

CITY OF CASCADE LOCKS  
PLANNING COMMISSION  
AGENDA

Thursday, February 9, 2017 at 7:00 PM  
City Hall

1. Call Meeting to Order.
2. Approval of November 10, 2016 Minutes.
3. New Business:
  - A. Elect Planning Commission Chair
  - B. Elect Planning Commission Vice-Chair
  - C. Short Term Rental Discussion
4. Adjournment.



1. Call Meeting to Order. Chair Larry Cramblett called the meeting to order at 7:00 PM. PCM's present were Gyda Haight, Virginia Fitzpatrick, Gary Munkhoff, and Chair Larry Cramblett. PCM Todd Mohr was absent. Others present were Planning Consultant Stan Foster, City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, Port General Manager Paul Koch, Port Economic Development Director Don Mann, Dave Lipps, Caroline Parker, Kasey Nalum, Kevin Gorman, Aurora delVal, Renee Tkach, Jeremy Bechtel, Baron Lorang, Whitney LaRuffa, Joseph Shelley, Danica Hover, Deborah Medina, George Fischer, Jonathan Johnson, Lisa Johnson, Nicole Crites, Lennon Blachly, Doug Puckett, Sugar Kulosz, Kathy Perez, Devin Vlietstra, Sally Drew, John and Alanna Womach, Denise Baker, Aaron Greene, Juanie Melvilip, Judy Bar, Brenda Cramblett, James and Mischelle Strauser, Margie Curtis, Susan Winner, Brian and Ali High, Bernard Seeger, Mark Storm, James Landers, Sofia Urrutia-Lopez, Brian Bissell, Martin Hecht, Christina Shannon, Katelin Stuart, Roger Hicks, Karen Saro Troeger, Angela Guisinger, Harry Troeger, Ray Cless, Todd Kingston, Mark Hinkle, Tabatha Wiggins, Spencer Dunn and Craig Forster.
2. Approval of Minutes. PCM Fitzpatrick moved, seconded by PCM Munkhoff, to approve the September 8, 2016 minutes. The motion passed unanimously.
3. New Business:
  - A. Public Hearing: LU 16-012 Conditional Use Permit for Thunder Island Brewery.  
Open Hearing: Chair Cramblett opened the hearing at 7:05 PM.  
Hearing Disclosure Statement: Chair Cramblett and PC Foster did a brief overview of the hearing disclosure statement.  
  
Declare Conflicts of Interest or Ex Parte Contact: Chair Cramblett said he spoke with PGM Koch. PCM Munkhoff said he also spoke with PGM Koch and Chair Cramblett regarding documents from the past as he was not a part of the Planning Commission when the original conditional use was granted. PC Foster asked if any of the conversation would prohibit them from participating in this hearing. They both responded that it would not.  
  
Staff Report: PC Foster reviewed the staff report. He said staff finds that being used as an incubator business is consistent with the Comprehensive Plan and consistent with the interest and intent of various applicable zoning districts and allowed as a conditional use in the Public Zone. PC Foster said this is intended to be a transitory use of the facility and not intended to be a long term use. He explained that this is a conditional use permit application for one year and the applicant is the Port of Cascade Locks. He said this would allow the current tenant to operate for another year at that location. He said if Thunder Island Brewing (TIB) doesn't have a location to move to then the Port of Cascade Locks would have to come back to the Planning Commission with a request for another conditional use permit or TIB would have to move. PC Foster said staff is recommending approval of the conditional use permit for one year as requested by the Port of Cascade Locks.  
  
Applicant Testimony: Dave Lipps said he had received letters of support from 50 people and submitted copies to the Planning Commission. Chair Cramblett accepted them into the record. Dave said TIB has been in the space in the Port's Marine Park for three years. He said now that the business is growing they are looking for a place on the main street. He said we all want the same thing and that is to get moved into a new space on the main street. He said they have outgrown their current space. He said they are operating the brewery, kitchen, tap room, office, and everything else needed to run the business out of that small space. He said they have logistical problems with deliveries. Dave said that his personal home is being used for storage and deliveries. He said he has found it difficult to find someone to finance his business with only two

years of tax returns. Dave said they are working on financing the project and the building design package. He said they are trying to balance the cost and operating their business. He said they want to stay here as they are committed to Cascade Locks and have invested into this community.

Kasey Nalum, TIB General Manager, said she has 12 years in this industry, all over the country, helping hotels and restaurants get their businesses operational and functional. She said helping the owners to focus on their business will allow her time to help design and build the new restaurant. She said this partnership is to allow things to get done sooner rather than later.

Dave said the more time they can get the better to help them be able to build the new building. He said they would like to be working on building the new building but have to keep going through red tape. He said he understands that the Planning Commission wants TIB to go to the main street but they continually have to come back to the Planning Commission. He said having a one year deadline is just creating more red tape. Dave said we all want the same thing and would ask to have the deadlines cut out. Kasey said the goal is to build a building that will be a landmark and they need time to do it right. Dave said Cascade Locks deserves a well-built project. He said TIB has been an amazing attraction and asset for Cascade Locks. He said they received 50 letters of support within a few hours and that shows how amazing TIB is. He said it is important for TIB to continue the momentum. Kasey said they want TIB to be a tourist destination.

Chair Cramblett asked PGM Koch if the Port of Cascade Locks would support an extended time for the conditional use permit. PGM Koch said the Port Commission is supportive of the work of TIB and have all the agreements in place for approval of the conditional use permit. PCM Haight asked if the Port was supportive of the one year conditional use permit. PGM Koch said that is what is in the staff report and the Port supports that. CA Zimmerman clarified that the staff's recommendation of one year based on the Port's request for one year. He said TIB is asking for more than one year and the Planning Commission has the opportunity to grant one year as requested from the Port of Cascade Locks or to extend to one and a half, two years, or additional years. CA Zimmerman said TIB's finance information will be greater with the third year of operation. He said the actual construction of the building will take one year or more and just wanted the Planning Commission to know that they are not limited to the one year time frame. Kasey said she would promise that the building would be built within two years. PCM Munkhoff clarified that this is not an extension but a new conditional use permit. CA Zimmerman said that was correct. He explained that the first conditional use permit was for two years and then a one year extension. He said that time has passed and the Port is applying for a new conditional use permit for the same use.

Chair Cramblett asked PGM Koch if the necessary paperwork was in place for TIB to purchase the property on WaNaPa. PC Foster said the Planning Commission can only approve the use and not the relationship between TIB and the Port of Cascade Locks. He said the Planning Commission is continuing the use of the incubator business in that facility within a period of time.

PCM Haight asked if TIB was going to expand on the restaurant portion of the business. Kasey said there is a full restaurant service currently but have outgrown the space. She said this idea will be expanded in a larger space. CA Zimmerman reminded the Planning Commission that they are reviewing a conditional use. He said the plans for the new building will be coming to the Planning Commission for Site Plan Review. Again, CA Zimmerman reminded the Planning Commission that they are making a decision on the conditional use permit and the amount of time for that permit. PCM Fitzpatrick asked how the Planning Commission would know if TIB was progressing as it has already been three years. CA Zimmerman said TIB has signed an agreement and put earnest money down on Port owned WaNaPa Street property. Don Mann said the Port

Commission is working very hard with TIB and have signed a Memorandum of Understanding with TIB and a purchase and sale agreement for the property. He said the sale on the property would close next Thursday.

Chair Cramblett asked Kasey to tell the Planning Commission a little more about herself. Kasey said she lives in Washington and is looking for some property that would allow her to have her horses. She said she was the Banquet Manager for Skamania Lodge for three years, opened four restaurants, and worked for Marriot Hotels, opening and closing hotels across the country. She said she has a vast background from cooking, bartending, traveling, touring, and teaching other hotels how to teach their service staff. She said that she is more than equipped to handle this job. She said TIB has all the ingredients along with the partnership with the Port of Cascade Locks and just asking for a little more time to put all of this together to build the perfect business.

CA Zimmerman asked PGM Koch if the Port of Cascade Locks would be willing to give longer than one year. PGM Koch said the Port Commission's intent is to mirror the Planning Commission action. Dave said the agreement with the Port is leasing the incubator space for one year then it goes month to month. He asked the Planning Commission to not approve to a date certain and allow the conditional use permit until the new building is completed and TIB has moved into it. He said we don't want to be working on the building, have to stop, and come back to a Planning Commission meeting. Caroline said the additional time will be a transition period. She said the move would be happening in different intervals. She said it is important to them that their employees do not lose hours and want to be able to keep them working. Dave said the building they dream of building is 7,500 square feet, which is much larger, and much more expensive than a 2,000 square foot building. He said this will be an awesome opportunity because we will be able to design and engineer it for its use.

Proponent Testimony: Chair Cramblett said several people have signed up to speak. PC Foster said he assumes there are a lot of proponents and would need to keep comments brief. He said 50 letters of support is significant. Someone from the audience suggested a show of hands. Chair Cramblett assured all that if that was the way the Planning Commission chose to do it that the speaker forms would be a part of the record. He said if everyone is here to speak in favor of TIB and don't have any comments other than that they could raise their hands.

Aurora delVal said it is clear in the three years TIB has been here they have created economic development. She said she directs people to TIB. She said TIB has put Cascade Locks on the map. She said it isn't just about tourism but a place to build community, which includes Washington citizens. Aurora said TIB has created a central place for the whole gorge to come together. She said TIB is committed to being in Cascade Locks and supports the two year request made by TIB. She said Dave and Caroline are homeowners and committed to hiring locals. Aurora said they are making money here and spending it here and asked for the Planning Commission to support them.

Renee Tkach said she is the Project Manager for Gorge Towns to Trails in the Columbia Gorge. She said she is also a crew member of 5440 Brewing Company in Washougal, Washington. She said she participated in the community-wide Connect Cascade Locks in 2012/2013. She said this brought the community together to bring their ideas together to bring people to Cascade Locks. She said some of those ideas were to become a trail town, have a drive-thru coffee shop, have a local fish market, and a brewery. She said the discussion was to get people off of I-84 and get them to come into town. She said that last planning document has not sat and gathered dust. She said the people of Cascade Locks have helped to give TIB the time to get their start and grow their business. She said people are coming to Cascade Locks for the beer, the art, rides on the

Sternwheeler and overnight stays at the Best Western. She said the brewery did get people off of I-84. She said it is important to not stop the momentum or stop the progress even temporarily.

Todd Kingston said he is from Carson, Washington and is a vendor at TIB. He said he works at a winery in Mosier. He said there are several people that do the whole wine circuit that come from Portland, Vancouver, and other areas. He said they are always looking for someplace to stop on the way back home. He said that he and his staff always tell them to eat in Cascade Locks. He said he is fortunate to have three children grow up in this area and very fortunate that they all get to work in the area and not have to commute. Todd said to have a successful local business here that cares and has a future here is beyond the expectations of a parent. He said that he is a Port Commissioner for Skamania County and if they had a business like this he couldn't imagine letting it go.

Kevin Gorman, Director of the Friends of the Columbia Gorge, said he has worked in the gorge for 18 years and one of the key components of his job is being a tour guide. He said has taken tourists from Europe and China, Congressional Staffers, Elected Officials from all over, and the media through the Gorge and the tour is ended at TIB. He said they talk about the amazing vistas and the brewery in Cascade Locks. He said this business is a gateway to Cascade Locks. Kevin said he has members of his organization that have now experienced Brigham's Fish Market, the Art Gallery, stayed overnight at the Best Western, and it is only because they learned about TIB. He said this has happened because this business has a word of mouth appeal like no other gorge business. He said it is the great beer, the great location, and that this business has captured the idea of community. Kevin said the word "pub" comes from "Public House". He said this institution is a "Public House" and the City of Cascade Locks needs to hang on to this as this doesn't come around very often. He said this generates revenue and builds the brand of this community. He asked the Planning Commission to see them through the incubation and allow them to fledge, fly and try.

Don Stevens, Mayor of North Bonneville, recommended the City to allow the two year conditional use permit. He said North Bonneville has 32 acres on the east side of town, which would be the second best location.

Opponent Testimony: George Fischer asked if the Planning Commission has received a business plan and a schedule showing dates of when things were going to actually happen. PC Foster said that is an important issue between the Port of Cascade Locks and TIB but the Planning Commission can only regulate the land use. George asked if the Planning Commission would allow an additional brewery in that same space after TIB moves from that location. PC Foster said if the Port submitted an application, there is precedence so the Planning Commission would consider that. PC Foster said this is an incubator space and was never intended to be a permanent site for a business. He said the Planning Commission was very clear with the first conditional use permit that this is a time limited activity in that space. George said that is why there is normally a business plan that establishes how that business will grow and proceed out of that space. He asked what the expected time frame would be for him if he wanted to open a brew pub and restaurant in that location. PC Foster said that would be communication between him and the Port. He said the time frame would be at the discretion of the Planning Commission. He said he isn't aware of any incubator business facilities that go beyond five years. He said the most successful incubator business is in Tacoma, Washington. He said if they haven't moved within five years they are evicted from the incubator space. PC Foster said the incubator space currently is in a Public Zone and requires a conditional use permit and up to the Planning Commission to approve.

Brenda Cramblett said she was on the Port Commission when TIB first started their business in the incubator space. She said she is not opposed at all but people need to understand that this has been going on for quite a while. She said the Port Commission asked for information over and over again about their business plan. She said there needs to be a certain termination date. She said extensions have been made with information requests that never came forward. Brenda said she would like to see TIB on WaNaPa Street as soon as possible. She said the word is going around that TIB doesn't want to move from that location. She said that location is an incubator space and the Port Commission is being talked about due to TIB not being allowed to stay in that location. She said TIB needs to understand that they need to move from that location and the sooner the better. She said she didn't think that one year would be long enough but there has to be a cut-off date.

Susan Winner, Manager of CGRA, said CCRA plans their events two to three years in advance. She said she needs to know what the options are in Cascade Locks. She said she loves to use the local businesses. She asked the Planning Commission to allow TIB some time to build their dream.

Staff Response to Testimony and Commission Questions: PCM Haight asked if TIB has some plans or contacted an architect. Dave said that his challenge is spending all that money to get this done in a time period and still trying to operate the business. He explained that business in the gorge comes in like the tide and goes out like the tide. He said he has to save money for the winter time and at the same time try to build a building. Dave said his timeline is based on operating the business and also trying to direct money to a new building.

PCM Munkhoff said he thinks the Planning Commission has learned a valuable lesson with this first incubator business in Cascade Locks, in a Public Zone, National Historic Site, and in a park. He said before any kind of an incubator business started in that location again the Planning Commission would have to review more closely. He said he would personally not be in favor of another business being incubated in the park. He said mistakes have been made, safety and parking issues have incurred, and conflicts with other uses in the park. He said it would be a tough uphill fight for him to approve another incubator business in the park. CA Zimmerman said it would start with the Port approving the use.

Chair Cramblett said he has been on the Planning Commission since TIB first started their business. He said they have talked about financing, banking, tax returns, etc. He said he would like to know where TIB is actually in their plans to move out of the space. CA Zimmerman said that is not a condition of the land use and is between the property owner and the tenant. Chair Cramblett said if the Planning Commission is approving a limited time conditional use permit and has been told for three years that a new building was coming then there has to be plan in place. He said there has to be a time when it ends. He said the Planning Commission has continued this for three years and nothing has taken place.

PC Foster said the Planning Commission needs to give a definitive time line. He said land use doesn't work on a month to month permit. He said as soon as the design for the new building is done that is when TIB needs to come to the Planning Commission. PC Foster said the design plan should be coming to the Planning Commission soon in order to meet a two year conditional use permit deadline. He said it will be unrealistic for TIB to expect results from the Planning Commission if they wait for 18-20 months before submitting for design review. Dave said they are working with an architect right now to complete everything. PCM Munkhoff said TIB cannot accomplish this in one year and asked if two years was reasonable. Kasey replied that two years was reasonable. PCM Munkhoff said the City wants TIB in Cascade Locks but cannot allow the

operation to continue at its current location. He said you will soon own property on WaNaPa so you know what you have to work with and can start on the building design. PC Foster said TIB would need an elevation drawing with exterior, square footage, and parking. Kasey said they could have that within six months. Dave said whatever is agreed upon he doesn't want to have to come back to the Planning Commission for another permit. He said by having to come to the Planning Commission one year ago for the extension has made them go backwards with their development. PCM Munkhoff said TIB has had three years to get themselves established. He said the hard part is getting the business off the ground and they have accomplished that. He said from this day forward there should be the planning a building on the property on WaNaPa Street because you know you can get financing with the third year of tax returns. He said TIB should be able to estimate a time to have a design ready for the Planning Commission to review and from that date within six months there should be a contract in place. Kasey said that two years is feasible and can get drawings of the groundwork within six months. Dave explained that the purchase and sale agreement with the Port of Cascade Locks is contingent on the Planning Commission decision tonight.

Close Hearing: Chair Cramblett closed the hearing at 8:06 PM.

Commission Deliberation: PC Foster said the Planning Commission has the authority to accept or deny or approve to a time certain. He explained that this is an incubator site and should not set precedence by allowing more than five years and should be respected as a Public Zone with its limited duration use. He said the Planning Commission should expect to see a site plan, an elevation drawing, and a floor plan so that the Planning Commission knows the square footage in order to address parking issues. He said the elevation drawing will address the architectural requirements. PC Foster said this is a \$2,000 expense for them. He explained that would be all that is needed to approve their site on WaNaPa. CA Zimmerman said after their site plan review their next step would be to get their construction drawings, get their building permit, and get started. CA Zimmerman said staff is recommending the conditional use permit not to exceed two years, which gives them five years total in that space. PCM Munkhoff said that means there will be no more time allowed in that space unless there is some extraordinary circumstance. Dave said they are working toward that goal. He said we are all working on the same thing and going in the same direction.

PCM Munkhoff said he has been approached by citizens in the community that the current site is not the place for a brewery. He said they may have a case. He said the Planning Commission represents the community and the interpretation of the Community Development Code (CDC). He said there is an interpretation as to whether a brewery would be allowed in the location. PCM Munkhoff said three years ago everybody wanted TIB here and the City needed some economic development growth and maybe the Planning Commission was lenient at that time with their interpretation of the CDC. He said this is where we are today and this has to be solved. He said these two years will be the final conditional use permit for the current operation.

Decision Notice: PCM Munkhoff moved, seconded by PCM Haight, to grant a conditional use permit not to exceed two years. PC Foster read the staff recommendation with a deadline of January 13, 2018. He also read the Conditions of Approval as listed in the staff report. PCM Munkhoff suggested that any future use shall come before Planning Commission before occupancy. PC Foster said that is actually listed as number 5 under the Conditions of Approval. PCM Munkhoff asked if there were any further expansions planned for the current site. Dave and Kasey replied there was not. The motion passed unanimously.

B. Short Term Rental Discussion. CA Zimmerman said there is some state-wide concern regarding short term rentals due to the damage that can be inflicted on neighborhoods. He reported various complaints including noise, garbage, etc. from different people staying overnight while on vacation. He said the City doesn't have anything in place right now to regulate short term rentals. CA Zimmerman said that Cannon Beach has 1,600 residents year round with 32% of home ownership. He said there are 30,000 people during the summer in the short term rentals. He said he has watched what the City of Hood River has gone through and is concerned enough to develop an ordinance for discussion.

CA Zimmerman said the City also has to consider density. He explained if all the development happens in Cascade Locks that the Port is proposing then Cascade Locks will not have enough room for the workforce to live. He said some codes approve of Accessory Dwelling Units (ADU's) but our code refers to them as Accessory Residential Units (ARU's). He said these types of units may help Cascade Locks to reach the density issues but concerned about allowing ARU's and then having people turn them into short term rentals. CA Zimmerman said the ARU would be required to have no less than 30 day rentals.

CA Zimmerman said he will be forwarding this to PC Foster for his suggestions and is suggesting that the short term rental be an ordinance with a conditional use process to be approved administratively. He said the land use fee for a conditional use would be used but processed administratively. He said there would be a requirement to renew the administrative conditional use every two years. CA Zimmerman explained that the transient room tax registration packet will be included in this process.

CA Zimmerman explained that there are people in Cascade Locks operating short term rentals and not registered as a transient business. He said these citizens are saying that they don't rent for less than 30 days when it is obvious that they do. He said internet ads for short term rentals will be considered as evidence that they are short term rentals and will allow a Municipal Court proceeding and fines if they don't register for transient room tax. He said he is suggesting a 90-day limit for a short term rental.

CA Zimmerman said this is for discussion only. He said this could be a separate ordinance but referenced in the CDC. He said the other option is to amend the CDC with these additions, which would be a process with the State. He said an ordinance could be approved to start while going through the State process of amending the CDC.

Aurora said she purchased an ADU and rented it to a long term renter. She said she went to an ADU Workshop in Portland to find out more about permits, etc. She gave the Planning Commission some information regarding ADU's, what they are and why people build them. She explained that Portland limits the size to a maximum of 800 square feet. She gave the reasons to have the ADU. She said there are all sorts of possibilities for additional income, etc. Aurora said if the City is going to consider this they should incentivize green building and Cascade Locks could be a model for this type of housing.

CA Zimmerman said he has included that the owner of the ADU would have to own the land and have one of the units as their primary residence. He said he would do more research and have further discussion at the meeting in January.

PC Foster said he supported the ordinance approach because it will expedite it and give the City more flexibility. He said the Planning Commission could look at the prospective zones and enter a reference into the CDC. He said the Planning Commission could determine the conditions of approval to apply to every ADU to fit under the ordinance. Aurora said she thinks the idea of

ADU's could be a win-win for Cascade Locks with the housing shortage. CA Zimmerman explained that tiny homes would still not be allowed and that an ADU would be an accessory to the main structure. Aurora asked when the public would be allowed to speak to this issue. CA Zimmerman said the Planning Commission would have a hearing on this and then it would go to the City Council for their approval.

Roger Hicks said he would like the Planning Commission to consider allowing placement of his cabins in back yards. He said they are less than 400 square feet. CA Zimmerman said Roger's cabins are considered recreational vehicles and would not be allowed. He said tiny homes are built to a different standard with building codes where the cabins are not due to their recreational vehicle status. He said they could be considered with a temporary permit with a building permit to build a permanent dwelling. He said they could be placed in a manufactured home park but would have to pay system development charges. He said this could all be addressed when revamping the CDC.

4. Adjournment. Chair Cramblett adjourned the meeting at 8:58 PM.

Prepared by  
Kathy Woosley, City Recorder

APPROVED:

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Larry Cramblett, Chair

## Short Term Rentals

**Definitions.** As used in this title, the singular includes the plural and the masculine includes the feminine and neuter. The word "may" is discretionary, but the word "shall" is mandatory. The following words and phrases shall have the meanings given them in this section.

**BED AND BREAKFAST FACILITY** means a single-family dwelling which conducts transient rental of rooms with or without a morning meal.

**GROUP RESIDENTIAL** means residential occupancy of dwelling units by groups of more than five (5) persons who are not related by blood, marriage, legal adoption or legal guardianship, and where communal kitchen and dining facilities are provided. Typical uses include the occupancy of houses, cooperatives, halfway houses, and intermediate care facilities. **(See ORS 90.113.)**

**HOSTED HOMESHARE** means the transient rental of a portion of a dwelling while the homeowner is present.

**HOSTEL** means any establishment having beds rented or kept for rent on a daily basis to travelers for a charge or fee paid or to be paid for rental or use of facilities and which are operated, managed, or maintained under the sponsorship of a non-profit organization that holds a valid exemption from federal income taxes under the federal law. (See ORS 446.310.)

**NON-TRANSIENT RENTAL** means to rent a dwelling unit or room(s) for compensation on a month-to-month basis, or for a longer period.

**RESIDENTIAL OR RESIDENTIAL USE** means the occupancy of a dwelling unit on a non-transient basis. Uses where tenancy is arranged on a transient basis are not considered residential.

**RESIDENTIAL DEVELOPMENT** means single-family dwellings, manufactured home, duplexes, triplexes, townhouses, residential condominiums, multi-family dwellings, accessory dwelling units, group residential facilities, and similar structures. In some circumstances the use of residential development for non-residential uses may be approved.

**(RESIDENTIAL) DWELLING UNIT** means a single unit providing complete, independent living facilities for one (1) or more person, including permanent provisions for living, sleeping, eating, cooking, and sanitation. Buildings with more than one set of cooking facilities are considered to contain multiple dwelling units unless the additional cooking facilities are clearly accessory, such as an outdoor grill.

**ROOMING HOUSE** means a building where the non-transient rental of lodging, without meals, is provided to five (5) or more people.

**SINGLE-FAMILY DWELLING, DETACHED** (Detached Single Family Dwelling). A detached single-family dwelling unit located on its own lot.

**TRANSIENT RENTAL** means to rent a dwelling unit or room(s) for compensation on less than a month-to-month basis.

**VACATION HOME RENTAL** means the transient rental of an entire dwelling unit.

**Hosted Homeshares and Vacation Home Rentals are permitted as a conditional use in the following City of Cascade Locks residential zones:**

**Rural Residential (RR)**  
**Low Density Residential (LDR)**  
**Medium Density Residential (MDR)**  
**High Density Residential (HDR)**

A. Conditional Use Permit and TRT License are required.

1. Persons operating a hosted homeshare or vacation home rental shall obtain a Conditional Use Permit.
2. The Conditional Use Permit will be good for two (2) years from the date of issuance.
3. An application for an ARU shall be processed as a ministerial decision.
4. A Conditional Use Permit will not be granted if not accompanied by a Transient Room Tax registration.

B. Use Restrictions – All Zones.

1. The room(s) for transient rental shall not include rooms within a recreational vehicle, travel trailer, or tent or other temporary shelter.
2. The maximum occupancy for the dwelling shall be two persons per bedroom plus two additional persons. For example, a two-bedroom dwelling would have a maximum occupancy of six persons.
3. One (1) hard surfaced off-street parking space shall be provided for every two bedrooms. In calculating the number of spaces required, the total shall be rounded up. Parking areas shall not be located in the front yard. If the garage is to be utilized to meet the parking requirement, a photo of the interior of the garage shall be submitted to show the garage is available for parking. Required parking may be

permitted on another lot within 250 feet of the subject property with a shared parking agreement **and** proof of legal parking access.

4. The maximum number of days per year for which a hosted homeshare or vacation rental home may be rented is ninety (90) days per calendar year. The number of days the unit is rented per quarter **shall** be reported on the TRT quarterly report.

Failure to comply is subject to normal city code violation fine of up to \$500 per day for each day the violation exists. **Any homeshare or vacation rental including those advertised through internet rental accounts or services are subject to this ordinance. Internet rental accounts or services include, but are not limited to, providers such as "AirBnB," "Vacasa," and "Craigslist." Copies of online advertisements for properties located inside the City limits of Cascade Locks are evidence of intent to provide homeshare or vacation rental properties.**

## ACCESSORY RESIDENTIAL UNITS (ARU)

### General Requirements

- A. An ARU may be created within, or detached from, any single-family dwelling, whether existing or new, as a subordinate use, where permitted by this chapter in the RR, LDR, MDR, and HDR Zones.
- B. Only one ARU may be created per parcel or ownership accessory to a single-family dwelling (no townhouse or duplex).
- C. An application for an ARU shall be processed as a ministerial decision.
- D. Only the property owner, which includes title holders and contract purchasers, may apply for an ARU. The property owner must occupy the primary dwelling or the ARU as their principal residence for at least six months out of the year. A primary residence shall be the residence where the owner is registered to vote, used as the primary residence for tax purposes or other proof that the residence is primary. **The owner shall sign an affidavit before a notary affirming that the owner occupies either the main dwelling or the ARU. The owner shall also show proof of a 12 month lease for the ARU occupant, if not occupied by a relative.**
- E. One off-street parking space shall be provided **for the ARU** in addition to the off-street parking that is required for the primary dwelling.
- F. **ARU's may not exceed 800 square feet.**
- G. All other applicable standards including, but not limited to, setbacks must be met.
- H. If a garage or detached building does not currently meet setbacks, it may not be converted to an ARU.
- I. All applicable standards in the City's building, plumbing, electrical, fire and other applicable codes for dwelling units must be met.
- J. The owner of the property shall accept full responsibility for sewer and water bills.
- K. An ARU may not be used as a hosted homeshare or vacation home rental.
- L. The application and permit fee for an ARU shall be **the same as a conditional use permit.**

**OR ARU's are not allowed in any zone in Cascade Locks.**

Tax Administrator  
City of Cascade Locks  
PO Box 308  
Cascade Locks OR 97014

Name of Business: \_\_\_\_\_

Certificate No. \_\_\_\_\_  
Period Ending: \_\_\_\_\_  
Due Date: \_\_\_\_\_  
No. of Rooms: \_\_\_\_\_

**QUARTERLY REPORT OF TRANSIENT ROOM TAX**

Be sure this form is filled in completely and correctly. Penalties and interest are added for delinquency.

Change of ownership and/or address change must be filed and reported immediately to the Tax Administrator.

If business is disposed of or suspended, closing return must be filed immediately with the Tax Administrator, City Hall, and the tax due must be paid. No change of ownership can be recorded until this is done.

Checks, drafts, postal notes and money orders in the exact amount of tax due are accepted by the Tax Administrator only as agent of the taxpayer and does not constitute payment until cleared. The City of Cascade Locks assumes no responsibility for loss in transit.

Be sure proper remittance is enclosed, to avoid penalty.

- |     |  |          |
|-----|--|----------|
| 1.  | Gross Rent:  | \$ _____ |
|     | Less: Allowable Deductions:  |          |
| 2.  | Rent (By Month)  | \$ _____ |
| 3.  | Rent less than \$3.00 per day  | \$ _____ |
| 4.  | Rent from Gov't. Employees   | \$ _____ |
| 5.  | Rent paid by online merchants  | \$ _____ |
| 6.  | Other  | \$ _____ |
| 7.  | Total Allowable Deductions (Lines 2, 3, 4, 5,6)  | \$ _____ |
| 8.  | Taxable Rents (Line 1 minus Line 7)  | \$ _____ |
| 9.  | TAX: Seven (7) percent of Line 8   | \$ _____ |
| 10. | Add excess tax collected   | \$ _____ |
| 11. | Total of lines 9 and 10  | \$ _____ |
| 12. | Less 5% to operator or administration  | \$ _____ |
| 13. | TOTAL TAX DUE (Line 11 less Line 12)   | \$ _____ |
| 14. | Penalty  | \$ _____ |
| 15. | Interest   | \$ _____ |
| 16. | Adjustment for prior overpayment or shortage   | \$ _____ |
| 17. | TOTAL TAX, PENALTY AND INTEREST (Line 13 plus Lines 14, 15, 16 (or subtract Line 16 if shortage) | \$ _____ |
| 18. | <b>For Homeshare or Vacation Rentals Only: Number of Rental Days</b>                             |          |
|     | <b>For Quarter: _____</b>  |          |
|     | <b>Calendar Year to Date: _____</b>  |          |

**I DECLARE THAT THE STATEMENTS ABOVE ARE TRUE AND CORRECT.**

\_\_\_\_\_  
Signature Title Date

Payment is due on the 15th day of the month following the quarter for which the report is filed

**MAKE CHECKS PAYABLE TO THE CITY OF CASCADE LOCKS**



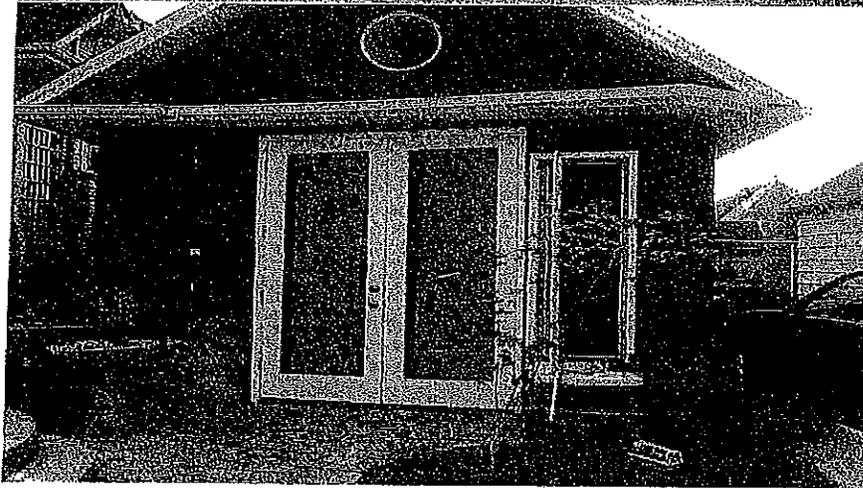
## Accessory dwelling units: what they are and why people build them

From <https://accessorydwellings.org/what-adus-are-and-why-people-build-them/>

An accessory dwelling unit is a really simple and old idea: having a second small dwelling right on the same grounds (or attached to) your regular single-family house, such as:

- an apartment over the garage
- a tiny house (on a foundation) in the backyard
- a basement apartment

Here are two examples, one above a garage and the other a small cottage.



Regardless of its physical form (backyard cottage, basement apartment, etc.), legally an ADU is part of the same property as the main home. It cannot be bought or sold separately, as a condominium or a dwelling on wheels might be. The owner of the ADU is the owner of the main home. (For an extremely rare exception [see here](#)).

Though accessory dwellings are an old idea (think of the old alley apartments in DC, or the carriage houses you see in fine old Seattle homes), they fell out of favor in the middle of the 20th century. Now, however,

Submitted by:  
Citizen Aurora dellal  
11/16/16

they're coming back, and they have lots of names. Planners call them ADUs (Accessory Dwelling Units), but they're also known as granny flats, in-law units, laneway houses, secondary dwelling units, and a hundred other names. ADUs can be tiny houses, but tiny houses aren't always ADUs

People build them for lots of reasons, but the most common goals, according to one study, are gaining income via rent and housing a family member.

Flexibility in housing makes sense for environmental, lifestyle, and financial reasons. Though many people buy houses and live in them for decades, their actual needs change over time. But the way that houses are currently built doesn't reflect those changes, especially the way households may spend decades with just 1 or 2 members. Many American houses are too big for 1- or 2-person households, which is too bad, because size is probably the biggest single factor in the environmental impact of a house.

If you have a reasonably sized house, and an even more reasonably sized ADU, you've likely got a pretty green combination with some social benefits as well. You could have your best friend, your mother, or your grown kid, live with you. This kind of flexibility and informal support could really help as the nation's population ages. Most people want to stay in their homes as they age, but finances and design can be problematic. An ADU could help aging people meet their needs without moving.

In many localities you can get legal rental income from a permitted ADU, or, if you want, you can live in the ADU and rent out the other dwelling. That should add a lot of flexibility to finances.

So that's the *potential* this form of housing has. Here on this site we're going to focus on real ADU stories and data-driven research to figure out if ADUs are living up to that promise. We're also going to recognize that ADUs are major construction projects, and do what we can to guide you through design, financing, permitting, and so forth. We hope it helps.

-Martin

#### Why ADUs are good for Cascade Locks:

- They can provide much needed housing for long-term and short-term residents (e.g., retired parents, grown kids, seasonal employees, 1-2 people households)
- If ADUs serve as short-term rentals, they can generate income for residents and for the city (as hotel-like tax revenue). And if we nurture a more "stop and stay" mentality in our city, these longer term visitors will spend more money in the Gorge on food, gas, and services.
- Since ADUs are, by definition, smaller than the existing main house on a property, they are more affordable to build and are often highly energy efficient;
- By allowing for and incentivizing homeowners to build ADUs, we can stimulate local construction work;
- If we adopt the "build small, live big" ethic, we should also allow for tiny home development and construction on vacant lots for similar reasons.