



## Planning Commission Meeting

May 8, 2025

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### **CALL MEETING TO ORDER**

Vice Chair Layne Quinn called meeting to order at 7:00 p.m.

### **ROLL CALL**

Commissioners Present:

Layne Quinn (Vice Chair)  
Jason Dale  
Mathew Mansfield  
Randy Rickert  
Jose Villalpando  
Kriss Wright

Commissioners Absent: Elise Steffen (Student)  
Linda Newton-Curtis (Chair)

City Council Representative:

Jeri Torgesen (absent)

Staff Present:

Community Development Director: Scot Siegel  
Assistant Planner: James Dingwall  
Administrative Assistant: Rachel Thomas

### **PUBLIC COMMENTS**

There were no public comments.

### **CONSENT CALENDAR**

#### [4/10/2025 Planning Commission Meeting Minutes](#)

Commissioner Kriss Wright motioned to approve the April 10, 2025 Planning Commission meeting minutes with amendments to page 2, paragraph 4, second sentence. The amendments clarified that Commissioner Wright, not Chair Newton-Curtis, expressed concern about the limited public input process with special use permits and eliminating LUBA in the process. It also added that Chair Newton-Curtis felt the Planning Commission was making waves and facing retaliation from city council by being removed from the short-term rental or vacation rental hearings process.

*Motion: Commissioner Kriss Wright moved to approve the April 10, 2025 Planning Commission meeting minutes as amended. Commissioner Randy Rickert seconded the motion.*

The motion passed unanimously.

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## **LEGISLATIVE PUBLIC HEARINGS**

DCA24-0003: Updates to the City's vacation rental home policy that include changes to the Zoning Use Table classifications (NMC 15.305), Special Use Standards (NMC 15.445), and Transient Lodging Tax (NMC 3.10).

James Dingwall, Assistant Planner, presented the staff report on proposed updates to the city's vacation rental home policy. He outlined the process to date, including community engagement events and previous Planning Commission discussions. Dingwall explained the proposed amendments to Title 3 Revenue and Finance and Title 15 Development Code.

Key changes included:

- Requiring agents to collect transient lodging tax when used for vacation rentals
- Changing vacation rentals from conditional use to special use in the zoning table
- Implementing a 2% cap on total vacation rental permits based on households in the city
- Establishing grandfathering and compliance timelines for existing vacation rentals
- Requiring registration, including land use permit, business license, and transient lodging tax registration
- Proposing penalties for unregistered vacation rentals

Dingwall noted that no changes were currently proposed to development standards like parking requirements, but a memo was provided on potential parking standard options for the commission's consideration.

Public testimony was received from two residents:

- Robert Soppe expressed concerns about the lack of density caps in specific neighborhoods and urged keeping vacation rentals as a conditional use requiring Planning Commission approval. He worried about the potential for entire blocks to become dominated by vacation rentals without additional restrictions.
- Michael Pender, a vacation rental owner, supported automating tax collection to improve compliance. He noted bookings were down and suggested some owners may drop out with new rules. Pender questioned how downtown rentals without on-site parking would be affected by parking requirements.

The commissioners then deliberated on the proposed changes, focusing extensively on parking requirements. Commissioner Matthew Mansfield proposed adopting the bed and breakfast parking standard for vacation rentals. After discussion, the commission agreed to recommend a minimum of 2 parking spaces for rentals with 3 or fewer bedrooms, and for 4+ bedrooms, the number of spaces would be calculated as bedrooms divided by 2, rounded up with a minimum of 2 off street spaces.

There was also discussion about keeping vacation rentals as a conditional use permit in R1 and R2 zones to allow for more public input, rather than changing to a special use permit as staff recommended.

*Motion: Chair Layne Quinn moved to adopt resolution number 2025-399 which recommends that the city council adopt the development code amendments to update the city's vacation rental home policy with the corrections of the findings as recommended per the staff, with the contingency that staff create a table with regards to parking to create a base 2 spaces with additional spaces calculated based on the number of sleeping rooms (for 4+ bedrooms, number of spaces = bedrooms divided by 2, rounded up). Commissioner Jason Dale seconded the motion.*

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### **ITEMS FROM STAFF**

Community Development Director Scot Siegel provided an update on upcoming Planning Commission activities:

- June 12th meeting will include a conditional use permit for an extension to an existing wireless facility
- July meeting will tentatively start work sessions on the next round of annual code maintenance amendments
- A housing development update is planned for later in the summer to align with state reporting requirements

### **ITEMS FROM COMMISSIONERS**

Commissioner Kriss Wright reminded everyone about the upcoming special district election on May 20, 2025, and encouraged all to vote.

### **ADJOURNMENT**

Vice Chair Layne Quinn adjourned the meeting at: 8:29 p.m.

Attest:



Linda Newton-Curtis, Planning Commission Chair



Fé Bates, Office Assistant