



MEETING AGENDA

City Council

Wednesday, February 28, 2024

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

<https://us02web.zoom.us/j/84802522147?pwd=SlZHSndod2RhY09NRE8xN0J0djRWZz09> or dial 1-253-215-8782 (Meeting ID: 848 0252 2147 Passcode: 978965)

PUBLIC COMMENT: Individuals wishing to address City Council 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. Council will not engage in dialogue but can consider scheduling any matter as an Agenda item at a future Council Meeting. At other times throughout the meeting, please wait for the current speaker to conclude and raise your hand to be recognized by the Mayor for direction. Speakers are required to give their name and address. Please limit comments from three to five minutes, unless extended by the Mayor.

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.*

6:30 p.m.	Call to Order / Roll Call of City Council and Staff / Pledge of Allegiance
	Consent Agenda
	Public Comment
	Reports
	Resolution to Update Bank Signatories
	Consider: Nonprofit Grant Funds
	Consider: Special Event Permit Ordinance
	Discussion: Food Cart Ordinance
	Discussion: Short Term Rental Ordinance Amendments
	MOU with Wasco County Circuit Court and Nuisance and Abatement Ordinance Updates
	Discussion: Staats Avenue-Second Street Utility Extension & Shed
	Communications
	Adjourn



CONSENT AGENDA

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 Any Council member may request that an item be withdrawn from the Consent Agenda and be placed in the business section of the Agenda.

DOCUMENTS

[January 2024 Financial Report](#)

[Minutes of January 24, 2024 City Council Meeting](#)

[Minutes of February 9, 2024 City Council Work Session Minutes](#)

MOTION

I move to approve the Consent Agenda as presented.

I move to withdraw _____ from the Consent Agenda and place it in the business section of the Agenda.



City of Maupin
507 Grant Ave.
PO Box 308
Maupin, Oregon 97037

541-395-2698
cwolfe@cityofmaupin.org
cityofmaupin.org

MONTHLY FINANCE REPORT

We, the undersigned, have completed a review of the City of Maupin's fiscal records for the month of January 2024 consisting of the following:

Bank Statements & Reconciliations

(Umpqua (Columbia) Bank, Rivermark Community Credit Union, Local Government Investment Pool)

Accounts Payable

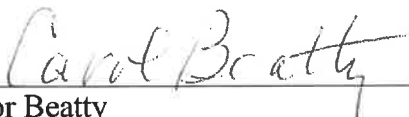
(Invoices & Checks)

Payroll

Finance Summary

We find the records to be accurate and present our signatures for approval.

Dated 14 day of February 2024



Mayor Beatty



City Manager, Nick Smith



MINUTES

City Council Work Session & Meeting

Wednesday, January 24, 2024

Maupin Civic Center (507 Grant Avenue) and virtually on Zoom

Work Session: City Manager Contract

Mayor Carol Beatty opened the Work Session at 5:40 p.m. Councilors, Attorney Ruben Cleaveland, City Recorder Wolfe, and incoming City Manager Nick Smith discussed the proposed employment contract and salary. All parties reached a consensus about the proposed contract and salary. The Work Session ended at 6:26 p.m.

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

Mayor Beatty called the regular session meeting to order at 6:36 p.m. Roll call of City Council and Staff was conducted by Recorder Wolfe

Presiding: Mayor Carol Beatty

Council Present: Mark Roper, Rob Miles, Kathy Peck, Tom Troutman, Mike Foreaker

Council Absent: Shelby Dumire (excused)

Staff Present: City Manager Nick Smith, Recorder Wolfe, Administrative Assistant Bronte Dod, Community Liaison Melissa Napoli

Visitors Present: Madeline Rhoades, Joe Salvinoff, Sheriff Lane Magill, Kathy Richey, Colleen Strohm, Karletta Carrithers, Chamber Director Suze Riley, Lauren Whitaker, Mike Johnston, Stephen Grover, Jeff Dooley, Lesley Bennett, Jodan Belozzer, Kendra Farris, Karen Miller, Doug Lowell, Bob Austin, Medy Gantz, Kathy Ringo

Consent Agenda

Councilor Miles moved to approve the consent agenda as presented. Councilor Troutman second. No further discussion. The motion passed unanimously on a 6-0 vote. Ayes: Beatty, Roper, Miles, Troutman, Peck, Foreaker; Nays: None.

Public Comment

Kathy Ringo read a letter from homeowners on Elrod Avenue and Elrod Place into the record.

Kathy Richey: Would like opportunity to talk about the Recycle Depot shed issue during its time on the agenda.

Colleen Strohm: Said that the first a lot of people heard about the size of the Imperial River Co. RV Park was during the subdivision hearing on January 9. Said it was a big surprise that it could be that close to the river. Has ecological, location, and flooding concerns. Even though it was passed over a year ago, thinks the City should look at it and make sure due diligence was done.

Mike Johnston: Wondering if the RV park will have an onsite manager who will manage light and noise concerns. Doesn't think Wasco County will have the time to send a deputy to manage any issues.

	<p>Lesley Bennett: Confused about where the RV park is in the planning process and would like clarification. Has concerns about development in the riparian area. Attorney Cleaveland said she can follow up with staff afterwards to get answers to those questions.</p> <p>Madeline Rhoades: It would be great to get information out to everybody rather than individuals having to seek every answer. Suggested a town hall or meeting where they could have questions answered in an easily accessible way.</p>
<p>Reports</p>	<p>Administrative Assistant Dod presented a report on behalf of City Planner Dan Meader on Planning Commission's recent approval of a preliminary plat for a proposed subdivision in Maupin.</p> <p>Councilor Roper asked if the City knew the cost to replace the leaking Upper Reservoir water tank. City Manager Smith said it would cost between \$2-\$3 million and is not recommended by the engineers.</p> <p>Councilor Troutman thanked the Public Works staff for their work during the latest winter storm. Said that more coordination on street plowing with ODOT may be necessary in the future. City Manager Smith said he will follow up with Public Works and ODOT on those issues.</p>
<p>City Manager Contract</p>	<p>Councilor Miles moved to offer the City Manager contract with proposed changes and an annual salary of \$85,000. Councilor Troutman second. No further discussion. The motion passed unanimously on a 6-0 vote. Ayes: Beatty, Roper, Miles, Troutman, Peck, Foreaker; Nays: None.</p>
<p>Wasco County Emergency Operations Plan</p>	<p>Sheriff Lane Magill presented information about Wasco County's project to update their Emergency Operations Plan and suggested that Maupin create an annex to the plan. Community Liaison Napoli recommended that the City join the plan and submit an annex. It will take her a few months to complete. Consensus from Council for Community Liaison Napoli to submit an annex to the Wasco County Emergency Operations Plan.</p>
<p>TextMyGov Program</p>	<p>Recorder Wolfe presented information about the proposal for the City to sign up for the TextMyGov program. It's a texting service that will allow the City to communicate to residents through text and will be helpful for meeting reminders, emergency notifications, important news alerts, and water/sewer information. The program costs \$1,500 per year and the first year also has a \$500 set up fee. The City will pay for this service from the Community & Economic Development fund.</p> <p>Councilor Foraker moved to approve the City to sign up for the TextMyGov program. Councilor Troutman second. No further discussion. The motion passed unanimously on a 6-0</p>

	<p>vote. Ayes: Beatty, Roper, Miles, Troutman, Peck, Foreaker; Nays: None.</p>
<p>Special Event Permit Ordinance</p>	<p>Staff and Attorney Cleaveland presented the final draft of the Special Event Permit Ordinance. Chamber Director Riley and Councilor Miles asked if the requirement for an application to be submitted 60 days before an event could be changed. Riley said that sometimes impromptu events occur with the Chamber and they would like the opportunity to still have those events on City property, or they would be moved to private property.</p> <p>Councilors suggested an amendment to the ordinance that the City Manager could have discretion to approve applications if they are submitted less than 60 days before an event. Attorney Cleaveland will make the changes and present the ordinance at the February Council meeting.</p>
<p>Adopt a Highway Program Renewal</p>	<p>Community Liaison Napoli presented information about the Adopt a Highway program. Staff, councilors, and commissioners are supposed to host twice yearly cleanup events along the adopted section of Highway 197. Community Liaison Napoli renewed the program for the next five years.</p> <p>Councilor Troutman moved to accept the recommendation to continue the ODOT pick up garbage program for the next five years. Councilor Miles second. No further discussion. The motion passed unanimously on a 6-0 vote. Ayes: Beatty, Roper, Miles, Troutman, Peck, Foreaker; Nays: None.</p>
<p>RV Enforcement Moratorium</p>	<p>Community Liaison Napoli reported that the moratorium on enforcing occupied RVs on properties has ended and reported that there had not been any issues with the program or RVs. She recommends that Council extend the program for another one-year period.</p> <p>Councilor Miles moved to extend the RV enforcement moratorium for one year. Councilor Foreaker second. No further discussion. The motion passed unanimously on a 6-0 vote. Ayes: Beatty, Roper, Miles, Troutman, Peck, Foreaker; Nays: None.</p>
<p>Recycling Depot Shed and Refundable Donations</p>	<p>Kathy Richey shared information about the shed at the Recycle Depot and The Life Raft Pantry's fundraiser to collect donated refundables at the Recycle Depot. She asked Council to support the Pantry's fundraiser to collect cans.</p> <p>Councilor Troutman said he wants to support The Life Raft Pantry and asked about the ownership of the shed. The shed was purchased by South Wasco Alliance through a grant from Tri-County Waste and Recycle to support the collection of donated refundables as a fundraiser for South Wasco Youth Programs. Amber Anderson was the director of SWYP who donated the shed to the City, but did not have the authority to do so. At the March board meeting, Richey will ask SWA if</p>

they will donate the shed to the Pantry. If the shed is donated to the Pantry, they will remove it from the Recycle Depot if required, but they would prefer to keep it at the Recycle Depot to continue the fundraiser.

City Manager Smith said that the City does not want to be in the middle of the can fundraising. The refundable collection also presents a risk of attracting insects and mice to the reservoir yard, which is an issue for the City. Recorder Wolfe said that the City should not be responsible for deciding who can receive the donated refundables and it will create issues in the future. Staff recommends removing the shed from the property and the nonprofits or individuals who want to collect cans for donations can do so on their own.

Councilors and staff would support the blue bag can donation program, but Richey said the Pantry does not want to do that. Richey said she will park a truck and trailer on the street outside the Recycle Depot during its open hours and continue the fundraiser there. She said she will get the shed back and move it to private property within 3 months.

Nuisance and Abatement Ordinance and MOU with Wasco County Circuit Court

Attorney Cleaveland is still waiting to hear back from the Wasco County Circuit Court on the proposed MOU and amendments to the Nuisance and Abatement ordinance. He will provide another update at the February meeting.

City Council Goal Setting Work Session

A work session for City Council to discuss goals for FY24-25 will take place on Friday, February 9 at 10 a.m.

Communications

A letter was received from Keelia Carver advocating for additional part time staff at the Southern Wasco County Library. Councilors can discuss the issue during the budget meetings, and the City should continue working with the Wasco County Library Service District to receive more funding.

A letter was received from homeowners and residents on Elrod Avenue and Elrod Place in opposition to an RV Park that was approved in March 2022.

Adjourn

The next regular meeting will take place on February 28, 2024 at 6:30 p.m. Mayor Beatty adjourned the meeting at 8:06 p.m.

Respectfully Submitted by Christine Wolfe, City Recorder

Signed: _____
Carol Beatty, Mayor

Attest: _____
Christine Wolfe, City Recorder



MINUTES

City Council Work Session

Friday, February 9, 2024

Maupin Civic Center (507 Grant Avenue) and virtually on Zoom

Call to Order / Roll call of City Council and Staff

Mayor Carol Beatty called the work session meeting to order at 10:00 a.m. Roll call of City Council and Staff was conducted by City Recorder Christine Wolfe
Presiding: Mayor Carol Beatty
Council Present: Rob Miles, Mike Foreaker, Tom Troutman, Kathy Peck
Council Absent: Mark Roper, Shelby Dumire
Staff Present: Recorder Wolfe, Administrative Assistant Bronte Dod, City Manager Pro Tem Nick Smith, Community Liaison Melissa Napoli
Visitors Present: None

FY 24-25 Goal Setting

Staff led Council in a goal setting work session to discuss ongoing and upcoming projects in the City of Maupin. The goal of the work session was to provide staff with direction for drafting the FY 24-25 budget. Staff presented a list of current projects, which include water system improvements, upper water tank repair and rehabilitation, Staats Avenue-Second Street utility extension, City Park boat ramp replacement, Grant Avenue street improvement project.

Staff and Councilors created a list of goals for prioritizing projects and funds for the upcoming year. The goals were drafted and will be finalized at the next work session:

1. Maintain natural resources
2. Improve communication internally and externally
3. Support infrastructure investments
4. Support healthcare services
5. Assess sufficient staffing and salary levels
6. Support season and year-round housing development
7. Support large-scale development and encourage public-private partnership
8. Develop emergency services (training and equipment needs)
9. Support emergency management (planning)
10. Support library operations
11. Support recreation needs
12. Maintain efficient transportation

Staff will develop a list of projects that they recommend funding and Councilors will discuss and prioritize at the next work session.

Adjourn

The next regular meeting will take place on February 28, 2024 at 6:30 p.m. Another work session will be held on March 20, 2024 at 9 a.m. Mayor Beatty adjourned the meeting at 11:46 a.m.

Respectfully Submitted by Christine Wolfe, City Recorder

Signed: _____

Carol Beatty, Mayor

Attest: _____

Christine Wolfe, City Recorder



REPORTS

DOCUMENTS

[Staff Report: Administrative Assistant Dod](#)

[Staff Report: Community Liaison Napoli](#)

[Staff Report: Library Director Stephenson](#)

[KPFF Boat Ramp Memo \(website link\)](#)

[Legion Hall Inspection Report \(website link\)](#)

[Legion Hall Structural Engineer Report \(website link\)](#)



City of Maupin
507 Grant Ave.
PO Box 308
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bdod@cityofmaupin.org
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STAFF REPORT

Prepared by: Administrative Assistant Bronte Dod

Planning Commission in a work session on January 22 and:

- Discussed food cart ordinance, short term rental ordinance amendments, and general review of options for recommendations of Staats-Second area

Planning Commission met in regular meeting on February 13 and:

- Recommended Council adopt the permanent food cart ordinance
- Recommended Council adopt STR ordinance amendments
- Referred the issue of Staats Avenue-Second Street back to Council due to conflict of interest, lack of clear goals, and questions of authority about any decisions made. There was discussion about recommending closing the highway entrance at Staats Avenue

Planning & Land Use

- Planner Meader approved:
 - Site Plan Review for 412 Elrod Place addition
- Appeal of Planning Commission approval of preliminary plat submitted. Applicants determined not eligible for appeal
- Working with business owners on sign issues. A few new signs had been installed without going through the sign permit application process. Code compliance will take over for properties not in compliance.
- Transportation & Growth Management Program Grant
 - First Advisory Committee meeting and public event took place January 23. Working through documents now and scheduling next advisory committee meetings and public meetings.

Infrastructure Projects:

- Submitted Congressional District Spending Request to Senators Merkley and Wyden
 - Requested \$1,000,000 (City's match would be \$200,000)
 - Letters of support from MCEDD, SWCSD#1, Canyon Rim Assisted Living, White River Health District
- Working on application for Special Public Works Fund for Upper Water Tank Leak and Repair
 - Due March 28, 2024
 - Anderson Perry working with staff on application requirements
 - Working with ODOT on easement questions for road to Upper Reservoir
- Letter of Intent to apply for SDWRLF for Water System Priority Improvements submitted in January
- One-Stop Application for wastewater system improvements submitted in January
- Sent emails to Representative Smith and Senator Hansell to discuss projects and Christmas Tree Bill
- Reached out to Representative Cliff Bentz's office about potential spending on infrastructure projects
- Working on public communication plan. Council may want to consider a Town Hall to discuss these projects and provide an opportunity for the public to ask any questions

Streets

- ODOT is beginning the Highway 197 Riverwalk project. Affected property owners will receive notification of a period to make comments on the methodology for the design. Estimated construction has been postponed to 2026. The ODOT project manager and staff are meeting to discuss a public outreach strategy. ODOT will present information to Council at the April meeting.
- Grant Avenue Street Improvement project is still in design and engineering



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Water/Sewer

- Public Works is still completing the GIS mapping project

Community & Economic Development

- Launched a survey to get feedback from residents and users of the Recycling Depot. The survey is available at this link: <https://form.jotform.com/240525155882054>
- Working with TextMyGov to set up text notifications for citizens. Will most likely be ready in March
- Continuing to build [City Project pages](#) to improve communication about what the City is working on
- Working with grantees on an agreement and their scopes of work for the Maupin Main Street Façade Improvement Program grants. Most projects will take place in the spring. A full report will be provided once the agreements are finalized.

Parks

- The boat ramp replacement project is moving into the next phase. Staff will continue to work with KPFF to apply for the next round of OSMB grant that will fund engineering and permitting.

Broadband

- Working with Blue Mountain and LS on gaps in fiber connections
- Working with Q-Life to figure out next steps for fiber conduit install along with new utility extensions

Operations & Administration

- City Park Assistant position posted. First review will take place March 4
- Working with Councilors on goal setting for FY 24-25 and budget work



City of Maupin
507 Grant Ave.
PO Box 308
Maupin, Oregon 97037

Community Development
541-395-2698
communityliaison@cityofmaupin.org
cityofmaupin.org

STAFF REPORT

Prepared by: Melissa Napoli, Community Liaison
February 28, 2024

Community Development

- Plans are being finalized for the second annual South Wasco Garden Expo to be held March 9 in partnership with the South Wasco County Library, the Dig n' Hoe Garden Club, the OSU Extension Office and Master Gardener Program and the Maupin Area Chamber of Commerce.

Safety and Emergency Management / Fire Department

- Natural Hazard Mitigation Plan

Maupin's NHMP subcommittee met with Wasco County Planner Daniel Dougherty on February 13th to create an action plan for Maupin's NHMP tasks. The subcommittee will meet again in April to identify hazards and actions items and a final draft of Maupin's addendum will be sent to the County in May. The subcommittee would like to appoint at least one additional member in the next few weeks.

- Community Wildfire Risk Reduction

Community Liaison Napoli has been invited by OSFM to participate in a nationally recognized training focused on Community Wildfire Mitigation best practices, scheduled to occur in Pendleton in April.

A dump trailer has been purchased for the Community Wildfire Risk Reduction Program and Stop the Spread Challenge. This trailer will be made available to neighborhoods in Maupin throughout the growing season as a continually available receptacle for yard debris. The purchase was made possible by the CWRR grant through the Oregon State Fire Marshal's Office. The trailer, which will bear the city logo, will be available from April 1 – October 1.

Maupin Volunteer Fire Department is scheduled to host a table at the South Wasco Garden Expo on March 9 to help promote the Community Wildfire Risk Reduction Program and the Stop the Spread Challenge. Additionally, the fire department has been invited by the USFS to participate in fire safety presentations to 1st and 2nd grade students on Wednesday, March 6.



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The American Legion Hall

- Reports from the structural engineer and commercial inspector are attached to City Manager Smith's council report. Staff request that council review the reports in preparation for discussion at the March 2024 council meeting.

Code Enforcement

- Staff continue to work with Attorney Cleaveland to update Maupin Municipal Code 9:10; Nuisance and Abatement in regard to the hearings processes.
- During the 1-24-24 city council meeting, Council approved the life Raft Food Pantry placing a utility trailer at the Maupin Recycle Depot for the purpose of collecting refundable cans and bottles. On 1-26-24, Community Liaison Napoli responded to a request from the pantry representative for more information on the zoning ordinance which governs parking requirements. Currently the trailer, which is unlicensed, is in violation of MMC 9.10.170 (2), which prevents unlicensed vehicles from being stored on the public right-of-way.

The Maupin Recycle Depot

- Staff met with Jim Winterbottom with Waste Connections to discuss the option of transitioning to a curbside recycle program in Maupin. This option would support the recycling needs of residents without transportation to the recycle depot, would provide a more convenient way for more residents to participate, as well as eliminating the risk to Maupin's water supply that is present with waste material stored near the reservoir. Additionally, it would reduce the expense of hauling fees and staff time at the recycle depot.
- Staff have developed a survey to gather community input on recycling services in Maupin. The survey is available through the city website and a link will be shared on the city's Facebook page.

City Council Report February 2024

- The library has been working on program planning for the coming year. We have events mapped out and scheduled clear into late fall.
- February programming included Blind Date with a book, patron appreciation day cookie giveaway, and a valentine's card making station.
- The library has been awarded 2 grants this month. First grant is \$1400 from Wasco County Cultural Trust for a interactive dinner theater local history program that will be held in the fall. The second grant is from Libraries of Eastern Oregon for \$1850 to increase our Library of Things collection, specifically for food preservation. We have added dehydrators, canners, vacuum sealers, food processors, juicers and more to the collection.
- We are active partners for the Maupin Garden Expo coming March 9th. Our new food preservation Library of Things collection will be featured in a display at the expo to encourage people to grow their gardens and preserve their harvests to reduce food insecurity.
- The library and 4H/OSU extension are partnering once again this spring on after school programs. We held a card making workshop in February, March we will host 2 classes that can also be at ended by families... sourdough making, and soap making. These types of programs will continue until early May.
- The library is currently in the process of collection development and weeding out non circulating and damaged books to make room for new books.
- Minecraft Monday after school program is growing in popularity and the library was able to secure 10 new iPads on loan from The Dalles Library for kids to use if they don't have their own device. Due to the increasing popularity of this program we've had to purchase additional licenses and a dedicated server.
- Oregon Humanities has asked our library to partner with them by hosting a Reflective Conversations 2-day workshop on April 11th & 12th in the Civic Center Community Room. The training will strengthen skills in leading conversations about vital issues and ideas across differences, beliefs, and backgrounds. This will be offered free to all staff and council members who wish to participate. Please contact Valerie for more information if you would like to register.

Respectfully submit ed,

Valerie Stephenson
Library Director



CONSIDER: GRANTS FOR LOCAL NONPROFITS

DOCUMENTS

[Application: American Legion Post 73](#)

[Application: The Life Raft Pantry](#)

[Application: Maupin Dig and Hoe Garden Club](#)

MOTION

I move to approve a \$1,000 grant each to the American Legion Post 73, The Life Raft Pantry, and Maupin Dig and Hoe Garden Club.

Dennis G. (Denny) Wright

vista-house@comcast.net

Submission Date	Feb 15, 2024 6:55 PM
Nonprofit Name	American Legion Maupin Post #73
Tax Exempt Status and Number	501(c)(3), #2776110
Contact Person Full Name	Dennis G. (Denny) Wright
Contact Person Phone Number	(503) 799-4595
Contact Person Email	vista-house@comcast.net
Organization Mailing Address	P.O. Box 267 Maupin, Oregon, 97037
Organization Phone Number	(503) 799-4595
Organization E-mail	vista-house@comcast.net
Amount Requested	\$1,000.00
Purpose for the Funds:	See attached letter.
How will the intended purpose benefit the citizens of Maupin?	See attached letter.

February 13, 2024

City of Maupin
507 Grant Street
Maupin, Oregon 97037

Re: Nonprofit Grant Fund

Dear Mayor Beat y and City Council members,

I am requesting your consideration of my application for one of this year's stipends on behalf of the Maupin American Legion, Post #73, a 501 (c) (3) organization. As you may know, the Post has been continuously serving the Maupin community since 1925. We are the only remaining Legion organization in South Wasco County. The mission of the Legion and our local Post is to assist and serve area veterans, their families, and children.

The funds to support Post #73 are partially supplied by local member dues. The biggest share of those dues go to the State and National Legion organizations, with only eight dollars from each going to the local post and programs. This amounts to less than \$100 in income annually, which does not cover minimal expenses, such as post office boxes and mailings.

A generous gift from the City of Maupin can greatly expand our ability to preserve our Post and again undertake many of the historic and patriotic programs that the community and veterans remember. Some of those programs are:

- Celebrating Veteran's Day, with a parade, flags, and programs
- Providing Veteran's events to foster social activity and fellowship
- Sponsoring community activities, games (bingo and other), food events, community social get-togethers and children's programs
- Patriotic and history reviews
- Sharing of the Post space for community needs
- Recognition at Veteran funerals and celebrations of life

In summary, your support will ensure the continuing presence of our Maupin Post #73. Historically, the community programs have been free. Assistance from your donation can help it remain that way. Veteran members find fellowship and take pride in our legion's contribution to the well-being of all of the citizens of Maupin as well as and our greater rural community.

Thank you,

Denny Wright, Commander
Maupin American Legion, Post 73

KATHERINE RICHEY

theliferaftpantry@gmail.com

Submission Date Feb 1, 2024 2:55 PM

Nonprofit Name The Life Raft Pantry

Tax Exempt Status and Number 501c3 85-1412513

Contact Person Full Name KATHERINE RICHEY

Contact Person Phone Number (541) 973-7814

Contact Person Email theliferaftpantry@gmail.com

Organization Mailing Address 401 5th St, PO Box 215
MAUPIN, OREGON, 97037

Organization Phone Number (541) 973-7814

Organization E-mail theliferaftpantry@gmail.com

Amount Requested \$1,000.00

Purpose for the Funds: The Life Raft Pantry will use this grant money to pay our monthly expenses. Rent, utilities and electric.

How will the intended purpose benefit the citizens of Maupin? The Life Raft Pantry is open to serve families and individuals by providing a weekly opportunity to pick up fresh, frozen and pantry food items.

I certify that the above information is true and correct.



K Richey

Medy Gantz

medyjg@gmail.com

Submission Date Jan 31, 2024 2:07 PM

Nonprofit Name Maupin Dig and Hoe Garden Club

Tax Exempt Status and Number 705-3807780

Contact Person Full Name Medy Gantz

Contact Person Phone Number (541) 980-0995

Contact Person Email medyjg@gmail.com

Organization Mailing Address PO Box 388, PO Box 388
Maupin, OR, 97037

Organization Phone Number (541) 980-0995

Organization E-mail maupindigandhoegardenclub@gmail.com

Amount Requested 1000.00

Purpose for the Funds:

1. Financial Support for Assisted Living Centers garden projects. Purchase flowers and upkeep of planters.
2. Financial support for Blue Star Memorial Garden. Maintain watering system and summer flowers.
3. Financial Support for Maupin Schools Butterfly Garden. Add signage and plants as needed.
4. Purchase pots and plants for Civic Center entry area.

How will the intended purpose benefit the citizens of Maupin? Each project mentioned above relies on volunteers and community funding. The garden club is part of that resource for these will deserved and needed projects. Education, beautification and respect for our Veterans all benefit the citizens of Maupin.

All money is spent within the city limits and directly benefits our citizens.

I certify that the above information is true and correct.

Handwritten signature or scribble.



CONSIDER: SPECIAL EVENT PERMIT ORDINANCE

DOCUMENTS

[Special Event Permit Ordinance](#)

MOTION

I move to approve the Special Event Permit Ordinance.

CITY OF MAUPIN

ORDINANCE NO: _____

AN ORDINANCE OF THE CITY OF MAUPIN PROVIDING FOR THE REGULATION OF SPECIAL EVENTS AND ESTABLISHING A PERMIT PROGRAM TO CONDUCT A SPECIAL EVENT.

WHEREAS, the Common Council of the City of Maupin (“City”), recognizes that special events enhance the character and community good will in the City;

WHEREAS, the Council desires to create a permit system to allow persons or organizations to conduct special events on City property or in the City right-of-way; and

WHEREAS, the permit system will enhance public health, safety, and public peace when special events are conducted.

NOW, THEREFORE, BASED ON THE FOREGOING, THE CITY OF MAUPIN ORDAINS AS FOLLOWS:

Section 1: Permit Required. No person, persons, or organization shall organize, promote, conduct, or allow to be organized or conducted any special event within the City of Maupin without first obtaining a permit from the City Manager or the City Manager’s designee. For purposes of this section, a “special event” includes but is not limited to any dance, music festival, road race, parade, run, carnival, festival, or other gathering involving the assembly of a large group of people which is advertised to the public at large and conducted on City property or City right-of-way.

Section 2: Application Approval.

1. **Application Requirements:** Applications for a special event permit shall contain the following:
 - a. Applications must be submitted at least 60 days prior to the event; provided, this requirement may be waived at the sole discretion of the City Manager on a case-by-case basis;
 - b. The name and address of the applicant;
 - c. The location, date, and time the event will be held;
 - d. A description of the event;
 - e. Expected attendance;
 - f. Marketing information;

- g. Whether alcohol will be sold or provided (indicate which), and if so, who will be serving the alcohol and relevant insurance information shall be attached and how OLCC rules will be complied with;
 - h. Whether food will be served, and if so, who will be serving the food and relevant information shall be attached. Food carts are allowed for special events; applications shall include information regarding whether food carts will be used and proof of permits and compliance with Oregon Health Authority and North Central Public Health District requirements;
 - i. Site Plan of the event that includes information about parking, sanitation, food and alcohol service, music, signage;
 - j. Certificate of liability insurance; A certificate of insurance for general liability naming the City of Maupin as an Additional Named Insured for amount not less than \$2,000,000 per occurrence, and \$3,000,000 general aggregate coverage. Coverage shall indicate that City will receive 30 days' notice of cancellation or material modification. If alcohol is to be served or sold, host liquor liability coverage in the amount of \$2,000,000 aggregate is also required. The City reserves the right to increase coverage minimum; and
 - k. Any other information reasonably required by the City Manager or the City Council.
2. Fees: Permit fees shall be set and amended as needed by resolution of the City Council.
3. Application Approval: If the City Manager is satisfied that the special event can be held without harm to the health and safety of the public or event participants, and that the plans comply with all requirements of state and local laws and regulations, the City Manager may issue the permit. The permit shall state the date and time that the event may be held as well as any reasonable conditions concerning the manner in which the event may be held. The permit shall also state whether food carts are authorized and any particular requirements regarding operation of food carts as determined to be appropriate by the City Manager. The City Manager has discretion to allow changes in food cart vendors at any time prior to the special event.
4. Application Revocation: The City Manager may revoke a permit issued under this section upon a finding of any misstatement of fact in the application process or upon a finding of violation of any state or local laws, rules, or regulations.

Section 3: **Exemptions.** Funeral processions and garage sales are exempt from this Ordinance.

Section 4: Additional Guidelines. The City Council may, by resolution of the Council from time-to-time as desired, set additional guidelines and requirements for issuance of a permit.

Section 5: Severability. A determination of invalidity or unconstitutionality by a court of competent jurisdiction of any clause, sentence, paragraph, section, or part of this Ordinance shall not affect the validity of the remaining parts to this Ordinance.

Section 6: Effective Date. This Ordinance shall take effect and become operative thirty (30) days after its date of adoption.

PASSED by the Maupin City Council this _____ day of _____, 2024.

Ayes: ____; Nos: ____; Absent: ____; Abstain: ____.

Carol Beatty, Mayor

ATTEST:

Christine Wolfe, City Recorder



DISCUSSION: FOOD CART ORDINANCE

DOCUMENTS

[Food Cart Pilot Program Ordinance with Proposed Changes](#)

MOTION

CITY OF MAUPIN

ORDINANCE NO:

**AN ORDINANCE OF THE CITY OF MAUPIN PROVIDING FOR THE REGULATION
AND OPERATION OF FOOD CARTS**

WHEREAS,

WHEREAS,

WHEREAS, the City desires to allow continued operation of food carts

WHEREAS,

**NOW, THEREFORE, BASED ON THE FOREGOING, THE CITY OF MAUPIN
ORDAINS AS FOLLOWS:**

Section 1: Purpose and Duration.

Section 2: Definitions. A "food cart" which may also be referred to as a "mobile food unit" is any vehicle that is self-propelled, or can be pulled or pushed down a sidewalk, street, highway, or waterway. Food may be prepared or processed on this vehicle, and the vehicle is used to sell and dispense food to the ultimate consumer. Mobile food units must be secured and protected from contamination when not in operation. Mobile food units have no size limit, but they must meet all requirements of the Oregon Health Authority per the Mobile Food Unit Operation Guide.

Section 3: Authority. The Zoning Ordinance Administrator is empowered to administer and enforce this Ordinance. The procedures outlined in the Maupin Zoning Ordinance shall be applicable to the administration of this Ordinance.

Section 4: Conformance. No food cart may be placed in any location unless it conforms to the provisions of this Ordinance and any further regulations as adopted by resolution of the City Council. Prior to placement of a food cart, a food cart permit shall be obtained from the Zoning Ordinance Administrator.

Section 5: Food Cart Standards. The following standards shall apply to all food carts permitted herein:

1. Food carts shall be mobile at all times, including but not limited to having fully inflated tires.
2. Food carts shall provide sufficient trash and recycling receptacles on site. Food cart owners and operators shall be responsible for the disposal of trash and general site cleanup on a daily basis.
3. Food cart wastewater shall be disposed of properly and the operator must demonstrate compliance with all Oregon Health Authority and North Central Public Health District requirements. **Food Carts must maintain a 5' separation(setback) from the site's natural or manmade stormwater drainage facilities.**
4. No part of the food cart footprint shall impede vehicular or pedestrian circulation, ingress, egress, or clear vision areas, as defined by the City.
5. Food carts shall only be permitted on developed private property. No portion of a food cart's footprint shall be located in a public right-of-way, unless authorized to do so for operation during a City-permitted event.
6. Any temporary canopy or tent structure provided by the food cart operator for customer seating areas shall be the responsibility of the food cart operator. The City shall not be responsible for inspecting the anchoring of such structures. Tents and canopies shall be capable of being moved at any time. **However, no structures, decks, porches and other structures shall be attached to the Cart.**
7. **Carts may be hooked into the site's municipal wastewater collection system as long as all State and North Central Public Health District code requirements are met.**
8. **Food cart signage need not comply with signage regulation in the Maupin Zoning Ordinance and sandwich boards are allowed provided there is no blockage of pedestrian pathways.**
9. Food carts shall not be required to provide off-street parking.
10. Food carts are restricted to placement within the following zones: General

Commercial, Recreational Commercial, Commercial/Residential Transition, and Craft Industrial Zone.

11. **Cart operators will be required to shut down lighting fixtures that abut residential properties. Lights on the food cart away from or on the other side of the cart may lit during business operations.**
12. **All outside lighting on Food Carts must be shut down at 10 PM when Quiet Hours begin.**

Section 6: Permits, Application Materials, and Fees. The following provisions shall apply to the permitting of food carts:

resolution of the City Council.

1. Complete permit applications and renewals shall be submitted to the City not less than 15 days prior to operation of a food cart. Incomplete applications shall not be processed by the City until all required information is received by the City.
2. An application shall include the following in addition to any other requirements as requested by the City:
 - a. A food cart permit application form signed by the food cart owner, the food cart operator (if different than the food cart owner), the host business owner, and the host property owner (if different than the business owner);
 - b. A basic plot plan indicating the following: property dimensions, location of food cart footprint including all site amenities (benches, tables, chairs, lighting, fencing, etc.), location and size of water and power hook-ups, setbacks from nearby property boundaries, setbacks from nearby structures, and number of paved parking spaces occupied by the food cart footprint;
 - c. Copies of all other relevant permits, including but not limited to: OLCC permit (if alcohol is to be served), Oregon Department of Motor Vehicles (DMV) registration, Oregon Food Handlers Card for individual workers, North Central Public Health District Mobile Unit application, etc; and
 - d. An application fee, as set by resolution of the City Council.

Section 7: Enforcement. Enforcement of this Ordinance shall follow the same procedures as outlined in Article 9 of the City Zoning Ordinance. In addition, permits may be denied or revoked by the Zoning Ordinance Administrator upon a determination of the Maupin Community Liaison that a violation of City Codes or Ordinances has occurred as a result of food cart operation that is not in compliance with this Ordinance or resolution of the City Council.

Section 8: Citizen Complaints. Citizen complaints shall be filed in writing with the Maupin Community Liaison.

Section 9: Civil Penalty. Violations of the food cart program may be punishable by a fine not to exceed \$100.00 per day, for each day the violation occurs. The party responsible for a violation, and for which a violation penalty may be levied, shall include all persons or entities named in Section 6(3)(a) herein.


Section 10: Severability. A determination of invalidity or unconstitutionality by a court of competent jurisdiction of any clause, sentence, paragraph, section, or part of this Ordinance shall not affect the validity of the remaining parts to this Ordinance.

Section 11: Repeal of Prior Ordinance. City of Maupin Ordinance 319, and any amendments thereto, are hereby repealed.

Section 12: Effective Date. This ordinance shall become effective 30 days after its date of adoption.

PASSED by the Maupin City Council this 22 day of Dec, 2023.

Ayes: 10; Nos: 0; Absent: 0; Abstain: 0.


Carol Beatty, Mayor

ATTEST:

Christine Wolfe
Christine Wolfe, City Recorder



DISCUSSION: SHORT TERM RENTAL ORDINANCE AMENDMENTS

DOCUMENTS

[Short Term Rental Ordinance with Proposed Amendments](#)

MOTION

Chapter 5.30

SHORT-TERM RENTALS

5.30.010 Definitions.

For the purpose of this chapter, the following definitions shall apply.

“Accessory structure or accessory use” means a structure or use incidental and subordinate to the main use of a property and located on the same lot as the main use.

“Contact person” means a 24-hour local (within 10 minutes of the rental dwelling) person or entity who can address governmental and private citizen concerns and may be:

- (a) The owner(s) of the dwelling unit; or
- (b) The agent of the owner(s) authorized to act for the owner(s) as designated on the license application.

“Dwelling unit” means a single unit providing complete, independent living facilities for one or more persons including permanent provisions for living, sleeping, eating, sanitation and only one cooking area.

“Licensing authority” means the Maupin city manager or another authorized representative of the city of Maupin charged with administering this chapter.

“Multifamily dwelling” means a structure of which all habitable portions thereof are connected structurally and comprise three or more dwelling units, including, but not limited to, factory-built dwellings, mobile homes and site-built dwellings.

“License” means a short-term rental license issued by Maupin, Oregon, and maintained in good standing by the owner(s) or agent of the owner(s) in accordance with the provisions of the Maupin city ordinances and regulations.

“Owner(s)” means the person or people, partnership, corporation, association, or other legally recognized person(s) or entity holding title to the dwelling unit in accordance with law.

“Person” means any natural person(s), firm, partnership, association, social or fraternal organization, corporation, business or any other group or combination acting as a unit.

“Rental agreement” means any agreement, whether in writing, granting the use of a dwelling unit to a person. Use of a dwelling unit by a recorded owner or other person or persons without monetary consideration shall not be a rental under this chapter.

“Rent” means the authorization of use of a dwelling unit granted to a person(s) in exchange for monetary consideration.

“Renter” is a person who rents a short-term rental.

“Short-term rental” means the renting of a dwelling unit (including any accessory guest house on the same property) to any person(s) on a day-to-day basis or for a period of time of up to 30 consecutive nights.

“Single-family dwelling” means a structure of which all habitable portions thereof are connected structurally and comprise one dwelling unit, including but not limited to factory-built dwellings, mobile homes and site-built dwellings.

“Sleeping area” means a room or other space within a dwelling unit designed, intended or used for sleeping. Roll out beds, fold out couches, or other temporary sleeping accommodations including tents and recreational vehicles shall not be considered a sleeping area, and may not be used to increase the allowed occupancy of a short-term rental as provided in this section. Determinations as to the number of sleeping areas within a dwelling unit are reserved to the Maupin city licensing authority and all determinations are final.

“Two-family dwelling” means a structure of which all habitable portions thereof are connected structurally and comprise two dwelling units including but not limited to factory-built dwellings, mobile homes and site-built dwellings.

“Vacation rental,” for the purpose of this section, means the same as “short-term rental” as defined above. [Ord. 312 § 1, 2021.]

5.30.020 Licenses.

(1) It shall be unlawful to rent any dwelling unit as a short-term rental without obtaining and maintaining a current license as provided in this chapter. All dwelling unit owners shall obtain a license prior to using the dwelling unit as a short-term rental. **Applicants, including individuals or other entities may only apply for and hold one license at a time.**

(2) No license granted under the provisions of this chapter shall be assignable. If the dwelling unit is sold or transferred by any means, a new license is required of the subsequent owner(s) who desire(s) to continue a short-term rental operation; provided, however, that the Maupin city council may set a pro rata lower fee for the first year. The subsequent owner(s) will be required to fill out a new application and agree in writing to comply with the requirements of this chapter and the license authorized herein. [Ord. 312 § 2, 2021.]

(3) The City shall restrict short-term rental licenses to a maximum of 3% of residential units within the City as rounded to the nearest whole number. The number of residential units shall be assessed on the final business day of each calendar year. This percentage may be adjusted by amendment to this ordinance by the City Council.

5.30.030 Application for license – Fee.

(1) Applications for a license, renewal of a license, or license caused by a change in ownership shall be made upon forms provided by the city of Maupin and filed at the city manager’s office at City Hall. These applications shall include, but not be limited to, the following:

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- (a) A plot plan, drawn to scale, showing the location of the dwelling unit on the lot with dimensions shown and particularly the off-street parking availability shall be shown and dimensions of the parking spaces shown as well.
- (b) Every license application, renewal license or license caused by a change in ownership shall be accompanied by application fee(s), which, at the time of passage of the ordinance codified in this chapter is \$250.00 plus actual cost of any additional inspections by city, county, or state agencies. This application fee is subject to modification as provided in this chapter.
- (c) If approved by the licensing authority, the successful applicant shall pay the annual licensing fee which is \$500.00 per calendar year prorated as of the date of issuance. This is the fee adopted at the time of passage of the ordinance codified in this chapter and is subject to change as provided in this chapter.
- (d) Fees provided in this chapter shall be subject to review annually and may be amended, by resolution of the city council of the city of Maupin.
- (e) Every application shall be processed by the licensing authority.
- (f) Upon receipt of the completed application, the licensing authority will review the application and certify that:
- (i) Based on a viewing of the property, the short-term rental complies with standards found in this chapter and the other relevant ordinances of the city of Maupin.
 - (ii) There has been a proper posting of the contact person information, as provided in this chapter.

- (iii) The contact person information is being provided to the Wasco County sheriff, local fire and rescue and the city of Maupin.
- (iv) Determine and state on the license the maximum occupancy for the short-term rental as defined by this chapter.
- (v) Receive and review the certified statement of the owner that the owner of the short-term rental has met and will continue to comply with the requirements of this chapter. [Ord. 312 § 3, 2021.]
- (vi) **The City may elect to conduct a lottery initially for the purpose of establishing a baseline for the Short-Term Rental Program. Subsequent Lotteries may be conducted when new applications and license renewal applications exceed the determined cap of licenses to be issued the next year.**

5.30.040 Transient room tax compliance required.

Notwithstanding any other provision of the ordinance codified in this chapter or any other ordinance of the city of Maupin and as a separate stand-alone requirement and criteria for holding a valid license, the owner shall provide a certified statement that the owner will comply with Maupin and Oregon State transient room taxes. If at any time the licensee cannot demonstrate compliance with transient room taxes, or if the city determines that the owner is not in compliance with the provisions of those transient room taxes, the license shall not be issued, or may be suspended or revoked, or may be denied upon renewal, until such time as the noncompliance is resolved to city's satisfaction. "Noncompliance" includes, but is not limited to, failure to report, improper reporting, failure to collect or failure to remit required transient room taxes. Any of these actions not timely made are also grounds for revocation and nonrenewal of the license for noncompliance. **The Transient Room Tax Report needs to include proof of state transient lodging tax filing and a report of complete lodging activity for the quarter and shows that the STR was used at least one time. Failure to properly report compliance with Oregon and City of Maupin transient room tax requirements for two consecutive quarters will result in immediate revocation of a Short-Term Rental License.** [Ord. 312 § 4, 2021.]

5.30.050 Licenses subject to commercial city sewer and water rates.

Premises licensed under the provisions of this chapter and related regulations are subject to the Maupin commercial city sewer and water rates during the period of licensure. [Ord. 312 § 5, 2021.]

5.30.060 Issuance and maintenance of license.

Issuance and maintenance of license is subject to the following:

- (1) Authority to issue licenses rests with the licensing authority.
- (2) An issued license is subject to revocation or refusal to renew the license for failure to meet, maintain or operate the short-term dwelling in conformance with the requirements of this and other ordinances of the city of Maupin.
- (3) Within 30 days of receipt of a completed application, the payment of required fees, and the determination or adequate certification of compliance with the requirements of this chapter, a license shall be issued by the licensing authority to the owner which shall be good until the end of the calendar year of issuance.
- (4) If an application for a permit or the renewal of a permit is denied, or a permit is revoked, cancelled, or not renewed the owner may appeal denial or revocation or nonrenewal to the Maupin city council as provided below.
- (5) During the time that a license is revoked, nonrenewed or not issued, a short-term rental may not operate. [Ord. 312 § 6, 2021.]

(6) All Short-Term Rental License expire on December 31st annually and must be renewed prior to continuing use of a Short-Term Rental. If the maximum number of Short-Term Rental Licenses is not reached by approved renewal applications, the City may issue new Short-Term Rental Licenses.

All new Short-Term Rental License applications shall be time-stamped with the date of receipt, or the date the application was deemed complete (whichever is later). The Administrator shall process completed applications in the order that they are received, according to the timestamp on the application.

If the maximum cap of Short-Term Rental Licenses is reached the Administrator shall stop processing applications for the year. Any unprocessed applications shall be returned, and the application fee shall be refunded to the Applicant. Applications for an STR License are only valid for the year for which it was submitted.

5.30.070 Operating standards.

All short-term rentals shall comply with the following operating standards and conditions:

- (1) Except as provided herein, single-family dwellings conducting a vacation rental business must maintain the appearance and operational characteristics of a single-family dwelling unit.
- (2) *Contact Person(s)*. The name and phone number of the contact person(s) shall be posted, provided and updated in the following manner:
 - (a) Short-term rentals shall maintain a sign, which is conspicuously posted and clearly visible from the primary street(s) adjacent to the property, identifying the property as a short-term rental. This sign shall include the current name and 24-hour phone number of the contact person and the occupancy limits of the home.
 - (b) In addition, the owner shall provide the contact person's name and phone number in writing to the local fire chief and the Wasco County sheriff's office.
 - (c) Each vacation rental shall maintain an up-to-date posting which shows the property owner's contact information, phone and email address and the telephone number for the contact person.
 - (d) The owner shall update the posted notice and provide a new written notice to the local fire chief and Wasco County sheriff's office and the city of Maupin each time there is a change to the name or phone number of the contact person.
 - (e) The contact person shall contact a renter by phone or in person or otherwise promptly respond to phone inquiry upon receiving any complaint from a neighbor, the local fire department or the sheriff's office concerning the conduct of a renter or other issue impacting the public or the city.
- (3) *Quiet Time*. The hours of 10:00 p.m. to 7:00 a.m. weekdays and 10:00 p.m. to 10:00 a.m. on weekends and holidays are required quiet times. The owner or contact person shall notify every renter, in writing, of the quiet times and that a renter may be subject to sanction and penalties under the law. Failure of the licensee or the licensee's agents to enforce this quiet time may result in revocation or nonrenewal of license. Renters who violate this standard may be issued enforcement mechanisms available for breaches of the peace.

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- (4) *Outdoor BBQs.* Outdoor propane barbecues and outdoor propane fire pits are permitted. No other outdoor fires are permitted.
- (5) *Garbage Service.* The owner shall be required to maintain adequate garbage service, with required secure containers, from the franchised waste disposal service company serving its property. The service must be at a level commensurate with the garbage generated at the dwelling, but no less than weekly service when the short-term rental is being rented. Owners shall notify all guests of the garbage services and requirements for the dwelling.
- (6) *Parking.* The owner must provide one parking space for each approved sleeping area in a short-term rental, plus one additional parking space per unit. Off-street parking spaces shall measure not less than nine feet by 19 feet. Owners shall provide sufficient off-street parking for renters who bring trailers, boats or similar oversized vehicles. Renters must be advised that they may only park in the off-street parking unless otherwise specifically authorized by the city license. Parking shall not, under any circumstances, hinder the path of any emergency vehicle. Renters may be cited and fined in the event they park illegally. Repeated violations of prohibited parking by renters of the short-term rental may be grounds for revocation or nonrenewal of the license.
- (7) *House Number.* A house number, visible from the street, shall be installed and maintained by the owners.
- (8) *Limits on Occupancy.* The maximum occupancy for a short-term rental unit shall be calculated on the basis of an average of two persons per sleeping area plus an additional two persons. For the purpose of maximum occupancy, those under two years of age shall not be counted. Accessory structures, tents and recreational vehicles and similar sleeping arrangements shall not be used to increase the number of people approved to occupy a short-term rental. Notwithstanding the foregoing, no more than 10 persons shall occupy the short-term rental unit at any one time.
- (9) *Notices to Renters.* The owner must provide to each renter and post in a prominent location in the dwelling, a list of rules including, but not limited to, rules on required quiet times, fire, barbecues, available garbage service, parking locations and limitations on occupancy.
- (10) *Outdoor Lighting.* Artificial lighting shall be subdued and shall not shine, cause glare, or be unnecessarily bright on surrounding properties. Both interior and exterior lighting shall take

into consideration the viewshed and shall be shielded or hooded to prohibit glare to impact adjoining properties.

(11) *Pets and Barking Dogs*. If owner allows dogs on premises, the renter shall always maintain control of the dog including preventing excessive barking. [Ord. 312 § 7, 2021.]

5.30.080 Complaint procedure.

All complaints will initially proceed through the informal resolution process provided herein. If the complaint is unresolved, then the more formal process shall be utilized as set forth below:

- (1) *Step One*. The complaining party shall attempt to communicate with the contact person designated on the license, as is communicated in the notice posted at the short-term dwelling. The complainant shall describe the problem and the requested resolution.
- (2) *Step Two*. The contact person shall promptly respond to the complainant and make reasonable efforts to remedy any situation that is out of compliance with the provisions of this chapter. If that resolves the matter, the complaint process terminates.
- (3) *Step Three*. If the response from the contact person is not satisfactory to the complaining party or the contact person does not believe that the problem violates this or other Maupin city ordinances or other laws, either party or both parties may next provide a written complaint to the licensing authority, with a copy of the written complaint provided to the other party by the complainant. The written complaint shall describe all efforts to resolve the problem. The licensing authority shall then attempt to resolve the complaint with parties. The licensing authority may use community mediation resources if it determines such resources are available and would help resolve the complaint. If not mutually resolved by the parties, the licensing authority shall issue a written determination to both parties to resolve the problem. If the licensing authority finds that a violation of this chapter occurred, the licensing authority may undertake enforcement action as authorized in this or other ordinances of the city of Maupin.
- (4) *Step Four*. Either party may appeal the determination of the licensing authority by filing a written appeal to the Maupin city council, within 30 days of the licensing authority's determination. The city council, or its designee, shall hold an informal hearing on the appeal and issue a formal decision.

(5) *Complementary Procedure.* This procedure is separate from but complementary with the procedures used to revoke, cancel or deny renewal of a license. [Ord. 312 § 8, 2021.]

5.30.090 Denial, revocation or renewal of a license – Hearing.

(1) Owners of short-term rental units who hold a valid license under this chapter are required to comply with all applicable provisions of this chapter and the other ordinances of the city of Maupin. In addition to the penalties provided elsewhere, for any violation of any provision of the ordinances of the city of Maupin, failure to comply may subject the owner to revocation or nonrenewal of a license as provided for in this section.

(2) Appeal of denial of a license is also governed under these provisions.

(3) The following shall be grounds for considering revocation or nonrenewal of the license granted and held under this chapter:

(a) One or more violations of this chapter or other provisions of the Maupin city ordinances related to the same short-term rental within one year. Violations include, but are not limited to, complaints identified in this chapter which reached Step 4 in MMC 5.30.080 and a final determination was made that the problem, as unresolved, violates provisions of Maupin ordinances.

(b) Violations may also be determined by the licensing authority for noncompliance with the provisions of this chapter or other federal, state or local law.

(4) A decision of the licensing authority may be appealed under the following procedures:

(a) An appeal of the decision of the licensing authority must be filed with the city recorder within 30 days of the appealed decision, together with a filing fee, which at the time of adoption of this ordinance is \$100.00 and which as elsewhere provided is subject to annual review.

(b) Upon timely filing of an appeal of the administrative decision of the licensing authority, the city council or an authorized representative of the city council shall conduct a hearing to consider the challenged decision.

(c) The city council or its designee shall give 30 days' written notice to all relevant parties of the time, date and place of the hearing, that the short-term rental permit may be revoked as a result of the hearing and of the allegations and violations upon which revocation will be considered.

(d) At the hearing, each party shall have an opportunity to be heard and present such witnesses, testimony and other evidence as that party deems relevant to the issues. The procedure will be informal and no cross examination will be allowed. The hearing may be continued at the discretion of the city council or its designee.

(e) At the conclusion of the hearing process, the city council or its designee shall consider the evidence and issue a binding decision. [Ord. 312 § 9, 2021.]



COMMUNICATIONS

DOCUMENTS

[Letter from Kathy Middleton](#)

Kathleen Middleton
201 4th Street
Maupin, OR 97037

February 13, 2024

Maupin Mayor and City Council
507 Grant Ave.
Maupin, OR 97037

Dear Mayor Beat y and Maupin City Council Members,

I would like to request that the Maupin City council bring back the .5FTE librarian position that was funded in the past. The decision was made a couple of years ago to eliminate the funding and use volunteers for the additional staffing. Although we have great volunteers, this is not a plan that works for the long term:

- Not all volunteers are allowed to use the check in/check out system so if library patrons want to check out a book, they have to use a library computer and do it themselves, which is cumbersome and inefficient.
- Volunteers aren't always available to work, especially if it's a last-minute request, so we have to close the library. This is especially a hardship on patrons that drive 30+ minutes each way to use the library's services.
- Val has many responsibilities outside of helping library patrons (applying for grants, ordering books, sitting on statewide committees, managing the various programming she brings to the library, event set-up and take down, etc). She needs time away from her desk to manage all of the responsibilities associated with her position.

The Library and the programs it provides are essential to Maupin and our surrounding communities. We have named it the "Living Room" of South Wasco County. Please consider providing the necessary funding to provide for additional Library help.

Thank you,

Kathy Middleton

503-975-2785



ADJOURN

NEXT PLANNING COMMISSION MEETING

February 13, 2024 at 4:40 p.m. in person and virtual

SUGGESTED TOPICS FOR NEXT CITY COUNCIL MEETING

Legion Hall
Recycling Survey Results

NEXT CITY COUNCIL MEETING

Continuation of Goal Setting Work Session: March 20, 2024 at 9 a.m.
March 27, 2024 at 6:30 p.m. in person and virtual

MAYOR ADJOURNS THE MEETING