



PLANNING COMMISSION WORKSESSION AGENDA

Tuesday, March 10, 2026, 4:30 p.m.

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)

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.*

4:30 p.m.	Call to Order / Roll Call of Planning Commission, Council, and Staff
	Consent Agenda
	Public Comment
4:45 p.m.	Discussion: Lighting Draft Ordinances
6:00 p.m.	Adjourn



CONSENT AGENDA

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 Any Planning Commission member may request that an item be withdrawn from the Consent Agenda and be placed in the business section of the agenda.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

[10.14.2025 Draft Planning Commission Minutes](#)

[1.13.2026 Draft Planning Commission Minutes](#)

MOTION

I move to approve the Consent Agenda as presented.



MINUTES

Planning Commission Meeting

Tuesday, October 14, 2025

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

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

Co-Chair Riley called the meeting to order at 4:32 p.m.
Roll Call of Planning Commission and Staff was conducted
by Recorder Wolfe
Presiding: Suze Riley
Commission Present: Suze Riley, Lynn Ewing, Jessy Rose,
Emily Black
Commission Absent: Lauren Whitaker EA
Staff Present: City Manager Nick Smith, City Recorder
Christine Wolfe, City Planner Jamie Crawford
Staff Absent: Admin Asst. Doni Van Dolah EA
Visitors Present: Jon Helquist, Madeline Rhoades. Karen
Miller, Mark & Heather John

Consent Agenda

Commissioner Rose made a motion to approve the
consent agenda. Commissioner Ewing second. Vote was
unanimous with a 4-0 vote (Ayes: Riley, Ewing, Rose,
Black: Nays: none)

Public Comment

No Public Comment

Discussion: Council direction, Dark Sky, Chickens

Planner Crawford discussed Council direction with Dark
Sky lighting. Focus on lighting regulations and their
placement within the development code. The
Commissioners decided to keep lighting regulation's
objective for residential developments, as subjective
standards could be costly and difficult to enforce.
Agreement to focus on commercial, industrial, and public
buildings for lighting regulations, while streetlights and
yard lights were identified as important considerations for
reducing light pollution. The goal is to lessen light
pollution rather than pursue dark sky certification. Street
lighting regulations and policies, focusing on public right-
of-way and the involvement of Wasco Electric. Options
explored for regulating light pole types and standards.
Considering the city's control over right-of-way lighting
despite Wasco Electric's responsibility of installation.
Discussion highlighted the need to balance safety
concerns with cost considerations, as the city currently
pays a flat rate for all city lights. Shielding lights to
prevent glare and light intrusion, promoting good
neighbor behavior rather than achieving complete dark
skies. Enforcement through permitting processes,
particularly for new construction and significant updates.
Commissioners agreed to first craft a clear statement of
purpose for the code before proceeding with a full
proposal for City Council review.

The need for education and awareness rather than strict enforcement, suggestion of providing grants for new, energy-efficient lighting options would encourage compliance. Include information about lighting codes in utility sign-ups and real estate transactions.

Commissioners acknowledged that there could be some resistance to change.

Outdoor lighting regulations focused on the need to encourage businesses and property owners to turn off unnecessary lights after working hours, with an exemption for Holiday lights. Consideration to involve Wasco Electric in reviewing lighting codes and explore the possibility of seeking grants to upgrade streetlights and decorative poles.

Commissioners' discussion moved on to chickens and to consider small animal farms that would allow 4-H participants to keep chickens, goats, rabbits, sheep and pigs. Other fowl was discussed, as well. Suggestion included six (6) chickens without a permit, provided there are guidelines about cleanliness and neighbor considerations and using the existing nuisance ordinances to address odor and sanitation issues. They discussed the need for a process to handle complaints about animals and possibility of allowing larger animals on larger plots of land. They agreed to exclude commercial farming operations.

The city's comprehensive plan update will move to January when the grant application results are final.

The next meeting will take place on Tuesday, November 4, 2025, at 4:30 p.m.

Meeting adjourned at 6:09 p.m.

Adjourn

Respectfully Submitted by Christine Wolfe, City Recorder

SIGNED: _____
Lauren Whitaker, Planning Commission Chair

ATTEST: _____
Christine Wolfe, City Recorder



MINUTES

Planning Commission & Council Work Session

Tuesday, January 13, 2026

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 4:32 p.m.
Roll Call of Planning Commission and Staff was conducted
by Admin Assist. Doni Van Dolah
Presiding: Lauren Whitaker
Commission Present: Lauren Whitaker, Suze Riley, Lynn
Ewing, Jessy Rose, Emily Black
Commission Absent: n/a
Staff Present: City Recorder Christine Wolfe, Admin Assist.
Doni Van Dolah, City Planner Jamie Crawford
Staff Absent: City Manager Nick Smith
Visitors Present: Paula Latasa, Jon Helquist, Jeff McLucas,
John Bildsoe, Brad Treft, Mark & Heather John, Karen
Miller

Consent Agenda

Commissioner Ewing made a motion to approve the
consent agenda. Commissioner Rose second. Vote was
unanimous with a 5-0 vote (Ayes: Riley, Ewing, Rose,
Black: Nays: none)

Public Comment

John Bildsoe inquired about the EV charger that was
moved from the City Park to Kaiser Park.
Jon Helquist inquired about the Legion Hall.

Elect Chair, Co-Chair, Secretary

Commissioner Whitaker nominated Suze Riley for Chair.
Commissioner Black second. Vote was unanimous with a
5-0 vote (Ayes: Riley, Ewing, Rose, Black: Nays: none)
Commissioner Whitaker nominated Lynn Ewing for Co-
Chair. Commissioner Black second. Vote was unanimous
with a 5-0 vote (Ayes: Riley, Ewing, Rose, Black: Nays:
none
Commissioner Whitaker nominated Recorder Christine
Wolfe for Secretary. Commissioner Black second. Vote was
unanimous with a 5-0 vote (Ayes: Riley, Ewing, Rose,
Black: Nays: none
Commissioner Riley presided over meeting.

Discussion: Chicken Ordinance

Planner Crawford opened the discussion on creating a
chicken ordinance.
Commissioner Rose raised the question of how they
settled on 4 chickens. Commissioner Ewing stated it was
agreed at the work session they had with Council.
Discussion centered around increasing the flock size and
4-H exception of 2 chickens per active 4-H participants,
adding language to support 4-H. Consideration to increase
the limit to 6. They agreed to finalize the exact number of
chickens allowed after public comment, rather than
setting a definitive number now.
Discussion of coop and enclosure requirements, setback
distances and predator protection measures.

The Commissioners agreed on a 7-foot setback requirement from property lines and not attached to any existing structures. Reviewed various methods of securing coops from predators including digging down 8 inches and extending fencing 3 feet in all directions. They reviewed storage requirements for feed and space requirements for coops, the need to maintain clean and sanitary conditions and preventing chickens from wandering onto neighboring properties. Commissioners agreed to mandate covered enclosures with secure tops to prevent chickens from flying away and to keep wild birds out. Discussion on the importance of complaint-based enforcement. Consideration of those that have chickens at the present time that have not had complaints. Discussion regarding the permitting regulations. A one-time fee for chicken permits of \$20.00 with a simple application process. They agreed that while current non-compliance would not be grounds for permit refusal, existing chicken owners would need to obtain permits through a policy outside of the formal code language. Commissioners would like to ask Maupin residents to send in written comments for or against chickens inside city limits.

Communications

N/A

Adjourn

The next meeting will take place on Tuesday, February 10, 2026, at 4:30 p.m.

Meeting adjourned at 5:59 p.m.

Respectfully Submitted by Christine Wolfe, City Recorder

SIGNED: _____
Suze Riley, Planning Commission Chair

ATTEST: _____
Christine Wolfe, City Recorder



DISCUSSION: LIGHTING DRAFT ORDINANCES

DOCUMENTS

[Maupin PC_Light Chicken Amds REV 1.13.2026](#)

MOTION

N/A



BELL DESIGN COMPANY

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Office: 509-493-3886

www.belldesigncompany.com

TO: Maupin Planning Commission
FROM: Jaime Crawford, Staff Contract Planner
RE: Lighting & Chicken Ordinances
DATE: January 13, 2026

LIGHTING CODE AMENDMENTS

Dec. Meeting Takeaways

- Purpose statement regarding safety and navigation.
- Not pursuing Dark Sky initiatives or becoming a destination at this time.
- Create clear definitions in our lighting code by zone.
- New builds have a lighting plan as part of the site plan.
- Lights must point down and stay on property.
- Update our application.
- Focus is on residential areas.
- Holiday lights are not affected.
- Communication and education to citizens regarding appropriate lighting practices

Planner's Recommendation

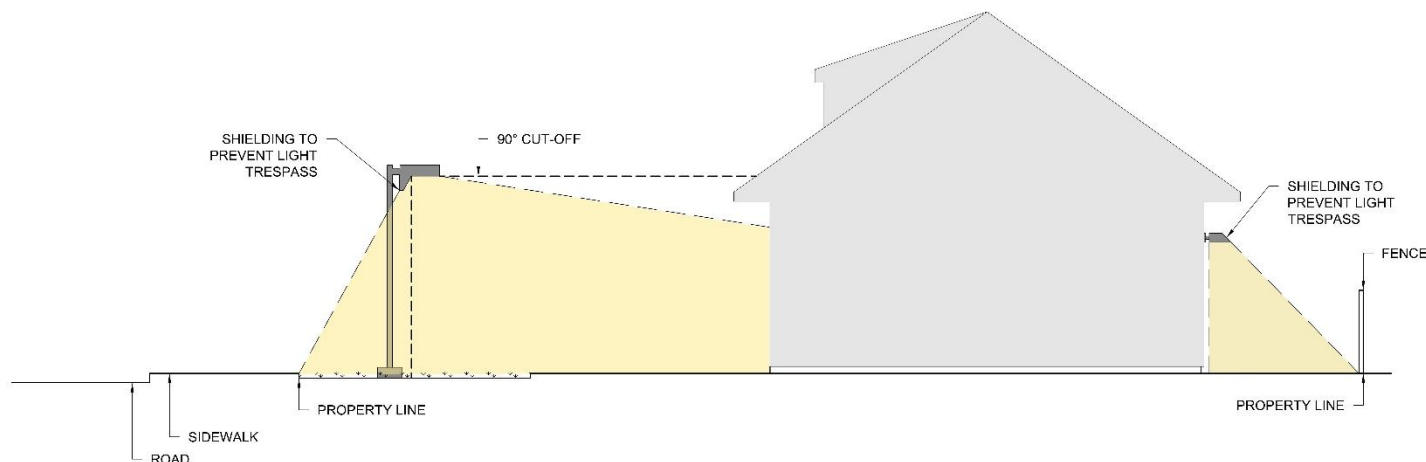
The following is proposed to be added to Chapter 18.40 – Supplementary Provisions:

CODE LANGUAGE	PLANNER'S COMMENTS
18.40.XXX Outdoor Lighting	Subsection numbering to be assigned.
(1) Purpose. To protect the use and enjoyment of property, for both those uses/users with outdoor lighting and all other uses/users within the Maupin City Limits. Outdoor lighting is encouraged to be used only when necessary, at the minimum intensities necessary, and emit a warm color temperature (3,000 Kelvins or less).	I suggest a simple purpose statement. I believe this statement covers all reasons for the regulations within Maupin. It also acknowledges that the City only has jurisdiction within the City Limits. Discretionary encouragements – not regulations – are also included.
(2) Applicability. These standards apply to all permanently installed outdoor lighting for all uses and accessory uses on all publicly and privately owned land.	Lighting within the public right-of-way is controlled under public works standards. These have yet to be reviewed and amended. Review is included in next-steps.
(3) Exemptions. The following are exempt from this section:	Section includes exemptions and additional regulations for string lights.

(a) Lighting within the public right-of-way is exempt from this section but subject to Public Works Standards. (b) Federally regulated lighting (e.g., aviation, wireless communication facilities, etc.). (c) Temporary lighting associated with special events or construction activities, provided review by the Planning Official as a ministerial action. (d) Lighting for signs otherwise regulated by Title 11. (e) Recreational facility lighting, provided approval through a Site Plan Review. Conditions of approval may be required by the approval authority. (f) Emergency facility lighting and emergency lighting required by the building authority, provided approval through a Site Plan Review. Conditions of approval may be required by the approval authority. (g) Holiday lighting not to be displayed for more than 90 days within a one-year period. (h) Ornamental lighting, landscaping lighting, and string lighting, if lighting: (i) Is for a residential use; (ii) Is completely extinguished by 11 p.m., and (ii) Does not flash or flicker. (i) Other outdoor lighting as determined by the Planning Official, processed administratively as a ministerial permit with public notice.	The City does not currently have a general temporary use permitting process, outside of some provisions for food carts, signs, and mobile homes for temporary residence. A temporary use section should be added, but for now this language assigns authority and provides an opportunity to discretionally impose conditions of approval. For example, conditions related to operating hours or permitted timeframes, or prohibiting certain types of lighting like lasers, spotlights, or searchlights. Regulations for recreational and emergency facilities vary across sampled codes. This language acknowledges that the lighting regulations of this section may not be appropriate and should be discretionarily reviewed through the Site Plan Review process. Holiday lighting – is this an agreeable timeframe? Note the language is broader than “consecutive days” or “calendar year”. String lighting for non-residential uses can be addressed through the Site Plan Review process or other permit process – previously approved or part of a future review. The current code allows for appeal of a planning official’s interpretation, but there is currently no defined process for that interpretation. The language for criterion (I) provides that interpretive allowance and defines the permitting process.
(3) Review Process. Outdoor lighting shall be assessed: (a) During any Site Plan Review, subject to the procedures of that applicable review process;	Language explains review opportunities.

(b) During building permit review for all uses not subject to Site Plan Review; and (c) During code compliance investigations.	
(4) Non-Conforming Lighting. (a) Non-conforming lighting for both residential and non-residential uses installed prior to the adoption of this section, and not previously subjected to Site Plan Review, shall be replaced or modified to meet these standards. (b) A temporary use permit based on a hardship may be approved by the Planning Official to allow continued non-compliance. Permit approval shall: (i) Be processed administratively as a ministerial permit, without public notice; (ii) Define the current condition of non-compliance; and (iii) Include a signed affidavit by the property owner acknowledging required compliance to this section must be achieved within either five years of the adoption of this section, or within one year from the date of the code compliance investigation, whichever is more.	Provides relief to existing property owners through a pathway towards compliance. Does PC agree with timeframes? A temporary use permit is a land use decision, but does not necessarily require public notice. The permit requires limited discretion. If denied by the Planning Official, the permit may be appealed to the Planning Commission. Defining the current condition of non-compliance and requiring a signed affidavit creates a clear record of the decision for future review/enforcement.
(4) Development Standards. All lighting shall be: (a) Downcast, fully cutoff, and fully shielded. No light shall be emitted at or above an angle of 90-degrees from a horizontal plane to the emitting light fixture/source. (b) Contained to the boundary of the subject property. Light trespass onto the public right-of-way or onto any other property less the subject property is not allowed. (c) Flag poles requiring night lighting shall be illuminated from above and meet standards (4) (a) and (b).	These standards are simple, clear and objective. We have also created a figure that will accompany this section for clarity (see end of this document). Definitions are not required with these descriptions and with the visual.
(5) Variances. Variances to these standards are not allowed.	With the exemptions, interpretation ability, and temporary use permit for hardships, there should be no reason why outdoor lighting is not shielded, downcast, or confined to the boundaries of the property.

New Figure:



Potential Next Steps

- Planner to take agreed upon amendments and produce a legislative adoption format
- Planner to review regulations for lighting within the public right-of-way
 - o Review public works standards
 - o Consult Wasco Electric and review jurisdictions
- Planner to confirm with State if a Measure 56 notice is required to be sent to properties within residential zones. Outdoor lighting is currently regulated on non-residential lands, and therefore these properties do not need to be noticed. I believe we will need to provide the notice to residential properties alone.
 - o Oregon Revised Statutes (ORS) 227.186 guides this noticing.
 - o Notice is given for rezoning. "Rezoning" includes changes to land use regulations: (9)(b) Adopts or amends an ordinance in a manner that limits or prohibits land uses previously allowed in the affected zone.
 - o Although changes to lighting regulations are not a limitation or prohibition of a land use, the new regulations do create a restriction. The intention of Measure 56 is to provide notice to property owners of a legislative change that *"may change the value of your property."*

CHICKEN CODE AMENDMENTS

Dec. Meeting Takeaways

- Permitting system with specific flock limits (4 max)
- No roosters
- Enforcement mechanisms
- Clear guidelines for containment and cleanliness
- Setbacks from neighboring properties, with agreements
- Code enforcement and potential large fines for violations, no warnings.

- No other animals at this time.

Planner's Recommendation

The following is proposed to be added to Reserved Title VI. Animals:

CODE LANGUAGE	PLANNER'S COMMENTS
6. XXX NAME <u>Chickens</u>	What should we call these???
	Subsection numbering to be assigned.
(1) Purpose. To provide standards and regulations for keeping chickens for noncommercial purposes within an urban residential environment. The intention is to avoid adverse impacts on neighboring properties and residents, and to provide for the health and safety of the chickens, <u>and to support 4-H participants.</u>	I suggest a simple purpose statement.
(2) Definitions. Chicken. For the purpose of this code, a chicken (<i>Gallus domesticus</i>) refers only to a female chicken. (a) "Chicken enclosure" means a fenced (or wire) area, or pen, required in association with a coop in order to provide an outside exercise area for the chickens free from predators, and of a size that allows for access to a foraging area, sunlight, etc. <u>Enclosures must be secured on all sides, including overhead.</u> (b) "Coop" means the covered house, structure or room that is required in order to provide chickens with shelter from the weather and with a roosting area protected from predators. (c) "Repeat violation" shall mean a violation of the provision of a code or ordinance by a person who has been previously found, through a code enforcement special magistrate or any other quasi-judicial or judicial process, to have violated, or who has admitted violating, the same provision within five years prior to the violation, notwithstanding that the violations may occur at different locations. For the purposes of this definition, a plea of "no contest" or "nolo contendere" shall be deemed an admission of a violation.	Simple definitions, could be expanded upon.

(3) General Standards. No person shall keep poultry on residentially zoned property, or on property legally developed as residential property, except in compliance with all of the following regulations and limitations and all other applicable provisions of the Maupin Municipal Code: (a) No person shall keep more than six^{four} chickens, <u>other than two additional chickens allowed per active 4-H participant living at the residence.</u> (b) Chickens must be kept within the coop or enclosure at all times. (c) No ducks, geese, turkeys, peafowl, or male chickens/roosters, or any other poultry or fowl may be kept under the provisions of this section. (d) Chickens shall be kept for personal use only. The selling of chickens, eggs or chicken manure, or the breeding of chickens for commercial purposes is prohibited. (e) The slaughtering of chickens on premises is not allowed. (ef) If applicant is a renter, <u>written</u> landlord/property owner permission is required. (fg) No enclosure, compound, pen, run, shed, or fenced area of confinement shall be located within the required front yard setback.	Limits chicken keeping to only residential zones and legally non-conforming residences (homes in commercial zones that are grandfathered in). Reference to the Maupin Municipal Code restricts people who are already violating other sections of the code from applying for a chicken permit. Provides basic provisions that apply to all chicken keepers – new and old. Renter provision.
(4) Location and Requirements for Chicken Coops and Enclosures. (a) Any chicken coop and fenced enclosure must be located in the rear of the property, and a minimum of seven feet from any property line, <u>or residential structure.</u>	Review setback standard.

(b) The coop shall be covered and ventilated, and a fenced enclosure/run is required. The coop and enclosure must be completely secured from predators, including all openings, ventilation holes, doors and gates. (c) All stored feed must be kept in a rodent- and predator-proof container. (d) The coop shall provide a minimum of three-cubicsquare-feet per chicken and be of a sufficient size to permit free movement of the chickens. The coop may not be taller than eightsix feet, measured from the natural grade, and must be easily accessible for cleaning and maintenance. <u>(e) The minimum enclosure size shall be XX.</u>	
<u>(54)</u> Health, Sanitation and Nuisance as Applied to the Keeping of Chickens. (a) Chickens shall not be permitted to trespass on neighboring properties, be released or set free and shall be kept within a coop and enclosure. Chickens running at large within the city are hereby declared nuisances. (b) Chicken coops and enclosures shall be maintained in a clean and sanitary condition at all times. Chickens shall not be permitted to create a nuisance consisting of odor, noise or pests, or contribute to any other nuisance condition. (c) Noisy Fowl. Noisy fowl are hereby declared to be nuisances and shall not be kept within the Ceity after a complaint has been made <u>to, and investigated by, to the chief of policeCity Manager. that the complainant is disturbed thereby and the chief of police or his agent has notified the owner of the fowl to remove them from the city. Any person keeping or maintaining such fowl after having received notice to remove them shall be deemed guilty of maintaining a nuisance under this subsection.</u>	Review, provisions help with adverse impacts.

(5) Permits. The approval authority is the City Administrator <u>Manager</u> or their designee. The City Council shall receive notice when a permit is approved by the City Administrator <u>Manager</u>. The City shall keep record of all nuisance declarations, complaints, and permit revocations and provide a summary to the City Council on an annual basis. (a) Application for a permit to keep chickens shall be made to the city administrator <u>City Manager</u>, in writing, upon forms provided for that purpose by the City administrator. (b) Permits are required for all owners of chickens <u>within the City of Maupin.</u> including previously approved owners of chickens within the City of Maupin. Such previously granted owners of chickens must comply with all current ordinance rules; no non-conforming allowances exist. (c) Permit Fees. A permit shall be issued for chickens upon the City Manager's administrator's finding that the applicant satisfies the requirements of this Title.	Places authority on the City Admin, but provides notice to Council. <u>Permitting for those with existing chickens is suggested to be rectified by policy outside of the code language – educational campaign.</u> Requires everyone who owns chickens now to receive a permit. <u>What should permit fee be?</u> <u>Permit fee: \$20</u>
(d) Revocation and Suspension of Permit. Any permit issued to keep chickens shall be subject to revocation or suspension by the administrator for violation by the permittee of any of the provisions of this chapter. <u>The City reserves the right to revoke or suspend a permit that is not in compliance with this Title.</u>	Provides the ability to revoke permit.



ADJOURN

NEXT MEETING TIME & DATE

Tuesday, April 14, 2026, at 4:30 p.m. in person and virtual

SUGGESTED TOPICS FOR NEXT MEETING

CHAIR ADJOURNS THE MEETING