



Posted: Friday, November 29, 2019

**NOTICE AND CALL OF A MEETING OF THE**  
**SHORT-TERM RENTAL**  
**ADVISORY COMMITTEE**

The Short-Term Rental Advisory Committee will meet on  
**TUESDAY, DECEMBER 03, 2019 at 6:00PM**  
in the Civic Club Room located at 409 Trinity Street.

**I. CALL TO ORDER/ROLL CALL**

**(5) Voting Members:** **Joe Moran**, Trinidad Bay Vacation Rentals. **Jan Nash-Hunt**, STR Owner. **Dorothy Cox**, Trinidad Resident. **Dick Bruce**, Trinidad Resident. **Kathleen Lake**, City of Trinidad Planning Commissioner.

**II. ITEMS FROM THE FLOOR**

**III. APPROVAL OF MINUTES** – 9-11-19 (*continued from October meeting*)  
– 10-22-19

**IV. AGENDA ITEMS**

1. Review draft "Permit Application Cost Recovery Timesheet", draft "STR Permit Cost Tracking Timesheet" and draft "Permit Application Fee Structure" that were recommended at September 11, 2019 Committee meeting.
2. Debrief of November 19th joint Council, Planning Commission and STR Committee meeting. Next steps?
3. Discuss suggestions for Council on how to improve enforcement/compliance with Ordinance as currently written and possible changes to Ordinance in next revision.
4. Discuss potential ramifications when improvements are made to STR's without permits.
5. Discuss "what is working" with the ordinance as currently written.
6. Discuss definitions as currently written in the ordinance. Should any be clarified, added or deleted?

**V. REQUEST FOR FUTURE ITEMS**

**VI. ADJOURNMENT**

**Gabriel Adams**  
Trinidad City Clerk

MINUTES OF THE REGULAR MEETING OF THE STR ADVISORY COMMITTEE  
WEDNESDAY, SEPTEMBER 11, 2019 AT TRINIDAD TOWN HALL, 409 TRINITY STREET

**I. CALL TO ORDER/ROLL CALL (4:38 pm)**

Committee Members Present: Bruce, Nash-Hunt, Lake  
Committee/Alternate Members Absent: Moran, Cox  
City Staff: Zetter

**II. ITEMS FROM THE FLOOR**

Committee Chair Bruce stated he may not be able to attend the October 22<sup>nd</sup> meeting, thus choosing an alternate chairman should be discussed. Planning Commissioner Lake stated that the Committee cannot discuss an alternate because it was not included in the original agenda posted. Lake further stated the agenda for this meeting was not posted correctly, and if staff continues to amend and tweak agendas it puts the City at risk. Zetter, City staff, explained that the amended agenda posted on Monday, was in line with the Brown Act because it is technically a special meeting, thus the agenda only needs to be posted 24 hours before the meeting. Thus, the amended agenda was legitimate. However, per the City Manager due to a complaint, the Committee is to proceed with the original agenda. Thereby, the agenda item, "Designate an alternate Chairperson should the STR Chairperson be unable to attend a committee meeting," has been struck from the agenda.

Lake stated the City Manager is supposed to be a part of the meeting, and requested her comment be on record. She advised that the City has adjusted the City Council meetings to fit his schedule, and the Committee's resolution stated that he is required to be present. Both Bruce and Nash-Hunt read the resolution and could not find where it states that his presence is mandatory.

**III. APPROVAL OF MINUTES**

June 17, 2019

*Motion (Nash-Hunt/Lake) to approve the June 17, 2019 minutes, as amended. (Passed 3-0).*

August 07, 2019

*Motion (Nash-Hunt/Lake) to revise the August 07, 2019 minutes as submitted. Passed (3-0).*

**Updates:**

Updated "Amend Minutes...public comments of Adam Grau..." to Alan.

**Agenda Item IV.1 has been updated as following:**

"Discussion regarding last 2 years of documented complaints plus undocumented complaints. Complaints at city hall are filed in a complaint book and in the individual STR property file. *Some complaints within the 2-year time frame do not appear in the City files, but were brought up in discussion.* Fines for violations have been issued by the property manager with a maximum of \$1,000.00. *Per the ordinance, fines usually start at \$200 per day.* Significant violations should be responded to within 30 minutes by property manager, *but there is not evidence that the City has ever issued a fine.* Enforcement of the STR ordinance is a concern. Fair and reasonable, usually lacking teeth, and possible lawsuit as a result. Better defined complaint process suggests, i.e. flow charts. Suggestion for fillable forms online and update the complaint process timeline. Signed affidavit and photo evidence, *as provided for in the ordinance have resulted in some litigation threats prior to resolution.* Some people not making complaints as a result."

**The motion of Agenda Item IV.1 has been updated as following:**

Motion: Compliance and enforcement of the STR ordinance is key, ordinance not being enforced, and City needs to come up with enforcement process *and recommend the City make clear and provide an updated complaint process.* (motion by Dick, 2<sup>nd</sup> by Kathleen, motion passed 5-0).

**Added a motion to extend the meeting an additional 15 minutes, was added after Agenda Item IV.2.**

*“Motion was made/seconded/approved to extend the meeting by 15 minutes.”*

**Added public comment before the motion to schedule the next meeting.**

*Public comment received from Daryl and Tina Freeland in regards to the lack of timely response, as per the ordinance, by property managers, and the City not enforcing the ordinance.*

It was noted after the minutes were revised, that there was a lot of information that was missing, and specifics that are helpful were not included. It was requested to make this an agenda item.

**IV. AGENDA ITEMS**

1. Designate an alternate Chairperson should the STR Chairperson be unable to attend a committee meeting.

Struck from the Agenda.

2. Discussion on how to proceed with recommendations to the City Council on findings of the committee.

Bruce stated he requested this item be agendized, because with the relatively short timeframe the Committee has a substantial amount of work to accomplish. He opined that in order to provide the City Council with an annual report, the outcome of each meeting should have a recommendation. He stated when the Committee composes their annual report to the Council, all concerns should be flushed out. Lake agreed and advised it is a wonderful first step. She voiced that she has been frustrated, because things have been gridlocked. She further stated that the Committee’s updates, should be referenced in the City Manager’s staff activities report. Bruce stated he advised the City Manager to not include the STR Committee’s recommendations on the City Council agenda, as their recommendations will be presented at the end of the year. Lake advised she does not want to present an annual report to the City Council, without the STR Committee being mentioned in the staff report throughout the the remaining months. She advised she is suggesting the staff report reference what has occurred in the STR meetings. Bruce stated it is up to the City Council, and he doesn’t want the Committee to get bogged down trying to change the City’s processes. He reaffirmed, again, he is suggesting the Committee come out of the meeting with a recommendation, which will be included in the annual report.

Lake stated the City Council should be updated on what is occurring at the STR Committee meetings in the same way they are debriefed on Planning Commission meetings, as the Planning Commission and STR Committee are both advisory committees. Bruce provided a rebuttal, advising that the Planning Commission and STR Committee are not the same thing, as the Planning Commission is a governing body that makes decisions, not recommendations. Lake opined the Planning Commission is an advisory committee. Both Nash-Hunt and Bruce clarified that the Committee’s goal is to develop an annual report, which includes documented recommendations. Lake opined that waiting to have a final report will only delay the problem, so the City Council and public need to be aware of what is occurring with the short-term rentals. Nash-Hunt advised it would be fine to include a small section in the staff report regarding the Committee. Nash-Hunt agreed that it is good to inform the public. Bruce redirected the conversation, as what is being discussed is not the agenda item. He advised the agenda item is about how to proceed with recommendations, not about including information in the staff report. However, he did advise that if the Committee wants, he will consult with the City Manager and discuss their yearning to be included in the staff report. Bruce questioned if the Committee wants him to call the City Manager, and if so if a formal motion needs to be made. Lake confirmed she wants him to reach out to the City Manager. No formal motion was made, and it was agreed on by acclamation by the three Committee members present.

Nash-Hunt advised that Bruce’s recommendation to develop at least one recommendation at the end of each meeting is a great idea. Bruce reiterated that what he is suggesting is at each meeting the Committee motions a recommendation, that will then be included in the annual report to the City Council. Lake suggested that if the Committee had an end date, the Committee would be able to confirm what they would like to cover by the time they compose the annual report.

Lake referenced an email sent by Committee member Cox, who stated in her email that at the first meeting it was agreed upon not to have a Vice Chair. Furthermore, at the first meeting it was agreed upon that all future agenda items would be discussed at each meeting. Lake suggested that if the Committee wants a new agreement it needs to be written down.

*The Committee agreed on building content for the annual report, by coming out with a recommendation at the end of each meeting, and come up with an item to be discussed upon at the next meeting. The agreement was made by acclamation.*

As Cox mentioned in her email, Bruce reminded the Committee that it was an organizational meeting. This organizational meeting included the discussion of the ordinance, and each member brought up a topic that was important to them to discuss. Lake opined it was not an organizational meeting, as it was properly posted. She further mentioned the Trails Committee doesn't have a resolution, but they are a bona fide committee. Nash-Hunt redirected the conversation, stating the Committee is getting into details that they don't need to get into, as they are aware that there are specific issues that need to be addressed. Lake advised that it is necessary to document that the Committee had a brainstorming meeting, what came out of the meeting, and that they discussed on how to proceed with each meeting. Nash-Hunt stated it is important to recognize the Committee has gotten more specific, since the first meeting. Bruce suggested that it be documented that a public meeting was held in January, authorized by the Council, and that it was used as a brainstorming meeting. Bruce further made note that a resolution wasn't passed authorizing the Committee to proceed until after January 2019. Lake mentioned that other advisory committees do not have resolutions. Bruce questioned whether the other committees are chartered to provide an annual report, and intend to present to the Council. Lake confirmed other committees do present to the Council.

Lake questioned what is topic for this meeting. Nash-Hunt confirmed the Committee is discussing on how to proceed with the recommendations. Bruce stated the Committee's motions need to be something of relevance, as they will be brought to the Council. He confirmed that the Committee is going to discuss a fee analysis. Lake mentioned the October meeting, which is scheduled as a joint meeting with the City Council. Bruce advised that he does not know what the reason is for the joint meeting with the City Council.

***Motion (Nash-Hunt/Lake) to cancel the meeting on October 22, 2019 with the City Council, and suggest that we meet separately as the STR Committee (Passed 3-0).***

Bruce questioned whether it is appropriate to send out a request for possible agenda items for the next meeting to all Committee members. Lake advised to send the email to the City Manager first, and request it be distributed.

3. Discussion regarding the current number of permits, application fee, and fee analysis (staff time spent on STR).

Bruce referred to the Cost of Implementing STR Permit Memo provided by the City Manager and City Clerk. Lake opined the fee analysis memo is missing the STR Committee meetings, complaints, and enforcement aspects. She further stated the City Planner and Grant Administrator should be included. In regards to the information on the memo stating, "A straight-forward, complete renewal application process, based on 33 permits, should cost the City in labor approximately \$150..." Bruce indicated there is no way the City will be able to provide a definite amount, until the City documents every minute a staff person works on the permit. Bruce suggested that a cover letter be added to the permit application, which would be used for documentation when any staff member is working on the permit. Bruce further explained that the time sheet would be attached to the front of the application and each staff member who is involved with the application, will date and initial time spent in quarter hour increments. After this is done, the City will be able to do a cost analysis. The City will then be able to evaluate how long it takes to process a permit and the actual cost. Bruce suggested the flat rate remain the same, but if the list price goes over the \$300 flat rate, then the owner pay the additional amount. Both Lake and Nash-Hunt agreed with his suggestion. Bruce further suggested the extra money can be used for other STR expenses. Nash-Hunt suggested the application include a cover letter where the owner/property manager can sign advising that no changes have been made. Furthermore, Nash-Hunt advised paperwork that has not changed should be kept by the City, which will cut down on the amount of information that has to be

submitted/reviewed. Nash-Hunt further agreed that an extra cost is fair. Lake advised some documents that have been submitted are not complete and yet are being accepted, so the enforcement is lacking. Lake opined that if something hasn't changed, the owners need to sign a document. The Committee agreed that they would like Bruce to propose a cover letter for the time/fees.

Bruce redirected the conversation to discuss the budget document the City Clerk and City Manager provided, before making a motion. Bruce pointed out that the second largest revenue maker is the T.O.T. He stated he had asked the City Clerk how much T.O.T. revenue was brought in from STRs. Bruce indicated that the City Clerk advised that all of the T.O.T. comes from the STRs, except for the Bed and Breakfast. Bruce noted that this information is an indicator that the STRs are providing a substantial amount of revenue for the City, thus a percentage of the revenue can potentially be used for enforcement. He suggested revenue be used for enforcement, because it is the biggest issue that will be presented to the Council. He noted it will probably lead to more staff time. Lake opined revenue is not worth the problems the STRs are causing. She further stated she would never support adding more staff, and until the City has the STR enforcement tightened up, the City must look at the overall impacts. Nash-Hunt stated that the City is not finding solutions, as the City does not have the time. Lake mentioned residents have filed complaints. Nash-Hunt opined that a lot of the complaints are hearsay and can be dramatic.

***Motion (Lake/Nash-Hunt) to extended meeting an additional 10 minutes (Passed 3-0)***

Bruce confirmed the Committee is in favor of a cover sheet for a fee analysis. Bruce advised that using a cover sheet will cover regulations B & C in violations.

Lake requested that all mailings for STR point of contacts include the zoning information. Furthermore, she stated she wants information regarding the permit caps, and wants a comparison of where the City is in regards with the amount of permits verses last year. She opined the STR Committee/public need the complaint response time information.

Lake stated the City needs to include complaints in the individual STR files. Bruce indicated this would not be included as a part of the cost of the permit, but instead will only keep track of the history of the STR. This will allow the City to review how much the STR itself costs the City on an annual basis.

***Motion (Bruce/Nash-Hunt) suggest a staff timesheet be attached to the front of the application and each staff member who is involved with the application, date and initial time spent in one quarter hour increments, and have a second sheet to record additional staff time, complaints, enforcement, etc. in one quarter hour increments (Passed 3-0).***

***Motion (Lake/Nash-Hunt) the City implement a cost analysis to include staff time spent on updating STR mailing contact information, and a cost analysis for the STR Committee (Passed 3-0).***

**V. Request for Future Items**

***Motion (Nash-Hunt/Lake) to meet on October 22<sup>nd</sup> at 10:00 am.***

**VI. Adjournment**

***Motion (Nash-Hunt/Lake) meeting to adjourn.***

Meeting adjourned at 8:00 pm. Next meeting scheduled for 10:00 am on October 22, 2019.

Submitted by:

Approved by:

**Angela Zetter**  
Administrative Assistant

**Dick Bruce**  
STR Committee Chair

MINUTES OF THE SPECIAL MEETING OF THE STR ADVISORY COMMITTEE  
TUESDAY, OCTOBER 22, 2019 AT TRINIDAD TOWN HALL, 409 TRINITY STREET

**I. CALL TO ORDER/ROLL CALL (10:05 pm)**

Committee Members Present: Bruce, Nash-Hunt, Lake, Cox  
Committee/Alternate Members Absent: Lake  
City Staff: Naffah, Zetter

**II. ITEMS FROM THE FLOOR**

T. Freeland (Trinidad resident) advised the most recent tourist summer season has shown improvement, specifically at the Groth House, a rental near her residence. She stated she has met multiple times with the property manager, Linda Moran. Freeland provided a written list of suggestions, which are as follows: (1) arrival time no later than 9:00 pm; (2) manager(s) meet and greet guests to explain rules; (3) increase fines and enforce them; (4) specify no more than two pets, no extra pets if friends visit, and require a fenced-in area for pet-friendly properties; (5) specify what a special event is; (6) provide a max number of visitors of guests. Freeland added verbal comments to her written comments. In regards to number two, she added the meet and greet should occur in a two-hour window of the guests arriving. In regards to number six, she added a max number should be put in place, as it impacts parking and noise.

M. Reinman (Redwood Coast Vacation Rentals) stated there must always be a balance. Specifically, in response to the suggestion by T. Freeland, a 9:00 pm check in for guests can prove to be difficult for multiple parties. He advised there are employment restrictions, thus property managers might not be able to be there, and it should be considered that some guests are traveling a substantial distance. Additionally, he advised the property managers want to address the entire group, so a morning check-in may be better. He clarified that a morning check would be fine, even if the guests arrived the night before. He further stated he agreed this City's tourist season went well. Reinman suggested the guests be responsible for fines, as they have signed paperwork which includes the City's rules and regulations. Reinman agreed the property manager needs to reach out, but advised the resident should be fined not the owner/property manager. He did understand this poses a challenge for the City.

J. Kitchen (Trinidad resident/Trinidad Retreats) stated pet friendly topics should be agendized for future meetings and advised her property management company always keeps pets to a maximum of two. She advised the limit has been helpful, but did state most of the properties aren't fenced. She did raise the point that if the property is fenced, guests are more inclined to leave their dogs unattended. In terms of meet and greets, she questioned the amount of significant violations this past summer. She further stated meet and greets are impracticable, unreasonable, and unwarranted based on the amount of stays they have. She advised that because there have been so few complaints, there is nothing that proves they are useful. She suggested meet and greets be removed from the ordinance.

T. Freeland (Trinidad resident) in response to J. Kitchen, advised she opted not to file complaints with the City.

Committee member, Nash-Hunt, in response to J. Kitchen, advised there were two complaints due to a lighting, and third was in the form of an email.

M. Sterling (Trinidad resident/STR owner) advised having an STR gives her financial stability. She also stated she appreciates the individuals that are working with the City. The time and effort is recognized.

City Manager Naffah stated in November there will be a joint meeting with the City Council, Planning Commission, and the STR Committee.

**III. APPROVAL OF MINUTES**

August 7, 2019

***Motion (Nash-Hunt/Moran) to approve the August 7, 2019 minutes, as amended. (Passed 4-0). Passed unanimously.***

September 11, 2019

***Motion (Nash-Hunt/Moran) to revise the September 11, 2019 minutes as amended. Failed (2-2).***

***Motion (Nash-Hunt/Moran) to table the Sept. 11, 2019 minutes until the next meeting. (Passed 4-0). Passed unanimously.***

#### **IV. AGENDA ITEMS**

1. Designate an Alternate Chairperson Should the STR Chairperson be Unable to Attend a Committee Meeting:

Committee Chair Bruce advised he wants to discuss choosing an alternate chair, as extenuating circumstances do occur that could cause the Chair to be absent. Committee member Moran advised Planning Commissioner Lake's email stated a Vice-Chair is not permitted. However, he opined there is a difference between having an alternate vs vice-chair. Bruce stated Lake advised having a vice-chair was voted down at the first meeting. Bruce, however, advised he does not recall that occurring. Committee member Cox stated she recalls a discussion regarding it. Nash-Hunt questioned if any Committee member wanted to volunteer. Moran volunteered.

***Motion (Nash-Hunt/Bruce) to nominate committee member Moran to act as vice-chair in the event the Chair is unable to attend, due to extenuating circumstances. Passed (4-0). Passed unanimously.***

2. Briefing by City Manager and Discussion on Purpose and Expectations of Joint November Meeting with City Council and Planning Commission:

City Manager Naffah provided two optional dates for the joint meeting, November 19<sup>th</sup> and November 21<sup>st</sup>. Naffah advised the purpose of the meeting is to have an open discussion about how the past year's tourist season went. Thus, providing a platform for the public to participate in the discussion with the City Council, Planning Commission, and STR Committee all present. Naffah clarified for the Committee that they do not need to compose their formal annual report/recommendations for this meeting. Naffah also confirmed members of the Committee can make comments apart from their association with the Committee. His hope is that the meeting provides valuable information and helps the decision process regarding ordinance revisions.

Bruce advised the formal report will be provided to the Council at the end of the year. Nash-Hunt questioned when the STR Committee is turning over the report to the Planning Commission. Moran stated the Committee is only presenting to the Council, who will then provide guidance to the Planning Commission. Cox opined the Committee has not met enough to make formal recommendations, and advised they are behind in their timeline. Bruce opined it is acceptable for the Committee to come up with two or three items formally (via passed motions), and then compose the annual report the following year. Naffah advised the Committee is guiding the timeline.

Bruce advised he can compose a brief description of the motions that have been made over the course of the meetings and provide it to the City Manager, prior to the joint meeting. Moran suggested the document be used as a preview of the Committee's recommendations. City Manager Naffah was in support of the idea, but advised it is not required. There was a general consensus by the four Committee members present that Bruce will compose a brief report for the upcoming joint meeting composed of the motions made, which will be submitted no later than November 11<sup>th</sup> to the City Manager.

Bruce also made mention, as the Brown Act has been discussed multiple times, he clarified the Committee is not subject to the Brown Act because they are only an advisory committee. He stated the Brown Act only applies to the City Council and Planning Commission because they are decision making bodies.

3. Discuss Impact of STR's on Trinidad Neighborhoods:

Bruce acknowledged Planning Commissioner Lake's comments, which were provided in the packet. Cox stated there has been a longstanding housing issue and lack of neighbors. She further opined there a sense of community is lacking in the town and STR ordinance enforcement has always been an issue. Cox further stated traffic and parking issues worsen during tourist season, and advised a traffic study needs to be conducted on Ocean Ave. Furthermore, she advised there isn't any affordable housing and mentioned Lake's concern over the City's ISO rating. City staff corrected the comment regarding the ISO rating, as the City has a good rating. Bruce advised the ISO rating is based off of multiple facts, such as location of fire hydrants, type of fire department, type of equipment used, etc. Nash-Hunt questioned how Lake related the ISO to STRs.

Moran redirected the conversation. He opined the discussion should be balanced, as it seems only the negatives are discussed. Moran advised the benefits the industry brings should be discussed, and reminded the Committee that perspective is important. Moran voiced how there is a large economic benefit, clarifying it is not just the T.O.T. Nash-Hunt mentioned how she is unclear as to why Lake and Cox believe STRs increase transient traffic. She stated residences have multiple cars, and parents picking up/dropping off children at the school causes more traffic than STRs. Bruce stated the Committee should agendaize an item to discuss the benefits, as it is beneficial to look at the positives. Nash-Hunt agreed, advising positive and negatives impacts need to be discussed.

**Motion (Cox/Moran) to extend the meeting to 11:45 am. (Passed 4-0). Passed unanimously.**

Nash-Hunt stated she was glad to hear the complaints have been down this year. She advised she spoke with several individuals, who indicated it was a quiet summer. She advised it gave her hope that the complaint process and meet and greets have improved.

*Public Comment:*

A. Grau (Trinidad resident) - Chairmen Bruce read his submitted comments.

M. Reinman (Trinidad STR owner) stated one of the real opportunities the Committee has is to open up a healthy dialogue, because in the past, conversations had become uncivil and taken personally. He advised that the we need to move away from that, and have a healthy conversation. He mentioned there are positive impacts on neighborhoods, as the STR owners are creating subsidized housing (i.e. Campfire victims) as they can afford to do so. He suggested using a percentage of T.O.T. for subsidized housing.

T. Freeland (Trinidad resident) stated they experienced a more pleasant summer because of the hard work put in by property managers, Lynda and Joe Moran. She stressed the importance of personal communication between guests, neighbors, and property managers/owners.

*Committee Member Discussion*

Cox opined it is important for neighbors to know when an STR changes to an LTR. Nash-Hunt opined it appears some STRs are having problems and others are not, which could indicate the house-specific rules are too vague. She suggested stricter rules, for those particular STRs. Moran indicated the Committee is going in circles; they need to be specific and move forward.

4. Discuss Potential Ramifications When Improvements are Made to STR's Without Permits:

Bruce suggested the Committee reorder the agenda, due to time.

**Motion (Nash-Hunt/Moran) table agenda item until the next meeting (3-0, 1 abstention Cox).**

5. Decide on Date of Next Committee Meeting, Request for Future Agenda Items, and Prioritize Next Meeting's Main Topic(s) for the Committee to Discuss.

Bruce questioned if December 3<sup>rd</sup> at 6:00 pm would work. Bruce further advised the potential items for the next agenda could be (1) discuss potential ramifications when improvements are made to STR's without permits (submitted by Cox), (2) "what is working in the ordinance," such as have complaints been reduced since the previous year, has staff learned and/or are they working on better ways to address concerns/complaints, has staff developed a process/procedure for handling complaints, does the City benefit from the T.O.T. that is generated by STRs, do STRs provide an economic benefit to small businesses in the City, etc.

Bruce opined there needs to be a deadline for packet material. Naffah suggested the Wednesday before or a week before a meeting.

Moran suggested adding a few definitions, because if there is clarity the Council can examine the ordinance and possibly make amendments.

*Motion (Nash-Hunt/Cox) a request for agenda items be submitted a week prior to the meeting. Passed (4-0). Passed unanimously.*

*Motion (Moran/Nash-Hunt) to agendize Cox, Bruce, and Moran's agenda items and any potential items that are submitted by the week deadline. (Passed 4-0). Passed unanimously.*

**V. Request for Future Items**

See agenda item number five.

**VI. Adjournment**

*Motion (Moran/Cox) to meet on December 3, 2019 at 6:00 pm.*

Meeting adjourned at 11:50 am. Next meeting scheduled for 6:00 pm on December 03, 2019.

Submitted by:

Approved by:

**Angela Zetter**  
Administrative Assistant

**Dick Bruce**  
STR Committee Chair



## **DISCUSSION AGENDA ITEM 1**

### **SUPPORTING DOCUMENTATION FOLLOWS WITH: 3 PAGES**

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1. Review draft "Permit Application Cost Recovery Timesheet", draft "STR Permit Cost Tracking Timesheet" and draft "Permit Application Fee Structure" that were recommended at September 11, 2019 Committee meeting.

# STR PERMIT APPLICATION COST RECOVERY TIMESHEET

CITY CLERK

ADMIN ASSISTANT

BLDG INSPECTOR

PLANNER

ENGINEER

CITY MGR

PUB WORKS/OTHER

DRAFT

**(insert year) STR PERMIT NUMBER (insert permit#) COST TRACKING TIMESHEET**

To be used to track all staff activities throughout the year that are not related to the review or issuance of the annual STR Permit

**CITY CLERK**

**ADMIN ASSISTANT**

**BLDG INSPECTOR**

**PLANNER**

**ENGINEER**

**CITY MGR**

**PUB WORKS/OTHER**

DRAFT

## **CITY OF TRINIDAD STR PERMIT APPLICATION FEE STRUCTURE**

The minimum fee for processing a City of Trinidad STR Permit application for both initial and annual Permit renewals is set at \$300. However, in order to fully cover the cost to the City of incomplete or complicated applications, all staff time associated with processing the application will be tracked in ¼ hour increments at actual staff costs. A cover sheet will be attached to the front of the application and staff will date, briefly notate their billable activity, and initial their time spent each time they work on the application. Upon completion of the application review process, the actual cost of staff time spent in processing the Permit will be calculated and if it exceeds the base rate of \$300 the overage will be billed to the Permittee. Upon payment of the balance due the Permit will be issued.

DRAFT



## **DISCUSSION AGENDA ITEMS 2-6**

**SUPPORTING DOCUMENTATION FOLLOWS WITH: 0 PAGES**

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Discussion Agenda Items 2-6 do not have any supporting documentation.