



## MINUTES

Planning Commission Meeting

Monday, January 22, 2024

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

<b>Call to Order / Roll Call of City Council and Staff / Pledge of Allegiance</b>	<p>Chair Lauren Whitaker called the meeting to order at 4:37 p.m. Roll Call of Planning Commission and Staff was conducted by Recorder Christine Wolfe</p> <p><i>Presiding:</i> Lauren Whitaker</p> <p><i>Commission Present:</i> Andy Kreipe, Michael Jones, Jessy Rose</p> <p><i>Commission Absent:</i> Michael Jones (excused absence)</p> <p><i>Staff Present:</i> Recorder Wolfe, Administrative Assistant Dod, City Planner Dan Meader, incoming City Manager Nick Smith</p> <p><i>Visitors Present:</i> Susie Miles, Colleen Strohm</p>
<b>Food Cart Draft Ordinance</b>	<p>Commissioners discussed food carts and using the language from the pilot program ordinance to allow food carts permanently in commercial zones.</p> <p>There was discussion about making annual reports to City Council about the use of food carts, what constitutes a “developed” property, sanitation requirements, and sign permit compliance requirements.</p> <p>City Planner Meader will write simple sign regulations for commissioners to review at the next meeting.</p>
<b>Short Term Rental Draft Amendments to Ordinance</b>	<p>Councilors discussed the proposed amendments to the Short Term Rental ordinance.</p> <p>The majority of the discussion revolved around potential issues with the non-transferrable language that would still allow for unfair advantages for existing license holders who are selling their property. Commissioner Rose suggested creating a lottery system. Commissioners and staff reached consensus that a lottery would be the fair way to issue licenses annually. Planner Meader will do research into existing lottery systems for commissioners to review at the next meeting.</p> <p>Commissioners also asked for the proof of residency requirement to be removed but add regulation that one person or entity can only hold one license.</p> <p>A new draft will be presented at the February meeting.</p>
<b>Introduction to Staats Avenue-Second Area</b>	<p>Staff and Planner Meader introduced this topic that City Council directed Commissioners to discuss. The neighborhood has largely been undeveloped until the last year, when issues with buildings in the right of way were brought to Council.</p>

Commissioner Kreipe recused himself from the discussion due to owning property in the area. There was discussion about the roles and authority of Planning Commission.

Staff explained that there was a proposal from the previous City Manager to explore vacating property in the area, but current staff and do not support that proposal. Staff will share the final utility extension plans when they are finalized by the engineers.

Commissioners discussed closing the highway access at Staats Avenue/Highway 197 to help with traffic safety and will make a formal recommendation at the next regular meeting in February.

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**Adjourn**

The next regular meeting will take place on Tuesday, February 13, 2024 at 4:30 p.m. The meeting was adjourned at 6:11 p.m.

Respectfully Submitted by Christine Wolfe, City Recorder

SIGNED:   
Lauren Whitaker, Planning Commission Chair

ATTEST:   
Christine Wolfe, City Recorder