



Exhibit A Scope of Work Short Term Rental Code City of Tenino

Prepared For: City Council, City of Tenino

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Project Understanding

The City of Tenino is considering amendments to the Tenino Municipal Code to establish clear regulations and an administrative process for short-term rentals. The code update will evaluate options for expressly allowing short-term rentals in detached accessory dwelling units while restricting or excluding their operation within principal single-family residences.

The project will also evaluate how short-term rental regulations may support the development and use of accessory dwelling units while addressing neighborhood compatibility, housing availability, public safety, enforcement, and administrative feasibility.

SCJ Alliance will assist the City with regulatory research, preparation of draft code amendments, Planning Commission review, and the local and state adoption process.

The work will consist of the following Tasks:

- ◆ Task 1 – Code and Regulatory Research
- ◆ Task 2 – Draft Short-Term Rental Code
- ◆ Task 3 – Review and Adoption

Task 1 Code and Regulatory Research

SCJ will research short-term rental regulations and implementation practices that may be applicable to Tenino. Research will focus on identifying a regulatory approach that clearly states where short-term rentals are allowed and establishes an understandable permitting and enforcement process.

1) Research Existing Code Options

- ◆ Applicable provisions of the Tenino Municipal Code, including zoning, accessory dwelling unit, business licensing, nuisance, parking, and enforcement regulations.
- ◆ Short-term rental regulations adopted by comparable Washington jurisdictions.
- ◆ Common approaches to defining and distinguishing short-term rentals from hotels, motels, bed-and-breakfast establishments, home occupations, and long-term residential rentals.
- ◆ Options for expressly allowing short-term rentals in detached accessory dwelling units while restricting them within principal single-family residences.

- ◆ Potential standards addressing occupancy, parking, local contacts, safety, business licensing, inspections, neighborhood impacts, and code enforcement.
- ◆ Applicable state requirements and limitations affecting local short-term rental regulation.

2) Planning Commission Discussion

SCJ will prepare for and participate in one Planning Commission meeting to present initial research findings, discuss regulatory alternatives, and obtain direction regarding the preferred approach.

- Discussion topics are anticipated to include:
 - Whether and where short-term rentals should be expressly allowed.
 - Whether short-term rentals should be limited to detached accessory dwelling units.
 - The relationship between short-term rental regulations and the City's objective of encouraging accessory dwelling unit development.
 - The appropriate review and approval process.
 - Operational and enforcement standards.
 - The appropriate City department or official responsible for administering the regulations.

3) Short-Term Rental Data and Process Development

SCJ will gather available information and develop recommendations for a short-term rental application, review, and enforcement process. This work may include:

- Identifying the information that should be submitted with an application.
- Evaluating whether short-term rentals should require a land use permit, registration, business license, or a combination of approvals.
- Identifying potential renewal, inspection, revocation, and appeal procedures.
- Reviewing available information regarding the number and distribution of short-term rentals operating in or near Tenino.
- Developing a preliminary process outline identifying responsible City departments and decision points.
- Identifying options for tracking approved short-term rentals and responding to complaints.

4) Jurisdictional Outreach

SCJ will contact staff from the cities of Westport, Langley, and Olympia to gather information regarding implementation and enforcement of their short-term rental regulations. Outreach will focus on:

- Administrative procedures.
- Staffing and enforcement needs.
- Common complaints and compliance issues.
- Registration, licensing, and inspection practices.
- Approaches that have or have not worked effectively.
- Lessons that may be applicable to Tenino.

SCJ will summarize findings for consideration by City staff and the Planning Commission.

Task 1 Deliverables

- ◆ Summary of regulatory options and comparable jurisdiction approaches.
- ◆ Preliminary short-term rental review and enforcement process.
- ◆ Summary of outreach to Westport, Langley, and Olympia.
- ◆ Planning Commission meeting materials, as appropriate.

Task 2 Draft Short-Term Rental Code

Based on direction from City staff and the Planning Commission, SCJ will prepare draft amendments to the Tenino Municipal Code.

1) Initial Draft Code

SCJ will prepare an initial draft ordinance or code amendment addressing the short-term rental regulatory framework. The draft is anticipated to address:

- Purpose and applicability.
- Definitions.
- Zoning districts or residential situations in which short-term rentals are allowed.
- Standards for short-term rentals located in detached accessory dwelling units.
- Restrictions applicable to principal single-family residences, if directed by the City.
- Permit, registration, or licensing requirements.
- Application requirements.
- Operational and safety standards.
- Occupancy and parking requirements, if applicable.
- Local contact requirements.
- Inspection and renewal procedures, if applicable.
- Enforcement, suspension, and revocation.
- Nonconforming or existing short-term rentals, if applicable.
- Administrative authority and appeals.
- Coordination with applicable accessory dwelling unit and business licensing regulations.

SCJ will also evaluate whether limited flexibility or incentives may be incorporated to support detached accessory dwelling unit development without undermining the City's housing and neighborhood compatibility objectives.

2) Planning Commission Discussion

SCJ will prepare for and participate in a Planning Commission meeting to present the initial draft code and obtain comments and direction.

3) Draft Code Revision

SCJ will revise the draft code based on consolidated comments from City staff and the Planning Commission. One consolidated round of substantive revisions is included under this subtask.

4) Planning Commission Discussion

SCJ will prepare for and participate in a second Planning Commission meeting to review the revised draft and obtain direction regarding preparation of the public hearing draft.

Task 2 Deliverables

- ◆ Initial draft short-term rental code amendments.
- ◆ Revised draft short-term rental code amendments.
- ◆ Planning Commission meeting materials, as appropriate.

Task 3 Review and Adoption

SCJ will assist the City with the Planning Commission and City Council review and adoption process.

1) Planning Commission Public Hearing

SCJ will assist City staff in preparing for and participating in one Planning Commission public hearing. Work may include:

- Preparation of the public hearing draft.
- Preparation or review of a staff report and presentation materials.
- Attendance at the public hearing.
- Documentation of Planning Commission recommendations and requested revisions.

2) Commerce 60-day Review

SCJ will prepare the draft regulations for transmittal to the Washington State Department of Commerce, as applicable, and support the required state review period. This task assumes the City will transmit the notice through its established Commerce portal or process, with SCJ providing the necessary materials.

3) Final Draft Update

SCJ will prepare the final proposed code amendments based on the Planning Commission recommendation, public comments, City staff direction, and any applicable agency comments. One consolidated revision is included.

4) City Council Public Hearing & Adoption

SCJ will assist City staff in preparing for and participating in one City Council public hearing. Work may include:

- Preparation or review of the City Council staff report.
- Preparation of presentation materials.
- Attendance at the public hearing.
- Documentation of City Council comments and requested revisions.

SCJ will assist with preparation for and participation in one City Council meeting at which the short-term rental regulations are scheduled for adoption. SCJ will prepare minor final revisions requested during the adoption process, provided those revisions do not substantially change the regulatory approach.

Task 3 Deliverables

- ◆ Planning Commission public hearing draft and supporting materials.
- ◆ Materials for Washington State Department of Commerce review.
- ◆ Final proposed code amendments.
- ◆ City Council public hearing and adoption materials, as appropriate.
- ◆ Adopted-code clean copy reflecting City Council action, if requested.

Project Budget

Task	Estimated Hours	Estimated Cost
Task 1: Code and Regulatory Research	28	\$4,600
Task 2: Draft Short-Term Rental Code	15	\$3,000
Task 3: Review and Adoption	16	\$2,400
Total Estimated Labor	59 Hours	\$10,000

Assumptions

This Scope of Work is based on the following assumptions:

1. The scope includes up to four Planning Commission meetings, consisting of three discussion or review meetings and one public hearing.
2. The scope includes up to two City Council meetings, consisting of one public hearing and one adoption meeting.
3. The scope assumes amendment of the City's development regulations and does not include preparation of a comprehensive plan amendment.
4. The scope does not include legal review. The City Attorney will review the proposed ordinance for legal sufficiency and form.
5. The scope does not include detailed fiscal analysis, housing market analysis, surveys of individual property owners, or preparation of geographic information system mapping.
6. Minor revisions resulting from public or agency comments are included. Substantial changes in policy direction, additional alternatives, additional meetings, or multiple rounds of revisions may require an amendment to the scope and budget.
7. Final policy decisions will be made by the City through the legislative review process.

Additional Services

Services outside this Scope of Work may be provided upon written authorization from the City. Additional services may include:

- ◆ Additional Planning Commission or City Council meetings.
- ◆ Expanded public engagement or community surveys.
- ◆ Detailed short-term rental inventory or data analysis.
- ◆ Preparation of application forms, checklists, fee resolutions, or administrative procedures.

- ◆ Development of implementation and enforcement manuals.
- ◆ Training for City staff.
- ◆ Substantial revisions resulting from a change in policy direction.