NOTICE OF PUBLIC HEARING

EUREKA PLANNING COMMISSION

Notice Is Hereby Given the Planning Commission will hold a public hearing on Monday, May 9, 2022, at 5:30 p.m., or as soon thereafter as the matter can be heard, in the Council Chamber, Eureka City Hall, 531 “K” Street, Eureka, California, to consider the following application:

| Subject: Griffith Commercial Lodging Conditional Use Permit CUP-22-0002 |
| Location: 3116 I Street |
| APN: 011-073-004 |
| Applicant: Heather Griffith |
| Property Owner: Christopher Griffith |
| Purpose/Use: Commercial Lodging (vacation rental) |
| Application Date: March 23, 2022 |
| General Plan: PO – Professional Office |
| Zoning: OR – Office Residential |
| CEQA: Exempt under §15301, Class 1 Existing Facilities |
| Staff Contact: Caitlin Castellano, Senior Planner |
| Recommendation: Hold a public hearing; and Adopt a Resolution to approve with conditions. |

The public is invited to participate in the following manner:

1. **Attend the meeting in person.** City Hall will be open for this meeting. Masks and social distancing are encouraged.

2. **View and participate via Zoom.** Meeting ID: 875 7463 4398 | Passcode: 627427 |
   One tap Mobile: +14086380968,87574634398#,*627427# |
   [https://us02web.zoom.us/j/87574634398?pwd=MUI1cFZxcW5BM240OUsxZ1F3MURDUT09](https://us02web.zoom.us/j/87574634398?pwd=MUI1cFZxcW5BM240OUsxZ1F3MURDUT09) |

3. **Participate in writing.** Submit written comment at the meeting; by mail to 531 K Street, Eureka, CA 95501; or email to planning@ci.eureka.ca.gov or deliver to City Hall lobby prior to Monday, May 9, 2022, at noon, to ensure the Commission receives your comment before the meeting. All written comments will be part of the public record for consideration but may not be read aloud during the meeting.

4. **View only on the City’s website (no participation).** Watch live on the City of Eureka’s website at [www.ci.eureka.ca.gov](http://www.ci.eureka.ca.gov); select Agendas, Meeting and Videos on the home page.

Appeals to the City Council of the action of the Planning Commission, may be made within 10 calendar days of the action by filing a written Notice of Appeal with the City Clerk, along with the appeal fee as set by the City Council.
If you challenge the nature of the proposed action in court, you may be limited to raising only those issues that you or someone else raised at the public hearing or written correspondence received during or prior to the public hearing. Accommodations for handicapped access to City meetings must...
be requested of the City Clerk, 441-4175, five working days in advance of the meeting. If you have questions regarding the project or this notice, or would like to make an appointment to review the project file, please contact Development Services - Planning at planning@ci.eureka.ca.gov or (707) 441-4160.
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**Recommendation:** Hold a Public Hearing; and Adopt a Resolution to approve with conditions

**Motion:** “I move the Planning Commission adopt a Resolution to conditionally approve the Griffith Commercial Lodging Use Permit at 3116 I Street in the OR-Office Residential zone district.”

Figure 1: Location Map
PROJECT SUMMARY

The applicant, Heather Griffith, seeks a Conditional Use Permit (CUP) to utilize an existing approximately 1,800-square-foot (sf) three-bedroom, two-bath, single-family home with a detached garage as a Commercial Lodging (aka vacation rental). Pursuant to Eureka Municipal Code (EMC) § 155.208.202.A, a Commercial Lodging use requires a CUP in the OR zone district. Due to the current housing crisis, the applicant does not intend to permanently convert the use of the property to a Commercial Lodging use, and because new detached single-family home uses are prohibited in the OR zone district, the CUP would allow the property to be used either as a Commercial Lodging, or as a single-family home, but not both at the same time.
The 7,350-sf property is located on the west side of I Street, between Harris Street (north) and Everding Street (south) and is surrounded by both commercial and residential uses, with an established low-density residential neighborhood to the south, and lower-intensity medical and professional office, and commercial retail uses to the east, north and west. The F Street portion of the Henderson Center shopping district is located three blocks west of the subject property.

According to the applicant, three off-street parking spaces are available for guest use (two are required; EMC §155.324.030.A requires 0.75 spaces per room for Commercial Lodging uses) of which two are located in an attached garage and one is located adjacent and north of the garage (accessed from the alley behind the house) (Figure 4). Proposed house rules include, but are not limited to: no more than ten people are allowed (maximum property capacity); no pets, smoking, parties or events; quiet time is between 11 p.m. and 7 a.m.; guests will check-in at 4 p.m. and check-out by 10 a.m., and guests should comply with City parking regulations and show consideration to other vehicles in the neighborhood. The rental will be available year-round, and no interior or exterior modifications are proposed to the existing residence, garage, or property to accommodate the new use.

Figure 4: View of two-car garage and adjacent off-street parking space from the alley (photo taken 4/6/2022).

**ANALYSIS**

To approve a Use Permit, the Planning Commission must make all of the following findings:

1. The proposed use is consistent with the General Plan, Zoning Code, and any applicable specific plan or area plan adopted by the City Council.

2. The site is suitable for the size, design, and operating characteristics of the proposed use.

3. The proposed use will be compatible with existing and planned land uses in the vicinity of the property.

4. The proposed use will not be detrimental to the public health, safety, and welfare.
5. The proposed use is properly located within the city and adequately served by existing or planned services and infrastructure.

1. **Plan and Code Consistency**

**General Plan**

*The Professional Office (PO) land use designation provides for customer-serving and non-customer-serving professional offices, clinics, hospitals, and related retail and services, as well as residential uses. Also applied to areas with a mix of single-family and multi-family housing, small scale offices, some converted residential buildings, and lodging where the intent is to generally retain the character, scale and form of the residential neighborhood. Intended to provide a mix of office and residential uses in an environment with a different character and lower intensity than the mixed-use commercial districts of the City. Limited commercial uses may be allowed as provided for by the applied zoning district. The maximum Floor Area Ratio is 2.5.*

The subject property is located on the southern edge of an area of PO designated land, and adjoins lower density single-family residential properties to the south (which have a Low Density Residential [LDR] land use designation). Approximately three blocks west is Henderson Center which has a Neighborhood Commercial (NC) land use designation, is developed with slightly higher intensity commercial properties. (Figure 5). No modifications to the existing structure or property are proposed, and the applicant does not intend to permanently convert the home to a commercial lodging use, and requests the option to utilize the home as a commercial lodging or owner-occupied single-family home or a long-term rental (more than 30 days) in the future. The attached two-car garage and adjoining uncovered off-street parking space (accessed from the alley) can accommodate three guest vehicles which can limit the potential impact to available on-street parking. The PO designation specifically allows Commercial Lodging (vacation rentals) and residential uses, and allowing the proposed Commercial Lodging use is appropriate at this location because it will act as a buffer between the commercial office uses directly to the east, west and north, and the residential uses to the south, and it will retain the character, scale and form of the adjoining residential neighborhood.

*Figure 5: Surrounding land use designations*
Furthermore, a review the 2040 General Plan (adopted in 2019), including the 2019-2027 Housing Element (adopted in 2020), found the proposed use is consistent with the following relevant goals and policies:

i. **Policy LU-5.5 (Existing Neighborhoods)** Protect and enhance the integrity of Eureka’s existing neighborhoods by: [...] (b): Supporting efforts to improve and maintain neighborhood appearance and the existing housing stock.

The proposed use does not require interior or exterior physical modifications to the subject property and therefore will not change the neighborhood appearance. Additionally, the proposed use will likely incentivize the property owner to maintain the property (so that it is a successful short-term rental), and generate revenue that can be invested back into the property. Thus, allowing the proposed Commercial Lodging use in the existing single-family residence, with the option to utilize the residence as a long-term rental or owner-occupied residence in the future, protects the integrity of the neighborhood, supports maintenance of the subject property, and the appearance of the neighborhood, which are consistent with Policy LU-5.5.

ii. **Policy E-6.3 (Year-Round Tourism Destination):** Encourage increased year-round and multi-day tourism by promoting Eureka as a cultural-tourism destination rich in local architecture, history, dining, arts and entertainment and by promoting and developing Eureka as an ecotourism and adventure tourism destination with activities such as bay kayaking, the Eureka waterfront coastal trail, Zoo, and forested city-parks.

The proposed use is considered Commercial Lodging instead of a “vacation rental” because it is located in a mixed-use land use designation and zone district. Commercial Lodging in an existing single-family home provides a unique visitor experience that is different from a standard hotel/motel room. Commercial Lodging in single-family homes can also be a more affordable vacation option, especially for extended stays (but less than 30 days) and large groups (e.g., cost savings on parking and meals), and can provide special amenities (e.g., yard space, a full kitchen and washers/dryers). Thus, Commercial Lodging (vacation rentals) contribute to a diverse mix of transient lodging that can help the City appeal to a broad array of tourists consistent with this policy. The Commercial Lodging will be available year-round and will provide a three-bedroom lodging option appropriate for a small family or group. The existing home is within easy walking distance (three blocks west) to shopping and dining within the Henderson Center neighborhood shopping district. It is also less than one half mile (nine blocks) east from the Sequoia Creek Trail access point on Hodgson Street, and one mile to the Zoo entrance. Additionally, the home is within easy walking distance to transit stops (three blocks west at F and Harris Streets, three blocks north at Russ and H Streets, and three blocks east at K and Hodgson Streets), and designated bike routes are located nearby on J and F Streets and Harris and Henderson Streets. The home’s convenient location to shopping, dining, Sequoia Park and Zoo, and transit routes and designated bicycle routes can reduce the reliance on automobiles, and increase opportunities to walk, bike, or take transit to tourism destinations such as Old Town and the Eureka Waterfront. Thus, this use will support Eureka tourism consistent with Policy E-6.3.
iii. Policy E-7.17 (TOT Reinvestment): Establish a data-driven revenue reinvestment program for Transit Occupancy Tax (TOT) generated revenue. Program would reinvest some TOT revenue back into tourism-related assets, infrastructure, events, and marketing with the intent of continually increasing TOT revenue.

The Commercial Lodging will contribute to the City’s Transient Occupancy Tax, which could be reinvested back into tourist-related assets. Thus, this use is consistent with Policy E-7.17

iv. Policy N-1.3 (Noise and Land Use Compatibility): Consider the compatibility of new development with the existing noise environment when reviewing discretionary proposals.

The proposed use will not contribute to issues related to noise for the adjacent single-family residential uses because guests may not create a noise nuisance in violation of EMC Sec. 94.02 (Loud Noises). Additionally, per the applicant, house rules will require quiet hours from 11 p.m. to 7 a.m. and they will prohibit parties and events. Thus, this use is consistent with Policy N-1.3.

Zoning Code (EMC Chapter 155)
In General, the purpose of the Zoning Code is to implement the General Plan and to protect the public health, safety, and welfare. Specifically, the Zoning Code is intended to:

1. Preserve and enhance Eureka’s unique sense of place, small city charm, livability, and sense of community;

2. Support a pedestrian-friendly built environment, increase transportation choices, and expand opportunities for residents to walk, bike, and take transit to destinations;

3. Maintain and expand the variety of housing types to serve a diverse population;

4. Encourage and incentivize a diversity of residential, commercial, industrial, and mixed-use developments;

5. Encourage pedestrian-friendly urban development through a streamlined approval process;

6. Where appropriate, encourage vertical mixed-use development with upper story residential units above ground floor commercial uses;

7. Protect and enhance the distinctive character of Eureka’s neighborhoods and commercial districts;

8. Enhance the appearance, economic vitality, and livability of Eureka’s neighborhoods and commercial districts;
9. Encourage active and inviting streetscapes, buildings, and public spaces;

10. Realize the full development potential of Eureka's industrial and commercial waterfront areas;

11. Enhance the vitality of Downtown and Old Town as the core of the community with a diversity of land uses and pedestrian-oriented urban design;

12. Encourage infill development and the reuse of existing structures to strengthen established neighborhoods;

13. Establish flexible performance-based standards to encourage design creativity and address unique circumstances;

14. Protect Eureka’s natural beauty and conserve valuable natural resources; and

15. Enhance the urban/wildland interface zones around the edges of the city and promote recreation opportunities within these zones.

The Commercial Lodging use is proposed in an existing single-family home, and the Use Permit will allow the applicant/owner to utilize the home as an owner-occupied single-family residence or long-term rental in the future, which will retain the variety of housing types in Eureka to serve a diverse population. No modifications to the exterior or interior of the house or property are proposed, which preserves Eureka’s sense of place and small-town charm. Allowing the single-family home to be used as Commercial Lodging will provide a tourism lodging option not located along the Highway 101 and/or Broadway Commercial Corridors, and having available lodging for tourists in close proximity to Henderson Center and the Zoo will help increase revenue and in turn economic vitality of those areas. The Commercial Lodging use at this location may also provide short-term lodging to those who may be in Eureka for not only vacation/pleasure, but for business, or for medical reasons as well, and there are many medical and professional offices located near the subject property and Henderson Center.

The subject property is located within easy walking distance to shops and dining within Henderson Center, as well as transit lines on Henderson, Harris, H and I Streets, which are also designated bike routes; thus the proposed Commercial Lodging use at this particular location supports a pedestrian-friendly environment, can increase alternative transportation choices, and can expand opportunities for guests to bike, and take transit to destinations such as the Eureka Waterfront, Downtown, and Old Town.

The purposes of the mixed-use zoning districts are to:

1. Protect, enhance, and build upon Eureka’s unique identity, historic character, and sense of community;
2. **Promote a compact development pattern with high-intensity activity centers, infill development, adaptive reuse of existing buildings, and redevelopment of vacant lots and underutilized properties;**

3. **Encourage a mix of commercial, residential, professional office, and civic land uses;**

4. **Accommodate a broad range of commercial uses to serve the community and allow properties to quickly respond to evolving market opportunities over time;**

5. **Promote a diversity of multi-family housing choices in higher density mixed-use settings, especially on upper floors;**

6. **Provide a pedestrian-friendly environment while accommodating the needs of automobiles where appropriate;**

7. **Promote transportation alternatives, reduce the reliance on automobiles, and increase opportunities to walk, bike, or take transit to destinations;**

8. **Foster a diverse and resilient local economy, friendly to new business investment and the creation and retention of quality jobs;**

9. **Encourage growth in the City’s tax base to support City services and infrastructure; and**

10. **Provide attractive and well-designed streetscapes, buildings, parking, and public spaces.**

The Commercial Lodging use does not conflict with, and supports many, of the general purposes of the mixed-use zoning districts which are similar to the specific purposes of the Zoning Code described above. No exterior or interior modification to the existing single-family home and property are proposed therefore allowing a Commercial Lodging use at this location can protect Eureka’s unique identity, historic character, and sense of community for the adjoining neighborhood. The adjoining neighborhoods also provide a pedestrian-friendly environment for the short-term rental guests due to the location’s inherent walkability and location in close proximity to the Henderson Center shopping district and Sequoia Park and Zoo. Also, the close proximity to Henderson Center promotes transportation alternatives because guests can walk to retail stores and restaurants (or medical offices, and there are bus stops and designated bike routes nearby which will reduce the reliance on automobiles, and increase opportunities to walk, bike, or take transit to destinations. Lastly, the proposed Commercial Lodging will contribute to the City’s Transient Occupancy Tax (included as **Condition D**), which will contribute to the growth of the City’s tax base to support City services and infrastructure, and **Condition C** requires the applicant obtain (and maintain) a City business license for the duration of the Commercial Lodging use.

*The specific purpose of the Office Residential (OR) zoning district is to provide areas for customer-serving and non-customer-serving professional offices, clinics, and related retail and services, as well as residential uses. The OR district allows a mix of single-family and multi-family housing,*
offices, converted residential buildings, and lodging where the intent is to generally retain the character, scale, and form of the residential neighborhood. The OR zoning district provides a mix of office and residential uses in an environment with a different character and lower intensity than the other mixed-use commercial districts of the city.

The applicant is proposing a Commercial Lodging use in an existing single-family, three-bedroom, two-bathroom home within the Office Residential (OR) zone district. Commercial Lodging is listed as a conditionally permitted use in the OR zone per EMC §155.208.020. The subject property is located on the southern edge of an OR zone district which is developed with medical and non-medical office uses, as well as commercial retail uses closer to F Street; and, it adjoins single-family residential properties directly to the south in a Residential Low (R1) zone district (Figure 6). The Commercial Lodging use in an existing single-family home at this location can act as a buffer between the existing higher intensity office and retail uses along Harris Street to the north, and the lower density R1 zoned properties to the south. The proposed Commercial Lodging use does not require any exterior or interior modification to the existing single-family residence or property, and the residence can still be available as a long-term single-family owner-occupied or rental residence in the future; thus, as a Commercial Lodging use in a single-family residence, it is a lower intensity use than uses in other commercial districts of the City, and it will retain the character, scale and form of the adjoining residential neighborhood, which is consistent with the specific purpose of the OR zone district.

**Figure 6: Surrounding zone districts**

![Map showing surrounding zone districts](image)

**Specific or Area Plan**
The proposed Commercial Lodging use is consistent with the Economic Development Strategic Plan Update adopted in October 2021, as it supports Sub-Goal D: Strengthen the City’s Revenue Base through payment of the Transient Occupancy Tax. Also, it supports the *Walkability* guiding principal because rental guests are three blocks east of Henderson Center and can walk to the local shops and restaurants.
2. **Site Suitability**

The Commercial Lodging use will be located in an existing one-story, approximately 1,800-sf single-family home comprised of three-bedrooms and two-bathrooms with a two-car detached garage on a 0.17-acre (7,350-sf) property. According to the applicant, the detached garage and single off-street parking space adjacent to the garage accessed from the alley behind the house (Figure 4 above) will be available to guests and can accommodate three vehicles (two parking spaces are required per EMC §155.324.030.A); and, the garage has ample space to provide for secure bicycle parking.

Proposed house rules (Attachment 2) include, but are not limited to: the maximum property capacity is ten people; no pets, smoking, parties or events; quiet time is between 11 p.m. and 7 a.m.; guests will check-in at 4 p.m. and check-out by 10 a.m., and guests should comply with City parking regulations and show consideration to other vehicles in the neighborhood. **Condition B** requires the applicant to adhere to their self-imposed “House Rules.” No interior or exterior modifications are proposed to the existing home, garage, or property, and the site is served by all major utilities. Therefore, the site is suitable for the size, design and operating characteristics of the proposed Commercial Lodging use.

3. **Existing and Planned Uses**

Existing land use designations in the vicinity are comprised of Professional Office (PO), Low Density Residential (LDR), Neighborhood Commercial (NC), and Public/Quasi Public (PQP) (as seen in Figure 5 above).

Due to the subject property’s close proximity to Henderson Center, specific nearby uses include single-family homes, professional and medical offices, including offices within converted residential structures, retail and services stores and restaurants, and banks; and, Humboldt County offices are located less than one block north from the subject property (Figure 7). The proposed use will be compatible with the existing land uses because no exterior changes to the existing structure are proposed for the Commercial Lodging use, and the applicant/owner will have the option to use the single-family home as a long-term rental (greater than 30-days) or as an owner-occupied residence in the future. **Condition E** has been added to allow the property to be used either as a Commercial Lodging (vacation rental), or as a single-family home, but not both at the same time.
4. Public Health, Safety, and Welfare

Referrals were sent to agencies and City departments with interest or jurisdiction over the property or the intended use of the property. No comments were received that indicated the proposed Commercial Lodging use would be detrimental to the public health, safety, or welfare. The City’s Building Official requires all short-term rentals obtain an inspection by Development Services - Building to verify the home, garage, and exterior yard is free from any life/safety issues to ensure the safety and welfare of the guests, which has been included as **Condition A**.

5. Location

The subject property is served by all major utilities, has been used as a single-family home, and can be used as a long-term residence in the future. It is located on the northern edge of an established low-density residential neighborhood and the southern edge of an established mixed-use area comprised of residential and lower-intensity medical and professional offices, and commercial retail uses. It is located three blocks east of the Henderson Center shopping district, on I Street, which is a local street. Four major arterial roadways (Harris, Henderson, H
and I Streets) are in close proximity to the site and provide intra-city and sub-regional travel to and from each side of the City. Harris and Henderson, and H and I Streets contain transit lines, and designated bike routes are located on Harris and Henderson Streets, and J Street (traveling north of Harris Street), and F Street (traveling south of Harris Street). The subject property’s close proximity to transit lines, bike routes, and Henderson Center will allow short-term rental guests to easily walk and bike to nearby shopping and dining, and take transit to destinations such as Old Town and the Waterfront. Therefore, the proposed use is properly located within the City, and it is adequately served by existing services and infrastructure.

ENVIRONMENTAL ASSESSMENT
The City of Eureka, as Lead Agency, has determined the proposed project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA), in accordance with CEQA Guidelines pursuant to Section 15301, Existing Facilities, Class 1, which exempts the operation, permitting, leasing [or] licensing of existing private structures involving negligible or no expansion of use. The project qualifies for this exemption because the proposed Commercial Lodging use (vacation rental) is within an existing single-family residential structure and no expansions or external modifications are proposed.

PUBLIC HEARING NOTICE
Public notification consisted of notification by mail of property owners within a 300-foot radius of the site on or before April 29, 2022. In addition, the notice was posted on the City’s website and bulletin boards. A public hearing notice sign was posted on the site on or before April 29, 2022.

CONCLUSION
Based on the analysis above, the proposed Commercial Lodging use on a property within an existing single-family residence and detached garage is consistent with the General Plan, Zoning Code, and the Economic Development Plan. The project is suitable for the site, and is compatible with existing and planned land uses in the vicinity. The use is not detrimental to the public health, safety, and welfare, and is properly located within the city and adequately served by existing utilities and infrastructure.

STAFF CONTACT
Caitlin Castellano, Senior Planner, 531 K Street, Eureka, CA 95501; planning@ci.eureka.ca.gov; (707) 441-4160

DOCUMENTS ATTACHED
Attachment 1: Planning Commission Resolution 2022-__ ............................................. pages 13-14
Attachment 2: Applicant submitted material ........................................................................... pages 15-19
RESOLUTION NO. 2022-xx

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF EUREKA APPROVING A CONDITIONAL USE PERMIT TO ALLOW A COMMERCIAL LODGING USE AT 3116 I STREET; APN 011-073-004

WHEREAS, Heather Griffith is requesting approval to utilize an existing three-bedroom, two-bath, single-family home with an attached garage as a Commercial Lodging (vacation rental), at 3116 I Street (APN 011-073-004); and

WHEREAS, the property at 3116 I Street has a land use designation of Professional Office (PO), and is zoned Office Residential (OR); and

WHEREAS, pursuant to Eureka Municipal Code (EMC) §155.208.202.A, Commercial Lodging requires a Conditional Use Permit (CUP) in the OR zone district, and an application for a Conditional Use Permit (CUP-21-0010) was submitted on March 23, 2022; and

WHEREAS, new single-family residential uses are prohibited in the OR zone district, and the applicant’s do not intend to permanently convert the use of the site to a Commercial Lodging use and instead want the ability to switch between using the site as a Commercial Lodging and a long-term rental (30 days or more) and/or an owner-occupied single-family home; and

WHEREAS, the Planning Commission of the City of Eureka did hold a duly noticed public hearing at City Hall in the City of Eureka on May 9, 2022 at 5:30 p.m., both in-person in the Council Chamber and via Zoom; and

WHEREAS, the Planning Commission of the City of Eureka has reviewed the subject application in accordance with Eureka Municipal Code Chapter 155, and after due consideration of all testimony, evidence, and reports offered at the public hearing, does hereby find and determine the following facts:

1. The proposed Commercial Lodging use is consistent with the General Plan, Zoning Code, and Economic Development Plan adopted by the City Council.
2. The site is suitable for the size, design, and operating characteristics of a Commercial Lodging.
3. The proposed use will be compatible with existing and planned land uses in the vicinity of the property.
4. The proposed use will not be detrimental to the public health, safety, and welfare.
5. The proposed Commercial Lodging use is properly located within the City and adequately served by existing services and infrastructure.
6. The conditional use permit is a discretionary action subject to environmental review in accordance with the California Environmental Quality Act (CEQA); however, the project qualifies for a Class 1 exemption (Section 15301) from CEQA which exempts the operation, permitting, leasing [or] licensing of existing private structures involving negligible or no expansion of the existing or former use. The project qualifies for this
exemption because the proposed Commercial Lodging use (vacation rental) is within an existing single-family residential structure and no expansions or external modifications are proposed.

WHEREAS, in the opinion of the Planning Commission of the City of Eureka, the proposed application should be approved subject to the following conditions:

A. The residential structure shall be inspected to residential standards by Development Services - Building prior to issuance of the first Commercial Lodging Business License.
B. The applicant shall ensure that Commercial Lodging guests adhere to the applicant’s self-imposed “House Rules.”
C. Prior to operating as a Commercial Lodging, and each time the residence is changed to a Commercial Lodging, the applicant will obtain a City business license, and maintain the business license for the duration of the Commercial Lodging use (vacation rental).
D. Any time the Commercial Lodging (vacation rental) is operating, the applicant shall pay Transient Occupancy Tax (TOT) by complying with Eureka Municipal Code Section 35.070, which addresses the collection, record keeping, reporting and remittance of applicable TOT.
E. The Conditional Use Permit can allow the site to be used either as a Commercial Lodging (vacation rental), or as a single-family home, but not both at the same time.

NOW THEREFORE, BE IT RESOLVED that the Planning Commission of the City of Eureka does hereby approve the application, subject to the conditions listed above.

PASSED, APPROVED AND ADOPTED by the Planning Commission of the City of Eureka in the County of Humboldt, State of California, on the 9th day of May, 2022 by the following vote:

AYES: COMMISSIONER
NOES: COMMISSIONER
ABSENT: COMMISSIONER
ABSTAIN: COMMISSIONER

__________________________________
Meredith Maier, Chair, Planning Commission

Attest:

__________________________________
Kristen M. Goetz, Executive Secretary
3116 I St Site Plan

**Structure Square Footage:** 1797'1" (including garage)

**Structure Use:** Single Family Residential or Commercial Lodging

- **Outside Parking, Cement, (19'x8')**: 19'8"
- **Parking In Garage, Cement, (19'x8')**: 39'2"
- **Parking In Garage, Cement, (19'x8')**: 69'4"
- **Bicycle Parking in Garage**: 7'
- **Walkway**: (Brick, Exposed Aggregate Concrete, & Cement)

**Approximate Property Line**

**Sidewalk Area:** 720'

**Existing Fence Height:** 6'

**Document Page 15**
Supplemental Application Form

1(a). We are converting our house 3116 I Street Eureka, CA 95503 into an Air BnB. Because we are in the OR (office/residential) district, it will be considered “Commercial Lodging.”

1(b). The proposed use will not adversely affect the adjoining land uses and/or the growth and development of the area in which we are located. We believe our Air BnB will positively support the land use and the growth and development of the area in which we are located. We will be providing a handful of jobs to Eureka locals, encouraging our guests to support our city’s local offerings, & to ensure our neighborhood/city is treated with the utmost care and respect we will always have clear expectations of our guests and staff.

1(c). The traffic generated by the proposed use will NOT impose an undue burden on the streets and highways. We will be hosting one family at a time. Our property has lots of parking in the front AND back of the house PLUS a two car garage! We will likely have excess parking available even when hosting a family.

1(d). The Air BnB will be available to rent out 365 days a year. In case of an emergency, we will have a staff member on call during guest stays & our general hours of operation and service will be between 9am-5pm Monday-Sunday.

1(e). We do not anticipate the need for “employees” at this time. However, we do anticipate that we will be hiring 3 “independent contractors.”
House Rules For 3116 I St Eureka, CA 95503

General Requirements
- Check-in is at 4pm.
- The person that booked the reservation is the only person that is allowed to check in for reservation. If someone is not added to the reservation, they cannot check-in.
- Please help us preserve our redwood oak floors and unique carpet (which is originally from the Eureka Theater), by NOT wearing shoes inside the house beyond the entry tile area.

Parking
- Guests and visitors should comply with the parking regulations and requirements. Please show consideration to other vehicles in the neighborhood.
- Parking is available:
  - In front of the house, on the righthand side of I street.
  - In the garage (accessible by the alley behind the house).
  - In the single parking spot located next to the garage.

Visitors & Noise
- No unregistered guests or visitors are allowed.
- The maximum property capacity is 10 people. A $40 charge will be added for every extra guest.
- Parties & events of any kind are prohibited.
- Please be considerate to our neighbors! Quite time is from 11pm – 7am.

Child Safety
- Parents must not leave children unsupervised and are fully responsible for their safety at all times.

Pets
- Pets are not permitted inside or outside the house. No exceptions.

Security, Safety, & Energy Saving
- Close the windows and lock the doors when leaving the premises.
- Before you leave, please turn off TV, music, lights, and anything else that doesn’t need to be on while you are out.
- No glass outside please.

Spa
- Please help us keep our spa in optimal condition by showering BEFORE you enter the spa.
- Remove spa cover with caution and place to the side where it won’t get overly wet and destroyed.
• The moment you are done with the spa please put the cover back on.
• No food or glass near or in the spa.

**Smoking**
• Smoking is **not** allowed inside or outside the property. Failure to adhere to this rule will result in a deduction from the security deposit.

**Damages & Breakages**
• Please immediately report any spills, damages, breakages, or malfunctioning equipment immediately so that we can repair or replace them. Please note: We secure the right to arrive at the property without warning to solve any issues (damages, breakages, malfunctioning equipment, etc.).
• Please refrain from moving furniture to avoid any damages or breakages.
• The cost of any damages or breakages caused by negligence may be deducted from your security deposit.

**Cleaning & Maintenance**
• Please no eating or drinking in bedrooms.
• Wash and put away all your dishes and throw out the garbage before checkout. Alternatively, a $50 cleaning fee will be added to your booking.
• If the home is extremely dirty after checkout, an addition cleaning fee of $100+ will be charged. The amount charged will be dependent on the damage caused.

The garbage cans are located next to the back gate that leads to the alley. Walk out the front door, turn right, walk through gate, pass the outdoor sink, walk to the end of path, and you will see the garbage cans as you turn the corner to the right. The blue garbage can is for recyclables and the grey garbage can is for trash (follow Eureka’s recommended guidelines).

**Check-Out Instructions**
• Check out time is at 10am
• If you are more than 30 minutes late to checking out, a $75 late check-out fee will be charged to you. If you hold possession of the property for more than one hour after check out time, we will charge you for an additional day (base rate, no discounts). This does not reward you possession of the house for an additional day, it is a penalty for holding possession of our property beyond what was originally agreed to.
• If you have any questions, concerns, or need to notify us of anything, you may contact Heather at: (949) 873-3239

*Any violations of house rules are subject to immediate removal from property and termination of reservation without refund.*