



AGENDA MEMORANDUM

FROM:	Denise Lyn, County Attorney				
SUBJECT:	1:15PM Conduct a Public Hearing on an Ordinance Creating Chapter 79 - Short Term Vacation Rentals				
AGENDA DATE:	August 11, 2026				
<u>BRIEF OVERVIEW:</u> Conduct a public hearing on an Ordinance creating Chapter 79 - Short Term Vacation Rentals.					
<u>STRATEGIC PLANNING ELEMENT:</u>					
<u>BUDGET IMPACT/FUNDING SOURCE:</u>					
Account No.	Account Title	Current Budget	YTD Expenditures	Encumbrances	Available Balance
<u>RECOMMENDED ACTION:</u> a. Conduct a public hearing on an ordinance of Citrus County, Florida creating Chapter 79 entitled Short Term Vacation Rentals; providing for severability; providing for inclusion into the code; providing for modifications that may arise from consideration at public hearing; and providing for an effective date. b. If approved, authorize the Chairman to execute the ordinance. (Denise Lyn, County Attorney)					
<u>ATTACHMENTS:</u> 1. DRAFT Short Term Rental July 14, 2026(2)					

owner, tasked with responding to requests for complaints, and other problems relating to or emanating from the short-term vacation rental. There shall only be one designated responsible party for each short-term vacation rental. An owner may retain a private property management company to serve as the designated responsible party.

Owner. The term "owner," shall mean the person or entity holding legal title to the short-term vacation rental property, as reflected in the Citrus County Property Appraiser's records.

Short-Term Vacation Rental. A "short-term vacation rental" means any unit or group of units in a condominium or cooperative or any individually or collectively owned single-family, two-family, three-family, or four-family house or dwelling unit within a single complex of buildings which is rented to guests more than three (3) times in a calendar year for periods of less than thirty (30) days or one (1) calendar month, whichever is less, or which is advertised or held out to the public as a place regularly rented to guests but that is not a timeshare property, as defined in chapter 721, Florida Statutes, all as defined and as may be amended by Sections 509.242(1)(c); (g), and 509.013(4)(a)1., Florida Statutes.

Transient Occupants. Any person or guest or invitee of such person, who occupies or is in actual or apparent control or possession of a short-term vacation rental. There shall be a rebuttable presumption that any person who holds themselves out as being an occupant or guest of an occupant of a short-term vacation rental is a transient occupant.

Section 79-3. - Registration Requirements.

(a). An Owner may may be rented or offer a Short-Term Vacation Rental for rent without a current valid certificate of registration. Failure to possess a current valid certificate of registration while renting or occupying a Short-Term Vacation rental is a violation of this section.

(b). Every Short-Term Vacation rental Owner, either personally, or through an agent, shall apply to the County for a certificate of registration, utilizing forms promulgated by the County beginning on October 1, 2026, A separate certificate of registration shall be required for each Short-Term Vacation rental. The operation of a Short-Term Vacation rental without a certificate of registration after December 31, 2026, shall be a violation of this section. Every day of such operation without registration shall constitute a separate violation.

(c). An application for a certificate of registration shall contain a statement from the Short-Term Vacation rental Owner, under penalty of perjury, that the Owner represents that the information provided on the application and the information submitted with the application is true and accurate to the best of the Owner's knowledge and belief. The application shall be accompanied by the following materials and information:

1) A completed application for Short-Term Vacation rental certificate of registration form supplied by the County. At a minimum, the application form shall include the street address of the Short-Term Vacation rental, the legal description of the property on which the Short-Term Vacation rental is located; the name, address, electronic mail address and telephone number of the Short-Term Vacation rental Owner(s); and the name, address, electronic mail address and telephone number of the designated responsible party if different from the Owner.

2) Payment of the annual registration fee.

3) A form supplied by the County entitled "designation of responsible party" signed by the Owner of the Short-Term Vacation rental naming a designated responsible party as defined above. The Short-Term Vacation rental Owner may appoint himself or herself as the designated responsible party or shall otherwise designate someone to act as the designated responsible party on his or her behalf.

4) A written acknowledgement form signed by the designated responsible party acknowledging that he or she is aware of the provisions of this article and that he or she agrees to serve in the capacity of designated responsible party for the vacation rental being registered and that he or she agrees to discharge the duties of a designated responsible party.

5) Evidence that the Short-Term Vacation rental has a current and active account with the county tax collector for the purposes of collecting and remitting tourist development taxes and any other taxes required by law to be remitted to the county tax collector.

6) A copy of a current and active license for the Short-Term Vacation rental issued by the state Department of Business and Professional Regulation showing that the Short-Term Vacation rental is licensed as a transient public lodging establishment, if applicable.

7) A copy of the current and active certificate of registration with the state Department of Revenue for the Short-Term Vacation rental showing that the Short-Term Vacation rental is registered for the purposes of collecting and remitting sales taxes, transient rental taxes and any other taxes required by law to be submitted to the state department of revenue, if applicable.

8) The number of bedrooms in the Short-Term Vacation rental.

9) The square footage of temperature-controlled living space within the Short-Term Vacation rental.

10) A written acknowledgment by the Owner on a form provided by the County, representing that he or she is aware of the County rules regulating Short-Term Vacation rentals.

(d). Submission of an incomplete application for registration or a submission not accompanied by all of the applicable requirements of this section shall result in rejection of the application. If the submission for registration is incomplete, the applicant shall be notified of the deficiencies and shall be an opportunity to provide the missing information, to pay any unpaid registration or inspection fees, or to address compliance issues. If the missing information is not provided or fees or penalties not paid, the application shall be deemed withdrawn. Upon receipt of a completed application, the application will be processed.

Section 79-4. - Amendments to the Certificate of Registration. An amendment of the certificate of registration shall be required when any of the following changes to the Short-Term Vacation rental occur.

(a). An increase in the number of bedrooms in the Short-Term Vacation rental.

(b). An increase in the square footage of temperature-controlled living space within the Short-Term Vacation rental.

(c). An increase in the maximum occupancy of the Short-Term Vacation rental.

(d). An increase or decrease in the number of parking spaces or a change in the location of parking spaces for the Short-Term Vacation rental.

Section 79-5. - Minimum life/safety requirements

(a). Compliance with applicable laws. All short-term vacation rental units must meet the minimum standards for habitable structures set forth in the Florida Building Code, the Florida Fire Code, the Florida Life Safety Code; and the County's Land Development Code.

(b). Swimming pool, spa and hot tub safety. All swimming pools, spas and/or hot tubs at short-term vacation rentals shall comply with the standards of the Residential Swimming Pool Safety Act, Chapter 515, Florida Statutes.

(c). Fire extinguisher. A portable, multi-purpose dry chemical 2A:10B:C fire extinguisher shall be installed, inspected and maintained in accordance with NFPA 10 on each floor/level of each dwelling unit of a short-term vacation rental. The extinguisher(s) shall be installed on the wall in an open common area or in an enclosed space with appropriate markings visibly showing the location.

(d). Internal posting. The following information shall be posted in a visually unobstructed area within each unit of a short-term vacation rental, all in a form prescribed by the County: the name and telephone number of the designated responsible party required by this Section; notice that all transient occupants must comply with the requirements of the County's Code of Ordinances and Land Development Code including the maximum occupancy, parking, and minimum life/safety requirements prescribed in this section, as well as the County's Code of Ordinances governing noise, nuisances, and litter; the scheduled days of trash pick-up and recycling; the location of the nearest hospital; and a statement that all transient occupants must promptly evacuate the short-term vacation rental upon posting of any evacuation order issued by state or local authorities.

Section 79-6. - Maximum occupancy. The maximum occupancy for each short-term vacation rental unit is one (1) person per one hundred fifty (150) gross square feet of permitted, conditioned living space.

Section 79-7. - Parking. All short-term vacation rental units within the County are required to provide one (1) off-street parking space per three (3) transient occupants. On-street parking shall not count towards this minimum parking requirement. Garage spaces may count towards this minimum parking requirement if the space is open and available and the transient occupants are given vehicular access to the garage.

Section 79-8. - Designated responsible party.

(a). The name and telephone number of the designated responsible party shall be prominently posted on the front exterior of the short-term vacation rental in a place visible to the public.

(b). The designated responsible party must be available at the posted telephone number twenty-four (24) hours a day, seven (7) days a week and capable of directly responding, or directing a designated agent to directly respond to and resolve any issues or concerns raised by transient occupants, County staff, or law

enforcement when the short-term vacation rental is occupied. If necessary, the designated responsible party must be willing and able to come to the short-term vacation rental unit within two (2) hours following notification to address any issue that is not capable of being addressed via telephone.

Section 79-9. - Enforcement - The provisions of this section shall be enforced using the procedures set forth in Section 1-9 of the County Code and/or Chapter 162, Florida Statutes.

Section 3. Severability. If any section, sentence, clause, phrase or provision of this Ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not be construed so as to render invalid or unconstitutional the remaining provisions of this Ordinance.

Section 4. Codification. The publisher of the County's Code of Ordinances, the Municipal Code Corporation, is directed to incorporate the addition of these provisions into the Citrus County Code of Ordinances where indicated.

Section 5. Modification. The provisions of this Ordinance may be modified as a result of considerations that may arise during public hearings. Such modifications shall be incorporated into the final version of the ordinance adopted by the Board and filed with the Clerk.

Section 6. Effective Date. This Ordinance shall take effect as provided by law.

PASSED AND DULY ADOPTED, in open session, with a quorum present and voting, this ____ day of August, 2026.

BOARD OF COUNTY COMMISSIONERS
OF CITRUS COUNTY, FLORIDA

ATTEST:

TRACI PERRY, Clerk

DIANA FINEGAN, Chairman

APPROVED AS TO FORM FOR THE
RELIANCE OF CITRUS COUNTY ONLY:

DENISE A. DYMOND LYN, County Attorney