
The comments of this pre-app are preliminary in nature and subject to change based upon the submittal of additional or different information. The Planning Commission or City Council are the final decision making authority of the City, and are not bound by the comments made by the Staff as part of this pre-application.

**ASHLAND PLANNING DEPARTMENT
PRE-APPLICATION CONFERENCE
COMMENT SHEET**

September 6, 2023

SITE: 2228 and 2290 E. Main St.
APPLICANT: Ashland Parks Department
and Mary C. Desmit
REQUEST: Annexation and Site Design
Review

PLANNING STAFF COMMENTS

Summary This pre-application conference was conducted previously for a very similar proposal in March of 2020. The bulk of this document is the same with new comments on county process for the proposed PLA.

The proposal requires planning applications and approvals for Annexation and Site Design Review. Typically, the Annexation and Site Design Review are processed concurrently. While a concurrent application isn't required, in staff's experience demonstrating compliance with the annexation approval criteria requires some level of site planning. What is most important is the configuration of the property line prior to the annexation application.

Annexation of residential property requires minimum density as well as requirement to provide affordable housing, however land dedicated as a public park is exempt from this requirement. Staff considered the possibility of proposing that the park potentially develop under County jurisdiction, but the necessity of urban facilities requires annexation.

For this process to work smoothly, prior to the application for annexation a property line adjustment needs to be conducted as a separate type 1 land use action with the county so that tax lot 200 is reconfigured to include the southern half of the Desmit property.

Per conversations with county staff on 8/31 doing such an adjustment (which will increase the non-conformity in terms of further reducing the size of the Desmit property), is specifically allowed per Section 3.4.3 of the LDO. (see below). Once the property has been reconfigured then the city will be able to process an application for annexation for the park land and there will not be a requirement for residential development or affordable housing.

LDO 3.4.3 Approval Criteria

In nonresource districts, a property line adjustment may be approved if it complies with (A through F) below. In resource districts, a property line adjustment may be approved if it complies with all of the following:

- A) All properties were lawfully created;*
- B) No new parcels will result from the adjustment;*
- C) Except as provided by (F) and (G) below, and provided the standards of*

Section 10.4.4 are met, for properties located entirely outside the corporate limits of a city:

- 1) ***Where one or both of the abutting properties are smaller than the minimum lot or parcel size for the applicable zone before the property line adjustment, after the adjustment one is as large as or larger than the minimum lot or parcel size for the applicable zone; or***
- 2) ***Both abutting properties are smaller than the minimum lot or parcel size for the applicable zone before and after the property line adjustment. [2008 HB 3629]***
- D) ***All buildings and improvements (e.g., septic systems, wells, etc.) will comply with the minimum setback requirements from the adjusted property line, unless a building or improvement does not currently comply with the minimum setback, in which case such building or improvement will not be made more nonconforming by the adjustment. Additionally, conforming on-site characteristics (e.g., landscaping or access) will not be made nonconforming;***
- E) ***The adjustment will not result in parcel(s) that overlap a city limit, urban growth boundary, county, or State line;***
- F) ***The adjustment will not result in a parcel being made buildable that was not capable of being developed prior to the adjustment for reasons such as being too small or narrow. However, a parcel that cannot be developed for residential purposes because it lacks access may acquire road frontage and be made buildable through a property line adjustment;***

Other potential issues:

Staff has very serious concerns with the proposed gravel parking area on the north side of the park. Additionally, while the fire department did not address it in their comments staff has concerns with lack of a hammer head turn around on the larger parking area.

City may require additional ROW dedication along east Main.

Staff would like to recommend that APRC consider working with the adjacent HOA and inquire about purchasing / obtaining the 0.21 acers of open space in the southeast corner of the project which would allow for a cohesive plan and maintenance to the ROW.

Possible wetlands: from AMC 18.3.11.040.B.2

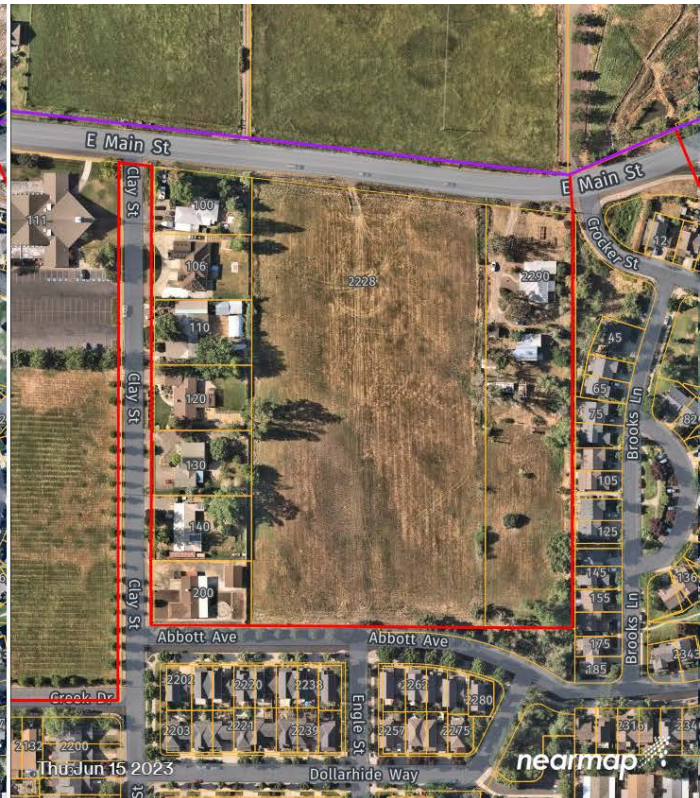
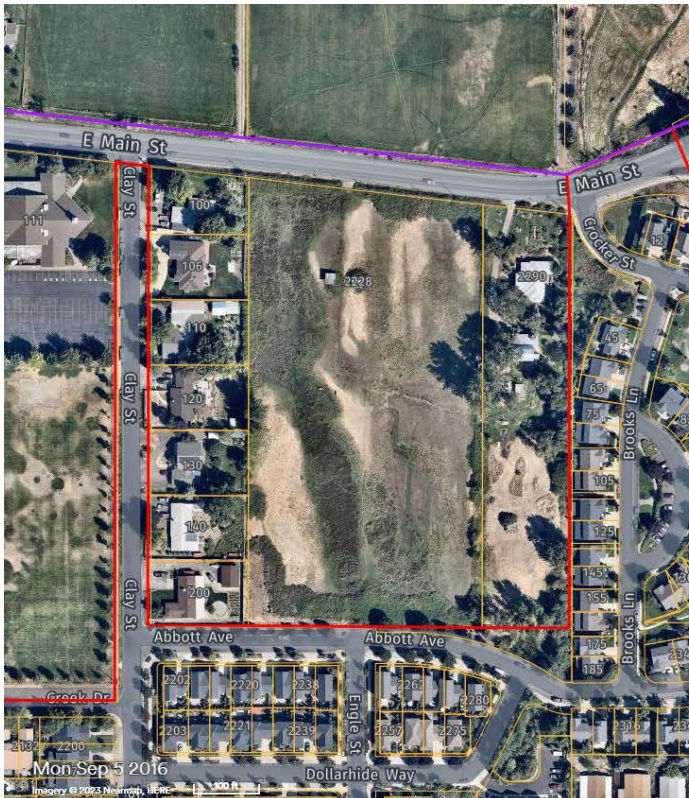
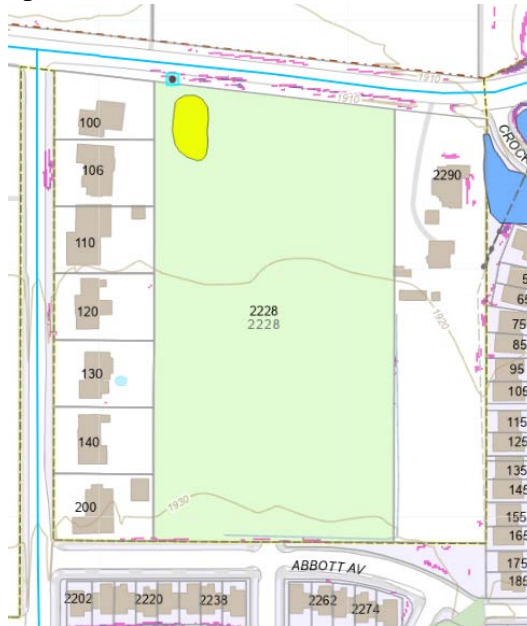
2. Possible Wetlands. For wetlands not classified as Locally Significant on the Water Resources map, the Wetland Protection Zone shall consist of all lands identified to have a wetland presence on the wetland delineation, plus all lands within 20 feet of the upland-wetland edge as illustrated in Figure [18.3.11.040.B.2](#).

Possible Wetlands includes all areas designated as such on the Water Resources map and any unmapped wetlands discovered on site. A wetland delineation prepared by a qualified wetland specialist shall be submitted to the City that graphically represents the location of wetlands on a site plan map in accordance with subsection [18.3.11.100.A.3](#).

An average buffer width of 20 feet may be utilized around the perimeter of a

possible wetland upon submission of evidence and a detailed plan by a natural resources professional demonstrating that equal or better protection of the functions and values of the resource will be ensured.

From city GIS of adopted map



2020 Preapplication comments (lightly edited).

Annexation (Legislative Decision)

- The properties are designated as Suburban Residential (R-1-3.5) on the Ashland Comprehensive Plan. Public parks are a permitted use in the R-1-3.5 zone.
- **Five-Year Supply** (AMC 18.5.8.050.H.1): The proposal would meet annexation approval criteria 18.5.8.050.H.1 because there is less than a five-year supply of R-1-3.5 inside the city limits according to the 2019 Buildable Lands Analysis (BLI). The 2019 BLI identifies a .2 Ac/year demand in Table 11 and .1 Ac net buildable in city limits in Table 8.
 - **2019 BLI** http://www.ashland.or.us/SIB/files/2019_BLI_11082019_final.pdf
- **Adequate Transportation** (AMC 18.5.8.050.E): see summary below.
- **Adequate Public Facilities:** Annexation approval will require a demonstration that adequate capacity of public facilities can and will be provided to and through the development by the developer with annexation.
 - **Storm Drain Facilities:** The application will need to address requirements that post development peak storm water flows are less than or equal to pre-development levels and address any necessary water quality mitigation requirements. See Public Works comments below.
- **Street Classifications:** E. Main St. is an avenue (major collector), Clay St. is a neighborhood collector and Abbott Ave. is a neighborhood street.
- **Traffic Impact Analysis (TIA):** Given the park is likely to include citywide attractions, staff believes a Traffic Impact Analysis is necessary (see comments below about existing dog park). This sentiment is also reflected in the Public Works Department comments. The TIA should address vehicular turning movements, site distances and safety, especially for the proposed access on E. Main St.
 - **Existing Dog Park:** The Verde Village planning application included a TIA by JRH and an addendum dated 6/7/2007. The addendum included existing traffic counts, before the subdivision was developed. JRH counted 46 peak hour trips at the intersection of the dog park access and Nevada St. and these were attributed to the dog park.
- **Parking:** *Due to new state law (CFEC) we can no longer enforce parking minimums.*
- **Pedestrian, Bicycle and Transit Improvements:** The annexation criteria emphasize providing a variety of ways to travel to and from property that is annexed into the city limits. Staff believes the expectation will be for the proposed park to make key nonautomotive connections so that park visitors have alternatives for reaching the park.
 - **Sidewalks:** Installation of sidewalk is required on the E. Main frontage of the site to connect to Crocker and also to the west to connect to Clay St. The annexation criteria require full sidewalk improvements to be provided on one side of the street for all streets adjacent to the proposed annexed area and for the sidewalks to connect to

existing sidewalk systems with a quarter of a mile to existing sidewalks (AMC 18.5.8.050.E.3).

- **Bicycle Facilities:** Bike lanes are in place on E. Main St. and Tolman Creek Road. A bicycle boulevard is identified in the Ashland Transportation System Plan for Clay St. – see Figure 8-1 and Project B22.
- **Transit:** The two RVT routes in Ashland, Route 10 and Route 1X, do not currently serve the site. The application should address any planned future transit per AMC 18.5.8.050.E.4. See RVT contact information below under Other Departments.
- **Streets:** The block length between Clay St. and Crocker St. is approximately 650 feet and the block perimeter of E. Main/Crocker/Abbott/Clay is approximately 2,900 feet. The Ashland Street Standards require block lengths to be a maximum of 400 feet and perimeters of 1,600 feet (AMC 18.4.5.0340.E.9). A typical residential or commercial/employment annexation would require the installation of a public street in accordance with the Ashland Street Standards to provide access and multiple routes for vehicles, pedestrians and bicycles (AMC 18.5.8.050.E.1). In lieu of a public street, staff suggests designing the parking areas as a “street-like feature” (see below) and providing through and fairly direct route for pedestrians and bicycles. Also, the TIA should review if a through vehicle access would benefit the level of service and nearby intersections, as well as potential traffic safety and turning movement issues.

18.5.8.050 Approval Criteria and Standards

An application for an annexation may be approved if the proposal meets the applicable criteria in subsections [A](#) through [H](#) below. The approval authority may, in approving the application, impose conditions of approval consistent with the applicable criteria and standards, and grant exceptions and variances to the criteria and standards in this section in accordance with subsection [I](#).

- A.** The annexed area is within the City's Urban Growth Boundary.
- B.** The annexation proposal is consistent with the Comprehensive Plan designations applicable to the annexed area, including any applicable adopted neighborhood, master, or area plan, and is an allowed use within the proposed zoning.
- C.** The annexed area is contiguous with the City limits.
- D.** Adequate City facilities for the provision of water to the annexed area as determined by the Public Works Department; the transport of sewage from the annexed area to an approved waste water treatment facility as determined by the Public Works Department; the provision of electricity to the annexed area as determined by the Electric Department; urban storm drainage as determined by the Public Works Department can and will be provided from the annexed area. Unless the City has declared a moratorium based upon a shortage of water, sewer, or electricity, it is recognized that adequate capacity exists system-wide for these facilities. All required public facility improvements shall be constructed and installed in accordance with subsection [18.4.6.030.A](#).
- E.** Adequate transportation can and will be provided to serve the annexed area. For the purposes of this section, “adequate transportation” for annexations consists of vehicular, bicycle, pedestrian, and transit

transportation meeting the following standards:

1. For vehicular transportation a minimum 22-foot-wide paved access exists, or can and will be constructed, providing access to the annexed area from the nearest fully improved collector or arterial street. All streets bordering on the annexed area shall be improved, at a minimum, to an applicable City half-street standard. The approval authority may, after assessing the impact of the development, require the full improvement of streets bordering on the annexed area. All streets located within annexed areas shall be fully improved to City standards unless exception criteria apply. Where future street dedications are indicated on the Street Dedication Map or required by the City, provisions shall be made for the dedication and improvement of these streets and included with the application for annexation.
2. For bicycle transportation, safe and accessible bicycle facilities according to the safety analysis and standards of the governing jurisdiction of the facility or street (e.g., City of Ashland, Jackson County, Oregon Department of Transportation) exist, or can and will be constructed. Should the annexed area border an arterial street, bike lanes shall be constructed along the arterial street frontage of the annexed area. Likely bicycle destinations within a quarter of a mile from the annexed area shall be determined and the approval authority may require the construction of bicycle lanes or multiuse paths connecting the annexed area to the likely bicycle destinations after assessing the impact of the development proposed concurrently with the annexation.
3. For pedestrian transportation, safe and accessible pedestrian facilities according to the safety analysis and standards of the governing jurisdiction of the facility or street (e.g., City of Ashland, Jackson County, Oregon Department of Transportation) exist, or can and will be constructed. Full sidewalk improvements shall be provided on one side of all streets bordering on the proposed annexed area. Sidewalks shall be provided as required by ordinance on all streets within the annexed area. Where the annexed area is within a quarter of a mile of an existing sidewalk system or a location with demonstrated significant pedestrian activity, the approval authority may require sidewalks, walkways or multiuse paths to be constructed and connect to either or both the existing system and locations with significant pedestrian activity.
4. For transit transportation, should transit service be available to the annexed area, or be likely to be extended to the annexed area in the future based on information from the local public transit provider, the approval authority may require construction of transit facilities, such as bus shelters and bus turnout lanes.
5. Timing of Transportation Improvements. All required transportation improvements shall be constructed and installed in accordance with subsection [18.4.6.030.A](#).

F. For all residential annexations, a plan shall be provided demonstrating that the development of the annexed area will ultimately occur at a minimum density of 90 percent of the base density for the zone, unless reductions in the total number of units are necessary to accommodate significant natural features, topography, access limitations, or similar physical constraints. The owner or owners of the annexed area shall sign an agreement, to be recorded with the County Clerk after approval of the annexation, ensuring that future development will occur in accord with the minimum density indicated in the development plan. For purposes of computing maximum density, portions of the annexed area containing unbuildable lots, parcels, or portions of

the annexed area such as existing streets and associated rights-of-way, railroad facilities and property, wetlands, floodplain corridor lands, slopes greater than 35 percent, or land area dedicated as a public park, shall not be included.

G. Except as provided in subsection [18.5.8.050.G.7](#), below, annexations with a density or potential density of four residential units or greater and involving residential zoned lands, or commercial, employment or industrial lands with a Residential Overlay (R-Overlay) shall meet the following requirements:

1. The total number of affordable units provided to qualifying buyers, or to qualifying renters, shall be equal to or exceed 25 percent of the base density as calculated using the unit equivalency values set forth herein. The base density of the annexed area for the purpose of calculating the total number of affordable units in this section shall exclude any unbuildable lots, parcels, or portions of the annexed area such as existing streets and associated rights-of-way, railroad facilities and property, wetlands, floodplain corridor lands, water resource areas, slopes greater than 35 percent, or land area dedicated as a public park.
 - a. Ownership units restricted to households earning at or below 120 percent of the area median income shall have an equivalency value of 0.75 unit.
 - b. Ownership units restricted to households earning at or below 100 percent of the area median income shall have an equivalency value of 1.0 unit.
 - c. Ownership or rental units restricted to households earning at or below 80 percent of the area median income shall have an equivalency value of 1.25 unit.
2. As an alternative to providing affordable units per section [18.5.8.050.G.1](#), above, the applicant may provide title to a sufficient amount of buildable land for development complying with subsection [18.5.8.050.G.1.b](#), above, through transfer to a non-profit (IRC 501(3)(c)) affordable housing developer or public corporation created under ORS [456.055](#) to [456.235](#).
 - a. The land to be transferred shall be located within the project meeting the standards set forth in sections [18.5.8.050.G.5](#) and [18.5.8.050.G.6](#).
 - b. All needed public facilities shall be extended to the area or areas proposed for transfer.
 - c. Prior to commencement of the project, title to the land shall be transferred to the City, an affordable housing developer which must either be a unit of government, a non-profit 501(c)(3) organization, or a public corporation created under ORS [456.055](#) to [456.235](#).
 - d. The land to be transferred shall be deed restricted to comply with Ashland's affordable housing program requirements.
 - e. Transfer of title of buildable land in accordance with this subsection shall exempt the project from the development schedule requirements set forth in subsection [18.5.8.050.G.4](#).
3. The affordable units shall be comparable in bedroom mix with the market rate units in the development.
 - a. The number of bedrooms per dwelling unit in the affordable units within the residential development shall be in equal proportion to the number of bedrooms per dwelling unit in the market rate units within the residential development. This provision is not intended to require the same floor area in affordable units as compared to market rate units. The minimum square footage of each affordable unit shall comply with the minimum required floor area based as set forth in Table

[18.5.8.050.G.3](#), or as established by the U.S. Department of Housing and Urban Development (HUD) for dwelling units developed under the HOME program.

Table 18.5.8.050.G.3. Minimum Required Floor Area for Affordable Units

Unit Type	Minimum Required Unit Floor Area (Square Feet)
Studio	350
1 bedroom	500
2 bedroom	800
3 bedroom	1,000
4 bedroom	1,250

4. A development schedule shall be provided that demonstrates that the affordable housing units per subsection [18.5.8.050.G](#) shall be developed, and made available for occupancy, as follows:
 - a. That 50 percent of the affordable units shall have been issued building permits prior to issuance of a certificate of occupancy for the last of the first 50 percent of the market rate units.
 - b. Prior to issuance of a building permit for the final ten percent of the market rate units, the final 50 percent of the affordable units shall have been issued certificates of occupancy.
5. That affordable housing units shall be constructed using comparable building materials and include equivalent amenities as the market rate units.
 - a. The exterior appearance of the affordable units in any residential development shall be visually compatible with the market rate units in the development. External building materials and finishes shall be substantially the same in type and quality for affordable units as for market rate units.
 - b. Affordable units may differ from market rate units with regard to floor area, interior finishes and materials, and housing type; provided, that the affordable housing units are provided with comparable features to the market rate units, and shall have generally comparable improvements related to energy efficiency, including plumbing, insulation, windows, appliances, and heating and cooling systems.
6. Exceptions to the requirements of subsections [18.5.8.050.G.2](#) through [18.5.8.050.G.5](#), above, may be approved by the City Council upon consideration of one or more of the following:
 - a. That an alternative land dedication as proposed would accomplish additional benefits for the City, consistent with the purposes of this chapter, than would development meeting the on-site dedication requirement of subsection [18.5.8.050.G.2](#).
 - b. That the alternative phasing proposal not meeting subsection [18.5.8.050.G.4](#) provided by the applicant provides adequate assurance that the affordable housing units will be provided in a timely fashion.
 - c. That the materials and amenities applied to the affordable units within the development, that are not equivalent to the market rate units per subsection [18.5.8.050.G.5](#), are necessary due to local, state, or federal affordable housing standards or financing limitations.
7. The total number of affordable units described in this subsection shall be determined by rounding up

fractional answers to the nearest whole unit. 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.

H. One or more of the following standards are met:

1. The annexation proposal shall meet the requirements of subsection [18.5.8.050.B](#), above.
2. A current or probable danger to public health exists within the proposed area for annexation due to lack of full City sanitary sewer or water services in accordance with the criteria in ORS chapter [222](#) or successor state statute.
3. Existing development in the proposed area for annexation has inadequate water or sanitary sewer service, or the service will become inadequate within one year.
4. The proposed area for annexation has existing City water or sanitary sewer service extended, connected, and in use, and a signed consent to annexation agreement has been filed and accepted by the City.
5. The proposed area for annexation is an island surrounded by lands within the City limits.

I. Exceptions and Variances to the Annexation Approval Criteria and Standards. The approval authority may approve exceptions to and variances from the approval criteria and standards in this section using the criteria in section [18.4.6.020.B.1](#), Exceptions to the Street Design Standards, or chapter [18.5.5](#), Variances. (Ord. 3204 § 3, amended, 12/21/2021)

Site Design Review

- **Parking Area Design**
 - **Street-Like Features:** The parking area is required to be divided into separate areas and a street or driveway with street-like features and a continuous pedestrian circulation system is required, see AMC 18.4.3.080.B.4, AMC 18.4.3.080.C.2 and AMC 18.4.3.090.
 - **Bio-swales and Reducing Microclimatic Impacts:** Parking lots of seven or more spaces must include bio-swales to capture and treat runoff and incorporate one of four strategies to reduced microclimatic impacts – see AMC 18.4.3.080.B.5.
- **Tree Protection and Removal:** Site Design Review applications require a tree preservation/protection plan to ensure that trees (including street trees, parking lot trees and trees on adjacent properties within 15 feet of the property line) are protected during all site disturbance (including demolition, staging, construction, driveway/parking installation, staging of materials, etc.) This plan needs 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, as well as any trees including street trees that are within 15-feet of any off-site disturbances. The Parks Department is exempt from tree removal permit activities involving the establishment or alteration of a park (AMC 18.5.7.020.C.1). However, staff suggests describing any necessary tree removals as part of the project descriptions.

- **Outdoor Lighting:** Staff suggests addressing this in the annexation application and specifically the standards in AMC 18.4.4.050.
- **Signs:** Signs in residential zones are limited to ground signs meeting the requirements of AMC 18.4.7.060. In the past, the provision for one ground sign 15 square feet in size and not greater than five feet in overall height has been used for public parks – this would apply to the public street frontages on E. Main St. and Abbott Ave.

18.5.2.050 Approval Criteria

An application for Site Design Review shall be approved if the proposal meets the criteria in subsections A, B, C, and D below. The approval authority may, in approving the application, impose conditions of approval, consistent with the applicable criteria.

A. Underlying Zone. The proposal complies with all of the applicable provisions of the underlying zone (part [18.2](#)), including but not limited to: building and yard setbacks, lot area and dimensions, density and floor area, lot coverage, building height, building orientation, architecture, and other applicable standards.

B. Overlay Zones. The proposal complies with applicable overlay zone requirements (part [18.3](#)).

C. Site Development and Design Standards. The proposal complies with the applicable Site Development and Design Standards of part [18.4](#), except as provided by subsection E, below.

D. City Facilities. The proposal complies with the applicable standards in section 18.4.6 Public Facilities, and that adequate capacity of City facilities for water, sewer, electricity, urban storm drainage, paved access to and throughout the property, and adequate transportation can and will be provided to the subject property.

E. Exception to the Site Development and Design Standards. The approval authority may approve exceptions to the Site Development and Design Standards of part [18.4](#) if the circumstances in either subsection 1, 2, or 3, below, are found to exist.

1. There is a demonstrable difficulty meeting the specific requirements of the Site Development and Design Standards due to a unique or unusual aspect of an existing structure or the proposed use of a site; and approval of the exception will not substantially negatively impact adjacent properties; and approval of the exception is consistent with the stated purpose of the Site Development and Design; and the exception requested is the minimum which would alleviate the difficulty;
2. There is no demonstrable difficulty in meeting the specific requirements, but granting the exception will result in a design that equally or better achieves the stated purpose of the Site Development and Design Standards; or
3. There is no demonstrable difficulty in meeting the specific requirements for a cottage housing development, but granting the exception will result in a design that equally or better achieves the stated purpose of section [18.2.3.090](#). (Ord. 3147 § 9, amended, 11/21/2017)

OTHER DEPARTMENTS

BUILDING DEPT: Contact the Building Division for any Building Codes-related information at (541) 488-5305.

ENGINEERING/PUBLIC WORKS/STREETS/TRANSPORTATION/STORMWATER: See comments at the end of this document and contact Karl Johnson in the Engineering Division for any further information at (541) 488-5347 or e-mail karl.johnson@ashland.or.us .

ENERGY CONSERVATION: For more information, contact Dan Cunningham in Conservation at cunningd@ashland.or.us or (541) 552-2063.

FIRE DEPARTMENT: See comments at the end of this document and contact Fire Marshal Ralph Sartain of Ashland Fire at Rescue for Fire Codes-related information for this project at (541) 552-2229 or e-mail ralph.sartain@ashland.or.us .

WATER AND SEWER SERVICE: Contact Steve Walker of the Water Quality Division for service requirement and fee information at (541) 552-2326 or via e-mail to walkers@ashland.or.us .

ELECTRIC SERVICE: Contact Dave Tygerson in the Electric Department at (541) 552-2389 or e-mail tygersod@ashland.or.us for service requirements and fee information.

OREGON DEPARTMENT OF TRANSPORTATION (ODOT): Because the application involves a zone change, it is subject to review for ODOT for potential impacts to their system under the Transportation Planning Rule OAR 660-012-0060. A copy of the pre-application submittal has been provided to ODOT for their review and comment, and ODOT commented “the proposed zone change to RR 5 on 7.5 acres is off system. It will not significantly generate traffic impacting state highway system.” For any further information, contact ODOT Region 3 Senior Planner Micah Horowitz, AICP at 541.774.6331 or micah.horowitz@odot.state.or.us.

ROGUE VALLEY TRANSPORTATION DISTRICT (RVTD): In addressing requirements for adequate transportation facilities, which include provisions for transit, the applicants will need to coordinate transit provisions (i.e. a future bus stop/shelter on Ashland Street) with the Rogue Valley Transit District. A copy of the pre-application submittal has been provided to RVTD for their review and comment. For any further information, contact RVTD Senior Planner Paige Townsend at (541) 608-2429 e-mail p.townsend@rvtd.org .

TALENT IRRIGATION DISTRICT (TID): See attached comments. For further information, contact Talent Irrigation District, PO Box 467, 104 West Valley View Road, Talent OR 97540, Phone: 541-535-1529, Fax: 541-535-4108, Email: tid@talentid.org , Website: www.talentid.org

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PROCEDURE: Type III – Public hearing at the Planning Commission with a recommendation to the City Council followed by a public hearing at the City Council and final decision by the City Council. The final decision must be adopted by Ordinance, which requires two separate readings at City Council meetings.

APPLICATION MATERIALS: The application is required to include drawings of the proposal (i.e. plan requirements) as well as written findings addressing the applicable approval criteria in accordance with the Ashland Land Use Ordinance (ALUO), Chapter 18 of the Ashland

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

The current land use ordinance is available on-line at: <https://ashland.municipal.codes/LandUse>

Plan Requirements

- Two (2) copies of the plan submittals required for an Annexation in Chapter 18.5.8.020 “Applicability and Application Submission Requirements”
- Two (2) scalable copies of the plans required for Site Design Review approval as detailed in AMC 18.5.2.040
- Two (2) scalable copies of a Tree Protection and Preservation Plan as required in AMC 18.4.5.030.
- Two (2) scalable copies of all of the above on paper no larger than 11” x 17” in addition to any full-sized copies. NOTE – These 11” x 17” copies are used for the Planning Commission packet and for the notices mailed to neighbors. Please submit clear, reproducible copies.

Approval Criteria

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

- Two (2) copies of written findings addressing the criteria for Annexation from AMC 18.5.8.050.
- Two (2) copies of written findings addressing the criteria from AMC Chapter 18.5.2.050 for Site Design Review approval, and tree removal

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APPLICATION DEADLINE: *At least 45 days before the first public hearing at the Planning Commission.*

TREE COMMISSION: Thursday before Planning Commission, 6:00 p.m.

PLANNING COMMISSION*: Second Tuesday of each month, 7:00 p.m.

COUNCIL MEETING: First and Third Tuesday of each month, 7:00 p.m.

FEES:

Annexation (Type III):	\$5,110.00
Site Design Review (Type II)	\$2,663.25 + ½ % valuation

NOTES:

- *Applications are accepted on a first come-first served basis.*
- *All applications received are reviewed by staff, and must be found to be complete before being scheduled for a Planning Commission meeting.*
- *Applications will not be accepted without a complete application form signed by the applicant(s) and property owner(s), all required materials and full payment.*

- *Applications are reviewed for completeness in accordance with ORS 227.178. Annexations, Comprehensive Plan Map Amendment & Zone Changes requests are not subject to the “120-Day Rule” under state law.*

For further information, please contact:

Aaron Anderson, Senior Planner

City of Ashland, Department of Community Development

Phone (541) 552-2052 or e-mail aaron.anderson@ashland.or.us

September 6, 2023

Date

Public Works Conditions of Approval

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 Plane 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) – No TIA will be required for this project.

3. Street Improvement – No additional street improvements, beyond those necessary to comply with City Street Standards, will be required at this time. The applicant proposed improvements must be reviewed and permitted by the City of Ashland Engineering Department.

4. Right of Way – No additional right of way dedication, beyond that necessary to comply with City Street Standards, will be required at this time.

5. Sanitary Sewer - The property is currently served by a 12-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.

6. Water - The property is currently served by a 8-in water main in Abbott Avenue. City of Ashland Water Department shall tap existing water main and install any new water services and water meter boxes that are proposed by development. City of Ashland Water Department must be contacted for availability, placement and costs associated with the installation of the new water service. Service & Connection Fees will also be required for any new water services installed as part of this project.

7. Storm Drainage - The property is currently served by a road side ditch along E. Main Street. 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.

8. 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.
9. Driveway Access – No additional improvements/requirements will be requested at this time, but the applicant proposed improvements must be reviewed and permitted by the City of Ashland Engineering Department.
10. Permits – Any construction 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
- 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.
11. As-Built - Where public improvements are required or completed, the developer shall submit to the City of Ashland, reproducible as-built drawings and an electronic file of all public improvements constructed during and in conjunction with this project. Field changes made during construction shall be drafted to the drawings in the same manner as the original plans with clear indication of all modifications (strike out old with new added beside). As-built drawings shall be submitted prior to final acceptance of the construction, initiating the one-year maintenance period.
12. Addresses – Any new addresses must be assigned by City of Ashland Engineering Department.
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.



Ashland Fire & Rescue Pre-Application Report

Conditions Descriptions

Reviewed By: Sartain, Ralph; Kleinberg Tech, Admin

Date Completed: 08/11/2023

LD File #: PreApp-2023-00379

Date Scheduled:

Applicant: Ashland Parks & Recreation Commission

Site Name: East Main Street Park

LD Description: New 6.52 acre park

Location: 2228/2290 East Main Street

Status

Approved with Yes
Conditions Noted
Below?:

Specific Development Requirements for Access & Water Supply

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

Conditions

Code Set

Code Reference

Agency Defined Code

Approved

Conditions Descriptions

Code Reference

Description

Approved

Approved as submitted with no additional conditions or requirements.

Construction General Information/Requirements

Development shall comply with access and water supply requirements in accordance with the Oregon Fire Code in effect 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. 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.

If work will be completed during fire season, check fire season fire prevention requirements found at www.ashland.or.us/fireseason.

Ashland Fire & Rescue, 455 Siskiyou Blvd, Ashland OR 97520

