



City of Palm Springs

## VACATION RENTAL ADMINISTRATIVE PROCEDURE

### **Subject: Authority for the Issuance of Administrative Citations**

#### **I. Purpose**

To update the City's procedure for the issuance of certain administrative citations to Vacation Rental Owners, Owner's Agents, dated August 2014, and address Homeshare Owners regarding these citations.

#### **II. Application**

Palm Springs Municipal Code (PSMC) Section 1.06.030 empowers the City Manager to direct or authorize an Enforcement Official to issue an Administrative Citation without first complying with the City's discretionary pre-citation or courtesy notice requirements.

This Administrative Regulation is issued as an interim matter. The issue addressed pursuant to this regulation will be the subject of an amendment to PSMC Chapter 5.25.

#### **III. Procedure**

- A. In accordance with an administrative regulation issued in August 2014, Vacation Rental Enforcement Officials are authorized to issue an administrative citation for any violation of PSMC Chapter 5.25 without first complying with pre-citation or courtesy notice provisions in PSMC Section 1.06.030.
- B. Commencing today, that administrative regulation shall apply to Homeshare Owners.
- C. Commencing today, that administrative regulation shall **not** apply to any violation of Section 5.25.070(k), relating to trash and refuse, stored in proper containers in public view, on non-scheduled trash collection days, at a Vacation Rental or Homeshare.
- D. Should a violation of Section 5.25.070(k) occur, the Owner or Agent of the Vacation Rental or Homeshare where the violation takes place shall be given a pre-citation or courtesy notice, and have sixty (60) minutes to cure the violation, which time shall commence upon verbal communication with an Enforcement Official.

- E. "Verbal contact" is defined as a conversation, whether in person or by telephone, between the Owner or Local Contact Person for a Vacation Rental, or the Owner of a Homeshare on the one hand, and the Enforcement Official on the other hand. "Verbal Contact" shall also include a voicemail left on the telephone number listed on the application on file with the City for a Vacation Rental or Homeshare, whether for the Owner or Local Contact Person in the case of a Vacation Rental, or the Owner in the case of a Homeshare.
- F. Any failure to cure the violation subject to this administrative regulation within the sixty (60) minute "cure" period will result in the issuance of an administrative citation for the violation in question.
- G. This administrative regulation is not retroactive.

**IV. Effective Date**

This procedure has been approved on October 4, 2018.

APPROVED:



DAVID H. READY, Esq., Ph.D.  
City Manager

AS TO FORM:



EDWARD Z. KOTKIN  
City Attorney