

Agenda - AMENDED

City of Ocean Shores Regular City Council Meeting

***** AMENDED *****

Join by Phone

Phone Number: 1.253.215.8782

Meeting ID: 842 4737 7657

Join by Computer

[Click Here](#)

Live Streaming at

[Ocean Shores City Council Recordings](#)

The City Council Meeting will be aired by NBCTV on
Thursdays at 12:00 PM and Sundays at 10:00 AM on channel 68.

Audio recordings are archived at

[KOSW 88.9 Radio](#)

Tuesday
June 9, 2026
6:00 PM

Ocean Shores Convention Center
120 W Chance A La Mer NW
Ocean Shores, Washington

Page

Call to Order

Roll Call

Pledge of Allegiance

Approval of Meeting Agenda

Ceremonies and Proclamations

Announcements

1. Board and Committee Vacancies
Twelve vacancies on the Council Ethics Violations Review Pool, four vacancies on the Radio Board, one vacancy on the Parks Board, two vacancies on the Building Code Board of Appeals, and one vacancy on the Planning Commission.
[Board, Committee, and Commission Application](#)

Appointments

Other Reports

- 5 - 8
2. Library Board Update
 - Presented by: Library Director, Keitha Owen and Library Board Secretary, Alex Suarez
 3. Port of Grays Harbor Annual Outreach
 - Presented by: Port of Grays Harbor Director of Government and Public Affairs, Kayla Dunlap

Public Communication to Council - 3 Minutes

- 9 - 11
4. The City Council welcomes public comment and has established procedures to ensure the orderly and timely conduct of City business.
 - Individuals wishing to speak in person must sign up at least five (5) minutes prior to the meeting at the Ocean Shores Convention Center.
 - Those wishing to speak remotely must notify the City Clerk's Office by 5:00 p.m. on the day of the meeting via email at publiccomment@osgov.com.
 - Written public comments must be submitted by 12:00 p.m. (noon) on the day of the meeting via email at publiccomment@osgov.com.
- Visit [Public Comment \(osgov.com\)](https://www.osgov.com/publiccomment) for participation instructions and to watch the meeting live.
- [Regular City Council Meeting Public Comment\(s\) 06.09.2026](#)

Staff Report

- 13
5. City Administrator Report - **Amended**
 - Presented by: City Administrator, Scott Andersen

Council Liaison Reports & Council Committee Reports

Mayor's Report

Consent Agenda

- 15 - 18
6. Approval of minutes for the Regular City Council Meeting on May 26, 2026.
 7. Approval of Claims.

Special Meeting - Transportation Benefit District

- 19 - 30
8. Transportation Benefit District Agenda Packet
 - Presented by: Transportation Benefit District No. 1 Board Secretary, Sara D. Logan and Project Manager, Becky Leach

Old Council Business

New Council Business

- 31 - 99 9. Ordinance
An Ordinance of the City Council of the City of Ocean Shores, Washington, Repealing Ocean Shores Municipal Code Chapter 8.30 Entitled "Short Term Occupation Facilities Standards," and Replacing it with a New Ocean Shores Municipal Code Chapter 8.30 Entitled "Transient Accommodations Standards," providing for severability and an effective date.
- Presented by: City Administrator, Scott Andersen and Code Enforcement Officer, Christine Tamez-McClain
 - First Reading
 - Public Comment
 - Council Questions and Discussion
 - Council Action
- 101 - 115 10. Ordinance
An Ordinance of the City Council of the City of Ocean Shores, Washington, Repealing and Replacing Ocean Shores Municipal Code Chapter 5.02 Relating to Business Licenses, providing for severability, and establishing an effective date.
- Presented by: Finance Director, Sara D. Logan
 - First Reading
 - Public Comment
 - Council Questions and Discussion
 - Council Action
- 117 - 142 11. Request
A Request of the City Council of the City of Ocean Shores, Washington, to Award the Golf Course Pro Shop Merchandise and Supplies for Resale Contract to Cleveland Golf, Srixon, Skechers, and Dynamic Brands, and to Authorize the Purchasing Coordinator to Negotiate and Execute Agreements with Additional Qualified Vendors for the Procurement of Golf Course Merchandise, Equipment, and Related Supplies Consistent with the Operational Needs of the Ocean Shores Municipal Golf Course.
- Presented by: Finance Director, Sara D. Logan
 - Public Comment
 - Council Questions and Discussion
 - Council Action

Discussion

Executive Session

12. Executive Session
RCW 42.30.110(1)(b) to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause likelihood of increased price.

Agenda Review Committee

13. Thursday, June 18, 2026 at 9:00 AM

For the Good of the Order - 3 Minutes

Adjourn

Public Notice:

- Persons requiring auxiliary aids or special arrangements in order to participate in meetings should call 360.940.7498 at least two (2) business days prior to the scheduled meeting.
- The public is invited to view the full City Council packet on our website at <https://oceanshores.civicweb.net/filepro/documents/183>.
- This institution is an equal opportunity provider and employer.



June Events - 2026 Regular Programming

Friends of the Library
Sponsored events —



Book Group

Monday June 15th 3:00pm - 4:00pm

This month's book is a novel, **"The Vanishing Act of Esme Lennox"** by Maggie O'Farrell.

Ocean Shores Friends of the Library sponsor this program and purchase 10 copies of each title to be checked out for 2 weeks.



Friends of the Library (FOL) Monthly Meeting

Monday June 8th 2:00pm - 3:00pm Social Time 1:30pm

This month's speaker is Sandy Harley, Executive Director of the Ocean Shores Food Bank.

Ocean Shores French Club

Thursday June 4th, 11th, 18th, 25th 12:00pm - 2:00pm

Practice speaking French, build your skills, and enjoy French language and culture in a fun, supportive environment. All levels welcome.

Seed Library

The library contains various vegetable, flower, and herb seeds to choose from. Take what seeds you want to plant. Seed donations of 2025 / 2026 are needed to keep the library stocked.



DUNGEONS & DRAGONS®

Dungeons & Dragons Game Night

Fridays 4:30pm - 7:30pm NO D&D JUNE 12th / 19th

Program open to everyone ages 10 and up. No prior experience is required, players of all experience levels are welcome! All materials provided.



Virtual Reality (VR)

Saturday June 20th 1:00pm - 4:00pm

Come experience VR, whether it's kayaking through whitewater rapids, a walk on the beach, fishing around the world, or spelunking in deep dark caves, there is something for everyone to enjoy.

Call or visit the library to reserve your experience. Walk-ins welcome but subject to availability.



Discover Pass Available for Checkout

Check out the great outdoors! Washington State Discover Pass available for 1 week checkout! Get access to 100+ state parks, 700 water access points, and 2,000 miles of trails with your current library card.

Ocean Shores Public Library

Library is OPEN Tue – Sat 11:00-5:00

Library is OPEN Sundays 12:00-4:00

573 Point Brown Ave NW Ocean Shores, WA 98569

Email-

oslibrary@osgov.com

Scan for the

Library Website –

Phone # 360-289-3919 www.oslibrary.info



BYOB [Bring Your Own Book]

Wednesday June 17th 5:00pm - 6:00pm

Share what great books you have been reading with other book lovers. Get ideas for your 'to be read' pile.

Introduction to Square Dancing

Monday June 1st 7:00pm - 9:00pm

Join us for a fun and friendly introduction to square dancing—no experience (or partner!) needed! Featuring live instruction with a licensed caller who'll have you dancing in under 30 minutes. Open to adults and teens!



Nature Exploration Backpacks

Choose from 3 themes:

- Beach Walk
- Bird Watch
- Bug Hunt



Checkout for 1 week. Each backpack contains everything you need to explore the great outdoors!

Monthly Movie Display

When it comes to spies, who do you think of? Who are you asking to save the day? In this



month's movie vote, the best spies in film are pitted against each other. The 3 spies you have to pick from are: James Bond, Jason Bourne & Ethan Hunt. In a life and death situation who are you going to choose?

Computer Class: Internet Safety

Wednesday June 17th 9:30am - 10:30am

Learn what you can do to keep your information safe on the internet, this class will cover passwords, how to spot a scam, and more.

Pickleball 4 All

Get ready to play! Now you can check out a pickleball set for 1 week with your library card – each set includes 4 paddles and balls. Sets are also reservable. Head to the four brand new courts at Emerson Park for a game!





June Events - 2026 Summer Reading Programming

Friends of the Library
Sponsored events —



Summer Reading Program All Ages

June 16th - August 14th

All Ages Summer Reading Program!

Begins Friday June 16th. Signup, read, get prizes and attend exciting events for all ages.



Teen Summer Reading Kick Off Party

Friday June 19th 5:00pm - 6:00pm

Teens who are going into 7-12 grade are invited to learn more about the Teen Summer Reading Program:

Choose Your Own Adventure @ Your Library. There

will be games, activities, and an Ice Cream Float Bar! Choose from different sodas, vanilla ice cream, toppings, and construct your perfect ice cream float.



**CHOOSE YOUR
OWN ADVENTURE®
@ The Library**



Adult Summer Reading Program

Plant A Seed, Read! for every 100 pages that you read black out a book on the tree. Attend any library program or bring in 2 non-perishable food bank donations to black out a root. Receive an entry into the end of summer drawing for every 5 books or every 2 roots that you black out. Finish the entire tree to get a special entry!

Raffle drawing on August 14th at 3:30 PM!



Teen Programming

Teen Zone

Monday June 1st 3:00pm - 5:00pm

The library becomes a teen only zone where students in grades 7-12 can have a safe space to hang out with friends. The video game

"Mario Kart 8" will be played on the library projector big screen. There will be snacks provided as well.



The Teen Planning Committee [TPC]

Monday June 8th 3:00pm - 4:00pm

Young adults in grades 7-12 are invited to attend. This committee plans fun teen events and recommend books and movies to be purchased.



Ocean Shores Public Library

Library is OPEN Tue – Sat 11:00-5:00

Library is OPEN Sundays 12:00-4:00

573 Point Brown Ave NW Ocean Shores, WA 98569

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Scan for the

Library Website –

Phone # 360-289-3919 www.oslibrary.info



Children's Summer Reading Program

Read, grow and expand. Join us for

Plant A Seed, Read! this year's Summer Reading Program filled with FUN events, prizes for reading and more for children ages baby - 12.



Reptile Isle

Thursday June 25th 2:00pm - 3:00pm

Eek, reptiles in the library?! Find out all kinds of cool and creepy facts about these creatures at this fun program.



Kids Art Sparks!

Saturday June 27th 1:00pm - 2:00pm

Elementary age children are invited to create art with no boundaries at this FUN library program! Explore the basics of watercolor and create your own colorful animal artwork.



Children's Programming

Lego Building Tournament

Saturday June 13th 1:00pm - 3:00pm

Are you a fast or creative Lego builder? Children ages 5-12 are invited to this program with fun and fast building challenges. Show us your building skills and you may be awarded a "Top Builder" trophy.



Story Time

Saturdays 10:30am - 11:00am

Books, rhymes, interactive stories, songs and FUN!

Ages birth—5. Presented by Niko.

Weekly Themes:

6th - Pirates

13th - Ocean

20th - Opposites

27th - Baby Bop!



Battle of the Funny Books Tournament

Winning book announced June 28th

There are 4 weeks left in the Battle of the Funny Books Tournament. Vote on your favorite and find out which book wins the title of Funniest book.



June Events - 2026

Adult Programming

Friends of the Library
Sponsored events —



Chair Yoga

Thursday June 18th 2:00pm - 3:00pm

Please join aromatherapist and yoga instructor Christa Rogers for this gentle yoga practice appropriate for all levels. We will be using essential oils applied to acupressure points to enhance our practice.

Registration is Required!

This class is not appropriate for those sensitive to essential oils.



Meet The Authors

Chat with Two Authors:

a Mystery Writer and a Novelist

Thursday June 11th 2:00pm - 3:00pm

Questions about how a fiction writer creates a story idea or how a mystery story comes together? Questions about how books are developed and published? This is your chance to meet with two authors and ask your burning questions.



Leslie J. Hall

Author of "Keep Out" and other titles



Ruth Johnson-Maxwell

Author of "Beyond Those Turtle Blues" and other titles

Living With Wildlife: Bears, Cougars, and more!

Thursday June 4th 2:30pm - 3:30pm

Living and recreating in Washington means you may encounter wildlife, from bears and cougars to deer and raccoons. You can follow steps to keep yourself and wildlife safe. Join a wildlife conflict specialist from the Washington Department of Fish and Wildlife to learn about biology and how you can prevent negative encounters with wildlife.



Let's Talk... SeaMar Pathways Program

Friday June 12th 2:00pm - 3:30pm

Join us in discussing Sea Mar's Care Management Pathways program. A program that coordinates services to meet individuals' unique needs. Care Coordination connects clients to resources and services that provide for a whole person continuum of care, including physical health, behavioral health, and social supports, such as access to food or housing.



SeaMar
Community Health Centers



Ocean Shores Public Library

Library is OPEN Tue – Sat 11:00-5:00

Library is OPEN Sundays 12:00-4:00

573 Point Brown Ave NW Ocean Shores, WA 98569

Email-

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Phone # 360-289-3919

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www.oslibrary.info



The Scoop on Soil

Saturday June 6th 1:00pm - 3:00pm

This workshop will go over the foundations for a successful garden. Key takeaways will be: the principles of soil, organic gardening, soil testing and pH, magnetic soil, build your own soil, and soil blocking basics.



WSU EXTENSION
Grays Harbor/Pacific County

WSU Extension programs and employment are available to all without discrimination. Evidence of noncompliance may be reported through your local WSU Extension Office. Reasonable accommodations will be made for persons with disabilities and special needs who contact PO Box 98 South Bend, WA 98685 or call (360) 875-9331 at least 2 weeks prior to the event.

Let's Talk... Understanding Retirement Account Rules & Required Withdrawals

Wednesday June 17th 2:00pm - 3:30pm

Understand the rules that govern retirement accounts such as Traditional and Roth IRAs, employer retirement plans, and Certificates of Deposit (CDs). The presentation focuses on Required Minimum Distributions (RMDs), when withdrawals are required, how they are calculated, and common mistakes that can lead to penalties or higher taxes and Medicare premiums. This is an informational workshop only and does not provide investment advice or promote financial products.



peak Credit Union™

Drawing: the Art of Line Drawing

Tuesday June 30th 3:00pm - 4:00pm

In this drawing workshop we invite participants to see how much a simple line can do. Using guided exercises we'll practice continuous line work, patterns and expressive mark-making to explore how lines can create texture and movement.



Presented by Leslee Houston Huntsman, a SilverKite® teaching artist from Washington, specializing in India ink. Leslie loves painting, sculpting and repurposing driftwood and other materials, and believes that everyone can create art.

Registration Required! Limited spots available



June Events - 2026

Friends of the Library
Sponsored events —



Celebrating America's 250th Birthday

Apple Gala - All Ages
Friday June 26th 2:00pm - 4:00pm

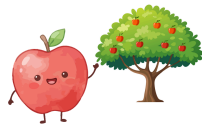


Apple Pie

Enjoy a slice of apple pie and a sip of apple cider during the festivities and check out all these wonderful events!

Children's Craft Station

There will be a craft station where children can make a Handprint Apple Tree and a fun Lifecycle of an Apple booklet!



Snowbird Cidery - Cider Press

We will take the first steps in the cider making process by grinding and pressing apples into sweet, natural cider. We will begin by scratting (grinding) the apples into a fine pomace that we will then press into juice using a hydropress. There is nothing quite like fresh pressed apple cider.



Apple Treasure Hunt

Come learn about apples and enter our contest to win a Gift Certificate. It's a treasure hunt to find the facts about apples and their history in America. The answers are scattered throughout the event. Correct entry forms have a chance to win one of three IGA gift certificates. All are invited to participate in this free, educational contest. The drawing is at 3:30pm.

Rayven the Clown

Rayven the Clown is ready to make you smile and tickle your funny bone. Children of ALL ages are invited to meet a real clown for a special balloon animal and lots of laughs! Get ready for more fun than you could shake a rubber chicken at!



Apple Guess the Variety

Is it Cosmic Crisp, Fuji, Lemonade, Golden Delicious or Granny Smith? Taste a sample and guess.

America's 250th Eagle Photo Donation

Photographer Skip Radcliffe donated an eagle photo to celebrate America's 250th birthday.



Art in the Library

On July 4, 2026, our nation will mark the 250th anniversary of the Declaration of Independence.

Moments That Made US is an exhibition exploring the ideals at the heart of the Declaration of Independence through moments in our history that have defined their meaning. Don't miss this exhibit that explores how generations of Americans have given meaning to the ideals set out in the Declaration of Independence.

Lobby Display Case – DAR

Robert Gray Chapter, Daughters of the American Revolution (DAR), honor our Patriot Ancestors and Celebrate America's 250th Birthday.

Bill of Rights Display

Our Bill of Rights, why was it added to our Constitution? -- And why is it vital to American Democracy?



Bald Eagle - an American Icon

Wednesday June 3rd 1:00pm - 2:00pm

The Bald Eagle is deeply revered by the Indigenous tribes of the Pacific Northwest, appearing frequently in ceremonies and native art. A U.S. national symbol since 1782, it was officially named the national bird in 2024. Its long lifespan, strength, regal appearance, and exclusivity to North America undoubtedly contributed to these distinctive honors. In this presentation, Dan Varland will discuss U.S. Bald Eagle populations and their natural history, sharing insights from his 30 years of monitoring eagles and other raptors on the Washington coast.



Council Meeting Code of Conduct

Public Comment Expectations

Public comment is an opportunity for citizens to address the Council on matters within its authority. To ensure fairness and efficiency:

- Speakers must be recognized by the Mayor and/or their designee before approaching the podium.
- Comments must be directed to the Council as a body, not to individual Councilmembers, staff, or audience members.
- Personal attacks, abusive language, slanderous remarks, or disruptive behavior will not be tolerated.
- Speakers must comply with established time limits.
- The Mayor and/or their designee has the authority to interrupt or terminate comments that are disruptive or violate these standards.

Noise and Decorum in Council Chambers

Maintaining a professional atmosphere is essential for conducting public business.

- Audience members shall remain quiet during the meeting and avoid conversations that interfere with proceedings.
- Applause, shouting, booing, demonstrations, or other disruptive behavior are prohibited.
- Signs interfering with others' observation of the meeting are not permitted.
- Electronic devices must be silenced.
- Individuals who refuse to comply with decorum requirements may be asked to leave the chambers.

The Mayor and/or their designee is authorized to take necessary action to restore order, including recessing the meeting or directing the removal of disruptive individuals.

Enforcement

Anyone who violates this Code of Conduct or applicable law may be:

- Warned by the Mayor and/or their designee
- Removed from the meeting
- Subject to law enforcement action when appropriate

Commitment to Civil Engagement

The City Council values community input and encourages respectful dialogue. By adhering to these standards, citizens help ensure that meetings remain productive, transparent, and welcoming for all participants.

CITY COUNCIL PUBLIC COMMENT

In Person Public Comment(s)

- Citizens wishing to engage in Public Communication to Council shall use the sign-up sheet at the Ocean Shores Convention Center prior to the meeting.

Remote Public Comment(s)

- Council is providing the opportunity for public comments to be given via remote platform. Individuals shall send an email to the City Clerk's Office via email at publiccomment@osgov.com or by submitting the new public comment form no later than 5:00 PM on June 9, 2026.

Written Public Comment(s)

- Council is providing the opportunity for public comments by submitting written comments. Individuals shall send an email to the City Clerk's Office via email at publiccomment@osgov.com or by submitting the new public comment form no later than 12:00 PM (noon) on June 9, 2026. Written public comments will be distributed to the City Council on the day of the meeting and placed on the City's website following the conclusion of the meeting.

Order of Public Comment(s)

- Individuals attending in person.
- Individuals attending remotely.
- General public comments, whether in person or remotely, will continue in the usual position on the agenda.
- Comments related to specific agenda items will be available during the time the agenda item is scheduled.
- If an individual wishes to speak on a specific agenda item, however, that item has been removed by the City Council, the Mayor will ask during public communication to council if an individual would still like to make public comment on the removed item.

Comments must comply with:

- Please limit your comments to three (3) minutes.
- Upon entry, please state your name and address for the meeting record.
- We request that comments be courteous and respectful.
- This is not a question-and-answer time, and the council cannot engage in conversation with the public.
- Remote comments
 - Name of individual requesting remote public comment shall be called two (2) times. If there is no response due to connectivity issues the individual will be moved to the end of the list and called one (1) additional time. If the individual still does not respond, the public comment time will be forfeited.

City Administrator Report

Ocean Shores City Council Meeting (June 9, 2026)

- **North Beach Jetty Repairs**

Here is a timeline of the upcoming activities and contractor movement you can expect to see in Ocean Shores:

Timeframe	Expected Activities
June - July	Contractor and USACE presence at North Jetty and in Ocean Shores, including preconstruction surveys for Western Snowy Plovers and Streaked Horned Lark. Preconstruction hydrographic, topographic, LiDAR, and existing road condition surveys will also take place.
Early to Mid-July	Mobilization of management staff and mobilization of initial sitework equipment.
Mid to Late July	Clearing and grubbing of the staging area, along with grading and site work at staging areas. Initial deliveries of armor stone will begin and continue throughout the year.
Early August	Continued mobilization and site preparation, installation of access roads, and placement of temporary fencing to ensure site safety.
August	Armor stone placement on the jetty itself is expected to begin.

Tree Planting:

The City planted 205 trees on the golf course as a nature-based solution for a golf course net to avoid city buildings being hit by golf balls.

END

Call to Order: Mayor Frank Elduen called the Regular City Council Meeting to order at 6:00 p.m., at the Ocean Shores Convention Center. The meetings are simulcast and archived on KOSW radio. Meetings are live streamed and may be accessed on the city website or viewed on cable Channel 68 Thursdays at 12:00 p.m. and Sunday at 10:00 a.m.

Elected Officials present: Mayor, Elduen, and Councilmembers, Siers, Taylor, Griebel, Scott, and Wills.

Elected Officials present remotely: None.

City Staff present: City Administrator, Scott Andersen, Police Chief, Caridad Vesco, Police Sergeant, Daniel Fode, Fire Chief, Brian Ritter, Fire Captain, Jeremy Towery, Fire Lieutenant, Kaleb Towery, Fire Lieutenant, Michael Rifenberg, HR Director, Kristin Jones, and City Clerk, Nicole Birch.

Roll Call: City Clerk Birch called roll.

Recording #00:01:01 – *Councilmember Siers made a motion to excuse Councilmembers Curt Dooley and Alison Cline. Councilmember Scott seconded the motion. The motion passed with 5 yes votes.*

Pledge of Allegiance: Councilmember Scott led the Pledge of Allegiance.

Meeting Agenda Approval: Recording #00:01:40 – *Councilmember Siers made a motion to amend the agenda to move item 13, the executive session, ahead of item 1, ceremonies and proclamations. Councilmember Scott seconded the motion. The motion passed with 5 yes votes.*

Recording #00:02:02 – *Councilmember Scott made a motion to approve the agenda as amended. Councilmember Wills seconded the motion. The motion passed with 5 yes votes.*

Executive Session Mayor Elduen recessed the Regular City Council Meeting at 6:02 p.m. to convene into Executive Session under RCW 42.30.110(1)(i) to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body or a member acting in an official capacity is, or is likely to become, a

party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

Mayor Elduen announced the Executive Session would be held for approximately 15 minutes and would begin at 6:02 p.m.

Mayor Elduen adjourned the Executive Session at 6:17 p.m.

Mayor Elduen reconvened the Regular City Council Meeting at 6:19 p.m.

Ceremonies and Proclamations:

Fire Chief, Brian Ritter presented Jeremy Towery with the City of Ocean Shores Fire Captain Badge.

City Clerk Birch gave an Oath of Office.

Fire Chief, Brian Ritter presented Kaleb Towery and Michael Rifenberg with the City of Ocean Shores Fire Lieutenant Badge.

City Clerk Birch gave an Oath of Office.

Fire Chief, Brian Ritter recognized Fire Captain Joe Hoffman for his 20 years of service.

Announcements:

Twelve vacancies on the Council Ethics Violations Review Pool, two vacancies on the Parks Board, two vacancies on the Building Code Board of Appeals, one vacancy on the Radio Board, one vacancy on the Planning Commission, and one vacancy on the Fresh Waterways Advisory Board.

Appointments:

Mayor Elduen appointed Jeni Cate to the Fresh Waterways Advisory Board with Council consensus.

Mayor Elduen appointed Denise Schubert to the Parks Board with Council consensus.

Other Reports:

None.

Public Communication:

Lillian Broadbent commented on safety, liability, and structural integrity.

Dawn Kunz commented on speeding cars on Mt. Olympus Ave.

David Linn commented on wildlife trapping.

Gina Rawlings commented on public safety and revisionist history.

Staff Report:

City Administrator, Scott Andersen provided clarification for the hunting and trapping ordinances.

**Council Liaison
Reports & Council
Committee
Reports:**

Councilmember Wills reported attending the Hotel Coalition meeting, the Parks Board meeting, and the Biochar demonstration.

Councilmember Scott announced the upcoming Finance Committee meeting.

Councilmember Siers reported attending the Agenda Review Committee meeting, the Health Clinic Ribbon Cutting, and signing warrants.

Councilmember Griebel had no report.

Councilmember Taylor reported attending the Agenda Review Committee meeting.

Mayor's Report:

Mayor Elduen had no report.

Consent Agenda:

Recording #00:40:44– *Councilmember Siers made a motion to approve the Consent Agenda. Councilmember Scott seconded the motion. The motion passed with 5 yes votes.*

The Consent Agenda included:

1. Approval of minutes for May 12, 2026, Regular City Council Meeting.
2. Approval of Accounts Payable Warrants #191797 through #191910 in the amount of \$32,856.07 dated May 2026.
3. Approval of Treasurer Check Warrants #13998 through #14011 in the amount of \$7,042.98 dated May 2026.
4. Approval of Payroll Warrants #706895 through #706903 in the amount of \$16,191.63 and electronic transactions in the amount of \$305,681.99 totaling \$322,473.62 dated May 2026.
5. Approval of Payroll Benefits Warrants #804560 through #804583 in the amount of \$274,480.17 and electronic transactions in the amount of \$126,095.01 totaling \$400,575.18 dated May 2026.

**Old Council
Business:**

None.

REGULAR CITY COUNCIL MEETING MINUTES

May 26, 2026

**New Council
Business:**

None.

Discussion

Councilmembers discussed revisions to the Council Guidelines and Procedures.

There was public comment.

Agenda Review:

Mayor Pro Tem Siers assigned Councilmembers Siers, Cline, and Wills to Agenda Review on Thursday, May 28, 2026, at 9:00 a.m.

**For the Good of the
Order:**

Councilmembers shared items they felt were for the good of the order.

Adjourn:

Mayor Elduen adjourned the Regular City Council meeting at 7:21 p.m.

Signed:

Frank T. Elduen, Mayor

Attest:

Nicole Birch, City Clerk

Agenda

Board of Ocean Shores Transportation Benefit District No. 1 Special Meeting

**Tuesday
June 9, 2026
6:10 PM**

**Convention Center
120 W Chance a la Mer
Ocean Shores, Washington**

Call to Order

Roll Call

Request

1. A Request of the Transportation Benefit District No. 1 Board to approve the 2026 Budget Request No. 1.
 - Presented by: Transportation Benefit District No. 1 Board Secretary, Sara D. Logan and Project Manager, Becky Leach.
 - Board Action
2. A Request of the Transportation Benefit District No. 1 Board to approve the 2026 Budget Request No. 2.
 - Presented by: Transportation Benefit District No. 1 Board Secretary, Sara D. Logan and Project Manager, Becky Leach.
 - Board Action

Adjourn

CITY OF OCEAN SHORES, WASHINGTON

**NOTICE OF SPECIAL MEETING
BOARD OF OCEAN SHORES TRANSPORTATION BENEFIT DISTRICT NO. 1
Tuesday, June 9, 2026
6:10 PM**

NOTICE IS HEREBY GIVEN that the Board of the Ocean Shores Transportation Benefit District No. 1 will hold a Special Meeting on **Tuesday, June 9, 2026 at 6:10 PM** at the Ocean Shores Convention Center, 120 W Chance a la Mer NW, Ocean Shores, Washington, 98569.

The Agenda is attached.



Sara D. Logan, Secretary
Ocean Shores Transportation Benefit District No. 1

June 9, 2026

Copies: TBD Board
 Mayor
 Public Postings

2026
Transportation Benefit District No. 1
Budget Request No. 1

The 2025 traffic safety activities will focus on furnishing and install reflective striping with Type I Glass Bead with a RI of 1.5 or higher. Provide 125 mil, white Thermoplastic markings at Roundabout, 8-inch reflective solid white, 4-inch reflective solid white, and 4-inch reflective solid yellow pavement markings. The funding framework for 2026 is as follows:

Total Fund Balance.....	\$2,625,010.16
Total Estimated Project Cost	\$33,115.00
Remaining Fund Balance	\$2,591,895.16

Planned work, along with a brief description of the work, is shown in the map.

City of Ocean Shores AGENDA BILL

COUNCIL MEETING DATE: June 9, 2025

SUBJECT:

A request of the City Council of the City of Ocean Shores to award the 2026 Street Striping Project to Specialized Pavement Marking.

CATEGORY:

- | | | |
|--|---|---|
| ☐ CONSENT AGENDA | ☐ ORDINANCE | ☐ STAFF REPORT |
| ☐ PUBLIC COMMUNICATION | ☐ RESOLUTION | ☐ PROCLAMATION |
| ☐ OLD BUSINESS | ☒ REQUEST | ☐ STUDY SESSION |
| ☒ NEW BUSINESS | ☐ CONSULTANT REPORT | ☐ PUBLIC HEARING |
| ☐ OTHER | | |

ATTACHMENTS:

Bid Tab, Map

SUMMARY/BACKGROUND:

The plan for striping in 2026 includes the remainder of the City that was not completed last year, map included in agenda bill package. Striping includes reflective glass beads that meet the 2026 WSDOT Standard Specs 8-22.3.

This year's striping is planned to be paid out of the Transportation Benefit District Funds.

EXPENDITURE AMOUNT: \$33,115.25

AMOUNT BUDGETED: \$

BUDGET MODIFICATION REQUIRED:

PRESENTED BY: Becky Leach

(BELOW TO BE COMPLETED BY CITY CLERK'S OFFICE)

COUNCIL ACTION:

APPROVED ☐ CONTINUED ☐
DENIED ☐

COUNCIL REQUEST FOR INFORMATION:

CITY OF OCEAN SHORES
INVITATION TO BID
BID : 2026 Street Striping with Glass Bead

BID DUE DATE: May 21st, 2026, 3pm

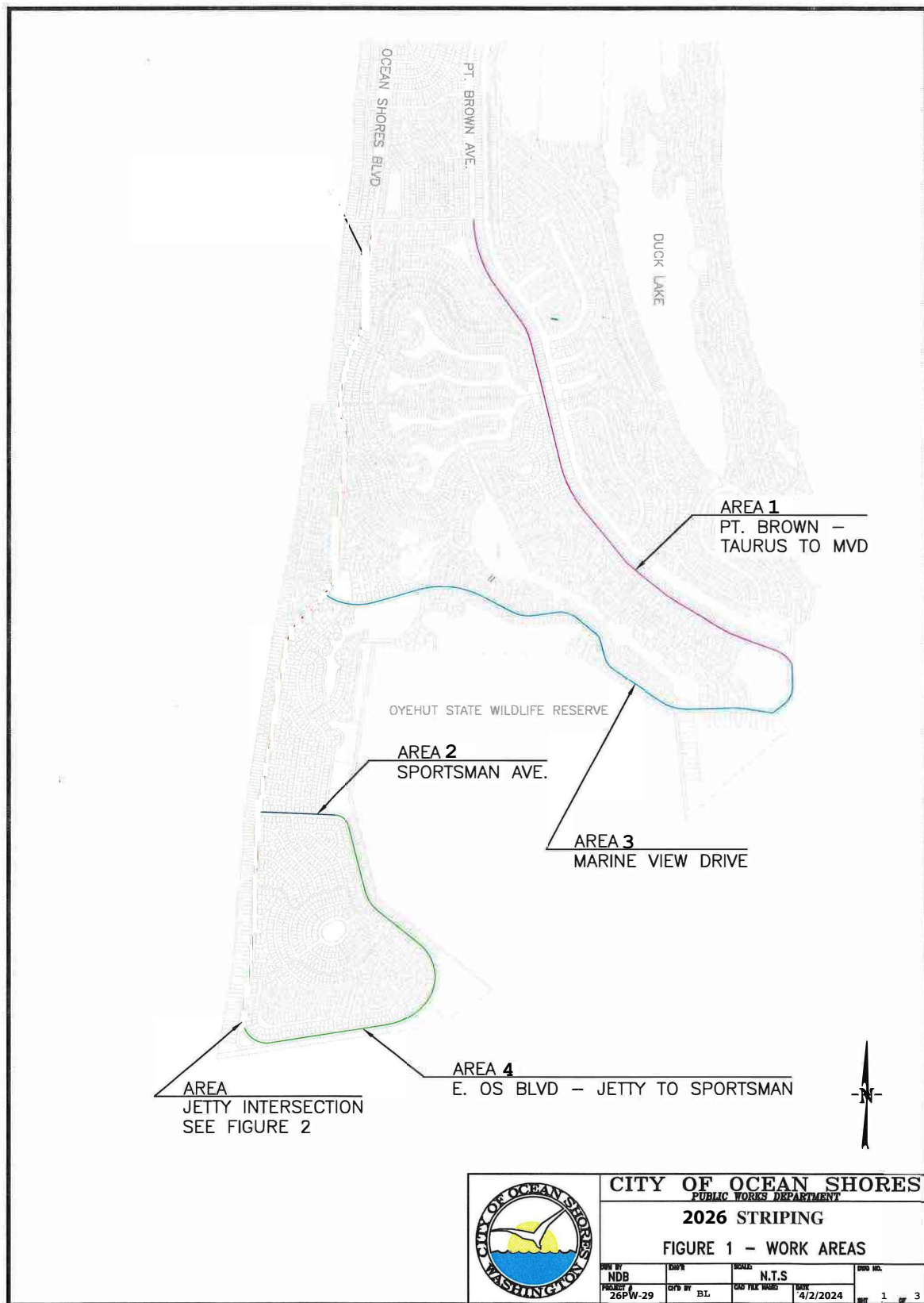
ITEM #1:		CONTRACT PER BID	SALES TAX @ 9.1%	TOTAL PRICE	
	BIDDER NAME				Signed
1.	Pavement Surface Control	\$ 52,068.50		\$ 52,068.50	
2.	All Stripes	\$ 41,250.00		\$ 41,250.00	
3	Specialized Pavement Marking LLC	\$ 33,115.25		\$ 33,115.25	
4					
5			\$ -	\$ -	
6					

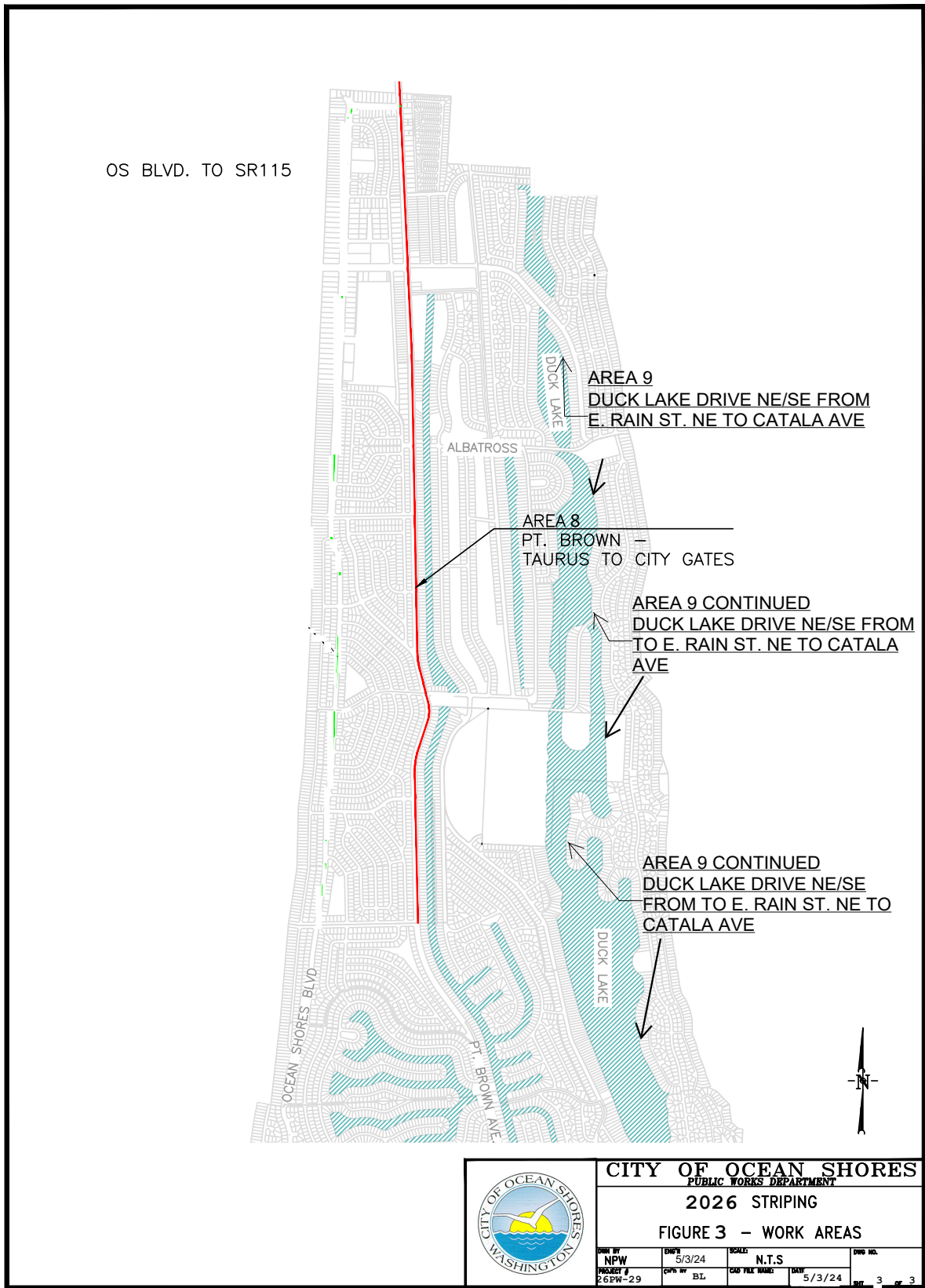
APPARENT LOW BIDDER: Specialized Pavement Marking BID: \$ 33,115.25

FACTORS OF AWARD: The following criteria will be utilized in the evaluation of the bid:

- The price, including the effect of discounts. Price may be determined by life cycle costing or total cost bidding, when advantageous to the Purchaser. (*)
- The quality of The items bid, their conformity to specifications and The purpose for which they are required. (*) (+)
- The Bidder's ability to provide prompt and efficient service and/or delivery.
- The character, integrity, reputation, judgment, experience and efficiency of the Bidder.
- The quality of performance of previous contracts or services.
- The previous and existing compliance by the Bidder with the laws relating to the contract or services

BASIS OF AWARD: Award of contract or purchase, when made, will be to the Bidder whose bid is the most favorable to the Purchaser, taking into consideration price and the other evaluation factors.





2026
Transportation Benefit District No. 1
Budget Request No. 2

The citizens in and around the areas described within the proposal have requested a total of 9 speed cushions to be installed in order to control traffic speed in the local areas. The funding framework for 2026 is as follows:

Total Fund Balance..... \$2,591,895.16
Total Estimated Project Cost \$81,279.50
Remaining Fund Balance \$2,510,615.66

Planned work, along with a brief description of the work, is detailed on proposal.

Location	Quantity
Dolphin Ave NE	3
Canal Drive NE	1
Razor Clam	3
Sand Dune	2

City of Ocean Shores AGENDA BILL

COUNCIL MEETING DATE: June 9, 2026

SUBJECT:

A request of the City Council of the City of Ocean Shores to award the 2026 Speed Cushion Project to Puget Paving and Construction, Inc.

CATEGORY:

- | | | |
|--|---|---|
| ☐ CONSENT AGENDA | ☐ ORDINANCE | ☐ STAFF REPORT |
| ☐ PUBLIC COMMUNICATION | ☐ RESOLUTION | ☐ PROCLAMATION |
| ☐ OLD BUSINESS | ☒ REQUEST | ☐ STUDY SESSION |
| ☒ NEW BUSINESS | ☐ CONSULTANT REPORT | ☐ PUBLIC HEARING |
| ☐ OTHER | | |

ATTACHMENTS:

Bid

SUMMARY/BACKGROUND:

Based on citizen requests, the following speed cushions will be installed in 2026 on Dolphin Ave (3 qty), Canal Drive NE (1 qty), S Razor Clam (3 qty), and San Dune Ave SW (2 qty). There will be a total of 9 speed cushions installed.

This project was put out to bid twice and we only received one bid. I fear that if we send the bid package out again, we will not get any bids turned in.

This year's striping is planned to be paid out of the Transportation Benefit District Funds.

EXPENDITURE AMOUNT: \$81,279.50

AMOUNT BUDGETED: \$

BUDGET MODIFICATION REQUIRED:

PRESENTED BY: Becky Leach

(BELOW TO BE COMPLETED BY CITY CLERK'S OFFICE)

COUNCIL ACTION:

APPROVED ☐ CONTINUED ☐
DENIED ☐

COUNCIL REQUEST FOR INFORMATION:

PROPOSAL SHEET (page one of two)
BID NAME: Speed Cushions 2026
BID # 26PW-26

PROPOSAL DUE ON OR BEFORE MAY 26, 2026 3:00
P.M. RETURN BID BY EMAIL jbelcher@osgov.com

Having carefully examined all documents enclosed herein and the building, the undersigned proposes to perform all work in strict compliance with Contract Documents, all documents, for the amount set forth below.

SCHEDULE: A written Notice to Proceed will be issued after contract execution identifying the mutually beneficial date to conduct the work. Liquidated damages may be imposed as specified in Section 1-08.9 Liquidated Damages, Standard Specifications for Road, Bridge and Municipal Construction, 2026, English edition, for each day Contractor fails to meet the completion date.

Item	Description	Unit	Qty	Unit Price	Subtotal
1.	Speed Cushions Dolphin Ave NE - 3	Each	3	\$ <u>7000.00</u>	\$ <u>21,000.00</u>
2.	Speed Cushions Canal Drive NE - 1	Each	1	\$ <u>7000.00</u>	\$ <u>7000.00</u>
3.	Speed Cushions S. Razor Clam - 3	Each	3	\$ <u>7000.00</u>	\$ <u>21,000.00</u>
4.	Speed Cushions Sand Dune - 2	Each	2	\$ <u>7000.00</u>	\$ <u>14,000.00</u>
4.	Traffic Control	Each	1	\$ <u>10,000.00</u>	\$ <u>10,000.00</u>
5.	Minor Change	Calc	1	\$1500.00	\$1500.00
				Subtotal Base Bid	\$ <u>74,500.00</u>
				Sales Tax 9.1%	\$ <u>6,779.50</u>

		Total Base Bid	\$ 81,279. ⁵⁰

PROPOSAL SHEET (page two of two)

BID NAME: Speed Cushions

BID # 26PW-26

☒ Use ink and print legibly.

☒ Unit prices, when relevant, are mandatory and shall control.

☒ Initial and date any cross-outs.

☒ Initial here SG to verify your Bid considers addenda _____ through _____.

This page of the bid form must be signed.

Company Name: Puget Paving & Construction, Inc.

Fed Tax ID #: 91-1142171

Washington State UBI Number: 600 403 309

Ocean Shores Business License Number: 24 600

Company Address: 10910 26th Ave S

City/State/Zip: Lakewood, WA 98499

Phone: (253) 474-5616 Fax: N/A

E-Mail: stefan@pugetpaving.com

Print Name of Signatory: Stefan Gehring

Print Title of Signatory: President

Contractor Signature: 

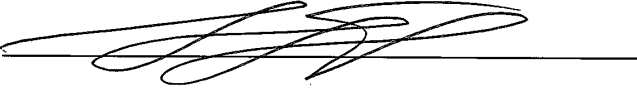
Date: 5/26/2026

By signing the proposal, the undersigned declares, under penalty of perjury under the laws of the United States and the State of Washington, that the following statements are true and correct:

1. That the undersigned person(s) or entity(ies) has(have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this Price Proposal is submitted.
2. The undersigned hereby certifies that, within the three-year period immediately preceding the Price Proposal solicitation date, that the Proposer is not a "willful" violator, as defined in RCW 49.48.082,

of any provision of chapters 49.46, 49.48, or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction.
3. The undersigned has completed the training or is exempt under the public works and prevailing wage experience requirements of RCW 39.04.350(1)(f).

CONTRACTOR SIGNATURE:

A handwritten signature in black ink, consisting of stylized, overlapping loops and strokes, positioned above a horizontal line.

City of Ocean Shores AGENDA BILL

COUNCIL MEETING DATE: June 9th, 2026

SUBJECT: An Ordinance of the City Council of the City of Ocean Shores, Washington, Repealing Ocean Shores Municipal Code Chapter 8.30 Entitled "Short Term Occupation Facilities Standards," and Replacing it with a New Ocean Shores Municipal Code Chapter 8.30 Entitled "Transient Accommodations Standards," providing for severability and an effective date.

CATEGORY:

☐ CONSENT AGENDA	☒ ORDINANCE	☐ STAFF REPORT
☐ PUBLIC COMMUNICATION	☐ RESOLUTION	☐ PROCLAMATION
☐ OLD BUSINESS	☐ REQUEST	☐ STUDY SESSION
☒ NEW BUSINESS	☐ CONSULTANT REPORT	☐ OTHER

ATTACHMENTS: Exhibit A - Ordinance Clean, Exhibit B - Ordinance Markup, and Transient Accommodations Resource Book

SUMMARY/BACKGROUND:

This ordinance repeals and replaces Chapter 8.30 OSMC, titled "Short-Term Occupation Facilities Standards," to better align with the previously adopted Chapter 246-360 WAC provisions, the Washington State Department of Health Transient Accommodations Resource Book utilized by the City, and existing City terminology. The revisions modernize and clarify definitions, inspection, enforcement, licensing, and appeals procedures, while maintaining adopted state health and safety standards and preserving City Council authority to establish and adjust fee amounts separately by resolution, and recoup costs associated with repeated reinspections and return trips related to unresolved violations.

EXPENDITURE AMOUNT: \$0

AMOUNT BUDGETED: \$0

BUDGET MODIFICATION REQUIRED: No

STAFF RECOMMENDATION: Yes

MAYOR'S RECOMMENDATION: Yes

PRESENTED BY: City Administrator, Scott Andersen; Code Enforcement Officer, Christine Tamez-McClain

(BELOW TO BE COMPLETED BY CITY CLERK'S OFFICE)

COUNCIL ACTION:

APPROVED _____ CONTINUED _____

DENIED _____

COUNCIL REQUEST FOR INFORMATION: _____

11-14-07 updated

CITY OF OCEAN SHORES
WASHINGTON
ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OCEAN SHORES, WASHINGTON, REPEALING OCEAN SHORES MUNICIPAL CODE CHAPTER 8.30 ENTITLED "SHORT-TERM OCCUPATION FACILITIES STANDARDS," AND REPLACING IT WITH A NEW OCEAN SHORES MUNICIPAL CODE CHAPTER 8.30 ENTITLED "TRANSIENT ACCOMMODATIONS STANDARDS"; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the City of Ocean Shores is authorized pursuant to RCW 35A.11.020 and other applicable laws of the State of Washington to adopt, amend, and enforce ordinances necessary to protect the public health, safety, and welfare; and

WHEREAS, the City previously adopted Chapter 8.30 of the Ocean Shores Municipal Code (OSMC), including by reference applicable Washington Administrative Code (WAC) provisions and local inspection requirements governing short-term occupation facilities standards; and

WHEREAS, the City Council finds that OSMC Chapter 8.30 should be repealed, replaced, and retitled from "Short-Term Occupation Facilities Standards" to "Transient Accommodations Standards" in order to better align with adopted Chapter 246-360 WAC provisions and, existing (OSMC) terminology (including local transient rental definitions), and to provide broader regulatory consistency; and

WHEREAS, the City Council finds it necessary to maintain adopted state standards while revising and modernizing OSMC Chapter 8.30 to improve definitions, terminology, inspection procedures, reinspection authority, non-compliance fee authority, local enforcement mechanisms, licensing consequences, and appeals procedures; and

WHEREAS, the City Council further finds that establishing and clarifying local authority for inspection fees, reinspection trip fees, and graduated non-compliance fees, with fee amounts established separately by City Council resolution, is necessary to recover administrative and enforcement costs, improve compliance, reduce public subsidy of repeated violations, and protect City resources; and

WHEREAS, the City Council finds that repeal and replacement of OSMC Chapter 8.30 in its entirety is the clearest, most efficient, and legally coherent method to eliminate ambiguity,

Exhibit A

improve internal consistency, strengthen enforceability, and maintain alignment between City code, adopted state standards, and administrative practices; and

WHEREAS, the City Council intends that this ordinance preserve lawful existing enforcement authority, maintain public health and safety protections, and provide a modernized structurally sound regulatory framework for transient accommodations within the City of Ocean Shores;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF OCEAN SHORES, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Repeal and Replacement of Chapter 8.30 OSMC.

Ocean Shores Municipal Code (OSMC) Chapter 8.30, entitled "Short-Term Occupation Facilities Standards," is hereby repealed in its entirety and replaced in its entirety with a new OSMC Chapter 8.30, entitled "Transient Accommodations Standards," to read as follows:

Chapter 8.30 TRANSIENT ACCOMMODATIONS STANDARDS

Sections:

- 8.30.010 Adoption of Washington State Administrative Codes (WAC).
- 8.30.020 Definitions.
- 8.30.030 Inspections required.
- 8.30.040 Inspection fees.
- 8.30.050 Reinspections—Trip fees.
- 8.30.060 Non-compliance fees.
- 8.30.070 City license status for nonpayment and unresolved violations.
- 8.30.080 Immediate health and safety threats.
- 8.30.090 No warranty or guarantee by City.
- 8.30.100 Violations and enforcement.
- 8.30.110 Appeals.

8.30.010 Adoption of Washington State Administrative Codes (WAC).

The City of Ocean Shores adopts the following Washington State Administrative Codes (WACs) by reference. Each of these WACs is addressed and explained in the Washington State Department of Health Transient Accommodations Resource Book, as amended, and a copy of which is available on file in the City Clerk's Office:

WAC
[246-360-001](#) Purpose.

Exhibit A

246-360-010	Definitions.
246-360-020	Licensure.
246-360-030	Responsibilities and rights—Licensee.
246-360-035	Authority of the department.
246-360-040	Water supply and temperature control.
246-360-050	Sewage and liquid waste disposal.
246-360-070	Refuse and vectors.
246-360-080	Construction and maintenance.
246-360-090	Lodging units.
246-360-100	Bathrooms, water closets, and handwashing sinks.
246-360-110	Lodging unit kitchens.
246-360-120	Heating and cooling.
246-360-130	Lighting.
246-360-140	Ventilation.
246-360-150	Beds and bedding.
246-360-160	Food and beverage services.
246-360-180	Laundry.
246-360-200	Safety, chemical, and physical hazards.
246-360-220	Fire safety.
246-360-230	Rustic resorts.
246-360-500	Exemptions, State requirements.
246-360-990	Fees, State requirements.

8.30.020 Definitions.

For the purposes of this chapter, the following definitions shall apply:

“City license” means any business license, registration, permit, or other local authorization required by the City of Ocean Shores for lawful operation of a transient accommodation.

“Transient accommodation” means hotels, motels, vacation rentals, bed and breakfasts, or any other thirty-day or less temporary lodging accommodation.

Except as otherwise specifically defined in this chapter, terms used in this chapter have the meanings set forth in WAC 246-360-010.

8.30.030 Inspections required.

A. The inspection official or City inspector, as designated by the Mayor and/or their designee, shall inspect each transient accommodation premises, to include the physical examination of an appropriate sampling of guest rooms, not less than once every twenty-four (24) months, for compliance with the provisions of this chapter. The inspection official may inspect or reinspect transient accommodation premises more frequently and/or vary the number of guest rooms included in the sampling as deemed necessary and proper to achieve and maintain continuing compliance.

Exhibit A

B. A transient accommodation shall prominently display a copy of its operating certificate and any relevant inspection data in the lobby or other common areas accessible to guests. This ensures transparency and allows guests to verify that the premises comply with health and safety regulations. Additionally, a transient accommodation must maintain an updated and accessible log of sanitation, maintenance, and health-related incidents. This log, along with corresponding corrective actions taken, shall be available upon request for review by the inspection official.

C. The inspection official may forgo a physical examination of rooms and conduct a records audit only when the transient accommodation demonstrates to the satisfaction of the official that adequate cleaning, sanitation and maintenance operating procedures are in place to ensure compliance with this chapter and that the transient accommodation makes such records, schedules, internal reports, or reliable third-party audits available to the official for review and evaluation.

Criteria the inspecting official may consider in forgoing a physical examination are:

1. The transient accommodation has undergone a comprehensive hotel chain or state Department of Health inspection within the preceding twenty-four (24) months, which substantially met or exceeded the standards established in this chapter.
2. The transient accommodation has provided the inspection official with a copy of a third-party or Washington State Department of Health report to include the inspection date, the name and qualifications of the inspecting entity, and confirmation that all findings were resolved to the inspection official's satisfaction, consistent with the City's recognition of certified third-party inspections as a valid and efficient mechanism for maintaining public health and safety.
3. The inspection official has determined the transient accommodation to be in good standing with the City. Criteria for good standing include: if, within the preceding twenty-four (24) months, the transient accommodation has:
 - a. Passed all City inspections without requiring a reinspection due to noncompliance;
 - b. Maintained documented compliance with the cleanliness, sanitation, and vermin control standards defined in the Washington State Department of Health Transient Accommodations Resource Book, as amended;
 - c. Had no outstanding violations of this chapter or other applicable codes;
 - d. Had no substantiated public health or safety complaints resulting in enforcement action; and

Exhibit A

e. Remained current on all required City licenses and fees.

D. In order to carry out the intent of this chapter, the inspection official is authorized to conduct inspections of transient accommodation premises during normal business hours. In furtherance thereof, the official may, but is not required to, request that the transient accommodation manager make a prescribed number of rent-ready guest rooms be made available for inspection and/or that the transient accommodation's cleaning, sanitation and maintenance records, schedules, internal reports, or third-party audits be made available for review and evaluation.

E. It shall be unlawful and an offense for any person to fail or refuse a lawful request of the inspection official to inspect a transient accommodation room or to produce for the official's review and evaluation the records, schedules, internal reports, or third-party audits that the transient accommodation relies upon or proffers as evidence of its compliance with the provisions of this chapter.

8.30.040 Inspection fees.

A fee established by resolution of the City Council may be charged to reimburse the City for all costs associated with the administration of this chapter.

8.30.050 Reinspections—Trip fees.

A. Any transient accommodation found to be noncompliant with this chapter shall be subject to reinspection to verify correction of deficiencies.

B. The first reinspection for the same unresolved violation shall not be subject to a trip fee.

C. Beginning with the second reinspection trip by the inspection official for the same unresolved violation, a trip fee shall be assessed for such reinspection and each additional reinspection trip as established in the City's fee schedule by resolution of the City Council.

D. For purposes of this section, "same unresolved violation" means a deficiency or group of related deficiencies identified in an inspection that remain uncorrected at the time of reinspection.

E. Trip fees imposed under this section are intended solely to recover the City's costs associated with reinspection visits and are not penalties.

8.30.060 Non-compliance fees.

A. If the same unresolved violation remains uncorrected after the compliance period specified by the City or its authorized enforcement official expires, the City may impose a non-compliance fee.

Exhibit A

B. Non-compliance fees shall be assessed on a graduated basis as established by resolution of the City Council.

C. Non-compliance fees are separate from and in addition to any trip fees assessed under Section 8.30.050.

D. Continued failure to correct the same unresolved violation may result in additional enforcement action, including but not limited to:

1. Issuance of civil infractions or criminal citations pursuant to applicable provisions of the OSMC, including Title 7 OSMC;
2. Abatement of the same unresolved violation by the City, with recovery of costs as authorized by law; and/or
3. Any means authorized by law.

E. The remedies provided in this section are cumulative and not exclusive, and the exercise of one remedy shall not preclude the use of any other remedy authorized by law.

F. Non-compliance fees imposed under this section are intended to recover the City's escalating administrative and enforcement costs and are not punitive in nature

8.30.070 City license status for nonpayment and unresolved violations.

A. Payment of all fees imposed under this chapter, including trip fees and non-compliance fees, shall be required prior to the issuance or renewal of any City license.

B. The City may deny issuance or renewal of any City license if:

1. Outstanding fees remain unpaid; or
2. The transient accommodation remains in violation of this chapter.

C. The City may deny or withhold any application for issuance or renewal of a City license until all fees are paid and violations are corrected.

8.30.080 Immediate health and safety threats.

Nothing in this chapter shall limit the authority of the City to inspect properties, issue citations, order abatement, or take immediate enforcement action where conditions are reasonably believed to pose an imminent threat to life, health, safety, or property.

8.30.090 No warranty or guarantee by City.

By undertaking inspections and enforcement action under this chapter, the City, its officers, employees, and agents do not warrant or guarantee the safety, fitness, or suitability of any property. Property owners and occupants remain responsible for maintaining safe conditions.

Exhibit A

8.30.100 Violations and enforcement.

- A. A person commits an offense of this chapter if the person:
1. Operates, owns, or permits operation of a transient accommodation in violation of this chapter or without any City license, permit, certificate, or other required authorization:
or
 2. Commits any act forbidden by or fails to perform any act required by this chapter.
- B. Each violation of this chapter shall constitute a separate offense, and each offense is punishable by a fine as specified in Ocean Shores Municipal Code [1.20.010](#) (Violation—Penalty).
- C. Any condition reasonably believed to be imminently dangerous to the life, limb, health or safety of a transient accommodation's occupants may be abated by the inspection official in accordance with state law and the Ocean Shores Municipal Code.
- D. At the option of the inspection official, immediate enforcement may be temporarily abated if a transient accommodation's owner or operator agrees to a supervised compliance plan, demonstrates the ability to comply with the plan, and makes continuing progress toward compliance.
- E. All the regulations provided in this chapter are hereby declared to be governmental and for the health, safety and welfare of the public. Any member of the City Council or any City official or employee charged with the enforcement of this chapter, acting for the City of Ocean Shores in the discharge of their duties, shall not thereby render themselves personally liable; and they are hereby relieved from all personal liability for any damage that might accrue to persons or property as a result of any act required or permitted in the discharge of their said duties.

8.30.110 Appeals.

Any person aggrieved by any determination made under OSMC Chapter 8.30, including but not limited to inspection findings, operating certificate decisions, fees, licensing determinations, enforcement actions, or other administrative decisions issued pursuant to this chapter, may appeal such determination pursuant to this section.

- A. Filing. An appeal authorized under this section shall be initiated by filing a written notice of appeal with the City Clerk within fourteen (14) calendar days following receipt of the written determination being appealed. The notice shall state the specific grounds for appeal and include supporting documentation. Failure to timely file shall constitute waiver of administrative appeal rights unless otherwise required by law.

Exhibit A

B. Stay. A timely filed appeal shall stay the effect of the appealed determination unless the inspection official or authorized enforcement official determines that conditions pose an immediate threat to life, health, safety, or property.

C. Hearing Scheduling. Upon timely and proper filing of a notice of appeal as set forth in Subsection A above, the City Clerk shall schedule an appeal hearing before the City's designated hearing authority within thirty (30) business days of the appeal filing unless extended for good cause.

D. Hearing Standard. The hearing shall be de novo unless otherwise required by law. The burden of proof shall be on the appellant to establish by a preponderance of the evidence that the determination was incorrect.

E. Authority. The hearing authority may affirm, reverse, or modify the determination.

F. Written Decision. A written decision shall be issued within twenty (20) business days following the hearing and shall include findings and reasons to support the decision.

G. Final Decision. The Hearing Examiner decision shall be the final decision of the City.

H. Service. Written determinations and appeal decisions may be served personally, by mail, or by other lawful delivery methods reasonably calculated to provide notice.

Exhaustion of this administrative appeal process shall be required prior to judicial review unless otherwise prohibited or modified by applicable law.

Section 2. Savings.

The repeal and replacement of Ocean Shores Municipal Code Chapter 8.30 by this ordinance shall not affect any act done, offense committed, or right accruing or accrued, nor shall it affect any license issued, penalty incurred, or proceeding begun prior to the effective date of this ordinance. All such actions and proceedings may be continued and enforced as if this ordinance had not been adopted.

Section 3. Corrections. The City Clerk and codifiers are authorized to make necessary corrections to this ordinance, including, but not limited to, the correction of scrivener's or clerical errors, references, ordinance numbering, section and subsection numbering, formatting, and any references thereto, so long as such corrections do not affect the intent or purpose of this ordinance; provided, however, that such corrections shall be limited to non-substantive matters and shall not alter, amend, expand, or diminish the intent, meaning, or purpose of this ordinance as adopted by the City Council.

Exhibit A

Any correction determined by the City Clerk to potentially affect substantive meaning or application of this ordinance shall be referred to the City Council for formal amendment.

All such corrections shall be documented and maintained as part of the official record of the ordinance.

Section 4. Severability.

If any section, subsection, clause, phrase, or provision of this ordinance or Chapter 8.30 OSMC as adopted hereby is held invalid or unconstitutional, such invalidity shall not affect the validity of the remaining provisions, which shall remain in full force and effect.

Section 5. Effective Date.

This ordinance shall take effect and be in full force five (5) days after publication as required by law.

THIS ORDINANCE PASSED AND ADOPTED by the City Council of the City of Ocean Shores, Washington, at a regular open public meeting on this ____ day of _____, 2026.

SIGNED:

ATTEST:

Frank T. Elduen, Mayor

Nicole Birch, City Clerk

Chapter 8.30

SHORT-TERM OCCUPATION FACILITIESTRANSIENT ACCOMMODATIONS STANDARDS

Sections:

- [8.30.010 Adoption of Washington State Administrative Codes \(WAC\).](#)
- [8.30.020 Definitions.](#)
- [8.30.030 Inspections required.](#)
- [8.30.040 Inspection fees.](#)
- [8.30.050 Re-inspections—Trip fees.](#)
- [8.30.060 Non-compliance fees.](#)
- [8.30.070 City license status for nonpayment and unresolved violations.](#)
- [8.30.080 Immediate health and safety threats.](#)
- [8.30.090 No warranty or guarantee by City.](#)
- [8.30.050—100 Violations and enforcement.](#)
- [8.30.060—110 Appeals.](#)

8.30.010 Adoption of Washington State Administrative Codes (WAC).

The City of Ocean Shores adopts the following Washington State Administrative Codes (WACs) by reference. Each of these WACs ~~are is~~ addressed and explained in the [Washington State Department of Health Transient Accommodations Resource Book as amended, and a copy of which is available on file in the City's Clerk's Office; handbook:](#)

WAC

- [246-360-001](#) Purpose.
- [246-360-010](#) Definitions.
- [246-360-020](#) Licensure.
- [246-360-030](#) Responsibilities and rights—Licensee.
- [246-360-035](#) Authority of the department.
- [246-360-040](#) Water supply and temperature control.
- [246-360-050](#) Sewage and liquid waste disposal.
- [246-360-070](#) Refuse and vectors.
- [246-360-080](#) Construction and maintenance.
- [246-360-090](#) Lodging units.
- [246-360-100](#) Bathrooms, water closets, and handwashing sinks.
- [246-360-110](#) Lodging unit kitchens.
- [246-360-120](#) Heating and cooling.
- [246-360-130](#) Lighting.
- [246-360-140](#) Ventilation.
- [246-360-150](#) Beds and bedding.
- [246-360-160](#) Food and beverage services.

Exhibit B

246-360-180	Laundry.
246-360-200	Safety, chemical, and physical hazards.
246-360-220	Fire safety.
246-360-230	Rustic resorts.
246-360-500	Exemptions, State requirements.
246-360-990	Fees, State requirements.

(Ord. 1140 § 1, 2025)

8.30.020 Definitions.

~~In this chapter, wherever "hotel" is used it means hotels, motels, vacation rentals, bed and breakfasts, or any other thirty day or less temporary lodging accommodation. For the purposes of this chapter the following definitions shall apply:~~

~~"City license" means any business license, registration, permit, or other local authorization required by the City of Ocean Shores for lawful operation of a transient accommodation.~~

~~"Transient Accommodation or "short-term occupation facilities" means any facility such as a hotel, motel, resort, vacation rental, bed and breakfast, or any other thirty-day or less temporary lodging accommodation.~~

~~All definitions are as defined in WAC 246-360-010. (Ord. 1140 § 1, 2025) Except as otherwise specifically defined in this chapter, terms used in this chapter have the meanings set forth in WAC 246-360-010.~~

8.30.030 Inspections required.

A. The inspection official ~~or City inspector, as designated by the Mayor and/or their designee~~ shall inspect each ~~hotel~~ transient accommodation premises, to include the physical examination of an appropriate sampling of guest rooms, not less than once every twenty-four ~~(24)~~ months, for compliance with the provisions of this chapter. The inspection official may inspect or reinspect ~~transient accommodation~~ hotel premises more frequently and/or vary the number of guest rooms included in the sampling as deemed necessary and proper to achieve and maintain continuing compliance.

B. ~~The A transient accommodation~~ hotel shall prominently display a copy of its operating certificate and any relevant inspection data in the lobby or other common areas accessible to guests. This ensures transparency and allows guests to verify ~~that~~ the premises ~~comply~~ complies with health and safety regulations. Additionally, ~~a transient accommodation~~ hotels must maintain an updated and accessible log of sanitation, maintenance, and health-related incidents. This log, along with corresponding corrective actions taken, shall be available upon request for review by the inspection official.

Exhibit B

C. The inspection official may forgo a physical examination of rooms and conduct a records audit only when the transient accommodation hotel demonstrates to the satisfaction of the inspection official that adequate cleaning, sanitation and maintenance operating procedures are in place to ensure compliance with this chapter and that the transient accommodation hotel makes such records, schedules, internal reports, or reliable third-party audits available to the inspection official for review and evaluation.

Some of the ~~C~~Criteria the inspecting official ~~might may~~ consider in forgoing a physical examination are:

1. The transient accommodation hotel has undergone a comprehensive hotel chain or state Department of Health inspection within the preceding twenty-four (24) months, which substantially met or exceeded the standards established in this chapter.
2. The transient accommodation hotel has provided the inspection ~~or~~ official with a copy of ~~the inspection~~ a third-party or Washington State Department of Health inspection report to include the inspection date, the name and qualifications of the inspecting entity, and confirmation that all findings were resolved to the inspector's inspection official's satisfaction, reflecting consistent with the Ccity's recognition of certified third-party inspections as a valid and efficient mechanism for maintaining public health and safety.
3. The inspection official ~~or~~ has determined the transient accommodation hotel to be in good standing with the Ccity. Criteria for good standing include: if, within the preceding twenty-four (24) months, the transient accommodation the hotel ~~it~~ has:
 - a. Passed all Ccity inspections without requiring a reinspection due to noncompliance;
 - b. Maintained documented compliance with the cleanliness, sanitation, and vermin control standards defined in the Washington State Department of Health Transient Accommodations Resource Book, as amended;
 - c. Had no outstanding violations of this chapter or other applicable codes;
 - d. Had no substantiated public health or safety complaints resulting in enforcement action; and
 - e. Remained current on all required Ccity licenses and fees.

D. In order to carry out the intent of this chapter, the inspection official is authorized to conduct inspections of transient accommodation hotel premises during normal business hours. In furtherance thereof, the inspection official may, but is not required to, request of the transient accommodation hotel manager ~~that make~~ a prescribed number of rent-ready guest rooms be made available for inspection and/or that the transient accommodation's hotel's

Exhibit B

cleaning, sanitation and maintenance records, schedules, internal reports, or third-party audits be made available for review and evaluation.

E. It shall be unlawful and an offense for any person to fail or refuse a lawful request of the inspection official to inspect a ~~transient accommodation hotel~~ room or to produce for the ~~inspection~~ official's review and evaluation the records, schedules, internal reports, or third-party audits that the ~~transient accommodation hotel~~ relies upon or proffers as evidence of its compliance with the provisions of this chapter.

(Ord. 1140 § 1, 2025)

8.30.040 Inspection fees.

~~A. Inspection fee(s) established~~ fees established by resolution of the ~~C~~city ~~C~~council may be charged to reimburse the ~~C~~city for all costs associated with the administration of this chapter.

(Ord. 1140 § 1, 2025)

8.30.050 Re-inspections—Trip fees.

~~A. Any transient accommodation hotel found to be noncompliant with this chapter shall be subject to reinspection to verify correction of deficiencies.~~

~~B. The first and second inspections related to the same unresolved violation shall not incur a trip fee. The first reinspection for the same unresolved violation shall not be subject to a trip fee.~~

~~C. Beginning with the second reinspection trip by the inspection official for the same unresolved violation, a trip fee shall be assessed for such re-inspection and each additional re-inspection trip as established in the City's fee schedule by resolution of the City Council.~~

~~D. For purposes of this section, "same unresolved violation" means a deficiency or group of related deficiencies identified in an inspection that remain uncorrected at the time of reinspection.~~

~~E. Trip fees imposed under this section are intended solely to recover the City's costs associated with repeated inspection visits and are not penalties.~~

8.30.060 Non-compliance fees.

~~A. If the same unresolved violation remains uncorrected after the compliance period specified in a lawful notice of violation issued by the City or its authorized enforcement official expires, the City may impose a non-compliance fee.~~

Exhibit B

B. Non-compliance fees shall be assessed on a graduated basis as established by resolution of the City Council.

C. Non-compliance fees are separate from and in addition to any trip fees assessed under Section 8.30.0450

D. Continued failure to correct the same unresolved violation may result in additional enforcement action, including but not limited to:

1. Issuance of civil infractions or criminal citations pursuant to applicable provisions of the OSMC, including Title 7 OSMC;
2. Abatement of the same unresolved violation by the City, with recovery of costs as authorized by law; and
3. Any means authorized by law.

E. The remedies provided in this section are cumulative and not exclusive, and the exercise of one remedy shall not preclude the use of any other remedy authorized by law.

F. Non-compliance fees imposed under this section are intended to recover the City's escalating administrative and enforcement costs and are not punitive in nature.

8.30.070 City license status for nonpayment and unresolved violations.

A. Payment of all fees imposed under this chapter, including trip fees and non-compliance fees, shall be required prior to the issuance or renewal of any City license.

B. The City may deny issuance or renewal of any City -license if:

1. Outstanding fees remain unpaid; and/or
2. The transient accommodation remains in violation of this chapter.

C. The City ~~may place an administrative hold on~~ may will deny or withhold any application for issuance or renewal of a City license until all fees are paid and violations are corrected.

8.30.080 Immediate health and safety threats.

Exhibit B

Nothing in this chapter shall limit the authority of the City to inspect properties, issue citations, order abatement, or take immediate enforcement action where conditions are reasonably believed to pose an imminent threat to life, health, safety, or property.

8.30.090 No warranty or guarantee by City.

By undertaking inspections and enforcement action under this chapter, the City, its officers, employees, and agents do not warrant or guarantee the safety, fitness, or suitability of any property. Property owners and occupants remain responsible for maintaining safe conditions.

8.30.050-100 Violations and enforcement.

A. A facility commits an offense if it operates without a valid certificate of occupancy or contrary to or in violation of the terms or conditions of its certificate of occupancy. A person commits an offense of this chapter if the person:

1. Operates, owns, or permits operation of a transient accommodation in violation of this chapter or without any City license, permit, certificate, or other required authorization:

—required.

2. B. A person commits an offense if the person cCommits any act forbidden by or fails to perform any act required in by this chapter.

EB. Each violation of this chapter shall constitute a separate offense, and each offense is punishable by a fine as specified in Section Ocean Shores Municipal Code 1.20.010, (Violation—Penalty).

DC. Any condition reasonably believed to be imminently dangerous to the life, limb, health or safety of the a transient accommodation's occupants may be abated by the inspection official in accordance with state law and the Ocean Shores Municipal Code (OSMC).

ED. At the option of the inspection official, immediate enforcement may be temporarily abated if the a transient accommodation's owner or operator agrees to a supervised compliance plan, demonstrates the ability to comply with the plan and makes continuing progress toward compliance.

Exhibit B

~~F. This chapter shall be and is hereby declared to be cumulative of all other ordinances of the city of Ocean Shores; and this chapter shall not operate to repeal or affect any of such other ordinances except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this chapter, in which event such conflicting provisions, if any, in such other ordinance or ordinances are hereby repealed.~~

~~G. If any section, subsection, sentence, clause or phrase of this chapter is for any reason held to be unconstitutional, such holding shall not affect the validity of the remaining portions of this chapter.~~

~~H.F. All the regulations provided in this chapter are hereby declared to be governmental and for the health, safety and welfare of the public. Any member of the City Council or any City official or employee charged with the enforcement of this chapter, acting for the City of Ocean Shores in the discharge of his/her/their duties, shall not thereby render himself/herself/themselves personally liable; and he/she is they are hereby relieved from all personal liability for any damage that might accrue to persons or property as a result of any act required or permitted in the discharge of his/her/their said duties.~~

~~I. Failure to correct the same unresolved violation or pay lawfully imposed fees under this chapter constitutes a continuing violation and may result in additional penalties, denial, suspension, or revocation of City licenses, and legal action for recovery of fees and enforcement costs.~~

~~(Ord. 1140 § 1, 2025)~~

8.30.060110 Appeals.

~~A. Request for appeal shall be submitted in writing to the mayor. Within thirty days of receipt of the request, the mayor will add an appellate hearing to a regular city council meeting.~~

~~B. The city council, which is already authorized to rule on quasi-judicial matters, will adjourn and reconvene into an appellate hearing following established agenda procedures.~~

~~C. The appellate process will follow the intent and procedures outlined in Section 15.44.050, Appeal from order of building official.~~

~~(Ord. 1140 § 1, 2025)~~

~~Any person aggrieved by any determination made under OSMC Chapter 8.30, including but not limited to inspection findings, operating certificate decisions, fees, licensing determinations, enforcement actions, or other administrative decisions issued pursuant to this chapter, may appeal such determination pursuant to this section.~~

Exhibit B

A. Filing. An appeal authorized under this section shall be initiated by filing a written notice of appeal with the City Clerk within fourteen (14) calendar days following receipt of the written determination being appealed. The notice shall state the specific grounds for appeal and include supporting documentation. Failure to timely file shall constitute waiver of administrative appeal rights unless otherwise required by law.

B. Stay. A timely filed appeal shall stay the effect of the appealed determination unless the inspection official or authorized enforcement official determines that conditions pose an immediate threat to life, health, safety, or property.

C. Hearing Scheduling. Upon timely and proper filing of a notice of appeal as set forth in Subsection A above, the City Clerk shall schedule an appeal hearing before the City's designated hearing authority within thirty (30) business days of the appeal filing unless extended for good cause.

D. Hearing Standard. The hearing shall be de novo unless otherwise required by law. The burden of proof shall be on the appellant to establish by a preponderance of the evidence that the determination was incorrect.

E. Authority. The hearing authority may affirm, reverse, or modify the determination.

F. Written Decision. A written decision shall be issued within twenty (20) business days following the hearing and shall include findings and reasons to support the decision.

G. Final Decision. The Hearing Examiner decision shall be the final decision of the City.

H. Service. Written determinations and appeal decisions may be served personally, by mail, or by other lawful delivery methods reasonably calculated to provide notice.

Exhaustion of this administrative appeal process shall be required prior to judicial review unless otherwise prohibited or modified by applicable law.

Transient Accommodations Resource Book

Guidance for complying
with Chapter 246-360 WAC



DOH 333-291 March 2022

Transient Accommodations Program
doh.wa.gov/transientaccommodations
Phone: 360-236-3393
Email: Housing@doh.wa.gov

For persons with disabilities, this document
is available in other formats. Call 800-525-
0127 (TTY 711) or email
civil.rights@doh.wa.gov.



Introduction

This book contains the 1994 update to the Washington Administrative Code, WAC 246-360 for Transient Accommodations (<https://app.leg.wa.gov/wac/default.aspx?cite=246-360>). Transient Accommodations include hotels, motels, inns, resorts, bed and breakfasts, and other forms of short-term rentals. The Department of Health (DOH) created this Resource Book to help everyone understand the rules and reduce confusion.

Book Organization and Contents

WAC with Comments

The WAC 246-360 as enacted is in this standard typeface.

We inserted comments throughout the WAC to help you understand the state's rules. The comments are in gray boxes like this and include:

- "Notes" and "Helpful Hints" give information about a requirement.
- "Links" provide access to related information.
- "Surveyor Information" shows how inspectors will look at your facility to see if the rule is met.
- "Tools" offer resources to help meet the standard.
- "References" connect you to other regulations or documents.

Only the rules in the Washington Administrative Code for Transient Accommodations must be followed, <https://app.leg.wa.gov/wac/default.aspx?cite=246-360>. Everything else we offer in this Resource Book is helpful information, advice, or suggestions.

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Purpose - WAC 246-360-001

- (1) This chapter outlines the minimum public health and safety standards for the licensure and operations of transient accommodations in Washington State.
- (2) This chapter applies to facilities offering three or more lodging units to guests for periods of less than thirty days. These facilities include, but are not limited to:
 - (a) Hotels;
 - (b) Motels;
 - (c) Bed and breakfast establishments;
 - (d) Resorts;
 - (e) Rustic resorts;
 - (f) Inns;
 - (g) Condominiums;
 - (h) Apartments;
 - (i) Crisis shelters;
 - (j) Hostels; and
 - (k) Retreats.
- (3) RCW 70.62.240 requires the board to adopt rules to assure transient accommodations are operated and maintained in a manner consistent with the public's health and safety. RCW 43.70.110 requires the secretary to charge fees for licensure and RCW 43.70.250 requires the cost of business licensing programs to be fully borne by the licensees.

Definitions - WAC 246-360-010

For the purpose of this chapter, the following words and phrases have the following meanings unless the context clearly indicates otherwise.

- (1) "Approved" means a written statement of acceptability issued by a governmental agency or meeting nationally recognized testing standards.
- (2) "Bathroom" means a room containing a bathing fixture.
- (3) "Bed and breakfast" means a private home or inn offering lodging on a temporary basis to travelers. This type of facility may include food service in accordance with chapter 246-215 WAC.
- (4) "Board" means the Washington state board of health established under chapter 43.20 RCW.
- (5) "Clean" means without visible or tangible soil or residue.
- (6) "Cleanable" means the material and finish is fabricated to permit complete removal of residue through normal cleaning methods.
- (7) "Construction" means:
 - (a) A new building intended for use as a transient accommodation or part of a transient accommodation;
 - (b) An addition, modification or alteration that changes the functional use of an existing transient accommodation or portion of a transient accommodation;
 - (c) An existing building or portion thereof to be converted for use as a transient accommodation; or
 - (d) A modification requiring a building permit by a local authority having responsibility for enforcing state and local building codes or local ordinances.
- (8) "Crisis shelter" means a transient accommodation, at a permanent physical location, providing emergency or planned lodging services to a specific population, for periods of less than thirty days. A crisis shelter may or may not be reimbursed for services in the form of rental fee or labor.
- (9) "Department" means the Washington state department of health.
- (10) "Dormitory" means a lodging unit containing beds, cots, pads, or other furnishings intended for sleeping by a number of guests.
- (11) "Exemption" means a written authorization granted by the department under WAC 246-360-500.
- (12) "Guest" means any individual occupying, or registered to occupy a lodging unit.
- (13) "Hostel" means a transient accommodation offering lodging and limited services (which may include the use of a common kitchen) to guests on a daily or weekly basis in exchange for a rental fee, labor, or a combination of rental fee and labor.

- (14) “Laundry” means a central area or room with equipment intended to be used to clean and dry bedding, linen, towels, and other items, including such areas or rooms provided for guests’ use.
- (15) “Licensee” means the person to whom the department issues the transient accommodation license.
- (16) “Local health jurisdiction” means the county or district that provides public health services within the area consistent with chapters 70.05 and 70.08 RCW.
- (17) “Lodging unit” means an individual room or group of interconnected rooms, intended for sleeping, that are for rent or use by a guest, and is individually designated by number, letter, or other means of identification. A lodging unit may or may not include areas for cooking and eating.
- (18) “Person” means any individual, firm, partnership, corporation, company, association, organization, or joint stock association, and the legal successor thereof.
- (19) “Retreat” means a transient accommodation intended to provide seclusion, meditation, contemplation, religious activities, training, or similar activities.
- (20) “Rustic resort” means a rural transient accommodation lacking many modern conveniences. A rustic resort may operate seasonally.
- (21) “Sanitary” means hygienic conditions that are conducive to good health.
- (22) “Sanitize” means to treat a surface or object with a chemical or physical process, such as heat, to control or limit the presence of germs. For purposes of these regulations, “sanitize” and “disinfect” are equivalent.
- (23) “Self-inspect” means the licensee evaluates a transient accommodation for compliance with specific requirements in this chapter.
- (24) “Sink” means a properly trapped plumbing fixture, capable of holding water, with approved potable running hot and cold water under pressure.
- (25) “State building code” means chapter 19.27 RCW and any codes adopted and any rules and regulations promulgated under chapter 19.27 RCW.
- (26) “Survey” means the examination or inspection of a transient accommodation, conducted by the department to determine if minimal health and safety standards in chapter 246-360 WAC are being met. A survey may require one or more site visits and may be announced or unannounced. For purposes of these regulations, a survey and inspection are equivalent.
- (27) “Surveyor” means a department employee who conducts a health and safety survey of transient accommodations. For purposes of these regulations, the terms surveyor and inspector are equivalent.
- (28) “Transient accommodation” means any facility such as a hotel, motel, condominium, resort, or any other facility or place offering three or more lodging units to guests for periods of less than thirty days and may include food service operations in accordance with chapter 246-215 WAC.

- (29) “Utensil” means any food contact implement used in storing, preparing, transporting, dispensing, serving, or selling food or drink, excluding commercial vending and storage equipment.
- (30) “Vector” means an animal that transmits a disease-producing organism from one host to another. For example, mosquitoes are vectors that transmit malaria.
- (31) “Water closet” means a portable device or a fixture that has a hinged seat and flushing device used to dispose of body waste. This may include water filled, chemical or incineration toilets.

Notes:

“Water Closet” and “Toilet” mean the same thing in this Resource Book.

Licensure - WAC 246-360-020

- (1) A person must have a current license issued by the department before operating or advertising a transient accommodation. A license is effective for one year from date of issuance.

Notes:

The DOH requires an application for a license before operating or advertising. Advertising a property not yet open is acceptable if the opening date is noted. A license will not be granted without an inspection.

- (2) An applicant for an initial licensure must submit to the department, sixty days or more before commencing business, an application which shall include the following:
- (a) A completed application on a form provided by the department;
 - (b) A completed self-inspection on a form provided by the department;
 - (c) The fee specified in WAC 246-360-990;
 - (d) A completed uniform business identifier number form provided by the department; and
 - (e) Other information as required by the department.

Notes:

Application packets are available on our Transient Accommodations website (doh.wa.gov/transientaccommodations) or call 360-236-3393 to have a copy mailed to you. For information about the Uniform Business Identifier (UBI) number, contact the Washington State Department of Revenue (<http://bls.dor.wa.gov/faqlicense.aspx>) at 360-705-6741.

- (3) A licensee must apply for license renewal annually on or before the expiration date of the current license by submitting to the department, by mail postmarked no later than midnight on the license expiration date, or by presenting to the department personally or electronically no later than 5:00 p.m. on the expiration date, a renewal application which shall include the following:
- (a) A completed application on a form provided by the department;
 - (b) A completed self-inspection on a form provided by the department;
 - (c) The fee specified in WAC 246-360-990;
 - (d) A completed uniform business identifier number form, provided by the department; and
 - (e) Other information as required by the department.

Notes:

We will mail you our "Notice to Renew" about 45 days before your current license runs out. We cannot receive licensing or renewal fees electronically or by phone.

- (4) An applicant must pass, to the satisfaction of the department, an on-site survey prior to the department issuing an initial license or reinstating an invalid license.
- (5) If the licensee fails to submit a complete renewal application meeting the requirements of subsection (3) of this section by the license expiration date, the license shall become invalid on the thirty-fifth day after the license expiration date unless:
 - (a) All deficiencies in the renewal have been corrected; and
 - (b) The applicable penalty or late fee as specified in WAC 246-360-990 has been received by the department, in each case prior to the thirty-fifth day following the expiration date.In the event the license becomes invalid the transient accommodation is no longer authorized to operate.

Helpful Hints:

If you do not get your renewal fee to us by the date on your renewal notice:

-15 days after a license expires we mail a late notice.

-35 days after the license runs out, the license is no longer valid. All business related to providing accommodations must stop.

-On the 36th day after the license runs out, we send, by overnight mail or fax, notice to stop operations.

-If we learn a business is still operating 37 days after a license expires, we notify local officials and media that the facility is operating without a state license.

-If someone has a problem meeting the timeline, we want them to call us and talk about extensions: 360-236-3393

- (6) An invalid license may be reinstated upon reapplication for a license under subsections (2) and (4) of this section.
- (7) At least fifteen days prior to a transfer of ownership or change in the Uniform Business Identifier number of a transient accommodation the current licensee must submit to the department:
 - (a) The full name and address of the current licensee and prospective licensee;
 - (b) The name and address of the currently licensed transient accommodation, and the name under which the transferred transient accommodation will operate;
 - (c) The date of the proposed change; and
 - (d) Other information as required by the department.
- (8) At least fifteen days prior to a transfer of ownership or a change in the Uniform Business Identifier number of a transient accommodation, the prospective new licensee must apply for licensure by submitting to the department:
 - (a) A completed application on a form provided by the department;
 - (b) A completed self-inspection on a form provided by the department;
 - (c) The fee specified in WAC 246-360-990;

- (d) A completed Uniform Business Identifier Number Form provided by the Department of Revenue; and
- (e) Other information as required by the department.
- (9) A licensee must notify the department when changing the number of lodging units or the name of the transient accommodation by submitting:
 - (a) A letter describing the intended change;
 - (b) The fee specified in WAC 246-360-990 for an amended license; and
 - (c) Other information as required by the department.

Helpful Hints:

If you are changing the number of units or your business name, we need:

-The total number of units you will offer.

-Local governments often requires approval to change use of a property. This is usually done by local building officials. Provide us a copy of the approval and permits at Housing@DOH.WA.GOV

-If you change a facility name, we need the new name as well as the old name to update the license.

- (10) The licensee must notify the department prior to construction as defined in WAC 246-360-010(8) by submitting:
 - (a) A description of the construction;
 - (b) A description of how the construction will be used;
 - (c) A description of any changes in the functional use of existing construction;
 - (d) Documentation of approvals issued by local authorities having jurisdiction; and
 - (e) Other information as required by the department.

Notes:

You must notify DOH of work on your facility that requires permits from local government(s). We will want the work timeline. An inspector will ask to see approval on permits.

Responsibilities and Rights – Licensee - WAC 246-360-030

- (1) The licensee must:
- (a) Comply with the provisions of chapter 70.62 RCW, other applicable state and local agency regulations and this chapter;
 - (b) Conspicuously display the license in the lobby or office of the transient accommodation for which it is issued;
 - (c) Conduct self-inspections as directed by the department;
 - (d) Submit a response to a statement of deficiencies to the department by the date specified. For the purposes of this section, a statement of deficiencies means a written notice of any violation of chapter 70.62 RCW or the rules adopted thereunder, that describes the reasons for noncompliance. Responses shall include:
 - (i) A written plan of correction for each deficiency stated in the report. For the purposes of this section, a plan of correction is a proposal devised by the licensee or applicant that includes specific actions that must be taken and a time frame to accomplish them. The plan of correction must meet the approval of the department. Implementation is required unless modification is agreed to by the department and is subject to verification by the department; and/or
 - (ii) A progress report of corrections, if required by the department. For the purposes of this section, a progress report means a document prepared by the licensee outlining the completion or ongoing status of efforts to correct deficiencies or violations cited in a survey. The licensee must send the progress report to the department as directed by the statement of deficiencies.
 - (e) Comply with a compliance schedule if the department issues one. For the purposes of this section, a compliance schedule means a document listing violations and a time schedule for the licensee to follow in correcting violations. This schedule may be called a directed plan of correction (DPOC);
 - (f) Adequately supervise employees and transient accommodation premises to ensure the transient accommodation is:
 - (i) Clean, safe, and sanitary; and
 - (ii) In good repair;

Surveyor Information:

We consider “adequately supervised” employees and premises to mean you or a person you assign (the Person in Charge) has appropriate discussions with staff about their jobs. We expect your staff to know what to do and how to do it and be aware of appropriate actions. To verify the “In Good Repair” requirement, we check if something works like it was intended to work and is safe.

Notes:

You need enough equipment for housekeeping staff to keep units clean and sanitary. We cannot require you to have anything in particular. However, a surveyor will check if you have equipment and supplies appropriate for your housekeeping and that they are handled appropriately.

- (g) Establish policies and procedures requiring employees to maintain good personal hygiene;

Helpful Hints:

“Good personal hygiene” means staff is not carrying dirt or disease into contact with guests or things guests will be in contact with. You should be particularly careful about staff cleanliness when they are working in laundry services, in and around toilets and bathrooms, food, or other areas of potential contamination.

Notes:

Frequent handwashing is the best way to prevent the spread of disease-causing organisms. It is also cheap and easy.

References:

See pages 44 and 45 of the Resource Book for posters on good handwashing techniques.

- (h) Consult with the department or local health department on any suspected imminent health hazard;

Helpful Hints:

Conditions that might be an “imminent health hazard” to guests include:

- Guests using units for methamphetamine (“meth”) production, which involves dangerous chemicals, flammables, explosives or poisons.
- Filthy conditions.
- Exposed electrical wires.
- Structural failure.
- Damaged or weak balcony decks or railings.
- Surfacing sewage.
- Excessive mold.
- Leaky or incorrectly vented fuel-burning appliances.
- Widespread rodent or insect infestation.

Contact DOH and your local health jurisdictions (fire, police, hazardous materials or emergency medical team) upon discovering a serious health threat. Immediate action is important.

Links:

List of Local Health Departments – www.doh.wa.gov/localhealth

- (i) Effective October 1, 2005, have a written basic emergency preparedness plan in the event of fire, power failure, transient accommodation problem, or natural or other disasters. Emergency response training must be conducted and documented annually or more often as needed.

Surveyor Information:

An Emergency Preparedness Plan (EPP) talks about how you will make certain everyone in your business is protected or cared for if something very serious happens. The kinds of events to consider are fire, earthquake, or bomb threat. You can add any other situation you think appropriate to your location, such as a flood.

A basic EPP might include basic facility information, such as important telephone numbers, a call list, notification procedures, a way to identify current guests, guest evacuation routes, response action for specific events, and training.

We consider the best EPP to be one that can work. It does not have to be “fancy.” It needs to be something that can be used and will work. The best ones may be the shortest ones. You only need to have the really important things covered. If your business is in a tall, modern building, it may have to be more complicated than if you offer rustic cabins.

See our guidance on Emergency Preparedness Plans at www.doh.wa.gov/Portals/1/Documents/Pubs/333-244.pdf.

Links:

Red Cross Emergency Planning - www.redcross.org/get-help/how-to-prepare-for-emergencies.html

Federal Ready public service campaign - www.ready.gov

- (2) The licensee shall fully cooperate with the department in, and shall in no way impede, its administration and enforcement of the provisions of chapter 70.62 RCW and this chapter.
- (3) An applicant or licensee may contest a department decision or action according to the provisions of RCW 43.70.115, chapter 34.05 RCW, and chapter 246-10 WAC.

Helpful Hints:

You may appeal any of our decisions or actions. Our policy is to try to resolve disagreements informally and cooperatively with everyone. Talk directly with the TA surveyor first. They may be able to resolve your concerns immediately. If you still believe you are not being treated fairly, call us in the Tumwater Housing Office at 360-236-3393.

Authority of the Department- WAC 246-360-035

(1) The Department shall:

- (a) Conduct an on-site survey prior to issuing an initial Transient Accommodation license or re-instating an invalid license;

Notes:

Initial surveys are a perfect opportunity for new licensees to ask questions. The initial survey is also our opportunity to help you understand health and safety standards and how they will apply to your exact situation.

- (b) Conduct announced or unannounced on-site surveys during routine business hours and conduct complaint investigations at any time of its choosing to determine compliance with chapter 70.62 RCW and this chapter;

Notes:

Our normal business hours are Monday through Friday, 8 a.m. to 5 p.m. In some cases, we may make exceptions. Usually exceptions will only be for complaint investigations or a health hazard emergency, but your facility is available for inspection any time it is open to guests.

- (c) Issue or renew a license when the applicant or licensee and the transient accommodation meet the requirements in chapter 70.62 RCW and this chapter;
 - (d) Allow self-inspections to encourage compliance with chapter 70.62 RCW and this chapter;
 - (e) Comply with RCW 43.70.115, chapter 34.05 RCW, and chapter 246-10 WAC when denying, suspending, modifying, or revoking a transient accommodation license; and
 - (f) Comply with RCW 43.70.095 when assessing civil fines.
- (2) The department may deny, suspend, or revoke a transient accommodation license if the department finds the applicant, licensee, its agents, officers, directors, or any person with any interest therein:
- (a) Knowingly or with reason to know, makes a misrepresentation of, false statement of, or fails to disclose, a material fact to the department:
 - (i) In an application for licensure or renewal of licensure;
 - (ii) In any matter under department investigation, including in any Plan of Correction or other document required to be provided to the department;
 - (iii) During an on-site survey; or
 - (iv) In a self-inspection;
 - (b) Obtains or attempts to obtain a license by fraudulent means or misrepresentation;
 - (c) Fails or refuses to comply with the requirements of chapter 70.62 RCW or this chapter;

- (d) Knowingly, or with reason to know, compromises the health or safety of a guest;
 - (e) Fails to pay a fine within thirty days after the assessment becomes final or as agreed to by the Department and the Licensee; or
 - (f) Operates with a suspended or revoked license.
- (3) In addition to any other rights allowed under applicable law, the Department may address violations by an Applicant or a Licensee of chapter 70.62 RCW or this chapter by:
- (a) A plan of correction may be offered if the department determines that identified deficiencies are not major, broadly systemic, or of a recurring nature. Under this chapter, a “plan of correction” is a proposal devised by the applicant or licensee that includes specific corrective actions that must be taken to correct identified deficiencies and a time frame in which to complete them. The plan of correction must be approved. Implementation is required within the approved time frame, and is subject to verification by the department;
 - (b) A directed plan of correction may be offered if the department determines that identified deficiencies are broadly systemic, recurring, or of a significant threat to public health and safety. Under this chapter, a “directed plan of correction” is a plan of correction based on a statement of deficiencies, and includes specific corrective actions that must be taken and a time frame in which to complete them. Under this chapter, a “statement of deficiencies” is a survey or investigation report completed by the department identifying one or more deficiencies. The final content of the directed plan of correction will be reached during meetings between the department and the licensee, following an initial statement of general requirements by the department. Timelines will be reduced to the minimum necessary, even prior to formalization of the directed plan of correction, to redress problems; and/or;
 - (c) Initiating administrative action, under chapter 34.05 RCW, RCW 43.70.115 and chapter 246-10 WAC, either as the department’s primary alternative, or in the event the department requires corrective action under (a) or (b) of this subsection, and the applicant or licensee fails to correct identified deficiencies to the department’s satisfaction within the approved time frame.
- (4) In lieu of or in addition to license suspension or revocation, the department may assess a civil fine in accordance with RCW 43.70.095.
- (5) The department may summarily suspend a license if the department determines a deficiency is an imminent threat to public health, safety or welfare.

Water Supply and Temperature Control-

WAC 246-360-040

The licensee must:

- (1) Ensure that the water supply is from an approved source as specified in Chapter 246-290 or 246-291 WAC;

Helpful Hints:

If you get your water from a public, licensed source (like city water), all you need is a current water bill to show you are connected.

If you have a unique source, such as a very small local water arrangement or your own well or spring, approval is provided from the state Department of Health (DOH) Division of Drinking Water, your local municipal water district, or local health jurisdiction. We will ask for your official approval documents if you are not on a public water system.

If we ask for your private water system approval documents, that likely will also include the most current test results required by the state's drinking water rules.

References:

The Municipal Research and Services Center of Washington and the Local Government Public Health Administration have listings of websites and other helpful links for most county health departments and health districts in Washington.

The state Department of Health (DOH), Division of Drinking Water can also answer your questions.

Links:

Washington State Department, Office of Drinking Water – www.doh.wa.gov/drinkingwater

Municipal Research and Services Center of Washington – www.mrsc.org

- (2) Ensure that the plumbing inside the transient accommodation that provides potable water is free of any actual or potential cross connections with any systems that could be a source of non-potable liquid, solid, or gas that could contaminate the potable water supply by backflow;

Notes:

A “cross-connection” is a plumbing connection between a source of clean water and dirty water. Here are some examples to watch for:

- Pipes connected between your source of clean water and a washing machine that has a submerged inlet.
- A sink faucet that has a hose lying below the rim of the sink without a vacuum breaker. That is a part that prevents siphoning water back up through the hose.
- Ice machines with submerged inlets or improperly installed drain lines.
- Lawn sprinkler systems installed without a check valve. Pressurized soda dispensing equipment without a check valve.

We recommend you consult a licensed plumber for backflow prevention equipment or inspections of your operations.

Links:

Washington State Department, Office of Drinking Water – www.doh.wa.gov/drinkingwater

- (3) Provide hot and cold water under adequate pressure accessible to guests at all times when the lodging unit is rented;
- (4) Provide sinks and bathing fixtures used by guests with hot water at 110 degrees plus or minus 10 degrees Fahrenheit accessible at all times when the lodging unit is rented; and

Notes:

Water temperatures between 100 and 120 degrees Fahrenheit minimizes the risk of scalding for your guests.

Third-degree burns can be caused by just two seconds in 150 F water.

Burns also happen with a six-second exposure to 140 F water or with a thirty second exposure to 130 F water. It is easy to see how water that is too hot is particularly dangerous to the very young and the very old.

Even if the temperature is 120 F, a five-minute exposure could result in third-degree burns.

In rare cases, very high water temperature can make water tanks explode. In addition to preventing accidents, a lower temperature will save energy and money.

Tools:

A helpful tool for checking water temperature is a good quality thermometer. Check a thermometer’s accuracy by putting the stem in a glass of ice water. The thermometer should show 32-33 degrees Fahrenheit. If it can be adjusted, you should correct its settings to be accurate.

- (5) Label non-potable water supplies at all accessible connections and valves “unsafe for drinking or other domestic use.”

Helpful Hints:

Remember that non-potable sources may include watering and utility hoses that get their water from an unapproved or non-potable water source.

Always clearly label a water source that is not OK to drink from.

Sewage and Liquid Waste Disposal -WAC 246-360-050

The licensee must provide documentation that demonstrates that sewage and liquid waste drain into:

- (1) A municipal sewage system, if available; or
- (2) A sewage disposal system designed, constructed, and maintained in accordance with chapters 246-272, 246-272B, and 173-240 WAC and local ordinances.

Helpful Hints:

We consider proof of approval for on-site sewage disposal to be an “on-site septic system” permit. We will need to see it when we inspect.

Remember that small on-site sewage systems need to have permits and be pumped regularly. If you are connected to a municipal connection, just being able to show us a current sewer bill is fine.

Check with your county environmental health office about how to get your approval documents and for advice on your requirements for pumping and any other local requirements. These requirements vary between jurisdictions.

References:

Washington State Department, Wastewater Management Section (On-site Sewage Systems and Large On-site Sewage Systems) – www.doh.wa.gov/wastewater

Refuse and Vectors- WAC 246-360-070

The licensee must:

- (1) Provide in each lodging unit one or more washable, leak-proof refuse containers of adequate size, kept in sanitary condition, or an equivalent container(s) with a leak-proof disposable liner;
- (2) Collect refuse as necessary to maintain a clean and sanitary environment in and around the transient accommodation;
- (3) Collect refuse from lodging units:
 - (a) After each guest occupancy; and
 - (b) At least every three days or more often as necessary to maintain a clean and sanitary environment in each guest's room.

Helpful Hints:

Your unit waste containers should handle up to three days of garbage, at which point they must be emptied.

Notes:

Remember, you may have more strict local laws that apply to garbage. We suggest you check with your local environmental health or solid waste office for what is required in your area.

- (4) Handle refuse in a safe, clean and sanitary manner;
- (5) Store outside refuse in washable, leak-proof, and closed covered containers, bins, or dumpsters until removed for disposal, no less often than every two weeks;
- (6) Remove and dispose of refuse in a manner consistent with state and local sanitation codes and ordinances; and
- (7) Take measures to control vectors including insects, rodents, and other pests, in and around the transient accommodation.

Helpful Hints:

Insecticides can be dangerous to you and your guests. Be sure anyone who works with them reads the instructions and follows them closely.

You may want to consider using a professional exterminator. Some chemicals require a license.

Notes:

The types of pests creating problems for lodging units include mosquitoes, flies, maggots, wasps, bees, spiders, bed bugs, fleas, scabies, lice, cockroaches, ants, mice, rats, bats, and even birds nesting in places that create safety or health problems. Keep an eye out for these kinds of problems. The sooner you deal with them, the easier and cheaper it is.

Some pests are nearly impossible to get rid of permanently. You may need an ongoing control program.

If you are worried about how chemicals can affect you, check the Department of Agriculture website. It has a lot of information about poisons and pesticides.

References:

Chapter 17.21 RCW Washington Pesticide Application Act -

<https://apps.leg.wa.gov/RCW/default.aspx?cite=17.21>

Chapter 16-228 WAC General Pesticide Regulations -

<https://apps.leg.wa.gov/WAC/default.aspx?cite=16-228>

Washington State Department of Health, Pesticides and Health -

www.doh.wa.gov/CommunityandEnvironment/Contaminants/Pesticides

Washington State Department of Agriculture, Pests and Pesticide Licensing - <https://agr.wa.gov>

Construction and Maintenance - WAC 246-360-080

The licensee must:

- (1) Ensure all transient accommodations, including any construction, buildings, facilities, fixtures, furnishings and surroundings meet the requirements of:
 - (a) Chapter 70.62 RCW and this chapter;
 - (b) The state building code;
 - (c) All other applicable municipal and county codes and ordinances.
- (2) Provide documentation of compliance with WAC 246-360-080 (1) (b) and (c) under the following conditions:
 - (a) For construction that is on-going or has been completed since the last survey; or
 - (b) For existing buildings, facilities and conditions that appear to pose an imminent hazard to life or property.

Helpful Hints:

Remember to keep copies of your permits, certificates, and compliance documents you get from your local or state building agencies if you have new construction, including renovations. We will need to see them on our first inspection after the work is done. You will need to have these documents available upon request.

- (3) Ensure that all buildings, facilities, fixtures, common areas such as exercise rooms, public bathrooms, kitchens, utility sinks and guest laundry rooms and furnishings are structurally sound, safe, clean, cleanable, sanitary, and in good repair.

Helpful Hints:

We expect common areas to be clean, safe, and in good repair. Check these areas at least once a day. Common areas include exercise rooms, public bathrooms, common kitchen areas and guest laundry rooms. You may have other areas that are accessible to your guests or the public.

Notes:

With many people handling things, keeping things clean is important to reduce the spread of disease. Things like exercise equipment, wall switch plates, doorknobs, toilets, sinks, and counters will need to be cleaned with a disinfectant cleaner regularly.

Remember that moving parts of things like exercise or playground equipment may come loose. You can avoid problems by having a regular maintenance schedule to ensure everything is in good working order.

We expect that floors will be kept clean. We know you cannot keep them perfect all the time, but it should not look like dirt has started to build up.

Guests can leave things behind that are dangerous. Be sure staff check laundry rooms for anything that could be dangerous, such as chemicals.

Lodging Units- WAC 246-360-090

The licensee must provide lodging units with:

- (1) An occupancy level not to exceed the number of persons accommodated by the beds present, based on their intended maximum usage; and

Helpful Hints:

We expect that a twin bed sleeps one person and a full, queen, or king bed sleeps two people. Exceptions are reasonable in the case of guests with infants and small children.

- (2) Adequate space to provide a clear path of egress from each bed, including any cot, crib, mat or mattress, to the exit of the sleeping room or unit in case of fire:
 - (a) An aisle at least thirty-six (36) inches wide from one side of each bed that is part of the regular furnishings of the unit;
 - (b) An aisle at least eighteen (18) inches wide from one side of each temporary bed, other than an infant's crib, that is no more than thirty-eight (38) inches high, provided that the placement of the temporary bed does not obstruct the egress aisles required for other beds;
 - (c) An aisle at least twenty-eight (28) inches wide from one side of each temporary infant's crib and each temporary bed above a height of thirty-eight inches, provided that the placement of the temporary bed does not obstruct the egress aisle required for the other beds; and

Helpful Hints:

The bedside aisle width above refers to the International Fire Code (IFC), Section 1027.4 which requires exits not be blocked so people can easily escape a building or room. Our understanding of the IFC section is based on information from the National Fire Protection Association and the Society of Fire Protection Engineers data on human behavior in a fire. When we talk about the side of the bed, we do not consider this to mean the head or the foot.

If you have any questions on these bedside aisle widths, please talk to us about a possible exemption (see [WAC 246-360-500](#)).

See page 43 of this book for resources that show a sample layout that may help you understand what the measurements mean and how they apply.

Notes:

Be sure your cribs are up to the standards of [RCW 70.111](#) (Infant Crib Safety Act). Secondhand and older cribs may have problems with the law.

- (d) For the purposes of this section, a temporary bed is any easily transported bed, cot, crib, mattress, pad, or other furnishing intended for sleeping that is provided only at the request of a guest and is removed or stored when the guest departs.

- (3) Floors, ceilings, doors, walls, carpet, windowsills, window tracks, electrical switches, locking mechanisms, and receptacle plates kept clean, cleanable, and in good repair;
Wall and ceiling mounted lighting fixtures firmly secured and in good repair; and
- (4) If a phone or other reliable communication device is provided for a lodging unit, it must be capable of allowing immediate communication and connection to police, fire department, paramedic, poison control, hazardous material team, or other local emergency responder.

Helpful Hints:

This means all phones in a lodging unit must be able to connect to 911 directly, or reach an outside line by just dialing one number.

The main thing we are looking for is that emergency calls are not routed through switchboards (which may not be staffed) or held up in some way before the call goes through.

Bathrooms, Water Closets, and Hand Washing Sinks - WAC 246-360-100

The licensee must:

- (1) Provide adequate private or common-use bathrooms, water closets, and hand washing sinks to meet the needs of guests;
- (2) Provide private and common-use bathrooms, water closets, and handwashing areas with cleanable floors, walls, ceilings, fixtures, and furnishings;
- (3) Provide an uncarpeted, easily cleanable area around each water closet and adjacent to each bathing fixture;
- (4) Maintain safe and properly working fixtures and drains;
- (5) Provide slip-resistant surfaces or other devices in bathtubs or showers;

Notes:

Remind your staff that soaps and oils that guests use when bathing also add to the slipping problem. Be sure staff is careful to clean off oil and soap residues completely.

- (6) Provide a means to maintain privacy for toileting and bathing;
- (7) Provide water flush water closets unless the licensee has approval from the department and local health jurisdiction for alternative devices;

Notes:

Composting toilets, chemical toilets, and portable toilets are examples of alternative devices that require approval from DOH and local health jurisdictions.

- (8) Provide a handwashing sink or equivalent within, or adjacent to, each water closet room;

Helpful Hints:

We consider that the phrase “within or adjacent to” means that a handwashing sink is either in the same room as the toilet or in the room/area just outside it.

If there is some very unusual situation that makes this impossible, call us at 360-236-3393. We may be able to approve a request for an extension.

Notes:

The terms “water closet” and “toilet room” are both used. They mean the same thing.

- (9) Provide easy access to an acceptable single-use drying device from each common-use hand washing sink;
- (10) Provide toilet tissue conveniently located by each toilet;
- (11) Provide soap for each handwashing and bathing fixture;
- (12) Provide an adequate supply of clean towels, washcloths, and floor mats;

- (a) For guests upon arrival; and
- (b) At least weekly or at the request of the guest;

Surveyor Information:

When we check for adequate towels, we look for at least one towel set per guest to be provided. A towel set includes at least a bathmat, bath towel, hand towel, and washcloth. Each tub or shower needs to have at least one absorbent floor mat.

- (13) Assure clean towels, washcloths and floor mats kept in lodging units and common bathrooms are stored in a clean area off the floor; and
- (14) For lodging units that do not have water closets and hand washing sinks, provide common-use bathrooms, water closets, and handwashing sinks meeting the requirements of this section in a ratio of one bathing fixture, one water closet, and one handwashing sink for each fifteen or fewer guests. A bathing fixture means a shower, bathtub or combination bathtub/shower.

Lodging Unit Kitchens- WAC 246-360-110

- (1) A licensee offering kitchen in lodging units must provide each kitchen with:
- (a) Cleanable and durable floors and walls in good repair. Effective April 1, 2007, lodging unit kitchens must be uncarpeted and covered with a cleanable floor covering;

Notes:

“Cleanable” means the item is smooth, non-absorbent, and made to be cleaned using normal cleaning methods.

“Durable” means a material that is strong and long-lasting enough to do what it was intended to do for the expected length of time it will be used. Soft floors that are easy to make holes in or to scrape are not durable. Holes and scrapes are hard to clean and become places for mold and germs to grow.

- (b) Ventilation according to the provisions of WAC 246-360-140;
- (c) A sink, other than a “handwashing sink”, and defined as a “kitchen sink” that shall be of sufficient size to accommodate the largest utensil in the lodging unit;
- (d) Hot running water according to the provisions on WAC 246-360-040;
- (e) A refrigeration device that is:
 - (i) Capable of maintaining food at a temperature of 45 degrees Fahrenheit or lower; and
 - (ii) Kept in good repair and in sanitary condition;

Helpful Hints:

The refrigerator in a lodging unit does not have to be as cold as a food service establishment of 41 degrees Fahrenheit. They do need to be capable of keeping food at 45 F or below.

Notes:

Disease organisms multiply quickly in food that is not kept cold, making the food a danger for guests.

- (f) Permanently installed cooking equipment meeting nationally recognized testing standards and installed according to local building codes;

Helpful Hints:

“Meeting nationally recognized testing standards” is usually indicated on a machine’s label. Other requirements in your area may apply. You should contact your city/county building official to check.

References:

Chapter XVII Occupational Safety and Health Administration, Department of Labor Part 1910 – Occupational Health and Safety Standards - www.osha.gov/laws-regs/regulations/standardnumber/1910

- (g) A cleanable, nonabsorbent food storage area;
 - (h) A cleanable table, counter, and chairs or equivalent; and
 - (i) A washable, leak-proof waste food container kept in sanitary condition, or an equivalent container with a disposable leak-proof liner.
- (2) The licensee shall clean and sanitize food preparation areas, refrigerator, and reusable utensils between each guest occupancy.

Helpful Hints:

It is fine to use disposable utensils one time only.

Reusable utensils must be washed, rinsed, and sanitized as described in the Washington State Retail Food Code. Automatic dish machines that have a final rinse that heats utensils and dishes to at least 160 degrees Fahrenheit, or chemical sanitizers as approved by the Food Code are acceptable methods.

Chlorine bleach is an acceptable sanitizer: one tablespoon of bleach per gallon of water will kill most disease-causing organisms when used as a sanitizer after cleaning. Dishes and utensils should be washed, rinsed, and allowed to soak in the bleach solution for at least a minute, then air dried.

Please see the Resources section at the end of this Book for further examples and details.

Notes:

Inspectors will check to ensure reusable utensils are cleaned properly between guests.

The easiest way for you to know for sure is to clean and sanitize all reusable utensils after each guest. A guest may have used and cleaned a utensil without sanitizing it. It is reasonable to assume that clean dishes left in a run dish machine by a previous guest have been properly sanitized, provided that your dish machines have a sanitizing feature.

Some operators found limiting the number of dishes provided in the unit helps reduce time spent cleaning unused items.

Links:

Washington State Retail Food Code – www.doh.wa.gov/foodrules

- (3) A licensee providing utensils shall comply with the provisions of WAC 246-360-160(2).
- (4) A licensee shall discard all opened or unused food items left in the units by previous guests.
- (5) A licensee offering lodging units that are equipped with only a microwave and mini refrigerator is exempted from this section.

Notes:

Facilities offering only a microwave and minifridge do not need to provide a table, chairs, and food storage area. Minifridges and microwaves must be cleaned and maintained in sanitary condition.

Heating and Cooling - WAC 246-360-120

- (1) The licensee must provide a safe, adequate means of maintaining an ambient air temperature of at least 65 degrees Fahrenheit in each lodging unit.
- (2) A licensee providing a cooling system must keep the system safe, clean, and in good working condition.
- (3) All air filters must be cleaned or replaced regularly, or as needed.

Notes:

We expect you to follow the manufacturer's instructions for heating and cooling equipment. Part of keeping your system clean does include the filters. Clean reusable filters regularly. Disposable filters should be replaced as required. A regular cleaning and inspection schedule will help you to determine how often filters and equipment need attention.

Lighting - WAC 246-360-130

The licensee must:

- (1) Maintain light intensities adequate for safety;
- (2) Upon request from a guest, provide additional light for tasks or general illumination; and
- (3) Provide sufficient emergency lighting for guests to be able to exit the facility safely in the event of a power outage.

Helpful Hints:

This rule ensures there is enough light to safely do usual things like shaving, reading, and walking in common areas without tripping over things.
We DO NOT require you to get a light meter.

Notes:

We suggest you provide emergency lighting, such as a flashlight or a chemical glow stick. Using open flames, such as candles or matches, is not recommended during disasters because of the risk of fire or explosion. If you provide flashlights, the batteries need to be operational. Flashlights that plug into a wall socket and turn on if the power goes out may be a good choice, and they come in a variety of styles to fit with your décor.

Ventilation - WAC 246-360-140

- (1) The licensee must provide ventilation in all lodging units, kitchen areas, bathrooms, water closet rooms, and laundry rooms.

Notes:

Check exhaust fans from time to time. If they get very dirty, they can spread disease. Since they create vibration, the wires and connections can develop problems, which may create a risk of fire or electric shock.

References:

Adoption of the State Building Code replaced the Washington State Ventilation and Indoor Air Quality Code. The areas listed above still must meet the current building code.

- (2) All areas of the building must be ventilated to minimize odors and moisture. The ventilation system must be in compliance with the Washington Ventilation and Indoor Air Quality Code, chapter 51-13 WAC.

Notes:

A good way to check an exhaust fan is to put a piece of tissue up to the vent. If the tissue stays on the vent without your assistance, the exhaust fan is operating adequately.

Beds and Bedding - WAC 246-360-150

A licensee providing beds must:

- (1) Provide clean, sanitary mattresses and bedding in good repair;

Helpful Hints:

When we check to see if a mattress is in "good repair," we look to see that it is not broken. There should be no large depressions or sags, rips or tears, parts sticking out, stains from bodily fluids, or worn and threadbare spots. We recommend keeping mattresses on a frame or otherwise off the floor, though this rule does not require it. The same requirements apply to bedding. Neat, effective repairs to holes and rips are acceptable.

- (2) Maintain durable, clean, and safe beds, cots, bunks, or other furniture for sleeping;
- (3) Ensure bunk beds have sufficient unobstructed vertical space so that an adult may sit up comfortably between the bottom and top bunk, or the top bunk and ceiling;

Surveyor Information:

This rule is to prevent guests from hitting their heads on the ceiling or bottom of the top bunk. We generally consider 36 inches to be the ideal space between the mattress and hard surface in question, as that is the average height of a person sitting up.

- (4) Not provide, or allow the use of, triple bunk beds;
- (5) Supply each bed, cot, or bunk with a clean mattress or cushioned pad, top and bottom sheet, mattress pad, pillow, pillowcase, and blankets unless the transient accommodation is a hostel;
- (6) Ensure that blankets, bedspreads, and mattress pads are cleaned regularly or more often when visibly soiled;
- (7) Provide clean replacement pillowcases and sheets:
 - (a) For guests upon arrival; and
 - (b) At least weekly when occupied; or
 - (c) As requested by a guest.

Notes:

You should have a large enough supply of linens that you can meet the needs of guests who need a change midstay. There is no exact number of linens you need, but you should never run out of clean linens, barring any very unusual circumstances.

- (8) Ensure that bedding kept in the lodging unit is stored in a clean area off the floor.

Food and Beverage Services - WAC 246-360-160

- (1) A licensee providing food service to guests must meet the requirements of:
- (a) Chapter 246-215 WAC, Food Service;
 - (b) Chapter 246-217 WAC, Food Worker Permits; and
 - (c) Local ordinances.

Notes:

You need a Food Service Permit before your business can prepare and serve food to the public. If guests are offered food items that must be kept hot or cold for safety, the law requires the facility to have Food Service Permit.

The Food Service Permit is not the same as a Food Worker card, which certifies a particular employee working with food has basic food safety training. Each of your employees working in the food service section needs a Food Worker card.

Food Service permitting and inspections are conducted by your local Health Department.

Links:

Chapter 246-215 WAC Food Service - <https://apps.leg.wa.gov/WAC/default.aspx?cite=246-215>

Chapter 246-217 WAC Food Worker Cards - <https://apps.leg.wa.gov/WAC/default.aspx?cite=246-217>

Your Local Health Department - www.doh.wa.gov/localhealth

- (2) A licensee providing cooking utensils and ice buckets for guests must:
- (a) Ensure multiple-use ice buckets are clean and sanitary between guest occupancies;
 - (b) Wash, handle, and store utensils in a safe and sanitary manner to protect from contamination;
 - (c) Maintain reusable cooking utensils and ice buckets in good condition, free from cracks, chips, and distortions caused by excessive damage or excessive use; and
 - (d) If a lodging unit is equipped with a kitchen that meets the requirements in WAC 246-360-110, the licensee must clean and sanitize utensils and ice buckets in a clean and sanitary area separate from bathrooms, water closet rooms, and adjoining handwashing sinks.

Helpful Hints:

The [guidelines for section 246-360-110](#) about cleaning utensils also apply here. Ice is also considered a food, so ice buckets must be washed, rinsed, and sanitized the same way utensils and dishes are. We recommend a single-use liners, but they do not replace the need for proper care of the ice bucket.

- (3) If ice is provided, the licensee must store and dispense ice in a sanitary manner by:
- (a) Cleaning and sanitizing ice machines at least twice a year, or more often as needed, or in accordance with the manufacturer's instructions; and

Notes:

Check your ice machine. Most ice machines have directions attached or in the owner's manual that explain the cleaning process.

The state plumbing code is very specific about how you set up your ice machine, and you must follow that code.

Your ice machines must drain properly, or they can create a cross-connection that can pollute your drinking water or your ice. You are required to have an indirect drain on all ice machines. If you have questions about indirect drains or air gaps, contact a licensed plumber for on-site help.

- (b) Restricting guest access to unprotected bulk ice by:
 - (i) Providing self-dispensing ice machines or other "no contact" dispensing methods; or
 - (ii) Having employees dispense bulk ice to guests.

Notes:

Guests can contaminate the ice for other guests by sneezing, coughing, or touching ice and ice machine parts with unwashed hands.

- (4) The licensee must clean, maintain, and properly adjust the water flow in drinking fountains to ensure there is adequate pressure.

Helpful Hints:

The adequate pressure requirement helps to prevent the spread of disease. If the pressure is correct, the water coming out of your fountain will be high enough that guests will not have to put their mouths on the spigot to drink. It should be low enough to stay in the fountain and not end up on the floor. Usually the pressure can be adjusted on the fountain itself.

- (5) Upon the department's request, the licensee must provide: A copy of the transient accommodation's current food service permit, and food handler's permits issued by the local health jurisdiction.

Laundry - WAC 246-360-180

The licensee must:

- (1) Provide clean, sanitary bedding, linens, towels, washcloths, and other items intended for guest use by:
 - (a) Using a commercial laundry service; or
 - (b) Washing and sanitizing laundry in accordance with the washer's manufacturer's recommendations and detergent and sanitizer instructions; and drying laundry in accordance with the dryer manufacturer's instructions when using a dryer.
- (2) Ensure lint screens on on-site dryers are cleaned daily during normal operation or as needed;
- (3) Store clean and sanitized bedding, linens, towels, washcloths, and other items in an area:
 - (a) Designated for clean items only;
 - (b) Off the floor;
 - (c) Protected from contamination;
 - (d) Inaccessible to guests, pets, or other animals; and
 - (e) Away from excessive moisture or humidity.
- (4) Provide a means for handling, transporting, and separating soiled bedding, linens, towels, washcloths, and other items to prevent cross-contamination of clean items;
- (5) Provide handwashing facilities that are readily accessible to employees as described in WAC 296-823-14030.

Helpful Hints:

Employees need to be able to wash their hands often during their work, so sinks need to be nearby. We judge "accessible" the same as handwashing sinks for in-unit bathrooms. Dirt and skin oils can reduce the effectiveness of hand sanitizer, so hands should be washed frequently to ensure they stay clean.

Notes:

Proper hand hygiene is one of the best ways to prevent the spread of disease. This will impact your guests, your staff, and in the end, your budget. Employees should wash their hands with soap and water after any opportunity they may have become soiled, and before moving on to another task.

See the Resources section for more information and posters for hand hygiene.

- (6) Effective April 1, 2007, ensure that laundry room flooring is uncarpeted and covered with a cleanable floor covering.

Safety, Chemical, and Physical Hazards-

WAC 246-360-200

The licensee must:

- (1) Establish and follow policies and procedures for properly and safely storing, labeling, and using all hazardous chemical agents or any substance bearing a warning label, such as cleaners, solvents, disinfectants, and insecticides to ensure they are:
 - (a) Stored to prevent contamination of clothing, towels, washcloths, and bedding materials, and away from food items or anything intended for consumption; and
 - (b) Used according to manufacturer's precautions and recommendations;

Notes:

Be sure you read and understand the labels for any chemicals you use on your property. You are liable for their safe use, storage, and disposal. Keep chemicals separated, and ensure that only certain people have access to chemicals that are not part of their normal job duties. Remember a toll-free number is on the label of all hazardous chemicals that you can call with questions.

Links:

Washington State Department of Labor and Industries, Chemicals and Materials - <https://lni.wa.gov/safety-health/safety-topics/chemicals-materials>

- (2) Provide adequate and safe hand railing for all stairways, porches, and balconies including appropriate spacing between slats;

Notes:

Any balconies, rails, and slats should be solid and well-secured. Railing slats should be no wider than 4 inches apart, as children can get body parts stuck or injured.

- (3) Eliminate all known environmental health and safety hazards in and around the transient accommodation, including hazards resulting from fire, natural or other disasters, and chemical or biological contamination. The presence of any hazard must be fully eliminated prior to re-occupancy of any affected area or living unit. When a hazard is confirmed, approval from any and all appropriate local authorities is required prior to re-occupancy;

Helpful Hints:

Methamphetamine (meth) labs are a serious problem in Washington. They are particularly damaging to the lodging industry. Contact with or breathing in the chemicals used to make the dangerous drugs is likely to cause very serious injuries or death.

If you think you may have a meth lab operating at your site, PLEASE call law enforcement immediately. Do not allow anyone to go near the location until it has been remedied.

If law enforcement finds a lab is or was present on your property, the law requires you to have your local health department determine the degree of contamination. You cannot rent the unit again until the local health department agrees it was cleaned properly.

Notes:

You are also required to contact our department before you rent any unit that was found to be contaminated. We will want to see the authorization you have from your local authorities, confirming the facility is safe.

Links:

Department of Health, Drug Lab Cleanup – www.doh.wa.gov/druglabs

List of Local Health Departments - www.doh.wa.gov/localhealth

- (4) Ensure all doors providing access to a lodging unit are equipped with a suitable locking security device in compliance with applicable building and fire codes; and
- (5) If spas, pools, and/or hot tubs are provided, have available for review a copy of the current water recreation facility permit issued by the local health jurisdiction.

Fire Safety- WAC 246-360-220

The licensee must establish and maintain a fire safe environment:

- (1) Except as described in subsection (2) of this section, effective October 1, 2005, the licensee must establish and implement a written plan to ensure:

Notes:

If you use the Fire Safety Plan approach, we will expect you to be able to show us your written plan and evidence of its implementation.

- (a) Smoke detectors are installed and maintained in all sleeping rooms or sleeping areas. Non-rechargeable batteries in smoke detectors must be replaced each year or per manufacturer's instructions. Rechargeable batteries must be charged and maintained or replaced per the manufacturer's instructions.

Surveyor information:

We expect all smoke detectors to work all the time. You may consider checking your smoke detectors during your cleaning process. Other facilities found using maintenance staff for this purpose works best. While you will be given an opportunity to repair or replace a detector during an inspection, they should function at all times.

Notes:

Guests often disconnect or remove batteries, tamper with, and remove smoke detectors. Even wired smoke detectors can be disconnected by guests. Detectors should be checked between guests whenever possible.

- (b) Fire extinguishers are inspected when initially placed in service and at approximately thirty-day intervals or at more frequent intervals when circumstances require. Fire extinguishers must be inspected manually or by electronic monitoring. Periodic inspection of fire extinguishers must include a check of at least the following items:
- (i) Location in designated place;
 - (ii) No obstruction to access or visibility;
 - (iii) Operating instructions on nameplate, legible, and facing outward;
 - (iv) Safety seals and tamper indicators not broken or missing;
 - (v) Fullness determined by weighing or "hefting";
 - (vi) Examination for obvious physical damage, corrosion, leakage, or clogged nozzle;
 - (vii) Pressure gauge reading or indicator in the operable range or position;
 - (viii) Condition of tires, wheels, carriage, hose, and nozzle checked (for wheeled units); and
 - (ix) Hazardous materials identification system label in place.
- (c) If a fire alarm system is installed:

- (i) The system, including initiating devices and notification appliances, is regularly inspected, tested, and maintained by the owner or the owner's designated representative in accordance with the requirements of NFPA 72 and records of this inspection are maintained for review by the department during survey;
- (ii) Unless otherwise recommended by the manufacturer, single and multiple station smoke alarms installed in one- and two-family dwellings must:
 - (A) Be replaced when they fail to respond to operability tests; and
 - (B) Must not remain in service longer than ten years from the date of manufacture.
- (d) If an automatic fire suppression system is installed:
 - (i) The system must be inspected, tested, and maintained in accordance with procedures established in NFPA 25; and
 - (ii) Valves designed to be open under normal system operation must be kept in open position and only closed with approval of the authority having jurisdiction.
- (e) Obstructions, including storage, are not placed in the required means of egress, except projections allowed by the building code. Means of egress must not be obstructed in any manner and must remain free of any material or matter where its presence would obstruct or render the means of egress hazardous. Exit doors must not be locked in the direction of egress unless a special egress control device is installed per the building code.

Notes:

Guests must be able to exit the facility quickly and safely in the event of an emergency. Keeping stairwells, hallways, and walkways clear of tripping hazards or storage items will allow for safe, speedy exits.

References:

See the page 45 of this book for proper spacing between furniture to allow for safe and speedy exits.

- (2) In lieu of the requirements of subsection (1) of this section, the licensee may provide evidence satisfactory to the department of a current fire, life, and safety inspection conducted by the local fire jurisdiction.

Surveyor information:

We will probably ask to see a copy of the most recent inspection. If you cannot provide a copy of the inspection report, you will need to do so within a reasonable timeframe determined by your inspector or establish and implement a written fire safety plan as outlined above.

- (3) The licensee must ensure that gas, oil-fired, or other fuel-burning appliances including fireplaces, dryers, stoves, and water heaters are vented to the out-of-doors as specified in the manufacturer's instructions and current applicable state codes adopted by the state building code council.

Notes:

"Fuel burning appliances" includes gas stoves, cooktops, gas water heaters, space heaters, gas fireplace inserts, gas-forced air heaters, and furnaces.

All these appliances can produce toxic gasses, such as carbon monoxide. Venting them outdoors minimizes the risk to your guests. Local code requirements will specify the need for carbon monoxide detection devices.

Links:

Department of Health, Carbon Monoxide - <https://doh.wa.gov/community-and-environment/contaminants/carbon-monoxide>

U.S. EPA, Carbon Monoxide - <https://www.epa.gov/indoor-air-quality-iaq/carbon-monoxides-impact-indoor-air-quality>

Washington State Fire Marshal, Carbon Monoxide Alarm Law 2013 - <https://sbcc.wa.gov>

- (4) The licensee may not use extension cords in the lodging unit unless prior written approval from the local fire jurisdiction is available for the surveyor's review.

Notes:

Extension cords are a major cause of fire. They also lead to tripping injuries.

Surveyor information:

A wide range of products fall under the definition of extension cords. This rule also applies to outlet multipliers. Unless your local fire jurisdiction gave written approval for the device's specific use, it will not be allowed in the Transient Accommodation.

- (5) If candle holders and other open flame candles, lanterns, or other open flame light sources and decorations are present:
- (a) Candle holders and other open flame devices must be designed to return to the upright position after being tilted to an angle of forty-five degrees from vertical.
 - (b) Liquid or solid-fueled lighting devices containing more than eight ounces of fuel must:
 - (i) Self-extinguish and not leak fuel at a rate of more than one-quarter teaspoon per minute if tipped over.
 - (ii) Have a fully enclosed flame except as follows:
 - (A) Openings on the side must not be more than three-eighths inch in diameter;
 - (B) Opening on the top and the distance to the top must be such that a piece of tissue paper placed on the top will not ignite in less than ten seconds; and
 - (C) Candelabras with flame-lit candles must be securely fastened in place to prevent overturning and must be located away from the occupant using the area and away from possible contact with drapes, curtains, or other combustibles.

Notes:

We urge everyone to think about using any kind of open flame. The rules do not prohibit it, but since fire is such a concern, it is safer not to use an open flame.

- (6) Portable space heaters, which are prohibited unless prior written approval from the local fire authority has been obtained and made available for the surveyor's review.

Rustic Resorts - WAC 246-360-230

(1) If the transient accommodation is a rustic resort, the licensee must ensure the transient accommodation meets the requirements of:

(a) The administrative regulations specified in:

- (i) WAC 246-360-020 Licensure;
- (ii) WAC 246-360-030 Responsibilities and Rights – Licensee and Department;
- (iii) WAC 246-360-500 Exemptions; and
- (iv) WAC 246-360-990 Fees.

(b) The environmental regulations specified in:

- (i) WAC 246-360-040 Water Supply and Temperature Control;

Notes:

Some rustic resorts may only provide cold water. See the Exemptions section, page 46.

- (ii) WAC 246-360-050 Sewage and Liquid Waste Disposal;
- (iii) WAC 246-360-070 (1), (4), (5), (6), and (7) Refuse and Vectors;
- (iv) WAC 246-360-100 (1) through (10) and (14) Bathrooms, Water Closets, and Hand Washing Sinks;

Notes:

Rustic resorts may also provide bathrooms, water closets (toilets), and handwashing sinks outside the lodging unit. However, they must be easily accessible for all guests, meet applicable codes, and be in the immediate vicinity.

(c) The transient accommodation regulations specified in:

- (i) WAC 246-360-080 Construction and Maintenance; and
- (ii) WAC 246-360-090 Lodging units;

(d) Safety-related regulations specified in:

- (i) WAC 246-360-200 Safety, Chemical, and Physical Hazards; and
- (ii) WAC 246-360-220 Fire Safety.

(2) If the licensee provides the amenities and services addressed in all or part of the following sections, the licensee must also meet the requirements as specified in the sections:

- (a) WAC 246-360-100 (11), (12), and (13) Bathrooms, Water Closets, and Hand Washing sinks;
- (b) WAC 246-360-110 Lodging Unit Kitchens;
- (c) WAC 246-360-120 Heating and Cooling;
- (d) WAC 246-360-150 Beds and Bedding;
- (e) WAC 246-360-160 Food and Beverage Services;
- (f) WAC 246-360-180 Laundry;
- (g) WAC 246-360-130 Lighting; and

(h) WAC 246-360-140 Ventilation.

- (3) If the licensee does not provide the services and amenities addressed in subsection 2 of this section, the licensee must adopt the decision as written policy and upon request make the policy available to the surveyor;
- (4) A licensee may not advertise as providing services that are not provided at the rustic resort.

Notes:

Rustic Resorts can be cabins, lodges, or yurts with minimal "comforts." A Rustic Resort may decide to add more amenities, but the resort will have to meet all the applicable requirements for any amenities added.

Amenities not provided to the public must be documented in written policy and available for inspectors to review.

Exemptions - WAC 246-360-500

- (1) A licensee may request an exemption from a requirement in this chapter for part or all of a particular licensure period by submitting a written request to the department, including;
 - (a) The specific section number or numbers of the rule for which exemption is requested;
 - (b) An explanation of the circumstances involved;
 - (c) A proposed alternative that meets the intent of the rule and ensures guest safety and health;
 - (d) Any supporting research or other documentation; and
 - (e) The time period for which an exemption is requested.
- (2) The department will grant or deny exemption requests after the department has received an exemption request with complete relevant information from the licensee. After review and consideration, the exception may be granted if it will not:
 - (a) Negate the purpose and intent of these rules;
 - (b) Place the safety or health of the guests in the transient accommodation in jeopardy;
 - (c) Lessen any fire and life safety or infection control provisions of this chapter or other codes or regulations; and
 - (d) Affect any structural integrity of the building.
- (3) The department will document the exemption decision and will keep the decision as part of the current transient accommodation file. The licensee must maintain the documented exemption decision on file in the transient accommodation.

Notes:

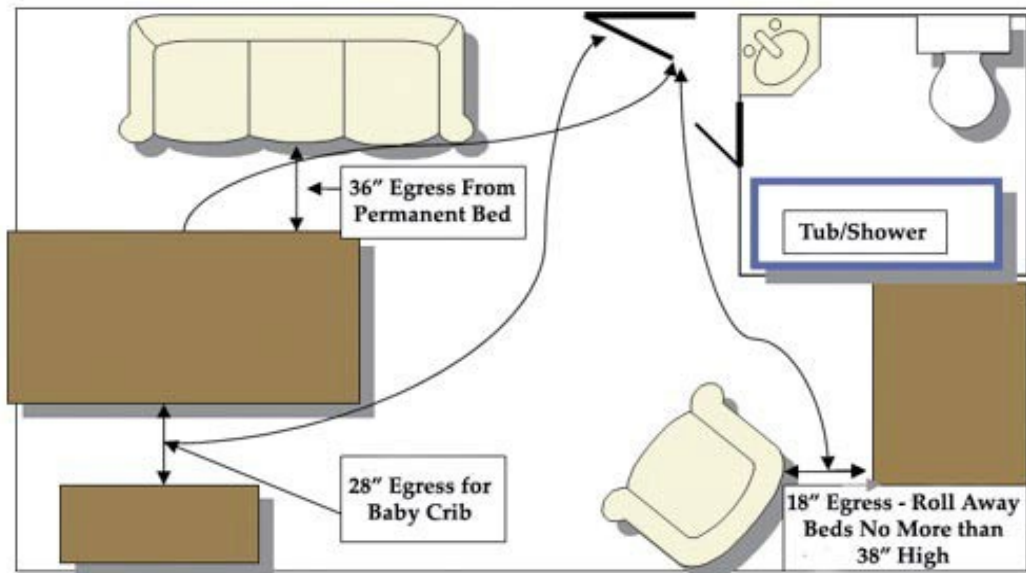
We will consider any exemption request proven as a safe alternative to the rule.

Exemption requests should be emailed to Housing@DOH.WA.GOV, and copy your inspector on the email if you have their email address.

Resources

#1- EGRESS SPACING REQUIREMENTS

This diagram is provided to demonstrate the space requirements for placing furniture and exit paths.



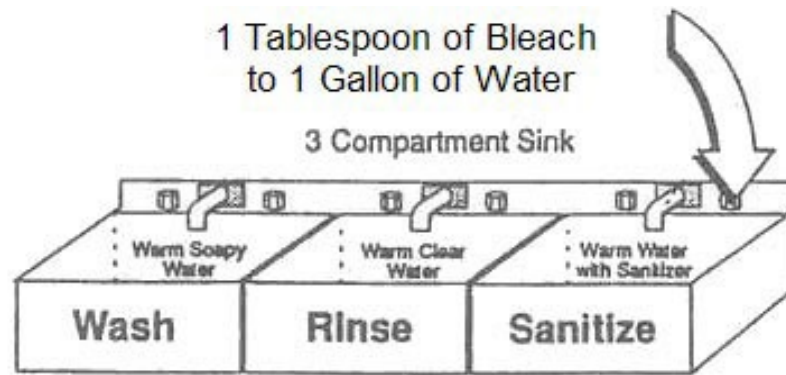
RESOURCE #2

HAND WASHING POSTERS



Hand washing signs in multiple languages available at <https://doh.wa.gov/community-and-environment/food/food-worker-and-industry/hand-washing-signs>.

RESOUCÉ #3 – WASHING, RINSING, AND SANITIZING DISHES AND UTENSILS



City of Ocean Shores

AGENDA BILL

COUNCIL MEETING DATE: June 9, 2026

SUBJECT:

An Ordinance of the City Council of the City of Ocean Shores, Washington, Repealing and Replacing Ocean Shores Municipal Code Chapter 5.02 Relating to Business Licenses, providing for severability, and establishing an effective date.

CATEGORY:

☐ CONSENT AGENDA	☒ ORDINANCE	☐ STAFF REPORT
☐ PUBLIC COMMUNICATION	☐ RESOLUTION	☐ PROCLAMATION
☐ OLD BUSINESS	☐ REQUEST	☐ STUDY SESSION
☒ NEW BUSINESS	☐ CONSULTANT REPORT	☐ OTHER

ATTACHMENTS: Ordinance

SUMMARY/BACKGROUND:

The proposed amendments to Ocean Shores Municipal Code (OSMC) Chapter 5.02 modernize the City's business licensing framework to improve administrative efficiency, establish clear regulatory expectations, and strengthen enforcement authority. These updates align current practices with state systems, streamline internal processes, and ensure consistent application of licensing requirements across all business activities within the City.

A comprehensive review of the City's existing business licensing code identified inconsistencies, outdated provisions, and procedural gaps that created inefficiencies in application processing, interdepartmental coordination, and enforcement. In particular, prior code language lacked clarity regarding when a license is required, how applications are processed, and how the City addresses unlicensed or noncompliant operations.

The proposed ordinance reflects collaboration between Finance and administrative staff to update the code to reflect current operational practices, integration with the Washington State Department of Revenue's Business Licensing Service (BLS), and the need for stronger accountability measures.

KEY CHANGES

Streamlined Application Process

All business license applications are required to be submitted through the State BLS system, creating a single, standardized intake process that improves tracking, reduces duplication, and enhances processing efficiency.

Clear Licensing Requirement Prior to Operation

The ordinance establishes that no business may operate within the City without first obtaining an approved business license, eliminating ambiguity and ensuring compliance from the outset.

Integration with Permitting and Inspections

Licensing is now directly tied to building, fire, and zoning review processes. Businesses with physical locations must complete required inspections prior to opening, and permits will not be issued without compliance.

Defined Review and Interdepartmental Coordination

Applications are formally routed to relevant departments for review, ensuring consistent evaluation of compliance with City regulations and improving internal coordination.

11-14-07 updated

Improved Temporary Licensing Structure

Temporary business licenses, particularly for Convention Center events and community festivals, are clarified with defined durations, simplified processes, and clear thresholds for when a full license is required.

Strengthened Enforcement and Accountability

The ordinance expands the definition of “engaging in business,” clarifies non-transferability of licenses, and establishes clear revocation, reinstatement, and penalty provisions. Unlicensed operations are explicitly prohibited and subject to enforcement, including fines and potential legal action.

EXPENDITURE AMOUNT: \$0

AMOUNT BUDGETED: \$0

BUDGET MODIFICATION REQUIRED: No

STAFF RECOMMENDATION:

MAYOR'S RECOMMENDATION:

PRESENTED BY: Finance Director, Sara D. Logan

(BELOW TO BE COMPLETED BY CITY CLERK'S OFFICE)

COUNCIL ACTION:

APPROVED _____ CONTINUED _____

DENIED _____

COUNCIL REQUEST FOR INFORMATION: _____

CITY OF OCEAN SHORES

ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OCEAN SHORES, WASHINGTON, REPEALING AND REPLACING OCEAN SHORES MUNICIPAL CODE CHAPTER 5.02 RELATING TO BUSINESS LICENSES; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Ocean Shores' business licensing regulations, including provisions for temporary business licenses, are set forth in Ocean Shores Municipal Code Chapter 5.02 ("OSMC"); and

WHEREAS, the Business License Clerk and Finance Director have reviewed the current provisions of OSMC Chapter 5.02 relating to business licensing, including provisions governing temporary business licenses and administrative procedures; and

WHEREAS, the Business License Clerk and Finance Director have reviewed the current code provisions relating to temporary business licenses and identified areas where amendments would improve clarity, consistency, and administrative efficiency; and

WHEREAS, upon review, the Business License Clerk and Finance Director have determined that revisions to the terms and conditions of temporary business licenses will better align with current operational practices, improve administrative efficiency, and promote compliance; and

WHEREAS, the City Council finds that repealing and replacing OSMC Chapter 5.02 will better align the City's business licensing regulations with the current operational practices and will provide clearer standards for licensing, administration, and compliance; and

WHEREAS, the City Council further finds that adopting these revisions to OSMC Chapter 5.02 will serve the public interest by clarifying licensing requirements, improving administrative efficiency, and strengthening the City's ability to enforce compliance with business licensing regulations.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OCEAN SHORES, WASHINGTON, DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Repeal and Replacement of Ocean Shores Municipal Code Chapter 5.02.

Ocean Shores Municipal Code (OSMC) Chapter 5.02, entitled "Business Licenses," is hereby repealed and replaced in its entirety to read as set forth below.

Chapter 5.02
BUSINESS LICENSES

Sections:

- 5.02.010 Exercise of license authority.
- 5.02.020 Definitions.
- 5.02.030 Business license required.
- 5.02.040 Business license fees.
- 5.02.050 Payment of fees required before issuance of any permits by city's building department.
- 5.02.060 Business License fee exemptions and waivers.
- 5.02.070 Business license application – review and endorsement.
- 5.02.080 Separate license for branch establishments.
- 5.02.090 Business changes – non-transferable.
- 5.02.100 Duration – license renewal.
- 5.02.110 Compliance with the Ocean Shores tax code.
- 5.02.120 Revocation of a business license.
- 5.02.130 Reinstatement procedures and standards.
- 5.02.140 Solicitation – Peddlers – Restricted.
- 5.02.150 Temporary business license – Ocean Shores Convention Center Events and Nonprofit Community Festivals.
- 5.02.160 Illegal operation – Penalties - Judicial remedies.

5.02.010 Exercise of license authority.

This chapter is an exercise by the city of its authority to license business activities for the purpose of regulation and revenue pursuant to the provisions of RCW 35A.82.050 and 82.14A.010 et seq. The city may promulgate and enforce reasonable rules and regulations as necessary and convenient to the operation and enforcement of this chapter.

5.02.020 Definitions.

Where used in this chapter, 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:

- A. "Business" means all activities, occupations, pursuits, or professions located and/or engaged in 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, including home occupations.

B. "City" means the city of Ocean Shores, Washington.

C. "Commercial solicitation" means solicitation conducted for the sale of goods, services, or business opportunities.

D. "Employee" means any person who performs work, labor, or services for a business and is on the payroll of the business. For the purpose of this chapter, the term "employee" also includes self-employed persons, sole proprietors, owners, managers, partners, and all full-time, part-time and temporary employees or workers which are paid by, employed by, or are in any way compensated by the business, if those persons are not independent contractors.

E. "Engaging in business";

1. The term "engaging in business" means commencing, conducting, or continuing in business, and also the exercise of corporate or franchise powers, as well as liquidating a business when the liquidators thereof hold themselves out to the public as conducting such business.
2. This subsection sets forth examples of activities that constitute engaging in business in the City and establishes safe harbors for certain activities so that a person who meets the criteria may engage in de minimis business activities in the city without having to pay a business license fee. The activities listed in this section are illustrative only and are not intended to narrow the definition of "engaging in business" in subsection (1). If an activity is not listed, whether it constitutes engaging in business in the City shall be determined by considering all the facts, and circumstances, and applicable law.
3. Without being all-inclusive, any one of the following activities conducted within the city by a person, or its employee, agent, representative, independent contractor, broker or another acting on its behalf, constitutes engaging in business and requires a person to register and obtain a business license:
 - a. Owning, renting, leasing, maintaining, or having the right to use, or using tangible personal property, intangible personal property, or real property permanently or temporarily located in the city.
 - b. Owning, renting, leasing, using, or maintaining an office, place of business, or other establishments in the city.
 - c. Soliciting sales.
 - d. Making repairs or providing maintenance or service to real or tangible personal property, including warranty work and property maintenance.
 - e. Providing technical assistance or service, including quality control, product inspections, warranty work, or similar services on or in connection with tangible personal property sold by the person or on its behalf.
 - f. Installing, constructing, or supervising installation or construction of real

or tangible personal property.

- g. Soliciting, negotiating, or approving franchise, license, or other similar agreements.
 - h. Collecting current or delinquent accounts.
 - i. Picking up and transporting tangible personal property, solid waste, construction debris, or excavated materials.
 - j. Providing disinfecting and pest control services, employment and labor pool services, home nursing care, janitorial services, appraising, landscape architectural services, security system services, surveying, and real estate services, including the listing of homes and managing real property.
 - k. Rendering professional services such as those provided by accountants, architects, attorneys, auctioneers, consultants, engineers, professional athletes, barbers, baseball clubs and other sports organizations, chemists, consultants, psychologists, court reporters, dentists, doctors, detectives, laboratory operators, teachers, and veterinarians.
 - l. Meeting with customers or potential customers, even when no sales or orders are solicited at the meetings.
 - m. Training or recruiting agents, representatives, independent contractors, brokers or others, domiciled or operating on a job in the city, acting on its behalf, or for customers or potential customers.
 - n. Investigating, resolving, or otherwise assisting in resolving customer complaints.
 - o. In-store stocking or manipulating products or goods, sold to and owned by a customer, regardless of where sale and delivery of the goods took place.
 - p. Delivering goods in vehicles owned, rented, leased, used, or maintained by the person or another acting on its behalf.
4. If a person, or its employee, agent, representative, independent contractor, broker or another acting on the person's behalf, engages in no other activities in or with the city but the following, it need not register and obtain a business license:
- a. Meeting with suppliers of goods and services as a customer.
 - b. Meeting with government representatives in their official capacity, other than those performing contracting or purchasing functions.
 - c. Attending meetings, such as board meetings, retreats, seminars, conferences, or other meetings wherein the person does not provide training in connection with tangible personal property sold by the person or on its behalf. This provision does not apply to any board of directors' members or attendee engaging in business such as a member of a

board of directors who attends a board meeting.

- d. Renting tangible or intangible property as a customer when the property is not used in the city.
 - e. Attending, but not participating in, a trade show or multiple vendor events. Persons participating in a trade show shall review the City's trade show or multiple vendor event ordinances.
 - f. Conducting advertising through the mail.
 - g. Soliciting sales by phone from a location outside the city.
5. A seller located outside the city merely delivering goods into the city by means of common carrier is not required to register and obtain a business license; provided, that it engages in no other business activities in the city. Such activities do not include those in subsection (4).

The city expressly intends that engaging in business include any activity sufficient to establish nexus for purposes of applying the license fee under the law and the Constitutions of the United States and the State of Washington. Nexus is presumed to continue as long as the taxpayer benefits from the activity that constituted the original nexus-generating contact or subsequent contacts.

- a. "Business License Clerk" means the person or their designee appointed by the City Administrator to act in such capacity.
- b. "Person" includes the singular and the plural and also means and includes any natural person over the age of eighteen years, firm, corporation, association, club, partnership, society, or any group of individuals acting as a unit.
- c. "Special sales" includes but is not limited to sidewalk sales, and off-site vending.
- d. "Nonprofit community festival" includes but is not limited to any festival or event sponsored by a not-for-profit entity, or a nonprofit corporation, which is open to the entire community.
- e. "Business Licensing Service" and "BLS" means the office within the Washington State Department of Revenue providing business licensing services to the city.

5.02.030 Business license required.

Unless otherwise exempted by this chapter, every person engaged in business within the corporate limits of Ocean Shores is required to have a city business license. No business activities may commence within the city prior to the issuance of an approved license, unless otherwise authorized, in writing, by the City Administrator or designee.

Every person required to obtain a license under the provisions of this chapter must submit an application through the Washington State Department of Revenue's Business Licensing Service (BLS) either online or upon a form provided by BLS.

The provisions of this chapter shall not apply to:

- A. Any instrumentality of the United States, the state of Washington, or political subdivisions thereof with respect to exercise the governmental functions.
- B. Any farmer or gardener selling or delivering their own produce or eggs pursuant to the provisions of RCW 36.71.090.
- C. Garage sales and other casual or isolated sales.
- D. Newspaper carriers and postal carriers.

5.02.040 Business license fees.

The application must be accompanied by the full amount of the fees chargeable for all licenses required, including the application handling fee required by RCW 19.02.075. The city's business license fees are set by resolution of city council.

The Business License Clerk will ensure the collection of all license fees and perform the duties set forth in this chapter.

5.02.050 Payment of fees required before issuance of any permits by city's building department.

No building, demolition, or other permit shall be issued to any contractor or person subject to any provision of this title until said person has obtained a business license and paid all fees, taxes, penalties, or other amounts owed to the city.

5.02.060 Business license fee exemptions and waivers.

A. Threshold exemption. To the extent set forth in this section, the following persons and businesses shall be exempt from the registration, license and/or license fee requirements as outlined in this chapter: (1) Any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than four thousand dollars (\$4,000), and who does not maintain a place of business within the city, shall be exempt from the general business license requirements of this chapter. This exemption does not apply to regulatory license requirements or activities that require a specialized permit.

Beginning January 1, 2026, the threshold amount is four thousand dollars (\$4,000). The threshold amount will be adjusted every forty-eight (48) months on January 1, by an amount equal to the increase in the Consumer Price Index ("CPI") for "West Urban, All

Urban Consumers" (CPI-U) for each twelve (12)- month period ending on June 30 as published by the United States Department of Labor Bureau of Labor Statistics or successor agency. To calculate this adjustment, the current rate will be multiplied by one (1) plus the cumulative four (4)-year (forty-eight month) CPI increase using each twelve (12)-month period ending June 30 of each prior year and rounded to the nearest one hundred dollars (\$100). However, if any of the annual CPI increases more than five (5) percent, a five (5) percent increase will be used in computing the annual basis and if any of the annual CPI decreased during the forty-eight (48) month period, a zero (0) percent increase will be used in computing the annual basis.

B. Business license fee waivers.

To the extent set forth in this section, the City waives license fees for the following persons:

1. Any nonprofit organization granted a federal tax exemption by the Internal Revenue Service (IRS) under 26 USC § 501(c).
2. Religious organizations deemed to be tax exempt under 26 USC § 501(c)(3).

5.02.070 Business license application – review and endorsement.

A. The Business License Clerk shall submit the information from all applications to appropriate departments for their review of the applicant's compliance with city regulations, including city zoning codes. The Business License Clerk may investigate and determine the eligibility of any applicant for a license as prescribed in this chapter.

B. All applicants with a physical location in the corporate limits of the city with customers visiting the premises will be required to have a full building and fire inspection. A license will not be granted until inspections are finalized and approved by the Building Official and Fire Marshal. A business may not open until all inspections are passed, unless formal, written notice is given by the Building Official or Fire Marshal of specific requirements and deadlines for compliance. Failure to complete the requirements outlined will result in the denial of the application.

C. Any applicant operating as a general or specialty contractor will be required to have an active contractor's registration with the Washington State Department of Labor and Industries as required by RCW 18.27, within 30 days of the posted application date. Failure to comply will result in the denial of an application.

D. An applicant that is approved for a business license will be notified by the status change to their pending application with BLS.

E. Business licenses shall be prominently displayed in the place of business for which it was issued.

F. An applicant that is denied a business license shall be notified by the Business License Clerk within fifteen (15) business days of the rejection of an application. The Business License Clerk will state in writing the reasons for the denial. Notices shall be sent by regular mail and/or electronically to the electronic mailing address provided on the application.

5.02.080 Separate license for branch establishments.

A separate business license and fee shall be obtained for each branch establishment or location of the business. Each business license must include the property location of the establishment.

If two or more persons each conduct their own business at the same location, each person must obtain their own license for their respective business.

5.02.090 Business changes – non-transferable.

A. A business license issued under this chapter is personal and may not be transferred to another person. No one may allow another person to operate a business under their license, and no one may operate a business under another person's license.

B. If a person wishes to change the location of their business within the city, they must notify BLS sufficiently prior to the intended change to allow the city to review and approve the change. Business may not commence at the new location until the city has granted approval and any required inspections have been completed.

C. An applicant or licensee shall amend their application with BLS whenever conditions change so that the information on the license remains current. All changes or updates to the application, except a change in ownership, may be made without further license fees. Changes include but are not limited to contact information, business name, or business activity.

5.02.100 Duration – License renewal.

Each business license shall be valid for a definite period not to exceed one year from issuance. The expiration date is established by BLS and must be renewed on or before that date to continue to engage in business in the city. Renewal of annual licenses is administered by BLS.

Failure to complete the renewal by the expiration date will incur penalties required by RCW 19.02.085, as may be amended, in addition to all other fees due. Renewal fees and penalties are collected and administered by BLS. Failure to complete the renewal within one hundred twenty (120) days after expiration will result in the cancellation of the renewal and will require a new application for license as provided in this chapter.

5.02.110 Compliance with Ocean Shores tax code.

In receiving a business license, the applicant acknowledges that the business operation must be conducted in accordance with the Ocean Shores tax code, Title 3.

5.02.120 Revocation of a business license.

A. The City Administrator, or designee, may revoke any license issued under this chapter after it has been issued if any one of more of the following grounds are found to exist:

1. The business has failed to comply with any provision of this title and the Ocean Shores tax code, Title 3;
2. Violations of local, state, or federal laws;
3. When reasonably necessary in the interest of protection of public health, safety, peace, or welfare;
4. When a business becomes an instrument of public disorder, crime, or other danger to public safety, peace, health, or welfare.

B. The revocation of a business license is effective upon the status change with Department of Revenue. Notices shall be sent via mail within five (5) business days of the effective status change date. Upon revocation of any license, no portion of the license fee shall be returned to the licensee.

C. A business may file a written appeal of the revocation within thirty (30) calendar days of the date of the notice. The appeal shall be reviewed by the City Administrator or designee. A final decision regarding the license status shall be mailed within seven (7) business days of receiving the appeal.

D. A business whose revocation is upheld or otherwise seeks to resume operations following revocation, may seek reinstatement pursuant to Section 5.02.130 of this chapter.

E. Unless and until a revoked business license is reinstated pursuant to Section 5.02.130 of this chapter or replaced by the City's issuance of a new, validly approved City business license it shall be unlawful for any person to engage in business after revocation of a license and such conduct shall be subject to penalties set forth under this Section 5.02.160 of this chapter or other remedies allowed by law.

5.02.130 Reinstatement procedures and standard.

At any time following the revocation of a business license, reinstatement of the license may be sought utilizing the following procedure:

1. The business shall send awritten notice via mail or electronically from the business seeking reinstatement sent to the Business License Clerk.

2. The notice shall be reviewed by the Business License Clerk and reviewing departments, or any departments involved in the initial revocation of the license, with copies sent to the City Administrator.
3. After completion of the review, the Business License Clerk will provide, in writing, the next steps for reinstatement, which will require submission of a new application through BLS. Any business with a physical location in the city limits with visiting customers will be subject to a full building and fire inspection at the expense of the business.

If reinstatement is denied, the Business License Clerk shall provide written notice of the denial and the reason therefor.

5.02.140 Solicitation – Peddlers – Restricted.

A. It is unlawful for any person to go in or about any private residence in the city of Ocean Shores in the furtherance of their business or commercial activity unless they have received a request or invitation from the owner or occupant of such residence to do so. Such business or commercial activity is declared to be a nuisance. This section does not apply to religious or non-commercial solicitation.

B. Any person making a solicitation of any kind shall clearly identify with any person being solicited, the name of the organization sponsoring their activity and the purpose of the solicitation.

C. Any person making a solicitation shall provide personal identification of themselves upon demand by any law enforcement officer or person being solicited.

D. It is unlawful to engage in commercial solicitation, peddling, or vending on public property between the hours of 9 pm and 8 am, except as otherwise authorized by this code or applicable law.

E. It is unlawful to conduct mobile solicitation, peddling, or vending in any area of the city, unless otherwise outlined in OSMC Chapter 17.56.

5.02.150 Temporary Business License – Ocean Shores Convention Center events and Nonprofit community festivals.

A. Every person engaging in business in conjunction with a nonprofit community festival or at the Ocean Shores Convention Center, herein referred to as OSCC, whether the event is hosted by the OSCC or by a third party at the OSCC, is required to have a business license.

B. Vendors or businesses operating at the Ocean Shores Convention Center shall have their temporary business license granted at the time of signing their agreement with the Ocean Shores Convention Center for the duration of the event. License fees will be included in the Ocean Shores Convention Center fees.

C. Temporary license applications for nonprofit community festivals may be submitted to the Business License Clerk a minimum of five (5) business days prior to the event to allow time for review with a required application fee of fifteen (15) dollars. Each applicant will be required to submit an application as prescribed by the Business License Clerk or designee.

D. Any person applying for a temporary license will be granted a license for the duration of no more than three (3) consecutive days. A new application and fee will be required for each event a business plans to operate at.

E. A business operating on a temporary basis may not conduct business for more than twelve (12) days in a calendar year. A person conducting business for more than twelve days in a calendar year will be obligated to apply for a city business license endorsement through BLS.

F. Any person granted a temporary license will be subject to taxations on revenue earned within the city as outlined in title 3.

G. Failure to comply with the measures set forth in this section will result in the denial of temporary license applications and penalties under this chapter and applicable provisions of Title 3.

5.02.160 Illegal operation – Penalties — Judicial remedies.

A. Unlawful conduct.

It is unlawful for any person to engage in any business, as defined in Section 5.02.020 within the corporate limits of the City of Ocean Shores without first obtaining and maintaining a valid business license as required by this chapter. Any person engaging in business without a valid license is in violation of this chapter and subject to the enforcement provisions of this section.

Operating with an expired, suspended, or revoked business license constitutes operating without a license for purposes of this section.

B. Civil violations and penalties.

Any person who violates any provision of this chapter shall be subject to the following penalties:

1. The first violation of this section shall constitute a civil violation subject to a civil penalty in the amount of five hundred dollars (\$500).
2. A second violation shall constitute a civil violation subject to a civil penalty of one thousand dollars (\$1,000).
3. Civil penalties imposed under this section are municipal civil penalties and are not civil infractions under Chapter 7.01 OSMC or RCW Chapter 7.80.
4. Civil penalties under this section are in addition to any license fees, taxes, interest, or other amounts owed to the city.

C. Enforcement authority.

The Business License Clerk, Finance Director, Code Enforcement Official, or other officials designated by the City Administrator are authorized to issue notice of violation and civil penalty notices for violations of this section.

D. Criminal enforcement.

Any subsequent violation may be prosecuted as a misdemeanor punishable by a fine not to exceed one thousand five hundred dollars (\$1,500), imprisonment not exceeding ninety (90) days, or both, consistent with the penalty limits established in Title 7 of the Ocean Shores Municipal Code (OSMC).

E. Separate violations.

Each day a person engages in business without a valid license shall constitute a separate violation.

F. Notice and appeal.

1. Civil penalties imposed under this section shall be issued in writing and shall describe the violation, the amount of the penalty imposed, and the date by which the penalty must be paid.
2. Any person receiving a civil penalty notice under this section may appeal the penalty by filing a written appeal to the City Clerk within fourteen (14) calendar days of the date of issuance.
3. Appeals shall be heard by the municipal court or hearing examiner, as designated by the City, and shall be conducted in accordance with the procedures established by the City.
4. Failure to timely appeal shall constitute a waiver of the right to contest the penalty.
5. Unpaid civil penalties shall constitute a debt owed to the City and may be collected by any means, including referral to a collection agency, civil action, or other remedies authorized by law.

G. Penalty not authorization.

Payment of any civil penalty imposed under this section does not authorize the continuation of any violation of this chapter. Each day a violation continues shall constitute a separate violation subject to additional enforcement.

H. Judicial remedies preserved.

In addition to the penalties provided in this chapter, whenever a business is being operated without a valid business license, the City may seek to restrain, correct, or abate such violation through any lawful process, including, but not limited to, injunctive measures through any court of competent jurisdiction. Nothing herein limits the City's authority under Title 3 of the Ocean Shores Municipal Code.

Section 2. Severability.

If any section, subsection, sentence, clause, or phrase of this ordinance or its application to any person or circumstance for any reason is held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 3. Savings.

The repeal and replacement of Ocean Shores Municipal Code Chapter 5.02 by this ordinance shall not affect any act done, offense committed, or right accruing or accrued, nor shall it affect any license issued, penalty incurred, or proceeding begun prior to the effective date of this ordinance. All such actions and proceedings may be continued and enforced as if this ordinance had not been adopted.

Section 4. Corrections.

The City Clerk and codifiers are authorized to make necessary corrections to this ordinance, including, but not limited to, the correction of scrivener's or clerical errors, references, ordinance numbering, section and subsection numbering, formatting, and any references thereto; provided, however, that such corrections shall be limited to non-substantive matters and shall not alter, amend, expand, or diminish the intent, meaning, or purpose of this ordinance as adopted by the City Council.

Any correction determined by the City Clerk to potentially affect substantive meaning or application of this ordinance shall be referred to the City Council for formal amendment.

All such corrections shall be documented and maintained as part of the official record of the ordinance.

Section 5. Effective Date.

This Ordinance shall take effect five (5) days after the date of publication.

THIS ORDINANCE PASSED AND ADOPTED by the City Council of the City of Ocean Shores, Washington, at a regular open public meeting on this ____ day of _____ 2026.

SIGNED:

ATTEST:

Frank T. Elduen, Mayor

Nicole Birch, City Clerk

City of Ocean Shores

AGENDA BILL

COUNCIL MEETING DATE: June 9, 2026

SUBJECT: A Request of the City Council of the City of Ocean Shores, Washington, to Award the Golf Course Pro Shop Merchandise and Supplies for Resale Contract to Cleveland Golf, Srixon, Skechers, and Dynamic Brands, and to Authorize the Purchasing Coordinator to Negotiate and Execute Agreements with Additional Qualified Vendors for the Procurement of Golf Course Merchandise, Equipment, and Related Supplies Consistent with the Operational Needs of the Ocean Shores Municipal Golf Course.

CATEGORY:

☐ CONSENT AGENDA	☐ ORDINANCE	☐ STAFF REPORT
☐ PUBLIC COMMUNICATION	☐ RESOLUTION	☐ PROCLAMATION
☐ OLD BUSINESS	☒ REQUEST	☐ STUDY SESSION
☒ NEW BUSINESS	☐ CONSULTANT REPORT	☐ OTHER

ATTACHMENTS: Invitation to Bid and Cleveland Golf, Srixon, Skechers, and Dynamic Brands Quote

SUMMARY/BACKGROUND:

The City of Ocean Shores, on behalf of the Ocean Shores Municipal Golf Course, issued a solicitation for qualified vendors to provide golf course pro shop merchandise and supplies for resale. The intent of the solicitation was to establish vendor relationships that will allow the Golf Course to maintain an adequate inventory of merchandise, equipment, apparel, footwear, golf balls, accessories, and related pro shop items to support golf course operations and customer service.

The City received one responsive proposal from Cleveland Golf, Srixon, Skechers, and Dynamic Brands. Staff reviewed the proposal and determined it to be responsive to the City's solicitation requirements and capable of supplying a variety of merchandise categories utilized by the Golf Course. Because the solicitation resulted in only one responsive bidder, staff is requesting authorization to award a partial contract to the responsive bidder for the product lines and merchandise categories offered through Cleveland Golf, Srixon, Skechers, and Dynamic Brands.

Pursuant to RCW 35.23.352, when bids have been sought and it is determined that competitive bidding requirements have been substantially met, the City may proceed in a manner that is in the best interest of the municipality. Staff will negotiate directly with other industry manufacturers and suppliers, including Callaway, Titleist, FootJoy, and TaylorMade, for the purchase of golf balls, footwear, golf bags, and other specialty merchandise not available through the responsive bidder. These manufacturers represent industry-standard brands that are commonly requested by customers and are necessary to maintain a competitive and marketable retail inventory within the Golf Course Pro Shop.

EXPENDITURE AMOUNT: \$70,000 total \$50,000 → Bid Award
\$20,000 → Negotiated Vendor

AMOUNT BUDGETED: \$0 BUDGET MODIFICATION REQUIRED: Yes

11-14-07 updated

BARS CODE: 102-760-000-576-60-34-00 Inventory & Resale

STAFF RECOMMENDATION: Approve

MAYOR'S RECOMMENDATION:

PRESENTED BY: Finance Director, Sara D. Logan

(BELOW TO BE COMPLETED BY CITY CLERK'S OFFICE)

COUNCIL ACTION:

APPROVED _____ CONTINUED _____

DENIED _____

COUNCIL REQUEST FOR INFORMATION: _____

11-14-07 updated

CITY OF OCEAN SHORES
INVITATION TO BID (ITB)
Golf Course Pro Shop Supplies and Merchandise

ITB No.: OSGC2026-01
Issue Date: April 8th, 2026
Due Date: April 22nd by 3 pm PST.

1. Introduction

The City of Ocean Shores is soliciting sealed bids from qualified vendors for the purchase and delivery of golf course pro shop merchandise and supplies for resale at the City's municipal golf course. Bids will be opened and disclosed aloud in front of whosoever is present at 3pm on April 22nd, 2026 located at 800 Anchor Ave NW, Ocean Shores, WA 98569.

2. Scope of Work

The City seeks to procure golf-related merchandise including, but not limited to:

- Golf balls
- Golf clubs (drivers, irons, wedges, putters)
- Golf bags and push carts
- Apparel (shirts, hats, outerwear)
- Footwear
- Accessories (gloves, rangefinders, towels, etc.)

3. Brand-Specific Merchandise Requirements

The city intends to stock nationally recognized golf brands to meet customer expectations and support pro shop revenue. Brands include, but are not limited to:

- Titleist
- Callaway
- Dunlop
- Bag Boy
- Srixon
- FootJoy
- Puma
- Adidas

- Cobra
- Skechers

Substitutions:

Substitutions or “or equal” products will not be accepted for resale merchandise where brand identity is a material requirement.

4. Authorized Dealer Requirements

Bidders must:

- Be an authorized dealer or distributor for each brand included in their bid
- Provide proof of authorization (manufacturer letter, dealer agreement, or equivalent documentation)
- Demonstrate ability to supply current product lines

The City reserves the right to verify authorization with manufacturers.

5. Pricing Requirements

Bidders shall provide:

- percentage discount off MSRP
- Volume or seasonal discount programs
- Shipping terms (FOB Destination preferred)

Pricing shall remain valid for 90 days following bid opening.

6. Ordering and Delivery

Delivery location: Ocean Shores Golf Course, 500 Canal Drive NE, Ocean Shores, WA 98569

- Orders will be placed on an as-needed basis during the contract term
- Vendors must provide estimated delivery timelines

7. Bid Submission Requirements

Each bid must include:

- Completed Appendix A
-Vendor information

-Pricing Structure

-Certification

- Minimum of three (3) references from similar golf courses or municipal pro shops

- Product catalogs or line sheets

Submission Deadline: Bids must be clearly marked, sealed and received prior to 3pm on April 22, 2026.

Submission Location: 800 Anchor Ave NW, Ocean Shores, WA 98569. Drop off, Fed Ex, UPS
USPS must be sent to PO Box 909, Ocean Shores, WA 98569

Late submissions will not be accepted and considered non-responsive.

8. Evaluation Criteria

Bids will be evaluated based on:

- Highest discount offered
- Vendor references
- Certification if needed

The City may award contracts to multiple vendors by brand or product category.

9. Brand-Specific Procurement Justification

These items are procured for retail resale, and brand identity is a material requirement influencing customer purchasing decisions and revenue generation. Specifying brands such as Titleist, Callaway, FootJoy, and Srixon is necessary to meet consumer expectations and maintain the financial performance of the City's golf operations.

This specification does not unduly restrict competition, as multiple authorized distributors and resellers exist for each brand. Bidders may submit proposals for any brands for which they are authorized.

10. Reservation of Rights

The City reserves the right to:

- Reject any or all bids
- Waive minor informalities
- Request clarification or additional information
- Award contracts in whole or in part, by brand or category

11. Questions and Addenda

All questions must be submitted in writing to:

Jenny Belcher, Purchasing Coordinator
jbelcher@osgov.com

12. Compliance Requirements

The selected vendor(s) must comply with all applicable federal, state, and local laws, including Washington State business licensing requirements including a City of Ocean Shores business license.

13. Term

This agreement will be for one (1) year, with the option to renew for up to three (3) additional one-year terms, subject to mutual written agreement.

14. Insurance

See Exhibit C

EXHIBIT C

INSURANCE REQUIREMENTS FOR SUPPLIERS

Supplier shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with products and materials supplied to the City.

Supplier's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of Supplier to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

Supplier shall obtain insurance of the type and coverage described below:

A. Insurance Term

The Supplier shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with products and materials supplied to the Public Entity.

B. No Limitation

The Supplier's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Supplier to the coverage provided by such insurance, or otherwise limit the Public Entity's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance

The Supplier shall obtain insurance of the type and coverage described below:

Commercial General Liability insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 and shall cover products liability. The Public Entity shall be named as an additional insured under the Supplier's Commercial General Liability insurance policy using ISO Additional Insured-Vendors Endorsement CG 20 15 04 13 or a substitute endorsement providing at least as broad coverage.

Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.

D. Minimum Amounts of Insurance

The Supplier shall maintain the following insurance limits:

Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate and a \$2,000,000 products liability aggregate limit.

Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

E. Other Insurance Provision

The Supplier's Commercial General Liability insurance policy or policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the Public Entity. Any insurance, self-insurance, or self-insured pool coverage maintained by the Public Entity shall be excess of the Supplier's insurance and shall not contribute with it.

F. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

G. Verification of Coverage

The Supplier shall furnish the Public Entity with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Supplier before goods, materials or supplies will be accepted by the Public Entity.

H. Notice of Cancellation

The Supplier shall provide the Public Entity with written notice of any policy cancellation, within two business days of their receipt of such notice.

I. Failure to Maintain Insurance

Failure on the part of the Supplier to maintain the insurance as required shall constitute a material breach of contract, upon which the Public Entity may, after giving five business days notice to the Supplier to correct the breach, immediately terminate the Contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Public Entity on demand, or at the sole discretion of the Public Entity, offset against funds due the Supplier from the Public Entity.

J. Public Entity Full Availability of Supplier Limits

If the Supplier maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Supplier, irrespective of whether such limits maintained by the Supplier are greater than those required by this Contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Supplier.

Cleveland Golf/Srixon/Skechers/Dynamic Brands
13020 172nd AVE SE
Renton, WA 98059

April 14, 2026

City of Ocean Shores
800 Anchor Ave NW
Ocean Shores, WA 98569

Greetings:

My name is Ciaran Nienow. I am a local manufacturer's representative for Cleveland Golf/Srixon/Skechers/Dynamic Brands. Previously I worked for the City of Kent for 11 years at Riverbend Golf Complex. I am well familiar with golf retail and pro shop operations as well as what it takes for us both to be successful.

In addition to the required vendor info, pricing, and certifications, I have also enclosed a proposed order. This is a starting order to stock the shop based on last year's sales. The brands I carry want to create great partnerships with green grass facilities, and I believe the discounts offered reflect that.

I appreciate your consideration.

Thank you,

A handwritten signature in black ink, appearing to read 'Ciaran Nienow', with a stylized flourish at the end.

Ciaran Nienow
Sales Representative
Cleveland Golf/Srixon/Skechers/Dynamic Brands
206-778-4653

Proposed Order

Cleveland Golf/Srixon

Category	Brand	Model	Wholesale	Discount	Net	Quantity	Total	Notes
Balls	Srixon	Soft Feel (Entry Level)	\$ 19.25	25%	\$ 14.44	360	\$ 5,197.50	25% off and free shipping at 576+ dozen
	Srixon	Q Star Ultispeed (Mid Level)	\$ 23.00	25%	\$ 17.25	144	\$ 2,484.00	25% off and free shipping at 576+ dozen
	Srixon	Z Star (Tour Level)	\$ 41.75	25%	\$ 31.31	72	\$ 2,254.50	25% off and free shipping at 576+ dozen
	Srixon	Marathon 15 Pack (Value Pack)	\$ 15.25	\$ 11.50	\$ 12.00	50	\$ 600.00	70+ pricing
	Srixon	Soft Feel Logo Jar Balls	\$ 19.25	\$ 13.00	\$ 13.00	20	\$ 260.00	Course Logo Jar Balls 20 dozen pricing
Gloves	Srixon						\$ -	
		All Weather	\$ 7.75	\$ 6.50	\$ 6.50	288	\$ 1,872.00	Discounted pricing at 72+ total gloves
		Cabretta	\$ 13.25	\$ 11.00	\$ 11.00	144	\$ 1,584.00	
		Rain	\$ 15.00	\$ 12.50	\$ 12.50	48	\$ 600.00	
Hats	Srixon						\$ -	
		Various Models	\$ 21.00	20%	\$ 16.80	48	\$ 806.40	20% off at 48+ hats
		Ocean Shores Logo Hats	\$ 21.00	15	\$ 15.00	48	\$ 720.00	
Bags	Srixon	S3 Cart and Stand	\$ 182.00	20%	\$ 145.60	6	\$ 873.60	20% off and free logo at 6+ bags
Wedges	Cleveland Golf	RTZ/CBZ	\$ 131.50	10%	\$ 118.35	12	\$ 1,420.20	Small initial order
Putters	Cleveland Golf	HB Soft 2	\$ 116.75	20%	\$ 93.40	12	\$ 1,120.80	20% off 12+ putters
Fitting	Srixon	Srixon Iron Fitting Kit	\$ 425.00			1	\$ 425.00	Srixon Iron Fitting Kit
Shoes	Skechers	Various	\$45-\$75	5%	\$42.75-\$71.25	48	\$2052-\$3408	5% off and free shipping at 48+ pair
Carts	Dynamic Brands/Bag Boy	Nitron	227	15%	\$ 192.95	4	\$ 771.80	Push Carts
Bags	Dynamic Brands/Bag Boy	100 Series	130	15%	\$ 110.50	6	\$ 663.00	Cart and Stand Bags
Umbrellas	Dynamic Brands/Haas-Jora	Logo Hurricane 2.0	24	15%	\$ 31.00	24	\$ 744.00	Logo Umbrellas
Logo Towels	Dynamic Brands/Devant	Caddie	48	15%	\$ 14.00	24	\$ 336.00	
Logo Towels	Dynamic Brands/Devant	Champion	48	15%	\$ 13.25	24	\$ 318.00	
Logo Bag Tags	Dynamic Brands/Devant	Wood	48	15%	\$ 6.50	48	\$ 312.00	

		APPENDIX A		
Brand	Product Category	Discount off MSRP (%)	Authorized Dealer (Yes/No)	Notes(Optional)
Callaway	Clubs, bags, push carts, range finders, GPS devices			
Titleist	Clubs, bags, push carts, range finders, GPS devices			
Cobra	Clubs, bags, push carts, range finders, GPS devices			
		Main Program: 10% off wholesale for bokings over \$10k. Sub Programs: 576+ dozen golf balls receives 25% off wholesale and free shipping. Gloves 72+ receives \$11 cabretta and \$6.50 synthetic. Marathon 15 packs 50+ \$12.50 per pack. 6+ logo bags receives 20% off wholesale and free logo. Range Balls \$6.50 free shipping at 500+ dozen. Logo hats \$15 per free logo.		
Cleveland Golf/Srixon	Clubs, bags, push carts, range finders, GPS devices		Yes	FOB Destination
Dunlop	Clubs, bags, push carts, range finders, GPS devices			
Bag Boy	Clubs, bags, push carts, range finders, GPS devices	\$1500 order receives 10% off. \$3000 order 15% off.		FOB Destination
Titleist	Golf Balls & Accessories			
Callaway	Golf Balls & Accessories			
Srixon	Golf Balls & Accessories			
Cleveland Golf	Golf Balls & Accessories			
Dunlop	Golf Balls & Accessories			
Callaway	Golf Apparel			
Puma Golf	Golf Apparel			
Cobra	Golf Apparel			
Titleist	Golf Apparel			
FootJoy	Footwear			
Skechers Golf	Footwear	48+ pairs receives 5% off and free shipping (on initial order).		FOB Destination
Adidas	Footwear			
Puma Golf	Footwear			
Callaway	Novelty, gifts, souvenirs			
Titleist	Novelty, gifts, souvenirs			
Cleveland Golf	Novelty, gifts, souvenirs			
Cobra	Novelty, gifts, souvenirs			

Authorized Dealer Certification

Are you an authorized dealer for the brands listed?
Yes / No Yes. A Manufacturer's Representative

Pricing valid for 90 days?
Yes / No Yes

Authorized Signature:
Printed Name: Ciaran Nienow
Title: Sales Representative
Date: 4/14/2026

3 References	Name	Address	Phone #
1	City of Kent, Riverbend Golf Complex. Marti O'Neill	2020 West Meeker Street Kent, WA 98032	(253)856-5198
2	City of Auburn, Auburn Golf Course. Chris Morris	29630 Green River Road SE Auburn, WA 98092	(253) 833-2350
3	City of Tukwila, Foster Golf Course, Deron Pointer	13500 Interurban Ave S, Tukwila, WA 98168	(206) 242-4221

Notes
Products would be purchased directly from the manufacturer (Srixon, Skechers, Dynamic Brands) and not from a 3rd party or distributor.



Cleveland Golf Pricing Clubs

GOLF CLUBS - Men's & Women's	WHOLESALE	UPP*
HiBore XL Driver (Men's Only)	\$ 234.00	N/A
HiBore XL Lite Driver	\$ 234.00	N/A
Launcher XL2 Driver / Draw	\$ 195.00**	N/A
CG HALO XL Lite Fairway	\$ 156.00	N/A
CG HALO XL Fairway	\$ 156.00	N/A
CG HALO XL Hy-Wood	\$ 148.25	N/A
CG HALO XL Hybrid	\$ 140.50	N/A
ZipCore XL Irons, 7pc Graphite (\$102.75)	\$ 720.00	\$ 999.99
ZipCore XL Irons, 7pc Steel (\$92.50)	\$ 648.00	\$ 899.99
HALO XL Full-Face Irons, 7pc Graphite (\$102.75)	\$ 720.00	\$ 999.99
HALO XL Full-Face Irons, 7pc Steel (\$92.50)	\$ 648.00	\$ 899.99
Launcher MAX Irons, 7pc Graphite	\$ 504.00	\$ 699.99
Launcher MAX Irons, 7pc Steel	\$ 432.00	\$ 599.99
Launcher MAX Package Set (Steel)	\$ 1,008.00	\$ 1,399.99
Launcher XL HALO Package Set (2024)	\$ 1,008.00	\$ 1,399.99
Women's Bloom Box Set	\$ 702.00	\$ 899.99

JUNIORS	WHOLESALE	UPP*
CGJ Set Large	\$ 312.00	\$ 399.99
CGJ Set Medium	\$ 234.00	\$ 299.99
CGJ Set Small	\$ 156.00	\$ 199.99

REHEADING FOR ANY CLUB: 75% OF WHOLESALE PRICE

*Unilateral Price Policy

**Net Price

Prices Effective 4/3/2026.



Cleveland Golf Pricing Wedges

WEDGES	WHOLESALE	UPP*
Cleveland CBZ	\$ 131.50	\$ 179.99
Cleveland CBZ (Graphite & Women's)	\$ 131.50	\$ 179.99
Cleveland CBZ Full-Face	\$ 131.50	\$ 179.99
Cleveland CBZ Full-Face (Graphite & Women's)	\$ 131.50	\$ 179.99
Cleveland CBX Full-Face 2	\$ 86.50	N/A
Cleveland CBX Full-Face 2 Graphite	\$ 93.50	N/A
Cleveland CBX 4 ZipCore	\$ 93.50	\$ 129.99
Cleveland CBX 4 ZipCore (Graphite & Women's)	\$ 93.50	\$ 129.99
RTX ZipCore Full-Face 2 (Tour Satin & Black Satin)	\$ 84.50**	N/A
RTX ZipCore Full-Face 2 (Tour Rack)	\$ 84.50**	N/A
RTZ Wedge (Black Satin, Tour Satin)	\$ 131.50	\$ 179.99
RTZ Wedge (Tour Rack)	\$ 146.00	\$ 199.99
RTX 6 ZipCore (Black Satin, Tour Satin)	\$ 91.00**	\$ 139.99
RTX 6 ZipCore (Tour Rack)	\$ 91.00**	\$ 139.99
RTX ZipCore (Black Satin, Tour Satin, Tour Rack)	\$ 78.00**	\$ 119.99
Smart Sole Full-Face	\$ 109.50	\$ 149.99
Smart Sole Full-Face (Graphite & Women's)	\$ 109.50	\$ 149.99

RTZ WEDGE PERSONALIZATION & GRINDS	WHOLESALE	RETAIL
Initials (3 available options)		
Center - 10 character max	\$ 14.50	\$ 20.00
Snowball - 2 character max		
Edge - 5 character max		
Paint Fill	\$ 10.75	\$ 15.00
Custom Skins	\$ 14.50	\$ 20.00
Custom Ferrules	\$ 3.50	\$ 5.00
Alignment Line	\$ 3.50	\$ 5.00
Sole Grind (available for Tour Rack only)	\$ 18.00	\$ 25.00
Leading Edge Grind (available on Tour Rack only)	\$ 10.75	\$ 15.00

RTX6 WEDGE PERSONALIZATION & GRINDS	WHOLESALE	RETAIL
Initials (Classic Style - 5 character max)	\$ 10.75	\$ 15.00
Paint Fill	\$ 10.75	\$ 15.00
Sole Grind (available for Tour Rack only)	\$ 18.00	\$ 25.00
Leading Edge Grind (available on Tour Rack only)	\$ 10.75	\$ 15.00

CBX4 ZIPCORE / CBX FULL-FACE 2 / SMARTSOLE FULL-FACE WEDGE		
Paint Fill	\$ 10.75	\$ 15.00

REHEADING FOR ANY CLUB: 75% OF WHOLESALE PRICE

*Unilateral Price Policy

**Net Price

Prices Effective 4/3/2026.



Cleveland Golf Pricing Putters

PUTTERS	WHOLESALE	UPP*
HB SOFT 2 Blk	\$ 148.00	\$ 199.99
HB SOFT 2 Broom	\$ 148.00	\$ 199.99
HB SOFT 2 CB	\$ 131.50	\$ 179.99
HB SOFT 2	\$ 116.75	\$ 159.99
HB SOFT Milled All-In	\$ 184.00	\$ 249.99
HB SOFT Milled	\$ 148.00	\$ 199.99
Frontline Elite All-In	\$ 180.00	N/A
Frontline Elite	\$ 144.00	N/A
Frontline	\$ 97.50**	N/A
Women's Huntington Beach SOFT Premier -- 4	\$ 129.50	\$ 179.99
Huntington Beach SOFT	\$ 84.50**	\$ 129.99
Huntington Beach SOFT Premier	\$ 84.50**	\$ 129.99

FRONTLINE ELITE WEIGHT KIT	NET PRICE	UPP*
Frontline Elite Weights + Bag	\$ 60.00	\$ 74.99
Frontline Elite Weight Kit (5g, 10g, 15g, 20g) EA	\$ 16.00	\$ 19.99

PUTTER PERSONALIZATION - FRONTLINE (GEN 1) ONLY	WHOLESALE
Personalized Paint Fill	\$ 10.00

REHEADING FOR ANY CLUB: 75% OF WHOLESALE PRICE

*Unilateral Price Policy

**Net Price

Prices Effective 4/3/2026.



Cleveland Golf Pricing Soft Goods

GOLF BAGS	WHOLESALE	MAP
CG Staff Bag	\$ 324.00	\$ 499.99
CG Lightweight Cart Bag	\$ 130.00	\$ 199.99
CG Lightweight Stand Bag	\$ 130.00	\$ 199.99
<i>NOTE: Refer to Golf and Travel Logo Bags pricing for applicable fees for logo</i>		

ACCESSORIES	WHOLESALE	MAP
CG Umbrella	\$ 45.00	\$ 74.99
CG Tri-Fold Towel	\$ 12.00	\$ 19.99
Launcher XL Halo Headcover Set (4-P)	\$ 35.00	\$ 49.99
Launcher XL Halo Single Headcover	\$ 5.25	\$ 7.50
Launcher HB Headcover Set (4-P)	\$ 31.50	N/A
Launcher HB Single Headcover	\$ 4.50	N/A

HEADWEAR	WHOLESALE	MAP
CG Chasing Birdies 12 Pk	\$ 216.00	N/A
CG Chasing Birdies	\$ 18.00	\$ 29.99
CG Get Lucky Hat 12 Pk	\$ 216.00	N/A
CG Get Lucky Hat	\$ 18.00	\$ 29.99
CG Retro Straw Hat	\$ 18.00	\$ 29.99
CG Retro Snapback Hat 12 Pk	\$ 216.00	N/A
CG Retro Snapback Hat	\$ 18.00	\$ 29.99
CG Statement Collection Lay Up Hat 12 Pk	\$ 216.00	N/A
CG Statement Collection Lay Up Hat	\$ 18.00	\$ 29.99
CG Statement Collection Stinger Hat 12 Pk	\$ 216.00	N/A
CG Statement Collection Stinger Hat	\$ 18.00	\$ 29.99
CG 26 Dad Hat 12-Pk	\$ 216.00	N/A
CG 26 Dad Hat	\$ 18.00	\$ 29.99
CG Bucket Hat 12-Pk	\$ 288.00	N/A
CG Bucket Hat	\$ 24.00	\$ 39.99
CG Chipping In Hat 12-Pk	\$ 216.00	N/A
CG Chipping In Hat	\$ 18.00	\$ 29.99
CG Performance Visor Core 6-Pk	\$ 108.00	N/A
CG Performance Visor	\$ 18.00	\$ 29.99
CG Structured Cap 6-Pk	\$ 108.00	N/A
CG Structured Cap	\$ 18.00	\$ 29.99

Prices Effective 4/3/2026.



Srixon Pricing Clubs

GOLF CLUBS	WHOLESALE	UPP*
ZXi Driver	\$ 292.00	\$ 399.99
ZXi LS Driver	\$ 292.00	\$ 399.99
ZXi Max Driver	\$ 292.00	\$ 399.99
ZXi Fairway	\$ 204.50	\$ 279.99
ZXi Hybrid	\$ 168.00	\$ 229.99
ZXi Utility	\$ 182.50	\$ 249.99
ZXi7 Black Chrome Irons (4-PW ONLY)	\$ 1,168.00	\$ 1,599.99
ZXi7 Irons, 7pc Steel (\$146.00 EA)	\$ 1,022.00	\$ 1,399.99
ZXi5 Black Chrome Irons (5-PW,AW ONLY)	\$ 1,168.00	\$ 1,599.99
ZXi5 Irons, 7pc Steel (\$146.00 EA)	\$ 1,022.00	\$ 1,399.99
ZXi5 Irons, 7pc Graphite (\$156.50 EA)	\$ 1,095.50	\$ 1,499.99
ZXi4 Irons, 7pc Steel (\$146.00 EA)	\$ 1,022.00	\$ 1,399.99
ZXi4 Irons, 7pc Graphite (\$156.50 EA)	\$ 1,095.50	\$ 1,499.99
ZXiR Irons, 7pc Steel (\$114.75 EA)	\$ 803.25	\$ 1,099.99
ZXiR Irons, 7pc Graphite (\$125.25 EA)	\$ 876.75	\$ 1,199.99
ZXiR HL Irons, 7pc Steel (\$114.75 EA)	\$ 803.25	\$ 1,099.99
ZXiR HL Irons, 7pc Graphite (\$125.25 EA)	\$ 876.75	\$ 1,199.99
ZX7 MK II Driver	\$ 252.00	N/A
ZX5 / ZX5 LS MK II Driver	\$ 252.00	N/A
ZX MK II Fairway	\$ 166.00	N/A
ZX MK II Hybrid	\$ 130.00	N/A
ZX MK II Utility	\$ 172.75	N/A
ZX7 MK II Black Chrome Irons (4-PW ONLY)	\$ 1,079.28	\$ 1,499.99
ZX7 MK II Irons, 7pc Steel (\$92.86 EA)	\$ 649.99**	\$ 999.99
ZX5 MK II Black Chrome Irons (4-PW ONLY)	\$ 1,079.28	\$ 1,499.99
ZX5 MK II Irons, 7pc Steel (\$92.86 EA)	\$ 649.99**	\$ 999.99
ZX5 MK II Irons, 7pc Graphite (\$92.86 EA)	\$ 649.99**	\$ 999.99
ZX4 MK II Irons, 7pc Steel (\$92.86 EA)	\$ 649.99**	\$ 999.99
ZX4 MK II Irons, 7pc Graphite (\$92.86 EA)	\$ 649.99**	\$ 999.99
Z Forged II Irons, 7pc Steel (\$146.00 EA)	\$ 1,022.00	\$ 1,399.99
GOLF CLUBS - WOMEN'S	WHOLESALE	UPP*
ZXi Max Driver	\$ 292.00	\$ 549.99
ZXi Fairway	\$ 204.50	\$ 329.99
ZXi Hybrid	\$ 168.00	\$ 279.99
ZXi4 Irons, 7pc Graphite (\$156.50 EA)	\$ 1,095.50	\$ 1,499.99
ZX5 MK II Driver	\$ 252.00	\$ 349.99
ZX MK II Fairway	\$ 166.00	\$ 229.99
ZX MK II Hybrid	\$ 130.00	\$ 179.99

ZXi SERIES FITTING ACCESSORIES	NET PRICE	UPP*
ASSEMBLED SHAFT, GRIP, AND SLEEVE EQUAL TO UPCHARGE COST		
Srixon ZXi Weight Kit	\$ 88.00	\$ 119.99
Srixon ZXi Tuning Weights (2g-16g) ea	\$ 12.00	\$ 14.99
Dunlop Torx Wrench	\$ 6.00	\$ 9.99

ZXi SERIES PERSONALIZATION		
Personalized Paint Fill	\$ 10.75	\$ 15.00
Custom Ferrules	\$ 3.50	\$ 5.00

REHEADING FOR ANY CLUB: 75% OF WHOLESALE PRICE

*Unilateral Price Policy

**Net Price

Prices Effective 4/3/2026.



Srixon Pricing Golf Balls

GOLF BALLS (Available in Pure White and Tour Yellow)	WHOLESALE	UPP*
Z-STAR 9 / Z-STAR XV 9	\$ 41.75	\$ 54.99
Z-STAR 8 / Z-STAR XV 8	\$ 33.75	\$ 44.99
Z-STAR DIAMOND LTD USA	\$ 41.75	\$ 54.99
Z-STAR DIAMOND 3	\$ 41.75	\$ 54.99
Z-STAR DIAMOND 2	\$ 33.75	\$ 44.99
Z-STAR 9 DIVIDE / Z-STAR XV 9 DIVIDE	\$ 41.75	\$ 54.99
Z-STAR 8 DIVIDE / Z-STAR XV 8 DIVIDE	\$ 33.75	\$ 44.99
Q-STAR TOUR 6 DIVIDE (Wht/Grn, Wht/Pnk, Ylw/Rd or Ylw/Org)	\$ 30.50	\$ 39.99
Q-STAR TOUR DIVIDE 2 (Red/TY, Blue/TY or Orange/TY)	\$ 26.75	\$ 34.99
Q-STAR TOUR 6	\$ 30.50	\$ 39.99
Q-STAR TOUR 5	\$ 26.75	\$ 34.99
Q-STAR ULTISPEED TRACKLINE	\$ 23.00	\$ 29.99
Q-STAR ULTISPEED	\$ 23.00	\$ 29.99
SOFT FEEL 14 BRITE (Green, Orange, or Red)	\$ 19.25	\$ 24.99
SOFT FEEL 13 BRITE (Green, Orange, or Red)	\$ 17.75	\$ 22.99
SOFT FEEL 14	\$ 19.25	\$ 24.99
SOFT FEEL 13	\$ 17.75	\$ 22.99
SOFT FEEL LADY 9 (White or Passion Pink)	\$ 19.25	\$ 24.99
SOFT FEEL LADY 8 (White or Passion Pink)	\$ 17.75	\$ 22.99
MARATHON 3 - 15 pack (white)	\$ 15.25	\$ 19.99

RANGE BALLS	Wholesale/DZ
1PC (Limited Flight)	\$ 8.50
2PC (Premium Full Flight)	\$ 9.50
Floater	\$ 9.00

GOLF BALL PERSONALIZATION	Wholesale/DZ
Limited to 3 lines, 17 characters per line	\$ 2.25
Custom Ball Number/Symbol	\$ 4.50

STOCK LOGO	WHOLESALE
Stock Logo	\$ 2.25

CUSTOM LOGO	Qty - DZ	1-2 COLOR	3+ COLOR
\$5.00 plate fee for all first time logo orders	12-23 DZ	\$ 3.00	\$ 3.25
Send artwork to: Logo@ClevelandGolf.com	24-143 DZ	\$ 2.00	\$ 2.25
• Logo Size: 7/8" inch	144+ DZ	\$ 1.50	\$ 1.75

Preferred Artwork Formats: AI, EPS, & PDF. Other acceptable formats: JPEG, TIFF, BMP, PSD.

Must be provided at minimum of 1200 DPI. PPI at 300%.

Proofs will be made available for all logo orders. Proofs will not be made available for personalization orders.

Rush Order: 5-DAY DELIVERY for \$2.00 per Dozen (Max \$100 cost)

*Unilateral Price Policy

**Net Price

Prices Effective 4/3/2026.



Srixon Pricing Soft Goods

ACCESSORIES	WHOLESALE	MAP
Spring Major Collection Towel	\$ 21.50	\$ 29.99
All-American Collection Towel	\$ 21.50	\$ 29.99
SRX Microfiber Cart Towel	\$ 12.00	\$ 19.99
SRX Microfiber Caddy Towel	\$ 18.00	\$ 29.99
ZXi Tour Umbrella 68"	\$ 45.00	\$ 74.99
SRX Umbrella BlkWht 68" Dbl Canopy	\$ 45.00	\$ 74.99
Trackline Divot Tool	\$ 10.00	\$ 19.99
SRX Cart Mittens	\$ 18.00	\$ 29.99

GLOVES	WHOLESALE (EA)	MAP (EA)
All Weather	\$ 7.75	\$ 12.99
Cabretta	\$ 13.25	\$ 21.99
Rain Gloves (Pair)	\$ 15.00	\$ 25.00

SRIXON TRAVEL SERIES LUGGAGE	WHOLESALE	MAP
SRX '25 Travel Cover	\$ 135.00	\$ 224.99
SRX '25 Carry On	\$ 135.00	\$ 224.99
SRX '25 Back Pack	\$ 72.00	\$ 119.99
SRX '25 Duffel Bag	\$ 72.00	\$ 119.99
SRX '25 Shoe Pouch	\$ 21.00	\$ 34.99
SRX '25 Toiletry Kit	\$ 21.00	\$ 34.99

NOTE: Refer to Golf and Travel Logo Bags pricing for applicable fees for logo

GOLF BAGS	WHOLESALE	MAP
Hawaii Collection S3 Stand Bag	\$ 182.00	\$ 279.99
Blackout Collection Staff Bag	\$ 357.50	\$ 549.99
Blackout Collection S3 Stand Bag	\$ 182.00	\$ 279.99
Blackout Collection Vessel Stand Bag	\$ 325.00	\$ 499.99
Spring Collection Staff Bag	\$ 357.50	\$ 549.99
Spring Collection Stand Bag	\$ 260.00	\$ 399.99
Spring Collection Sunday Bag	\$ 130.00	\$ 199.99
Tour Ink Collection S3 Stand Bag	\$ 182.00	\$ 279.99
All-American Collection Staff Bag	\$ 357.50	\$ 549.99
All-American Collection Stand Bag	\$ 260.00	\$ 399.99
All-American Collection Sunday Bag	\$ 149.50	\$ 229.99
S3 Stand Bag	\$ 182.00	\$ 279.99
S3 Cart Bag	\$ 182.00	\$ 279.99
Ultra Lite Stand Bag	\$ 162.50	\$ 249.99
Waterproof Ultra Lite Stand Bag	\$ 194.99	\$ 299.99
SRX ZXi Staff Bag	\$ 357.50	\$ 549.99
SRX ZXi Midsize Staff Bag	\$ 292.50	\$ 449.99
SRX ZXi Stand Bag	\$ 260.00	\$ 399.99
Z SRX Z Team Stand Bag	\$ 162.50	\$ 249.99
Zxi Den Caddie	\$ 75.00	N/A

NOTE: Refer to Golf and Travel Logo Bags pricing for applicable fees for logo

Prices Effective 4/3/2026.
All Prices Subject to Change.



**SRX Pricing
Soft Goods**

HEADWEAR	WHOLESALE	MAP
SRX Ltd Ed Hawaii Floral Collection Hat 12 Pk	\$ 252.00	N/A
SRX Ltd Ed Hawaii Floral Collection Hat	\$ 21.00	\$ 34.99
SRX Ltd Ed Blackout Collection 6 Pk	\$ 126.00	N/A
SRX Ltd Ed Blackout Collection	\$ 21.00	\$ 34.99
SRX Ltd Ed Spring Major 26' Hat 12 Pk	\$ 252.00	N/A
SRX Ltd Ed Spring Major 26' Hat	\$ 21.00	\$ 34.99
SRX Ltd Ed Genuine Tour Ink Hat 12 Pk	\$ 252.00	N/A
SRX Ltd Ed Genuine Tour Ink Hat	\$ 21.00	\$ 34.99
SRX Ltd Ed All-American Collection Snapback 12 Pk	\$ 252.00	N/A
SRX Ltd Ed All-American Collection Snapback	\$ 21.00	\$ 34.99
SRX Ltd Ed All-American Collection Bucket Hat 6 Pk	\$ 144.00	N/A
SRX Ltd Ed All-American Collection Bucket Hat	\$ 24.00	\$ 39.99
SRX Genuine Tour Hat 12 Pk	\$ 252.00	N/A
SRX Genuine Tour Hat	\$ 21.00	\$ 34.99
SRX Tour Tech Rope Hat 12 Pk	\$ 252.00	N/A
SRX Tour Tech Rope Hat	\$ 21.00	\$ 34.99
SRX Tour Tech Hat 12 Pk	\$ 252.00	N/A
SRX Tour Tech Hat 12	\$ 21.00	\$ 34.99
SRX Circle Performance Hat 12 Pk	\$ 252.00	N/A
SRX Circle Performance Hat	\$ 21.00	\$ 34.99
SRX Flat Front Tech Hat 12 Pk	\$ 252.00	N/A
SRX Flat Front Tech Hat	\$ 21.00	\$ 34.99
SRX Every Day Tech Hat 12 Pk	\$ 252.00	N/A
SRX Every Day Tech Hat	\$ 21.00	\$ 34.99
SRX Ltd Ed Hawaii Palms Hat 12 Pk	\$ 252.00	N/A
SRX Ltd Ed Hawaii Palms Hat	\$ 21.00	\$ 34.99
SRX Ltd Ed Spring Major Rope Hat 12 Pk	\$ 252.00	N/A
SRX Ltd Ed Spring Major Rope Hat	\$ 21.00	\$ 34.99
SRX Ltd Ed Stars and Stripes Hat 12 Pk	\$ 252.00	N/A
SRX Ltd Ed Stars and Stripes Hat	\$ 21.00	\$ 34.99
SRX Ltd Ed All-American Major Hat 12 Pk	\$ 252.00	N/A
SRX Ltd Ed All-American Major Hat	\$ 21.00	\$ 34.99
SRX Ltd Ed Camo III Hat 12 Pk	\$ 252.00	N/A
SRX Ltd Ed Camo III Hat	\$ 21.00	\$ 34.99
SRX Ltd Ed Hawaii Collection Hat 12 Pk	\$ 252.00	N/A
SRX Ltd Ed Hawaii Collection Hat	\$ 21.00	\$ 34.99
SRX Ltd Ed Camo II Hat 12 Pk	\$ 252.00	N/A
SRX Ltd Ed Camo II Hat	\$ 21.00	\$ 34.99
SRX Dad Hat 6-Pk	\$ 126.00	N/A
SRX Dad Hat	\$ 18.00	\$ 29.99
SRX Lifestyle 6-Pk	\$ 126.00	N/A
SRX Lifestyle	\$ 21.00	\$ 34.99
SRX Performance Visor 6-Pk	\$ 126.00	N/A
SRX Performance Visor	\$ 21.00	\$ 34.99
SRX Tour Original Cap 6-Pk	\$ 126.00	N/A
SRX Tour Original Cap	\$ 21.00	\$ 34.99
SRX Tour Panel 6-Pk	\$ 126.00	N/A
SRX Tour Panel	\$ 21.00	\$ 34.99
SRX Tour Bucket Hat	\$ 24.00	\$ 39.99
SRX Beanie	\$ 15.00	\$ 24.99
SRX Aussie Bucket Hat 6 Pk	\$ 144.00	N/A
SRX Aussie Bucket Hat	\$ 24.00	\$ 39.99

Prices Effective 4/3/2026.
All Prices Subject to Change.



Golf and Travel Logo Bags

Guidelines:

Accounts must have DST file to be used for all embroidery orders.

If an account does not have a **DST file**, a one time set up fee will be charged, per logo.

If an account does not have **Heat Transfer Artwork**, a set up fee will be charged, per logo.

\$50.00

\$50.00

In order to digitize a logo for **EMBROIDERY** or set up artwork for a **HEAT TRANSFER**, the account must submit their desired logo in AI, EPS, JPEG, PNG, or PDF formats with the required size dimensions and specified Pantone numbers where needed.

Requests for Embroidery DST and Heat Transfer Logos are two separate item transactions.

Digitizing lead time is 5 days upon receipt of artwork.

Embroidery/Heat Transfer Distribution lead time is 10 business days, upon receipt of approved artwork, for shipment.

Rush Fee: Production lead time - 3 business days, upon artwork approval. **Does not include shipping lead times and fees.**

\$25.00 per bag

Please send artwork via email to Logo@ClevelandGolf.com, along with the Logo Bag order form.

Embroidery Services and Pricing		
Service	Notes	Price
Logo Set Up and Digitizing for logos not on file.	One time fee, per logo	\$50.00
Edit Existing DST	Free for 20% up or down size adjustment	\$25.00
Application FEE for EMBROIDERY TEXT on Cart Bags, Stand Bags, and Travel Accessories . Note: INCLUDES DIGITIZATION	NAME ONLY -- BALL POCKET (2 Lines Max)	\$15.00
Application FEE for EMBROIDERY TEXT on Staff Bags . Note: INCLUDES DIGITIZATION	NAME ONLY -- BELLY PANEL (2 Lines Max)	\$15.00
Additional EMBROIDERY TEXT Lines INCLUDES DIGITIZATION	BALL POCKET (3 Lines Max) BELLY PANEL (4 Lines Max)	\$5.00
Application fee for EMBROIDERY LOGOS on Staff Bags, Cart Bags, Stand Bags, and Travel Accessories . Note: Pricing is based on stitch count per embroidered logo.	<17K Stitches	\$15.00
	Over 17,001 Stitches (all PGA logos are over in this price range)	\$20.00

Heat Transfer Services and Pricing		
Heat Transfer pricing is based on Square Inches		
Best use for Heat Transfer on Stand Bags and Cart bags made from Polyester or Nylon. (Z SRX Cart and Stand Bag)		
ZFOUR Team/Tourney Stand Bag can be decorated on both Ball Pocket and Main Apparel Pocket.		
Service	Notes	Price
Logo Set Up for logos not on file.	One time fee, per logo	\$50.00
Edit Existing Artwork		\$50.00
Heat Transfer Logo Pricing (No Color Limit)		
LOGO UP TO 8 Sq In.	BALL POCKET	\$9.00
LOGO UP TO 24 Sq In.	APPAREL POCKET	\$9.00
Heat Transfer Ball Pocket TEXT (BLOCK FONT ONLY)	NAME ONLY -- BALL POCKET	\$9.00

Prices Effective 4/3/2026.



Custom Logo Wedges

LOGO PARAMETERS

- Head: RTZ
- Finish: Tour Satin, Black Satin, Tour Rack
- Loft & Bounce Options: All
- Logo Color:
 - Tour Satin & Tour Rack: Gray
 - Black Satin: Silver
- Wholesale Price per logo wedge:
 - Tour Satin & Black Satin: \$144.00
 - Tour Rack: \$158.50

LEAD TIME

- 4-7 business days
- 4 days minimum for RUSH order

•Custom Paint Fill Available at additional wholesale price of \$10.75 per wedge.

•Setup Fee: \$100.00

COLOR GROUP #1
Cleveland

COLOR GROUP #3
Loft & Grind

ALIGNMENT LINE

COLOR GROUP #4
Z-Alloy

COLOR PALETTE

COLOR GROUP #2
RTZ

Guidelines:

Artwork must be either an AI, EPS or JPG file.

Please place order on MyGolfPortal, send order confirmation and artwork via email to Logo@ClevelandGolf.com.

Prices Effective 4/3/2026.



Imperial Custom Headwear Program

Program Details

- Imperial Unstructured Cap (only Unstructured will be offered)
- Srixon logo will be included on the Back Panel of every Cap
- Center Front Panel and Wearers Left & Right Side Panels will be open for embroidery
- Caps will be warehoused at Imperial and drop shipped to customer

Pricing & Minimums

- \$15.00 Net per cap
- MSRP of \$34.99
- Logo Fees
 - o First additional logo is no charge
 - o Second and third additional logos are \$2.50 each
- Minimum Order Quantity: 24 Caps, each dozen must be one color
- Artwork: DST file is required
 - o One time setup fee of \$50 per logo
 - o Setup fee is waived if useable DST file is provided (ie. proper size)
- Lead Time: 7-10 Business days from final approval of artwork for shipment
 - o Lead time does not include transit time
- Rush requests are not guaranteed; however, we will make every effort to meet the deadline

Order Placement

- Orders are to be placed via MyGolfPortal, with artwork submitted to Logo@ClevelandGolf.com

Custom Logo Cap Item Numbers & Descriptions

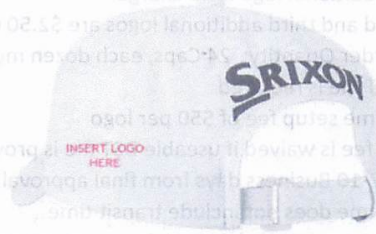
30181655	White Cap, Black Srixon Logo on Back Panel
30181656	White Cap, Navy Srixon Logo on Back Panel
30181657	Black Cap, White Srixon Logo on Back Panel
30181658	Navy Cap, White Srixon Logo on Back Panel
30181659	Khaki Cap, Black Srixon Logo on Back Panel
30181660	Frost Gray Cap, Black Srixon Logo on Back Panel
30181661	Cobalt Cap, White Srixon Logo on Back Panel
30181662	Red Cap, White Srixon Logo on Back Panel

Prices Effective 4/3/2026.

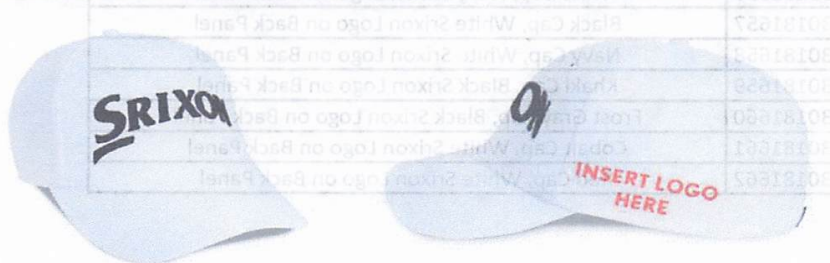


Imperial Custom Logo Headwear Pricing

Option A Logo Placement	Wholesale (Net)	MSRP
Srixon Logo on Back Panel Included with any 1 additional Logo: Front Center Panel or Wearers Left Side Panel or Wearers Right Side Panel	\$15.00	\$34.99
Srixon Logo on Back Panel Included with a combination of any 2 additional Logos: Front Center Panel, Wearers Left Side Panel, Wearers Right Side Panel	\$17.50	\$34.99
Srixon Logo on Back Panel Included with all 3 additional Logos: Front Center Panel, Wearers Left Side Panel, Wearers Right Side Panel	\$20.00	\$34.99



Option B Logo Placement	Wholesale (Net)	MSRP
Srixon Logo on Front Center Panel and Back Panel Included with 1 additional Logo: Wearers Left Side Panel or Wearers Right Side Panel	\$15.00	\$34.99
Srixon Logo on Front Center Panel and Back Panel Included with 2 additional Logos: Wearers Left Side Panel and Wearers Right Side Panel	\$17.50	\$34.99



Prices Effective 4/3/2026.