



ground floor. Where more than one building is located on a site, not more than 50 percent of the total lot area shall be designated for residential uses. At least 65 percent of the gross floor area of the ground floor shall be designated for permitted uses and uses permitted with special use standards, not including residential uses.

- **Proposed Code AMC 18.2.3.130.B.1.b.ii:** “When a planning application includes more than one building, the equivalent of at least 35 percent of the gross floor area of the ground floor for all buildings shall be designated for permitted uses and uses permitted with special use standards, not including residential uses.”

In staff’s assessment, because both hotel and residential are conditional uses here, the commercial/residential split would not directly apply, however it would be advisable as part of the Conditional Use Permit to respond to these standards in comparing the proposal to the target use and in addressing standards of the underlying zone.

**Airport Overlay:** In the official adopted maps, the Airport Overlay zone includes the subject property. Within the Airport Overlay, residential uses are not permitted unless approved pursuant to a Conditional Use Permit and structure heights are limited based on a conic section extending from the runway and its approach pursuant to “FAR 77 Height Restrictions” as detailed in the Airport Master Plan’s “Airspace Plan.”

**Conditional Use Permit (CUP):** Conditional Use Permit approval would be required both to consider how the proposal changes the adverse material impact of the uses proposed on site as they relate to the CUP criteria given that hotel/motel use requires a CUP, and also in considering the conversion of hotel units to create new residential units within the Airport Overlay. In both cases, the application would need to respond to the Conditional Use Permit approval criteria in demonstrating that the adverse material impacts of the proposal were no greater than the target use of the zone. *(The target use of the C-1 zoning district and Detail Site Review Overlay would be general retail use developed at a 0.50 Floor Area Ratio.)*

**Site Review and Conditional Use Permit for Hotel Expansion (PREAPP-2021-00318)**

*This pre-application conference is scheduled for March 9<sup>th</sup>. Staff have tried to provide some initial feedback here, but given the complexity of the site and surroundings we have retained the original appointment to use that time to provide a more complete response incorporating full comments from other departments and agencies.*

**Site Design Review**

**Orientation to Street/Parking & Circulation between Buildings & Street:** Generally, the Building Placement, Orientation & Design Standards seek to have buildings placed directly behind the sidewalk without parking or circulation between the buildings and the street. As proposed, internal circulation routes are placed between all of the individual units and the adjacent streets. This would need to be adjusted to place the internal access behind the units or an Exception to the Site Development and Design Standards and would need to be requested with justification to address the criteria in AMC 18.5.2.050.E

**Details:** In addition to elevations illustrating the proposed buildings and scalable plans, the final application materials will need to make clear the proposed lot configuration, how lot coverage is to be addressed, etc.

**Detail Site Review:** The subject properties are within the Detail Site Review overlay zone, and building designs will need to respond to the applicable design standards or request exceptions thereto.

**Parking:** The final application will need to address the parking requirements in AMC 18.4.3.

**Transportation System Plan (TSP) Identified Projects:** The applicants would need to work with a traffic engineer and Public Works, Jackson County and ODOT to consider options relative to the projects identified in the 2012 Transportation System Plan (TSP) including at the intersection of East Main, Oak Knoll and Highway 66 which is identified for improvements including an intersection realignment (**R8**) and a round-about (**R9**), and the north-south connection from Ashland Street to East Main Street (**R-26**). The Transportation System Plan is due for revision, and Public Works Director Scott Fleury has indicated that these projects will be looked at again with the upcoming update, however an application received now would need to address the current TSP. ODOT has also suggested looking closely at the Interchange Area Master Plan which is linked in their comments below.

**Ashland Street/Highway 66:** Ashland Street is considered a Boulevard under the Transportation System Plan and is subject to the Boulevard standards in: <https://ashland.municipal.codes/LandUse/18.4.6.040.G.1>. Ashland Street is also a state highway (Hwy 66) under ODOT jurisdiction in this vicinity, and any improvements will be subject to ODOT review and approval as well. In terms of an Exception to not install sidewalk on Ashland Street, an Exception request should make clear whether internal sidewalks proposed along the driveway are intended to provide public pedestrian access as a means to provide equivalent connectivity, or if this sidewalk is to be limited to hotel guests. It may be difficult for the Commission to approve an Exception here which does not address pedestrian facilities on this corridor.

**Hwy 66 Bikelanes in TSP:** The TSP identifies future bike lane improvements along Hwy 66 along the properties' frontage. **See B-30 on Figure 8-1 of the TSP.** This should be taken into account in the development plan as well.

**Arterial Setbacks:** As noted in AMC 18.2.4.030 “**Arterial Street Setback**” the setback from an arterial street shall be not less than 20 feet or the width required to install city-standard sidewalk and park row improvements *whichever is less*.

**East Main Street:** As noted in the application, East Main Street would need to be improved to city standards with an “Avenue” level of improvement, which may necessitate the dedication of some additional right-of-way. The standard avenue cross section is illustrated here: <https://ashland.municipal.codes/LandUse/18.4.6.040.G.2> .

**Controlled Access Requirements:** The final application will need to address the controlled access requirements found in AMC 18.4.3.080.C.3 as well as applicable controlled access/access management standards for the appropriate jurisdictions. *(As detailed in the Transportation System Plan's Figure 10-2, Ashland Street is under ODOT jurisdiction in this vicinity and East Main Street is under Jackson County jurisdiction. Both roadways are noted in the TSP as being subject to jurisdictional access management requirements calling for access spacing standards of 300 feet.)*

**Internal Streets:** Internal streets would need to be improved to applicable city street standards. Final design and lay-out's should consider access functionality and utilities for those properties within the

project boundaries not owned by the applicants (i.e. 10 & 16 Knoll Crest Dr.)

**Transportation Impact Analysis (TIA):** Staff will need to discuss the traffic engineer’s preliminary assessment with Public Works and will provide additional feedback following that discussion.

**Other Jurisdictions:** Highway 66 is a state highway under the jurisdiction of the Oregon Department of Transportation (ODOT) and East Main Street within Jackson County is a County Road under County jurisdiction. The applicants will want to coordinate their street system design and permitting with these agencies. *It would be worthwhile to coordinate a meeting between the applicant’s team, planning staff, and city, state and county transportation staff to discuss coordinating transportation improvements.*

**Adequate Capacity of Public Utilities:** The applicant is responsible for determining if adequate water, sanitary sewer, storm sewer, and electricity services, and paved access/adequate transportation are available or can be extended to serve the proposed development. The Site Plan must show the location and size of the public utility lines that will serve the proposed parcels and detail all existing and proposed service locations. Plans will not be deemed complete without utility plans which have been developed in coordination with the utility departments, including an approved electric service plan.

**Airport Overlay:** In the official adopted maps, the Airport Overlay zone includes the subject property. Within the Airport Overlay, residential uses are not permitted unless approved pursuant to a Conditional Use Permit and structure heights are limited based on a conic section extending from the runway and its approach pursuant to “FAR 77 Height Restrictions” as detailed in the Airport Master Plan’s “Airspace Plan.”

### **Conditional Use Permit**

- Short term rental use is considered to be hotel/motel and is subject to Conditional Use Permit approval within the C-1 district. If the use were to be managed under the umbrella of the Ashland Hills, a single Conditional Use Permit could be obtained. If individual condos are to be owned and managed separately from the hotel, individual Conditional Use Permits would be necessary.
- Within the Airport Overlay, residential uses are not permitted except as a Conditional Use Permit.

In both cases, the application would need to respond to the Conditional Use Permit approval criteria in demonstrating that the adverse material impacts of the proposal were no greater than the target use of the zone, and it would be important to detail the proposed uses clearly. The application materials between the two pre-app’s currently described the existing number of hotel units in different places as 284, 283, 196 and 183 – it will be important to provide clear, accurate and consistent detail through the final application submittal. *(The target use of the C-1 zoning district and Detail Site Review Overlay would be general retail use developed at a 0.50 Floor Area Ratio.)*

### **Physical & Environmental Constraints**

If the proposal is disturbing areas with slopes of 35 percent or greater, the application would need to include a Physical & Environmental Constraints Review Permit and respond to the applicable criteria for the development of Severe Constraints land.

### **Tree Preservation, Protection and Removal**

An inventory of all trees six-inches in diameter at breast height and greater on the property and within 15 feet of the property boundaries, including any street trees, is required with the application under AMC 18.4.5. The inventory must include detailed information including but not limited to species, diameter at breast height, condition, and drip line/protection area of each tree. The plan must clearly identify trees to be preserved and how they will be protected and show those trees to be removed, and address the tree removal permit requirements in AMC 18.5.7 for trees to be removed that require permits.

### **Other**

**Site Visit:** Prior to a hearing, staff would recommend that a Site Visit be arranged with the Planning Commission to give them an idea of the specifics of the site (*i.e. topography, relationship to adjacent properties, existing frontage improvements, driveway locations, existing buildings, stature and condition of existing trees, etc.*).

**Neighborhood Outreach:** Staff always recommends applicants approach the affected neighbors to discuss proposals and try to address any concerns as early in the process as possible. Notices will be sent to owners of neighboring properties within a 200-foot radius, signs posted on the site and advertised in the local newspaper once an application is deemed complete. In many cases, it is better received if neighbors hear of the proposal from the applicants rather than by a formal notice from the city.

**Written Findings/Burden of Proof:** Applicants should be aware that written findings addressing the ordinance and all applicable criteria are required, and are heavily depended on in the decision making process for a planning action. In addition, the required plans are explained in writing below. The burden of proof is on the applicant(s) to ensure that all applicable criteria are addressed in writing and that all required plans, written findings, and other materials are submitted even if those items were not discussed in specific, itemized detail during this initial pre-application conference.

.....  
**OTHER DEPARTMENTS' COMMENTS**

**FIRE DEPARTMENT:** *See comments at the end of this document.* Please contact the Fire Marshal, Chief Ralph Sartain of Ashland Fire & Rescue for any additional information at (541) 552-2229 or via e-mail to [ralph.sartain@ashland.or.us](mailto:ralph.sartain@ashland.or.us).

**BUILDING DEPARTMENT:** *“A design professional will be required for this project, and a code analysis showing how the change of use meets code, will need to be provided. If the building is not sprinklered, then a more intense use (adding kitchens) would trigger a requirement for adding sprinklers and alarm systems. If the designer prefers, they can use the Existing Building Form to help guide the design. The Existing Building Code offers allowances in certain areas of the code, to where the entire building would not have to be brought up to the current adopted codes.”* Please contact the Building Division for any additional information at (541) 488-5309.

**CONSERVATION DEPARTMENT:** For information on currently available Conservation programs, please contact the City of Ashland Conservation Division at (541) 552-2062 or e-mail [Dan.Cunningham@ashland.or.us](mailto:Dan.Cunningham@ashland.or.us).

**PUBLIC WORKS/ENGINEERING DEPARTMENT:** *See comments at the end of this document.* For any further information, please contact Karl Johnson at (541) 552-2415 or via e-mail to: [karl.johnson@ashland.or.us](mailto:karl.johnson@ashland.or.us).

**ELECTRIC DEPARTMENT:** The applicant will need to contact Rick Barton in the Electric Department at (541) 552-2082 to discuss project details, service requirements and fees. An approved electric service plan is required to be included in the final application submittal for the application to be deemed complete. Rick can arrange an on-site meeting to assess service requirements and will prepare a schematic service plan to be incorporated into the applicants' civil drawings. Please allow additional time for scheduling an on-site meeting with Rick Barton, subsequent preparation of a schematic plan, and incorporation of this plan into your submittals. *Applications will not be deemed complete without an approved electric service plan.*

**WATER AND SEWER SERVICE:** *If the project requires additional water services or upgrades to existing services the Ashland Water Department will excavate and install in the city right of way all water services up to and including the meter on domestic and commercial water lines. If a fire line is required, the Water Department will only install a stub-out to the location where the double check detector assembly (DCDA) or reduced pressure detector assembly (RPDA) complete with a Badger®-brand cubic foot bypass meter should be placed in a vault external to the building. The vault and the DCDA or RPDA device housed in it are the responsibility of the property owner and should be placed at the property line (outside of the pedestrian corridor). Fees for these installations are paid to the Water Department and are based on a time and materials quote to the developer or contractor. Meter sizes and fire line diameters will need to be provided to the Water Department at the time of a quote being requested. **The Ashland Water Department is also requiring new projects to comply with all current cross connection rules and regulations, this may require backflow prevention devices to be placed at the potential hazard or just behind the meter or connection for premises isolation depending on the degree of hazard, type of intended use of the facility or even the geographical location of the building or facility.** Please Contact Steve Walker prior to the design of water connections to the City system at 541-552-2326 or e-mail: [steve.walker@ashland.or.us](mailto:steve.walker@ashland.or.us) to discuss the intended use of the facility and property regarding meter and hydrant placement and also potential cross connection hazards associated with the project.*

**TALENT IRRIGATION DISTRICT (TID):** The Talent Irrigation District (TID) has no concerns with the proposal. For any additional TID-related information, please e-mail the district offices at [tid@talentid.org](mailto:tid@talentid.org).

**OREGON DEPARTMENT OF TRANSPORTATION (ODOT):** Please find ODOT comments below:

1. The applicant will be required to obtain an ODOT Miscellaneous/Utility Permit prior to any disturbance within the State right-of-way. Please have them contact Julee Scruggs at [Julee.Y.SCRUGGS@odot.state.or.us](mailto:Julee.Y.SCRUGGS@odot.state.or.us) or 541.864.8811 to discuss.
2. The proposed modifications do not trigger the need for a traffic study under ODOT evaluation criteria as this is not a zone change (TPR) or under Division 51 standards. This does not preclude the City from determining that a traffic or analysis is warranted under municipal code or other City evaluation criteria. We would be glad to provide scoping comments at the City's request.
3. ODOT recommends that the City require frontage improvements consistent with standards identified in the adopted TSP. We would note the eastern portion of the site does not have

improved sidewalks, which may complicate pedestrian connectivity should the parcel to east develop in the future.

4. This proposal is within the scope of the Exit 14 IAMP, and we suggest the City reference the Plan for Access Management recommendations at <https://www.ashland.or.us/Files/Exit%2014%20Managment%20Plan%20Complete.pdf>.

For any further ODOT-related information, please contact: Micah Horowitz, AICP; ODOT Region 3 | Development Review Planner; 100 Antelope Road, White City, OR 97503; p: 541.774.6331 | c: 541.603.8431; e: [micah.horowitz@odot.state.or.us](mailto:micah.horowitz@odot.state.or.us).

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## ZONING DISTRICT REQUIREMENTS

See Table 18.2.6.030 – Standards for Non-Residential Zones

**Zoning:** C-1 (Commercial Zoning District). Detail Site Review Overlay. Airport Overlay.

**Parking, Access and Internal Circulation:** Per the requirements in AMC 18.4.3.

**Landscaping Requirements:** 15 percent of the lot area. Seven percent of parking and circulation areas. Size- and species-specific landscaping & irrigation plan required for park rows and open space at time of formal application. Avoid using lawn. Provide irrigation system. Include street trees, one per 30 feet of street frontage.

**Lot Coverage:** There is no maximum coverage, however landscaping requirements above must be met...

### Standard Setbacks:

- There is no minimum front, side, or rear yard required, except where buildings on the subject site abut a residential zone, in which case a side of not less than 10 ft and a rear yard of not less than 10 ft per story is required.
- Except for buildings within 100 feet of a residential zone, the solar setback standards of chapter 18.4.8 do not apply to structures in the C-1 zone.
- See also section [18.2.4.030](#) Arterial Street Setback.

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## APPLICATION SUBMITTAL REQUIREMENTS

**Application Requirements:** Conversion of existing hotel units to apartments could be processed as a Type I administrative decision, subject to appeal. Applications for Conditional Uses involving new buildings are processed as a “Type II” procedure which requires a quasi-judicial decision through a public hearing at the Planning Commission. Detail Site Review developments and residential developments totaling over 10,000 square feet also require Type II procedural handling. The Planning Commission’s decision may be appealed, in which case it is subject to an “on-the-record appeal” before the City Council. *(For further procedural detail, see:*

**Type I (Administrative Decision Process):**

[https://www.ashland.or.us/SIB/files/Comm%20Dev/Forms%2C%20Brochures%2C%20Handouts/FLOWCHART\\_Type\\_I\\_FY21-22\(1\).pdf](https://www.ashland.or.us/SIB/files/Comm%20Dev/Forms%2C%20Brochures%2C%20Handouts/FLOWCHART_Type_I_FY21-22(1).pdf)

**Type II (Quasi-Judicial Hearing Process):**

[https://www.ashland.or.us/SIB/files/Comm%20Dev/Forms%2C%20Brochures%2C%20Handouts/FLOWCHART\\_Type\\_II\\_FY21-22\(1\).pdf](https://www.ashland.or.us/SIB/files/Comm%20Dev/Forms%2C%20Brochures%2C%20Handouts/FLOWCHART_Type_II_FY21-22(1).pdf)

The application is required to include clear, legible, scalable 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 sections include 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. All submittals must also include:

1. **Application Form and Fee.** Applications for Type II review shall be made on forms provided by the Staff Advisor. One or more property owners of the property for which the planning action is requested, and their authorized agent, as applicable, must sign the application. The required application fee must accompany the application for it to be considered complete.
2. **Submittal Information.** The application shall include all of the following information.
  - a. The information requested on the application form (see [https://www.ashland.or.us/SIB/files/Comm%20Dev/Forms%2C%20Brochures%2C%20Handouts/Zoning\\_Permit\\_Application\\_FY21-22.pdf](https://www.ashland.or.us/SIB/files/Comm%20Dev/Forms%2C%20Brochures%2C%20Handouts/Zoning_Permit_Application_FY21-22.pdf)).
  - b. Plans and exhibits required for the specific approvals sought.
  - c. A written statement or letter explaining how the application satisfies each and all of the relevant criteria and standards in sufficient detail.
  - d. Information demonstrating compliance with all prior decision(s) and conditions of approval for the subject site, as applicable.
  - e. The required fee.

The Ashland Land Use Ordinance in its entirety may be accessed on-line at: <https://ashland.municipal.codes/LandUse> .

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

- **Two (2) Copies of the materials required for a Site Design Review approval as detailed in chapter 18.5.2.040.**
- **Two (2) Copies of the materials required for a Conditional Use Permit approval as detailed in chapter 18.5.4.040.**
- **Two (2) copies of written findings addressing the submittal requirements from section**

- 18.5.5.040 for a Variance (*if applicable to the final proposal*).
- Two (2) copies of written findings addressing the following submittal requirements from section 18.3.10.040 for a Physical & Environmental Constraints Review Permit (*if applicable to the final proposal*).
- Two (2) Copies of a Tree Protection Plan as required chapter 18.4.5.030.
- Two (2) Copies of the plans required for a Tree Removal Permit as required in chapter 18.5.7.030 (*if applicable to the final proposal*).

**RELEVANT CRITERIA AND STANDARDS:** Applicants are advised that in addition to required plans, electronic copies of written findings addressing how the ordinance criteria are satisfied in narrative format are required. The applicable criteria are included below.

- Two (2) Copies of written findings addressing the following criteria for Site Design Review approval detailed in chapter 18.5.2.050.
- Two (2) copies of written findings addressing the following criteria from chapter AMC 18.5.4.050 for Conditional Use Permit approval.
- Two (2) copies of written findings addressing the following criteria from chapter 18.5.5.050 for a Variance (*if applicable to the final proposal*).
- Two (2) copies of written findings addressing the following criteria from chapter 18.3.10.050 for a Physical & Environmental Constraints Review Permit (*if applicable to the final proposal*).
- Two (2) copies of written findings addressing the following criteria from chapter 18.4.6.020.B.1 for an Exception to Street Standards (*if applicable to the final proposal*).
- Two (2) copies of written findings addressing the following criteria from chapter 18.5.7.040.B.2. for Tree Removal Permit (*if applicable to the final proposal*).

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**NEXT APPLICATION DEADLINE:** First Friday of each month  
**TREE COMMISSION MEETINGS:** Thursday before Planning Commission at 6:00 p.m.  
**PLANNING COMMISSION MEETING:** Second Tuesday of each month at 7:00 p.m.  
**FEES:** (*As applicable to the final proposals details*)...

<input type="checkbox"/> Site Design Review (I/II)	\$1,120.25/\$2,247.50 + ½ % of value
<input type="checkbox"/> Conditional Use Permit	\$2,247.50
• Hotel/Motel	
• Residential in Airport Overlay	
<input type="checkbox"/> P&E Permit ( <i>if applicable</i> )	\$1,120.25
<input type="checkbox"/> Variance (Type I or II, <i>if applicable</i> )	\$1,120.25 or \$2,247.50
<input type="checkbox"/> Exceptions ( <i>if applicable</i> )	\$0
<input type="checkbox"/> Tree Removal Permits	\$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 processed or scheduled at a Planning Commission meeting. Applications will not be accepted without a complete application form signed by the applicant(s) and property owner(s), all required materials and full payment. Applications are reviewed for completeness in accordance with ORS 227.178, and the first

COMPLETE applications submitted are processed at the next available Planning Commission meeting.

**For further information, please contact:**

January 12, 2022 \_\_\_\_\_

Derek Severson, *Senior Planner*

Phone: 541-552-2040/ E-mail: [derek.severson@ashland.or.us](mailto:derek.severson@ashland.or.us)

**Public Works/Engineering Pre-Application Comments (2020)**

**(No Additional Comments Provided)**

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. One set of these civil plans MUST be submitted DIRECTLY to the Public Works/Engineering Department. 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:

- If drawings are submitted to the City of Ashland digitally, they shall be true scale PDF drawings. If AutoCAD drawings are also submitted, they shall be compatible with the AutoCAD release being used by the City at that time and shall be located and oriented within the Oregon State Plain Coordinate System (NAD83-89).
- 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)** –The City of Ashland feels that this project may meet at least one of the thresholds at which a TIA is required. The applicant shall have a Registered Engineer submit evidence that a TIA should not be required if the thresholds are not met.

All land use actions that either propose direct or indirect access to a State highway or a boulevard will need to provide the City of Ashland with the information outlined below. The governing jurisdiction will then inform ODOT of the intended land use action and provide pertinent review material. These guidelines are intended to ensure that developments do not negatively impact the operation and/or safety of the roadway.

A. Applicants must submit a preliminary site plan for review to the City of Ashland, prior to the pre-application conference. At a minimum, the site plan shall illustrate:

1. The location of existing access point(s) on both sides of the road within 500 feet in each direction for Category 4 segments or 5 lane boulevards, and 300 feet for Category 5 segments and 3 lane arterials;
2. Distances to neighboring constructed public access points, median openings, traffic signals, intersections, and other transportation features on both sides

of the property (this should include the section of roadway between the nearest upstream and downstream collector);

3. Number and direction of site access driveway lanes to be constructed, as well as an internal signing and striping plan;
  4. All planned transportation features on the State highway/boulevard (such as auxiliary lanes, signals, etc.);
  5. Trip generation data or appropriate traffic studies (See the following section for the state's traffic impact study requirement thresholds.);
  6. Parking and internal circulation plan;
  7. Plat map showing property lines, right of way, and ownership of abutting properties;
  8. A detailed description and justification of any requested access variances;
- B. Proposed land use actions, new developments, and/or redevelopment accessing a State highway/boulevard, directly or indirectly (via collector or local streets), will need to provide traffic impact studies to the respective local reviewing jurisdiction(s) and ODOT if the proposed land use meets one or more of the following traffic impact study thresholds. A traffic impact study will not be required of a development that does not exceed the stated thresholds.
1. Trip Generation Threshold: 50 newly generated vehicle trips (inbound and outbound) during the adjacent street peak hour;
  2. Mitigation Threshold: Installation of any traffic control device and/or construction of any geometric improvements that will affect the progression or operation of traffic traveling on, entering, or exiting the highway;
  3. Heavy Vehicle Trip Generation Threshold: 20 newly generated heavy vehicle trips (inbound and outbound) during the day;

All traffic impact studies will need to be prepared by a registered professional engineer in accordance with ODOT's development review guidelines.

**C. Traffic Impact Study Requirements**

1. The following is a summary of the Oregon State Highway minimum requirements for a traffic report. ODOT views the following requirements as the minimum considerations to be dealt with by Professional Traffic

Engineering Consultants in their analysis of traffic impacts resulting from new developments adjacent to State highways.

2. The analysis shall include alternates other than what the developer originally submits as a proposal for access to state highways, city streets, and county roads.
3. The analysis of alternate access proposals shall include:
  - (i) Existing daily and appropriate design peak hour counts by traffic movements, at intersections which would be affected by traffic generated by the development (use traffic flow diagrams).
  - (ii) Projected daily and appropriate design peak hour volumes for these same intersections, and at the proposed access points after completion of the development. If the development is to be constructed in phases, projected traffic volumes at the completion of each phase should be determined.
  - (iii) Trip Generation shall be calculated using the Institute of Transportation Engineers' manual "TRIP GENERATION 5th Edition" or other, more current, and/or applicable information.
  - (iv) A determination of the need for a traffic signal based on warrants in the "Manual on Uniform Traffic Control Devices."
4. The recommendations made in the report should be specific and shall be based on a minimum level of service "D" when the development is in full service. As an example, if a traffic signal is recommended, the recommendations should include the type of traffic signal control and what movements should be signalized. If a storage lane for right turns or left turns is needed, the recommendations should include the amount of storage needed. If several intersections are involved for signalization, and an interconnect system is considered, specific analysis should be made concerning progression of traffic between intersections.
5. The internal circulation of parking lots must be analyzed to the extent that it can be determined whether the points of access will operate properly.
6. The report shall include an analysis of the impacts to neighboring driveway access points and adjacent streets affected by the proposed new development driveways.
7. The report should include a discussion of bike and pedestrian usage and the availability of mass transit to serve the development.

3. **Street Improvement** –The applicant proposed improvements must be reviewed and permitted by ODOT as well as Jackson County and must be reviewed by the City of Ashland Engineering Department.
4. **Public Pedestrian Access** – Any handicap access ramps shall meet current United States Access Board Guidelines (PROWAG) and shall be designed in accordance with the current ODOT design guidelines. The design must be submitted to and approved by the permitting entity.
5. **Right of Way** – No additional right of way dedication, beyond that necessary to comply with City Street Standards, will be required along the frontages. The applicants would need to work with Public Works, Jackson County and ODOT to consider options relative to the intersection of East Main, Oak Knoll and Highway 66 which is identified in the 2012 Transportation System Plan (TSP) for projects including an intersection realignment and/or a round-about. *(A TSP update is kicking off now and will be looking at this area.)*
6. **Sanitary Sewer** - The property is currently served by a 10-in sanitary sewer main in E. Main Street. The applicant proposed improvements must be reviewed, approved and permitted by the City of Ashland Engineering Department.
7. **Water** - The property is currently served by an 8-in water main in Ashland Street and a 12-in water main in E. Main Street. 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.
8. **Storm Drainage** - The property is currently served by an 18-in storm sewer main along the northern portion of this proposed development. City of Ashland Engineering Department must review an engineered storm drainage plan.

#### **Storm Water Facility Design Requirements**

Projects that will create or replace 5,000 square feet or more of new impervious surface (buildings, roads, parking lots, etc.) area that discharges to an MS4, must comply with the requirements of the DEQ MS4 General Permit phase 2. Below are additional requirements of the City of Ashland which either differ from or are additional to the MS4 General Permit phase 2.

- All storm water detention facilities must have an overflow structure capable of safely passing the 25-year storm to an approved storm water facility. Peak flow for destination requirements may be calculated using the Rational Method with an ODOT Zone 5 IDF curve for a 10-year storm event (25-year storm event for bypass calculations), or any

other comparable method. The flow calculations are the same as described in the RVSWDM for flow control measures.

- The default value for pre-development peak flow shall be 0.25 CFS per acre.
- Detention volume shall be sized for the 25-year, 24-hour peak flow and volume.
- 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.
- Water Quality BMPs shall provide at least 80% removal of bacteria and TSS (75 microns and larger).
- Conveyance for drainages less than 300 acres shall be sized to carry the ODOT Zone 5, 25-year event.
- Culverts with flows greater than 50 CFS shall be sized to carry the ODOT Zone 5, 50-year event.
- 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.
- The grading plan shall indicate the direction of flow of all surface flows, including those on to and from 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.
- 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.

9. **Erosion & Sediment Control** - The following requirements shall be met:

- All ground disturbances exceeding 1,000 square feet shall implement an Erosion and Sediment Control Plan (ESCP).
- A 1200-C permit will be secured by the developer where required under the rules of the Oregon State DEQ. City of Ashland Engineering Department must receive a copy of this permit before any construction shall begin.
- Erosion Prevention 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.

- Pollution, track out, and sediment dumping into storm water are strictly prohibited per AMC 9.08.060.
  - Drainage from automotive use areas shall be limited to oil concentrations of 10 mg/l by a pre-approved means.
  - Trash storage areas shall be covered or provide additional storm water treatment by an approved means.
  - 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.
10. **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.
11. **Permits** – Any construction or closure 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
- ODOT will need to review and approve any improvements in the ODOT right-of-way. City of Ashland must obtain a copy of any ODOT approvals and/or permits that are granted before any work in the ODOT right-of-way begins.
  - Jackson County Roads will need to review and approve any improvements in the Jackson County right-of-way. City of Ashland must obtain a copy of any Jackson County approvals and/or permits that are granted before any work in the Jackson County right-of-way begins.
  - A 1200-C permit will be secured by the developer where required under the rules of the Oregon State DEQ. City of Ashland Engineering Department must receive a copy of this permit before any construction shall begin.
12. **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.
13. **Addresses** – Any new addresses must be assigned by City of Ashland Engineering Department.

14. **Sign & Traffic Control Devices** – Sign installation and visibility must be maintained to the requirements of the Manual of Uniform Traffic Control Devices (MUTCD). The applicant proposed signage must be reviewed and approved by the City of Ashland Engineering Department.

### Pre-Application Comments

**Date:** 12-2-2021  
**Project Address:** 2525 Ashland Street  
**Permit Number:** PreApp-2021-00307  
**Project Description:** Conversion of Hotel Use to Residential Use  
**AF&R Contact:** Ralph Sartain  
541-552-2229  
[ralph.sartain@ashland.or.us](mailto:ralph.sartain@ashland.or.us)

Fire department comments are based upon the 2019 Oregon Fire Code as adopted by the Ashland Municipal Code, and Ashland Land Use Laws:

#### Specific Comments

- **Change of Use** – Verify with the Building Department whether a change of use permit will be required. (*Use changing from Occupancy Classification Group R-1 to Group R-2?*)
- **OFC/OSSC 903.2.8 Automatic Fire Sprinkler System.** An automatic sprinkler system installed in accordance with Section 903.3 shall be provided throughout all buildings with a Group R fire area.
- **OFC/OSSC 903.3.1.2.1 Balconies and decks** Sprinkler protection shall be provided for exterior balconies, decks and ground floor patios of dwelling units and sleeping units where either of the following conditions exists:
  1. The building is of Type V construction. [BCD] 2. Exterior balconies, decks and ground floor patios of dwelling units and sleeping units are constructed in accordance with Section 705.2.3.1, Exception 3 of the International Building Code.
  2. Exterior balconies, decks and ground floor patios of dwelling units and sleeping units are constructed in accordance with Section 705.2.3.1, Exception 3 of the International Building Code.

Sidewall sprinklers that are used to protect such areas shall be permitted to be located such that their deflectors are within 1 inch (25 mm) to 6 inches (152 mm) below the structural members and a maximum distance of 14 inches (356 mm) below the deck of the exterior balconies and decks that are constructed of open wood joist construction.

- **OFC/OSSC 907.2.9 Group R-2 Fire Alarm System and Smoke Alarms.** Fire alarm systems and smoke alarms shall be installed in Group R-2 occupancies as required in Sections 907.2.9.1 and 907.2.9.3.

#### Construction General Information/Requirements

- Development shall comply with access and water supply requirements in accordance with the Oregon Fire Code in affect at the time of development submittal. Fire apparatus access roads are

required to be installed prior to the time of construction. The approved water supply for fire protection (fire hydrants) is required to be installed prior to construction when combustible material arrives at the site.

- Specific fire protection systems may be required in accordance with the Oregon Fire Code. This plan review shall not prevent the correction of errors or violations that are found to exist during construction. This plan review is based on information provided only.
- Design and installation shall meet the Oregon requirements of the International Fire, Building, Mechanical Codes and applicable NFPA Standards.
- Final determination of fire hydrant distance, fire flow, and fire apparatus access requirements will be based upon plans submitted for Building Permit review. Changes from plans submitted with this application can result in further requirements. Any future construction must meet fire code requirements in effect at that time. The fire department contact for this project is Fire Marshal Ralph Sartain. He may be contacted at (541) 552-2229 or [ralph.sartain@ashland.or.us](mailto:ralph.sartain@ashland.or.us).

### Airport Overlay Clarification

The zoning map overlay (that includes the runway approach area) is the authoritative overlay area. As such a residential use could only be permitted through a CUP per AMC 18.3.7.030 within the overlay area.



The purpose of the overlay is:

*The Airport Overlay is intended to be applied to properties that lie within close proximity to the Ashland Airport where aircraft are likely to be flying at relatively low elevations. Further, the zone is intended to prevent the establishment of airspace obstructions in such areas through height restrictions and other land use controls. Application of the overlay zone does not alter the requirements of the parent zone except as specifically provided herein.*

The zoning map, pictured above, is also the figure included in the adopted Airport Masterplan.

The overlay is intended to include properties that are outside of the airport lands themselves, and includes those areas where aircraft would be lowest, thus the runway approach area. *Figure 18.3.7.020 Airport Overlay in the ALUO will ultimately need to be replaced in the code to include the area shown on the official zoning map.* Similar to the Ashland Modified Floodplain, as a zoning layer the Airport Overlay is a zoning designation based on the line on the map even if it was originally based on elevations.