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## AGENDA MEMO

Needs Legal Review: Yes  
Meeting Date: July 17, 2019  
Agenda Item: Short-Term Rentals Permit – Draft Ordinance  
Presented By: Community Development Committee

### Action Required

Authorization to set a formal public hearing date for the first reading of the proposed ordinance regarding short-term rentals permitting process.

### Proposed Motion

Motion to set a public hearing and first reading for proposed ordinance regarding permitting of short-term rentals on August 7<sup>th</sup>, 2019.

### Explanation of Issue

The Community Development Committee has been discussing the process of registering/permitting short-term rentals. The committee has reviewed the process used by the City of Stevenson and has developed a draft ordinance. In addition, the committee wanted to give the public an opportunity to comment on the draft ordinance in an informal process before the ordinance is moved to the formal public hearing and adoption process.

The proposed ordinance only addresses registration/permitting of short-term rentals. It does not address any zoning questions, issues, etc. regarding short-term rentals. The Community Development Committee expects that will happen through the comprehensive plan update process. Currently, the city's zoning codes do not prohibit short-term rentals in either residential or commercial zones.

The Community Development Committee feels it is important to track short-term rentals for several reasons.

1. To ensure that short-term rentals meet minimum qualifications.
2. To ensure that short-term rental owners understand the need to collect and remit to the Department of Revenue state taxes including, but not limited to, sales taxes, lodging taxes and possibly business and occupation taxes.
3. To know where short-term rentals are located within the city and how many short-term rentals there are.

Owners of short-term rentals will need to also obtain a city business license, in addition to registering with Washington Department of Revenue.

The Community Development Committee is suggesting that the application fee and renewal fee be \$300 per year. This fee covers the cost of paperwork being processed and any inspections required. The fee will be set by the city council in a separate resolution.

### Budget:

The cost of administering a short-term rental registration/permitting process should be covered by the application and annual renewal fee.

### Recommendation of Staff/Committee

The Community Development Committee recommends the city council authorize setting the date of August 7, 2019 for a formal public hearing and first reading of the proposed ordinance.