



City of Coral Gables

Administrative Order of the City Manager

Administrative Order No.: 2021-05 **Title:** Short Term Rental Citation and Enforcement Procedures

Ordered: October 15, 2021 **Effective:** October 15, 2021

AUTHORITY: Coral Gables Zoning Code Article 2 "Zoning Districts", Section 2-101 "Single Family Residential District"; City Attorney Opinion 2013-055

PURPOSE

Short term rentals are not permitted by the Coral Gables Zoning Code in residential areas. The purpose of this Administrative Order is to delineate the enforcement responsibilities between the Police Department and Code Enforcement Division when responding to complaints regarding short term rentals.

APPLICABILITY

This Administrative Order applies to all short-term rental properties leased to an individual for a period of less than 6 months, whether leased through a short-term rental online platform or otherwise.

PROCESS

Code Enforcement

A short-term rental reported directly to the Code Enforcement Division should be addressed as follows:

- The Code Enforcement Officer should visit the property to verify the property is being used as a short-term rental.
- If a citable offense is found, the Code Enforcement Officer shall issue a citation to the property owner of record as indicated on the Property Appraiser's website. If the property owner is not present, the citation should be posted on the property.
 - o Immediate citation (no warning) of \$150.00 per day for first violation (tenant)
 - o Subsequent violations (new tenant/s) should be cited at \$500 per day and treated as a repeat violation
 - o Immediately document and provide report of action to Department Director, City Attorney's Office, and City Manager's Office
 - o Ensure property owner takes all necessary corrective action before deeming the property in compliance, including:
 - removing listing of short-term rental from online platforms, and
 - ceasing the provision of sleeping accommodations for weekly or daily transient guests, and
 - furnishing a compliant lease or vacant property registration to the City
 - o The City may continue running fines of all open citations until the property owner has demonstrated compliance.

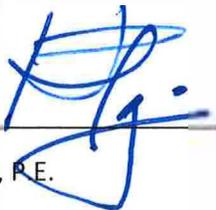
- In addition to citing for an initial short-term rental violation upon discovery, the Code Enforcement Officer should attempt to obtain check-out information from individuals onsite, and re-inspect on that date to ascertain whether new individuals have moved in. A schedule to re-inspect on a regular basis should be developed and repeat violations should be cited as appropriate.

Police Department

The Police Department shall be responsible for following up on short-term rental complaints reported directly to the Police Department, complaints that come in after hours and on weekends, properties known to contain noncompliant inhabitants, and nuisance properties that have other potential associated code violations such as excessive noise, illegal parking etc. The above listed categories of complaints should be handled by the Police Department in accordance with Departmental S.O.Ps consistent with the following steps:

- The police officer should visit the property to verify the property is being used as a short-term rental.
- If a citable offense is found, the police officer shall issue a Code Enforcement Citation to the property owner of record as indicated on the Property Appraiser's website. If the property owner is not present, the citation should be posted on the property.
 - o Immediate citation (no warning) of \$150.00 per day
 - o Subsequent violations (new tenant/s) should be cited at \$500 per day and treated as a repeat violation (the Code Enforcement Department may have to make this determination)
- Following the issuance of a citation, the Police Department shall transmit information and documentation associated with the violation to the Code Enforcement Division for proper administrative follow up.
- Once all documentation is transferred from the Police Department to the Code Enforcement Division, the Code Enforcement Division shall take responsibility for any additional follow-up required e.g. scheduling Code Enforcement Board Hearings, processing payments, subsequent inspections for repeat violations and the like.

APPROVED BY:



Peter J. Iglesias, P.E.

City Manager

10/15/21

Date