

City of Oregon Planning Commission Agenda
Tuesday January 20th, 2026, 5:30 P.M.
City Hall 115 N. 3rd Street

Option to Join Zoom Meeting

Meeting ID: 897 9355 0200

Passcode: 556775

One tap mobile

+13092053325

Consideration and possible action

Public Hearing

1. Special Use Permit Request for a Short-Term Rental located at 305 N. Mix Street parcel #16-04-279-008 submitted by Tyler Hagemann

Public Comment

1. Approve December 16th, 2025, Minutes
2. Approve Special Use Permit Request for a Short-Term Rental located at 305 N. 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 December 16th, 2025, at 5:30 pm.

Members Present: Roger Cain, Randy Cropp, Jeff Hallock, Mark Herman, and Rick Ryland.
Also, Present: City Manager Darin DeHaan, Tyler Hagemann, City Clerk Cheryl Hilton, and Mayor Ken Williams.

No public comment.

Jeff Hallock moved to approve the November 18th, 2025, minutes, Seconded by Rick Ryland.

Motion carried. No Nays.

Rick Ryland moved to set a Public Hearing date of January 20th, 2026 for a Special Use Permit for a Short-Term Rental located at 305 N. Mix Street parcel #16-04-279-008 submitted by Tyler Hagemann, Seconded by Randy Cropp.

Discussion: Tyler Hagemann said he would like to start listing the property as soon as possible on Airbnb.

Motion carried. No Nays.

Other business: The committee discussed the old bible college property located on N 7th Street. City Manager Darin DeHaan said there are apartments and a single-family home located on the property. The owner is having difficulty insuring the single-family home and may need to re-parcel the property. The committee also discussed the Chamber of Commerce suspension of operations and the construction progress at the fire department.

Randy Cropp moved to adjourn the meeting at 5:45 pm, Seconded by Jeff Hallock.

Motion carried. No Nays.

Submitted by Cheryl Hilton, City Clerk

Planning Commission Special Use Considerations

Tyler Hagemann – Short-Term Rental

305 N Mix Street – Parcel Number 16-04-279-008

Standards: No special use permit shall be recommended by the plan commission for approval to the council unless the commission shall find, based on the evidence presented to it, that:

The proposed special use will serve the public welfare and convenience at the proposed location;	Yes or No
The proposed special use will not cause substantial injury to the value of other property in the neighborhood in which it is to be located;	Yes or No
The location and size of the special use, the nature and intensity of the operation involved in or conducted in connection with it, the size of the subject property in relation to it, and the location of the subject property with respect to streets giving access to it, shall be such that it will be in harmony with the appropriate and orderly development of the surrounding property and neighborhood in which it is to be located;	Yes or No
The location, nature and height of buildings, walls and fences, and the nature and extent of the landscaping on the subject property shall be such that the use will not hinder or discourage the appropriate development and use of the adjacent land;	Yes or No
Adequate utilities, access roads, drainage and all other necessary facilities have been or are being provided;	Yes or No
Parking areas as well as ingress and egress have been so designed and suitably screened from adjoining property so as to minimize or prevent traffic congestion or traffic hazards and nuisances; and	Yes or No
That the special use shall in all other respects conform to the applicable regulations of the district in which it is located.	Yes or No

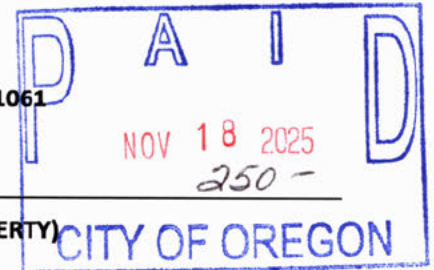
The plan commission shall review the subject property, existing and proposed structures, architectural or engineering plans, if any, neighboring uses, parking areas, driveway locations, highway access, traffic generation and circulation, drainage, water and sewerage systems and the proposed special use.



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