



City of Stevenson

Planning Department

(509)427-5970

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

TO: Planning Commission
FROM: Ben Shumaker
DATE: May 12th, 2025
SUBJECT: Vacation Rental Homes – A Citizen-led Review of Current Policies

Introduction

The Planning Commission is asked to review the current City program related to Vacation Rental Homes. The regulatory program was adopted in March 2016 after a substantial policy development process and recommendation by the Planning Commission. The appropriateness of the program has been called into question by a group of citizens (Attachment 1) and the City Council has asked the Planning Commission to lead the review.

Recommended Action

Staff recommends the Planning Commission establish public involvement expectations consistent with the Planning Commission Bylaws (Attachment 2).

Background

Vacation Rental Registry

The City's [Vacation Rental Home](#) Program was developed 9 years ago. At that time the "sharing economy" was still developing. Tech platforms like Uber and Airbnb were finding their footing by facilitating peer-to-peer commerce outside of the corporate structure that most were more accustomed to. An open and far ranging public involvement process assisted the City's development of its regulatory program (Attachment 3). The Planning Commission, inspired by one public commenter, approached regulating this new economic system by "beginning with an assumption of trust".

The program relied on example programs from similarly situated communities and refined by analyzing regulatory tools according to the public purpose they served and their appropriateness for our community at that time. The resulting program is largely a registry of annual license holders. Entry into the registry requires payment of a small annual fee, provision of a local management contact, and self-certification of 6 programmatic requirements. The program was built to mimic the annual business license process which was similarly uncomplicated (Attachment 4).

Fee collection

In 2020, the State of Washington changed how business license fees were to be issued by local jurisdictions. The change centralized fee collection to make "one-stop-shopping" for businesses. Instead of visiting each jurisdiction to understand and pay business license fees, the new system allows businesses to pay to the Department of Revenue the license fee for all the jurisdictions where they conduct business. The fees are then remitted to the those jurisdictions.

With the change to the business license process, the City also chose to centralize the payment of vacation rental license fees. Instead of collecting the fee along with the City application, the Department of Revenue collects the fee on the City's behalf.

No other changes to the 2016 program have been made.

Suggested Priority

The public purposes served by the 2016 policies are listed in the column on the left. The tools employed by the draft regulations appear in the center column. Staff has interpreted the by the public initiating this are shown in maroon text.

November Options for Regulatory Intents and Tools		
Public Purpose	Tools	Additional/Newly Suggested Tools
Avoid Neighborhood Disruptions	<ul style="list-style-type: none">• Annual License Renewal• Revocable License• Neighborhood Notice• Local Management• Staff Inspections• Interior Informational Posting• Added Parking Standards• Complaint Log/Action Log	<ul style="list-style-type: none">• Proof of Residency• On-site Ownership Preference
Reduce Housing Speculation	<ul style="list-style-type: none">• Revocable License• Annual License Renewal	<ul style="list-style-type: none">• Proof of Residency
Reduce Vacation Rental Proliferation	<ul style="list-style-type: none">• Revocable License• Annual License Renewal	<ul style="list-style-type: none">• Proof of Residency• District-Specific Allowance
Ensure Market Fairness and Taxation	<ul style="list-style-type: none">• Annual License Renewal• Taxation Required	
Protect Guests	<ul style="list-style-type: none">• Annual Renewal• Local Management• Interior Informational Posting• Staff Inspections• Fire Code Compliance• Added Parking Standards	<ul style="list-style-type: none">• On-site Ownership Preference
Reduce Administrative Burden & Barriers to Entry	<ul style="list-style-type: none">• Revocable License• Annual License Renewal• Neighborhood Notice• Staff Inspections• Taxation• Fire Code Compliance• Complaint/Action Log	<ul style="list-style-type: none">• Water Shutoff Penalty
Benefit Economy	<ul style="list-style-type: none">• Local Management• Fire Code Compliance	<ul style="list-style-type: none">• On-site Ownership Preference
7 Total Intents	10 Total Tools: 8 Required (bold text), 2 Advisory	

Public Involvement

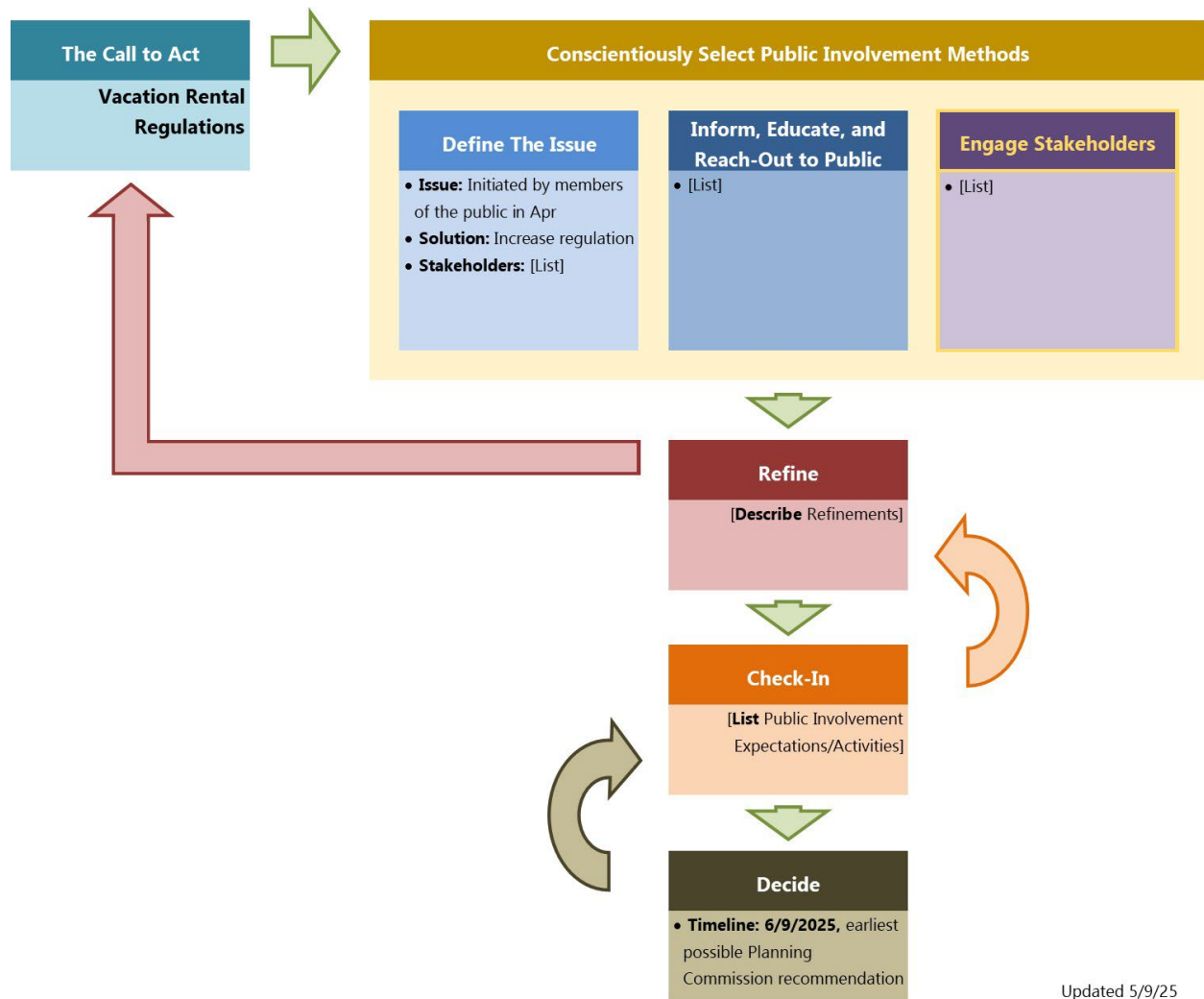
This issue was brought to the Planning Commission by the public. To ensure any proposed changes incorporate public input and occur within a manageable timeline, the Planning Commission's bylaws include expectations for public involvement. These expectations ask the Planning Commission to conscientiously choose, implement, and communicate public involvement techniques from a menu of options (Attachment 3).

The Call to Act for this issue has come directly from the public. At the City Council meeting when that call was made, the Council also heard public comment urging caution about new restrictions.

Decision Point #1: What methods of Public Involvement are appropriate for the review of this program?

Decision Point #2: Who is responsible for undertaking the Public Involvement methods selected?

The figure below provides context for the implementation of whichever methods are selected. The expectation at this phase of the review is to work through the 3 boxes under the gold umbrella.



Next Steps

The selected public involvement components will be implemented. Staff will provide an evaluation of the current program's implementation and challenges. A public review draft will need to be drafted and circulated. A SEPA Threshold Determination will need to be made. The Planning Commission could make a recommendation as early as its June meeting.

Prepared by,

Ben Shumaker
Community Development Director

Attachment

- 1- Community Request and Draft Code
- 2- Planning Commission Bylaws, Public Involvement Framework
- 3- 2016 Public Involvement Summary
- 4- 2015 Intra-Office Implementation Memo

April 8, 2025

Dear City Council,

Stevenson is an amazing place to live, but as everyone knows, it's becoming unaffordable to live here. The boom in Vacation Rental properties, like Airbnb, really makes this problem worse. As is well-documented elsewhere, as the number of Vacation Rentals rise, long-term rents and housing prices rise.

Back 10 years ago when Vacation Rentals were first allowed by the City of Stevenson, it made sense at the time because there were not adequate hotel options. Since then, we've had 2 new hotels open and Skamania Lodge expanded. And we've added many dozens of Vacation Rentals. That's enough. We don't need to keep giving up more of our small town's housing stock to tourists.

Neighborhoods need neighbors. Our neighborhood is starting to feel hollow. Over the years, the City has done a lot of great things to make Stevenson more walkable and bikeable, with plans to improve this further. This attracted me to buy a house near downtown 18 years ago. But now, on my normal walk around the neighborhood between the fairgrounds and City Hall, it seems like I notice a new Vacation Rental almost every time. It's starting to feel like a sad, empty ski town in its off-season. Fewer neighbors. Fewer families sending their kids to school, fewer folks chatting from their front yards or walking their dogs. Who are we making Stevenson more walkable for?

Let me be clear - I don't begrudge a homeowner who wants to make extra money from their property. And, I do appreciate having *some* rental houses available in our town. In fact, when we have family visiting from out of town, they love to rent a house.

But there are different types of Vacation Rental hosts. Some rent out parts of the home they live in full-time, helping them afford to live in the community they love and otherwise couldn't afford. But then there are investors who sometimes have no ties to our community. They buy up houses to convert to Vacation Rentals that sit empty most of the time. A Vacation Rental that's only occupied a fraction of the year can still make a profit for these investors. And the tourists who visit are surely helping certain parts of our economy. But they don't work here and they don't volunteer and they're not invested in the community. We can't let the number of Vacation Rentals ruin our sense of community.

In 2020 the percentage of housing stock in Skamania County used as either second homes or Vacation Rentals was already 18%. Certainly it's higher now. It's a real shame when houses converted to Vacation Rentals were previously long-term rentals and/or affordable houses. Is the City taxing the Vacation Rentals at a rate that can help compensate for other lost values, such as decreasing school enrollments, shortage of volunteer firefighters, and businesses struggling due to lack of housing for their workers?

How many under-the-radar Vacation Rentals are operating? The annual application fee for the City's license hasn't been adjusted since 2016. Is it really sufficient to cover the City of

Stevenson's costs for robust tracking, inspection, and enforcement? Platforms such as Airbnb must be required to remove listings without a valid license on file. Licenses must be revoked for failing to comply with the "Neighborhood Notice" provision and other requirements in our City code.

And we need a new rule: within City limits, we should cap the number of unhosted Vacation Rentals, where the host lives off-site, to the number that currently exists. Any new Vacation Rentals would have to be within the host's primary residence, and/or an additional dwelling unit on the same property. Many cities have enacted rules such as these.

Reining in Vacation Rentals won't singlehandedly solve our affordable housing issue, but it's a good place to start. And it will certainly help our neighborhoods feel like neighborhoods again. It's time for us to take a hard look at our situation and move towards solutions.

Sincerely,

Dana Hendricks
Stevenson

Save Our Stevenson (SOS)

Draft Ordinance

4/4/2025

Purpose

The goal of this law is to prevent Stevenson from becoming a “town” of vacation rentals rather than a town of people who actually live here. It will prevent additional houses from being bought up by out-of-town investors mainly for the purpose of operating as vacation rentals.

Definitions

“City of Stevenson” refers to the legislative body titled as such.

“Vacation rental” or “Short term rental” is defined as a rental unit rented for periods lasting less than one month.

“Proof of Residency”: possession of a voter registration card showing the primary residence in Stevenson

“Hosted Vacation Rental” is considered to be hosted because the owner lives on-site. The rental unit may be within the host’s primary residence, or an additional dwelling unit on the same property.

“Unhosted Vacation Rental” is an unhosted rental unit, where the owner lives off-site.

Application of Rule

This rule only applies to properties zoned residential.

Text of Rule

The annual number of licenses granted by the City of Stevenson for Unhosted Vacation Rentals shall not exceed the number that currently exists on the date when this rule is enacted. As existing license-holders decline to renew, or otherwise forfeit, licenses for Unhosted Vacation Rentals will be phased out. Any new Vacation Rental licenses must meet the definition of a Hosted Vacation Rental.

Enforcement

In addition to the tracking and enforcement mechanisms already in the City code, these will be added:

- The annual cost of the license shall be adjusted to a rate sufficient to cover the City of Stevenson’s costs for tracking and enforcement.
- Platforms such as Airbnb must be required to remove listings without a valid license on file.
- When the City of Stevenson is alerted that a property owner may be in violation, by operating under a Hosted Vacation Rental license without living onsite, the legal property owner will be given 30 days upon notification from the City of Stevenson to produce proof of residency. If the legal owner of the property does not produce proof of residency, the City of Stevenson will turn off sewer and

water services to the property. The City of Stevenson will refund any portion of the sewer and water bill that was already paid at point of termination.

Appendix B – Public Involvement Framework

The following represents a recommended procedure to evaluate and establish topic-specific public involvement plans. As used in this appendix, “Public Involvement” is an umbrella term incorporating a broad range of ways in which the Planning Commission interacts with the public. This range begins with the minimum requirements established by State statutes where information is shared in a uni-directional manner to ensure public awareness of Commission actions. The Public Involvement umbrella embraces bi-directional dialogue wherein the public informs decisions through their meaningful input. At another end of the range, Public Involvement could result in direct decision-making by the public via referendum to the voters. Along the way the term Public Involvement embraces other public participation methods, whether they are suggested in this appendix or not.

This Public Involvement Framework was recommended in summer 2021 by a subcommittee of the Planning Commission. The committee was composed of residents, property owners, Planning Commissioners, and City staff.

The Public Involvement Framework incorporates 7, non-linear, categories of action beginning with a “Call to Act”. As appropriate within this framework the Planning Commission should “Conscientiously Select Public Involvement Methods” to “Define” the issue identified in the “Call”, “Inform/Educate/Reach-Out” to the public about the issue, and “Engage” community stakeholders to exchange information on the issue. These conscientious efforts allow the Commission to “Refine” the issue based on information received, “Check-in” with the public after the issue is refined, and to eventually “Decide” on an action to address the “Call”.

The intent of the Framework is to allow the Planning Commission to conscientiously evaluate each “Call to Action”, right-size its approach to the action, and communicate its expectations and actions to the public. The non-linear aspect of the framework means that the Planning Commission can evaluate and establish independent Public Involvement expectations for each category in the framework and can reevaluate established expectations as necessary.

Documents assisting this conscientious effort include:

- Exhibit B.1 – Visual Public Involvement Workflow Template. During any topic the Planning Commission chooses to address, this template can be edited and used to convey the established topic-specific public involvement plan and update its progress while the topic is being address.
- Exhibit B.2 – Menu of Public Involvement Methods. This exhibit is not intended to be static. As time goes on, this menu of methods may be supplemented, refined, or edited without a formal amendment to the Planning Commission bylaws.

- Exhibit B.3 – Example Public Involvement Materials. Like the menu of methods, the example materials of this exhibit are not static. Dynamic updates to the example materials can be added at any time without amending these bylaws.

Framework Components

Component	Actors	Actions
Call to Act		
The Call to Act is the instant when an issue is identified. The Call to Act can be considered the identification of an Issue or a Need . The Call results from a disturbance, an opportunity, a problem, a request, or any other catalytic moment when the Planning Commission is asked to act.	The Caller can be anyone from the community: <ul style="list-style-type: none"> • A City elected official • A Planning Commissioner • City staff • Consultants • A partner agency or interest groups, etc. 	Determine whether to answer the Call: <ul style="list-style-type: none"> • Determine whether Issue or Need is accepted • Assess City agency/ability to impact • Assess City responsibility to impact • Assess City capacity
Define the Issue		
Defining the Issue creates clarity by exploring how the Call to Action was created and by whom, identifying who is driving and who is impacted, and identifying available information, observations, public concerns, and determining whether existing data is adequate or more data is required. Defining the issue leads to a reconsideration of whether to answer the Call. Doing so transforms Need into Purpose .	The Planning Commission identifies Potential Stakeholders as necessary. Potential Stakeholders include: <ul style="list-style-type: none"> • Businesses • City officials • Developers • Low Income and/or under represented • Long-term residents • New residents • Those Privileged and Disadvantaged by the issue/topic • Property Owners • Renters, etc. 	Determine Stakeholders: <ul style="list-style-type: none"> • Understand who the Caller represents • Understand who benefits/suffers from the Issue or Need • Understand who benefits/suffers from the Solution to the Issue or Need Propose Solutions <ul style="list-style-type: none"> • Determine when a solution is proposed • Determine who proposes solutions • Determine how many solutions are proposed Select Public Involvement Strategies <ul style="list-style-type: none"> • Assess City capacity to implement individual Public Involvement Methods. • Establish who should be involved • Select level of involvement (Inform, Educate, Engage, Ask) • Select specific Public Involvement Methods (Exhibit B.2)
Inform, Educate, and Reach-Out to Public		
Informing, Educating, and Reaching Out to Stakeholders provides <i>uni-directional information sharing</i> from	The Planning Commission and City staff activate Networks (e.g., SDA,	Make Materials Accessible, Understandable, Timely, and Compelling

the City to the Public. The sharing of information could be a preamble to the Engaging Stakeholders or could stand alone as a form of open governance. Informing, Educating, and Reaching-Out to the Public shares the Purpose with the community to generate greater Communal Understanding .	Volunteers, WAGAP, etc.) to help reach-out to identified Potential Stakeholders.	<ul style="list-style-type: none"> • Share simple information broadly • Provide access to more detailed information • Make available source documents and reference materials Surface Latent Stakeholders <ul style="list-style-type: none"> • Provide opportunities for the Public-At-Large to become more involved
Engage Stakeholders		
Engaging Stakeholders provides <i>bi-directional information exchange</i> between the public and city staff/elected officials. Engaging Stakeholders results supplements Communal Understanding with Collective Wisdom .	The Planning Commission and City staff activate Networks to help engage identified Potential Stakeholders and previously Latent Stakeholders.	Match the Level of Engagement to the Need for Input and the Impact of Change. <ul style="list-style-type: none"> • Share simple information broadly • Provide access to more detailed information • Make available source documents and reference materials Ensure Engagement is Multi-Faceted. <ul style="list-style-type: none"> • Select specific Public Involvement Methods (Exhibit B.2) Solicit Input and Expertise Building upon Work of City Officials.
Refine		
Refining involves validating or reconsidering decisions made in earlier steps. Refining applies Communal Understanding and Collective Wisdom to the Purpose . If the issue is complex, refining may involve several iterations of earlier steps and/or offer widening ranges of options. At one end of this range, refining could even lead the Planning Commission to reconsider whether to answer the original Call to Act.	The Planning Commission and City staff respond to stakeholders based on input received.	Distill stakeholder input for Planning Commission to inform next steps and/or a decision.
Check-In		
Checking-In reconnects Stakeholders with the Need and Purpose , and updates the Communal Understanding with the Collective Wisdom gained through implementation of the Public Involvement Plan.	The Planning Commission and City staff re-activate networks, updating stakeholders on the issue's evolution through the Public Involvement efforts.	Create a feedback loop to determine whether additional Public Involvement is necessary before a decision can be made. Respond to Stakeholders to Improve Upon or Help Inform the Final Decision.
Decide		
Deciding involves advancing an Action to address a Need the Purpose . The		Document the Decision Communicate the Decision Broadly

action should integrate the Collective Wisdom received through implementation of the Public Involvement Plan. Through Action a Need is addressed, the Seed of Community is born and the ground is prepared to receive the next Call.		
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Exhibit B.1 – Visual Public Involvement Workflow Template

The following template can be customized to document the topic-specific Public Involvement Plans.

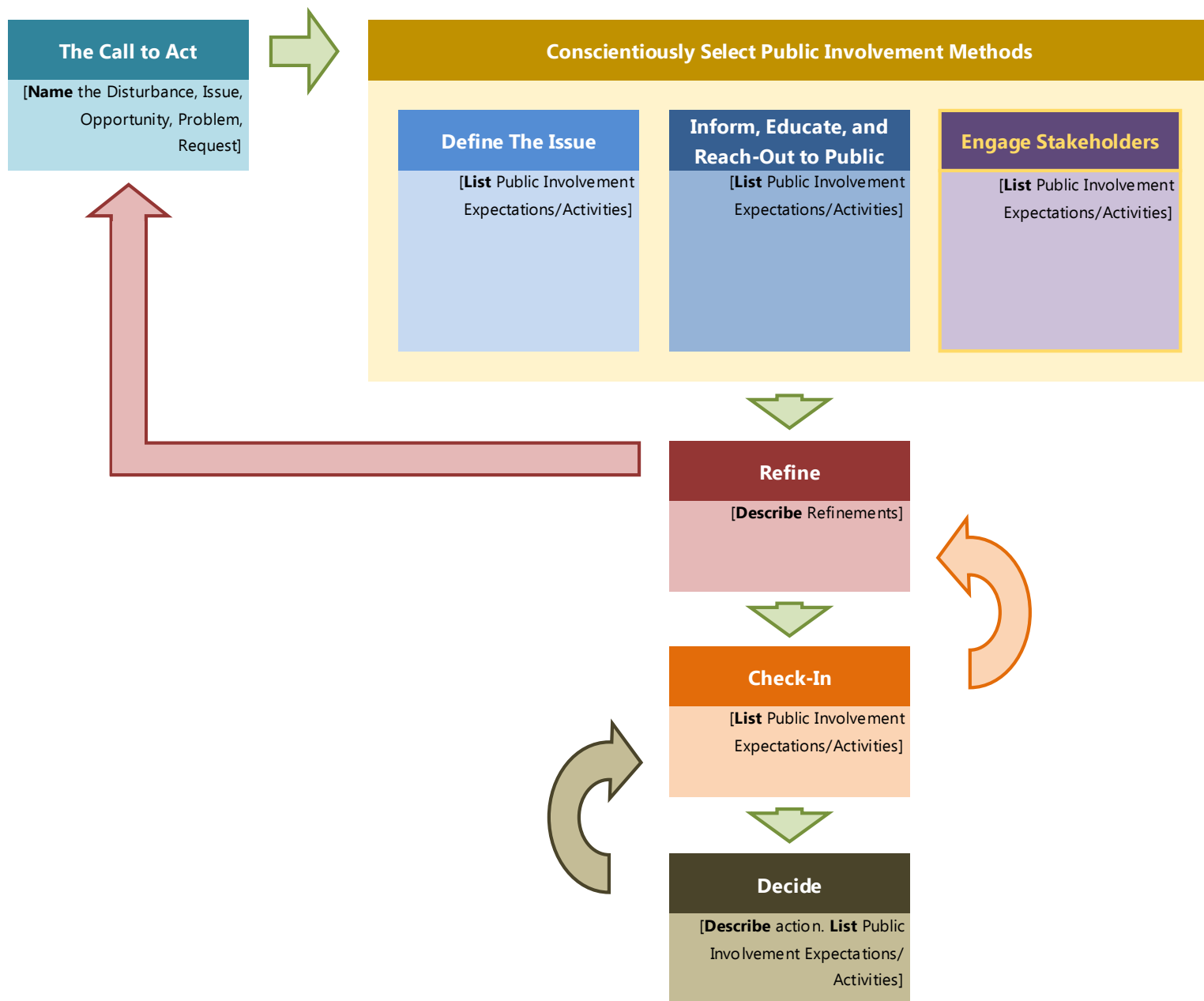


Exhibit B.2 – Menu of Public Involvement Methods.

This exhibit presents several public involvement methods. Some are simple, some more complex. A basic assessment of the impact and associated costs associated with each method is included. This list is dynamic and will grow according to more input and testing of methods.

The menu can be attached to early issue report as a tool for the Planning Commission and shared with the public to share expectations on each Public Involvement Plan.

In general, selected methods to Inform, Educate, and Reach-Out should provide an 1-month timeframe.

Method	Impact	Resource Need	Notes	Included in Plan?
Methods to Inform, Educate, Reach-Out				
Physical Media (posters, informational flyers, newspaper ads)	L M H	\$ \$ \$ \$ \$ \$	Consider posting on bulletin boards and around town (laundry, apartments, post office, workplaces, school/government/semi-public spaces)	Y or N
Targeted Media (postcards with links, invitations to participate)	L M H	\$ \$ \$ \$ \$ \$		Y or N
Requests for neighborhood/group participation	L M H	\$ \$ \$ \$ \$ \$	Planning Commissioners and/or Staff	Y or N
Electronic Media (Facebook page, nextdoor, websites of partners and City)	L M H	\$ \$ \$ \$ \$ \$		Y or N
Press Release, Interviews, Guest Editorial	L M H	\$ \$ \$ \$ \$ \$		Y or N
Sandwich Boards	L M H	\$ \$ \$ \$ \$ \$	Consider placing at Stevenson Downtown Association office, front lawns	Y or N
Guest appearances at events and meetings	L M H	\$ \$ \$ \$ \$ \$	Planning Commissioners and/or Staff	Y or N
Informal community and interest networks	L M H	\$ \$ \$ \$ \$ \$		Y or N
Concise, short and well written flyers delivered to resident's front door by volunteers	L M H	\$ \$ \$ \$ \$ \$		Y or N
Methods to Engage				
Public Workshops	L M H	\$ \$ \$ \$ \$ \$	Accessible and welcoming to all	Y or N
Survey Monkey	L M H	\$ \$ \$ \$ \$ \$	Special attention to language and readability needed	Y or N
Meet & Greets with staff or elected officials	L M H	\$ \$ \$ \$ \$ \$	Requires data collected and staffing of elected, along with public notice	Y or N
Council/Commissioner meetings with focused methods for input/dialogue	L M H	\$ \$ \$ \$ \$ \$	Build upon Commission meetings and allow for back and forth between electeds and community. Add more time for PI (Public Involvement).	Y or N

			Change physical arrangement. Actively promote/welcome PI	
Town Hall - debates or educational forums	L M H	\$ \$ \$ \$ \$	Cross talk between electeds, experts, staff with Q&A from audience	Y or N
Story boards - data collection or voting	L M H	\$ \$ \$ \$ \$	Placing story boards in key location to collect input about very specific things OR to get votes on X or Y preference Mimicking this on social media also *Key to have right issue and right language	Y or N
Listening sessions between staff/electeds and public	L M H	\$ \$ \$ \$ \$	Planning Commissioners and/or Staff	Y or N
Attend existing meetings of currently organized groups, events and board meetings.	L M H	\$ \$ \$ \$ \$	Social service agencies, neighborhood groups, special interest networks, etc	Y or N
Attend large employers meetings (as applicable)	L M H	\$ \$ \$ \$ \$	Planning Commissioners and/or Staff	Y or N
Pioneer articles from Council/Commission with key topics needing to be discussed and solicitation of questions for next issue to be answered	L M H	\$ \$ \$ \$ \$		Y or N
Form task forces, interest groups, focus groups, etc	L M H	\$ \$ \$ \$ \$	Planning Commissioners and/or Staff	Y or N
Pizza party/cook off - casual event	L M H	\$ \$ \$ \$ \$	Planning Commissioners and/or Staff	Y or N
Postcards soliciting input	L M H	\$ \$ \$ \$ \$		Y or N

Exhibit B.3 – Example Public Involvement Materials.

This exhibit presents examples of public involvement materials to effectively implement public involvement plans. These examples will change and supplements will be added in response to the implementation of topic specific public involvement plans.

List of Examples

- Flyer Example.

Flyer Example

ZONING - Your neighborhood could change

We will be discussing how it might change at a meeting next week. Please come.

Then we'd give the time and place where the meeting was going to be held.

Then we would have ended the flyer this way:

For more information on the proposed changes contact _____. Then we'd
give three ways to contact this person.



City of Stevenson

Planning Department

(509)427-5970

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

TO: City Council
FROM: Ben Shumaker
DATE: February 18th, 2016
SUBJECT: Overnight Lodging Public Involvement Summary

Introduction

The memo provides the City Council with an incomplete summary of the public involvement measures taken by the Planning Department leading up to the Planning Commission's recommended code updates. These measures are presented as chronologically as possible and include key findings from the efforts. This memo should be treated as a companion memo to the four other staff reports prepared for this issue. A comprehensive compendium of all the public involvement efforts is available upon request.

Problem Identification

2013 Conditional Use Denial

Concerns about the City's overnight lodging program began in 2013 as the City was finalizing the update of the Comprehensive Plan. These concerns centered on a conditional use proposal for a vacation rental home, which staff mistakenly categorized as "Bed and Breakfast or Tourist Home" in its report to the Planning Commission. This error in interpretation was compounded by errors in the public notification procedure. The errors were addressed by delaying the decision until appropriate public notices were distributed and ultimately denying the request as inconsistent with the Zoning Code.

Key Findings:

1. The impacts of vacation rental homes differ from hotels, motels, and bed and breakfasts because their guests are not supervised by on-site management.
2. The public is uncomfortable by the idea of vacation rental homes appearing in their neighborhood without their knowledge.
3. The Zoning Code's use categories and definitions of overnight lodging lack clarity.
4. The Zoning Code's silence (and resulting prohibition) of vacation rental homes in residential areas may not be in line with current trends/desires.

Non-Enforcement of Prohibition

Public discourse about the 2013 conditional use proposal revealed that existing homes in Stevenson were being advertised and used as vacation rental homes despite the prohibition. The owners of these homes were "allowed" to continue because they had never asked for the City's permission and therefore never been told about its prohibition. City nuisance enforcement policies did not proactively target these uses and no public complaints were received to generate reactive investigation/enforcement.

Key Findings:

5. The market for vacation rental homes exists in Stevenson.
6. Home owners largely avoid the City when considering using their home for vacation rental purposes.
7. Existing vacation rental homes did not generate complaints to the City from their neighbors.

Lodging Tax Receipts

City Council discourse about the existence and non-enforcement of vacation rental homes led to concerns their operation in a black market and avoidance of the transient lodging tax paid by the overnight guests of other businesses. Individual Council members expressed the desire to rectify this.

Key Findings:

8. Vacation rental homes are subject to the same collection of transient lodging taxes as hotels, motels, and bed and breakfasts.
9. Not all of the existing vacation rental homes pay taxes as required.

2015 Amendment Process

Sensing the inconsistency between findings 1, 2 and 7, desiring overcome findings 3 and 4, and acknowledging the need to cope with the problems associated with the remaining findings, the Planning Commission decided to make overnight lodging regulations the focus of their 2015 work plan.

Project Kick-Off

The Planning Commission's review of the issue began at their May meeting, where they reviewed the Zoning Code's current use categories, definitions, and the locations where various types of overnight lodging were contemplated. The meeting also saw them determine the preliminary scope of the update process and develop their public involvement strategy for this issue.

Key Findings:

10. Zoning Code definitions and use categories are inconsistent and not exhaustive.
11. Referring to the issue as "Transient Lodging" elicits unnecessary negative connotations.
12. The issue is important and requires a robust public involvement strategy including Planning Commission workshops, press releases, and a community questionnaire.

Community Questionnaire/Results Workshop

A questionnaire was made available through www.surveymonkey.com for public responses during the entire month of July, 2015. A link to the questionnaire was posted on the City website and emailed directly to individuals currently providing overnight lodging, individuals recently inquiring about overnight lodging, and area realtors. The *Skamania County Pioneer*, the Chamber of Commerce, and the Economic Development Council were engaged as partners and asked to share the link to the questionnaire with their email contact lists and/or on their websites/Facebook pages. This public involvement effort led to 114 individual respondents. The questionnaire was discussed at the August Planning Commission Workshop, where public concerns emerged about the City's ability to regulate Vacation Rental Homes in light of a State Supreme Court decision.

Key Findings:

13. This issue is important to the public.
14. Hotels (54%) and Vacation Rental Homes (54%) are the two forms of overnight lodging most in-demand based on respondents own travels, neighborhood, and future desire to provide.
15. Parking congestion (38%) is the disruptions of most concern for respondents.
16. Camping (14%) is seen as the least appropriate form of overnight lodging in Stevenson.
17. State Supreme decisions need to be reviewed before proceeding.

Workshop- Case Law

In September, 2015 the Planning Commission held a workshop with 13 members of the public to review case law on Vacation Rentals. Cases considered include a Supreme Court case (*Wilkinson v. Chivama*) and Court of Appeals case (*Ross v. Bennett*).

Key Findings:

18. State Supreme Court decisions create nuances, but no direct case law, for the City to consider.
19. The nuances focus on the Courts' determination that occupancy of a single family home by short term vacationers has a similar impact on the neighborhood as occupancy by full-time residents

Iterative Workshops-Vacation Rental Best Practices, Regulatory Tools, Policy Stances

In September, October, and November, 2015 the Planning Commission held workshops with 13, 4, and 7 members of the public to define and refine Stevenson's approach to regulation. The 23 tools and 8 policy positions presented in September were pared to 16 tools and 7 policy stances for October, further refined to 10 tools for November. The recommended draft reviewed by the Planning Commission and 5 members of the public in December incorporates 8 required tools and 2 advisory tools based on the 5 policy stances the Planning Commission deemed to be important for Stevenson.

20. The issue continued to be important to the public throughout the process.
21. Two policy stances were specifically not addressed by the Planning Commission and left to City Council in the determination of fees.

Mailing List

Beginning after the August workshop, and continuing throughout the public involvement effort, City staff developed a mailing list of 20 community members interested in the overnight lodging update. Information was sent out to the mailing list prior to each workshop workshops and hearings (including tonight) and at key milestones in the update process.

2016 Recommended Draft

In reviewing the Planning Commission's recommendation, the City Council has the final say in this public involvement effort and the method by which the City addresses the key findings. Inconsistencies between findings 1, 2, 7, and 19 are mostly resolved by the recommended suite of tools. The recommended update to the Zoning Code (Title 17) addresses findings 3, 4, 5, 10, 11, 14, 16, 17, 18 and 19. The recommended addition to Title 5 addresses findings 8, 9, 12, 13, 17, 19 and 20. Finding 6 will be an ongoing management problem for City staff to address. Finding 15 was addressed on an advisory level in Title 5, and no changes were deemed necessary in Title 17.

The City Council decisions will decide how Finding 21 is addressed.

Prepared by,

Ben Shumaker
Planning Director



City of Stevenson

Planning Department

(509)427-5970

7121 E Loop Road, PO Box 371
Stevenson, Washington 98648

TO: City Staff
FROM: Ben Shumaker
DATE: November 5th, 2015
SUBJECT: ZON2015-02- Vacation Rental Policy Proposals

Hi All-

Please take a look at the attached draft regulations for vacation rental homes. The implementation of these are mostly conducted by you all and not the Planning Department, so I'm hoping you can give me some feedback on how workable or unworkable they will be.

The draft regs are color coded sections where there are admin/counter, building, and public works tie-ins. General questions:

Admin/Counter- Candace, Carla, and Nick, you guys will be most impacted by these regs. The Planning Commission wants there to be as little administrative burden and as few barriers to entry as possible, so the draft regs are written to 1) mimic what we are doing with business licenses, 2) trust that there will be no problems, and 3) provide a feedback/adaptive management mechanism if there are problems. Please take a look at the regs to see if they accomplish that or if they could accomplish it with fewer words. Take a look too at the application, neighborhood notice, Good Neighbor Guidelines, and complaint form to see if this is a workable program.

Building- Karl, I've already talked to you some about this, but I'm leaning toward recommending a "vacation rental home fire safety checklist" be required as part of the once every fire year inspection option the Planning Commission is looking at. This would allow you to be flexible and modify it as needs arise. The regs also allow you reasonable access to the unit, so you could schedule an inspection when a new application comes in or during the January annual reviews. I will work with you on a standard inspection checklist so we have a full regulatory program ready when we come out of the gates.

Public Works- Eric, I think parking is the only real tie-in with public works. The Planning Commission isn't interested in requiring proof of off-street parking, but I still wanted the property owners and guests to know they shouldn't rely on street parking to be reserved for them. Take a look at the Good Neighbor Guidelines which we'll ask them to give to guests too. I don't imagine the PC would be receptive to different water and sewer rates/requirements, but if you have recommendations there, get them ready and I bet the City Council would include them.

I'm sure I've missed something, so other comments are also welcome.

Here's a quick look at what the Planning Commission wants to accomplish and how they got to this draft:

Thanks for your help,

September Options for Regulatory Intent and Tools	
Regulatory Intent	Tools (City)
Avoid Neighborhood Disruptions	<ul style="list-style-type: none"> Added Parking Standards (Bend, Cannon Beach, Lincoln City, Manzanita) Trash Service (Cannon Beach, Lincoln City, Manzanita) Landscaping Improvements (Lincoln City) Staff Inspections (Cannon Beach, Lincoln City, Manzanita) Signage Standards (Lincoln City) Revocable License (Bend, Cannon Beach, Lincoln City, Manzanita) Annual License Renewal (Bend, Lincoln City, Manzanita) Limitation on License Period (Cannon Beach) Neighborhood Notice (Bend, Cannon Beach, Lincoln City, Manzanita) Exterior Informational Posting (Bend, Lincoln City, Manzanita) Interior Informational Posting (Bend, Cannon Beach, Lincoln City) Local Management (Bend, Cannon Beach, Lincoln City, Manzanita) Nuisance Abatement prior to License (Bend, Cannon Beach, Lincoln City) Guest Limit (Cannon Beach, Lincoln City, Manzanita) Guest Registry (Cannon Beach, Lincoln City) Complaint Log/Action Log (Bend, Cannon Beach, Lincoln City). Prohibited (Leavenworth)
Aesthetically Please	<ul style="list-style-type: none"> Landscaping Improvements (Lincoln City) Trash Service (Cannon Beach, Lincoln City, Manzanita) Signage Standards (Lincoln City) Local Management (Bend, Cannon Beach, Lincoln City, Manzanita) Nuisance Abatement Prior to License (Bend, Cannon Beach, Lincoln City)
Reduce Speculation	<ul style="list-style-type: none"> Non-transferable License (Bend, Cannon Beach, Lincoln City, Manzanita) Limitation on Ownership (Cannon Beach, Lincoln City) License Caps (Cannon Beach, Manzanita) Revocable License (Bend, Cannon Beach, Lincoln City, Manzanita)

November Options for Regulatory Intent and Tools	
Regulatory Intent	Tools (City)
Avoid Neighborhood Disruptions	<ul style="list-style-type: none"> Revocable License Annual License Renewal Neighborhood Notice Interior Informational Posting Local Management Staff Inspections Added Parking Standards Complaint Log/Action Log
Reduce Housing Speculation	<ul style="list-style-type: none"> Revocable License Annual License Renewal

	<ul style="list-style-type: none"> • Annual License Renewal (Bend, Lincoln City, Manzanita) • Limitation on License Period (Cannon Beach) • Prohibited (Leavenworth)
Reduce Proliferation	<ul style="list-style-type: none"> • Non-transferable License (Bend, Cannon Beach, Lincoln City) • License Caps (Cannon Beach, Manzanita) • District Specific Allowance (Cannon Beach, Lincoln City) • Limitation on Ownership (Cannon Beach, Lincoln City) • Revocable License (Bend, Cannon Beach, Lincoln City, Manzanita) • Annual License Renewal (Bend, Lincoln City, Manzanita) • Limitation on License Period (Cannon Beach) • Prohibited (Leavenworth)
Taxation	<ul style="list-style-type: none"> • Taxation Required (Cannon Beach, Lincoln City, Manzanita) • Annual License Renewal (Bend, Lincoln City, Manzanita) • Limitation on License Period (Cannon Beach) • Guest Registry (Cannon Beach, Lincoln City)
Protect Guests	<ul style="list-style-type: none"> • Added Parking Standards (Bend, Cannon Beach, Lincoln City, Manzanita) • Staff Inspections (Cannon Beach, Lincoln City, Manzanita) • Trash Service (Cannon Beach, Lincoln City, Manzanita) • Annual Renewal (Bend, Lincoln City, Manzanita) • Local Management (Bend, Cannon Beach, Lincoln City, Manzanita) • Building/Fire Code Compliance (Bend, Cannon Beach, Lincoln City, Manzanita) • Guest Limits (Cannon Beach, Lincoln City, Manzanita) • Nuisance Abatement Prior to License (Bend, Cannon Beach, Lincoln City) • Interior Informational Posting (Bend, Cannon Beach, Lincoln City) • Prohibited (Leavenworth)
Associated Administrative Burden	<ul style="list-style-type: none"> • Non-transferable License (Bend, Cannon Beach, Lincoln City, Manzanita) • Staff Inspections (Cannon Beach, Lincoln City, Manzanita) • Taxation (Cannon Beach, Lincoln City, Manzanita)

Reduce Vacation Rental Proliferation	<ul style="list-style-type: none"> • Revocable License • Annual License Renewal
Ensure Market Fairness and Taxation	<ul style="list-style-type: none"> • Annual License Renewal • Taxation Required
Protect Guests	<ul style="list-style-type: none"> • Annual Renewal • Local Management • Interior Informational Posting • Staff Inspections • Fire Code Compliance • Added Parking Standards
Reduce Administrative Burden & Barriers to Entry	<ul style="list-style-type: none"> • Revocable License • Annual License Renewal • Neighborhood Notice • Staff Inspections • Taxation • Fire Code Compliance

	<ul style="list-style-type: none"> • Revocable License (Bend, Cannon Beach, Lincoln City, Manzanita) • Annual License Renewal (Bend, Lincoln City, Manzanita) • Limitation on License Period (Cannon Beach) • Limitation on Ownership (Cannon Beach, Lincoln City, Manzanita) • License Caps (Cannon Beach, Manzanita) • Building/Fire Code Compliance (Bend, Cannon Beach, Lincoln City, Manzanita) • Neighborhood Notice (Bend, Cannon Beach, Lincoln City, Manzanita) • Exterior Information Posting (Bend, Lincoln City, Manzanita) • Nuisance Abatement Prior to License (Bend, Cannon Beach, Lincoln City) • Guest Registry (Cannon Beach, Lincoln City) • Complaint/Action Log (Bend, Cannon Beach, Lincoln City) • Prohibited (Leavenworth)
Benefit Economy	<ul style="list-style-type: none"> • Trash Service (Cannon Beach, Lincoln City, Manzanita) • Building/Fire Code Compliance (Bend, Cannon Beach, Lincoln City, Manzanita) • Local Management (Bend, Cannon Beach, Lincoln City, Manzanita) • Guest Limit? (Lincoln City, Manzanita) • Prohibited? (Leavenworth)
8 Total Intents	23 Total Tools

	<ul style="list-style-type: none"> • Complaint/Action Log
Benefit Economy	<ul style="list-style-type: none"> • Local Management • Fire Code Compliance
7 Total Intents	10 Total Tools: 8 Required, 2 Advisory