

**CITY OF CASCADE LOCKS
PLANNING COMMISSION
AGENDA**

Thursday, March 8, 2018 at 7:00 PM
City Hall

1. Call Meeting to Order.
2. Approval of February 8, 2018, Minutes.
3. New Business:
 - a. Public Hearing LU18-002 City of Cascade Locks Conditional Use Permit.
 - b. Review Proposed Short Term Rental Ordinance and Make Recommendation to City Council for Adoption.
4. Public Comment.
5. Adjournment.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for person with disabilities, should be made at least 48 hours in advance of the meeting by contacting the City of Cascade Locks office at 541-374-8484.

1. Call Meeting to Order. Planning Commission Chair Larry Cramblett called the meeting to order at 7:00 PM. Planning Commission Members Gyda Haight, Virginia Fitzpatrick, Gary Munkhoff, Todd Bouchard, and Larry Cramblett were present. Also present were City Administrator Gordon Zimmerman, City Recorder Kathy Woosley, Consultant Scot Siegel, and Laura Buhl.

2. Approval of December 14, 2017, Minutes. PCM Fitzpatrick moved, seconded by PCM Haight, to approve the December 14, 2017 Planning Commission Minutes. The motion passed unanimously.

3. New Business:

a. Review Community Development Code Amendments Draft #2.

Consultant Siegel led the Planning Commission through Draft #2. The Planning Commission discussed the requirement for garages. PCM Munkhoff moved, seconded by PCM Bouchard, to remove the requirement for garages. The motion passed with PCM's Fitzpatrick, Munkhoff, Bouchard, and Chair Cramblett voting in favor. PCM Haight opposed the motion. The Planning Commission discussed adding Accessory Residential Units (ARU's) to the Medium Density Residential Zone (MDR) as a permitted use. PCM Munkhoff moved, seconded by PCM Bouchard, to add ARU's as a permitted use in the MDR Zone. The motion passed unanimously. The Planning Commission discussed the pros and cons of requiring the owner of an ARU to live on premises. There was consensus of the Planning Commission to require the owner of the ARU to live on premises with the intention of the Code being more restrictive now but could be changed in the future.

b. Review Proposed Short Term Rental Ordinance and Make Recommendation to City Council for Adoption. This item was tabled until the next meeting.

4. Public Comment. None.

5. Adjournment. Chair Cramblett adjourned the meeting. The meeting was adjourned at 10:02 PM.

Prepared by
Kathy Woosley

APPROVED:

Larry Cramblett, Chair

CITY OF CASCADE LOCKS
PLANNING STAFF REPORT
February 14, 2018

Application File Number: LU 18-002

Type of Action Requested: Conditional Use

Code Authority: Conditional Uses (8-6.152)

Application certified as complete: February 14, 2018

Action Deadline: July 6, 2018(120 days)

Approval Criteria: 8-6.184.050 (Article V – Page 12-20)

Applicant(s): City of Cascade Locks
Location: Harvey Road

Township: T 02N **Range: R 07E** **Section: 13** **Taxlot: 201**

Zoning: (LDR) Low Density Residential

Minimum Lot Size: Not applicable to this request

Specific Action Requested: Approve the construction of a water tank.

Staff Summary:

The City of Cascade Locks has applied for a conditional use permit to install a 430,000 gallon water tank on Harvey Road on a parcel owned by the Port of Cascade Locks and zoned Low Density Residential. Under 8-6.56.030 Conditional Uses, a utility such as proposed is allowed as a conditional use in the LDR zone. A water tank is a utility facility necessary for public service under Oregon state statues and is required in this particular case to maintain adequate water and water pressure for the west end of the City of Cascade Locks. Chapter 8-6.152.010 Conditional Uses provides guidance for the Planning Commission to consider a conditional use request. Under 8-6.152.010 (B) criteria, “it shall be determined that the use at the particular location is desirable to the public convenience and welfare and not detrimental or injurious to the public health, peace or safety or the character of the surrounding properties”. The subject parcel is currently undeveloped and has no residential uses contiguous to the property. The primary reason this utility facility necessary for public service is required is to replace the in adequate Dry Creek Reservoir storage and to allow the city to abandon 6,000 feet of concrete asbestos pipe which carries the water from the reservoir to the west end of town. Furthermore, the proposed water tank is part of a 3.7 million water system improvement project underway in the City. The location of the proposed water tank is necessary to align with the elevation of Oxbow Water Tank on the east end of town. By matching the elevation of the primary storage facilities for the City, the water system is simplified and redundant in a manner to support sustain water pressure and supply throughout the city.

Review Criteria – Chapter 8-6.152.060 (H) Public Facilities

1. If the use is in a residential zone, its location will not by itself or in combination with other nearby conditional uses, decrease the desirability of the area for the retention of existing housing or the development of new housing.

The location of this water tank is dictated by the need to match the elevation of the Oxbow Water Tank which serves the east end of Cascade Locks. By matching the elevation, the water distribution system is simplified. The placement of this tank on currently undeveloped Port property will enhance the development of that property because water will be immediately available to the adjacent property at an acceptable water pressure. The site will be landscaped and secured by a 6 foot chain link fence.

2. The proposal will mitigate differences in appearance or scale through such means as setbacks, screening, landscaping, and other designs.

The ground will be restored after completion of the tank and trees will be removed from the property only as absolutely necessary. It is in a currently forested area. The tank itself is 33 feet tall, shorter than surrounding trees.

3. Nearby residential properties shall be buffered by potential noise impacts related to activities occurring on the site.

Because the nearest current residents are more than 350 feet from the location of the water tank, noise during the construction should not be a problem. After the completion of the project, only City Public Works trucks will access the property at infrequent intervals.

4. Facilities that will generate significant traffic volumes shall have direct access to a collector or arterial street. Access to a local street may be allowed only if it is found that adverse traffic impacts will not be created for surrounding properties. The approval authority may grant an exemption to these requirements when access is limited by City, Hood River County, or Oregon Department of Transportation requirements. However, access must be approved by the Fire Chief.

Significant traffic volumes will not be created by this facility, perhaps one or two City pickup trucks per day at most.

FINDINGS:

Staff has concluded that the applicant has met the standards for approval.

Criteria #1 A water tower does not create a detriment to future residential uses and has no real adverse effect on surrounding properties. Currently no residential use is adjacent to the proposed site for the water tower. **Criterion is met.**

Criteria #2 The subject parcel is currently forested and the applicant will retain as much nature screening as possible and where necessary will plant vegetation to provide any needed screening. **Criterion is met.**

Criteria #3 No residential uses are currently contiguous to the subject parcel. There will be some noise associated with construction which is slated to be completed as quickly as possible. Once the water tower is complete virtually no noise will be associated with the subject parcel and its use. The only on-going noise will be an occasional city pick-up entering the property for maintenance and monitoring. **Criterion is met.**

Criteria #4 The completed water tower will not generate any significant traffic or associated impacts on the surrounding properties. During construction, some daily construction noise will occur but this will only be during standard day-light hours as permitted under the city code and will cease upon completion of the project. **Criterion is met.**

ACTION REQUIRED: The Planning Commission after hearing testimony from proponents and opponents will deliberate and take action to either approve or deny the applicants request.

STAFF RECOMMENDATION: Staff recommends approval of a conditional use permit be issued concurrently to the Port of Cascade Locks and City of Cascade Locks for the location and operation of a municipal water tower at the location provided by the Port of Cascade Locks. The delivery and provision of potable water is a primary function of local government and this improvement is part of a water master plan which was approved and endorsed by the City of Cascade Locks as being in the best interest of the citizens of Cascade Locks. It is therefore recommended that the permit be issued to the parties so that the needed water system improvements can proceed expeditiously to the benefit of all citizens and visitors to Cascade Locks.

Staff Report and order prepared by Stan Foster, Planning Consultant City of Cascade Locks, Oregon.



CASCADE LOCKS PLANNING COMMISSION PROCEDURES

CHAIR: Good evening, my name is Larry Cramblett. I am the Chair for the Planning Commission, and I will be presiding over this hearing. This is the time and place set for the public hearing in the matter of a Conditional Use Permit Case No. LU 18-002; an application by The City of Cascade Locks.

This hearing is now open. Oregon land use law requires several items to be read into the record at the beginning of each and every public hearing. Stan Foster, the City's Planning Consultant will review this material; your patience is appreciated as he goes through these statements.

STAN FOSTER: An issue which may be the basis for an appeal to LUBA shall be raised not later than the close of the record at or following the final evidentiary hearing on this case. Such issues shall be raised with and accompanied by statements or evidence sufficient to afford the Commission and those in attendance an adequate opportunity to respond to the issue. Failure of an applicant to raise constitutional or other issues with sufficient specificity for the City to respond to the issues shall prohibit the applicant from seeking damages in circuit court.

The applicable substantive criteria upon which this case will be decided are found in the Cascade Locks Development Ordinance, Section 8-6.184.050. The specific criteria are summarized in the staff report and will be reviewed at this hearing. All testimony and evidence received during this public hearing must be directed toward this approval criteria, or to such other rule, law, regulation or policy which you believe applies.

This case will proceed with the staff report, followed by the applicant's presentation. The applicant may have additional people participate in making this presentation. This is followed by testimony of those who are in support of the application. All of those opposed to the application will then be allowed to speak. This is followed by those with general comments who are neither for nor against this application. The Commission, staff and participants may ask questions of those who testified. All questions are directed through the Commission Chair, meaning you must ask the Commission Chair for permission to ask the question. Finally, the applicant and only the applicant will be entitled to a rebuttal.

The applicant is entitled to 20 minutes to make their presentation. All other speakers should try to limit comments to 5 minutes. Please try to avoid repetition if someone else has already expressed the same thoughts. It is perfectly acceptable to instead state that you agree with the comments of another speaker. Please be assured everyone will have an opportunity to speak.

If you have documents, maps or letters that you wish to have considered by this body, they must formally be placed in the record of this proceeding. To do that, either before or after you speak, please leave the material with staff who will make sure the evidence is entered into the planning record.

You must come to the podium if you are going to testify or to ask a question. This is so you can be recorded. You must give your name and address before you speak so the record of the hearing can be complete and so you can receive a copy of the final decision.

In order to move the hearing along more efficiently, there are sign-up slips near the podium. Please fill this out and give it to the City Recorder at any time.

Prior to the conclusion of the first hearing on a land use application, any participant may request an opportunity to present additional evidence or testimony regarding the application. If such a request is made, it will be up to this body to determine if the hearing will be continued to a time and date certain, or if the record will be kept open for submission of additional evidence or testimony. If the record is kept open, it will be for a minimum of seven days, with a short rebuttal period thereafter afforded to the applicant.

CHAIR: Before we begin with the hearing, I need to ask the audience if there are any objections to the notice that was sent in this case? Are there any objections to the jurisdiction of this body to hear and consider this case? Are there any declarations of conflict or bias by any members of this body?

We are now ready for the staff report.

HOW TO CONDUCT A PUBLIC HEARING

Order of the Hearing

1. Open Hearing
2. Hearing Disclosure Statement
3. Declare Conflicts of Interest or Ex Parte Contact
4. Staff Report
 - a. Approval Criteria
 - b. Findings of Fact
 - c. Conclusion and Recommendation
5. Applicant's Testimony
6. Proponent's Testimony
7. Opponent's Testimony
8. Staff Response to Testimony and Commission Questions
9. Rebuttal
10. Close Hearing
11. Commission Deliberation
12. Decision Notice (Tentative Approval) or Final Order
13. Appeal

Z:CityRecorder/Planning/Howtoconductapublichearing

Z: Templates

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Cascade Locks Planning Commission, at its meeting on, March 8, 2018, at 7:00 PM, in the City Council Chambers of the City Hall, Cascade Locks, Oregon, will consider the following application:

FILE TITLE: LU 18-002 CONDITIONAL USE PERMIT

APPLICANT: City of Cascade Locks
PO Box 308
Cascade Locks, OR 97014

REQUEST: Construct a water storage facility.

LOCATION: 2N 7 13 Tax Lot 201 Harvey Road

APPLICABLE REVIEW CRITERIA: Cascade Locks Community Code Sections Article III, Chapter 8-6.56.030 and Article V, Chapter 8-6.152.

PROPERTY OWNERS WITHIN 250 FEET OF THE SUBJECT PROPERTY ARE RECEIVING THIS NOTICE. SPECIAL NOTICE TO MORTGAGEE, LEINHOLDER, VENDOR, OR SELLER: ORS CHAPTER 215 REQUIRES THAT IF YOU RECEIVE THIS NOTICE, IT MUST PROMPTLY BE FORWARDED TO THE PURCHASER.

The Public Hearing on this matter will be conducted in accordance with the rules contained in the zoning ordinance adopted by the Cascade Locks City Council, which is available at City Hall.

All interested persons may appear and provide testimony and only those who submit written comments or testify at the hearing shall be entitled to appeal.

Failure of an issue to be raised in the hearing, in person or by letter, or failure to provide sufficient specificity to afford the approval authority an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue.

At least seven days prior to the Hearing, a copy of the staff report will be available for inspection at no cost, or a copy can be obtained for fifteen cents per page.

For further information, please contact Kathy Woosley at Cascade Locks City Hall, at 374-8484, 140 WaNaPa, Cascade Locks, OR 97014 or kwoosley@cascade-locks.or.us.

City of Cascade Locks
P.O. Box 308
Cascade Locks, Oregon 97014
Phone: 541-374-8484
Fax: 541-374-8752

CONDITIONAL USE APPLICATION

I. BACKGROUND INFORMATION

Applicant

Applicant Name: City of Cascade Locks Phone: 541 374 8484

Address: PO Box 308 Cascade Locks, OR 97014

Applicant Standing (Fee Owner, Contract Purchaser, etc.): _____

Property Owner (if different)

Name: Port of Cascade Locks Phone: 541 374 8619

Address: PO Box 309 Cascade Locks, OR 97014

Property Information

Property Address: Bare land / no address until structure is permitted

Township; Range; Section; Tax Lot: TN 9 R3 S01

Zone: LDR Property Size: _____

Existing Use/Structures: bare land

Application Proposal: to construct water reservoir on easement provided by the Port of CL.

FOR OFFICE USE ONLY

File Number: LU 18-002

Submittal Date: 2/14/18 Fee: MA Received by: HW

Application Type: CUP Completeness: _____ 120th Day: 7/6/18

II. APPLICATION REQUIREMENTS

- (A) Completed and signed application form.
- * (B) Written response to the approval criteria. It is the applications responsibility to prove the need for the conditional use.
- * (C) ONE copy and ONE PDF version of the site plan drawn to scale. The site plan must include the material required under Sections 8-6.148.050 through 8-6.148.100 of the Community Development Code. City staff will assist the applicant in determining what information is required on the site plan.
- (D) Names and addresses of all the property owners within 250 feet of the boundaries of the property. This list must be provided by a Title Company or the Hood River County Assessor.
- (E) Copy of the latest deed, sales contract, or title report indicating property ownership.
- (F) A current Hood River County tax map(s) showing the subject property(ies) and all properties within 250 feet of the subject property
- (G) A signed fee agreement and payment for filing fee.

III. SIGNATURES

NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT A LETTER OF CONSENT AUTHORIZING ANOTHER INDIVIDUAL TO MAKE APPLICATION. INCOMPLETE OR MISSING INFORMATION WILL DELAY THE REVIEW PROCESS.

2/14/18
Applicant/Owner Date

Applicant/Owner Date



City of Cascade Locks
PO Box 308 140 SW WaNaPa St.
Cascade Locks, OR 97014

(541) 374-8484

Fax: (541) 374-8752 TTY: 711

The City of Cascade Locks is applying for a conditional use permit for a public facility, i.e. a 430,000 gallon water tank located on Harvey Road. The purpose of the water tank is to maintain an adequate supply of water and water pressure for the west end of Cascade Locks. It will replace the currently inadequate Dry Creek Reservoir. The water tank is a part of the \$3.7 Water System Improvement Project currently underway in the City. Part of the project is the abandonment of 6,000 feet of concrete asbestos pipe which carries water from the dry Creek Reservoir to the west end of town. This one acre easement, more or less, is located in a low density residential zone and requires adherence to the following criteria from the Community Development Code Chapter 8-6.152.060 H Public Facilities:

1. If the use is in a residential zone, its location will not by itself or in combination with other nearby conditional uses, decrease the desirability of the area for the retention of existing housing or the development of new housing.

The location of this water tank is dictated by the need to match the elevation of the Oxbow Water Tank which serves the east end of Cascade Locks. By matching the elevation, the water distribution system is simplified. The placement of this tank on currently undeveloped Port property will enhance the development of that property because water will be immediately available to the adjacent property at an acceptable water pressure. The site will be landscaped and secured by a 6 foot chain link fence.

2. The proposal will mitigate differences in appearance or scale through such means as setbacks, screening, landscaping, and other designs.

The ground will be restored after completion of the tank and trees will be removed from the property only as absolutely necessary. It is in a currently forested area. The tank itself is 33 feet tall, shorter than surrounding trees.

3. Nearby residential properties shall be buffered from potential noise impacts related to activities occurring on the site.

Because the nearest current residents are more than 350 feet from the location of the water tank, noise during the construction should not be a problem. After the completion of the project, only City Public Works trucks will access the property at infrequent intervals.

*Cascade Locks is where the Bridge of the Gods spans the Heart of the Gorge;
where mountain, wind, and water create the best sailing in the Northwest;
and where the "CL" on the license plate stands for Cascade Locks, the second largest city in Hood River County!
The City of Cascade Locks is an Equal Opportunity Provider.*

4. Facilities that will generate significant traffic volumes, shall have direct access to a collector or arterial street. Access to a local street may be allowed only if it is found that adverse traffic impacts will not be created for surrounding properties. The approval authority may grant an exemption to these requirements when access is limited by City, Hood River County, or Oregon Department of Transportation requirements. However, access must be approved by the Fire Chief.

Significant traffic volumes will not be created by this facility, perhaps one or two City pickup trucks per day at most.

No other criteria are listed.

Respectfully Submitted,



Gordon Zimmerman
City Administrator

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF CASCADE LOCKS ADOPTING SHORT TERM RENTAL REGULATIONS WITHIN THE CITY OF CASCADE LOCKS

WHEREAS, the City Council of the City of Cascade Locks recognizes the nature of the community can be affected by unregulated short term rentals;

WHEREAS, short term rentals can enhance a vibrant tourism industry; and

WHEREAS, short term rentals can create significant transient room tax revenue;

THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON, ORDAINS AS FOLLOWS:

SECTION 1. Definitions for understanding Short Term Rentals:

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.

SECTION 2. Regulations:

Hosted Homeshares, **Transient Rentals**, 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)
Any Planned Unit Development (PUD)

Hosted Homeshares and Vacation Home Rentals are not permitted in the following City of Cascade Locks zones:

Commercial (C)
Commercial/Residential (CR)
Manufactured/Mobile Home Park Residential (MHR)
Downtown Zone (D)
Resort Commercial (RC)
Any Planned Unit Development (PUD)

A. ~~Conditional Use Permit and~~ **A** TRT License issued under the City Code of Cascade Locks, Chapter 112, are **is** required.

1. Persons operating a hosted homeshare or vacation home rental shall obtain a ~~Conditional Use Permit.~~ **Transient Room Tax License.**
2. **The payment of transient room taxes to both the State and the City are the responsibility of the property owner. Payments are due on the 15th of the month following the previous quarter, April 15, July 15, October 15 and January 15.**
3. ~~The Conditional Use Permit will be good for two (2) years from the date of issuance.~~
4. ~~An application for a short term rental unit shall be processed as a City Administrator review ministerial decision.~~
5. ~~A Conditional Use Permit will not be granted if not accompanied by a Transient Room Tax registration.~~
6. **Proof of residential home-owner insurance that specifically includes short term rental coverage for the subject property is required.**

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. **Renters are not permitted to operate short-term rentals.**
3. **Management companies, LLCs, and other business real estate interests/entities are not permitted to operate short-term rentals in residential zones.**
4. 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.
5. 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.
6. ~~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.

7. **An emergency contact number shall be provided to the vacation rental occupier, to each of the surrounding property owners/residents and to the City. The emergency contact shall respond to the vacation rental property within 30 minutes to address any emergency or complaint issue.**
8. **Only 10% of the total residential units in the City may be permitted as transient rentals at any one time. The number of residential water accounts will provide the base for the calculation. For example, if the City has 500 residential water accounts, only 50 (10% of 500) transient room tax licenses will be issued for residential transient rental uses.**
9. **Listing an unpermitted unit online is a violation of this ordinance.**
10. **Each rental unit property must have a valid street address.**
11. **An accessory dwelling unit (ADU) may not be used as a short term rental, hosted homeshare, transient rental, or vacation home rental. Unless the ADU is owner occupied, the owner shall provide proof that the ADU is rented on a minimum 12-month lease or occupied by a hold-over tenant following completion of a 12-month lease. A 12-month lease is not required if the owner rents the ADU to an immediate relative.**
12. **Smoke detectors, carbon monoxide detectors, and fire extinguishers in the rental space are strongly encouraged.**
13. **No short term rental may engage in commercial-style food preparation or operation.**

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, **transient rental**, 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 presumed to constitute the operation of a homeshare, **transient rental**, or vacation rental properties.

SECTION 3. Effective Date. This Ordinance will take effect 30 days after approval by the Mayor.

FIRST READING by the City Council 26th day of February, 2018.

ADOPTED by the City Council this 12th day of March, 2018.

APPROVED by the Mayor this 12th day of March, 2018.

ATTEST:

Kathy Woosley, City Recorder

Tom Cramblett, Mayor

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF CASCADE LOCKS ADOPTING SHORT TERM RENTAL REGULATIONS WITHIN THE CITY OF CASCADE LOCKS

WHEREAS, the City Council of the City of Cascade Locks recognizes the nature of the community can be affected by unregulated short term rentals;

WHEREAS, short term rentals can enhance a vibrant tourism industry; and

WHEREAS, short term rentals can create significant transient room tax revenue;

THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON, ORDAINS AS FOLLOWS:

SECTION 1. Definitions for understanding Short Term Rentals:

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.

SECTION 2. Regulations:

Hosted Homeshares, **Transient Rentals**, 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)
Any Planned Unit Development (PUD)

Hosted Homeshares and Vacation Home Rentals are not permitted in the following City of Cascade Locks zones:

Commercial (C)
Commercial/Residential (CR)
Manufactured/Mobile Home Park Residential (MHR)
Downtown Zone (D)
Resort Commercial (RC)
Any Planned Unit Development (PUD)

A. Conditional Use Permit and A TRT License issued under the City Code of Cascade Locks, Chapter 112, are **is** required.

1. Persons operating a hosted homeshare or vacation home rental shall obtain a Conditional Use Permit. **Transient Room Tax License.**
2. **The payment of transient room taxes to both the State and the City are the responsibility of the property owner. Payments are due on the 15th of the month following the previous quarter, April 15, July 15, October 15 and January 15.**
3. ~~The Conditional Use Permit will be good for two (2) years from the date of issuance.~~
4. ~~An application for a short term rental unit shall be processed as a City Administrator review ministerial decision.~~
5. ~~A Conditional Use Permit will not be granted if not accompanied by a Transient Room Tax registration.~~
6. **Proof of residential home-owner insurance that specifically includes short term rental coverage for the subject property is required.**

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. **Renters are not permitted to operate short-term rentals.**
3. **Management companies, LLCs, and other business real estate interests/entities are not permitted to operate short-term rentals in residential zones.**
4. 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.
5. 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.
6. ~~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.

7. **An emergency contact number shall be provided to the vacation rental occupier, to each of the surrounding property owners/residents and to the City. The emergency contact shall respond to the vacation rental property within 30 minutes to address any emergency or complaint issue.**
8. **Only 10% of the total residential units in the City may be permitted as transient rentals at any one time. The number of residential water accounts will provide the base for the calculation. For example, if the City has 500 residential water accounts, only 50 (10% of 500) transient room tax licenses will be issued for residential transient rental uses.**
9. **Listing an unpermitted unit online is a violation of this ordinance.**
10. **Each rental unit property must have a valid street address.**
11. **An accessory dwelling unit (ADU) may not be used as a short term rental, hosted homeshare, transient rental, or vacation home rental. Unless the ADU is owner occupied, the owner shall provide proof that the ADU is rented on a minimum 12-month lease or occupied by a hold-over tenant following completion of a 12-month lease. A 12-month lease is not required if the owner rents the ADU to an immediate relative.**
12. **Smoke detectors, carbon monoxide detectors, and fire extinguishers in the rental space are strongly encouraged.**
13. **No short term rental may engage in commercial-style food preparation or operation.**

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, **transient rental**, 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 presumed to constitute the operation of a homeshare, **transient rental**, or vacation rental propertyies.

SECTION 3. Effective Date. This Ordinance will take effect 30 days after approval by the Mayor.

FIRST READING by the City Council 26th day of February, 2018.

ADOPTED by the City Council this 12th day of March, 2018.

APPROVED by the Mayor this 12th day of March, 2018.

ATTEST:

Kathy Woosley, City Recorder

Tom Cramblett, Mayor

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF CASCADE LOCKS ADOPTING SHORT TERM RENTAL REGULATIONS WITHIN THE CITY OF CASCADE LOCKS

WHEREAS, the City Council of the City of Cascade Locks recognizes the nature of the community can be affected by unregulated short term rentals;

WHEREAS, short term rentals can enhance a vibrant tourist industry; and

WHEREAS, short term rentals can create significant transient room tax revenue;

THE CITY OF CASCADE LOCKS, HOOD RIVER COUNTY, OREGON, ORDAINS AS FOLLOWS:

SECTION 1. Definitions for understanding Short Term Rentals:

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.

SECTION 2. Regulations:

Hosted Homeshares, Transient Rentals, and Vacation Home Rentals are permitted in the following City of Cascade Locks residential zones:

- Rural Residential (RR)
- Low Density Residential (LDR)
- Medium Density Residential (MDR)
- High Density Residential (HDR)
- Any Planned Unit Development (PUD)

Hosted Homeshares and Vacation Home Rentals are not permitted in the following City of Cascade Locks zones:

- Commercial (C)
- Commercial/Residential (CR)
- Manufactured/Mobile Home Park Residential (MHR)
- Downtown Zone (D)
- Resort Commercial (RC)

A. A TRT License issued under the City Code of Cascade Locks, Chapter 112, is required.

1. Persons operating a hosted homeshare or vacation home rental shall obtain a Transient Room Tax License.

2. The payment of transient room taxes to both the State and the City are the responsibility of the property owner. Payments are due on the 15th of the month following the previous quarter, April 15, July 15, October 15 and January 15.
3. Proof of residential home-owner insurance that specifically includes short term rental coverage for the subject property is required.

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. Renters are not permitted to operate short-term rentals.
3. Management companies, LLCs, and other business real estate entities are not permitted to operate short-term rentals in residential zones.
4. 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.
5. 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.
6. The number of days the unit is rented per quarter shall be reported on the TRT quarterly report.
7. An emergency contact number shall be provided to the vacation rental occupier, to each of the surrounding property owners/residents and to the City. The emergency contact shall respond to the vacation rental property within 30 minutes to address any emergency or complaint issue.
8. Only 10% of the total residential units in the City may be permitted as transient rentals at any one time. The number of residential water accounts will provide the base for the calculation. For example, if the City has 500 residential water accounts, only 50 (10% of 500) transient room tax licenses will be issued for residential transient rental uses.

9. Listing an unpermitted unit online is a violation of this ordinance.
10. Each rental unit property must have a valid street address.
11. An accessory dwelling unit (ADU) may not be used as a short term rental, hosted homeshare, transient rental, or vacation home rental. Unless the ADU is owner occupied, the owner shall provide proof that the ADU is rented on a minimum 12-month lease or occupied by a hold-over tenant following completion of a 12-month lease. A 12-month lease is not required if the owner rents the ADU to an immediate relative.
12. Smoke detectors, carbon monoxide detectors, and fire extinguishers in the rental space are strongly encouraged.
13. No short term rental may engage in commercial-style food preparation or operation.

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, transient rental, 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 presumed to constitute the operation of a homeshare, transient rental, or vacation rental property.

SECTION 3. Effective Date. This Ordinance will take effect 30 days after approval by the Mayor.

FIRST READING by the City Council 26th day of February, 2018.

ADOPTED by the City Council this 12th day of March, 2018.

APPROVED by the Mayor this 12th day of March, 2018.

ATTEST:

Kathy Woosley, City Recorder

Tom Cramblett, Mayor

City of Cascade Locks
MEMORANDUM

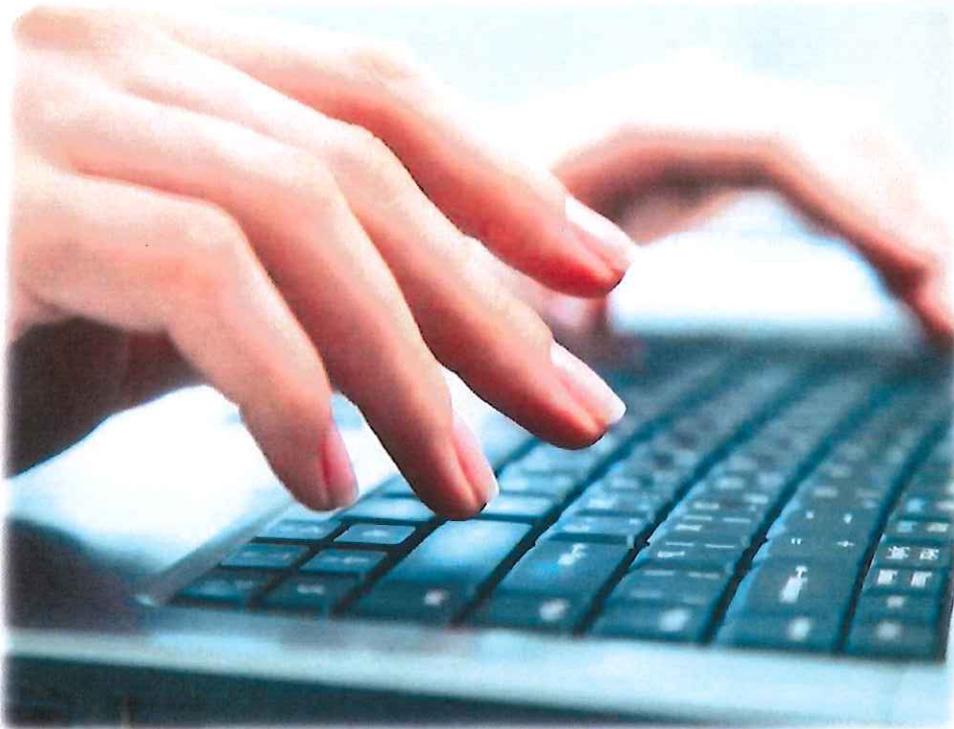
February 1, 2018

TO: Planning Commissioners
FROM: Kathy Woosley, City Recorder *KW*
SUBJECT: Statement of Economic Interest (SEI)

This is your reminder to check your email from Oregon Government Ethics Commission (OGE) to file your SEI. You should receive your email between February 15th and March 15th and you must file by April 15th.

Please go to www.oregon.gov/ogec for information and training videos.

Statement of Economic Interest Handout



Oregon Government Ethics Commission
3218 Pringle Rd SE, STE 220
Salem OR 97302-1544
Phone: 503-378-5105
www.oregon.gov/OGEC

ANNUAL VERIFIED STATEMENT OF ECONOMIC INTEREST HANDOUT

The Oregon Government Ethics Commission (Commission) has been informed that you are a public official who is required by ORS 244.050 to electronically file a Statement of Economic Interest (SEI). The governing body you serve has provided us with your name, position, and email address. You will receive a system-generated email from ogec.notifications@egov.com, the Oregon Government Ethics Commission (Commission) to create a username, password and confirm your pre-filled personal profile information is correct and submit to the Commission. If you do not see emails from the Commission in your general email, you may find it has been routed to your junk email folder. You will need to mark the emails as "trusted" to keep them from going to your junk email in the future.

NOTE: Failure to complete and electronically file by the final filing date of April 15, may subject you to an automatic civil penalty of \$10.00 for each of the first 14 days the SEI is late and \$50.00 for each day thereafter, up to a maximum of \$5,000 [ORS 244.350(4)(c)].

ANNUAL VERIFIED STATEMENT OF ECONOMIC INTEREST FILING INSTRUCTIONS:

ORS 244.050 specifically identifies certain public officials who are required to electronically file the SEI. Your position is one of those listed. **If you do not believe that you are required to file a SEI or if you have other questions, please call the Commission at (503) 378-5105 as soon as possible.**

If you hold more than one position that is required to file, you will only electronically file one report.

If you have questions regarding your requirement to electronically file the Annual Verified Statement of Economic Interest report, contact the Oregon Government Ethics Commission at 503-378-5105 or email ogec.mail@oregon.gov.

Training: Training staff at the Oregon Government Ethics Commission (Commission) has produced training resources for SEI filers. These resources include instructional videos available on the Commission website. Webinars are scheduled annually to coincide with the filing deadlines of the Annual Verified Statement of Economic Interest reporting period. These training calendars are published on the Commissions website. Contact training staff by calling 503-378-5105 or email ogec.training@oregon.gov.

THE MOST COMMON ERRORS OFFICIALS MAKE DURING FILING ARE:

1. Failing to create a personal account profile.
2. Failing to list all sources of household income for question 2. All sources of income exceeding 10% of the total annual household income must be listed. The question includes the public position you hold. Do not overlook the fact that a pension or social security benefit represents part of the household income. [ORS 244.060(3)]
3. Listing a primary residence on question #3. The listing of the primary residence is not required. [ORS 244.060(4)(b)]
4. Office related events. Do not report any money paid by the governing body/employer for the purpose of attending office related events as described in ORS 244.020(7)(b)(F)&(H). Report only monies paid by sources other than your governing body/employer to attend office related events as described in ORS 244.020(7)(b)(F)&(H). [ORS 244.060(5)&(6)]
5. Completing items 7 to 10 when not necessary. A public official or candidate shall report the following additional economic interest for the preceding calendar year **only** if the source of that interest is derived from an individual or business that has a legislative or administrative interest or that has been doing business, does business or could reasonably be expected to do business with the governmental agency of which the public official holds, or the candidate if elected would hold, an official position or over which the public official exercises, or the candidate if elected would exercise, any authority.
6. Failing to complete and file the required Annual Statement of Economic Interest (SEI) report by the deadline of April 15th, even if the 15th falls on a holiday or weekend. The Electronic Filing System is available 24/7. ORS 244.350(4)(c) prescribes assessment of a penalty of \$10 for each of the first 14 days the SEI is late and \$50 for each day thereafter that passes after the filing deadline date, up to a maximum of \$5000.
7. Failing to respond to the email notifications. System generated emails come from ogec.notification@egov.com
8. Allocating the responsibility to complete the Annual Verified Statement of Economic Interest (SEI) report to another individual. It is the public official's responsibility to complete and electronically sign one's own form.

STATUTORY REFERENCES

Item 4-A, ORS 244.020(7)(b)(F) – Reasonable expenses paid by any unit of the federal government, a state or local government, a Native American tribe that is recognized by federal law or formally acknowledged by a state, a membership organization to which a public body as defined in ORS 174.109 pays membership dues or a not-for-profit corporation that is tax exempt under section 501(c)(3) of the Internal Revenue Code, for attendance at a convention, fact-finding mission or trip, conference or other meeting if the public official is scheduled to deliver a speech, make a presentation, participate on a panel or represent state government as defined in ORS 174.111, a local government as defined in ORS 174.116 or a special government body as defined in ORS 174.117.

Item 4-B, ORS 244.020(7)(b)(H) – Reasonable food, travel or lodging expenses provided to a public official, a relative of the public official accompanying the public official, a member of the household of the public official accompanying the public official or a staff member of the public official accompanying the public official, when the public official is representing state government as defined in ORS 174.111, a local government as defined in ORS 174.116 or a special government body as defined in ORS 174.117.

- (i) On an officially sanctioned trade-promotion or fact-finding mission; or
- (ii) In officially designated negotiations, or economic development activities, where receipt of the expenses is approved in advance.

DEFINITIONS

"Business" means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual and any other legal entity operated for economic gain. This does not include income-producing not-for-profit corporations that are tax-exempt under section 501(c) of the Internal Revenue Code with which a public official or relative of a public official is associated in a non-compensated capacity. [ORS 244.020(2)]

"Income" means income of any nature derived from any source, including but not limited to any salary, wage, advance, payment, dividend, interest, rent, honorarium, return of capital, forgiveness of indebtedness, retirement income, real estate transactions, inheritance income, or anything of economic value received as income including income from government sources (i.e., social security, your public salary, etc.). [ORS 244.020(9)]

DEFINITIONS CONTINUED

"Honarium" means a payment or something of economic value given to a public official in exchange for services upon which custom or propriety prevents the setting of a price. Services include, but are not limited to, speeches or other services rendered in connection with an event. [ORS 244.020(8)]

"Person" means, for purposes of this form, (a) the public official required to file a Statement of Economic Interest and (b) an individual, corporation, partnership, joint venture, and any other similar organization or association.

"Member of Household" means any person who resides with the public official. [ORS 244.020(11)]

QUESTIONS REQUIRING DISCLOSURE UNDER ORS CHAPTER 244:

1. **BUSINESS OFFICE OR DIRECTORSHIP; BUSINESS NAME:**

A. If you or a member of your household were an officer or director of a business (see definition of "business") during **the preceding calendar year**, please indicate that information below. *(These would be personal business ventures, not the public position you hold. Items A and B may be the same and Item B may be subsidiary of parent company listed in Item A for example.)* [ORS 244.060(1) & (2)]

You will list the **Business Name**, the **Title of Office**, **Business Address**, **Held by Whom**, and a **Description of the Business**.

B. List the names under which you or members of your household did business (see definition of "business" above) during **the preceding calendar year**:

You will list the **Business Name**, the **Title of Office**, **Business Address**, **Held by Whom**, and a **Description of the Business**.

2. **SOURCES OF INCOME:** Identify the sources of income (See definition of "income" on page 3) received by you or a member of your household, who is 18 years of age or over, during **the preceding** calendar year that produced 10% or more of the total annual household income. Your business would be a source, not the individual clients of your business. [ORS 244.060(3)]

You will list the **Name of the Source**, **Address of the Source**, and a **Description of the Source**.

3. **REAL PROPERTY:** List all real property (*residential, commercial, vacant land, etc.*) in which, during **the preceding calendar year**, you or a member of your household had any ownership interest, any option to purchase or sell, or any other right of any kind in real property, including a land sales contract, **located within the geographical boundaries of the public entity you serve.** *Boundaries for legislators, or filers from state agencies, boards, commissions or institutions would be the state borders. Boundaries for local filers would be the limits of the city, county or district you serve.* [ORS 244.060(4)(a)]

Do not list your principal residence. [ORS 244.060(4)(b)]

You will list a **Description of the real property** and **Address**.

4. **OFFICE RELATED EVENTS:**

A. List the amount of any expenses with an aggregate value exceeding \$50 provided to you during **the preceding calendar year**, when participating in a convention, mission, trip, or other meeting as described in ORS 244.020(7)(b)(F), (*see reference on page 2*), which is an exception to gift restrictions. (*Do not list expenses that were paid by the public body you represented.*) [ORS 244.060(5)]

You will list the **Date, Organization Name, Address, Nature of Event** and **Amount**.

Any organization, unit of government, tribe or corporation that provides a public official with expenses with an aggregate value exceeding \$50 for an event described in ORS 244.020(7)(b)(F) shall notify the public official in writing of the amount of the expense. The organization, unit, tribe or corporation shall provide the notice to the public official within 10 days after the date the expenses are incurred.

B. List the amount of any expenses with an aggregate value exceeding \$50 provided to you during **the preceding calendar year**, when participating in a mission, negotiations, or economic development activities described in ORS 244.020(7)(b)(H), which is an exception to the gift restrictions. These events are those that were officially sanctioned or designated by your public body. Do not list expenses that were paid by the public body you represented. [ORS 244.060(6)]

You will list the **Date, Organization Name, Address, Nature of Event** and **Amount**.



5. **HONORARIA:** List all honoraria (see definition) allowed in ORS 244.042, with a value exceeding \$15, received by you or a member of your household during **the preceding calendar year**. [ORS 244.060(7)]

You will need the **Date, Organization Name, Nature of Event** and **Amount**.

Under ORS 244.100(2) any person that provides a public official or candidate, or a member of the household of the public official or candidate, with an honorarium or other item allowed under ORS 244.042 with a value exceeding \$15 shall notify the public official or candidate in writing of the value of the honorarium or other item. The person shall provide the notice to the public official or candidate within 10 days after the date of the event for which the honorarium or other item was received.

6. **SHARED BUSINESS WITH LOBBYIST:** List the name of any compensated lobbyist who was associated with a business with which you or a member of your household was also associated during **the preceding calendar year**. Example: The public official or household member is an employee or owner of a private company that also employs a lobbyist. Owning stock in a publicly traded company in which the lobbyist also owns stock is not a relationship that requires disclosure. [ORS 244.090(1)]

You will need the **Name of the Lobbyist**, the **Name of the Business** and the **Type of the Business**.

NOTES:

PLEASE NOTE – Do NOT answer items 7, 8, 9, and 10 unless the source of the interest is derived from an individual or business that has a legislative or administrative interest or that has been doing business, does business or could reasonably be expected to do business with the governmental agency of which you hold an official position or over which you exercise any authority.

"Legislative or administrative interest" means an economic interest, distinct from that of the general public in any matter subject to the decision or vote of the public official acting in the public official's capacity as a public official.

7. **INCOME OF \$1,000 OR MORE:** Respond only if you or a member of your household received a source of income exceeding an aggregate amount of \$1,000 during **the preceding calendar year**, and that income was derived from an individual or business that has been doing business, does business, or could reasonably be expected to do business with, or has a legislative or administrative interest in the governmental body you serve. **[ORS 244.060(8)]**

You will need to report the **Income Source, Address and Description.**

8. **DEBT OF \$1,000 OR MORE:** Respond only if you or a member of your household owed a debt of \$1,000 or more to a person (*see definition of "person" on page 3*) during **the preceding calendar year**, and that debt involved an individual or business that did business with, or reasonably could be expected to do business with, or had a legislative or administrative interest in the public body you serve. Note: Do not list loans from state or federally regulated financial institutions (banks, etc.) or retail credit accounts and do not list the amounts owed. **[ORS 244.070(1)]**

You will need to list the **Name of Creditor, Date of Loan, and Interest Rate of Loan.**

9. **BUSINESS INVESTMENT OF MORE THAN \$1,000:** Respond only if you or a member of your household had a personal, beneficial interest or investment in a business (*see definition of "business" on page 3*) of more than \$1,000 during **the preceding calendar year**, if the investment involved an individual or business that did business with or reasonably could be expected to do business with, or had a legislative or administrative interest in the public body you serve. (*Note: Do not list the amount of the investment. Do not list individual items in a mutual fund or blind trust, or a time or demand deposit in a financial institution, shares in a credit union, or the cash surrender value of life insurance.*) **[ORS 244.070(2)]**

You will list the **Business Name, Address, and a Description of the Business.**

10. **SERVICE FEE OF MORE THAN \$1,000:** Respond only if **you** (*not your business*) received a fee of more than \$1,000 in **the preceding calendar year**, from a person (see definition of "person" on page 3) for whom you performed a service, if the service involved an individual or business that did business with, or reasonably could be expected to do business with, or had a legislative or administrative interest in the public body you serve. (*Do not list fees if you are prohibited from doing so by law or a professional code of ethics.*) [ORS 244.070(3)]

11. **VERIFICATION:** Under penalties for false swearing/false affirmation, I declare that the information submitted in this electronic filing is, to the best of my knowledge and belief, true, accurate, and complete.

As with other provisions in Oregon Government Ethics law, it is each public official's personal responsibility to ensure they comply with the requirements to complete and electronically submit the SEI by April 15th even if it falls on a weekend or a holiday.

If you have any questions regarding the Electronic Filing System, Annual Verified Statement of Economic Interest or the Oregon Government Ethics Commission, please contact our office

Oregon Government Ethics Commission

3218 Pringle Rd SE, STE 220

Salem, OR 97302-1544

Phone: 503-378-5105

Email: ogec.mail@oregon.gov

Website: www.oregon.gov/OGEC

