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

**ASHLAND PLANNING DIVISION
PRE-APPLICATION CONFERENCE
COMMENT SHEET** December 4, 2024

SITE: 933 Mountain Meadows
APPLICANT: Rouge Planning
REQUEST: Modification to a previously approved performance standard subdivision.

PLANNING DIVISION COMMENTS

The proposal is to make a minor modification to a previously approved subdivision. Minor Modification applications are subject to the same approval criteria used for the initial project approval, except that the scope of review is limited to the modification request.

- The application should focus on density, vehicular access, and solar setback standards.
- The driveway spacing between the shared access to lots 1-4 & 6, and lot 5 should be addressed. Additionally, staff are concerned about the remaining head-in parking immediately adjacent to the driveway on both sides. The applicant should work with Public Works to detail a proposal with regard to curbing and driveway wings.

Solar:

It is clear that lots 2, 3, and 6 clearly do not meet the requirements of meeting the standard at AMC 18.4.8.040.A ‘assignment of solar factor’ as this would require a N/S lot dimension of greater than 70’. Therefore the application will need to provide a solar envelope to define the height requirements that will protect the applicable solar access standard. The solar envelope and written description of its effects shall be filed with the land partition or subdivision plat for the lot(s).

An application for address change will be required to modify the existing addresses that have already been assigned in GIS.

18.5.6.040 Minor Modifications

A. Authorization of Minor Modifications.

1. A Minor Modification is a change to an approved plan or condition of approval that does not meet any of the thresholds for a Major Modification listed in section [18.5.6.030.A](#). For minor amendments to partitions and subdivisions, see also, subsection [18.5.3.020.F](#).
2. The Staff Advisor through a Ministerial or Type I procedure, depending on whether the proposal involves the exercise of discretion, shall review proposals for Minor Modifications.

B. Minor Modification Applications. In requesting a Minor Modification, the applicant shall submit an application form, filing fee, a letter describing the modification, and a site plan using the same plan format as in the original approval. The approval authority may require other relevant information, as necessary, in evaluating the request.

C. Minor Modification Approval Criteria. A Minor Modification shall be approved only upon the approval authority finding that all of the following criteria are met.

1. Minor Modification applications are subject to the same approval criteria used for the initial project approval, except that the scope of review is limited to the modification request. For example, a request to modify a commercial development's parking lot shall require Site Design Review only for the proposed parking lot and any changes to associated access, circulation, etc. Notice shall be provided in accordance with chapter [18.5.1](#).
2. A modification adding or altering a conditional use, or requiring a variance, administrative variance, or exception may be deemed a Major Modification and/or may be subject to other ordinance requirements.
3. The approval authority shall approve, deny, or approve with conditions the application, based on written findings; except that conditions of approval do not apply, and findings are not required, where the original approval was approved through a Ministerial review.

As they relate to the requested modification responses to the following approval criteria are required.

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 common 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 common 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.
- H. the proposed development meets the common open space standards established under section 18.4.4.070. Common open space requirements may be satisfied by public open space in accordance with section 18.4.4.070 if approved by the city of Ashland.

OTHER CITY OF ASHLAND DEPARTMENT COMMENTS

BUILDING DEPARTMENT: No comments provided. For any Building Codes related questions, please contact Building Official Steven Matiaco via e-mail to steven.matiaco@ashlandoregon.gov or call 541-488-5305.

CODE COMPLIANCE: No comments provided. For any Land Use Code Compliance-related information, please contact Code Compliance at (541) 488-5305.

CONSERVATION DIVISION: No comments provided. For any information on Conservation Programs, please contact Dan Cunningham at 541-552-2063 or via e-mail to: dan.cunningham@ashland.or.us

PUBLIC WORKS DEPARTMENT: *With only changes to lot lines and no changes to the public improvements previously installed, the Engineering Department has no comments at this time..* Please contact Karl Johnson of the Engineering Division for any Engineering-related information at 541-552-2415 or via e-mail to: karl.johnson@ashlandoregon.gov

FIRE DEPARTMENT: The Fire Department had no project specific comments. Please contact Fire Marshall Mark Shay for any Fire Department-related information at 541-552-2217 or via e-mail to: mark.shay@ashlandoregon.gov

WATER AND SEWER SERVICE: No comments provided. Please contact the Water Department for any further information at 541-488-5353.

ELECTRIC DEPARTMENT: Please contact Rick Barton in the Electric Department to discuss any additional service requirements, fees, etc. at 541-552-2082 or via e-mail to rick.barton@ashland.or.us

PROCEDURE

A CUP is subject to a “Type I” procedure which includes an administrative decision made following public notice and a public comment period. Type I decisions provide an opportunity for appeal to the Planning Commission as provided in AMC 18.5.1.050.G. *The decision of the Planning Commission is the final decision of the City on an appeal of a Type I decision.*

APPLICATION MATERIALS: The application is required to include drawings of the proposal (i.e. plan requirements) as well as written findings addressing the applicable approval criteria in accordance with the Ashland Land Use Ordinance (ALUO), Chapter 18 of the Ashland Municipal Code. The following section includes the requirements for plans and approval criteria which are applicable to the proposal as described in the pre-application submittals. When more than one planning approval is required for the proposal, multiple sections of the ALUO may apply. *The burden of proof is on the*

