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*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.*

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

January 20, 2021

**SITE:** 165 Water Street  
**APPLICANT:** Magnolia/Rogue  
**REQUEST:** Modifications of Site Review, CUP, Performance Standards Options Subdivision, and P&E Permit for Floodplain Development, Tree Removal

## **PLANNING STAFF COMMENTS**

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

**General:** For staff, the split-level sidewalks proposal is the key issue here. Having the sidewalk split between two levels where only a 40- to 42-inch wide pedestrian travel area is available for pedestrians in constriction points at the curb level does not meet either city street standards or ADA-standards. In staff's view, a new building of this scale needs full-width city standard sidewalk improvements, with the full sidewalk width on a single level at curb-height as intended in the standards – i.e. the six-foot width sidewalks and five-foot width commercial parkrow-planting strip with street trees – except where the previous Exception was approved along Van Ness. Staff could not or support the additional Exception to Street Standards illustrated.

**Modification Details:** The final application will need to detail the proposed modifications and address how they relate to the applicable criteria and standards for each component approval and to the specifics of the previous approval, including but not limited to:

- Site Design Review:** Modifications such as adding a residential unit, reconfiguring parking and circulation and adding parking spaces, modifying the lot configuration, installing a pedestrian bridge, changes to the lot configuration, specific changes as they relate to approved open space areas, changes to building height, etc.
- Conditional Use Permit:** Address the change in number of hotel/motel units and the associated impact to standards (i.e. parking, etc.)
- Exceptions to Street Standards:** Any modification to the approved Exception to Street Standards with full details including scalable civil drawings.
- Tree Removal:** Respond to criteria relative to newly proposed removals.
- Physical & Environmental Constraints Review Permit:** How do the proposed modifications in the final application submittal alter the proposal as it relates to the P&E criteria and the Floodplain Development Standards? Are there changes involved which would impact downstream properties in terms of the flow or displacement of floodwaters?

Proposed modifications would be reviewed by both the Historic and Tree Commissions for their recommendations. Given that the proposed modifications require changes to the Conditional Use Permit and additional exceptions, it would be considered a Major Modification (AMC 18.5.6.040.C.2) and subject to a Type II procedure with a hearing before the Planning Commission.

**Street Standards:** Both Van Ness and Water Streets are considered to be Neighborhood Streets and street standards call for improvements consistent including a six-foot sidewalk and commercial parkrow planting strips (i.e. a five-foot hardscape parkrow with street tree wells and approved grates on streets with on-street parking, or a seven-foot landscaped parkrow on streets without on-street parking lanes or where the street corridor includes landscaped parkrows). As noted above, beyond the previously approved Exception, staff believe that a new building of this scale needs a pedestrian corridor consistent with the street standards and which meets ADA requirements, and could not support the Exception illustrated.

**Transportation Impact Analysis:** With changes to the circulation serving the site and some parking now accessed via Helman, a revised Traffic Impact Analysis would need to be provided to address these changes and their potential impacts.

**Valuation:** The full Site Review application fee was not paid with the original application, and the approval included a condition “*That prior to the submittal of a building permit application, the applicant shall pay outstanding application fees based on an accurate estimate of the project valuation determined from the Oregon Building Code.*” Payment of required fees is an application requirement under the Land Use Ordinance, and a modification could not be deemed complete until the valuation is verified by the Building Official and the full required fee is paid based on the accepted valuation. A form to assist in calculating the valuation is being provided with these comments.

**Submittal Requirements:** The application would need to include all required plans and written submittals, including but not limited to elevations, site plans and civil drawings formatted to print to a standard scale at 11 x 17 inches. Drawings should include clear and consistent illustration of the sidewalk configuration, including any proposed stairs, handrails, etc.

**The comments below are from the 2016 pre-application, with new comments highlighted:**

**Vertically Dividing Mass into More Traditional Volumes:** The Detail Site Review Standards include a requirement that, “Building frontages greater than 100 feet in length shall have offsets, jogs, or have other *distinctive changes in the building façade.*” The additional standards for large scale projects further require, “Developments shall divide large building masses into heights and sizes that relate to human scale by incorporating *changes in building masses or direction, sheltering roofs, a distinct pattern of divisions on surfaces, windows, trees, and small scale lighting.*” The intent of these standards is to provide clear divisions in the façade which break up the length and mass of the building into human scale volumes. In considering the building design, staff has some concern that, because the exterior divisions of the building are not necessary reflective of the interior divisions, the vertical rhythms don’t translate through from the upper levels to the ground floor and don’t carry through on all sides of the building, and this disconnect is further exaggerated by the cantilevering. In staff’s view, a distinct pattern of vertical divisions to break the mass into more traditional volumes so it does not read as such a big building will be

crucial in meeting the Detail and Large Scale standards. These divisions should be consistent through all levels of the building and on all sides.

**Mix of Windows:** One of the historic district development standards seeks a consistent rhythm of openings with the surroundings. The Historic Commission is likely to have concern that the building's windows are not consistent within the façade and as such cannot be found to be consistent with the surroundings.

**Pedestrian Corridor:** In staff's view, a 13-foot pedestrian corridor should be provided along both frontages. Along Water Street, this should take the form of an eight-foot sidewalk with five-foot tree wells with grates; on Van Ness Street this would be an eight-foot sidewalk with five-foot tree wells with grates where on-street parking is proposed, but could transition to a six-foot sidewalk with seven-foot park row planting strips where there is no on-street parking and the street is transitioning into the residential area uphill.

**Square Footage Limit & Underground Parking:** Automobile parking areas located within the building footprint and in the basement shall not count toward the 45,000 square foot total gross floor area limitation. (*Basement means any floor level below the first story in a building, and first story shall have the same meaning as provided in the building code.*) The application should make clear that the 45,000 square foot limit is complied with, including the underground parking configuration.

**Grade Changes:** The application should make clear how grade changes and grading will work, particularly with regard to the proposed driveway coming off of the steeper portion of Van Ness, in demonstrating that this driveway will provide functional access for the site.

**Parking Calculations:** The final application will need to include parking calculations illustrating how the total parking requirement is arrived at based on the parking ratios in AMC 18.4.3.040.

**Parking Demand Management Strategies:** Parking Demand Management Strategies including on-street credits, mixed and joint use credits, and alternative vehicle parking may be used to reduce the parking requirement by a total maximum reduction in off-street parking spaces of 50 percent. The approval authority may require a parking analysis prepared by a qualified professional to support the reductions requested. It should be remembered that the reductions here are discretionary on the part of the Planning Commission, and that they may be hesitant to reduce the off-street parking required for a large building with a substantial Conditional Use component by 30-40 percent if it is likely to mean a spill-over of parking demand to surrounding streets where on-street parking is already in high demand. A recent parking study by the city found that Water Street was at 85-100 percent utilization into the evening hours all the way up to Central Avenue. The application will need to make a strong case in support of the requested parking demand management strategies (How will the varied uses' demands be materially offset? How likely are customers/residents/hotel guests/employees to use bicycles or motorcycles instead of bringing a car to the site to result in a meaningful reduction in parking demand?)

**Summary:** The subject property presents a number of opportunities and the proposal is an exciting one. Given the number of component approvals necessary and issues involved, the application will be quite complex and staff looks forward to working with the applicants as these issues are addressed in crafting a final proposal.

The applicants should be aware that big buildings typically involve controversial applications, all the more so when located in a historic district (*where architectural compatibility with the district context is key*) or near the downtown (*where added parking demand is always a concern*). Particularly where discretion comes into play in the component requests of the application, the Historic District Design Standards, Historic Commission's recommendations and general architectural compatibility will be relied on heavily in a decision and should be carefully considered by the applicants in arriving at a final design for submittal. The application should also pay particular attention to the criteria, standards and requirements that are intended to provide relief from massing, bulk and scale and how they are addressed through the formal application – if building cantilevers over the sidewalk restrict the area for canopy growth of street trees which might serve to soften the building, or public plaza space requirements are met through interior space which tends to increase rather than break-up the massing and volume, these elements may ultimately be difficult for staff to support and work against a successful application.

There are a number of fine details that need to be worked out before a final application is submitted, and until we see a proposal which has addressed them we are unable to support the application in its current form.

**Site Design Review Issues:** Because of its location in a Detail Site Review Zone, of a size that triggers additional standards for Large Scale Development, and within a National Register Historic District, the subject property is subject to some of Ashland's most stringent architectural and site design review standards including:

- **Floor Area Ratio (FAR):** Developments within the Detail Site Review Zone shall have a minimum Floor Area Ratio (FAR) of 0.50 where a site is one-half an acre or greater in size. The conceptual project exceeds this minimum requirement.
- **Ground Floor Split:** The initial concept plan shows a split between office and retail on the ground floor. Additionally it is anticipated that a ground floor lobby for the hotel use may be part of the final configuration.

In terms of flexible use of space the applicant may consider apportioning floor area as either office, retail, or restaurant, in recognition that the parking provided will affect adaptive re-use of the commercial spaces provided. Limiting parking to 1 space per 500 sq.ft. (office use) for a given floor area may impede any future conversion of that space to more intensive uses such as restaurant or retail.

**In the E-1 zone, retail uses are limited to 20,000 sq ft of gross leasable floor space per lot.**

If there is one building on a site, 65 percent of the ground floor area must be dedicated to permitted uses other than residential. Where more than one building is located on a site, at least 50 percent of the total lot area must be dedicated to permitted uses other than residential.

- **Residential Density.** Residential densities shall not exceed 15 dwelling units per acre in the E-1 zone. For the purpose of density calculations, units of less than 500 square feet of gross habitable floor area shall count as 0.75 of a unit. At the allowed base density of 15 residential dwelling units per acre, the 0.75 acre property can accommodate 11 units. There are no

affordable housing bonuses allowable for such a project in an E-1 zone, however for projects that exceed 10 units, ten percent of the units provided are required to be deed restricted as affordable. (See AMC 18.3.13.010.C.4; contact Housing Specialist Linda Reid for details on affordability requirements at 541-552-2043 or via e-mail to [linda.reid@ashland.or.us](mailto:linda.reid@ashland.or.us) )

- **Maximum building size:** Within the detail site review zone buildings shall not exceed a gross floor area of 45,000 square feet, including all interior floor space, roof top parking, and outdoor retail and storage areas, with the exception of basement parking *within the footprint*. Buildings shall not exceed a combined contiguous length of 300 feet. The application will need to clearly address compliance with these standards.
- **Maximum building height:** The maximum building height in E-1 is 40 feet. Final submittals should clearly demonstrate how height is calculated to ensure compliance with this standard. (Parapets may be erected up to five feet above the maximum building height; see also, 18.4.4.030.G.4 for mechanical equipment screening requirements, and 18.5.2.020 for Site Design Review for mechanical equipment review process.)
- **Orientation to the Street** – The building must establish a primary orientation to the higher order street or the intersection at the corner.
- **Streetscape** - A building shall be setback not more than five feet from a public sidewalk unless the area is used for pedestrian activities such as plazas or outside eating areas, or for a required public utility easement.

Any wall that is within 30 feet of the street, plaza, or other public open space shall contain at least 20 percent of the wall area facing the street in display areas, windows, or doorways.

- **Sense of Entry** – Generally, buildings are to use lighting and changes in mass, surface and finish to give emphasis to entries. Historic District standards call for buildings to articulate the main entrances to the building with covered porches, porticoes, and other pronounced architectural forms. As presented in the elevations at the pre-application, staff had difficulty clearly distinguishing the entrances, and recommends the prominence of each entrance be enhanced, or better identified, in revisions to the conceptual design.
- **Pedestrian Protection** – Buildings must incorporate arcades, roofs, alcoves, porticoes, and awnings (typically of a depth of at least seven feet) to provide pedestrians with protection from rain and sun.
- **Parking Placement behind or to the side of the building** – Standards require that all parking be located at the side or behind the building, be paved, and installed to the dimensional requirements of the ordinance. The number of commercial spaces should be delineated by specific use (restaurant, office, retail, etc) and residential spaces by the number required based on the number of units/bedrooms in the parking calculations included with the application. .
- **Noise & Glare** – The application would need to make clear how the proposed building would avoid impacts from noise or glare to adjacent properties.
- **Fenestration Requirements** – walls within 30 feet of a street or plaza must provide at least 20 percent of the wall area in display areas, windows, or doors which allow view into the building.

- **Building Materials** – Buildings shall include changes in relief such as cornices, bases, fenestration, fluted masonry, for at least 15 percent of the exterior wall area. The application should include color and material details, cross-sections of the façade, and lighting spec’s as part of the final submittals.
- **Bulk & Scale** – Historic District standards call for buildings to relate to the scale of buildings within the neighborhood and the district in terms of height, width, massing, etc.
- **Massing/Volume/Bulk** – Historic District standards call for buildings to break up larger forms into smaller, varied masses which were more common on historic buildings.
- **Roof Forms** – Historic District standards call for buildings to relate to the historic roof forms of buildings in the area.
- **Rhythm of Openings** – Historic District standards call for buildings to respect the alternation of wall areas with door and window elements in the façade and to consider the width to height ratio of bays in the façade, and to avoid introducing incompatible façade patterns that upset the established rhythms of the area.
- **Public Space** - The application should carefully consider and address the public space requirements of the ordinance. If interior or roof-top space is used to address these requirements, it may not help to break up the massing/bulk/scale of the building and could be seen as increasing how large these buildings are perceived to be.

For each of these standards, the application will need to demonstrate through the plan drawings and detail through the written findings how compliance is achieved or request applicable Exceptions or Variances. Exceptions and Variances add a further level of discretion to the Planning Commission’s review, and a Conditional Use Permit requiring multiple Variances to key design standards may encounter more difficulty in demonstrating the required architectural compatibility with the impact area.

**Affordability Requirement:** As detailed in AMC 18.2.5.050, within the R Overlay, the development of more than ten units on a C-1 or E-1 zoned lot requires that ten percent of the units be deed-restricted as affordable (18.3.13.010.C.4.) E-1 projects are not eligible for affordable housing density bonuses, as such this project is not eligible for increased density. Applicants are advised to contact the City’s Housing Specialist, Linda Reid at 541-552-2043 or via e-mail to [linda.reid@ashland.or.us](mailto:linda.reid@ashland.or.us) for details on compliance with these requirements.

**Street Improvements:** Where existing streets are not improved to full city street standards, new developments are required to provide street improvements to and through the project. In this case, eight-foot width sidewalks and a five-foot width commercial parkrow-planting strip with street trees would need to be installed by the applicants along the subject property’s full Van Ness St. and Water St. frontages. The pedestrian sidewalk described above shall be free of obstructions that would impede foot traffic, including outdoor seating that intrudes into required pedestrian corridors, planters, etc. These improvements would also need to be extended along Water Street to Central Ave. If existing rights-of-way are insufficient to accommodate city standard frontage improvements, easements or dedications would need to be provided.

**Conditional Use Permit (Hotel):** Short-term rental use within the E-1 is considered to be hotel or motel use and requires a Conditional Use Permit, which is a discretionary land use approval requiring a demonstration that the proposal will have no more adverse material impacts than would development of the property according to its target use:

*E-1. The general office uses listed in chapter 18.2.2 Base Zones and Allowed Uses, developed at an intensity of 0.35 floor to area ratio, complying with all ordinance requirements; and within the Detailed Site Review overlay, at an intensity of 0.50 floor to area ratio, complying with all ordinance requirements.*

The final application would need to demonstrate that the proposed combination of uses of the site including the commercial, residential and hotel/motel would have no more adverse impact than the target use. Key impact considerations include parking, traffic, and architectural compatibility with the impact area.

**Signs:** Signage would need to be considered as part of the overall impact of the proposal, and signage details including size, placement, color and materials would need to be provided with the application. Signage must comply with Chapter 18.4.7 of the Ashland Municipal Code, and signage will require a separate sign permit and inspection.

**Lot Coverage/Parking Treatment:** A maximum of 85 percent of the site may be covered. Inversely, landscaping shall account for 15 percent of the site. The preliminary plan identified only 14.4 percent of the lot as landscaped. Landscape and screening requirements must be met, including that seven percent of the parking and circulation areas must be provided in landscaping with one parking lot tree per seven parking spaces. Parking lots must also meet the parking area design standards including addressing the micro-climatic impacts of the parking area and providing for on-site drainage in swales within the parking lot. Please identify on site plan and in text all areas of landscaping, and all impervious surfaces and other lot coverage.

**Parking Lot Design Standards (LUO 18.3.080.B.4).** Parking lots with 50 or more parking spaces, and parking lots where pedestrians must traverse more than 150 feet of parking area, as measured as an average width or depth, shall be divided into separate areas by one or more of the following means: a building or group of buildings; plazas landscape areas with walkways at least five feet in width; streets; or driveways with street-like features as illustrated in Figure 18.4.3.080.B.4 Street-like features, for the purpose of this section, means a raised sidewalk of at least five feet in width, with six-inch curb, accessible curb ramps, street trees in planters or tree wells and pedestrian-oriented lighting (i.e., not exceeding 14 feet typical height).

**Parking Lot Landscaping & Screening Standards.** The parking lot landscaping and screening standards in LUO 18.4.3.080.E.6, E.7 and 18.4.4.F require that minimum five-foot width landscape buffers be provided adjacent to property lines to buffer all parking and vehicular circulation areas. One parking lot tree must be provided for every seven parking spaces, and seven percent of the total parking and circulation area must be provided in landscaping according to the standards.

**Driveway Width (LUO 18.4.3.080.D.3)** Parking areas of more than seven parking spaces shall be served by a driveway 20 feet in width and constructed to: facilitate the flow of traffic on or off the site, with due regard to pedestrian and vehicle safety; be clearly and permanently marked and defined; and provide adequate aisles or turn-around areas so that all vehicles may enter the street in a forward manner. It appears that there are areas where this width is constricted which would require a Variance and may be a concern for fire apparatus, circulation, etc.

**Physical and Environmental (P&E) Constraints Review Permit for Flood Plain Corridor Development:** Roughly the front **27 feet** of the property is located within the Ashland Creek floodplain corridor, and as such, any development including building or parking lot construction or sidewalk considered in all site planning to determine whether there are alternatives available elsewhere on the site to avoid impacts to the corridor, and wherever possible development elsewhere on the site should be carefully considered. Development within the floodplain will require a Physical & Environmental Constraints Review Permit. The application would need to include a surveyor's identification of the extent of the floodplain on the site, and address all standards and requirements for a P&E permit.

**Bicycle Parking:** For commercial parking, in addition to automobile parking, one bicycle parking space is required for every five required automobile spaces. One half of the spaces must be covered, and all bicycle parking must be designed according to the rack, dimension, and coverage standards of LUO 18.4.3.070. In addition, there are specific residential bicycle parking requirements based on unit size. Bicycle parking must be located as close to the primary public entrance as the nearest automobile parking space. Please provide bike parking details in the application materials.

**Alley improvements:** The pre-application materials indicate the alley to the south of the subject property will be utilized to access the property. As this alley is presently unimproved, it will have to be improved to full city standards to serve the subject property. Staff recognize that completing the alley improvements to allow vehicle access from Helman Street to Water Street is likely unfeasible due to the significant grade change, however the final alley improvements should address pedestrian access improvements (through the use of stairs, or ramped switch backs) to provide for pedestrian access from Helman St. to Water Street. Additionally, the alley improvements, and use as vehicular circulation or fire apparatus staging, should consider its eventual use and relationship with the property to the south.

**Tree Removal:** There are two trees located on the property that are subject to tree removal, and authorization of a tree removal permit, as part of the site's proposed development. Tree removal would be considered in terms of Tree Removal Permit requirements found in AMC 18.5.7, which regulates the removal of significant trees from the property. A report from an arborist should be provided to address any tree removal permit request and should respond to the applicable criteria. Tree removal permits require mitigation on a one-for-one basis. *(If located within the floodplain corridor, the trees' removals would also need to be considered as part of the P&E Permit.)*

**Construction Staging:** The applicants will want to consider the logistics of construction, staging and site access with Public Works/Engineering and Planning early on given the constraints of the location and impacts of any disruption on the surrounding area.

**Building Code Requirements – Occupancy & Flood Plain:** Applicants will want to consult the Building Department prior to submitting the planning application to determine if there will be additional building code requirements in terms of requirements that may be posed by development in or near the floodplain, and any occupancy issues relative to the proposed mix of uses, engineering requirements to address rooftop use, etc. Building Official Jeremy Payne can be reached at (541) 552-2073 or via e-mail to [jeremy.payne@ashland.or.us](mailto:jeremy.payne@ashland.or.us).

**Trees & Landscaping:** The application should carefully consider the placement of trees and landscaping, both in addressing the applicable standards and more specifically in how the trees might be placed to soften the building as it reads from the street and lessen its bulk/scale/massing. If upper level cantilevers will impede tree canopy growth, or insufficient soil volume is provided to support street tree development, it may make it more difficult to demonstrate efforts to mitigate impacts. Applicants should look at how to maximize soil volumes to support canopy development, species selection, placement to soften the building while not obscuring entries or signs, and how to avoid conflicts with cantilevered elements as part of developing the final application.

**Cantilevering:** The application should clearly define cantilevered elements and their relationship with the right-of-way/property lines. Intrusions into the airspace over a property line/right-of-way would require council approval for either encroachment permits or licensing agreements. In addition to property line issues, key concerns with cantilevered elements would be the impact to massing/bulk/scale, historic compatibility, and the potential for creation of barriers to the development of a robust street tree canopy which could help to minimize massing/bulk/scale.

**Parking:** The application should make clear how off-street parking is to be addressed, including parking management strategies proposed to offset required off-street parking demand. Some specific notes here:

- **Parking Requirements:** Standard spaces are required to be 9 x 18 feet with a 22-foot back-up dimension behind. Compact spaces are required to be 8 x 16 feet with a 22-foot back-up dimension behind. Only half of the required spaces may be provided as compact, while significantly more than half appears to be proposed here.
- **On-street Parking Credits -** On-street credits can only be counted where they are along the frontage of the applicants property (*i.e. spaces across the street cannot be counted*) and can only be used to reduce the parking requirement by a total of 50 percent. These credits are discretionary, and it is likely that credits proposed in an area where on-street parking is in high demand in proximity to the downtown will be questioned (*if parking is heavily used and unlikely to be available for parking, it is likely not to be allowed as a credit*). Providing additional spaces across the street may work in the applicants favor in the overall determination about the level of on-street parking credit that is appropriate. Credits are counted based on 22-feet of frontage where parking is available (*not within 10 feet of a driveway, not where right-of-way width is insufficient, etc.*)
- **Vertical Parking Arrangement:** If this option were pursued, the application will need to provide specific details of the proposed apparatus for mechanized stacked parking to allow

staff and the commission to determine whether it can be found to meet parking requirements.

- **Extent of Right-Way:** The final application will need to make clear the extent and dimensions of the existing and proposed right-of-way and the existing and proposed improvements, including street frontage improvements and on-street parking.

**Historic Commission Review/Issues:** At its informal review of the application in June, the Historic Commission had a number of concerns with the proposal including: massing, scale, the cantilevering of the upper levels of the building, lack of specific material details and general design compliance with the Historic District Design Standards. They recommended that the applicant come back with a modeling of the proposal which would allow viewing of the building from different angles relative to surrounding buildings and topography and/or photo-simulations providing a streetscape view from a pedestrian perspective. The applicants would be well-served in addressing Historic Commission concerns prior to making a formal application, as both Site Design Review and Conditional Use Permit approvals rely heavily on the Historic Commission recommendations and upon compliance with the Historic District Design Standards.

**Site Visits:** Given the location, scale and complexity of the project, it will be helpful to have site visits by the Planning and Historic Commissions prior to a formal hearing. It would also be helpful if there could be some depiction on site of the height and massing of the building (i.e. balloons on string at the building corners would be the simplest method) to give commissioners a sense of the building in context. Site visits are typically held the Monday afternoon before a Tuesday hearing; staff will contact the applicants in advance to make final arrangements.

**Brownfield Issues:** The application should make clear how any “brownfield” issues are being remediated to address environmental concerns as part of the application.

**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. Applicants are advised that written findings addressing the ordinance criteria are required, and the applicable criteria and 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 maps, written findings, and other materials are submitted even if those items were not discussed in specific, itemized detail during this initial pre-application conference.

**Neighborhood Outreach:** Planning staff strongly encourage applicants or their agents to approach affected neighbors, make them aware of the proposal, and try to address any concerns as early in the process as possible.

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## **OTHER DEPARTMENTS’ COMMENTS**

**BUILDING:** *“All applicable provisions of the 2014 OSSC will be required. The building will be required to be provided with a Fire Protection System in accordance with Chapter 9. Mixed Use Buildings shall also be in compliance with Chapter 5, Section 508. Preliminary review of the pre-application drawings shows*

a B-Occupancy accessory to the F and possible S occupancies. Please review **Chapter 5, Sections 508.2.1 through 508.2.4 AREA LIMITATIONS.** Please contact the Building Division for any further building code or permit-related information at 541-488-5305.

**CONSERVATION:** For more information on current Conservation Programs, please contact Larry Giardina in the Conservation Division at 541-552-2065 or e-mail to: [larry.giardina@ashland.or.us](mailto:larry.giardina@ashland.or.us) .

#### **PUBLIC WORKS & ENGINEERING:**

- One set of civil plans **MUST** be submitted **DIRECTLY** to the Public Works/Engineering Department for review and approval (i.e. separately from the land use application and building permit submittals).
- **The current site plan sheet shows widths along the public sidewalk that do not meet the minimum four-foot width required for ADA access in the public right of way.**
- Engineering Department **MUST** review and approve the design of the handicap accessible ramps at the intersection of Van Ness and Water Streets. Design must present elements similar to ODOT DET1720 and include grades, widths, slopes, etc. **Current design does not appear to meet minimum standard requirements.**
- Retaining walls inside the public right of way will need to have a Public Works Encroachment permit attached to them
- Public utilities, including water meters, shall be placed inside the public right of way. If public utilities cannot be placed inside the public right of way, a PUE will be required.

See additional comments at the end of this document. Please contact Karl Johnson of the Public Works Department's Engineering Division for any further information about public facility improvements including streets, sidewalks, utilities or storm drainage at 541-552-2415 or via e-mail to [karl.johnson@ashland.or.us](mailto:karl.johnson@ashland.or.us) .

**FIRE DEPARTMENT:** See Ashland Fire & Rescue comments at the end of this document. Please contact Chief/Fire Marshal Ralph Sartain of the Fire Department for information on applicable Fire Department requirements at 541-552-2229 or via e-mail to [ralph.sartain@ashland.or.us](mailto:ralph.sartain@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 also only install a stub out to the location where the double detector check assembly complete with a Badger brand cubic foot bypass meter should be placed in a vault external to the building. The vault and the DCDA device housed in it are the responsibility of the property owner and should be placed at the property line. Fees for these installations are paid to the water department and are based on a time and materials quote to the developer or contractor. Meter sizes and fire line diameters will need to be provided to the Water Department at the time of a quote being requested. Please Contact Steve Walker at 541-552-2326 or ( [walkers@ashland.or.us](mailto:walkers@ashland.or.us) ) with any questions regarding water utilities.*

**ELECTRIC SERVICE:** Prior to submitting a land use application the applicants will need to arrange an on-site meeting with Dave Tygerson of the Electric Department to develop an electric

service plan. Dave will provide a plan detailing the Electric Department-required facilities to serve the project; this approved plan will need to be incorporated into the final submittals for the project, and submittals will not be deemed complete without an Electric Department-approved plan. Please allow the necessary extra time for scheduling an on-site meeting and the subsequent preparation of a service plan. Please contact Dave with any questions about electrical service needs and requirements, fee information, or to arrange an on-site meeting at 541-552-2389. *(Please note that the placement of all electrical facilities should be planned to minimize visibility from the right-of-way while considering the access needs of the Electric Department. Transformers, vaults and meters are not to be placed within the pedestrian corridor or between the building and street.)*

**HISTORIC COMMISSION REVIEW BOARD:** Prior to submitting a formal application, applicants are required to present their proposals to the full Historic Commission at a monthly meeting for informal review. To request time on the full Commission agenda, please call (541) 488-5305.

**OREGON DEPARTMENT OF TRANSPORTATION (ODOT):** “This proposal should not significantly affect ODOT facilities.” For any additional 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)

**ROGUE VALLEY METROPOLITAN PLANNING ASSOCIATION (RVMPO):** The RVMPO would like to provide comments on the proposed 165 Water project as presented in the pre-application provided. The project location is within an “Activity Center” as identified by the City of Ashland as part of the RVMPO Regional Transportation Plan’s Alternative Measures. This project appears to meet *Alternative Measure #6: Percent of New Employment in Activity Centers*, with the following standards:

- Provide no parking between the building and street – **Threshold appears to be met**
- Provide a main entrance from the street – **Threshold appears to be met**
- Include a vertical mix of housing – **Threshold appears to be met**
- The project be within ¼-mile of higher density residential development - **Threshold appears to be met**
- A complete pedestrian connection exists between the project and the higher density residential development – **Threshold appears to be met**

This project would help the area to meet *Alternative Measure #5: Percent of New Dwelling Units in Activity Centers*, should the residential density be increased:

- 10 units/acre density minimum – Threshold NOT met, project **proposes 8 units/acre**
- Be within a ¼-mile of a significant retail center – **Threshold appears to be met**
- A complete pedestrian connection exists between the project and the retail center – **Threshold appears to be met**

Alternative Measures 5 & 6 are two of seven measures developed by RVMPO member jurisdictions for reduced automobile reliance as an alternative to the Transportation Planning Rule’s per capita Vehicle Miles Traveled (VMT) reduction measure. The RVMPO supports

projects that help the region meet the RTP’s Alternative Measures. Thank you - Andrea Napoli, AICP | Senior Planner, Rogue Valley Council of Governments, 155 N. 1st Street | P.O. Box 3275, Central Point, OR 97502, Phone: (541) 423-1369, [www.rvcog.org](http://www.rvcog.org) | [www.rvmmpo.org](http://www.rvmmpo.org) | [www.mrmmpo.org](http://www.mrmmpo.org)

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## **ZONING DISTRICT REQUIREMENTS**

**ZONING:** E-1 (Employment) within the Detail Site Review & Historic District Overlay Zones

**LANDSCAPING REQUIREMENTS:** A minimum of 15 percent of the site must be landscaped. Seven percent of parking areas, including the driveway aisles and other vehicular circulation areas, must be landscaped and a site-, size-, and species- specific landscaping plan is required at time of formal application. The landscape plan must address required screening, and include street trees, one per 30 feet of street frontage where applicable. Also include "shade" trees in the parking area – one tree per seven parking spaces. Trees within parking area should be located in landscape fingers or islands. Avoid using lawn. Provide irrigation system for all landscaped areas. Tree requirements for parking areas shall consist of a mixture of deciduous trees and shall shade the parking stalls. Landscaping shall be designed so that 50 percent coverage occurs after one year and 90 percent after 5 years.

**PARKING, ACCESS, AND CIRCULATION:** As per the requirements of **LUO 18.4.3.**

**General Office** = One space per 500 square feet

**Medical Office** = One space per 350 square feet

**Retail** = One space per 350 square feet

**Industrial / Warehousing** = One space per 1,000 square feet or 1 per 2 employees, whichever is less, plus one space per company vehicle.

**SETBACKS:** There are no setback requirements, except where abutting a residential district in which case a minimum ten-foot side yard and/or a ten-foot-per-story rear yard requirement applies. Solar access requirements (‘Standard B’) are also applicable within the E-1 district.

**LOT COVERAGE:** A maximum of 85 percent of the site may be covered. Landscape and screening requirements must be met. Please identify on site plan and in text all areas of landscaping, and all impervious surfaces and other lot coverage.

**SIGNS:** As per **LUO 18.4.7.080.** All existing and proposed signage must be identified in the Site Review application submittals; a separate sign permit will be required prior to installation.

\* \* \* \* \*

**PROCEDURE:** Within the E-1 zoning district, Site Review for new buildings or additions greater than 10,000 square feet is subject to a “Type II” application procedure which requires a decision by the Planning Commission through a public hearing. (Conditional Use Permits for new buildings and Outline Plan approval are also subject to “Type II” procedures.)

**A. Application Requirements.**

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.

**APPLICATION MATERIALS:** The application is required to include drawings of the proposed improvements (i.e. the plan requirements) as well as written findings addressing the applicable approval criteria in narrative form in accordance with the Ashland Land Use Ordinance (i.e. the narrative submittal requirements). The following section includes the requirements for plans and written submittals 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.

**PLAN & EXHIBIT REQUIREMENTS:** *At least two (2) copies of the plans below on paper no larger than 11"x 17" in addition to any full-sized submittals. Note: The 11 x 17 copies may be used for the Planning Commission packets and for the notices mailed to neighbors - please submit clear, readable, reproducible copies. If larger copies are needed for the Planning Commission, the applicants would need to provide 12 sets for distribution to Commissioners and Staff. **The final application submittal need to include scalable drawings to facilitate review by staff, commissioners and the public.***

**Materials addressing the requirements for a Modification of an Approved Planning Action in AMC 18.5.6**

**Two (2) Copies of the plans required for Site Review as required in chapter 18.5.2.040.** The following information is required for Site Design Review application submittal, except where the Staff Advisor determines that some information is not pertinent and therefore is not required.

- A. General Submission Requirements.** Information required for Type I or Type II review, as applicable (see sections 18.5.1.050 and 18.5.1.060), including but not limited to a written statement or letter explaining how the application satisfies each and all of the relevant criteria and standards.
- B. Site Design Review Information.** In addition to the general information required for Site Design Review, the applicant shall provide the following information.
1. **Basic Plan Information.** Plans and drawings shall include the project name, date, north arrow, scale, and names and addresses of all persons listed as owners of the subject property on the most recently recorded deed. The scale of site and landscaping plans shall be at least one inch equals 50 feet or larger, and of building elevations one inch equals ten feet or larger.
  2. **Site Analysis Map.** The site analysis map shall contain the following information.
    - a. Vicinity map.
    - b. The property boundaries, dimensions, and area of the site shall be identified.
    - c. Topographic contour lines at 5-foot intervals or less, except where the Staff Advisor determines that larger intervals will be adequate for steeper slopes.
    - e. Zone designation of the and adjacent to the proposed development, including lands subject to overlay zones including but not limited to lands subject to Detail Site Review, Downtown Design Standards, Historic District, Pedestrian Place, Physical and Environmental Constraints, and Water Resource Protection Zones overlays (see part 18.3 Special Districts and Overlays).
    - f. The location and width of all public and private streets, drives, sidewalks, pathways, rights-of-way, and easements on the site and adjoining the site.
    - g. The location and size of all public and private utilities, on and adjacent to the subject site, including:
      - i. Water lines;
      - ii. Sewer lines, manholes and cleanouts;
      - iii. Storm drainage and catch basins; and
      - iv. Fire hydrants.
    - h. Site features, including existing structures, pavement, drainage ways, rock outcroppings, areas having unique views, and streams, wetlands, drainage ways, canals and ditches.
    - i. The location, size, and species of trees six inches DBH or greater, including trees located on the subject site and trees located off-site that have drip lines extending into the subject site.
  3. **Proposed Site Plan.** The site plan shall contain the following information.
    - a. The proposed development site, including boundaries, dimensions, and gross area.
    - b. Features identified on the existing site analysis maps that are proposed to remain on the site.
    - c. Features identified on the existing site map, if any, which are proposed to be removed or modified by the development.

- d. *The location and dimensions of all proposed public and private streets, drives, rights-of-way, and easements.*
  - e. *The location and dimensions of all existing and proposed structures, utilities, pavement, and other improvements, including:*
    - i. *Connection to the City water system and meter locations;*
    - ii. *Connection to the City sewer system;*
    - iii. *Connection to the City electric utility system and meter locations;*
    - iv. *New and/or replaced fire hydrants and vault locations;*
    - v. *The proposed method of drainage of the site; and*
    - vi. *The opportunity-to-recycle site and solid waste receptacle, including proposed screening.*
  - f. *Location of drainage ways and public utility easements in and adjacent to the proposed development.*
  - g. *Setback dimensions for all existing and proposed structures.*
  - h. *The location and dimensions of entrances and exits to the site for vehicular, pedestrian, and bicycle access.*
  - i. *The location and dimensions of all parking and vehicle circulation areas (show striping for parking stalls), including accessible parking by building code.*
  - j. *Pedestrian and bicycle circulation areas, including sidewalks, internal pathways, pathway connections to adjacent properties, and any bicycle lanes or trails.*
  - k. *Outdoor recreation spaces, common areas, plazas, outdoor seating, street furniture, and similar improvements.*
  - l. *Location of outdoor lighting.*
  - m. *Location of mail boxes, if known.*
  - n. *Locations of bus stops and other public or private transportation facilities.*
  - o. *Locations, sizes, and types of signs.*
4. **Architectural drawings.** *Architectural drawings, as applicable.*
- a. *Exterior elevations of all proposed buildings, drawn to a scale of one inch equals ten feet or greater; such plans shall indicate the material, color, texture, shape, and design features of the building, and include mechanical devices not fully enclosed in the building.*
  - b. *Exterior elevations of other proposed structures, including fences, retaining walls, accessory buildings, and similar structures.*
  - c. *The elevations and locations of all proposed signs for the development.*
  - d. *For non-residential developments proposed on properties located in a Historic District, section drawings including exterior walls, windows, projections, and other features, as applicable, and drawings of architectural details (e.g., column width, cornice and base, relief and projection, etc.) drawn to a scale ¾ of an inch equals one foot or larger.*
5. **Preliminary Grading and Drainage Plan.** *A preliminary grading and drainage plan prepared by an engineer shall be submitted with the application for Site Design Review where a development site is ½ of an acre or larger as deemed necessary by the Staff Advisor. The preliminary grading plan shall show the location and extent to which grading will take place, indicating general changes to*

contour lines, slope ratios, slope stabilization proposals, and location and height of retaining walls, if proposed, and temporary and permanent erosion control measures. Surface water detention and treatment plans may also be required, in accordance with chapter 18.4.6 Public Facilities.

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

7. **Landscape and Irrigation Plans.**

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

- iv. *Identification of water source and point of connection including static and operating pressure.*
  - v. *If Talent Irrigation District (TID) is used, list the size and type of filtration method.*
  - vi. *Area of irrigated space in square feet.*
  - vii. *Size, type, brand, and location of backflow device, as well as make, model, precipitation rate, and location of sprinkler heads.*
  - viii. *Layout of drip system showing type of emitter and its outputs, as well as type of filtration used.*
  - ix. *Piping description including size schedule or class, type of mounting used between piping and sprinkler heard, depth of proposed trenching, and provisions for winterization.*
  - x. *Size, type, brand, and location of control valves ad sprinkler controllers.*
  - xi. *Size, type, depth, and location of materials for under paving sleeves.*
  - xii. *Type and location of pressure regulator.*
  - xiii. *Type and location of rain sensor.*
  - xiv. *Monthly irrigation schedule for the plant establishment period (6 – 12 months) and for the first year thereafter.*
  - xv. *Water schedule for each zone from the plan.*
- 8. Narrative.** *Letter or narrative report documenting compliance with the applicable approval criteria contained in section 18.5.2.050. Specifically, the narrative shall contain the following.*
- b. *For residential developments:*
    - i. *The total square footage in the development.*
    - ii. *The number of dwelling units in the development (include the units by the number of bedrooms in each unit, e.g., ten one-bedroom, 25 two-bedroom, etc).*
    - iii. *Percentage of lot coverage by structures; streets, roads, or drives; public use areas, common area/private recreation areas, landscaping, and parking areas.*

**Two (2) Copies of the plans required for Outline Plan approval as required in chapter 18.3.9.040.A**

- 2. Application Submission Requirements. The following information is required for a Performance Standards Subdivision Outline Plan application submittal.
  - a. A topographic map showing contour intervals of five feet.
  - b. The proposed land uses and approximate locations of the existing buildings to be retained, the proposed structures on the site, the proposed and existing property lines and easements on the site, and existing buildings, structures, and trees greater than six inches in diameter measured at breast height on the properties adjacent to the site, and all buildings within 160 feet of the site boundaries.
  - c. The locations of all proposed thoroughfares, walkways, and parking facilities.

- d. Public uses, including schools, parks, playgrounds, open spaces, and trails.
- e. Public or private utilities.
- f. General areas of cuts and fill.
- g. The location of natural features such as rock outcroppings, marshes, wooded areas, and isolated preservable trees.
- h. The location and direction of all watercourses and areas subject to flooding.
- i. Plans shall indicate building envelopes for all proposed lots, which show the area and maximum height of improvements, including solar access and view protection where required.
- j. Elevations of typical proposed residential structures. Elevations should be to scale and should include the approximate dimensions of the proposed structures and all attached exterior hardware for heating and cooling.
- k. A written statement containing an explanation of:
  - i. The character of the proposed development and the manner in which it has been designed to take advantage of the Performance Standards concept.
  - ii. The proposed manner of financing.
  - iii. The present ownership of all the land included within the development.
  - iv. The method proposed to maintain common open areas, buildings and private thoroughfares.
  - v. The proposed time schedule of the development.
  - vi. The findings of the applicant showing that the development meets the criteria set forth in this ordinance and the Comprehensive Plan.

**Two copies of the plans required for a Conditional Use Permit application as detailed in AMC 18.5.4.040.** An application for a Conditional Use Permit shall be submitted by the owner of the subject property or authorized agent on a form prescribed by the City and accompanied by the required filing fee. The application shall include a plan or drawing meeting the requirements below.

**A. General Submission Requirements.** Information required for Type I or Type II review, as applicable (see sections 18.5.1.050 and 18.5.1.060), including but not limited to a written statement or letter explaining how the application satisfies each and all of the relevant criteria and standards.

**B. Plan Submittal.** The plan or drawing accompanying the application shall include the following information.

1. Vicinity map.
2. North arrow and scale.
3. Depiction and names of all streets abutting the subject property.

4. Depiction of the subject property, including the dimensions of all lot lines.
5. Location and use of all buildings existing and proposed on the subject property and schematic architectural elevations of all proposed structures.
6. Location of all parking areas, parking spaces, and ingress, egress, and traffic circulation for the subject property, including accessible parking by building code.
7. Schematic landscaping plan showing area and type of landscaping proposed.
8. A topographic map of the site showing contour intervals of five feet or less.
9. Approximate location of all existing natural features in areas which are planned to be disturbed, including, but not limited to, all existing trees of greater than six inches DBH, any natural drainage ways, ponds or wetlands, and any substantial outcroppings of rocks or boulders.

**Two (2) Copies of the plans required for a Variance (if applicable to the final proposal) as required in chapter 18.5.5.040**

*B. Plan Submittal.* The plan or drawing accompanying the application shall include the following information.

1. Vicinity map.
2. North arrow and scale.
3. Depiction and names of all streets abutting the subject property.
4. Depiction of the subject property, including the dimensions of all lot lines.
5. Location and use of all buildings existing and proposed on the subject property and schematic architectural elevations of all proposed structures.
6. Location of all parking areas, parking spaces, and ingress, egress, and traffic circulation for the subject property, including accessible parking by building code.
7. Schematic landscaping plan showing area and type of landscaping proposed.
8. A topographic map of the site showing contour intervals of five feet or less.
9. Approximate location of all existing natural features in areas which are planned to be disturbed, including, but not limited to, all existing trees of greater than six inches DBH, any natural drainage ways, ponds or wetlands, and any substantial outcroppings of rocks or boulders.

**Two (2) Copies of a Tree Protection Plan as required chapter 18.4.5.030.** A tree protection plan shall be approved by the Staff Advisor concurrent with applications for Type I, Type II, and Type III planning actions. If tree removal is proposed, a Tree Removal Permit pursuant to chapter 18.5.7 may be required.

***B. Tree Protection Plan Submission Requirements.*** *In order to obtain approval of a tree protection plan; an applicant shall submit a plan to the City, which clearly depicts all trees to be preserved and/or removed on the site. The plan must be drawn to scale and include the following.*

1. *Location, species, and diameter of each tree on site and within 15 feet of the site.*
2. *Location of the drip line of each tree.*
3. *An inventory of the health and hazard of each tree on site, and recommendations for treatment for each tree.*
4. *Location of existing and proposed roads, water, sanitary and storm sewer, irrigation, and other utility lines/facilities and easements.*
5. *Location of dry wells, drain lines and soakage trenches.*
6. *Location of proposed and existing structures.*
7. *Grade change or cut and fill during or after construction.*
8. *Existing and proposed impervious surfaces.*
9. *Identification of a contact person and/or arborist who will be responsible for implementing and maintaining the approved tree protection plan.*
10. *Location and type of tree protection measures to be installed per section 18.4.5.030.C.*

**C. *Tree Protection Measures Required.***

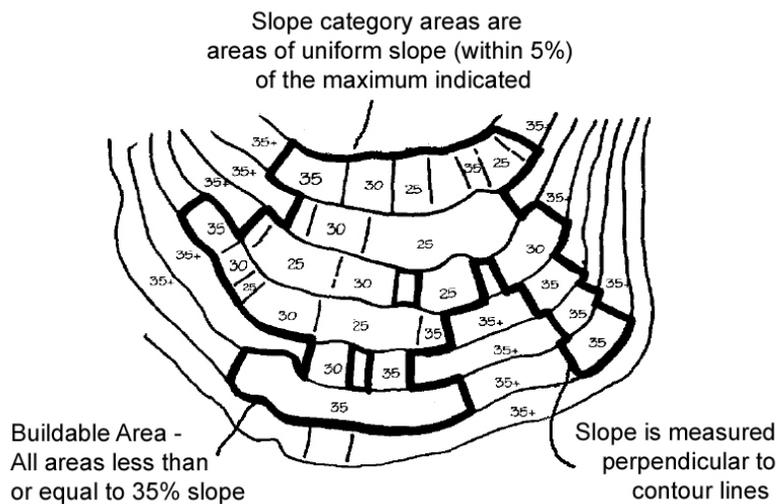
1. *Chain link fencing, a minimum of six feet tall with steel posts placed no farther than ten feet apart, shall be installed at the edge of the tree protection zone or dripline, whichever is greater, and at the boundary of any open space tracts, riparian areas, or conservation easements that abut the parcel being developed.*
2. *The fencing shall be flush with the initial undisturbed grade.*
3. *Approved signs shall be attached to the chain link fencing stating that inside the fencing is a tree protection zone, not to be disturbed unless prior approval has been obtained from the Staff Advisor for the project.*
4. *No construction activity shall occur within the tree protection zone, including, but not limited to dumping or storage of materials such as building supplies, soil, waste items, equipment, or parked vehicles.*
5. *The tree protection zone shall remain free of chemically injurious materials and liquids such as paints, thinners, cleaning solutions, petroleum products, concrete or dry wall excess, and construction debris or run-off.*
6. *No excavation, trenching, grading, root pruning, or other activity shall occur within the tree protection zone unless approved by the Staff Advisor.*
7. *Except as otherwise determined by the Staff Advisor, all required tree protection measures set forth in this section shall be instituted prior to any development activities, including, but not limited to clearing, grading, excavation, or demolition work, and shall be removed only after completion of all construction activity, including landscaping and irrigation installation.*

**D. *Inspection.*** *The applicant shall not proceed with any construction activity, except installation of erosion control measures, until the City has inspected and approved the installation of the required tree protection measures and a building and/or grading permit has been issued by the City.*

**Two (2) copies of the materials required for a Physical & Environmental Constraints Review Permit, as detailed in LUO 18.3.10.040**

**A. *Project name.***

- B.** Vicinity map.
- C.** Scale (the scale shall be at least one inch equals 50 feet or larger) utilizing the largest scale that fits on 22-inch by 34-inch paper. Multiple plans or layers shall be prepared at the same scale, excluding detail drawings. The Staff Advisor may authorize different scales and plan sheet sizes for projects, provided the plans provide sufficient information to clearly identify and evaluate the application request.
- D.** North arrow.
- E.** Date.
- F.** Street names and locations of all existing and proposed streets within or on the boundary of the proposed development.
- G.** Lot layout with dimensions for all lot lines.
- H.** Location and use of all proposed and existing buildings, fences, and structures within the proposed development. Indicate which buildings are to remain and which are to be removed.
- I.** Location and size of all public utilities affected by the proposed development.
- J.** Location of drainage ways or public utility easements in and adjacent to the proposed development, and location of all other easements.
- K.** Topographic map of the site at a contour interval of not less than two feet nor greater than five feet. The topographic map shall also include a slope analysis, indicating buildable areas, as shown in Figure 18.3.10.040.K.



**Figure 18.3.10.040.K**  
**Slope Analysis**

- L.** Location of all parking areas and spaces, ingress and egress on the site, and on-site circulation
- M.** Accurate locations of all existing natural features including, but not limited to, all trees as required in 18.3.10.090.D.1, including those of a caliper equal to or greater than six inches in diameter at breast height (DBH), native shrub masses with a diameter of ten feet or greater,

*natural drainage, swales, wetlands, ponds, springs, or creeks on the site, and outcroppings of rocks, boulders, etc. Natural features on adjacent properties potentially impacted by the proposed development shall also be included, such as trees with drip-lines extending across property lines. In forested areas, it is necessary to identify only those trees that will be affected or removed by the proposed development. Indicate any contemplated modifications to a natural feature, including trees, method of erosion control, water runoff control, and proposed tree protection for the development as required by this chapter.*

- N.** *Building envelopes for all existing and proposed new parcels that contain only buildable area, as defined by this chapter.*
- O.** *Location of all irrigation canals and major irrigation lines.*
- P.** *Location of all areas of land disturbance, including cuts, fills, driveways, building sites, and other construction areas. Indicate total area of disturbance, total percentage of project site proposed for disturbance, and maximum depths and heights of cuts and fill.*
- Q.** *Location for storage or disposal of all excess materials resulting from cuts associated with the proposed development.*
- R.** *Applicant name, firm preparing plans, person responsible for plan preparation, and plan preparation dates shall be indicated on all plans.*
- S.** *Proposed timeline for development based on estimated date of approval, including completion dates for specific tasks.*
- T.** *Additional plans and studies as required in sections 18.3.10.080, 18.3.10.090, 18.3.10.100 and 18.3.10.110 of this chapter.*

**Tree Removal Two (2) copies of the materials required for Tree Removal Permit, as detailed in LUO 18.5.7.030.** *An application for a Tree Removal Permit shall be submitted by the owner of the subject property or authorized agent on a form prescribed by the City and accompanied by the required filing fee. The application shall include a plan or drawing meeting the requirements below.*

- A. **General Submission Requirements.**** *Information required for a Ministerial or Type I review, as applicable (see sections 18.5.1.040 and 18.5.1.050.), including but not limited to a written statement or letter explaining how the application satisfies each and all of the relevant criteria and standards.*
- B. **Plan Submittal.**** *An application for all Tree Removal Permits shall include the following.*
  - 1. *Plans drawn to scale containing the number, size, species, and location of the trees proposed to be removed or topped on a site plan of the property.*
  - 2. *The anticipated date of removal or topping.*
  - 3. *A statement of the reason for removal or topping. If a prior planning approval requires that the subject tree(s) be preserved, a modification request, pursuant to chapter 18.5.6, may also be required.*
  - 4. *Information concerning proposed landscaping or planting of new trees to replace the trees to be removed.*

5. *Evidence that the trees proposed for removal or topping have been clearly identified on the property for visual inspection.*
6. *A Tree Protection Plan that includes trees located on the subject site that are not proposed for removal, and any off-site trees where drip lines extend into proposed landscaped areas on the subject site. Such plans shall conform to the protection requirements under section 18.4.5.030.*
7. *The Staff Advisor may require an arborist's report to substantiate the criteria for a permit.*
8. *Any other information reasonably required by the City.*

**NARRATIVE ADDRESSING RELEVANT CRITERIA AND STANDARDS:** *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:*

*[http://www.ashland.or.us/SIB/files/AMC\\_Chpt\\_18\\_current.pdf](http://www.ashland.or.us/SIB/files/AMC_Chpt_18_current.pdf).*

#### **Materials addressing the requirements for a Modification of an Approved Planning Action in AMC 18.5.6**

**Two (2) copies of written findings addressing the following criteria from chapter 18.5.2.050 for Site Design Review.** An application for Site Design Review shall be approved if the proposal meets the criteria in subsections A, B, C, and D below. The approval authority may, in approving the application, impose conditions of approval, consistent with the applicable criteria.

- A. *Underlying Zone.*** *The proposal complies with all of the applicable provisions of the underlying zone (part 18.2), including but not limited to: building and yard setbacks, lot area and dimensions, density and floor area, lot coverage, building height, building orientation, architecture, and other applicable standards.*
- B. *Overlay Zones.*** *The proposal complies with applicable overlay zone requirements (part 18.3).*
- C. *Site Development and Design Standards.*** *The proposal complies with the applicable Site Development and Design Standards of part 18.4, except as provided by subsection E, below.*
- D. *City Facilities.*** *The proposal complies with the applicable standards in section 18.4.6 Public Facilities, and that adequate capacity of City facilities for water, sewer, electricity, urban storm drainage, paved access to and throughout the property, and adequate transportation can and will be provided to the subject property.*
- E. *Exception to the Site Development and Design Standards.*** *The approval authority may approve exceptions to the Site Development and Design Standards of part 18.4 if the circumstances in either subsection 1 or 2, below, are found to exist.*

1. *There is a demonstrable difficulty meeting the specific requirements of the Site Development and Design Standards due to a unique or unusual aspect of an existing structure or the proposed use of a site; and approval of the exception will not substantially negatively impact adjacent properties; and approval of the exception is consistent with the stated purpose of the Site Development and Design; and the exception requested is the minimum which would alleviate the difficulty.; or*
2. *There is no demonstrable difficulty in meeting the specific requirements, but granting the exception will result in a design that equally or better achieves the stated purpose of the Site Development and Design Standards.*

**Two (2) Copies of written findings required for Outline Plan approval as required in chapter 18.3.9.040.A**

3. Approval Criteria for Outline Plan. The Planning Commission shall approve the outline plan when it finds all of the following criteria have been met.
  - a. The development meets all applicable ordinance requirements of the City.
  - b. Adequate key City facilities can be provided including water, sewer, paved access to and through the development, electricity, urban storm drainage, police and fire protection, and adequate transportation; and that the development will not cause a City facility to operate beyond capacity.
  - c. The existing and natural features of the land; such as wetlands, floodplain corridors, ponds, large trees, rock outcroppings, etc., have been identified in the plan of the development and significant features have been included in the open space, common areas, and unbuildable areas.
  - d. The development of the land will not prevent adjacent land from being developed for the uses shown in the Comprehensive Plan.
  - e. There are adequate provisions for the maintenance of open space and common areas, if required or provided, and that if developments are done in phases that the early phases have the same or higher ratio of amenities as proposed in the entire project.
  - f. The proposed density meets the base and bonus density standards established under this chapter.
  - g. The development complies with the Street Standards.

**Two copies of written findings addressing the approval criteria for a Conditional Use Permit as detailed in AMC 18.5.4.050.A.** A Conditional Use Permit shall be granted if the approval authority finds that the application meets all of the following criteria, or can be made to conform through the imposition of conditions.

1. That the use would be in conformance with all standards within the zoning district in which the use is proposed to be located, and in conformance with relevant Comprehensive plan policies that are not implemented by any City, State, or Federal law or program.

2. That adequate capacity of City facilities for water, sewer, electricity, urban storm drainage, paved access to and throughout the development, and adequate transportation can and will be provided to the subject property.
3. That the conditional use will have no greater adverse material effect on the livability of the impact area when compared to the development of the subject lot with the target use of the zone, pursuant with subsection 18.5.4.050.A.5, below. When evaluating the effect of the proposed use on the impact area, the following factors of livability of the impact area shall be considered in relation to the target use of the zone.
  - a. Similarity in scale, bulk, and coverage.
  - b. Generation of traffic and effects on surrounding streets. Increases in pedestrian, bicycle, and mass transit use are considered beneficial regardless of capacity of facilities.
  - c. Architectural compatibility with the impact area.
  - d. Air quality, including the generation of dust, odors, or other environmental pollutants.
  - e. Generation of noise, light, and glare.
  - f. The development of adjacent properties as envisioned in the Comprehensive Plan.
  - g. Other factors found to be relevant by the approval authority for review of the proposed use.
4. A conditional use permit shall not allow a use that is prohibited or one that is not permitted pursuant to this ordinance.
5. For the purposes of reviewing conditional use permit applications for conformity with the approval criteria of this subsection, the target uses of each zone are as follows.
  - a. *WR and RR*. Residential use complying with all ordinance requirements, developed at the density permitted by chapter 18.2.5 Standards for Residential Zones.
  - b. *R-1*. Residential use complying with all ordinance requirements, developed at the density permitted by chapter 18.2.5 Standards for Residential Zones.
  - c. *R-2 and R-3*. Residential use complying with all ordinance requirements, developed at the density permitted by chapter 18.2.5 Standards for Residential Zones.
  - d. **C-1**. The general retail commercial uses listed in chapter 18.2.2 Base Zones and Allowed Uses, developed at an intensity of 0.35 floor to area ratio, complying with all ordinance requirements; and within the Detailed Site Review overlay, at an intensity of 0.50 floor to area ratio, complying with all ordinance requirements.
  - e. *C-1-D*. The general retail commercial uses listed in chapter 18.2.2 Base Zones and Allowed Uses, developed at an intensity of 1.00 gross floor to area ratio, complying with all ordinance requirements.
  - f. *E-1*. The general office uses listed in chapter 18.2.2 Base Zones and Allowed Uses, developed at an intensity of 0.35 floor to area ratio, complying with all ordinance requirements; and within the Detailed Site Review overlay, at an intensity of 0.50 floor to area ratio, complying with all ordinance requirements.

- g. *M-1*. The general light industrial uses listed in chapter 18.2.2 Base Zones and Allowed Uses, complying with all ordinance requirements.
- h. *CM-C1*. The general light industrial uses listed in chapter 18.3.2 Croman Mill District, developed at an intensity of 0.50 gross floor to area ratio, complying with all ordinance requirements.
- i. *CM-OE and CM-MU*. The general office uses listed in chapter 18.3.2 Croman Mill District, developed at an intensity of 0.60 gross floor to area, complying with all ordinance requirements.
- k. *CM-NC*. The retail commercial uses listed in chapter 18.3.2 Croman Mill District, developed at an intensity of 0.60 gross floor to area ratio, complying with all ordinance requirements.
- l. *HC, NM, and SOU*. The permitted uses listed in chapters 18.3.3 Health Care Services, 18.3.5 North Mountain Neighborhood, and 18.3.6 Southern Oregon University District, respectively, complying with all ordinance requirements.

**Two (2) Copies of written findings required for a Variance (*if applicable to the final proposal*) as required in chapter 18.5.5.050.** The approval authority through a Type I or Type II procedure, as applicable, may approve a variance upon finding that it meets all of the following criteria.

- A1. The variance is necessary because the subject code provision does not account for special or unique physical circumstances of the subject site, such as topography, natural features, adjacent development, or similar circumstances. A legal lot determination may be sufficient evidence of a hardship for purposes of approving a variance.
- 2. The variance is the minimum necessary to address the special or unique physical circumstances related to the subject site.
- 3. The proposal's benefits will be greater than any negative impacts on the development of the adjacent uses and will further the purpose and intent of this ordinance and the Comprehensive Plan of the City.
- 4. The need for the variance is not self-imposed by the applicant or property owner. For example, the variance request does not arise as result of a property line adjustment or land division approval previously granted to the applicant.
- B. In granting a variance, the approval authority may impose conditions similar to those provided for conditional uses to protect the best interests of the surrounding property and property owners, the neighborhood, or the City as a whole.

**Two (2) copies of written findings addressing the following criteria from chapter 18.5.7.040.B.2. for Tree Removal Permit to remove a tree that is not a hazard (*if applicable to the final proposal*).**

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

**Two (2) copies of the written findings addressing the approval criteria for a Physical and Environmental Constraints Review Permit as detailed in LUO 18.3.10.050.**

- A. *Through the application of the development standards of this chapter, the potential impacts to the property and nearby areas have been considered, and adverse impacts have been minimized.*
- B. *That the applicant has considered the potential hazards that the development may create and implemented measures to mitigate the potential hazards caused by the development.*
- C. *That the applicant has taken all reasonable steps to reduce the adverse impact on the environment. Irreversible actions shall be considered more seriously than reversible actions. The Staff Advisor or Planning Commission shall consider the existing development of the surrounding area, and the maximum development permitted by this ordinance.*

**Two (2) copies of the written findings addressing the approval criteria for Exception to Street Standards detailed in LUO 18.4.6.020.B.1.**

- a. *There is demonstrable difficulty in meeting the specific requirements of this chapter due to a unique or unusual aspect of the site or proposed use of the site.*
- b. *The exception will result in equal or superior transportation facilities and connectivity considering the following factors where applicable.*
  - i. *For transit facilities and related improvements, access, wait time, and ride experience.*

- ii. For bicycle facilities, feeling of safety, quality of experience (i.e., comfort level of bicycling along the roadway), and frequency of conflicts with vehicle cross traffic.
- iii. For pedestrian facilities, feeling of safety, quality of experience (i.e., comfort level of walking along roadway), and ability to safety and efficiency crossing roadway.
- c. The exception is the minimum necessary to alleviate the difficulty.
- d. The exception is consistent with the Purpose and Intent of the Street Standards in subsection 18.4.6.040.A.

\* \* \* \*

**NEXT APPLICATION DEADLINE:**  
**PLANNING COMMISSION HEARING:**  
**FEES:**

First Friday of each month  
 Second Tuesday of each month

<b>Major Modification, Type II</b>	<b>\$2,190.75 + ½ percent of project valuation</b>
<b>Site Design Review, Type II</b>	<b>\$2,050 + ½ percent of project valuation</b>
<b>Conditional Use Permit, Type II</b>	<b>\$2,050</b>
<b>P&amp;E Permit</b>	<b>\$1,022</b>
Outline Plan, Type II ( <i>if applicable</i> )	\$2,050 + \$138 per lot
Variance, Type II ( <i>if applicable</i> )	\$2,050
Variance, Type I ( <i>if applicable</i> )	\$1,022
Exception to Street Standards	\$0
Tree Removal Permit	\$0

**NOTES:**

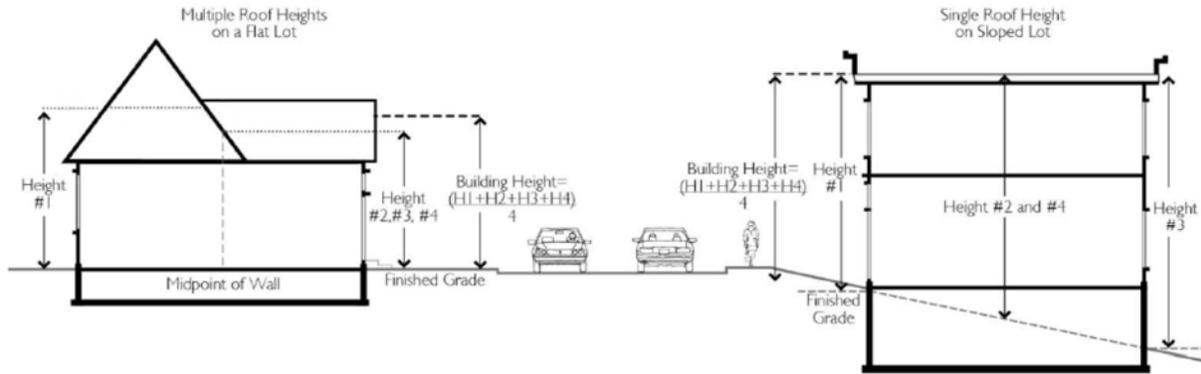
- APPLICATIONS ARE ACCEPTED ON A FIRST COME-FIRST SERVED BASIS.
- APPLICATIONS WILL NOT BE ACCEPTED WITHOUT A COMPLETE APPLICATION FORM SIGNED BY THE APPLICANT(S) AND PROPERTY OWNER(S), ALL REQUIRED MATERIALS AND FULL PAYMENT.
- ALL APPLICATIONS RECEIVED ARE REVIEWED BY STAFF, AND MUST BE FOUND TO BE COMPLETE BEFORE BEING PROCESSED OR SCHEDULED AT A PLANNING COMMISSION MEETING.
- APPLICATIONS ARE REVIEWED FOR COMPLETENESS WITHIN 30 DAYS FROM APPLICATION DATE IN ACCORDANCE WITH ORS 227.178.
- THE FIRST 15 COMPLETE APPLICATIONS SUBMITTED ARE PROCESSED AT THE NEXT AVAILABLE PLANNING COMMISSION MEETING.

**For further information, please contact:**

Derek Severson, *Senior Planner*

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

**Height of Building or Structure.** The vertical distance from grade or ground level to the highest point of the coping of a flat roof or to the deck line of a mansard roof or to the average height of the highest gable of a pitch or hip-roof. See Figure below. See also, definition of Grade or Ground Level.



**Figure 2**  
**Height of Building or Structure**

## Public Works/Engineering Division

### 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:
  - a. 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).
  - b. Drawings sizes shall comply with ANSI-defined standards for page width and height. Review drawings may be submitted in B size (11x17). Bidding and construction documents may also be printed at B size; however, all final as-constructed drawings must be submitted to scale on D-size (24x36) Mylar. Digital files of the as-constructed drawings shall also be submitted. Drawings shall be drawn such that reduction of plans from full size (D sized) to half size (B sized) can be done to maintain a true scale on the half-sized plans.
  
2. **TIA (Transportation Impact Analysis)** – A TIA has previously been submitted for this project however the City would like confirmation that there are no alterations/updates to this previously submitted document. 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.

4. **Public Pedestrian Access**

- a. A handicap access ramp will be required at the intersection Water Street and Van Ness Avenue. This ramp shall meet current United States Access Board Guidelines (PROWAG) and shall be designed in accordance with the current Oregon Department of Transportation design guidelines. The design shall include all grades, slopes and measurements as presented on the ODOT Detail 1720 and must be submitted to and approved by the City of Ashland Engineering Department.
  - b. The current site plan sheet shows widths along the public sidewalk that do not meet the minimum 4-ft width required for ADA access in the public right of way.
5. **Right of Way** – No additional right of way dedication, beyond that necessary to comply with 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 Water Street. The applicant proposed improvements must be reviewed, approved and permitted by the City of Ashland Engineering Department.
  7. **Water** - The property is currently served by a 16-in water main in Water Street and an 8-in water main in Van Ness 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. Water meters need to be placed inside the public right of way.
  8. **Storm Drainage** - The property is currently served by a 12-in storm sewer main in Water Street. 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/pilot.asp?pg=StormwaterDesignManual>

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 1,000 square feet shall implement an **Erosion and Sediment Control Plan (ESCP)**.
  - A **1200-C permit** will be secured by the developer where required under the rules of the Oregon State DEQ. City of Ashland Engineering Department must receive a copy of this permit before any construction shall begin.
  - Erosion Prevention and Sediment control measures that meet the minimum standards set forth by the **City of Ashland Public Works/Engineering Standard Drawing CD282** must be in place before any construction related to the project begins.
  - Pollution, track out, and sediment dumping into storm water are strictly prohibited per **AMC 9.08.060**.
  - Drainage from automotive use areas shall be limited to oil concentrations of 10 mg/l by a pre-approved means.
  - Trash storage areas shall be covered or provide additional storm water treatment by an approved means.
  - Off-street parking areas shall conform to **Ashland Municipal Code 18.4.3.080.B.5**, including provisions to minimize adverse environmental and microclimatic impacts.
10. **Driveway Access** – No additional improvements/requirements will be requested at this time, but the applicant proposed improvements must be reviewed and permitted by the City of Ashland Engineering Department.
11. **Permits** – Any construction or closure within the public right of way will require a Public Works permit and before any work in the right of way commences all necessary permits MUST be obtained. Retaining walls inside the public right of way will need to have a Public Works Encroachment permit attached to them.
12. **As-Builts** - Where public improvements are required or completed, the developer shall submit to the City of Ashland, reproducible as-built drawings and an electronic file of all public improvements constructed during and in conjunction with this project. Field changes made during construction shall be drafted to the drawings in the same manner as the original plans with clear indication of all modifications (strike out old with new added beside). As-built drawings shall be submitted prior to final acceptance of the construction, initiating the one-year maintenance period.
13. **Addresses** – Any new addresses must be assigned by City of Ashland Engineering Department.

For any additional Public Works- or Engineering-related information, please contact:

Karl Johnson, E.I.T., *Associate Engineer*  
 City of Ashland, Public Works/Engineering  
 20 East Main St, Ashland, Oregon 97520  
 P: (541) 488-5347, TTY (800) 735-2900, F: (541) 488-6006

## Ashland Fire & Rescue (AF&R)

### Pre-Application Comments

**Date:** 12-22-2020  
**Project Address:** 165 Water St.  
**Permit Number:** PREAPP-2020-00250  
**Project Description:** Mixed Use  
**AF&R Contact:** Ralph Sartain  
541-552-2229  
[ralph.sartain@ashland.or.us](mailto:ralph.sartain@ashland.or.us)

Fire department comments are based upon the 2014 Oregon Fire Code as adopted by the Ashland Municipal Code, and Ashland Land Use Laws:

- Addressing** - Building numbers or addresses must be at least 4 inches tall, be of a color that is in contrast to its background, and shall be plainly visible and legible from the street fronting the property. Additional directional signage may be necessary to guide emergency responders down a driveway, path or through a gate. All premises identification, street signs and building numbers, must be in place with temporary signs when construction begins and permanent signage prior to issuance of any occupancy. OFC 505
- Firefighter Access Pathway** – An approved footpath around the structure is required so that all exterior portions of the structure can be reached with the fire hose. Any changes in elevation greater than two feet in height (such as retaining walls) require stairs. The stairs shall be an all-weather surface, and meet the requirements as specified in the Oregon Structural Specialty Code. OFC 503.1.1
- Fire Hydrant Distance to Structures** - Hydrant distance is measured from the hydrant, along a driving surface, to the approved fire apparatus operating location. Hydrant distance shall not exceed 300 feet. Hydrant distance can be increased to 600 feet if approved fire sprinkler systems are installed.
- Fire Hydrants Clearance** - Hydrants must have 3 feet of clearance extending from the center nut of the hydrant all the way around. Fences, landscaping and other items may not obstruct the hydrant from clear view. Hydrants must be shown on site plan when submitting for building permits.
- Fire Sprinkler System** – Will be required for a mixed-use occupancy.
- Fire Alarm System** - A fire sprinkler monitoring system will be required for this project
- Gates and Fences** – Obstructions such as gates, fences, or any other item which would block or reduce the required fire apparatus access width must be shown on the plans and approved by Ashland Fire and Rescue.
- Wildfire Hazard Areas** – On lands designated in the Wildfire Lands Overlay, a “Fuel Break” as defined in Ashland Municipal Code, section 18.3.10.100 is required.
- Wildfire Hazard Areas** - All structures shall be constructed or re-roofed with Class B or better non-wood roof coverings, as determined by the Oregon Structural Specialty

Code. No structure shall be constructed or re-roofed with wooden shingles, shakes, wood-product material or other combustible roofing material, as defined in the City's building code. AMC 18.3.10.100

- ❑ **Vegetation** – existing and intentionally planted vegetation is required to meet AMC 18.3.10.100B(2) General Fuel Modification Area Standards. The Fire Wise landscaping brochure provides diagrams and examples of how to meet these requirements. [www.ashlandfirewise.org](http://www.ashlandfirewise.org). Contact Ashland Fire & Rescue Forestry Division for a fuel break inspection.
- ❑ **Fire Season** – If work will be completed during fire season, check fire season fire prevention requirements found at [www.ashland.or.us/fireseason](http://www.ashland.or.us/fireseason) .

Final determination of fire hydrant distance, fire flow, and fire apparatus access requirements will be based upon plans submitted for Building Permit review. Changes from plans submitted with this application can result in further requirements. Any future construction must meet fire code requirements in effect at that time. The fire department contact for this project is Fire Marshal Ralph Sartain. He may be contacted at (541) 552-2229 or [ralph.sartain@ashland.or.us](mailto:ralph.sartain@ashland.or.us) .