



## MEETING AGENDA

Planning Commission

Monday, October 16, 2023

Held in person at the Maupin Civic Center (507 Grant Ave.) and on Zoom:

<https://us02web.zoom.us/j/88696740794?pwd=NWtZQkhka05WZmREQzZSZ09ES2FHUT09> or

dial 1-253-215-8782 (Meeting ID: 886 9674 0794 Passcode: 572571)

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**PUBLIC COMMENT:** Individuals wishing to address Planning Commission on items not already listed on the Agenda may do so during the Public Comment item on the Agenda. The maximum amount of time for all public comments under the Agenda item will be 15 minutes. Please limit comments from three to five minutes, unless extended by the Commission Chair.

**PLEASE NOTE:** With the exception of Public Hearings, the Agenda is subject to last minute changes; times are approximate – please arrive early. Meetings are ADA accessible. For special accommodations please contact the City Recorder in advance at 541-395-2698. *Las reuniones son ADA accesibles. Por tipo de alojamiento especiales, por favor póngase en contacto con la registrador de la ciudad 541-395-2698.*

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<b>4:30 p.m.</b>	Call to Order / Roll Call of Planning Commission and Staff / Pledge of Allegiance
	<a href="#">Consent Agenda</a>
	<a href="#">Public Comment</a>
<b>4:35 p.m.</b>	<a href="#">Discussion: Short Term Rental Draft Ordinance Amendment</a>
	Communications
	Adjourn



## CONSENT AGENDA

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Items of a routine and non-controversial nature are placed on the Consent Agenda to allow the Planning Commission to spend its time on significant items and issues. Any Planning Commission member may request that an item be withdrawn from the Consent Agenda and be placed in the business section of the Agenda.

### DOCUMENTS

[Draft of Planning Commission Minutes of September 12, 2023 Meeting](#)

### MOTION

I move to approve the Consent Agenda as presented.



## MINUTES

Planning Commission Meeting & Public Hearing

Tuesday, September 12, 2023

Maupin Civic Center (507 Grant Ave.) and virtually on Zoom

### Call to Order / Roll Call of City Council and Staff / Pledge of Allegiance

Chair Whitaker called the meeting to order at 4:33 p.m. Roll Call of Planning Commission and Staff was conducted by City Recorder Christine Wolfe.

*Presiding:* Lauren Whitaker

*Commission Present:* Suze Riley, Andy Kreipe, Jessy Rose, Michael Jones

*Commission Absent:* None

*Staff Present:* Recorder Wolfe, City Planner Kirk Fatland, Administrative Assistant Bronte Dod

*Visitors Present:* Medy Gantz, Colleen Strohm

### Consent Agenda

Commissioner Kreipe moved to approve the consent agenda as presented. Chair Whitaker seconded. No further discussion. The motion passed unanimously on a 5-0 vote. (Ayes: Whitaker, Kreipe, Riley, Jones, Rose; Nays: None)

### Public Comment

Colleen Strohm commented that she is starting a newspaper for South Wasco County and the first issue will be published on October 1. She is going to go to City meetings and report on what happens.

### Consider: Short Term Rental Regulations

Commissioners discussed the goal of restricting STR licenses and general questions about short term rental regulations. Commissioners and staff discussed details about the administrative process.

Commissioner Rose said she would like more time to research ways to place a cap on STRs. Chair Whitaker said she would like to find ways to regulate STRs that prioritize long term rentals.

Commissioner Rose made a motion to recommend to Council a moratorium on STR permits until more regulations are established. Chair Whitaker second. The motion failed on a 2-3 vote. (Ayes: Whitaker, Rose; Nays: Kreipe, Riley, Jones).

Medy Gantz commented that her said impression from the City Council meeting was that the discussion should be about placing a cap on licenses. She said feelings about STRs are strong in the community and discussion has been going on for a long time. The public is concerned about vacation rental growth.

Commissioner Jones proposed capping short term rental licenses at 3 percent of houses. Planner Fatland advised about options for placing an STR cap and recommendations to Council.

Commissioner Riley moved to recommend to Council to institute a maximum number of STR permits that cannot exceed 3 percent of residential homes; one owner can only have one permit; this policy is

reviewed every other year unless maximum number of permits is reached before then. No second. Motion failed.

Commissioners discussed the intent of Council and more ways to limit the number of short term rentals.

Jones moved to recommend to Council to institute a maximum number of STR permits that cannot exceed 3 percent of residential homes. Riley second. No further discussion. The motion passed on a 3-2 vote. (Ayes: Kreipe, Riley, Jones. Nays: Whitaker, Rose.)

Commissioners said that Council should expect a follow-up that Planning Commissioners will explore more options that are tied to objectives. Commissioners would specifically like to know what objectives they should focus on when recommending regulations. Discussion about amending the ordinance for more clarity about license renewal.

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**Adjourn**

The next meeting will take place on Monday, October 16, 2023 at 4:30 p.m. The meeting was adjourned at 6:31 p.m.

Respectfully Submitted by Christine Wolfe, City Recorder

SIGNED: \_\_\_\_\_  
Lauren Whitaker, Planning Commission Chair

ATTEST: \_\_\_\_\_  
Christine Wolfe, City Recorder



## PUBLIC COMMENT

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Maupin's Planning Commission place great value on testimony from the public. This time is set-aside for the public to speak on any subject which does not later appear on the agenda. Please limit comments from three to five minutes, unless extended by the Commission Chair. The maximum amount of time for all public comments under this agenda item will be 15 minutes. Planning Commission members will not engage in dialogue but can consider scheduling any matter as an agenda item at a future Planning Commission meeting.

People who wish to testify are encouraged to provide written summaries; recognize that substance, not length, determines the value of testimony; endorse, rather than repeat, testimony of other witnesses with whom you agree. Thank you for taking the time to present your views.



# DISCUSSION: SHORT TERM RENTAL LICENSE DRAFT ORDINANCE AMENDMENT

4:35 p.m.

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## DOCUMENTS

[Staff Report](#)

[Maupin Municipal Code 5.30 Short Term Rentals \(link\)](#)

[City of Maupin Website – Short Term Rental Information \(link\)](#)

## MOTION

October 12, 2023

City of Maupin  
Planning Commission  
507 Grant Avenue  
Maupin, Oregon 97037

**Reference:** Short-Term Rental Ordinance

Dear Commissioners,

The City Council accepted the Planning Commission recommendation to restrict short-term rentals to three percent of residential addresses within the RC Zone. The Council requested City staff and planning commissioners to address the specific application procedure working within the framework of the existing STR ordinance.

As you have seen before, my recommended amendment to the existing ordinance is:  
*(6) All Short-Term Rental License expire on December 31st annually and must be renewed prior to continuing use of a Short-Term Rental. Renewal applications shall receive preference over new applications when the maximum number of addresses set by council resolution is reached.*

This draft provision would continue the current process that requires renewal on an annual basis. It also clarifies that applicants renewing their license will be considered prior to new applicants if the cap is ever reached. Essentially, any STR may continue to operate year after year if they continue to conform to the regulations and pay the necessary fees without worrying about being supplanted by a new application. Finally, the draft allows the cap to be set by a future resolution of the City Council.

At the Commission's request, I will prepare a list of other potential regulatory options that would limit short-term rentals and discuss them with you all at the upcoming meeting. Please reach out in the meantime with any questions, comments, or ideas.

Sincerely,

*Kirk T. Fatland*

Kirk Fatland



## ADJOURN

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### NEXT MEETING TIME & DATE

November 14, 2023 at 4:30 p.m.

### SUGGESTED TOPICS FOR NEXT MEETING

Food Cart Pilot Program

### CHAIR ADJOURNS THE MEETING