



Office of the City Manager
7 North Dixie Highway
Lake Worth Beach, FL 33460
561-586-1689

MEMORANDUM

TO: HONORABLE MAYOR & CITY COMMISSIONERS

FROM: CARMEN DAVIS, CITY MANAGER

**THROUGH: WILLIAM WATERS, DCS DIRECTOR
AND
YOLANDA ROBINSON, ASSISTANT DIRECTOR FOR CODE
COMPLIANCE**

**SUBJECT: VACATION AND SHORT-TERM RENTAL ENFORCMENT POLICY
AND SCHEDULE**

DATE: FEBRUARY 21, 2023

Per the commission's direction to provide an enforcement plan for the prohibition on vacation and short-term rentals, staff is provided the following as a policy and timeframe for the initial actions to be taken.

1. Beginning in March, staff will prepare courtesy notices to be sent to all properties submitted through the complaint process for use as vacation or short-term rentals. An initial ninety (90) days will be provided to come into compliance with the prohibition.
2. Staff will continue to investigate those properties identified by the general public and through neighborhood associations.
3. Staff will reach out to the following to obtain a list of properties within the City registered as a vacation or short-term rental.
 - a. Palm Beach County Tax Collector
 - b. Palm Beach County Business License
 - c. Florida Department of Business and Professional Regulation
 - d. Other governmental entities as appropriate
4. Staff will prepare courtesy notices with an initial ninety (90) day compliance date for all properties identified as potentially vacation or short-term rentals from lists obtained in item 2.
5. Staff will again check with the appropriate entities for updated lists of potential vacation or short-term rentals at the end of the initial courtesy ninety (90) day notice.
6. Those properties still in violation will be sent a formal Notice of Violation provided a another ninety (90) day compliance period.

7. Following the second ninety (90) day compliance period, staff will check for a third time with the appropriate entities to ascertain which properties may still be operating as vacation or short-term rentals. Those still operating after the initial courtesy ninety (90) days and the following secondary ninety (90) days will be scheduled for hearing before the Special Magistrate.
8. Staff will present all outstanding vacation or short rental cases to the Special Magistrate, who likely will provide yet another ninety (90) days to come into compliance.
9. Following the third ninety (90) deadline, staff will check for the fourth time with the appropriate entities to document, which properties may still be operating as vacation or short-term rentals. Those that are will begin to accrue a daily fine until compliance is met.
10. After this initial series of enforcement actions, staff will provide an update to the Mayor and Commission. Depending on the number of properties still operating or the degree of difficulty to attain compliance, staff will provide a series of next step options to consider as part of the Fiscal Year 2024 budget. Those options may include but not be limited to the following:
 - a. Proposal of additional code compliance officer(s) and administrative staff. As part of this recommendation, staff likely would recommend that the registry of vacant, foreclosed and abandoned, improved and unimproved properties be brought in house.
 - b. Propose contract with an outside service provider to focus solely on vacation or short-term rental enforcement.
 - c. Propose contract with an outside service provider to identify and track vacation or short-term rentals within the City.

Enforcement of the vacation and short-term rental prohibition will take some time. It is anticipated that it will take between nine (9) and fifteen (15) months to complete the initial steps of enforcement actions. As mentioned, staff will provide an assessment of progress to date at various times over the intervening months.

Should you have questions or comments, please let us know. Thank you.

