



City of McMinnville
Planning Department
231 NE Fifth Street
McMinnville, OR 97128
(503) 434-7311

www.mcminnvilleoregon.gov

EXHIBIT 1 - STAFF REPORT

DATE: February 15, 2018
TO: McMinnville Planning Commission
FROM: Chuck Darnell, Associate Planner
SUBJECT: G 1-18 – Vacation Home/Short Term Rentals – Zoning Text Amendments

Report in Brief:

This is a public hearing to review and consider proposed zoning text amendments to Chapter 17.06 (Definitions), Chapter 17.12 (R-1 Single-Family Residential Zone), Chapter 17.15 (R-2 Single-Family Residential Zone), Chapter 17.18 (R-3 Two-Family Residential Zone), Chapter 17.21 (R-4 Multiple-Family Residential Zone), Chapter 17.24 (O-R Office/Residential Zone), Chapter 17.30 (C-2 Travel Commercial Zone), Chapter 17.60 (Off-Street Parking and Loading), and Chapter 17.72 (Applications and Review Process) of the McMinnville Zoning Ordinance.

The proposed zoning text amendments are related to the reclassification of vacation home rentals as short term rentals. The amendments will introduce spacing standards for short term rentals located in residential zones and will update the standards that apply to short term rentals in residential zones for better clarification on the required design and operation of these types of uses. The amendments will also address the classification of short term rentals in the commercial zones to better define these types of uses as short term rentals instead of the current classification as boarding houses or lodging houses.

Background:

The Planning Commission discussed VHRs at the September 21, 2017 work session, and also provided an opportunity for public comment on the topic of VHRs at the October 19, 2017 work session. Following the public comment portion of the October work session, the Planning Commission had a brief discussion and directed staff to research other options for the regulation of vacation home rentals in the City of McMinnville. Staff completed additional research into how vacation home rentals are regulated in other cities in Oregon, and presented that information to the Planning Commission at the December 21, 2017 work session. Based on that information and subsequent discussion, the Planning Commission directed staff to explore spacing standards for VHRs and enforcement procedures for short term rentals that are found to be operating without City approval as a VHR.

Staff explored options for spacing standards and enforcement procedures, as well as alternative definitions and operational requirements, for vacation home rentals, and brought additional information back to the Planning Commission for discussion at the January 18, 2018 regular meeting. After discussion and deliberation, the Planning Commission provided guidance to staff and directed staff to

Attachments:

Attachment A: Maps of 200 Foot Spacing Standard Application - Northeast and Northwest of Downtown

Attachment B - Decision, Findings of Fact and Conclusionary Findings for the Approval of Legislative Amendments to Multiple Chapters of the McMinnville Zoning Ordinance to Update Definitions and the Regulation of Short Term Rentals and Lodging Establishments in Residential and Commercial Zones

bring proposed amendments related to the regulation of vacation home rentals back to the Planning Commission for consideration during a formal public hearing.

Discussion:

Based on the direction provided at the previous Planning Commission meetings, staff has drafted zoning text amendments to update the definitions of vacation home rentals, incorporate a spacing standard for vacation home rentals in residential zones, and update the regulations on the operation of these types of uses. A copy of the draft zoning text amendments are included in the decision document that is attached to this staff report.

The main components of the proposed amendments to the vacation home rental regulations are explained in more detail below:

Definitions:

Staff is proposing to update the definitions of the current “vacation home rental”, “bed and breakfast”, “hotel”, “motel”, and “boardinghouse, lodginghouse, and roominghouse” uses that are currently allowed in residential and commercial zones in the city. Some of these definitions are out dated and do not accurately describe or reflect the type of rental uses that are occurring in the city and are available for short term rental through various third party rental platforms (e.g. Airbnb, VRBO, HomeAway, etc.).

Staff is proposing to add “short term rental” and “resident occupied short term rental” as defined uses in the McMinnville Zoning Ordinance. Staff is also proposing to consolidate and update the current definitions of “hotel” and “motel”, and consolidate those uses in one defined use of “lodging”. Also, staff is proposing to remove the existing defined use of “boardinghouse, lodginghouse, or roominghouse”.

The table below describes the existing uses and the zones that the existing uses are allowed, and then describes the proposed definitions and uses and the zones that those uses would be allowed. Note that the descriptions of each type of use in the table below are simplified descriptions of the actual existing or proposed definitions of those uses.

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EXISTING USES		
Type	Description	Zones Allowed
Vacation Home Rental	Whole dwelling unit rental for period of less than 21 days	All Residential (R-1, R-2, R-3, R-4), Office-Residential (O-R), C-2 (Travel Commercial), and C-3 (General Commercial)
Bed and Breakfast	Rental of bedrooms within an owner-occupied house for period of less than 7 days	All Residential (R-1, R-2, R-3, R-4) and Office-Residential (O-R)
Bed and Breakfast	A structure designed and occupied as a residence in which sleeping rooms and a meal are provided on a daily or weekly basis for use by travelers for a charge or fee paid for the rental or use of the facilities	Multiple Family Residential (R-4) and Office-Residential (O-R) as Conditional Uses; Travel Commercial (C-2) as Permitted Use
Boardinghouse, Lodging House, or Rooming House	Rental of whole house or individual rooms for an unregulated number of days	Multiple Family Residential (R-4), Office-Residential (O-R), Travel Commercial (C-2) and General Commercial (C-3)
Hotel & Motel	Building used for accommodation of guests or travelers on a temporary basis	Travel Commercial (C-2) and General Commercial (C-3)
PROPOSED USES		
Type	Description	Zones Allowed
Short Term Rental	Whole dwelling unit rental for period of no more than 21 days	All Residential (R-1, R-2, R-3, R-4), Office-Residential (O-R), Travel Commercial (C-2) and General Commercial (C-3)
Short Term Rental, Resident Occupied	Rental of bedrooms within a resident-occupied house for period of no more than 7 days	All Residential (R-1, R-2, R-3, R-4) and Office-Residential (O-R)
Bed and Breakfast	A structure designed and occupied as a residence in which sleeping rooms and a meal are provided on a daily or weekly basis for use by travelers for a charge or fee paid for the rental or use of the facilities	Multiple Family Residential (R-4) and Office-Residential (O-R) as Conditional Uses; Travel Commercial (C-2) as Permitted Use
Lodging	Building or group of buildings designed and used for accommodation of guests on a temporary basis	Travel Commercial (C-2) and General Commercial (C-3)

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Short Term Rental:

Staff believes that the use of the term “short term rental” is a more common and straightforward definition of the type of use that is currently defined as a vacation home rental in the McMinnville Zoning Ordinance. The use of “short term rental” would continue to be allowed in all of the same zoning districts in which “vacation home rentals” are currently allowed, including residential and commercial zones.

Bed and Breakfast:

The existing use of “bed and breakfast” is currently defined only once in the Definitions chapter (Chapter 17.06), but is treated differently depending on the underlying zoning district. Typical bed and breakfast establishments, in which rooms and meals are provided for a daily or weekly basis, are currently allowed as a permitted use in the C-2 (Travel Commercial) and C-3 (General Commercial) zone and allowed as conditional uses in the O-R (Office-Residential) and R-4 (Multiple-Family Residential) zones. However, the rental of rooms within an owner occupied dwelling unit on a short term basis (no more than 7 days) has previously been classified by the City of McMinnville as a bed and breakfast as well. This type of use is currently allowed in all of the residential zones (R-1, R-2, R-3, and R-4), and has been used to classify one of the rental products (i.e. a room within a home) that is commonly available on third party rental platforms. These types of uses have been subject to a review and licensing process, similar to the review and licensing process that is required of vacation home rentals.

Staff is proposing to introduce another new definition of “short term rental, resident occupied” to replace the type of “bed and breakfast” that has been classified as the short term rental of rooms within an owner occupied dwelling in all of the residential zones. Again, staff believes that this definition is more common and straightforward than treating these types of uses as bed and breakfast establishments. Staff is proposing to keep the existing use and definition of “bed and breakfast” to allow the more traditional and typical bed and breakfast establishment in the R-4 and O-R zones as a conditional use, and in the C-2 and C-3 zones as a permitted use. There are multiple examples of this type of bed and breakfast establishment, being the more traditional form as a lodging option that provides a sleeping room and meals, in the City of McMinnville, including A Tuscan Estate (809 NE Evans Street) and The Victorian on 10th (206 NE 10th Street).

Lodging:

Staff is proposing to remove the existing definition of “boardinghouse, lodginghouse, and roominghouse” from the Zoning Ordinance. This use is somewhat out dated, and does not accurately reflect the type of rental or temporary accommodations that are typically available in the current housing market or hospitality sector. With the establishment of the short term rental and resident occupied short term rental uses, as well as the allowance of short term rentals in commercial zones, staff does not feel that the definition of boardinghouse, lodginghouse, or roominghouse will be applicable in any situation.

To address more traditional lodging uses, staff is also proposing to update the existing definitions of “hotel” and “motel”, which are currently defined slightly differently in terms of the types of guests that they cater to. Since the type of guest staying at a lodging establishment is difficult to truly enforce and does not change the land use impact of these types of uses, staff is proposing to combine these types of uses into one definition of “lodging”. The proposed lodging definition would more simply describe typical hotel or motel uses as “a building, or group of buildings, which is designed, intended, or used for the accommodation of guests on a temporary basis for compensation”.

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Spacing Standard:

The Planning Commission determined at the December 21, 2017 work session that the number of short term rentals in some areas of the city could be beginning to impact the character of residential neighborhoods, and that the conversion of single family homes into short term rentals is starting to take too many residential units out of the single family housing stock. Other cities in Oregon have had similar concerns about the impacts of short term rentals, which has led to the adoption of locational requirements and caps for short term rentals. As discussed in more detail at the December 21, 2017 work session, the cities of Bend and Ashland both adopted locational requirements for short term rentals, those being spacing requirements and required distances to major roadways, respectively. In the coastal community of Manzanita, a cap on the total number of short term rentals was adopted to limit the conversion of the existing housing stock into short term rentals. Staff had previously explained to the Planning Commission that a cap on the total number of VHRs may not be the best solution in McMinnville, based on the current number of VHRs in McMinnville. The ratio of the housing stock that was converting to short term rentals in Manzanita was much higher than the current situation in McMinnville. Manzanita had experienced a conversion of 17.5% of their housing stock into rentals, whereas McMinnville currently has less than 1% of the single family housing stock being used as VHRs.

To address the primary concerns with short term rentals in residential areas, limit the number of properties transitioning to short term rentals, and better protect residential neighborhoods from larger-scale conversions into short term rentals, staff believes that a spacing standard would be a better tool based on the current situation in the city. This recommendation was provided to the Planning Commission at their January 18, 2018 regular meeting, and there was general consensus that a spacing standard would address the identified concerns with short term rentals. Staff had provided options for spacing standards based on the existing built environment and the number of established short term rentals in residential areas, and the Planning Commission had some general discussion on the distance that should be required between short term rentals.

Recommendation:

There was general consensus that there should be no more than one short term rental per block, and that a spacing standard could then be established based on the typical block length in McMinnville. Staff completed research into the existing built environment, and found that the smallest typical block length in McMinnville is 200 feet in length. Therefore, staff is recommending that the spacing standard be established at 200 feet. This distance would ensure that there would be no more than one short term rental on the smallest blocks in the city, and would also limit the concentration of short term rentals in other areas of the city with larger blocks or areas with larger lots and a more curvilinear street network. Also, the distance of 200 feet would not be so large as to effectively prevent the establishment of any additional short term rentals. Short term rentals do serve a function in McMinnville as a lodging option for tourists, short term rentals for people who are looking to relocate to McMinnville, short term executive rentals, etc., and these types of services are important to the success of our local economy and many of our local businesses.

If this spacing standard was established, a typical 200 foot buffer from existing licensed short term rentals in the areas of town with smaller block lengths would touch and therefore eliminate the potential for the surrounding 30-35 properties to be used as short term rentals. In that small sub-area, that would amount to 2.9 – 3.3% of the housing units in that sub-area being used as short term rentals. This is obviously a very rough example and would vary greatly throughout the city, but it shows that the spacing standard would keep the overall percentage of properties being used as short term rentals at a low amount.

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In terms of implementation, the separation distance between short term rentals would be measured outwards from the property lines of the subject site, which would be a measurement that can be consistently and fairly applied throughout the city. Staff is also proposing that the separation standard only apply to short term rentals in residential zones (R-1, R-2, R-3, and R-4) and the Office-Residential zone (O-R), but not to resident occupied short term rentals. By definition, resident occupied short term rentals are still dwelling units that are fully occupied by a resident, and therefore do not create a situation where a dwelling sits vacant when not being rented. Staff believes that these uses would have less of an impact on the character of the surrounding residential neighborhood, so is proposing to not have them be subject to the spacing standard.

Attached to the staff report are maps that depict the areas within 200 feet of existing licensed vacation home rentals in the area northwest of downtown and the area northeast of downtown. The properties within 200 feet of existing licensed vacation home rentals, which would now be defined as short term rentals, would become ineligible for the establishment of a new short term rental use.

Other Operational Requirements:

Type of Dwelling Units:

The current standards for vacation home rentals and bed and breakfast establishments include a standard that is not clear in its intention. The language is provided in Section 17.12.010 (N)(1) and Section 17.12.010 (O)(1) as follows:

“That the structure be designed for and occupied as a single family residence. The structure shall retain the characteristics of a single family residence”.

While the above language does not specifically limit the operation of vacation home rentals and bed and breakfast establishments to single family dwelling units, the historical interpretation of the Planning Department has been to only allow them in single family dwelling units based on the fact that the language uses the phrase “retain the characteristics of a single family residence”. Staff presented this discrepancy to the Planning Commission at the January 18, 2018 meeting and requested clarification. Based on that discussion, staff is proposing that the use of short term rentals, as they will be defined if the proposed amendments are approved, be allowed in single family dwellings, common-wall single family dwellings, two-family dwellings (duplexes), and accessory dwelling units (ADUs). Specifically, staff is proposing the following amendments to the standard:

~~That the structure be designed for and occupied as a single family residence.~~ **Short term rentals shall be allowed in single family dwellings, common-wall single family dwellings, two-family dwellings (duplexes), and accessory dwelling units (ADUs).** The structure shall retain the characteristics of a single family residence.

The proposed amendments would apply to both short term rentals and resident occupied short term rentals. Staff believes that the language is clear in the types of dwelling units that these uses are allowed in, while still including the language that the structure retain the characteristics of a residence to ensure that the use is compatible with the surrounding residential area. This language does expand the opportunity for the establishment of short term rentals from the previous Planning Department interpretation, but the spacing standards described above will overall reduce the opportunities for the establishment of new short term rentals.

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The Planning Commission had discussed the potential of allowing short term rentals in multiple-family dwelling units. After further investigation, staff is recommending that short term rentals not be allowed in multiple-family dwelling units. These types of dwelling units are typically the more affordable housing product available for people that may not be able to obtain financing for more permanent housing. Taking these rental units off the market to allow them to be used for short term rentals could have more of an impact on housing affordability in the city than the use of single family homes as short term rentals. Also, the Planning Commission had discussed potentially not having the spacing standard apply to short term rentals located on multi-family sites. If that was the case, an entire multi-family building could be converted to short term rentals. That scenario would basically create a hotel (commercial use) in a residential area.

Licensing Requirements in Residential Zones:

Staff is proposing to retain the processes for reviewing and licensing short term rentals and resident occupied short term rentals in the residential zones (R-1, R-2, R-3, and R-4) and the Office-Residential zone (O-R). The permitted uses in these zones will be subject to all of the standards in Section 17.12.010(N)(1) and Section 17.12.010(O)(1), which require a land use application to be reviewed by the Planning Director with notification and also include language on operational standards that must be followed. Staff is proposing to not subject short term rentals in the commercial zones (C-2 and C-3) to the standards in Section 17.12.010(N)(1) and Section 17.12.010(O)(1), which is consistent with the previous practice of not requiring review and licensing for these commercial type uses in the commercial zones.

Renewal Requirements:

The existing language requires that licenses for short term rentals and resident occupied short term rentals be renewed each year. Staff is proposing to update this language to confirm that the licenses are renewed annually, beginning one year after the initial approval of the rental. Staff is also proposing to add language that states that failure to renew the short term rental permit will result in the permit becoming void. This will result in the subject property having to re-apply for their short term rental license, which would subject the property to the spacing standard. For the existing short term rentals that don't meet the spacing standard but are allowed to continue as nonconforming uses, failure to renew would effectively eliminate the nonconforming use. As licenses are not renewed, it would also provide an opportunity for other properties in the surrounding area to become eligible for a short term rental license. The City will provide notice of the annual requirement to renew the short term rental license, but it will ultimately be the responsibility of the property owner to ensure that their license is renewed annually.

Parking:

If the proposed amendments are approved and the definitions for short term rentals and lodging establishments are updated, staff is also proposing to update Chapter 17.60 (Off-Street Parking and Loading) to reflect the updated definitions. Staff is not proposing to change the parking standards that had applied to vacation home rentals or lodging uses, but only change the uses themselves to reflect the updated definitions.

Applications and Review Process:

Similar to the proposed changes to Chapter 17.60 (Off-Street Parking and Loading), staff is proposing to also update Chapter 17.72 (Applications and Review Process) to reflect the updated definitions of short term rental and resident occupied short term rental. The proposed amendments to Chapter 17.72 would

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not change the application or review process for these types of uses. Short term rental and resident occupied short term rental applications are proposed to still be subject to a Planning Director's review with property owner notification. Also, staff is proposing to still require neighborhood meeting for short term rentals, as they are currently required for vacation home rentals.

Fiscal Impact:

None.

Commission Options:

- 1) Close the public hearing and recommend that the City Council **APPROVE** the application, per the decision document provided which includes the findings of fact.
- 2) **CONTINUE** the public hearing to a specific date and time.
- 3) Close the public hearing, but **KEEP THE RECORD OPEN** for the receipt of additional written testimony until a specific date and time.
- 4) Close the public hearing and **DENY** the application, providing findings of fact for the denial in the motion to deny.

Recommendation/Suggested Motion:

The Planning Department recommends that the Planning Commission make the following motion recommending approval of G 1-18 to the City Council:

THAT BASED ON THE FINDINGS OF FACT, THE CONCLUSIONARY FINDINGS FOR APPROVAL, AND THE MATERIALS SUBMITTED BY THE CITY OF McMinnville, THE PLANNING COMMISSION RECOMMENDS THAT THE CITY COUNCIL APPROVE G 1-18 AND THE ZONING TEXT AMMENDMENTS AS RECOMMENDED BY STAFF.

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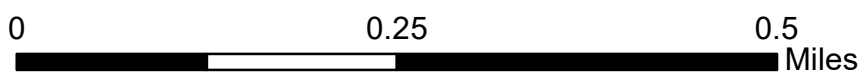
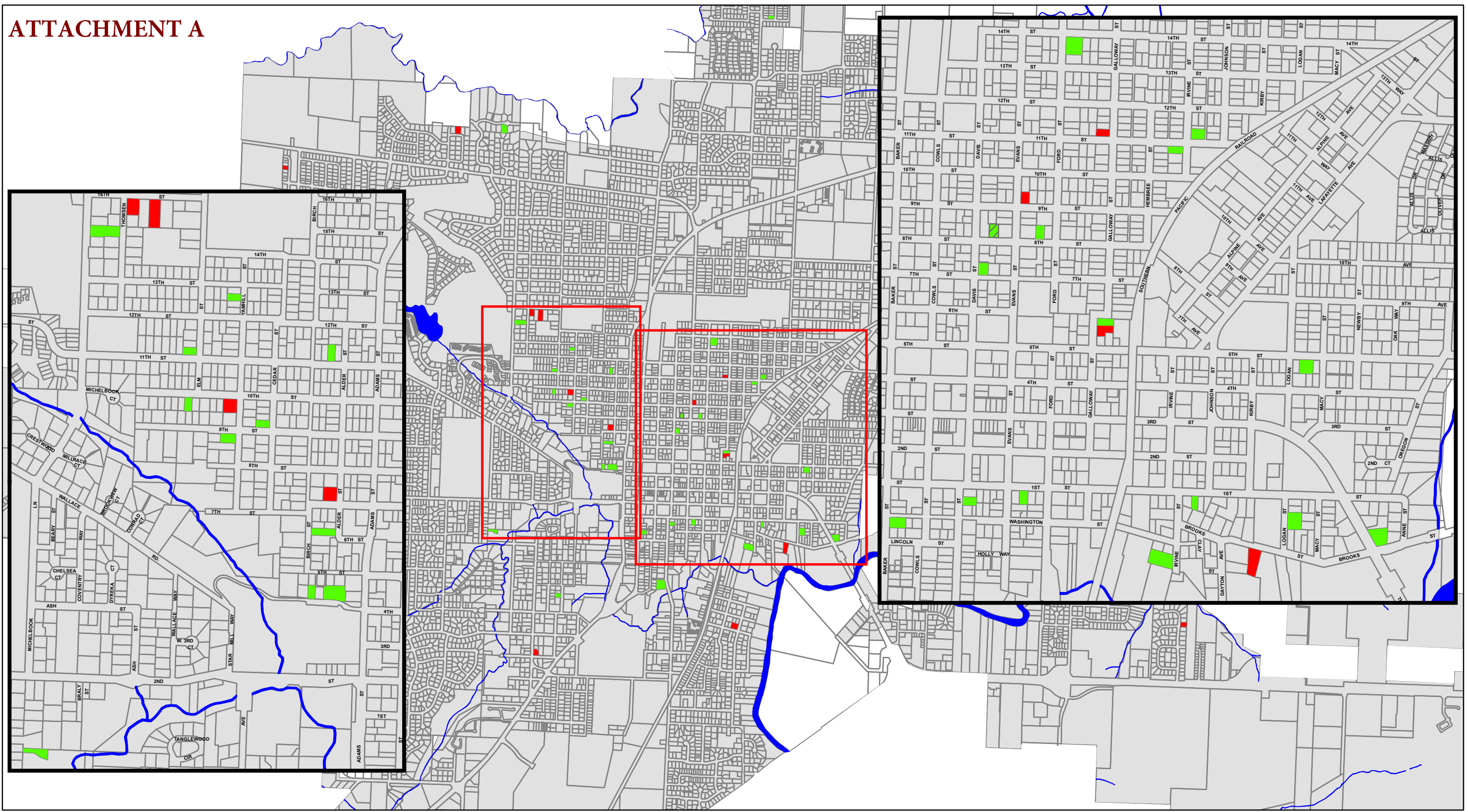
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Approved Vacation Home Rentals and Bed and Breakfasts in Residential Zones - As of February 8, 2018

ATTACHMENT A

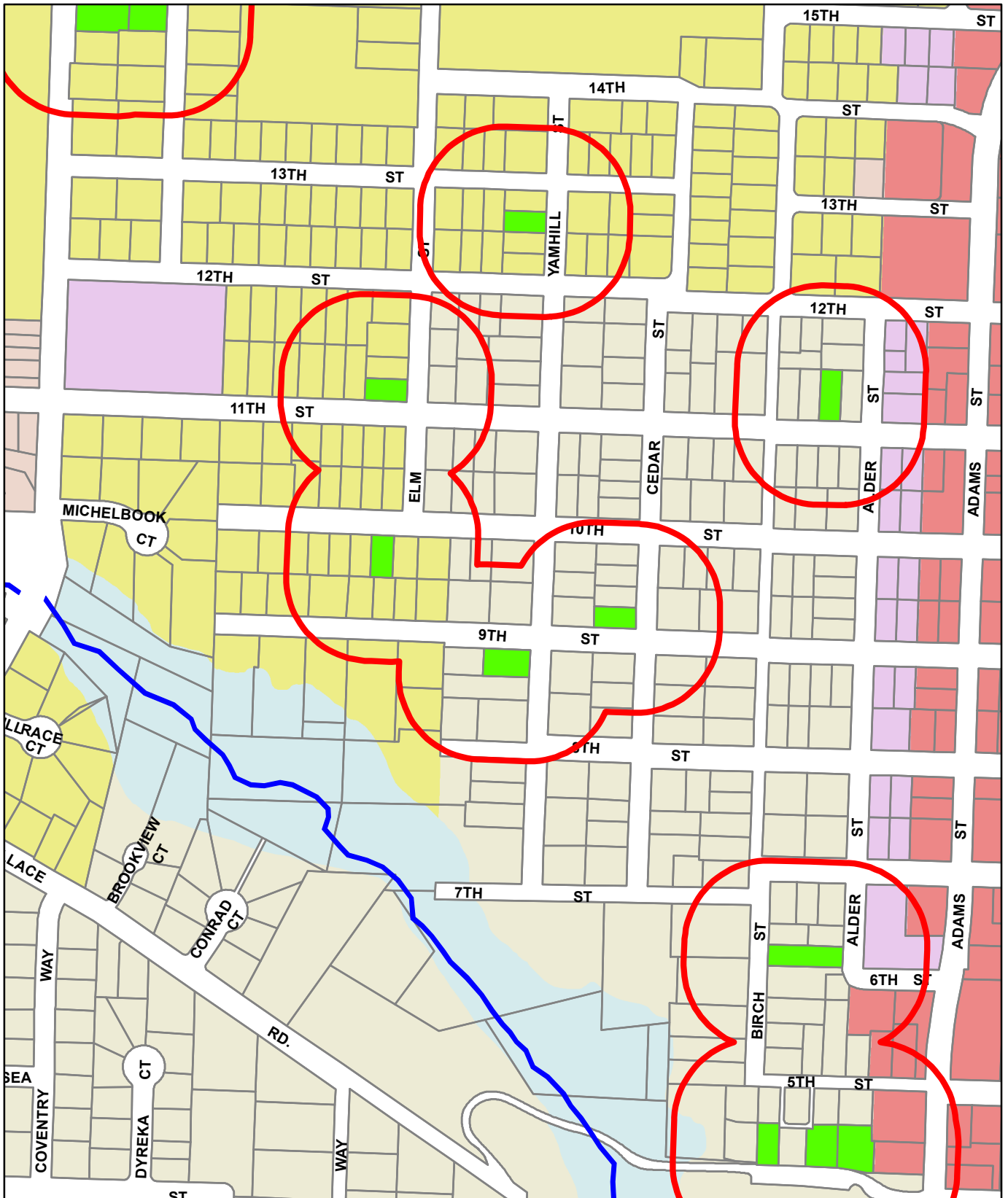


-  Bed & Breakfasts (13 Properties)
-  Vacation Home Rentals (35 Properties)
-  2 Vacation Home Rentals

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Northwest of Downtown - 200 Foot Spacing Standard

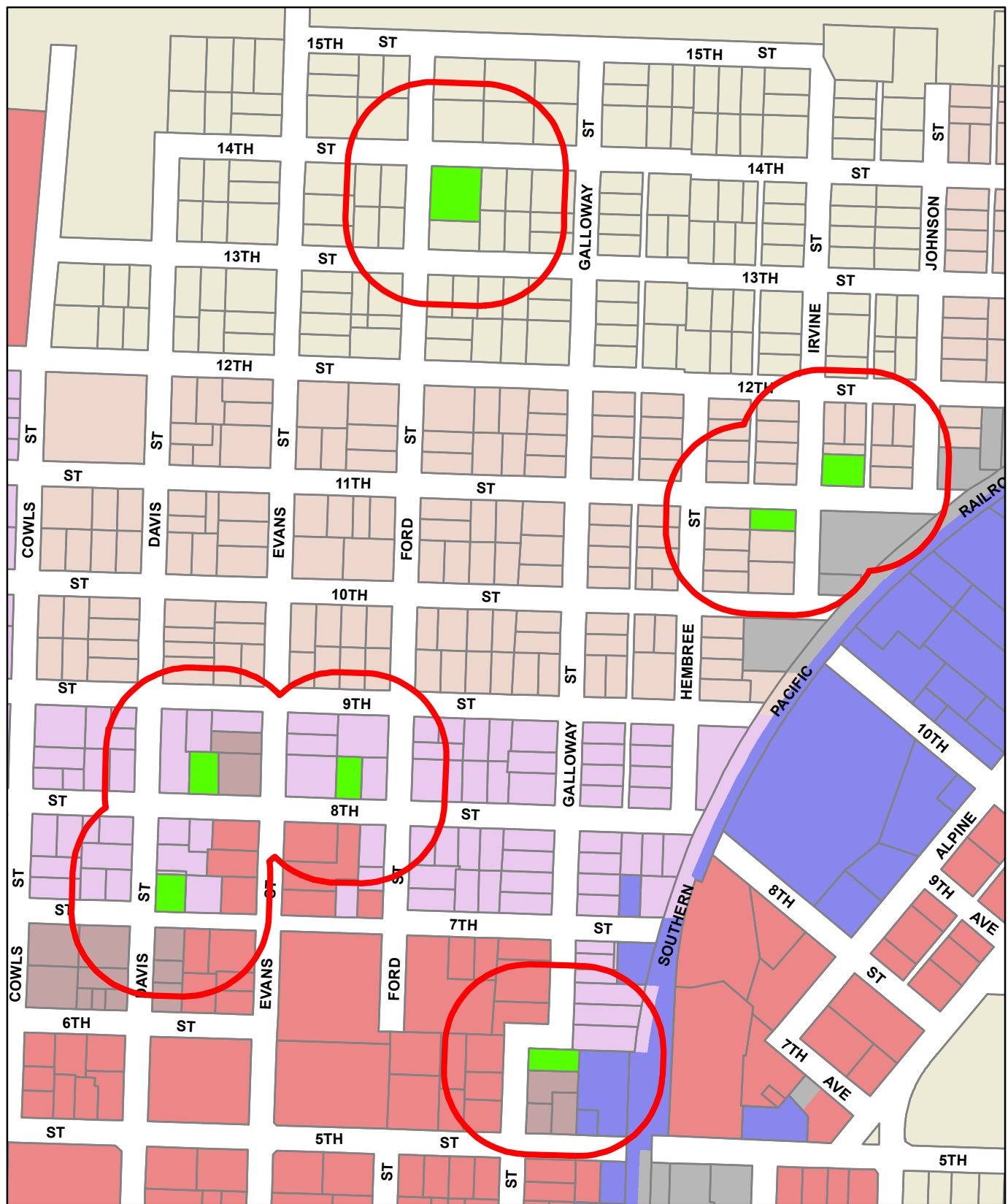


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Zoning		Short Term Rentals
	R-1	
	R-2	
	R-3	
	R-4	
	O-R	
	C-1	
	C-2	
	C-3	
	M-L	
	M-1	
	M-2	
	A-H	
	F-P	

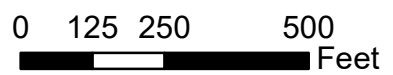


Northeast of Downtown - 200 Foot Spacing Standard

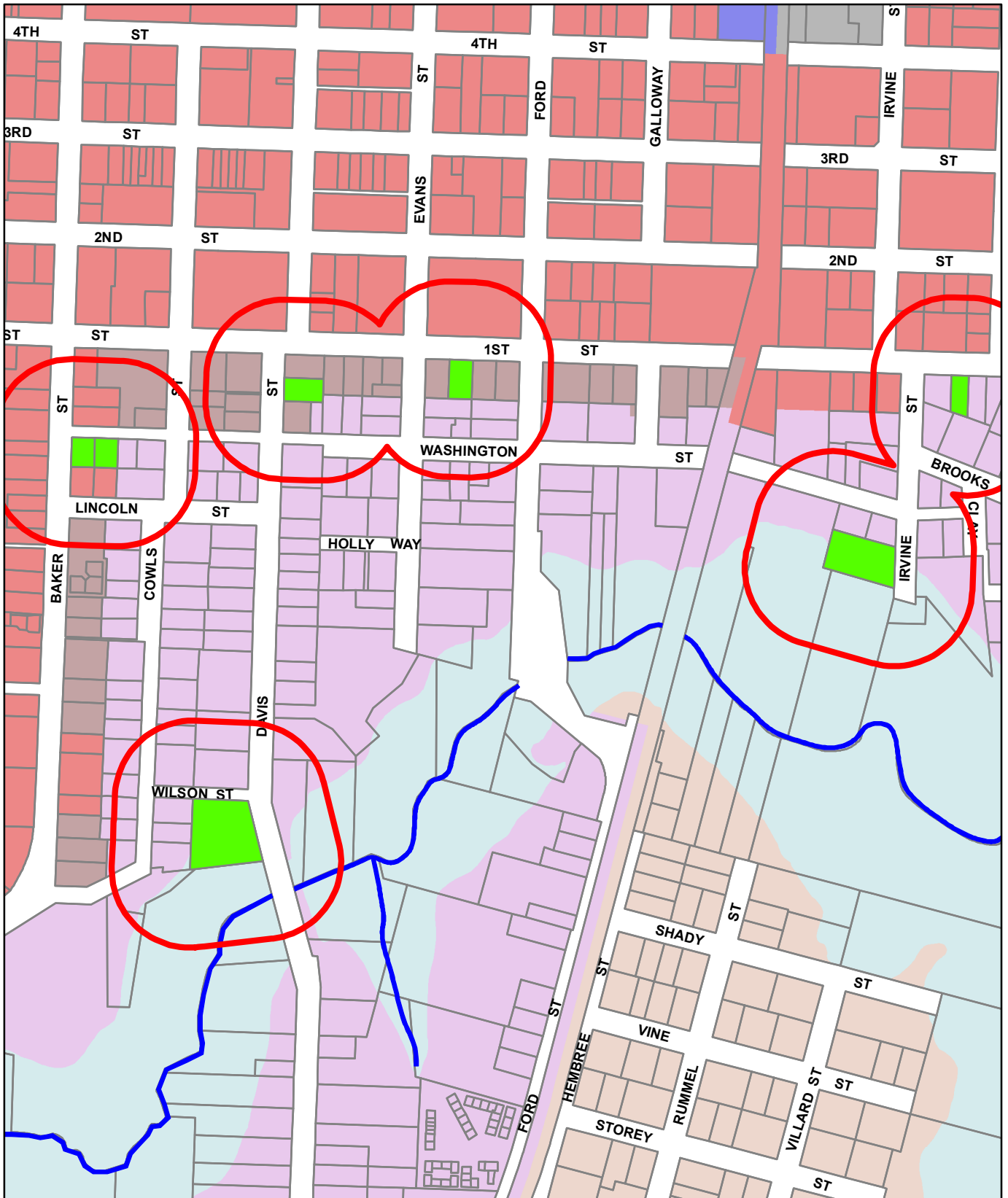


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Zoning		Short Term Rentals
	R-1	
	R-2	
	R-3	
	R-4	
	O-R	
	C-1	
	C-2	
	C-3	
	M-L	
	M-1	
	M-2	
	A-H	
	F-P	



South of Downtown - 200 Foot Spacing Standard

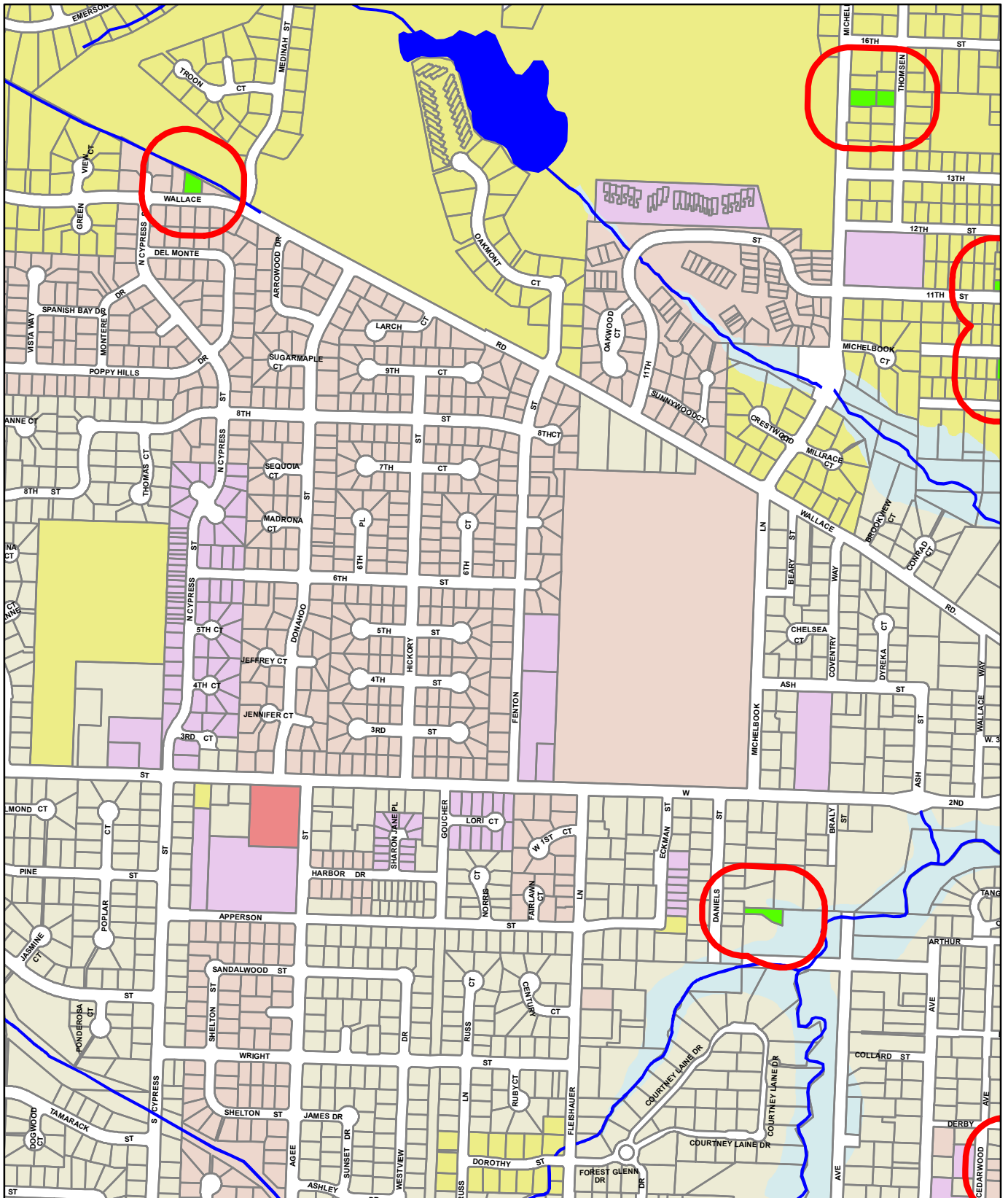


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Zoning		Short Term Rentals
	R-1	
	R-2	
	R-3	
	R-4	
	O-R	
	C-1	
	C-2	
	C-3	
	M-L	
	M-1	
	M-2	
	A-H	
	F-P	

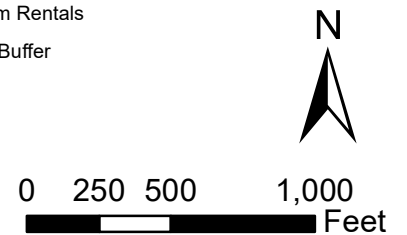


West of Downtown - 200 Foot Spacing Standard

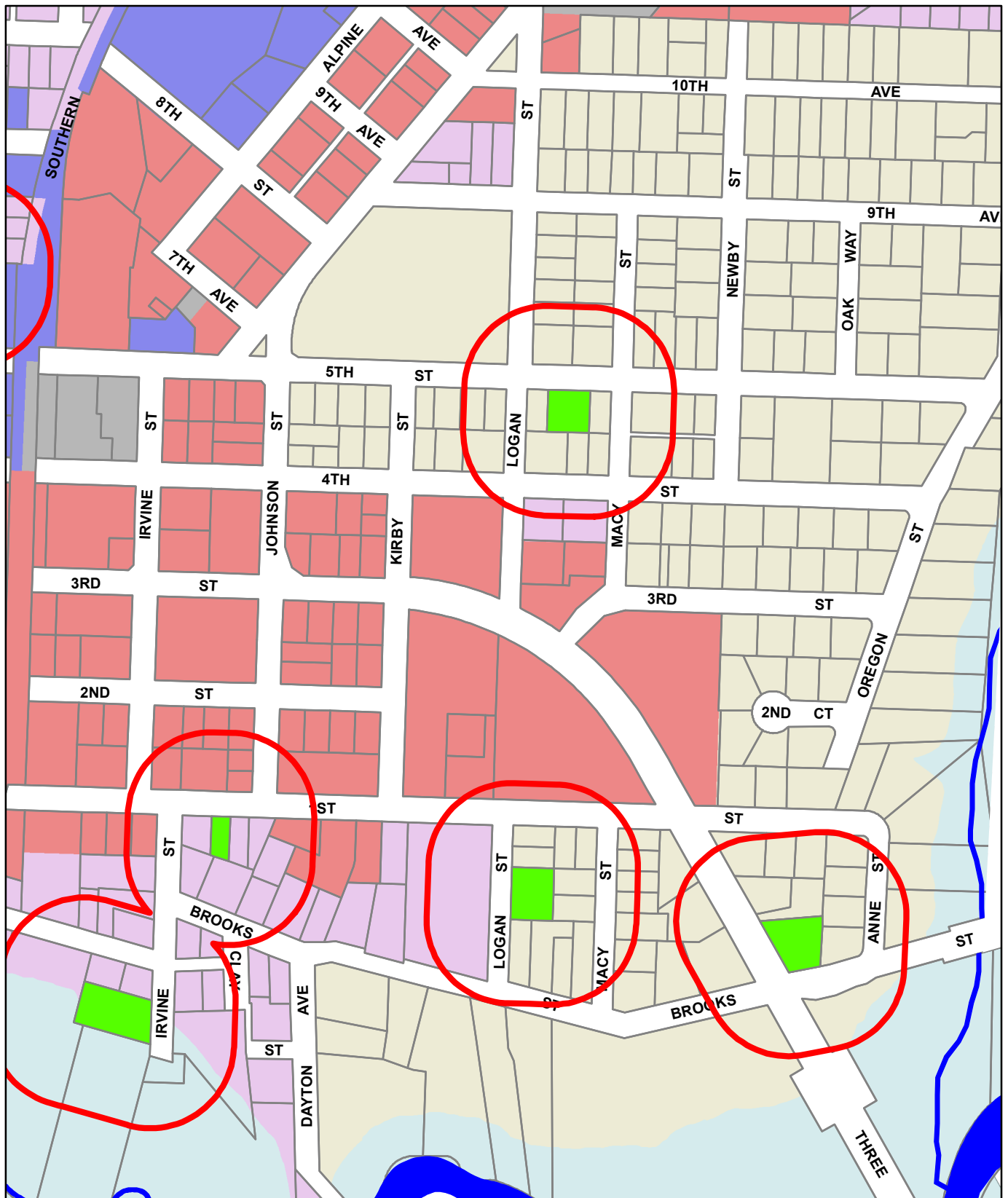


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Zoning		Short Term Rentals
 R-1	 C-2	 Short Term Rentals
 R-2	 C-3	 200 Foot Buffer
 R-3	 M-L	
 R-4	 M-1	
 O-R	 M-2	
 C-1	 A-H	
	 F-P	



East of Downtown - 200 Foot Spacing Standard



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Zoning		Short Term Rentals
	R-1	
	R-2	
	R-3	
	R-4	
	O-R	
	C-1	
	C-2	
	C-3	
	M-L	
	M-1	
	M-2	
	A-H	
	F-P	





**CITY OF MCMINNVILLE
PLANNING DEPARTMENT**
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DECISION, FINDINGS OF FACT AND CONCLUSIONARY FINDINGS FOR THE APPROVAL OF LEGISLATIVE AMENDMENTS TO MULTIPLE CHAPTERS OF THE MCMINNVILLE ZONING ORDINANCE TO UPDATE DEFINITIONS AND THE REGULATION OF SHORT TERM RENTALS AND LODGING ESTABLISHMENTS IN RESIDENTIAL AND COMMERCIAL ZONES.

- DOCKET:** G 1-18
- REQUEST:** The City of McMinnville is proposing to amend Chapter 17.06 (Definitions), Chapter 17.12 (R-1 Single-Family Residential Zone), Chapter 17.15 (R-2 Single-Family Residential Zone), Chapter 17.18 (R-3 Two-Family Residential Zone), Chapter 17.21 (R-4 Multiple-Family Residential Zone), Chapter 17.24 (O-R Office/Residential Zone), Chapter 17.30 (C-2 Travel Commercial Zone), Chapter 17.60 (Off-Street Parking and Loading), and Chapter 17.72 (Applications and Review Process) of the McMinnville Zoning Ordinance. The proposed zoning text amendments are related to the reclassification of vacation home rentals as short term rentals. The amendments will introduce spacing standards for short term rentals located in residential zones and will update the standards that apply to short term rentals in residential zones for better clarification on the required design and operation of these types of uses. The amendments will also address the classification of short term rentals in the commercial zones to better define these types of uses as short term rentals instead of the current classification as boarding houses or lodging houses.
- LOCATION:** N/A
- ZONING:** N/A
- APPLICANT:** City of McMinnville
- STAFF:** Chuck Darnell, Associate Planner
- DATE DEEMED COMPLETE:** January 18, 2018
- HEARINGS BODY:** McMinnville Planning Commission
- DATE & TIME:** February 15, 2018. Meeting held at the Civic Hall, 200 NE 2nd Street, McMinnville, Oregon.
- HEARINGS BODY:** McMinnville City Council
- DATE & TIME:** March 13, 2018. Meeting held at the Civic Hall, 200 NE 2nd Street, McMinnville, Oregon.

COMMENTS: This matter was referred to the following public agencies for comment: Oregon Department of Land Conservation and Development, McMinnville Fire Department, Police Department, Engineering Department, Building Department, Parks Department, City Manager, and City Attorney; McMinnville Water and Light; McMinnville School District No. 40; Yamhill County Public Works; Yamhill County Planning Department; Frontier Communications; Recology Western Oregon; Comcast; Northwest Natural Gas. Their comments are provided in this decision document.

DECISION

Based on the findings and conclusions, the Planning Commission recommends **APPROVAL** of the legislative zoning text amendments (G 1-18) to the McMinnville City Council.

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DECISION: APPROVAL
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City Council: _____
Scott Hill, Mayor of McMinnville

Date: _____

Planning Commission: _____
Roger Hall, Chair of the McMinnville Planning Commission

Date: _____

Planning Department: _____
Heather Richards, Planning Director

Date: _____

APPLICATION SUMMARY:

The City of McMinnville is proposing to amend Chapter 17.06 (Definitions), Chapter 17.12 (R-1 Single-Family Residential Zone), Chapter 17.15 (R-2 Single-Family Residential Zone), Chapter 17.18 (R-3 Two-Family Residential Zone), Chapter 17.21 (R-4 Multiple-Family Residential Zone), Chapter 17.24 (O-R Office/Residential Zone), Chapter 17.30 (C-2 Travel Commercial Zone), Chapter 17.60 (Off-Street Parking and Loading), and Chapter 17.72 (Applications and Review Process) of the McMinnville Zoning Ordinance. The proposed zoning text amendments are related to the re-defining of vacation home rentals as short term rentals. The amendments will introduce spacing standards for short term rentals located in residential zones and will update the standards that apply to short term rentals in residential zones for better clarification on the required design and operation of these types of uses. The amendments will also address the classification of short term rentals in the commercial zones to better define these types of uses as short term rentals instead of boarding houses or lodging houses.

ATTACHMENTS:

1. Amendments to Chapter 17.06 (Definitions)
2. Amendments to Chapter 17.12 (R-1 Single-Family Residential Zone)
3. Amendments to Chapter 17.15 (R-2 Single-Family Residential Zone)
4. Amendments to Chapter 17.18 (R-3 Two-Family Residential Zone)
5. Amendments to Chapter 17.21 (R-4 Multiple-Family Residential Zone)
6. Amendments to Chapter 17.24 (O-R Office/Residential Zone)
7. Amendments to Chapter 17.30 (C-2 Travel Commercial Zone)
8. Amendments to Chapter 17.60 (Off-Street Parking and Loading)
9. Amendments to Chapter 17.72 (Applications and Review Process)

COMMENTS:

This matter was referred to the following public agencies for comment: Oregon Department of Land Conservation and Development, McMinnville Fire Department, Police Department, Engineering Department, Building Department, Parks Department, City Manager, and City Attorney; McMinnville Water and Light; McMinnville School District No. 40; Yamhill County Public Works; Yamhill County Planning Department; Frontier Communications; Recology Western Oregon; Comcast; Northwest Natural Gas. The following comments have been received:

None Received To Date

Additional Testimony

No notice was provided to property owners for this application. As of the date this report was written, no public testimony has been received by the Planning Department.

FINDINGS OF FACT

1. The City of McMinnville is proposing to amend Chapter 17.06 (Definitions), Chapter 17.12 (R-1 Single-Family Residential Zone), Chapter 17.15 (R-2 Single-Family Residential Zone), Chapter 17.18 (R-3 Two-Family Residential Zone), Chapter 17.21 (R-4 Multiple-Family Residential Zone), Chapter 17.24 (O-R Office/Residential Zone), Chapter 17.30 (C-2 Travel Commercial Zone), Chapter 17.60 (Off-Street Parking and Loading), and Chapter 17.72 (Applications and Review Process) of the McMinnville Zoning Ordinance. The proposed zoning text amendments are related to the re-defining of vacation home rentals as short term rentals. The amendments will introduce spacing standards for short term rentals located in residential zones and will update the standards that apply to short term rentals in residential zones for better clarification on the required design and operation of these types of uses. The amendments will also address

Attachments:

Attachments 1 – 9: Amendments to Chapters 17.06, 17.12, 17.15, 17.18, 17.21, 17.24, 17.30, 17.60, and 17.72

the classification of short term rentals in the commercial zones to better define these types of uses as short term rentals instead of boarding houses or lodging houses.

2. This matter was referred to the following public agencies for comment: Oregon Department of Land Conservation and Development, McMinnville Fire Department, Police Department, Engineering Department, Building Department, Parks Department, City Manager, and City Attorney; McMinnville Water and Light; McMinnville School District No. 40; Yamhill County Public Works; Yamhill County Planning Department; Frontier Communications; Recology Western Oregon; Comcast; Northwest Natural Gas. No comments in opposition have been provided.
3. Public notification of the public hearing held by the Planning Commission was published in the February 6, 2018 edition of the News Register. No comments in opposition were provided by the public prior to the public hearing.

CONCLUSIONARY FINDINGS:

McMinnville’s Comprehensive Plan:

The following Goals and policies from Volume II of the McMinnville Comprehensive Plan of 1981 are applicable to this request:

GOAL X 1: TO PROVIDE OPPORTUNITIES FOR CITIZEN INVOLVEMENT IN THE LAND USE DECISION MAKING PROCESS ESTABLISHED BY THE CITY OF McMINNVILLE.

Policy 188.00: The City of McMinnville shall continue to provide opportunities for citizen involvement in all phases of the planning process. The opportunities will allow for review and comment by community residents and will be supplemented by the availability of information on planning requests and the provision of feedback mechanisms to evaluate decisions and keep citizens informed.

Finding: Goal X 1 and Policy 188.00 are satisfied in that McMinnville continues to provide opportunities for the public to review and obtain copies of the application materials and completed staff report prior to the McMinnville Planning Commission and/or McMinnville City Council review of the request and recommendation at an advertised public hearing. All members of the public have access to provide testimony and ask questions during the public review and hearing process.

McMinnville’s City Code:

The following Sections of the McMinnville Zoning Ordinance (Ord. No. 3380) are applicable to the request:

Chapter 17.03 – General Provisions:

17.03.020 Purpose. The purpose of the ordinance codified in Chapters 17.03 (General Provisions) through 17.74 (Review Criteria) of this title is to encourage appropriate and orderly physical development in the city through standards designed to protect residential, commercial, industrial, and civic areas from the intrusions of incompatible uses; to provide opportunities for establishments to concentrate for efficient operation in mutually beneficial relationship to each other and to shared services; to provide adequate open space, desired levels of population densities, workable relationships between land uses and the transportation system, adequate community facilities; and to provide assurance of opportunities for effective utilization of the land resources; and to promote in other ways public health, safety, convenience, and general welfare.

Attachments:

Attachments 1 – 9: Amendments to Chapters 17.06, 17.12, 17.15, 17.18, 17.21, 17.24, 17.30, 17.60, and 17.72

Finding: Section 17.03.020 is satisfied by the legislative amendments in that the proposed amendments incorporate spacing standards and operational requirements for short term rentals that will better protect the character of residential areas of the city and will reduce the intrusion of incompatible uses in residential areas. The spacing standard of 200 feet between short term rentals in residential zones will allow for a concentration of these types of uses that allows for the establishment of additional short term rental uses, but does not overly burden the existing residents of established residential areas. The spacing standard will not apply in the commercial zones. This will provide ample opportunity for short term rental uses to locate in areas that are planned and zoned for commercial uses, thereby providing these uses to locate in an area that will be mutually beneficial with other surrounding commercial uses. The proposed amendments to the definitions of short term rentals and other lodging establishments will promote the general welfare of the city by better addressing the types of land uses that are operating in the current housing market and rental economy.

CD:sjs

Chapter 17.06

DEFINITIONS

(as adopted by Ord. 4952, March 13, 2012)

Sections:

- 17.06.010 Generally.
- 17.06.015 General Definitions. [...]

17.06.015 General Definitions [...]

~~**Boardinghouse, Lodginghouse or Roominghouse** – A building where lodging with or without meals is provided for compensation for not more than five persons in addition to members of the family occupying such building. (Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).~~

[...]

~~**Hotel** – A building which is designed, intended, or used for the accommodation of guests on a temporary basis for compensation. (Ord. 4128 (part), 1981; Ord. 3380 (part), 1968). **See “Lodging”**~~

[...]

Lodging – A building, or group of buildings, which is designed, intended, or used for the accommodation of guests on a temporary basis for compensation. Lodging includes hotels and motels.

~~**Motel** – A building or group of buildings on the same lot containing guests units, which building or group is intended or used primarily for the accommodation of transient automobile travelers. (Ord. 4128 (part), 1981; Ord. 3380 (part), 1968). **See “Lodging”**~~

[...]

Short Term Rental – The use of an entire dwelling unit by any person or group of person entitled to occupy for rent for a period of no more than 21 (twenty-one) consecutive days. Short term rentals include vacation home rentals approved under the regulations in effect through April 12, 2018.

Short Term Rental, Resident Occupied – The use of no more than two guest sleeping rooms by any person or group of persons entitled to occupy for rent for a period of no more than seven (7) consecutive days. The dwelling unit is occupied by a full-time resident at the time that the guest sleeping rooms within the dwelling unit are available for overnight rental. Resident occupied short term rentals include bed and breakfast establishments approved under the regulations in effect through April 12, 2018.

[...]

Vacation Home Rental ~~The use of a dwelling unit by any person or group of person entitled to occupy for rent for a period of less than 21 (twenty one) consecutive days. (Ord. 4902 §1(a), 2008).~~

[...]

Chapter 17.12

R-1 SINGLE-FAMILY RESIDENTIAL ZONE

Sections:

- 17.12.010 Permitted uses.
- 17.12.020 Conditional uses.
- 17.12.030 Lot size.
- 17.12.040 Yard requirements.
- 17.12.050 Building height.
- 17.12.060 Density requirements.

17.12.010 Permitted uses. In an R-1 zone, the following uses and their accessory uses are permitted: [...]

N. ~~Bed and breakfast establishments~~ **Resident occupied short term rental**, subject to the provisions of Section 17.72.110 and the following standards:

1. ~~That the structure be designed for and occupied as a single-family residence.~~ **Resident occupied short term rentals shall be allowed in single family dwellings, common-wall single family dwellings, two-family dwellings (duplexes), and accessory dwelling units (ADUs).** The structure shall retain the characteristics of a ~~single-family residence.~~
2. That the establishment be ~~owner-~~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 ~~bed and breakfast establishment~~ **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 ~~bed and breakfast establishment~~ **short term rental** be limited to no more than seven consecutive days and no more than fifteen days in the 30-day period.
7. That smoke detectors be provided as per the requirements for "lodging houses" in Ordinance No. 3997 of this code;
8. ~~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(N)(9) below.~~ **must be renewed annually, beginning one year after the initial notification of approval was provided by the Planning Department for the short term rental. 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.**

9. Complaints on conditions 1 through 8 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 ~~bed and breakfast establishment~~ **short term rental** is found to be in violation of the criteria, the Planning Commission may terminate the use.
- O. ~~Vacation home rental~~ **Short term rental**, subject to the provisions of Section 17.72.110 and the following standards:
1. **Short term rentals shall not be located within 200 feet of another short term rental.**
 2. ~~That the structure be designed for and occupied as a single-family residence.~~ **Short term rentals shall be allowed in single family dwellings, common-wall single family dwellings, two-family dwellings (duplexes), and accessory dwelling units (ADUs).** The structure shall retain the characteristics of a single-family residence.
 3. That a minimum of one off-street parking space be provided for each guest room.
 4. That signage is limited to only one non-illuminated or incidentally illuminated wooden sign not exceeding three (3) square feet of face area.
 5. That the duration of each quest's stay at the residence be limited to less **no more** than 21 (twenty-one) consecutive days.
 6. That smoke detectors be provided as per the requirements for "lodging houses" in Ordinance No. 3997.
 7. 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~~ **short term rental**.
 8. ~~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(N)(9) below.~~ **must be renewed annually, beginning one year after the initial notification of approval was provided by the Planning Department for the short term rental. 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.**
 9. Complaints on conditions 1 through ~~7~~**8** 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 zoning ordinance. If the ~~vacation home~~ **short term rental** is found to be in violation of the criteria, the Planning Commission may terminate the use. (Ord. 5040 §2, 2017; Ord. 4988 §1, 2015; Ord. 4984 §1, 2014; Ord. 4952 §1, 2012; Ord. 4912 §3, 2009; Ord. 4796 §1(e), 2003; Ord. 4564 §2, §3, 1994; Ord. 4534 §5(part), §7(part), 1993; Ord. 4499 §1, 1991; Ord. 4477 §1, 1990; Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).

[...]

Chapter 17.15

R-2 SINGLE-FAMILY RESIDENTIAL ZONE

Sections:

17.15.010 Permitted uses. [...]

17.15.010 Permitted uses. In an R-2 zone, the following uses and their accessory uses are permitted: [...]

- N. ~~Bed and breakfast establishments~~**Resident occupied short term rentals**, subject to the provisions of Section 17.12.010(N);
- O. ~~Vacation home rentals~~**Short term rentals**, subject to the provisions of Section 17.12.010(O). (Ord. 5040 §2, 2017; Ord. 4988 §1, 2015; Ord. 4984 §1, 2014; Ord. 4952 §1, 2012; Ord. 4912 §3, 2009; Ord. 4796 §1(e), 2006; Ord. 4564 §2, §3, 1994; Ord. 4534 §5(part), §7(part), 1993; Ord. 4499; Ord. 4477 §1, 1990; Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).

[...]

Chapter 17.18

R-3 TWO-FAMILY RESIDENTIAL ZONE

Sections:

17.18.010 Permitted uses. [...]

17.18.010 Permitted uses. In an R-3 zone, the following uses and their accessory uses are permitted: [...]

- P. ~~Bed and breakfast establishments~~ **Resident occupied short term rentals**, subject to the provisions of Section 17.12.010(N).
- Q. ~~Vacation home rentals~~ **Short term rentals**, subject to the provisions of Section 17.12.010(O). (Ord. 5040 §2, 2017; Ord. 4988 §1, 2015; Ord. 4984 §1, 2014; Ord. 4952 §1, 2012; Ord. 4912 §3, 2009; Ord. 4796 §1(e), 2003; Ord. 4564 §4(part), §5, 1994; Ord. 4534 §5(part), §7(part), 1993; Ord. 4481 §1, 1991; Ord. 4479A §4(part), 1991; Ord. 4477 §1(part), 1990; Ord. 4221 §1, 1982; Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).

[...]

Chapter 17.21

R-4 MULTIPLE-FAMILY RESIDENTIAL ZONE

Sections:

17.21.010 Permitted uses. [...]

17.21.010 Permitted uses. In an R-4 zone, the following uses and their accessory uses are permitted: [...]

~~F. Boardinghouse, lodginghouse, or roominghouse; [...]~~

R. ~~Bed and breakfast establishments~~ **Resident occupied short term rentals**, subject to the provisions of Section 17.12.010(N); [...]

T. ~~Vacation home rentals~~ **Short term rentals**, subject to the provisions of Section 17.12.010(O). (Ord. 5040 §2, 2017; Ord. 4984 §1, 2014; Ord. 4952 §1, 2012; Ord. 4912 §3, 2009; Ord. 4796 §1(e), 2003; Ord. 4564 §4(part), 1995; Ord. 4534 §5(part), §7(part), 1993; Ord. 4479A §4(part), 1991; Ord. 4477 §1(part), 1990; Ord. 4292 §2(e), 1984; Ord. 4221 §2, 1982; Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).

[...]

Chapter 17.24

O-R OFFICE/RESIDENTIAL ZONE

Sections:

- 17.24.010 Purpose.
- 17.24.020 Permitted buildings and uses. [...]

17.24.020 Permitted buildings and uses. In an office/residential district, the following types of buildings and uses and their accessory uses are permitted as hereinafter specifically provided for by this section, subject to the general provisions and exceptions set forth in this chapter:

- A. Subject to the requirements of the R-4 zone, the following residential uses and their accessory uses are permitted:
 - 1. Single-family dwelling.
 - 2. Common wall, single-family dwelling.
 - 3. Two-family dwelling (duplex).
 - 4. Multiple-family dwelling.
 - 5. Condominium.
 - 6. ~~Boarding, lodging, or rooming house;~~ [...]
- R. ~~Bed and breakfast establishments~~ **Resident occupied short term rentals**, subject to the provisions of Section 17.12.010(N), ~~except that subsection 17.12.010(N)(2) shall not apply.~~ [...]
- U. ~~Vacation home rentals~~ **Short term rentals**, subject to the provisions of Section 17.12.010(O) (Ord. 4984 §1, 2014; Ord. 4732, 2000; Ord. 4534 §5(part), §7(part), 1993; Ord. 4479A §4(part), 1991; Ord. 4477 §1(part), 1990; Ord. 4292 §1(g), 1984; Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).

[...]

Chapter 17.30

C-2 TRAVEL COMMERCIAL ZONE

Sections:

17.30.010 Permitted uses. [...]

17.30.010 Permitted uses. In a C-2 zone, the following uses and their accessory uses are permitted: [...]

B. ~~Boardinghouse, lodginghouse or roominghouse;~~ [...]

D. ~~Hotel and motel~~ **Lodging (hotels and motels);** [...]

K. ~~Vacation home rental, subject to the provisions of Section 17.12.020(R) excluding (3).~~ (Ord. 4902 §1(g), 2008; (Ord. 4732, 2000; Ord. 4534 §1, 1993; Ord. 4479A §4(part), 1991; Ord. 4292 §2(i), 1984; Ord. 4279 §1(A), 1984; Ord. 4128 (part), 1981; Ord. 3380 (part), 1968). **Short term rental;**

[...]

Chapter 17.60

OFF—STREET PARKING AND LOADING

Sections:

- 17.60.010 Applicability of chapter.
- 17.60.020 Property owner's responsibility.
- 17.60.030 Plans required.
- 17.60.040 Spaces—Used to park automobiles only.
- 17.60.050 Spaces—Location.
- 17.60.060 Spaces—Number required. [...]

17.60.060 Spaces—Number required. Except for the southerly 100 feet of Block 10 and the northerly 100 feet of Block 11, Rowland's Addition and the area bounded by Second Street, Adams Street, Fourth Street, and Galloway Street, at the time of erection of a new structure or at the time of enlargement or change of use of an existing structure, off-street parking spaces shall be provided as follows unless greater requirements are otherwise established. Where square feet are specified, the area measured shall be the gross floor area primary to the functioning of the particular use of the property but shall exclude space devoted to off-street parking or unloading.

A. Residential land use category:

- | | |
|---|--|
| 1. Bed and breakfast establishments | One space for the first two guest sleeping rooms and an additional space for each additional guest sleeping room. |
| 2. Boarding house, lodginghouse, or roominghouse | One space per two guest accommodations. |
| 3. Fraternity, sorority, cooperative, or dormitory | One space per two sleeping accommodations. |
| 4. Multiple-family dwelling | One and one-half spaces per dwelling with less than three bedrooms, two spaces per dwelling unit with three or more bedrooms, and one space per dwelling unit which is expressly reserved for senior or handicapped persons. |
| 5. Single-family and two-family dwelling. | Two spaces per dwelling with four or fewer bedrooms, and one additional space for every two additional bedrooms. |

6. ~~Vacation home rental~~ **Short term rental and resident occupied short term rental**

One space for each guest room

B. Institutional land use category:

1. Churches, clubs or lodges

One space per every four fixed seats or every eight feet of bench length in the main auditorium or sanctuary. One space per every 75 square feet in the main auditorium when no permanent seats or benches are maintained.

2. College—commercial or business

One space per every three classroom seats.

3. College—residential type

One space per every three full-time equivalent students.

4. Convalescent hospital, nursing home, sanitarium, or rest home

One space per two beds for patients or residents.

5. Day care, preschool, nursery, or kindergarten

One space for each teacher or supervisor.

6. Elementary or junior high school

One space per classroom plus one space per administrative employee or one space per four seats or eight feet of bench length in the auditorium or assembly room, whichever is greater.

7. Hospital

Three spaces per two beds.

8. Library, reading room, museum, or art gallery

One space per 300 square feet of floor area.

9. Other places of public assembly including stadiums

One space per four seats or eight feet of bench length.

10. Senior high school

One space per classroom plus one space per administrative employee plus one space per each six students or one space per four seats or eight feet of bench length in the main auditorium or gymnasium, whichever is greater.

C. Commercial land use category

- | | |
|--|---|
| 1. Automobile service station | Two spaces per each lubrication stall, rack, or pit and one per each two gasoline pumps. |
| 2. Auto wash | One and one-half spaces per employee. |
| 3. Banks, financial institutions | One space per 200 square feet of floor area. |
| 4. Barber shop and beauty parlor | One space per each employee plus two spaces per each barber or beauty chair. |
| 5. Bed and breakfast establishment (as amended Ord 4292, July 24, 1984) | One space for the first two guest sleeping rooms and an additional space for each additional guest sleeping room. |
| 6. Bowling alley | Six spaces per alley. |
| 7. Dance hall, skating rink, pool or billiard parlor, and similar commercial recreational uses without fixed seating | One space per 100 square feet of floor space. |
| 8. Drive-in restaurants or similar drive-in uses for the sale of beverages, food, or refreshments for consumption on the premises. | One space per four seats or one space per 200 square feet of floor area, whichever is greater. |
| 9. Establishments for sale and consumption on the premises of beverages, food, or refreshments | One space per 100 square feet of floor area or one per four seats, whichever is greater. |
| 10. Laundromats and coin operated dry cleaners | One space per every two washing machines. |
| 11. Medical or dental office, including clinic | One space per 200 square feet of floor area. |
| 12. Mortuary | One space per four seats or eight feet of bench length in chapel. |
| 13. <u>Lodging</u> (Motel or hotel) | One space per each guest room. Parking for motel or hotel restaurants or ball rooms must be figured separately as per the requirements of this section. |
| 14. Nursery | One space per 300 square feet of floor area of the building. |

- | | |
|---|--|
| 15. Pharmacy | One space per 150 square feet of floor area. |
| 16. Private golf club, swimming pool, club, tennis club, or other similar uses | One space for each two member families, or if anticipated membership has not been achieved, one space for every two member families anticipated at maximum membership or one space for every four persons when facility is used to capacity. |
| 17. Professional office (non-medical or dental) | One space per 300 square feet of floor area. |
| 18. Retail store, except as otherwise specified in this section | One space per 250 square feet of floor area. |
| 19. Retail stores handling bulky merchandise or household furniture | One space per 500 square feet of floor area. |
| 20. Service or repair shop | One space per 400 square feet. |
| 21. Theater | One space per each three seats. |
| 22. Vacation home rental <u>Short term rental and resident occupied short term rental</u> | One space for each guest room |

D. Industrial land use category:

- | | |
|---|--|
| 1. Manufacturing establishment | One space per 1,000 square feet of floor area or two spaces per three employees working on the largest shift during peak season, whichever is greater. |
| 2. Wholesale establishment, warehousing | One space per 2,000 square feet of floor area or two spaces per three employees on the largest shift during peak season, whichever is greater. |

(Ord 4902 §1(h), 2008; Ord. 4479A §5, 1991; Ord. 4477 §5, 1990; Ord. 4419 §2, 1988) Ord. 4292 §2(j), 1984; Ord. 4128 (part), 1981; Ord. 3380 (part), 1968).

[...]

Chapter 17.72

APPLICATIONS AND REVIEW PROCESS
(as amended by Ord. 4920, January 12, 2010)

[...]

17.72.090 Application Review Summary Table. The following table offers an overview of land use applications and corresponding review body. Additional information regarding the notification and approval criteria for specific land use applications can be found by referring to the procedural reference section in the right-hand column of the table. Information regarding the hearing body and the hearing procedure can be found in this chapter. (Ord. 5034 §2, 2017; Ord. 4984 §1, 2014).

<u>Review Process</u>	<u>Land Use Application</u>	<u>Zoning Ordinance Reference</u>
Applications and Permits- Director's Review Without Notification	Home Occupation Permit	17.67
	Large Format Commercial Design Review (standard)	17.56.040
	Manufactured Home Park Permit	Ord. No.4220
	Model Home Permit	17.54.060
	Property Line Adjustment	17.53.050
	Recreational Vehicle Park Permit	Ord. No.4220-Section 12
	Temporary Living Unit Permit	17.54.070
	Downtown Design Review (minor alterations)	17.59.030-040
Applications- Director's Review with Notification	Administrative Variance	17.74.080-090
	Bed and Breakfast Resident Occupied Short Term Rental	17.12.010(N)
	Classification of an Unlisted Use	17.54.010
	Downtown Design Review	17.59.030-040
	Large Format Commercial Design Review (variation to prescribed standards)	17.56.040
	Partition	17.53.060
	Subdivision-up to 10 lots	17.53.070
	Three Mile Lane Design Review	Ord. Nos. 4131, 4572
	Transitional Parking Permit	17.60.130
	Vacation Home Rental Short Term Rental	17.12.010(O)
Downtown Design Review (major alterations or waivers, reviewed by Historic Landmarks Committee)	17.59.030-040	
Applications Public Hearing- Planning Commission	Annexations* **	Ord. No. 4357
	Appeal of Director's Decision	17.72.170
	Application (Director's Decision) for which a Public Hearing is Requested	17.72.120
	Comprehensive Plan Map or Text Amendment*	17.74.020
	Conditional Use Permit	17.74.030-060

	Planned Development Amendment*	17.74.070
	Legislative Amendment *	17.72.120
	Subdivision (more than 10 lots)	17.53.070
	Variance	17.74.100-130
	Zone Change*	17.74.020
Public Hearing- City Council	Appeal of Planning Commission's Decision	17.72.180
	Hearings Initiated by City Council	17.72.130
MUAMC***	Urban Growth Boundary (UGB) Amendment	Ord. Nos. 4130,4146
Public Hearing - Historic Landmarks Committee	Demolition of National Register of Historic Places Structure	17.65.050 (D)

* Following Public Hearing, Planning Commission makes recommendation to City Council

** Following City Council recommendation, Annexation requests are subject to voter approval

*** McMinnville Urban Area Management Commission

17.72.095 Neighborhood Meetings.

- A. A neighborhood meeting shall be required for:
1. All applications that require a public hearing as described in Section 17.72.120, except that neighborhood meetings are not required for the following applications:
 - a. Comprehensive plan text amendment; or
 - b. Zoning ordinance text amendment; or
 - c. Appeal of a Planning Director's decision; or
 - d. Application with Director's decision for which a public hearing is requested.
 2. Tentative Subdivisions (up to 10 lots)
 3. ~~Vacation Home Rentals~~ **Short Term Rental**

[...]

17.72.110 Applications – Director's Review with Notification. The following applications shall be submitted as stated above in Section 17.72.020 and shall be reviewed by the Planning Director or designee.

- Administrative Variance
- ~~Bed and Breakfast (Less than three (3) guest sleeping rooms)~~
- Classification of an Unlisted Use
- Downtown Design Review (major alterations or waivers, reviewed by Historic Landmarks Committee)
- Large Format Commercial Development (variation to standard)
- **Resident Occupied Short Term Rental**
- **Short Term Rental**
- Tentative Partition
- Tentative Subdivision (up to 10 lots)
- Three Mile Lane Design Review
- Transitional Parking Permit
- ~~Vacation Home Rental~~

[...]