
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
November 4, 2025

SITE: 596 Park Street
APPLICANT: Eric Sporer & Mike Slusher
REQUEST: Site Design Review for Multi Family
Development (add 2 units)

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 12 residential units with units 1-11 in the main building and unit 14 in the detached house. Based on submitted materials, it is difficult to determine what changes have been made since the current owner has obtained ownership of the property. Submittals will need to include details regarding the existing state of the building (before changes) and the after with all proposed changes. *Special Inspections may be required by the Building Department.*

Density: The property is zoned R-2 which allows a base density of 13.5 dwellings per acre. The property is 1.20 acres for an allowed base density of 16.2 dwellings. Dwellings of less than 500 sq ft. are counted as 0.75 dwellings. Twelve dwelling units, as well as fourteen dwelling units, are both within the allowed density. *It is unclear the size, orientation, or layout of the units based on historical data and the applicant's materials. The development of 3 or more dwellings requires site design review.*

Site Review: Site Design Review criteria are largely design-focused, however, since the current proposal is for the modification of existing buildings in their current footprint, the review will be more limited in scope. Any newly proposed structures should address building location and orientation as well as historic standards.

Since the improvements to the building (addition of 2 residential units) are interior to the structure and no other changes are proposed, Site Design Review would be limited. As such, the required improvements to the exterior of the site are limited unless other changes are proposed to parking, adding square footage to the building footprint, and/or adding more than 2 units in the existing residential structure(s). If these types of changes were proposed, then additional requirements for parking and parking lot treatment (AMC 18.4.3.040.), Parking Area Screening (AMC 18.4.4.030.F.2), Parking Management Strategy (AMC 18.4.3.060), Trash & Recycling (AMC 18.4.4.040), open space (AMC 18.4.4.070.), and Street Improvements/Street Trees (AMC 18.4.6.040.) would be required.

If changes are limited to interior work the applicant should work with the building dept for the required permits.

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.

Tree Preservation, Protection and Removal: 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. *This item is not required if there are no exterior modifications to the property.*

Neighborhood Outreach: Staff always recommend 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 better if neighbors hear of the proposal from the applicants rather than by 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 relied 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)

ZONING DISTRICT REQUIREMENTS

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

Zoning: R-2 Multi-Family Residential

Landscaping Requirements: 35 percent of the lot area. Size- and species-specific landscaping & irrigation plan required, at time of formal application. Avoid using lawn. Provide irrigation system. If exterior modifications are proposed, include street trees one per 30 feet of street frontage, park rows, and open space.

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. *Although no parking is required and does not appear to be proposed, the applicants should 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 65 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 15 feet, excluding garages/carports which require a 20-foot front setback. Unenclosed porches shall be permitted with a minimum setback of eight feet. Side yards require six feet; the side yard of a corner lot abutting a public street shall have a ten-foot setback; 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.

Timelines: For a standard type 1 planning action we have a 10-day window to determine if we have a complete application. Following the determination of a complete application a NOC 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. Once a decision has been made, a Notice of Decision (NOD) 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 LUBA.

OTHER DEPARTMENTS' COMMENTS

FIRE DEPARTMENT: Please contact Deputy Chief & Fire Marshal, Mark Shay of the Fire Department for any additional information at (541) 552-2217 or via e-mail mark.shay@ashland.or.us

BUILDING DEPARTMENT: No comments at this time. Please contact the Building Division for any additional information at (541) 488-5309.

CONSERVATION DEPARTMENT: There may be current City of Ashland rebates for the installation of high efficiency toilets (HET) as well as some appliances such as refrigerators, dishwashers and washing machines. Appliances may also be eligible for state tax credits through the Oregon Department of Energy. For more information on currently available Conservation programs, please contact the City of Ashland Conservation Division at (541) 552-2062 or e-mail Dan.Cunningham@ashland.or.us.

PUBLIC WORKS DEPARTMENT: No comment. For any further information, please contact Karl Johnson at (541) 552-2415 or via e-mail to: karl.johnson@ashland.or.us .

ELECTRIC DEPARTMENT: The applicant will need to contact Dave Tygerson in the Electric Department at (541) 552-2389 to discuss service requirements and fees. An approved electric service plan is required to be included in the final application submittal for the application to be deemed complete. Dave can arrange an on-site meeting to assess service requirements and will prepare a schematic service plan to be incorporated into the applicants' civil drawings. Please allow additional time for scheduling an on-site meeting with Dave Tygerson, subsequent preparation of a schematic plan, and incorporation of this plan into your submittals. *Applications will not be deemed complete without an approved electric service plan.*

WATER AND SEWER SERVICE: Please Contact Steve Walker at 541-552-2326 or e-mail walkers@ashland.or.us with any questions regarding water utilities.”

APPLICATION SUBMITTAL REQUIREMENTS

The application is required to include clear, legible, scalable 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 sections include 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. All submittals must also include:

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 (see attached).
 - 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.

The Ashland Land Use Ordinance in its entirety may be accessed on-line at:
<https://ashland.municipal.codes/LandUse>

PLAN & EXHIBIT REQUIREMENTS: *Digital copies of the plans below, reproducible on paper no larger than 11"x 17". Note: These copies may be used for the Planning Commission packets and for the notices mailed to neighbors - please submit clear, readable, reproducible copies.*

- o **Materials required for a Site Design Review approval as detailed in chapter 18.5.2.040.**
- o **Tree Protection Plan as required chapter 18.4.5.030.**
- o **Plans required for a Tree Removal Permit as required in chapter 18.5.7.030**

RELEVANT CRITERIA AND STANDARDS: Applicants are advised that in addition to required plans, written findings addressing how the ordinance criteria are satisfied in narrative format are required. The applicable criteria are included below.

- o **Written findings addressing the following criteria for Site Design Review approval detailed in chapter 18.5.2.050.**
- o **Written findings addressing the following criteria from chapter 18.5.7.040.B.2. for Tree Removal Permit to remove a tree that is not a hazard (if applicable to the final proposal).**

FEES: Site Design Review, Residential:	\$1,349.60 + \$89.55 per unit
Exceptions (<i>if applicable</i>):	\$0
Tree Removal Permits:	\$0

***NOTES:** 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 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, and the first **COMPLETE** applications submitted are processed at the next available Planning Commission meeting.

For further information, please contact:
 Veronica Allen, Associate Planner
 City of Ashland, Community Development Department
 Phone: 541-552-2042 or e-mail: veronica.allen@ashland.or.us

November 12, 2025
 Date