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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 DEPARTMENT  
PRE-APPLICATION CONFERENCE  
COMMENT SHEET**

May 24, 2017

**SITE:** 248 N. Second St  
**APPLICANT:** Mori Samel-Garloff  
& John Garloff  
**REQUEST:** Conditional Use Permit for  
Traveler's Accommodation/Accessory Traveler's  
Accommodation

**PLANNING STAFF COMMENTS:**

*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.*

**Property history:**

**Site conditions:**

The multifamily R-2 zoned property is 0.1 acres in size (4,280 sq.ft.), and allows for a residential density of 13.5 units per acre. The site therefore has a multifamily development potential of 1 unit.

The original home on the property was built in the late 19<sup>th</sup> or early 20<sup>th</sup> century. The home has been substantially modified with replacement windows and siding covering the entire south facing alley elevation, with a large addition to the rear. Given these changes, the house no longer adequately reflects the historic period of development and as such is considered a non-contributing historic structure according to the National Register of Historic Places (Railroad Addition Historic District ID#77).

**Preset Proposal:**

The current proposal identified in the pre-application involves the interior remodel of the home to create one 1-bedroom single family home, and one 1-bedroom traveler's accommodation unit. Additionally, the existing home is occupied by a home occupation business which would continue to be accommodated in the owner's residence.

The review below is for a Conditional Use Permit one-unit traveler's accommodation as was proposed in the Pre-application materials. However in consideration of the applicants concept and current site configuration staff believes an application for an Accessory Traveler's Accommodation may be more suitable for the site. Specifically the fact that the home will be owner occupied, there will be no kitchen in the traveler's unit, and that there are only 2 parking spaces on-site lends to the Accessory Travelers Accommodation alternative.

**Traveler's Accommodations**

Within the R-2 zoning district, Traveler's Accommodations are a Conditional Use subject to Special Use Standards which include:

- The property on which the traveler's accommodation is sited must be the primary residence of the business-owner.
  - The formal application would have to demonstrate that this criteria is met.

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- 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.
    - The formal application would have to demonstrate that this criteria is met.
    - B Street qualifies as an Avenue, and the property is approximately 170' from B Street.
  - The primary residence on the site must be at least 20 years old.
  - The number of traveler's accommodation units allowed shall be determined by dividing the total square footage of the lot by 1,800 square feet.
    - The formal application would have to demonstrate that this criteria is met.
  - 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.
    - The formal application would have to demonstrate that this criteria is met.
  - Each accommodation must have one (1) off-street parking space and the business-owners unit must have two (2) parking spaces. All parking spaces shall be in conformance with chapter 18.4.3.
    - In evaluating the site it appears only 2 parking spaces exist on site as currently configured. The existing garage can only accommodate 1 car, and one additional parking space exists to the east of the garage. The formal application would have to demonstrate 3 on-site parking spaces can be accommodated.

### **Accessory Traveler's Accommodations**

Within the R-2 zoning district, Accessory Traveler's Accommodations are a Conditional Use subject to Special Use Standards which include:

- 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.
- 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
- The total number of guests occupying an accessory travelers' accommodation must not exceed two people per bedroom.
- 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.
- Signs are not permitted in conjunction with the operation of an accessory travelers' accommodation.

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**Parking:** Each accommodation unit must have one (1) off-street parking space and the business owner's unit must have two (2) parking spaces (AMC 18.2.3.220.B.5). As proposed in the pre-application materials indicate that some of the required parking is indicated to be located on-street. The pre-application does not include a site plan illustrating where the parking for the residence and the proposed traveler's accommodation will be located. However, the narrative provided indicates an two on-street parking spaces would provide for the needed parking.

#### **18.4.3.060 Parking Management Strategies**

*Except for single-family dwellings, the off-street parking spaces may be reduced through the application of the following credits. The total maximum reduction in off-street parking spaces is 50 percent, except as allowed for Off-Site Shared Parking credits in subsection 18.4.3.060.E, below. The approval authority may require a parking analysis prepared by a qualified professional. See 18.4.3.030.A.3 for parking analysis requirements.*

**A. On-Street Parking Credit.** Credit for on-street parking spaces may reduce the required off-street parking spaces up to 50 percent, as follows.

1. *Credit. One off-street parking space credit for one on-street parking space meeting the standards of subsections 2-4, below. See Figure 18.4.3.060.A.1.*

Section 18.4.3.060A above states that “*the off-street parking spaces may be reduced...*” Application of these credits is in part based on the availability of on street parking. As a discretionary credit, the applicant would need to demonstrate through a parking analysis that the credit is warranted given a surplus of on-street parking supply. The City of Ashland, working with the University of Oregon recently completed an analysis of parking occupancy within the downtown area (April 2014 Downtown Parking Monitoring Results) which included parking impacts within the Railroad District in proximity to the downtown. The analysis found that consistent high occupancy rates exists within the area.. Additionally as guests staying at travelers accommodations within the downtown area would be likely to park their cars for extended periods, and walk to destination within the downtown, it is likely that granting additional on-street credits would effectively reduce parking turn-over in this high demand area. As a result of these site specific conditions, and the intense parking demand in the area, Staff will not be supportive of the allocation of any additional on-street parking credits for the traveler accommodation expansion as proposed.

In evaluating the site Staff did see the potential to expand the existing parking within the garage by increasing the width of the two and converting the garage to allow two parking spaces to be accommodated within. Should the applicant submit a proposal to provide all three requisite parking spaces on-site, or alternatively as an Accessory Traveler's accommodation proposal that only requires two parking spaces on site, Staff would process the application as a Type 1 Conditional Use Permit and Site Review with administrative approval.

The parking lot landscaping and screening standards in LUO 18.4.3.080.E.6, E.7 and 18.4.4.F require that minimum five-foot width landscape buffers be provided adjacent to property lines to buffer all parking and vehicular circulation areas. One parking lot tree must be provided for every seven parking spaces which would need to be shown on a submitted site plan. The existing tree adjacent to the parking area would satisfy this requirement.

**Bicycle Parking:** In addition to automobile parking, one bicycle parking space is required for every five

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required automobile spaces. The application for either a travelers accommodation, or an accessory travelers accommodation, require the installation of a covered bicycle parking space. . Bicycle parking must be located as close to the primary public entrance as the nearest automobile parking space. Please provide bike parking details in the application materials. In the event the required bike parking is to be located in the garage it must be demonstrated that it will not impact required automobile parking.

**Multifamily Residential Density:** The granting of a Conditional Use Permit requires a finding that the proposed 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...*”. The property has a residential density of 1 unit, and as such any proposal for travelers accommodations must demonstrate the impacts will be less than or equal to that allowed use. In order to ensure the total on site residential density does not exceed 1 units, the applicant will need to provide internal floor plans for the existing building on the property. Specifically if the configuration of the travelers unit is such that only the owners unit has a kitchen. Planning staff will condition approval upon the owner recording a deed restriction upon the property that clearly establishes that the property can not be converted at a future date to a multifamily development consisting of two full time rental units. The floor plans will also be necessary for the applicant to address the area calculations Traveler’s Accommodations are a Conditional Use Standards noted above.

**Site Design & Use Standards:** The application will need to respond to: the building placement, orientation and design standards for residential development detailed in chapter 18.4.2.030 of the Ashland Municipal Code (AMC);

The standards apply to a wide variety of circumstances from a conversion of existing living space to a new unit entirely within an existing building, external modifications to a historic building, to the development of a new buildings on a multifamily lot as is proposed. The application will need to clarify the proposal in context as it relates to the applicable standards, and will need to include a scalable site plan and detailed elevation drawings of any side of the existing building that would be altered by the proposal. The pre-application states then no external modifications are proposed, however Staff believes in order to comply with on-site parking requirements the application will necessitate enlarging the garage door to provide two internal parking spaces within the garage. As such the south elevation of the building would be needed for review and presentation to the Historic Commission.

- **Elevations:** Scalable exterior elevations of all buildings proposed on the site are required to be submitted. Indicate the material, color, texture, shape and other design features, including mechanical devices. Elevations should be drawn to a scale of one-inch equals ten feet or greater.
- **Building Orientation to the Street / Limitation on Parking between Building and Street:** Standards generally seek a strong orientation of buildings to the street and a limitation on parking between the building and the street. The written findings will need to address the Historic nature of the structure in the context of its compatibility with the historic district.

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- **Energy:** Additionally, the method and type of energy proposed to be used for heating, cooling and lighting of the building and the approximate annual amount of energy used per source and the methodology used to make the approximation.
  - **Landscape & Irrigation Plan:** A comprehensive landscape plan and corresponding irrigation plan will be required for the entire parcel. The landscaping and irrigation plan shall comply with the standards from the Site Design and Use Standards
    - **Landscaping and Open Space:** The City's Site Design and Use standards set specific parameters for landscaping and open space allocation for residential developments, such as identifying an area at least eight (8) percent of the lot are dedicated to open space for the tenants, and street tree requirements to name a few. Existing front yard landscaping typically needs to be upgraded to some degree in order to meet the residential development landscaping standards, which do not apply to stand-alone single-family residences. Please demonstrate compliance with these standards on the site plan as well as providing an explanation of compliance in the written findings.
    - **Landscape buffers:** A five (5') foot landscape buffer between any surface/off-street parking spaces and the property lines and an eight (8') foot setback from the structure is required as per the Parking Lot Landscaping and Screening Standards.
      - It appears this buffer can be met adjacent to the parking space to the east of the existing garage.
    - **Landscape and Irrigation Plan:** A species and size specific landscape plan must be submitted with the application. Existing and proposed landscaping must meet the Landscaping section of chapter 18.4.4. An irrigation plan is required, but may be deferred until the building permit submittals.
    - **Street Trees:** Street trees must be provided at a spacing of one tree per 30 feet of street frontage, selected and planted according to the Recommended Street Tree Guide with irrigation provided. The formal application shall show the location, size and species of all existing trees which satisfy this requirement.
  - **Exterior Lighting:** All exterior lighting should be selected, placed, directed and/or shrouded to prevent light from spillover (i.e. direct illumination) onto neighboring properties. Please provide the lighting specifications on the final application submittals.
  - **Trash / Recycling:** An opportunity to recycle facility will be required to be provided either as a shared facility screened from the public right of way (recommended) or as separate facilities. You should consult with Recology about how the trash/recycling can best be accommodated on site (dumpster or cans).
  - **Additional Elements:** Elements such as exterior lighting, designated location for a screened

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trash and recycling center, and bike parking would also need to be shown on the site plan and a written description of how they will be integrated into the proposal provided.

**Building Issues:** Permits and inspections will consider the structural, plumbing, mechanical and electrical modifications necessary for the creation of the new travelers unit in light of current codes, including but not limited to the installation of required fire walls.

**Historic Compatibility:** The property is within the Railroad Historic District. The Historic District Design Standards specifically address compatibility with historic context in terms of height, scale, massing, setbacks, roof shape, rhythms of openings, directional expression, sense of entry, imitation, etc. For projects requiring Conditional Use Permit, the authority exists in law for the Staff Advisor or Planning Commission to require modifications in design to address these standards. In these cases, the Historic Commission advises both the applicants and city decision makers. Your written findings should speak to the neighborhood context, and describe how the structure fits into the neighborhood and complies with the Historic District Design Standards. At the time of the formal application submittal, the applicants will need to submit additional details as to the building's design (window type, trim dimensions, siding type, roof material, etc.). The elevation of any external modifications to the building are necessary to determine compliance with the Historic District Design Standards.

**Neighborhood Outreach:** Projects involving changes to established neighborhood patterns can be a concern for neighbors. Staff always 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 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.

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## **UNDERLYING ZONE PROVISIONS (18.2.6.030)**

**Zoning:** R-2 (Low Density, Multi-Family Residential District)

**Maximum Building Height:** 30 feet.

**Standard Yard Requirements:** Front yard – 20 feet; Side Yard – 6 feet except 10 feet abutting a public street; Rear Yard – 10 feet per story.

**Solar Access:** Properties may shade the property to their north no more than would a six-foot fence constructed on the north property line.

**Lot Coverage:** 65 percent maximum. All areas other than natural landscaping which allow the normal infiltration of water into the soil are considered coverage. Please identify all existing and proposed lot coverage on site plan and in text and provide the percentage of final lot coverage proposed.

**Landscaping Requirements:** 35 percent. Parking areas and service stations shall meet the standards of chapters 18.4.3 Parking, Access, and Circulation, and 18.4.4 Landscaping, Lighting, and Screening.

**Trees:** Submittal requirements shall include items noted in chapter 18.4.5.030 for Tree Protection, which are also listed below if there will be any site disturbance which would impact trees. If trees are to be removed, the applicant is required to request their removal as required in chapter 18.5.7 with the application submittals.

**Parking, Access, & Circulation:** As detailed in 18.4.3.

**Signage:** Traveler's Accommodations are allowed only one (1) ground or wall sign, constructed of a non-plastic material, non-interior illuminated, and a maximum of six (6) square feet total surface area is allowed. Accessory Travelers Accommodations are not permitted to have signage. All advertising for traveler's accommodation must include the City of Ashland planning action number assigned to the land use approval. All proposed signage shall be detailed in the final application submittal. A separate sign permit application is required prior to installation.

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## **OTHER DEPARTMENTS' COMMENTS**

**BUILDING DEPARTMENT:** Please contact the Building Division for any code-related information at 541-488-5305.

**PUBLIC WORKS/ENGINEERING:** *No comments at this time.* Please contact Karl Johnson of the Engineering Division for any information at 541-552-2415 or via e-mail to karl.johnson@ashland.or.us.

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**WATER AND SEWER SERVICE:** *No comments at this time.* Please Contact Steve Walker at 541-552-2326 or [walkers@ashland.or.us](mailto:walkers@ashland.or.us) with any questions regarding water utilities.

**ELECTRIC SERVICE:** *No comments at this time.* Please contact Dave Tygerson in the Electric Department for any electrical service requirements or fee information at 541-552-2389 or via e-mail to [dave.tygerson@ashland.or.us](mailto:dave.tygerson@ashland.or.us).

**FIRE:** *See attached comments.* Please contact Fire Marshall Margueritte Hickman at 541-552-2229 or via e-mail to [margueritte.hickman@ashland.or.us](mailto:margueritte.hickman@ashland.or.us) for information of Fire Department requirements.

**CONSERVATION:** For 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).

**HISTORIC COMMISSION REVIEW BOARD:** The Historic Commission's Review Board meets weekly on Thursday afternoons by appointment; beginning at 3:15 p.m. Applicants can arrange to get project design feedback from an informal group of two to three Historic Commissioners prior to making formal application. If an appointment is desired, please call the Planning Department's front office at 541-488-5305.

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## **IMPORTANT INFORMATION REGARDING APPLICATION SUBMITTAL REQUIREMENTS**

**PROCEDURE:** Applications for Accessory Traveler's Accommodations or Accessory Traveler's Accommodations require Conditional Use Permit approval. 1. Regulations provide for administrative ("Type I") decisions on these applications.

**APPLICATION REQUIREMENTS:** *As detailed in chapter 18.5.1.050, Type I applications shall include the required application materials detailed below. Type I decisions are made by the Staff Advisor, following public notice and a public comment period. Type I decisions provide an opportunity for appeal to the Planning Commission.*

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 application shall not be considered complete unless the appropriate application fee accompanies it.
2. **Submittal Information.** The application shall include all of the following information.
  - a. The information requested on the application form.
  - b. Plans and exhibits required for the specific approvals sought.
  - c. A written statement or letter explaining how the application satisfies each and all of the relevant criteria and standards in sufficient detail.
  - d. Information demonstrating compliance with all prior decision(s) and conditions of approval for the subject site, as applicable.
  - e. The required fee.

**RELEVANT CRITERIA AND STANDARDS:** Applicants are advised that in addition to required plans outlined above, written findings addressing how the ordinance criteria are satisfied in narrative format are required. The applicable criteria are included below. 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](http://www.ashland.or.us/SIB/files/AMC_Chpt_18_current.pdf).

**PLAN & EXHIBIT REQUIREMENTS:** *Two (2) copies of the plans below on paper no larger than 11"x 17". Note: These copies may be used for the Planning Commission packets and for the notices mailed to neighbors - please submit clear, readable, reproducible copies.*

**Two (2) Copies of the materials required for a Conditional Use Permit as detailed in chapter 18.5.4.040.** An application for a Conditional Use Permit shall be submitted by the owner of the subject property or authorized agent on a form prescribed by the City and accompanied by the required filing fee. The application shall include a plan or drawing meeting the requirements below.

- A. ***General Submission Requirements.*** *Information required for Type I or Type II review, as applicable (see sections 18.5.1.050 and 18.5.1.060), including but not limited to a written*

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*statement or letter explaining how the application satisfies each and all of the relevant criteria and standards.*

**B. Plan Submittal.** *The plan or drawing accompanying the application shall include the following information.*

1. *Vicinity map.*
2. *North arrow and scale.*
3. *Depiction and names of all streets abutting the subject property.*
4. *Depiction of the subject property, including the dimensions of all lot lines.*
5. *Location and use of all buildings existing and proposed on the subject property and schematic architectural elevations of all proposed structures.*
6. *Location of all parking areas, parking spaces, and ingress, egress, and traffic circulation for the subject property, including accessible parking by building code.*
7. *Schematic landscaping plan showing area and type of landscaping proposed.*
8. *A topographic map of the site showing contour intervals of five feet or less.*
9. *Approximate location of all existing natural features in areas which are planned to be disturbed, including, but not limited to, all existing trees of greater than six inches DBH, any natural drainage ways, ponds or wetlands, and any substantial outcroppings of rocks or boulders.*

**Two (2) Copies of written findings addressing the approval criteria for a Conditional Use Permit as detailed in chapter 18.5.4.050.A.** A Conditional Use Permit shall be granted if the approval authority finds that the application meets all of the following criteria, or can be made to conform through the imposition of conditions.

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.

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- 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.

**Two (2) copies of written materials addressing the following special use criteria for either a Traveler's Accommodation, or an Accessory Travelers Accommodation, in an R-2/R-3 Zone as detailed in AMC 18.2.3.220.** Where traveler's 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 all of the following requirements.

#### **18.2.3.220 Traveler's 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 all of the following requirements. See definitions of travelers' accommodation and accessory travelers' accommodation in part 18-6.

- A. Travelers' Accommodation 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 or 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.

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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.
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 travelers' 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.

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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 have 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.
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.

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| <b>UPCOMING APPLICATION DEADLINES:</b>         | Not Applicable                         |
| <b>UPCOMING PC MEETINGS:</b>                   | Not Applicable                         |
| <b>FEES - Conditional Use Permit (Type I):</b> | \$1,022 (or \$1046 after July 1, 2017) |

**\*NOTES:**

- *Applications are accepted on a first come-first served basis.*
- *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.*
- *All applications received are reviewed by staff, and must be found to be complete before being processed or scheduled at a Planning Commission meeting.*
- *The first 15 COMPLETE applications submitted are processed at the next available Planning Commission meeting.*

**For further information, please contact:** May 24, 2017

Brandon Goldman, Senior Planner Date

City of Ashland, Department of Community Development

Phone: 541-552-2076 or e-mail: Brandon.goldman@ashland.or.us