



CITY OF WHITE SALMON
Planning Commission Meeting - Thursday, November 18, 2021

COMMISSION AND ADMINISTRATIVE PERSONNEL PRESENT

Commission Members:

Greg Hohensee, Chairman
Seth Gilchrist
Tom Stevenson
Michael Morneault

Staff:

Brendan Conboy, City Land-Use Planner
Erika Castro Guzman, City Associate Planner

Excused:

Ross Henry

CALL TO ORDER/ ROLL CALL

Chairman Greg Hohensee called the meeting to order at 5:32 p.m. Four audience members attended by teleconference. A quorum of planning commissioner members was present.

ACTION ITEMS

1. Short-term Rentals

a. Discussion continued from November 10 meeting

The Planning Commission discussed the latest version of Title 5 – Business Licenses, Taxes and Regulations, Chapter 5.02 Short-term Rentals.

The planning commission agreed-upon changes to the following language:

5.02.010 Definitions.

- B.1: Confirm what is a 'hot plate' with Bill Hunsaker, Building Official.
- C: Confirm if daytime hours would trigger an update to the noise ordinance.
- D: *"Downtown commercial zone" refers to land zoned commercial in the downtown commercial core centered on Jewett Avenue between NW Garfield to Dock Grade Road. ~~Commercial zoned land which does not adjoin the downtown commercial zone is ineligible for short term rental.~~*
- E: *"Hosted homeshare" The short-term rental of a portion of a dwelling or an attached or detached separate accessory dwelling unit (ADU) while the homeowner is present on the property of the licensees' primary address, where the licensee is generally present during rental periods. ~~For the purposes of this Title, "present" means the homeowner is staying in the primary dwelling unit overnight.~~*
- J: *"Owner occupancy." Owner occupancy is demonstrated through providing a previous year's tax return, and a copy of either a driver's license or identification card, and ~~or~~ voter registration card demonstrating that the unit is the primary residence of the owner.*

5.02.020 Application and fee.

- *Application Required. An application for a short-term rental permit shall be completed and submitted to the city on a form provided by the city. The application shall be signed by the owner or owner's agent ~~contact person~~ and contain the following information:*
- A.1: Owner Information. Owner's name, permanent residence address, telephone number, owner's mailing address, and the short-term rental address and landline telephone number, when available.
- A.2: Proof of Residential Dwelling Use (for conforming short-term rentals within the RL, R-1, R-2 or R-3 zones only). ~~The residential use~~ Proof of residency of a dwelling unit shall be established through owner occupancy of its continued use as the primary residence of ~~the property owner~~. The applicant shall provide at least two of the following items as evidence that the dwelling is the primary residence of the owner:
 - a) A copy of the voter registration, and;
 - b) A copy of a Washington Driver's License or Identification Card, and;
 - c) A copy of federal income tax return from most recent ~~last~~ tax year (page 1 only financial data should be redacted).
- A.2.C: *Contact Person Information. If the owner is not always available when a vacation home or hosted homeshare ~~property~~ is being rented, the owner shall provide the name, telephone number and email of a contact person from the local area to represent the owner regarding the use of the property and/or complaints related to the short-term rental as set forth in WSMC 5.02.040.*
- A.10: *Liability Insurance. A statement of intent to provide liability insurance coverage as required by WSMC 5.02.040.G. ~~If the permit is being renewed, proof of liability insurance is required.~~*
- A.11: *Listing Number. ~~If they advertise, 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.).~~*
- Adjust numbers between A.11-A.14

5.02.025 Term of annual permit.

- B: *Transferability. The operating license shall be issued in the name of t*
- *he licensee(s) and is not transferable– and not transferable to a new property owner or account without submitting of a new short-term rental application.*
- B: To be reviewed by Ken Woodrich, City Attorney.

5.02.030 Permitting and renewal procedures.

- A.1.a: *New Permits. For new short-term rental permits, it is the responsibility of the owner or owner's agent ~~contact person~~ to apply for and receive a permit prior to operation of a short-term rental. Short-term rental permits shall be processed as a conditional use permit. Applications for conditional uses shall be processed as a type I-B decision by the administrator for simple applications or as a type II decision where in the administrator's discretion additional public input or planning commission review is necessary or appropriate according to procedures set forth in Title 19.*

- D.1.b: *There is no limit on the number of short-term rental permits an individual or entity may obtain in the downtown commercial core.*
- D.1.b: To be reviewed by Ken Woodrich, City Attorney.
- D.2: *Cap on permits outside the downtown commercial core. The city limits the amount of overall hosted homeshare and vacation home rental permits issued annually in the RL, R1, R2, and R3 zones to 10% of housing units and shall be adjusted by the administrator based upon the most recent housing data reported by the City to the Washington Office of Financial Management annually prior to issuance of new permits.*
- D.4: *Downtown commercial core. There is no cap on the number of short-term rental permits in the downtown commercial core. No more than 30% of residential units within any building in the downtown commercial core zoning district may be used as short-term rentals. This number shall be rounded to the nearest integer, with a half integer rounded down, depending on the number of existing or proposed units. For example:*
- E: *Permit Expiration. For renewals, upon expiration of a thirty-day late period commencing January 31st of each year ~~at the end of each calendar year~~, the ability to operate shall be conclusively presumed to be discontinued and the city will commence revocation of the permit pursuant to the procedures in WSMC 5.02.045. Failure to exercise the permit will result in nonrenewal.*
- E: To be reviewed by Ken Woodrich, City Attorney.

5.02.035 Criteria for approval and renewal of a permit.

- A: To be reviewed by Ken Woodrich, City Attorney.
- B: Health and Safety. Every short-term rental permit shall be subject to inspection by the building official or designee at the city's discretion. The purpose of the inspection is to determine conformance with the Short-Term Rental Fire Safety Checklist (fire extinguishers, smoke alarms, carbon monoxide detectors, posted evacuation plans, etc.).
- D: Permit Renewal. Upon receipt of a complete application for renewal of a short-term rental permit and payment of all required fees, the city will review the application and available information to determine compliance with the operational requirements of WSMC 5.02.040. If not met, the city administrator ~~or designee~~ or designee will not renew the permit and the property shall not be used as a short-term rental. ~~Alternatively, the city administrator may issue the permit subject to reasonable special operational standards.~~

5.02.040 Operational requirements.

- B-1: Parking. A minimum of one (1) hard surfaced off-street parking space shall be provided for every two bedrooms. In calculating the number of spaces required, the total shall be rounded up. Parking areas shall not be located in the front yard. A photo of all parking spaces including the interior of the garage, if applicable, shall be submitted to show parking availability. Required parking may be permitted on another lot within 250 feet of the subject property with a shared parking agreement or proof of legal parking access.
- B-1: Add table for parking.
- E: Notice to Neighbors. The owner or contact person shall provide a mailing or otherwise distribute by hand prior to the initial permit, a flier to all property

owners of record and/or occupants of properties adjacent to and abutting the property boundaries of a radius of 150 feet permitted as a short-term rental.

5.02.045 Revocation procedure.

- A-5-a: For the first and second violations within the period of the permit issuance ~~a twelve-month period~~, the sanction shall be a warning notice.

b. **Action**
Proposed Amendments to Title 5 – Business Licenses, Taxes and Regulations, Chapter 5.02 Short-term Rentals.

Moved by Seth Gilchrist. Seconded by Tom Stevenson.

Motion to send Title 5 – Business Licenses, Taxes and Regulations, Chapter 5.02 Short-term Rentals, as amended in this session, to the City Council for review.

CARRIED 4–0.

Hohensee – Aye, Morneault – Aye, Gilchrist – Aye, Stevenson – Aye.

Discussion: City Council will tentatively hold its first public hearing on this said document on December 1, 2021, during their regularly scheduled meeting.

ADJOURNMENT

The meeting was adjourned at 8:23 p.m.

Greg Hohensee, Chairman

Erika Castro Guzman, Associate Planner