
The comments of this pre-application 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 DEPARTMENT
PRE-APPLICATION CONFERENCE
COMMENT SHEET
October 22, 2025

SITE: 1049 Siskiyou
APPLICANT: Rogue Development
REQUEST: Residential Conversion

PLANNING STAFF COMMENTS:

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

Proposal: The applicant is interested in converting the building from its present commercial use into a residential unit with Single Room Occupancy above and a 2nd one bedroom apartment below.

From a Planning Standpoint, recent changes in state law have made our adopted regulations addressing dwellings in non-residential zones unenforceable. Additionally, the legislation is explicit in that a local municipality may not require either a zone change or a Conditional Use Permit (CUP). As such the proposed remodel to convert the existing dentist’s office back into a residential unit requires no planning approval.

From: Steven Matiaco - Building Official, City of Ashland

After looking closer at this email, I see that the upstairs is for a six bedroom, “Single Room Occupancy”, which is different than a six bedroom single family dwelling unit. Under HB 2138, up to a six bedroom “single room occupancy” is allowed under the residential code, but the way I read it, is it must be **detached**, so the living space below would not be allowed if it were to fall under the ORSC.

My current interpretation in this case is, the entire building will need to be looked at as one detached “single room occupancy” that could have up to six independent, lockable rooms that shared sanitary and food preparation facilities. If the applicant wants to have a separate dwelling unit attached to the single room occupancy unit (single family dwelling unit) then it would need to be designed out of the OSSC (Commercial Code) and sprinklers would be required throughout.

a little background on the “Single Room Occupancy” outlined in HB2138, which allows for up to six rooms in a **detached** single family dwelling designed out of the ORSC. Each of the single rooms can be rented out separately and are lockable. Each of the individual rooms would have access to and share the sanitary and food preparation facilities. According to my current interpretation, a key factor to note here is that this use is only allowed to be designed under the ORSC when it is **detached**. Otherwise, it would be designed out of the OSSC and sprinklers and other, more restrictive provisions would apply.

link below to HB 2138 for further reading.

<https://olis.oregonlegislature.gov/liz/2025R1/Downloads/MeasureDocument/HB2138>

SINGLE ROOM OCCUPANCIES

SECTION 6. ORS 197A.430 is amended to read:

197A.430. (1) As used in this section, "single room occupancy" means a residential development with no fewer than four attached **or detached** units that are independently rented and lockable and provide living and sleeping space for the exclusive use of an occupant, but require that the occupant share sanitary or food preparation facilities with other units in the occupancy.

(2) Within an urban growth boundary, each local government shall allow the development of a single room occupancy:

(a) With up to six units on each lot or parcel zoned to allow for the development of a detached [single-family] **single-unit** dwelling; and

[(b) With the number of units consistent with the density standards of a lot or parcel zoned to allow for the development of residential dwellings with five or more units.]

(b) With up to three times the number of units allowed by the maximum density standards of a lot or parcel on which is allowed multiunit housing with five or more dwelling units.

(3)(a) For a single room occupancy, a local government may not require more parking for every three single room occupancy units than the local government requires for:

(A) A single detached dwelling, if the single room occupancy development has six or fewer units; or

(B) A dwelling unit in a multiunit housing development, if the single room occupancy development has more than six units.

(b) This subsection does not apply to a single room occupancy used as a residential care facility as defined in ORS 443.400.

SECTION 6a. A local government shall comply as described in ORS 197.646 (1) with the new requirements imposed under the amendments to ORS 197A.430 by section 6 of this 2025 Act on or before January 1, 2027.

Steven Matiaco, C.B.O.
Building Official, City of Ashland
City of Ashland
51 Winburn Way, Ashland, OR 97520
541-552-2077
Steven.matiaco@ashland.or.us

There is no planning action required. The applicant should apply for a building permit to move forward with the conversion of the building into a residential use.

APPLICATION SUBMITTAL REQUIREMENTS

The application is required to include clear, legible, scalable drawings of the proposal (i.e. plan requirements) as well as written findings addressing the applicable approval criteria in accordance with the Ashland Land Use Ordinance (ALUO), Chapter 18 of the Ashland Municipal Code. The following sections include the requirements for plans and approval criteria which are applicable to the proposal as described in the pre-application submittals. When more than one planning approval is required for the proposal, multiple sections of the ALUO may apply. 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. All submittals must also include:

1. **Application Form and Fee.** Applications for Type I review shall be made on forms provided by the Staff Advisor. One or more property owners of the property for which the planning action is requested, and their authorized agent, as applicable, must sign the application. The required application fee must accompany the application for it to be considered complete.
2. **Submittal Information.** The application shall include all the following information.
 - a. The information requested on the application form (see attached).
 - b. Plans and exhibits required for the specific approvals sought (including elevations of all sides of the proposed structure, floor plan, and parking space dimensions, etc.).
 - c. A written statement or letter explaining how the application satisfies each and all the relevant criteria and standards in sufficient detail.
 - d. The required fee.

The Ashland Land Use Ordinance in its entirety may be accessed on-line at:
http://www.ashland.or.us/SIB/files/AMC_Chpt_18_current.pdf.

PLAN & EXHIBIT REQUIREMENTS: *One (1) copy on paper no larger than 11"x 17" and/or digital submittal of the plans below. Note: These copies may be used for the Planning Commission packets and for the notices mailed to neighbors - please submit clear, readable, reproducible copies.*

- None....

RELEVANT CRITERIA AND STANDARDS: Applicants are advised that in addition to required plans, written findings addressing how the ordinance criteria are satisfied in narrative format are required. The applicable criteria are included below.

- None....

FEES: **NO PLANNING ACTION REQUIRED.**

***NOTES:** Applications are accepted on a first come-first served basis. All applications received are reviewed by staff, 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, and the first COMPLETE applications submitted are processed at the next available Planning Commission meeting.

For further information, please contact:

Aaron Anderson, *Senior Planner*

City of Ashland, Department of Community Development

Phone: 541-552-2052 or e-mail: aaron.anderson@ashland.or.us

October 22, 2025

Date



Scam ALERT

Beware of Fraudulent Payment Requests

Important Notice:

The Ashland Community Development Department is aware that customers are being targeted by a sophisticated scam attempt.

The City of Ashland will **never** request payment via wire transfer. All legitimate invoices will resemble the format shown below.

Tips to Stay Safe:

- If you are uncertain about a payment request, please **verify its authenticity** by contacting us directly at **Planning@ashland.or.us** or by phone at **541-488-5305**
- Legitimate emails from the Community Development Department will always come from **@ashland.or.us** or **@ashlandoregon.gov** addresses
- Do **not** click on suspicious links
- Do **not** provide banking information or personal financial details
- If you suspect you have received a fraudulent invoice, please report it immediately to the City of Ashland using the contact information above.

INVOICE (INV-00016928)
FOR CITY OF ASHLAND

BILLING CONTACT
[REDACTED]



| INVOICE NUMBER | INVOICE DATE | INVOICE DUE DATE | INVOICE STATUS | INVOICE DESCRIPTION |
|----------------|--------------|------------------|----------------|---------------------|
| INV-00016928 | 09/15/2025 | 10/15/2025 | Paid In Full | NONE |

| REFERENCE NUMBER | FEE NAME | TOTAL |
|------------------|----------------------------------|-------------------|
| [REDACTED] | Residential Site Review (Type I) | \$2,782.40 |
| [REDACTED] | Solar Setback Variance (Type I) | \$1,349.60 |
| [REDACTED] | Ashland, OR 97520 | |
| | SUBTOTAL | \$4,132.00 |

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Sample Invoice



Wire Instruction

Please remit payment for Invoice # [REDACTED] in the amount of \$4,900.00 USD using the following wire transfer information:

Bank Name: [REDACTED]
Routing Number: [REDACTED]
Account Number: [REDACTED]
Account Beneficiary Name: Ashland Planning
Account Beneficiary Address: 200 E. Main St, Ashland, OR 97520
Bank Address: 9450 SW BEAVERTON RD, BEAVERTON OR 97157 USA

Payment Confirmation Instructions

After completing the wire transfer, please email the following items to Our Email :

- A signed copy of your invoice (digital signature is acceptable)

Scam

