STR Processing Guidelines

Policy

No existing Oxnard STRs are currently operating under any regulations. All STRs operating prior to March 25, 2019, may continue operating for a 12-month period after the effective date of the City Council’s respective ordinances; however, all STRs (even if they do not comply with the ownership, separation or cap provisions provided in the draft ordinances) would be required to file for a temporary STR permit and demonstrate compliance with Occupancy Limits, Parking Requirements, Noise standards, and Refuse standards to receive a temporary STR permit.

- Before the 12-month period expires, and within an application submittal window determined by the Community Development Director, all STR owners must submit an STR application to be eligible to participate in an application vetting process and STR allocation process.
  - The applications would be vetted for consistency with the STR Processing Guidelines (Attachment 4), and applications that do not score enough points would be removed from further consideration. The applications that do score enough points would move forward into an STR permit allocation process.
  - The allocation process, to be determined by the Community Development Director, would likely be based on a first-come-first-served basis (based on the date and time the “Allocation Pool Eligibility” letter was issued) or be based on a random lottery conducted in a public setting. During the allocation process, the Community Development Director would institute the ownership, separation and cap provisions embedded within the draft ordinances. This means that applications that are consistent with the STR Processing Guidelines and operational standards may be knocked out of consideration by STR permits that have already been allocated.
- STR owners who are not successful in obtaining an STR permit, or meet all requirements of the ordinances, would be required to cease and desist STR operations by the close of the 12-month period.
- Future STR applications would be accepted and processed within an annual application “open enrollment” period as included within the STR Processing Guidelines.

Process

1. Community Development Director to establish and publicize an STR “Open Enrollment” period and publish STR Processing Guidelines.
2. Applicant to Schedule and Attend Application Submittal Appointment.
   - Submittal requirements:
     - STR Application Completeness Requirements
       - The owner of the property must be identified on this form. If the property is owned by a trust, LLC, LP, etc. then the articles of incorporation or trust document must be provided that lists all trustees, officers, etc. and the application must include a statement per the code, that is signed by all parties.
- Plans (Site Plan & Floor Plan/s)
  - Includes the location of the indoor signage, location of trash bins behind
    screening, location of parking, clearly labeled bedrooms, etc.
- Nuisance response plan
- Mailing labels or pay fee
- Affidavit of compliance
- Homeowners exemption from County (homeshares only)
- Service call report from Oxnard Police Department
- Fees and deposits

3. Planning staff to request and Finance Department to provide Transient Occupancy Tax
   (TOT) Report.

4. Planning staff to request and Police Department to provide Neighborhood Crime Statistics
   Report. Police Department to provide analysis of Service call report.

5. Planning staff to request inspection by Code Enforcement of the property to determine the
   accuracy of plans submitted with the application and compliance with the Oxnard City Code.

6. If the applicant paid the City for the radius map and labels, then request these from the
   administrative team.

7. Planner reviews application materials and issues a “Determination of Application
   Incompleteness” or “Determination of Application Completeness”
   - If Incomplete Planning staff to provide a letter stating deficiencies. Applicant to provide
     revised materials to correct deficiencies. Applicant to schedule resubmittal appointment.
   - If Complete, Planning staff to screen the application using the following point system:
     - All applications begin with 100 points.
       - If the property has not been paying TOT, deduct 5 points.
       - If the property has had a Code Enforcement Notice of Violation in the past 12
         months, deduct 5 points per Notice of Violation.
       - If the property has had a valid nuisance complaint as determined by the Police
         Department, deduct 5 points per each validated complaint.
       - If the crime statistics report shows a crime level above the average for residential
         neighborhoods in Oxnard, deduct 5 points.
     - Applications with less than 80 points will be denied.

8. Planning staff to prepare and send the “Allocation Pool Eligibility” letter to the applicant.

9. Community Development Director to Allocate STR Permits consistent with pre-determined
   protocols.

10. STR Permit Action:
    - If approved, STR Permit issued and provided to the applicant.
      - The letter will include requirements for the applicant to complete their business
        license within 15 days of notification, provide the temporary license certificate or
        receipt once complete, and send in a copy of the certificate when it is received.
        Additionally, the applicant must register with the Finance Department to pay TOT
        and provide staff with proof of registration also within 15 days.
      - Planning staff to send notice of permit issuance to all property owners and occupants
        within a 300’ radius of a registered STR.
• If denied, suspended or revoked, an Appeal application and supporting materials can be filed.
  ○ Hearing Officer to review the appeal within 15 days of Appeal application being filed.