
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**
March 22, 2023

SITE: 758 E Jefferson Ave
APPLICANT: CSA Planning
REQUEST: Site Review, Limited Activities
& Uses Permit,

PLANNING STAFF COMMENTS:

This pre-application conference is intended to highlight significant issues of concern to staff and bring them to the applicant's attention prior to their preparing a formal application submittal.

General: First, Site Design Review focuses largely on the review of the building placement and design relative to applicable criteria and standards. Without even conceptual building designs here, staff's comments are somewhat limited and it would be advisable to request a follow-up pre-application meeting to allow for more complete review and comment once building designs are developed.

Second, a primary focus of Ashland's [Building Placement, Orientation & Design Standards](#) is that building's be placed near and oriented to the pedestrian streetscape, that parking be placed to the side or the rear of the building, and that there not be vehicular parking or circulation between the building and the street. The Site Plan provided runs directly counter to this standard, and in staff's view it would be very difficult to justify the necessary [Exception to the Site Development and Design Standards](#) when starting with the clean slate of a undeveloped site.

Site Design Review: New buildings or additions in the commercial zone require Site Design Review approval. The criteria for Site Design Review approval are in *blue* below, with project-specific comments following:

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.*

- For the applicable standards for the E-1 zone, see the "Unified Standards for Non-Residential Zones" table at <https://ashland.municipal.codes/LandUse/18.2.6.030> .

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

- Water Resource Protection Zone (WRPZ) Overlay:** Knoll Creek, an intermittent or ephemeral stream under the [Water Resource Protection Zones ordinance in AMC 18.3.11](#), has a WRPZ which extends 30-feet upland of the centerline of the stream. The WRPZ here appears to be contained within the larger drainage and

conservation easement already in place. Uses or activities within the WRPZ are heavily regulated. [As detailed in [AMC 18.3.11.060.B.6](#), the construction of a storm water outfall discharging treated storm water from an adjacent developed area into an WRPZ requires a Limited Uses and Activities Permit, provided that the discharge meets all local, state, and federal water quality regulations.]

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.

- Parking:** With new “Climate Friendly & Equitable Communities” rules in place which prevent cities from mandating parking within ½-mile of frequent transit (see [https://www.ashland.or.us/SIB/files/FINAL_CFEC_Parking_Handout\(2\).pdf](https://www.ashland.or.us/SIB/files/FINAL_CFEC_Parking_Handout(2).pdf)), there is no minimum parking requirement for the site. However, any parking areas provided must comply with applicable standards including parking maximums, parking lot landscaping and screening, parking area design, pedestrian connectivity, etc.
- Bicycle Parking:** The final application will need to speak to the bicycle parking requirements in <https://ashland.municipal.codes/LandUse/18.4.3.070>
- Controlled Access:** The final application will need to speak to the Intersection and Driveway Separation requirements of [AMC 18.4.3.080.C.3](#) which regulates driveway placements and separation between driveways and intersections based on street type. Jefferson Avenue is considered to be a “neighborhood street.” *Wherever possible, the number of driveways is to be minimized through the use of shared driveways and access easements.*

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.

- The final application will want to consider existing frontage improvements already in place including street trees, transformers, pedestals, meters, light and hydrants in planning the site layout.
- In terms of “Adequate Transportation”, the Public Works/Engineering comments below indicate that the project may trigger one or more of the threshold levels to require a Transportation Impact Analysis (TIA) by a licensed transportation engineer.

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)*

- **Parking between Building & Street:** As noted above, a primary focus of Ashland's Building Placement, Orientation & Design Standards is that building's be placed near and oriented to the pedestrian streetscape, that parking be placed to the side or the rear of the building, and that there not be vehicular parking or circulation between the building and the street. The Site Plan provided runs directly counter to this standard with all customer parking and two-way circulation placed between the building and the street. In staff's view it would be very difficult to justify the necessary Exception to the Site Development and Design Standards when starting with the clean slate of a undeveloped site.

Tree & WRPZ Protection: The application will need to include a Tree Protection Plan as well as a plan delineating the placement of silt fencing or other measures to delineate and protect the Knoll Creek WRPZ and associated easement. Fencing installation will need to be inspected and approved before any work on the site. Should the application involve any tree removal, Tree Removal Permits would need to be requested. The standards generally seek to preserve existing, healthy trees where possible.

Signage: Signage is permitted separately, but the final application should include a proposed signage plan to identify any proposed issues with the planned sign placement.

Neighborhood Outreach: Projects involving changes to established neighborhood patterns can be a concern for neighbors, and staff always recommends that applicants approach the affected neighbors, make them aware of the proposal, and try to address any concerns as early in the process as possible. Notices are typically sent to neighbors within a 200-foot radius of the property.

Written Findings/Burden of Proof: This pre-application conference is intended to highlight significant issues of concern to staff and bring them to the applicant's attention prior to their preparing a formal application submittal. 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.

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OTHER DEPARTMENTS' COMMENTS

BUILDING DEPT: *No project specific comments at this stage.* Please contact the Building Division for any code-related information at 541-488-5305.

CONSERVATION: For information on available conservation programs, please contact:

- **Commercial lighting and controls:** Larry Giardina, 541-552-2065
or larry.giardina@ashland.or.us

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

OREGON DEPARTMENT OF TRANSPORTATION (ODOT): For any ODOT-related information, please contact:

Micah Horowitz, AICP | Senior Transportation Planner
ODOT Region 3 | Southwest Oregon (Coos, Curry, Douglas, Jackson & Josephine Counties)
p: 541.774.6331 | c: 541.603.8431 | e: micah.horowitz@odot.oregon.gov

PUBLIC WORKS/ENGINEERING: See Public Works/Engineering comments at the end of this document. Please contact Karl Johnson of the Engineering Division for any information at 541-552-2415 or via e-mail to karl.johnson@ashland.or.us .

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. 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 in some cases the geographical location of the building or facility. Please Contact Steve Walker by phone at: (541) 552-2326 or via e-mail to 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.”

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UNDERLYING ZONE PROVISIONS (See [AMC Table 18.2.6.030](#))

The subject property is zoned E-1 (Employment). For the applicable standards for this zone see the “Unified Standards for Non-Residential Zones” table at <https://ashland.municipal.codes/LandUse/18.2.6.030> .

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APPLICATION DETAILS

Procedure: Site Design Review is required for new buildings in the E-1 zone. Proposals involving total building areas of more than 15,000 square feet it requires a ‘Type II’ application procedure with a decision through a public hearing before the Planning Commission and the potential for appeal “on the record” to the City Council. Assuming that the application will be for a two-phased development involving a total of 18,600 square feet, a ‘Type II’ application would be required.

Type II Application Requirements (AMC 18.5.1.060.A)

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](#).
 - 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](#) (See below. Fees are typically increased annually on July 1st.)

Required Plans & Exhibits

The final application submittal will need to include scalable drawings formatted to print to scale on paper no larger than 11-inches x17-inches, with a graphic scale to facilitate review by staff, commissioners and the public.

- Materials required for a Site Design Review application as detailed in [AMC 18.5.2.040](#).
- Materials required for a Limited Uses & Activities Permit in a WRPZ as detailed in [AMC 18.3.11.060.D](#).

- A Tree Protection Plan as required in [AMC 18.4.5.030](#) (if the application will involve any site disturbance that would impact trees).
- The plans required for a Tree Removal Permit as required in [AMC 18.5.7.030](#) (if additional tree removal is proposed).

Narrative Submittal Requirements:

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. The Ashland Land Use Ordinance in its entirety may be accessed on-line at:

<https://ashland.municipal.codes/LandUse>

- Written findings addressing the approval criteria for Site Design Review, as detailed in [AMC 18.5.2.050](#). *Exceptions to Site Development and Design Standards are included in this section.*
- Written findings addressing the approval criteria for a Limited Activities & Uses Permit in a WRPZ as detailed in [AMC 18.3.11.060.D](#).
- Written findings addressing the criteria from [AMC 18.5.7.040.B](#) for a Tree Removal Permit to remove a tree that is not a hazard (if applicable to the final proposal).

FEES:	Site Design Review (Type II)	\$2,247.50 + ½ % of valuation
	Site Design Review (Type I)	\$1,120.25 + ½ % of valuation
	Limited Use/Activity in WRPZ (Type I)	\$1,120.25
	Exceptions	\$ 0 (if applicable)
	Tree Removal Permit	\$ 0 (if applicable)

***NOTES:**

- *Applications are accepted on a first come-first served basis.*
- *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.*
- *All applications received are reviewed by staff, and must be found to be complete before being processed or scheduled at a Planning Commission meeting.*
- *The first 15 COMPLETE applications submitted are processed at the next available Planning Commission meeting.*

For further information, please contact:

Derek Severson, *Senior Planner*
 City of Ashland, Department of Community Development
 Phone: 541-552-2040 or e-mail: derek.severson@ashland.or.us

March 22, 2023

Date

Public Works/Engineering 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)** –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** – 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 two 8-in sanitary sewer mains in Jefferson Avenue, one on each end of the property. 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 an 8-in water main in Jefferson 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 not currently served by a storm sewer main, Knoll Creek would need to be used as a storm drain outfall location. City of Ashland Engineering Department must review an engineered storm drainage plan.

Storm Water Facility Design Requirements

All development or redevelopment that will create or replace 2,500 square feet or more of impervious surface (buildings, roads, parking lots, etc.) area that discharges to an MS4 (municipal separate storm sewer systems), must comply with the requirements of the DEQ MS4 General Permit phase 2. 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 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.
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.
11. **As-Builts** - Where public improvements are required or completed, the developer shall submit to the City of Ashland, reproducible as-built drawings and an electronic file of all public improvements constructed during and in conjunction with this project. Field changes made during construction shall be drafted to the drawings in the same manner as the original plans with clear indication of all modifications (strike out old with new added beside). As-built drawings shall be submitted prior to final acceptance of the construction, initiating the one-year maintenance period.
12. **Addresses** – Any new addresses must be assigned by City of Ashland Engineering Department.