

*"Making a difference through excellence of service"*



# AGENDA

## CITY OF WARRENTON

### MEMORANDUM

**TO:** The Warrenton City Commission  
**FROM:** Kevin A. Cronin, Community Development Director  
**DATE:** For Agenda of November 13, 2018  
**SUBJ:** **Work Session:** Homestay Lodging Program

#### SUMMARY

Homestay lodging was a topic of discussion at the August 14, August 28, and October 9 City Commission meetings. The Commission directed staff on a number of items, including:

- Confer with Building Official on definitions and reconcile nuances between the Development Code and State Building Code;
- Develop an inventory of existing listings to bring them into compliance.
- Organize a 30-day grace period starting on January 1, 2019 for non-compliant homestay and illegal vacation rentals to conform to new homestay, rooming house, or bed and breakfast option.
- Develop a new homestay lodging program with safety regulations, inspections, and a sunset clause for vacation rentals to reevaluate the program at some future date. City Attorney conducts a review of proposed Ordinance.
- Develop an overlay zone proposal in 2019 for a pilot vacation rental dwelling (VRD) program on a portion of Fort Pointe and Officer's Row near Fort Stevens in Hammond.

The proposed safety regulations, existing short-term rental listings organized by zoning category, and a glossary of short-term rental definitions are attached for review and discussion.

Staff would like guidance from the City Commission as to whether the enclosed information adequately addresses concerns raised at previous Commission meetings. If so, staff can begin to draft an ordinance for a city code amendment process, have the City Attorney conduct a review, and begin to implement a grace period in 2019.

#### RECOMMENDATION/SUGGESTED MOTION

*I move to direct staff to draft an ordinance for homestay lodging safety regulations to be added to the Municipal Code and present a proposal at a future regularly scheduled Commission meeting.*

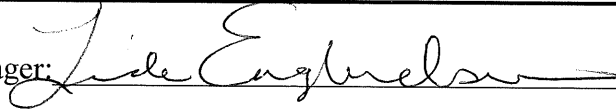
**ALTERNATIVE**

*I move to direct staff to conduct additional research and provide a report at a future regularly scheduled Commission meeting.*

**FISCAL IMPACT**

The fiscal impact to the City is unknown at this time. However, a proposed fee resolution will offset staff time to process future homestay lodging requests. In addition, it is expected that additional revenue will be collected through business licenses and transient room taxes.

Approved by City Manager:

A handwritten signature in cursive script, appearing to read "Jide Engelson", written over a horizontal line.

All supporting documentation, i.e., maps, exhibits, etc., must be attached to this memorandum.

**Short-term Rental Glossary**  
**November 2018**

- **Homestay lodging** is a short-term rental in an owner occupied, single-family detached unit using up to two bedrooms.
- **Vacation Rental Dwelling (VRD)** is a single-family dwelling that is non-owner occupied and is rented on a short-term rental basis.
- **Bed and Breakfast Inn (B&B)**. An owner- or operator-occupied dwelling where no more than five rooms are available for transient lodging and where a morning meal is provided.
- **Boarding, Lodging or Rooming House**. A residential type of building or portion thereof, other than a hotel or motel, where lodging with or without meals is provided for not less than two persons nor more than 10 persons, not including members of the owner- or tenant-occupied family.
- **AirBnb** is a for profit corporation based in San Francisco that offers hosts a web-based advertising platform for short-term rentals.
- **Host** is a person or business that offers a short-term rental for profit.

**Short term Rental Matrix  
November 2018**

<b>Type</b>	<b>Number of Rooms</b>	<b>Zoning</b>	<b>Management Status</b>
Homestay Lodging	1-3 bedrooms	Residential Districts (Proposed)	Owner Occupied
Bed & Breakfast*	1-5 bedrooms	Residential Districts	Owner or Manager
Boarding House	2-10 persons	RH High Density Residential	Owner or Manager
Vacation Rental	Entire House	Commercial Zones ("Hotel")	Owner or Off Site Manager

\*Meal required

**Existing Parking Requirements**

Rooming and boarding houses; dormitories	2 spaces per each 3 guest rooms, or 1 space per 3 beds, whichever is greater
Bed and breakfast	1 space per guest bedroom

**Short-term Rental Inventory  
November 2018  
AirBnb Listings (June 2018)**

Physical Address	Customer	Owner Occupied	Zoning	Legal Status
1145 S MAIN	LISA LAMPING	WARRENTON, OR 97146	RH High Density Residential	Homestay* Rooming house Bed & Breakfast
1601 S MAIN	DAVE & STEPHANIE DAVIS	WARRENTON, OR 97146	C-1 General Commercial	Legal
640 SW CEDAR AVE	CHARLENE SUDENGA	TIGARD, OR 97223	RH High Density Residential	Illegal VRD
674 NW 9TH ST	TERESA & STEVE PETERSEN	WARRENTON, OR 97146	R10 Intermediate Density Residential	Homestay Eligible
84 SE 10TH PL	HOLLY STEVENS	WARRENTON, OR 97146	R10 Spur 104 – CMU Commercial Mixed Use	Homestay Eligible
490 RUSSELL PL	JAMES AND KATHLEEN HOGAN	HILLSBORO, OR 97124	R10 Intermediate Density Residential	Illegal VRD
1920 THIRD AVE.	MARK & COLLEEN SIMONSEN	HAMMOND, OR 97121	R10 Intermediate Density Residential	Homestay Eligible
968 SW LONGLAKE DR	SCOTT EDWARDS	WARRENTON, OR 97146	R40 Low Density Residential	Homestay Eligible
1081 KINGSALMON PL	WALTER & KEELIN BRUBAKER	PORTLAND, OR 97215	R10 Intermediate Density Residential	Illegal VRD
642 FIFTH AVE.	RONALD WALK	PORTLAND, OR 97206	CMU Commercial Mixed Use	Legal
520/540 RUSSEL PL	MIKE & KARIN HOPPER	WOONVILLE, WA 98077	R10 Intermediate Density Residential	Illegal VRD

\*Requires decision on number of guest rooms