
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** January 21, 2026

SITE: 148 Alida Street
APPLICANT: O'Connor West LLC for
Ryann Steffenson
REQUEST: Conditional Use Permit & Site
Design Review for Accessory Travelers'
Accommodations

PLANNING DIVISION COMMENTS

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

Summary: The proposal requires Site Design Review and a Conditional Use Permit (CUP) to operate an accessory travelers' accommodation at 148 Alida Street (Map and Tax Lot: 39-1E-09DA TL # 1700). The property is in the R-2, Low Density Multi-Family Residential zone and meets the zoning requirement of the proposed use. The subject parcel is accessed from the east side of Alida Street. The lot is approximately 7,841 square feet and generally rectangular in shape. The lot and immediate surrounding properties are zoned R-2 (Residential - Low Density Multiple Family). There are sidewalks, curbs, and park row street improvements along the Alida Street frontage of the subject property.

Accessory Travelers' Accommodations in Ashland are required to be **business owner-occupied**, and if the business owner and property owner are different, the property owner cannot have a financial interest in the business (i.e. an out-of-town property owner cannot hire a manager to run the Travelers' Accommodation for them). The application must state that the property owner or business partner will reside on the property and occupy a room within the dwelling.

In AMC Chapter 18.6, the definition of primary residence and accepted documents for proof are as follows:

Primary Residence. The property that the taxpayer uses a majority of the time during the year ordinarily will be considered the taxpayer's principal residence. In addition to the taxpayer's use of the property, relevant factors in determining a taxpayer's principle residence may include but are not limited to the following.

1. The taxpayer's place of employment.
2. The principal place of abode of the taxpayer's family members.
3. The address listed on the taxpayer's federal and state tax returns, driver's license, automobile registration, and voter registration card.
4. The taxpayer's mailing address for bills and correspondence.
5. The location of the taxpayer's banks.
6. The location of religious organizations and recreational clubs with which the taxpayer is affiliated.

See below for more details regarding business-owner occupancy.

Historic District Development: The existing house is located in the Hargadine Historic District and considered to be a Historic Contributing structure according to our historic resources survey. According to the application, there are no circulation changes or exterior modifications to the proposed structure to provide for the Travelers' Accommodation. Staff note that any exterior changes to the structure will be required to go before the Historic Preservation Advisory Committee (HPAC).

The property is located in the Hargadine Academy Historic District overlay, and is designated the "C. Mellinger House," a historic contributing resource. The inventory document for the district notes, The Mellinger house retains sufficient integrity to relate its appearance during the period of historic significance.

255.00 Survey #491

A. C. MELLINGER HOUSE

148 ALIDA ST

STYLE: LATE 19TH/20TH C. AMERICAN MOV.: BUNGALOW, CRAFTSMAN

1906C

391E09DA1700

HISTORIC CONTRIBUTING

This gable bungalow was built about 1906, after Jacob Thompson sold the lot to A. C. Millinger (JCD 57:100). J. Hiram Mellinger, a carpenter, may have built the structure. In 1909 the house was sold to Charles R. and M. J. Beardsley, who kept it as a rental (JCD 71:477) In 1920 William Wenner purchased this and the adjacent lot and the following year sold the house to T. A. Cole (JCD 155:213). Claude and Thelma Cole, who owned and likely developed several properties in this area (see below) lived at this address in the 1940s and 1950s. Thurber A. Cole apparently retained possession and was listed as the owner-occupant in 1964.¹⁶

The Mellinger House is a small structure notable for the open board work of the gable end. Simple window trim, wide bargeboards, large eaves and other typical elements of the style remain. The Mellinger House retains sufficient integrity to relate its appearance during the period of historic significance.

Landscaping Requirements: Per AMC Chapter 18.2.5.030, thirty-five (35) percent of the site is required to be landscaped. Proposed plans must show landscaping that meet the landscaping and screening section of the Site Design and Use Standards (AMC Chapter 18.4.4.030). All trees greater than 6" in diameter are also to be shown on the plan. An irrigation and maintenance plan must also be provided. Staff notes that the intent is to take care of any deferred landscape maintenance with a focus of implementing and maintaining the front yard/entry landscape for a commercial use in a residential zone.

The applicant must submit a narrative addressing the landscaping, irrigation, and maintenance requirements and provide a landscaping plan with the Conditional Use Permit application. The plan should focus on the front yard and entry area. Because a Conditional Use Permit approval for a Travelers' Accommodations allows for a commercial use within a residential zone, one benefit to the neighborhood is the expectation that front yard commercial grade landscaping will be installed or upgraded and maintained as a condition of approval. A final irrigation plan can be submitted after the landscaping plan is approved.

Trees: All actions which involve any site disturbance (i.e. the installation of required parking spaces) if proposed are required to provide a tree inventory and tree protection plan. All trees on the property, and on adjacent properties within 15 feet of the property line, would need to be identified and details of protective measures such as fencing that would protect them during proposed site disturbance shown. Any trees to be removed would need to be clearly identified, and if necessary, Tree Removal Permits requested.

Neighborhood Outreach: Staff recommends that applicants approach the affected neighbors, make them aware of the proposal, and try to address any concerns as early in the process as possible. Notices are typically sent to neighbors within a 200-foot radius of the property.

Written Findings/Burden of Proof: This pre-application conference is intended to highlight significant issues for staff and bring them to the applicant's attention prior to their preparing a formal application submittal. Applicants should be aware that written findings addressing the ordinance and applicable criteria are required and are heavily dependent on when granting approval for a planning action. In addition, the 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 plans, written findings, and other materials are submitted even if those items were not discussed in specific, itemized detail during this initial pre-application conference.

18.2.3.220 Travelers' Accommodations

Where travelers' accommodations and accessory travelers' accommodations are allowed, they require a Conditional Permit under chapter 18.5.4, are subject to Site Design Review under chapter 18.5.2, and shall meet the following requirements. See definitions of travelers' accommodation and accessory travelers' accommodation in part 18-6.

A. Travelers' Accommodations and Accessory Travelers' Accommodations. Travelers' accommodations and accessory travelers' accommodations shall meet all of the following requirements.

1. An accommodation **must meet all applicable building, fire, and related safety codes at all times and must be inspected by the Fire Department before occupancy following approval of a Conditional Use Permit** and periodically thereafter pursuant to AMC 15.28.

Staff strongly suggest that the applicants consult with Ashland Fire and Rescue early on in the process to identify potential fire department concerns. Smoke detectors, fire extinguishers, and possibly sprinklers are often requirements of the Ashland Fire and Rescue.

2. The business-owner of a travelers' accommodation or the property owner of an accessory travelers' accommodation **must maintain a City business license and pay all transient occupancy tax** in accordance with AMC 4.24 and AMC 6.04 as required.
3. Advertising for an accommodation **must include the City planning action number** assigned to the land use approval.
4. Offering the availability of residential property for use as an accommodation without a

valid Conditional Use Permit approval, current business license and transient occupancy tax registration is prohibited and shall be subject to enforcement procedures.

B. Accessory Travelers' Accommodations. In addition to the standards described above in section 18.23.220.A, travelers' accommodations shall meet all of the following requirements.

1. The operator of the accessory travelers' accommodation must be the property owner and must be the operator's primary residence. The operator must be present during operation of the accessory travelers' accommodation.
2. The property is limited to having one accessory travelers' accommodation unit, covered under a single reservation and consisting of two or fewer bedrooms. Meals are not provided and kitchen cooking facilities are not permitted within an accessory travelers' accommodation, with the exception of kitchen cooking facilities for the primary residence.
3. The total number of guests occupying an accessory travelers' accommodation must not exceed two people per bedroom.
4. The total number of guest vehicles associated with the accessory travelers' accommodation must not exceed one.
5. Signs are not permitted in conjunction with the operation of an accessory travelers' accommodation (ord. 3229 & 3, amended, 12/19/2023).

During operation of a travelers' accommodation, the property on which the travelers' accommodation is sited must be the primary residence of the business-owner. "Business-owner" shall be defined as a person or persons who own the property and accommodation outright; or who have entered into a lease agreement with the property owner(s) allowing for the operation of the accommodation. Such lease agreement must specifically state that the property owner is not involved in the day-to-day operation or financial management of the accommodation and that the business-owner has actual ownership of the business and is wholly responsible for all operations associated with the accommodation and has actual ownership of the business.

Staff notes, the business-owner must reside on-site. The formal application would have to demonstrate this in a manner consistent with the ordinance requirements.

18.5.2 Site Design Review

Commercial, Industrial, Non-Residential, and Mixed Uses. Site Design Review applies to the following types of non-residential uses and project proposals, including proposals for commercial, industrial, and mixed-use projects, pursuant to section 18.5.2.030, Review Procedures.

1. New structures, additions, or expansions in C-1, E-1, HC, CM, and M-1 zones.
2. New non-residential structures or additions in any zone, including public buildings, schools, churches, and similar public and quasi-public uses in residential zones.
3. Mixed-use buildings and developments containing commercial and residential uses in a residential zoning district within the Pedestrian Place Overlay.

4. Any exterior change, including installation of Public Art, to a structure which is listed on the National Register of Historic Places or to a contributing property within an Historic District on the National Register of Historic Places that requires a building permit.
5. Expansion of impervious surface area in excess of ten percent of the area of the site, or 1,000 square feet, whichever is less.
6. Expansion of any parking lot, relocation of parking spaces on a site, or any other change that alters or affects circulation onto an adjacent property or public right-of-way.
7. Any **change of occupancy from a less intense to a more intensive occupancy**, as defined in the building code.
8. Any **change in use of a lot from one general use category to another general use category, e.g., from residential to commercial**, as defined in the zoning regulations of this code.
9. Installation of mechanical equipment not fully enclosed in a structure and not otherwise exempt from site design review per section 18.5.2.020.C.
10. Installation of wireless communication facilities in accordance with section 18.4.10.

Staff notes that the proposed use of the site changes the occupancy from a less intense to a more intensive occupancy and the general use is from residential to a commercial-residential use, therefore, site design review is required. The applicable section from Chapter 18.5.2, Site Design Review, is landscaping and irrigation plans AMC Chapter 18.5.2.040.B.7. See notes above in the Landscaping Requirements section.

18.5.4.050 Conditional Use Permit

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.
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.
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.
4. A conditional use permit shall not allow a use that is prohibited or one that is not permitted pursuant to this ordinance.
 5. For the purpose 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. R-2 and R-3. Residential use complying with all ordinance requirements, developed at the density permitted by chapter 18.2.5 Standards for Residential Zones.

Staff notes, the application would need to weigh the adverse material impacts of the proposed short-term tourist accommodation use against the target multi-family residential use and demonstrate that the proposal would have no greater adverse impacts on the neighborhood than the residential use. Traffic, parking, noise, light and glare are common adverse material impacts.

Information Required: The final application will need to include a clear narrative responding directly to the specific criteria for Site Design Review, Conditional Use Permit and Travelers' Accommodation, and include details of the site (*including existing and proposed building location, parking, circulation, landscaping, irrigation, etc.*) and the building (*floorplans delineating area dedicated to each unit including the owners' and making clear any modifications to the existing building proposed here*). The site plan will need to be drawn to a standard scale (architect or engineering scale) and demonstrate that the parking is placed, sized and treated according to standards and provides adequate back-up dimensions, landscape buffers, etc. A landscape/irrigation plan would also need to be provided and could focus primarily on the treatment of the front yard and on any areas disturbed (i.e. parking lot, landscaping, etc.).

OTHER DEPARTMENT COMMENTS

FIRE DEPARTMENT: No comments provided. Please contact Fire Marshal Mark Shay of Ashland Fire & Rescue for Fire Code-related information at (541) 552-2217 or via e-mail to mark.shay@ashland.or.us.

BUILDING DEPARTMENT: No comments provided. Please contact the Building Official Steven Matiaco for Building Code-related information at 541-488-5305.

ENGINEERING: Comments provided and attached. Please contact Karl Johnson at (541) 552-2415 or e-mail: karl.johnson@ashland.or.us for any Engineering-related questions (utilities, streets, storm drainage, etc.).

WATER AND SEWER SERVICE: No comments provided. Please contact Dean LeBret with water or sewer questions at [541-552-2326](tel:541-552-2326) or via e-mail to dean.lebret@ashland.or.us.

ELECTRIC SERVICE: Electric Approves. Please contact Rick Barton in the Electric Department for service and meter location requirements and fee information at (541) 552-2082 if there will be any changes to existing services associated with the request. A preliminary electric service plan approved by the Electric Department is required with Site Design Review applications.

CONSERVATION: No comments provided. For information on available Conservation Programs, including potential rebates, tax credits, and financial or technical assistance with energy efficiency improvements, please contact the City of Ashland Conservation Division at 541-488-5305.

HISTORIC COMMISSION: *No project specific comments provided.* Prior to submitting a formal application (If changes are made to the exterior of the dwelling), applicants are required to present their proposals to the Historic Preservation Advisory Committee (HPAC) at a monthly meeting for informal review. To request time on the full Committee agenda, please call (541) 488-5305. The Historic Preservation Advisory Committee meets on the Wednesday before the Planning Commission each month at 4:00 p.m.

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.

APPLICATION REQUIREMENTS

Submittal Information

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

- a. The information requested on the application form at [Microsoft Word - Zoning Permit Application](#) .
- 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 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 online in its entirety at: <https://ashland.municipal.codes/LandUse>

Written Statements

Please provide an electronic, reproducible copy of your 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:

- **Special Use Standards for Travelers' Accommodations and Accessory Travelers' Accommodations** AMC 18.2.3.220.A.
- **Accessory Travelers' Accommodations** AMC 18.2.3.220.C.
- **Site Design Review** AMC 18.5.2.050
- **Conditional Use Permit** AMC 18.5.4.040

Plans & Exhibits Required

Please provide 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 electronic copies that are reproducible and that are drawn to a standard architect's or engineer's scale.

Plans Submittal AMC 18.5.4.040

- **Floor Plan of Residence** AMC 18.2.3.220
- **Proposed Sign Designs (if applicable)** AMC 18.2.3.220
- **Landscape Plan** AMC 18.4.4.030
 - The landscape plan must be of commercial grade plan that includes plant diversity such as trees, shrubs and groundcovers and must include specifications such as size and species-specific details on the planting plan. The narrative should also include at a minimum the proposed irrigation and maintenance details.
- **Tree Protection Plan (if applicable)** AMC 18.4.5.030
 - In order to obtain approval of a tree protection plan, an applicant shall submit a plan to the City, which clearly depicts all trees to be preserved and/or removed on the site.
- **Proof of Primary Residence** AMC 18.6.4.030

FEES: Site Design Review and Conditional Use Permit \$1,349.60

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:

Nick Schubert, *Associate Planner*
City of Ashland, Department of Community Development

Date: January 21, 2026

Phone: 541-552-2045 or email: nick.schubert@ashland.or.us

Public Works Comments

Engineered Plans - Where public improvements are required or proposed, the applicant's engineer shall submit design plans for approval of all public improvements identified on the approved plan or as specified in the conditions of approval.

One set of these civil plans **MUST BE SUBMITTED DIRECTLY TO THE PUBLIC WORKS/ENGINEERING DEPARTMENT**. All design plans must meet the current City of Ashland Public Works Standards. Engineered construction plans and specifications shall be reviewed and signed by the Public Works Director, prior to construction. All public facilities within the development will be designed to the City of Ashland Engineering Design Standards for Public Improvements.

Where public improvements are required or completed, the developer shall submit as-built drawings of all public improvements constructed during and in conjunction with this project. Field changes made during construction shall be drafted to the drawings in the same manner as the original plans with clear indication of all modifications (strike out old with new added beside).

The engineered plans MUST CONFORM TO THE FOLLOWING:

- Drawings must be submitted digitally and **MUST** be true scale PDF drawings
 - Drawings sizes shall comply with ANSI-defined standards for page width and height.
 - Review and construction drawings **MUST** be submitted in B-size (11x17).
 - All final, as-constructed, drawings **MUST** be submitted digitally as true scale PDF drawings and on Mylar if requested. Final drawings shall be B-size (11x17) or D-size (22x34). If D size drawings are produced, both B size and D size **MUST** be submitted.
2. **Permits** – Any construction or closure within the public right of way or public utility easement will require a Public Works permit and before any work in the right of way or public utility easement commences, all necessary permits **MUST** be obtained.
 3. **Right-of-Way** – No additional right-of-way dedication, beyond that necessary to comply with City Street Standards, will be required at this time.
 4. **Street Improvement** – No additional street improvements, beyond those necessary to comply with City Street Standards, will be required at this time.
 5. **Driveway Access** – No additional improvements/requirements will be requested at this time, but the applicant proposed improvements must be reviewed and permitted by the City of Ashland Engineering Department.
 6. **Sanitary Sewer** - The property is currently served by a 6-in sanitary sewer main in Morse Avenue. The applicant proposed improvements must be reviewed, approved and permitted by the City of Ashland Engineering Department.

7. **Water** - The property is currently served by a 4-in water main in Alida Street. City of Ashland Water Department shall tap existing water main and install any new water services and water meter boxes that are proposed by development. City of Ashland Water Department must be contacted for availability, placement and costs associated with the installation of the new water service. Service & Connection Fees will also be required for any new water services installed as part of this project.

8. **Storm Drainage** - The property is currently served by a 10-in storm sewer main in Blaine Street. City of Ashland Engineering Department must review an engineered storm drainage plan.

Storm Water Facility Design Requirements

Applicant MUST follow the guidance and requirements set forth in the current Rogue Valley Stormwater Quality Design Manual which can be found at the following website:

<https://www.rvss-or.gov/stormwater-management-and-erosion-control/rogue-valley-stormwater-quality-design-manual>

All stormwater calculations, reports, drawings, etc. shall be submitted to the City of Ashland Engineering Department for review.

9. **Erosion & Sediment Control - The following requirements shall be met:**

- All ground disturbances exceeding 2,500 square feet shall implement an Erosion and Sediment Control Plan (ESCP).
- A 1200-C permit will be secured by the developer where required under the rules of the Oregon State DEQ. City of Ashland Engineering Department must receive a copy of this permit before any construction shall begin.
- Erosion Prevention and Sediment control measures that meet the minimum standards set forth by the City of Ashland Public Works/Engineering Standard Drawing CD282 must be in place before any construction related to the project begins.
- Pollution, track out, and sediment dumping into storm water are strictly prohibited per AMC 9.08.060.
- Drainage from automotive use areas shall be limited to oil concentrations of 10 mg/l by a pre-approved means.
- Trash storage areas shall be covered or provide additional storm water treatment by an approved means.
- Off street parking areas shall conform to Ashland Municipal Code 18.4.3.080.B.5, including provisions to minimize adverse environmental and microclimatic impacts.