Derrick I. Tokos, AICP
Community Development Director
City of Newport
169 SW Coast Highway
Newport, OR 97365
ph: 541.574.0626 fax: 541.574.0644
d.tokos@newportoregon.gov

From: carla perry <perry.carla@gmail.com>
Sent: Monday, September 28, 2020 9:53 AM
To: Spencer Nebel <S.Nebel@NewportOregon.gov>; Derrick Tokos <D.Tokos@NewportOregon.gov>; Bill Branigan <phantom41@gmail.com>; Dietmar Goebel <D.Goebel@NewportOregon.gov>; Cynthia Jacobi <cjacobi@charter.net>; Jamie Michel <jamie@sweethomesrentals.com>; John Rogers <jtrogers@directv.net>; John Rogers <4jtrogers@gmail.com>
Cc: David Allen <dnallen@actionnet.net>; Peggy Hawker <P.Hawker@NewportOregon.gov>
Subject: Public Comment for STR Work Group Meeting--9-28-20

Public Comment for SHORT-TERM RENTAL ORDINANCE IMPLEMENTATION WORK GROUP Meeting Monday, September 28, 2020

Please read aloud into the meeting record.

To: Members of the Short-term Rental Ordinance Implementation Work Group:

It appears as though the illegal vacation rentals at the ADU associated with 1330 NW Spring continue. At prior City Council meetings when the residents brought STR problems to the attention of the City Manager and Councilors, we were told that issues should be submitted to the Ordinance Implementation Work Group. So here I am again, asking the Work Group for its help in implementing Ordinance enforcement improvements.

This summer was an exceptionally busy time for vacation rentals, but it seemed as if the ADU belonging to 1330 NW Spring (which was deemed an illegal STR earlier this year and became a long-term rental after a legal judgment), was again hosting guests for a week or less. I began documenting the cars parked there on August 31 and then every few days thereafter. Between August 31, 2020 and September 28 (today), there were eight (8) turnovers of vehicles from a variety of states with no overlaps or returns. There could have been additional turnover, but I did not check every day. I am attaching a contact sheet that shows the vehicles and their license plates, plus the date the photo was taken. I submitted an Incident Report through LodgingRevs regarding this ongoing problem.

The final photo on the contact sheet (taken yesterday, September 27, 2020, but still parked there this morning), shows the excess vehicles parked in front of the cottage at 1330 NW Spring. The van with the two bicycles, and the motorcycle, are obstructing a lane of traffic on a very narrow street. Two cars are in the driveway.

Besides being fined for operating the illegal ADU as an STR last winter and spring, the owners re-opened after the pandemic shutdown without submitting an Operations Plan -- a violation the Planning Director has been aware of since Memorial Day weekend. They began renting to guests before the reopening date, another violation that was reported. They ignored the mandatory 24-hour break between guests, a violation until the 24-hour restriction was lifted. Often, the number of vehicles exceeds their driveway capacity, implying over-occupancy inside. Guests at 1330 NW Spring let their dogs run free which resulted in the attack of a resident's dog that subsequently bled to death, an incident that was reported to the police and through LodgingRevs. Yet NO complaints about 1330 NW Spring show up on CSO Folmar's "STR Enforcement Activity Report for 06/08/2020 to Present."

I realize Ordinance enforcement is difficult because no Community Service Officer works weekends, which is when most violations occur, and scant evidence exists after guests leave. STR guests aren't required to speak to Community Service Officers, which limits investigations as well. Follow-up to determine the verity of excuses and promises to voluntarily comply is limited. All STR owners/managers are required to keep lists of guests and their vehicle license numbers, but because the ADU at 1330 NW Spring is not a licensed short-term rental, no list is required. Question: Why is it that the STR license for the cottage hasn't been revoked in light of the owners' ongoing flaunting of most Ordinance requirements? Have the owners ever been issued a strike?

Also, a few items that came up during past Work Group meetings still need resolution (see bullet list submissions from Advocates for Safe and Healthy VRD-Free Neighborhoods submitted to the Work Group for meetings held on February 26, 2020 and April 22, 2020. Both lists were included in those meeting packets and are attached to this letter for convenience and review.)

- Ensure public access to all incident reports and their detailed resolution status. This access has been promised since August 2019
- Add requirement that CSO will report status of complaint to person submitting the incident report after resolution
- Add language that allows appeal of a violation resolution
- Urge police department to enact shift in weekly work schedule to ensure a CSO officer is on duty weekends and holidays, which is when most violations occur
- Clarify when a "strike" is issued vs. warnings requesting voluntary compliance
- Provide list of STRs on septic systems within city limits (Tokos said list would be available "at next meeting")
- Report on development of the new audit plan for hotels/motels/short-term rentals (Audit Committee)
- Increase pursuit of back taxes, interest, and penalties for unlicensed STRs to help cover City costs for enforcement and processing. Current City policy is to allow violators to shut down their illegal operation without any fines
- **Highest priority:** A decision regarding phase out of STRs in non-overlay residential areas.

Newport's short-term rental ordinance at this time does not provide sufficient teeth to deal with anything other than simple problems and simple fixes. I'm urging the Work Group to strengthen Ordinance language to address the problems caused by commercial businesses in residential neighborhoods, especially regarding repeat violators. Obviously, a five-year phase-out of short-term rentals in non-overlay residential neighborhoods would remedy many problems.

Thank you for your consideration of these items.

Carla Perry

Newport

Attachment: One PDF that contains:

Contact sheet of cars parked at 1330 NW Spring ADU September 2020

Bullet List #1 from Advocates for Safe and Healthy VRD-Free Neighborhoods
Bullet List #2 from Advocates for Safe and Healthy VRD-Free Neighborhoods



1330 NW Spring ADU--8-31-20.JPG



1330 NW Spring ADU--9-13-20.JPG



1330 NW Spring ADU--9-18-20.JPG



1330 NW Spring ADU--9-21-20.JPG



1330 NW Spring ADU--9-22-20.JPG



1330 NW Spring ADU--9-24-20.JPG



1330 NW Spring ADU--9-28-20.JPG



1330 NW Spring ADU--9-8-20.JPG



1330 NW Spring--9-27-20.jpg

From: Advocates for Safe and Healthy VRD-Free Neighborhoods, 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.)*

ADDITIONAL CONCERNS AND SUGGESTIONS from the public for the STR Ordinance Implementation Work Group -- (second submission, April 22, 2020)

Work Group specific:

- At Nov. 19, 2019 Work Group meeting, Finance Director said he'd verify that all STR MANAGEMENT COMPANIES (i.e., Airbnb, Meredith, VRBO, etc.) have a City BUSINESS license. What were the results of his investigation?

Suggested word changes to application

- Add the line: "I swear all the above information on this application is correct. I understand that if I provide false information, my application will be rejected." Currently, there is no City verification that the application information is true.

Suggested word modifications to ordinance:

- Change ordinance language for Hotline signs must be "VISIBLE" from the street, to must be "LEGIBLE" from the street (i.e. instance of STR at Coast & Olive with sign in 2nd story window. The sign is visible, but the words and numbers not fully legible from street below.)
- Clarification is needed between STR "delinquency" (not filing room tax returns) and "deficiency" (filing an insufficient tax amount) in Newport Municipal Code (i.e, Rogue Ales fiasco).

Suggested policy changes to Ordinance:

- Add language to ordinance re STRs re septic systems. If records are incomplete, owner must pay for ESER (Existing Septic Evaluation Report) before being approved to operate; or ordered to cease until ESER is complete if permit is already approved.
- When a documented incident report is confirmed but the violation is excused (i.e., no strike, citation, or penalty), provide a process where the determination can be appealed by a resident who disagrees with the City determination.
- **MOST IMPORTANT - REPEAT: 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.)**

Suggested enforcement issues

- Unlicensed STRs must be fined and billed for back taxes, interest, and penalties to help cover City costs of enforcement and processing. City policy now is to allow violators to shut down their illegal operation without any fines. *Voluntary compliance does not work.*

Reporting to Public

- Prepare ongoing reports to the individuals who reported documented violations and make those reports available to the public—as promised when LodgingRevs was hired. Include total fines (when there are any) as part of resolution data. (Municipal Code sets at \$500/day per occurrence.)
- Include *specifics* of why incident was CLOSED. Determination will allow incident reporter the ability to appeal a decision.

Thank you for your consideration of these suggested Ordinance modifications.
From **Advocates for Safe & Healthy VRD-free Neighborhoods in Newport**