

Item 26-03 - Short Term Rental Regulations Version 2

Chapter 17.63

Short Term Rentals

Sections

[17.63.010](#) Definitions

[17.63.020](#) Purpose

[17.63.030](#) Applicability

[17.63.040](#) Procedures

[17.63.050](#) Decision criteria

[17.63.060](#) Violations

[17.63.070](#) Appeals

17.63.010 Definitions.

1. "**Committed Violation**" means a committed finding made by a court of law or Hearings' Examiner, finding that an alleged Confirmed Violation occurred in violation of this Title.
2. "**Contact**" means the operator or the operator's representative who is the point of contact for any short-term rental guest for the duration of the guest's stay in the short-term rental.
3. "**Dwelling unit**" means a residential dwelling of any type, including a single-family residence, apartment, condominium, cooperative unit, or room, in which a person may obtain living accommodations for less than thirty (30) days, but not including duly licensed bed and breakfast, inn, hotel, motel, or timeshare property.
4. "**Fee**" and "**Payment**" mean remuneration or anything of economic value that is provided, promised, or donated primarily in exchange for services rendered.
5. "**Guests**" means any person or persons renting a short-term rental unit.
6. "**Operator**" or "**short-term rental operator**" means any person who receives payment for owning or operating a dwelling unit, or portion thereof, as a short-term rental unit.

7. **“Owner”** means any person who, alone or with others, has title or interest in any building, property, dwelling unit, or portion thereof, with or without accompanying actual possession thereof, and including any person who as agent, executor, administrator, trustee, or guardian of an estate has charge, care, or control of any building, dwelling unit, or portion thereof. A person whose sole interest in any building, dwelling unit, or portion thereof is solely that of a lessee under a lease agreement is not considered an owner. A person whose sole interest in any building, dwelling unit, or portion thereof is solely that of a creditor or lien holder, is not considered an owner.

8. **“Owner Occupied short-term rental”** means a residential property in which the legal owner occupies the property as their primary residence and offers short-term lodging to transient guests within the primary dwelling and/or within an accessory dwelling unit, guesthouse, carriage house, or similar subordinate residential structure located on the same lot, provided the owner maintains continuous occupancy on the property during the rental period.

9. **“Person”** has the same meaning as provided in RCW 82.04.030.

10. **“Short-term rental”** means a lodging use, that is not a hotel or motel or bed and breakfast, in which a dwelling unit, or portion thereof, that is offered or provided to a guest by a short-term rental operator for a fee for fewer than thirty consecutive nights.

a. Short-term rental does not include any of the following: i. A dwelling unit that is occupied by the owner for at least six months during the calendar year in which fewer than three rooms are rented at any time; ii. A dwelling unit, or portion thereof, that is used by the same person for thirty or more consecutive nights; or iii. A dwelling unit, or portion thereof, that is operated by an organization or government entity that is registered as a charitable organization with the Secretary of State, State of Washington, or is classified by the federal internal revenue service as a public charity or a private foundation, and provides temporary housing to individuals that are being treated for trauma, injury, or disease, or other family members.

11. **“Short-term rental advertisement”** means any method of soliciting use of a dwelling unit for short-term rental purposes.

12. **“Short-term rental platform”** or **“platform”** means a person or organization that provides a means through which an operator may offer a dwelling unit, or portion thereof, for short-term rental use, and from which the person or entity financially benefits from providing the platform. Examples include, but are not limited to: Airbnb and Vrbo. Merely publishing a short-term rental advertisement for accommodation does not make the publisher a short-term rental platform.

17.63.020 Purpose.

The purpose of this chapter is to establish procedures and standards for the permitting of

Short-term rentals. The intent is to balance the property rights of owners with the health and safety of renters and to reduce impacts to neighboring properties.

17.63.030 Applicability

The regulations established in Chapter 17.63 KCC shall apply to all Short-term rental uses within Kittitas County, except as otherwise provided in this chapter. Additionally, the following standards apply:

1. Short-term rental permits are non-transferable. Any change in ownership shall require a new permit.
2. All Short-term rentals shall comply with all applicable local, State, and Federal regulations and licensing standards.
3. Failure to meet or maintain the requirements of this Title may result in in revocation of a Short-term rental permit, as outlined in KCC 17.63.060.
4. Owner occupied Short-term rentals are not subject to this Title.
5. Short-term rentals within a Planned Unit Development (PUD) or Master Planned Resort (MPR) shall be subject to this Title unless expressly authorized by an approved Development Agreement or PUD Final Development Plan.

17.63.040 Procedures.

Short-term rentals shall not operate without a permit except as otherwise provided in this chapter. Short-term rental applications shall be processed as Independent administrative rulings as indicated in Table A, Chapter 15A.14 KCC. Upon submittal of an application, CDS will issue a notice to adjacent neighbors of the subject property and any contiguously owned property boundaries within 14 days from the date of complete application submittal. The notice shall contain the following information.

1. The address and parcel number of the proposed Short-term rental property
2. Contact information for the owner and/or property manager who will be managing the property.
3. The assigned Short-term rental number/application file number.

Decisions of short-term rental applications shall demonstrate consistency with the Decision criteria outlined in KCC 17.63.050. Permits shall be renewed annually.

17.63.050 Decision criteria.

The Community Development Services department shall review Short-term rental permit applications in accordance with the provisions of this section and may approve or deny the Short-term rental permit based on compliance with the criteria established below.

1. Required Findings.

- a. The property is located in a permitted zone and any structure(s) utilized for rental purposes were legally established.
- b. The property is not encumbered by any active code enforcement cases.
- c. The applicant shall provide a Short-term rental management plan including
 - i. A site plan of the rental indicating the following;
 - a. Functional smoke alarms in every sleeping room, hallway outside sleeping areas, and on every level of the home.
 - b. Carbon Monoxide detectors required in every sleeping room, hallway outside sleeping areas, and on every level of the home.
 - c. At least 1 ABC-rated fire extinguisher per floor. Fire extinguishers must be mounted, visible, and accessible to guests with clear signage or instruction posted on proper use.
 - d. Every bedroom must have at least one emergency window or exterior door that meets current building code standards. Pathways to exits must be clear and unobstructed.
 - e. The property must be accessible year-round to emergency vehicles, including fire trucks. Driveway width and turnaround space must meet minimum standards for emergency access.
 - f. If the property permits use of fire pits, fireplaces, or BBQ's, appropriate fire suppression tools (e.g., hose, shovel, fire extinguisher, and sand bucket) within 75 feet. Any applicable burn ban information must be clearly posted near the equipment and kept up to date.
 - ii. An off-street parking plan which demonstrates availability of adequate off-street parking for all guests and no anticipated overflow onto public or private roads. No reliance on street parking for additional guests.
 - a. Adequate turnarounds and no disruption to emergency access or school bus routes.
 - iii. A printed and posted emergency evacuation map showing all exits, fire extinguisher locations, and guest instructions describing evacuation procedures and emergency contact numbers.

a. Proposed methods to ensure renters are informed of the Kittitas County Noise Ordinance (Chapter 9.45 KCC) and current burn ban conditions.

d. The applicant shall sign an affidavit describing a commitment to maintain the standards outlined in the Short-term management plan and provide any changes and/or updates to the plan or managing entity to CDS within seven calendar days of changes.

e. The applicant shall inform all renters of the restrictions noted in the Short-term rental management plan and post a copy of the plan in a conspicuous location near the entry of the rental.

17.63.060 Violations.

1. Any (3) three committed violations within a 24-month period shall result in revocation of the STR permit for 365 days.

17.63.070 Appeals.

1. Any appeals of a Short-term rental permit determination shall be processed in accordance with Chapter 15A.07 KCC.