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

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

January 22, 2025

SITE: 40 Granite Street

APPLICANT: Rogue Planning for Mardi Mastain &
Robin Donaldson

REQUEST: Site Design Review for 8-unit remodel with
parking changes, Physical and
Environmental Constraints Review, and
CUP for expansion of non-conforming use

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.

Summary: The property is currently developed with eight (8) residential units as a legal non-conforming use in the R-1-7.5 zone. The property is 0.32 acres (13,939.2 square feet) in size and gently slopes from West to East for much of the property up until approximately the last 20 feet of the property and beyond, down to Ashland Creek where the land slopes more steeply (35% or steeper slopes). The property is located within the Historic Skidmore District. From the historic inventory:

493.0 Survey #601

WAGNER HOUSE/BUTLER APARTMENTS
40 GRANITE ST
20th C. American: Craftsman

1924
391E09BB 8200
Historic Contributing

This site is a portion of the tract of land purchased by Jackson County pioneer Jacob Wagner and his wife Ellen in the mid-1860s, after the family had relocated to Ashland from their donation land claim on Wagner Creek, following Jacob assuming management of the Ashland Flour Mill. They built a large home on the site as the home. Jacob Wagner, a prominent businessman, also served as a state senator, and Jackson County Commissioner among many other civic duties. He died in 1900 and his wife moved across the street, into a residence with the couple's son, Fred Day Wagner. In 1924 the local paper announced that Ed Butler was developing a new \$25,000 apartment structure on the Wagner Home site. Apparently much of the earlier structure was incorporated into the new building. The result, known as the Butler Apartments, was damaged eight years later by fire and Mr. Butler spent an additional \$27,000 renovating the apartments to their present exterior design.

Containing visible element of its serial development, from the concrete "miracle" block foundation, 1/1 wood sash windows, and interior brick chimney, the Wagner House/Butler Apartments effectively relate the historic of the structure, converted and rebuilt during the period of significance.

Non-Conforming Use: The allowed density for R-1-7.5 zoned property is 2 units per legal lot. This property currently has 8 legal non-conforming residential units. Any expansion of these units would require a Conditional Use Permit for the expansion of a non-conforming use. This does not apply to the size of the units, but rather the number of units.

Lot Coverage: Within the R-1-7.5 zone, the maximum allowed lot coverage is 45 percent. Lot coverage includes the total area of a lot covered by buildings, parking areas, driveways, and other solid surfaces that will not allow natural water infiltration to the soil. Landscaping, including living plants, vegetative ground cover, and mulch, which allows natural soil characteristics and water infiltration, and retention is not considered lot or site coverage. The final application will need to demonstrate that the total proposed lot coverage, including all existing and proposed structures, driveways, parking areas, patios, decks, etc. and all other impervious surfaces, complies with the coverage allowance for the zone.

Building Designs and Elevations: For Site Design Review or Conditional Use Permit applications, key considerations include addressing the [Site Design and Development Standards](#) and [Historic District Development Standards](#). The final application submittal will need to include the final designs of all proposed development, including the proposed new portions and additions onto the building, including decks, with scalable elevation drawings of all sides of the building. These designs will need to be presented to the Historic Preservation Advisory Committee for their full review and recommendations/conditions, including building elevations, building materials and colors, window choices, trim details, roof pitch and materials, etc.

Trash & Recycling: The final application will need to address the placement and screening of trash and recycling facilities to address standards. Applicants may also wish to consult Recology to verify the sizing and placement of the trash and recycling facilities are adequate.

Site Design Review:

For multifamily residential developments, careful design considerations must be made to assure that the development satisfies the applicable criteria and standards and is compatible with the surrounding neighborhood. [Site Design Review criteria](#) are largely design-focused, and all newly proposed structures (or additions onto existing structures) need to address building location and orientation as well as [Historic District Development Standards](#). Site Design Review standards and criteria for Residential Development would need to be met as outlined in Chapter 18.4.2.030. In addition, Historic District Design Standards in Chapter 18.4.2.050 would apply.

Tree Inventory: An inventory of all existing trees and trees to be removed, including the size, location, and type of each tree. If no tree removals are proposed, this requirement may be satisfied by providing a statement that indicates that no removals are proposed or necessary for the development of this project.

Pedestrian Connectivity: Due to the proposal requiring Site Design Review, submittals illustrating safe, direct, and convenient pedestrian access and circulation will be required, subject to AMC 18.4.3.090. A Pedestrian Access and Circulation plan will be required as part of the final application.

Maximum Permitted Flood Area (MPFA): [AMC 18.2.5.070](#) provides for a Maximum Permitted Floor Area (MPFA) for residences within any of Ashland's four historic districts. The MPFA for a property is based on the lot size and number of units proposed. The final application will need to detail the proposed gross habitable floor area (GHFA). For purposes of this section, maximum permitted floor area (MPFA) means the gross floor area of a dwelling, including but not limited to

potential living spaces within the structure with at least seven feet of head room and attached garages. Exceptions to this definition include basements, detached garages, detached accessory structures, detached accessory residential units, and detached duplex dwelling units if separated from the single-family dwelling or primary structure by six feet or more. Basements are defined as *"the portion of a building with a floor-to-ceiling height of not less than six and one-half feet, where the perimeter walls do not exceed 12 feet above finished grade at any point, and where 50 percent or more of its perimeter walls are less than six feet above natural grade"*. Similarly, unenclosed breezeways, and similar open structures connecting an exempt detached structure to the single-family dwelling or primary structure are not counted in the MPFA calculation. The exception in this section may be applied to a single detached duplex unit but shall not be applied to both duplex units located on one lot, whether the two units are attached or detached.

Lot area x Adj. Factor = Adjusted lot area x graduated FAR = MPFA

8-unit MPFA: $13,939.2 \times .59 \times 0.52 = 4,276.55$

Based on the application materials it appears that there are currently approximately 4,770 square feet of habitable space. This square footage would be over the allowed MPFA of 4,276.55 square feet, however, the applicant's provided calculations for MPFA are based on the assessor's data of first and second floor square footage and the assessor's records indicate that the house is two stories with a basement. The applicant will need to provide details, supported by their plan submittals, on whether the basement qualifies for exclusion from the MPFA calculations. The application materials state that the GHFA is 4,054.6 SF which would be within the allowed MPFA amount. The application materials will need to demonstrate that the MPFA complies with the standards. The code provides that a Conditional Use Permit (CUP) may be obtained to exceed the MPFA by up to 25 percent ($4,276.55 \text{ square feet} \times 1.25 = 5345.69 \text{ square feet}$). A CUP application would focus largely on compliance with the Historic District Development Standards. An increase of more than 25 percent would be subject to a Variance.

Improvements								
	Code Area	Year Built	Eff Year Built	Stat Class	Description	Type	SqFt	% Complete
	5-01	1924		530	APARTMENTS	COMML IMP	4770	100 %

Historic Preservation Advisory Committee Review: The Historic Preservation Advisory Committee (HPAC) Review Board was unable to review the initial submittals for the pre-application as they did not include sufficient design details to consider compliance with the Historic District Development Standards. It would be advisable to make an appointment to present design drawings to the Historic Preservation Advisory Committees bi-weekly Review Board (meets every other Thursday beginning at 3:15 p.m. by appointment) or to the full Historic Preservation Advisory Committee prior to submitting a formal application. The next regular monthly meeting will be on Wednesday, February 5th at 4:00 p.m. with submittals being required by noon on Monday the 27th. Elevations should include the color and materials for all exterior elements (doors, windows, trim, roof, etc.) in scalable drawings with enough detail for the HPAC to comment on historic character and details. Please note that for Site Design Review or Conditional Use Permit approval involving any use greater than a single-family home, the authority exists in the law for the Staff Advisor and the Planning Commission to require modifications in the design to match the Historic District Development Standards, and the Historic Preservation Advisory Committee serves to advise the applicant, Staff Advisor and

other City decision makers with regard to these standards. (*The Historic District Development Standards include specific standards for the rehabilitation of existing buildings in AMC 18.4.2.050.C.2 which generally seek to preserve and restore existing features and to use new features that are compatible with the historic elements.*)

Open Space (AMC 18.4.4.070): The final application will need to clearly address the open/recreational space requirement demonstrating that the proposed open/recreation space is located and treated in a way to accommodate human recreational use and complies with the definitions in the Land Use Ordinance.

Automobile Parking: The city no longer has minimum off-street parking requirements for automobiles, however, voluntarily provided parking must still meet the standards of AMC 18.4.3 for automobile parking, and bicycle parking is still required. Parking areas of more than seven spaces are required to meet the design standards of AMC 18.4.3.040.B.5 in terms of using one of the allowed strategies to minimize the adverse environmental and microclimatic impacts of surface parking (i.e. light-colored paving, porous solid surfacing, 50% shade from tree canopy or 50% shade from solar energy generating covers). All parking lots and other hard surfaces are to be designed in a way that captures and treats runoff with landscaped medians and swales. Applicant will also need to address the number of required Accessible Parking Spaces and show their striping and dimensions in the submittals. New parking spaces are required to be designed by and include certification from an ISA certified arborist or licensed landscape architect that the parking lot landscaping meets the requirements of ANSI A300 as provided in AMC 18.4.3.080.B.6.c. A parking lot plan will also need to include the plans for driveways and turn-around design, including dimensions of driveways, etc. At least 40% of off-street parking for multi-family developments of more than five units must have conduit installed to “support future electric vehicle charging infrastructure” under the state building code.

Bicycle Parking: Bicycle parking must meet the standards of 18.4.3.070. Total proposed spaces are 4 racks with 8 total spaces. Applicant must show how the number of spaces meets the requirements for the number of bedrooms provided (1 sheltered space per studio/1 bedroom, 1.5 sheltered spaces per 2 bedrooms, 2 sheltered spaces per 3 bedrooms, Senior housing 1 sheltered space per 8 dwelling units). Bicycle parking is proposed to be provided underneath the deck for apartment #4. While the dimensions of the bicycle parking spaces meet the measurement requirements for Cargo/Family Bicycles, coverage requirements would need to meet the standards of 18.4.3.070.B.2. “*Providing bicycle racks or lockers outside the main building, underneath an awning or marquee, or in an accessory parking structure.*” Applicant’s materials currently show a distance of 40 inches from the end of the bicycle rack to the presumed eave/edge of deck above. Bicycle standards require a minimum of 44 inches to the eave from the u-rack. Applicant will need to show that the distance between the bicycle parking area and “regularly used building entrance” is not farther than the distance between the regularly used building entrance and the “closest motor vehicle parking space,” as well as that it has “direct access” to both the public right-of-way and the main entrance. Bicycle parking areas must be well-lit and visible from adjacent walkways or motor vehicle parking lots during all hours of use. Application materials must also address the paving and surfacing requirements, as well as the bicycle parking rack standards, including dimensions, etc.

Parking Area Screening (AMC 18.4.4.030.F.2 & AMC 18.4.3.080.E.6.a.): Where a parking area is adjacent to a residential building it shall be set back at least eight feet from the building and shall provide a continuous hedge screen not nearer than two feet from the right-of-way line. Proposed hedge along frontage will need to address how it meets this standard or how additional screening will be provided. *Any new fences will require a fence/zoning permit.*

Street Improvements/Street Trees: City standards require development to provide street frontage improvements (sidewalks, parkrow planting strips with irrigated street trees, streetlights, etc.) for the property's full street frontage. *The frontage along Granite Street is improved with curbs and gutter and sidewalk. However, there are presently no street trees in the park row. Applicant will be required to meet the standards for street trees as outlined in 18.4.4.030.E.*

Tree Preservation/Protection/Removal: All planning actions are required to include a tree preservation/protection plan in accordance with AMC 18.61; this is intended to ensure that trees are protected during all site disturbance (including demolition, construction, driveway/parking installation, staging of materials, etc. An inventory of all trees six inches in diameter at breast height and greater on the property and within 15 feet of the property boundaries is required with the application under AMC 18.4.5. The inventory must include detailed information including but not limited to species, diameter at breast height, condition, and drip line/protection area of each tree. The plan must clearly identify trees to be preserved and how they will be protected and show those trees to be removed and address the tree removal permit requirements in AMC 18.5.7 for significant trees to be removed.

Adequate Capacity of Public Utilities: The applicant is responsible for determining if adequate water, sanitary sewer, storm sewer, and electricity services, and paved access/adequate transportation are available or can be extended to serve the proposed development. The Site Plan must show the location and size of the public utility lines that will serve the proposed parcels and detail service locations for each proposed lot, and plans will not be deemed complete without a utility plan which includes an Electric Department-approved electric service plan.

Physical & Environmental (P&E) Constraints Review Permit: City mapping data suggests that the rear of the property has slopes which exceed 35 percent. These lands are generally considered to be unbuildable by code, and any disturbance would be discouraged. If the proposal involves development disturbance of these sloped areas, the application would need to include a P&E Permit for Hillside Development of Lands with Severe Constraints. This would require a topographic survey, analysis by a geotechnical expert and that the application address criteria and development standards for hillside lands with severe constraints.

Neighborhood Outreach: Staff always recommends applicants approach the affected neighbors to discuss proposals and try to address any concerns as early in the process as possible. Notices will be sent to owners of neighboring properties within a 200-foot radius, signs posted on the site and advertised in the local newspaper once an application is deemed complete. In many cases, it is generally better if neighbors hear of the proposal from the applicants rather than by a formal notice from the city.

Written Findings/Burden of Proof: Applicants should be aware that written findings addressing the ordinance and all applicable criteria are required and are heavily depended on in

the decision-making process 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.

18.5.2.050 Approval Criteria

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

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

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

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

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

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

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

The approval criteria invoke all of AMC 18.4, including but not limited to the following:

- 18.4.1 - Site Development and Design Standards Administration;
- 18.4.2 - Building Placement, Orientation, and Design;

- 18.4.3 - Parking, Access, and Circulation;
- 18.4.4 - Landscaping, Lighting, and Screening;
- 18.4.5 - Tree Preservation and Protection;
- 18.4.6 - Public Facilities;
- 18.4.7 – Signs;
- 18.4.8 - Solar Access;
- 18.4.9 - Disc Antennas;
- and 18.4.10 - Wireless Communication Facilities.
 - *AMC 18.4.9 and 18.4.10 are not applicable to this project but are included for completeness. AMC 18.4.5 invokes AMC 18.5.7 – Tree removals and would also need to be addressed in the final application.*

Timelines: For a standard type 1 planning action we have a 10-day window to determine if we have a complete application after payment is made. Following the determination of a complete application, a Notice of Complete (NOC) application is mailed beginning a 2-week public comment period. The local code requires that we render a decision within 45 days of the NOC, however we try to be no more than 3 weeks from the NOC. Once a decision has been made a Notice of Decision is mailed. Once the NOD is mailed there is a 12-day appeal window where an appeal may be filed to the Planning commission. The decision by the Planning Commission on the appeal of a type 1 decision is the final decision of the City. Any further appeal would be heard at the state’s Land Use Board of Appeals (LUBA).

Details: The final application materials will need to make clear the proposed lot configuration, how lot coverage is to be addressed, MPFA coverage, how the perimeter setback and front yard setbacks are to be addressed, full and comprehensive final scalable building plans that show elevations of each structure to be created and/or modified and the exterior materials to be used for each building, and provide a parking plan (including bicycle parking).

Physical and Environmental Constraints

18.3.10.050 Approval Criteria for Physical Constraints Review Permit

An application for a Physical Constraints Review Permit is subject to the Type I procedure in section 18.5.1.050 and shall be approved if the proposal meets all of the following criteria.

- 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.

18.3.10.090 Development Standards for Hillside Lands

All development on lands classified as Hillside Lands with slopes over 25 percent, or the

development of any lands with slopes over 35 percent, shall provide plans to protect and minimize impacts from development, such as but not limited to grading, retaining wall design, and erosion and sediment control. These plans must be designed by a geotechnical expert.

It is unclear how much, if any of the project encroaches into the steep slopes at the rear of the property. Any additions to the house over 300 SF, any new structures, or any ground/surface disturbance greater than 1,000 SF or 20 cubic yards would be subject to a Physical and Environmental (P&E) Constraints Review permit.

18.3.10.100 Development Standards for Wildfire Lands

The property is located within the designated Wildfire Lands overlay. As a result, a Fire Prevention and Control Plan, prepared at the same scale as the development plans, addressing the General Fuel Modification Area requirements in AMC 18.3.10.100.B is required with the application. Additionally, any new landscaping proposed is required to meet the General Fuel Modification Area standards and not include plants listed on the Prohibited Flammable Plant List per Resolution 2018-028.

18.3.10.110 Development Standards for Severe Constraint Lands (if applicable)

Development on lands greater than 35 percent slope shall meet all requirements of section 18.3.10.090 Development Standards for Hillside Lands in addition to the requirements of this section.

If a P&E is required, planning actions shall only be approved after an engineering geologic study is performed, which shows that the site is stable for the proposed use and development. See AMC 18.3.10.110.D for additional information. The study shall include the following information.

1. Index map.
2. Project description to include location, topography, drainage, vegetation, discussion of previous work and discussion of field exploration methods.
3. Site geology, based on a surficial survey, to include site geologic maps, description of bedrock and surficial materials, including artificial fill, locations of any faults, folds, etc., and structural data including bedding, jointing and shear zones, soil depth, and soil structure.
4. Discussion of any off-site geologic conditions that may pose a potential hazard to the site, or that may be affected by on-site development.
5. Suitability of site for proposed development from a geologic standpoint.
6. Specific recommendations for cut slope stability, seepage and drainage control, or other design criteria to mitigate geologic hazards.
7. If deemed necessary by the engineer or geologist to establish whether an area to be affected by the proposed development is stable, additional studies and supportive data shall include cross-sections showing subsurface structure, graphic logs with subsurface exploration, results of laboratory test and references.
8. Signature and registration number of the engineer and/or geologist.
9. Additional information or analyses as necessary to evaluate the site.

OTHER DEPARTMENTS' COMMENTS

BUILDING DEPT: No comments provided. Please contact the Building Official Steven Matiaco for Building Code-related information at 541-488-5305. Generally, multi-family development of this scale would be subject to review under commercial building codes. Demolition, as defined in AMC 15.04.210 where less than sixty (60) percent of the structure's external walls will be retained in place or where less than a majority of the facade will remain is subject to a Demolition Review Permit through the Building Division. This is a process similar to the land use application and requires a written submittal with notice to neighbors and the potential for appeal.

CONSERVATION: No comments provided. For information on available Conservation Programs, including potential rebates, tax credits, and financial or technical assistance with energy efficiency improvements, please contact the City of Ashland Conservation Division at 541-488-5305.

ENGINEERING: No comments provided. Please contact Karl Johnson at (541) 552-2415 or e-mail: karl.johnson@ashland.or.us for any Engineering-related questions (utilities, streets, storm drainage, etc.).

FIRE DEPARTMENT: See attached comments. Please contact Fire Marshal Mark Shay of Ashland Fire & Rescue for Fire Code-related information at (541) 552-2217 or via e-mail to mark.shay@ashland.or.us

WATER AND SEWER SERVICE: No comments provided. Please contact Dean LeBret with water or sewer questions at [541-552-2326](tel:541-552-2326) or via e-mail to dean.lebret@ashland.or.us.

ELECTRIC SERVICE: No comments provided. Please contact Rick Barton in the Electric Department for service and meter location requirements and fee information at (541) 552-2082 if there will be any changes to existing services associated with the request. A preliminary electric service plan approved by the Electric Department is required with Site Design Review applications.

ZONING DISTRICT REQUIREMENTS

See Table 18.2.5.030.A. "Standards for Urban Residential Zones" for R-2 Zoning District

Zoning: R-1-7.5 Single Family Residential

Landscaping Requirements: 55 percent of the lot area. Size- and species-specific landscaping & irrigation plan required, including park rows and open space, at time of formal application. Avoid using lawn. Provide irrigation system. Include street trees, one per 30 feet of street frontage.

Parking, Access, and Internal Circulation: As per AMC 18.4.3. Please note that on-street

parking credits and other parking management strategies are discretionary, and existing and anticipated future parking will be looked at closely in considering requests. The applicants would need to speak with the Building Division regarding any required ADA-accessible parking and any associated requirements for providing accessible routes on-site.

Lot Coverage: A maximum of 45 percent of the lot may be covered with building footprints, driveways, parking spaces and other lot coverage. Compliance with lot coverage standards should be demonstrated in the application.

Standard Setbacks: Front yards shall be a minimum of 20 feet in historic districts. Unenclosed porches shall be permitted with a minimum setback of eight feet. Side yards require six feet; rear yard, ten feet plus ten feet for each story in excess of one story. In addition, the setbacks must comply with Chapter 18.4.8 which provides for Solar Access. *Expansion of an existing structure towards the street will still be required to meet these standards. Expansion must meet the minimum setback requirements. [AMC 18.2.5.060.A.2 provides that if there is a dwelling or accessory building on one abutting lot with a front yard of less than the required depth for the district, the front yard need not exceed the average yard of the depth of the abutting lot and the required front yard depth.]*

PROCEDURE

Site Design Review, Conditional Use Permits, and Physical and Environmental Constraints Reviews are 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.

APPLICATION REQUIREMENTS

Submittal Information

The application is required to include all of the following information.

- a. The information requested on the application form at [Zoning Permit Application](#) .
- b. Plans and exhibits required for the specific approvals sought (see below).
- c. A written statement or letter explaining how the application satisfies each and all the relevant criteria and standards in sufficient detail (see below).
- d. Information demonstrating compliance with all prior decision(s) and conditions of approval for the subject site, *as applicable*.
- e. The required fee (see below).

The Ashland Land Use Ordinance, which is Chapter 18 of the Municipal Code, is available on-line in its entirety at: <https://ashland.municipal.codes/LandUse>

Written Statements

Please provide an electronic, reproducible copy of your written statements explaining how the application meets the approval criteria from the sections of the Ashland Municipal Code listed below. These written statements provide the Staff Advisor or Planning Commission with the basis for approval of the application:

- **Site Design Review** AMC 18.5.2.050
- **Conditional Use Permit** AMC 18.5.4.040
- **Physical & Environmental Constraints:** AMC 18.3.10.050
- **Development Standards for Hillside Lands:** AMC 18.3.10.090
- **Development Standards for Severe Constraint Lands:** AMC 18.3.10.110 (if required)

Plans & Exhibits Required

Please provide digital exhibits (plans or drawings) addressing the submittal requirements from the sections of the Ashland Municipal Code listed below. These exhibits are used to copy the Planning Commission packets and for notices that are mailed to neighbors. Please provide electronic copies that are reproducible and that are drawn to a standard architect's or engineer's scale.

- | | |
|--|-------------------------------|
| Plans Submittal | AMC 18.5.4.040 |
| ○ Floor Plan of Residence(s) | AMC 18.2.3.220 |
| ○ Landscape Plan | AMC 18.4.4.030 |
| ▪ The landscape plan must be of commercial grade plan that includes plant diversity such as trees, shrubs and groundcovers and must include specifications such as size and species-specific details on the planting plan. The narrative should also include at a minimum the proposed irrigation and maintenance details. | |
| ○ Physical & Environmental Constraints Details: | AMC 18.3.10.040 |
| ○ Tree Preservation and Protection Plan: | AMC 18.4.5.030, 18.3.10.090.D |
| ○ Parking Lot Plan, Street Trees: | AMC 18.4.3.080 |
| ○ Pedestrian Access and Circulation plan: | AMC 18.4.3.090 |

FEES:

☐ Site Design Review/Residential:	\$1,315.50 + \$87.25/unit
☐ Conditional Use Permit (MPFA/ <i>if applicable</i>)	\$1,315.50
☐ Physical and Environmental Constraints Review (<i>if applicable</i>):	\$1,315.50
☐ Tree Removal Permits (<i>if applicable</i>):	\$0

NOTE: All applications received are reviewed and must be found to be complete before being processed or 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 in accordance with ORS 227.178.

For further information, please contact:

Veronica Allen, *Associate Planner*

January 22, 2025

Date

City of Ashland, Department of Community Development

Phone: 541-552-2042 or e-mail: veronica.allen@ashland.or.us