

---

*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 DIVISION  
PRE-APPLICATION CONFERENCE  
COMMENT SHEET**  
November 8, 2023

**SITE:** Croman Mill Site  
**APPLICANT:** Townmakers LLC  
**REQUEST:** Croman Mill Site  
Redevelopment

## **PLANNING DIVISION COMMENTS**

*This pre-application conference is intended to highlight significant issues before the applicant prepares and submits a formal application.*

### **Summary**

The application as proposed includes: a Land Use Ordinance Amendment (AMC 18.3.2); a Transportation System Plan Amendment; a Comprehensive Plan Amendment; Zoning and Comprehensive Plan Map Amendments; Annexation Application for the southern (County) portion of the site; and related development applications including Outline Plan subdivision review (Final Plan subdivision approval is a second step) and Site Design Review. The application will also include a Development Agreement (DA), a Transportation Impact Analysis (TIA), an Economic Opportunities Analysis (EOA) update, and a Housing Capacity Analysis (HCA) review. Staff are generally supportive of the request and are eager to see the Croman Mill site redevelop. Individual component requests are discussed below, and there are a number of areas that staff believe need to be further considered and addressed before an application is submitted.

### **Tax Increment Financing/Urban Renewal/Application Timing**

If tax increment financing (TIF) and the creation of an urban renewal district or specifics of a development agreement will be determining factors in the project trajectory, the applicant should carefully consider the timing of the application and its component pieces relative to the outcome of a those discussions.

### **Climate Friendly Area (CFA) Designation**

As has been previously discussed, under the Climate-Friendly & Equitable Communities (CFEC) rulemaking which was passed by the Oregon Land Conservation and Development Commission in July of 2022, the city is obligated to identify adequate Climate Friendly Areas (CFAs) to accommodate 30 percent of its future population. This equates to being able to accommodate more than 3,500 residential units in climate-friendly, mixed-use pedestrian-friendly CFAs over the next 20 years. In a required study of potential CFAs which has now been submitted to the state, the city identified the Croman Mill site and the Railroad property as two of the areas that had the most potential for new development as CFAs, along with the “Transit Triangle” bounded by Ashland Street, Tolman Creek Road and Siskiyou Boulevard, and the National Register of Historic Places-listed historic downtown, which was recognized as having limited re-development potential. The city is required to re-zone identified CFAs and adopt new zoning regulations consistent with the new state rules *no later than December 31, 2024*. A consultant team has been selected to write these new

regulations, conduct the public engagement and outreach process, and conduct a market analysis to maximize the effectiveness of the newly crafted CFA regulations in these areas. Staff are not entirely certain how the state-mandated CFA rezoning and its associated timeline are to dovetail with Townmakers' plans and timeline, but in reviewing the draft code language provided, staff has some concern that the code as envisioned does not fully account for the scope and magnitude of the new rules or the associated timeline.

### **CFEC Parking Rules**

Ashland is in the process of updating its parking regulations to comply with the CFEC rulemaking. This process is likely to result in the city no longer enforcing automobile parking minimums for development citywide although bicycle parking requirements will remain in effect. Even where no other parking is proposed, at least one ADA-accessible space will likely still be required. Parking maximums are likely to be retained, and voluntarily provided parking will likely still need to meet all existing requirements (*dimensions, circulation areas, parking lot landscaping & design, etc.*) and new parking lot treatment requirements from the CFEC rules will be incorporated (*i.e. 30-40 percent parking lot tree canopy coverage planted and maintained to ANSI 300A standards*).

### **Legislative Actions:**

- ☐ **Land Use Ordinance Amendment**
- ☐ **Transportation System Plan (TSP) Amendment**  
A full ODOT-funded revision of the existing TSP by the city is scheduled to begin in early 2024, both to update the plan since its last revision in 2012-'13 and to look at how the TSP will respond to the creation of new CFAs.
- ☐ **Comprehensive Plan Text Amendment**
- ☐ **Zoning and Comprehensive Plan Map Amendments**

As has been previously discussed, the current Croman Mill District Plan was arrived at through a lengthy and involved public process. In staff's assessment, the proposal presented goes beyond the scope of a Croman Mill District Plan's Minor and Major Amendment process as envisioned in AMC 18.3.2.030.C, in that it effectively proposes new zoning classifications, redistributing housing to portions of the district where it was intentionally not included in the original plan, and proposes adjustments to the street system plan and street design standards. As such a Land Use Ordinance Amendment is the most appropriate procedure to accommodate the proposals objectives. This would be a legislative action, with hearings before both the Planning Commission and the City Council. The proposal goes beyond shifting elements of the adopted plan within the district, and is instead changing some of the purpose and objectives of the plan for a significant sub-area of the district. In staff's view, the proposal is responsive to the underlying Croman Mill Master Plan while also seeking to respond to changing times, market trends and housing needs but will need to further consider and address the issues below:

- **At the conclusion of a land use ordinance amendment, there will need to be a single, cohesive ordinance for the district which responds both to the Townmakers property and to the remaining properties in the district.** Other uses which apply to the remaining properties cannot simply be deleted (*i.e. use charts & existing ODOT yard*), the adopted street system plan cannot be altered relative to the remaining properties (*i.e. Mistletoe realignment*), and the Central Ashland Bikepath extension (*which is a partially-complete facility envisioned*

*in the Transportation System Plan to follow the railroad corridor all the way through town)* omitted in favor of on-street bike lanes. The application will need to speak to whether the identified open spaces are to be dedicated as parks to offset the previously identified park dedication which is now omitted. Any planned amendments will need to carefully consider the links and transitions to non-Townmakers properties and broader city systems, as well as addressing the transit center, neighborhood center, stream corridors, pond and open spaces. The final application will need to yield a code which is responsive to the full district not solely to the Townmakers portion.

- **There will need to be further consideration of how Townmakers proposed changes will relate to the designation of some or all of the district as a Climate Friendly Area(CFA) under the state’s Climate-Friendly & Equitable Communities (CFEC) rules.** *Would it work to rezone the entire area as a CFA with an associated street plan, and to address Townmakers specific development proposal through a specific land use approval and associated development agreement and CCRs? One consideration will be what sort of “compatible industrial” within the CFEC vision of appropriate commercial.*
- **Redistribution of housing with the creation of new zones.** *The application should speak directly to how much housing would be added across the district with the changes proposed.*
- **Adjustments to the street standards and street lay-out.** *(How much can be accomplished within the parameters of the existing standards and lay-out?)*
  - *E.g. The CMDP includes a railroad spur easement where cottages are now shown...*
- Language seeking to maintain rental units as a single condominium tract under one ownership was intended to protect rental housing as a needed housing type. If this is proposed to be altered, the application will need to speak to how rental housing could be maintained as rentals.
- Staff believe that the community and the Council continue to have a strong interest in retaining some incentive or encouragement for third-party verified green building certification within the ordinance, as well as finding ways to re-use stockpiled materials currently on the site, addressing stormwater appropriately, and looking at ways to discourage or prohibit new natural gas connections.

Legislative Amendments to the Land Use Ordinance may be approved at Council discretion based on changes in circumstances or conditions. While discretionary, the Council at times has sought to look at such proposals through the quasi-judicial criteria in AMC 18.5.9.020.A which look for one or more of the following:

1. *The change implements a public need supported by the Comprehensive Plan.*
2. *A substantial change in circumstances has occurred since the existing zoning or Plan designation was proposed, necessitating the need to adjust to the changed circumstances.*
3. *Circumstances relating to the general public welfare exist that require such an action.*
4. *Proposed increases in residential zoning density resulting from a change from one zoning district to another zoning district will provide 25 percent of the proposed base density as affordable housing consistent with the approval standards set forth in section [18.5.8.050.G](#).*
5. *Increases in residential zoning density of four units or greater on commercial, employment, or industrial zoned lands (i.e., Residential Overlay) will not negatively impact the City’s commercial and industrial land supply as required in the Comprehensive Plan, and will provide 25 percent of the proposed base density as affordable housing consistent with the approval standards set forth in section [18.5.8.050.G](#).*
6. *The total number of affordable units described in subsection [18.5.9.020.A.4](#) or [18.5.9.020.A.5](#).*

above, shall be determined by rounding down fractional answers to the nearest whole unit.

7. A deed restriction, or similar legal instrument, shall be used to guarantee compliance with affordable criteria for a period of not less than 60 years for units qualified as affordable rental housing, or 30 years for units qualified as affordable for-purchase housing. Subsections 18.5.9.020.A.4 and 18.5.9.020.A.5 do not apply to Council-initiated actions.

**Affordability:** As detailed in AMC 18.5.9.020.A.3, the City Council may require that increases in residential zoning resulting from change in zoning provide 25 percent of the base density consistent with the requirement of AMC 18.5.8.050.G. The application should make clear how the proposed changes in zoning impact overall residential density, and may wish to consider, for instance, whether “workforce” affordable housing at 120 percent of area median income would work within the parameters of the proposal. *(The annexed area would also need to address the affordability requirements for Annexations as detailed below.)*

**Economic Opportunity Analysis:** As mentioned previously, the Economic Opportunity Analysis will need to address Commercial and Employment land separately rather than combining them. Additionally, the application should respond to the previous Council discussion of retaining the potential for “core employment generators” within the district.

### **Annexation**

Annexations are a discretionary legislative decision by the City Council, and are not subject to quasi-judicial constraints or the 120-day rule. In staff’s assessment, a successful annexation request will require substantially more detailed submittal materials, including:

- **Planning Application for Development of the Annexed Area:** For annexations not initiated by the City, annexation requires concurrent filing of a planning application (e.g., site design review, subdivision, etc.) for the development of the annexed area. *Where this involves residential development, it must be at 90 percent of the base density of the annexed area.*
- **Public Facilities Plans:** An annexation request will need to include detailed civil drawings demonstrating that water, sewer, electricity and storm drainage can and will be provided to the annexed area by the applicant.
- **Transportation Improvements:** An annexation request will need to include a Transportation Impact Analysis (TIA) and detailed civil drawings demonstrating that adequate transportation for automobiles, bicycles, transit and pedestrians can and will be provided to serve the annexed area. Streets bordering the annexation must be approved to at least half-street standards, streets within the annexation area must be fully improved, and provisions shall be made for the dedication and improvements of streets identified on the street dedication map. Facilities for bicycles and pedestrians will need to be addressed in the civils to serve likely destinations within ¼-mile, such as Bellview School, and the applicants will need to work with the Rogue Valley Transportation District (RVTD) to identify and provide necessary transit facilities. Building permits for the annexed area could not be issued until all required improvements are in place or adequate security to insure their installation provided (i.e. *Annexation approval does not typically permit phasing of required improvements.*)
- **Affordability:** Annexed areas with the potential for four or more residential units must provide deed-restricted affordable units equivalent to 25 percent of the base density of the

property in keeping with all requirements of AMC 18.5.8.050.G. Given recent experiences, it would be advisable to identify an affordable housing partner during the application process or commit to development and management of the affordable units.

- **Boundaries:** The application should speak clearly to all lands to be included in the annexation request (i.e. adjacent railroad property, rights-of-way and any neighboring tax lots to be included) and include signed consent agreements for annexation.

## **Related Development Applications**

### **❑ Site Design Review**

New development within the Croman Mill District is subject to Site Design Review under AMC [18.5.2](#). In addition to addressing the approval criteria in AMC 18.5.2.050 and the Site Development and Design Standards in AMC 18.4, the application will also need to address the District-specific site development and design standards in AMC [18.3.2.060](#) which include standards for specific street designs and access; site and building design standards; and green development standards.

### **❑ Outline Plan Review**

With subdivision of the property, the application will need to speak to the applicable criteria and standards in the Performance Standards Options chapter (AMC 18.3.9). Performance Standards Options Subdivisions require a two-step land use process with preliminary approval of a “Outline Plan” followed by “Final Plan” review once final civil designs and site plans are fully developed. The Performance Standards Options chapter provides a greater measure of flexibility in regard to many of the development standard while seeking greater efforts to identify and protect significant natural features on the property and incorporate them as amenities to future residents, and to use this flexibility to create a project that is more compatible with the natural environment and surrounding area.

- ❑ **Water Resource Protection Zone/Designation & Buffering of Pond:** The southeastern portion of the property, in the area of the annexation, contains a segment of Golf Course Creek which feeds an existing pond. Golf Course Creek is regulated under AMC 18.3.11 as an ‘Intermittent or Ephemeral Stream’ with a Water Resource Protection Zone (WRPZ) extending 30 feet upland of the center line of the stream. The pond is noted on the local Water Resources map, but will need to be delineated by a wetland biologist to determine if and how it is to be regulated beyond simply being a ‘significant natural feature’ of the site.

## **Tree Inventory & Protection Plans and Tree Removal Permits**

**Tree Removal:** For properties within the Croman Mill District, the removal of any tree greater than six-inches in diameter at breast height (d.b.h.) requires a Tree Removal Permit.

**Tree Preservation/Protection:** A tree inventory and tree protection plan is required with all land use applications application to ensure that trees are protected during site disturbance (including demolition, construction, driveway/parking installation, staging of materials, etc.). This plan is required to address all trees on the property over six-inches in diameter at breast height (d.b.h.) and all trees that are located on adjacent properties within 15 feet of the property line as well,

including any existing street trees. Specific requirements are detailed in AMC 18.4.5.030.

**Development Agreement:** Generally, with regard to development agreements, staff would advise providing clear details of the proposed timeline and phasing, and clear parameters and process for amendments and modifications with the understanding that amendments of a development agreement under Oregon law involve a legislative ordinance adoption which can be lengthy and complicated. It would be advisable to consider allowances for administrative approval of modifications where possible.

#### **OTHER**

**Neighborhood Outreach:** Staff always recommends that applicants approach potentially affected neighbors, particularly those who will be directly or indirectly affected by the proposed changes and/or are likely to receive notice of an application, in order to make them aware of the proposal and to try to address any concerns that may arise as early in the process as possible. Notices are typically sent to neighboring property owners within at least a 200-foot radius of the perimeter subject property. It may also be valuable to reach out to neighbors who may wish to be part of the proposal in one way or another (*i.e. DiRienzo has long-standing interest in the planning of the district and the current and future use of the subject property; Knecht has previously pursued up-zoning to enable more residential development in the district; and both Blackstone Audio and Manta Investments have recently inquired about the annexation of abutting properties.*)

**Site Visits:** Staff will reach out as the application nears the hearing process to arrange site visits for the Planning Commission and City Council, or to arrange an alternative means for the decision makers to familiarize themselves with the property.

**Written Findings/Burden of Proof:** This pre-application conference is intended to highlight significant issues identified by staff and bring them to the applicant's attention prior to their preparing a formal application submittal. Applicants should be aware that written findings addressing the ordinance and applicable criteria are required, and are heavily depended on when granting approval for a planning action. In addition, the required plans are explained in writing below. The burden of proof is on the applicant(s) to ensure that all applicable criteria are addressed in writing and that all required plans, written findings, and other materials are submitted even if those items were not discussed in specific, itemized detail during this initial pre-application conference.

#### **OTHER ORDINANCE REQUIREMENTS**

See AMC Table 18.3.2.050 – Croman Mill District Dimensional Standards.

## OTHER CITY OF ASHLAND DEPARTMENT COMMENTS

**BUILDING:** No comments provided at this time. Please contact Building Official Steven Matiacco in the Building Division for any building codes-related questions at 541-488-5305.

**CONSERVATION:** For more information on available water conservation programs, including any available appliance rebates or assistance with landscaping and irrigation system requirements, please contact the Conservation Division Water Conservation Specialist at 541-552-2062. For information on any financial or technical assistance available for the construction of Earth Advantage/Energy Star buildings, please contact Conservation Analyst/Inspector Dan Cunningham at 541-552-2063 or via e-mail to [dan.cunningham@ashland.or.us](mailto:dan.cunningham@ashland.or.us)

**ENGINEERING:** Please see comments at the end of this document. Please contact Karl Johnson of the Engineering Division for any Public Works/Engineering-related information (i.e. utilities, streets, stormwater, etc.) at 541-552-2415 or via e-mail to [karl.johnson@ashland.or.us](mailto:karl.johnson@ashland.or.us).

**FIRE:** Please see attached comments. Please contact Chief & Fire Marshal Ralph Sartain from the Fire Department for any Fire Department-related information at 541-552-2229 or via e-mail to [ralph.sartain@ashland.or.us](mailto:ralph.sartain@ashland.or.us).

**PARKS:** The Parks Department has requested more details on the parks and open space component associated with the current plan, given that the previously identified public park has been removed. Specifically:

- 1) How many acres will be dedicated to public use? As open space or parks? What percentage of the entire project area is this?
- 2) Will these spaces be privately maintained for public access?
- 3) What methodology was used to determine the size and location of proposed parks and open space?
- 4) Any other information on the uses of features of the open spaces would be appreciated as well.

For any additional information, please contact Parks Director Leslie Eldridge at [Leslie.eldridge@ashland.or.us](mailto:Leslie.eldridge@ashland.or.us) or via phone at 541-552-2251.

**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 by phone at [541-552-2326](tel:541-552-2326) or via e-mail to [walkers@ashland.or.us](mailto:walkers@ashland.or.us) to discuss the intended use of the facility or property and any potential cross connection hazards associated with it or for any questions regarding water connections."*

**ELECTRIC SERVICE:** No specific comments received from the Electric Department. Please contact Rick Barton in the Electric Department for service requirements and connect fee information at (541) 951-0309 or via e-mail to [rick.barton@ashland.or.us](mailto:rick.barton@ashland.or.us). Rick will arrange an on-site meeting, and develop a preliminary electrical service plan for the site. Please allow additional time to accommodate scheduling of this on-site meeting and preparing the preliminary plan. Submittals will not be deemed complete without a preliminarily approved plan from the Electric Department. *(It would be advisable to discuss potential larger electrical issues on the site with Rick Barton as early in the process as possible.)*

**TRANSPORTATION COMMISSION REVIEW:** Type III applications such as Annexations, and Legislative Land Use Ordinance Amendments impacting the transportation system or street designs are typically are looked at by the Transportation Commission at the pre-application level. It would be advisable to contact Public Works Director Scott Fleury (**Phone:** 541-552-2412 or **E-mail:** [scott.fleury@ashland.or.us](mailto:scott.fleury@ashland.or.us)) to schedule a time to present the item for discussion by the Transportation Commission prior to submittal of a formal application. The Transportation Commission Review will typically consider how the proposed transportation facilities relate to the criteria and standards for adequate transportation and review the Transportation Impact Analysis, and the Commission's review will yield recommendations to the Planning Commission and City Council. *[The Transportation Commission meets on the third Thursday of each month from 6:00 to 8:00 p.m.]*

**OREGON DEPARTMENT OF TRANSPORTATION (ODOT):** Generally, ODOT has indicated that they will want to see a Traffic Impact Analysis (TIA) to determine what transportation improvements may be appropriate (and whether MUTCD warrants are met for an intersection control device (signal, roundabout, etc.). They will also want clarification as to whether the proposed access on Siskiyou Boulevard would operate as a private driveway or a city street. ODOT representatives have indicated that they will attend the pre-application conference, and will provide more detailed written comments prior to the conference. For any ODOT-related information, please contact Micah Horowitz, AICP; ODOT Region 3 | Senior Transportation 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). ODOT representatives may wish to attend the meeting.

**TALENT IRRIGATION DISTRICT (TID):** See Talent Irrigation District comments provided separately (These are the same comments as in 2021). TID has noted that there are 4.2 irrigated acres here, and has identified potential water rights issues, easement issues, facilities issues and drainage/storm water issues with the proposal, and noted that a "Letter With Concern" will need to be obtained from TID and issues addressed prior to plat approval. For any TID-related



questions, please contact the Talent Irrigation District by phone at (541) 535-1529 or via e-mail to [tid@talentid.org](mailto:tid@talentid.org)

## PROCEDURE

Annexations and Land Use Ordinance and Comprehensive Plan amendments are subject to a “Type III/Legislative” procedure which requires a recommendation from the Planning Commission through a public hearing process and a decision by Council adopted by ordinance in conjunction with a Council public hearing. As legislative decisions, these would be subject to appeal by LUBA, whereas quasi-judicial decisions by the Planning Commission may be appealed through an on-the-record appeal process to the City Council.

## APPLICATION REQUIREMENTS

### **Submittal Information.**

The application is required to include all of the following information.

1. **Application Form and Fee.** Legislative applications shall be made on forms provided by the Staff Advisor.  
[https://www.ashland.or.us/SIB/files/Comm%20Dev/Forms%2C%20Brochures%2C%20Handouts/Zoning Permits\\_Application\\_FY23-24.pdf](https://www.ashland.or.us/SIB/files/Comm%20Dev/Forms%2C%20Brochures%2C%20Handouts/Zoning_Permits_Application_FY23-24.pdf)
2. **Submittal Information.** The application shall contain all of the following information.
  - a. The information requested on the application form.
  - b. A map and/or plan, as applicable, addressing the appropriate criteria and standards in sufficient detail for review and decision.
  - 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, except when the City initiates the request.
  - f. Other information the Staff Advisor deems necessary to provide a complete application.

The Ashland Land Use Ordinance, which is Chapter 18 of the Municipal Code, is available on-line in its entirety at: <https://ashland.municipal.codes/LandUse>

The adopted Transportation System Plan (TSP) is available on-line in its entirety at: [http://ashlandtsp.com/system/datas/191/original/Final%20TSP\\_2013-04-23.pdf](http://ashlandtsp.com/system/datas/191/original/Final%20TSP_2013-04-23.pdf) . *The City will begin an update of the TSP in conjunction with work on implementation of the state’s Climate-Friendly and Equitable Communities rules in early 2024.*

## **Written Statements**

Please provide written statements explaining how the application meets the approval criteria from the sections of the Ashland Municipal Code listed below. These written statements provide the Staff Advisor, Planning Commission and Council with the basis for approval of the application:

- **Legislative LUO Amendment:** [AMC 18.5.9](#)
- **Annexation:** [AMC 18.5.8.050](#)
- **Outline Plan:** [AMC 18.3.9.040.A.3](#)
- **Site Design Review** [AMC 18.5.2.050](#)
- **Tree Removal Permits(s):** [AMC 18.5.7.040](#)

## **Plans & Exhibits Required**

Please provide exhibits (plans, drawings and required submittal materials) addressing the submittal requirements from the sections of the Ashland Municipal Code listed below. These exhibits are used for the Planning Commission packets and for notices that are mailed to neighbors. Please provide electronic copies formatted to print to a standard architect or engineer' scale on paper no larger than 11-inches by 17-inches:

- **Legislative LUO Amendment\*:** [AMC 18.5.9](#)
- **Annexation:** [AMC 18.5.8.020](#)
- **Outline Plan:** [AMC 18.3.9.040.A.2](#)
- **Site Design Review** [AMC 18.5.2.040](#)
- **Tree Protection Plan:** [AMC 18.4.5.030.B](#)
- **Tree Removal Permit:** [AMC 18.5.7.030](#)

## **PLANNING APPLICATION FEES**

---

(See also

[https://www.ashland.or.us/SIB/files/Comm%20Dev/Forms%2C%20Brochures%2C%20Handouts/Planning\\_Fees\\_FY23-24.pdf](https://www.ashland.or.us/SIB/files/Comm%20Dev/Forms%2C%20Brochures%2C%20Handouts/Planning_Fees_FY23-24.pdf))

Land Use Ordinance Amendment (Leg.)	\$5,963.50
Comprehensive Plan Amendments (Leg.)	\$5,963.50
Zone/Comprehensive Plan Map Amendment	\$5,963.50
Transportation System Plan Amendment (Leg.)	\$5,963.50
Annexation (Type III)	\$5,110.00
Outline Plan Subdivision	\$2,663.25 + \$170.25/lot
Site Design Review (Type II) or	\$2,663.25 + 0.5% of value
Site Design Review (Type I, Comm.)	\$1,271.25 + 0.5% of value
Site Design Review (Type I, Res.)	\$1,271.25 + \$84.50/unit
Exceptions (Street or Site Design Standards)	\$0
Water Resource Permit (if applicable)	\$1,271.25
Tree Removal Permits(s)	\$0

**NOTES:**

*The total fee will be the total for the combined component applications in the final application submittal. Annexations and legislative actions require additional timelines and noticing due to state requirements, and are typically scheduled at the first Planning Commission at least 45-days after a completeness determination.*

*Applications are accepted on a first come-first served basis.*

*All applications received are reviewed 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.*

**For further information, please contact:**

November 8, 2023

Date

Brandon Goldman, *Director*

City of Ashland, Department of Community Development

Phone: 541-552-2076 or e-mail: [brandon.goldman@ashland.or.us](mailto:brandon.goldman@ashland.or.us)

Derek Severson, *Planning Manager*

City of Ashland, Department of Community Development

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

**Provided Electronically:**

Final Council-Approved Climate Friendly Area Study Report  
Example Annexation Application Submittal

## **Ashland Public Works & Engineering** **2023 Pre Application Comments**

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)** – 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 the City of Ashland Engineering Department.
  4. **Public Pedestrian Access** – A handicap access ramp will be required at all intersections in the development. Where handicap access ramps are required as part of a proposed project, the ramps shall meet current United States Access Board Public Rights-of-Way Accessibility Guidelines (PROWAG) and shall be designed in accordance with the current Oregon Department of Transportation design guidance. Use of the ODOT Standard Drawings for curb ramps as guidance for design is recommended however a curb ramp detail sheet, similar to ODOT DET 1720-Example of Minimum Sidewalk Ramp Details, is required for each curb ramp corner that is being proposed. Referencing standard drawings for curb ramps in plans in lieu of curb ramp detail sheets is no longer acceptable. An ODOT ADA Curb Ramp Design Checklist shall also be completed and submitted with the civil design drawings. If the following items are not submitted with the civil design



drawings the City of Ashland Engineering Department will view the submittal as incomplete.

**Required ADA submittals:**

- a. ODOT ADA Curb Ramp Design Checklist
  - b. Curb Ramp Detail, similar to ODOT DET 1720, for each proposed curb ramp
5. **Right of Way** – No additional right of way dedication, beyond that necessary to comply with the Transportation System Plan’s Street Dedication Map/Croman Mill District Plan and City Street Standards, will be required at this time.
  6. **Sanitary Sewer** - The property is currently served by an 8-in sanitary sewer main in Mistletoe Road. 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 a 12-in water main in Mistletoe Road. 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 a 15-in storm sewer main in Mistletoe Road. City of Ashland Engineering Department must review an engineered storm drainage plan.

**Storm Water Facility Design Requirements**

Applicant MUST follow the guidance and requirements set forth in the current Rogue Valley Stormwater Quality Design Manual which can be found at the following website:

<https://www.rvss.us/stormwater-quality-documents-information>

All stormwater calculations, reports, drawings, etc. shall be submitted to the City of Ashland Engineering Department for review.

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

- All ground disturbances exceeding 2,500 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.
- 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-Built Drawings** - 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. **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.
14. **Street Names** – Any new street names must be approved by the City of Ashland Engineering Department and Planning Department.