

development may be increased to be consistent with the adjacent residentially zoned parcel.

d. **Site Layout and Project Design Standards:** Each proposed *mixed-use development* shall comply with the development standards of the underlying *base zone* as described in Section 8106-1.2 of this Chapter, except as may otherwise be provided in an applicable area plan or specific plan. Additionally, a *mixed-use development* shall comply with the following requirements:

- (1) Location of Residential Units: Residential units shall not occupy ground floor space.
- (2) Loading Areas: Commercial loading areas shall be located as far as practically feasible from the residential units and shall be screened from view from the residential portion of the *mixed-use development* to the extent feasible.
- (3) Refuse and Recycling Areas: Shared areas for collection and storage of refuse and *recyclable materials* shall be located on the site in locations that are convenient for both the residential and non-residential *uses*.
- (4) Lighting: Lighting for commercial *uses* shall be appropriately shielded to avoid or mitigate negative impacts on the residential units.
- (5) Noise: All residential units shall be designed to minimize adverse impacts from noise generated by the non-residential *uses*, in compliance with *County* noise standards. An acoustical analysis (i.e., noise study) prepared by a qualified noise consultant may be required to recommend specific measures to ensure compliance with *County* noise standards.
- (6) Hours of Operation: Business hours for commercial operations within a *mixed-use development* shall be limited to 8:00 a.m. to 6:00 p.m., unless otherwise specifically approved by the *decision-making authority*, and included as part of the discretionary *entitlement*.
- (7) Open Space: A minimum of 80 square feet of private usable open space shall be provided for each residential unit within the *mixed-use development*. The open space requirement may be met through provision of patios, decks or enclosed yard areas.
- (8) Parking: *Mixed-use development* shall comply with the parking requirements set forth in Section 8108 et seq. of this Chapter, except that the non-residential parking requirement may be modified pursuant to Section 8109-4.5.4 above.

e. **Required Findings for Mixed-Use Development:** In addition to the discretionary permit findings required in Section 8109-4.5.3 above, the *decision-making authority* must make the finding that the *mixed-use development* complies with the standards and requirements of Section 8109-4.5.5(a) through (d) above.

(ADD. ORD. 4393 – 12/16/08; AM. ORD. 4650 – 9/16/25)

Sec. 8109-4.6 – Temporary Rental Unit Regulation (TRU) Overlay Zone

The abbreviated reference for this *overlay zone* when applied to a *base zone* shall be "TRU." The suffix "TRU" is added to a *base zone* (e.g., RA-20ac/TRU), but has no effect on the provisions of the *base zone*, or on the provisions of any other *overlay zone* that applies to the same land, except as provided herein. (AM. ORD. 4639 – 12/17/24)

Sec. 8109-4.6.1 – Temporary Rental of Dwelling Must Be Expressly Authorized

- a. Except as expressly authorized by this Section 8109-4.6 or otherwise expressly authorized by this Chapter, no *dwelling*, property or any portion thereof shall be rented for a term of less than 30 consecutive days in the *TRU Overlay Zone*. Renting for periods of less than 30 days pursuant to purported longer-term leases or by other means intended to evade compliance with this section is prohibited.
- b. *Short-term rentals* are not authorized for permitting and operation in the *TRU Overlay Zone* unless located on a property designated by the *County* as a "landmark" as of June 19, 2018, as this term is defined in Section 8102-0.
- c. *Homeshares* are authorized for permitting and operation in the *TRU Overlay Zone* in accordance with this Section 8109-4.6.

(AM. ORD. 4639 – 12/17/24)

Sec. 8109-4.6.2 – Definitions

Refer to Section 8102-0 of this Chapter, for the definitions of the terms *home exchange*, *homeshare*, *short-term rental*, and *rent* as used in this Chapter. For purposes of this section only, the following definitions shall apply:

- a. **Owner:** A person with a full or partial fee title ownership interest in the subject property. For a property held in a trust, each trustee (but no trust beneficiary) is considered an owner.
- b. **Primary Residence:** A *dwelling* which is the owner's main living location as evidenced by the owner's address-of-record for official documents such as the property's title, income tax returns, voter registration, or a current property tax bill.

Sec. 8109-4.6.3 – Application

Unless otherwise specifically stated in this section, the applicable operational standards of Section 8109-4.6.8 and property management requirements of Section 8109-4.6.9 below are automatically imposed and made a part of every permit issued or renewed for a *homeshare* or *short-term rental* pursuant to this section.

Sec. 8109-4.6.4 – Permit Requirement

- a. A valid permit issued by the *County* pursuant to this section is required for any person that seeks or receives any rent, payment, fee, commission or compensation in any form, to rent, offer for rent, advertise for rent, or facilitate the rental of a *homeshare* or *short-term rental* located in the *TRU Overlay Zone*.
- b. A Zoning Clearance authorizing a *homeshare* or *short-term rental* shall be issued or renewed by the *Planning Director* or designee if the standards and requirements of this section and those of Section 8111-1.1.1(b) of this Chapter are met.

Sec. 8109-4.6.4.1 – Limited Term

Permits for *homeshares* and *short-term rentals* shall be issued or renewed for a maximum term of one year. All permits shall contain the following provision: "This permit shall expire no later than one year after the date of issuance, and is subject to revocation for *violation* or noncompliance with the requirements of Sec. 8109-4.6 or any other applicable provision of the Ventura County Ordinance Code."

Sec. 8109-4.6.5 – Permit Eligibility

Permits may only be issued under this section for *homeshares* and *short-term rentals* that meet each of the applicable authorization and eligibility requirements stated in Sections 8109-4.6.1 and 8109-4.6.5 of this Chapter. (AM. ORD. 4639 – 12/17/24)

Sec. 8109-4.6.5.1 – Owner Requirements and Limitations

- a. Permits may only be issued to the owner(s) of the *homeshare* or *short-term rental* property, and shall automatically expire upon sale or transfer of ownership of the property, in whole or in part. All permits shall include the following provision: "This permit shall automatically expire upon sale or transfer of the property, in whole or in part, or as stated in Section 8109-4.6.4.1, whichever comes first."
- b. A permit may only be issued for a *homeshare* or *short-term rental* property if no owner of the subject *homeshare* or *short-term rental* property is also the owner of another *homeshare* or *short-term rental* property that is currently permitted under this section. In addition, if a property contains multiple *dwelling units* (e.g., a duplex, cottages or apartments), only one *dwelling unit* on the property is eligible for permitting as a *homeshare* or *short-term rental* under this section.

Sec. 8109-4.6.5.2 – Ineligible Dwellings and Structures

No permit for a *homeshare* or *short-term rental* shall be issued for any of the following dwellings:

- a. A *dwelling* that was permitted as a second *dwelling unit* or an *accessory dwelling unit*;
- b. A *dwelling* subject to a *County*-imposed covenant, condition or agreement restricting its *use* to a specific purpose including but not limited to an affordable housing unit, *farmworker* housing, a *superintendent* or *caretaker dwelling*;
- c. A *dwelling* on property subject to a Land Conservation Act (Gov. Code § 51200 et seq.) contract;
- d. A *dwelling* on property fully or partially owned by a corporation, partnership, limited liability company, or other legal entity that is not a natural person, except in the event every shareholder, partner or member of the legal entity is a natural person as established by documentation (which shall be public record) provided by the permit *applicant*. In the event this exception applies, every such natural person shall be deemed a separate owner of the subject *dwelling* and property for purposes of this section;
- e. A *dwelling* on property owned by six or more owners, unless each owner shares common ancestors; or
- f. A *dwelling* or *structure* that has not, if legally required, obtained a full building final inspection or been issued a valid Certificate of Occupancy by the County Building Official.

Sec. 8109-4.6.5.3 – Reserved for Future Use

(AM. ORD. 4639 – 12/17/24)

Sec. 8109-4.6.6 – Pre-Permitting Inspection

Prior to the initial issuance and each renewal of a permit under this section, the County Building Official or designee shall conduct an inspection to determine the number of bedrooms within the unit and ensure the *dwelling* and *site* are in compliance with the provisions of this section and other applicable building and

zoning codes and regulations regarding parking, access, fire, and other relevant health and safety standards. If any *violation* is identified during the inspection, no permit shall be issued under this section until the *violation(s)* is abated.

Sec. 8109-4.6.7 – Permit Application, Processing and Fees

- a. Applications for the initial issuance and renewal of permits under this section shall meet the application filing requirements and the documents and project plans requirements as established by the *Planning Director* or designee pursuant to Sections 8111-2.1 through 8111-2.4 of this Chapter. As part of each application, the *applicant* shall submit documentation, as specified by the *Planning Director* or designee, needed to determine permit eligibility and compliance with all other requirements of this section. (AM. ORD. 4650 – 9/16/25)
- b. Each application shall include a site plan depicting the location and describing the *use* of all existing *structures*.
- c. Each application shall include an affidavit in a form provided by the *Planning Director* or designee, signed by each owner of the subject property, agreeing to comply with the operational standards of Section 8109-4.6.8 below and the property management requirements of Section 8109-4.6.9 below should the permit be issued. The affidavit form shall also include the following statement: "The County considers the temporary rental of *dwellings* to be businesses that are operated in residential zones. Temporary rentals are not a *by-right use*. Instead, they are only allowed if operated in strict compliance with the rules and requirements of Section 8109-4.6. *Violations* are grounds for permit revocation, fines, and/or criminal prosecution."
- d. For a *homeshare* only, annually provide to the Planning Division proof of a homeowner's exemption from the County Assessor and a fully-executed statement that the property is owner occupied.
- e. An annual permit fee, in accordance with the Board-adopted Fee Schedule, may be collected upon the filing of an application to cover the *County's* costs of administering this section.
- f. Prior to permit issuance under this section, the *applicant* shall: (i) pay all applicable *County* fees; (ii) submit a code compliance review deposit in accordance with Section 8109-4.6.10.2; (iii) provide contact information for the owner of a *homeshare*, or designate and provide contact information for one or two property managers of a *short-term rental*, pursuant to Section 8109-4.6.9.1; (iv) provide a fully-executed affidavit pursuant to Section 8109-4.6.7(c); (v) provide proof of compliance with the applicable business tax and licensing, and transient occupancy tax, requirements pursuant to Section 8109-4.6.9.5; (vi) for a *homeshare* only, proof of homeowner's exemption and statement that property is owner occupied pursuant to Section 8109-4.6.7(d); (vii) provide proof of insurance pursuant to Section 8109-4.6.9.6; and (viii) provide the fully-executed defense and indemnification agreement pursuant to Section 8109-4.6.9.7.
- g. Notwithstanding any other provision of this Chapter, no public hearing shall be conducted regarding permit applications under this section. Decisions of the *Planning Director* or designee on permit applications are final when rendered and are not subject to appeal.

(AM. ORD. 4639 – 12/17/24)

Sec. 8109-4.6.8 – Operational Standards

The following minimum operational standards apply to all *homeshares* and *short-term rentals*. All owners, renters, occupants and visitors of *homeshares* and *short-term rentals* shall comply with the operational standards. The owner(s) and permittee(s) of *homeshares* and *short-term rentals* are ultimately responsible for ensuring compliance with, and are liable for *violations* of, these operational standards.

Sec. 8109-4.6.8.1 – Occupancy Limits

- a. *Short-term rental* overnight occupancy shall be limited to a maximum of two persons per bedroom occupying up to five bedrooms, plus two additional persons, up to a maximum of ten persons.
- b. *Homeshares* shall have a maximum of two bedrooms available for rental. Overnight occupancy shall be limited to a maximum of five rental guests.
- c. Inclusive of the owner(s) in the case of *homeshares*, the maximum number of persons allowed on the property at any time shall not exceed the maximum overnight occupancy plus six additional persons. No person who is not staying overnight at the *homeshare* or *short-term rental* shall be on the property during the quiet hours stated in Section 8109-4.6.8.3(b).
- d. *Homeshares* and *short-term rentals* shall not be rented to more than one group at a time; no more than one rental agreement shall be effective for any given date.

Sec. 8109-4.6.8.2 – Parking Requirements

- a. Parking shall be provided on the property as follows: a minimum of one parking space for *short-term rentals* in a studio or with one bedroom; a minimum of two parking spaces for *homeshares* and *short-term rentals* with two to four bedrooms; and a minimum of three parking spaces for *homeshares* and *short-term rentals* with five bedrooms.
- b. Permitted garages and *driveways* on the property shall be unobstructed and made available for renter parking, if such location(s) are needed to satisfy the parking requirements of subsection (a) above.

Sec. 8109-4.6.8.3 – Noise

- a. No use or activity associated with a *homeshare* or *short-term rental* shall at any time create unreasonable noise or disturbance.
- b. Quiet hours shall be observed from 10:00 p.m. to 7:00 a.m.
- c. No outdoor amplified music or sound shall be allowed during quiet hours when a property is being rented as a *homeshare* or *short-term rental*.

Sec. 8109-4.6.8.4 – Events and Activities

Unless allowed under an approved Conditional Use Permit, no *homeshare* or *short-term rental* property shall be rented or used for any event or activity attended by more persons than are allowed on the property pursuant to Section 8109-4.6.8.1, that violates any noise standard of Section 8109-4.6.8.3, or that violates any other standard or requirement of this section or any other local, state or federal law.

Sec. 8109-4.6.8.5 – Refuse and Recycling

Adequate refuse and recycling collection facilities and services shall be provided for a *homeshare* or *short-term rental* at all times. Refuse and recycling bins shall not be left within public view, except in proper containers for the purpose of collection on the scheduled collections day(s). The refuse and recycling collection schedule and information about recycling and green waste separation

and disposal shall be included in the rental agreement and posted conspicuously in the rental unit. (AM. ORD. 4639 – 12/17/24)

Sec. 8109-4.6.9 – Property Management Requirements

The following minimum property management requirements apply to all *homeshares* and *short-term rentals*.

Sec. 8109-4.6.9.1 – Owner/Property Manager Requirements

- a. At all times a *homeshare* is rented out, a *homeshare* owner shall be on *site* between the hours of 10:00 p.m. and 7:00 a.m., and within 40 miles of the property at all other times, to ensure compliance with the standards and requirements of this section.
- b. At all times a *short-term rental* is rented out, the *short-term rental* shall have one or two designated property managers, one of whom shall be available at all times and within 40 miles of the property, to ensure compliance with the standards and requirements of this section. An owner may serve as one of the property managers.
- c. Each application under this section shall include the name, address, and telephone number(s) at which the property manager(s) can be reached at all times, along with the signature of each property manager. Any requested change to a designated property manager shall be made through a formal written request to the *Planning Director* or designee, and shall include the signature of the proposed property manager and the desired effective date of the change. No change to a *short-term rental*'s designated property manager shall take effect unless and until approved in writing by the *Planning Director* or designee.

Sec. 8109-4.6.9.2 – Posting Outside of Units; Permit Notification

- a. At all times a *dwelling* is in use as a *short-term rental* or *homeshare*, the designated property manager's contact information and the contact information for the Code Compliance Division shall be printed legibly on a *sign* no larger than 8.5 x 11 inches and posted on an outside wall readily visible from the main entrance to the *dwelling*, or adjacent to the main entry gate where property access is limited. (AM. ORD. 4639 – 12/17/24)
- b. The Planning Division shall provide a mailed notice of permit issuance, and of each permit renewal, in accordance with Section 8111-3.1.3 of this Chapter. At a minimum, the notice shall include: (i) a copy of this section; (ii) the name and contact information for the designated property manager of a *short-term rental*, or owner of a *homeshare*; and, (iii) contact information for the Code Compliance Division.

Sec. 8109-4.6.9.3 – Information in Rental Agreements, Advertisements and Listings

- a. Each rental agreement, advertisement, and online listing for a *short-term rental* or *homeshare* shall prominently display the following information:
 - (1) The permitted occupancy and guest limits for both day and night;
 - (2) Notification that quiet hours shall be observed between 10:00 p.m. and 7:00 a.m.;
 - (3) Notification that no outdoor amplified music or sound is allowed during quiet hours;
 - (4) Notification that the property cannot be used for events that exceed the applicable occupancy or guest limits, or that violate the quiet

hours, *County* noise standards, any other standard or requirement of this section, or any other local, state or federal law; (AM. ORD. 4639 – 12/17/24)

- (5) The available number of on-site parking spaces, and notification discouraging use of on-street parking;
- (6) The *County*-issued land use permit number authorizing the *homeshare* or *short-term rental* under this section;
- (7) The current *County*-issued Business License Tax Certificate identification number, if required for the operation; and
- (8) All advertisements for *homeshares* shall state that the unit is an owner-occupied *dwelling*, and the owner will be present in the home.

b. No advertisements or notices regarding the availability of a *dwelling* for *homeshare* or *short-term rental* use shall be posted on the property.

Sec. 8109-4.6.9.4 – Posting Inside of Dwellings

The following information, as well as all information required by Section 8109-4.6.9.3, shall be posted in a conspicuous location inside the *dwelling* within 6 feet of the main entrance of the *homeshare* or *short-term rental*:

- a. The name and contact information for the designated property manager of a *short-term rental* or owner of a *homeshare*, and the telephone number(s) at which the person can be reached at all times;
- b. The refuse and recycling collection schedule and information about recycling and green waste separation and disposal;
- c. Notification that the property owner, renter, and occupants are subject to criminal citation and fines, civil penalties and/or permit revocation for *violations* of the occupancy limits, *County* noise standards and other operational standards.

(AM. ORD. 4639 – 12/17/24)

Sec. 8109-4.6.9.5 – Business License; Business Taxes; Transient Occupancy Tax

To the extent required by applicable *County* ordinance, the owner of a *short-term rental* or *homeshare* shall acquire and maintain a valid *County* business license, timely pay annual business taxes evidenced by a business tax certificate, and/or obtain and maintain a valid *County* transient occupancy tax registration certificate and timely pay all required *County* transient occupancy taxes.

Sec. 8109-4.6.9.6 – Insurance

The owner shall maintain an insurance policy that includes coverage for commercial/business general liability with a minimum limit of \$500,000 per occurrence for claims of personal injury or property damage. Proof of such insurance coverage shall be provided with each permit application under this section, and shall be made available to the *Planning Director* or designee upon request.

Sec. 8109-4.6.9.7 – Defense and Indemnification

All owners of a *homeshare* or *short-term rental* shall be jointly and severally responsible to defend and indemnify the *County* and all of its officials, employees and agents from and against all third-party claims, causes of actions, fines, damages and liabilities of whatever nature arising from or related

to the processing and issuance of a permit under this section and/or from the operation of the *homeshare* or *short-term rental*. Upon submittal of a permit application under this section, all owners of the *homeshare* or *short-term rental* shall execute a written agreement on a form provided by the *Planning Director* or designee implementing this defense and indemnification requirement.

Sec. 8109-4.6.9.8 – Record-Keeping

The owner of a *homeshare* or *short-term rental* shall keep and preserve all records as may be necessary to demonstrate compliance with the standards and requirements of this section. These records shall include, but are not limited to, all rental agreements entered into, advertisements and online listings. The records shall be maintained during the term of the permit issued under this section, and shall be made available in electronic format for the *County's* review upon request of the *Planning Director* or designee.

Sec. 8109-4.6.10 – Inspection and Monitoring

Sec. 8109-4.6.10.1 – Inspections

In addition to the pre-permitting inspection of a *homeshare* or *short-term rental* pursuant to Section 8109-4.6.6 above, upon reasonable notice, *County* staff shall be given *access* to the *dwelling* and *site* to conduct an inspection during the term of the permit to ensure continued operation of the *homeshare* or *short-term rental* in compliance with the provisions of this section and other applicable building and zoning codes and regulations regarding parking, *access*, fire, safety, and other relevant issues.

Sec. 8109-4.6.10.2 – Monitoring

County monitoring shall be required for each *homeshare* and *short-term rental* operation issued a permit. The *permittee* shall be responsible for all monitoring costs associated with the operation. Each *application request* for a permit under this section shall be accompanied by payment of a code compliance review deposit in accordance with the Board-adopted Fee Schedule. If the *County* bills against the deposit, the *permittee* shall replenish the deposit within 7 days after the *County's* written request to the *permittee*. (AM. ORD. 4639 – 12/17/24; AM. ORD. 4650 – 9/16/25)

Sec. 8109-4.6.11 – Complaints and Violations

Sec. 8109-4.6.11.1 – Complaints

- a. Complaints regarding the condition, operation or conduct of the renters, occupants or visitors of a *homeshare* or *short-term rental* shall be directed to the *short-term rental* property manager or *homeshare* owner for investigation and resolution. The property manager or owner shall be available by phone at all times the *dwelling* is rented out as a *homeshare* or *short-term rental*.
- b. Upon receipt of a complaint that any renter, occupant or visitor of a *homeshare* or *short-term rental* has created unreasonable noise or disturbance and/or potentially violated any other operational standard of this section, the property manager or owner shall take all necessary actions to promptly resolve the issue, including by initially contacting the renter to correct the problem within 30 minutes, or within 15 minutes during the quiet hours between 10:00 p.m. and 7:00 a.m., after the complaint is first received.
- c. Within 24 hours after first receiving a complaint pursuant to subsection (b) above, the property manager or owner shall complete the online reporting form provided by the *Planning Director* or designee to: (1) report and describe the complaint, including the time the complaint was first received; (2) describe all actions taken to resolve the issue, including the

time each action was taken; and, (3) describe the resolution or current status.

- d. A property manager's or owner's failure to promptly resolve a complaint pursuant to subsection (b) above which the Planning Division deems to be valid, or to timely and fully report the complaint to the *Planning Director* or designee on the online reporting form, shall each constitute a separate violation of this section.

Sec. 8109-4.6.11.2 – Violations

Each of the following acts or omissions related to the operation or *use* of a *homeshare* or *short-term rental* is unlawful and constitutes a violation of this section. Owners are jointly and severally responsible and liable, along with any other responsible person, for each violation committed with respect to their *homeshare* or *short-term rental*. Each day a violation occurs constitutes a separate, additional violation:

- a. Engaging in an act in violation of the permitting requirement of Section 8109-4.6.4(a);
- b. Failure to comply with an operational standard of Section 8109-4.6.8;
- c. Failure to comply with a property management requirement of Section 8109-4.6.9;
- d. Failure to comply with the complaint investigation, resolution and/or reporting requirements of Section 8109-4.6.11.1; and
- e. Failure to timely remit to the *County* any cost or fee pursuant to this section.

Sec. 8109-4.7 – Dark Sky (DKS) Overlay Zone

The abbreviated reference for the Dark Sky *Overlay Zone* when applied to a *base zone* shall be "DKS". The suffix "DKS" is added to a *base zone* (e.g., RA-20 ac/DKS). The standards and procedures in this Section 8109-4.7 shall apply to all property in the *DKS Overlay Zone* in addition to those of the *base zone*. Where a property is subject to the standards of more than one *overlay zone*, the more restrictive standards shall apply. (AM. ORD. 4639 – 12/17/24)

Sec. 8109-4.7.1 – Applicability

Except for *outdoor lighting* that is exempt pursuant to Section 8109-4.7.5 (Exempt Lighting), or authorized pursuant to Section 8109-4.7.6 (Deviation from Standards and Requirements), this Section 8109-4.7 shall apply as follows:

- a. The standards and requirements of Section 8109-4.7.3 (Prohibited Lighting) and Section 8109-4.7.4 (General Standards) shall apply to all *outdoor luminaires*, and night lighting within translucent or transparent enclosed structures for agricultural operations, installed or replaced after November 1, 2018.
- b. Any *outdoor luminaire* installed as of November 1, 2018, that does not comply with any standard or requirement of Section 8109-4.7.4 (General Standards) shall be subject to the applicable requirements of Section 8109-4.7.2 (Existing Lighting).
- c. The use of any *outdoor luminaire* installed as of November 1, 2018, that is prohibited by Section 8109-4.7.3 (Prohibited Lighting) shall be discontinued as of November 1, 2019.