

## ***Chapter 20     Short-Term Rentals***

The Town of Eatonville recognizes the right of property owners within the town boundaries to rent their dwelling(s) on a short-term basis. None of the requirements herein or in the guidelines outlined in ***chapter 20 (Short-Term Rentals)*** in the ***Town of Eatonville Guidelines handbook*** are driven or required by the Revised Code of Washington or the Town of Eatonville's comprehensive plan. The requirements/guidelines are driven solely by the Town of Eatonville.

**A. Goals.** The purpose and intent of this chapter is to establish appropriate regulations and guidelines to mitigate the disruption that short-term and vacation rentals may have on a neighborhood and to preserve a sufficient supply of long term rentals in the Town of Eatonville. A secondary goal is to protect the property values of surrounding properties that may be impacted by short-term rentals that become excessive or are not managed properly. This purpose and intent shall govern the interpretation of the stated guidelines.

**B. Definition.** For purposes of this chapter, the terms "short-term rental" and "vacation rental" are interchangeable and refer to the rental of a dwelling, or portion thereof, for the purpose of providing lodging, for periods of less than 30 days. A short-term or vacation rental shall not include a house-swap or home-exchange arrangement.

**C. Administration.** The guidelines attached to this chapter shall be administered by a committee consisting of the Public Works Director/Manager or Town Administrator, Planner, Mayor, chair of the Planning Commission and an appointed town council member. This committee shall have the power to adjust the guidelines as may reasonably be applied to any individual license application. The committee is required to keep a written record which explains the reasoning behind any deviations made from the guidelines. This written record will become part of the guidelines going forward.

**D. Enforcement.** The guidelines outlined in the guideline section may be enforced by any authorized representative of the city including, but not limited to, the chief of police, building inspector, code enforcement official, city administrator, or designee. The city may press charges against the property owner, owner's agent, and/or the designated property manager. The first and second violations of the guidelines (per property) shall be punishable by a \$250 fine to be paid within 45 days or all short-term rental permits and licenses shall be revoked. The third violation (per property) within a 12-month period shall result in permanent revocation of all short-term rental permits and licenses. Anyone operating a short-term rental in the town of Eatonville without a short-term rental permit issued by the town shall be fined \$5,000 per occurrence. Penalties under this section shall be deemed to be separate from any other applicable penalty provisions including license and tax penalties.

## *Town of Eatonville Guidelines handbook*

### **Chapter 20 Short-Term Rentals**

**A. Permit Required.** After town review and determination of compliance with the provisions of this chapter and after all fees have been paid, an annual permit will be issued for short-term vacation rental use (per dwelling). A short-term rental dwelling approval is issued to the owner of the dwelling, not the dwelling itself. If the property owner sells or transfers the real property, the new owner shall apply for, pay for and receive a vacation rental dwelling approval permit from the town before again using the dwelling as a vacation rental.

**1) Fees.** Permit fees are required and will be determined by analysis of the ratio of short-term rentals versus long-term rentals within the town boundaries. Seeing as the town has a goal of protecting the availability of long-term rentals, fees will automatically increase as the number of short-term rentals, compared to the number of long-term rentals, increases. The town will analyze the ratio between short-term and long-term rentals in January of every year and reset the fee schedule on February 1<sup>st</sup> based on their findings (the higher the ratio of short-term rentals to long-term rentals, the higher the fee). There will also be an additional fee for properties owned by larger LLC's, partnerships or corporations.

**B) Business license.** Any person desiring to rent their home on a short-term or vacation rental basis shall make application for a business license and pay the administrative fee established by town resolution for this purpose as well as the master license service's applicable handling fee. A business license will not be issued by the town until the annual permit for short-term rental use of the dwelling as described in **section A** above has been approved and issued.

**C) Conditions.** The following conditions of approval shall apply to permit and business license applications for short-term or vacation rentals:

**1) Local Property Representative.** The property owner must designate a local property representative who shall be available 24 hours per day, seven days per week, for the purpose of:

(a) Responding within one hour to complaints regarding the condition, operation, or conduct of occupants of the short-term rental; and

(b) Taking remedial action to resolve any such complaints.

**2) Required information.** The name, address, and telephone contact number of the property owner and the local property representative shall be kept on site and posted at the short term rental location and must be kept on file at the town and shall at all times be available to the Eatonville Police Department. Failure to provide the contact information, failure to keep the contact information current, failure to respond in a timely manner to complaints, or the occurrence of repeated complaints may result in the suspension or revocation of short term rental approval as well as potential civil or criminal penalties.

**3. Occupancy.** Maximum number of occupants over the age of 3 allowed per dwelling unit shall not exceed two (2) occupants plus two (2) occupants times the number of bedrooms. All bedrooms must have a closet and a means of egress. The annual inspection report (copy on file with the Town Clerk) will include the number of bedrooms available to rent. The property owner shall be responsible for ensuring that the dwelling unit does not exceed its maximum occupancy.

**4. Restrictions on Use.** A renter may not use a short-term rental for any purpose other than for lodging or sleeping purposes. This restriction includes using the rental for a wedding, banquet, reception, bachelor or bachelorette party, concert, fundraiser, sponsored event, or any similar group activity.

**5. Parking.** One (1) off-street parking space shall be provided for each bedroom in the vacation rental, but in no event shall fewer than two (2) off-street spaces be provided.

**6. Signage.** No outdoor advertising signs related to the rental dwelling shall be allowed on the site.

**7. Information Packet.** A packet of information shall be provided to renters and posted conspicuously in the common area of the short-term rental summarizing guidelines and restrictions applicable to the short-term rental use, including:

- a. Information on maximum occupancy;
- b. Applicable noise and use restrictions;
- c. Location of assigned off-street parking;
- d. Direction that trash shall not be stored within public view, except within proper containers for the purpose of collection, and provision of the trash collection schedule;
- e. Contact information for the local property representative;
- f. Evacuation routes;
- g. The renter's responsibility not to trespass on private property, litter or to create disturbances; and
- h. Notification that the renter is responsible for complying with this chapter and that the renter may be cited or fined by the town for violating any provisions of this chapter.
- i. A feedback form and a stamped envelope addressed to the town clerk (both provided by the Town of Eatonville), providing guests with an opportunity to provide feedback to the town on their overall experiences.

**8. Postings.** Conspicuously posting and maintaining the following information inside the vacation rental:

a. A copy of the property owner's short-term rental permit and business license.

b. Relevant public notices issued from the fire marshal regarding fireworks, outdoor burning, etc..

**9. Insurance.** The property owner shall maintain on file at the town an up-to-date certificate of insurance documenting that the dwelling is insured as a short-term or vacation rental.

**10. Inspection.** The property owner or his/her designee shall maintain on file at the town an up-to-date certificate of inspection documenting that the dwelling complies with the provisions for transient accommodations in the International Building Code as adopted by the town and shall obtain an appropriate certificate of occupancy. Inspection report shall include number of bedrooms safely available for use. It shall be the responsibility of the property owner to schedule and pass an annual safety inspection.

**11. Compliance with Town Ordinances.** All short-term or vacation rentals must comply with all town codes and ordinances, including but not limited to Noise Regulations and Nuisances.

**F. Effective Date and Expiration.** A business license obtained shall be effective for one year and shall expire on the date established by the master license service. Should an applicant apply for a license after the beginning of the license year, the license fee as established by periodic resolution of the town council shall be paid in full and shall not be prorated. The business license renewal procedures established shall apply.

**1) Taxes.** All transient occupancy tax, sales and use tax, and business and occupation tax provisions apply.

**2) Procedures.** The procedures for the approval and denial of a business license, and for the appeal of a business license decision, shall apply as established. Applicants who do not comply with the conditions of approval as established shall be denied a business license or renewal of a business license thereby forfeiting their right to rent their dwelling(s) on a short-term basis..

**G) Special circumstance.** If any term or provision of the stated guidelines or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this chapter shall not be affected thereby and shall continue in full force and effect.

## **Historical/anecdotal notes relating to this chapter**

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