

**CITY OF YACHATS  
ORDINANCE NO. 328**

**AN ORDINANCE AMENDING THE YACHATS MUNICIPAL CODE CHAPTER 4.08 –  
VACATION RENTALS**

**Whereas**, City Council wishes to refer to all private homes rented on a short-term basis as Vacation Rentals rather than transient rentals, which requires a change in the language; and

**WHEREAS**, City Council has discussed possible changes in the Standards at various meeting from December 2012 to date; and

**NOW THEREFORE**, the City of Yachats ordains that Yachats Municipal Code Chapter 4.08 shall be amended to read as follows:

**CHAPTER 4.08 - VACATION RENTAL LICENSES**

**Sections:**

4.08.010	Purpose.
4.08.020	Definitions.
4.08.030	Standards.
4.08.040	Inspection, license and annual fee.
4.08.050	Complaints.
4.08.060	Violations--Penalties.

**Exhibits:**

Exhibit A	Licensing Procedures
Exhibit B	Complaint Process
Exhibit C	Code Enforcement Officer's Check list
Exhibit D	Basic Visitor Rules Placard

**Section 4.08.010 Purpose.**

The Vacation Rental license is in recognition of the desire of many owners to rent their property on a short-term basis and to provide for the orderly use and regulation of such rentals to preserve the health, safety and welfare of the community. This use shall not adversely affect the residential character of the neighborhood. These standards and procedures are in the addition to City ordinances and federal and state laws and regulations. The purpose of an inspection is to ensure the health and welfare of the occupants.

**Section 4.08.020 Definitions.**

"Contact person" means the owner or a person with the authority to take action or make decisions concerning the management of the property.

"Dwelling unit" means any building or portion thereof which contains separate living facilities, including provisions for sleeping, eating, cooking and sanitation.

"Incident" means an offensive activity or breach of the standards.

"Overnight" means anytime between the hours of 10:00 p.m. and 7:00 a.m. on the following day.

"Rental Occupant" means a person over the age of four years who occupies a rented dwelling unit.

"Sleeping Area" means a bedroom or loft within a dwelling unit which meets the requirements of the building code as adopted by the State of Oregon.

"Surfaced" means a gravel, paved, tile, brick or concrete surface suitable for parking a vehicle.

"Vacation Rental" means a single-family dwelling, duplex or triplex which is rented or available for rent for a period of less than thirty (30) days, such as by the day or week. The dwelling may consist of individual units or be in a contiguous form to be considered a Vacation Rental dwelling, however, each individual unit is to be considered separately for licensing and regulation purposes. A home which is listed with an agent as a Vacation Rental, advertised, available by referral, word of mouth, commendation and reputation are some of, but not limited to, the ways of identifying a Vacation Rental.

### **Section 4.08.030 Standards.**

A Vacation Rental license shall be issued to the dwelling owner providing the following standards are met:

- A. Except for individual units located on the same property, such as a duplex or triplex as defined above in Section 4.08.020, a person holding a Vacation Rental License or an interest in a property covered by a Vacation Rental License shall not be eligible to apply for or hold, as a member of a group or any other form of beneficial ownership, a Vacation Rental License covering any other property. Any change of ownership, in whatever form, shall be reported to the City within thirty (30) days. .
- B. Vacation Rentals in residential zones shall have no more than four bedrooms. (This provision shall be waived for any existing Vacation Rental as of the effective date of Ordinance No 328, adopted November 13, 2014)
- C. Rental facility should comply with all applicable laws. Basic Visitor Rules as provided by the City must be prominently displayed on the inside of the primary exit door.
- D. The Local Contact person shall reside or maintain an office within the local 547 or 563 calling area *and* within the zip code boundaries for Yachats and Waldport. The contact information for the Local Contact shall be identified on the Vacation Rental Application and available by phone at all reasonable times (eight a.m. to eleven p.m.) and respond in a timely manner if there is a problem during the dwelling's use as a Vacation Rental. The name and phone number of the contact person shall be posted inconspicuously on the Vacation Rental building, but where a neighbor can easily read it. A copy of the Local Contact Agreement, in a form approved by the City, which lists the duties and responsibilities of the Local Contact Person, signed by both the property owner and the Local Contact Person or Management Company shall be filed with the City. The form for the Local Contact Agreement is attached and marked "Exhibit A". If the Vacation Rental is managed by a Property Management Company a Local Contact shall be designated by the Company. The name and contact information of that Local Contact shall be identified on the Vacation Rental Application in addition to the company information.
- E. One on-property parking space, as defined in Section 9.04.030 for Off-street parking, shall be provided for each bedroom in the dwelling, but in no event shall fewer than two spaces be provided. (This provision shall be waived for any existing Vacation Rental as of the effective date of Ordinance No. 226 - adopted 1/15/2002.) If access to the rental property crosses private property via an easement, right-of-way, or other conveyance all parking must be contained on the rental property. Owners are required to provide parking that is unimpeded, surfaced, useable and available to renters. The parking shall be mapped and posted in the home, and a copy given to the City. The owner shall require renters to use only the parking spaces that are surfaced and marked on the map.
- F. The maximum number of overnight vehicles allowed on the property shall not exceed the number of surfaced parking areas on the property or six vehicles, whichever is less. Daytime parking is limited to surfaced parking on the property. If access to the rental property crosses private property via an easement, right-of-way, or conveyance, ingress and egress must be accomplished without encroachment on other properties adjoining the privately maintained access road or driveway. In such situations applicants will provide evidence of their right to use the privately maintained access road or driveway consistent with Vacation Rental before a Vacation Rental license is granted.
- G. There shall not be any noise, litter or odor noticeable at or beyond the property line resulting from the use of the dwelling as a Vacation Rental.
- H. The maximum allowable number of overnight occupants shall be two persons per sleeping area plus two additional persons per Vacation Rental. The rental agent shall match the number of persons and vehicles to the particular property being rented. Advertisements for the rental shall not list a number of occupants that exceeds the number authorized by the City. Recreational Vehicles, campers, tents and similar structures shall not be allowed on Vacation Rental properties. Parking a boat trailer of moderate size, with or without a boat, is permitted as a substitute

for one vehicle.

I.. Weekly solid waste collection service shall be provided. A sufficient number of suitable garbage receptacles shall be provided. Except on collection day, these garbage receptacles shall not be readily visible from the street. Renters shall be advised not to place trash outside in plastic bags.

J.. Each Vacation Rental shall provide and maintain a container for the disposal of cooking grease into a solid waste receptacle to prevent the grease from entering the sewer system.

K. All pets must be under control at all times. Methods of control include a leash or demonstrated effective voice command. The person having the control, custody or possession of a dog shall clean up after the dog by using a dog waste bag or other suitable method.

L. Vacation Rental licenses are non-transferable.

M The licensee must comply with the requirements of the occupancy tax ordinance as a condition for issuance or renewal of a Vacation Rental license.

N Licensees shall keep all information on the GoYachats website current and notify City Hall of any changes in mailing address, email address or Agent or contact person

#### **Section 4.08.040 Inspection, license and annual fee.**

The City recorder shall prepare an application form for a Vacation Rental license. Prior to issuance of a Vacation Rental license, the City will inspect the subject property to determine occupancy capacity, parking and access compliance. Upon receipt of the completed application, the annual license fee, inspection and attestation that the licensing standards have been met, the City Recorder shall issue a license to the applicant (not the dwelling) for a period of one year. The license may be renewed annually if all standards are met. If a license is renewed annually until at least five consecutive years have elapsed the City will re-inspect before issuing a license for the next year. The City retains the right to re-inspect the property at any time. An inspection fee will be assessed for the initial inspection, for additional inspections undertaken due to complaints, and for each five year inspection completed by the City. A Vacation Rental licensee shall not be required to pay a business occupation license fee in addition to the annual license fee. The annual license and inspection fees shall be set by resolution of the City Council.

Complaints received by the City may trigger a re-inspection.

All licenses shall be obtained prior to any rental of the property. The required application and license fee are due on January 1st of each year for the fiscal year commencing with that date and are delinquent on February 1st. The delinquency fee will be set by resolution.

#### **Section 4.08.050 Complaints.**

All complaints shall be in writing on a form provided by the City Recorder and signed by the complainant. The complainant must show or attest that they have made a timely attempt to resolve the issue with the person officially responsible for management of the property. The complainant is expected to initiate the process while the out of compliance incident is occurring or when they first become aware that a property is not in compliance with the regulations. All complaints filed with the City shall be verified by the City for validity.

A. When a complaint is filed that is verified by the City to be valid, the owner and Agent, if any, will be notified in writing by mail or email and provided with a copy of the complaint. Either the licensee or Agent will be required to meet with a City official to discuss means by which further complaints may be avoided. If the licensee fails to meet this requirement with a reasonable amount of time, the City Recorder will prepare a report for City Council action.

B. Upon a second complaint, that is verified by the City to be valid, the owner and Agent, if any, will again be notified in writing by mail or email and provided with a copy of the complaint.. Either licensee or Agent will again be required to meet with a City official to further discuss mean by which further complaints may be avoided. If the licensee fails to meet this requirement within a reasonable amount of time the City Recorder will prepare a report for City Council action.

C. Upon a third complaint within a 90 day period , that is verified by the City to be valid, the owner and Agent, if any, will be notified in writing by mail or email and provided with a copy of the complaint..

a. The City Recorder may schedule a hearing and prepare a report for City Council action;

b. The City Council may schedule a hearing;

c. Either the City Recorder or City Council may, without a hearing, revoke the license immediately.

d. In the event that a license is revoked, the applicant or license holder shall have the right of appeal. The written notice of appeal to the Council shall be filed with the City Recorder within fifteen (15) days.

Standards of judging complaints shall include, but are not limited to, the following:

1. Non-compliance with Vacation Rental license standards as stated in Section 4.08.030.;
2. Monopoly of on-street parking;
3. Other offensive activities not in harmony with the residential neighborhood such as trespass, excessive noise or pets running loose;

The City Council, upon hearing the evidence, may: (1) approve the license as it exists; (2) revoke the license; (3) impose appropriate restrictions on the operation of the license.

#### **Section 4.08.060 Violations--Penalties.**

It is unlawful for any person so required to fail or refuse to apply for a license, or operate without a license as required herein. Any person who violates any provisions of this chapter commits a Class B civil infraction and shall be subject to the procedures and penalties of Chapter 1.12, as now constituted or hereafter amended, revised or repealed. (Ord. 185 § 4, 1996; Ord. 148 § 6, 1992)

#### **Exhibit “A” - Vacation Rental Licensing Process**

To initiate the Vacation Rental License process for either a new license or reinstatement of a lapsed license, the Applicant can

- request an application by mail;
- download an application from the City website/document library; or
- pick up an application at City offices.

The applicant can request additional information from City staff in person, by phone, and by email.

In addition to the application form, the applicant will be given:

- The Code Enforcement Officers Inspection Checklist.  
The checklist is provided to the applicant before the inspection so the applicant knows what the requirements are before the inspection and can take appropriate action to bring the property into compliance prior to inspection.
- The Basic Visitor Rules placard.  
Basic Visitor Rules must be prominently posted on the inside of the principal exit door of each licensed property.

When the application is submitted:

- Application must be accompanied by the appropriate fees.
- When an applicant for a Vacation Rental license has not engaged in business during the calendar year until after August 1st, the required fee for the license shall be reduced by one-half. Inspection Fee is not discounted.
- Fees may be paid by cash, money order, check, or credit card.
- If access to the proposed rental crosses private property via an easement, right-of-way, or other conveyance, then written evidence of the right to use the access in this manner is required.
- A map of the parking areas for the proposed rental must be included with the application.
- City staff review the application for completeness only.

If application is incomplete, City staff will contact the applicant to request missing information.

Once application is complete with fees and required supplemental documents, application goes to Code Enforcement Officer.

Code Enforcement Officer schedules an inspection of the property.

If inspection reveals the property is not in compliance with City Code and all applicable laws, including O.R.S, O.A.R. and the State Fire Marshal, Code Enforcement Officer notifies the applicant of the deficiencies. Once the deficiencies have been corrected the Code Enforcement Officer will inspect the property again.

If proposed rental meets all requirements, the Code Enforcement Officer signs the Application form.

Applicant/manager signs off on the Code Enforcement Officer's checklist to acknowledge they understand all listed requirements, and have received and posted the Basic Visitor Rules placard

Code Enforcement Officer returns the signed Application form and a copy of the completed checklist signed by the Code Enforcement Officer and the Applicant to the City Recorder.

City Recorder verifies the management contact information on the application.

City Recorder approves and issues license to the applicant, and provides Certificate of Authority for collection of Transient Lodging Tax.

Owner or Manager of licensed rental posts Certificate of Authority in a conspicuous place in the rental.

Owner or Manager of licensed rental posts local contact information on outside of rental structure where it is easily accessible to neighbors without the necessity of interacting with any on-site tenants.

Owner or Manager may then proceed to rent the accommodation.

Owner of Vacation Rental must comply with the requirements of the Yachats Municipal Code 4.08 Transient Room Tax.

Approximately 30 days before renewal of license is due, City Recorder notifies all holders of current licenses that renewal fees and updated information are due.

The required application and license fee are due on January 1st of each year for the calendar year commencing with that date and are delinquent on February 1st.

- Renewal applicant will receive, with the renewal form, the Basic Visitor Rules placard to be posted on the inside of the principal exit door of the rental property.
- Renewal applicant will sign the renewal form, and an acknowledgment they received a new copy of the Basic Visitor Rules placard and understand the posting requirement.

When license fee is received along with a completed and signed application showing any changes in information, and applicant attests that all standards have been met, City Recorder will renew the license for another calendar year.

When a license has been active for five (5) consecutive years, the Code Enforcement Officer will inspect the rental to ascertain whether or not it is compliant with all requirements.

Applicant/manager is responsible for ensuring that Basic Visitor Rules remains posted.

When an owner or agent requests additional Basic Visitor Rules placards to replace lost or damaged ones, the City will provide them.

## **Exhibit “B” - Complaint Process**

The complaint process will be made readily available to all, beginning with a simple step-by-step description on the City website.

The complainant is expected to initiate the process while the out of compliance incident is occurring or when they first become aware that a property is not in compliance with the regulations.

If complainant attempts to contact property manager/owner as posted on property, and the phone number is invalid, a formal complaint may be filed with the City, even if the issue has been resolved since an an invalid phone number short circuits the entire process and is, in and of itself, out of compliance with requirements.

If the complainant attempts to contact property manager or owner as posted on property, and leaves a message, then the manager/owner is expected to respond promptly. If two hours have passed since the message was left and the property manager/owner has not responded, a formal complaint may be filed with the City, even if the issue has been resolved.

If the complainant successfully contacts property manager or owner as posted on property, the manager or owner is expected to respond promptly. If two hours have passed since the contact was made and the property manager or owner has not resolved the issue, then the complainant is expected to make a second call to the property manager or owner. If within an additional two hours the issue has not been resolved, a formal complaint may be filed with the City, even if the issue has been resolved outside the time limit.

When a City official, as designated in Section 1.12.040 (Enforcement authority and issuance of citations) observes that a property is not in compliance, then the City official has three options to be selected on the basis of severity, persistence, and repetition of the non-compliance. The options, listed in order of severity are 1) take the same steps as outlined above for any complainant; 2) file an official complaint; or 3) in the most severe instances, cite the license holder.

When the City official chooses option 1 (to follow the process available to any complainant) he will limit his contact to the owner or agent and allow them to interact directly with the renter as needed.

When a formal complaint is filed with the City

- All complaints shall be in writing on a form provided by the City Recorder and signed by the complainant. The complainant must show or attest that they have made a timely attempt to resolve the issue with the person officially responsible for management of the property.
- All complaints filed with the City shall be verified by the City for validity.

When a complaint is filed that is verified by the City to be valid, the owner and Agent, if any, will be notified in writing by mail or email and provided with a copy of the complaint. Either the licensee or Agent will be required to meet with a City official to discuss means by which further complaints may be avoided. If the licensee fails to meet this requirement with a reasonable amount of time, the City Recorder will prepare a report for City Council action.

Upon a second complaint, that is verified by the City to be valid, the owner and Agent, if any, will again be notified in writing by mail or email and provided with a copy of the complaint.. Either licensee or Agent will again be required to meet with a City official to further discuss mean by which further complaints may be avoided. If the licensee fails to meet this requirement within a reasonable amount of time the City Recorder will prepare a report for City Council action.

Upon a third within a 90 day period, that is verified by the City to be valid, the owner and Agent, if any, will be notified in writing by mail or email and provided with a copy of the complaint.

- The City Recorder may schedule a hearing or prepare a report for City Council action;

- The City Council may schedule a hearing;
- Either the City Recorder of City Council may, without a hearing, revoke the license immediately.

In the event that a license is revoked, the applicant or license holder shall have the right of appeal. The written notice of appeal to the Council shall be filed with the City Recorder within fifteen (15) days.

Standards of judging complaints shall include, but are not limited to, the following:

Non-compliance with Vacation Rental license standards as stated in Section 4.08.030;

Monopoly of on-street parking;

Other offensive activities not in harmony with the residential neighborhood such as trespass, excessive noise or pets running loose;

The City Council, upon hearing the evidence will adopt its findings, which may include:

(1) approve the license as it exists;

(2) revoke the license;

(3) impose appropriate restrictions on the operation of the license.

# Exhibit "C" – Inspection Checklist

## City of Yachats - Vacation Rental Inspection

### The following items are mandated by State, County or City Ordinances:

10 Year warranty Smoke Detectors present. Current ORS regulations, motel standards , Hard-wired for new homes , battery operated in older homes.

Carbon Monoxide detectors present. Required if a woodstove or fireplace is present. If door opens into a garage detectors are required.

Emergency contact person phone number and 911 posted inside house.

Bedrooms have egress windows.

Railings, lofts and decks meet building code.

Electric panels are visible or signage is present to indicate presence of panels.

State number of bedroom Vacation Rental has:

Number of bedrooms:

Number of occupants allowed:

Complies with city code

State number of on property parking spaces:

Number of on property parking spaces:

Maximum number of on property overnight parking space allowed:

On property parking is unimpeded, surfaced, usable and available to renters.

A parking map is prominently posted in the Vacation Rental home.

Garbage receptacles are present and bear proof.

Garbage receptacles are not readily visible from the street except on trash pick-up day.

Containers for the disposal of cooking grease are present.

Local contact person's phone number is posted on the outside of the house and is visible from the street.

Basic Visitor Rules are posed on the major exit door.

### The following items are recommended by Fire Chief:

Evacuation map and information posted inside house.

Beach Front Homes - Signage regarding ocean mammals, Leptos disease must be posted.

Propane tanks are secured and not under opening windows. Tanks are located according to code.

Fire extinguisher present. Not required but recommended. Visible or signage present. If fire extinguisher is for multiple use, date of last inspection.

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/>		
<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/>		
<input type="checkbox"/>		

<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/>	<input type="checkbox"/>

:

Code Enforcement Officer Signature:

Homeowner or Agent Signature

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## Exhibit “D” - Vacation Rental Basic Visitor Rules Placard

The City will provide the following Basic Visitor Rules placard for each licensed property. The purpose of the placard is to educate renters.

*[The possibility of eviction would be determined and carried out by the owner or agent; this is NOT an eviction by the City. Adding "by Order of the City of Yachats" was deemed useful to enhance the importance of the rules.]*

### Basic Visitor Rules

Pets must be controlled at all times by a leash and/or effective voice command.

Person having the custody or possession of a dog shall clean up after the dog.

Maximum number of occupants for this rental unit is \_\_\_\_\_.

Maximum number of overnight vehicles for this rental unit is \_\_\_\_\_.

Maximum number of daytime vehicles for this rental unit is \_\_\_\_\_.

No excessive noise between the hours of 10:00 PM and 7:00 AM.

All garbage or trash must be placed in the garbage container before departure.

*Violation of these basic rules can result in eviction.*

by Order of the City of Yachats

“Exhibit E” - Local Contact Agreement

A Local Contact Person is the person who is to be contacted by local residents and/or city staff to promptly address and resolve potential complaints and violations that arise from the renting of the house. If the Vacation Rental is managed by a Property Management Company, a Local Contact shall be designated by the Company. The Local Contact person shall reside or maintain an office within the local 547 or 563 calling area and within the zip code boundaries for Yachats and Waldport. The contact information for the Local Contact be shall be identified on the Vacation Rental Application and be available by phone at all reasonable times (eight a.m. to eleven p.m.) to respond in a timely manner if there is a problem during the dwelling's use as a Vacation Rental. All Local Contacts shall provide the City with documentation that demonstrates compliance with this qualification<sup>1</sup>. A copy of this agreement shall be on file with the City.

The Local Contact Person shall:

- Provide the City with a work and an after-hours/weekend telephone number where he or she can be reached.
- Be in compliance with the Yachats City Vacation Rental License Complaint process, and shall respond to a complaint from a neighbor or the City within the established timelines as outlined in the Yachats Municipal Code.
- Pick-up trash or recycling that has spilled.
- Promptly resolve parking violations by contacting the renters directly and following up to ensure that the renters have come into compliance.
- Promptly resolve noise violations (such as late night disturbances) by contacting renters directly.
- Replace any of the required postings in or on the home if removed by a renter or become unreadable.
- Promptly resolve any other issues that are time sensitive.

The Local Contact is *not* expected to directly intervene in matters where Sheriff involvement is most appropriate, such as situations involving physical violence or crimes.

By signing below, you are stating that you have read, understand and agree to performing the above stated duties.

\_\_\_\_\_  
Printed Name – Owner

\_\_\_\_\_  
Printed Name – Local Contact

\_\_\_\_\_  
Physical Address – Vacation Rental

\_\_\_\_\_  
Physical Address – Local Contact

\_\_\_\_\_  
Primary contact # - Local Contact

\_\_\_\_\_  
Secondary contact # - Local Contact

\_\_\_\_\_  
Signature – Owner

Date

\_\_\_\_\_  
Signature – Local Contact

Date

**PASSED AND ADOPTED** by the City Council of the City of Yachats on this \_\_\_\_\_ day of \_\_\_\_\_.

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstentions: \_\_\_\_\_ Absent: \_\_\_\_\_

**APPROVED** by the Mayor this \_\_\_\_ day of \_\_\_\_\_.

<sup>1</sup> A copy of a valid Oregon Driver's License or ID card or other documentation for the local contact shall be submitted with this signed agreement and the Transient Rental License Application. The City will review the documentation but will not retain the copy of any document if it contains sensitive personal information. This signed agreement shall be kept on file.

Attest:

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Ronald L Brean, Mayor

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Nancy Batchelder, City Recorder