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*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.*

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**ASHLAND PLANNING DIVISION  
PRE-APPLICATION CONFERENCE  
COMMENT SHEET** July 3, 2024

**SITE:** 2205 Ashland Street #209  
**APPLICANT:** Paul West  
**REQUEST:** Conditional Use Permit for a  
One-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:** Hotel/Motel use requires a Conditional Use Permit and Site Design Review approval within the C-1 zoning district. The site is located within multiple overlay zones and subject to a number of City of Ashland design standards including Basic Site Review, Detail Site Review, Ashland Street boulevard corridor standards, Parking Lot Landscaping, and Street Trees. Because the existing mixed-use building received Site Design Review in around 2008 when constructed and no changes to the building or site are proposed, considerations for Site Design Review are limited and review of the application would be focused on the Conditional Use Permit (CUP) standards.

**SITE DESIGN REVIEW:** 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 being maintained in keeping with standards. *(If future external changes are proposed, Site Design Review standards and criteria would be looked at in greater detail.)*

**CONDITIONAL USE PERMIT FOR A HOTEL/MOTEL:** Hotel/Motel Use in the C-1 (Commercial) zone requires a Conditional Use Permit, and must address the following approval criteria from AMC 18.5.4.050.A:

### **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 is zoned Commercial (C-1), and allows hotel/motel use subject to a Conditional Use Permit. The building is existing and has previously obtained Site Design Review approval.**

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 constructed, were sized appropriately and currently serve the existing property. The proposed hotel/motel use 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 here would include traffic, parking, noise, etc. There is no proposed change to the site or the building; changes would be limited to the specifics of the use. 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 explicitly allowed subject to Conditional Use Permit (CUP) approval.**

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 zone. The lot size is 5,242 square feet, and a 50 percent floor to area ratio (FAR) would equate to approximately 2,621 square feet of retail use.**

**General Retail Commercial use is typically expected to generate approximately 4.80 PM peak hour trips per 1,000 square feet. 2.621 x 4.80 equates to approximately 12.58 peak hour trips for retail commercial development developed at a 50 percent FAR.**

**Hotel/Motel use typically generates approximately 0.74 PM peak hour per trips per room. A one room hotel would equate to 0.74 trips/room x 1 room = 0.74 trips. On that basis, the proposed use will generate significantly less traffic than the target general retail commercial use developed at a 50 percent FAR.**

**PREVIOUS CONDITIONS OF APPROVAL:** The applicant would need to be sure that any conditions of approval from the original Planning Action are being complied with. Probably key among these would be confirming that the unit in question is not one of the eight units that was required to be deed-restricted as affordable housing.

**BUILDING & FIRE CODES:** Within a commercially-zoned, mixed-use condominium building, Building and Fire Codes may apply differently to a hotel/motel unit versus to a single residential unit. It would be advisable to speak with the Building Official (Steven Matiaco) to confirm whether there are any significant code issues to be aware of prior to making an application.

**OWNERS' ASSOCIATION RULES:** The Covenants, Contracts & Restrictions (CCRs) for the development may limit what uses are allowed, and may include specific restrictions on short-term rental use. These restrictions are not enforced by the city, and it would be the applicant's responsibility to determine whether the CCRs would prohibit the use before making application.

#### **OTHER ORDINANCE REQUIREMENTS**

For ordinance requirements specific to the C-1 zone, see [AMC 18.2.6.030](#).

#### **OTHER DEPARTMENT COMMENTS**

**BUILDING:** There may be additional building code requirements for the use of a single unit in a mixed-use building as a hotel/motel use. Please contact the Building Division to confirm building codes-related issues at (541) 488-5305 or e-mail [building@ashlandoregon.gov](mailto:building@ashlandoregon.gov).

**CONSERVATION:** For 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](mailto:dan.cunningham@ashlandoregon.gov).

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

**FIRE:** See attached comments from the Fire Marshal; please contact Fire Marshal Mark Shay for any Fire Department-related information at 541-552-2217 or via e-mail to [mark.shay@ashlandoregon.gov](mailto:mark.shay@ashlandoregon.gov).

**WATER AND SEWER SERVICE:** Please contact the Water Department at (541) 488-5353 for any water or sewer system related questions if changes to the water/sewer service are proposed.

**ELECTRIC DEPARTMENT:** Please contact Rick Barton in the Electric Department at (541) 552-2082 to discuss service requirements and fee information if any changes to the site's electrical service are proposed.

## **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 Zoning Permit application form at <https://www.ashlandoregon.gov/DocumentCenter/View/217/Zoning-Permit-Application-PDF?bidId=>
- 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 online in its entirety at: <https://ashland.municipal.codes/LandUse>

### **Written Statements**

Please provide a written statement 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:

- **Site Design Review**                      [AMC 18.5.2.050](#)
- **Conditional Use Permit**                [AMC 18.5.4.050](#)

### **Plans & Exhibits Required**

Please provide a digital set of plans 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 reproducible copies that are drawn to a standard architect's or engineer's scale.

- **Site Design Review Plan Requirements** [AMC 18.5.2.040](#)
- **Conditional Use Permit Plan Requirements:** [AMC 18.5.4.040](#)

**FEES:**

**Site Design Review/Conditional Use Permit      \$1,315.50**

**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/Planning Division

Phone: 541-552-2042 or e-mail: [veronica.allen@ashlandoregon.gov](mailto:veronica.allen@ashlandoregon.gov)

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City of Ashland, Department of Community Development/Planning Division

Phone: 541-552-2040 or e-mail: [derek.severson@ashlandoregon.gov](mailto:derek.severson@ashlandoregon.gov)