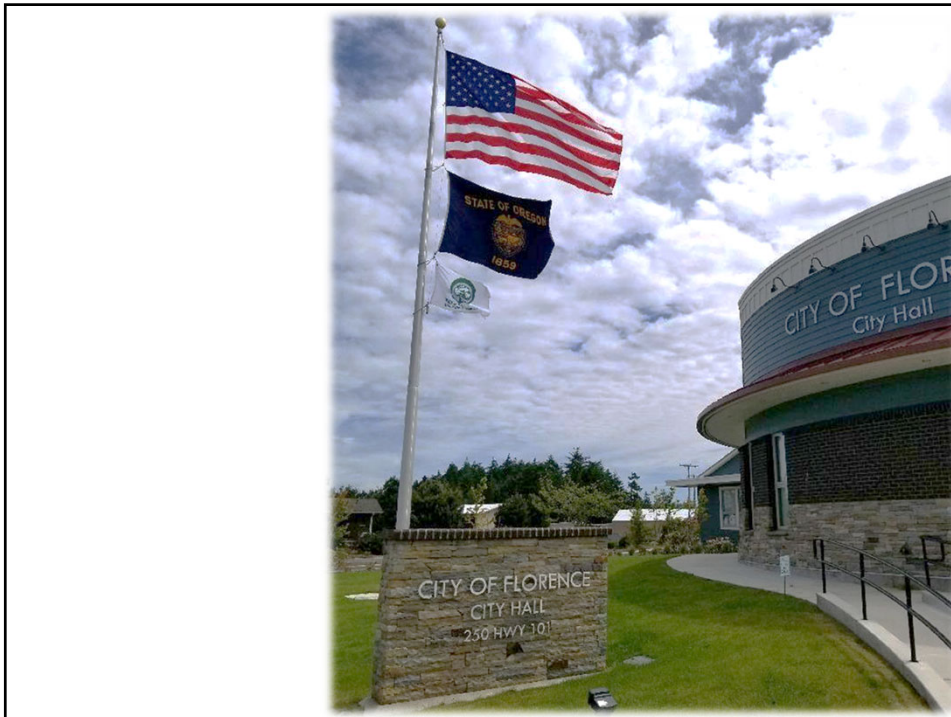




# City of Florence Work Session

Florence City Council  
June 13, 2024





# Short-Term Rental City Council Work Session

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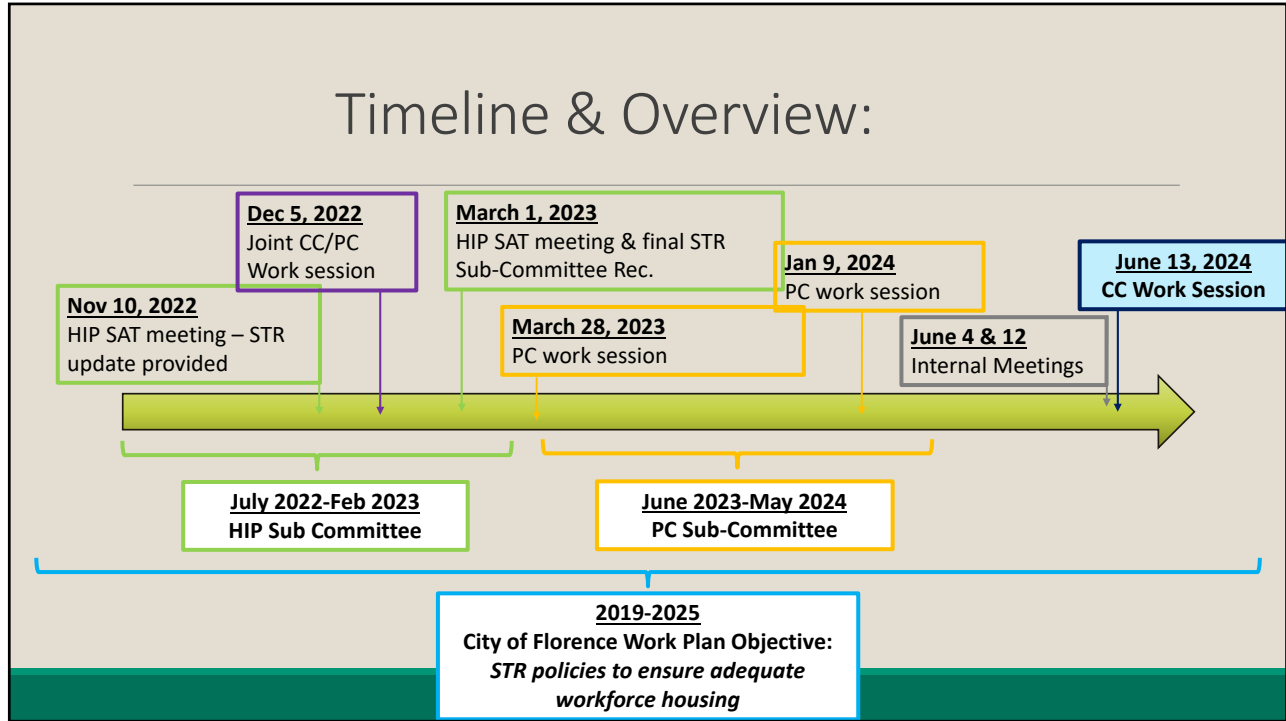
JUNE 13, 2024

## Today's Goals & Objectives:

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- Timeline and Progress Overview
- Business Licensing Registration: Rental Registrar
  - Overview provided by Colin Gibson & Lezlea Purcell
- Registration Process Consideration
- Building Inspection Checklist Considerations
- PC Sub-Committee Recommendations
- Next steps & Draft Code V.1

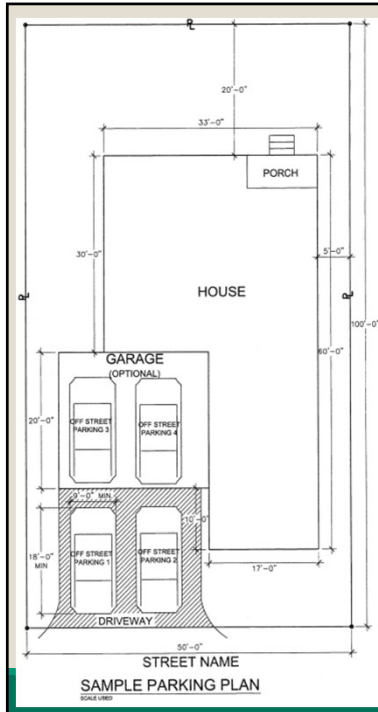
# Timeline & Overview:



# Cities to Consider Modeling Codes After:

- [Cannon Beach's](#) Policies and Procedures
- [Seaside's](#) Good Neighbor Policies
- Newport's [Business License](#) and [Land Use](#) Codes





## Considerations for Registration

- Annual renewal
- Property owner information
- Local contact or manager information
- Site plan of the property
- Number of bedrooms, sq ft, portion of the property rented
- Parking information
- Garbage collection days
- Information to provide the applicant
- Fees to charge to recoup staff time

## Considerations for Building Inspections

**SHORT TERM RENTAL INSPECTION CHECKLIST**  
CITY OF CANNON BEACH

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

Property Address: \_\_\_\_\_ Property Owner: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
 Local Representative: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
 # of bedrooms \_\_\_\_\_ # of parking spaces \_\_\_\_\_

<p><b>General Requirements:</b> (not requirements of the UHC, but required by City Code or Oregon Statute)</p> <p><input type="checkbox"/> House numbers installed (minimum 2 1/2 H, 2 1/4 W) and clearly visible from the street.</p> <p><input type="checkbox"/> Smoke alarms installed in all sleeping rooms, outside all sleeping areas, and on each floor of dwelling.</p> <p><input type="checkbox"/> No vegetation or hardscape encroaching into the Public Right of Way.</p> <p><input type="checkbox"/> Driveway access shall not exceed twenty feet for single ownership or shall otherwise meet the Municipal Code, Section 12.08.040.</p> <p><b>Sanitation:</b></p> <p><input type="checkbox"/> Dwelling equipped with functional bathroom facilities consisting of a toilet, sink, and either a bathtub or shower.</p> <p><input type="checkbox"/> Dwelling equipped with functional kitchen facilities consisting of a stove, refrigerator, and sink.</p> <p><input type="checkbox"/> All plumbing fixtures connected to the sanitary sewer system and equipped with proper "P" traps.</p> <p><input type="checkbox"/> All plumbing fixtures connected to an approved water supply and provided with hot and cold water necessary for their normal operation.</p> <p><input type="checkbox"/> All sanitary facilities installed and maintained in safe and sanitary condition.</p> <p><input type="checkbox"/> No signs of mold or mildew on wall surfaces.</p> <p><input type="checkbox"/> No signs of infestation from rodents or insects.</p> <p><input type="checkbox"/> Dwelling is equipped with adequate garbage and rubbish storage.</p>	<p><input type="checkbox"/> Hose bibbs must be protected by an anti-siphon device.</p> <p><input type="checkbox"/> Lawn sprinkler systems must be protected by a backflow device.</p> <p><input type="checkbox"/> The electrical panel must be marked, labeled, and accessible.</p> <p><b>Structural:</b></p> <p><input type="checkbox"/> Dwelling has no sags, splits or buckling of ceilings, roofs, ceiling or roof supports or other horizontal members due to defective material or deterioration.</p> <p><input type="checkbox"/> No split, lean, list, or buckle of dwelling walls, partitions or other vertical supports due to defective material or deterioration.</p> <p><input type="checkbox"/> Fireplaces and chimneys are not listing, bulging, or cracking due to defective material or deterioration.</p> <p><input type="checkbox"/> No evidence of decay or damage to exterior stairs or decks.</p> <p><input type="checkbox"/> Tank water heaters must be secured for seismic requirements and accessible.</p> <p><b>Weather Protection:</b></p> <p><input type="checkbox"/> Dwelling has no broken windows or doors.</p> <p><input type="checkbox"/> No broken, rotted, split, buckled or exterior wall or roof coverings that affect the protection of the structural elements behind them.</p> <p><input type="checkbox"/> No signs of pooling of run-off water from roof downspouts causing issue on property or to neighboring properties.</p>
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- Inspection every 3 years
- Fire alarms
- Carbon-monoxide alarms
- Fire extinguisher
- Building and life safety concerns
  - Stair railings, windows open, etc.
- Tsunami or other evacuation information
- Required information posted

## Next Steps:

### CITY COUNCIL'S NEXT STEPS

1. Direct initiation of business license code updates
  - Public hearing and possible adoption
2. Subsequent work session(s)
  - Joint work session CC/PC
3. Special meeting for public input

### STAFF'S NEXT STEPS

1. Finalize application packet
  - Forms & educational info
  - Create inspection checklist
  - Researching fee schedule
2. Draft update to FCC 3-1 & FCC 3-7
3. Materials and communication for CC's next steps

## Questions and Discussion:

### 2023-2025 WORK PLAN ITEMS

#### HOUSING EFFORTS & INITIATIVES

##### Development Regulations

- Objective Update Comprehensive Plan and Zoning Maps in support of housing and economic opportunities analysis completed in 2018.
- Objective Residential Code Updates, Phase 2—Short Term Rentals, transitional, RV/MFH parks, special needs housing, emergency housing.
- Task Evaluate and amend short term rental policies to ensure adequate housing supply for workforce.

# QUESTIONS/DISCUSSION

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