

Planning Commission Meeting

April 10, 2025

CALL MEETING TO ORDER

Chair Newton-Curtis called meeting to order at 7:00 p.m.

ROLL CALL

Commissioners Present:

Linda Newton-Curtis(Chair) Layne Quinn (Vice Chair)

Jason Dale

Mathew Mansfield Randy Rickert Jose Villalpando Kriss Wright

Commissioners Absent: Elise Steffen (Student)

City Council Representative:

Jeri Turgesen(Absent)

Staff Present:

Community Development Director: Scot Siegel

Assistant Planner: James Dingwall Administrative Assistant: Fé Bates

PUBLIC COMMENTS

There were no public comments.

CONSENT CALENDAR

2/13/2025 Planning Commission Meeting Minutes

Commissioner Wright moved to approve the Planning Commission meeting minutes for February 13, 2025. Commissioner Quinn seconded the motion.

Motion: Commissioner Wright moved to approve the Planning Commission meeting minutes for February 13, 2025. Commissioner Quinn seconded.

The motion passed unanimously.

Work Session

DCA24-0003 Vacation Rental Home Policy Update

Attachment1.Community Engagement Summary.pdf Attachment 2. Draft Code Changes.pdf

Assistant Planner, James Dingwall, initiated the session by reading a public comment submitted by a community member that was received after the agenda packet was sent out.

Assistant Planner Dingwall then summarized the community engagement events held, including two open forums and one virtual meeting. A total of 94 responses were received through these events and an online survey. The engagement results were presented to the City Council on March 17th, and the council provided direction based on recommendations from the Short-Term Vacation Rental ad hoc committee and community feedback.

Key points from the community engagement included:

- Support for both cap options (density or district-based and citywide) for the number of vacation rentals allowed, with the citywide cap receiving the highest level of support.
- Over 60% supported moving to a special use permit process.
- A majority thought applications should run with the applicant rather than the land.
- Preference for an annual good neighbor noticing policy.

The Planning Commission discussed the differences between special use permits and conditional use permits. Chair Newton expressed concern about the more limited public input process with special use permits.

Assistant Planner Dingwall presented the proposed changes to the code, including:

- Changing from conditional use to special use permits for vacation rentals in R1 and R2 zones.
- Implementing a citywide cap of 2% of total households (approximately 187 permits based on current data).
- Defining inactive permits and the process for reactivation.
- Establishing a local manager requirement within a certain distance of the rental property.
- Implementing penalties for non-compliance.
- Requiring annual good neighbor notices to properties within 500 feet.
- Having platforms like Airbnb collect the transient lodging tax.

The commission engaged in extensive discussion on various aspects of the proposed changes, including:

- Concerns about the density of vacation rentals in certain areas.
- The definition and requirements for local managers.
- Parking requirements and their potential impact on existing and future vacation rentals.

- The shift from conditional use permits to special use permits and its effect on public input.
- Penalties for non-compliance and the grace period for coming into compliance.
- Safety requirements of Vacation Rentals.

The commission provided feedback on these issues, which staff will incorporate into the draft language for the next meeting. The next steps include a public hearing on the recommendation to the City Council.

ITEMS FROM STAFF

Community Development Director Scot Siegel thanked the commission for their work during the session. He mentioned that the next meeting in May would be the public hearing on the vacation rental policy updates. Community Development Director Siegel also noted that they are tracking a request from the commission to provide an update on housing production, which they can prepare for a future meeting.

Administrator Bates reminded everyone about the upcoming yearly Filing with the State requirement.

ITEMS FROM COMMISSIONERS

Commissioner Wright encouraged attendance at Oregon Government Ethics Commission classes.

ADJOURNMENT

Chair Newton-Curtis adjourned the meeting at: 9:39 p.m.

Attest:

Linda Newton-Curtis, Planning Commission Chair

Layre Quim Vice Chair

Planning Commission Secretary