



ORDINANCE NO. 2023-02

AN ORDINANCE REGULATING SHORT-TERM RENTALS WITHIN THE CITY OF NEHALEM; AND DECLARING AN EMERGENCY

WHEREAS, Nehalem City Code (NCC) Chapter 157 defines short-term rentals as an outright allowed use in residential zones; and

WHEREAS, the City of Nehalem wishes to establish rules and regulations relating to Short-Term Rentals within the City to ensure the safety, welfare and convenience of renters, owners and neighboring property owners throughout Nehalem;

NOW, THEREFORE, THE CITY OF NEHALEM DOES ORDAIN AS FOLLOWS:

Section 1. Title.

The provisions of this chapter are intended to authorize and regulate the short-term rentals on all property within the City of Nehalem. This chapter shall be known as the "Short Term Rental Operating License Regulations."

Section 2. Purpose and scope.

A. This ordinance provides reasonable and necessary regulations for the licensing of short-term rental of residential dwelling units in order to:

1. Ensure the safety, welfare and convenience of renters, owners and neighboring property owners throughout Nehalem.
2. Balance the legitimate livability concerns with the rights of property owners to use their property as they choose.
3. Recognize the need to limit short-term rental options within the neighborhoods to ensure compatibility, while recognizing the benefits of short-term rentals in providing recreation and employment opportunities, as well as transitional housing and business related short stays.

4. Help maintain the City's needed housing supply for long-term residential use.

5. Protect the character of the City's neighborhoods by limiting the number and concentration of full-time short-term rentals. In the adoption of these regulations, the City finds that the transient rental of dwelling units has the potential to be incompatible with surrounding residential uses. Therefore, special regulation of dwellings listed for transient occupancy is necessary to ensure that these uses will be compatible with surrounding residential uses and will not materially alter the neighborhoods in which they are located.

B. A short-term rental license is a permission to operate a short-term rental in accordance with this chapter. An operating license may be terminated or revoked if the standards of this chapter are not met, or the dwelling is sold or otherwise transferred as defined in this chapter. This chapter provides an administrative framework for licensing the annual operation of a short-term rental.

C. The regulations of this code are not intended to permit any violation of the provisions of any other law or regulation.

D. Exemption of a use from the provisions of this chapter shall not exempt the use from other applicable provisions of the Nehalem City Code (NCC).

E. The short-term rental use of a dwelling does not, in itself, require a business license as a home occupation.

Section 3. Definitions.

A. Applicant(s) means an owner(s) of a dwelling unit who applies to the City for a short-term rental operating license.

B. Authorized agent is a property management company or other entity or person who has been designated by the applicant or licensee, in writing, to act on their behalf. The authorized agent may or may not be the designated representative for purposes of contact for complaints.

C. City Manager means the City Manager or his or her designee.

D. "Dwelling unit" means a lawfully established single unit that provides complete independent living facilities for one or more people including permanent provisions for living, sleeping, eating, sanitation and one cooking area. "Dwelling unit" includes a single-family dwelling and a factory-built or manufactured dwelling that bears a valid certification of compliance with applicable manufactured dwelling standards. A recreational vehicle is not a Dwelling Unit. The term excludes tents, teepees, yurts, travel trailers and other similar uses.

E. Hosted homeshare means the transient rental of a portion of a dwelling while the homeowner is present. For the purposes of this Title, “present” means the homeowner is staying in the dwelling overnight, simultaneously with paying guests

F. Licensee means the owner(s) of a dwelling unit who holds a short-term rental operating license.

G. Non-transient rental means to rent a dwelling unit or room(s) for compensation on a month-to-month basis, or for a longer period.

H. “Owner(s)” means the natural person(s) or legal entity that owns and holds legal or equitable title to the property. If the owner is a business entity such as a partnership, corporation, limited liability company, limited partnership, limited liability partnership or similar entity, all persons who own an interest in that business shall be considered an owner.

I. Short-term rental means a Hosted Homeshare or Vacation Home Rental. Short-term rental includes advertising, offering, operating, renting, or otherwise making available or allowing any other person to make a dwelling unit available for occupancy or use a dwelling unit for a rental period of 30 or fewer nights.

J. Short-term rental operating license means the regulatory license required by and described in this chapter. It will be referenced as an “operating license.”

K. Transfer means the addition or substitution of owners not included on the original license application, whether or not there is consideration. If multiple owners exist on a license, individual owners may be removed from the license without constituting a transfer.

L. Transient rental means to rent a dwelling unit or room(s) for compensation on less than a month-to-month basis.

M. Vacation home rental means the transient rental of an entire dwelling unit.

N. Daytime means between the hours of 7:00 am to 10:00 pm

O. Overnight means between the hours of 10:00 pm to 7:00 am the following day.

P. Houseboat means a floating structure, without a means of self-propulsion, which is primarily for occupancy as a single-family dwelling which is constructed on a floatation system that is designed and constructed as a boat and which is directly connected to electrical, sanitary sewer, and/or potable water supply.

Section 4. Annual Short – Term rental operating license required.

- A. No owner of property within the Nehalem City limits may advertise, offer, operate, rent, or otherwise make available or allow any other person to make available for occupancy or use a short-term rental without a short-term rental operating license. Advertise or offer includes through any media, whether written, electronic, web-based, digital, mobile or otherwise.

- B. It is a Class A Civil Infraction as provided in Ordinance 2023-03 to rent or operate a short-term rental without obtaining the license required by this section or to rent the property on a short-term basis without the current license posted conspicuously in the rental property as required below.

Section 5. Application and fee.

A. *Application Required.* Applications for an operating license shall be on forms provided by the City, demonstrating the application meets the standards required by this chapter. The applicant or authorized agent shall certify the following information to be true and correct:

1. *Owner/Applicant Information.* Applicant's name, permanent residence address, telephone number, email address, and the short-term rental address and telephone number.
2. *Local Representative Information.* The applicant shall provide the name, telephone number, address and email of a local representative (which can be a person or company) who can be contacted concerning use of the property or complaints related to the short-term rental, as set forth in Section 8. For the purposes of this requirement, local means the representative's address is within a 15 minute travel time of the subject property.
3. *Parking.* Statement that required parking spaces are available, with a dated photo(s) submitted of interior and exterior parking spaces. A site plan including a parking diagram of these parking spaces shall also be submitted. The site plan shall be a scale drawing, which can be hand drawn, showing property boundaries, building footprint, location and dimensions of parking spaces.
4. *Occupancy & Floor Plan.* The applicant shall provide a floor plan identifying the number of bedrooms and occupancy proposed for use. The floor plan shall show in rough dimensions the locations and dimensions of all bedrooms in the dwelling unit or single-family dwelling.
5. *Good Neighbor Guidelines.* Acknowledgment of receipt and review of a copy of the City's good neighbor guidelines. In addition, evidence that the City's good neighbor guidelines has been effectively relayed to short-term rental tenants, by incorporating it into the rental contract, including it in the rental booklet, posting it online, providing it in a conspicuous place in the dwelling unit, or a similar method.
6. *Listing Number.* If advertised, the listing numbers or website addresses of where the short-term rental advertises (such as the VRBO/Airbnb/rental website number, account number, URL, etc.).
7. A completed checklist for health and safety as required by Section 8.
8. Proof of garbage service as required by Section 8.
9. Proof of Liability Insurance.

10. Such other information as the City Manager or designee deems reasonably necessary to administer this chapter.

B. *Incomplete Application.* If a license application does not include all required materials, the application will be considered incomplete and the City will notify the applicant, in writing by mail or email, explaining the information required. If the applicant provides the missing required information within 30 calendar days of the date of the notice, the application will be reviewed. If the applicant does not provide the required information, the application will be deemed withdrawn and the City may retain the application fee. No application will be processed if the property is not in compliance with the City's ordinances, including land use ordinances, at the time of application.

C. *License Fee.* The fees for application for a short-term rental operating license, license renewal, and inspections shall be as established by resolution of the City Council.

Section 6. Term of annual license and transferability.

A. *Term.* A short-term rental operating license shall be renewable annually on or before July 1st of each year and shall be in effect from July 1 to the following June 30th, and the license may be renewed annually by the licensee or authorized agent provided all applicable standards of this chapter are met. If an authorized agent changes during the operating license period, the licensee shall timely notify the City in writing of the change.

B. *Transferability.* The operating license shall be issued in the name of the licensee(s) and is not transferable.

Section 7. Operating license and license renewal.

A. *License Must Be Obtained.*

1. An operating license shall be obtained and renewed as required in this section. The permission to operate a short-term rental in the City of Nehalem shall be revoked for failure to obtain or renew a license to operate as provided in this chapter.

B. *Location & Density*

1. *General Provisions.* Short-term rental units are allowed in any residential or mixed-use structure as long as said short-term rental(s) does not entail the conversion of an existing commercial use to a residential use.

2. *Location.* No short-term rental unit can be located within a 150-foot radius of another short-term rental. This distance is measured by a 150-foot radius radiating from the center of a

property lot containing an existing short-term rental. A short-term rental is prohibited if any portion of a parcel is located within the 150-foot radius.

3. *Location Exceptions.*

- a. Permitted short-term rentals existing at the time of adoption of this Ordinance are excluded from the location provisions in subsection (2), above.
- b. Lawfully established houseboats are excluded from the location provisions in subsection (2), above.

C. *Application and Renewal Application Process.*

1. *Existing Short-Term Rentals.* Existing short-term rentals may continue to operate until such time as the City has approved or denied the application. If approved, the license may be renewed annually thereafter in accordance with subsection D, below. If denied, operation of the short-term rental must cease within 30 days of the date of denial. Failure to submit an application as required by this section may result in the loss of all non-conforming use status, such as location exception.

2. *New Short-term Rentals.* A license shall be obtained before beginning operations. A completed operating license application and fee may be submitted and issued at any time. The license may be renewed annually thereafter in accordance with subsection D, below.

D. *Renewal Standards.*

1. Operating licenses may be renewed by the licensee annually.
2. The City will review an application for operating license renewal and issue a renewal provided all the standards in this chapter continue to be met. If not met, the City will not renew the operating license and the property shall not be used as a short-term rental.

E. A decision on an operating license application or renewal may be appealed as provided in Section 12.

Section 8. Criteria for approval of an operating license and operating license renewal.

A. The applicant has the burden of proof to demonstrate compliance with each applicable criterion for approval or renewal of the operating license. The approval criteria also operate as continuing code compliance obligations of the owner. Staff may verify evidence submitted and the applicant shall cooperate fully in any investigation.

B. To receive approval, an applicant must demonstrate that all approval criteria listed below has been satisfied:

1. *Zoning.* The property is in compliance with requirements of NCC Chapter 157, Zoning.

2. *Contact Information.* The applicant or authorized agent has provided information sufficient to verify a qualified person will be available to be contacted about use of the short-term rental during and after business hours. The licensee or local representative shall be available to be contacted by telephone to ensure a response to the short-term rental address at all hours (24 hours a day, seven days a week) while the dwelling unit is occupied for rent. Response must be within 30 minutes. The designated representative may be changed from time to time throughout the term of the license. To do so, the license information shall be revised with the City at least 14 days prior to the date the change takes effect, except when the failure to do so is beyond the licensee's control. In an emergency or absence, contact forwarding information to a qualified person may be provided for the licensee or representative. In the case of Hosted Homeshares, the contact person shall be the permanent resident who will be hosting the transient accommodations.

3. *Notice to Neighbors.* For Vacation Home Rentals, the licensee or authorized agent shall post a small placard or sign as specified by the City on the property in proximity to the adjacent street advising neighbors and tenants of the operating license number and owner or representative contact information where it can be seen from the public right-of-way. The City may post this information on the City's website. The purpose of this notice is so that adjacent property owners and residents can contact a responsible person to report and request resolution of problems associated with the operation of the short-term rental. If the permanent contact information changes during the license period, the City must be notified and the new information must be changed on the placard or sign.

4. *Limit of One STR License per Owner and One License per Dwelling Unit.* No owner, as defined herein, shall obtain or hold more than one City-issued short-term rental operating license at the same time. Each separate dwelling unit requires a separate operating license, and each operating license shall authorize the short-term rental use of only a single dwelling unit. One lawfully established houseboat, consisting of no more than two dwelling units, is excluded from this provision.

C. *Health and Safety.*

1. *Responsibility.* It is the licensee's responsibility to assure that the short-term rental is and remains in substantial compliance with all applicable codes regarding fire, building and safety, health and safety, and other relevant laws. In the event that there is any report to the City that any of the required standards are missing or not workable in the rental unit, the City may notify the owner of the unit that they have 30 days to bring their unit into compliance, or their short-term rental permit may be revoked.

2. *Executed Indemnification and Hold Harmless Agreement.* An agreement on a form furnished by the City of Nehalem stating that the property owner agrees to indemnify, save, protect, hold harmless, and defend the City of Nehalem, individually and collectively, and the City's representatives, officers, officials, employees, agents and volunteers from any and all claims, demands, liabilities, or costs at any time received, incurred, or accrued as a result of, or arising,

out of the Owner's actions or inaction in the operation, occupancy, use, and/or maintenance of the property.

3. *Fire and Emergency Safety.* A completed checklist for fire safety (fire extinguishers, smoke alarms, carbon monoxide detectors, etc.) shall be required with each annual operating license application and renewal. The licensee shall be responsible for completing the fire safety checklist and ensuring continued compliance. Verification by the City may be required prior to issuance of a license and may be required for each renewal at the City Manager's discretion.

4. *Emergency Equipment.* The Owner shall provide in the dwelling unit information and equipment to assist renters in dealing with natural disasters, power outages and other emergencies.

This equipment shall include, but not be limited to, at least one "Go-Bag" for every two people permitted inside the dwelling unit according to the maximum occupancy limit established by the City. All Go-Bags are intended to be used by two persons and have these essential items:

- two ponchos
- two emergency blankets
- two hand warmers
- sixty-four oz. of water
- one emergency water filtration system
- food rations to supply a minimum of 12,000 calories (2,000 per day/ person) (e.g., Coast Guard food bars)
- whistle (a good quality one to call for help if necessary)
- basic first aid supplies
- light source (e.g., light stick, headlamp or flashlight with batteries)
- hand sanitizer
- local evacuation map listing route to the nearest designated Assembly Areas identified by the City

A sign showing the location of the Go-Bags must be clearly visible to all renters. Verification by the City may be required prior to issuance of a license and may be required for each renewal at the City Manager's discretion.

5. *Solid Waste Collection – minimum service requirements.* During all months that the dwelling is available for transient accommodation, Vacation Home Rentals shall have weekly solid waste collection service with assisted pick-up (side yard service) provided by the solid waste provider, if available. For the purposes of this section, assisted pick-up means the collection driver retrieves the cart from the driveway or side yard, rolls it out for service, and then places it back in its original location

6. *House Number.* A house number, visible from the street, shall be maintained.

D. *Mandatory Postings.*

1. *License.* The short-term rental license (authorization to operate short-term rental) issued by the City (or a copy thereof) shall be displayed in a prominent location within the interior of the dwelling adjacent to the front door. The license will contain the following information:

- a. A number or other identifying mark unique to the short-term rental operating license which indicates the license is issued by the City of Nehalem, with the date of expiration;
- b. The name of the licensee or local representative and a telephone number where the licensee or representative may be contacted;
- c. The number of approved parking spaces;
- d. The maximum occupancy permitted for the short-term rental;
- e. Any required information and conditions specific to the operating license;
- f. The property address; and
- g. The City of Nehalem official logo.

2. *Tax Authorization.* City-issued Authorization to Collect Transient Lodgings Tax.

3. *Tsunami Evacuation Map.* A map of the surrounding area showing streets and the route to safety in the event of a tsunami (DOGAMI Tsunami Evacuation Map).

4. *Parking Diagram.* Approved parking spaces as specified in subsection (F) below.

E. *Transient Lodging Tax.* The licensee shall be in compliance with the Transient Lodging Tax pursuant to NCC Chapter 111, and subject to the tax administrator's authority under that chapter.

F. *Parking.*

1. A minimum of two (2) off-street parking spaces shall be provided, plus one additional space per each bedroom over two. Parking areas shall not be located in the front yard. If the garage is to be utilized to meet the parking requirement, a photo of the interior of the garage shall be submitted to show the garage is available for parking.

2. Location and design of parking spaces shall comply with all applicable city ordinances.

3. A parking diagram of the approved parking spaces shall be provided to tenants and be available in a prominent location within the short-term rental dwelling.

4. Guests of a short-term rental shall complete a registration form approved by the City for each vehicle that will be parked at the rental site. Registration forms shall be completed according to the instructions contained on the form. Registration forms shall be retained by the owner or its management rental company for a period of one-year from the time the rental ends.

G. *Occupancy.* The maximum occupancy for the dwelling shall be two people per bedroom.

H. *Use Required for Renewal.* The property shall generate at least \$5,000.00 in taxable rent from rental occupancy during the previous year as demonstrated by transient room tax reports filed

pursuant to NCC Chapter 111. The person responsible for receiving the transient room tax reports and verifying the amount of tax due will determine whether this standard is met by providing a summary determination to the City Manager for processing of the renewal application. Information provided by the owner under NCC Chapter 111 shall be kept confidential to the extent allowed or required by law.

Section 9. Additional operational requirements.

- A. *Temporary Shelters Prohibited.* No recreational vehicle, travel trailer, tent or other temporary shelter shall be used as or in conjunction with a short term rental. No occupancy of a parked vehicle, including recreational vehicles, in conjunction with the short term rental is permitted.
- B. *Unattended Barking Dogs Prohibited.*
- C. *Complaints.*
 - 1. *Response to Complaints.* The licensee or representative shall respond to neighborhood questions, concerns, or complaints in a reasonably timely manner depending on the circumstances.
 - 2. *Record of Response.* The licensee or representative shall maintain a record of complaints and the actions taken in response to the complaint, if relevant, in an electronic or written manner deemed reasonable to document the interaction. This record shall be made available for City inspection upon request to investigate a complaint. Such records shall be maintained for a period of at least three years.
- D. *Inspection.* Upon application for an operating license all short-term rentals may be subject to inspection by the City for compliance with this section.
 - 1. The City Manager or designee may conduct a site visit upon an application for a short-term rental to confirm the number of bedrooms (as defined by the International Building Code) stated on the application and the number, location and availability of on-site parking spaces. The site visit will be coordinated with the applicant and be conducted during the City's normal business hours, and with reasonable notice.
 - 2. The City Manager or designee may visit and inspect the site of a short-term rental to ensure compliance with all applicable regulations, during the City's normal business hours, and with reasonable notice and other procedural safeguards as necessary. Violations shall be processed in accordance with Ordinance 2023-03.
 - 3. If the City receives a complaint alleging any noncompliance with the requirements of this Ordinance, the City or its designee shall inspect the premises, and the owner shall be charged with the cost of the inspection.

E. *Advertising and License Number.* The licensee or authorized agent shall put the annual operating license number on all advertisements for the specific property, if legally possible.

F. *Administrative Rules.* The City Manager shall have the authority to establish administrative rules and regulations consistent with the provisions of this chapter for the purpose of interpreting, clarifying, carrying out, furthering, and enforcing the provisions of this chapter. A copy of such administrative rules and regulations shall be on file in the Office of the City Recorder and be posted on the City website.

Section 10. Violations.

In addition to complaints related to nuisance and noise and other violations of the NCC, the following conduct also constitutes a violation of this chapter and is a civil infraction:

- A. The discovery of material misstatements or providing of false information in the application or renewal process.
- B. Representing a dwelling as available for occupancy or rent as a short-term rental where the owner does not hold a valid operating license issued under this chapter, or making a short-term rental available for use, occupancy or rent without first obtaining a valid operating license.
- C. Advertising or renting a short-term rental in a manner that does not comply with the standards of this chapter.
- D. Failure to comply with the substantive standards of Section 8 and Section 9.

Section 11. Penalties.

- A. In addition to the fines and revocation procedures described below, any person or owner who uses, or allows the use of, or advertises, property in violation of this chapter is subject to enforcement.
- B. Each twenty-four hour period in which a dwelling is used, or advertised, in violation of this chapter or any other chapter of the NCC shall be considered an occurrence for calculation of the following fines:
 - 1. The first occurrence of one or more violation(s) will incur a warning or other fine amount otherwise specified in NCC, whichever is greater.
 - 2. A second occurrence of one or more violation(s) within a 12-month period is subject to a \$500 fine or other fine amount otherwise specified in NCC, whichever is greater.

3. A third occurrence and all subsequent occurrences of violation(s) within a 12-month period is subject to a \$750 fine or other fine amount otherwise specified in NCC, whichever is greater.

C. *Revocation.* The following actions are grounds for immediate revocation of an operating license:

1. Failure to renew an operating license as set forth in Section 7 while continuing to operate a short-term rental.

2. The occurrence of three or more violations within a 12-month period resulting in fines pursuant to Section 11(B).

3. The discovery of material misstatements or providing of false information in the application or renewal process is grounds for immediate revocation of the operating license.

4. Such other violations of this chapter of sufficient severity in the reasonable judgment of the City Manager, so as to provide reasonable grounds for immediate revocation of the operating license.

D. *Notice of Decision/Appeal/Stay.* If the operating license is revoked as provided in this section, the City Manager shall send written notice of revocation to the licensee stating the basis for the decision. The notice shall include information about the right to appeal the decision and the procedure for filing an appeal. The licensee may appeal the City Manager's decision to revoke the operating license under the procedures set forth in Section 12. Upon receipt of an appeal, the City Manager shall stay the revocation decision until the appeal has been finally determined by the City Council.

Section 12. Appeals of short-term rental operating license determinations.

A. *Filing Requirements – Notice.* The licensee or authorized agent may appeal a short-term rental operating license decision to deny or revoke an operating license under Section 11.

B. *Authority to Decide Appeal.* The City Council shall be responsible for determining an appeal of a decision approving or denying an application or renewal application for an operating license, or revoking or suspending an operating license, in any zone.

C. *Time for Filing.* An appellant is required to file a written notice of appeal including the basis for the appeal within 14 calendar days of the license determination being appealed. This requirement is jurisdictional and late filings shall not be allowed.

D. *Fee for Appeal.* The City Council may establish by resolution a fee for filing an appeal, which shall be jurisdictional.

E. *Procedures.* The City Manager may establish administrative procedures to implement the appeal procedures provided in this section, including any required forms. The Council may adopt

procedures for hearings not in conflict with this section, including but not limited to time limits on oral testimony and limitations on written argument.

F. *Hearing.* Within 35 days of receiving the notice of appeal, the City Manager shall schedule a hearing on the appeal before the City Council. At the hearing, the appellant shall have the opportunity to present evidence and arguments as may be relevant. The City Council may direct the City Attorney to draft findings of fact and interpretations of code or law to be considered at a later meeting.

G. *Standard of Review and Decision.* The City Council shall determine whether the City's decision was based on a preponderance of the evidence. A decision of the City Council shall be based on the evidence received, in writing and signed by the chair, no later than 30 days after the close of the hearing. The City Council may determine not to suspend or revoke the license, or to revoke or suspend the license. If the City Council upholds the decision to revoke the operating license, the City Council shall order the licensee to discontinue use as a short-term rental. If the City Council reverses the decision to revoke the operating license, the operating license shall be continued.

H. *Finality.* The City Council's decision shall be final on the date of mailing the decision to the appellant. The City Council's decision is the final decision of the City and is not appealable.

Section 13. Discontinuance of short-term rental occupancy.

A. *After Revocation.* After a short-term rental operating license has been revoked, the dwelling unit may not be used or occupied as a short-term rental unless a subsequent license is granted, and the licensee whose license has been revoked shall not be eligible to reapply for a short-term rental license for short-term rental occupancy of the same property for a period of two years.

B. *After Expiration.* If a short-term rental operating license expires, the dwelling unit may not be used or occupied as a short-term rental until such time as a subsequent license has been granted for that property.

Section 14. Remedies not exclusive.

The remedies provided in this chapter are in addition to, and not in lieu of, all other legal remedies, criminal and civil, which may be pursued by the City to address any violation of this code, the Development Code, or other public nuisance.

Section 15. Severability.

If any provision of this Ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this Ordinance that can be given effect

without the invalid provision or application, and to this end the provisions of this Ordinance are severable.

Section 16. Emergency.

This Ordinance being necessary for the immediate preservation of the public peace, health and safety, an emergency is declared to exist, and this Ordinance takes effect on its passage.

PASSED AND ADOPTED by the City Council on this 13th day of February, 2023; and

APPROVED by the Mayor this 13th day of February, 2023.



Phil Chick, Mayor

ATTEST: 
Melissa Thompson-Kiefer, City Manager

First Reading: February 13, 2023

Ayes: 3
Nays: 0
Abstentions: -
Absent: -

Second Reading: February 13, 2023

Ayes: 3
Nays: 0
Abstentions: -
Absent: -

Adopted: February 13, 2023

Ayes: 3
Nays: 0
Abstentions: -
Absent: -