

PLANNING COMMISSION STAFF REPORT
VACATION RENTAL CONDITIONAL USE PERMIT
3841 N SHELLY COURT

HEARING DATE: October 12, 2023
FILE NO: CUP23-0014
REQUEST: Conditional use permit approval to use a single-family dwelling as a vacation rental home
LOCATION: 3841 N Shelly Court
TAX LOT: R3207AC 00118
APPLICANT/OWNER: Julie Foster Giffin
ZONE: R-1 (Low Density Residential)
PLAN DISTRICT: LDR (Low Density Residential)

ATTACHMENTS:

Planning Commission Order 2023-22 with:
Exhibit A: Findings
Exhibit B: Conditions of Approval

Attachment 1: Application Materials
Attachment 2: Agency Comments
Attachment 3: Public Comments

A. DESCRIPTION OF APPLICATION:

Julie Foster Giffin (Applicant) is requesting Conditional Use Permit (CUP) approval to use an existing four-bedroom single family dwelling as a vacation rental at 3841 N Shelly Court. The Applicant has stated that there will be two off-street parking spaces in the driveway for use by short-term rental tenants, with additional parking available in the garage and along the side of the house. The subject property is located in the R-1 (Low Density Residential) zoning district. Attachment 1 contains the submitted application materials.

B. LOCATION: 3841 N Shelly Court

Aerial Map

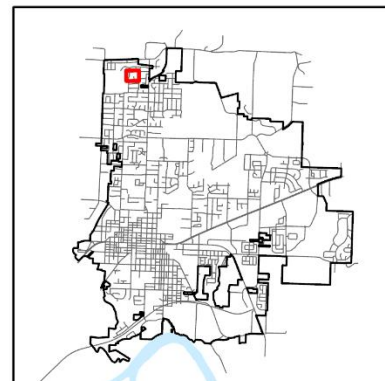


3841 N Shelly Court

- Taxlots
- Subject Property



0 100 200 Feet



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 Map updated: 9/8/2023

Zoning Map



3841 N Shelly Court - Zoning

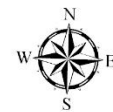
Subject Property

Taxlots

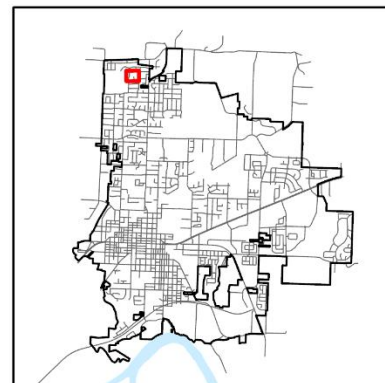
ZONING

R-1 Low Density Residential

CF Community Facility



0 100 200 Feet

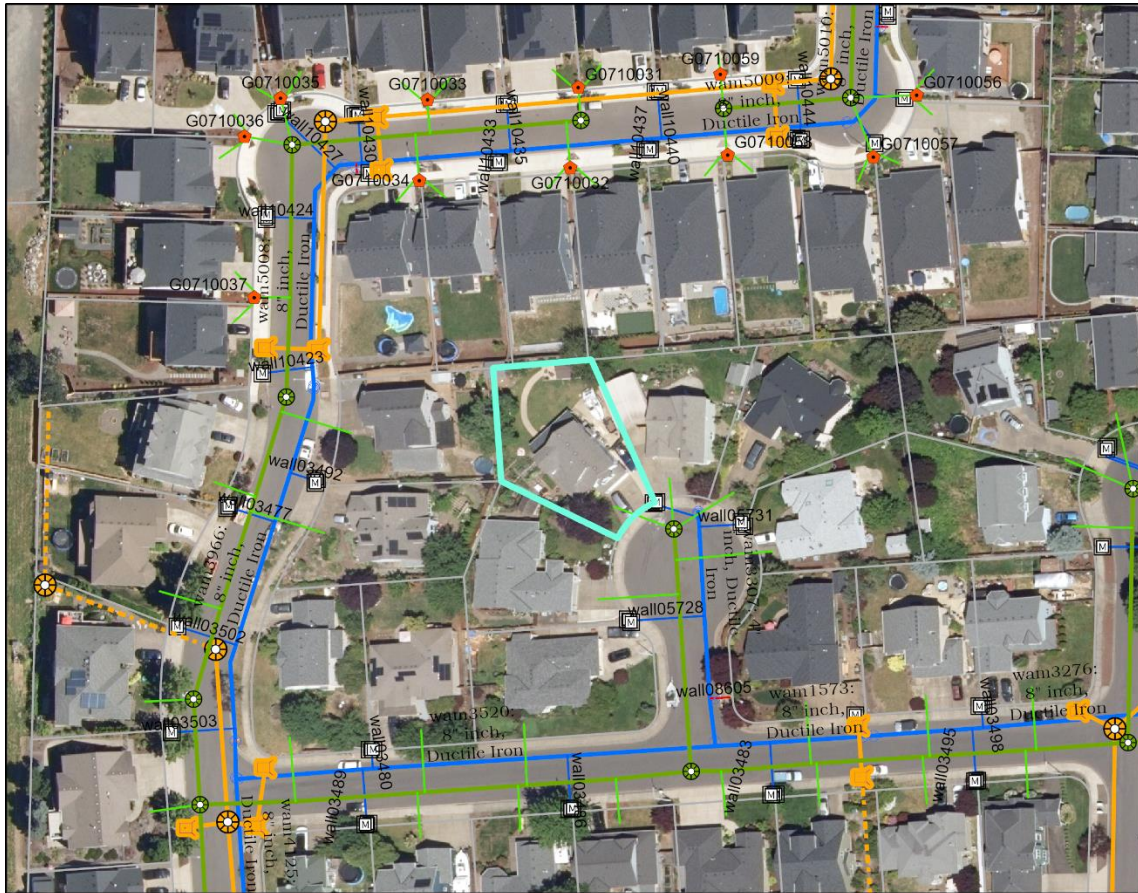


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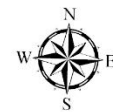
The map is created from various data sources and is subject to change without notice.
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 Map updated: 9/8/2023

Public Utility Map

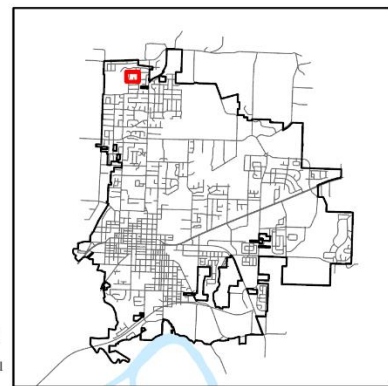


3841 N Shelly Court - Utilities

- | | | |
|------------------|----------------------------|-------------------------------|
| Subject Property | Storm Manhole | Water Meter |
| Taxlots | Active Storm Inlet | Water Valves |
| Sewer CleanOut | Collector Storm Pipe | CITY OF NEWBERG, Potable Main |
| Sewer Manholes | Collector Storm Pipe - Pvt | Hydrant Lateral |
| Sewer Laterals | | Service Lateral |
| Gravity Main | | |



0 100 200 Feet



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C. SITE INFORMATION:

1. Location: 3841 N Shelly Court
2. Total Lot Size: 8,230 square feet
3. Topography: Flat to the rear of the parcel, slopes downward toward N Shelly Court.
4. Current Land Uses: Single family residential
5. Natural Features: Residential landscaping
6. Adjacent Land Uses:
 - a. North: Single-family residential
 - b. South: Single-family residential
 - c. East: Single-family residential
 - d. West: Single-family residential
7. Zoning:
 - a. North: R-1 (Low Density Residential)
 - b. South: R-1 (Low Density Residential)
 - c. East: R-1 (Low Density Residential)
 - d. West: R-1 (Low Density Residential)
8. Access and Transportation: Access to the vacation rental will occur via N Shelly Court. This section is classified as a Local Residential Street in the City's Transportation System Plan.
9. Utilities:

Water: The City's GIS identifies a four-inch water main located southeast of the subject property in N Shelly Court which provides service to the property through a 1-inch service lateral.

Wastewater: The City's GIS identifies an eight-inch wastewater main located east of the subject property in N Shelly Court which provides service to the property through an existing service lateral.

Stormwater: The City's GIS does not identify any stormwater facilities adjacent to the subject property. The stormwater of the site would flow off the site and along the gutter to the nearest stormwater facilities located in E Natalie Drive and N Jones Street.

Overhead Lines: The property is not served by overhead power lines. Any new overhead utility connections to the property must be undergrounded. See Newberg Municipal Code (NMC) 15.430.010 for exception provisions.

- D. PROCESS:** This CUP request is a Type III application and follows the procedures in NMC Section Code 15.100.050. The Planning Commission will hold a quasi-judicial public hearing on the application. The Commission will make a decision on the application based on the criteria listed in the attached findings. The Planning Commission's decision is final unless appealed. Important dates related to this application are as follows:

08/31/2023: The Community Development Director deemed the application complete.

09/19/23: The Applicant mailed notice to the property owners within 500 feet of the site.

09/19/23: The Applicant posted notice on the site.

09/28/23: The *Newberg Graphic* published notice of the Planning Commission hearing and notice was posted in four public places.

10/12/23: The Planning Commission will hold a quasi-judicial public hearing to consider the application.

- E. AGENCY COMMENTS:** On September 5, 2023, the application was routed to several public agencies and City departments for review and comment. Comments and recommendations from City departments have been incorporated into the findings and conditions of approval. As of the writing of this report, the City received the following responses from the following referral agencies which are also provided in Attachment 2:

1. Building Official: Reviewed, no conflict.
2. Community Development Director: Reviewed, no conflict.
3. City Manager: Reviewed, no conflict.
4. Engineering: Reviewed, no conflict.
5. Finance - Reviewed, no conflict.

6. Police: Reviewed, no conflict.
7. Public Works Director: Reviewed, no conflict.
8. Public Works Maintenance Superintendent: Reviewed, no conflict.
9. Public Works – Wastewater Treatment Plan: Reviewed, no conflict.
10. Public Works – Water Superintendent: Reviewed, no conflict.

F. PUBLIC COMMENTS: As of the writing of this report, the City has received one public comment related to this proposal. See Attachment 3.

G. ANALYSIS: The proposed vacation rental will be compatible with the surrounding residential uses and neighborhood based on the proposed use, size, operating characteristics, and scope. The characteristics of a vacation rental are not dissimilar from other rented and owned dwellings. The maximum occupancy is regulated by the number of bedrooms – two guests per bedroom. The Applicant originally submitted a request for a four-bedroom vacation rental home with a maximum occupancy of eight guests, however the Yamhill County Assessor’s data indicated that the structure had three bedrooms. On September 5, 2023, the Applicant submitted an updated Property Record Card from the Yamhill County Assessor’s office indicating their records had been updated to a four-bedroom structure. Because the residence possesses four bedrooms and is allowed up to two guests per bedroom, the maximum number of guests in the house is eight (8). The application materials indicate that two (2) off-street parking spaces will be available in the driveway, with additional off-street parking available in the garage and along the side of the house, for use by vacation rental guests. Refuse collection will be collected on Wednesdays.

H. PRELIMINARY STAFF RECOMMENDATION: The preliminary staff recommendation is made in the absence of public hearing testimony and may be modified after the close of the public hearing. At the time this report was drafted, staff recommends the following motion:

Move to adopt Planning Commission Order 2023-22, which approves the requested conditional use permit with the attached conditions of approval in Exhibit “B”.



PLANNING COMMISSION ORDER 2023-22

AN ORDER APPROVING CONDITIONAL USE PERMIT CUP23-0014 FOR A VACATION RENTAL HOME AT 3841 N SHELLY COURT, YAMHILL COUNTY TAX LOT R3218DC 07501.

RECITALS

1. Julie Foster Giffin applied for a conditional use permit for a vacation rental home at 3841 N Shelly Court, Yamhill County Tax Lot R3207AC 00118.
2. After proper notice, the Newberg Planning Commission held a public hearing on October 12, 2023, to consider the application. The Commission considered testimony and deliberated.
3. The Newberg Planning Commission finds that the application meets the applicable Newberg Municipal Code criteria as shown in the findings in Exhibit “A”.

The Newberg Planning Commission orders as follows:

1. Conditional Use Permit Application CUP23-0014 is hereby approved, subject to the conditions contained in Exhibit “B”. Exhibit “B” is hereby adopted and by this reference incorporated.
2. The findings shown in Exhibit “A” are hereby adopted. Exhibit “A” is hereby adopted and by this reference incorporated.
3. This Order shall be effective on October 27, 2023, unless appealed prior to this date.
4. This Order shall expire one year after the effective date above if the applicant does not commence use of the home as a vacation rental unless an extension is granted per Newberg Development Code 15.225.100.

Adopted by the Newberg Planning Commission this 12th day of October 2023.

ATTEST:

Planning Commission Chair

Planning Commission Secretary

List of Exhibits:

Exhibit “A”: Findings

Exhibit “B”: Conditions of Approval

**Exhibit “A” to Planning Commission Order 2023-22
Findings – File CUP23-0014
Vacation Rental at 3841 N Shelly Court**

Formatting notes: The Newberg Municipal Code (NMC) criteria are written in *italic bold* font and the findings are written in regular font. The NMC criteria will be presented first, followed by the findings of fact. Finding of fact with underlined font indicate subsequent inclusion in Exhibit “B” Conditions of Approval.

Applicable Criteria for Conditional Use Permits (NMC Section 15.225.060)

15.225.060 General Conditional Use Permit Criteria – Type III

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.*

Finding: The vacation rental would occur in an existing four-bedroom, single-family dwelling located in north Newberg. The Applicant originally submitted a request for a four-bedroom vacation rental home with a maximum occupancy of eight guests, however the Yamhill County Assessor’s data indicated that the structure had three bedrooms. On September 5, 2023, the Applicant submitted an updated Property Record Card from the Yamhill County Assessor’s office indicating their records had been updated to a four-bedroom structure. Because the residence possesses four bedrooms, the maximum occupancy for use as a vacation rental home pursuant to NMC 15.445.330(C) is eight. Weekly refuse collection is in place for the property and the applicant materials (Attachment 1) indicate that collection occurs on Wednesdays. The subject property will provide two off-street parking spaces in the driveway and additional off-street parking spaces in the garage and along the side of the house.

The proposed vacation rental use is similar to other residential uses in design and operating characteristics. The home has four bedrooms and is therefore eligible to host a maximum of eight occupants. The subject property is located in the R-1 (Low Density Residential) zoning district is and abutted on all sides by properties in the R-1 zoning district.

Because the size, design and operating characteristics of a vacation rental home are similar to residential use of the existing single-family residence, the use is compatible with the surrounding residential neighborhood and would effectively function no differently than the existing

residential uses in the surrounding area.

This criterion is met.

- 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.***

Finding: The subject property is located in north Newberg.

Because the operating characteristics of a vacation rental home are similar in size and scope to a long-term rental (longer than 30-days) or owner occupied dwelling, a vacation rental home is a compatible use with other residential uses and a functional living environment.

This criterion is met.

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

Finding: The vacation rental standards are addressed in findings below. If the proposed project complies with the standards of Article VII. Vacation Rentals (NMC Chapter 15.445.300-350) the application will be consistent with code requirements.

Applicable Criteria for Vacation Rental Homes (NMC 15.445.300 Special Use Standards, Article VII. Vacation Rental Homes)

15.445.310 Where allowed.

Vacation rental homes are permitted in areas shown on Chapter 15.305 NMC. The vacation rental home must be a structure approved for occupancy as a single-family dwelling unit.

Finding: The subject property is zoned R-1. The table below is an excerpt from NMC Chapter 15.305, which states that vacation rental homes are permitted as a conditional use in the R-1 zone. The owner has applied for a conditional use permit for the proposed vacation rental home. The structure was previously approved for occupancy as a single-family dwelling unit.

<u>Use</u>	R-1	R-2	R-3	R-4	RP	C-1	C-2	C-3
<u>Vacation rental home</u>	C	C	S	S	S	S(13)	S(13)	S(13)

Because vacation rental homes are permitted in the R-1 zoning district as a conditional use and the subject property possesses a single-family dwelling located in the R-1 zoning district, the use is permitted pursuant to approval of a conditional use permit.

This criterion is met.

15.445.320 Registration required.

Prior to use or advertising for use of a dwelling as a vacation rental home, the owner or operator shall register the vacation rental home with the city on forms provided by the director. The registration shall include such information required by the director, including the name and contact information for the owner, operator and a local contact.

Finding: According to NMC Chapter 3.10, agents and operators must register for and pay a Transient Lodging Tax for occupancy activities within the City of Newberg which are less than 30 successive calendar days. According to NMC Chapter 5.05, businesses that operate within the City are required to obtain and hold a business license. Because vacation rental homes are characterized as a commercial uses involved in occupancy activities which are less than 30 successive calendar days, operators are required to comply with requirements identified in NMC Chapters 3.10 and 5.05 relating to Transient Lodging Tax and business licenses.

As required by NMC 15.445.320 and other code provisions, prior to the use of the home as a vacation rental the Owner or Applicant will be required to register the vacation rental home with the City, will be required to pay the transient lodging tax, and will be required to obtain a Business License. This criterion will be met with the adherence to the aforementioned condition of approval.

15.445.330 Standards.

- 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.***

Finding: The Applicant has requested to operate a vacation rental property.

The application materials (Attachment 1) initially requested approval for a four bedroom vacation rental home with a maximum occupancy of eight guests. However, upon submittal the Yamhill County Assessor's current data indicated that the property had three bedrooms. On September 5, 2023, the Applicant submitted updated property data from the Yamhill County Assessor including a Property Record Card indicating that the single-family home possessed four bedrooms. The application is being processed as four bedrooms, with a maximum occupancy of eight guests. Because the standards relate to continued operation of the vacation rental, the Applicant shall ensure that the vacation rental will:

- A. Provide two off-street parking spaces in the driveway at the subject property.
- B. Maintain weekly refuse collection.
- C. Offer a vacation rental in an existing single family home with a maximum occupancy

of two vacation rental guests per bedroom, a maximum of eight occupants.

- D. Guest contracts shall not allow recreational vehicles, trailers, tents, or temporary shelters during the rental occupancy.

These criteria are met with the adherence to the aforementioned conditions of approval.

15.445.340 Registration posting.

The applicant shall post the vacation rental home registration within the dwelling adjacent to the front door. At a minimum, the posting will contain the following information:

- A. The name of the operator and a telephone number where the operator may be reached.***
- B. The telephone number for the police department.***
- C. The maximum number of occupants permitted to stay in the dwelling.***
- D. The standards for the rental occupancy.***
- E. The solid waste collection day.***

Finding: The Applicant has acknowledged the requirements listed in NMC Section 15.445.340 and has stated that they will comply with these requirements. Because the Applicant has stated that they will comply with the requirements, prior to the use of the home as a vacation rental and during the use of the home as a vacation rental, the Applicant is required to post the required information for NMC 15.445.040(A-E) by the front door of the vacation rental.

Operator Name: Julie Foster Giffin

Operator Phone Number: 818-468-4266

Rental Management Company and Contact: TBD

Rental Management Company Phone Number: TBD

In the event of an emergency, call: 911 | Non-Emergency Police #: (503) 538-8321

Max Number of Guests: Eight (8)

Trash Pick-Up Day: Wednesdays

City of Newberg Vacation Rental Standards:

- Each vacation rental home shall provide a minimum of two parking spaces on the site that are available for use of the rental occupants.
- The Applicant shall provide for regular refuse collection.
- The vacation rental home may not be occupied by more than two rental occupants per bedroom, up to a maximum of eight people.
- The premises of the vacation rental home may not include any occupied recreational vehicle, trailer, tent, or temporary shelter during the

rental occupancy.

The requirements of NMC Section 15.445.040 will be met with adherence to the aforementioned conditions of approval.

15.445.350 Complaints and revocation of registration.

If the city receives two or more written complaints within a one-year period regarding a vacation rental home occupancy, and the issues have not been resolved through the code enforcement officer, the city manager may schedule a hearing to consider revoking the vacation rental home registration. The hearing may be conducted by the city manager, or other such hearings officer as the city manager may appoint for this purpose. The city manager shall notify the owner and operator of the hearing, those submitting written complaints, and may invite others to submit testimony at the hearing. After hearing the facts, the city manager may do any of the following:

A. Revoke the registration for noncompliance with the standards in this section. If this permit is revoked, the premises may not be used as a vacation rental home for a period of two years, or a period of lesser time as determined by the hearings officer.

B. Impose additional conditions necessary to fulfill the purpose of this section.

C. Establish a probationary period to monitor compliance.

D. Dismiss the complaint.

E. Refer the matter to the code enforcement officer for citation in municipal court or other appropriate jurisdiction.

The hearings officer's decision may be appealed to the planning commission by the applicant, owner, or person filing the written complaint within 14 calendar days of the date of the decision in the manner provided in NMC 15.100.170.

Finding: The City will follow the procedures listed above in the event complaints are received about the vacation rental home. The Applicant's narrative acknowledges Section 15.445.050 complaints and revocation of registration. The Applicants has indicated they understand the potential for an approval to be revoked if the requirements for operating a vacation rental are not adhered to.

I. CONCLUSION:

Based on the above-mentioned findings, the application meets the required criteria within the Newberg Municipal Code, subject to completion of and adherence to the attached conditions of approval in Exhibit "B".

**Exhibit “B” to Planning Commission Order 2023-22
Conditions of Approval – File CUP23-0014
Vacation Rental Home at 3841 N Shelly Court**

THE FOLLOWING MUST BE ACCOMPLISHED PRIOR TO USE AS A VACATION RENTAL AND ADHERED TO IN ORDER TO CONTINUE THE USE OF A VACATION RENTAL:

1. **Transient Lodging Tax and Business License:** Prior to the use of the home as a vacation rental the Owner or Applicant will be required to register the vacation rental home with the City, will be required to pay the transient lodging tax, and will be required to obtain a Business License.
2. **Parking:** Provide two off-street parking spaces in the driveway at the subject property.
3. **Refuse Collection:** Maintain weekly refuse collection.
4. **Maximum Occupancy:** Offer a vacation rental in an existing single family home with a maximum occupancy of two vacation rental guests per bedroom, a maximum of eight occupants.
5. **Temporary Occupancy Limits:** Guest contracts shall not allow recreational vehicles, trailers, tents, or temporary shelters during the rental occupancy.
6. **Posting:** Prior to the use of the home as a vacation rental and during the use of the home as a vacation rental, the Applicant is required to post the required information for NMC 15.445.040(A-E) by the front door of the vacation rental.

Operator Name: Julie Foster Giffin

Operator Phone Number: 818-468-4266

Rental Management Company and Contact: TBD

Rental Management Company Phone Number: TBD

In the event of an emergency, call: 911 | Non-Emergency Police #: (503) 538-8321

Max Number of Guests: Eight (8)

Trash Pick-Up Day: Wednesday

City of Newberg Vacation Rental Standards:

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

- The Applicant shall provide for regular refuse collection.
- The vacation rental home may not be occupied by more than two rental occupants per bedroom, up to a maximum of eight people.
- The premises of the vacation rental home may not include any occupied recreational vehicle, trailer, tent, or temporary shelter during the rental occupancy.