

## TOWN OF SKYKOMISH

### ORDINANCE

#### **REGULATION OF SHORT-TERM RENTALS (As defined in 18.10.562)**

All rental units offered for rent for a period of less than thirty days must be inspected and issued a license by the Town of Skykomish before being offered for rent. The license shall be valid for one year and shall be renewed annually.

- A. **LICENSEE.** The licensee for rentals under this Section shall be the owner. The local representative shall be deemed the responsible party.
- B. **PERMIT & LICENSE REQUIREMENTS.** Licensee for rentals under this Section is required to have an annual, active and current business permit/license on file with the Town of Skykomish.
  - a. **Business License Fees – Town of Skykomish**
    - i. **\$150 – Application Fee**
      - 1. **\$100 – Annual Renewal**
- C. **SHORT-TERM RENTAL MORATORIUM.** Permits to operate Short-Term Rentals shall not exceed 13 individual units per calendar year if the property sits within Residential Zones R-10,000 & R-5,000, within in the Town of Skykomish limits.
- D. **RESPONSIBLE PARTY.** The applicant must designate a responsible party. The responsible party must be the owner, a property management company, realtor, lawyer, or other individual, who resides within a 1-hour drive of the property. The responsible party is personally liable for the failure to properly manage the rental. The responsible party must be available by telephone, or otherwise, twenty-four (24) hours per day, and must be able to respond to telephone inquiries within twenty (20) minutes of receipt of such inquiries. The responsible party is also designated as the agent for receiving all official communications under this Title from The Town of Skykomish. If the licensee is a property management company or individual other than the owner, such company or individual must comply with applicable Washington State law, which requires those who receive valuable consideration to lease property to have a state license as well as a Town of Skykomish Business License.
- E. **MANAGEMENT STANDARDS.** The authorized lodging must be properly managed. As a condition to holding a valid license, the licensee agrees to provide or arrange for adequate property management services. In the event an owner's association exists, it shall be responsible for property maintenance. In the event an owner agrees to be responsible for property maintenance, the licensee must present a statement to that effect signed by the owner. The minimum services and management regulations required include:
  - 1. Snow removal of sidewalks and walkways during winter months to a level that allows safe access to the building over the normal pedestrian access to the unit.

2. Snow removal service to off-street parking facilities associated with the rental property so that off-street parking is at all times available for occupant use.
3. Summer yard maintenance, including landscaping, weed control, and irrigation to a level that is consistent with the level of landscaping and maintenance on adjoining and nearby properties.
4. Structural, Fire and Life Safety, and Access to preserve code compliance outlined in Chapter 15.25 of the Skykomish Municipal Code and verified by the Town of Skykomish Building Inspector.
5. Routine upkeep, including painting and repair to a level that is consistent with the level of maintenance on adjoining or nearby properties.
6. Trash collection which ensures that trash cans are not left at the curb for any period in excess of twenty-four (24) hours. Fines will be levied with non-compliance as outlined in Town ordinances.
7. The property must be kept free from accumulated garbage and refuse.
8. Off-street parking shall be provided for two vehicles per unit. On-street parking for nightly rental uses shall not result in an obstruction to traffic and pedestrian circulation, road maintenance or snow removal, or public safety. Fines will be levied with non-compliance as outlined in Town ordinances.
9. The access to the rental Unit and the layout of the Unit is such that noise and physical trespass from the proposed rental Unit will not be an intrusion to the adjoining properties. If the proposed rental Unit is a single-family home and shares an access, or driveway with another dwelling, an easement must be in place allowing shared access.
10. No outdoor display of goods and merchandise shall be permitted as part of any nightly rental use.
11. Unless expressly permitted under Town Ordinance, no signs will be permitted for nightly rental uses.
12. Nightly rentals may not be used for commercial uses not otherwise permitted in the zone.

**F. NOISE AND OCCUPANCY CONTROL.** The licensee and the owner of rentals under this Section are responsible for regulating the occupancy of the Unit and noise created by the occupants of the Unit. Violation of the Noise Ordinance, violation of occupancy loads, failure to use designated off-street parking, illegal conduct, or any other abuse, which violates any law regarding use or occupancy of the premises, are grounds for permit revocation and fines in accordance with Town ordinances.

**G. REVIEW CRITERIA.** In determining whether or not a Business license for rental authorized under this Section shall be issued, the application shall be reviewed to see if, in

addition to standards and conditions applicable to issuance of all licenses, the following conditions and standards are met:

1. There must be available slots given the existing Moratorium outlined within this Ordinance.
2. The applicant must be licensed to conduct business in Town of Skykomish.
3. The Unit must pass inspection by the Town of Skykomish as detailed on the Town of Skykomish Short-Term Rental Inspection form. All building codes, life safety codes, and ADA requirements must be met.

**H. TOWN OF SKYKOMISH SHORT-TERM LODGING TAX.** The Licensee shall pay an annual Town of Skykomish Lodging tax at a rate of 3% of gross bookings. This tax shall be paid annually to the Town no later than June 1 of the following year. The tax shall be paid upon the gross amount of receipts reported to the State of Washington Department of Revenue. A copy of the State filings for the tax year shall be required as documentation. Failure to collect and pay the Skykomish Lodging Tax is also a violation of the license and grounds for revocation.

**H. Requirements for Listing (with links to the documents hosted on our home page)**

- **Application Form (Chelan's Example with some exceptions)**
- **Business License Form – Town of Skykomish**
- **Rental Inspection Form (City of Seattle – can we repurpose?)**
- **Town of Skykomish Building Department Walk-Through & Sign Off**
- **Marketing Requirements the Town**

**SIDENOTES FOR CODE UPDATE:**

- We need to update the zoning code matrix
- Linkback codes to other ordinances within the ordinance