

**REGULAR MEETING OF THE  
WOOD VILLAGE CITY COUNCIL  
February 25, 2020  
MINUTES**

**PRESENT:** Mayor T. Scott Harden, City Council President Patricia Smith, Councilors Bruce Nissen and Brian Loy, City Attorney Jeff Condit, City Planner Matt Straite, City Manager Greg Dirks, Finance Director Seth Reeser, Public Works Director John Niiyama, Assistant to the City Manager Rose Douglass, and interested parties.

**ABSENT:** Councilor John Miner

**CITIZEN COMMENTS (NON-AGENDA ITEMS):** None at this time.

**ORDINANCE 2-2020:** Zoning and Development Code Update.

City Planner Matt Straite presented the project for an amendment for open space standards, short-term vacation rentals, and accessory dwelling units. This project is a zone code text amendment separated into three categories. These categories are changes to Open Space Standards, an addition of Short-Term Vacation Rentals, and revisions to Accessory Dwelling Unit (ADU) language.

The Open Space Standard Changes: the City zone has always had an open space designation, but there are few areas in the City with this designation besides Donald Robertson Park. Planner Straite described the areas on the zoning map to show the absence of open space. The proposal is to add some standards to the open space zone for uses such as parks, community centers, sports fields, and government use.

This change does not alter any zoning designations, but only adds standards to zones that have existed for a long time. No additional parks will be added to the city. There are no new uses being added to the Open Space Zone. These standards will protect neighbors to include buffers and other protections against potentially harmful entities to the community.

Short Term Vacation Rentals: This amendment would add Short-Term Vacation Rentals as a type of home occupation, providing more options to homeowners for home businesses, and would provide revenue for the city in the form of occupancy taxes. To clarify, a short-term rental would be classified as an AirBnB or Vrbo rental.

The changes proposed are to clarify that a Short-Term Vacation Rental is a home occupation, requiring home occupancy for this change, and to define what a short-term rental is.

This means that a business cannot be run in several different homes and must be owner-occupied, the addition won't change the look of the home, will allow more options, limits the stay to 30 days, designates both ADUs and primary homes as potential short-term rentals, and is subject to typical home standards.

Lastly, there are changes to Accessory Dwelling Units per state mandate. Parking requirements must be removed and owner occupancy requirements are removed. The changes proposed are in section 395. Part B is being removed for owner occupancy and Part E is being removed for parking.

The amendments must meet certain criteria. First, the amendments must better achieve the Comprehensive Plan through the proposed changes. Regarding Open Space standards, this adds standards and language that ensure that it will meet the intent of the Comprehensive Plan. For Short-Term Vacation Rentals, this code creates a new opportunity for economic development by allowing more economic opportunities for residents in the City. Regarding Accessory Dwelling Units, barriers will be removed and more opportunities for housing will be added, thus better achieving the Comprehensive Plan.

The second criterion that must be met is that the amendments achieve the purpose of the zone section. The open space amendment will add a purpose statement to the zoning section. Short-Term Vacation Rental changes meet the purpose section of the residential zones. Existing rentals and structures should not change. For Accessory Dwelling Unit changes, these are mandated by state law and must be followed.

The last criterion must identify if any changes have any negative implications to the transportation system. The open space amendment will add standards that already exist. The zone was already utilized in the transportation modeling. Regarding Short-Term Vacation rentals, the relationship to transportation is more clear. The vehicle trips and usage should remain the same due to the requirement of owner-occupancy. Regarding Accessory Dwelling Units, any changes made should have some impact on transportation, however, these changes are unknown at this time. Regardless, these are state mandated changes.

Council President Smith asked about the 30-day rental limit on Short-term Vacation Rentals. Because it is owner occupancy, an owner may live in another portion of the house. The limit is a maximum of 30 days, but could certainly be a shorter time. Otherwise, the structure would classify as a typical rental. City Manager Dirks explained that after 30 days, there is no transient tax applied to the location or rental. There are no added regulation for inspection of Short-Term Vacation Rentals, but are regulated by participant review, as are hotels in the City.

Mayor Harden asked about the amendment for Accessory Dwelling Units in regards to parking. This changed the requirement for a minimum designated amount of parking, but this does not change any existing rules about parking. This does not allow any parking on lawns or non-designated areas.

Mayor Harden opened the floor to public testimony.

Councilor Loy made a motion, seconded by Nissen, and passing 4-0, to approve the Zoning and Development Code Amendment.

**RESOLUTION 6-2020:** Update and Readopt the City's Mission, Motto, Values, and Goals Statement. City Manager Dirks presented the changes to the City's Mission, Motto, Values, and Goal Statements. The revised mission removed the word "progressive" so as to avoid conflict or

confusion. The Goals revised were Goal 1, 2, and 7 to add language more specific to the values and plans of the City. The Motto and Values Statement remain unchanged. Dirks stated that new banners will be ordered, and the new language will be presented on the 2020 Annual Performance Plan.

Council President Smith made a motion, seconded by Nissen, and passing 4-0, to approve the City's Mission and Goals, and readopting the Values and Motto.

### **DIRECTOR'S REPORT: PUBLIC WORKS**

Public Works Director John Niiyama presented the Public Works report and stated that street sweeping was completed for January and is now scheduled for March 2 and 3. Arata Road is now open for two-way traffic and construction will resume after the winter.

Regarding EMCTC, ODOT presented tolling of I-205 and I-5. TriMet presented a Pedestrian Plan, and the City is waiting on the "footsie" for the Gorge Hub Project. Staff will then install bike racks and the bike fixing station. Niiyama is working on the Glisan sun-basin scope and meets with Levee Ready Columbia with more information to present to City Manager and Council.

The City recovered 51 shopping carts in January and closed 18 Code Compliance cases. Dead tree removal and pressure washing was done at Donald Robertson Park in preparation for the spring opening. 15 permits were issued in the month of January.

Regarding personnel, Engineering Tech Kyler Roberts received his inspection certification for playground equipment. Utility Workers Kevin Halstead and Brian Kidder passed their Level I Water Distribution Certification. Marie's official retirement was January 31, but was brought back on contract until her position is filled. Public Works Administrative Assistant Marie Kizzar and Code Compliance Specialist Erika Olivares attended a pre-construction meeting for the Wood Village Retail and Apartment project.

Regarding water production, consumption was at 9.3 million gallons and production was at 9.7 million gallons, which accounted for a system loss of 4.5%.

Mayor Harden asked a question about the Levee-Ready advisory board. City Attorney Condit stated that it is currently a temporary board, but will eventually move to an elected position on a permanent board. Mayor Harden stated that Councilor Craddick asked if a member of the Council would be a City representative of the Columbia River Division of the board.

Public Works Director Niiyama stated that he will be meeting with the Treehill HOA regarding the Hawthorne Trail Head.

There are no further questions.

### **DIRECTOR'S REPORT: FINANCE**

Finance Director Seth Reeser presented the finance report that stated various projects and what amount are spent on them. These projects include City Hall, Gorge Hub, and Hawthorne Trail. Staff has been working for the last two weeks developing the budget and City Manager Dirks

will be requesting any additions from Council for any discretionary spending. No major projections have been changed and more materials and services are being seen as the City is preparing for the spring season.

Mayor Harden asked if there was room in the budget calendar to have the Mayor sit down for a budget meeting. City Manager Dirks stated that this will be included in the calendar. The only major changes are to the Municipal Building Fund and that is being spent tentatively.

There are no further questions.

### **CITY MANAGER'S REPORT**

Annual Performance Plan: The APP is moving along with designation of tasks among City staff. Technology advancements for the City are moving forward as well. A resident put in a new furnace and the contractor provided conflicting information that showed the customer service of the City as sub-standard. City Manager Dirks has worked with Erika Olivares in Code Compliance to reiterate to contractors the importance of customer care and service.

Regarding the APP, there were originally two transportation projects, but the spring project was not grant funded, so will not be completed this year. This grant cycle is every five years. There was a fire use board meeting and the City is halfway through the contract agreement with Gresham. Gresham has requested that the four cities join a comprehensive fire study.

There is a broadband meeting update and the consulting group was being brought in for the March 10<sup>th</sup> Council meeting, however, they will be present at a meeting on March 11<sup>th</sup> instead.

City Council Calendar: The Volunteer Appreciation Dinner will be held on Friday, May 15 and invitations are being wrapped up at this time. City Manager Dirks stated that the land has been officially purchased from the Grand Ronde and "No Trespassing" signs will be posted soon on the 4.6 acres purchased by the City.

There are no other questions at this time.

### **ADJOURN:**

With no further business coming before the Council, the Council adjourned at 6:50pm.



T. Scott Harden  
Mayor

3.10.20

Date

ATTEST:

A handwritten signature in blue ink, appearing to read "Rose R. Douglass". The signature is fluid and cursive, with the first name "Rose" and the last name "Douglass" being the most prominent parts.

Rose Douglass; Assistant to the City Manager

