



City Hall 1400 Highland Avenue Manhattan Beach, CA 90266-4795  
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July 5, 2012

## **NOTICE OF ORDINANCE REQUIRING A PERMIT FOR SHORT-TERM VACATION RENTALS DURING THE PERIOD FROM JULY 26, 2012 – AUGUST 6, 2012**

Dear Property Owner:

**PLEASE TAKE NOTICE** that the Manhattan Beach City Council adopted an ordinance on July 3, 2012 affecting the rental of private dwelling units as short-term vacation rentals for a specific time period each year surrounding the Charlie Saikley 6-Man Volleyball Tournament. This year the permit period is July 26 – August 6, 2012.

Pursuant to the ordinance, no person shall rent, offer to rent, or advertise for rent a dwelling unit as a short-term vacation rental during the applicable time period without first obtaining a permit from the City. In addition to the permit requirement, the ordinance establishes additional regulations and prohibitions, as stated in the attached summary of the ordinance.

If you intend to rent your property as a short-term vacation rental at any time between July 26 and August 6 of this year, you must obtain a permit from the City no later than July 20, 2012.

Please note that if you have already rented your dwelling unit for the applicable time period, you may be exempt from the permit requirement and the provisions of the new ordinance for this year, only. In order to be exempt from these provisions, you must provide the City, on or before July 18, 2012, with a copy of a fully executed lease or rental agreement that was entered into by the parties prior to July 4, 2012.

With the implementation of the short term rental ordinance, the Manhattan Beach Police Department is looking forward to a successful 6-Man tournament. As in the past, alcohol violations and municipal code violations will continue to be strictly enforced.

If you have any questions regarding the ordinance or the permit application process, please feel free to contact the City's Finance Department.

Regards,

Richard Gill  
Director of Parks and Recreation

Fire Department Address: 400 15<sup>th</sup> Street, Manhattan Beach, CA 90266 FAX (310) 545-8925  
Police Department Address: 420 15<sup>th</sup> Street, Manhattan Beach, CA 90266 FAX (310) 545-7707  
Public Works Department Address: 3621 Bell Avenue, Manhattan Beach, CA 90266 FAX (310) 546-1752

**Summary of the City of Manhattan Beach**  
**Short-Term Vacation Rental Ordinance**

**I. Prohibited Rentals**

- A. **No rental without a permit.** “No person shall rent, offer to rent, or advertise for rent a short-term vacation rental unit without a permit.”
- B. **No rental of outdoor area only.** “No person shall rent, offer to rent, or advertise for rent the outdoor area of a residence if such rental does not occur in connection with the rental of the remaining residence or dwelling unit to which the outdoor area is attached.”
- C. **No rental to commercial enterprises.** “No person shall rent, offer to rent, or advertise for rent a dwelling unit, or any portion thereof, as a short-term vacation rental to any partnership, corporation, limited liability company, commercial enterprise, or similar entity.”
- D. **No sublease.** “No person who has rented a short-term vacation rental shall sublease any dwelling unit, or any portion thereof, to any other person or entity.”
- E. **No entrance fees.** “No person shall charge a fee or request or require a donation for entrance into any short-term vacation rental.”
- F. **No rental without sufficient parking.** “An application shall be denied if the proposed site does not contain the number of off-street parking spaces required by Section 10.64.030.”

**II. Permit Application Procedures**

- A. Owner shall submit an application and remit the application fee (\$69.00). The application must include all of the information contained in Municipal Code Section 6.24.070, including, but not limited to:
  - 1. Contact information (e.g., address and phone numbers) for the owner, the authorized agent (if any), the local contact person, and the rental unit;
  - 2. The number of off-street parking spaces;
  - 3. An acknowledgement of the Good Neighbor Brochure;
  - 4. A Copy of City Business License and Hotel/Motel Occupancy Registration Certificate; and
  - 5. An acknowledgement of the obligation to indemnify the City.

### **III. Rules and Regulations regarding Short-Term Vacation Rentals**

- A. All advertisements for the rental of a unit shall include the City permit number.
- B. The owner and/or the designated local contact person must be available 24 hours per day to respond to complaints, and must respond to such complaints in the manner stated in Section 6.24.090(J).
- C. The primary occupant must be an adult 21 years of age or older.
- D. Prior to occupancy, the owner must: (i) obtain the name, address, and ID of the primary occupant; (ii) provide the occupant with the Good Neighbor Brochure; and (iii) require the occupant to execute an acknowledgement that he or she is legally responsible for compliance of all occupants of the short-term vacation rental or their guests with all applicable laws, rules, and regulations pertaining to the use and occupancy of the short-term vacation rental.
- E. The permit issued by the City and a copy of the Good Neighbor Brochure must be posted in a conspicuous place adjacent to the front door within the rental unit.
- F. Trash and refuse must be stored out of public view; the owner shall provide sufficient trash collection containers to meet the occupants' needs.
- G. The rental agreement for a short-term vacation rental must include all of the provisions stated in Section 6.24.090(I).
- H. The owner must keep written records demonstrating compliance with the ordinance.
- I. The owner must remit the hotel/motel occupancy tax as required by the Municipal Code.

### **IV. Existing Rental Agreements**

Notwithstanding the provisions of the ordinance, a property within the area described in Section 6.24.040(A) may be rented as a short-term rental for any time within the period from July 26, 2012 to August 6, 2012 without complying with the regulations contained herein, provided the owner of the property:

- (a) Provides the City with a copy of a fully executed lease or rental agreement for any time during that period, and
- (b) Such lease or agreement was entered into by the parties prior to July 4, 2012.