CITY OF MAUPIN
P.O. Box 308
Maupin, OR 97037

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MEETING NOTICE

CITY OF MAUPIN PLANNING COMMISSION MEETING

Tuesday, August 11, 2020

6:00 p.m.

At Maupin Civic Center, 507 Grant Street, Maupin, OR

COVID-19 Update: Due to federal and state requests to limit public gatherings, the City Council will hold an online video conference meeting that the public can watch and participate in via Zoom at 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, Minutes July 14, 2020
3) Audience Participation
4) City Planner Staff Report
5) Continuation of Study Session on Updates to the City Zoning Ordinance Text
6) Next Meeting – Tuesday, September 8, 2020 6:00 PM
7) Adjourn

CITY MEETING CALENDAR

MONTH	DATE	DAY	TIME	GROUP	LOCATION
August 2020	12	Wed	6:30 pm	Council Work Session	Maupin Civic Center Zoom
	26	Wed	6:30 pm 7:00 PM	Regular Council Meeting Public Hearing	Maupin Civic Center Zoom

MINUTES
MAUPIN PLANNING COMMISSION MEETING
April 14, 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

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

_____
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

_____
Dale Madden, Chairman

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MINUTES
MAUPIN PLANNING COMMISSION MEETING
July 14, 2020

PRESIDING:	Dale Madden
Commission Present:	Dale Madden, Suze Riley, Denis Carlsen
Commission Absent:	Andrew Kreipe, One Vacancy
Staff Present:	City Recorder/ZOA DeOra Patton, City Recorder Christine Kurtz, City Planner Dan Meader, Planner Kirk Fatland, City Manager/ZOA Kevin Lewis

Visitors Present: Mark Allen, Medy Gantz, Todd Gruener, Randy Klettke, Valerie White, Tammy Creel, John Bildsoe, Mauntrece, Kathy Peck

CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE. The meeting was called to order by Chairman Madden at 6:06 p.m. Roll Call of Planning Commission was conducted by Recorder Patton. Chairman Madden led the Commissioners in the Pledge of Allegiance.

PUBLIC HEARING TO CONSIDER THE PROPOSED MAUPIN CITY ZONING ORDINANCE AMENDEMENT THAT WOULD ALLOW SHORT TERM RENTALS IN THE THREE CITY COMMERCIAL ZONES. Notice of this hearing was published on the City's website and posted locally.

Planner Meader announced the purpose, this hearing to be a legislative review of zoning ordinance amendement to make recommendation to the Maupin City Council. Planner Meader describes the ordinance and definitions.

AUDIENCE PARTICIPATION. Chairmen Madden opened the hearing for public commentary from proponents. Propenents expressed the following concerns:

- Vacation rentals will generate much needed revenue in Maupin
- Vacation rentals will create incentive for home owners to maintain the appearance of their properties
- Polling of neighbors resulted in a large majority in favor of vacation rentals
- Neighbor experience with current legally operating Bed & Breakfast in town has been only positive.
- Higher quality homes are going to be in demand and more zones should be included
- Local residents have business expertise in real estate, property management, and vacation rental ownership
- Vacation rentals allow people to visit and experience Maupin as a local and sells them on relocating, retiring, and investing in the Maupin community long term
- Inquiry by Tammy Creel on duplex (staff will research and respond)

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Chairmen Madden opened the hearing for public commentary from opponents. There were no opponents. There was no submitted written testimony. There were no other public agencies present.

Planner Kirk Fatland was asked to report on building code research. Planner Fatland stated that the building code regulations for vacation rentals are not different than single family dwelling code requirements.

Chairman Madden asked for Planning Commissionor commentary. Commissionor Riley commented that with the new running track being built, Maupin was going to require a lot more housing, much more housing than is even available under this proposed zoning ordinance amendment. If this ordinance does not pass, Commissionor Riley believes it would be short sighted. Commissionor Madden shared a community poll showing 25 yes to 2 no in favor of vacation rentals.

City Recorder, DeOra Patton called for any additional comments for the Planning Commission. Tammy Creel, resident, stated that if the track does get completed there would need to be even more housing. She is interested in learning how she can best market, as a local realtor, Maupin properties for vacation rental use.

Close of Public Hearing. It was moved by Commissioner Riley, seconded by Commissioner Fuller, and unanimously passed; the Commission closes the public portion of the hearing.

Deliberation/Decision. Based on discussion, it was moved by Commissioner Riley, seconded by Commissioner Madden, motion is unanimous (Ayes: Riley, Madden, Carlsen; Nays: none); The commission makes recommendation to the City Council to adopt the Maupin City zoning ordinance amendment that would allow short term rentals in three commercial zones.

Planner Meader acknowledged the Commission's recommendation will go to the Council at a hearing on Wednesday July 22, 2020.

NEXT MEETING:

ADJOURN: Chairman Madden adjourned the meeting at 6:47 p.m.

Respectfully submitted by
Christine Kurtz
City Recorder

SIGNED _____
Chairman

DRAFT

TENNESON
ENGINEERING CORPORATION
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3775 CRATES WAY
THE DALLES, OR 97058

PHONE (541) 296-9177
FAX (541) 296-6657

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'dminium and cargo containers meeting specified standards.

Add: Special Standards for Barn'dminiums and Cargo Containers
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 that 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.

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