City of Maupin
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MEETING NOTICE
CITY OF MAUPIN PLANNING COMMISSION
Tuesday, April 14, 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 at https://zoom.us/j/272735336. 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: 272 735 336)

The meeting is open to the public and location is accessible to persons with disabilities.

AGENDA

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

2) Consent Agenda. Approval of Minutes of February 11 and March 10, 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) Study Session on Updates to the City Zoning Ordinance Text
   a) Vacation Rental Analysis in Commercial zones and Discussion
   b) Special Standards for Barn'dminiums and Cargo Containers as Single-Family Residences

5) Communications

6) Next Meeting

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
February 11, 2020
6:00 p.m.

MAUPIN CIVIC CENTER
507 Grant Avenue
MAUPIN, OREGON

PRESIDING: Dale Madden

COMMISSION PRESENT: Dale Madden, Denis Carlsen, Andrew Kreipe

COMMISSION ABSENT: Suze Riley (1 vacant position)

STAFF PRESENT: Recorder DeOra Patton, Planner Dan Meader

Visitors Present: Ralph and Tamara Wimmer

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.

ELECTION OF CHAIRMAN: It was moved by Commissioner Carlsen, seconded by Commissioner Kreipe, and passed unanimously on a 3 to 0 vote; the Commission re-elects Dale Madden as Chairman.

ELECTION OF VICE CHAIRMAN: It was moved by Commissioner Madden, seconded by Commissioner Kreipe, and passed unanimously on a 3 to 0 vote; the Commission elects Denis Carlsen as Vice-Chairman.

CONSENT AGENDA. APPROVAL OF MINUTES OF NOVEMBER 12, 2019. It was motioned by Commissioner Carlsen, seconded by Commissioner Kreipe, and unanimously passed on a 3 to 0 vote; the Commission approves consent agenda.

AUDIENCE PARTICIPATION. On inquiry by Tamara Wimmer for the Commission to continue discussion on accessory dwellings in the Large Lot – Residential Zone, recognition was given to the minimum lot sizes of each residential zone and existing allowable uses in the High Density – Residential Zone. The MD-R zone requires a minimum lot of 5,000 square feet and would be too much house for the lot. The HD-R zone allows for duplexes and apartments. On further inquiry, it was acknowledged the Maupin Zoning Ordinance also has supplementary provisions to allow use of a mobile home as a temporary residence for care of a terminal relative

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in conjunction with existing residential use.

STUDY SESSION ON UPDATES TO THE CITY ZONING ORDINANCE TEXT. A November 12, 2019 letter by Planner Meader was presented identifying the changes in the Zoning Ordinance that the Planning Commission discussed at their October 8, 2019 meeting. A second letter was also presented regarding barndominiums and cargo container homes, along with photos of a barndominium home installed in The Dalles and in Wasco. An attachment was also presented on suggestions of some typical architectural features/design standards that could be implemented with this ongoing Ordinance update. Commissioners submitted need for standards, and will review over the next month and discuss at the next meeting.

Commissioner Kreipe proposed, from conversations he has had with citizens, discussing a pilot program to allow short-term vacation rentals in certain areas of town. He suggested options of the area around the pond in the Rivercrest Village on Little Lake Road; cap the number of rentals and/or limit time, such as one year; or allow in commercial zones. Recorder Patton acknowledged the direction from Council to look at feasibility in commercial zone, particularly Recreational Commercial Zone, or certain/overlay area in the city. She reported the Rivercrest Village has a Homeowners' Association that does not allow vacation rentals.

Commission continued review of the January 2, 2018 draft update, pages 16 through 20, commercial zones. Discussion included the following:

General Commercial Zone – Conditional Uses:

1) Keep Utility and communication facilities and also add to Industrial zone.

2) Add Pubs, Breweries – Planner Meader will put something in definition.

3) Amend apartments to be in second story above existing commercial enterprise (further discussion needed on off-street parking and height restrictions for fire capability).

4) Add Short term vacation rentals to this zone and the CRT zone (Further discussion needed on rules and off-street parking. Planner Meader to do an Analysis of housing units to meet threshold requirements.)

Recreational Commercial Zone- Conditional Uses:

1) Add Short term vacation rentals (Further discussion needed on rules and off-street parking. Planner Meader to do an Analysis of housing units to meet threshold requirements.)

2) Amend parking area approval, to state: Sufficient off-street parking as determined

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by Section 4.8

COMMUNICATIONS. none

NEXT MEETING: March 10, 2020

ADJOURN: Chairman Madden adjourned the meeting at 7:43 p.m.

Respectfully submitted by
DeOra M Patton
City Recorder

SIGNED _____
Chairman

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MINUTES
MAUPIN PLANNING COMMISSION MEETING
March 10, 2020
6:00 p.m.

MAUPIN CIVIC CENTER
507 Grant Avenue
MAUPIN, OREGON

PRESIDING:

COMMISSION PRESENT: Dale Madden, Andrew Kreipe

COMMISSION ABSENT: Suze Riley, Denis Carlsen, (1 vacant position)

STAFF PRESENT: Recorder DeOra Patton, Planner Dan Meader

Visitors Present: City Manager Kevin Lewis, Rob Miles

DUE TO THE LACK OF A QUORUM, THE MEETING WAS NOT CALLED TO ORDER.

Respectfully submitted by
DeOra M Patton
City Recorder

April 7, 2020

CITY OF MAUPIN
VACATION RENTAL ANALYSIS AND DISCUSSION

The issue of Vacation Rentals was bought up at the February Meeting of the Maupin City Planning Commission. It was noted the City Council had directed the Commission to investigate possible solutions to this thorny issue. The City Planning Commission has been undertaking a review of the City's Zoning Ordinance on a page by page basis and has just reached the Commercial Zoning texts. During the course of that review, the Planning Commission suggested investigating the possibility of placing Vacation Rentals in the three Commercial Zones, including Commercial/Residential Transition (CRT), General Commercial (GC) and Recreational Commercial (RC). The City Planner was assigned the task reviewing the housing stock in those three zones to determine if there is an adequate number of housing units to meet threshold requirements for Vacation Rentals.

Last month, on March 19, 2020, a windshield survey of the three Zones was conducted and what follows are the findings of that survey. The Survey was undertaken in multiple areas, starting up on the heights and, completing each Zone independently before proceeding to the next. There is a Site Map attached at the end of this report that shows the specific site area by number to respond to the text of this report.

SITE 1 – UPPER RECREATIONAL/COMMERCIAL ZONE
This site is located on the heights and contains a vacant undeveloped tract on the north side of Highway 197 almost directly across from the old Mill Site. Deschutes Motel property and one single family dwelling on the south side of Highway 197 are also designated R/C. Obviously, the vacant tract does not offer any solution at the moment and the Deschutes Motel property does not offer any further opportunity for additional rentals as well.

The vacant undeveloped tract spotlights a specific planning issue that will have to be addressed if the R/C Zone is to be used for Vacation Rentals. The R/C Zone, as it is currently written, specifically does not allow Single Family Dwellings. Therefore, the undeveloped tract north of Highway 197 could not be used for Vacation Rentals.

In the lower areas of town, where there is a fair amount single family housing developed in the R/C Zoning designation, there is another related Zoning issue, since the R/C Zone does not allow Single Family Dwelling, all the existing houses would be considered non-conforming uses and would not be allowed to expand the use. However, it could be argued that by allowing a Vacation Rental in the house, the non-conforming use is lessened by the Vacation Rental approval and results in moving the use more toward the intent of the Zone. In my opinion that is not a very good solution, but certainly gives the Commission some opportunity for discussion.

Findings: Unless I missed something in near the Deschutes Motel property, there are no opportunities for any Vacation Rental units in this site. The R/C Zone presents some issues.

SITE 2 – COMMERCIAL RESIDENTIAL TRANSITION ZONE (CRT)

This is the newly designated Commercial Residential Transition Zone along Deschutes Avenue. The review began at the upper end of Deschutes Avenue, at the intersection of Burnham Avenue and Deschutes on the lower side of the street. There are currently six homes on this stretch of Deschutes Avenue plus one, possibly two vacant lots, from Burnham to Sixth Street. None of these homes have direct access to Deschutes Avenue. All have off street parking provided by the alley between Deschutes Avenue and Dufur Avenue. The home closest to Sixth Street would have to undergo fairly extensive modifications to the existing landscaping to provide additional off-street parking behind the home. The remaining five homes appear to have ample area for additional off-street parking with access from the alley.

The upper side of Deschutes Avenue was the next area to be reviewed. Pretty much the same situation exists there. There are six homes on this side of the street, the home at the upper end has a two car garage that provides the only off street parking directly from Deschutes Avenue in this entire zone. It appears the garage will be able to house two vehicles. The lowest house in this upper side of Deschutes Avenue does not have any discernible off street parking in the rear of the dwelling unit. It appears extensive modification to existing landscaping would have to be undertaken to provide off-street parking from the alley as well.

Findings: There are twelve existing home sites In the CRT Zone. Of the twelve, one has off street parking available from Deschutes Avenue, and two homes would have to undertake fairly substantial landscaping modifications to meeting anticipated off-street parking requirements. There are possibly two additional building sites in this area.

SITE 3 – GENERAL COMMERCIAL ZONE (GC)

The General Commercial Zone runs on both sides of Deschutes Avenue from Sixth Street to Second Street. The main body of the developed General Commercial Zone extends from Sixth Street to Third Street. There are no single-family dwelling units in this section of the General Commercial Zone. There are no two-story structures which could house additional dwelling units as well. Lying just below Third Street, the first lot contains the Legion Hall that serves as a meeting place. There are 3 dwelling units lying below that structure, all of which have off street parking provided by the alleyway between Deschutes and Dufur Avenues.

Findings: There are three existing homes with alley access which theoretically could serve as Vacation Rentals. there is very limited opportunity for adding Vacation Rentals in the downtown commercial area.

SITE 4 – COMMERCIAL RESIDENTIAL TRANSITION ZONE

The recent Zoning update designation of the (CRT) Zone also included that designation of the last two lots on the lower side of Deschutes. The two lots lay just above the intersection of

Deschutes Avenue and Second Street. The two lots contain just one single family dwelling but there is a more than adequate area available for direct access off-street parking.

On the opposite side of Deschutes Avenue, directly below and adjacent to the Maupin School Property is a two lot ownership which contains a single family dwelling as well. This property was also re-designated Commercial Residential Transition (CRT) in the recent Zoning Map upgrade. It also has adequate off-street parking with direct access to Deschutes Avenue.

Findings: There are just two dwelling units in this area that could apply for Vacation Rental Status.

SITE 5 – RECREATIONAL COMMERCIAL ZONE (RC) NORTH OF THE BRIDGE

The Recreational Commercial Zone includes property on both sides of the Deschutes River. The first area reviewed includes the properties fronting on Highway 197 and Elrod Avenue on the North side of the River. For ease of locational placement, Highway 197 pretty much runs in a North/South direction in this area. The west side of Highway 197 intersects with Elrod Avenue here and is designated (RC). The north side of Elrod Avenue is developed as a mobile home park and there does not appear to be any opportunity for the establishment any short term rentals here. The lower or south side of Elrod is fully developed with a commercial restaurant and store.

Across Highway 197, Elrod Avenue continues for a short section. It appears the upper side of Elrod in this area is already developed as a motel ownership with a number of rental units scattered about. The lower side of Elrod consists of 5 lots with 5 dwelling units, all under the same ownership. The owner lives in the unit closest to Highway 197 and the lower 4 units are all long term rental units. There does not appear to be any realistic opportunity to expand Vacation Rentals into this area. There is one single family dwelling right at the Bridge, on the east side of Highway 197, that has adequate off-street parking directly off Highway 197 and could serve as a Vacation Rental property. But somehow, that property does not appear likely to be used in that manner.

Findings: There does not appear to be any opportunity to place Vacation Rentals in this area, with the exception of the one house mentioned. This area, in time will be redeveloped and would offer more development potential at that time.

SITE 6 – RECREATIONAL COMMERCIAL ZONE SOUTH OF THE BRIDGE

The Recreational Commercial Zone extends into several properties on the South side of the River, this area is called East Maupin (and I have never known why) The RC zone is pretty scattered in this area and there are but a handful of single family homes that are located here. There are motels and rental facilities including the Oasis, the Imperial River facility and other commercial activities as well. Directly off the south end of the Bridge is Hartman Avenue and there are two home sites that have been partially or completely converted into commercial structures. There are two structures along Bake Oven Road that have direct access to the street below the house. All of these units could serve as Vacation Rentals. There are four additional dwelling units in the RC Zone, all of which have adequate off-street parking, and all enjoy a

close proximity to recreational activities located in this area. There is also a yurt that has been permitted as a dwelling unit for quite some time, but it appears to be located in the Medium Density Zone (MD-R) and would not qualify as a Vacation Rental property without a Zone Change. There is a fairly new single family structure on the north side of Highway 197 which is also designated RC. It appears this is a long term rental unit, however. Finally, the McLucas Campground along Highway 197 serves as well known camping spot for visitors to the City.

Findings: While the RC Zone encompasses more land area than either of the two other Commercial Zones, there appears to be only a handful of homesites that could be available to serve as Vacation Rentals. These include one site on the North Side of the River and 5 or 6, possibly on the South side.

Overall Findings

It was assumed there would be many more homesites available in the three commercial zones. One of the main criteria discussed at the Planning Commission level was that adequate off-street parking, without using the alleyways would be required. As was shown above, that requirement would severely limit the number of homesites that could apply in the up-town area.

It does not appear there would be an adequate number of homesites in this sample to meet the perceived needs for Vacation Rentals in the City.

VACATION RENTAL STANDARDS, RULES AND REGULATIONS DISCUSSION

Over the years there has been a lot of discussion about the administration and rules for the siting Vacation Rentals. These draft standards have come from the Planning Commission some time ago, and recently a set of standards submitted for discussion came from the Maupin Chamber of Commerce and was presented by Mr. Rob Miles. Mr. Miles stated at the time that he was responsible for submitting the material, but the Chamber had helped put the material together.

City Proposed Standards

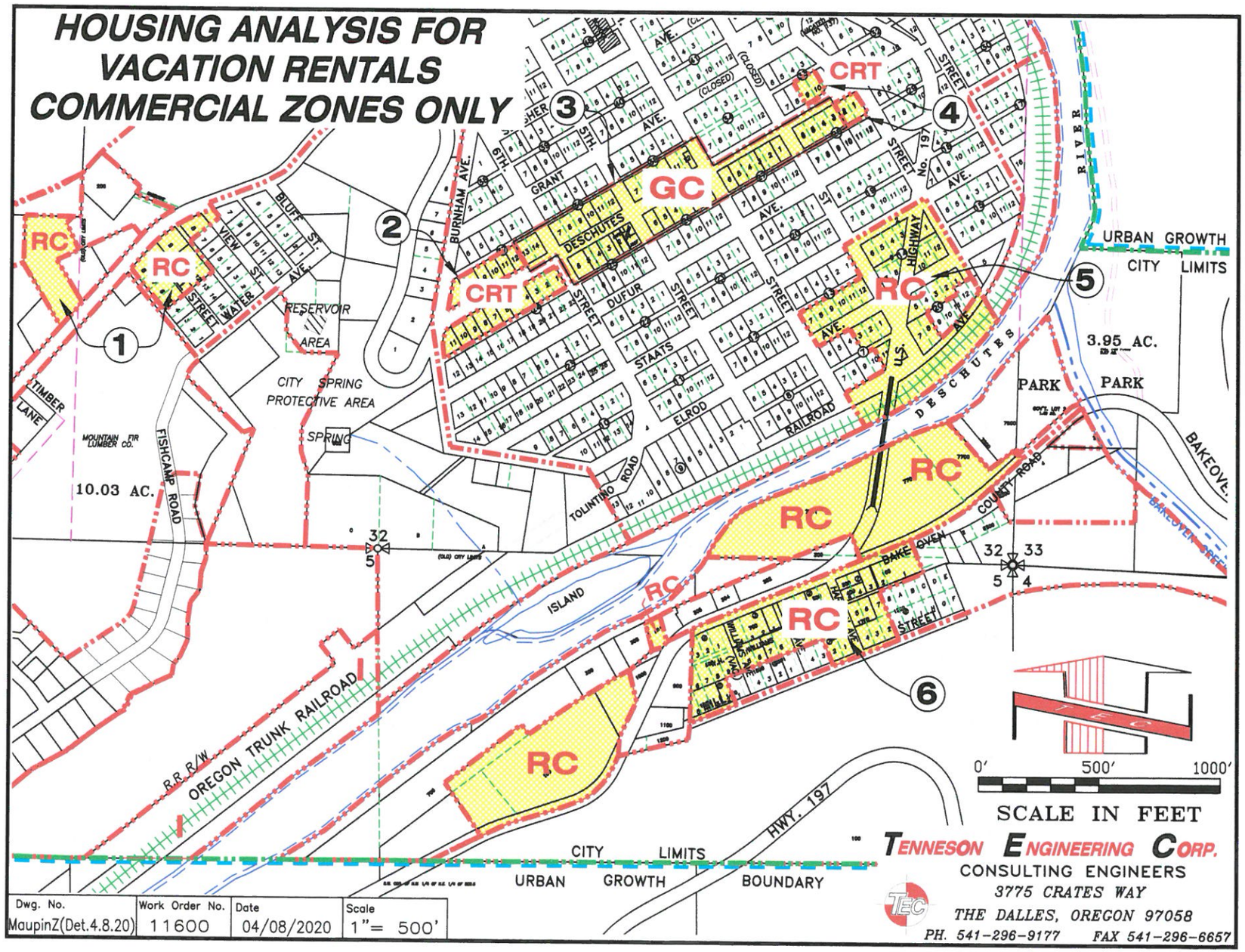
1. No offensive noise, smoke, dust, litter or odor noticeable at or beyond the property line resulting from the use of the dwelling as a Vacation Rental.

2. The use shall not adversely affect the residential character of the neighborhood.

3. There shall not be as excessive generation of traffic created by the Vacation Rental.

4. One off-street parking space will be provided for each Vacation Rental bedroom in the dwelling unit, but in no event shall less than two off-street parking spaces be provided.

5. The dwelling must maintain the residential nature of the front and side yards. The lot must be landscaped and maintained as a permanent residence similar to the surrounding area.


HOUSING ANALYSIS FOR
VACATION RENTALS
COMMERCIAL ZONES ONLY
RC
CRT
GC
1
2
3
4
5
6
10.03 AC.
3.95 AC.
PARK
PARK
RESERVOIR AREA
CITY SPRING PROTECTIVE AREA
SPRING
FISHCAMP ROAD
TIMBER LANE
MOUNTAIN FIR LUMBER CO.
TOLINTINO ROAD
ELROD
RAILROAD
DESCHUTES
COUNTY ROAD
BAKE OVEN
BAKEOVEN CREEK
ISLAND
OREGON TRUNK RAILROAD
R.R. R/W
HWY. 197
CITY LIMITS
URBAN GROWTH BOUNDARY
URBAN GROWTH
CITY LIMITS
RIVER
0'
500'
1000'
SCALE IN FEET
TENNESON ENGINEERING CORP.
CONSULTING ENGINEERS
3775 CRATES WAY
THE DALLES, OREGON 97058
PH. 541-296-9177 FAX 541-296-6657
Dwg. No. MaupinZ(Det.4.8.20)
Work Order No. 11600
Date 04/08/2020
Scale 1"= 500'

6. The permittee must agree to comply with the requirements of the Business License Fee Ordinance.

7. The permittee must provide receptacles for the deposit of garbage and subscribe to solid waste collection service for the Vacation Rental dwelling.

Recent Input from Mr. Miles Assisted by the Chamber of Commerce

The presentation paper contained separate parts, including a list of benefits to the City's economy, and a list of proposed rules and standards. Reprinted below are the proposed rules and standards for permitting Vacation Rentals.

1. Limit the number of Vacation Rentals to 20.

2. License term 5 years subject to annual review.

3. Property must register with an approved rental authority (i.e., rental agency like VBRO or a lodging property).

4. Rental authority to offer 24-hour phone service and property oversight.

5. Annual review process involves: PC or other government body runs through applicants and property oversight. Allows full-time resident neighbors an avenue to voice concerns, if needed. Allows problems to be resolved, rather than continue for 5 years.

6. If there is a complaint, the neighbor calls the rental authority. If the issue isn't taken care of by the rental authority, the issue goes to the City for resolution.

7. Short term rentals will abide by the City of Maupin Quiet Hours.

8. Short term rental property owners will communicate all rules with their renters. It is the rental authority's job to enforce the rules.

9 Short term rental property owners will provide regular garbage service and secure containers.

10. Short term rental property owners will provide one parking space for each approved sleeping area.

11. A house number, visible from the street, will be installed and maintained by the owner.

12. Define standard to manage rental unit occupancy.

These standards should provide the opportunity for an interesting discussion, and, I am sure there are more potential standards that should be considered.

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April 9, 2020

Maupin City Planning Commission
P.O. Box 308
Maupin, Oregon 97037

Regarding: Amendments Required to Allow Barn'dminiums and Cargo Containers as Single-Family Residences

Dear Commissioners:

In order to facilitate a discussion regarding possible ordinance amendments regarding Barn'diminiums and cargo containers, the following material is provided:

Definitions
Add: "Barn'diminium": A steel structure originally intended for agricultural, commercial or industrial use that is placed upon a lot or parcel and has living quarters constructed within it to serve as a single family residence. Certain standards apply.

Add: "Cargo Container Conversion": One or more cargo containers designed to ship cargo by land, sea and air that is being converted into a single family dwelling. Certain standards apply. Such cargo containers must be certified by the seller to have never been used to carry hazardous material.

Dwelling: Amend to read: Dwelling Single Family: ***a structure designed and built exclusively for the occupancy of one family. The structure may be site built, a manufactured dwelling or a qualified mobile home.*** Single-family dwellings include both attached (e.g., townhomes) detached dwellings, and sustainable housing including barn'dminiums and cargo containers meeting specified standards.

Add: Special Standards for Barn'dminiums and Cargo Containers
Barn'dminiums and Cargo Containers have certain design characteristics that denote the original intended use of the structure was for other than a single family dwelling. These structures have more visual impact on a residential neighborhood than a site built or manufactured dwelling would have. These units shall be placed on concrete foundation, have a 3/12 pitched roof with a minimum of 6" eaves, minimum windows of 8% to a maximum of 15% of the floor area of each room and a common type of siding material on each unit In addition, a barn'dminium or a Cargo Container Conversion shall be required to have an approval from the City for at least 5 additional features of the listed architectural features in Section ____.

The attached list of architectural features is a fairly common requirement in Cities throughout Oregon.

Hopefully this will initiate a lively discussion.

Respectfully submitted,

/s/ Dan Meader

Dan Meader, Planning Consultant

DM:kb
<wo#11600>

1. Detailed Design. All buildings shall provide detailed design along all elevations (i.e., front, rear and sides) Detailed design shall be provided by using at least two (2) of the following architectural features on all elevations, as appropriate for the proposed building type and style (may vary features on rear/side/front elevations):

   a. Dormers

   b. Gables.

   c. Recessed entries.

   d. Covered porch entries.

   e. Cupolas or towers.

   f. Pillars or posts.

   g. Eaves (minimum 6-inch projection).

   h. Off-sets in building face or roof (minimum 16 inches).

   i. Window trim (minimum 4-inches wide).

   j. Bay Windows.

   k. Balconies.

   l. Decorative patterns on exterior finish (e.g., scales/shingles, wainscoting, ornamentation, and similar features).

   m. An alternative feature providing visual relief, similar to options a through l, above.

2. Garage or Carport Required. Every single-family and duplex dwelling shall have a garage or carport of a minimum size of (10) feet by twenty (20) feet with exterior materials matching the residence building.

3. Supplemental Design and Use Standards. The Supplemental standards in Chapter ~~17.40~~ shall also apply to all development.