

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

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

February 19, 2025

79 Lincoln Street

APPLICANT: Chris Brown, Arkitek for Ashland School District

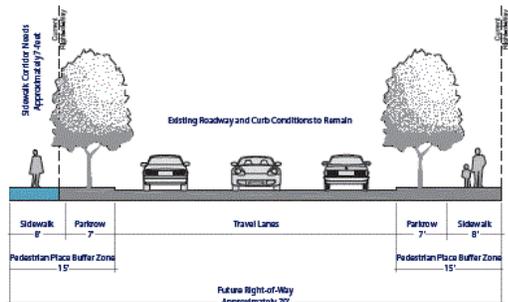
REQUEST: Residential Site Design Review, Exception to Street Standards

PLANNING STAFF COMMENTS:

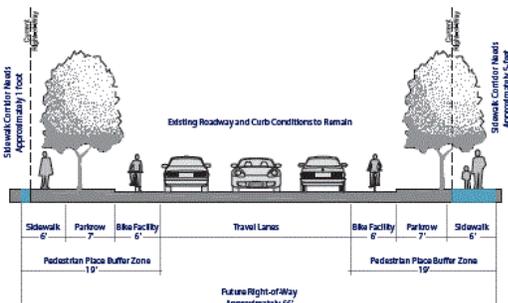
This pre-application conference is intended to highlight significant issues of concern to staff and bring them to the applicant’s attention prior to their preparing a formal application submittal.

Generally: Planning staff are generally very supportive of the request and believe that the preliminary site planning is well done and thoughtfully considers the location and context. Because the proposal is at a very conceptual stage, staff believe it would be advisable to hold a follow-up meeting(s) with staff as a final proposal takes shape. In staff’s view, some key considerations include:

Street Design/Frontage Improvements: Main Street and Mountain Avenue are both classified as an Avenue in Ashland’s Transportation System Plan (TSP). The city standard improvement for Mountain Avenue as illustrated in the [Pedestrian Places Overlay](#) is a 70-foot right-of-way with 15 feet of pedestrian buffer zone and 40 feet for automobile travel lanes as described in [AMC](#)



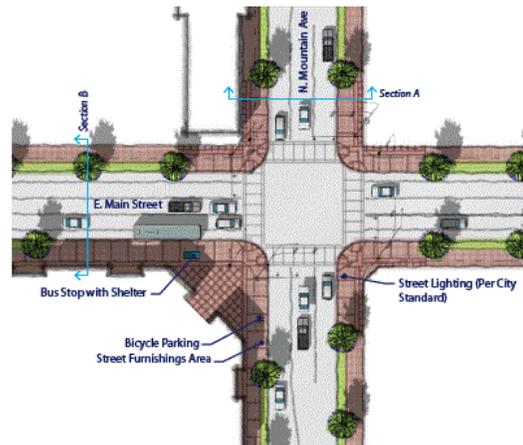
N. Mountain Avenue Future Improvements
Section A – Looking North



E. Main Street Future Improvements
Section B – Looking West



Public Art



[18.3.12.060](#). The city standard improvement for East Main Street as detailed in the [Pedestrian Places Overlay](#) is 66 feet of right of way with 19 feet of pedestrian buffer zone and 28 feet for automobile travel lanes as described in [AMC 18.3.12.060](#), and generally illustrated in the cross-sections below:

Staff would note that the right-of-way width and street improvements along East Main Street and North Mountain Avenue are less than the minimum required for the street type, are not to city street standards, and are steeply sloped with retaining in place which would complicate city standard frontage improvements and design/orientation of the street frontage units. Placing required improvements outside of the existing right-of-way would require either dedication of public right-of-way or access easements and would need to be supported by the Public Works/Engineering Department. *Should the applicant determine that an Exception to Street Standards is necessary to address the existing grades, staff are open to this discussion.* [Street design should also consider local street light standards and the placement of street lights and associated electrical infrastructure, and should consider existing utility infrastructure in place in and near the right-of-way, particularly at the corner of Mountain & East Main.]

Beach Creek Water Resource Protection Zone: Beach Creek, an intermittent/ephemeral stream, is piped through the approximate middle of the property. Ashland’s water resources are regulated under [AMC 18.3.11 Water Resources Protection Zones](#), and each regulated intermittent/ephemeral stream has a Water Resource Protection Zone (WRPZ) which extends 30 feet upland of the center line of the stream or the width of any easement (whichever is greater). Because Beach Creek is piped, the WRPZ is reduced by half (i.e. 15 feet upland of centerline). Any activity within that protection zone is strictly regulated. *[If comments are not provided separately, it would be beneficial to verify if any easements are in place by contacting Karl Johnson in Public Works and to verify the treatment of this reach of Beach Creek in the current Stormwater Master Plan.]*

Setbacks: Standard setbacks for residential development of corner lots proceed from the narrowest frontage being the front yard, with the rear yard directly opposite. In this case, Mountain Avenue would be considered the front yard and Lincoln Street the rear. Standard rear yard setbacks for R-3 development require a ten feet per story setback from the rear property line. The applicants may wish to consider the options for reduced setbacks for mixed-use development available under the Pedestrian Places Overlay and/or partitioning or subdividing the property to create a lot configuration where the setbacks could be applied differently. (**Note:** *Under a Performance Standards Subdivision, the project is held to the setbacks applicable to the parent parcel. A standard partition or subdivision do not have the same issue.*) Multi-family developments will need to consider the applicable yard area requirements (setbacks) as well as solar setbacks if abutting residential to the north and required separation between buildings (*one-half the height of the tallest building, up to a maximum required separation of 12 feet*).

Pedestrian Places: The subject property in its entirety falls within the Pedestrian Places Overlay which is described in detail in [AMC 18.3.12.060](#). This overlay is intended to encourage the creation of “small walkable nodes that provide concentrations of gathering places, housing, businesses, and pedestrian amenities situated and designed in a way to encourage walking, bicycling, and transit use.” Some key considerations from the Pedestrian Places section:

- The section includes *concept* plans for each node within the overlay, including details of the envisioned street improvements based on existing right-of-way width and needed dedications to comply with standards.
- The Pedestrian Places Overlay allows mixed-use development in residential zones subject to Site Design Review under the Basic Commercial Site Design Standards. Specific uses allowed under this provision include: Professional, financial, business and medical offices, and personal service establishments; Stores, shops, and offices supplying commodities or performing services; and Restaurants. Mixed use development is a special permitted use subject to <https://ashland.municipal.codes/LandUse/18.3.12.060.E.2>.
- Solar setback standards only apply to lots abutting residential to the north.
- Useable paved surfaces may be used to meet up to half of the landscape requirements.

Parking: There is no off-street parking requirement, but where voluntarily provided parking is required to meet the dimensional and circulation standards of AMC 18.4.3.080. Parking for residents should be located so that distances to dwellings are minimized. However, avoid designs where parking areas are immediately abutting dwelling units because there is little or no transition from public to private areas. Parking areas should be easily visible from adjacent areas and windows. The maximum number of off-street parking spaces is based on the number of dwelling units. Based on the proposed 91 dwelling units, a maximum of 182 off-street parking spaces would be allowed. Parking lot design will need to address ANSI300A standards including canopy coverage/shading by trees/solar, pavement reflectivity, and provide EV charger infrastructure as required under Building Codes.

ADA Parking: Where off-street vehicle parking is voluntarily provided, it must include the required number of accessible vehicle parking spaces as specified by the state building code and federal standards. Such parking spaces must be sized, signed, and marked as required by these regulations and in compliance with ORS chapter 447. Accessible parking shall be provided consistent with the requirements of the building code, including but not limited to the minimum number of spaces for automobiles, van-accessible spaces, location of spaces relative to building entrances, accessible routes between parking areas and building entrances, identification signs, lighting, and other design and construction requirements. Accessible parking shall be included and identified on the planning application submittals

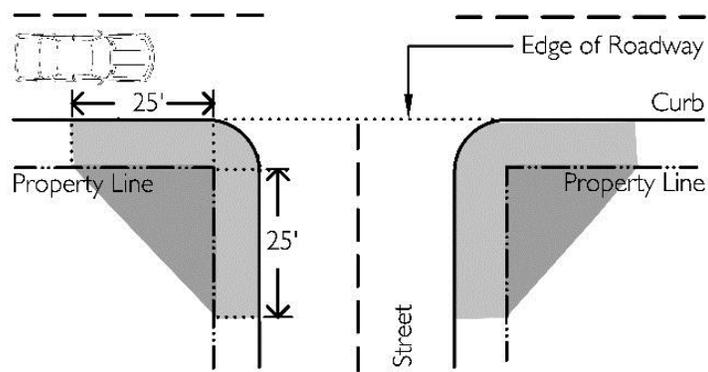
Bicycle Parking: Bicycle parking spaces are based on the number and type of bedrooms in dwelling units. Units will range from studios to 3-bedrooms. Dwellings with an individual garage are not required to provide bike parking. Units without a garage are required to provide the following: 1 sheltered space per studio/1 bedroom, 1.5 sheltered spaces per 2 bedrooms, and 2 sheltered spaces per 3 bedrooms. Fractional spaces shall be rounded up to the next whole number. Bicycle parking shall be located so that it is visible to and conveniently accessed by cyclists and promotes security from theft and damage. Bicycle parking must be in conformance with AMC 18.4.3.070 including rack design, coverage and lighting.

Lot Coverage: The application would need to include lot coverage calculations demonstrating that the site complies with the maximum 75 percent lot coverage allowance within the R-3 zone. Lot coverage and coverage allocation are looked at carefully by the Planning Commission.

Minimum Density: The minimum density in the R-3 zone shall be 80 percent of the calculated base density. Based on staff calculations, the minimum density of the project would be sixty-six (66) units based on the lot size of 4.18 acres (i.e. 4.18 acres x 20 dwelling units per acre = 83.6 dwelling units base density x .8 minimum density = 66.88 dwelling units). The application would need to demonstrate that the final proposal complies with the base density requirements either on the basis of the adjusted lot size or more broadly in terms of the parent development.

Density Bonus: The allowed base density for this lot would be 83.6 dwelling units. Density bonuses are available for conservation housing, affordable housing and common open space, and can be used to increase the total density of the project by up to 60 percent (i.e. 83.6 dwelling units x 1.6 = 133.76). See <https://ashland.municipal.codes/LandUse/18.2.5.080.E> for additional details.

Vision Clearance Area: Where two public rights-of-way intersect, it creates a vision clearance area where no visual obstruction (e.g., planting, fence, wall, sign, structure, fence, or temporary or permanent obstructions) exceeding 2 ½ feet in height shall be placed. In any residential zone, the minimum distance of the vision clearance area shall be 25 feet.



Site Design Review: Since the application involves more than three dwelling units, as well as attached/common wall single-family dwellings (townhomes, condominiums, and rowhouses) a Site Design Review application is required. Residential structures or additions greater than 10,000 square feet in gross floor area, other than single-family homes or accessory uses on individual lots, are subject to Type II review. The application will need to respond to the Residential Building Placement, Orientation and Design Standards in AMC 18.4.2. (or the Basic Commercial Site Design Standards if developing as mixed-use under the Pedestrian Places Overlay). Some specific considerations:

- **Building Orientation:** Units shall have their primary orientation toward a street. Where residential buildings are located within 20 feet of the street, they are required to have a primary entrance opening toward the street and connected to the right-of-way via an approved walkway. While the plans provided are very conceptual, as proposed, it appears that several of the units are not currently meeting this standard. (*Applicants may wish to review the newly created Walkable Design Standards guidebook from DLCD at <https://www.oregon.gov/lcd/CL/Documents/CFECWalkableDesignStandards.pdf> for walkable design and orientation standards that will likely be in effect citywide later this year.*)
- **Open Space Requirements:** For Residential Site Design Review, eight percent (8%) of the site is required to be provided in functional recreation space surfaced for recreational use and of a size and configuration to accommodate recreational use. The required open

space area may be met by combining common and private open spaces meeting the requirements of this section. This can include decks or patio areas which are sized adequately for recreational use. Common open space shall have no dimension less than 20 feet, and a minimum area of 400 square feet, except for pedestrian connections and natural features. Common open space shall not be located within a required yard abutting a street, except for pedestrian connections and natural features.

- **Lighting:** Site development should utilize lighting prudently. More lighting does not necessarily mean better security. Lighting should be oriented so that areas vulnerable to crime are accented. Where a proposed development is subject to Type I, Type II, or Type III review, the approval authority may require specific lighting levels or limit lighting as a condition of approval to protect the public health, safety, and welfare. Lighting will be required to be in conformance with AMC 18.4.4.050.
- **Multi-family Development:** Careful design considerations must be made to assure that the development is compatible with the surrounding neighborhood. For example, the use of earth tone colors and wood siding will blend a development into an area rather than causing contrast through the use of overwhelming colors and concrete block walls. Windows should be located so that vulnerable areas can be easily surveyed by residents. Reliance solely upon security hardware in lieu of other alternatives is discouraged.
- **Service and Laundry Areas:** Service and laundry areas should be located so that they can be easily observed by others. Windows and lighting should be incorporated to assure surveillance opportunities. Mailboxes should not be located in dark alcoves out of sight. Barriers to police surveillance such as tall shrubs and fences should be avoided.

Mechanical Equipment Placement: As provided in AMC 18.2.4.020.B, mechanical equipment shall not be located between the main structure on the site and any street adjacent to a front or side yard, and every attempt shall be made to place such equipment so that it is not visible from adjacent public streets. Mechanical equipment and associated enclosures, not taller than allowed fence heights, may be located within required interior side or rear yards, provided such installation and operation is consistent with other provisions of this ordinance or the Ashland Municipal Code, including but not limited to noise attenuation. Any installation of mechanical equipment shall require a building permit.

Landscape/Irrigation Plan: The final application submittal will need to include a size- and species-specific Landscape & Irrigation Plan which addresses the requirements of AMC 18.5.2.040.B.7 and AMC 18.4.4.030. A final irrigation plan can be deferred until building permit submittal. Plant materials such as high shrubs should be placed so that surveillance of semi-public and semi-private areas is not blocked. Thorny shrubs will discourage crime activity. Low shrubs and canopy trees will allow surveillance, hence, reduce the potential for crime.

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

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

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

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OTHER DEPARTMENTS' COMMENTS

BUILDING DEPT: No comments. Please contact Building Official Steven Matiaco in the Building Division for any code-related information at (541) 488-5305.

PUBLIC WORKS/ENGINEERING: See attached. Please contact Karl Johnson of the Engineering Division for any further information at (541) 552-2415 or via e-mail to karl.johnson@ashland.or.us .

WATER AND SEWER SERVICE: *“If the project will require additional water services the applicant/owner will need to contact the City of Ashland Water Department for the availability, placement and costs associated with the installation of these services (meters).”* Please contact Dean LeBret with water or sewer questions at 541-552-2326 or via e-mail to dean.lebret@ashland.or.us .

ELECTRIC SERVICE: See attached. Please contact Rick Barton in the Electric Department for service and meter location requirements and fee information at (541) 552-2082 or via e-mail to rick.barton@ashland.or.us if there will be any changes to existing services associated with the request. Rick will arrange an on-site meeting to assess available and needed infrastructure and develop a conceptual service plan to be incorporated into the applicant’s final utility plans, and applications will not be deemed complete without an Electric Department-approved conceptual service plan. Please allow additional time to schedule and conduct the on-site meeting and for preparation of the service plan.

FIRE: See Attached. Please contact Fire Marshal Mark Shay at (541) 552-2217 or via e-mail to mark.shay@ashland.or.us for any additional information of Fire Department requirements.

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.

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UNDERLYING ZONE PROVISIONS (See AMC 18.3.3.050)

Zoning:	R-3 (High Density Residential)
Maximum Building Height:	35 feet; up to 50 feet with a Conditional Use Permit
Standard Yard Requirements:	1. Front yard, 8 feet for unenclosed porch, 15 feet standard, and 20 feet for garage/carport

2. Side yards (interior), six feet
3. Streetside yard/side yard abutting a public street, ten feet.
4. Rear yard, ten feet, plus ten feet for each story in excess of one story.

Solar Access. In addition to the above minimum requirements, compliance with chapter 18.4.8 Solar Access is required.

Lot Coverage: A maximum of 75 percent of the lot may be covered with building footprints, driveways, walkways, patios, etc. Generally, all areas other than natural landscaping which allows the normal infiltration of water into the soil is considered as coverage. Please identify all existing and proposed lot coverage on site plan and in text.

Landscaping Requirements: 25 percent of the site must be retained in landscaping, and a site-, size-, and species- specific landscaping plan is required at time of formal application. The landscape plan must address any required screening, and include street trees, one per 30 feet of street frontage where applicable. Avoid using lawn. Provide irrigation system for all landscaped areas. Landscaping shall be designed so that 50 percent coverage occurs after one year and 90 percent coverage occurs after five years. Outdoor seating areas, plazas, and other useable paved surfaces may be applied toward meeting the landscaping area requirements in chapter 18.4.4, Landscaping, Lighting, and Screening, but shall not constitute more than 50 percent of the required area.

Trees: Submittal requirements shall include items noted in chapter 18.4.5.030 for Tree Protection, which are also listed below. If trees are to be removed, the applicant is required to request their removal as required in chapter 18.5.7 with the application submittals.

Parking, Access & Circulation: As detailed in 18.4.3.

Signage: As detailed in 18.4.7.080. A separate sign permit application is required should any signage be proposed.

Other Regulations: All other regulations of the Pedestrian Place Overlay of AMC 18.3.12.060

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APPLICATION DETAILS

Procedure: Applications involving Site Design Review for residential structures or additions greater than 10,000 square feet in gross floor area, other than single-family homes or accessory uses on individual lots, are to be processed through a “Type II” procedure and require that the decision be reached through a public hearing before the Planning Commission.

Application Requirements: As detailed in chapter 18.5.1.060, Type II applications shall include the required application materials detailed below. Type II decisions are made by the Planning Commission through a public hearing, and are subject to appeal “on-the-record” to Council.

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.

Narrative Submittal Requirements:

Applicants are advised that in addition to required plans, written findings addressing how the ordinance criteria are satisfied in narrative format are required. The applicable criteria are included below. The Ashland Land Use Ordinance in its entirety may be accessed on-line at: <https://ashland.municipal.codes/LandUse>

- AMC 18.2.4.020.B Mechanical Equipment
- AMC 18.2.5.080 Residential Density Calculation in R-2 and R-3 Zones
- AMC 18.3.11.040 Establishment of Water Resource Protection Zone
- AMC 18.3.11.060.D Limited Use/Activity in a WRPZ (*if applicable*)
- AMC 18.3.12.060 Pedestrian Place Overlay
- AMC 18.4.3 Parking, Access, and Circulation
- AMC 18.4.4.050 Outdoor Lighting
- AMC 18.4.5.030 Tree Protection Plan
- AMC 18.4.6.020.B Exception to Street Standards.
- AMC 18.5.2.040 Landscape/Irrigation Plan
- AMC 18.5.2.050 Residential Site Design Review
- AMC 18.5.7.040 Tree Removal (*if applicable*)

Plan Requirements:

Two (2) digital copies of the plans below. Please submit clear, reproducible copies. The final application submittal needs to include scalable drawings to facilitate review by staff, commissioners and the public.

- AMC 18.3.11.040 Establishment of Water Resource Protection Zone
- AMC 18.3.11.100 Water Resources Permit Submittal Requirements (*if applicable*)
- AMC 18.4.3 Parking, Access, and Circulation
- AMC 18.4.5.030 Tree Protection Plan
- AMC 18.4.6.020.B Exception to Street Standards (*if applicable*)
- AMC 18.5.2.040 Landscape/Irrigation Plan
- AMC 18.5.2.050 Residential Site Design Review
- AMC 18.5.7.040 Tree Removal (*if applicable*)

UPCOMING APPLICATION DEADLINES: First Friday of each month
UPCOMING PC MEETINGS: Second Tuesday of each month

FEES* -	Site Review (Type II) Review	\$2,756.25 + \$72.50/unit or
	Commercial Site (Type II) Review	\$2,756.25 + 0.5% (.005) of value*
	Limited Use/Activity in WRPZ	\$1,315.50 (<i>if applicable</i>)
	Exception (Type I):	\$0
	Tree Removal Permit (Type I):	\$0

***NOTES:**

- Fees typically increase annually on **July 1st** based on Council resolution. Applications are subject to fees in place at the time of submittal and are accepted on a first come-first served basis.
- Applications will not be accepted without a complete application form signed by the applicant(s) and property owner(s), all required materials and full payment.
- Applications are reviewed for completeness in accordance with ORS 227.178.
- All applications received are reviewed by staff, and must be found to be complete before being processed or scheduled at a Planning Commission meeting.

For further information, please contact:

Veronica Allen, *Associate Planner*

City of Ashland, Department of Community Development

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

February 19, 2025

Date

Public Works Conditions of Approval

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 the 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 current 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.

Where public improvements are required or completed, the developer shall submit as-built drawings 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).

The engineered plans **MUST CONFORM TO THE FOLLOWING:**

- Drawings must be submitted digitally and **MUST** be true scale PDF drawings
- Drawings sizes shall comply with ANSI-defined standards for page width and height.
- Review and construction drawings **MUST** be submitted in B size (11x17).
- All final, as-constructed drawings, **MUST** be submitted digitally as true scale PDF drawings and on Mylar if requested. Final drawings shall be B size (11x17) or D size (22x34). If D size drawings are produced, both B size and D size **MUST** be submitted.

2. 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.

3. TIA (Transportation Impact Analysis) – The City of Ashland feels that this project may meet at least one of the thresholds at which a TIA is required. The applicant shall have a Registered Engineer submit evidence that a TIA should not be required if the thresholds are not met.

All land use actions that either propose direct or indirect access to a State highway or a boulevard will need to provide the City of Ashland with the information outlined below. The governing jurisdiction will then inform ODOT of the intended land use action and provide pertinent review material. These guidelines are intended to ensure that developments do not negatively impact the operation and/or safety of the roadway.

A. Applicants must submit a preliminary site plan for review to the City of Ashland, prior to the pre-application conference. At a minimum, the site plan shall illustrate:

1. The location of existing access point(s) on both sides of the road within 500 feet in each direction for Category 4 segments or 5 lane boulevards, and 300 feet for Category 5 segments and 3 lane arterials.
2. Distances to neighboring constructed public access points, median openings, traffic signals, intersections, and other transportation features on both sides of the property (this should include the section of roadway between the nearest upstream

- and downstream collector).
 - 3. Number and direction of site access driveway lanes to be constructed, as well as an internal signing and striping plan.
 - 4. All planned transportation features on the State highway/boulevard (such as auxiliary lanes, signals, etc.).
 - 5. Trip generation data or appropriate traffic studies (See the following section for the state's traffic impact study requirement thresholds.).
 - 6. Parking and internal circulation plan.
 - 7. Plat map showing property lines, right of way, and ownership of abutting properties.
 - 8. A detailed description and justification of any requested access variances.
- B. Proposed land use actions, new developments, and/or redevelopment accessing a State highway/boulevard, directly or indirectly (via collector or local streets), will need to provide traffic impact studies to the respective local reviewing jurisdiction(s) and ODOT if the proposed land use meets one or more of the following traffic impact study thresholds. A traffic impact study will not be required of a development that does not exceed the stated thresholds.
- 1. Trip Generation Threshold: 50 newly generated vehicle trips (inbound and outbound) during the adjacent street peak hour.
 - 2. Mitigation Threshold: Installation of any traffic control device and/or construction of any geometric improvements that will affect the progression or operation of traffic traveling on, entering, or exiting the highway.
 - 3. Heavy Vehicle Trip Generation Threshold: 20 newly generated heavy vehicle trips (inbound and outbound) during the day.

All traffic impact studies will need to be prepared by a registered professional engineer in accordance with ODOT's development review guidelines.

C. Traffic Impact Study Requirements

- 1. The following is a summary of the Oregon State Highway minimum requirements for a traffic report. ODOT views the following requirements as the minimum considerations to be dealt with by Professional Traffic Engineering Consultants in their analysis of traffic impacts resulting from new developments adjacent to State highways.
- 2. The analysis shall include alternates other than what the developer originally submits as a proposal for access to state highways, city streets, and county roads.
- 3. The analysis of alternate access proposals shall include:
 - (i) Existing daily and appropriate design peak hour counts by traffic movements, at intersections which would be affected by traffic generated by the development (use traffic flow diagrams).
 - (ii) Projected daily and appropriate design peak hour volumes for these same intersections, and at the proposed access points after completion of the development. If the development is to be constructed in phases, projected traffic volumes at the completion of each phase should be determined.
 - (iii) Trip Generation shall be calculated using the Institute of Transportation Engineers' manual "TRIP GENERATION 5th Edition" or other, more current, and/or applicable information.
 - (iv) A determination of the need for a traffic signal based on warrants in the "Manual on Uniform Traffic Control Devices."

4. The recommendations made in the report should be specific and shall be based on a minimum level of service “D” when the development is in full service. As an example, if a traffic signal is recommended, the recommendations should include the type of traffic signal control and what movements should be signalized. If a storage lane for right turns or left turns is needed, the recommendations should include the amount of storage needed. If several intersections are involved for signalization, and an interconnect system is considered, specific analysis should be made concerning the 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.
 8. Right-of-Way – No additional right-of-way dedication, beyond that necessary to comply with City Street Standards, will be required at this time.
 9. Street Improvement – No additional street improvements, beyond those necessary to comply with City Street Standards, will be required at this time. The applicant’s proposed improvements must be reviewed and permitted by the City of Ashland Engineering Department.
- Does the applicant have a plan on how the grade differences along both E Main Street as well as S Mountain Avenue will be addressed? The proposal shows the required parkrow and sidewalk layout but the current elevations do not allow for this to be constructed with the current elevations. Will significant amounts of material be removed from the site to allow for a standard layout or is there non-standard design proposed with an elevated sidewalk of some kind?
10. Public Pedestrian Access – A handicap access ramp will be required at the intersections of N Mountain Ave and E Main Street as well as Lincoln Street and E Main Street. Where handicap access ramps are required as part of a proposed project, the ramps shall meet current United States Access Board Public Rights-of-Way Accessibility Guidelines (PROWAG) and shall be designed in accordance with the current Oregon Department of Transportation design guidance. Use of the ODOT Standard Drawings for curb ramps as guidance for design is recommended. However, a curb ramp detail sheet, similar to ODOT DET 1721-Example of Minimum Curb Ramp Details, is required for each curb ramp corner that is being proposed. Referencing standard drawings for curb ramps in plans in lieu of curb ramp detail sheets is no longer acceptable. An ODOT ADA Curb Ramp Design Checklist shall also be completed and submitted with the civil design drawings. If the following items are not submitted with the civil design drawings the City of Ashland Engineering Department will view the submittal as incomplete.

Required ADA submittals:

- a. ODOT ADA Curb Ramp Design Checklist
- b. Curb Ramp Detail, similar to ODOT DET 1721, for each proposed curb ramp

- The accessible ramp at the intersection of S Mountain Avenue and E Main Street may have significant issues as there are multiple existing utilities that are likely to impact the design and construction and there is a high potential that utility relocation will be required.

11. 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.

12. Sanitary Sewer - The property is currently served by a 6-in sanitary sewer main in E Main Street. There is also an 8-in sanitary sewer main in S Mountain Avenue and a 6-in sanitary sewer main in Lincoln Street that may be connected to as part of the project. The applicant proposed improvements must be reviewed, approved and permitted by the City of Ashland Engineering Department.

13. Water - The property is currently served by a 6-in water main in S Mountain Avenue. There is also a 6-in water main in E Main Street and a 4-in water main in Lincoln Street that may be connected to as part of the project. 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.

14. Storm Drainage – Beach Creek is currently piped in a 24-in storm sewer main that runs through the center of this property. Applicant shall determine location of this existing storm drain pipe and confirm whether it will be negatively impacted by the proposed improvements. City of Ashland Engineering Department must review an engineered storm drainage plan.

Storm Water Facility Design Requirements

Applicant MUST follow the guidance and requirements set forth in the current Rogue Valley Stormwater Quality Design Manual which can be found at the following website:

<https://www.rvss.us/stormwater-quality-documents-information>

All stormwater calculations, reports, drawings, etc. shall be submitted to the City of Ashland Engineering Department for review.

15. Erosion & Sediment Control - The following requirements shall be met:
- All ground disturbances exceeding 2,500 square feet shall implement an Erosion and Sediment Control Plan (ESCP).
 - A 1200-C permit will be secured by the developer where required under the rules of the Oregon State DEQ. City of Ashland Engineering Department must receive a copy of this permit before any construction shall begin.
 - Erosion Prevention and Sediment control measures that meet the minimum standards set forth by the City of Ashland Public Works/Engineering Standard Drawing CD282 must be in place before any

construction related to the project begins.

- Pollution, track out, and sediment dumping into storm water are strictly prohibited per AMC 9.08.060.
- Drainage from automotive use areas shall be limited to oil concentrations of 10 mg/l by a pre-approved means.
- Trash storage areas shall be covered or provide additional storm water treatment by an approved means.
- Off street parking areas shall conform to Ashland Municipal Code 18.4.3.080.B.5, including provisions to minimize adverse environmental and microclimatic impacts.



AF&R Pre-Application Report

PreApp/Land Development Review Inspection Result

Inspected by
Mark Shay

Completed at
02/06/2025

Address	Suite	City	State	Zip
79 Lincoln St	--	Ashland	OR	97520
Business Name Sunstone Housing Collaborative (Future Development)				

This project is approved with the conditions noted below. This plan review is based on information provided only. Fire department comments are based upon the 2022 Oregon Fire Code as adopted by the Ashland Municipal Code, and Ashland Land Use Laws. This plan review shall not prevent the correction of errors or violations that are found to exist during construction.

Information:

ITEM: LD File #:

RESULT: PREAPP-2025-00457

ITEM: Applicant:

RESULT: Chris Brown

ITEM: Site Name:

RESULT: Sunstone Housing Collaborative - Community housing development project

ITEM: LD Description:

RESULT: Housing development with 91 dwelling units.

Other:

✘ Correction Required

ITEM: Other

REMARK:

Upon further design submittals, AF&R will review compliance with fire department access, fire department aerial access and water supply based on the Oregon Fire Code and Ashland Municipal Code.

This project/development shall comply with access and water supply requirements in accordance with the Oregon Fire Code in effect 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. 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 Mark Shay. He may be contacted at (541) 552-2217 or mark.shay@ashland.or.us.

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

541-482-2770 www.ashland.or.us

Tall trees, such as:

- Maple • Oak
- Spruce • Pine

Plant the right tree in the right place

Plant taller trees away from overhead utility lines

