

Section 2. Chapter 14.08 LSMC, entitled “Basic Definitions and Interpretations,” is hereby amended as follows (additions shown by underline, deletions shown by strikethrough, and all other sections remain unchanged):

14.08.010 Definitions of Basic Terms.

Responsible party (definition related to short-term rentals only). The owner, property management company, or another person who is designated by the owner, in writing, to act on their behalf as the main contact for guests and who is responsible for addressing any complaints.

Short-term rental. A residential structure, in which all or part of the structure is rented to a person or group for transient lodging for not more than thirty (30) days to individual guests, subject to the standards identified in LSMC 14.44.064, where all or part of the structure is rented on a nightly or weekly basis for transient lodging; long term rentals are distinguished as being rented for more than 30 days as permanent or semi-permanent residence. Short-term rentals do not include bed and breakfasts, inns, hotels and motels.

~~Tourist Home.~~ ~~A single family structure in which rooms are rented by the day or week.~~

Section 3. Chapter 14.16A, “Administration and Procedures,” is hereby amended as follows (additions shown by underline, deletions shown by strikethrough, and all other sections remain unchanged):

Table 14.16A-I: Classification of Permits and Decisions

Type of Review	Land Use Actions and Permits	Recommendation By	Public Hearing Prior to Decision	Permit-Issuing Authority	Administrative Appeal Body and Hearing
TYPE I Administrative without Public Notice	<ul style="list-style-type: none"> • Shoreline Exemptions • <u>Short-Term Rentals</u> • Signs 	None	None	Department director or designee	Hearing Examiner, except shoreline permits to State Shoreline Hearings Board, and Open Record

Section 4. Chapter 14.40, “Permissible Uses,” is hereby amended as follows (additions shown by underline, deletions shown by strikethrough, and all other sections remain unchanged):

Table 14.40-I: Table of Residential Uses by Zones

A blank box indicates a use is not allowed in a specific zone. Note: Reference numbers within matrix indicate special conditions apply.															
P – Permitted Use; A – Administrative Conditional Use; C – Conditional Use (See Section 14.40.070 for explanation of combinations)															
NAICS Code	Use	R4	WR	R6	R8-12	MFR	LB	MU ¹	PBD ²	BD	CBD	CD	LI	GI	P/SP
MISCELLANEOUS AND ACCESSORY USES															
<u>N/A</u>	<u>Short-Term Rentals⁸</u>	P	P	P	P	P		P							
<u>N/A</u>	<u>Tourist homes</u>	A	A	A	A	A		A							

⁸ Subject to requirements of LSMC 14.44.064.

Section 5. Chapter 14.44, “Supplementary Use Regulations,” is hereby amended as follows, with the entirety of Section 14.44.064 (“Tourist Homes”) repealed and replaced by a new section entitled “Short-Term Rentals,” which is shown below as clean text:

LSMC 14.44.064 – Short-Term Rentals

- (a) Purpose and Process – the purpose of establishing specific standards for short-term rentals is to minimize potential impacts to residential areas, preserve housing stock, and allow property owners to efficiently use their properties.
 - (1) Short-term rentals are a Type I permit per Chapter 14.16B LSMC – Part I. Short-term rentals will require a city business license (“license”) per Chapter 4.04 LSMC along with a supplemental short-term rental permit (“permit”) under this chapter.
 - (2) The Planning and Community Development Director or designee will evaluate the application for the short-term rental permit for compliance with the requirements of LSMC 14.44.064 and other applicable sections of the Lake Stevens Municipal Code.
 - (3) Permits and licenses shall be issued for a period of one year, with the effective date running from the date of issuance.
 - i. The permit and license must be renewed annually with the department of Planning and Community Development, provided all the approval criteria continue to be met;
 - ii. It is the owner’s / operator’s responsibility to ensure that the short-term rental remains in substantial compliance with all applicable codes and relevant laws.
- (b) Restrictions
 - (1) No more than two short-term rentals may be operated by any individual, married couple, business interest or corporate entity within the city.
 - (2) Short-term rental permits are not transferable to another operator or location.
- (c) Licensing and Registration
 - (1) Permit application shall include a Type I land use application, fees, and written description of the proposed short-term rental identifying the following:
 - i. The name and address of the owner and person or company who will operate the short-term rental (operator);
 - ii. The address of the structure where the short-term rental will occur;
 - iii. The area to be rented, including number of bedrooms, to overnight guests.
 - iv. Short-term rental permit fees shall be established by resolution of the City Council.
 - (2) The owner / operator must provide valid contact information for a responsible party that will respond to potential issues pertaining to the short-term rental for inclusion on the city’s short-term rental register every day the property is rented. Any changes to the name, or telephone number(s) of the responsible party must be submitted to the department of Planning and Community Development within 14 days of the change(s).
 - (3) The owner / operator shall attest that the short-term rental provides consumer safety as identified in RCW 64.37.030 health and safety standards for guests.

- (4) The owner / operator must post “good neighbor guidelines” in a conspicuous place in the short-term rental, which shall include at least the following:
 - i. Contact information for the operator or responsible party;
 - ii. Emergency contact information for police, fire, emergency medical services, and contact information for nonemergency police services;
 - iii. Quiet hours are between 10 pm and 7 am;
 - iv. The location of the rental’s designated parking space(s);
 - v. The location of emergency shut-offs.
- (d) Applicability and General Requirements – the following requirements shall apply to all short-term rentals.
 - (1) Short-term rentals are allowed only in the zoning districts identified in Table 14.40-1.
 - (2) Short-term rentals may be hosted or un-hosted residences where all or part of the structure is rented for transient lodging.
 - (3) No short-term rental can be rented for residential occupancy by more than eight total individuals at any time.
 - (4) A minimum of one off-street parking space shall be provided per 1-2 rented bedrooms; two off-street parking spaces per 3-4 rented bedrooms; and three off-street parking spaces per 5 or more rented bedrooms.
 - i. Parking of boat trailers and recreation vehicles is allowed when adequate off-street parking is provided, and the additional parking does not conflict with required parking.
 - (5) Applicable sales/use and other related state imposed lodging taxes must be timely paid to the State of Washington. Timely payments are the responsibility of the property owner.
 - (6) The short-term rental must comply with Chapter 64.37 RCW.
- (e) Complaints and Enforcement
 - (1) Complaints and enforcement are subject to the processes identified in Chapter 17.20 LSMC including any fines and penalties imposed for substantiated violations.
 - (2) Multiple violations of the short-term rental code will result in progressive enforcement as identified in LSMC 17.20.
 - (3) Violations of consumer safety are subject to the provisions in RCW 64.37.030.
 - (4) A new short-term rental permit will not be issued to the owner / operator of a revoked short-term rental permit and business license until two years from the time of revocation have passed.

Section 6. Chapter 14.72, entitled “Parking,” is hereby amended as follows (additions shown by underline, deletions shown by strikethrough, and all other sections remain unchanged):

TABLE 14.72-I: TABLE OF PARKING REQUIREMENTS

Rooming and boarding houses	1 space for each bedroom.
<u>Short-Term Rentals</u>	<u>1 space for 1-2 bedrooms to be rented; 2 spaces for 3-4 bedrooms to be rented; 3 spaces for 5 or more bedrooms to be rented in addition to the required spaces for the primary residential use if a hosted short-term rental.</u>
Tourist homes, Hotels and motels.	1 space for each room to be rented plus additional space (in accordance with other sections of this table) for restaurant or other facilities.