

MINUTES  
Warrenton City Commission  
Work Session – November 13, 2018  
5:30 p.m.  
Warrenton City Hall - Commission Chambers  
225 S. Main  
Warrenton, OR 97146

Mayor Balensifer called the work session to order at 5:30 p.m.

Commissioners Present: Mayor Balensifer, Mark Baldwin, Pam Ackley, Tom Dyer and Rick Newton

Staff Present: City Manager Linda Engbretson, Community Development Director Kevin Cronin, Public Works Director Collin Stelzig, Public Works Operations Manager Kyle Sharpsteen and City Recorder Dawne Shaw

Mayor Balensifer allowed Mr. and Mrs. Ming to speak in favor of vacation rentals. Mr. Earl Ming stated they own a vacation rental on Officer's Row in Hammond. He stated renting the home out has allowed them to afford restoration of the historic house. Mayor Balensifer asked if they live in it, or just rent it out. Mr. Ming noted it is not their primary residence.

Community Development Director Kevin Cronin discussed the homestay lodging program; he noted he was presenting another iteration based on the feedback from the Commission. He reviewed the items included in the agenda packet. He also noted a letter submitted by Kathy & Jim Hogan, regarding Air BNB and vacation rentals.

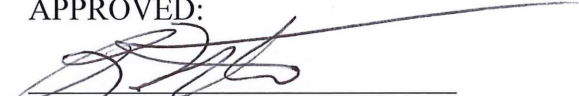
*lived* Discussion followed on Accessory Dwelling Units (ADUs). Mr. Cronin noted ADU's must be lived in by a direct relative; if the city moves to allow the owner to live in the ADU, the policy would have to be changed. After further discussion, there was Commission consensus to change the ADU code, to allow them to be rented out or occupied by the owners.

Discussion followed on the homestay lodging room cap; definitions/terminology; and compliance. Mr. Cronin noted there are 3 different channels to gain compliance and stated he has reached out to all listed owners and will continue to do so. It was noted the Commission had previously discussed allowing up to five rooms for homestay lodging. Mr. Cronin clarified, stating that five or more rooms would trigger additional building code requirements. Discussion continued; Mr. Cronin noted the livability issue, and parking problems. There was consensus on a maximum of five rooms, with an asterisk on the fifth, which will trigger additional building code requirements and enforcement. Discussion continued; there was Commission consensus to require two contacts to be listed. Mr. Cronin stated he would like some formal direction, noting his biggest concern is the grace period and how long of a sunset provision for compliance.

Mayor Balensifer suggested putting a notice in utility bills, stating that if you have a vacation rental, you need to register; and give 30 days to get into compliance. Other suggestions were to send out a press release in the Columbia press; and also post it on the city website banner. Mr. Cronin requested this item be added to the regular meeting agenda to make a motion.

There being no further business, Mayor Balensifer adjourned the work session at 6:01 p.m.

APPROVED:

  
Henry A. Balensifer III, Mayor  
*Rick Newton, Mayor Pro-tem*

ATTEST:



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Dawne Shaw, City Recorder