



1 City of Warrenton

Planning Department

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STAFF REPORT

TO: The Warrenton Planning Commission
FROM: Matthew Ellis, AICP, Planning Director
DATE: May 9, 2024
SUBJ: Conditional Use Permit CUP-24-3

BACKGROUND

Mary J. Valitski has applied for a conditional use permit to establish a vacation rental use at 976 Fourth Avenue in Hammond which is zoned C-MU Commercial Mixed Use. The subject property is developed as the middle of a group of three townhomes and is identified as Tax Lot 81005CD03506.

PUBLIC PROCESS, PROCEDURES & PUBLIC NOTICE

The application was submitted on February 27 and was deemed complete on February 27, 2024. We sent notice of the public hearing to adjacent property owners on April 19 and published notice in The Astorian on April 30, 2024.

CODE PROVISIONS, APPLICANT RESPONSES, AND FINDINGS

Applicable Warrenton Municipal Code (WMC) chapters for this application include:

- 16.44.030 Commercial Mixed Use District Conditional Uses
- 16.208.050 Type III Procedure (Quasi-Judicial)
- 16.220 Conditional Use Permits

Chapter 16.44 Commercial Mixed Use (C-MU) District **16.44.030 Conditional Uses**

APPLICANT RESPONSE: None provided.

STAFF FINDING: This criterion is met. The proposed use would be allowed if CUP-24-3 is approved.

Chapter 16.208 Administration of Land Use and Development Permits **16.208.050 Type III Procedure (Quasi-Judicial)**

APPLICANT RESPONSE: None provided.

STAFF FINDING: The applicant did not hold a pre-application conference, which is required for all Type III applications, but staff do not feel a pre-application conference would have changed the application substantially. All other criteria of the section have been met.

Chapter 16.220 Conditional Use Permits

16.220.030 Review Criteria

A. Responses below:

1. Yes, the zoning is CMU, which does allow for the use of a short-term rental with conditional use. There are several approved mixed uses near my home i.e.: restaurants/bar, marina, trailer park, short term RV park, multi-family and single family.
2. The home is a large 4-bedroom townhome, and this use will conform with bylaws, no adjustments are needed to the existing building. Being a multi-family home there should be little impact to adjacent units, and surrounding properties. It is mostly surrounded by a marina, greenspace and overflow parking for the marina.
3. Yes, our unit has 4 parking spaces. We will limit the number of vehicles to help reduce excessive traffic flow and parking. Since the rental is mostly summer seasonal it will have more vacant time as compared to regular use by homeowner occupied units and businesses. There is also additional on-street parking on Fourth Avenue for guests.
4. Yes, with 4 bathrooms, 4 bedrooms, and all the amenities of a fully furnished home this short-term rental will be very accommodating. Garbage, recycling and groundskeeping are all provided. Property management will monitor each stay providing a clean and safe environment for our guests. They will also be on call 24-7 to address any issues.
5. Yes, there will be no need to change anything related to the building's characteristics. This site is relatively level, and all sidewalks, patios and decks conform to code. Plenty of seating and tables will be provided on the decks to accommodate our guests. No structures will be built.
6. Yes, the site layout design of building, parking, landscape, access, setbacks and buffers plus utilities are all in accordance with city ordinances. This is newly built property and there will be no need to adjust or change anything to accommodate for proposed use.
7. Yes, a short-term rental would be an appropriate use of this location. We expect more units in the complex to also be short term rental. The plan allowed for ample parking for residents and guests. Frontage road also allows for deliveries and additional parking as needed. The neighborhood has many varied approved uses as expected for CMU properties.

STAFF FINDING: The criteria in this section are met.

CONCLUSIONS AND RECOMMENDATION

The applicant has demonstrated that the proposed vacation rental satisfies the

conditional use permit criteria to be in the C-MU Commercial Mixed Use zoning district. Accordingly, staff recommends approval of the request with the following conditions:

CONDITIONS OF APPROVAL

1. Submit a complete Short Term Rental (Homestay Lodging) application within 180 days of the approval of CUP-24-3.
2. The structure shall comply with all applicable provisions of Chapter 8.24 Homestay Lodging Standards while being used as a vacation rental.

RECOMMENDED MOTION

“Based on the findings and conclusions of the May 9, 2024, staff report, I move to approve CUP-24-3 subject to the conditions of approval included in the staff report.”

ATTACHMENTS

1. Application