



Port Orford STR Management Protocol

Registration

STR License application packet for owners consists of:

STR License Application

Short Term Rental New Application Self-Inspection Checklist

Short Term Rental Primary Contact & Local Agent Registration

Short Term Rental Application Process & Instructions

Good Neighbor Policy

Neighborhood Notification of Short Term Rental Permit

Licenses for STRs in Residential zones have four conditions that are more restrictive than those in commercial/mixed use zones, and are listed below. However, they all must comply with all health, safety and other requirements.

In residential 1-R and 2-R:

- There must be one on-site parking spot provided for each bedroom. For example, three bedrooms and only two parking spots would limit the license to two bedrooms.
- There is a cap or limit of 27 STRs, except for Hosted Home Shares where there is no cap.
- No new license can be issued if there is already a licensed STR within 300 feet away—property line to property line (except for grandfathered legal STRs from 9/23).
- Events, such as weddings and birthday parties are prohibited.

In commercial and mixed use 4-C and 10-MU

- No parking or distance requirements, cap, or event prohibition in these zones

Miscellaneous information:

- For 2024 licenses: owners in 1-R and 2-R who previously 1--had a City vacation rental business license, 2--actually rented it and 3--paid TLT; all during the year preceding September 17, 2023 are eligible for consideration of an STR license under the cap. There should be 27 of these. If some don't apply or can't meet the new requirements, another owner can apply for that spot under the cap.
- In 1-R and 2-R, if applications are made while the cap of 27 has been met, the applicants' names need to be noted in the order in which they were received in order to notify applicants if and when a spot becomes available.

- Owners must initial whether rental is a Vacation home rental or Hosted Home Share, as described on the application. This license does not apply to hotels, motels, lodges, etc.
- All owners or co-owners must sign the application, and the license is not transferable to a new owner.
- Inspections for health and safety or other compliance may be required at the City Administrator's option.
- Wireless battery-powered smoke and carbon monoxide detectors are compliant and are relatively inexpensive.
- Solid waste collection requirement may be satisfied by submission of documentation of an agreement with a private party.
- The City should keep Tsunami maps available for owners to either download or pick up from City Hall so they can mark evacuation routes.
- A copy of the Operating License--with license number, name of licensee or representative and contact number, number of parking spaces, maximum occupancy and property address--will meet the posting requirement on the Checklist and items 1-4 on the Primary Contact form.
- Required photographs and site plan drawing should be readable.
- When application is made for a Hosted Home Share, diligence should be used to satisfy the requirement that the STR is truly the owner's legal residence and is "...staying in the dwelling overnight while the lodgers are present". Documentation should be put in the owner's file.

Compliance

Internet listings for STRs in Port Orford should be looked at periodically (monthly?) to see if STRs are being advertised that don't have licenses, or if owners are attempting to rent additional unlicensed bedrooms. If non-complaint STRs are identified, cease and desist letters will need to be sent out to owners. Procedures for fines or any necessary court action should be developed.

A spreadsheet or filing system should be maintained for current and past information on each STR, including a record of any complaints and their resolution. Owners or contact persons could be asked to report all records of complaints. It may be useful to create a separate City email address to receive complaints.

Transient Lodging Tax data can periodically be compared with online advertising. Requests can be sent to owners to provide dates of occupancy and income for TLT audit purposes.

The City has the right to inspect STRs for compliance with health and safety, number of bedrooms or parking spots, or any other potential compliance issues. Discrepancies between advertised number of bedrooms and the number licensed, or neighbor reports of issues may be cause for scheduling an inspection with an owner.