



**CITY OF ROSLYN
PLANNING AND HISTORIC PRESERVATION
COMMISSION SPECIAL MEETING MINUTES
September 7, 2017 – 6:00 P.M.**

201 S 1st, Roslyn, Washington

CALL TO ORDER, ROLL CALL, AGENDA UPDATE

Commissioner Brodine called the meeting to order at 6:00PM, and asked for roll call.

Present: Commissioners Fader, Sweet, Payne, and Cook, Planner Geiger, and Treasurer Graham.

Absent: Commissioner Flowers and Commissioner Miltko

Commissioner Brodine excused Commissioner Miltko and Commissioner Flowers' absences.

The Commission added citizens comment to the agenda.

CITIZENS COMMENTS:

None

DISCUSSION ITEMS:

Code Amendments

1. Ch. 18.140 – Vacation Rental Regulation
 - a. Commissioner Brodine gave a summary of the goal of the evening
 - b. Commissioners shared their research on how other municipalities are handling similar rentals
 - i. Port Townsend
 1. No Kitchenettes
 2. Accessory Dwelling Units are not allowed to do short term rentals
 - ii. Leavenworth
 1. Only allows them in the commercial zone
 - iii. Okanogan
 1. Restricts the number of short term rentals each owner can have
 - iv. Santa Barbara
 1. Not allowed at all
 - v. Jerome
 1. Not going to allow them by private parties
 - vi. Birch Bay

1. No restrictions
- vii. Commissioner Brodine reviewed a suggestion that have been made
 - viii. The land owner or manager must be on site
 - ix. Commissioner Sweet stated that she found many cities that did not allowed vacation rentals in residential communities, some cities allowed the rentals if the owner is on the property at least six months of the year, and the manager must be available 24/7, and have a time limit on how long they have to respond to a complaint, renters are provided with rules and regulations, and the property owner is held to higher parking standards.
 - x. In Hawaii, neighbors have to be notified and owner contact information must be posted.
- c. In summary, vacation rentals are allowed but with strict regulations that are strictly enforced.
 - d. Commissioner Fader suggested that we make all categories defined as short term rentals, rather than categorizing them as hotels, hostels, bed and breakfast, etc.
 - i. Would need more public input
 - ii. Would need to define short term rental versus temporary housing
 - iii. Could then break down to different categories under that umbrella, and allow the Commission to handle all short-term rentals together.
 - e. The feeling from the community feedback is to allow them in the commercial
 - f. The Commission determined that they do want to allow short term rentals
 - g. The Commission liked the idea of only one short term rental per property owner
 - h. The Commission would like the current vacation rental regulations applied to all short-term rentals
 - i. The Commission discussed the requirement to live on premises or on an adjacent property.
 - j. The Commission would like an annual inspection from the health department
 - k. Planner Geiger suggested that the Commission using zoning to regulate the placement of vacation rentals, proposing commercial and commercial overlay zone allowance and allowance under a Conditional Use Permit for those in the residential zone
 - l. Commissioner Sweet moved to request that the City Council extend the moratorium on Vacation Rentals for 6 months, and Commissioner Payne seconded the motion.
 - m. Commissioner Brodine called for a vote, and the motion died.

- n. Commissioner moved to request that Council place a moratorium on all short-term rentals less than thirty days for six months, Commissioner Sweet seconded the motion, and the motion was **APPROVED 5-0**.
 - o. The Commission determined that existing permitted and licensed short-term rentals may continue during the moratorium as long as they maintain compliance with the applicable regulations and renew their licensing on-time.
 - p. The Commission discussed parking requirements and density, possibly based on the established additions
 - q. The Commission determined that short term rentals in the Commercial Zone is unlimited.
 - r. The Commission determined that short term rentals in the Commercial Overlay zone is considered separately from the addition that it is located in, and the number of short term rentals is unlimited and will require a conditional use permit.
 - s. The Commission determined that the number of short term rentals allowed in the residential zone is limited to 3%, Planner Geiger recommends checking the legality of using percentage as a limit. The Commission is also interested in using distance as a requirement.
 - t. The Commission determined they would like to require that the property owner live in the City limits for short term rentals in the residential zone.
 - u. The Commission want vacation rentals to be owner occupied at least 6 months of the year.
2. The Commission discussed their next steps, and want to continue to discuss. The Commission will continue to meet twice a month through the winter but the second meeting of the month will not be available for application reviews.

ADJOURNMENT

Commissioner Fader moved to adjourn the meeting, Commissioner Payne seconded the motion, and the motion was **APPROVED 5-0**, adjourning the meeting at 7:59PM.

X

Janine Bodine
Commission Chair

X

Michelle Geiger
Planner