

JOINT (CITY/PORT) WORK GROUP FOR ECONOMIC DEVELOPMENT

**Meeting Notice and Agenda
Thursday, April 13, 2017
7:00 PM
City Hall Council Chambers**

1. Call To Order/Pledge of Allegiance
2. Welcome and Self-Introductions
3. Adoption of January February 23, 2017 Minutes
4. Citizen Input
5. City/Port Issues:
 - a. Discussion of the JWGED members to determine if any information or facts needs to be sent to the broader community.
 - b. Discussion on economic possibilities of short term rentals and accessory dwelling units.
 - c. Port Economic Development Activities.
 - d. City Economic Development Activities.
6. Reports from Other Agencies.
7. Other Matters.
8. Next Meeting: May 25, 2017.
9. 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.

**Joint Work Group on Economic Development
February 23, 2017**

1. Call To Order/Pledge of Allegiance. Mayor Tom Cramblett called the meeting to order at 7:07 PM. Port President Jess Groves, Port Commissioner Brad Lorang, Citizen Member Bernard Seeger, Port General Manager Paul Koch, City Recorder Kathy Woosley, Aaron Sorenson, Gyda and Don Haight, Katelin Stuart, Ray Cless, and Dave Palais were also present.
2. Welcome and Self-Introductions.
3. Adoption of January 26, 2017 Minutes. PCM Lorang moved to adopt the minutes of January 26, 2017, with the sentence on page 3 deleted, "Nate Stice stated that Nestlé is on the table." PP Groves seconded the motion. The motion passed unanimously.
4. Citizen Input. None.

5. City/Port Issues:

- a. Continued Discussion - How to get facts and information out to the community.
Continued general discussion regarding the need to be more aggressive and strategic in getting factual information out to the public regarding development opportunities. The JWGED should discuss and determine what strategies it thinks should be carried out to get all the pertinent facts out to citizens. PGM Koch said this topic will remain on the agenda so members can be thinking of different ways to inform the community. He said that Choi at the Columbia Market has made specific space for Port and City notices.
- b. Port Economic Development Activities. PGM Koch had a copy of the 15 Year Bridge of the Gods Maintenance Plan. He said the next revision would be a 30 Year Plan with the focus on a point of replacement for the Bridge. PGM Koch said he has been in discussion with ODOT and WSDOT on I-84 closures and the backup that is created for SR 14. He said they are reviewing what happened during the train derailment in Mosier and coming up with ideas to make the traffic situation better. He said they hope to have a plan by the end of summer.

PGM Koch said the Port is considering a green company that recycles glass beverage bottles to open business in 2018. He said they would hire 25-30 employees. He said the Port is hoping for Flex Building 2 to be completed and ready for business in 2018. He said a Mexican Restaurant would like to open a business in the downtown area. PGM Koch said the Port is drafting an RFP for the study on the highest and best use of the state airport property.

PGM Koch reported that Holly has moved but the Port will be contracting with her for ongoing services. He said the Port has made some organizational changes in order to continue the work Holly was doing. He said the Port will be hiring a new Receptionist/Clerk and also hiring part time seasonal toll takers.

PGM Koch reported on searching for grants for the Toll Collection Technology Plan and the Bridge of the Gods Seismic Plan. He said the Port Commission has budgeted for Phase 1 of a four year plan on improvements to the pavilion to include cupboards and counters to help with wedding bookings.

PP Groves said ODOT has funded 2.8 million toward the bus transportation to Multnomah Falls. He said the bus is supposed to be coming to Cascade Locks this summer. He said he met in Salem last week to discuss transportation needs and will also be meeting with all levels of the Highway Departments in Washington, D.C.

PP Groves said the JWGED might want to start thinking about and have further discussion on food carts. He said it is the trend and thought it could work here. Citizen Member Seeger informed the group of the City of Gresham's regulation of food carts. He said they are popular. He said Cascade Locks would be a short term situation which might be a deterrent. Katelin spoke of a brewery in Washington that has food carts only on weekends and said it seems to work for them. Aaron said a lot of food carts have actually expanded to brick and mortar businesses in Portland. Mayor Cramblett

said if they weren't carnival type food but a chef actually preparing the food it might work here. Citizen Member Seeger said restaurants are required to pay SDC's and food carts can get around that so there are a lot of debates surrounding this issue. PP Groves said the downtown area may not be a good location but possibly the east end of town would work. He said he would like to research the idea some more.

Citizen Member Seeger said we will miss Holly. He said she was the key contact for all the races in Cascade Locks. He asked if these events were going to be covered in her absence. PGM Koch said the Port has hired an Event Coordinator and staff has reviewed everything that Holly was involved with and being divided among staff.

c. City Economic Development Activities. Mayor Cramblett said the City is responsible to cover services for incoming businesses and power is now available with the rebuild of the substation. He said the citizens are going to be paying the increases to water and sewer rates with the system improvements that are coming. He said businesses are needed to share in these costs.

Mayor Cramblett said the Council is still working toward getting Nestlé here in Cascade Locks. He said the third and final step of the process is the water exchange, which will take one to two years to process. He said the Council supports Nestlé. Mayor Cramblett said Cascade Locks has beauty and water as their two natural resources.

Mayor Cramblett said he and City Administrator Zimmerman will also be meeting in Washington, D.C. with the Port. He said the City and Port has more clout by working together. He said the City will be meeting with BPA to talk about the Bonneville Substation. PGM Groves said the Port will be dealing with the much needed transportation issues and said he would be testifying at the State regarding Senate Bill 454.

Mayor Cramblett reported on his trip to towns in Maine that have Nestlé facilities. He said some of the people had issues with Nestlé but everyone said Nestlé had been good for their community. He said he didn't hear anything negative in any of the communities he visited and it is all in how the water is managed. Citizen Member Seeger said Fryeburg, Maine supports 4,000 people with an average rainfall of 48" so if they can make it work, so can Cascade Locks.

The group discussed the sewer treatment plants and researching other alternatives. Mayor Cramblett said Cascade Locks is too small to take many risks.

6. Reports from Other Agencies. Aaron said MHCC received accreditation for the Mechatronics Program. He said it is a two year Associate Degree Program. Aaron said MHCC received feedback from Oregon businesses and learned that manufacturing and new technologies were needed in order to stay competitive. He said MHCC is the first college in Oregon to offer certification in Mechatronics.

7. Other Matters. None.

8. Next Meeting: The group set a tentative date of April 13th for the next meeting since there will be a couple of members unable to attend.

9. Adjournment. PC Lorang moved, seconded by PP Groves, to adjourn the meeting. The meeting was adjourned at 8:42 PM.

Prepared by
Kathy Woosley, City Recorder

APPROVED:

Tom Cramblett, Mayor

Issues and Concerns for Short Term Rentals (STR)

The following issues need to be discussed and addressed in any short term rental ordinance adopted by the City of Cascade Locks.

1. Definition and Types of STR

- a. Home share
- b. Vacation Home rental
- c. Bed and Breakfast
- d. Transient Rental

2. Planning and Zoning:

- a. Understanding that STR is a planning issue
- b. What zones should STR be allowed to operate in?
- c. What zones should be excluded?
- d. Conditional Use
 - i. Planning Commission Review
 - ii. City Administrator Review

3. Limitations on Number of Days for Rentals

4. Registration Requirements

- a. Fee to cover the costs necessary to issue permit
- b. Owner Contact Information
- c. Emergency in town contact
- d. Transient Room Tax (TRT)

5. Audits

6. Inspections

7. Parking

- a. On Street

- b. Off Street

8. Preventative versus Curative Regulations

Stakeholders to be consulted:

- 1. Planning Commission**
- 2. Home Share Owner**
- 3. Vacation Home Rental Owner**
 - a. Out of Town Property Owner
 - b. In town Property Owner
- 4. Transient Room Representative (Motel Owner or Designee)**
- 5. Tourism Committee Representative**

Issues and Concerns Accessory Dwelling Units (ADU's)

The following issues need to be discussed and addressed in any short term rental ordinance adopted by the City of Cascade Locks.

1. Definition of Accessory Dwelling Unit

- a. Size: square foot or percentage
- b. Building Code requirements

2. Planning and Zoning:

- a. Understanding that ADU is a planning issue
- b. What zones should ADU's be allowed to operate in?
- c. What zones, if any, should be excluded?
- d. Conditional Use
 - i. Planning Commission Review
 - ii. City Administrator Review

3. Limitations on Use

- a. STR (Yes or No)

4. Registration Requirements

- a. Fee
- b. Owner Contact Information

5. Parking

- a. On Street
- b. Off Street

6. Preventative versus Curative Regulations

