

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
Mark McCauley, County Administrator

FROM: Josh D. Peters, AICP, Community Development Director
Brent A. Butler, AICP, Chief Strategy Officer

DATE: March 3, 2025

SUBJECT: **WORKSHOP** re: Amendments to Jefferson County Code regarding Short-Term Rentals (STRs); Approval for Public Hearing on March 17, 2025

STATEMENT OF ISSUE:

The Board of County Commissioners (BoCC) adopted Ordinance 03-0610-24 on June 10, 2024, thereby establishing a moratorium on acceptance and processing of development permit applications for Short-Term Rentals (STRs), as regulated under Title 18 of the Jefferson County Code (JCC). As a part of the approved work plan, the Planning Commission (PC) held a public hearing on February 5, 2025 and deliberated on the record during the February 19, 2025 regular meeting. The PC recommendation to the BoCC is attached, as well as a proposed notice for a public hearing on March 17, 2025. The BoCC may summarily adopt the PC recommendation or hold their own public hearing to ensure adequate public comment opportunity for the proposal.

The moratorium expires on April 7, 2025, though it may be lifted sooner, along with establishment of updated STR development regulations.

ANALYSIS

The BoCC has determined that development regulations for STRs should be evaluated for potential amendment. The Planning Commission recommendation reflects the requested revisions to the Jefferson County Code (JCC) arising out of regularly scheduled May 15, July 3, July 17, and December 4, 2024 meetings to regulate STRs (i.e., rentals for less than 30 days).

A primary focus of these revisions is to enact provisions of state laws, including the State Building Code and RCW 64.37 Short-Term Rentals, and includes the following aspects:

- (1) Add new terms to the county's official list of definitions;
- (2) Proposed enforcement approach;
- (3) Maximum number of rentals or "cap";
- (4) Primary residence requirement; and
- (5) Exemptions, when applicable.

Prior to the PC public hearing on February 5, notice was duly posted on January 22. When formulating their recommendation on February 19, the PC incorporated the following changes from the January 22 version of the proposed ordinance:

- Table 3-1 in Appendix C is altered as follows:
 - Short-term rentals with five or fewer guest rooms and short-term rentals with more than five guest rooms. [The earlier version had said six or fewer guest rooms.]
 - Move STR with more than five guest rooms from residential uses to commercial uses
 - Change the level of review from C(a) to C(d) [conditional administrative to conditional discretionary]. This applies only to more than five guest rooms.
- 18.20.210 (3) and (4) in Appendix D is altered to read: Short-term rentals with five or fewer guest rooms and short-term rentals with more than five guest rooms. It currently states six rooms.
- Changed the proposed cap from 3% to 4%, using Office of Financial Management (OFM) data.
- Other changes made live at the meeting, including:
 - Subject to the established maximum numbers of short-term rentals, rentals for less than 30 days are permissible where the landowner is a resident of Jefferson County and the landowner or a qualified representative is in Jefferson County during the entire rental period.
 - Short-Term Rental permits shall only be valid for three years for permit holders whose primary residence is not on site.
 - Legal non-conforming housing units (sometimes called grandfathering) shall not be included under 18.210(3) and (4), but must:
 - (a) At a minimum, prior users must demonstrate that the current use is essentially the same as before July 10, 2006 (when JCC 18.20.210 was adopted); and
 - (b) Even if prior use is established, it must meet life safety requirements, state requirements, i.e., 64.37 RCW & licensing requirements regardless of grandfathering.

Note that PC recommendation does not propose any changes to regulations governing rentals for less than 30 days in outdoor areas more commonly associated with tent-camping. In coordination with Environmental Public Health, an examination of that issue is anticipated through a future policymaking process.

FISCAL IMPACT/COST-BENEFIT ANALYSIS:

The General Fund supports this planning process. No significant fiscal impact from the decision to hold a public hearing, other than the fee charged by the newspaper of record.

RECOMMENDATION:

Hold workshop with Community Development on the proposed PC recommendation for updated STR regulations. Consider a motion to approve the attached public hearing notice for a public hearing before the BoCC on March 17, 2025, at 10:30 AM.

REVIEWED BY:


 Mark McCauley County Administrator


 Date

Please publish 2 times: March 5 and March 12, 2025

Contact Person: Chelsea Pronovost

Bill to: Community Development

621 Sheridan St

Port Townsend, WA 98368

NOTICE OF PUBLIC HEARING

Ordinance for amendments to the Jefferson County Code short term rental properties as follows: Amendments to Jefferson County Code (JCC) 17.60, General Provisions of Title 17 Master Planned Resorts; JCC 18.10 Definitions; JCC 18.15 Land Use Districts; JCC 18.20.200 Home Business; JCC 18.20.210 Hospitality establishments and JCC 18.40, Permit Application and Review Procedures.

NOTICE IS HEREBY GIVEN that a public hearing is scheduled by the Jefferson County Board of Commissioners for **MONDAY, March 17, 2025 at 10:30 a.m.** in the Commissioners' Chambers, County Courthouse, 1820 Jefferson Street, Port Townsend, WA 98368 (HYBRID). Notice of said hearing is to be published in the official newspaper of Jefferson County.

The proposed amendments implement the Jefferson County Comprehensive Plan Housing Element which contains an Action Plan as Exhibit 3-7. Under an Action listed as *Remove Potential Barriers to Housing*, the Action Plan states: "Evaluate short-term rentals. To ensure such uses do not further restrict the housing supply for year-round residents, the County could examine the prevalence of short-term rentals and determine if a registration program and limits on numbers, zones or locations are appropriate." Additionally, this exhibit states: "Evaluate short-term rentals using available local and state data sources." It also repeats the above: "Determine if a registration program and limits on numbers, zones, or locations are appropriate to help ensure a sufficient housing supply for year-round residents."

The information is available for viewing on the County website by visiting: www.co.jefferson.wa.us and follow this pathway – Services – Laserfiche Web Portal (username and password is: public) – Board of Commissioners – BOCC Agenda Packets – 2025 Weekly Agenda Items – 03 March 2025 – 031725 - HEARING re Short Term Rentals

You are welcome to participate in this hearing. You will need to join the meeting by 10:30 a.m. using the following methods: **VIRTUALLY:** Via the following Zoom, link: <https://zoom.us/j/93777841705>, **PHONE:** Dial 1-253-215-8782 and enter access code: 937-7784-1705# and press *9 to "raise your hand" to be called upon. Access for the hearing impaired can be accommodated using Washington Relay Service at 1-800-833-6384, or **IN-PERSON**.

In addition, written testimony is also invited beginning on March 5, 2025 and ending on March 17, 2025 at the end of the Public Hearing, unless extended by the Board of County Commissioners. Written public testimony may be submitted by **Email to:** jeffbocc@co.jefferson.wa.us You may view documents and testimony received by visiting: www.co.jefferson.wa.us and following this pathway – Services – Laserfiche Web Portal (username and password is: public) – Board of Commissioners – BOCC Agenda Packets – 2025 Weekly Agenda Items – 03 March 2025 – 031725 - HEARING re Short Term Rentals

You can also **Mail** your testimony to: Jefferson County Commissioners' Office; PO Box 1220, Port Townsend, WA 98368. Written testimony must be received by the Board of County Commissioners by the end of the hearing testimony period.

Signed this 3rd day of March 2025.

JEFFERSON COUNTY

BOARD OF COMMISSIONERS

/S/ Heidi Eisenhour, Chair



DEPARTMENT OF COMMUNITY DEVELOPMENT

21 Sheridan Street, Port Townsend, WA 98368

Tel: 360.379.4450 | Fax: 360.379.4451

Web: www.co.jefferson.wa.us/communitydevelopment

E-mail: dcd@co.jefferson.wa.us

Richard Hull, PhD

Chairman

Jefferson County Planning Commission

621 Sheridan Street

Port Townsend, Washington 98368

February 20, 2025

Chair and Members of the Jefferson County Board of County Commissioners

Jefferson County Courthouse

1820 Jefferson Street

Port Townsend, Washington 98368

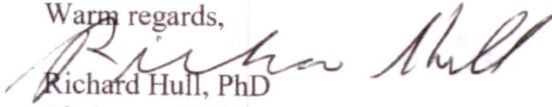
Dear Chair Eisenhower and Members of the Board:

I have attached the Planning Commission's recommendation to improve the Short-Term Rental regulations, arising out of a moratorium that necessitates an exception to the annual amendment process. Attached to this letter is a copy of the ordinance approved by the Planning Commission at their regular February 19, 2025 meeting.

After a series of workshops in each of the Board of County Commissioner Districts in 2024, public outreach through press releases and a duly noticed public hearing on February 5, 2025, documented in the "WHEREAS CLAUSES" of the attached ordinance, the Planning Commission reached a final decision on recommended updates to Short-Term Rental regulations. The Planning Commission recommends Unified Development Code text amendments, as more fully set forth in the attached ordinance that reviewed criteria related to growth and development, capacity of the county to provide adequate services especially with regards to enforcement, demand and need for short-term rentals (STR) and long-term housing, and the validity of county-wide attitudes and circumstances regarding STRs.

Please do not hesitate to reach out to the Planning Commission with any additional questions.

Warm regards,


Richard Hull, PhD

Chairman, Jefferson County Planning Commission

**STATE OF WASHINGTON
COUNTY OF JEFFERSON**

An Ordinance Repealing Ordinance 03-0610-24, a Moratorium on Acceptance and Processing of Application for Hospitality Establishment Permits for Transient Residences or Transient Guest Houses pursuant to Jefferson County Code (JCC) 18.20.210(3); and Adopting Amendments to JCC 17.60, General Provisions of Title 17 Master Planned Resorts; JCC 18.10 Definitions; JCC 18.15 Land Use Districts; JCC 18.20.200 Home Business; JCC 18.20.210 Hospitality establishments and JCC 18.40, Permit Application and Review Procedures/ SEPA Implementation

ORDINANCE _____

WHEREAS, the Washington Constitution, Article XI, Section [11](#), confers upon county legislative authorities the police power to adopt regulations necessary to protect the health, safety, and well-being of its residents; and

WHEREAS, RCW [36.32.120\(7\)](#) provides that the county legislative authorities shall make and enforce, by appropriate resolutions or ordinances, all such police and sanitary regulations as are not in conflict with state law; and

WHEREAS, police power is that inherent and plenary power which enables prohibition of all things hurtful to the comfort, safety and welfare of society; and

WHEREAS, the scope of police power is broad, encompassing all those measures which bear a reasonable and substantial relation to promotion of the general welfare of the people; and

WHEREAS, homelessness and housing affordability directly and indirectly impact the health, safety, and well-being of county residents and continues to present local, regional, and national challenges arising out of many social and economic factors; and

WHEREAS, Jefferson County enacted several measures to address the shortage of affordable, transitional, supportive, and emergency housing; and

WHEREAS, in 2017, the Jefferson County Board of County Commissioners adopted Resolution No. [35-17](#) to declare that an emergency exists with respect to the availability of housing that is affordable for those households earning 80 percent or less of the Jefferson County median family income, which the U.S. Department of Housing and Urban Development identifies as “low income;” and

WHEREAS, as identified in the *2019 Jefferson County Community Health Assessment Report: Summary Findings*,¹ the lack of affordable housing continues to present local challenges, especially for older adults, young families, and the working class; and

WHEREAS, in Resolution No. 63-19, the Jefferson County Board of Commissioners adopted a Five-Year Homeless Housing Plan, *Making Homelessness a Singular Occurrence – Homelessness Crisis Response and Housing Five-Year Plan for Jefferson County*, “to establish a long-term, systematic effort to address the homelessness and affordable housing crisis through a data focused vision for Jefferson County;” and

WHEREAS, Jefferson County adopted Ordinance No. 11-1221-20, imposing a sales and use tax for affordable housing and supportive services, in accordance with House Bill 1590 (chapter 222, Laws of 2020) and RCW 82.14.530, to address the local challenge presented by homelessness and declining affordability; and

WHEREAS, Jefferson County adopted Ordinance No. 05-0613-22 related to the siting, establishment, and operation of temporary housing facilities for unsheltered and unhoused individuals and families in unincorporated Jefferson County to address the local challenge presented by homelessness and declining affordability; and

WHEREAS, Jefferson County adopted Ordinance No. 04-1009-23 referenced as the Commercial Property Assessed Clean Energy and Resilience (C-PACER) Program to reduce the debt servicing costs associated with commercial property improvements and construction including multifamily structures with five or more dwelling units to incentivize multifamily construction, rehabilitation, and repair to implement sustainable practices; and

WHEREAS, Jefferson County in partnership with the City of Port Townsend and the Housing Fund Board identified sites for transitional, supportive, and emergency housing, such as Caswell-Brown Village, to create an emergency shelter to address the foregoing challenges; and

WHEREAS, the Board of County Commissioners amended the Port Townsend Urban Growth Area (PTUGA) boundary via Ordinance No. 09-1209-24 to provide for transitional, supportive, and emergency housing including, among others, the Caswell-Brown Village site to accommodate continuum-of-care special purpose housing to address the foregoing challenges; and

WHEREAS, in partnership with the City of Port Townsend, Jefferson County advanced new affordable housing opportunities in 2024 through pre-approved residential building plans, where sweat equity, energy efficient designs, and expedited permitting may reduce housing costs to partly address the lack of housing; and

WHEREAS, the Jefferson County Comprehensive Plan contains a Housing Action Plan as Exhibit 3-7² that identifies the need to “evaluate short-term rentals to ensure such uses do not

¹ https://www.co.jefferson.wa.us/DocumentCenter/View/19190/20191104_Jefferson_CHA-Summary-Report_2019_v2, Accessed January 5, 2025.

² See: https://www.co.jefferson.wa.us/DocumentCenter/View/18001/Jefferson-CP-2018_12, at 3-19 Accessed January 5, 2025.

further restrict the housing supply for year-round residents” as one of six bulleted tasks to remove potential barriers to housing; and

WHEREAS, the county held three public meetings regarding short-term rentals, one each in Cape George and the Tri Area and a third hybrid meeting in Quilcene, during March 2024; and

WHEREAS, county staff presented the findings of these meetings to the Jefferson County Planning Commission at its regularly scheduled July 17, 2024 meeting; and

WHEREAS, on December 4, 2024, county staff obtained clarification on how to interpret the Planning Commission’s July 17, 2024 preliminary proposal regarding limiting short-term rentals for less than 30 days and exemptions; and

WHEREAS, the Jefferson County Department of Community Development (DCD) assumes responsibility for the environmental review and procedural steps as the “Lead Agency” pursuant to WAC [197-11-926\(1\)](#); and

WHEREAS, Jefferson County analyzed the proposed legislation in accordance with the State Environmental Policy Act (SEPA), as summarized in an associated SEPA checklist, and finds that adoption of this non-project action will not result in a probable significant adverse impact to the environment;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF JEFFERSON COUNTY, STATE OF WASHINGTON as follows:

Section 1. Findings of Fact. The Board of County Commissioners (BoCC) adopts the recitals above (WHEREAS clauses) as their own findings of fact for this ordinance.

Section 2. Purposes. The purpose of this ordinance is to implement the Comprehensive Plan Housing Element which contains an Action Plan as Exhibit 3-7.³ Under an Action listed as *Remove Potential Barriers to Housing*, the Action Plan states: “Evaluate short-term rentals. To ensure such uses do not further restrict the housing supply for year-round residents, the County could examine the prevalence of short-term rentals and determine if a registration program and limits on numbers, zones or locations are appropriate.” Additionally, this exhibit states: “Evaluate short-term rentals using available local and state data sources.” It also repeats the above: “Determine if a registration program and limits on numbers, zones, or locations are appropriate to help ensure a sufficient housing supply for year-round residents.”

Section 3. Repeal Prior Ordinance. This Ordinance repeals Ordinance No. 03-0610-24.

Section 4. Modification of the Jefferson County Code. JCC [17.60.070](#) shall be amended and as set forth in Appendix A.

³ See: https://www.co.jefferson.wa.us/DocumentCenter/View/18001/Jefferson-CP-2018_12, at 3-19 Accessed January 5, 2025.

Section 5. Modification of the Jefferson County Code. Chapter [18.10](#) JCC shall be amended as set forth in Appendix B.

Section 6. Modification of the Jefferson County Code. JCC 18.15.040, Table 3-1 shall be amended as set forth in Appendix C.

Section 7. Modification of the Jefferson County Code. JCC 18.20.200 and [18.20.210](#) shall be amended as set forth in Appendix D.

Section 8. Modification of the Jefferson County Code. JCC 18.40.040, Table 8-1 shall be amended as set forth in Appendix E.

Section 9. Severability. The provisions of this ordinance are declared separate and severable. If any section, clause, sentence, or phrase of this chapter is held to be invalid or unconstitutional by any court of competent jurisdiction, that holding shall in no way affect the validity of remainder of the code or application of its provision to other persons or circumstances.

Section 9. SEPA Compliance. DCD issued a threshold Determination of Non-Significance (DNS) on January 22, 2025.

Section 10. Effective Date. This Ordinance shall take effect immediately upon adoption by the Board of County Commissioners.

(SIGNATURES FOLLOW ON THE NEXT PAGE)

APPROVED and ADOPTED this _____ day of _____, 2025.

JEFFERSON COUNTY BOARD OF
COMMISSIONERS

Heidi Eisenhour, Chair

Greg Brotherton, Member

Heather Dudley-Nollette, Member

SEAL:

ATTEST:

Carolyn Gallaway, CMC Date
Clerk of the Board

Approved as to form only:

Philip Hunsucker Date
Chief Civil Deputy Prosecuting Attorney

APPENDICES

Proposed Amendments to Jefferson County Code (JCC) Title [17](#) and Title [18](#), pertaining to Hospitality Establishments.

Strikethrough (e.g., ~~striketrough~~) denotes a deletion; underline denotes an addition.

APPENDIX A

17.60.070 Resort cap and residential use restrictions.

Pursuant to Ordinance 01-0128-08, the Pleasant Harbor MPR in total shall have a development cap of up to 890 residential units; provided, however, short-term visitor accommodation units and short-term rental units shall constitute not less than 65 percent of the total units including, but not limited to, hotels, motels, lodges, and any residential uses allowed under each zone. Short-term visitor accommodation units and short-term rental units shall be construed to mean occupancies ~~equal to or~~ less than 30 days. The Pleasant Harbor MPR in total shall have a development cap of 56,608 square feet of resort commercial, retail, restaurant, and conference space. [Ord. 3-18 § 2 (Att. 1)]

APPENDIX B

The following changes are made to Chapter 18.10 JCC:

18.10.120 L. Definitions

“Landlord” means, as specified in RCW 59.18.030(16), the owner, lessor, or sublessor of the dwelling unit or the property of which it is a part, and in addition means any person designated as representative of the owner, lessor, or sublessor including, but not limited to, an agent, a resident manager, or a designated property manager.

18.10.160 P definitions.

“Primary residence” means a person’s usual place of return for housing as documented by motor vehicle registration, driver’s license, voter registration, or other such evidence as determined by the Director. A person may have only one primary residence.

18.10.190 S Definitions.

“Short-term rental” means a lodging use, that is not a hotel, motel, or bed and breakfast, in which a ~~primary or accessory~~ dwelling unit, or portion thereof, is offered or provided to a guest by a short-term rental operator for a fee for fewer than thirty consecutive nights, as set forth in RCW 64.37.010(9)(a).

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

“Short-term rental operator” or “operator” means any person who receives payment for owning or operating a dwelling unit, or portion thereof, as a short-term rental unit.

“Short-term rental platform” or “platform” means a person 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. Merely publishing a short-term rental advertisement for accommodations does not make the publisher a short-term rental platform.

~~18.10.2000~~ T definitions

~~“Transient accommodations” means a commercial use involving the rental of any structure or portion thereof for the purpose of providing lodging for periods less than 30 days.~~

~~“Transient residence” or “transient ADU” means a single-family residential unit or ADU used for short-term transient occupancy (for periods less than 30 days).~~

The remaining portions of chapter 18.10 JCC are not changed.

APPENDIX C

Changes to JCC 18.15.040, Table 3-1 are as follows:

Table 3-1. Allowable and Prohibited Uses

	Resource Lands		Rural Residential			Rural Commercial				Rural Industrial						Public	UGA
	Agricultural – Prime and Local	Forest – Commercial, Rural and Inholding	1 DU/ 5 Acres	1 DU/10 Acres	1 DU/20 Acres	Rural Village Center	Convenience Crossroad	Neighborhood/Visitor Crossroad	General Crossroad	Resource-Based Industrial	Light Industrial/Commercial (Glen Cove)	Light Industrial (Glen Cove)	Light Industrial/Manufacturing (Quilcene and Eastview)	Heavy Industrial	Parks, Preserves and Recreation	Irondale and Port Hadlock Urban Growth Area	
Specific Land Use	AG	CF/RF/IF	RR 1:5	RR 1:10	RR 1:20	RVC	CC	NC	GC	RBI	LI/C	LI	LI/M	HI	PPR	UGA	
Residential Uses																See Chapter 18.18 JCC	
Transient rental of residence or accessory dwelling unitShort-Term Rentals with 5 or fewer guest rooms	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	No	No	No		
Commercial Uses																	
Short-Term Rentals with more than 5 guest rooms	C(d)	C(d)	C(d)	C(d)	C(d)	C(d)	No	No	No	No	No	No	No	No	No		

See Chapter 18.18 JCC

APPENDIX D

Changes to JCC 18.20.200 and JCC 18.20.210 are as follows:

18.20.200 Home Business

Home businesses are accessory to the primary residential use and are permitted in any dwelling unit or accessory structure. All home businesses shall be reviewed as Type I permit decisions, except as exempted under subsection (3) of this section.

(1) The following list of uses is not intended to be exhaustive, but rather is intended to be illustrative of the types of uses:

- (a) Artists, photographers, and sculptors;
- (b) Authors and composers;
- (c) Dressmakers, seamstresses, and tailors;
- (d) Home day care;
- (e) Home crafts such as model making, rug weaving, lapidary work, woodworking, and ceramics;
- (f) Office facility of a minister, rabbi, priest or other similar person associated with a religious organization;
- (g) Business office facility of a salesman, sales representative or manufacturer's representative, architect, artist, broker, dentist, physician, public relations practitioner, engineer, planner, instructor in music, arts and crafts, insurance agent, land surveyor, lawyer, musician, real estate agent, or typist;
- (h) Classes of specialized instruction; and
- (i) Barbershops and beauty parlors; and
- ~~(j) Bed and breakfast residences.~~

18.20.210 Hospitality establishments.

(1) Bed and Breakfast Inns. The following standards apply to all bed and breakfast inns:

- (a) No more than six guest sleeping rooms shall be accommodated in any bed and breakfast inn.

(b) If a building is on a federal, state, or local register of historic structures, then the owner may apply for a bed and breakfast inn for up to 10 rooms. A conditional use permit may be granted if the historic character and fabric of the building are preserved, if there are no new structures or additions to the existing structure(s), and if all other bed and breakfast inn standards and restrictions are met.

(c) Meals may only be served to overnight guests.

(d) Kitchen facilities are prohibited in guest rooms.

(e) Bed and breakfast inns shall be restricted to proprietor-occupied, single-family residences.

(f) Guest occupancies for a fee shall be limited to fewer than thirty consecutive nights~~no more than 30 consecutive days~~.

(g) The exterior of the building shall retain a residential appearance.

(h) Bed and breakfast inns shall be operated in a way that will prevent unreasonable disturbance to area residents.

(i) One off-street parking space shall be provided for each guest room in addition to parking required for the residence. All parking spaces shall meet the standards of Chapter [18.30](#) JCC.

(j) Approval shall be conditional upon compliance with all applicable building code requirements, state liquor laws, and state sanitation requirements.

(k) No more than one sign is allowed, consistent with the sign standards in JCC [18.30.150](#).

(l) All bed and breakfast inns are subject to the applicable water and food service sanitation requirements established by the Washington State Board of Health and the Jefferson County board of health.

(2) Bed and Breakfast Residence. The following standards apply to all bed and breakfast residences:

(a) Bed and breakfast residences shall be restricted to owner-occupied single-family residences.

(b) No more than three guest sleeping rooms shall be available for the accommodation of bed and breakfast residence guests.

(c) Guest occupancies for a fee shall be limited to ~~no more~~ fewer than thirty consecutive nights~~than 30 consecutive days~~.

- (d) Meals may only be served to overnight guests.
- (e) The bed and breakfast residence shall be operated in a way that will prevent unreasonable disturbance to area residents.
- (f) One off-street parking space shall be provided for each guest room in addition to parking required for the residence.
- (g) Approval shall be conditional upon compliance with all applicable building code requirements, state liquor laws, and state sanitation requirements.
- (h) No more than one sign is allowed, consistent with sign standards in JCC [18.30.150](#).

(3) ~~Transient Residence~~[Short-Term Rental](#) ~~or Transient Guest House (Accessory Dwelling Unit)~~ [with five or fewer guest rooms](#). The following standards apply to all short-term ~~(less than 30 days)~~ [transient](#) rentals of single-family residential units ~~and guest houses (ADUs)~~ or portions thereof:

(a) The ~~transient residence~~[short-term rental](#) ~~or short-term guest house~~ shall be operated in a way that will prevent unreasonable disturbances to area residents.

(b) At least one additional off-street parking space shall be provided for the ~~transient~~ [short-term rental](#) use in addition to the parking required for the residence or guest house.

(c) If any food service is to be provided the requirements for a bed and breakfast residence ~~must~~[shall](#) be met.

(d) No outdoor advertising signs are allowed.

~~(e) The owner or lessee may rent the principal residence or the guest house on a short-term basis, but not both.~~

~~(f) Where there are both a principal residence and a guest house (i.e., an accessory dwelling unit), the owner or lessee must reside on the premises.~~

~~(g) Transient accommodations must meet all local and state regulations, including those pertaining to business licenses and taxes.~~

[\(e\) Short-term rentals shall not exceed 4% of the unincorporated Jefferson County housing unit total not including:](#)

[i. Master planned resorts,](#)

[ii. Hospitality permits approved under prior regulations, or](#)

iii Short-term rentals for less than 30-days predating hospitality regulations.

(f) Subject to the established maximum numbers of short-term rentals, rentals for less than 30 days are permissible where the land owner is a resident of Jefferson County and the landowner or a qualified representative is in Jefferson County during the entire rental period.

(g) In no case shall the short-term rental exceed the design capacity of the permitted on-site sewage system.

(h) In each of the county's zip codes, rentals for less than 30 days shall not exceed the number established by the Board of County Commissioners. In the event the Board has not established maximum numbers of rentals (cap) in each zip code, the cap in each zone shall not exceed 4% of the total number of housing units as estimated by the Office of Financial Management.

(i) Short-Term Rental permits shall be inspected annually.

(j) Short-Term Rental permits shall only be valid for three years for permit holders whose primary residence is not on site.

(k) Short-term rentals shall meet all local and state regulations, including those pertaining to business licenses, liability insurances, and taxes, and registering with the Washington Department of Revenue as required by RCW 64.37.040.

(4) Short-Term Rental with more than five guest rooms. The following standards apply to short-term (less than 30 days) rentals of single-family residential units or portions thereof:

(a) The short-term rental shall be operated in a way that will prevent unreasonable disturbances to area residents.

(b) One off-street parking space shall be provided for each guest room in addition to parking required for the residence. All parking spaces shall meet the standards of Chapter 18.30 JCC.

(c) No outdoor advertising signs are allowed.

(d) A conditional discretionary use permit shall be required.

(e) With the exception of short-term rentals identified in JCC 18.20.210(3)(e), the maximum number of short-term rentals shall not exceed the maximum cap as set forth in 18.20.210(3); and

(i) Landlords are prohibited from renting to a third party for less than 30 days within the first two (2) calendar years of ownership or lease; and

(ii) The number of short-term rentals within each of the county's zip codes shall not exceed the amount specified in JCC 18.20.210(3).

(f) Short-term rentals shall be located at the landlord's primary residence

(5) Regulatory Compliance. Bed and breakfast inns, bed and breakfast residences, and short-term rentals shall comply with all local and state regulations, including those pertaining to business licenses, liability insurances and taxes, and registering with the Washington Department of Revenue. For the avoidance of doubt, compliance "state regulations" includes, without limitation, compliance with all of the requirements in Chapter 64.37 RCW.

(6) Application, License and Registration required.

(a) An application for approval of any bed and breakfast inn, bed and breakfast residence, or short-term rental shall be filed with the department on forms developed by the department.

(b) An application for a bed and breakfast inn, bed and breakfast residence, or short-term rental shall not be considered complete unless it includes a true and correct copy of every license or registration from the Washington Department of Revenue required by it under Chapter 64.37 RCW.

(c) The department shall maintain a list of all approved applications for Bed and breakfast inns, bed and breakfast residences, and short-term rentals, which shall be accessible on the department's web site.

(7) Legal non-conforming housing units (sometimes called grandfathering) shall not be included under this chapter 18.210(3) and (4), but must:

(a) At a minimum, prior users must demonstrate that the current use is essentially the same as before July 10, 2006 (when JCC 18.20.210 was adopted), and

(b) Even if prior use is established, it must meet life safety requirements, state requirements, i.e., 64.37 RCW & licensing requirements.

(8) Enforcement.

(a) The provisions of this chapter shall be enforced under Title 19 of the Jefferson County Code. Jefferson County may seek any remedy available under law as is necessary to prevent or correct any violation of this chapter.

(b) Any short-term rental platform or other advertisement of a short-term rental in unincorporated Jefferson County shall:

(i) Register the platform's name or advertisement location, contact person, and website address with the department prior to operating;

(ii) Provide a list of all active short-term rental listings within the municipal boundaries of Jefferson County with the **department**;

(iii) Advertise only those short-term rentals with valid permits; and

(iv) Comply with all local and state regulation governing short-term rentals.

APPENDIX E

Changes to JCC 18.40.040, Table 8-1 are as follows:

Table 8-1. Permits – Decisions

Type I ²	Type II	Type III	Type IV	Type V
<u>Bed and breakfast inn,</u> <u>bed and breakfast</u> <u>residence and short-term</u> <u>rental Hospitality</u> <u>permits listed in Table 3-1</u> <u>in JCC 18.15.040 as</u> <u>“Yes”.</u>	Discretionary conditional use permits under JCC 18.40.520(2) listed in Table 3-1 in JCC 18.15.040 as “C(d)” unless Type III process required by administrator.			