

ORDINANCE 2024-1091

AN ORDINANCE OF THE CITY OF WAITSBURG, WASHINGTON, ADDING SECTIONS OF CHAPTER 3K OF TITLE 10 OF THE WAITSBURG MUNICIPAL CODE RELATING TO SHORT TERM RENTAL REGULATIONS

Whereas, updates are needed to the City’s municipal code to reflect changes in order to provide regulations covering Short Term Rental Properties.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Waitsburg as follows:

Section I. Amendment. The following provisions of Chapter 3K of Title 10 of the Waitsburg Municipal Code shall be added as follows:

SHORT TERM RENTALS

Sections:

- 10.3K.010 Purpose**
- 10.3K.020 Definition**
- 10.3K.030 General standards.**
- 10.3K.040 Conditions.**
- 10.3K.050 Violations.**

10.3K.010 Purpose

The purpose of this chapter is to establish regulations for the siting and operation of short-term rentals in allowable zoning districts.

10.3K.020 Definition

“**Short-term Rental**” is defined as a residential dwelling or a portion of a residential dwelling that is intended to be rented out for less than 30 consecutive days.

“**Accessory Dwelling Unit**” means a secondary structure on the same parcel of land as the main structure.

“**Owner**” means all persons holding an ownership interest in real property.

“**Executive Rentals**” are fully furnished housing option for working professionals that are available for rent for longer than 30 days.

“**Short-Term Rental Property Manager**” is a person or company hired by a property owner to manage the day-to-day operations of a short term rental and provide 24/7 response should issues arise.

10.3K.030 General standards.

- A. Subject to the requirements in this chapter, Short-term Rentals are allowed as a secondary permitted use within the following zoning districts: R-1 and Flexible C-R zones, except that Short-term Rentals located within the C-R zone shall not be allowed on the ground floor of a commercial building.
- B. Short-term Rentals are prohibited within all other zoning districts.
- C. Short-term Rentals shall meet all applicable requirements of the zoning district to the satisfaction of the City of Waitsburg planning department and the applicable fire district.
- D. At least two (2) off-street parking spaces shall be provided by the Owner of each Short-term Rental.
- E. The total amount of Short-term Rentals in the City is limited to 1% of the overall dwelling units located within the City of Waitsburg, as determined by the total number of dwelling units connected to the water system within the City Limits.
- F. RVs, Campers, mobile homes, or similar mobile structures are not allowed to be used as a Short-term Rental.
- G. No more than one Short-term Rental shall be allowed on a single parcel of land. When a single parcel of property contains more than one residential dwelling (such as a combination of a single-family dwelling, guest room, guest house, Accessory Dwelling Unit, etc.), only one of such dwellings shall be eligible to function as a Short-term Rental at any given time.
- H. The Owner/Property Manager of a Short-term Rental must live on site or within 20 miles of the Short-term Rental.
- I. Any residential dwelling used as a Short-term Rental must comply with this Chapter.

10.3K.040 Conditions.

- A. The maximum number of people, over the age of three (3), permitted to occupy a Short-term Rental overnight, shall not exceed two (2) occupants times the number of bedrooms.
- B. A city business license (obtained through the State of Washington Department of Revenue) is required per Chapter 6.10. All transient occupancy tax (Chapter 15.6), sales, and use tax (Chapter 15.5) provisions apply.
- C. The Owner shall be responsible for the following:
 - 1. Ensuring that weekly solid waste collection is provided during all months that a Short-term Rental is used for that purpose. Solid waste collection shall be on an ongoing weekly service even when the unit might be unoccupied.
 - 2. Conspicuously posting and maintaining the following information inside the Short-term Rental:
 - a. A copy of the Owner's business license.
 - b. The Short-term Rental's maximum occupancy.

- c. The location of the assigned off-street parking.
- d. Documentation of the current annual fire safety inspection signed by the ~~fire~~ ~~district chief~~ building inspector.
- e. Twenty-four (24) hour contact information for the Owner (or a local representative) and for emergency services.
- f. Renter responsibilities, which shall at minimum include:
 - i. Do not trespass on private property.
 - ii. Do not litter.
 - iii. Do not create a noise disturbance.

D. Insurance. The Owner shall maintain an up-to-date certificate of insurance documenting that the dwelling is insured as a Short-term Rental dwelling.

E. Approval/Nontransferably. A Short-term rental approval is issued to a specific owner of the dwelling upon administrative approval by City staff. If the Owner sells or transfers the real property, the new Owner shall need to receive approval from the City before using the dwelling as a Short-term rental.

10.3K.050 Violations.

Violations of this chapter shall be subject to the general penalty provisions outlined in Chapter 7.1. Nuisances and will be addressed to the owner of the property.

Section II. This Ordinance shall take effect immediately upon passage by the Council and publication as required by law.

Passed by the Waitsburg City Council this 20st day of November 2024.

Approved:

Attest:

Martin Dunn, Mayor

Randy Hinchliffe, City Clerk

Approved as to form:

Jared Hawkins, City Attorney