

---

*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**  
April 8, 2020

**SITE:** 75 Helman Street  
**APPLICANT:** Smith & Ingledew  
**REQUEST:** Accessory Residential Unit  
Traveler's Accommodation

## **PLANNING DIVISION COMMENTS**

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

**Summary:** Either a Traveler's Accommodation or an Accessory Residential Unit will require a planning application: a Traveler's Accommodation requires Conditional Use Permit & Site Design Review approval, while an Accessory Residential Unit requires Site Design Review approval. A Traveler's Accommodation requires that the property be owner-occupied (*current records with the Tax Assessor suggest the owners may live elsewhere*) and requires two off-street parking spaces for the owner's unit and one additional off-street parking space for the guest unit. An Accessory Residential Unit application seems relatively straightforward and will simply require that the approval criteria and special use standards are satisfactorily addressed with the proposal.

## **TRAVELER'S ACCOMMODATION/CONDITIONAL USE PERMIT & SITE DESIGN REVIEW**

The approval of a Traveler's Accommodation within an R-3 Zoning District is subject to Conditional Use Permit (CUP) and Site Design Review approvals, and must meet the approval criteria for CUP and Site Review as well as the special use standards for a Traveler's Accommodation. The approval criteria and standards in **blue** below are taken directly from the Municipal Code; staff comments are in **black**.

### **CONDITIONAL USE PERMIT (CUP) APPROVAL CRITERIA**

Generally, CUP approval looks for a demonstration that the "*adverse material impacts*" of the proposal – things like parking, traffic, noise, etc. – would be no greater than expected if the property was used as intended in city ordinances, which here would be as a single residential unit.

- 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 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. **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.

## **SITE DESIGN REVIEW APPROVAL CRITERIA**

*(See the Site Design Review approval criteria listed under ARU discussion below.)*

Key issues here would likely focus on parking and landscaping.

### **Parking**

A Traveler's Accommodation requires two off-street parking spaces for the owner's unit and one space per guest unit, so as proposed three off-street parking spaces would be required. No more than 50 percent of these spaces can be provided through on-street parking credits, meaning that two spaces need to be available on site. Parking spaces are required to be 9 feet by 18 feet with a 22-foot back-up dimension behind, need to have landscape buffers between the property line and parking and between buildings and parking, and are not generally allowed in required setbacks abutting public right-of-way. As such, the parking space pictured on the site plan between the house and Central Avenue does not work with the standards. *If the existing driveway could accommodate two spaces side-by-side so that those spaces did not extend into the sidewalk, that would be the simplest means to address the requirement, with the third space to be met through an on-street parking credit.*

In addition two sheltered bicycle space meeting the requirements of AMC 18.4.3.070 are required and should be clearly identified on the application submittals.

## Landscaping

Conditional Use Permit approval for a Traveler's Accommodation is allowing a commercial use in a residential district, and typically brings with it a much closer focus on the standards. In particular, landscaping is looked at closely and if the site's existing landscaping in street-facing yards has experienced any level of deferred maintenance a condition of the approval would be that the landscaping be upgraded, with a landscaping and irrigation plan meeting the standards in AMC 18.4.4.030.

## TRAVELER'S ACCOMMODATION STANDARDS

The key issues here in staff's view would be in satisfying the owner-occupancy and parking requirements. The standards for Traveler's Accommodations and Accessory Traveler's Accommodations are detailed below:

**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](#).*
- 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. 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 property is located within 200 feet of a boulevard, avenue, or neighborhood collector as identified on the Street Dedication Map in the Comprehensive Plan. Distances to the property from a boulevard, avenue, or neighborhood collector shall be measured via a public street or public alley to a lot line.*
  - Helman Street is identified as an avenue in the most recent Street Dedication Map.*
- 2. 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.*
- 3. The primary residence on the site must be at least 20 years old. The primary residence may be altered and adapted for travelers' accommodation use, including expansion of floor area. Additional structures may be allowed to accommodate additional units, but must be in conformance with all setback and lot coverage*

standards of the underlying zone.

4. The number of travelers' accommodation units allowed shall be determined by the following criteria.
    - a. The total number of units, including the business-owner's unit, shall be determined by dividing the total square footage of the lot by 1,800 square feet. Contiguous lots under the same ownership may be combined to increase lot area and the number of units, but not in excess of the maximum established by this ordinance. The maximum number of accommodation units shall not exceed nine per approved traveler's accommodation with primary lot frontage on boulevard streets. For travelers' accommodation without primary lot frontage on a designated boulevard, but within 200 feet of a boulevard, avenue, or neighborhood collector street, the maximum number of units shall be seven. Street designations shall be as determined by the Street Dedication Map in the Comprehensive Plan. Distances to the property from a boulevard, avenue, or neighborhood collector shall be measured via a public street or public alley to a lot line.
    - b. Excluding the business-owner's unit and the area of the structure it will occupy, there must be at least 400 square feet of gross interior floor space remaining per unit.
  5. Each accommodation must have one off-street parking space and the business-owner's unit must have two parking spaces. All parking spaces shall be in conformance with chapter [18.4.3](#).
  6. Only one ground or wall sign, constructed of a non-plastic material, non-interior illuminated, and a maximum of six square feet total surface area is allowed. Any exterior illumination of signage shall be installed such that it does not directly illuminate any residential structures adjacent or nearby the travelers' accommodation in accordance with subsection [18.4.4.050.C.1](#).
  7. An annual inspection by the Jackson County Health Department shall be conducted as required by the laws of Jackson County or the State of Oregon.
  8. Transfer of business-ownership of a travelers' accommodation shall be subject to all requirements of this section and conform with the criteria of this section. Any further modifications beyond the existing approval shall be in conformance with all requirements of this section.
- C. **Accessory Travelers' Accommodations.** In addition to the standards in section [18.2.3.220.A](#), accessory travelers' accommodations shall meet all of the following requirements.
1. The operator of the accessory travelers' accommodation must be the property owner and the property 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 with an accessory travelers' accommodation, with the exception of kitchen cooking facilities for the primary residence.
    - Because kitchen cooking facilities are not permitted, an accessory travelers' accommodation could not be approved in conjunction with an ARU.
  3. The total number of guests occupying an accessory travelers' accommodation must not exceed two people per bedroom.
  4. The property must have two off-street parking spaces. 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.

## **ACCESSORY RESIDENTIAL UNIT**

Within the R-3 zoning district, a lot area of 6,500 square feet is required to have two units on one lot. Because the property here is only 6,000 square feet in area, a second unit can only be allowed as an

*Accessory Residential Unit (ARU).* The application must demonstrate compliance with the approval criteria for Site Design Review, which includes addressing some Site Development & Design and Historic District Development Standards, and must also address the Special Use Standards for an ARU which include that an ARU in an R-3 zone cannot exceed 500 square feet and cannot be more than 50% of the gross habitable floor area of the primary residence. The approval criteria and standards in **blue** below are taken directly from the Municipal Code; staff comments are in **black**.

## **SITE DESIGN REVIEW APPROVAL CRITERIA**

An application for Site Design Review shall be approved if the proposal meets the criteria in subsections A, B, C, and D below. The approval authority may, in approving the application, impose conditions of approval, consistent with the applicable criteria.

- A. Underlying Zone.** The proposal complies with all of the applicable provisions of the underlying zone (part [18.2](#)), including but not limited to: building and yard setbacks, lot area and dimensions, density and floor area, lot coverage, building height, building orientation, architecture, and other applicable standards.
- B. Overlay Zones.** The proposal complies with applicable overlay zone requirements (part [18.3](#)).
- C. Site Development and Design Standards.** The proposal complies with the applicable Site Development and Design Standards of part [18.4](#), except as provided by subsection E, below.
  - The following Site Development and Design Standards in Chapter 18.4.2 apply to ARU's:
    - C. Building Orientation.** Residential buildings that are subject to the provisions of this chapter shall conform to all of the following standards. See also, solar orientation standards in section [18.4.8.050](#).
      1. **Building Orientation to Street.** Dwelling units shall have their primary orientation toward a street. Where residential buildings are located within 20 feet of a street, they shall have a primary entrance opening toward the street and connected to the right-of-way via an approved walkway.
      2. **Limitation on Parking Between Primary Entrance and Street.** Automobile circulation or off-street parking is not allowed between the building and the street. Parking areas shall be located behind buildings, or on one or both sides.
      3. **Build-to Line.** Where a new building is proposed in a zone that requires a build-to line or maximum front setback yard, except as otherwise required for clear vision at intersections, the building shall comply with the build-to line standard.
    - D. Garages.** The following standards apply to garages, carports, canopies, and other permanent and temporary structures used for parking or storing vehicles, including those parking and vehicle storage structures accessory to detached single-family dwellings. The standards are intended to balance residents' desire for a convenient, safe, and private vehicle access to their homes with the public interest in maintaining safe and aesthetically pleasing streetscapes. The standards therefore promote pedestrian safety and visibility of public ways, while addressing aesthetic concerns associated with street-facing garages. For the purpose of this subsection, a garage opening is considered to be facing a street where the opening is parallel to or within 45 degrees of the street right-of-way line.

1. **Alleys and Shared Drives.** Where a lot abuts a rear or side alley, or a shared driveway, including flag drives, the garage or carport opening(s) for that dwelling shall orient to the alley or shared drive, as applicable, and not a street.
  2. **Setback for Garage Opening Facing Street.** The minimum setback for a garage (or carport) opening facing a street is 20 feet. This provision does not apply to alleys.
- E. Building Materials.** Building materials and paint colors should be compatible with the surrounding area. Very bright primary or neon-type paint colors, which attract attention to the building or use, are unacceptable.
- Additionally, if an ARU is located in the Historic District overlay – *75 Helman Street is located in the Skidmore Academy Historic District* - the Historic District Development Standards in **AMC 18.4.2.050** also apply and would need to be addressed in the application materials. These standards would generally apply to exterior modifications to the building (i.e. *material changes, doors, windows, etc.*) or additions. *These items would not come into play if there are no exterior changes proposed.*
- D. City Facilities.** The proposal complies with the applicable standards in section 18.4.6 Public Facilities, and that adequate capacity of City facilities for water, sewer, electricity, urban storm drainage, paved access to and throughout the property, and adequate transportation can and will be provided to the subject property.
- **Utility Connections:** A utility service plan is required with the Planning application, and needs to show locations of existing services and proposed utilities. Any necessary transformers or cabinets need to be placed in locations that are the least visible from the public right-of-way. The utility line and meter locations needs to be coordinated with the Tree Protection Plan to identify any potential impacts to trees that are six-inches in diameter or greater.
  - **Electric Meter:** The city requires a separate electric unit for each residential unit. Electric meters/boxes should be placed in locations that are least visible from the street right-of-way while considering the access requirements of the Electric Department. *See the Electric Department comments below.*
  - **Street Improvements:** To demonstrate compliance with the city’s street standards, the applicant would need to plant approved street trees with irrigation in the park row planting strip along both frontages (Helman and Central). Required tree spacing is one per 30 feet of frontage.
- E. Exception to the Site Development and Design Standards.** The approval authority may approve exceptions to the Site Development and Design Standards of part 18.4 if the circumstances in either subsection 1, 2, or 3, below, are found to exist.
1. There is a demonstrable difficulty meeting the specific requirements of the Site Development and Design Standards due to a unique or unusual aspect of an existing structure or the proposed use of a site; and approval of the exception will not substantially negatively impact adjacent properties; and approval of the exception is consistent with the stated purpose of the Site Development and Design; and the exception requested is the minimum which would alleviate the difficulty;

2. There is no demonstrable difficulty in meeting the specific requirements, but granting the exception will result in a design that equally or better achieves the stated purpose of the Site Development and Design Standards.
  3. There is no demonstrable difficulty in meeting the specific requirements for a cottage housing development, but granting the exception will result in a design that equally or better achieves the stated purpose of 18.2.3.090.
- The application would need to address the Exception criteria above if any of the details of the proposal do not comply with the applicable design standards.

## ARU SPECIAL USE STANDARDS

### B. R-1 Zone. Accessory residential units in the R-1 zone shall meet the following requirements:

1. One accessory residential unit is allowed per lot, and the maximum number of dwelling units shall not exceed two per lot.
2. Accessory residential units are not subject to the density or minimum lot area requirements of the zone.
3. The maximum gross habitable floor area (GHFA) of the accessory residential unit shall not exceed 50 percent of the GHFA of the primary residence on the lot, and shall not exceed 1,000 square feet GHFA.
4. The proposal shall conform to the overall maximum lot coverage and setback requirements of the underlying zone.
5. Additional parking shall be provided in conformance with the off-street parking provisions for single-family dwellings in section [18.4.3.040](#), except that parking spaces, turn-arounds, and driveways are exempt from the requirements in subsections [18.4.3.080.D.1](#) and [18.4.3.080.D.2](#) and paving requirements in subsection [18.4.3.080.E.1](#).

- While Ashland's off-street parking requirements are that a 500 square foot ARU provide one parking space in addition to the two spaces required for the primary unit, recent changes at the state level prevent the city from requiring additional off-street parking for ARU's so parking would not be an issue with an ARU application.

### D. R-2 and R-3 Zones. Accessory residential units in the R-2 and R-3 zones shall meet the standards in subsection [18.2.3.040.B](#), except that the maximum gross habitable floor area (GHFA) of the accessory residential structure shall not exceed 50 percent of the GHFA of the primary residence on the lot, and shall not exceed 500 square feet GHFA.

- The final application would need to demonstrate that the portion proposed as an ARU does not exceed 500 square feet in gross habitable floor area (measured as defined in **AMC 18.6.1**) and is not more than 50 of the GHFA of the primary residence that remains.

**Tree Preservation/Protection:** All land use applications involving any sort of site disturbance (i.e. utility trenching, parking installation, etc.) require that a Tree Protection Plan be provided with the application to ensure that all trees on the property over six-inches in diameter, and all trees on adjacent properties within 15-feet of the property line including any street trees, are protected during site disturbance (*including demolition, construction, driveway/parking installation, staging of materials,*

*etc.)*

**System Development Charges (SDC's):** The payment of systems development charges (Water, Sewer, Storm Water, Parks, Transportation) is required at the time of issuance of a building permit. Front counter staff can assist with an estimate of the likely permit fees and SDC charges for the project.

**Submittal Requirements:** The application will need to include clear, scalable site plans with existing and proposed buildings and their distance to property lines and scalable elevation drawings showing the exterior details of the existing and proposed buildings, with window, door, trim, color and material details.

**Neighborhood Outreach:** Staff always recommends that applicants approach the affected neighbors, particularly those who are likely to receive notice of an application, in order to make them aware of the proposal and to try to address any concerns that may arise as early in the process as possible. Notices are typically sent to neighboring property owners within a 200-foot radius of the perimeter subject property.

**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 submittal. Applicants should be aware that written findings addressing the ordinance and applicable criteria are required, and are heavily depended 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.

**OTHER ORDINANCE REQUIREMENTS:** See AMC Table 18.2.5.030.A. – Standards for Urban Residential Zones. The subject property is zoned R-3, a High Density Multi-Family Residential zoning.

## **OTHER CITY OF ASHLAND DEPARTMENT COMMENTS**

**BUILDING:** No comments provided. Please contact Building Official Steven Matiaco in the Building Division for any building codes-related questions at 541-488-5305. It would be worthwhile to speak with the Building Official about the required separation between units and the associated building permit requirements.

**CONSERVATION:** For more information on available water conservation programs, including any available appliance rebates or assistance with landscaping and irrigation system requirements, please contact Water Conservation Specialist Julie Smitherman of Conservation Division at 541-552-2062 or via e-mail to [julie.smitherman@ashland.or.us](mailto:julie.smitherman@ashland.or.us). For information on any financial or technical assistance available for the construction of Earth Advantage/Energy Star buildings, please contact Conservation Analyst/Inspector Dan Cunningham at 541-552-2063 or via e-mail to [dan.cunningham@ashland.or.us](mailto:dan.cunningham@ashland.or.us)

**ENGINEERING:** No comments provided. 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@ashland.or.us](mailto:karl.johnson@ashland.or.us) .

**FIRE:** No comments provided. Please contact Ralph Sartain from the Fire Department for any Fire Department-related information at 541-552-2229 or via e-mail to [ralph.sartain@ashland.or.us](mailto:ralph.sartain@ashland.or.us). It would be worthwhile to speak with the Fire Marshal regarding requirements that will apply for either an ARU or a Traveler's Accommodation.

**WATER AND SEWER SERVICE:** If the project requires additional water services or upgrades to existing services, the Ashland Water Department will excavate and install in the city right of way all water services up to and including the meter on domestic and commercial water lines. If a fire line is required, the water department will also only install a stub out to the location where the double detector check assembly complete with a Badger brand cubic foot bypass meter should be placed in a vault external to the building. The vault and the DCDA device housed in it are the responsibility of the property owner and should be placed at the property line. Fees for these installations are paid to the water department and are based on a time and materials quote to the developer or contractor. Meter sizes and fire line diameters will need to be provided to the Water Department at the time of a quote being requested. Please Contact Steve Walker at [541-552-2326](tel:541-552-2326) or e-mail [walkers@ashland.or.us](mailto:walkers@ashland.or.us) with any questions regarding water utilities.

**ELECTRIC DEPARTMENT:** A separate unit will require a separate electric service with it's own electric meter. Please contact Dave Tygerson in the Electric Department for service requirements and connect fee information at (541) 552-2389 or via e-mail to [tygersod@ashland.or.us](mailto:tygersod@ashland.or.us). Dave will arrange an on-site meeting, and develop a preliminary electrical service plan for the site. Please allow additional time to accommodate scheduling of this on-site meeting and preparing the preliminary plan. Submittals will not be deemed complete without a preliminary approved plan from the Electric Department.

**OREGON DEPARTMENT OF TRANSPORTATION (ODOT):** *“ODOT has no comments on this proposal.”* For any additional ODOT-related information, please contact Micah Horowitz, AICP; *Senior Transportation Planner* with ODOT Region 3; 100 Antelope Road, White City, OR 97503; **Phone:** 541.774.6331; **Cell:** 541.603.8431; **E-mail:** [micah.horowitz@odot.state.or.us](mailto:micah.horowitz@odot.state.or.us) .

**HISTORIC COMMISSION:** If the proposal will involve any exterior changes to a building in the Historic District, the applicant may wish to discuss the final application with the Historic Commission's weekly Review Board – an informal, two- to three-person subcommittee of the full Commission - appointments can be made through the Planning front office at (541) 488-5305. Appointments begin at 3:15 p.m., and provide an opportunity for design feedback outside of the more

formal commission setting. (*Note: Historic Review Board and Historic Commission meetings have been temporarily suspended in response to the COVID-19 situation.*)

## PROCEDURE

Both a Conditional Use Permit to allow a Traveler’s Accommodation and Site Design Review for an Accessory Residential Unit are subject to “Type I” procedures which include an administrative decision made following an initial public notice and a public comment period. Type I decisions provide an opportunity for appeal to the Planning Commission. (The Type I procedure is detailed in the chart available on-line at:

[https://www.ashland.or.us/SIB/files/Comm%20Dev/Forms%2C%20Brochures%2C%20Handouts/Flowchart\\_Type\\_I\\_FY19-20.pdf](https://www.ashland.or.us/SIB/files/Comm%20Dev/Forms%2C%20Brochures%2C%20Handouts/Flowchart_Type_I_FY19-20.pdf)

## APPLICATION REQUIREMENTS

### Submittal Information.

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

- a. The information requested on the application form at <http://www.ashland.or.us/Files/Zoning%20Permit%20Application.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 (aka “Written Findings”)

Please provide two 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:

- |  |                                    |
|--|------------------------------------|
| ○ <b><u>Accessory Residential Unit</u></b>       | <b>AMC 18.2.3.040</b>              |
| • <b>Site Design Review</b>                      | <b>AMC 18.5.2.050</b>              |
| • <b>Site Development and Design Standards</b>   | <b>AMC 18.4.2.030 C, D &amp; E</b> |
| • <b>Historic District Development Standards</b> | <b>AMC 18.4.5.050</b>              |

- **Traveler's Accommodation** **AMC 18.2.3.220**
  - **Conditional Use Permit** **AMC 18.5.4.050**
  - **Site Design Review** **AMC 18.5.2.050**

**Plans & Exhibits Required**

Please provide two sets of 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 two copies on paper no larger than 11-inches by 17-inches and reproducible copies that are drawn to a standard architect's or engineer's scale.

- **Site Design Review:** **AMC 18.5.2.040**
- **Conditional Use Permit:** **AMC 18.5.4.040**
- **Tree Protection Plan:** **AMC 18.4.5.030**

**PLANNING APPLICATION FEES:**

<b>A.R.U./Site Design Review</b>	<b>\$ 710</b>
<b>Traveler's Accomm./CUP &amp; Site Review</b>	<b>\$1,092</b>

***NOTE:** Applications are accepted on a first come-first served basis. 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:** April 8, 2020  
 Derek Severson, *Senior Planner* Date  
 City of Ashland, Department of Community Development  
 Phone: 541-552-2040 or e-mail: [derek.severson@ashland.or.us](mailto:derek.severson@ashland.or.us)