



128 S Main St.
PO Box 445
Condon, OR 97823
P: 541-384-2711
F: 541-384-2700
<http://cityofcondon.com/>

AGENDA
JOINT CITY COUNCIL & PLANNING COMMISSION MEETING
128 S. MAIN STREET, CONDON, OR 97823
WEDNESDAY, JUNE 14, 2023, 5:30 PM

<https://us02web.zoom.us/j/85270110399?pwd=NXFnQ0xTYklRSVpLUIYwaFZVVnFDQT09>

1. CALL JOINT COUNCIL & PLANNING COMMISSION MEETING TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT
 - 3.1. The council may hear discussion of unannounced items from the floor and comments on the agenda items. Comments are limited to five (5) minutes.
4. DISCUSS SHORT-TERM RENTALS
 - 4.1. Staff & Planning Consultant Presentation
5. NEXT STEPS
6. ADJOURN JOINT COUNCIL & PLANNING COMMISSION MEETING

If necessary, Executive Session may be held in accordance with ORS 192.660(2)(i). As this is a regular meeting of the Condon City Council, other matters may be addressed as deemed appropriate by the Council. Assisted listening device is available for persons with impaired hearing and should be scheduled for council meetings three working days prior to the Council meeting. The City of Condon is an Equal Opportunity Provider and Employer. Complaints of discrimination should be sent to City of Condon Administrator, PO Box 445, Condon, OR 97823.

Agenda prepared and distributed June 8, 2023



TENNESON

ENGINEERING CORPORATION
CONSULTING ENGINEERS • SURVEYORS • PLANNERS

3775 CRATES WAY
THE DALLES, OR 97058

PHONE (541) 296-9177
FAX (541) 296-6657

June 8, 2023

City of Condon
City Councils
128 South Main Street
Condon, Oregon 97823

Reference: Short-Term Rental Draft Ordinance

Dear Councilors and Commissioners,

Attached to this letter is a draft ordinance limiting the total number of Short-Term Rentals (STRs) allowed within the City and providing clear criteria for Short-Term Rental Permits. This draft is a result of discussions with City staff, hearing concerns from the Planning Commission and citizens, and lessons learned from other cities. There are many options when it comes to regulating Short-Term Rentals, the proposed draft ordinance is intended to suit the City of Condon's specific situation.

The draft ordinance establishes that short-term rentals are allowed only where residential uses are allowed. In general, this limits STRs to the R-1 Zone and the Commercial Zone above a commercial use, or on the first floor of a dwelling that complies with the R-1 requirements.

The primary concern with short-term rentals is their potential to replace long-term rentals. It is well known that Condon faces a lack of long-term rental housing specifically. It is unclear to what degree STRs are contributing to this currently. The most direct approach to minimizing the overall impact of STRs is to limit the total number allowed at once in the City. The attached draft proposes a limit of 25 short-term rentals, approximately six percent of the current housing stock.

As enforcement is an ongoing challenge in cities of Condon's size, a thorough application process is necessary to ensure the greatest amount of compliance possible. Applicants will be required to indicate details about their rental units (parking etc.), provide a local emergency contact, and agreement to provide a "good neighbor handbook" to all renters. This handbook will be developed to generally inform visitors of the common ordinances/rules within the City such as noise, animals, burning etc. This is a document that can be edited and updated in the future.

As mentioned, there are many ways to approach short-term rental regulation. The proposed draft is intended to simplify the process and avoid creating a cumbersome

process for both applicant and City staff. I look forward to discussing this further at the upcoming meeting, please reach out beforehand if you have any questions or comments.

Sincerely,

Kirk T. Fatland

Kirk Fatland

**CITY OF CONDON ORDINANCE
ORDINANCE NO. _____**

**AN ORDINANCE LIMITING THE TOTAL NUMBER OF SHORT-TERM RENTALS
WITHIN THE CITY OF CONDON AND ESTABLISHING A PERMITTING
PROCEDURE AND APPLICABLE CRITERIA**

The City of Condon hereby ordains:

FINDINGS OF FACT

1. The City of Condon finds that Short Term-Rentals as defined reduce the availability of long-term rentals within the City.
2. The City finds that establishing a cap to the total number of Short-Term Rentals allowed is the most effective way to manage these units. The City has determined that a cap of 25 total residential units is an appropriate number.
3. The City finds it necessary to establish specific criteria applying to Short-Term Rentals and establishing a clear and objective approval process.

SECTION 1 – Purpose

The City of Condon limits the total number of Short-Term Rental units as defined to 25 operating within the City at one time. Additionally, all Short-Term Rental operators will be required to apply for and receive a Short-Term Rental Permit annually.

SECTION 2. – Definitions

SHORT-TERM RENTAL – Dwelling units rented for a period of less than 30 days, subject to the City of Condon Transient Lodging Tax.

SECTION 3 – Authority

The City Administrator is empowered to administer and enforce this ordinance. The procedures outlined in the Condon Zoning Ordinance may be used in the administration of this ordinance. The provision of this ordinance may be amended by motion of the City Council.

SECTION 4 – Conformance

No Short-Term Rental unit may be advertised or occupied unless it conforms to the provisions of the ordinance. A Short-Term Rental Permit must be obtained from the City Administrator prior to advertising or renting a Short-Term Rental.

SECTION 5 – Short-Term Rental Standards

The following standards shall apply to all food carts permitted herein:

1. Short-Term Rentals shall be considered residential uses and may only occur where residential uses are permitted.
2. Short Term-Rentals are subject to the City of Condon Transient Lodging Tax as enacted in Chapter 112 of the Condon Municipal Code.
3. All Short Term-Rental operators shall provide the Good Neighbor Handbook as provided by the City to all renters.
4. All Short-Term Rental Permits expire on December 31st annually and must be renewed prior to continuing use of a Short-Term Rental. Renewal applications shall receive preference over new applications when the maximum number of units (25)

is reached.

SECTION 6 – Permits, Application Materials, and Fees

1. A Short-Term Rental Permit is required prior to the operation of a Short-Term Rental within the City of Condon.
2. Complete permit applications and renewals are required prior to the operation of a Short-Term Rental within the City of Condon. Incomplete applications shall not be processed by the city until all required information is received by the City.
3. A complete application shall include the following:
 - a. Transient Lodging Tax.
 - b. A sketch or description of parking available to renters.
 - c. The maximum number of occupants allowed on site.
 - d. The name, phone number, and address of a local contact.
 - e. A completed application form acknowledging it is the operator's responsibility to ensure the facility remains compliant with all provisions of this and other City Codes, with Oregon State Health, Safety, Building, Fire Codes, and Tourist Facilities requirements in Oregon.
 - f. Acknowledgement of requirement to provide renters with the Good Neighbor Handbook.

SECTION 11- Civil Penalty

A fine not to exceed \$100.00 per day for each day the violation occurs may be levied by a Court of competent jurisdiction.

SECTION 12- Severability

The provisions of this Ordinance are severable. If a section, sentence, clause or phrase of this Ordinance is adjudged by a court of competent jurisdiction to be invalid, the decision shall not affect the validity of the remaining portions of this Ordinance.

ADOPTION

APPROVED by the City Council of the City of Condon this ____ day of ____ 2023.

CITY OF CONDON

(Mayor)

ATTEST:

(City Administrator)