

CITY OF DUNDEE
PLANNING COMMISSION AGENDA
P.O. Box 220
620 SW 5th Street
Dundee, Oregon 97115

MEETING WILL BE TELECONFERENCED

Join Zoom Meeting: <https://us02web.zoom.us/j/86198991774>

Or listen by calling: 1-253-215-8782

Meeting ID: 861 9899 1774

MEETING DATE: January 20, 2021

Meeting Time: 7:00pm

- I.** Call Meeting to Order
- II.** Election of the 2021 Chairman and Vice-Chairman
- III.** Public Comment
- IV.** Approval of the Minutes
- November 18, 2020
- V.** Development Code Revisions Workshop
- VI.** Issues from Planning Commissioners
- VII.** Adjournment

CITY OF DUNDEE

Meeting: Planning Commission Meeting

Location: Meeting was held virtually via Zoom.
City Council Meeting Chambers
620 S.W. 5th Street
Dundee, Oregon 97115

Date: November 18, 2020

Time: 7:00 p.m.

I. Meeting called to order.

Vice-Chairman Hinoveanu called the meeting to order. Commissioners present, which consisted of quorum, were Maria Hinoveanu, David Hinson, Doug Pugsley, James Kay, and Ed Carlisle. Chairman O’Neill had an excused absence. The consultant, Matt Straite with MIG, City Planner Patrick Davenport, and City Administrator Rob Daykin were also present.

II. Public Comment

There were no members of the public present.

III. Approval of Minutes from Previous Meeting(s)

It was moved and seconded to approve the October 21, 2020 minutes. Motion carries, unanimously.

IV. Short Term Vacation Rentals Workshop

Matt Straite began a PowerPoint presentation showing a city comparison of short-term vacation rental policies, and summarized the differences between cities. Once the summary was completed, he then went over the interviews of stakeholders that were performed. Questions about the interviews included reasons given that a footage restriction may not work, marijuana regulations, and maximum occupancy. There was also a brief discussion on the difference in process for bed and breakfasts vs. short term rentals.

Draft code language was discussed next. Questions and major discussion points included: 1) whether individual rules could be made on a house by house basis; 2) the appropriate notice distance (there was general agreement that 200-feet would be more appropriate and a request to change all land use notice distances to 200 as well); 3) land use expirations and revocations, as well as the prospect of possible equal rights opposition; 4) establishment of a queue and what that would mean (it was decided to remove this proposal); 5) whether the ability would exist to require all existing short-term rentals to meet the new code if/when adopted; 6) difficulties in trying to limit vacation rentals to one person “owner” when an owner is/can be a corporation with changing names; 7) limiting the number of people allowed in a short-term rental; 8) percentage limitation on the number of short-term rentals allowed (it was decided that 5% was a reasonable number); 9) creation of a two-tiered regulation; 10) the

possibility of adding the ability for an applicant to go to the Planning Commission if their proposed short-term rental was contiguous to another; 11) whether ADUs should be allowed to be short-term rentals (it was decided to allow ADUs to be short-term rentals, but add a caveat that “only one short-term rental per property” is allowed); 12) the complaint process, including advising against requiring other jurisdictions to do things in the development code; 13) the City Planner, Patrick Davenport, also advised against requiring a floor plan to be part of the public record, which was met with a general consensus of agreement; 14) the appropriate distance for a representative to be located in order to respond to complaints (it was decided on 10-miles).

Mr. Straite stated that he would take the proposed changes and implement them for the public hearing.

VI. Planning Issues from Commission Members.

It was noted that there would be no meeting in December. There was a question about whether anything had come from the Riverside District Discussion. It was noted that there had not been any follow up from the owners. CA Daykin also noted that the streetlight installation on the Highway was almost complete; also, that the Highway project was expected to begin in January.

VII. Adjournment

The meeting was adjourned.

Maria Hinoveanu, Vice-Chairman

ATTEST:

Melody Osborne, Planning Secretary



Memorandum

TO: Dundee Planning Commission
FROM: Patrick Davenport, designated City Planner (Planning Manager, City of Newberg)
CC: Rob Daykin, City Administrator
DATE: January 20, 2021
SUBJECT: Review of Next Round of Proposed Development Code Text Amendments

- The City's current Development Code and proposals for future code amendments are required to support implementation of the Goals provided in City of Dundee's Comprehensive Plan. Staff is requesting feedback from the Planning Commission (PC) and the general public on the next round of Development Code Text Amendments (DCTAs) for Calendar Year 2021. A DRAFT summarized list of potential DCTAs is attached (Attachment 1).
- Some of the topics will be familiar to the PC and others may be new. Several of the issues are relatively straightforward and offer simple solutions, while others are complex and require policy direction from Commissioners and Councilors and coordination with other City staff. Since some Sections may need to be 'amended and replaced in entirety' the list of proposed amendments may need to proceed on separate adoption tracks, depending on complexity and magnitude.
- The proposed amendments and associated review/adoption process is intended to continually improve the Development Code's processes, standards and requirements to eliminate unclear, contradictory, and/or outdated code. In some circumstances, there may be a lack of essential processes, standards and requirements to implement the Goals in the Comprehensive Plan.
- Staff will support a series of workshops with the PC and City Council as well as invite public participation to inform drafting final versions of these and future DCTAs.

Attachment 1: DRAFT proposed list for next round of Development Code Text Amendments

CITY OF DUNDEE			
CITY AS APPLICANT: POTENTIAL DEVELOPMENT CODE TEXT AMENDMENTS FOR ROUND 1: CY 2021 (prepared for 01/20/2021 Planning Commission Workshop)			
TYPE	CODE SECTION	DESCRIPTION	COMMENTS
Procedural	Table 17.401.010 - Similar Use Authorizations	Currently requires a Type 1 Decision	Formal decisions for Similar Use Authorizations should be a Type 2 decision and enable the requestor or Noticed owner to appeal the decision
Procedural	Chapter 17.401 GENERAL REVIEW PROCEDURES	This entire Section needs to be audited and amended as necessary to reflect latest State requirements, clear terminology and best practices for processing land division applications	Amendments may be substantial and the Section may need to be amended and replaced in entirety
Procedural	Chapter 17.401 GENERAL REVIEW PROCEDURES	Consider distinct review processes for parks of a various ranges in area and City-wide Park Facility Master Plans	City Council review of an individual park >1/2 acre shouldn't be processed more rigourously than a commercial development reviewed by staff via a Type 2 process.
Standards	Definition and Allowed uses for Nursing Home	Amend definition and permitted use standard for "Nursing Home" to contemporary standards;	Consider enabling additional types of living unit options for elderly persons; other sections may need to be amended in parallel.
Standards	Definition for Day Care Facility	"Day care facility" means an institution, establishment or place, not a part of a public school system, in which are commonly received three or more children, not of common parentage, under the age of 14 years, for a period not exceeding 12 hours per day for the purpose of being given board, care, or training apart from their parents or guardians for compensation or reward. "Day care facility" includes a preschool, but excludes a family child care home	There is a growing need to allow Adult Day Care for Seniors and other adults who need continuous supervision. Adding adults and developmentally disabled persons to the definition will enable more options for Day Care. The requirements could stay the same as they are for child day cares.
Standards	Chapter 17.203 Special Use Standards	This should be remaned to Supplemental Standards	The Table of Uses should be amended if so. A use of (P/S) would indicate Permitted with Supplemental Standards. (CU/S) Conditional Use with Supplemental Standards
Standards	17.202.030 Lot and development standards and 17.403.040 Preliminary plat submission requirements	There are no specific requirements that side lot lines need to run as close to a right angle as possible for the length of a lot	
Standards	Flag Lots	Current definition: "Lot, flag" means a lot or parcel of land taking access by a relatively narrow strip of land between the major portion of the parcel and the point of public access to the parcel, all of which is in the same ownership or title.	Need to detailed standards for min width of "pole", maximum length of "pole", lot area and other dimensions of the buildable portion and in what circumstances flag lots are permitted.
Standards	Add supplemental standards for MF (5+) development	- see Newberg DC 15.220.060	
Standards	Add three and four family units to definitions and Use table	Separate for multifamily structures; revise definition of 3 and 4 family units and MF Structures as five or more units on a single parcel either attached or detached in any manner)	
Standards	Townhouse definition	Townhouse is not multifamily. A formal definition is: Single family attached (sharing at least one common wall located on its own unit of land)	
Standards	Add three and four family units to definitions and Use table	Separate for multifamily structures; revise definition of 3 and 4 family units and MF Structures as five or more units on a single parcel either attached or detached in any manner)	
Standards	17.202.030 Lot and development standards by zoning district	Evaluate standards for lots on steep slopes	
Standards	Townhouse definition	Townhouse is not multifamily. A formal definition is: Single family attached (sharing at least one common wall located on its own unit of land)	
Standards	Chapter 17.303 Exterior Lighting	Various amendments to existing Code	Consultant is working on this seperately; had workshop at City Council
Requirements	17.203.240 Vacation rentals	Amend entire Section; add Municipal Code req's.	Consultant is working on this seperately
Requirements	Chapter 17.403 Land Divisions and Property Line Adjustments	This entire Section needs to be audited and amended as necessary to reflect latest State requirements, clear terminology and best practices for processing land division applications	Amendments may be substantial and the Section may need to be amended and replaced in entirety
Requirements	17.104.030 Nonconforming use (Expansions)	Evaluate requirements for considering expansion and reuse of properties with Non-Conforming Uses and Development situations	
Requirements	Chapter 15.445 SPECIAL USE STANDARDS	Evaluate and add requirements for temporary uses of portable enclosures (i.e.: tents) for commercial uses; product display and occupancies	
Requirements	17.305.030.H Improvements to Existing Streets	Amend requirement to provide clear and reasonable alternatives in lieu of constructing streets and public utility improvements.	Recommended text from City Attorney
Requirements	Chapter 17.406 VARIANCES AND ADJUSTMENTS	17.406.030 Adjustments: evaluate requirements for staff approved adjustments	