

CHELAN COUNTY

DEPARTMENT OF HEARING EXAMINER

**316 WASHINGTON STREET, SUITE 301
WENATCHEE, WASHINGTON 98801**

BEFORE THE CHELAN COUNTY HEARING EXAMINER

IN THE MATTER OF:)	FINDINGS OF FACT,
)	CONCLUSIONS OF LAW AND
AA 23-032)	DECISION ON ADMINISTRATIVE
Sterling)	APPEAL

I. FINDINGS OF FACT

1. A request for an Administrative Appeal was submitted to appeal the denial of a renewal application for a short-term rental.
2. The Owner/Appellant is James Sterling.
3. The project location is 2840 SR 150, MANSON, WA 98831. The legal description is LOW LINE NO 1 LOT 101 PT L101, 106, 107; LOT 1 SS# 2226 0.4200 ACRES. The Parcel Number is 28-22-31-680-442. The zoning district is Rural Waterfront (RW).
4. The subject property was permitted for 2021/2022 as a short term rental.
5. The Applicant's agent submitted a Short-Term Rental Renewal Application dated September 5, 2022 to continue use as a short-term rental. The Applicant was denied the permit renewal as they did not meet the renewal application criteria.
6. The applicant did not submit required proof of signage within the deadline to be eligible for renewal.
7. Per Chelan County Code 11.88.290 (2)(E)(i)(c)- That the short-term rental meets all requirements of subsection (3) of this section within one year of the effective date of the ordinance codified in this section; provided, that legally required health and safety provisions within subsection (3) of this section including garbage, consumer safety, fire safety and outdoor burning, and property management plan communications provisions are met within ninety days of the effective date of the ordinance codified in this section, except that in the Manson urban growth area, all provisions consistent with Section 11.23.040 as it existed on August 25, 2020, shall be met on the effective date of the ordinance codified in this section.
8. Per Chelan County Code 11.88.290(3)(G)- Signs:
 - 8.1 (i) All owners or operators must display and maintain the address of the residence so that it is clearly visible from the street or access road in compliance with

Section 10.20.520 requirements. The rental must also display and maintain an additional sign outside identifying the property as short-term rental and displaying the Chelan County short-term rental registration number and central phone number required by the county. The sign must not exceed eight square feet in area and if illuminated, must be indirectly illuminated, and letters and numbers must at a minimum four inches in height.

8.2 (ii) Placement of the Sign.

8.2.1 (a) For short-term rental structures located fifty feet or less from the primary road, the sign text shall be displayed on the side of the structure facing the road and shall be visible from the road designated in the assigned address.

8.2.2 (b) For short-term rental structures located fifty feet or more from the primary road, or for buildings not visible from the road, the sign text shall be posted inside the owner's property line at the access point to the road designated in the assigned address.

8.3 (iii) If the permanent contact information changes during the permit period, the new information must be changed on the sign. Renewal applications must provide evidence of the sign.

8.4 (iv) The director may allow annual mailings to adjacent properties and an interior posted notice for tenants in lieu of an exterior sign where a property's size and visibility make an exterior sign ineffective, or if for reason of improving security. The owner shall provide verification of mailings and a copy of the notice with the annual permit renewal.

9. Pursuant to CCC 11.28.290(4)(J)(i), to receive approval or renewal of a short term permit the "owner must demonstrate to the satisfaction of the Director that all approval criteria listed below have been satisfied . . . (c) the short term rental is consistent with the short term rental standards of this section."

10. A part of the approval criteria is proof within the renewal application, that there is proper signage at the short term rental.

11. On September 1, 2022, the Applicant was sent their final STR permit for 2022, it included information on the required signage. The signed permit was returned by the Applicant the same day.

12. On November 16, 2022, Community Development staff reached out to the Applicant informing him that their renewal could not be processed without proof of sign.

13. On January 13, 2023, Community Development staff emailed the Applicant a Denial of Permit Renewal Application and a copy was mailed via USPS as well.

14. On January 23, 2023, the administrative appeal (AA-23-032) was filed with Chelan County Community Development by the Applicant with the associated application fees.

15. The Community Development staff followed the short-term rental code (11.88.290) and decisions made to hold all applicants to the same standard. On page two of the short-term

rental application (both new and renewal), the applicant initialed the acknowledgements and signed at the bottom under the statement, "I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true, correct, and complete." Of those, the eighth acknowledgement states, "I shall, as designated in CCC 11.88.290 (3)(G), display and maintain the address of the residence so that it is clearly visible from the street or access road in compliance with Section 10.20.520 requirements. The rental must also display and maintain an additional sign outside identifying the property as short-term rental and displaying the Chelan County short-term rental registration number and contact phone number required by the county. The sign must not exceed eight square feet in area and if illuminated, must be indirectly illuminated, and letters and numbers must at a minimum four inches in height. The twelfth acknowledgement states, "I certify that I am the property owner, or authorized agent of the property owner, and I have familiarized myself the rules and regulations of Chelan County with respect to making this application." The fifteenth acknowledgement states- "I acknowledge and agree that my short-term rental permit expires each year on December 31 and that I am required to apply for renewal no later than October 31 of the preceding year."

16. After due legal notice, an open record public hearing was held via Zoom video conference on April 3, 2023.
17. Admitted into the record were the following:
 - 17.1 Ex. A Denial of permit application renewal extension for Short-Term Rental dated January 13, 2023.
 - 17.2 Ex. B AA 23-032 Application Materials
 - 17.3 Ex. C STR renewal application received from Applicant.
 - 17.4 Ex. D September 1, 2022 email from Community Development staff to Applicant.
 - 17.5 Ex. E November 16, 2022 email from Community Development staff to Applicant
 - 17.6 Ex. F Staff Report.
18. Appearing and testifying at the hearing on behalf of the Appellant was James Sterling. Mr. Sterling testified that it was their obvious intent to renew this short term rental permit. They submitted the renewal application early. Unfortunately, he stated they did not receive the emails from the County regarding the required information regarding signage that was missing. Mr. Sterling said he believed this email went into his junk folder which he did not look at. Mr. Sterling testified, and the County did not dispute, that the signage existed at the time the renewal application was submitted. However, because the application did not provide all the required information, the renewal application was properly denied.
19. Any Conclusion of Law that is more correctly a Finding of Fact is incorporated herein as such by this reference.

II. CONCLUSIONS OF LAW

1. The Hearing Examiner has been granted authority to render this Decision.
2. Chelan County Code Section 14.12.010: Administrative appeals:
 - (1) An administrative appeal to the hearing examiner shall be filed with the department within ten working days of the issuance of the decision appealed, together with the applicable appeal fee.
 - (2) The notice of appeal shall contain a concise statement identifying:
 - (A) The decision being appealed; (B) The name and address of the appellant and his/her interest(s) in the application or proposed development; (C) The

specific reasons why the appellant believes the decision to be erroneous, including identification of each finding of fact, each conclusion, and each condition or action ordered which the appellant alleges is erroneous. The appellant shall have the burden of proving the decision is erroneous; (D) The specific relief sought by the appellant; (E) The appeal fee.

3. By not submitting an application with all the required information, the Applicant failed to demonstrate to the satisfaction of the Director that all approval criteria had been satisfied.
4. Any Finding of Fact that is more correctly a Conclusion of Law is incorporated herein as such by this reference.

III. DECISION

WHEREFORE, based upon the above Findings of Fact and Conclusions of Law, the Hearing Examiner finds that the denial dated January 13, 2023 is hereby **AFFIRMED** based on the fact the Applicant did not meet the renewal application criteria.

Dated this 6 day of April, 2023.

CHELAN COUNTY HEARING EXAMINER



Andrew L. Kottkamp

This decision is subject to appeal pursuant to the Chelan County Code. Appeals must be timely filed. Anyone considering an appeal of this decision should seek immediate legal advice.