



Short-term Rental (STR) Permit Frequently Asked Questions

1. What Type of Permit Procedure is Proposed?

- a. Type II decision. Type II permits are approved administratively by the Director rather than the Hearing Examiner (Type III and III-A) or the City Council (Type IV-V). Type II procedure requires a public notice of application and notice of decision. Additionally, Type II procedure allows for an open record public hearing before the Hearing Examiner if the Director's decision is appealed. Permit procedures are found in the [Gig Harbor Municipal Code \(GHMC\) Section 19.01.003](#).

2. What is Administrative review?

- a. Administrative review (all Type 1 and Type II permits) offers a simplified review and decision process as opposed to other review processes which require the Hearing Examiner or City Council to be the decisionmaker. With a Type II procedure, the decision is made by the Director or their designee and does not require a public hearing prior to the decision. This helps to reduce the review time and cost as additional public noticing for public meetings would not be necessary, nor would fees associated with a hearing examiner decision.

3. Why is Code Enforcement not Addressed in the Ordinance?

- a. Enforcement regulations already exist within the Gig Harbor Municipal Code, so there is no need for them to be in the STR ordinance. Our current land-use enforcement process can be reviewed in [Chapter 19.16 GHMC, Enforcement of Land Use Codes](#). As with most commercial uses, the enforcement and policy procedures of [Chapter 15.24 GHMC, Enforcement](#), and [Title 5 GHMC, Business Licenses and Regulations](#), might also apply depending on the violation.

4. What will the fees be for an STR Permit?

- a. The proposed fee for the Type II STR Permit is \$650. Staff is working to update the City's fee schedule resolution for the February 27th City Council Meeting. The current fee schedule can be found on the [City of Gig Harbor Web Site](#).

5. What is a summary of the current Ordinance?

- a. The current ordinance stipulates that a short-term rental permittee may only possess one short-term rental permit within the City. The application will be processed as a Type II procedure requiring noticing, public comment, and an administrative decision. An approved permit would be issued to one person, non-transferable, and would expire if property ownership changes, or the short-term rental permittee no longer possesses a valid business license. All short-term rentals would also require a city business license consistent with [Title 5 GHMC, Business License and Regulations](#). The business license, as with all business licenses, would be renewed annually. The proposed regulations require that a short-term rental permittee must meet additional criteria, specific to short-term rentals, to successfully renew their business license. If they are unable to meet those



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criteria, their license would not be renewed, and their short-term rental permit approval would also expire.

6. The Council asked for staff to monitor STRs after approval of the Ordinance. How will staff do this?

- a. The City Council has directed Staff to create an STR tracking web page, tracking issued STR permits, STR enforcement actions, and other yet to be determined data related to STR permitting in the City. This data will be compiled and presented to City Council on a quarterly basis.

7. What if I have a previously approved Conditional Use Permit for my STR?

- a. Lodging, Level 1 would remain a Conditional Use Permit in most zones, which is a Type III procedure requiring a public hearing and decision by the City's Hearing Examiner. Those STRs that have been issued a CUP for a Lodging, Level 1 use will be permitted to continue and will not be affected by this ordinance.

8. Who should I contact with questions?

- a. Community Development Director Carl de Simas at 253-853-7628 or cdesimas@gigharborwa.gov