



## CITY of THE DALLES

313 COURT STREET  
THE DALLES, OREGON 97058

(541) 296-5481 ext. 1125  
Planning Department

October 27, 2016

Crystal Ross  
1609 G Street  
The Dalles, OR 97058

RE: Bed & Breakfast and Vacation Rental Application

Your preliminary site plan review application is scheduled for review by the Site Team on **Thursday, November 3, 2016**. The Site Team includes representatives from the City Public Works, Police and Planning Departments, Wasco County Roads Department, Fire Marshal, public and franchise utility providers, and the local disposal service. The purpose of this review is to determine land use, infrastructure, and public health, safety and welfare issues related to the proposed development application.

You are invited to attend the portion of this meeting, which relates to your application; however, your attendance is by no means mandatory.

**The Site Team meeting will begin at 2:00 p.m. in the Conference Room at the City Public Works Building located at 1215 West 1<sup>st</sup> Street** (The meeting will not be held at the City Planning Department). Due to the often complex nature of Site Team discussions, we cannot guarantee a time slot for the portion of the meeting relating to your application. Applications will be reviewed in the order they appear on the agenda. Your application is scheduled #1 of 3.

The City will provide a basic note keeping function. These notes will address significant items of interest that arise at the meeting. However, you should be prepared to note specific detailed items that may arise, as many of these issues are technical in nature.

Please direct any questions you may have about the Site Team to me at 541-296-5481, extension 1132, or e-mail [nkraemer@ci.the-dalles.or.us](mailto:nkraemer@ci.the-dalles.or.us).

Sincerely,

Nick Kraemer  
Associate Planner

# City of The Dalles

## Site Team Notes

\*These are notes taken from a Site Team meeting and are not intended to be a final determination/decision. These notes are provided for informational purposes to applicants.\*

November 3, 2016

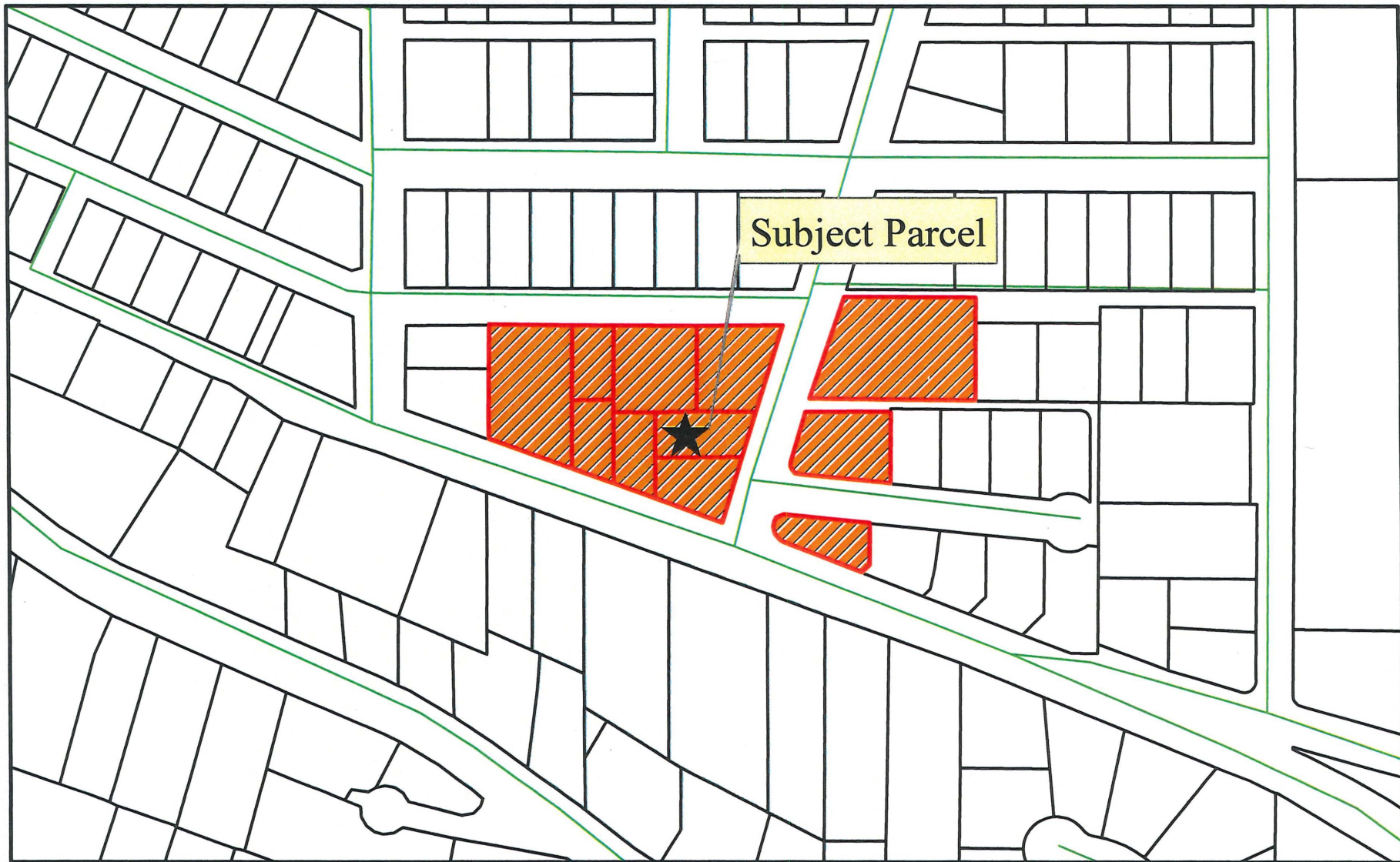
Site Team Members: Nick Kraemer      Associate Planner  
Dale McCabe      City Engineer

**Applicant: Crystal Ross**

**Application: Vacation Rental Permit, 1609 G Street**

### **Engineering/Utilities/Planning**

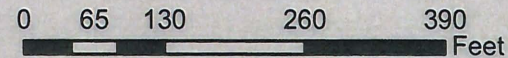
- The notes provided here will be referenced in the Staff Report.
- This application will be reviewed per Section 3.030 Site Plan Review. The fee for a HBP Review is \$0.
- Notice will be sent to neighboring property owners and Staff Report completed
- The property is located in RH Residential High Density Zoning
- Signage – no signage proposed.
- Length of stay – limited to 30 consecutive days
- Room Tax – must pay room tax
- Requirements
  - Must be in SFH
  - Must maintain characteristic of SFH
  - Parking – 1 space for each guest room – room available in driveway
  - Weekly solid waste pickup required
  - No excessive traffic
  - Max occupancy shall be posted – 2 person per bedroom



**Legend**

-  Taxlots selection
-  Taxlots

Properties within 100 ft of  
BBV 106-16  
1609 G Street



City of The Dalles  
Planning Department  
November 7, 2016 - NK



**CITY of THE DALLES**

313 COURT STREET  
THE DALLES, OREGON 97058

(541) 296-5481 ext. 1125  
PLANNING DEPARTMENT

**CONFIDENTIAL**  
**SITE TEAM AGENDA**

*The information contained in this agenda is for preliminary comments/concerns only.*

***For the purpose of confidentiality the information included in this agenda shall not be disclosed to anyone other than the participants.***

**Thursday, November 3, 2016 at 1:30 p.m.**

**Public Works Meeting Room  
1215 W 1<sup>st</sup> St.  
The Dalles, OR 97058**

**I. Action Items**

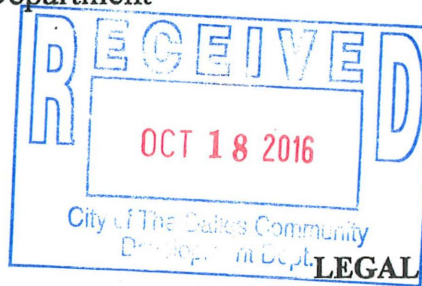
*This item is for your review and comment. Please comment on or before the scheduled Site Team Meeting.*

- A. Crystal Ross—Application to operate a Bed & Breakfast and Vacation rental out of a residential home. The property is located at 1609 G Street and is further described as 1N 13E 10BA 3400.  
Planner: Nick Kraemer**
- B. Whispering Pines Estates LLC— Minor Partition Applications to partition two separate lots into three lots each. The Properties are located off of Elberta Street between W 13<sup>th</sup> and W 16<sup>th</sup> streets and are further described as 2N 13E 32 t.l. 400 & 401.  
Planner: Nick Kraemer**
- C. The Dalles Industrial Group LLC—Subdivision Application to complete phases 5,6, and 7 of previously approved Planned Unit Development. The property is located at 201 Osprey Lane West and is further described as 1N 13E 1BB 100.  
Planner: Dawn Hert**

**Next Regularly Scheduled Site Team Meeting: Thursday, November 17, 2016**

**Bed and Breakfast & Vacation Rental Permit**

CITY OF THE DALLES  
Community Development Department  
313 Court Street  
The Dalles, OR 97058  
(541) 296-5481, ext. 125  
Fax (541) 298-5490



Date Filed \_\_\_\_\_  
File# \_\_\_\_\_  
Date Deemed Complete \_\_\_\_\_  
Hearing Date \_\_\_\_\_  
Approval Date \_\_\_\_\_  
Permit Log # \_\_\_\_\_  
Other Cross Reference# \_\_\_\_\_

**APPLICANT**

Name Crystal Ross  
Address 1609 G St  
Telephone # 541-980-7085

**LEGAL OWNER (If Different than Applicant)**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone # \_\_\_\_\_

**PROPERTY INFORMATION**

Address 1609 G Street  
Map and Tax Lot IN 13E 10BA 3400  
Zone District/Overlay RH

**GENERAL INFORMATION**

Describe <sup>Proposed</sup> current use of the property Single family residence with 1 bed room & 1 bathroom. No signage requested. Room for 1 vehicle off-street parking.

**PERMIT INFORMATION**

Describe the Bed & Breakfast or Vacation Rental proposal, including location of the home business operation, number of employees, storage and stored materials, signs, hours of operations, parking, and potential for off-site impacts:

Vacation Rental - 1 bedroom & 1 bathroom  
for total of 2 guests  
Parking for 1 vehicle off street in driveway  
No Signage

Signature of Applicant

Cynthia Davis Ross 10/14/16  
Date

**STAFF REVIEW:**

- Site Plan and/or vicinity plan information required
- Home Business Review Criteria met per Section 6.020, Ordinance No. 98-1222
- Other information required (specify)

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLANNING APPROVAL: Mick Kraemer 10/19/16

**Bed and Breakfast & Vacation Rental Permit**

CITY OF THE DALLES  
Community Development Department  
313 Court Street  
The Dalles, OR 97058  
(541) 296-5481, ext. 125  
Fax (541) 298-5490

Date Filed \_\_\_\_\_  
File# \_\_\_\_\_  
Date Deemed Complete \_\_\_\_\_  
Hearing Date \_\_\_\_\_  
Approval Date \_\_\_\_\_  
Permit Log # \_\_\_\_\_  
Other Cross Reference# \_\_\_\_\_

**APPLICANT**

Name Crystal Ross  
Address 1609 G St  
Telephone # 541-980-7085

**LEGAL OWNER (If Different than Applicant)**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone # \_\_\_\_\_

**PROPERTY INFORMATION**

Address 1609 G Street  
Map and Tax Lot IN 13E 10BA 3400  
Zone District/Overlay RH

**GENERAL INFORMATION**

Describe <sup>Proposed</sup> current use of the property Single family residence with 1 bed room & 1 bathroom. No signage requested. Room for 1 vehicle off-street parking.

## PERMIT INFORMATION

Describe the Bed & Breakfast or Vacation Rental proposal, including location of the home business operation, number of employees, storage and stored materials, signs, hours of operations, parking, and potential for off-site impacts:

Vacation Rental - 1 bedroom & 1 bathroom  
for total of 2 guests

Parking for 1 vehicle off street in driveway

No Signage

Signature of Applicant

Date

### STAFF REVIEW:

- Site Plan and/or vicinity plan information required
- Home Business Review Criteria met per Section 6.020, Ordinance No. 98-1222
- Other information required (specify)

Comments:

Approved - rental area is attached  
to single family dwelling & is part of the  
existing residential use.

PLANNING APPROVAL:

*Mike Kraemer 10/14/16*



816

826

1601

1608

817

1609

821

1613

1608

812

910

Off-Street  
Parking  
for 1 vehicle

\* NO SIGNS  
15TH

VIL - 1 room / 1 BA  
16TH

CITY OF THE DALLES  
313 COURT STREET  
THE DALLES, OREGON 97058  
TRANSIENT ROOM TAX REGISTRATION

The Caboose Cottage (AirBnB)  
Business Name Business Phone

1609 G St The Dalles 541 980 7085  
Business Address Number of Rooms

Same  
Business Mailing Address

~~Same~~ Dan & Crystal Ross  
Owner(s)

~~Dan & Crystal Ross~~ 1609 G St The Dalles  
Residence Address Residence Phone

Name of operator or manager Crystal Davis Ross

How long have you owned or operated this business? 9/16

If you own more than one business in The Dalles subject to Transient Room Tax, complete the following:

Name of Business	Business Address	Number of Rooms	Years Owned
<u>The Caboose Cottage</u>	<u>1609 G St</u>	<u>1</u>	<u>9/16</u>

Type of business (circle one): Individual Partnership Corporation

Partners or Corporate Officers:  
Name Title Address

Dan Ross 1609 G St

Crystal Davis Ross 1609 G St

Accounting Year: Begins 9/16 Ends \_\_\_\_\_

Please Note:  
Section 12, Paragraph (1) of the ordinance to levy a Transient Room Tax (Special Ordinance No. 92-402) provides that a security deposit may be required for the period in which tax returns are filed. This security deposit may be in the form of cash, bond, or other security deemed proper by the tax administrator.

Crystal Davis Ross owner 10-10-16  
Signature Title Date  
Dan Ross owner