



# COMMUNITY DEVELOPMENT AGENCY

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July 28, 2020

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Marin County Board of Supervisors  
3501 Civic Center Drive  
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**SUBJECT:** Conduct a Second Reading of an amended Short Term Rental Ordinance

Dear Supervisors,

Building and Safety  
Environmental Health Services  
Planning  
Environmental Review  
Housing  
Sustainability  
Code Enforcement  
GIS  
Federal Grants

[www.marincounty.org/cda](http://www.marincounty.org/cda)

**RECOMMENDATION:**

Adopt the proposed short term rental (STR) ordinance, which will amend and replace the existing STR ordinance (Ord. No. 3695) that is expiring on August 7, 2020.

**SUMMARY:**

The Board heard the First Reading of the proposed STR ordinance on July 14, 2020 and did not require any changes to the proposed language, which include minor refinements to require the information about the Local Contact Person be provided at the time the application for a Transient Occupancy Tax (TOT) certificate and when reporting TOT, rather than at the time a business license is issued or renewed. The Local Contact Person information will be used by the County or its compliance agent and be made available to the general public. The proposed ordinance would not have an expiration date.

**DISCUSSION:**

We have received a number of comments requesting that more substantive changes to the STR be made at this time. The recommendations range from limiting the number of nights an STR may operate to prohibiting STRs in residential zones. Consideration of substantive changes will require expanded public input, something that is difficult under the current resource constraints imposed by the COVID-19 pandemic. Staff will continue to monitor the effectiveness of the program and consider additional changes at a later date to ensure all community members are able to participate in the process.

**FISCAL/STAFFING IMPACT:**

The fiscal and staffing impacts related to the proposed Ordinance include the costs of implementation and enforcement for both the Department of Finance and the Community Development Agency (CDA). Currently, there are no permit fees proposed to offset the workload for the Department of Finance and CDA. Staff will continue to work with the Board subcommittee and the County Administrator to evaluate the appropriateness of offsetting the general fund impacts associated with

this Ordinance with revenue collected from the business license and transient occupancy tax programs.

**REVIEWED BY:**

<input checked="" type="checkbox"/> Department of Finance	<input type="checkbox"/> N/A
<input checked="" type="checkbox"/> County Counsel	<input type="checkbox"/> N/A
<input type="checkbox"/> Human Resources	<input type="checkbox"/> N/A

**SIGNATURE:**

*Kathleen Kilgariff*

Kathleen Kilgariff  
Planner

Attachment:

1. Proposed Short Term Rental Ordinance
2. Public Comments