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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**  
September 13, 2023

**SITE:** 452 Williamson Way  
**APPLICANT:** Rouge Development  
**REQUEST:** 4 Lot Subdivision with  
residential site design review for two zero  
lot line townhomes.

## **PLANNING STAFF COMMENTS**

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

**Generally:** Staff is excited about a project that completes the neighborhood while simultaneously providing needed affordable housing. The project requires both Subdivision approval as well as Residential Site Design Review.

### **AMC 18.5.3.020.C**

**Subdivision is a Two-Step Process.** Applications for subdivision approval shall be processed by means of a preliminary plat evaluation and a final plat evaluation.

1. The preliminary plat must be approved before the final plat can be submitted for review.
2. The final plat must demonstrate compliance with all conditions of approval of the preliminary plat.

**Changes in State Law:** As the application materials state new changes in state law now allow for residential development in employment zoned lands for *affordable housing* needs. Please work with Linda Reid regarding the affordable housing deed restriction process.

Additionally, as of 1/1/2023 State law has invalidated our parking minimums.

**E1 Zone generally:** The E1 zone has no minimum lot area, width or depth, or maximum lot coverage; or minimum front, side or rear yard. The E1 zone does require at least 15% landscape area.

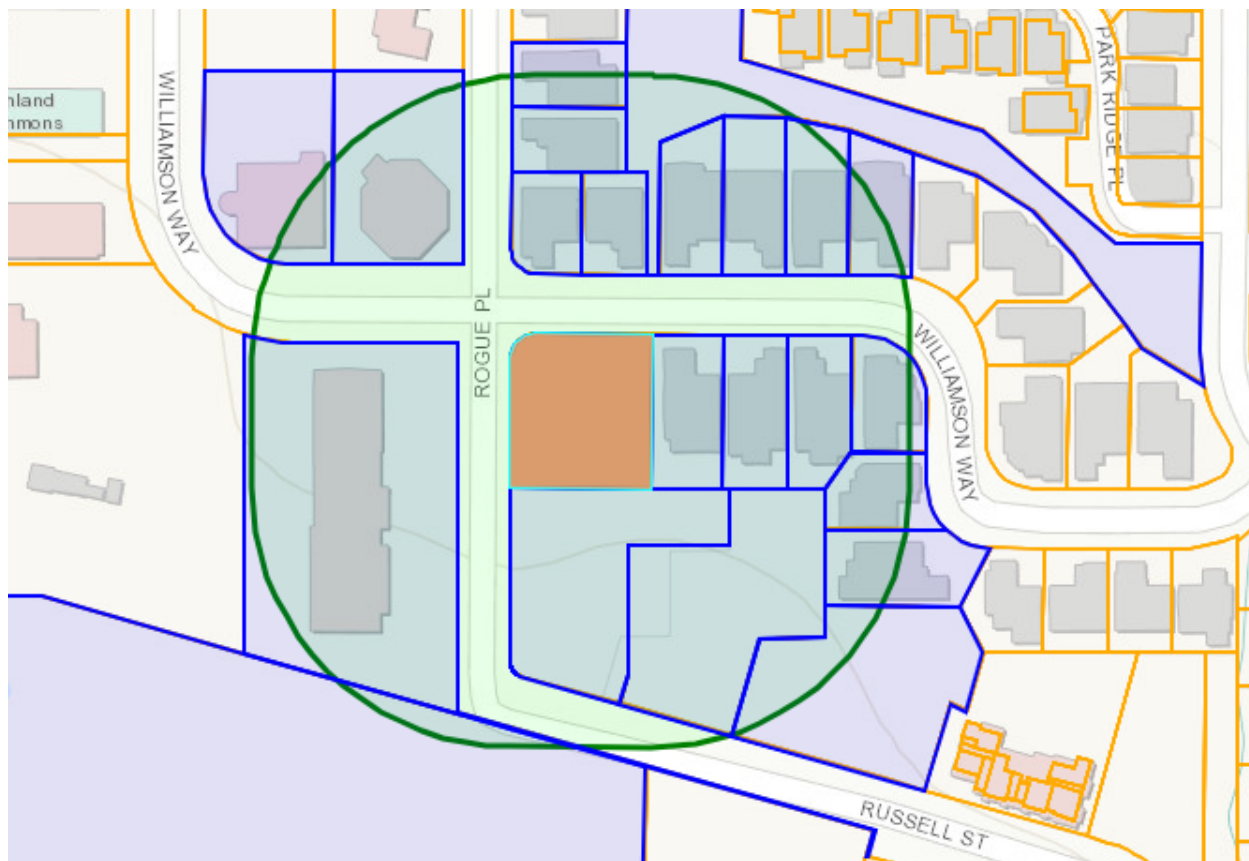
**Review Procedure:** AMC 18.5.1.010 requires a Type II procedure for Preliminary Plat Review which is a hearing before the planning commission. Public notice is required at least 20 days prior to the hearing.

**Site Design Review:** AMC 18.5.2.020.B provides applicability for Residential Site Design and states "Construction of attached (common wall) single-family dwellings (e.g., townhomes, condominiums, rowhouses) in any zoning district." Do require Site Design Review."

**Frontage Improvements:** With Subdivision / Site Design Approval the applicant would be expected to complete city standard neighborhood street improvements (six-inch curbs, gutters,

seven- to eight-foot park row planting strips with irrigated street trees and five- to six-foot sidewalks) along both frontages as well as extending any necessary utilities.

**Neighborhood Outreach:** Projects involving changes to established neighborhood patterns can be a concern for neighbors; staff always recommend that applicants approach the affected neighbors, make them aware of the proposal, and try to address any concerns as early in the process as possible. Notices are sent to neighbors within a 200-foot radius of the property. In the past, neighbors in the vicinity have shown interest in previous actions, participating in a mediation process to establish the current zoning and limit residential use of the E-1 properties and participating heavily in subsequent land use applications – it would be advisable to engage them as early in the process as possible.



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

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## OTHER DEPARTMENTS' COMMENTS

**BUILDING DEPT:** “*No comments at this time*”. Please contact the Building Division for any further information at 541-488-5305.

**CONSERVATION:** This project may be able to be built more sustainably with financial and/or technical assistance from the City's Earth Advantage and/or Energy Star programs. For more information, please contact Dan Cunningham at 541-552-2063 or via e-mail to: [dan.cunningham@ashland.or.us](mailto:dan.cunningham@ashland.or.us) .

**ELECTRIC SERVICE:** Please contact Dave Tygerson in the Electric Department at 541-552-2389 or via e-mail to [dave.tygerson@ashland.or.us](mailto:dave.tygerson@ashland.or.us) for service requirements and fee information.

**ENGINEERING:** No comments at this time. Please contact Karl Johnson of the Engineering Division for any further Public Works or Engineering-related information at (541) 552-2415 or via e-mail to [karl.johnson@ashland.or.us](mailto:karl.johnson@ashland.or.us) .

**FIRE DEPARTMENT:** *See comments at the end of this document.* Please contact Division Chief Ralph Sartain of Ashland Fire & Rescue for information on any 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:** Please contact Steve Walker of the Water Quality Division for any further information at 541-552-2326 or via e-mail to [walkers@ashland.or.us](mailto:walkers@ashland.or.us) .

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## ZONING DISTRICT REQUIREMENTS

See E-1 Standards in Table 18.2.6.030 – Standards for Non-Residential Zones

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**APPLICATION MATERIALS:** The application is required to include scalable, legible drawings of the proposal (i.e. plan requirements) as well as written findings addressing the applicable approval criteria in accordance with the Ashland Land Use Ordinance (ALUO), Chapter 18 of the Ashland Municipal Code. The following section includes the requirements for plans and approval criteria which are applicable to the proposal as described in the pre-application submittals. When more than one planning approval is required for the proposal, multiple sections of the ALUO may apply. *The burden of proof is on the applicant(s) to ensure that all applicable criteria are addressed in writing and that all required plans, written findings, and other materials are submitted* even if those items were not discussed in specific, itemized detail during this initial pre-application conference.

Ashland's Municipal Code (AMC) including the Land Use Ordinance (AMC Ch. 18) can be reviewed in its entirety on-line at: <https://ashland.municipal.codes/LandUse>

### **APPLICATION REQUIREMENTS**

Findings will be required to be provided for the following approval criteria:

Preliminary Subdivision Plat Criteria	AMC 18.5.3.070
Site Design Approval Criteria	AMC 18.5.2.050

A Complete application will contain all of the following required materials:

Preliminary Plat Submissions Requirements	AMC 18.5.3.040
Site Design Submission Requirements.	AMC 18.5.2.040

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### **NEXT APPLICATION DEADLINE:**

Complete application required at least 45 days prior to Planning Commission meeting to allow adequate noticing per state requirements.

### **PLANNING COMMISSION MEETING: FEES:**

Second Tuesday of each month

#### **Planning Action:**

Preliminary Plat for subdivision	\$2663.25 + \$170.25 per lot
Residential Site Review	\$1,271.25 + \$84.50 per unit

#### **At time of Final Plat:**

Final Plat Review	\$420.50 + 32.50 per lot
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**NOTE:** Applications are accepted on a first come-first served basis. All applications received are reviewed by staff, and must be found to be complete before being scheduled at a Planning Commission meeting. Applications will not be accepted without a complete application form signed by the applicant(s) and property owner(s), all required materials and full payment.

Applications are reviewed for completeness within 30 days from application date in accordance with ORS 227.178. The first fifteen COMPLETE applications submitted are processed at the next available Planning Commission meeting.

### **For further information, please contact:**

Aaron Anderson, Senior Planner  
City of Ashland, Department of Community Development  
Phone (541) 552-2052 or e-mail [aaron.anderson@ashland.or.us](mailto:aaron.anderson@ashland.or.us)

September 13, 2023  
Date



## Ashland Fire & Rescue Pre-Application Report

### Conditions Descriptions

**Reviewed By:** Sartain, Ralph; Kleinberg Tech, Admin

**Date Completed:** 08/19/2023

**LD File #:** PreApp-2023-00381

**Date Scheduled:**

**Applicant:** Rogue Planning & Development Services, LLP

**Site Name:** Rebal Family Trust/Alan & Rebecca Trust

**LD Description:** Four new 2-story townhomes, approximately 1,600 sq. ft. each

**Location:** 452 Williamson Way

### Status

**Approved with** Yes  
**Conditions Noted**  
**Below?:**

### Specific Development Requirements for Access & Water Supply

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

#### Conditions

Comments	Code Set	Code Reference
Addressing Requirements	Agency Defined Code	OFC 505.1
Firefighter Access Pathway Requirements	Agency Defined Code	AF&R 3
Vegetation Requirements	Agency Defined Code	AF&R 16
Ignition-resistant Construction Requirements	Agency Defined Code	R327.4
Fuel Break Requirements	Agency Defined Code	AF&R 14

#### Conditions Descriptions

Code Reference	Description
OFC 505.1	Addressing - New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Where required by the fire code official, address numbers shall be provided in additional approved locations to facilitate emergency response. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall be a minimum of 4 inches (101.6 mm) high with a minimum stroke width of 0.5 inch (12.7 mm). Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole, or other sign or means shall be used to identify the structure. Address numbers shall be maintained.
AF&R 3	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.
AF&R 16	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. <a href="http://www.ashlandfirewise.org">www.ashlandfirewise.org</a> . Contact Ashland Fire & Rescue Forestry Division for a fuel break inspection.
R327.4	This subdivision is located in the wildfire hazard zone and the homes are required to be built with ignition-resistant materials/features according to Oregon Residential Specialty Code section R327.4. For more information, visit: <a href="http://www.ashland.or.us">www.ashland.or.us</a> .

AF&R 14	On lands designated in the Wildfire Lands Overlay, a "Fuel Break" as defined in Ashland Municipal Code, section 18.3.10.100 is required.
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### Construction General Information/Requirements

Development shall comply with access and water supply requirements in accordance with the Oregon Fire Code in affect at the time of development submittal. Fire apparatus access roads are required to be installed prior to the time of construction. The approved water supply for fire protection (fire hydrants) is required to be installed prior to construction when combustible material arrives at the site.

Specific fire protection systems may be required in accordance with the Oregon Fire Code. This plan review shall not prevent the correction of errors or violations that are found to exist during construction. This plan review is based on information provided only. This plan review shall not prevent the correction of errors or violations that are found to exist during construction. This plan review is based on information provided only.

Design and installation shall meet the Oregon requirements of the International Fire, Building, Mechanical Codes and applicable NFPA Standards.

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

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).

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

**541-482-2770 [www.ashland.or.us](http://www.ashland.or.us)**