

**City of Oregon Planning Commission Agenda**  
**Tuesday December 16<sup>th</sup>, 2025, 5:30 P.M.**  
**City Hall 115 N. 3<sup>rd</sup> Street**

**Option to Join Zoom Meeting**

Meeting ID: 846 1362 7635

Passcode: 148013

One tap mobile

+13126266799

**Consideration and possible action**

**Public Comment**

1. Approve November 18<sup>th</sup>, 2025, Minutes
2. Set Public Hearing date of January 20<sup>th</sup> for a Special Use Permit for a Short-Term Rental located at 305 Mix Street parcel #16-04-279-008 submitted by Tyler Hagemann
3. Other business

**Committee Members**

Mark Herman - Chairman

Roger Cain, Randy Cropp, Jeff Hallock,  
Liz Hiemstra, Rick Ryland, and Karly Spell

## City of Oregon Planning Commission Meeting

The Planning Commission met Tuesday November 18<sup>th</sup>, 2025, at 5:30 pm.

**Members Present:** Roger Cain, Randy Cropp, Jeff Hallock, Mark Herman, Liz Hiemstra, Karly Spell, and Rick Ryland.

**Also, Present:** Edwin and Montanna Buttens, City Manager Darin DeHaan, City Clerk Cheryl Hilton, Council Member Terry Schuster, Stephanie Wendt, and Mayor Ken Williams.

Chairman Mark Herman called the meeting to order. A quorum was present.

Mark Herman opened the public hearing to review a Rezoning Request submitted by Edwin Buttens for the property located at 708 W. Washington Street, Parcel #16-04-292-004. The request is to rezone the property from R-1 single-family to R-2 multi-family.

**Discussion:** The property was listed as multi-family when the property went up for sale. The owner was unaware there was a zoning issue until this point. If the property remains single-family, the home cannot be rented as multi-family until the zoning is changed. Immediate family can use the space with no single-family zoning issue. Liz Hiemstra asked if there were any previous code issues or violations. Safety of the structure is her main concern. City Manager Darin DeHaan said no previous issues were reported. If the zoning is changed, a building inspection will need to be completed for safety. Roger Cain said the building inspection not only protects the owner, but also future buyers and the property should be inspected by a certified building inspector. Mark Herman asked if changing the zoning would affect the tax rates. City Manager Darin DeHaan said the tax rates are based on the property value. The committee also discussed utility requirements. The property currently has two separate hookups for ComEd and Nicor utilities. There is only one water shut off. The city would require a second shut-off. Roger Cain recommended advertising the space in the home as a mother-in-law suite instead of changing the zoning. They also discussed the parking impact, other rental properties in the neighborhood, and zoning expectations in single-family zones.

Roger Cain moved to close the public hearing at 5:52 pm, Seconded by Jeff Hallock.

Motion carried. No Nays.

No public comment.

Jeff Hallock moved to approve the October 21<sup>st</sup>, 2025, minutes, Seconded by Karly Spell.

Motion carried. No Nays.

Rick Ryland moved to approve the zoning request to rezone the property from R-1 single-family to R-2 multi-family submitted by Edwin Buttens for the property located at 708 W. Washington Street, Parcel #16-04-292-004, Seconded by Karly Spell.

Roll Call: Hiemstra, Yea. Cain, Nay. Ryland, Yea. Hallock, Nay. Herman, Nay. Spell, Yea. Cropp, Yea. Motion carried. Yeas: 4 Nays: 3

**Other business:** City Manager Darin DeHaan said the committee will be setting a date for a

public hearing at the next meeting regarding an application for a Short-Term rental. The location at 305 Mix Street has been operating as an Airbnb without going through the permitting process. The committee also discussed the zoning of other properties in the community, things to consider when looking at zoning changes, and the policy for illegal conversions of property without proper permitting.

Karly Spell moved to adjourn the meeting at 6:03 pm, Seconded by Randy Cropp.

Motion carried. No Nays.

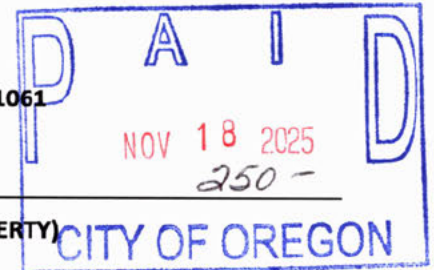
Submitted by Cheryl Hilton, City Clerk



City of Oregon  
115 North 3rd Street, Oregon, IL 61061  
Phone 815-732-6321

Received by: CH

**SHORT-TERM RENTAL APPLICATION - (ONE PER PROPERTY)**



**NEW APPLICATION:** Owner Occupied Fee \$100.00 ☐ Not Owner-Occupied Fee \$250.00 ☒  
**ANNUAL LICENSE RENEWAL:** Owner Occupied Renewal Fee \$25.00 ☐ Not Owner-Occupied Renewal Fee \$50.00 ☐

APPLICANT INFORMATION		
Applicant Legal / DBA Names: <u>Tyler Hagemann</u>		
Legal Name used for IDOR Hotel Operators Tax License if applicable:		
IDOR Hotel Operators Tax License Number if applicable:		
Address: <u>305 mix st.</u>		
City: <u>Oregon</u>	State: <u>IL</u>	Zip Code: <u>61061</u>
Business Phone	Cell Phone:	Email:
PROPERTY OWNER INFORMATION (IF DIFFERENT FROM APPLICANT)		
Owner of Record (as shown on most recent deed):		
Address:		
City:	State:	Zip Code:
Business Phone:	Cell Phone:	Email:
PROPERTY INFORMATION		
Property Address: <u>305 mix st.</u>		
City: <u>Oregon</u>	State: <u>IL</u>	Zip Code: <u>61061</u>
Responsible Party Name:		Responsible Party Phone:
Is this property the owner's primary residence?		<input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/> YES
Is this property zoned other than R-1?		<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES
Is this property in a historic district?		<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES
Does the property have River frontage?		<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES
Carbon Monoxide and Smoke Detectors installed?		<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
Applicant agrees to pay all State and County taxes?		<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
Proof of Liability Insurance in the amount of \$500,000.00?		<input type="checkbox"/> NO <input checked="" type="checkbox"/> YES
Short-term rentals are allowed under R-1 zoning as a special use. You must apply for a special use permit from the Planning Commission.		
SHORT-TERM RENTAL: as defined in Oregon City Code 6.41.10.		

All information contained in this application is subject to disclosure as a matter of public record. Any false statement made or given in this application shall result in the denial of the application or future revocation of this license.

Signature of Owner/Applica

Date: 11/17/25

FOR OFFICE USE ONLY	
What type of residence?	( ) Single Family ( ) Multi-Family
Owner Occupied?	( ) Yes ( ) No
Planning Review Date:	Approval: / /
City Council Review Date:	Approval: / /

Signature of City Employee

Date:

Printed Name:

Title:

## **6.41 SHORT-TERM RENTALS**

### **6.41.10 Definitions - Short-Term Rentals**

#### **6.41.020 License Required**

#### **6.41.030 Application For License; Contents**

#### **6.41.040 Application For License; Investigation; Approval By Council**

#### **6.41.050 Application For License; Fee**

#### **6.41.060 Facilities**

#### **6.41.070 Liability Insurance**

#### **6.41.080 License Fee**

#### **6.41.090 Display Of License**

#### HISTORY

Adopted by Ord. [2022-102](#) on 2/23/2022

### **6.41.10 Definitions - Short-Term Rentals**

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

**SHORT-TERM RENTAL** - A single-family dwelling, or a residential dwelling unit in a multi-unit structure, condominium, cooperative, timeshare, or similar joint property ownership arrangement that is rented for a fee for less than 30 consecutive days. Short-term rental includes vacation rentals. Short-term rental does not include:

- A. a unit that is used for any non-rental purpose, including educational, health care, retail, restaurant, banquet space, event center or another similar uses.
- B. a bed and breakfast establishment as defined in this section; or
- C. transient accommodations, including hotels, and motels that are not classified as residential property or real property taxation purposes.

**CHARGE:** Any form of remuneration such as cash, goods or services, barter, donations, forgiveness of indebtedness or like payment.

**OPERATOR:** The owner of a short-term rental or the owner's agent.

**OWNER OCCUPIED SHORT-TERM RENTAL:** property in which the owner of the property resides in the property during rentals.

#### HISTORY

Adopted by Ord. [2022-102](#) on 2/23/2022

Amended by Ord. [2023-009](#) on 4/25/2023

### **6.41.020 License Required**

No person shall operate a short-term rental as defined herein without first having obtained a license from the city.

#### HISTORY

Adopted by Ord. [2022-102](#) on 2/23/2022

### **6.41.030 Application For License; Contents**



Short-term rentals in areas Zoned R-1 require a special use permit as established under the Oregon Municipal Code. All applications for licenses to operate a short-term rental shall be made in writing to the clerk and shall be accompanied by the license fee for the period for which the application is made. Such application shall disclose the correct name and address of the applicant and shall legally and by street number accurately describe the property to be used and the nature of its construction and shall have attached thereto a written plan showing the following:

- A. Applicant Legal name and DBA Names
- B. Property Owner Information
- C. Property Information
- D. Certifying statement that appropriate taxes will be paid.
- E. Certifying statement that public safety requirements will be met.

#### HISTORY

Adopted by Ord. [2022-102](#) on 2/23/2022

### **6.41.040 Application For License; Investigation; Approval By Council**

The clerk shall at once transmit the application and attached papers to the city manager, who shall cause an investigation to be made and shall deliver the same, together with his/her findings, to the council. At the discretion of the city manager, the city engineer may be requested to review the application and written plan to determine the property's suitability for a short-term rental. The city manager may request that the council approve certain conditions or limitations upon the use of the property described in the application, either prior to the effective date of the license or continuing during the duration of the license. If such application is granted by the council, the clerk shall thereupon deliver to the applicant a written license signed by the mayor and attested by the clerk.

#### HISTORY

Adopted by Ord. [2022-102](#) on 2/23/2022

Amended by Ord. [2023-009](#) on 4/25/2023

### **6.41.050 Application For License; Fee**

The applicant for a license under this chapter, at the time of application to the clerk, shall deposit with the clerk the amount per the fee schedule to be used to defray the costs of any investigation the city might require by staff, an architect, or engineer for examination of the plans, specifications and suitability of the proposed buildings for a short-term rental. Said fee shall represent the initial application fee.

#### HISTORY

Adopted by Ord. [2022-102](#) on 2/23/2022

### **6.41.060 Facilities**

No license shall be issued under this chapter to any short-term rental and any existing license shall be revoked unless the short-term rental provides the following:

A. Smoke Detectors: Smoke detectors and carbon monoxide detectors shall be installed in each guest room used for sleeping purposes, in each hallway or corridor on each floor, in each living room or lounge area and in each dining room.

B. Bathrooms: There shall be at least one bathroom for each four adult guests.

HISTORY

Adopted by Ord. [2022-102](#) on 2/23/2022

**6.41.070 Liability Insurance**

The short-term rental owner shall provide the clerk with a certificate of insurance evidencing liability insurance coverage in an amount of not less than \$500,000.00 per occurrence for liability which may arise from the operation of the short-term rental.

HISTORY

Adopted by Ord. [2022-102](#) on 2/23/2022

**6.41.080 License Fee**

Licenses shall be issued on an annual basis commencing June 1 of each year. The annual license fee shall be per the fee schedule. The fee shall be prorated by the month or slightly a fraction thereof for new licenses, but no refunds shall be made for terminated, cancelled or surrendered licenses.

HISTORY

Adopted by Ord. [2022-102](#) on 2/23/2022

**6.41.090 Display Of License**

The short-term rental license shall be conspicuously displayed within the short-term rental.

HISTORY

Adopted by Ord. [2022-102](#) on 2/23/2022