

SECTION 21 – SUPPLEMENTARY DISTRICT REGULATIONS

N. SHORT TERM VACATION RENTALS. Vacation Rentals are permitted as specified for each of the different Land Use Districts, subject to the following regulations:

1. License Requirement. In addition to the underlying Land Use District permitting and process requirements, an owner shall obtain a revocable vacation rental annual license from Pacific County whenever a dwelling unit is to be used for vacation rental purposes and shall comply with the following:
 - a. A vacation rental license shall be obtained from Pacific County prior to using the dwelling unit as a short-term vacation rental;
 - b. The vacation rental license shall be renewed annually;
 - c. The vacation rental license is non-transferable. If the property is sold, the new owner will need to re-apply for both the vacation rental license and the underlying vacation rental permit; A prospective buyer may apply for a vacation rental permit/license with the permission of the current legal owner of the property, and a vacation rental permit issued to the prospective buyer will be conditioned on the subject property being purchased by the applicant/buyer. The vacation rental license will be held until the property is transferred into the buyer's name.
 - d. ~~At the time of initial vacation rental license application~~ Prior to the issuance of the initial vacation rental permit, the owner of record shall demonstrate that the vacation rental is registered as a business with the State of Washington and that a State Business License and Unified Business Identifier (UBI) number have been issued for the vacation rental. The owner shall also certify that all applicable lodging taxes will be paid and shall provide proof of general liability insurance for use of the residential structure as a vacation rental;
 - e. Satisfactory completion of a life/safety inspection performed by the Pacific County Building Division prior to the issuance of the initial vacation rental license and/or permit; and shall be required every two (2) years after to ensure fire and life safety requirements are maintained;
 - f. Satisfactory completion of an Operations & Maintenance (O&M) inspection of any existing on-site sewage disposal system (septic) prior to the submittal of the initial vacation rental license issuance application and every three years thereafter, or more frequently as determined by the Pacific County Health Officer. On-site sewage systems deemed sub-optimal or failed will require the submittal of a complete on-site sewage repair application prior to submitting the initial vacation rental application. The approved vacation rental permit/license will be issued after the completion of the approved final inspection of the on-site sewage repair permit;
 - g. The Pacific County vacation rental license shall be prominently and permanently displayed inside the unit near the front entrance of the vacation rental and shall list the following:

1. The name, address and phone numbers of the property owner and/or the designated local contact property manager;

The name and phone number of the local point of contact who must reside within one (1) hour (travel time) from the site address of the vacation rental; (new)

2. The maximum occupancy for the vacation rental;
3. Identification and location of parking spaces available; (move to pmp section)

Number of required parking spaces; (new – revised to replace the above)

4. A statement regarding how the parking standards are to be met; (moved to pmp section)
5. A statement that occupants are to respect adjoining property owners by adhering to quiet hours from 10 p.m. to 8 a.m., and refrain from trespassing, littering or parking on adjoining properties;
6. A statement regarding how garbage removal is to be conducted; (moved to pmp section)

The service provided to handle garbage (new-revised to replace the above)

7. A statement identifying emergency procedures the occupants are to follow in case of an emergency; (moved to pmp section)
8. A statement that occupants, owners and managers of this vacation rental are subject to civil penalties for violating this Ordinance; and
9. A statement that the license to operate this vacation rental may be revoked for violations of these rules.

- h. If the terms of the vacation rental license are not met, the license may be revoked and the property owner may be subject to penalties per Pacific County Ordinance No. 165, or any amendments thereto.

2. Occupancy Limits. No more than two overnight occupants per bedroom, plus two additional overnight occupants, shall be accommodated at any one time, e.g., a one bedroom cabin would be allowed four overnight occupants while a two bedroom cabin would be allowed six total overnight occupants. The total number of occupants temporarily residing in a vacation rental shall not exceed 10 at any one time and includes all occupants over the age of two (2). The maximum number of occupants cannot be advertised to exceed the permitted occupancy. Occupancy limits cannot be increased by mitigation through a Special Use or Conditional Use process;
3. Appearance. The exterior of the building(s) shall retain a residential appearance with house numbers maintained on the front of the building and visible from the street or

road. No junk or garbage shall be allowed to accumulate in any yards and all vehicles shall park in designated parking areas.

4. The vacation rental shall be operated in a way that will prevent disturbances to neighboring properties not typical of a residential neighborhood, including, but not limited to, loud music, loud noises, excessive traffic, loud and uncontrolled parties, junk/debris/garbage accumulation in the yards, trespassing, barking dogs, or excess vehicles, boats or recreational vehicles parked in the streets in front of the unit.
5. Garbage. Provisions shall be made for garbage removal during rental periods and said provisions shall be documented in the property management plan. Proof of said service shall be provided on request by Pacific County. Any complaints regarding littering or garbage shall be resolved immediately.
6. Pets. Pets shall be secured at all times while on the property. Nuisance barking by pets is prohibited. **Horses are not allowed to be kept on residentially zoned properties;**
7. Phone Service. The vacation rental shall have a "land line" with local phone service. The phone number servicing the vacation rental shall be included in the property management plan.
8. Parking. The vacation rental shall have one off-street parking space per each bedroom unit with a minimum of two off-street parking spaces required.
9. Signage. One sign either attached to the dwelling or placed in front of the dwelling and containing no more than four square feet, is permitted. No off-premise signage or advertising is permitted.
10. On properties containing both a residential dwelling and an accessory residential dwelling, only one residential structure may be ~~rented~~ **licensed** out as a vacation rental, but not both.
11. Access. The road access to the vacation rental shall be constructed to meet minimum Pacific County Road Standards. **Vacation rentals on private lanes and driveways shall meet the minimum twenty foot (20') side to side clearance (horizontal) between obstructions as referenced in the Uniform Fire Code Standards. The access shall be** adequately maintained and remain clear of obstructions, including illegally parked cars, recreational vehicles, boats, trailers, junk, etc., to ensure the unimpeded passage of emergency vehicles and other vehicular traffic.
12. ~~Property Management. A property management plan demonstrating how the vacation rental will be managed and how impacts to neighboring properties will be minimized shall be submitted for review and approval as part of the permitting & licensing process. The property management plan shall include local points of contact available to respond immediately to complaints, clean up garbage, manage unruly tenants, etc., shall be mailed to all adjoining property owners within 300' as a condition of license approval, and shall be posted in a visible location within the vacation rental.~~
Property Management Plan. A property management plan demonstrating how the vacation rental will be managed and how impacts to neighboring properties will be minimized shall be submitted for review and approval as part of the permitting & licensing process. The property management plan shall **also include:**
 - a. **Property manager's name and phone number;**

- b. Local point of contact who is responsible for responding immediately to complaints, i.e., clean up garbage, manage unruly tenants, etc.;
- c. Statement regarding how garbage removal is to be conducted; (removed from g.6/license doc.)
- d. The "land line" phone number to the vacation rental; (added from requirement N.7)
- e. Statement identifying emergency procedures the occupants are to follow in case of an emergency; and; (removed from license doc. section N.1.g.7)
- f. Identification and location of parking spaces available; and how the parking standards are to be met. (removed from license doc. section N.1.g.3)

The approved property management plan shall be mailed to all adjoining property owners within three hundred feet (300') as a condition of license approval and shall be prominently and permanently displayed inside the unit near the front entrance of the vacation rental, along with the vacation rental license. Revisions to the approved property management plan and/or local point of contact will require review and approval. Once approved, the property owner shall mail the approved revised property management plan to all adjoining property owners within three hundred (300) feet. The revised license will be issued after receipt of the completed affidavit of mailing;

- 13. The vacation rental shall meet all applicable State and local health, safety and building codes.
- 14. Complaints. All complaints shall proceed as follows:
 - a. The complaining party shall first attempt to communicate with the local contact person designated on the permit and property management plan, describe the problem and leave a contact phone number for call back information;
 - b. The contact person shall respond promptly to the complaint, regardless of time of day, and make reasonable efforts to remedy any situation that is out of compliance with the Section; and
 - c. If the response is not satisfactory to the complaining party, then the complaining party may next provide a written complaint to the Pacific County Community Development Director, which complaint shall identify and be signed by the complaining party. The complaint shall include a description of the informal attempts to resolve the complaint. A copy of the written complaint shall be provided to the owner and contact person by the County. The Director of Community Development shall attempt to resolve the complaint. If so required, the owner or local contact person shall provide a written response to the complaint with the anticipated corrective action within 10 days. A copy of the complaint will be filed with the vacation rental license file.
- 15. Compliance and Revocation.
 - a. Owners of vacation rentals shall obey all applicable Laws and Ordinances of the County and shall be subject to permit revocation procedures and appeals processes outlined in this Section and in Pacific County Ordinance 177, or any amendments thereto;

- b. If there have been three (3) or more violations of this Ordinance related to the same vacation rental within one (1) calendar year, or if there have been three (3) or more violations of other County Ordinances related to the same vacation rental within one (1) calendar year, the Administrator shall revoke the vacation rental license and underlying vacation rental permit, and the property owner shall be prohibited from obtaining a new vacation rental permit & license for at least one year from the revocation;
 - c. The property owner may appeal the revocation of the vacation rental license & permit pursuant to the appeals procedures outlined in Pacific County Ordinance 177, or any amendment thereto; and
 - d. Nothing in this subsection precludes Pacific County from proceeding with formal enforcement action against a property owner and/or occupants for violations of this Ordinance as authorized under Pacific County Ordinance 165, or any amendments thereto, or for violations to Board of Health Ordinance No. 2 (Solid Waste/Littering), or any amendments thereto, or Board of Health Ordinance No. 4 (Nuisance), or any amendments thereto.
16. The Administrator may impose other conditions, such as additional parking, improved access, fencing, landscaping, or minimum screening to ensure the proposed use is compatible with the surrounding residential character.
17. All existing and permitted vacation rentals shall meet the modified licensing/permitting standards contained in Section 21.N effective January 1, 2012.

Density. Within the R-1, R-2, and R-R zoning districts, vacation rentals must have a radius of, greater than or equal to, five hundred feet (500'), as measured from the building, from all dwellings/residences operating as a vacation rental;

Public Notice. In addition to the public notice requirements set forth in Ordinance No. 177, Section 5.5.b.i, or any amendments to, a notice of application will be distributed as follows: (a) The Director or his/her designee will post a 2' x 2' (4 sq. ft.) notice of public hearing sign on three (3) locations on the perimeter of the subject property, (b) The Director or his/her designee shall provide written notice to all property owners within a radius of three hundred (300') feet of all property lines;

Floor Plans. Accurate to scale floor plans are required for all new and existing vacation rentals to ensure fire and life safety requirements are maintained;

- a. Floor plans will be required to be submitted at time of initial application submittal and approved prior to the initial permit issuance.
- b. The approved floor plan must be posted in a visible location within the vacation rental.
- c. Changes to the approved floor plan will require resubmittal and approval and may require a Fire & Life Safety inspection, at the discretion of the building department.
- d. Existing vacation rentals (prior to 01/01/2020) will be required to submit an accurate to scale floor plan for review and approval, prior to receiving a 2021 vacation rental license.