

**SEASIDE PLANNING COMMISSION AGENDA**  
**989 Broadway - City Hall Council Chambers**  
**October 16, 2012**  
**7:00 p.m.**

1. **CALL TO ORDER:**
2. **PLEDGE OF ALLEGIANCE:**
3. **OPENING REMARKS:**
4. **DECLARATION OF CONFLICT OF INTEREST OR EXPARTE CONTACTS:**
5. **APPROVAL OF MINUTES:** August 21, 2012
6. **PUBLIC HEARING:**

**A.) 12-033CU:** A conditional use request by the Church of Jesus Christ of Latter Day Saints to expand their existing parking facilities and provide 70 additional spaces on the north side of their property. The property is located at 1403 N Wahanna Rd (T6 R10 22CD TL: 00800) and it is zoned Medium Density Residential (R-2).

**B.) APPEAL TO PLANNING COMMISSION –**

**12-026VRD-** A conditional use by **Cynthia & Chuck Miner** that will allow the establishment of a Vacation Rental Dwelling (VRD) at **2335 S Edgewood (6-10-28BA-TL12600)**. The subject property is zoned **medium density residential (R2)** and the **applicants** are requesting a maximum occupancy of **nine (9)** within the existing **three** bedroom dwelling.

7. **ORDINANCE ADMINISTRATION:**
8. **PUBLIC COMMENTS:** Not related to specific agenda items:
9. **PLANNING COMMISSION & STAFF COMMENTS:**
10. **ADJOURNMENT**

## CITY OF SEASIDE STAFF REPORT

**To:** Seaside Planning Commission  
**From:** Planning Director, Kevin Cupples  
**Date:** October 16, 2012  
**Applicant/  
Owner:** Mark Cottle, LDS Church; P.O. Box 1124 Sherwood, OR 97140  
**Location:** 1403 S Wahanna, Seaside ; T6-R10-S22CD-TL#800 & 880  
**Subject:** Conditional Use 12-033CU; Parking lot expansion providing 70 additional off-street parking spaces

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### **REQUEST:**

The applicant is requesting a conditional use that will allow expansion of the existing LDS Church parking lot at 1403 S Wahanna Road. The subject property is zoned Medium Density Residential (R-2) and it is approximately 3.53 acres in size. The proposed parking lot will be developed north of the existing building and provide 62 new parking spaces. It will also convert two (2) conventional spaces in the existing lot to one (1) additional accessible space. The total number of parking spaces will be increased from 82 to 143.

### **DECISION CRITERIA, FINDINGS, AND CONCLUSIONS:**

The following is a list of the decision criteria applicable to the request. Each of the criteria is followed by findings or justification statements which may be adopted by the Planning Commission to support their conclusions. These statements may be adopted by the Planning Commission to support their conclusions along with conditions which the Planning Commission considers necessary to protect the best interests of the surrounding area of the city as a whole. Although each of the findings or justification statements specifically apply to one of the decision criteria, any of the statements may be used to support the Commission's final decision.

**DECISION CRITERIA # 1: Pursuant to Section 6.031 of the Seaside Zoning Ordinance, all conditional use requests must comply with the specific standards in the zone and other applicable supplementary provisions in Article 4. In permitting a new conditional use or alteration of an existing conditional use; the Planning Commission may impose additional conditions considered necessary to protect the best interests of the surrounding area of the city as a whole. These conditions may include the following:**

- 1. Increasing the required lot size or yard dimension.**
- 2. Limiting the height of buildings.**
- 3. Controlling the location and number of vehicle access points.**

3. The applicant's proposed lighting is designed to light the southern portion of the new parking area and not the adjacent property or streets. A lighting plan and a cut sheet for the proposed lighting fixture is included in the applicant's submittal.

4. Although the applicant's plans include an elaborate landscaping plan for the area surrounding the new parking lot, vehicle lights could impact the neighboring properties. To protect the surrounding properties from these impacts, Section 4.128, 2 requires the installation of a sight obscuring fence along the outer edge of the parking lot not less than 5 feet nor more than 6' in height.

5. The lot sizes indicated in the applicant's submittal is different than the acreages shown on the County's tax records.

	Tax Lots	Lot Area
Applicant	22CD # 880	1.78 acres +/-
County	22CD # 800 & 880	3.53 acres

The text also indicates 70 new spaces will be provided instead of the 62 indicated on the site plan.

Since these inconsistencies will not impact the applicant's compliance with the development standards in the zone, they are only being noted for clarity.

6. The installation of sidewalks are required along abutting streets pursuant to City Ordinance 95 unless a deferment is granted. After consulting with the Public Works Director, he believes sidewalk construction will be required along the Church's property frontage along Wahanna Road and Spruce Drive. He believes a deferment may be granted along Copper due to the slope issues associated with that street frontage. These will need to be incorporated into the plans for the proposed development.

7. Pedestrian access to the property from the abutting streets is not provided to the facility.

### **CONCLUSION TO CRITERIA #1:**

The additional parking for the LDS Church will conform to the development standards in the Seaside Zoning Ordinance provided the following conditions are included.

- A five to six foot high site obscuring fence must be provided around the perimeter of the newly developed parking area.
- Connection to the City's storm water system requires approval by the City Engineer and any improvements necessary to expand the system capacity will be the applicant's responsibility.
- The applicant's plans will need to indicate the location of sidewalks along the abutting streets; however, they may request deferments in accordance with City Ordinance.
- The site lighting must be designed so that glare will not adversely impact the neighboring residential properties. All exterior lighting must be shielded, screened, directional or otherwise provided with cut-offs that will prevent glare or direct lighting on the adjacent properties.



# City of Seaside, Planning Department

989 Broadway, Seaside, OR 97138 (503) 738-7100 Fax (503) 738-8765

## Land Use Application

Kevin Cupples, Director

PLEASE PRINT OR TYPE

NAME OF APPLICANT LOS Church	ADDRESS PO Box 1124 Slawood, OR 97146	ZIP CODE 97146
STREET ADDRESS OR LOCATION OF PROPERTY 1403 S WAGANNA AVE, SEASIDE, OR		

ZONE R-2	OVERLAY ZONES U	TOWNSHIP 10	RANGE 22CD	SECTION	TAX LOT 00800
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### PROPOSED USE OF PROPERTY AND PURPOSE OF APPLICATION(S):

Church Parking Lot.

(PLEASE INCLUDE THE APPROPRIATE PLOT PLAN.  
IF ADDITIONAL SPACE IS NEEDED OR SUPPLEMENTAL INFORMATION IS REQUIRED PLEASE ATTACH)

OWNER:	APPLICANT/REPRESENTATIVE (OTHER THAN OWNER):
PRINT NAME OF PROPERTY OWNER LOS Church	PRINT NAME OF APPLICANT/REPRESENTATIVE
ADDRESS PO Box 1124 Slawood, OR	ADDRESS
PHONE / FAX / EMAIL 503 625 5529 Mark Grollman, COO	PHONE / FAX / EMAIL
SIGNATURE OF PROPERTY OWNER <i>[Signature]</i>	SIGNATURE OF APPLICANT/REPRESENTATIVE

FOR CITY USE ONLY - DO NOT WRITE BELOW THIS LINE

### CHECK TYPE OF PERMIT REQUESTED:

- |   |   |  |  |
|---|---|--|--|
| <input checked="" type="checkbox"/> CONDITIONAL USE | <input type="checkbox"/> NON CONFORMING           | <input type="checkbox"/> SUBDIVISION     | <input type="checkbox"/> ZONING CODE AMENDMENT |
| <input type="checkbox"/> LANDSCAPE/ACCESS REVIEW    | <input type="checkbox"/> PLANNED DEVELOPMENT      | <input type="checkbox"/> TEMPORARY USE   | <input type="checkbox"/> ZONING MAP AMENDMENT  |
| <input type="checkbox"/> MAJOR PARTITION            | <input type="checkbox"/> PROPERTY LINE ADJUSTMENT | <input type="checkbox"/> VACATION RENTAL | <input type="checkbox"/> APPEAL                |
| <input type="checkbox"/> MINOR PARTITION            | <input type="checkbox"/> SETBACK REDUCTION        | <input type="checkbox"/> VARIANCE        | <input type="checkbox"/>                       |

PLANNING DEPARTMENT USE:	
DATE ACCEPTED AS COMPLETE 9-11-12	BY DK
CASE NUMBER (S) 12-033CU	
HEARING DATE 10-14-12	P.C. ACTION

OFFICE USE:	
FEE 675	RECEIPT
DATE FILED 9-11-12	BY

- 
- 
- 
- 
4. Describe any additional measures (if any) the applicant will take in order to protect the interests of the surrounding area or the city as a whole.

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*See Narrative*

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5. Provide a site plan, drawn to scale, which indicates the following: the actual shape and dimensions of the lot, the sizes and locations of buildings and other structures (existing & proposed), the existing and intended use of each building (include floor plans), and other information need to determine conformance with the development standards in the ordinance (e.g. setbacks, parking spaces, fences, accesses, landscaping, neighboring buildings, or uses, etc.)

ATTACH EXTRA SHEETS IF NEEDED

of age.

Once a month each ward will utilize, on a weeknight, the building for a women's group called Relief Society, which will have between 20 and 70 women attend. Hence, except for Monday, during the week nights, Tuesday, Wednesday, Thursday between 7 p.m. and 9 p.m. the building maybe used by as few as 20 and up to 100 people. Usually there are some informal uses of the building on one or two nights a week between 9:00 p.m. and 11:00 p.m. (usually pickup basketball or some other leisure type activity.)

On occasion, the building is used on a Friday and Saturday night for social gatherings by a Ward. The building, on a very limited bases will be used during the week day for different small group activities. Generally no more than 20 - 30 people during the hours of 9 a.m. and 5:00 p.m.

The Church does have a gym (part of the multi-purpose area) which will allow for church organized basketball and volleyball and other recreational activities in additional to cultural art type of functions. The Church will also allow appropriate community events to held at the building. For example, blood drives are common as are area scout meetings. In times of need, The Church allows its buildings to be used for emergency purposes, such as distribution centers for and emergency shelters.

As the issues, which must be addressed are found in your code, I include as part of my response, those applicable provisions.

#### The Questions Posed in the Application:

1. What is the proposed use in the zone?

R-2. However there is a conditional use approval for this site to be used as a church.

2. How will the development conform to the general development standards in Ordinance and specific standards in the zone?

Please see below.

3. How will the development meet any of the applicable standards in Article 6.

Article 6 does not have many applicable standards for this application, they are addressed in detail in the narrative.

The plans specify most of the applicable issues.

4. Describe any additional measures (if any) the applicant will take in order to protect the

**support and should support the LDS Church population for the foreseeable future.**

4. Site location relative to land uses in the vicinity;

**This site has been used as an LDS Church for a substantial period of time. The Hospital is just down the road and the vicinity is supporting single and multiple family homes.**

5. Adequacy of access from principal streets together with the probable effect on traffic volumes of abutting and nearby streets.

**This addition will facilitate an expanded use, but the same members of the LDS Church that currently utilizing the building will be the same folks using the building will the new addition. There maybe a small rise in the number of trips but nothing significant.**

#### Article 4

##### Parking

Section 4.101 requires for Churches, "One space per 80 sq ft. of floor area in the main assembly area, or where seating is fixed to the floor, one space per four seats, or eight feet of bench length."

**There exists four ADA stalls and 78 parking stalls, it is proposed that an additional 70 spaces be added.**

Sections 4.121 - 4.123 do not apply;

Section 4.124 Requires all the off-street parking to be located within 200 feet of the building.

**All the parking stalls are located within 200 feet of the building.**

Section 4.125 Required parking spaces shall be available for the parking of church members only.

**All parking stalls are for church members only. They will not be used for storage of vehicles or materials.**

Section 4.126 No front loading

**There is no front loading area. There is no loading area at all.**

Section 4.127- 4.128 Parking Plan

**There is a submitted parking plan drawn to scale.**

Section 4.129 10 spaces or more and compact cars.

**There are no compact cars spaces.**

### FEATURES & SPECIFICATIONS

**INTENDED USE** – Ideal for parking areas, street lighting, walkways and car lots.

**CONSTRUCTION** – Rugged, die-cast, soft corner aluminum housing with 0.12" nominal wall thickness. Die-cast door frame has impact-resistant, tempered, glass lens that is fully gasketed with one-piece tubular silicone.

Finish: Standard finish is dark bronze (DDB) polyester powder finish, with other architectural colors available.

**OPTICS** – Anodized, aluminum reflectors: IES full cutoff distributions R2 (asymmetric), R3 (asymmetric), R4 (forward throw) and R55 (square) are interchangeable. High-performance anodized, segmented aluminum reflectors IES full cutoff distributions SR2 (asymmetric), SR3 (asymmetric) and SR4SC (forward throw, sharp cutoff). High-performance reflectors attach with tool-less fasteners and are rotatable and interchangeable.

**ELECTRICAL** – Ballast: High pressure sodium: 70-150W is high reactance, high power factor. Constant wattage autotransformer for 200-400W. Metal halide: 70-150W is high reactance, high power factor and is standard with pulse-start ignitor technology. "SCWA" not required. Constant wattage autotransformer for 175-400W. Super CWA (pulse start ballast), 88% efficient and EISA legislation compliant, is required for metal halide 151-400W (SCWA option) for US shipments only. CSA, NOM or (NTL) required for probe start shipments outside of the US. Pulse-start ballast (SCWA) required for 200W, 320W, or 350W. Ballast is 100% factory-tested.

Socket: Porcelain, horizontally oriented medium base socket for 70-150M. Mogul base socket for 175M and above, and 70-400S, with copper alloy, nickel-plated screw shell and center contact. UL listed 1500W, 600V.

**LISTINGS** – UL Listed (standard). CSA Certified (see Options). UL listed for 25°C ambient and wet locations. IP65 rated in accordance with standard IEC 529.

Specifications subject to change without notice.

Catalog Number
Notes
Type



Soft Square Lighting

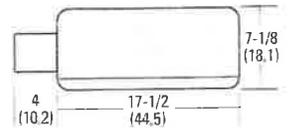
# KAD



**Specifications**

- EPA: 1.2 ft.<sup>2</sup>
- \*Weight: 35.9 lbs (16.28 kg)
- Length: 17-1/2" (44.5)
- Width: 17-1/2" (44.5)
- Depth: 7-1/8" (18.1)
- All dimensions are inches (centimeters) unless otherwise specified.
- \*Weight as configured in example below.

METAL HALIDE: 70-400W  
 HIGH PRESSURE SODIUM: 70-400W  
 20' TO 35' MOUNTING



**ORDERING INFORMATION** For shortest lead times, configure product using **bolded options**.

**Example: KAD 400M R3 TB SCWA SPD04 LPI**

KAD		Distribution		Voltage	Ballast	Mounting <sup>12</sup>		
<b>KAD</b>	Metal halide	<u>High pressure sodium<sup>1</sup></u>	<u>Ceramic metal halide</u>	<u>Standard reflectors</u>	<u>High performance reflectors<sup>3</sup></u>	(blank) Magnetic ballast	<u>Ships in fixture carton</u>	<u>Arm length</u>
	70M <sup>1,2</sup> 250M <sup>5</sup>	70S	70MHC <sup>1,2</sup>	R2 IES type II asymmetric <sup>2</sup>	SR2 IES type II asymmetric <sup>2</sup>	CWI Contant wattage isolated <sup>21</sup>	SPD ___ Square pole	04 4" arm
	100M <sup>3</sup> 320M <sup>4</sup>	100S	100MHC <sup>3</sup>	R3 IES type III asymmetric <sup>2</sup>	SR3 IES type III asymmetric <sup>2</sup>	<b>Pulse Start</b> SCWA Super CWA pulse-start ballast	RPD ___ Round pole	06 6" arm
	150M <sup>3</sup> 350M <sup>3,4</sup>	150S	150MHC	R4 IES type IV forward throw <sup>7</sup>	SR4SC IES type IV forward throw	NOTE: For shipments to U.S. territories, SCWA must be specified to comply with EISA.	WBD ___ Wall bracket	09 9" arm
	175M <sup>3</sup> 400M <sup>3,6</sup>	175S	175MHC	R55 IES type V square			WWD ___ Wood or pole wall	12 12" arm
	200M <sup>2</sup>	200S	200MHC				<u>Ships separately<sup>13,14</sup></u>	
	250S 400S					DAD12P Degree arm (pole)		
						DAD12WB Degree arm (wall)		
						WBA Decorative wall bracket <sup>15</sup>		
						KMA Mast arm external fitter		
						KTMB Twin mounting bar		

Options		Finish <sup>20</sup>		Lamp <sup>21</sup>
<u>Shipped installed in fixture</u>		(blank) Dark bronze	LPI Lamp included	
SF Single fuse (120, 277, 347V) <sup>16</sup>	QRSTD QRS time delay <sup>18</sup>	DWH White	L/LP Less lamp	
DF Double fuse (208, 240, 480V) <sup>16</sup>	WTB Terminal wiring block <sup>17</sup>	DBL Black		<p>Consistent with LEED® goal &amp; Green Globes™ criteria for light pollution reduction.</p>
PD Power tray <sup>17</sup>	CSA CSA Certified	DMB Medium bronze		
PER NEMA twist-lock receptacle only (no photocontrol)	INTL Available MH for probe start shipping outside the U.S.	DNA Natural aluminum		
QRS Quartz restrrike system <sup>18</sup>	REGC1 California Title 20, effective 1/1/2010			
		HS House side shield		
		PE1 NEMA twist-lock PE (120, 208, 240V)		
		PE3 NEMA twist-lock PE (347V)		
		PE4 NEMA twist-lock PE (480V)		
		PE7 NEMA twist-lock PE (277V)		
		SC Shorting cap for PER option		
		VG Vandal guard <sup>19</sup>		
		WG Wire guard <sup>19</sup>		

**Notes**

- Not available with SCWA.
- Not available with 480V.
- These wattages do not comply with California Title 20 regulations.
- Must be ordered with SCWA.
- These wattages require the REGC1 option to be chosen for shipments into California for Title 20 compliance. 250M REGC1 is not available in 347 or 480V.
- Reduced jacket E028 required for SR2, SR3 and SR4SC optics.
- House-side shield available.
- High performance reflectors not available with QRSTD.
- Must specify CWI for use in Canada.
- Optional multi-tap ballast (120, 208, 240, 277V; in Canada: 120, 277, 347V).
- Consult factory for available wattages.
- 9" arm is required when two or more luminaires are oriented on a 90° drilling pattern.
- May be ordered as an accessory.
- Must specify finish when ordered as an accessory.
- Available with SPD04 and SPD09.
- Must specify voltage. N/A with TB.
- Only available with SR2, SR3 and SR4SC optics.
- Max allowable wattage lamp included.
- Prefix with KAD when ordered as an accessory.
- See www.lithonia.com/archcolors for additional color options.
- Must be specified. L/LP not available with MHC.
- Must use RPD09.

**Accessories: Tenon Mounting Slipfitter (RPxx required.)**  
 Order as separate catalog number. Must be used with pole mounting.

Tenon O.D.	Number of fixtures					
	One	Two@180°	Two@90°	Three@120°	Three@90°	Four@90°
2-3/8"	T20-190	T20-280	T20-290 <sup>22</sup>	T20-320 <sup>22</sup>	T20-390 <sup>22</sup>	T20-490 <sup>22</sup>
2-7/8"	T25-190	T25-280	T25-290 <sup>22</sup>	T25-320	T25-390 <sup>22</sup>	T25-490 <sup>22</sup>
4"	T35-190	T35-280	T35-290 <sup>22</sup>	T35-320	T35-390 <sup>22</sup>	T35-490 <sup>22</sup>



PRELIMINARY ONSITE  
STORM DRAINAGE  
NARRATIVE

FOR

LDS Seaside Parking Lot Expansion

1403 South Wahanna  
Seaside, Oregon

May 14, 2012



RENEW 12-31-2012

TABLE OF CONTENTS/INCLUSIONS:

Preliminary Storm Drainage Narrative:.....ST.D.-1

P:\2012\12067\_5 LDS Seaside Parking\Document\ST.D. CALC'S\Preliminary St.D.  
Calcs\12067\_5PrelimCalcTitlepg.doc



**To:** McSwain/Woods Architects  
 800 N. Bayshore Drive  
 Coos Bay, Oregon 97420

**Attn:** Mac

**cc:** Alexa

**From:** Chris DesLauriers

**Date:** May 15, 2012

**Job Name:** LDS Seaside PRKG Lot Expansion

**Job No.:** 12067.60

**File:** 2012-05-15\_transmittal CUP dwgs to Mac.doc

**Re:** LDS Seaside CUP Submittal

We are sending you the following items:  Drawings (originals)  Drawings (copies)  Report  Proposal  
 Calculations  Specifications  Letter  Sketches  
 Other \_\_\_\_\_

Via:  Fax \_\_ pages incl. cover  Messenger \_\_\_\_\_  Express Delivery Fed Ex OverNite  Mail

These items are:  For approval  For your use  As requested  For review & comment

Attached:

Copies	Pages	Description
2	3ea	C201, C202, C300
1	2	Preliminary Storm Drainage Narrative

Remarks:

Signed:



July 5, 2012

McSwain/Woods ARCHITECTS  
100 N. Bayshore Drive  
Coos Bay, OR 97420

RE: **LDS Seaside Parking Lot Expansion**  
**"Down Stream Storm Drainage Narrative"**

Dear Mr. McSwain

At your request, WDY, Inc. has completed the following down-stream storm drainage review for the proposed LDS Seaside parking lot expansion project. The purpose of the review is to evaluate and identify any down-stream deficiencies and/or restrictions in the existing public down-stream storm drainage conveyance system. The review was performed in accordance with generally accepted storm drainage guidelines and City of Seaside Engineering Department recommendations. Personnel from WDY visited the site on June 20, 2012 to visually observe the existing conditions of public and private down-stream conveyance systems and establish approximate drainage basin boundaries. The conveyance system was observed to approximately 1/4 mile down-stream of the existing church site where the storm water flow from the church site constitutes less than 5% of the total drainage basin flow. Elevations of relevant storm drain pipe inverts were also obtained to verify the existing pipe slopes for analysis purposes.

#### **DOWNSTREAM STORM DRAINAGE SUMMARY NARRATIVE**

The church site is located at 1403 Wahanna Drive in the City of Seaside, Oregon. WDY Inc. representatives visited the site to establish the drainage basin boundaries, verify the storm pipe network system and take elevations of the relevant existing public storm structures to establish existing flow conditions in the public storm systems. It was determined that a portion of the existing church site and the portion of the proposed parking lot development flows to an existing 12-inch diameter public storm drain pipe that conveys public and private storm water run-off north and connects to an existing 36-inch diameter public storm drain culvert. The 36-inch public storm drain culvert collects storm water run-off from public and private land that are part of an approximately 50.1-acre drainage basin. This drainage basin includes the 2.9-acre public and private area tributary to the existing public 12-inch storm pipe in Wahanna Drive as well as public streets, private residential lots, forested area and a large wetland area that are located south and east of the 36-inch culvert inlet. This downstream evaluation has been performed to analyze the existing public 36-inch and 12-inch diameter corrugated metal pipe (CMP) storm drain pipes for capacity to accept increased storm water run-off that will be created by the proposed LDS Church parking lot expansion. The existing public 36-inch culvert and 12-inch storm pipes were found to have sufficient capacity to receive the increase in storm water run-off that will be created by the proposed LDS Church parking lot expansion project. The next few pages discuss in detail the field explorations and results of the field visit and drainage basin analysis. Google Earth aerial pictures as well as United States Geological Survey (U.S.G.S.) topographical maps were used to establish the tributary drainage basin boundaries and are enclosed for review. Also enclosed are detailed calculations and descriptions of the drainage basin impervious and pervious areas, time of concentration analysis calculations, drainage basin peak flow computer print outs and conveyance analysis tables.

LDS SEASIDE PARKING LOT EXPANSION  
"Downstream Storm Drainage Review"

Page 3

storm main at 5.2% slope is  $Q_{full} = 5.83\text{cfs}$ . (See Sht. ST.D.-11 for Conveyance Calc's). Therefore, the existing 12-inch public storm main has conveyance capacity to accept the increase in storm water run-off from the proposed LDS Church parking lot expansion development.

**CONCLUSIONS**

The drainage basin study was conducted to a point downstream of the subject church site such that the church site flow represents less than 5% of the total flow from the 51.1-acre drainage basin. The location of this point is the existing outfall of the 36-inch CMP culvert on the west side of Wahanna Drive. There were no man-made or natural obstructions observed or identified in the immediate area of the outfall or noted farther downstream. The existing 36-inch and 12-inch public CMP pipes have enough existing capacity to accept the proposed parking lot expansion impervious area increase in storm water flow without creating surcharged flow conditions.

**REFERENCES**

See attached tributary area maps, time of concentration calculations, flow calculations, and computer print-outs for reference. Drainage areas, time of concentration calculations, and land uses were developed from Google Earth aerial pictures as well as United States Geological Survey (U.S.G.S.) topographical maps. The storm drainage calculations noted above were conducted using the King County, Washington "HYD" software program utilizing the Santa Barbara Urban Hydrograph (SBUH) method. Peak run-off rates were computed based on the Soil Conservation Survey (SCS/NRCS) methodology using a S.C.S. Type-1A rainfall distribution. Curve number, and times of concentration were determined in accordance with the procedures outlined in the SCS/NRCS Technical Release No. 55. Modern Sewer Design, Fourth Edition, Copyright 1999, American Iron and Steel Institute and National Corrugated Steel Pipe Association was used to establish Manning's coefficient of roughness "n" value for analyzing CMP pipe flow capacities.

Please contact our office if there are any questions regarding the above information.  
Sincerely,



*RENEW 12-31-2012*  
Cole G. Presthus, P.E.; S.E.



Chris J. DesLauriers; P.E.

ATTACHMENTS,  
12067\_5DnStrmNarrative.doc





Job Name: LDS SEASIDE - Down Stream Review  
Client: McSwain/Woods Architects

Job No: 12067\_5  
Date: 07/05/2012  
Sheet No: ST.D. - 7  
By: CJD

## DOWN STREAM STORM DRAINAGE REVIEW -CONTINUED-

### COMPUTE TIME OF CONCENTRATIONS FOR ENTIRE DRAINAGE BASIN

- Time 1, 351' ACROSS HEAVY FORESTED AND BRUSH TERRAIN T<sub>c</sub>:
  - SHALLOW FLOW; k = 4, S<sub>0</sub> = 0.036 ft/ft, L = 351ft
  - $T_1 = \frac{351}{60 * 4 * (0.036)^{0.5}} = \underline{7.7 \text{ min.}}$
  
- Time 2, 220' ACROSS HEAVY FORESTED AND BRUSH TERRAIN T<sub>c</sub>:
  - SHALLOW FLOW; k = 4, S<sub>0</sub> = 0.227 ft/ft, L = 220ft
  - $T_2 = \frac{220}{60 * 4 * (0.227)^{0.5}} = \underline{1.9 \text{ min.}}$
  
- Time 3, 320' ACROSS HEAVY FORESTED AND BRUSH TERRAIN T<sub>c</sub>:
  - SHALLOW FLOW; k = 4, S<sub>0</sub> = 0.156 ft/ft, L = 320ft
  - $T_3 = \frac{320}{60 * 4 * (0.156)^{0.5}} = \underline{3.4 \text{ min.}}$
  
- Time 4, 530' ACROSS HEAVY FORESTED AND BRUSH TERRAIN T<sub>c</sub>:
  - SHALLOW FLOW; k = 4, S<sub>0</sub> = 0.047 ft/ft, L = 530ft
  - $T_4 = \frac{530}{60 * 4 * (0.047)^{0.5}} = \underline{10.2 \text{ min.}}$
  
- Time 5, 1,250' ACROSS HEAVY FORESTED AND BRUSH TERRAIN T<sub>c</sub>:
  - SHALLOW FLOW; k = 4, S<sub>0</sub> = 0.013 ft/ft, L = 1,250ft
  - $T_5 = \frac{1,250}{60 * 4 * (0.013)^{0.5}} = \underline{45.7 \text{ min.}}$
  
- ✓ Total T<sub>c</sub> = 7.7+1.9+3.4+10.2+45.7=68.9min Use T<sub>c</sub>=69 minutes for analysis ←

### Peak Flows To Existing 36" diameter ST.D. Pipe that flows east to west under Wahanna Drive (See Sht. ST.D.-9 for Peak Flow from SBUH computer print out and Sht. ST.D.-11 for pipe conveyance analysis):

- Use Manning's Equation for determining Pipe flow capacities
  - $(1.486/n) * A * R^{(2/3)} * S^{(1/2)}$  Where; n = 0.018 for CMP pipe flowing full, A = Flow Area, R = Hydraulic Radius and S = Average Pipe Slope.
  - $Q_{36" \text{ full}} = (1.486/0.018) * 7.07 * 0.750^{(2/3)} * 0.005^{(1/2)} = 34.07 \text{ cfs}$
- $Q_{25yr} = 27.11 \text{ cfs} < Q_{full} = 34.1 \text{ cfs}$  **OK**
- $Q_{100yr} = 33.53 \text{ cfs} < Q_{full} = 34.1 \text{ cfs}$  **OK**

# PEAK FLOWS TO PUBLIC 36" CMP CULVERT

SBUH/SGS METHOD FOR COMPUTING RUNOFF HYDROGRAPH

STORM OPTIONS:

- 1 - S.C.S. TYPE-1A
- 2 - 7-DAY DESIGN STORM
- 3 - STORM DATA FILE

SPECIFY STORM OPTION:

1

S.C.S. TYPE-1A RAINFALL DISTRIBUTION

ENTER: FREQ<YEAR>, DURATION<HOUR>, PRECIP<INCHES>  
25,24,6

\*\*\*\*\* S.C.S. TYPE-1A DISTRIBUTION \*\*\*\*\*  
\*\*\*\*\* 25-YEAR 24-HOUR STORM \*\*\*\*\* 6.00" TOTAL PRECIP. \*\*\*\*\*

ENTER: A<PERU>, CN<PERU>, A<IMPERU>, CN<IMPERU>, TC FOR BASIN NO. 1  
37.5,80,12.6,98,69

DATA PRINT-OUT: 25 YR, 24 HOUR PEAK FLOW TO 36" CMP

AREA<ACRES>	PERVIOUS		IMPERVIOUS		TC<MINUTES>
	A	CN	A	CN	
50.1	37.5	80.0	12.6	98.0	69.0

PEAK-Q<CFS>	T-PEAK<HRS>	VOL<CU-FT>
27.11	8.00	768188

ENTER [d:][path]filename[.ext] FOR STORAGE OF COMPUTED HYDROGRAPH:

1

SPECIFY: C - CONTINUE, N - NEWSTORM, P - PRINT, S - STOP

N

STORM OPTIONS:

- 1 - S.C.S. TYPE-1A
- 2 - 7-DAY DESIGN STORM
- 3 - STORM DATA FILE

SPECIFY STORM OPTION:

1

S.C.S. TYPE-1A RAINFALL DISTRIBUTION

ENTER: FREQ<YEAR>, DURATION<HOUR>, PRECIP<INCHES>  
100,24,7.0

\*\*\*\*\* S.C.S. TYPE-1A DISTRIBUTION \*\*\*\*\*  
\*\*\*\*\* 100-YEAR 24-HOUR STORM \*\*\*\*\* 7.00" TOTAL PRECIP. \*\*\*\*\*

ENTER: A<PERU>, CN<PERU>, A<IMPERU>, CN<IMPERU>, TC FOR BASIN NO. 1  
37.5,80,12.6,98,69

DATA PRINT-OUT: 100 YR, 24 HR PEAK FLOW TO 36" CMP

AREA<ACRES>	PERVIOUS		IMPERVIOUS		TC<MINUTES>
	A	CN	A	CN	
50.1	37.5	80.0	12.6	98.0	69.0

PEAK-Q<CFS>	T-PEAK<HRS>	VOL<CU-FT>
33.53	8.00	936310

ENTER [d:][path]filename[.ext] FOR STORAGE OF COMPUTED HYDROGRAPH:

2



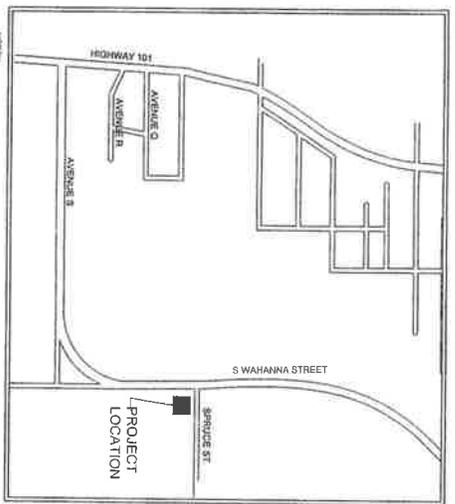


SEASIDE MEETING HOUSE  
RAINIER OR STAKE

2012 PARKING LOT ADDITION

1403 S. WAHANNA STREET  
SEASIDE, OREGON

PROPERTY NO. 517-5399



THE CHURCH OF  
JESUS CHRIST  
OF LATTER-DAY SAINTS

ARCHITECT:



**McSWAIN & WOODS, AIA**  
ARCHITECTS and PLANNERS  
LONGLEY F. (Mac) McSWAIN, AIA  
COOS BAY, OREGON  
(541) 269-0618 - (541) 287-4225 FAX  
lmac@mcswain-woods.com

CIVIL ENGINEER:

**WDY, INC.**  
CIVIL ENGINEERS  
COLE PRESTHUIS  
PORTLAND, OREGON  
(503) 203-8111 - (503) 203-8122 FAX  
colep@wdy.com

LANDSCAPE ARCHITECT:

**TA WEST L.L.C.**  
LANDSCAPE ARCHITECT  
FRED LOCKHART  
EUGENE, OREGON  
(541) 484-4591 - (541) 484-3659 FAX

LAND USE CONSULTANT:

**MARK COTTLE**  
LAND USE CONSULTANT  
MARK O. COTTLE, P.C.  
SHEERWOOD, OREGON  
(503) 625-5529 - (503) 625-4189 FAX

LAND SURVEYORS:

**ANDY PARIS & ASSOCIATES**  
LAND SURVEYORS  
HARRY SAJO, LS  
PORTLAND, OREGON  
(503) 636-3344 - (503) 636-0477 FAX

GEOTECHNICAL ENGINEER:

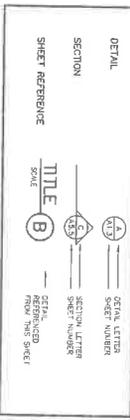
**GEOPACIFIC ENGINEERING**  
GEOTECHNICAL ENGINEERS  
SCOTT HARDMAN, PE  
PORTLAND, OREGON

Conditional Use  
Application - REVISED  
Issued: 27AUG2012

DRAWING INDEX

SHEET NUMBER	GENERAL	SHEET TITLE
C-1	INTL SHEET/DRAWING INDEX	
O&L		
C200	EXISTING CONDITIONS SURVEY	
C202	SITE PLAN	
C203	IMPROVED DRAINAGE PLAN	
C204	SECTIONS DETAILS	
C205	PRELIMINARY EROSION CONTROL PLAN	
C206	PRELIMINARY STORM DRAINAGE PLAN	
C207	PRELIMINARY GRADING PLAN	
C208	PRELIMINARY ON-SITE CIVIL DETAILS	
LANDSCAPING		
L100	SITE PLANNING PLAN	
ELECTRICAL		
E100	ELECTRICAL SITE PLAN	

STANDARD SYMBOLS LEGEND

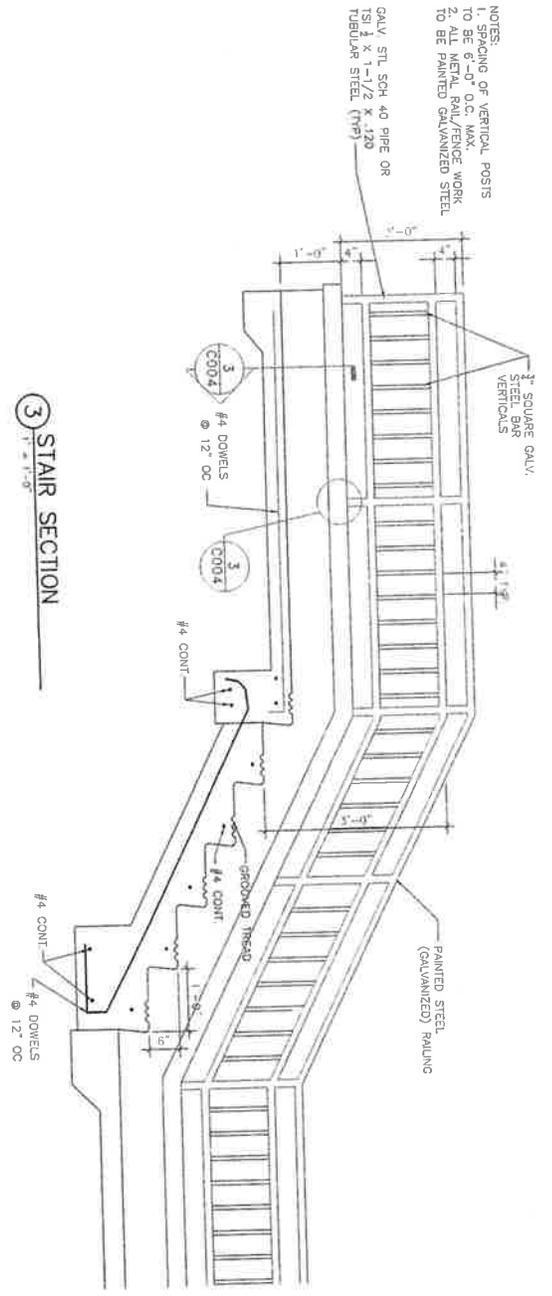




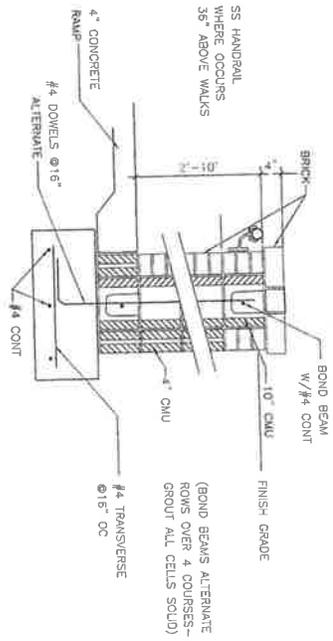




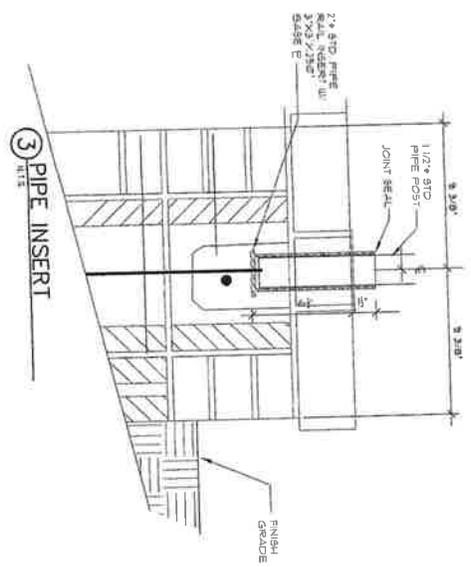
NOTES:  
 1. SPACING OF VERTICAL POSTS TO BE 6'-0" O.C. MAX.  
 2. ALL METAL RAIL/FENCE WORK TO BE PAINTED GALVANIZED STEEL



**3 STAIR SECTION**  
 1'-0"

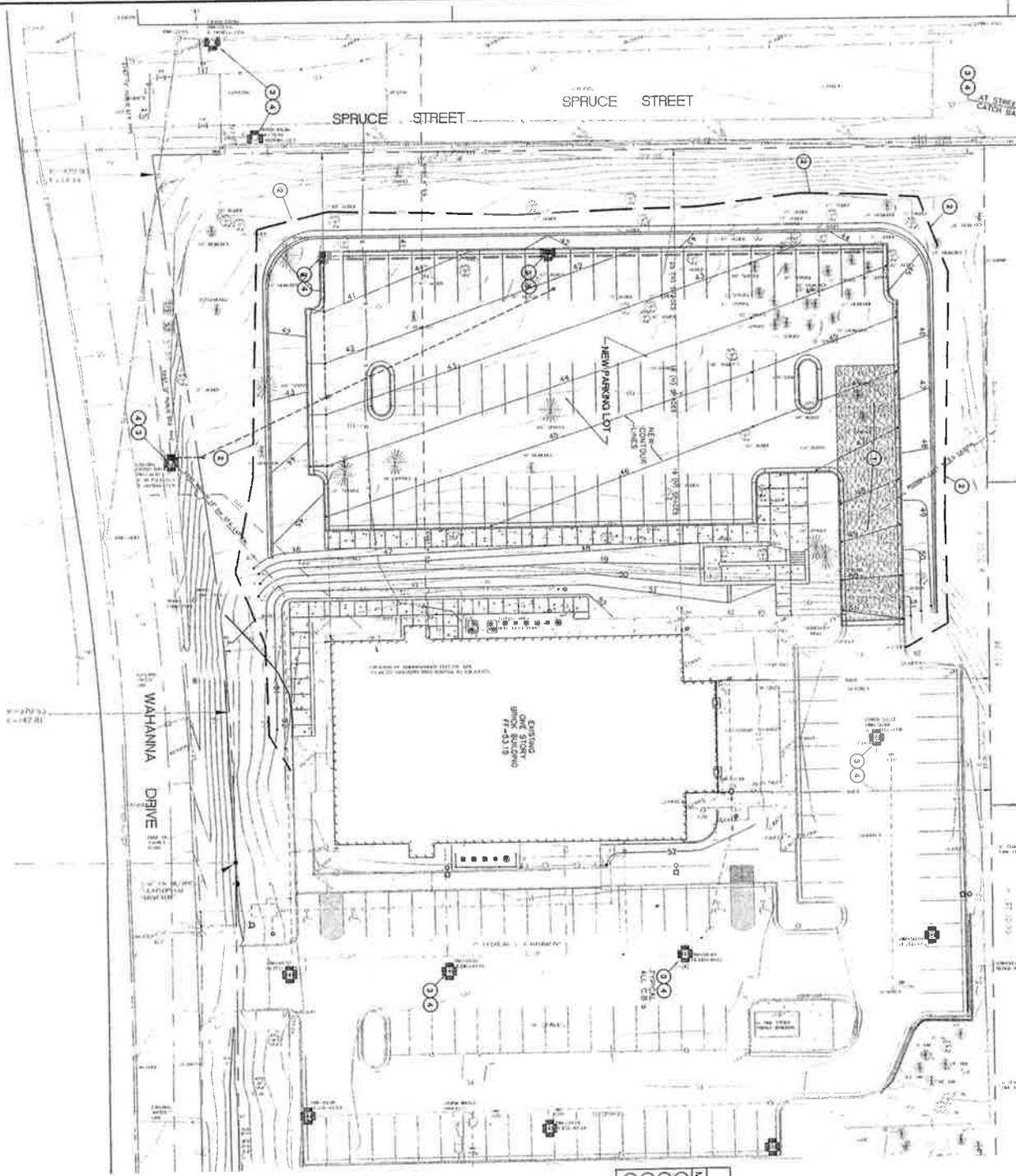


**2 WALL DETAIL**  
 1'-0"



**3 PIPE INSERT**  
 1'-0"

1 PRELIMINARY EROSION AND SEDIMENT CONTROL PLAN  
 C3007 SCALE: 1" = 20'-0"



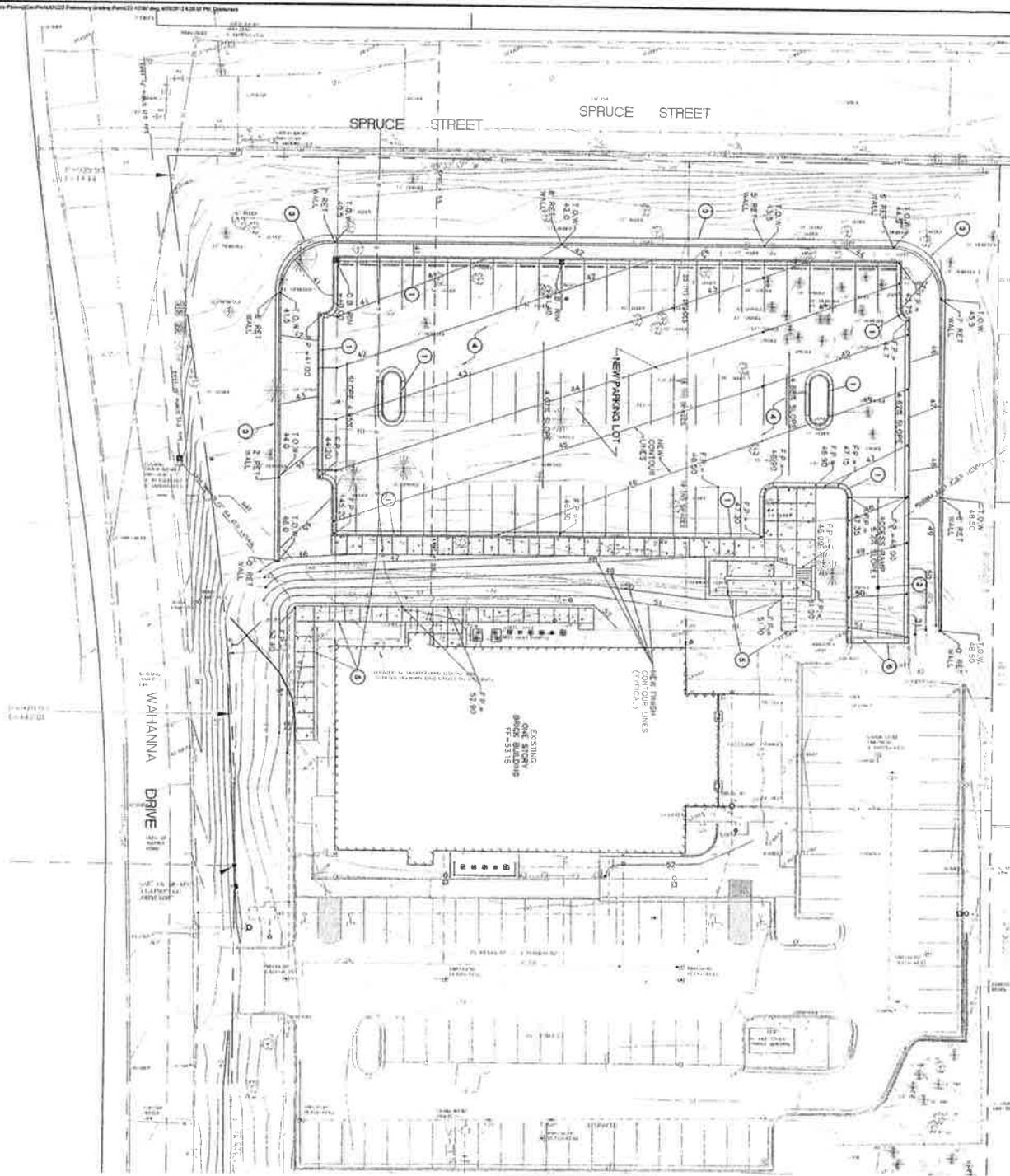
**KEYNOTES FOR THIS SHEET**

- MARK DESCRIPTION**
- 1 INSTALL 24" VOR TEBULARARY GRAVEL CONSTRUCTION ENTRANCE Silt DETAIL 1/2300
  - 2 INSTALL SEDIMENT FENCE PROTECTION PER DETAIL 2/2300
  - 3 INSTALL BIO-BASINS AT CATCH BASINS PER DETAIL 3/2300
  - 4 INSTALL Silt SACK IN CATCH BASINS PER DETAIL 4/2300



**WDY** Environmental Control Engineering



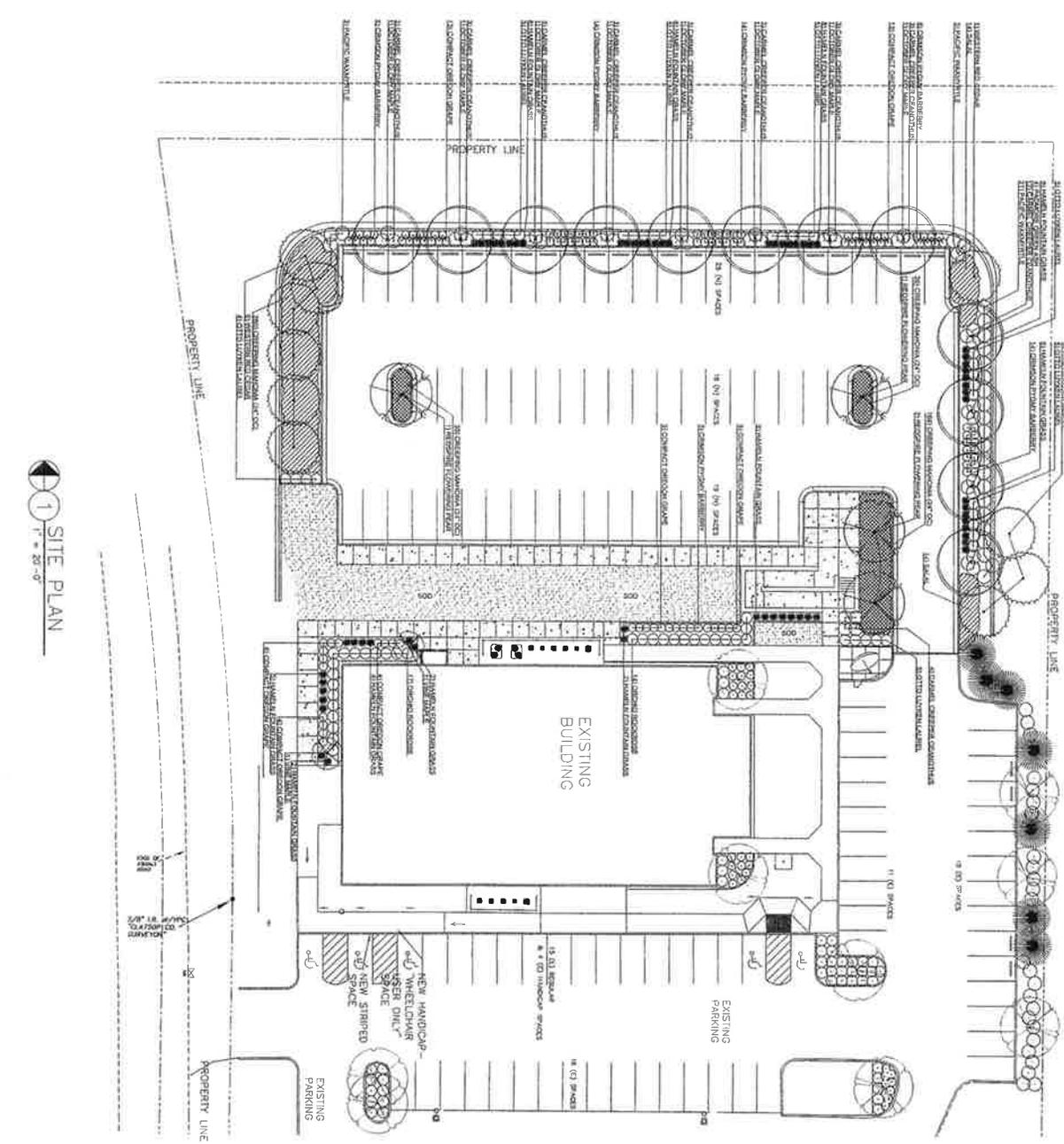


**KEYNOTES FOR THIS SHEET**

MARK	DESCRIPTION
1	NEW CONCRETE CURB AND GUTTER (TYPICAL)
2	NEW GRENKAY RAMP DOWN TO NEW PARKING LOT
3	NEW FLOOR AND LOW RETAINING WALL SYSTEM (H1 VARIES SEE PLAN AND ARCH ELEVATIONS)
4	NEW ASPHALT PAVEMENT PARKING LOT (TYPICAL)
5	NEW CONCRETE WALKWAYS, SEE ARCH DWGS (TYP)
6	STAMPOUT ACROSS EXISTING CONC. CURBS AND ASPHALT, REMOVE EXISTING CURBS AND PAVEMENT FOR NEW WORK, PROVIDE 2ND FRESH ASPHALT CUT LAST PRIOR TO FINAL PAVING.

- GRADING NOTES**
1. PROTECT EXISTING STRUCTURES TO APPROX. SOURCE OF ALL STRUCTURAL INFORMATION. ON ALL EXPOSED FILL SOURCES SEE SHEET C-0 FOR REQUIRED INSPECTIONS.
  2. REFER TO ARCHITECTURAL SITE PLANS FOR ALL SITE LAYOUT DIMENSIONS INCLUDING INTERSECTIONS AND CORNERS. MATCH SIDEWALK JOINTS WITH CURB JOINTS.
  3. PROVIDE SEPARATE 80' ADDITIVE IN SPEC SECTION 0120 FOR NET 50% ON WEATHER ROCK. PROVIDE FOR A 9" THICK OVERLAY AND REPLACEMENT WITH CRUSHED ALL WASHED #10 SAND (DRAIN SOIL FOR THE REMAINING WALL FOOTING).
  4. ON-SITE HANDICAP/ACCESSIBILITY ROUTES SHALL COMPLY WITH THE AMERICAN WITH DISABILITIES ACT (ADA), STATE AND LOCAL REGULATIONS.
  5. MAXIMUM CROSS SLOPE OF ANY PAVEMENT PERPENDICULAR TO DIRECTION FOR RAMP: THE MAXIMUM SLOPE IS 8.33% AND MAXIMUM RISE BETWEEN RAMP WITH SLOPE GREATER THAN 5% RESHED SIDE SLOPE OF ALL MAXIMUM SLOPE OF CURB RAMP AND WINGS OF CURB RAMP IS 8.33%.
  6. PROVIDE FINISH PAVEMENT SURFACE FEATURES IN ACCORDANCE WITH ADA FINISH PAVEMENTS IN CONJUNCTION WITH ADA REQUIREMENTS.
  7. STRAIGHT GRADE FINISH PAVEMENT AND TOP OF CURB ELEVATIONS AT THESE GIVEN ELEVATION POINTS BLEND FINISH GRADES AT GRADE BREAKS.
  8. SEE SHEET C-00 FOR CONSTRUCTION METHODS AND OPERATIONS.





1/8" = 20'-0"  
SITE PLAN

SYMBOLICAL NAME	COMMON NAME	SIZE	NOTES
1	1.5' tall container	1 1/2 gal.	Multiple
2	2.5' tall container	2 gal.	Manufacture/landscaped
3	4.5' tall container	5 gal.	Manufacture/landscaped
4	6.5' tall container	7.5 gal.	Manufacture/landscaped
5	8.5' tall container	10 gal.	Manufacture/landscaped
6	10.5' tall container	12.5 gal.	Manufacture/landscaped
7	12.5' tall container	15 gal.	Manufacture/landscaped
8	14.5' tall container	17.5 gal.	Manufacture/landscaped
9	16.5' tall container	20 gal.	Manufacture/landscaped
10	18.5' tall container	22.5 gal.	Manufacture/landscaped
11	20.5' tall container	25 gal.	Manufacture/landscaped
12	22.5' tall container	27.5 gal.	Manufacture/landscaped
13	24.5' tall container	30 gal.	Manufacture/landscaped
14	26.5' tall container	32.5 gal.	Manufacture/landscaped
15	28.5' tall container	35 gal.	Manufacture/landscaped
16	30.5' tall container	37.5 gal.	Manufacture/landscaped
17	32.5' tall container	40 gal.	Manufacture/landscaped
18	34.5' tall container	42.5 gal.	Manufacture/landscaped
19	36.5' tall container	45 gal.	Manufacture/landscaped
20	38.5' tall container	47.5 gal.	Manufacture/landscaped
21	40.5' tall container	50 gal.	Manufacture/landscaped
22	42.5' tall container	52.5 gal.	Manufacture/landscaped
23	44.5' tall container	55 gal.	Manufacture/landscaped
24	46.5' tall container	57.5 gal.	Manufacture/landscaped
25	48.5' tall container	60 gal.	Manufacture/landscaped
26	50.5' tall container	62.5 gal.	Manufacture/landscaped
27	52.5' tall container	65 gal.	Manufacture/landscaped
28	54.5' tall container	67.5 gal.	Manufacture/landscaped
29	56.5' tall container	70 gal.	Manufacture/landscaped
30	58.5' tall container	72.5 gal.	Manufacture/landscaped
31	60.5' tall container	75 gal.	Manufacture/landscaped
32	62.5' tall container	77.5 gal.	Manufacture/landscaped
33	64.5' tall container	80 gal.	Manufacture/landscaped
34	66.5' tall container	82.5 gal.	Manufacture/landscaped
35	68.5' tall container	85 gal.	Manufacture/landscaped
36	70.5' tall container	87.5 gal.	Manufacture/landscaped
37	72.5' tall container	90 gal.	Manufacture/landscaped
38	74.5' tall container	92.5 gal.	Manufacture/landscaped
39	76.5' tall container	95 gal.	Manufacture/landscaped
40	78.5' tall container	97.5 gal.	Manufacture/landscaped
41	80.5' tall container	100 gal.	Manufacture/landscaped
42	82.5' tall container	102.5 gal.	Manufacture/landscaped
43	84.5' tall container	105 gal.	Manufacture/landscaped
44	86.5' tall container	107.5 gal.	Manufacture/landscaped
45	88.5' tall container	110 gal.	Manufacture/landscaped
46	90.5' tall container	112.5 gal.	Manufacture/landscaped
47	92.5' tall container	115 gal.	Manufacture/landscaped
48	94.5' tall container	117.5 gal.	Manufacture/landscaped
49	96.5' tall container	120 gal.	Manufacture/landscaped
50	98.5' tall container	122.5 gal.	Manufacture/landscaped
51	100.5' tall container	125 gal.	Manufacture/landscaped
52	102.5' tall container	127.5 gal.	Manufacture/landscaped
53	104.5' tall container	130 gal.	Manufacture/landscaped
54	106.5' tall container	132.5 gal.	Manufacture/landscaped
55	108.5' tall container	135 gal.	Manufacture/landscaped
56	110.5' tall container	137.5 gal.	Manufacture/landscaped
57	112.5' tall container	140 gal.	Manufacture/landscaped
58	114.5' tall container	142.5 gal.	Manufacture/landscaped
59	116.5' tall container	145 gal.	Manufacture/landscaped
60	118.5' tall container	147.5 gal.	Manufacture/landscaped
61	120.5' tall container	150 gal.	Manufacture/landscaped
62	122.5' tall container	152.5 gal.	Manufacture/landscaped
63	124.5' tall container	155 gal.	Manufacture/landscaped
64	126.5' tall container	157.5 gal.	Manufacture/landscaped
65	128.5' tall container	160 gal.	Manufacture/landscaped
66	130.5' tall container	162.5 gal.	Manufacture/landscaped
67	132.5' tall container	165 gal.	Manufacture/landscaped
68	134.5' tall container	167.5 gal.	Manufacture/landscaped
69	136.5' tall container	170 gal.	Manufacture/landscaped
70	138.5' tall container	172.5 gal.	Manufacture/landscaped
71	140.5' tall container	175 gal.	Manufacture/landscaped
72	142.5' tall container	177.5 gal.	Manufacture/landscaped
73	144.5' tall container	180 gal.	Manufacture/landscaped
74	146.5' tall container	182.5 gal.	Manufacture/landscaped
75	148.5' tall container	185 gal.	Manufacture/landscaped
76	150.5' tall container	187.5 gal.	Manufacture/landscaped
77	152.5' tall container	190 gal.	Manufacture/landscaped
78	154.5' tall container	192.5 gal.	Manufacture/landscaped
79	156.5' tall container	195 gal.	Manufacture/landscaped
80	158.5' tall container	197.5 gal.	Manufacture/landscaped
81	160.5' tall container	200 gal.	Manufacture/landscaped
82	162.5' tall container	202.5 gal.	Manufacture/landscaped
83	164.5' tall container	205 gal.	Manufacture/landscaped
84	166.5' tall container	207.5 gal.	Manufacture/landscaped
85	168.5' tall container	210 gal.	Manufacture/landscaped
86	170.5' tall container	212.5 gal.	Manufacture/landscaped
87	172.5' tall container	215 gal.	Manufacture/landscaped
88	174.5' tall container	217.5 gal.	Manufacture/landscaped
89	176.5' tall container	220 gal.	Manufacture/landscaped
90	178.5' tall container	222.5 gal.	Manufacture/landscaped
91	180.5' tall container	225 gal.	Manufacture/landscaped
92	182.5' tall container	227.5 gal.	Manufacture/landscaped
93	184.5' tall container	230 gal.	Manufacture/landscaped
94	186.5' tall container	232.5 gal.	Manufacture/landscaped
95	188.5' tall container	235 gal.	Manufacture/landscaped
96	190.5' tall container	237.5 gal.	Manufacture/landscaped
97	192.5' tall container	240 gal.	Manufacture/landscaped
98	194.5' tall container	242.5 gal.	Manufacture/landscaped
99	196.5' tall container	245 gal.	Manufacture/landscaped
100	198.5' tall container	247.5 gal.	Manufacture/landscaped

PLANT NOTES

1. LANDSCAPE CONTRACTOR: The Landscape Contractor must have a State Landscape Contractor license and be bonded in accordance with the requirements of the State of Florida.
2. SOIL: Fertilize, mulch, and amend soil as necessary to provide a suitable growing medium for the plants specified in this plan.
3. IRRIGATION: IRRIGATION SYSTEM: Complete all water main and pipe connections to provide for one half gallon per minute (GPM) flow to each plant. The irrigation system shall be designed to provide adequate water to all plants during the growing season or one year, whichever is longer. Retain plant material on or near condition around any loss of damage to the irrigation system. The irrigation system shall be installed by the Landscape Contractor. If the contractor is not qualified to install the irrigation system, the contractor shall hire a qualified irrigation contractor to install the irrigation system. The contractor shall provide a detailed irrigation plan to the Landscape Contractor. The irrigation system shall be installed in accordance with the requirements of the State of Florida.
4. MULCH: Apply a 2-inch layer of mulch to all planting areas. The mulch shall be made of organic material and shall be free of weed seeds, rocks, sticks, twigs, or other foreign matter.
5. WATERING: Water all plants as necessary to maintain adequate soil moisture. The watering shall be done on a regular basis during the growing season or one year, whichever is longer. The watering shall be done by the Landscape Contractor. If the contractor is not qualified to water the plants, the contractor shall hire a qualified irrigation contractor to water the plants. The contractor shall provide a detailed watering plan to the Landscape Contractor. The watering shall be installed in accordance with the requirements of the State of Florida.
6. QUOTE: Approximate quantity requirements of approved plants, which include, but are not limited to, the following:
  - A. Quantity: Approximate quantity requirements of approved plants, which include, but are not limited to, the following:
    - 1. Plant Name
    - 2. Quantity
    - 3. Plant Name
    - 4. Quantity
    - 5. Plant Name
    - 6. Quantity
    - 7. Plant Name
    - 8. Quantity
    - 9. Plant Name
    - 10. Quantity
7. SOIL AMENDMENT: Amend soil as necessary to provide a suitable growing medium for the plants specified in this plan.
8. MULCH: Apply a 2-inch layer of mulch to all planting areas. The mulch shall be made of organic material and shall be free of weed seeds, rocks, sticks, twigs, or other foreign matter.
9. WATERING: Water all plants as necessary to maintain adequate soil moisture. The watering shall be done on a regular basis during the growing season or one year, whichever is longer. The watering shall be done by the Landscape Contractor. If the contractor is not qualified to water the plants, the contractor shall hire a qualified irrigation contractor to water the plants. The contractor shall provide a detailed watering plan to the Landscape Contractor. The watering shall be installed in accordance with the requirements of the State of Florida.
10. QUOTE: Approximate quantity requirements of approved plants, which include, but are not limited to, the following:
  - A. Quantity: Approximate quantity requirements of approved plants, which include, but are not limited to, the following:
    - 1. Plant Name
    - 2. Quantity
    - 3. Plant Name
    - 4. Quantity
    - 5. Plant Name
    - 6. Quantity
    - 7. Plant Name
    - 8. Quantity
    - 9. Plant Name
    - 10. Quantity
11. PLANTING TIMES AND METHODS: Plants shall be planted in accordance with the requirements of the State of Florida. The planting shall be done by the Landscape Contractor. If the contractor is not qualified to plant the plants, the contractor shall hire a qualified irrigation contractor to plant the plants. The contractor shall provide a detailed planting plan to the Landscape Contractor. The planting shall be installed in accordance with the requirements of the State of Florida.
12. IRRIGATION: IRRIGATION SYSTEM: Complete all water main and pipe connections to provide for one half gallon per minute (GPM) flow to each plant. The irrigation system shall be designed to provide adequate water to all plants during the growing season or one year, whichever is longer. Retain plant material on or near condition around any loss of damage to the irrigation system. The irrigation system shall be installed by the Landscape Contractor. If the contractor is not qualified to install the irrigation system, the contractor shall hire a qualified irrigation contractor to install the irrigation system. The contractor shall provide a detailed irrigation plan to the Landscape Contractor. The irrigation system shall be installed in accordance with the requirements of the State of Florida.
13. MULCH: Apply a 2-inch layer of mulch to all planting areas. The mulch shall be made of organic material and shall be free of weed seeds, rocks, sticks, twigs, or other foreign matter.
14. WATERING: Water all plants as necessary to maintain adequate soil moisture. The watering shall be done on a regular basis during the growing season or one year, whichever is longer. The watering shall be done by the Landscape Contractor. If the contractor is not qualified to water the plants, the contractor shall hire a qualified irrigation contractor to water the plants. The contractor shall provide a detailed watering plan to the Landscape Contractor. The watering shall be installed in accordance with the requirements of the State of Florida.
15. QUOTE: Approximate quantity requirements of approved plants, which include, but are not limited to, the following:
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    - 1. Plant Name
    - 2. Quantity
    - 3. Plant Name
    - 4. Quantity
    - 5. Plant Name
    - 6. Quantity
    - 7. Plant Name
    - 8. Quantity
    - 9. Plant Name
    - 10. Quantity
16. SOIL AMENDMENT: Amend soil as necessary to provide a suitable growing medium for the plants specified in this plan.
17. MULCH: Apply a 2-inch layer of mulch to all planting areas. The mulch shall be made of organic material and shall be free of weed seeds, rocks, sticks, twigs, or other foreign matter.
18. WATERING: Water all plants as necessary to maintain adequate soil moisture. The watering shall be done on a regular basis during the growing season or one year, whichever is longer. The watering shall be done by the Landscape Contractor. If the contractor is not qualified to water the plants, the contractor shall hire a qualified irrigation contractor to water the plants. The contractor shall provide a detailed watering plan to the Landscape Contractor. The watering shall be installed in accordance with the requirements of the State of Florida.
19. QUOTE: Approximate quantity requirements of approved plants, which include, but are not limited to, the following:
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    - 1. Plant Name
    - 2. Quantity
    - 3. Plant Name
    - 4. Quantity
    - 5. Plant Name
    - 6. Quantity
    - 7. Plant Name
    - 8. Quantity
    - 9. Plant Name
    - 10. Quantity

LEGEND





**CITY OF SEASIDE MEMORANDUM**

**To:** Planning Commission  
**From:** Planning Director, Kevin Cupples  
**Date:** October 16, 2012  
**Owner:** Chuck & Cynthia Miner, 2002 Maple, Seaside, OR 97138  
**Applicant:** Emma Poulsen, VACASA Rentals, 850 2<sup>nd</sup> Avenue,  
**For Appeal:** Seaside, OR 97138  
**Location:** 2335 S Edgewood, Seaside, OR (6-10-28BA-TL12600)  
**Subject:** Appeal of Planning Director's Conditional Approval of  
12-026VRD in the Medium Density Residential (R-2)  
zone.

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**Request Summary:**

VACASA Rentals have appealed the Seaside Planning Director's conditional approval of Vacation Rental Dwelling 12-026VRD. The original notice was for the following:

12-026VRD: A conditional use request by Cynthia & Chuck Miner that will allow the establishment of a Vacation Rental Dwelling (VRD) at 2335 S Edgewood (6-10-28BA-TL12600). The subject property is zoned medium density residential (R-2) and the applicants are requesting a maximum occupancy of nine (9) within the existing three bedroom dwelling.

The applicant has appealed the Planning Director's conditions of approval listed in the attached notice of decision for 12-026VRD. The original request was for a three bedroom VRD with a maximum occupancy of nine (9).

**Planning Director's Decision Summary:**

The Planning Director reviewed the applicant's request based upon information submitted by the applicant, notified property owners, and other information readily available in the Department. The final decision included three conditions of approval that were more restrictive than the standard list of conditions routinely applied to VRDs. These included the following:

- 3. Maximum number of occupants: SIX (6) persons over the age of three years.** The maximum occupancy, along with good neighbor rules, shall remain posted inside the front door in a conspicuous place. It is the owner's responsibility to ensure the renters are aware of these limitations. If the number

of occupants is less than the original number requested, it may have been reduced for valid code or compatibility reasons.

4. **Pets: Pets will not be permitted under the rental contract agreement for transient rental at this location.**
7. **VACASA Rentals (850 2nd Avenue; Seaside, OR 97138) will not be the local manager for the VRD. The property owner must identify a local property management company with a property manager that has not less than three years of VRD management experience in Seaside. The name of the new manager and the contact information must be provided to the Community Development Department & mailed to all the neighboring property owners within 100 feet.** The contact person must be available 24 hours a day to address compliance issues while the property is rented. Upon any change in the local contact, the owner must provide formal notice of the updated contact information to the City and all of the neighboring property owners within 100'. Managers are encouraged to notify the City any time they stop representing a VRD.

Local contact information is available at the Community Development Department (503) 738-7100, City Hall (503) 738-5511, or after business hours at the Seaside Police Department (503) 738-6311.

The applicant's submitted appeal (see attached) objects to restrictions in condition 3 & 7.

**Planning Commission Action:**

Under appeal, the Planning Commission should review the original submittal, comment letters submitted by the neighboring property owners, the Planning Director's Notice of Decision & Justification, the appeal by VACASA, and then hold a public hearing on the appeal. Following the public hearing, the Commission will make a decision to support or overrule the Planning Director's decision. If the Director's decision is overruled, the appeal fee will be refunded to the applicant.

**Planning Director Recommendation:**

The original application anticipated professional management of the VRD and the Planning Director's decision did not take into consideration the owner's interest in managing the property; therefore, condition #7 was not written in a way that would permit the owner to manage his own property. In light of this fact, the Commission should review the attached materials included in the record and hold a public hearing prior to making a final decision.

Attachments:

- Applicant's original submittal
- Comment Letters submitted by the neighboring property owners
- Planning Director's Notice of Decision & Justification
- Appeal by VACASA

**CITY OF SEASIDE  
VACATION RENTAL DWELLING (VRD) APPLICATION**

The City of Seaside requires approval for short term (less than 30 day) rental of certain types of residential property. These uses are referred to as vacation rental dwellings (VRDs) and they must be approved in accordance with the conditional use provision in Chapter 6.137 of the Seaside Zoning Ordinance (see attached). Although most requests can be reviewed by the Planning Director; in some cases, the requests require a public hearing before the City Planning Commission. In both cases, VRD applicants must provide the following information and submit it for review along with their business license application.

In addressing the following questions, additional information and supporting evidence can be referenced and attached to the submittal.

**SUBMITTAL INFORMATION**

1. Applicant's Name: EMMA FOLGSEN, VACASA RENTALS
2. Mailing Address: 850 2nd AVE, SEASIDE, OR 97138
3. Telephone #: Home 425-82-7514, Work \_\_\_\_\_, Fax 503-897-7036
4. If the applicant is not the current owner, the applicant must also submit a signed statement from the owner that authorizes the VRD application.
5. VRD Street Address: 2335 S. EDGEWOOD DR
6. Tax Map Ref.: Township \_\_, Range \_\_, Section \_\_\_\_, Tax lot # \_\_\_\_
7. What is the total number of off-street parking spaces (9' X 18') that will be available for VRD occupant use? 4 The VRD ordinance states: One 9' X 18' off-street space will be provided for each bedroom in the unit, but in no event shall fewer than two spaces be provided.
8. How many bedrooms are in the dwelling? 3 Is the applicant requesting that all the bedrooms be used to calculate the maximum occupancy, and if not, how many are being proposed? 3 Please multiply the last number by three (3) to indicate the requested maximum occupancy for the VRD 9. The VRD ordinance states: The maximum number of occupants cannot exceed three persons (over the age of three) per bedroom. The maximum occupancy, along with good neighbor rules, shall remain posted inside the front door in a conspicuous place. It is the owner's responsibility to ensure the renters are aware of these limitations. The number of overnight renters or the maximum number of occupants may be reduced by the Code Enforcement Officer or Fire Marshal at the time of inspection for valid code reasons.
9. All off street parking spaces must be clearly indicated on the applicant's site plan. Will the existing parking spaces or any planned expansion of parking take

COPY

CITY OF SEASIDE

20  
100  
430  
CC

PAID

up more than 50% of the property's yard areas? NO. The VRD ordinance states: Front, side, and rear yards must maintain a residential appearance by limiting off street parking within yard areas. At least 50% of each yard area which is not occupied by buildings must be landscaped in some fashion so that parking will not dominate the yard.

10. Who will be acting as the local responsible party for the VRD owner? Name:

EMMA POULSEN Phone # 425-802-7514 Address:  
850 2nd AVE, SEASIDE, OR 97138

The VRD ordinance states: A local responsible party that permanently resides within the county must be identified by the owner. The responsible party will serve as an initial contact person if there are questions regarding the operation of the VRD. The owner shall provide the telephone number of the local contact person to the City, and to the immediate neighbors within the notification area (within 100' of the subject property).

11. What is the zone designation of subject property? R-2. The VRD ordinance states: Within the medium density residential (R-2) zones and high density residential (R-3) zones, if more than 20% of the dwelling units within 100' of the subject property are currently licensed for VRD use, a public hearing and review by the Planning Commission is required.

12. Provide a site plan, drawn to scale, which indicates the following: the actual shape and dimensions of the lot, the sizes and locations of buildings and off street parking spaces (existing & proposed). In addition to the site plan, a floor plan(s) must be included which clearly indicates the intended use of all interior areas (e.g. bedrooms, kitchen, living room, storage etc.).

13. The following is a list of standard conditions that apply to VRDs:

- Vacation rentals must comply with City ordinances regarding noise, smoke, dust, litter, odor, and solid waste collection Weekly solid waste pick-up is required during all months.
- Prior to issuance of a vacation rental dwelling permit, the building in question must be inspected and be in substantial compliance with the Uniform Housing Code.
- It is the property owner's responsibility to assure that the vacation rental dwelling remains in substantial compliance with Oregon State requirements for the following: Health, Safety, Building, and Fire Codes; and Traveler's Accommodation Statutes, and with the Uniform Housing Code.
- Vacation rental dwelling permits are personal in nature and accordingly are not transferable. Upon transfer of the property, the new owner, if he or she desires, may apply for a new permit in accordance with the VRD ordinance.
- A City Business License is required and all transient room tax provisions apply to VRD's. The business license must be obtained prior to any rental of the property. Renewals must be made in January of the permit year. If the business license fee or the transient room tax payments are thirty (30) days

past due, the VRD Permit will be revoked unless a written extension is granted by the Finance Director.

- Upon receipt of two written complaints from two or more occupants of different residences who claim to be adversely affected by the use of the property as a vacation rental dwelling, or by notice from the City Code Compliance Officer that requirements or conditions of approval are not being met, the Planning Department will work with the parties involved to settle any conflicts. If the problems are not resolved, the permit will be reviewed by the Planning Commission as provided in the VRD ordinance. Failure on the applicant's part to meet the standards or conditions will result in denial of the application. This would be in addition to any violation procedures specified in Article 12 of the Seaside Zoning Ordinance.

Has the owner or the duly authorized applicant read all the standard conditions and answered all of the questions honestly based on their understanding of the VRD request? YES.

By signing this application, the applicant is also acknowledging that if the request requires review by the Planning Commission (Ordinance Provision 6.137E), the Applicant or a duly Authorized representative must attend the Public Hearing.

Applicant's Signature: Erma Boulger Date: 06/27/12

-----For Office Use Only-----

At the time of submittal, the applicant must pay the annual business license fee based on the proposed occupancy of the VRD: 1-5 occupants \$75.00, 6-10 occupants \$100.00, 11+ occupants 150.00. This fee must be accompanied by a one time filing fee of \$20.00.

In addition to the business license fee, a \$430.00 planning review fee must be submitted with this application. If the surrounding density of VRDs (see question 11) requires a Planning Commission review, an additional fee of \$240.00 must be paid before staff will schedule the public hearing to review the application.

If the VRD application is not approved, only the business license fee will be refunded.

Submittal Date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

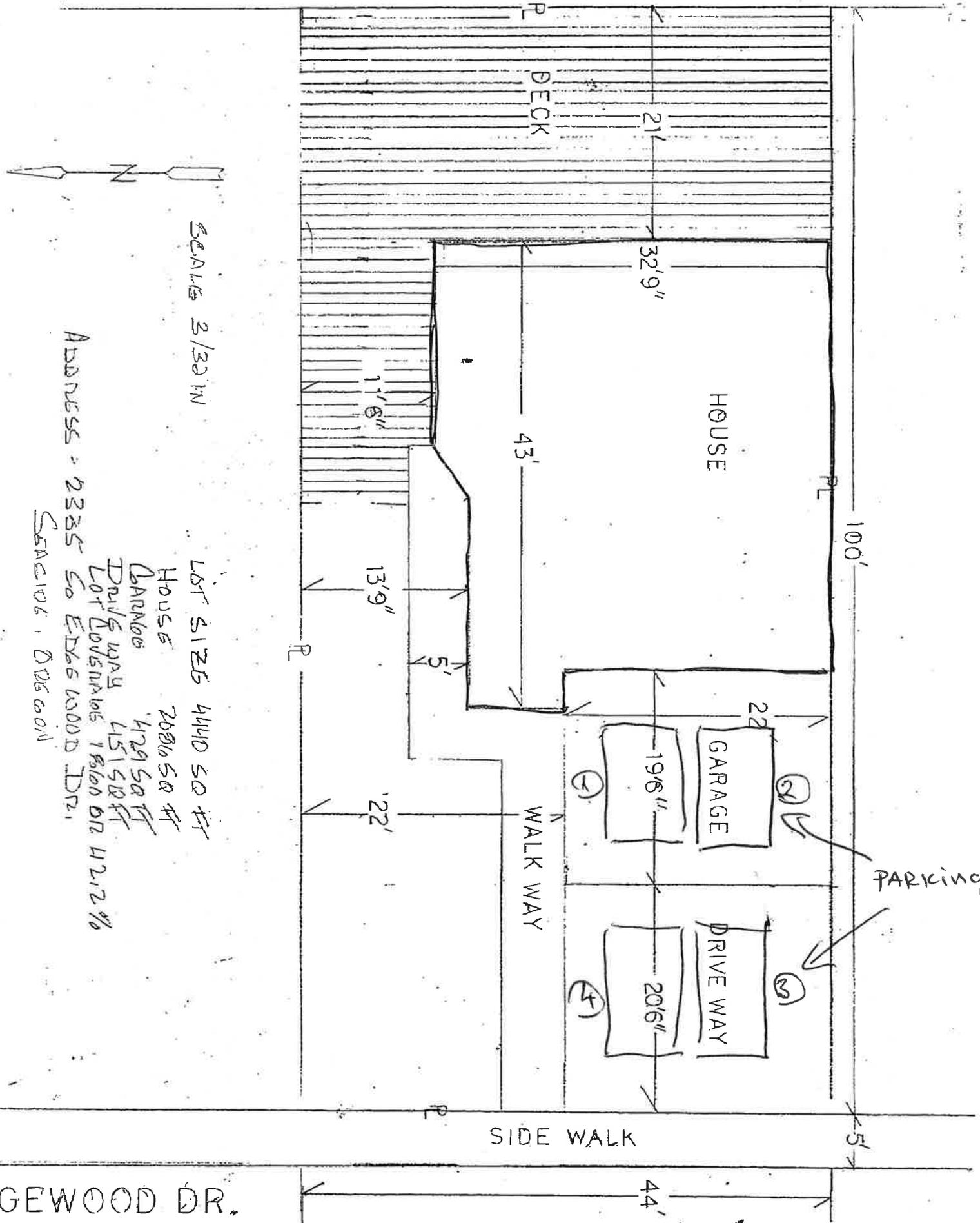
~~~~~ For Community Development Use ~~~~~

Date application was received at Community Development: \_\_\_\_\_

File Reference # \_\_\_\_\_ Date determined to be complete: \_\_\_\_\_

If applicable, date for Planning Commission Hearing: \_\_\_\_\_

# GOLF COURSE



SCALE 3/32" = 1"

ADDRESS - 2335 S. EDGWOOD DR.

SECTION: DESIGN

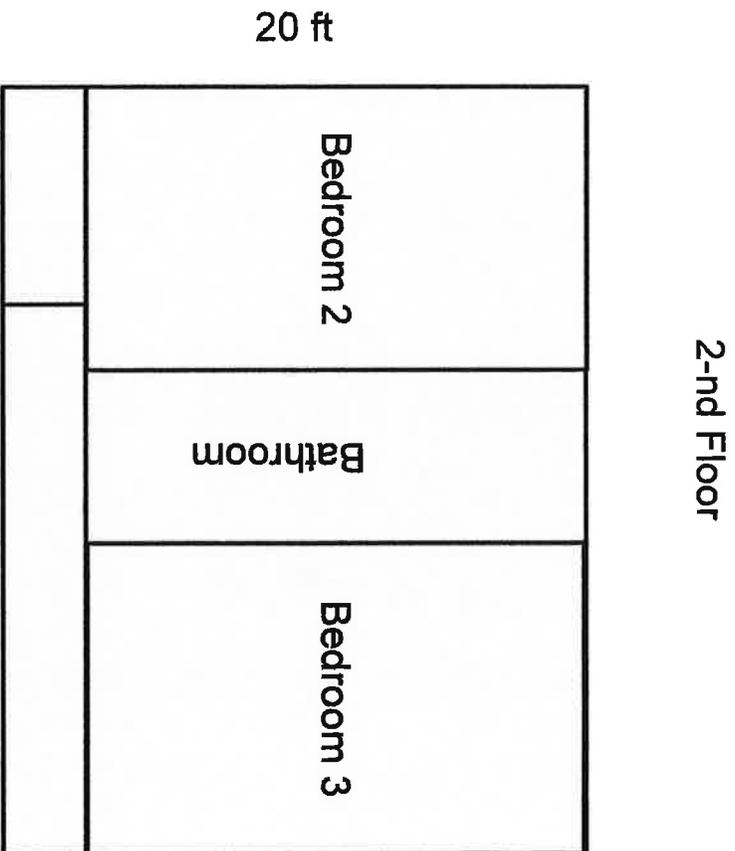
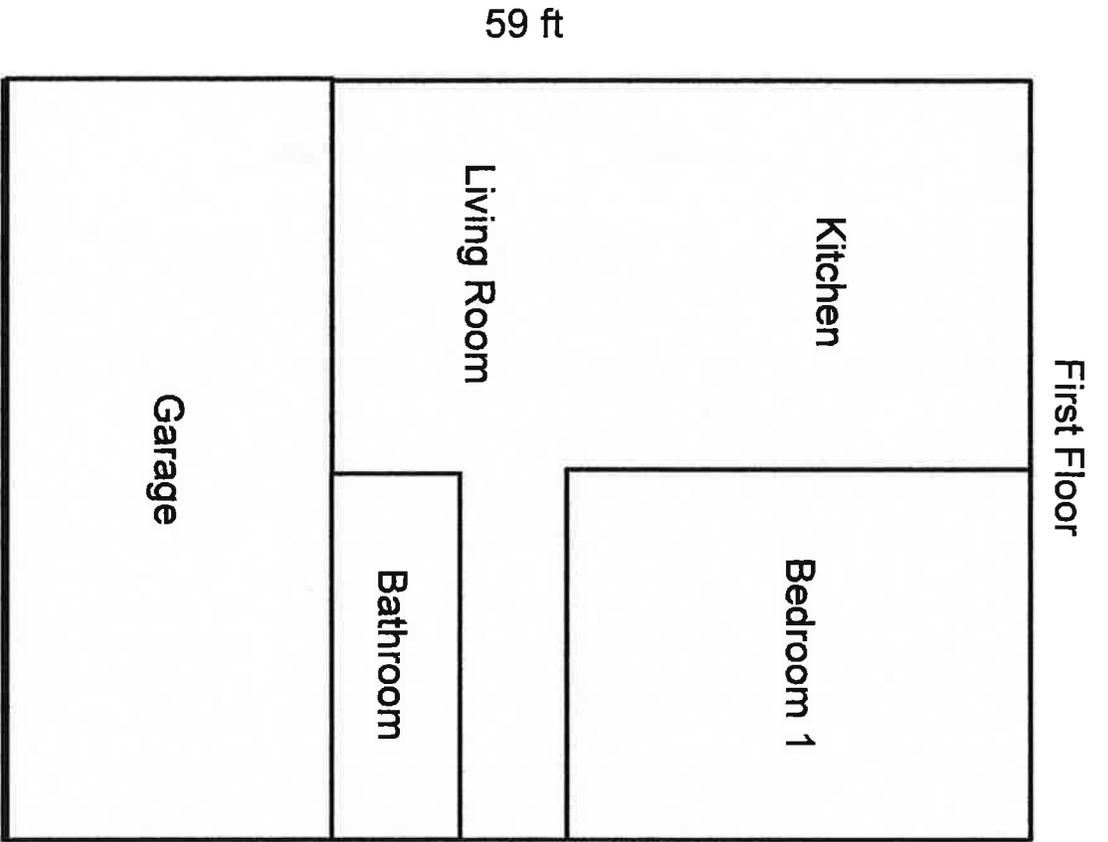
LOT SIZE 4440 SQ FT

HOUSE 2080 SQ FT

GARAGE 429 SQ FT

DRIVE WAY 451 SQ FT

LOT COVERAGE 181.00 DR 42.12%



2335 S Edgewood Dr

Received

JUL 24 2012

7/20/2012

12-026 V.R.D. ~~.....~~ VACATION RENTAL - MINER

I LIVE ACROSS THE STREET FROM THE MINERS  
LOCATED AT 2335 SO EDGEWOOD STREET. THEY ARE  
ATTACHED TO AN ALREADY BUSY VACATION RENTAL.  
I AM A FULL TIME RESIDENT AT 2328 SO EDGEWOOD  
AND FIND IT VERY UPSETTING TO HAVE SUCH  
CONSTANT ACTIVITY IN THE NEIGHBORHOOD. I  
WOULD PREFER NOT HAVING ANOTHER VACATION RENTAL  
IF YOU OR MINERS REQUEST THERE WOULD BE  
3 UNITS WITHIN 50 FEET OF MY HOME, NOT TO  
MY LIKING. ALSO EDGEWOOD STREET IS BUSY  
ENOUGH WITH ALL THE JUNKIES AND COKE  
RESIDENTS THAT SPEED PAST MY HOME AND  
DON'T THINK THEY NOTICE THE 25 MPH  
SIGNS POSTED ?

THANK YOU  
1 Ronald T. Penon  
2328 So Edgewood

TO: SEASIDE PLANNING DEPT  
FR: HANISCH  
2331 S. EDGEWOOD STREET

Received

JUL 24 2012

RE: VRD 12-026  
2335 S. EDGEWOOD STREET

OPPOSITION REQUEST

THE LACK OF MAINTENANCE OF THIS DWELLING IS UNDESIRABLE AND WOULD LIKELY ATTRACT THE SAME IN VACATION RENTAL TENANTS.

WE ARE FULL-TIME RESIDENTS AND WORK HARD TO MAINTAIN OUR HOME TO OUR DEGREE OF PERFECTION.

THERE ARE 2 VACATION RENTALS VERY CLOSE, WHICH WE CONSIDER A FAIR AMOUNT TO CONGEST AND DISRUPT OUR NEIGHBORHOOD. THEY ARE KEPT OCCUPIED THROUGHOUT MUCH OF THE YEAR.

WE ARE ALSO UNFAMILIAR WITH VACASA RENTALS. EMMA POULSEN LOCATED AT 850 2<sup>ND</sup> AVE IS A PRIVATE HOME. WILL SHE BE ABLE TO COMPLY WITH ANY COMPLAINTS 24/7 IF NECESSARY AT 2335 S. EDGEWOOD??

PLEASE TAKE OUR CONCERNS UNDER CONSIDERATION.

THANK YOU IN ADVANCE,  
JERRY & CAROL HANISCH

*Jerry Hanisch* ✓  
*Carol Parkin-Hanisch*

Gary L. Heller  
P.O. Box 111  
2323 S. Edgewood St  
Seaside, Oregon 97138  
July 23, 2012

Received

JUL 24 2012

Community Development Department  
989 Broadway  
Seaside, Oregon 97138  
Re: 12-026VRD  
28BA-TL12600

Mr. Director,

I am addressing this letter to you regarding the recent notice I received from your office regarding a request for establishment of a Vacation Rental Dwelling (VRD) at 2335 S Edgewood in the City of Seaside, Oregon.

Given the number of established Vacation Rentals already in effect in this area and the confusion, noise and distraction they cause to permanent residents such as myself and others in the area I would request this application and others in the future be denied.

As you surely are aware, this particular area has historically been a quiet more upscale area in Seaside with children and elderly adults living in pleasant harmony. However, with the crowded building in the Cove area and more and more tourists motoring to the Cove for various activities such as surfing, crabbing, or simply viewing it has become more and more dangerous. The danger not only exists for residents and their children but many elderly residents for whom daily exercise by virtue of walking is now a life threatening adventure at best. The speed limit on S Edgewood is simply not observed even during off season time and with more rambunctious children and adults on a fun vacation to the Coast seems like a very bad mixture. And I might add that is precisely what I see all too often with the amount of Vacation Rentals we now have in the area.

Moreover, with emergency responders using this portion of S Edgewood as their main route to the Cove, I foresee even more dangerous possibilities with children.

I do have one added concern which is the Rental company is already in the process of staging the home for rental purposes. Do they know something the rest of the neighborhood does not.

Thank you for your kind consideration,



Gary L. Heller

Received

JUL 30 2012



Seaside Planning Director

July 24, 2012

Re: Opposition Request  
12-026VRD  
2335 S Edgewood St

We are in opposition to approving the above residence for a VRD. We have owned a vacation residence in Seaside for the past 18 years, our current residence since 2001. We specifically moved to this area because at the time there were no rental properties and the homes were owner occupied. There are currently two VRD dwellings within 100ft of our residence and if a third is allowed, I believe that would make 33% of dwellings as VRD's.

The residence, 2335 S Edgewood St is not well maintained, and I fear this will be only get worse.

I see on the Vacasa website that this property has already been furnished and is being marketed for rent. Has this property already been issued a permit as a VRD with out any input from the neighborhood? If not, one concern is how this property will be managed and adhere to the city planning department requirements for such property. Even more of a concern, as I think about it, is if the permit has already been approved, is this in keeping with the Planning Departments guidelines and regulations ?

Additionally, in reviewing the listing on the website, we are definitely opposed to having dogs allowed with this rental property as it only has hardscape and is in such close proximity to neighbors.

SAFETY is also of a great concern with the congestion of traffic with 3 rentals next to each other and directly across the street. Edgewood, as you know is a very busy access way to the cove. The VRD across the street from 2335 has been approved for 12 renters and has a high occupancy, especially during the summer months.

Often times this includes a number of young children. The safety of these children is a great concern as it is now. The parking is not contained to the driveway which makes it less than safe for anyone, let alone children who are unfamiliar with the traffic on this street.

I sincerely hope the opposition letters sent to the Planning Department are seriously being considered prior to awarding the VRD a permit. As I understand the criteria in Article 6, before the Planning Commission may act on any request for a VRD, it shall hold a public hearing.

I also hope that all input be evaluated and a decision made as to what would be the right decision for the present established neighborhood. In any event the present neighbors are the most affected by this change, as the current owners have chosen to move.

A handwritten signature in cursive script, appearing to read "Cheryl & Mike Carrier", followed by a checkmark.

Cheryl & Mike Carrier  
2327 S Edgewood St  
Seaside, OR

7/30/2012 12:03:00 PM

Connie Ostrander and Catherine Nopp  
2319 South Edgewood  
Seaside OR 97138

Community Development Dept.  
989 Broadway  
Seaside OR 97138  
RE 12-026 VRD  
28BA-TL12600

I am writing to you in response to your Notice of Application and Pending Planning Department Decision.

Because there are so many rentals in the nearby area, we are opposed to this request. The current neighborhood is quiet and without crime because of so many full or part-time residents who watch over the neighborhood carefully and respect each other's quiet.

This section of South Edgewood is the primary route to the Cove for emergency responders, it would be a dangerous situation for renters and their children and pets who are not used to such high traffic volume on this road.

I have heard that a rental company is already 'staging' this home for rental purposes. Is your department truly remaining neutral on this issue, or have you already made your decision on allowing this rental?

Thank you for considering our request to DENY this rental application. Please contact us if you have any other questions.



Connie Ostrander  
509-945-7464



Catherine Nopp  
593-502-3674

*7-30-12 Connie Ostrander and Catherine Nopp letter to deny rental application*

07-30-12P12:56 RCVD

**NOTICE OF DECISION**

**Date:** August 30, 2012  
**To:** Applicant & Interested Parties  
**From:** Kevin Cupples, Planning Director  
**RE:** Notice of Decision: Miner Vacation Rental 12-026VRD  
**Location:** 2335 S Edgewood  
**Tax Map #:** T6N R10W SEC 28BA Tax Lot 12600

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The City of Seaside Planning Department has conditionally approved a vacation rental dwelling for the site referenced above. The decision is based upon information submitted by the applicant, notified property owners, and other information readily available in the Department. Approval of the **three bedroom** vacation rental dwelling (VRD) with a maximum occupancy of **six** persons, over the age of three, is subject to all of the standards and conditions identified below. **Please be advised the VRD cannot be lawfully rented for short term occupancy (periods less than 30 days) until the dwelling passes a compliance inspection by the Seaside Community Development Department. The final occupancy number may ultimately be reduced below the number stated in this notice, if there are compliance issues identified during the final inspection.**

The conditions of approval are as follows:

- 1. Compliance Inspection:** The proposed vacation rental dwelling (VRD) must pass a compliance inspection conducted by the Community Development Department prior to any transient rental. This inspection will verify compliance with all VRD standards and conditions of approval and the applicant is hereby advised that failure to meet certain standards can result in a reduction in the maximum occupancy. The final occupancy will be noted in land use file (**12-026VRD**) and reflected on the City of Seaside Business License. The license is not valid until the appropriate occupancy has been established by the approval of a final compliance inspection by the Community Development Department.
- 2. Parking spaces: THREE (3) off-street parking spaces (9' X 18' per space) are required on site.** These spaces shall be permanently maintained and available on-site for use by the vacation rental occupants. Vacation Rental Dwelling (VRD) tenants are required to park in the spaces provided on site for the VRD. No on-street parking associated with this VRD is allowed at this location. Vehicles parked at VRDs may not project over the sidewalk and block pedestrian traffic. A parking map shall be posted inside the dwelling for the VRD tenants.
- 3. Maximum number of occupants: SIX (6) persons over the age of three years.** The maximum occupancy, along with good neighbor rules, shall remain posted inside the front door in a conspicuous place. It is the owner's responsibility to ensure the renters are aware of these limitations. If the number of occupants is less than the original number requested, it may have been reduced for valid code or compatibility reasons.

4. **Pets:** Pets will not be permitted under the rental contract agreement for transient rental at this location.
5. **Applicability of Restrictions:** Properties licensed for VRD use will be expected to adhere to the VRD standards and rules throughout the entire year even when they are not being rented for profit. This will not apply to the dwellings when members of the owner's family are present.
6. **Open Yard Areas:** Front, side, and rear yards must maintain a residential appearance by limiting off street parking within yard areas. At least 50% of each yard area that is not occupied by buildings must be landscaped in some fashion so parking will not dominate the yard. **For the purpose of this condition, the decking on site will be considered an architectural landscape feature.**
7. **VACASA Rentals (850 2<sup>nd</sup> Avenue; Seaside, OR 97138) will not be the local manager for the VRD. The property owner must identify a local property management company with a property manager that has not less than three years of VRD management experience in Seaside. The name of the new manager and the contact information must be provided to the Community Development Department & mailed to all the neighboring property owners within 100 feet.** The contact person must be available 24 hours a day to address compliance issues while the property is rented. Upon any change in the local contact, the owner must provide formal notice of the updated contact information to the City and all of the neighboring property owners within 100'. Managers are encouraged to notify the City any time they stop representing a VRD.

Local contact information is available at the Community Development Department (503) 738-7100, City Hall (503) 738-5511, or after business hours at the Seaside Police Department (503) 738-6311.

8. **Compatibility:** A VRD will be compatible with the surrounding land uses and shall not contribute to excessive parking congestion on site or along adjacent streets.
9. **Ordinance Compliance & Solid Waste Pick-up:** All vacation rentals must comply with City ordinances regarding noise, smoke, dust, litter, odor, and solid waste collection. Weekly solid waste pick-up is required during all months.
10. **Required Maintenance:** It is the property owner's responsibility to assure that the vacation rental dwelling remains in substantial compliance with Oregon State requirements for the following: Health, Safety, Building, and Fire Codes, Traveler's Accommodation Statutes, and with the Uniform Housing Code. **Owners are hereby advised that Carbon Monoxide detectors must be installed and maintained in all newly established transient rental occupancies.**
11. **Permit Non-transferability:** Vacation rental dwelling permits are personal in nature and accordingly are not transferable. Upon transfer of the property, the new owner, if he or she so desires, may apply for a new permit in accordance with City Ordinance.
12. **Business License, Room Tax Requirements, & Revocation for Non Payment:** A City Business License is required and all transient room tax provisions apply to VRD's. The business license must be obtained prior to any rental of the property. Renewals must be made in January of the permit year. If the business license fee

or the transient room tax payments are thirty (30) days past due, the VRD Permit will be revoked unless a written extension is granted by the Finance Director.

- 13. Conflicts & Potential Denial for Non Compliance:** Upon receipt of two written complaints from two or more occupants of different residences who claim to be adversely affected by the use of the property as a vacation rental dwelling, or by notice from the City Code Compliance Officer that requirements or conditions of approval are not being met, the Planning Department will work with the parties involved to settle any conflicts. If the problems are not resolved, the permit will be reviewed by the Planning Commission as provided in Subsection 5 of this Section. Failure on the applicant's part to meet the standards or conditions will result in modification or denial of the permit.
- 14. Complaints:** Applicants are hereby advised the City Code Compliance Officer routinely follows-up on individual complaints if there is a valid code issue that needs to be addressed by the owner and/or manager of a VRD. Staff does not wait until the occupants of two different residences submit written complaints before they take action to achieve compliance. The VRD complaint procedures are outlined in an attachment to the notice of decision and the forms can also be accessed on the City of Seaside's web site <http://www.cityofseaside.us/sites/default/files/docs/VRD-COMPLAINTFORM.pdf> This should be used to report alleged violations that are not being addressed by the local contact or property manager.
- 15. Time Period for Approval, Required Re-inspection:** This VRD approval shall be limited to 5 calendar years unless the dwelling is re-inspected (subject to the applicable fee) for compliance with the VRD policies and ordinances applicable at the time of the re-inspection. Re-inspection notices will be provided to the owners at the time business licenses are issued for the 5<sup>th</sup> calendar year. If the re-inspection is not completed during the 5<sup>th</sup> year, the permit will expire and a new VRD application must be approved prior to obtaining a new business license for the 6<sup>th</sup> calendar year. Compliance with the re-inspection requirements will reauthorize the VRD for an additional 5 calendar years.
- 16. Tsunami Information & Weather Radio:** The owner shall post or otherwise provide a tsunami evacuation map in a conspicuous location within the VRD. In addition, a NOAA weather radio, with automatic alert capabilities, must be permanently affixed in a central part of the VRD along with an informational sheet that summarizes the warning capabilities of the radio in the event of a distant tsunami.
- 17. Grace Period:** If a currently licensed VRD sells to another party, staff is allowed to grant a temporary grace period of not more than 60 days in which current bookings can be cleared without being recognized as a violation. The manager or owner must provide staff with a list of the bookings during the grace period and no additional bookings can be taken during that time.

The aforementioned conditions include the standards applicable to vacation rental dwellings (VRDs) identified in the Seaside Zoning Ordinance and they include specific conditions that are intended to reduce potential impacts to the adjacent properties.

Adherence to these conditions is a matter of compliance with the Seaside Zoning Ordinance. Violations can be subject to the penalties identified in Article 12 of the Ordinance.

**APPEAL PROVISIONS:**

This decision may be appealed to the Planning Commission within fifteen (15) days from the date of this notice. The appeal must be filed on forms prescribed by the City, pursuant to Section 10.037 and 10.040 of the Ordinance, and submitted to the Planning Department (located at 1387 Ave. U) or mailed to 989 Broadway, Seaside, OR 97138. The appeal must be filed along with the applicable fee of \$625.00.

If you have any questions regarding this decision or the appeal process, please contact the Planning Department at 738-7100. The Notice of Decision date and last day to appeal are listed below.

**Date of Decision: August 30, 2012      Last Day to Appeal: September 27, 2012\***

**\*Please note:** The appeal deadline has been extended beyond the date indicated in the original notice of decision in order to provide appropriate notice to a party that was not on the original mailing list but did submit written comments during the appropriate period prior to the decision.

**PLANNING DIRECTOR DECISION SUMMARY  
12-026VRD, 2335 S EDGEWOOD, MINER,**

**DECISION CRITERIA, FINDINGS AND CONCLUSIONS:**

The following is a list of the decision criteria applicable to the request. Each of the criteria is followed by findings or justification statements which may be adopted by the Planning Director to support his conclusions. The Director may include conditions which he considers necessary to protect the best interests of the surrounding area of the city as a whole. Although each of the findings or justification statements specifically applies to one of the decision criteria, any of the statements may be used to support the Director's final decision.

**DECISION CRITERIA # 1: Pursuant to Section 6.137, Vacation Rental Dwellings (VRDs) within the R-2 and R-3 zones shall be reviewed by the Planning Commission whenever the surrounding VRD density is 20% or greater. A permit shall be issued as an accessory use provided the applicant can demonstrate by written application that all of the following standards are met:**

**A. Parking. One 9' x 18' off-street space will be provided for each bedroom in the unit, but in no event shall fewer than two spaces be provided.**

**B. Number of Occupants. The maximum number of occupants cannot exceed three persons (over the age of three) per bedroom. The maximum occupancy, along with good neighbor rules, shall remain posted inside the front door in a conspicuous place. It is the owner's responsibility to ensure the renters are aware of these limitations.**

The number of overnight renters or the maximum number of occupants may be reduced by the Code Enforcement Officer or Fire Marshal at the time of inspection for valid code reasons.

**C. Residential yard areas. Front, side, and rear yards must maintain a residential appearance by limiting off street parking within yard areas. At least 50% of each yard area which is not occupied by buildings must be landscaped in some fashion so that parking will not dominate the yard.**

**D. Local responsible party. A local responsible party that permanently resides within the County must be identified by the owner. The responsible party will serve as an initial contact person if there are questions regarding the operation of the VRD. The owner shall provide the telephone number of the local contact person to the City, and to the immediate neighbors within the notification area (within 100' of the subject property).**

**E. Spatial distribution requirements. Within the medium density residential (R-2) zones and high density residential (R-3) zones, not more than 20% of the properties within 100' of the subject property can be currently licensed for VRD use without Planning Commission review based on the following additional criteria. A decision by the Commission to approve a VRD request may include conditions that would restrict the number of renters or total occupants in the VRD.**

**A. The use of the property as a VRD will be compatible with the surrounding land uses.**

**B. The VRD will not contribute to excessive parking congestion on site or along adjacent streets.**

**FINDINGS & JUSTIFICATION STATEMENTS:**

1. The applicant is requesting a conditional use that will allow the establishment of a Vacation Rental Dwelling (VRD) at **2335 S Edgewood**. The subject property is zoned **Medium Density Residential (R-2)** and the applicant is requesting a maximum occupancy of **nine (9)** within the existing **three** bedroom dwelling.

The applicant's submitted justification is adopted by reference and summarized below:

- a. The applicant's plot plan indicates there is adequate room to provide at least **three** off-street parking spaces on the site. **One inside the garage and two in front of the garage.**
- b. The existing **three** bedroom residence will have a limited occupancy of **nine people.**
- c. The plot plan shows that parking will not take up more than 50% of the front, side or rear yard areas.
- d. **VACASA Rentals (850 2<sup>nd</sup> Ave.; Seaside OR 97138)** will be the local manager for the VRD. **Emma Poulsen** will be the local contact and she can be reached at **(425) 897-7036.**
- e. The owner/applicants, **Chuck & Cynthia Miner** have read all of the standards and conditions applicable to VRDs.

2. The proposed VRD is located within a developed residential neighborhood primarily consisting of single family dwellings and it is adjacent to the Seaside Golf Course. Currently **20%** of the properties within 100 feet are currently licensed for VRD use and all of the property is zoned **Medium Density Residential (R-2) or Open Space Parks (OPR).**

3. All property owners within 100 feet of the subject property were notified of the applicant's request. The Community Development Department received four (4) written comments about the applicant's request. The property owner concerns are summarized as follows:

- a) There are current two licensed VRDs in the neighborhood and adding one more will have unacceptable impacts on the neighbors do to the activity level, confusion, noise, & distractions they add.
- b) Property is poorly maintained and they fear it will become worse as a rental.
- c) Property is already furnished and "staged" for rental prior to approval and seemingly ready to rent prior to any approval by the city.
- d) Unfamiliar with the management company, Vacasa; and concerned if they will ensure adherence with city requirements.

- e) Opposed to having dogs in the rental due to neighbors proximity and hardscape for much of the property (back of house is all deck).
- f) S Edgewood is a busy street so safety and additional congestion will be a problem. The road is used by emergency vehicles and cars exceed the posted speed of 25 MPH.
- g) Parking is not contained to the driveway.
- h) Occupancy of unit across the street is 12 which can include numerous additional children.
- i) Child safety and activity level concern.

4 The City does not prohibit VRDs based on density of VRDs in a neighborhood. Future VRD applicants will require Planning Commission review if the VRD density exceeds 20%. That review would include two additional criteria for review; however, the director recognized the additional criteria during his review of the request. This criteria can be used to justify conditions that are intended to promote compatibility of the proposed VRD with surrounding uses, limit congestion on site, and the surrounding streets.

5. The subject property was previously approved for a VRD with a six person occupancy on January 4<sup>th</sup>, 2007 (06-105VRD). The Community Development Department does not have a record of complaints filed during its prior operation as a VRD. A reduction in the occupancy will help limit potential impacts to the neighboring properties by reducing the overall activity level when the dwelling is rented.

6. South Edgewood is a busy street that functions as a major collector; however that status does not prohibit the establishment of a VRD and the abutting portion of the roadway provides good viability without visual obstructions. Staff has contacted the Police Department and asked them to consider putting up a digital speed awareness sign in an effort to slow people down. Based on past observations, the police indicated they have not found the speeds to be excessive and routinely remained less than 5 mph over the posted speed.

7. There is no restriction on "staging" property for rental prior to being permitted. The property could be lawfully rented on a monthly basis without any approval from the City. The proposed property manager, Emma Poulsen, VACASA Rentals, is new to VRD management in the City of Seaside. The manager was specifically told by the Department's Code Specialist, Debbie Kenyon, the property could not be rented before a decision on the VRD was made by the Director. On August 3, 2012; before a decision was made, the proposed manager knowingly rented the property in violation of the City of Seaside Zoning & Business License Ordinances.

8. The proposed use is located within the tsunami inundation zone identified by the State of Oregon.

9. The City of Seaside Planning Commission adopted a list of policies and a uniform list of conditions they believed should be incorporated into the vacation rental dwelling review process. These were reviewed with the City Council prior to adoption and they are consistent with the provision in Section 6.031 which in part states: "...the Planning Commission may impose, in addition to those standards and requirements expressly specified by this Ordinance, additional conditions which the Planning Commission

considers necessary to protect the best interest of the surrounding area of the city as a whole.”

In recognition of the Planning Commission’s efforts to establish a list of uniform conditions of approval, the Planning Director routinely incorporates all of these conditions into his decisions. In addition to these conditions, pursuant to Section 6.010 of the Seaside Zoning Ordinance, the Director may also include additional conditions based on special considerations and the objectives of the Ordinance.

**CONCLUSION TO CRITERIA #1:**

The Vacation Rental Dwelling requirements have been adequately addressed by the applicant and the request can be approved subject to the following list of special and standard conditions of approval:

- 1. Compliance Inspection:** The proposed vacation rental dwelling (VRD) must pass a compliance inspection conducted by the Community Development Department prior to any transient rental. This inspection will verify compliance with all VRD standards and conditions of approval and the applicant is hereby advised that failure to meet certain standards can result in a reduction in the maximum occupancy. The final occupancy will be noted in land use file (12-026VRD) and reflected on the City of Seaside Business License. The license is not valid until the appropriate occupancy has been established by the approval of a final compliance inspection by the Community Development Department.
- 2. Parking spaces: THREE (3) off-street parking spaces (9’ X 18’ per space) are required on site.** These spaces shall be permanently maintained and available on-site for use by the vacation rental occupants. Vacation Rental Dwelling (VRD) tenants are required to park in the spaces provided on site for the VRD. No on-street parking associated with this VRD is allowed at this location. Vehicles parked at VRDs may not project over the sidewalk and block pedestrian traffic. A parking map shall be posted inside the dwelling for the VRD tenants.
- 3. Maximum number of occupants: SIX (6) persons over the age of three years.** The maximum occupancy, along with good neighbor rules, shall remain posted inside the front door in a conspicuous place. It is the owner’s responsibility to ensure the renters are aware of these limitations. If the number of occupants is less than the original number requested, it may have been reduced for valid code or compatibility reasons.

***The occupancy has been reduced from 9 to 6 in an effort to limit potential impacts to the neighboring property, reduce the number of trips to and from the VRD, & limit the use so it more closely typifies use as a vacation home. It is also consistent with the prior approval granted to the Minors under 06-105VRD.***

- 4. Pets:** Pets will not be permitted under the rental contract agreement for transient rental at this location.

**Pets are being restricted based on the neighboring property owners’ concerns, the close proximity to each of the neighboring properties (one of which shares a common wall), & the amount of decking in the back yard.**

- 5. Applicability of Restrictions:** Properties licensed for VRD use will be expected to adhere to the VRD standards and rules throughout the entire year even when they are

not being rented for profit. This will not apply to the dwellings when members of the owner's family are present.

6. **Open Yard Areas:** Front, side, and rear yards must maintain a residential appearance by limiting off street parking within yard areas. At least 50% of each yard area that is not occupied by buildings must be landscaped in some fashion so parking will not dominate the yard. **For the purpose of this condition, the decking on site will be considered an architectural landscape feature.**
7. **VACASA Rentals (850 2<sup>nd</sup> Avenue; Seaside, OR 97138) will not be the local manager for the VRD. The property owner must identify a local property management company with a property manager that has not less than three years of VRD management experience in Seaside. The name of the new manager and the contact information must be provided to the Community Development Department & mailed to all the neighboring property owners within 100 feet.** The contact person must be available 24 hours a day to address compliance issues while the property is rented. Upon any change in the local contact, the owner must provide formal notice of the updated contact information to the City and all of the neighboring property owners within 100'. Managers are encouraged to notify the City any time they stop representing a VRD.

Local contact information is available at the Community Development Department (503) 738-7100, City Hall (503) 738-5511, or after business hours at the Seaside Police Department (503) 738-6311.

8. **Compatibility:** A VRD will be compatible with the surrounding land uses and shall not contribute to excessive parking congestion on site or along adjacent streets.
9. **Ordinance Compliance & Solid Waste Pick-up:** All vacation rentals must comply with City ordinances regarding noise, smoke, dust, litter, odor, and solid waste collection. Weekly solid waste pick-up is required during all months.
10. **Required Maintenance:** It is the property owner's responsibility to assure that the vacation rental dwelling remains in substantial compliance with Oregon State requirements for the following: Health, Safety, Building, and Fire Codes, Traveler's Accommodation Statutes, and with the Uniform Housing Code. **Owners are hereby advised that Carbon Monoxide detectors must be installed and maintained in all newly established transient rental occupancies.**
11. **Permit Non-transferability:** Vacation rental dwelling permits are personal in nature and accordingly are not transferable. Upon transfer of the property, the new owner, if he or she so desires, may apply for a new permit in accordance with City Ordinance.
12. **Business License, Room Tax Requirements, & Revocation for Non Payment:** A City Business License is required and all transient room tax provisions apply to VRD's. The business license must be obtained prior to any rental of the property. Renewals must be made in January of the permit year. If the business license fee or the transient room tax payments are thirty (30) days past due, the VRD Permit will be revoked unless a written extension is granted by the Finance Director.
13. **Conflicts & Potential Denial for Non Compliance:** Upon receipt of two written complaints from two or more occupants of different residences who claim to be adversely affected by the use of the property as a vacation rental dwelling, or by

notice from the City Code Compliance Officer that requirements or conditions of approval are not being met, the Planning Department will work with the parties involved to settle any conflicts. If the problems are not resolved, the permit will be reviewed by the Planning Commission as provided in Subsection 5 of this Section. Failure on the applicant's part to meet the standards or conditions will result in modification or denial of the permit.

- 14. Complaints:** Applicants are hereby advised the City Code Compliance Officer routinely follows-up on individual complaints if there is a valid code issue that needs to be addressed by the owner and/or manager of a VRD. Staff does not wait until the occupants of two different residences submit written complaints before they take action to achieve compliance. The VRD complaint procedures are outlined in an attachment to the notice of decision and the forms can also be accessed on the City of Seaside's web site <http://www.cityofseaside.us/sites/default/files/docs/VRD-COMPLAINTFORM.pdf>. This should be used to report alleged violations that are not being addressed by the local contact or property manager.
- 15. Time Period for Approval, Required Re-inspection:** This VRD approval shall be limited to 5 calendar years unless the dwelling is re-inspected (subject to the applicable fee) for compliance with the VRD policies and ordinances applicable at the time of the re-inspection. Re-inspection notices will be provided to the owners at the time business licenses are issued for the 5<sup>th</sup> calendar year. If the re-inspection is not completed during the 5<sup>th</sup> year, the permit will expire and a new VRD application must be approved prior to obtaining a new business license for the 6<sup>th</sup> calendar year. Compliance with the re-inspection requirements will reauthorize the VRD for an additional 5 calendar years.
- 16. Tsunami Information & Weather Radio:** The owner shall post or otherwise provide a tsunami evacuation map in a conspicuous location within the VRD. In addition, a NOAA weather radio, with automatic alert capabilities, must be permanently affixed in a central part of the VRD along with an informational sheet that summarizes the warning capabilities of the radio in the event of a distant tsunami.
- 17. Grace Period:** If a currently licensed VRD sells to another party, staff is allowed to grant a temporary grace period of not more than 60 days in which current bookings can be cleared without being recognized as a violation. The manager or owner must provide staff with a list of the bookings during the grace period and no additional bookings can be taken during that time.

### **FINAL DECISION**

Conditionally approve application **12-026VRD** allowing the establishment of a Vacation Rental Dwelling (VRD) with a maximum occupancy of **SIX (6)** at **2335 S Downing**. This decision can be supported by the findings, justification statements, and conclusions in this report subject to the previously stated conditions.

LAND USE DECISION APPEAL FORM

You do not have to use this form to file an appeal. However, if you do not use it, please make sure that your appeal includes all the information requested on this form. The appeal, along with any required filing fee, must reach Seaside City Hall (989 Broadway) or Seaside Community Development (1387 Ave. U) no later than 5:00 p.m. of the last day of the appeal period.

APPELLANT INFORMATION (Person or group making appeal)

1. Appellant:

If several individuals are appealing together, list their names and addresses on a separate sheet. If appeal is on behalf of an organization, indicate the group's name and mailing address.

Name VACASA RENTALS  
Address 4440 SW CORBETT AVE # 204  
SE PORTLAND, OR 97239  
Phone: Home \_\_\_\_\_ Work 503-346-9399

E-mail Address: info@vacasarentals.com

2. Authorized Representative:

Name of representative if different from the appellant indicated above. Groups must specify one person to be representative/contact person.

Name EMMA POULSEN  
Address 850 2nd AVE  
SEASIDE, OR 97138  
Phone: Home 503-713-5872 Work 425-802-7514

E-mail Address: emma@vacasarentals.com

DECISION BEING APPEALED

1. Decision appealed (File Reference Number): 12-026VRD

2. Property address of decision being appealed: 2335 S EDGEWOOD

3. Elements of decision being appealed. Check one or more as appropriate:

- Adequacy of conditions
- Decision maker error
- Impartiality, bias, or notice challenge
- Other. Please

specify: Article # 3 x # 7 of notice of decision  
( see attached - circled )

APPEAL INFORMATION

Answer each question as completely and specifically as you can. Attach separate sheets if needed and refer to questions by number.

1. What is your interest in this decision? How are you affected by it?

WE ARE HIRED TO MANAGE THE PROPERTY AND TO RENT THE PROPERTY ON BEHALF OF THE OWNER AND THE DECISION PREVENTS US FROM KEEPING OUR CONTRACTUAL OBLIGATION

2. What are your objections to the decision? List and describe what you believe to be the errors, omissions, or other problems with this decision. The objections need to be specific and relevant to the criteria applicable to the decision.

① THE DECISION WAS MADE BASED ON OBJECTIONS OF 5 NEIGHBORS OF WHICH SOME ARE NOT PERMANENT RESIDENTS, THEREFORE NOT AFFECTED BY YRD APPROVAL. ALSO, NOT ALL NEIGHBORS WHO SENT THE COMPLAINT LETTER LIVE WITHIN 100 FT OF 2335 S. EDGEWOOD.

② THE PROPERTY HAS 4 OFF STREET PARKING SPACES AND CAN COMFORTABLY ACCOMODATE 8 ADULTS.

③ VACASA RENTALS SUCCESSFULLY MANAGES OVER 150 HOMES ON THE COAST AND HAS BEEN IN BUSINESS FOR OVER 3 YEARS WE ALSO SUCCESSFULLY MANAGE 3 OTHER HOMES IN SEASIDE WITH NO COMPLAINTS

3. What relief are you seeking? (Specify what you want the appellate body to do? e.g. reverse the decision, require additional conditions, modify the approval conditions, etc.)

PLEASE ALLOW VACASA RENTALS TO PROVE THAT WE ARE CAPABLE OF MANAGING THIS HOME AT IT'S FULL POTENTIAL OF 8 ADULTS. IF YOU CONSIDER AGAINST IT, PLEASE ALLOW THE OWNER, CHUCK MINER, TO MANAGE HIS OWN PROPERTY AS HE IS ABLE TO BE AVAILABLE FOR RENTERS.

Signature Emma Poulsen

Date 9/20/2012

Appellant or Authorized Representative EMMA POULSEN

Appeal Fee Based on level of appeal: <sup>8</sup> 625<sup>-</sup>

For Office Use Only:

Appeal Hearing Body: Planning Commission

Payment Receipt Number: 12420

Proposed Appeal Hearing Date: 10-16-12

## NOTICE OF DECISION

**Date:** August 30, 2012  
**To:** Applicant & Interested Parties  
**From:** Kevin Cupples, Planning Director  
**RE:** Notice of Decision: Miner Vacation Rental 12-026VRD  
**Location:** 2335 S Edgewood  
**Tax Map #:** T6N R10W SEC 28BA Tax Lot 12600

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The City of Seaside Planning Department has conditionally approved a vacation rental dwelling for the site referenced above. The decision is based upon information submitted by the applicant, notified property owners, and other information readily available in the Department. Approval of the **three bedroom** vacation rental dwelling (VRD) with a maximum occupancy of **six** persons, over the age of three, is subject to all of the standards and conditions identified below. **Please be advised the VRD cannot be lawfully rented for short term occupancy (periods less than 30 days) until the dwelling passes a compliance inspection by the Seaside Community Development Department. The final occupancy number may ultimately be reduced below the number stated in this notice, if there are compliance issues identified during the final inspection.**

The conditions of approval are as follows:

- 1. Compliance Inspection:** The proposed vacation rental dwelling (VRD) must pass a compliance inspection conducted by the Community Development Department prior to any transient rental. This inspection will verify compliance with all VRD standards and conditions of approval and the applicant is hereby advised that failure to meet certain standards can result in a reduction in the maximum occupancy. The final occupancy will be noted in land use file (**12-026VRD**) and reflected on the City of Seaside Business License. The license is not valid until the appropriate occupancy has been established by the approval of a final compliance inspection by the Community Development Department.
- 2. Parking spaces: THREE (3) off-street parking spaces (9' X 18' per space) are required on site.** These spaces shall be permanently maintained and available on-site for use by the vacation rental occupants. Vacation Rental Dwelling (VRD) tenants are required to park in the spaces provided on site for the VRD. No on-street parking associated with this VRD is allowed at this location. Vehicles parked at VRDs may not project over the sidewalk and block pedestrian traffic. A parking map shall be posted inside the dwelling for the VRD tenants.
- 3. Maximum number of occupants: SIX (6) persons over the age of three years.** The maximum occupancy, along with good neighbor rules, shall remain posted inside the front door in a conspicuous place. It is the owner's responsibility to ensure the renters are aware of these limitations. If the number of occupants is less than the original number requested, it may have been reduced for valid code or compatibility reasons.

4. **Pets:** Pets will not be permitted under the rental contract agreement for transient rental at this location.
5. **Applicability of Restrictions:** Properties licensed for VRD use will be expected to adhere to the VRD standards and rules throughout the entire year even when they are not being rented for profit. This will not apply to the dwellings when members of the owner's family are present.
6. **Open Yard Areas:** Front, side, and rear yards must maintain a residential appearance by limiting off street parking within yard areas. At least 50% of each yard area that is not occupied by buildings must be landscaped in some fashion so parking will not dominate the yard. **For the purpose of this condition, the decking on site will be considered an architectural landscape feature.**

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