
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 DEPARTMENT
PRE-APPLICATION CONFERENCE
COMMENT SHEET**
February 3, 2016

SITE: 475 University Way
APPLICANT: SOU
REQUEST: Site Review & CUP
Tree Removal Permits

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.

Generally: Planning staff is generally supportive of the request, and eager to see it move forward. We have identified the following issues to be addressed through the application process.

Process & Conditional Use Permits: New construction within the SO zone is subject to Site Review approval, and because the additions and resulting building will be over 10,000 square feet, the application requires review by the Planning Commission through a public hearing. In addition, because the proposal includes a change in the location of JPR from that shown in the adopted SOU Master Plan, a Conditional Use Permit is also required, and the removal of trees over 18-inches in diameter will require Tree Removal Permits.

Trees: While Ashland's Tree Ordinance generally regulates only those trees over 18-inches in diameter on the SOU Campus, all trees of six-inches in diameter or more are required to be identified on the Tree Inventory/Protection Plan and landscaping and screening standards call for the preservation of as many healthy trees as possible. The Planning Commission has the authority to require the retention of trees or other natural features (**AMC 18.5.2.080.D**). Trees have been a sensitive issue on recent applications, and both the Planning and Tree Commissions have previously required that site planning be altered to preserve trees that were requested for removal. In staff's view, it would be beneficial to any application to clearly demonstrate how trees have been carefully considered from the earliest stages of site planning and what efforts have been made at tree preservation. Trees on site will need to be clearly marked prior to application submittal, and an arborist's report provided addressing their condition and tolerance for construction.

Site Review: The existing site is non-conforming to the city's Site Design and Use Standards in a number of ways including that parking is located between the building and the street, and the parking lot is not to current standards in terms of landscaping, buffering, drainage, or pedestrian

circulation. With an addition, the Site Design and Use Standards would call for site non-conformities to be addressed proportionally to the area of new square footage being added (i.e. an addition of 57% to a building should bring 57% of the building's site up to standards), or Exceptions to the standards would need to be requested. Typically, these upgrades could be directed first to "low hanging fruit" such as parking lot treatment, landscaping, frontage improvements, etc.

Master Plan Design Standards Considerations:

- **Building Articulation** – Where building lengths exceed 200 feet, the design is to incorporate elements to prevent unbroken lengths in excess of 150 feet. These include off-sets, jogs or significant recessed entries or courtyards of at least 25 feet in width. As proposed, the additions seem to bring the existing building more in line with the standard.
- **Maximum Building Footprints** are not to exceed a maximum of 45,000 square feet.
- **Major Pedestrian Entry/Orientation to Street** – For staff, a key element of new building designs on campus will be ensuring that while the buildings are designed to be well integrated into the fabric of the campus, they maintain a strong sense of entry and orientation to the public street system as required both in Ashland's Site Design & Use Standards and in the Master Plan Design Guidelines (p. 55, Building Entries) which generally seeks a strong articulation of entry to adjacent streets and to any nearby campus open space. Staff believes it will be important to provide a strongly articulated and attractive entry that provides a clear connection to the Mountain Avenue corridor, as well as clearly articulated entries addressing the interior of the campus (i.e. the enhanced gateway and pedestrian corridor through the campus) and University Way.
- **Adequate Transportation Facilities:** Site Review approval requires a demonstration of adequate transportation, and typically triggers the improvements of street frontage to city standard to and through the development. Conditional Use Permit review will also involve consideration of traffic and parking impacts as the most likely "adverse material impacts" on the surrounding neighborhood, and the application should speak to these in terms of both the likely impacts over the existing and target use and to means of mitigation. These could likely include impacts to the pedestrian circulation spine of the campus described in the master plan, impacts to the surrounding street corridors (frontage sidewalk improvements?) and addressing a better-articulated mid-block crossing on Mountain Avenue between the proposal and the parking lot.

"Gateway Treatment": The Master Plan calls for an "enhanced gateway" at the path between Theater and Music, noting *"The work at Theater Arts will include a much-needed upgrade of the facilities. It should also include exterior elements to improve the area between Theater and Music, to make a more welcoming gateway for visitors attending events here and daily campus users."* The site planning should include exterior elements reflecting the gateway treatment sought in the Master Plan and this should be clearly addressed in the application materials.

University Way Treatment: The master plan calls for closure of University Way south of the Stevenson Union to regular traffic, with the creation of a drop-off circle to create an entry at the Stevenson Union and Arts areas and creating a bookend to the circle at Hannon Library. The application should address this improvement and how the proposal will relate.

Pedestrian Circulation/Mountain Avenue Mid-Block Crossing Treatment: The proposed addition is happening in the vicinity of an identified primary pedestrian route for the campus's pedestrian circulation system. The Master Plan notes not only an enhanced gateway in this vicinity, but also calls for extending this main campus path to the ECOS garden and improving the mid-block pedestrian crossing on Mountain Avenue for both daily users and event visitors. The application should make clear any impact or alteration the proposal will have on the pedestrian route and should address the mid-block pedestrian crossing treatment on Mountain Avenue as well.

Conditional Use Permit: The Master Plan identifies the new JPR studio to be constructed at the corner of Ashland Street and Walker; because the proposal differs from the location identified in the Master Plan a Conditional Use Permit is required as detailed in AMC 18.3.6.040. Conditional Use Permits provide a mechanism to review proposals to allow consideration of their "adverse material impacts" on the surrounding neighborhood to insure that projects are in keeping with the character of the area where they are being built. Adverse material impacts which may be considered include but are not limited to traffic, vehicular parking and circulation; intensity and frequency of events and associated impacts such as noise, light, litter, etc.; and architectural compatibility. Generally speaking, staff believes that the issues likely to arise in a Conditional Use Permit discussion before the Planning Commission will include traffic, parking, mechanical screening, impacts to trees, and other associated impacts to an already-impacted residential neighborhood. The application should respond to the Conditional Use Permit criteria with particular focus on those areas where the proposal varies from the Master Plan (i.e. JPR placement, impacts to pedestrian circulation, impacts to the Mountain Avenue) as well as how it relates to the design standards items, what is the increase in capacity associated with the added square footage – both in terms of daily use and events, etc.

Emergency Vehicle Access (Fire Apparatus & Aerial Truck) – As required in the Master Plan, a plan is to be provided for the review and approval of Ashland Fire & Rescue to demonstrate that all modifications to vehicular and pedestrian circulation are in compliance with emergency access provisions of the Oregon Fire Code. As with the residence and dining hall applications, it would be in the applicants' best interests to work with Fire, Building and Planning to arrive at an access configuration which works well for all involved as early in the process as possible before moving too far into final design work.

Parking/Bicycle Parking: The final application should clearly detail the degree to which parking demand will be increased by the proposed additions, and address how and where this parking is to be provided for both automobiles and bicycles.

Plan Details: The final application submittal will need to detail the number, placement and sheltering proposed for the bike parking spaces, and the size, placement and screening of required trash and recycling facilities as well as landscape and irrigation plans meeting the requirements of the Site Design & Use Standards. All plans should be drawn to a standard scale with a graphic scale included on each sheet, and presented in a manner that accommodates distribution to the Planning Commission (i.e. readable on sheets no greater than 11x17 or 12 copies of larger plans provided). To the degree possible, plans should reflect a clear distinction between the existing and proposed, and clearly illustrate where the plan varies from city standards or the Master Plan to help the Planning Commission better understand the proposal.

Two Spires: The final application should clarify the two proposed aluminum or stainless steel spires. Are these flag poles? Wireless facilities related to the operation of J.P.R.? The application should make clear their purpose, and will also need to address building code, height regulations and/or codes relative to wireless facilities, which require a Conditional Use Permit within the SOU district, except where attached to an existing structure, and which are required to meet specific standards detailed in AMC 18.4.10.

LEED® Priority Processing: New buildings that will be pursuing certification under the Leadership in Energy and Environmental Design Green Building Rating System (LEED®) of the United States Green Building Council receive top priority in the processing of planning actions. Applicants wishing to receive priority planning action processing shall provide the following documentation with the application demonstrating the completion of the following steps in working towards LEED® certification:

- a. Hiring and retaining a LEED® Accredited Professional as part of the project team throughout the design and construction process.
- b. The LEED® checklist indicating the credits that will be pursued.

There are similar provisions for priority plan check on building permits for LEED® projects. The applicable requirements for priority plan check can be found in AMC 15.04.092 and can be viewed on-line at: <http://www.ashland.or.us/CodePrint.asp?CodeID=3923> .

Site Visit: It would be beneficial to arrange a site visit for the Planning Commission prior to a public hearing to allow them to gain a better understanding of the proposal on the ground. Site Visits have typically been held on the Monday afternoon prior to the Tuesday evening Planning Commission hearing, and it would be helpful if the areas of the additions and significant site improvements were roughly identified on site, trees to be removed marked, and some accommodation made for Commissioner parking.

Signage: All existing and proposed signage must be identified in the final application submittals and must demonstrate compliance with the signage requirements of the municipal code (see AMC 18.4.7) or seek modification of the university's sign program Conditional Use Permit.

Neighborhood Meeting: It is typically in the applicants' best interest to make neighboring property owners aware of a proposal of this nature and try to identify and address any concerns which may arise before they are made aware of the application through the required land use noticing.

Demolition Review: Demolition of buildings over 500 square feet, including any removal of a majority of the façade or more than 40 percent of exterior walls, requires a demolition application pursuant to Chapter 15.04 of the Ashland Municipal Code. Demolition Review is handled through the Building Division, and is a process similar (but parallel to) the land use review with the requirement for an application with findings, public notice to neighbors, and the potential for a hearing if appealed. The applicants will want to speak with the Building Official, Jeremy Payne, at 541-552-2073 for further details on this process if demolition thresholds are triggered.



OTHER DEPARTMENTS' COMMENTS

BUILDING DEPT: Please contact the Building Division at 541-488-5305 for questions relating to applicable building codes, accessibility requirements, demolition, and/or the logistics of plan review and inspections, etc.

PUBLIC WORKS/ENGINEERING/STREETS/STORMWATER:

1. **Engineered Plans** - *Where public improvements are required or proposed, the applicant's engineer shall submit design plans for approval of all public improvements identified on the approved plan or as specified in conditions of approval. All design plans must meet the City of Ashland Public Works Standards. Engineered construction plans and specifications shall be reviewed and signed by the Public Works Director, prior to construction. All public facilities within the development will be designed to the City of Ashland Engineering Design Standards for Public Improvements. The engineered plans shall also conform to the following:*
 - a. *If drawings are submitted to the City of Ashland digitally, they shall be compatible with the AutoCAD release being used by the City at that time or shall be true scale PDF drawings. All AutoCAD drawings shall be located and oriented within the Oregon State Plain Coordinate System (NAD83-89).*
 - b. *Drawings sizes shall comply with ANSI-defined standards for page width and height. Review drawings may be submitted in B size (11x17). Bidding and construction documents may also be printed at B size, however all final as-constructed drawings must be submitted to scale on D-size (24x36) Mylar. Digital files of the as-constructed drawings shall also be submitted. Drawings shall be drawn such that reduction of plans from full*

size (D sized) to half size (B sized) can be done to maintain a true scale on the half-sized plans.

2. **TIA (Transportation Impact Analysis)** – No TIA will be required for this project.
3. **Street Improvement** – No additional street improvements will be required at this time.
4. **Right of Way** – No additional right of way dedication will be required at this time.
5. **Sanitary Sewer** - The property is currently served by an 8-in sanitary sewer main in S. Mountain Avenue and a 6-in sanitary sewer main in University Way. Applicant shall confer with City of Ashland Wastewater Department regarding any additional improvements that are being proposed at this time and supply City of Ashland Engineering Department with verification of this confirmation.
6. **Water** - The property is currently served by an 8-in water main in S. Mountain Avenue and an 8-in water main in University Way. Applicant shall confer with City of Ashland Water Department regarding any additional improvements that are being proposed at this time. City of Ashland Water Department shall tap existing water main and install any new water services and water meter boxes that are proposed by development. City of Ashland Water Department must be contacted for availability, placement and costs associated with the installation of the new water service. Service & Connection Fees will also be required for any new water services installed as part of this project.
7. **Storm Drainage** - The property is currently served by a 12-in storm sewer main in S. Mountain Avenue and an 8-in storm sewer main in University Way. Applicant shall confirm with City of Ashland Wastewater & Street Departments that no additional improvements will be required at this time and supply City of Ashland Engineering Department with verification of this confirmation. City of Ashland Engineering Department must review an engineered storm drainage plan.

2015 City Of Ashland Engineering Standards

Appendix 2.05: Stormwater Facility Design Requirements

Stormwater Facilities are considered to be all of the components required to collect, convey, and treat storm water from and through a development to an approved destination point, including but not limited to surfacing, piping, ditches, swales, inlets, basins, vaults, ponds, access roads, landscaping, gates, and fencing that support the storm water system.

All development or redevelopment* that increases impervious area by more than 2500 SF at full build-out of the project (exceptions: Single family dwellings and duplexes not part of a common plan of development and constructed on a single tax lot)*shall conform to the following requirements:

1. Submit drainage design calculations per current Engineering Design Standards for Public Improvements.
2. Conveyance for drainages less than 300 acres shall be sized to carry the ODOT Zone 5, 25 year event.
3. Culverts with flows greater than 50 CFS shall be sized to carry the ODOT Zone 5, 50 year event.
4. Stormwater Quality & Erosion Control conforms to Rogue Valley Stormwater Quality Design Manual (RVSQDM). **Proprietary Stormwater facilities shall conform with RVS TM dated 12/31/2014.*
5. Low Impact Development (LID) Best Management Practices (BMPs) are required when NRCS soil type A or B is present and is sloped at 5% or less, (exceptions: roadway developments in public right-of-way (or to be annexed to the public), which may use any type of stormwater facility that meets the performance standards outlined in Chapter 2 of the RVSQDM).*
6. Future Peak Stormwater flows and volumes shall not exceed the pre-development peak flow. The default value for pre-development peak flow shall be 0.25 CFS per acre.
7. Detention volume shall be sized for the 25 year, 24 hour peak flow and volume.
8. An overflow spillway shall be provided to convey the 25 year peak flow for systems receiving up to 50 CFS, and 100 year peak flow for systems receiving more than 50 CFS.
9. Structural Water Quality Best Management Practices (BMPs) shall be sized for the 2 year, 24 hr flow and volume.
10. Water Quality BMPs shall provide at least 80% removal of bacteria and TSS (75 microns and larger).
11. All ground disturbances exceeding 1000 SF shall implement an Erosion and Sediment Control Plan (ESCP).
12. All ESCP BMPs shall prevent sediment from leaving the site for storms up to the 10 year 24 Hr storm.

- 13.** *An Operation and Maintenance Plan for all storm water facilities shall be submitted for approval together with plans prepared by a professional engineer licensed in the State of Oregon. The plans shall specify that storm water facilities must be inspected under the direction of a licensed engineer and maintained in accordance with the annual inspection report findings that are submitted to the regulating agency annually by the owner of the stormwater facility.*
- 14.** *A signed and recorded Declaration of Covenants for Operation and Maintenance of Stormwater Facilities (for multi-owner developments) or an Operation and Maintenance Agreement (for single-owner developments) shall be submitted with the plans. The above documents shall allow city staff to enter private property to inspect stormwater facilities and ensure proper maintenance. Subdivisions may include the O&M Plan and Covenants in the "CCR"s in lieu of recording them separately.*
- 15.** *Avoid the use of rip rap, concrete or hardscaping in open channel drainages and riparian areas to the maximum extent practicable through the use of USACE "SLOPES" or other approved "natural" approaches.*
- 16.** *Existing wetlands, natural drainage ways, and open spaces shall be preserved from development to provide their natural flow attenuation, retention, or detention of runoff by providing a buffer.*
- 17.** *The grading plan shall indicate the direction of flow of all surface flows, including those on to and off of adjoining properties. Site grading shall be designed to provide positive drainage away from all buildings and structures except those designed to withstand flooding in accordance with the building code standards for flood-proofing. Freeboard shall be specified on the grading plan per AMC 15.10.*
- 18.** *Bridges, Culverts & other flow limiting structures in or near riparian areas shall be permitted in accordance with the agency's requirements in AMC 18.3.10.080. Removal/fill permits shall be submitted with the plans.*
- 19.** *Pollution, track out, and sediment dumping into stormwater are strictly prohibited per AMC 9.08.060.*
- 20.** *Drainage from automotive use areas shall be limited to oil concentrations of 10 mg/l by a pre-approved means.*
- 21.** *Trash storage areas shall be covered or provide additional stormwater treatment by an approved means.*

22. *Off street parking areas shall conform to Ashland Municipal Code 18.4.3.080.B.5, including provisions to minimize adverse environmental and microclimatic impacts.*
8. **Erosion & Sediment Control** – *Erosion and Sediment control measures that meet the minimum standards set forth by the City of Ashland Public Works/Engineering Standard Drawing CD282 must be in place before any construction related to the project begins.*
9. **Driveway Access** – *No additional improvements/requirements will be requested at this time but the applicant proposed improvements must be reviewed and permitted by the City of Ashland Engineering Department.*
10. **Permits** – *Any construction within the public right of way will require a Public Works permit and before any work in the right of way commences all necessary permits **MUST** be obtained.*
11. **As-Builts** - *Where public improvements are required or completed, the developer shall submit to the City of Ashland, reproducible as-built drawings and an electronic file of all public improvements constructed during and in conjunction with this project. Field changes made during construction shall be drafted to the drawings in the same manner as the original plans with clear indication of all modifications (strike out old with new added beside). As-built drawings shall be submitted prior to final acceptance of the construction, initiating the one-year maintenance period.*
12. **Addresses** – *Any new addresses must be assigned by City of Ashland Engineering Department.*

Please contact Karl Johnson in the Engineering Division for any information relating to Public Works, Engineering, Streets or Utility requirements at 541-488-5347.

ENERGY CONSERVATION: For any energy conservation-related information, please e-mail Dan Cunningham in Conservation at: cunningd@ashland.or.us or call 541-552-2063.

FIRE DEPARTMENT: See attached comments. Please contact Division Chief and Fire Marshal Margueritte Hickman of Ashland Fire at Rescue for any Fire Department-related information at 541-552-2229.

WATER AND SEWER SERVICE: “ If additional or new water service locations are needed the Ashland Water Department will excavate and install in the city right of way or easement all water services up to and including the meter on domestic and commercial water lines. The Water Department will also only install a stub out in right of way or easement to be used for fire system connections to the double detector check assembly complete with a Badger brand cubic foot bypass meter that 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 after line sizes and meter locations are finalized. Meter sizes and fire line diameters will need to be provided to the

Water Department prior to or at the time of a quote being requested. **Please Contact Steve Walker at [541-552-2326](tel:541-552-2326) or (walkers@ashland.or.us) with any questions regarding water utilities.** In respect to using existing water services, coordination with the Water Dept. will be necessary as existing services and meters may need to be upgraded on both the City and University side also the Water Dept. will need to be notified before any demolition will occur to allow crews time to safely disconnect water lines to prevent damage during demo/construction.”

ELECTRIC SERVICE: To be deemed complete, all applications must include a electrical service plan that has been approved by the Electric Department. Please contact Dave Tygerson in the Electric Department at 541-552-2389 for any service requirements or fee information; Dave can schedule an on-site meeting to initiate preparation of a service plan. Please allow for the time necessary to coordinate an on-site meeting and subsequent preparation of an electrical service plan prior to submittal of final applications.

ROGUE VALLEY TRANSPORTATION DISTRICT: For any additional information or assistance from RVTD and their Transportation Demand Management planners, please contact Paige Townsend at 541-779-2877.

OREGON DEPT. OF TRANSPORTATION: ODOT has been provided with a review copy of the submittals and had no comments at this stage. For any information or assistance relating to ODOT, please contact Don Morehouse, Senior Transportation Planner at ODOT Region 3, District 8 (i.e. the “Rogue Valley Tech Center”) via phone at (541) 774-6399, fax at (541) 774-6349 or e-mail to Donald.Morehouse@odot.state.or.us .

ZONING DISTRICT REQUIREMENTS:

ZONING: (SOU) Southern Oregon University District. (*Generally, Chapters 18.4.5 and 18.5.7 for tree protection and the removal of trees greater than 18-inches in diameter at breast height, 18.3.6 for the SOU district, 18.5.2 for Site Design Review, 18.4.3 for Parking, Access and Circulation; 18.4.7 for signage, and 18.5.4 Conditional Use Permits are the primary guiding sections to the district – in addition to the 2010 SOU Master Plan.*)

HEIGHT: The masterplan envisions structures at no more than four stories; any construction exceeding 40 feet in height is subject to a Conditional Use Permit.

MAXIMUM BUILDING SIZE/ARTICULATION: Based on building type, see master plan pages 54-55.

SETBACKS: 15 feet from right of way where opposite off-campus private housing.

TREES: Submittal requirements shall include items noted in Chapter 18.4.5 and further detailed

below. In addition, all trees to be removed shall meet the criteria noted in 18.5.7 further detailed below and all trees to be saved shall be protected according to AMC 18.4.5. If significant trees are to be removed, the applicant is required to request their removal with the application submittals.

PARKING, ACCESS, AND INTERNAL CIRCULATION: Per the requirements of AMC 18.4.3, the Parking, Access and Circulation Chapter.

SIGNS: As per AMC 18.4.7. All existing and proposed signage must be identified in the application submittals. *(A separate sign permit is required prior to installation of signage; signage not compliant with the regulations in AMC 18.4.7 would require a modification of the Campus Signage Master Plan Conditional Use Permit..)*

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PROCEDURE

Type II – The application is subject to a Type II procedure and must be reviewed through a Public Hearing before the Planning Commission prior to a decision because the building exceeds 10,000 square feet.

APPLICATION MATERIALS: The application is required to include drawings of the proposal (i.e. plan requirements) as well as written findings addressing the applicable approval criteria in accordance with the Ashland Land Use Ordinance (ALUO), Chapter 18 of the Ashland Municipal Code. The following section includes the requirements for plans and approval criteria which are applicable to the proposal as described in the pre-application submittals. When more than one planning approval is required for the proposal, multiple sections of the ALUO may apply. *The burden of proof is on the applicant(s) to ensure that all applicable criteria are addressed in writing and that all required plans, written findings, and other materials are submitted even if those items were not discussed in specific, itemized detail during this initial pre-application conference.*

Plan Requirements

Two (2) copies of the plans below on paper no larger than 11"x 17". Note: These copies are used for the Planning Commission packet and for the notices mailed to neighbors. Please submit clear, reproducible copies.

Two (2) copies of the materials required for a Site Design Review application as detailed in LUO 18.5.2.040. The following information is required for Site Design Review application submittal, except where the Staff Advisor determines that some information is not pertinent and therefore is not required.

- 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*

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

B. Site Design Review Information. In addition to the general information required for Site Design Review, the applicant shall provide the following information.

1. **Basic Plan Information.** Plans and drawings shall include the project name, date, north arrow, scale, and names and addresses of all persons listed as owners of the subject property on the most recently recorded deed. The scale of site and landscaping plans shall be at least one inch equals 50 feet or larger, and of building elevations one inch equals ten feet or larger.
2. **Site Analysis Map.** The site analysis map shall contain the following information.
 - a. Vicinity map.
 - b. The property boundaries, dimensions, and area of the site shall be identified.
 - c. Topographic contour lines at 5-foot intervals or less, except where the Staff Advisor determines that larger intervals will be adequate for steeper slopes.
 - e. Zone designation of the and adjacent to the proposed development, including lands subject to overlay zones including but not limited to lands subject to Detail Site Review, Downtown Design Standards, Historic District, Pedestrian Place, Physical and Environmental Constraints, and Water Resource Protection Zones overlays (see part 18.3 Special Districts and Overlays).
 - f. The location and width of all public and private streets, drives, sidewalks, pathways, rights-of-way, and easements on the site and adjoining the site.
 - g. The location and size of all public and private utilities, on and adjacent to the subject site, including:
 - i. Water lines;
 - ii. Sewer lines, manholes and cleanouts;
 - iii. Storm drainage and catch basins; and
 - iv. Fire hydrants.
 - h. Site features, including existing structures, pavement, drainage ways, rock outcroppings, areas having unique views, and streams, wetlands, drainage ways, canals and ditches.
 - i. The location, size, and species of trees six inches DBH or greater, including trees located on the subject site and trees located off-site that have drip lines extending into the subject site.

- 3. Proposed Site Plan.** *The site plan shall contain the following information.*
- a. *The proposed development site, including boundaries, dimensions, and gross area.*
 - b. *Features identified on the existing site analysis maps that are proposed to remain on the site.*
 - c. *Features identified on the existing site map, if any, which are proposed to be removed or modified by the development.*
 - d. *The location and dimensions of all proposed public and private streets, drives, rights-of-way, and easements.*
 - e. *The location and dimensions of all existing and proposed structures, utilities, pavement, and other improvements, including:*
 - i. *Connection to the City water system and meter locations;*
 - ii. *Connection to the City sewer system;*
 - iii. *Connection to the City electric utility system and meter locations;*
 - iv. *New and/or replaced fire hydrants and vault locations;*
 - v. *The proposed method of drainage of the site; and*
 - vi. *The opportunity-to-recycle site and solid waste receptacle, including proposed screening.*
 - f. *Location of drainage ways and public utility easements in and adjacent to the proposed development.*
 - g. *Setback dimensions for all existing and proposed structures.*
 - h. *The location and dimensions of entrances and exits to the site for vehicular, pedestrian, and bicycle access.*
 - i. *The location and dimensions of all parking and vehicle circulation areas (show striping for parking stalls), including accessible parking by building code.*
 - j. *Pedestrian and bicycle circulation areas, including sidewalks, internal pathways, pathway connections to adjacent properties, and any bicycle lanes or trails.*
 - k. *Outdoor recreation spaces, common areas, plazas, outdoor seating, street furniture, and similar improvements.*
 - l. *Location of outdoor lighting.*
 - m. *Location of mail boxes, if known.*

- n. *Locations of bus stops and other public or private transportation facilities.*
- o. *Locations, sizes, and types of signs.*

4. Architectural drawings. *Architectural drawings, as applicable.*

- a. *Exterior elevations of all proposed buildings, drawn to a scale of one inch equals ten feet or greater; such plans shall indicate the material, color, texture, shape, and design features of the building, and include mechanical devices not fully enclosed in the building.*
- b. *Exterior elevations of other proposed structures, including fences, retaining walls, accessory buildings, and similar structures.*
- c. *The elevations and locations of all proposed signs for the development.*
- d. *For non-residential developments proposed on properties located in a Historic District, section drawings including exterior walls, windows, projections, and other features, as applicable, and drawings of architectural details (e.g., column width, cornice and base, relief and projection, etc.) drawn to a scale ¾ of an inch equals one foot or larger.*

5. Preliminary Grading and Drainage Plan. *A preliminary grading and drainage plan prepared by an engineer shall be submitted with the application for Site Design Review where a development site is ½ of an acre or larger as deemed necessary by the Staff Advisor. The preliminary grading plan shall show the location and extent to which grading will take place, indicating general changes to contour lines, slope ratios, slope stabilization proposals, and location and height of retaining walls, if proposed, and temporary and permanent erosion control measures. Surface water detention and treatment plans may also be required, in accordance with chapter 18.4.6 Public Facilities.*

6. Erosion Control Plan. *An erosion control plan addressing temporary and permanent erosion control measures, which shall include plantings where cuts or fills (including berms), swales, storm water detention facilities, and similar grading is proposed. Erosion control plans in Hillside Lands shall also conform to section 18.3.10.090 Development Standards for Hillside Lands.*

7. Landscape and Irrigation Plans.

- a. *Landscape and irrigations plans shall include the following information.*
 - i. *The location, size, and species of the existing and proposed plant materials, and any other pertinent features of the proposed*

- landscaping and plantings.*
- ii. A tree protection and removal plan consistent with chapter 18.4.5 for sites with trees that are to be retained, protected, and removed.*
 - iii. At time of building permit submittals, an irrigation plan including a layout of irrigation facilities.*
- b. When water conserving landscaping is required pursuant to section 18.4.4.030, the landscape plan shall contain the following additional information.*
- i. Information from proposed site plan.*
 - ii. Landscape contact person, including address and telephone number.*
 - iii. Identification of cut and fill areas.*
 - iv. Location of underground utilities and all transformer and utility meter locations.*
 - v. Slopes exceeding ten percent and grade changes in root zones of plants to be retained on site.*
 - vi. Inventory of existing plant materials on site identifying that will remain and will be removed.*
 - vii. Composite plant list including quantity, size, botanical name, common name, variety, and spacing requirements of all proposed plant material.*
 - viii. Mulch areas labeled according to material and depth.*
 - ix. Shrub and tree planting and staking detail.*
 - x. Root barrier design, installation specifications, and details.*
 - xii. Design and installation specifications of any proposed tree grates.*
- c. When water conserving landscaping is required pursuant to section 18.4.4.030, the irrigation plan included with the building permit submittals shall contain the following additional information.*
- i. Information from proposed site plan.*
 - ii. Irrigation contact person, including address and telephone number.*
 - iii. For lots with a landscaped area greater than 5,000 square feet, a grading plan and topographic map showing contour intervals of five feet or less.*
 - iv. Identification of water source and point of connection including static and operating pressure.*

- v. *If Talent Irrigation District (TID) is used, list the size and type of filtration method.*
- vi. *Area of irrigated space in square feet.*
- vii. *Size, type, brand, and location of backflow device, as well as make, model, precipitation rate, and location of sprinkler heads.*
- viii. *Layout of drip system showing type of emitter and its outputs, as well as type of filtration used.*
- ix. *Piping description including size schedule or class, type of mounting used between piping and sprinkler head, depth of proposed trenching, and provisions for winterization.*
- x. *Size, type, brand, and location of control valves and sprinkler controllers.*
- xi. *Size, type, depth, and location of materials for under paving sleeves.*
- xii. *Type and location of pressure regulator.*
- xiii. *Type and location of rain sensor.*
- xiv. *Monthly irrigation schedule for the plant establishment period (6 – 12 months) and for the first year thereafter.*
- xv. *Water schedule for each zone from the plan.*

8. *Narrative.* *Letter or narrative report documenting compliance with the applicable approval criteria contained in section 18.5.2.050. Specifically, the narrative shall contain the following.*

- a. *For commercial and industrial developments:*
 - i. *The square footage contained in the area proposed to be developed.*
 - ii. *The percentage of the lot covered by structures.*
 - iii. *The percentage of the lot covered by other impervious surfaces.*
 - iv. *The total number of parking spaces.*
 - v. *The total square footage of all landscaped areas.*
- b. *For residential developments:*
 - i. *The total square footage in the development.*
 - ii. *The number of dwelling units in the development (include the units by the number of bedrooms in each unit, e.g., ten one-bedroom, 25 two-bedroom, etc).*
 - iii. *Percentage of lot coverage by structures; streets, roads, or drives; public*

use areas, common area/private recreation areas, landscaping, and parking areas.

Two (2) Copies of Plans as required for Conditional Use Permit approval in 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 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 a Tree Removal/Tree Protection Plan as required in AMC 18.5.7.030.

An application for a Tree Removal 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 a Ministerial or Type I review,

as applicable (see sections 18.5.1.040 and 18.5.1.050.), including but not limited to a written statement or letter explaining how the application satisfies each and all of the relevant criteria and standards.

B. Plan Submittal. An application for all Tree Removal Permits shall include the following.

1. Plans drawn to scale containing the number, size, species, and location of the trees proposed to be removed or topped on a site plan of the property.
2. The anticipated date of removal or topping.
3. A statement of the reason for removal or topping. If a prior planning approval requires that the subject tree(s) be preserved, a modification request, pursuant to chapter 18.5.6, may also be required.
4. Information concerning proposed landscaping or planting of new trees to replace the trees to be removed.
5. Evidence that the trees proposed for removal or topping have been clearly identified on the property for visual inspection.
6. A Tree Protection Plan that includes trees located on the subject site that are not proposed for removal, and any off-site trees where drip lines extend into proposed landscaped areas on the subject site. Such plans shall conform to the protection requirements under section 18.4.5.030.
7. .The Staff Advisor may require an arborist's report to substantiate the criteria for a permit.
8. Any other information reasonably required by the City.

Approval Criteria

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

Two (2) copies of the written findings addressing the approval criteria for Site Design Review, as detailed in LUO 18.5.2.050. *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.*
- 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.*
- 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 or 2, 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.; or*
 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.*

Two (2) copies of written findings addressing the following criteria from Chapter 18.104.050 for a Conditional Use Permit:

- A. *Approval Criteria.*** 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.
 - 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.
 - a. *WR and RR*. Residential use complying with all ordinance requirements, developed at the density permitted by chapter 18.2.5 Standards for Residential Zones.
 - b. *R-1*. Residential use complying with all ordinance requirements, developed at the density permitted by chapter 18.2.5 Standards for Residential Zones.
 - 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.
 - d. *C-1*. The general retail commercial uses listed in chapter 18.2.2 Base Zones and Allowed Uses, developed at an intensity of 0.35 floor to area ratio, complying with all ordinance requirements; and within the Detailed Site Review overlay, at an intensity of 0.50 floor to area ratio, complying with all ordinance requirements.
 - e. *C-1-D*. The general retail commercial uses listed in chapter 18.2.2 Base Zones and Allowed Uses, developed at an intensity of 1.00 gross floor to area ratio, complying with all ordinance requirements.
 - f. *E-1*. The general office uses listed in chapter 18.2.2 Base Zones and Allowed Uses, developed at an intensity of 0.35 floor to area ratio, complying with all ordinance requirements; and within the Detailed Site Review overlay, at an intensity of 0.50 floor to area ratio, complying with all ordinance requirements.
 - g. *M-1*. The general light industrial uses listed in chapter 18.2.2 Base Zones and Allowed Uses, complying with all ordinance requirements.
 - h. *CM-C1*. The general light industrial uses listed in chapter 18.3.2 Croman Mill District, developed at an intensity of 0.50 gross floor to area ratio, complying with all ordinance requirements.

- i. *CM-OE and CM-MU*. The general office uses listed in chapter 18.3.2 Croman Mill District, developed at an intensity of 0.60 gross floor to area, complying with all ordinance requirements.
 - k. *CM-NC*. The retail commercial uses listed in chapter 18.3.2 Croman Mill District, developed at an intensity of 0.60 gross floor to area ratio, complying with all ordinance requirements.
 - l. *HC, NM, and SOU*. The permitted uses listed in chapters 18.3.3 Health Care Services, 18.3.5 North Mountain Neighborhood, and 18.3.6 Southern Oregon University District, respectively, complying with all ordinance requirements.
- B. *Conditions of Approval*. The approval authority may impose conditions that are found necessary to ensure that the use is compatible with other uses in the vicinity, and that the negative impact of the proposed use on the surrounding uses and public facilities is minimized. These conditions include, but are not limited to, one or more of the following.
- 1. Limiting the hours, days, place, and/or manner of operation.
 - 2. Specifying the period of time within which the proposed use shall be developed.
 - 3. Limiting the duration of use.
 - 4. Requiring site or architectural design features that minimize environmental impacts such as noise, vibration, exhaust/emissions, light, glare, erosion, odor and/or dust, in addition to the requirements of part 18.4 Site Development and Design Standards.
 - 5. Requiring larger setback areas, and/or building separation.
 - 6. Requiring architectural design features such as building materials, textures, colors, and architectural features that address architectural compatibility with the impact area.
 - 7. Designating the size, number, location, and/or design of vehicle and pedestrian access points or parking and loading areas.
 - 8. Requiring street right-of-way to be dedicated and street improvements made, or the installation of pathways or sidewalks, as applicable, consistent with the requirements of chapter 18.4.6 Public Facilities. Alternatively, the City may require the owner sign a non-remonstrance agreement and consent to participate in the costs of providing such improvements, per section 18.4.6.030.
 - 9. Requiring landscaping, screening, drainage, water quality facilities, and/or improvement of parking and loading areas, in addition to the requirements of part 18.4 Site Development and Development Standards.
 - 10. Regulation of building materials, textures, colors, and architectural features.
 - 11. Limiting the number, size, location, height and/or lighting of signs;
 - 12. Limiting or setting standards for the location, type, design, and/or intensity of outdoor

lighting.

13. Requiring berms, screening, or landscaping and the establishment of standards for their installation and maintenance.
14. Requiring and designating the size, height, location, and/or materials for fences and walls.
15. Requiring the protection and preservation of existing trees, soils, vegetation, watercourses, habitat areas, drainage areas, historic resources, cultural resources, and/or sensitive lands.
16. Requiring improvements to water, sanitary sewer, or storm drainage systems, in conformance with City standards.
17. The approval authority may require renewal of Conditional Use Permits annually or in accordance with another timetable as approved pursuant to this chapter. Where applicable, the timetable shall provide for periodic review and renewal, or expiration, of the Conditional Use Permit to ensure compliance with conditions of approval; such period review may occur through a Type I or Type II review process, pursuant to chapter 18.5.1.

Two (2) copies of written findings addressing the following criteria from Chapter 18.5.7.040 for a Tree Removal Permit (if applicable to the final proposal):

- A. *Emergency Tree Removal Permit.* An Emergency Tree Removal 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. If the condition of a tree presents an immediate danger of collapse, as defined in part 18.6, and represents a clear and present hazard to persons or property, an emergency tree removal permit may be issued and the payment of a fee may be waived. The Staff Advisor may require the applicant to hire an arborist to review the evidence to ascertain whether the tree presented an immediate danger of collapse.
- B. *Tree Removal Permit.*
 1. **Hazard Tree.** A Hazard Tree Removal 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.
 - a. The applicant must demonstrate that the condition or location of the tree presents a clear public safety hazard (i.e., likely to fall and injure persons or property) or a foreseeable danger of property damage to an existing structure or facility, and such hazard or danger cannot reasonably be alleviated by treatment, relocation, or pruning. See definition of hazard tree in part 18.6.
 - b. The City may require the applicant to mitigate for the removal of each hazard tree

pursuant to section 18.5.7.050. Such mitigation requirements shall be a condition of approval of the permit.

2. Tree That is Not a Hazard. A Tree Removal Permit for a tree that is not a hazard 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. The tree is proposed for removal in order to permit the application to be consistent with other applicable Land Use Ordinance requirements and standards, including but not limited to applicable Site Development and Design Standards in part 18.4 and Physical and Environmental Constraints in part 18.10.
2. Removal of the tree will not have a significant negative impact on erosion, soil stability, flow of surface waters, protection of adjacent trees, or existing windbreaks.
3. Removal of the tree will not have a significant negative impact on the tree densities, sizes, canopies, and species diversity within 200 feet of the subject property. The City shall grant an exception to this criterion when alternatives to the tree removal have been considered and no reasonable alternative exists to allow the property to be used as permitted in the zone.
4. Nothing in this section shall require that the residential density to be reduced below the permitted density allowed by the zone. In making this determination, the City may consider alternative site plans or placement of structures of alternate landscaping designs that would lessen the impact on trees, so long as the alternatives continue to comply with the other provisions of this ordinance.
5. The City shall require the applicant to mitigate for the removal of each tree granted approval pursuant to section 18.5.7.050. Such mitigation requirements shall be a condition of approval of the permit.

C. Tree Topping Permit. Topping is an injurious pruning practice, which may lead to stress, disease, and decay in trees. It should be avoided whenever an alternative exists. A Tree Topping Permit may be issued if all of the following apply.

1. A utility, public agency, or other person who routinely tops trees in furtherance of public safety, may apply for a topping permit pursuant to this section based upon an arborist's report establishing a methodology for topping in compliance with this subsection.
2. Trees under utility wires may be topped only where other pruning techniques are impractical.
3. The City, in granting approval for tree removal in an open space or undeveloped area, may allow a tree to be topped to a designated height in order to maintain a snag for wildlife habitat.



APPLICATION DEADLINE*: First Friday of each month
PLANNING COMMISSION MEETING*: Second Tuesday of the following month*

FEES:

Site Review/CUP (Type II)	\$2,032 + ½ % of Project Valuation
Exceptions	\$ 0
Tree Removal Permit	\$ 0

***NOTES:**

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

For any additional information on this document or land use requirements, please contact:

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