

Resident Occupied Short Term Rental Information & Submittal Requirements



Planning Department
231 NE Fifth Street ◦ McMinnville, OR 97128
(503) 434-7311 Office ◦ (503) 474-4955 Fax
www.mcminnvilleoregon.gov

Overview

In order to operate a bed and breakfast establishment with fewer than three guest sleeping rooms in residentially zoned areas of the City of McMinnville, a property owner must first submit an application and meet a specific set of standards as set forth in Section 17.12.010(N) (Permitted Uses) of the Zoning Ordinance, and also listed below. [Note that such establishments are also subject to the requirements of the *Transient Lodging Tax* program, which is administered by the City's Finance Department.]

Application Submittal

The following materials must be provided at the time of submittal, or the application will not be accepted for processing.

- A completed Resident Occupied Short Term Rental application form.
- A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size), clearly showing the location of the residence; and existing and proposed features within and adjacent to the subject site, such as: lot and street lines with dimensions; driveway(s); parking; distances from property lines to structures; improvements; and significant features. **Please note that the required off-street parking, of a hardscaped surface, is in addition to the two (2) off-street parking spaces required for the residence itself. Clearly identify that the off-street parking requirements are met.**
- Digital photographs of the subject residence's exterior.
- Floor plan showing the size, function, and arrangement of interior rooms.
- If applicable, a written agreement with the property owner providing the required off-street parking space.
- Payment of the applicable review fee.

Review Process

An application for a Bed and Breakfast permit is subject to review by the Planning Director as stated in Section 17.72.110 (Director's Review with Notification) of the Zoning Ordinance, after notification of the application has been provided to property owners within 100-feet of the subject site. The decision made by the Planning Director may be appealed to the Planning Commission as outlined in Section 17.72.170 (Appeal from Ruling of Planning Director) of the Zoning Ordinance.

The Director may approve, approve with conditions, or deny the application, based on the following criteria:

1. Resident occupied short term rentals shall be allowed in single family dwellings, common-wall single family dwellings, and accessory dwelling units (ADUs). The structure shall retain the characteristics of a single-family residence.
2. That the establishment be occupied full-time by a resident.
3. That no more than two guest sleeping rooms are provided on a daily or weekly basis for the use of no more than a total of five travelers or transients at any one time.
4. That a minimum of one off-street parking space be provided for the two permitted guest sleeping rooms. The required off-street guest parking may be provided on an existing parking lot located within 200 feet of the short term rental.
5. That signing be limited to only one non-illuminated or incidentally illuminated wooden sign not exceeding three square feet of face area.
6. That the duration of each guest's stay at the short term rental be limited to no more than 30 (thirty) consecutive days.
7. That smoke detectors be provided as per the requirements for "lodging houses" in Ordinance No. 3997 of this code;
8. Permits shall be issued to the current property owner at the time of application. Permits do not transfer with the sale or conveyance of the property. Upon any change in ownership, the short term rental permit for the subject property will become void. The use of the subject property as a short term rental by the new owner will again be subject to the application and review procedures in Section 17.72.110. The following situations are not deemed to be a change in ownership for the purposes of this section:
 - a. Transfer of property from a natural person(s) to a Trust serving the same natural person(s) or to a family member pursuant to a Trust; or
 - b. Transfer of ownership pursuant to a will or bequest upon the death of the owner.
9. Permits must be renewed annually. Failure to renew the short term rental permit annually will result in the permit becoming void, and the use of the subject property as a short term rental will again be subject to the application and review procedures in Section 17.72.110.
10. Complaints on conditions 1 through 9 above will be reviewed by the Planning Commission at a public hearing. The Commission will review complaints based on the criteria listed in Sections 17.74.030 and 17.74.040 of the zoning ordinance. If the short term rental is found to be in violation of the criteria, the Planning Commission may terminate the use.



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Office Use Only:

File No. _____
Date Received _____
Fee _____
Receipt No. _____
Received by _____

Resident Occupied Short Term Rental Application

Applicant Information

Applicant is: Property Owner Contract Buyer Option Holder Agent Other _____

Applicant Name _____ Phone _____

Contact Name _____ Phone _____
(If different than above)

Address _____

City, State, Zip _____

Contact Email _____

Property Owner Information

Property Owner Name _____ Phone _____
(If different than above)

Contact Name _____ Phone _____

Address _____

City, State, Zip _____

Contact Email _____

Site Location and Description

(If metes and bounds description, indicate on separate sheet)

Property Address _____

Assessor Map No. R4 - - Total Site Area _____

Subdivision _____ Block _____ Lot _____

Comprehensive Plan Designation _____ Zoning Designation _____

1. Please describe the residence and its proposed use. _____

2. How many guest sleeping rooms will be provided? _____

3. How many (total) off-street parking spaces are available? _____ Are they paved? Yes No
Is the required off-street parking space located on the subject site? Yes No (If yes, skip to question #4; if no, please complete the following):

If not, where is it located (*Please also attach a signed agreement authorizing use of this property for parking purposes*): _____

Distance from subject site: _____

Name and contact information for property owner of off-site parking space location, if applicable:

Name _____ Phone _____

Address _____

City, State, Zip _____

Email _____

4. Are there smoke detectors in the residence? Yes No

If so, where are they located? _____

5. Has the applicant registered as a Transient Lodging Provider in order to collect, and pay, the Transient Lodging Tax imposed by the City of McMinnville on the rent charged to an occupant who occupies a provider's lodging for 30 successive days or less? Yes No

In addition to this completed application, the applicant must provide the following:

*A site plan (drawn to scale, with a north arrow, legible, and of a reproducible size), clearly showing the location of the residence; and existing and proposed features within and adjacent to the subject site, such as: lot and street lines with dimensions; driveway(s); parking; distances from property lines to structures; improvements; and significant features. **Please note that the required off-street parking, of a hardscaped surface, is in addition to the two (2) off-street parking spaces required for the residence itself. Clearly identify that the off-street parking requirements are met.***

Digital photographs of the subject residence's exterior.

Floor plan showing the size, function, and arrangement of interior rooms.

If applicable, a written agreement with the property owner providing the required off-street parking space.

Other information deemed necessary by the Planning Director to allow review of the applicant's proposal.

Payment of the applicable review fee, which can be found on the Planning Department web page.

I hereby certify that the statements contained herein are in all respects true and correct to the best of my knowledge and belief.

Applicant's Signature

Date

Property Owner's Signature

Date