



231 NE Fifth Street • McMinnville, Oregon 97128 • www.mcminnvilleoregon.gov

July 6, 2017

Heather Sharfeddin
905 NW Cedar Street
McMinnville, OR 97128

RE: VHR 6-17

Dear Ms. Sharfeddin:

This is to advise you that the McMinnville Planning Department has received and carefully reviewed your application (VHR 6-17) to allow for the operation of a vacation home rental business within an existing residence. The subject site is located at 905 NW Cedar Street and is more specifically described as Tax Lot 4300 Section 20AA T. 4 S., R. 4 W., W.M, located in the R-2 (Single-Family Residential) zone. Vacation Home Rentals are allowed in the R-2 Zone as an outright use, but are subject to Section 17.72.110 (Applications and Permits – Director’s Review with Notification) and 17.12.010(O) (Permitted Uses) of the McMinnville City Code (MCC).

Per Section 17.72.110(A) of the MCC, notice was provided to property owners within 100-feet of the subject site. Based on the material submitted and testimony received, I have approved your request subject to the following conditions.

1. That 10-year Lithium battery powered smoke/CO2 detectors must be installed in all bedrooms and hallways within 15 feet from bedrooms.
2. That, as this use is required to be occupied as a single-family residence, occupancy of the vacation home rental shall be limited at all times to no more than five unrelated persons, or one or more individuals related by blood, marriage, adoption, or legal guardianship, or other duly authorized custodial relationship.
3. That all other requirements of Section 17.12.010(O) of the McMinnville Municipal Code referencing vacation home rental use shall be complied with throughout the time this property is used for such purpose, which are outlined below.
 - A. That the structure be designed for and occupied as a single-family residence. The structure shall retain the characteristics of a single-family residence.
 - B. That a minimum of one off-street parking space be provided for each guest room.
 - C. That signage is limited to only one non-illuminated or incidentally illuminated wooden sign not exceeding three (3) square feet of face area.
 - D. That the duration of each guest’s stay at the residence be limited to less than 21 (twenty-one) consecutive days.

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- E. That smoke detectors be provided as per the requirements for "lodging houses" in Ordinance No. 3997.
- F. That the property owner shall live within the city limits or shall provide contact information of a person living within the city limits who shall be available to respond immediately to any emergency or complaint related to the vacation home rental.
- G. Permits may be renewed for one-year periods upon payment of the appropriate fee prior to its expiration date, provided that the permit has not been terminated under the provisions of Section 17.12.010(O)(8) below.
- H. Complaints on conditions "A" through "G "above will be reviewed by the Planning Commission at a public hearing. The Planning Commission will review complaints based on the criteria listed in Sections 17.74.030 and 17.74.040 of the MCC. If the vacation home rental is found to be in violation of the criteria, the Planning Commission may terminate the use.

This letter shall act as official notification of my decision. An appeal of this decision may be made to the Planning Commission if notice of intent to appeal is filed in the Planning Department no later than July 21, 2017. If no appeal is filed by this date, this decision shall be considered final.

Sincerely,



Heather Richards
Planning Director

HR:sjs

c: Marcia Baragary, City Finance Director