

## Building

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**From:** Jaime Craig <jcraig@co.tillamook.or.us>  
**Sent:** Thursday, May 19, 2022 9:41 AM  
**To:** Building  
**Cc:** Leila Aman; June Hemingway  
**Subject:** RE: EXTERNAL: Hotel March Documents

**Follow Up Flag:** Flag for follow up  
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Hi Scott,

I appreciate you sending these over. I do not need to see the traffic study, thank you. I wanted to get you comments ASAP as it looks like this is on the table now for review.

This facility will also have to give us their plans and apply for a tourist accommodation (hotel) license.

[https://tillamookchc.org/wp-content/uploads/2016/06/TouristApp\\_Fillable.pdf](https://tillamookchc.org/wp-content/uploads/2016/06/TouristApp_Fillable.pdf)

They will have to be able to comply with the tourist accommodation rules, some of which are called out below.

<https://www.oregon.gov/oha/ph/healthyenvironments/recreation/poolslodging/documents/ouristrules.pdf>

Note and comments:

*The second component is a community building for meetings or gatherings. This building is located directly south of the 19 hotel units. For the record, this building will **not** contain a restaurant. The building design is attached as "Community Building".*

I am not sure the intent of a community building but if used for public events and food is served, the person serving food will have to get a temporary restaurant license and be inspected by our office. No food can be served to guests without a restaurant or limited-service license. This includes continental breakfasts, leaving food baskets in rooms or providing coffee with real dairy creamers. The hotel would have to reach out to us for food licensing and meet restaurant guidelines.

Even if not serving food, if dishes or glasses are provided for guests:

All multi-use drinking glasses and cups provided for guests shall be washed, rinsed and sanitized after being used according to OAR 333-150-0000 parts 4-6 and 4-7. (3) Single service utensils shall be protected from contamination according to OAR 333- 150-0000 section 4-904.11. (4) Ice provided by traveler's accommodations and hostels shall comply with OAR 333-150-0000 sections 3-202.16 and 3-303.12.

Lodging Unit Kitchens 333-029-0110 (1) Lodging unit kitchens shall have: (a) A sink suitable for dishwashing with hot and cold water. Hot water shall be at not less than one hundred forty degrees (140F).; (b) A refrigerator capable of maintaining a temperature of forty-five degrees (45o) F. or less, (2) Utensil and equipment, if supplied, shall be easily cleanable, kept in good repair, and otherwise comply with OAR 333-150-0000 parts 4-1 and 4-2. (3) Utensils supplied in lodging units shall be washed, rinsed, and sanitized after each occupancy according to OAR 333-150-0000 parts 4-6 and 4-7, or have a notice stating “For your convenience, dishes and utensils have been washed. If you would like to further sanitize these items, please contact the manager.” The sanitizing agent shall be available in the office.

If linens are provided, we inspect the laundry facilities. If linens are not provided and the cabins are primitive (bring your own) they will also have to have an RV park license (also encompasses a campground, which is what this would fall under).

[https://secure.sos.state.or.us/oard/displayDivisionRules.action;JSESSIONID\\_OARD=7iv4aZLpMdxycwI0tc19I3K3QQdo4y6PVjGhK2q0lcF7GFUa930m!-330355351?selectedDivision=1246](https://secure.sos.state.or.us/oard/displayDivisionRules.action;JSESSIONID_OARD=7iv4aZLpMdxycwI0tc19I3K3QQdo4y6PVjGhK2q0lcF7GFUa930m!-330355351?selectedDivision=1246)

I did not see this on the plans, but want to make sure it’s clear, as this is something that sometimes happen after approval of just the Hotel. If they are planning on placing external hot tubs, they may have to be commercial and go through the State Pool Program for review. Not a homestyle hot tub unless a plan is in place with us for disposal of water and cleaning each time a guest check in and out. No central homestyle hot tube for use by all at facility.

Public Water Source is provided. If not, they will have to be their own water system with the State Drinking Water Program.

Fire will determine what is needed, Fire Safety 333-029-0095 (1) Portable fire extinguishers shall be provided in travelers' accommodations and hostels. Such fire extinguishers shall: (a) Have a minimum rating of 2A:10B:C; (b) Be located so as to require no more than 75 feet of travel distance to an extinguisher. (2) Equivalent protection as outlined by NFPA No. 10 shall be accepted.

Let me know if you have questions.



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**From:** Building <building@ci.manzanita.or.us>  
**Sent:** Wednesday, May 18, 2022 5:39 PM  
**To:** Jaime Craig <jcraig@co.tillamook.or.us>  
**Subject:** EXTERNAL: Hotel March Documents

**[NOTICE: This message originated outside of Tillamook County -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]**

Hello Jamie,

Leila asked me to reach out to you and share the plans that are before the Planning Commission for the proposed hotel within the City of Manzanita. I have attached all the documents that have been submitted for your review. Documents pertaining to the wetlands and traffic studies are not included, let me know if you would like to look at those too.

You will receive 2 emails, the first contains the documents from the March meeting and the second from the May meeting.

Please let me know if you have any questions or suggestions for this project. In the future I will invite you to any new pre-application meetings so you can be a part of the discussion from the start.

Thank you,

Scott Gebhart  
Building Official  
City of Manzanita  
503-368-5343