



## CITY OF LAKE OSWEGO Planning Commission Action Minutes February 11, 2019

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2 **1. CALL TO ORDER**  
3 Chair Heape called the meeting to order at 6:30 p.m. in the Council Chamber of City Hall, 380  
4 A Avenue, Lake Oswego, Oregon.  
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6 **2. ROLL CALL**  
7 Members present were Chair Rob Heape, Vice Chair Bill Ward and Commissioners Skip  
8 Baker, Ed Brockman, Vickie Hansen and Christian Papé.  
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10 Staff present were Scot Siegel, Director of Planning and Building Services; Bill Youngblood,  
11 Senior Code Enforcement Specialist; Evan Boone, Deputy City Attorney and Iris McCaleb,  
12 Administrative Assistant.  
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14 **3. COUNCIL UPDATE**  
15 Councilor Wendland provided an update on recent Council activity.  
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17 **4. CITIZEN COMMENT**  
18 None.  
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20 **5. MINUTES**  
21 5.1 December 10, 2018  
22 Vice Chair Ward **moved to approve the minutes of December 10, 2018 as written.**  
23 Commissioner Baker **seconded** the motion and it **passed 6:0.**  
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25 5.2 January 14, 2019  
26 Commissioner Baker **moved to approve the minutes of January 14, 2019, as written.**  
27 Commissioner Brockman **seconded** the motion and it **passed 5:0:1.** Chair Heape abstained.  
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29 5.3 January 28, 2019  
30 Vice Chair Ward **moved to approve the minutes of January 28, 2019, as written.**  
31 Commissioner Papé **seconded** the motion and it **passed 6:0.**  
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33 **6. COMMISSION FOR CITIZEN INVOLVEMENT – GENERAL UPDATES**  
34 Chair Heape announced an upcoming neighborhood association meeting and current  
35 vacancies on boards and commissions.  
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1 **7. WORK SESSION**

2 7.1 Short-Term Rentals – Work Session #5 (LU 18-0034)

3 The Commission reviewed concepts for Short-Term Rental (STR) regulations and provided  
4 input to staff on drafting code amendments. *Staff coordinator was Scot Siegel, Director of*  
5 *Planning and Building Services.*

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7 ***Citizen Comments***

8 The Commission received comments from Morgan Paulson, Dave Sengenberger, Bill Jaursch,  
9 Helen Leek, Mark Rockwell, and Annette Gingerich.

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11 Suggestions included:

- 12 • Proposed regulations should be easily enforced. STRs should pay for all their oversight and  
13 regulation, additional staff should be required.
- 14 • Consider limiting number of STRs.
- 15 • Citizens should be allowed to vote on whether to allow STRs in neighborhoods.
- 16 • Impose heavy fines for unregistered STRs.
- 17 • Submit quarterly reports of gross receipts and submit payment to cover lodging tax to  
18 cover administration and code enforcement.
- 19 • Home Owner Associations (HOAs) with bylaws or adopted resolutions prohibiting STRs  
20 should not be overridden by the City's ordinance
- 21 • Notice should be provided to homeowner's within 200 foot radius of a proposed STR and  
22 there should be an opportunity to comment.
- 23 • Whole house rental should not be allowed.
- 24 • Parking should be biggest mandate, it was big issue especially in neighborhoods with  
25 narrow streets.

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27 The public comment portion of the work session was closed.

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29 Action Items:

- 30 • Add language (for legislative history) that a private entity such as a HOA with Covenants,  
31 Conditions and Restrictions (CC&Rs) that are more restrictive would not be overridden by  
32 the city's ordinance.
- 33 • STRs as Home Occupation - staff to look at two options - #1 Primary Residence and #2  
34 Titled Owner.
- 35 • Sunset - staff to return with language for up to 3 years. (Non-land use matter for City  
36 Council consideration.)
- 37 • Limiting Occupancy - staff to provide additional information.
- 38 • Requiring safety inspections - staff to do additional research in regards to inspection  
39 requirements for STRs. Also look at safety related to health (cooking, cleanliness).  
40 Consider adding a general statement that STRs shall comply with fire and building codes  
41 and any applicable safety codes. (Non-land use matterw for City Council consideration.)
- 42 • Encourage Council to assess a higher fee or fine for STR violations, apart from the land  
43 use regulations.
- 44 • Staff will consider pros and cons of notifying neighbors of application for STRs.
- 45 • Staff will include in staff report option for limiting number of STRs to be allowed.
- 46 • Final STR work session on February 25<sup>th</sup>.

1 **8. OTHER BUSINESS**

2 Chair Heape announced that Commissioner Sweers was moving and had resigned and that  
3 the City Council was scheduled to consider the appointment of Planning Commission alternate  
4 Dave Beckett on February 19th.

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6 **9. SCHEDULE REVIEW**

7 Action Items:

- 8 • Planning Commission meeting on March 11<sup>th</sup> to include update on Parks projects; Parks  
9 Director Ivan Anderholm and Scott Bullard, Chair of the Parks, Recreation and Natural  
10 Resources Advisory Board, to be invited. A Work Session on Historic Preservation  
11 Community Development Code Amendments is also scheduled.

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13 **10. ADJOURNMENT**

14 There being no other business Chair Heape adjourned the meeting at 10:08 p.m.