

ATTACHMENT A

CODE

CITY OF REDMOND ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF REDMOND, WASHINGTON, AMENDING THE REDMOND MUNICIPAL CODE, CHAPTER 5.04 GENERAL BUSINESS REGULATIONS, FOR CONFORMANCE WITH STATE LEGISLATION, TO CLARIFY COMMUNICATION AND TRANSPARENCY STANDARDS, AND TO ESTABLISH BUSINESS LICENSING REQUIREMENTS FOR SHORT-TERM RENTAL BUSINESS OPERATIONS, PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, Revised Code of Washington (RCW) chapter 64.37 Short-Term Rentals provides safety compliance standards, definitions, communication requirements for operators, and authorizes city and county response to violations of the RCW's provisions; and

WHEREAS, the City anticipates an increase in tourism during the 2026 international soccer games, resulting in additional demand of lodging accommodations including but not limited to short-term rentals; and

WHEREAS, the City will amend Redmond Municipal Code chapter 5.04 General Business Regulations for clarity and consistency with RCW 64.37, to establish business licensing regulations, and to set forth standards regarding safety, transparency, and communication; and

WHEREAS, the community including owners and operators of short-term rentals were invited to provide comment on preliminary amendments between May through July 2025; and

WHEREAS, the City Council held public meetings on June 3, 2025; September 2, 2025; and October 28, 2025 to consider the proposed amendments; and

WHEREAS, the City Council desires to adopt the amendments set forth in this ordinance.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Classification. The amendments set forth by this ordinance are of a general and permanent nature and shall become a part of the Redmond Municipal Code.

Section 2. Findings and Conclusions. In support of the proposed amendments to the Redmond Municipal Code, the City Council hereby adopts the findings and conclusions contained in their December 2, 2025 memo, including all related attachments and exhibits.

Section 3. Amendment to Redmond Municipal Code (RMC) Chapter 5.04 General Business Regulations, Section 5.04.030 Definitions. The provisions of RMC Section 5.04.030 are hereby amended as follows:

5.04.030 Definitions.

Where used in this chapter or title, the following words and terms shall have the meanings as defined in this section, unless, from the context, a more limited or different meaning is clearly defined or apparent:

"Business" includes all activities, occupations, pursuits, or professions located or engaged within the City with the object of gain, benefit or advantage to the person engaging in the same, or to any other person or class, directly or indirectly;

"Finance Director" or "Director" means the City of Redmond Finance Director or his/her designee;

"Long-Term" refers to rentals of dwelling units or a portion thereof that is used by the same person for thirty or more consecutive nights.

"Person" includes the singular and the plural and also means and includes any person, firm, corporation, association, club, partnership, independent contractor, society or any group of individuals acting as a unit; and

"Short-Term Rental", means the same as set forth by RCW 64.37.010 Short-Term Rentals, Definitions, and hereafter amended.

"Year" means a calendar year.

Section 4. Amendment to Redmond Municipal Code (RMC)
Chapter 5.04 General Business Regulations, Section 5.04.040
Business License Required. The provisions of RMC Section 5.04.040
are hereby amended as follows:

5.04.040 Business license required.

A. No person may engage in any business within the City without first having obtained and being the holder of a valid and subsisting license to engage in such business, to be known as a "business license," and without paying the City business license fee imposed by this chapter.

1. Business entities utilizing independent contractors shall provide the Finance Director with a list of independent contractors, including names, addresses, telephone numbers, and the nature of the goods or services provided to or on behalf of the business entity.

B. Persons or companies doing business in the City of Redmond must comply with this chapter regardless of the physical location of the business (i.e., whether located inside, or entering the City from a location outside Redmond City limits). If entering the City from outside City limits, an original or officially issued duplicate City license must be obtained for use at each location in the City where business is transacted concurrently. A person located inside

City limits must obtain a separate original license issued specifically for each separate physical location.

C. A person operating multiple business entities, such as when having more than one Unified Business Identifier assigned, must obtain a separate business license for each separate business location in the City of each such separate business entity.

D. One business license must be obtained for a person or entity operating one or more short-term rentals in a multifamily or mixed-use development. An individual or entity operating one or more short-term rentals in other forms of development must obtain one business license for every individually-addressed short-term rental unit.

Section 5. Amendment to Redmond Municipal Code (RMC)
Chapter 5.04 General Business Regulations, Section 5.04.050
Finance Director and License Officer. The provisions of RMC Section 5.04.050 are hereby amended as follows:

5.04.050 Finance Director as license officer.

A. The Finance Director must ensure all license fees are collected properly, and will approve issuance of licenses in the name of the City to all persons qualified under the provisions of this chapter and has the authority to:

1. Adopt Forms. Adopt the City's application, license, renewal, annual return, and all other necessary or convenient forms, other than those utilized by the Business Licensing Service, and prescribe the information to be provided on such forms maintained by the City. Such information required on the City maintained forms shall include, but not be limited to, the name of the applicant, [~~HIS OR HER~~] **their** residence address, date of birth, place of business, the nature of the business, the form of ownership, the names of all officers of the business, the UBI number (if applicable), and the number of employees;

2. Obtain Endorsement. Submit the information from applications, when deemed appropriate, to other City officials for their endorsements thereon as to compliance by the applicant with all City regulations which the officials have the duty of enforcing;

Section 6. Amendment to Redmond Municipal Code (RMC)
Chapter 5.04 General Business Regulations, Section 5.04.070
Procedures for Issuance of License. The provisions of RMC Section 5.04.070 are hereby amended as follows:

5.04.070 Procedures for issuance of license.

A. Formal Application Required. Every person required to procure a City business license under the provisions of this chapter must submit an application for such license to the Business Licensing Service. The application must include all information required for all licenses requested, the total fees due for all licenses, and the application handling fee required by RCW 19.02.075.

1. The City Finance Director will determine whether the application may be approved for license issuance.

2. An incomplete application for a business license will be deemed abandoned 120 days after the date of submittal, and be administratively withdrawn, unless such application has in the interim been pursued in good faith to be completed. Applicants who have had their application administratively withdrawn will forfeit a minimum of \$153.00 in 2025 of the new application fee submitted.

B. Commencement of Business Activities. No person is entitled or authorized to engage in business within the City until such time as the Finance Director has approved the issuance of a business license pursuant to the terms of this chapter. The mere acceptance of a business license application by the City does not grant any right or privilege under this chapter, except as otherwise provided by law.

C. Burden on Applicant. The Finance Director, or other designated officer or service, is authorized, but not required, to mail to persons engaging in business forms for applications and/or renewals for licenses. Failure of the person to receive any such form does not excuse the person from making application for and securing the license required by this chapter.

D. New License Applications Meet the Requirement for Hazardous Materials Questionnaire Submittal. Applications for new business licenses, including home businesses, and mobile businesses proposed to operate within the boundaries of Critical Aquifer Recharge Area I and II, must be reviewed by the City of Redmond Director of Public Works, or ~~[HIS OR HER]~~ **their** designee, for regulatory status related to hazardous materials handling and may require submittal of additional information related to hazardous materials handling. Applications for business license renewals may require submittal of additional information related to hazardous materials handling, by the City of Redmond Director of Public Works, or ~~[HIS OR HER]~~ **their** designee, in accordance with the requirements under RMC Chapter 13.07, Wellhead Protection.

E. Short-Term Rental Supplemental Submittal Material.

Applications for new and renewal business licenses of short-

term rental businesses must provide for review by the City of Redmond Director of Planning and Community Development, or their designee, an original copy of the City of Redmond Short Term Rental Safety Checklist including the signature(s) of the respective property owner of the short-term rental establishment. Violations of this subsection are identified under section RCW 64.37.030, Consumer Safety, and hereafter amended, in addition to chapter RMC 1.14 Enforcement and Penalties.

F. Posting of Tenant Rights. Applications for new and renewal licenses of all rental businesses governed by this section must ensure accessible posting of applicable material regarding tenant rights, related information, and resources as provided for by the City of Redmond Development Services Center, consistent with chapter RCW 59.18 and 59.20.

Section 7. Amendment to Redmond Municipal Code (RMC) Chapter 5.04 General Business Regulations, Section 5.04.130 Exemptions. The provisions of RMC Section 5.04.130 are hereby amended as follows:

5.04.130 Exemptions.

A. The provisions of this chapter shall not apply to:

1. Any instrumentality of the United States, the State of Washington, or political subdivision thereof with respect to the exercise of governmental functions;

2. Any farmer, gardener, or other person who sells, delivers or peddles any fruits, vegetables, berries, butter, eggs, fish, milk, poultry, meat or any farm produce or edibles raised, caught, produced or manufactured by such person in the State;

3. Repealed by Ord. 2546;

4. Any long-term rental of an apartment or condominium, residential rental or leasing activity which does not involve more than four residential units at any one location within the City; provided, that if any such single rental property includes five or more separate dwelling units or is a short-term rental, the person offering such a property for rent must obtain a business license as otherwise required by this chapter;

5. Any insurance producer who represents insurance companies or sells insurance to the public and is properly licensed by the State;

6. Newspaper carriers under the age of 18;

Section 8. Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause, or phrase of this ordinance.

Section 9. Effective Date. This ordinance shall become effective on January 1, 2026, provided five days have passed since the date of publication of a summary in the City's official newspaper, or as otherwise provided by law.

ADOPTED by the Redmond City Council this ____ day of _____,
2025.

CITY OF REDMOND

ANGELA BIRNEY, MAYOR

ATTEST:

CHERYL XANTHOS, MMC, CITY CLERK

(SEAL)

APPROVED AS TO FORM:

REBECCA MUELLER, CITY ATTORNEY

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
SIGNED BY THE MAYOR:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.