# MEETING NOTICE
# CITY OF MAUPIN PLANNING COMMISSION
**Tuesday, June 9, 2020**
**6:00 p.m.**

**COVID-19 Update: Due to federal and state requests to limit public gatherings, the** Commission will hold an online video conference meeting that the public can watch and participate in via Zoom https://us02web.zoom.us/j/88696740794. City Hall will not be open to the public during the meeting. For questions on connecting with Zoom, contact City Manager Kevin Lewis at 1-330-281-8336 or maupincitymanager@gmail.com
For voice only, instead of a computer, call in from a phone at 1-253-215-8782, Meeting ID: 886 9674 0794

## AGENDA

1) Call Meeting to Order / Roll Call of Commission and Staff / Pledge of Allegiance

2) Consent Agenda. Approval of Minutes of April 14 & 20, 2020

3) Audience Participation. This time is set-aside for public to speak on any subject which does not later appear on the agenda. Three minutes per person will be allowed. The maximum amount of time for all public comments under this agenda item will be 15 minutes. If a response by the Commission is requested, the speaker will be referred to Administrative Staff for further action. The issue may appear on a future meeting agenda for Commission consideration.

4) Continuation of Study Session on Updates to the City Zoning Ordinance Text.

5) Communications

6) Next Meeting – July 14, 2020

7) Adjourn

**Public Testimony**
The Commission places great value on testimony from the public. People who wish to testify are encouraged to:

- Provide written summaries (8 copies to the City Recorder prior to the agenda item)
- Recognize that substance, not length, determines the value of testimony
- Endorse, rather than repeat, testimony of other witnesses with whom you agree
- The Chairman may limit time for testimony on any item and may set time limits (usually 3 minutes) for individual speakers

Thank you for taking the time to present your views.

Note: Because of the uncertain length of time needed, the Commission may deal with any item at any time in the meeting. Anyone wishing to be heard on any item should arrive when the meeting begins to avoid missing an item of interest.

MINUTES
MAUPIN PLANNING COMMISSION MEETING
April 14, 2020
6:00 p.m.

ZOOM/TELECONFERENCE MEETING

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**PRESIDING:** Dale Madden, Chairman

**COMMISSION PRESENT:** Dale Madden, Andrew Kreipe, Suze Riley, Denis Carlsen

**COMMISSION ABSENT:** none (1 vacant position)

**STAFF PRESENT:** Recorder DeOra Patton, City Manager Kevin Lewis, Planner Dan Meader

**Visitors Present**: Kirk Fatland, Ellen Ragen, Mark Allen, Randy Klettke

**CALL TO ORDER/ ROLL CALL/ PLEDGE OF ALLEGIANCE.** The meeting was called to order by Chairman Madden at 6:00 p.m. Roll Call of Planning Commission was conducted by Recorder Patton. Chairman Madden led the Commissioners in the Pledge of Allegiance.

**CONSENT AGENDA. APPROVAL OF MINUTES OF FEBRUARY 11 AND MARCH 10, 2020.** It was motioned by Commissioner Madden, seconded by Commissioner Riley, and unanimously passed on a 3 to 0 vote; the Commission approves consent agenda. For the record, Commissioner Carlsen was not yet joined in the meeting at this time due to technical difficulty.

**AUDIENCE PARTICIPATION.** none.

**STUDY SESSION ON UPDATES TO THE CITY ZONING ORDINANCE TEXT**.

a) **Vacation Rental Analysis in Commercial zones and Discussion.** Planner Meader gave background on the Commission having study sessions on reviewing the zoning ordinance text page by page and on Council direction, began in February to discuss vacation rentals in commercial zones. On his assignment by the Commission, he summarized his written Vacation Analysis report on the number of single-family dwellings available in the three commercial zones; the Commercial Residential Transition (CRT), General Commercial (GC) and Recreational Commercial (RC) zones. He noted some zoning issues that would need to be addressed: The RC Zone does not allow single-family dwellings, all of the existing housing in that zone is considered a non-conforming use. Also, the majority of single-family

dwellings in the CRT Zone have alleys as the only point of access to off-street parking.
Discussion followed on:
Allowing vacation rentals on a trial basis for a year.
Limiting number of vacation rentals.
Limiting number of stays, i.e.: 2 times a month. Issue was not having places for families and fear of noise.
Responsibility of property owner on transient lodging tax reporting and payment, and use of funds.
It was acknowledged the direction from Council is to look at commercial zones; trying to come up with something, pilot program to show can work.
Local authority to go to for a complaint. VR Host can look at customer profile/review and choose to rent or not. Designate a central authority to monitor the day to day operation of vacation rentals. Each approved Vacation Rental absentee owner to appoint a local contact person who would be responsible for the monitoring of the vacation rental and to be able to enforce the owner's responsibility to the neighbors surrounding the unit.
Conditional Use Permit procedure. Prefer to allow as an outright permitted use with a specific set of standards governing their operation.
The consideration of requiring direct access to the off-street parking from Deschutes Avenue, and most of audience indicated off-street parking from the alley is a non-issue.
Change RC zone to allow single-family dwellings.

The City Council's Directive given to the Planning Commission on July 17, 2019 was discussed and a determination that the Planning Commission should respond quickly with recommendations to resolve this issue presented to the Council. It was agreed for staff to write up their discussion in a linear format to consider at a meeting on April 20 for final recommendation to Council.

b) **Special Standards for Barn'dminiums and Cargo Containers as Single-Family Residences.** Postponed

**COMMUNICATIONS**. none

**NEXT MEETING**: April 20, 2020

**ADJOURN**: Chairman Madden adjourned the meeting at 7:49 p.m.

Respectfully submitted by
DeOra M Patton
City Recorder

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Dale Madden, Chairman

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MINUTES
MAUPIN PLANNING COMMISSION MEETING
April 20, 2020
6:00 p.m.

ZOOM/TELECONFERENCE MEETING

**PRESIDING:** Dale Madden, Chairman

**COMMISSION PRESENT:** Dale Madden, Andrew Kreipe, Suze Riley, Denis Carlsen

**COMMISSION ABSENT:** none (1 vacant position)

**STAFF PRESENT:** Recorder DeOra Patton, City Manager Kevin Lewis, Planner Dan Meader

**Visitors Present**: Kirk Fatland, Ellen Ragen, Mark Allen, Randy Klettke, Rob Miles

**CALL TO ORDER/ ROLL CALL/ PLEDGE OF ALLEGIANCE.** The meeting was called to order by Chairman Madden at 6:00 p.m. Roll Call of Planning Commission was conducted by Recorder Patton. Chairman Madden led the Commissioners in the Pledge of Allegiance.

**AUDIENCE PARTICIPATION.** none.

**CONSIDER FINAL RECOMMENDATIONS TO COUNCIL FOR VACATION RENTALS IN COMMERCIAL ZONES**. A Synopsis of the Planning Commission meeting of April 14, 2020 as prepared by Planner Meader was reviewed, along with recommendations. Based on discussion, it was moved by Commissioner Kreipe, seconded by Commissioner Carlsen, and unanimously passed on a 4 to 0 votes; the Commission approves the Planning Commission Recommendations as revised. (see below)

PLANNING COMMISSION RECOMMENDATIONS

1. The City move to establish Vacation Rentals as an allowable use in the 3 Commercial Zones in the City. (Process be determined by City Council)
2. The requirement of direct access to the main street, Deschutes Avenue should be dropped. Allow the alley access to off street parking. 1 off street parking space per bedroom rented.
3. The City will require some of the same conditions as in the past:
    a. Garbage Service

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b. Maintain the appearance of a Single-family Dwelling
c. Observance of Maupin's Quiet Hours,
d. Each approved unit must have adequate off-street parking available on the site (1 space per bedroom)
e. Each property owner is responsible for reporting gross occupancy and paying lodging tax to City on the form provided by the City.
f. Each owner/operator of a Vacation Rental shall initiate arrangements with the volunteer central phone service to field phone calls from renters, neighbors or other interested parties. (see Item 4 below)
g. Failure to enforce the occupancy rules compliance can result in termination of permit to operate as a VR. (Process to be determined)

4. The number of units allowed is limited to those single-family dwellings that currently exist or that may be built within the City's three Commercial Zones. There are unique operational characteristics for Vacation Rentals. Some are available for the "Season" only, others may find rental requests year around, therefore no limit on the rental availability shall be established.
5. A central monitoring service has become available through the volunteer offer from Mr. Rob Miles of the Imperial River Company. Mr. Miles indicated their switchboard is available 24/7 365 days a year. He has indicated he will offer this service for incoming calls from renters, neighbors or other interested persons to register an issue regarding the operation of a Vacation Rental. His service would then contact the owner of the facility and advise of the complaint/issue to which the owner is expected to take action. This service would be available to all Vacation Rentals and indeed would be required as a part of the permitting process. However, the City would not be involved in the administration of this service.

**NEXT MEETING**: May 12, 2020

**ADJOURN**: Chairman Madden adjourned the meeting at 7:49 p.m.

Respectfully submitted by
DeOra M Patton
City Recorder

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Dale Madden, Chairman

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