
The comments of this pre-app are preliminary in nature and subject to change based upon the submittal of additional or different information. The Planning Commission or City Council are the final decision-making authority of the City, and are not bound by the comments made by the Staff as part of this pre-application.

**ASHLAND PLANNING DIVISION
PRE-APPLICATION CONFERENCE
COMMENT SHEET**
June 12, 2024

SITE: 868 A Street
APPLICANT: Jordan Saturen & Linda Millemann
REQUEST: Conditional Use Permit for a 2-unit hotel/motel

PLANNING DIVISION COMMENTS

This pre-application conference is intended to highlight significant issues before the applicant prepares and submits a formal application.

Summary: The subject property is zoned Employment (E-1), with 2 single-family dwellings. Per the assessor's records, the structures were built in 1906. The site is a contributing historic resource located within and subject to several City of Ashland design standards: Site Review utilizing the standards for Basic Site Review, Detail Site Review, Parking Lot Landscaping, Street Trees and Historic District Design Standards. The use of the space as a Hotel / Motel within the E-1 zoning district additionally requires Conditional Use Permit (CUP) Approval. The applicant is proposing to start operations as a 2-unit hotel/motel with one unit to be used for the owner's unit and in the future possibly have both units convert to guest units.

Site Review Requirements: As stated above the property is subject to the Basic, Detail, Historic District Design Standards of the Site Design and Use Standards in addition to the Parking Lot Landscaping and Screening, Street Tree, and Landscaping Standards. If the application involves no physical changes to the structures or the property, the Site Design Review would be limited primarily to ensuring that existing landscaping is in keeping with standards. *(If future external changes are proposed, Site Design Review standards and criteria would apply.)*

CONDITIONAL USE PERMIT FOR A HOTEL/MOTEL

The application must address the following approval criteria from AMC 18.5.4.050.A for a Conditional Use Permit.

18.5.4.050 Conditional Use Permit Approval Criteria

1. That the use would be in conformance with all standards within the zoning district in which the use is proposed to be located, and in conformance with relevant Comprehensive plan policies that are not implemented by any City, State, or Federal law or program.

The property was developed in the early 1900's, prior to zoning laws and is therefore, a legal non-conforming use (a residence in a commercial zone).

2. That adequate capacity of City facilities for water, sewer, electricity, urban storm drainage, paved access to and throughout the development, and adequate transportation can and will be provided to the subject property.

All City facilities including water, sewer, electrical and storm drainage were installed at the time the building was developed, were sized appropriately and serve the existing property. The proposed hotel/motel will make no significant increase in demand for these services.

3. That the conditional use will have no greater adverse material effect on the livability of the impact area when compared to the development of the subject lot with the target use of the zone, pursuant with subsection 18.5.4.050.A.5, below. When evaluating the effect of the proposed use on the impact area, the following factors of livability of the impact area shall be considered in relation to the target use of the zone.
 - a. Similarity in scale, bulk, and coverage.
 - b. Generation of traffic and effects on surrounding streets. Increases in pedestrian, bicycle, and mass transit use are considered beneficial regardless of capacity of facilities.
 - c. Architectural compatibility with the impact area.
 - d. Air quality, including the generation of dust, odors, or other environmental pollutants.
 - e. Generation of noise, light, and glare.
 - f. The development of adjacent properties as envisioned in the Comprehensive Plan.
 - g. Other factors found to be relevant by the approval authority for review of the proposed use.

The application would need to demonstrate that the proposed project will have no greater adverse effect on the livability of the area than would development to the target use of the zone. Typical considerations include traffic, parking, noise, etc. There is no proposed change to the site or the building. All that is being proposed is authorizing the use as a short-term rental operating as a one-unit Hotel/Motel. See #5 below.

4. A conditional use permit shall not allow a use that is prohibited or one that is not permitted pursuant to this ordinance.

The use is not prohibited, and is allowed with a conditional use permit (CUP).

5. For the purposes of reviewing conditional use permit applications for conformity with the approval criteria of this subsection, the target uses of each zone are as follows.

C-1. The general retail commercial uses listed in chapter 18.2.2 Base Zones and Allowed Uses, developed at an intensity of 0.35 floor to area ratio, complying with all ordinance requirements; and within the Detailed Site Review overlay, at an intensity of 0.50 floor to area ratio, complying with all ordinance requirements. The property is located in the Detail Site Review overlay.

As an example, the lot size is 6,534 square feet, and a 50 percent floor to area ratio would be approximately 3,267 square feet of retail use.

General Retail Commercial use typically generates approximately 4.80 PM peak hour trips per 1,000 square feet. $3.267 \times 4.80 =$ approximately 15.68 peak hour trips for retail commercial development at 50 percent floor to area ratio.

Hotel/Motel use typically generates approximately 0.74 PM peak hour per trips per room.

A two-unit hotel would equate to $0.74 \text{ trips/room} \times 2 \text{ rooms} = 1.48 \text{ trips}$.

On that basis, the proposed use will generate less traffic than the target use (general retail commercial) developed at a 50% FAR

Written Findings/Burden of Proof: This pre-application conference is intended to highlight significant issues of concern to staff and bring them to the applicant(s)' attention prior to their preparing a formal application. Applicants are advised that written findings addressing the ordinance criteria are required, and the applicable criteria and required plans are explained in writing below. The burden of proof is on the applicant(s) to ensure that all applicable criteria are addressed in writing and that all required maps, written findings, and other materials are submitted even if those items were not discussed in specific, itemized detail during this initial pre-application conference.

Neighborhood Outreach: Planning staff strongly encourage applicants or their agents to approach affected neighbors, make them aware of the proposal, and try to address any concerns as early in the process as possible.

BUILDING: Please contact the Building Division for any building codes-related questions at 541-488-5305.

CONSERVATION: For more information on currently available Conservation programs, please contact the City of Ashland Conservation Division at (541) 552-2062 or e-mail Dan.Cunningham@ashlandoregon.gov.

ENGINEERING: No comments. Please contact Karl Johnson of the Engineering Division for any Public Works/Engineering information at 541-552-2415 or via e-mail to karl.johnson@ashlandoregon.gov

FIRE: Please see attached comments from Mark Shay from the Fire Department. For any Fire Department-related information or questions, please call 541-552-2217 or e-mail mark.shay@ashlandoregon.gov

WATER AND SEWER SERVICE: Please call [541-488-5353](tel:541-488-5353) with any questions regarding water utilities.

ELECTRIC DEPARTMENT: If you have any electric questions, please call the Electric Department at (541) 552-5357.

PROCEDURE

Conditional use permits are subject to a “Type I” procedure which includes an administrative decision made following public notice and a public comment period. Type I decisions provide an opportunity for appeal to the Planning Commission.

Submittal Information.

The application is required to include all of the following information.

- a. The information requested on the application form at <https://or-ashland.civicplus.com/DocumentCenter/View/262/Zoning-Permit-Application-PDF>.
- b. Plans and exhibits required for the specific approvals sought (see below).
- c. A written statement or letter explaining how the application satisfies each and all of the relevant criteria and standards in sufficient detail (see below).
- d. Information demonstrating compliance with all prior decision(s) and conditions of approval for the subject site, *as applicable*.
- e. The required fee (see below).

The Ashland Land Use Ordinance, which is Chapter 18 of the Municipal Code, is available on-line in its entirety at: <https://ashland.municipal.codes/LandUse>

Written Statements

Please provide digital copies of a written statements explaining how the application meets the approval criteria from the sections of the Ashland Municipal Code listed below. These written statements provide the Staff Advisor or Planning Commission with the basis for approval of the application:

- **Conditional Use Permit AMC 18.5.4.040**

Plans & Exhibits Required

Please provide digital exhibits (plans or drawings) addressing the submittal requirements from the sections of the Ashland Municipal Code listed below. These exhibits are used to copy the Planning Commission packets and for notices that are mailed to neighbors. Please provide copies that are reproducible and that are drawn to a standard architect’s or engineer’s scale.

- **Plans Submittal AMC 18.5.4.040**

FEES: Site Design Review/Conditional Use Permit

\$1,271.25

NOTE: All applications received are reviewed and must be found to be complete before being processed or scheduled at a Planning Commission meeting. Applications will not be accepted without a complete application form signed by the applicant(s) and property owner(s), all required materials and full payment. Applications are reviewed for completeness in accordance with ORS 227.178.

For further information, please contact:

Veronica Allen CFM, *Associate Planner*
City of Ashland, Department of Community Development

June 12, 2024
Date

Phone: 541-552-2042 or e-mail: veronica.allen@ashlandoregon.gov