

### **SHORT-TERM RENTAL AD HOC COMMITTEE**

**Friday, November 3, 2023, beginning at 4:00 PM**

**Meeting Location:** 414 E First Street, City Hall, 1<sup>st</sup> Floor, Permit Center Conference Room

**Remote Participation:** Dial 1 (360)209-5623 or 1 (564)217-2000 (**Meeting ID:** 890 9342 2530)

- I. CALL MEETING TO ORDER**
- II. ROLL CALL**
- III. APPROVAL OF SEPTEMBER 28, 2023, MEETING MINUTES**
- IV. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**
- V. CONTINUED DISCUSSION OF THE PRO'S AND CON'S OF VACATION RENTAL HOMES**
- VI. DISCUSSION OF TYPE I – III PROCEDURES BY ZONING DISTRICT FOR VACATION RENTAL HOMES**
- VII. BEGIN FORMATION OF ACTION PLAN**
- VIII. NEXT MEETING: NOVEMBER 13, 2023**
- IX. ADJOURNMENT**

FOR QUESTIONS, PLEASE STOP BY, OR CALL 503-537-1240  
COMMUNITY DEVELOPMENT DEPT. – P.O. BOX 970 – 414 E FIRST ST.

**ACCOMMODATION OF PHYSICAL IMPAIRMENTS:** *In order to accommodate persons with physical impairments, please notify the Community Development Department of any special physical or language accommodations you may need as far in advance of the meeting as possible as and no later than 48 business hours prior to the meeting. To request these arrangements, please contact the Administrative Assistant at (503) 537-1240. For TTY services please dial 711.*

**SHORT-TERM RENTAL AD HOC COMMITTEE MEETING MINUTES****September 28, 2023, beginning at 7:00 p.m.****Meeting held in-person at Newberg City Hall (Permit Center Conference Room)****CALL TO ORDER**

Chair Robyn Wheatly called the meeting to order at 7:00 p.m.

**ROLL CALL**

Committee Member	In Attendance
Councilor Robyn Wheatley (Chair)	Present
Councilor Peggy Kilburg (Vice Chair)	Present
Dave Chestain	Present
Beth Keyser	Present
Don Sires	Present

Staff Present: Clay Downing (Community Development Department)

**PRESENTATION BY COMMUNITY DEVELOPMENT DEPARTMENT STAFF (CLAY DOWNING)**

Staff gave a presentation about his white paper, and the 5-part recommendation related to short-term rentals (STR's) received from the Planning Commission.

**GENERAL DISCUSSION OF SHORT-TERM VACATION RENTALS**

The committee had a general discussion related to STR's following staff presentation. The general discussion by committee members included a focus on the Pro's and Con's of STR's including:

Pro-

- Encourages tourism
- Transient Lodging taxes for the city (TLT)
- more cost-effective for large families/group than hotel/motel
- ADA accommodations
- serves a variety of shelter needs such as- sports events, college events, business, family time, special events
- Crisis housing
- supplemental income for owner
- homes are well-maintained which improves neighborhood

Con-

- nuisance- noise, disruptive
- housing affordability
- livability
- decreases neighborhood cohesion
- increases property values for buyer
- federal dollars lost from school children not finding housing \*less desirable behavior from guests

Options-

- enforce compliance- license, TLT, permit

- amortize properties that were grandfathered in
- define livability
- increase livability for neighbors
- clear complaint process for neighbors
- signage posted on property with owner name and phone number
- decibel meter for noise level
- density cap at 1 per 500ft radius; possibly 600 - 800 ft
- must be living in Newberg to own vacation rental
- cap at how many a citizen can own in the city

**ADJOURN**

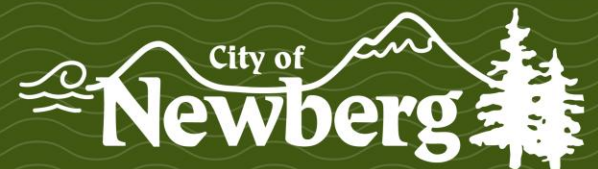
Meeting was adjourned at 9:00 p.m.



Short-Term Rental Ad Hoc Committee Meeting

# DISCUSSION OF TYPE I – III PROCEDURES BY ZONING DISTRICT FOR VACATION RENTAL HOMES

November 3, 2023



# Draft White Paper – Procedure Summary for Vacation Rental Homes

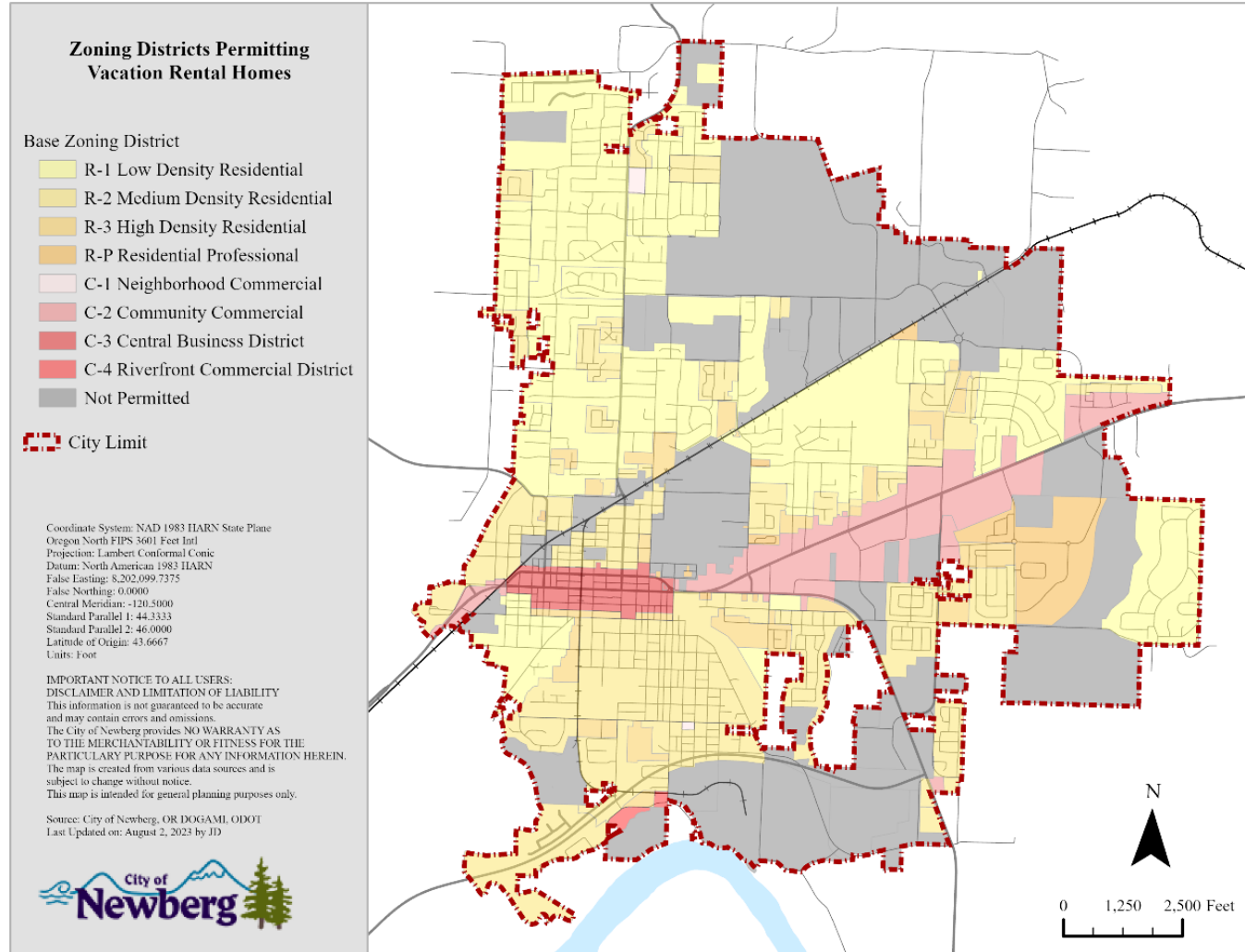
Procedure Type	City of Newberg by Zoning District	Example Jurisdictions Using Procedure
Type I Procedure Ministerial Decision without Public Noticing or Hearing		Dundee <sup>1</sup> ; Oregon City <sup>2</sup> ; Newport; Walla Walla, WA; Paso Robles, CA
Type II Procedure Administrative Decision with Public Noticing and Public Comment	Allowed in R-3, R-4, and RP zoning districts with final decision granted administratively.  Allowed with limitations in C-1, C-2, C-3, and C-4 zoning districts with final decision granted administratively.	Dundee <sup>3</sup> , Hood River, Seaside <sup>4</sup>
Type III Procedure Quasi-Judicial Hearing with Public Noticing	Conditionally allowed in R-1 and R-2 zoning districts. Final decision by Planning Commission.	Oregon City <sup>5</sup> , Seaside <sup>6</sup> , Ashland, Newport <sup>7</sup>



# Newberg Municipal Code – Procedures Summary

TYPE I	TYPE II	TYPE III
<p>Design review permits (for SFD's; duplex, triplex, and quadplex dwellings; townhouses; cottage cluster projects; additions; accessory dwelling units; accessory structures; or other additions specifically listed in NMC 15.220.020(A)(1). Home occupation permits.</p> <p>Signs</p> <p>Code Adjustments.</p> <p>Final Plats</p>	<p>Site design review</p> <p>Multifamily dwellings (in the R-2, R-3, RP, AR, C-3 (except along Hancock Street), C-4 or I zone meeting the NMC 15.220.060; in the R-3, AR, C-3 (except along Hancock Street), or I zone not meeting NMC 15.220.060.)</p> <p>Variances</p> <p>Manufactured dwelling parks and mobile home parks</p> <p>Partitions, including middle housing land divisions</p> <p>Subdivisions, including middle housing land divisions, except for subdivisions with certain conditions requiring them to be processed using the Type III process</p>	<p>Conditional use permits</p> <p>Planned unit developments</p> <p>Substantial change to the exterior appearance of a historic landmark</p> <p>Establishment of a historic landmark</p> <p>Establishment of a historic landmark subdistrict*</p> <p>Comprehensive plan map amendments*</p> <p>Zoning map amendments and designation of subdistricts*</p> <p>Annexation*</p> <p>Subdivisions, including middle housing land divisions, with certain conditions</p> <p>Multifamily dwellings (in the R-2, RP or C-4 zone not meeting NMC 15.220.060; in the R-1, R-4 or C-2 zone; in C-3 zone along Hancock Street)</p> <p>Appeals of Type I and II decisions</p> <p><i>*This action is a recommendation to the city council.</i></p>

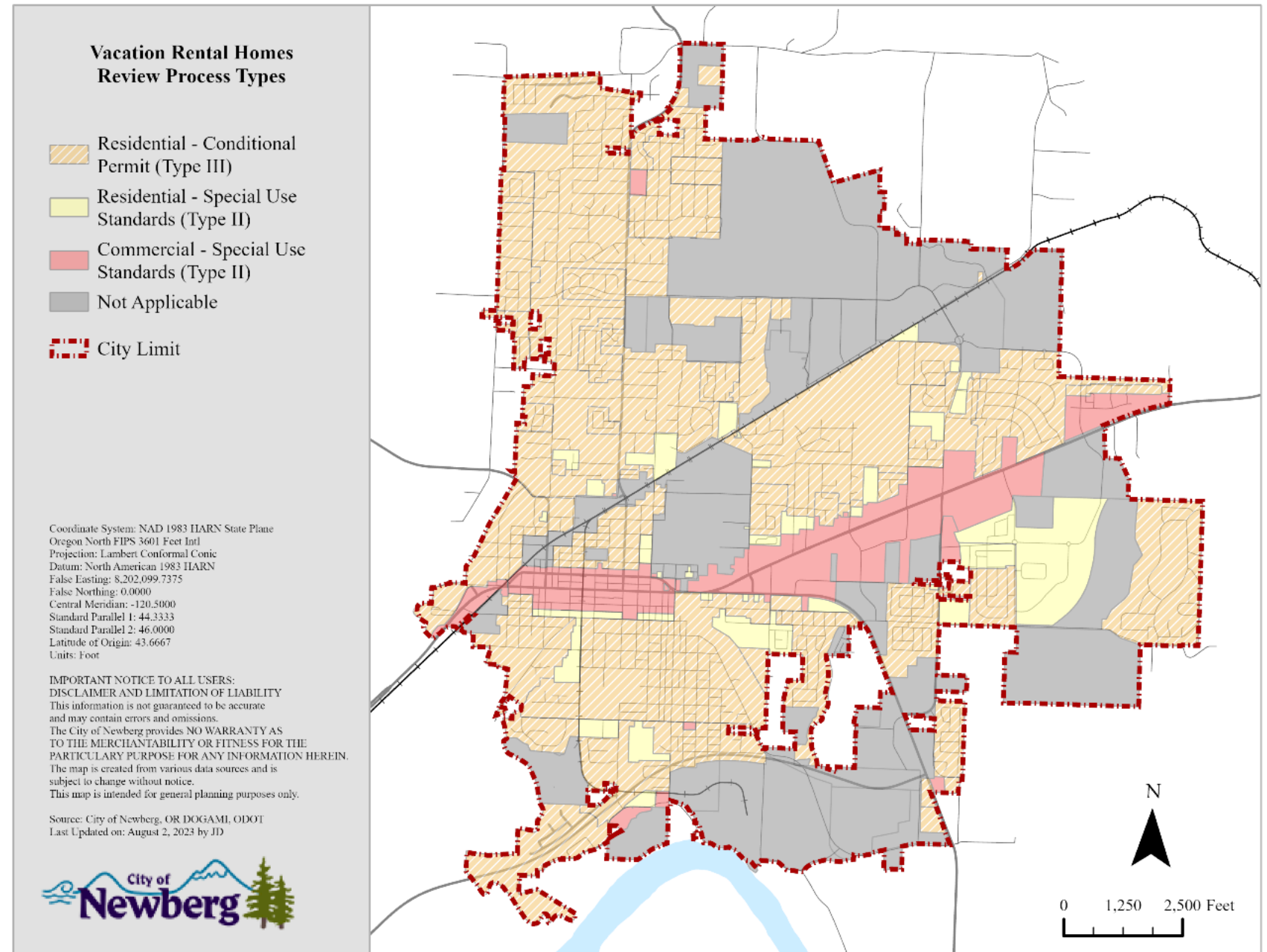
# Draft White Paper – Procedures by Zone



Zoning District	Use - Vacation Rental Home
R-1 (Low Density Residential)	Conditional Use
R-2 (Medium Density Residential)	
R-3 (High Density Residential)	Special Use
R-4 (Manufactured Dwelling)	
RP (Residential-Professional)	
C-1 ( Neighborhood Commercial)	Special Use*
C-2 ( Community Commercial )	(Permitted in existing dwelling units only)
C-3 (Central Business )	
C-4 (Riverfront Commercial)	
M-E (Mixed Employment)	Prohibited
M-1 (Limited Industrial)	
M-2 (Light Industrial)	
M-3 (Heavy Industrial)	
M-4 (Large Lot Industrial)	
CF (Community Facilities)	
I (Institutional District)	
AR (Airport Residential)	
AI (Airport Industrial)	

# Draft White Paper

## Map of Vacation Rental Homes by Review Process Type





# Required Criteria for Vacation Rental Homes

## Conditional Use Permit Criteria NMC 15.225.060

A conditional use permit may be granted through a Type III procedure only if the proposal conforms to all the following criteria:

A. The **location, size, design and operating characteristics** of the proposed development are such that it can be made reasonably compatible with and have minimal impact on the livability or appropriate development of abutting properties and the surrounding neighborhood, with consideration to be given to harmony in scale, bulk, coverage and density; to the availability of public facilities and utilities; to the generation of traffic and the capacity of surrounding streets, and to any other relevant impact of the development.

B. The location, design, and site planning of the proposed development will **provide a convenient and functional living, working, shopping or civic environment**, and will be as attractive as the nature of the use and its location and setting warrants.

C. The proposed development will be consistent with this code.

## Special Use Standards for Vacation Rental Homes NMC 15.445.330

A. The vacation rental home shall provide a **minimum of two parking spaces** on the site that are available for use of the rental occupants.

B. The applicant shall provide for **regular refuse collection**.

C. The vacation rental home may not be occupied by more than **two rental occupants per bedroom, up to a maximum of 15 people**.

D. The premises of the vacation rental home **may not include any occupied recreational vehicle, trailer, tent or temporary shelter during the rental occupancy**.