



CITY OF MAUPIN

P.O. Box 308  
Maupin, OR 97037

Tel: 541/395-2698

## MEETING NOTICE

### CITY OF MAUPIN PLANNING COMMISSION MEETING

**Tuesday, September 14, 2021**

**6:00 p.m.**

**COVID-19 Update:** Due to federal and state requests to limit public gatherings, the Planning Commission will hold an online video conference meeting that the public can watch and participate in via Zoom <https://us02web.zoom.us/j/88696740794?pwd=NWtZQkhka05WZmREQzZSZ09ES2FHUT09>  
Just click the link above or copy and paste it in your browser. Enter the meeting code and ID below.

Meeting ID: 886 9674 0794

Passcode: 572571

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](mailto: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, August 10, 2021
- 3) Audience Participation. This time is set-aside for public to speak on any subject which does not appear on the agenda. Three minutes per person will be allowed. The maximum time for public comments will be 15 minutes.
- 4) Site Plan Review: Use of RV for on site manager in RC Zone.
- 5) DISCUSS RC Zoning change review.
- 6) DISCUSS Accessory Dwelling Units (ADU).
- 7) Communications
- 8) Next Meeting – Tuesday, October 12, 2021 6:00 PM
- 9) Adjourn

### CITY MEETING CALENDAR

MONTH	DATE	DAY	TIME	GROUP	LOCATION
September	22	Wed	6:30 pm	City Council	Zoom
October	12	Tue	6:00 pm	Planning Commission	Zoom

**MINUTES  
MAUPIN PLANNING COMMISSION  
MEETING  
August 10, 2021  
6:00 - 7:50 p.m.  
Civic Center and Zoom**

**PRESIDING:** Suze Riley, Chair

**COMMISSION PRESENT:** Dale Madden, Suze Riley, Michael Jones

**COMMISSION ABSENT:** Jessy Rose, Andrew Kreipe, City Manager Lewis

**STAFF PRESENT:** City Recorder Wolfe, Planner Kirk Fatland, Community Liaison Wesson

**VISTIORS PRESENT:** Rod Woodside, Christine & Todd Fruehling

**CALL TO ORDER/ ROLL CALL/ PLEDGE OF ALLEGIANCE.**

The meeting was called to order by Chair Riley at 6:15 p.m. Roll Call of Planning Commission was conducted by Recorder Wolfe.

**CONSENT AGENDA: Approval of Minutes of April 23, 2021:**

It was moved by Commissioner Madden, Seconded by Commissioner Jones, and passed unanimously on a 3 to 0 vote (Ayes: Madden, Riley, Jones, Nays: 0); the Commission approves April 23, 2021 minutes and Consent Agenda as presented with the removal of item #4 Site plan review for use of RV for on site manager in RC zone.

**AUDIENCE PARTICIPATION.**

None.

**DRAC SIGN PERMIT:**

Commissioners reviewed and discussed the documentation that was presented for the DRAC sign design and placement.

Commissioner Jones made a motion to approve DRAC sign design and placement with pending approval from City Manager Lewis. Commissioner Madden second the motion. Motion passed unanimously on a 3 to 0 vote (Ayes: Riley, Madden, Jones; Nays: none)

**RC ZONING REVIEW:**

Commission continued review, discussion, and possible modifications to the RC zone. Would like to be provided a map with highlighted areas that are affected by the zoning change. It is obvious that the current zoning does not address the needs of current vacation rental units. Urge the Council to re-visit this problem and widen the scope of properties that could be vacation rentals, with a cap on number of units. Perhaps a data driven pilot / lottery (with a one year only basis) could be used to limit the number of units and see how many owners actually do want to rent their homes out. There is only one permitted vacation rental in town and it's time to expand the program. The City now has an (abatement officer) Community Liaison, Brett Wesson, to help with the concerns raised with vacation rentals. We are a progressive safe and modern society and would like to keep it that way.

Based on discussion, Commissioner Madden made a motion to request Council to re-visit the current vacation rentals and widen the scope of properties and create a pilot program.

Commissioner Jones second the motion. Motion passed unanimously on a 3 to 0 vote (Ayes: Riley, Madden, Jones; Nays: none)

**STAFF REPORT:**

Planner Fatland gave brief review of the of his staff report, Accessory dwellings on residential-lots (in packet).

Commission discussed the options available to allow Accessory Dwellings Units (ADU).

Outright permitted use in residential zones, single family dwelling. Attached or detached. Single family homes that can be remodeled to separate unit space with its own bathroom and kitchen and/or interior door. Discussion included detached Accessory Dwellings being converted to use, should SDC be required if homeowner hooked up to water/sewer separate from main dwelling and parking requirements. Question was raised what triggers the use of SDC's?

Commissioners requested Planner Fatland to amend/clarify definitions of ADU (connection between dwellings, change to allow rental of extra space i.e., basements, attics, no parking requirements).

**COMMUNICATIONS:** NONE

**NEXT MEETING:** September 14, 2021 AT 6:00 PM

**ADJOURN:** Chair Riley adjourned the meeting at 7:50 p.m.

Respectfully submitted by  
Christine Wolfe  
City Recorder

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Suze Riley, Chair



**T**ENNESON

**E**NGINEERING **C**ORPORATION

CONSULTING ENGINEERS • SURVEYORS • PLANNERS

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THE DALLES, OR 97058

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September 7, 2021

City of Maupin  
Planning Commission  
408 Deschutes Avenue  
Maupin, Oregon 97037

Reference: ADU follow up

Dear Commissioners,

Attached to this note is a revised draft addressing accessory dwellings in residential zones. As requested by the Planning Commission this draft has clarified language regarding “attached” and “detached” accessory dwellings. The definitions that would need to be altered are also included at the bottom of the draft. I have struck out the current language to change and proposed replacement definitions. The proposed “dwelling unit” definition should be sufficiently clear to justify removing the proposed definition for “attached accessory dwelling.” I have left both in the draft for the Commission’s review. As always feel free to reach out to me before the next meeting, I look forward to continuing this work with you all.

Sincerely,

*Kirk T. Fatland*

Kirk Fatland  
<WO# 15790>

## Article 4. Supplementary Provisions

### SECTION 4.21 - Accessory Dwellings

Accessory dwellings, where allowed, are subject to review and approval through an administrative review and shall conform to all of the following standards:

*One Unit. A maximum of one Accessory Dwelling is allowed per legal single-family dwelling. The unit may be a detached building, in a portion of a detached accessory building (e.g., above a garage or workshop), or a unit attached or interior to the primary dwelling (e.g., an addition or the conversion of an existing floor).*

#### A. Floor Area.

1. A detached Accessory Dwelling shall not exceed 900 square feet of floor area or 75 percent of the primary dwelling's floor area, whichever is smaller. When the accessory structure has another use (e.g., garage), this criterion only applies the floor area of the structure used as a dwelling.
2. An attached Accessory Dwelling shall not exceed 900 square feet of floor area, or 75 percent of the primary dwelling's floor area, whichever is smaller. However, Accessory Dwellings that result from the conversion of a level or floor (e.g., basement, attic, or second story) of the primary dwelling may occupy the entire level or floor, even if the floor area of the Accessory Dwelling would be more than 900 square feet.

#### B. Other Development Standards Accessory Dwellings shall meet all other development standards (e.g., height, setbacks, lot coverage, etc.) for buildings in the zoning district, except that:

1. Conversion of an existing legal non-conforming structure to an Accessory Dwelling is allowed, provided that the conversion does not increase the non-conformity;
2. No off-street parking is required for an Accessory Dwelling;

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*Definitions (This should be included in the "definitions" section of the zoning ordinance.)*

**Accessory Dwelling** – An interior, attached, or detached residential structure that is used in connection with, or that is accessory to, a single-family dwelling.

**Attached Accessory Dwelling** – An additional dwelling unit within a single-family dwelling (e.g., conversion of an existing floor, an addition) that is not accessible to the primary dwelling by an interior door.

*Existing definitions to be altered*

~~Dwelling, Single Family—A structure designed and built exclusively for the occupancy of one family. The structure may be site built, a modular residential structure, or a qualified manufactured or mobile home. Architectural exterior features shown in Section 4.18 are required. Single Family Dwellings include detached dwellings and sustainable housing including Barn'dminiums and cargo containers meeting certain standards listed in Section 4.19~~

Replace with: Detached single family dwelling - means a detached structure on a lot or parcel that is comprised of a single dwelling unit. Detached single family dwellings may be site built, a modular residential structure, or a qualified manufactured or mobile home. Architectural exterior features shown in Section 4.18 are required. Single Family Dwellings include detached dwellings and sustainable housing including Barn'dminiums and cargo containers meeting certain standards listed in Section 4.19

~~Family—An individual or two or more persons related by blood or marriage, or a group of not more than five persons (excluding servants) who need not be related by blood or marriage, living together in a dwelling unit. Family shall include two or more persons with a handicap as defined in the Fair Housing Amendments Act of 1998, 42 USC § 3601 and following, living as a single housekeeping unit.~~

~~Dwelling—A detached building for and occupied exclusively by one family.~~

Replace with Dwelling – means a building, or portion thereof, which contains one or two dwelling units.

Add: Dwelling unit - means a single independent unit providing complete living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation. For the purposes of this definition, "independent" means the dwelling unit:

- (a) Is detached from any other dwelling unit or is separated from any other dwelling unit by an approved fire separation as required under the Building Code;
- (b) Includes a kitchen area with a sink and an approved electrical service connection for a stove or range; and
- (c) Does not have a direct interior connection to any other dwelling unit, but may have fire-separated access to a common facility shared with any other dwelling unit.