
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 authorities of the City, and they are not bound by the comments made by staff as part of this pre-application.

**ASHLAND PLANNING DEPARTMENT
PRE-APPLICATION CONFERENCE
COMMENT SHEET**
November 19, 2025

SITE: Map O4CC TL12100
APPLICANT: Sherrell
REQUEST: Site Design Review &
Land Partition

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.

General: Creating new lots will require either a Partition or Subdivision. The creation of new buildings within the E-1 zone will require Site Design Review approval. Within the E-1 zoning district, there are no maximum density limits and no off-street parking requirements other than the requirement to provide at least one ADA-compliant parking space. A key consideration will be in addressing the requirements surrounding dwellings in a non-residential zone. Where there is a mix of commercial and residential in multiple buildings, 50 percent of the site needs to be planned for commercial uses.

Staff are generally supportive of the proposal and look forward to seeing this property develop as envisioned in the Comprehensive Plan. Allowed use of the property are detailed in AMC 18.2.2. *[The target use of the property is 'General Office' use developed at an intensity of 0.35 floor to area ratio (F.A.R.) complying with all ordinance requirements.]*

Site Design Review: Written findings for the project will need to address the approval criteria for Site Design Review, and the application is subject to the standards for Basic Site Review for Commercial Development; Parking, Access and Circulation; Landscaping, Lighting and Screening; and Street Tree Standards. The approval criteria for Site Design Review are:

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.*

- **Density:** There is no longer a maximum density in the E-1 zone.
- **Commercial/Residential Split:** As detailed in **AMC 18.2.3.130.B.1**, where there is more than one building on an E-1 property, not more than 50 percent of the total lot area shall be designated for residential uses. This has been applied to consider ground floor building area as well as parking, open space, site circulation, etc. The final application would need to detail how this requirement is addressed; at this stage it is unclear for staff how a "live-work" arrangement would meet the commercial space requirement. Buildings and site improvements would be subject to the commercial design standards. It would be advisable to consider placement of intended commercial

buildings along the Hersey Street streetscape.

- **Setbacks:** A new structure in the E-1 zone requires rear and side yards of ten-foot setback per story where the site abuts a residential zone. The subject property is located in the E-1 zone and the opposite side of the alley is in the R-2 zone. As a result, a new two-story structure on the subject site would have to locate the first story at least ten feet from the rear property line and the second story at least 20 feet from the rear property line.
- **Building Designs:** As Site Design Review focuses on the review of building and site designs for compliance with applicable standards and the current submittal does not include any of these details, it would be necessary to submit a second pre-application request with more complete building and site design details prior to preparing a formal Site Design Review application. Scalable elevations with exterior details including doors, windows, color and material treatments, exterior stairs, etc. should be included.

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.*

Basic standards for Orientation & Scale, Streetscape & Landscaping include:

- *Buildings shall have their primary orientation toward the street and not a parking area.*
- *A building façade or multiple building facades shall occupy a large majority of a project's street frontage as illustrated in Figure [18.4.2.040.B.6](#), and avoid site design that incorporates extensive gaps between building frontages created through a combination of driveway aprons, parking areas, or vehicle aisles. This can be addressed by, but not limited to, positioning the wider side of the building rather than the narrow side of the building toward the street. In the case of a corner lot, this standard applies to both street frontages. Spaces between buildings shall consist of landscaping and hard durable surface materials to highlight pedestrian areas.*
- *Building entrances shall be oriented toward the street and shall be accessed from a public sidewalk. The entrance shall be designed to be clearly visible, functional, and shall be open to the public during all business hours.*
- *Building entrances shall be located within 20 feet of the public right of way to which they are required to be oriented. Exceptions may be granted for topographic constraints, lot configuration, designs where a greater setback results in an improved access or for sites with multiple buildings, such as shopping centers, where other buildings meet this standard.*
- *Public sidewalks shall be provided adjacent to a public street along the street frontage.*
- *Streetscape. One street tree chosen from the street tree list shall be placed for each 30 feet of frontage for that portion of the development fronting the street pursuant to subsection 18.4.4.030.E.*
- *Landscaping. Landscape areas at least ten feet in width shall buffer buildings adjacent to streets, except the buffer is not required in the Detail Site Review, Historic District, and Pedestrian Place overlays.*
- *Landscaping and recycle/refuse disposal areas shall be provided pursuant to chapter 18.4.4. It would be advisable to contact Recology to confirm their requirements to serve the property.*
- *Noise and Glare. Artificial lighting shall meet the requirements of section 18.4.4.050.*

Compliance with AMC 9.08.170.c and AMC 9.08.175 related to noise is required.

Orientation to the Street/Sense of Entry & Finished Floor to Sidewalk Grade: Buildings must provide a strong sense of entry and orientation to the street. An issue typically raised where there is a grade change behind the existing curb line is in insuring that the finished floor levels relationship to the sidewalk grade is at or slightly above sidewalk level to reflect a clear primary orientation to the street. In looking at the site, staff believes that addressing the grade change to maintain a strong orientation to the street, rather than having the buildings below the street level will be important here. For commercial buildings, there needs to be an entry oriented to the street that will be open during all business hours.

Setbacks: Because the property abuts residential to the north, there is a ten-foot per story rear yard setback requirement as detailed in AMC 18.2.6.030.

Alley Access/Hersey St SAE: It is unclear whether the Shared Access Easement illustrated between Hersey and the alley is intended as vehicular or pedestrian access. AMC 18.4.3.080.C.4.c does not allow vehicular street access where alley access is available; a driveway from Hersey Street would require a Variance. The alley would need to be paved from Laurel to the eastern boundary of the property as the site's vehicular access, and it would be advisable to consider the paving and building placement with emergency vehicle, two way vehicle circulation, and delivery access in mind.

Parking: The final application will need to demonstrate that voluntarily provided off-street parking, required ADA-accessible parking and required bicycle parking are provided in a manner consistent with standards, including that adequate back-up area is provided. For spaces backing to the alley, from the parking spaces to the opposite side of the alley improvements would need to be 22 feet (*i.e. a total of 40 feet from front of space to opposite side of alley for standard spaces, or 38 feet for compact spaces*). If only one ADA space is to be provided, there would need to be access easements to allow shared use by all parcels.

Vehicle Area Design: Parking areas of more than seven spaces are required to be designed to minimize environmental and microclimatic impacts through design and material selection as detailed in AMC 18.4.3.080. Of particular note, parking lots and other hard surfaces are required to be designed to capture and treat stormwater run-off with landscaped medians and swales. All new parking lots are required to meet state Climate Friendly & Equitable Communities standards including at least one parking lot tree per seven parking spaces, canopy coverage of at least 30 percent of the parking area, and demonstration of compliance with ANSI 300 standards for parking lot trees.

Required Buffers: Parking Lot Landscaping and Screening requirements in AMC 18.4 require a minimum five-foot width buffer between parking lots/driveways and property lines.

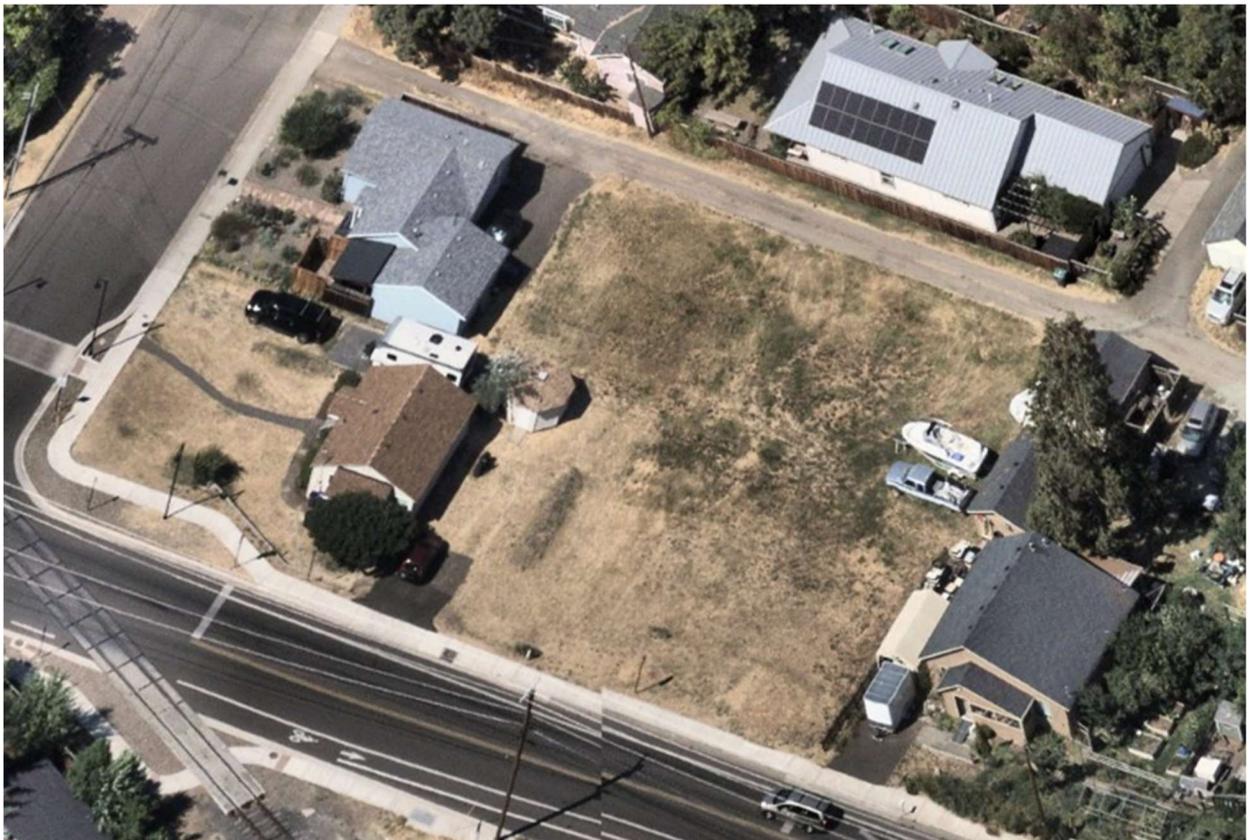
Pedestrian Access and Circulation: Developments are required to provide a continuous walkway system on site. This would provide, for instance, the ability for residents along the alley to walk up to Hersey to access a mailbox or for a visitor parked on-street to access the residences. The walkway system lay-out and design are to be based on the following standards: 1. The walkway system is to extend throughout the site and connect to all future phases of development, and to existing or planned off-site adjacent sidewalks, trails, public parks, and open space areas to the greatest extent practicable. 2. The walkway system is to provide safe, direct, and convenient walkway connections between primary building entrances and all adjacent streets; 3. Walkways within developments shall connect all building entrances, connect all on-site parking areas, recreational facilities and common areas, and connect off-site adjacent uses to the site to the extent practicable.

Exterior Lighting: Exterior light and glare associated with development are often a concern for neighbors, and the applicants should carefully consider the selection and placement of fixtures and their shrouding to avoid the direct illumination of surrounding properties as required in the development standards.

Trash & Recycling Enclosure & Screening: The application will need to identify where trash and recycling facilities are to be located, and demonstrate that they will be screened from view according to standards, which typically require a solid wood or masonry fence screening of five to eight feet high. While there is not a city-standard, it would be advisable to contact Ashland Recology to verify that the sizing and placement of trash and recycling facilities are satisfactory to their standards.

Solar Access (18.4.8): The application will need to demonstrate that the proposal complies with Solar Access “Standard B” and does not cast more shadow onto the neighboring property(-ies) to the north than would be cast by a 16-foot fence constructed on the northern property line. *(Standard B may not fully protect the solar panels on the property to the north at 186 Ohio Street; it may be advisable to look at ways solar access could be preserved here – placement and orientation - to avoid impacts to the existing panels.)*

Transition to Adjacent Residential: The application should address the impacts to the residentially zoned properties to the north (i.e. buildings, lights, noise, vehicular impacts associated with parking and circulation off of the alley and necessary buffering, etc.).



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.*

- **Utilities:** The applicants should contact the individual departments well in advance to develop utility plans and coordinate work. Contact information for each department is provided with the departments' comments below. Site Review requires a demonstration that adequate public facilities can and will be provided. It will be important to consider the placement of vaults, transformers, and other utilities where they are outside the pedestrian corridor and least visible from the right-of-way.
- **Drainage/On-Site Detention:** The final application submittals should provide details addressing site drainage in regards to any proposed increased in impervious area, including required on-site detention. Post-development peak flows must be less than or equal to pre-development levels, and consequently the project needs to consider ways to absorb run-off into the project site and/or design systems that detain storm water and meter it back into existing storm water facilities at a rate not in excess of existing levels. If paved parking or circulation areas are to be provided, staff would suggest considering the incorporation of parking lot landscape areas that are designed to retain, filter and absorb run-off. Additionally, porous pavement material should be considered to promote further absorption of surface water. Lastly, large canopy parking lot trees will be useful overtime to dissipate the volume and rate at which rainfall is directed to on-site systems. *(A neighbor previously noted that there is a high water table with lots of subsurface drainage here which may be a consideration in preparing drainage plans... This is not unusual below the boulevard in Ashland.)*
- **Frontage Improvements:** Hersey Street in this vicinity is an Avenue or Major Collector, and city-standard frontage improvements typically consist of 10- to 10½-foot motor vehicle travel lanes, six-foot bike lanes, eight- to nine-foot on-street parking spaces, six-inch curb, five-foot hardscape parkrows with irrigated street trees in grates, and eight-foot sidewalks. Site Review requires that city street standards be addressed, however given that the sidewalks were recently installed for the Hersey corridor by the city, in staff's view the appropriate frontage improvements would be to install street trees behind the sidewalk and dedicate necessary right-of-way to accommodate them if it is not already available. An Exception to the Street Design Standards would be required not to install street trees.
- **Alley Improvements:** City-standard alley improvements consist of a 12-foot paved surface with two-foot gravel or planted strips along the sides. In staff's assessment, the alley should be improved from Laurel through the property, and the application should detail any proposed treatment to the alley(s) to accommodate vehicular and/or pedestrian circulation to city standards, as well as any improvements necessary to address site drainage.

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 or 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.; or*

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.*
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 18.2.3.090.*

Land Partition: The approval criteria which must be addressed for a Land Partition to be approved are listed below in blue:

- A.** *The future use for urban purposes of the remainder of the tract will not be impeded.*
- B.** *The development of the remainder of any adjoining land or access thereto will not be impeded.*
- C.** *The partition plan conforms to applicable City-adopted neighborhood or district plans, if any, and any previous land use approvals for the subject area.*
- D.** *The tract of land has not been partitioned for 12 months.*
- E.** *Proposed lots conform to the requirements of the underlying zone, per part [18.2](#), any applicable overlay zone requirements, per part [18.3](#), and any applicable development standards, per part [18.4](#) (e.g., parking and access, tree preservation, solar access and orientation).*
- F.** *Accesses to individual lots conform to the standards in section [18.4.3.080](#) Vehicle Area Design. See also, [18.5.3.060](#) Additional Preliminary Flag Lot Partition Plat Criteria.*
- G.** *The proposed streets, utilities, and surface water drainage facilities conform to the street design standards and other requirements in part [18.4](#), and allow for transitions to existing and potential future development on adjacent lands. The preliminary plat shall identify all proposed public improvements and dedications.*
- H. Unpaved Streets.**
 1. *Minimum Street Improvement. When there exists a 20-foot wide access along the entire street frontage of the parcel to the nearest fully improved collector or arterial street, as designated in the Comprehensive Plan, such access shall be improved with an asphaltic concrete pavement designed for the use of the proposed street. The minimum width of the street shall be 20-feet with all work done under permit of the Public Works Department.*
 2. *Unpaved Streets. The Public Works Director may allow an unpaved street for access for a land partition when all of the following conditions exist.*
 - a. *The unpaved street is at least 20-feet wide to the nearest fully improved collector or arterial street. The City may require the street to be graded (cut and filled) to its standard physical width, and surfaced as required in chapter [18.4.6](#) prior to the signature of the final partition plat by the City.*

- b. *The centerline grade on any portion of the unpaved street does not exceed ten percent.*
 - c. *The final elevation of the street shall be established as specified by the Public Works Director except where the establishment of the elevation would produce a substantial variation in the level of the road surface. In this case, the slope of the lot shall be graded to meet the final street elevation.*
 - d. *Should the partition be on an unpaved street and paving is not required, the applicant shall agree to participate in the costs and to waive the rights of the owner of the subject property to remonstrate both with respect to the owners agreeing to participate in the cost of full street improvements and to not remonstrate to the formation of a local improvement district to cover such improvements and costs thereof. Full street improvements shall include paving, curb, gutter, sidewalks, and the undergrounding of utilities. This requirement shall be precedent to the signing of the final survey plat, and if the owner declines to so agree, then the application shall be denied.*
- I. *Where an alley exists adjacent to the partition, access may be required to be provided from the alley and prohibited from the street.*
- **Partitions of Lots with Alleys:** Access would need to be from the alley, and new driveway curb cuts on Hersey Street would not be allowed per this section and AMC 18.4.3.080.C.4.c. Parcels 1 and 2 would need to have flag-pole connections to Hersey Street consistent with the requirements of AMC 18.5.3.060.H with a minimum eight-foot connection to the street with at least a four-foot improved pedestrian path.
- J. *Required State and Federal permits, as applicable, have been obtained or can reasonably be obtained prior to development.*
- K. *A partition plat containing one or more flag lots shall additionally meet the criteria in section [18.5.3.060](#).*

Trees: Planning actions are required to include a tree inventory and protection plan identifying all trees on the property over six-inches in diameter at breast height (dbh) and all trees on adjacent properties within 15 feet of the property line, including street trees. *If there are any trees on or adjacent to the site, a tree inventory and protection plan would need to be included. If tree removals are proposed, the application would need to include requests for Tree Removal Permits where applicable.*

Street Trees: City street standards call for the planting of street trees selected from the city's [Recommended Street Tree Guide](#) to be planted at a minimum spacing of one per 30 feet along the full frontage of the property. Street trees must be irrigated and maintained. Given the recently installed sidewalks, street trees would need to be planted behind the sidewalk.

Neighborhood Outreach: Projects involving changes to established neighborhood patterns can be a concern for neighbors, and 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. *[A copy of a letter submitted as public comment when the property went through Site Review is attached FYI.]*

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 DIVISION: Please contact Steven Matiaco, Building Official, in the Building Division for any building code-related information at 541-488-5305 or via e-mail to steven.matiaco@ashlandoregon.gov.

PUBLIC WORKS/ENGINEERING: Please contact Karl Johnson in the Engineering Division for any information at 541-552-2415 or via e-mail to karl.johnson@ashlandoregon.gov.

WATER AND SEWER SERVICE: If the project requires additional water services or upgrades to existing services, the Ashland Water Department will excavate and install in the city right-of-way all water services up to and including the meter on domestic and commercial water lines. If a fire line is required, the Ashland Water Department will only install a stub-out to the location where the double check detector assembly (DCDA) or reduced pressure detector assembly (RPDA) complete with a Badger®-brand cubic foot bypass meter should be placed in a vault external to the building. The vault and the DCDA or RPDA device housed in it are the responsibility of the property owner and should be placed at the property line. Fees for these installations are paid to the Ashland Water Department and are based on a time and materials quote to the developer or contractor. Meter sizes and fire line diameters will need to be provided to the Ashland Water Department at the time of a quote being requested. The Ashland Water Department is also requiring new projects to comply with all current cross connection rules and regulations, this may require backflow prevention devices to be placed at the potential hazard or just behind the meter or connection for premises isolation depending on the degree of hazard, type of intended use of the facility or even the geographical location of the building or facility. Please contact the Ashland Water Department prior to the design of water connections to the City system at (541) 488-5353.

ELECTRIC SERVICE: *“FYI: This lot has had several applicants and owners over the years. Several electrical plans have been discussed, and many changes made. Please have the applicants contact the Electric Department to arrange a meeting and discuss the project.”* Please contact Rick Barton in the Electric Department for electrical service requirements or fee information at (541) 552-2082 or via e-mail to rick.barton@ashland.or.us. Rick will arrange an on-site meeting

and assist the applicants in developing an approved electric service plan. Please allow additional time for scheduling and conducting an on-site meeting and subsequent plan preparation. Applications will not be deemed complete without an approved electric service plan.

FIRE: Please contact Fire Marshall Mark Shay at (541) 552-2217 or via e-mail to mark.shay@ashlandoregon.gov for any additional information on Fire Department requirements.

CONSERVATION: There may be financial or technical assistance available through the City of Ashland Conservation Division, including potential energy efficiency and solar system incentives for the residential portion of the proposed project. Commercial lighting efficiency programs may also be available. For any additional information, please contact Dan Cunningham in the Conservation Division at 541-552-2063 or e-mail dan.cunningham@ashlandoregon.gov .

OREGON DEPARTMENT OF TRANSPORTATION (ODOT): The Oregon Department of Transportation has previously indicated that development of the property should not significantly affect ODOT facilities. If there are any ODOT-related questions, please contact Senior Transportation Planner Micah Horowitz, AICP; ODOT Region 3 | Southwest Oregon; p: 541.774.6331 | c: 541.603.8431; e: micah.horowitz@odot.oregon.gov

UNDERLYING ZONE PROVISIONS ([18.2.6.030](#))

Zoning: E-1, within the Residential Overlay and Enterprise Zone West.

Maximum Building Height: 40 feet.

Standard Yard Requirements: There is no minimum front, side, or rear yard required, except where buildings on the subject site abut a residential zone, in which case a side of not less than 10 ft and a rear yard of not less than 10 ft per story is required. *Here, the property abuts residential to the north, across the alley, and would be subject to a ten-foot per story rear yard setback.*

Solar Access. E-1 zoned properties are subject to Solar Access “Standard B” which limits the shadow cast over the north property line to no more than would be cast by a 16-foot tall fence built on the north property line. Building permit and land use submittals will need to include drawings clearing identifying the shadow producing point(s) and their height to natural grade with calculations in the form: **[Required Solar Setback = (Height – 16)/(0.445 + slope)]**

Lot Coverage: There is no underlying minimum lot area, width or depth, or maximum lot coverage; or minimum front, side or rear yard, except as required to comply with the special district and overlay zone provisions of part 18.3 or the site development and design standards of part 18.4 which, among other things, call for no more than 85 percent lot coverage. All areas other than natural landscaping which allow the normal infiltration of water into the soil are considered to be coverage. Please identify all existing and proposed lot coverage on site plan and in text.

Landscaping Requirements: 15 percent. Parking areas are required to meet the standards of chapters 18.4.3 Parking, Access, and Circulation and 18.4.4 Landscaping, Lighting, and Screening.

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 Tree Removal Permits as required in AMC 18.5.7 with the application submittals.

Parking, Access & Circulation: The city no longer has minimum off-street parking requirements *except that at least one ADA-accessible space must be provided for projects other than one- and two-family dwellings* (i.e. Mixed Use Developments in E-1 zones must provide at least one ADA-accessible parking space). All voluntarily provided parking must meet the dimensional and circulation requirements of AMC [18.4.3](#).

Signage: As detailed in 18.4.7.080. A separate sign permit application is required.

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APPLICATION DETAILS

Procedure: Site Design Review is required for new buildings in the E-1 zone. Where the proposal involves building areas of less than 15,000 square feet outside of the Detail Site Review and Downtown Design Standards Zone, it can be processed administratively as a “Type I” application with an administrative decision subject to appeal to the Planning Commission. A Land Partition is also subject to a “Type I” administrative decision. *(Should the applicant ultimately decide to apply the Performance Standards Options Subdivision Chapter (AMC 18.3.9), Outline Plan approval requires a decision through a “Type II” public hearing before the Planning Commission, with appeal to the City Council.)*

Type I Application Requirements (AMC 18.5.1.050.A)

1. **Application Form and Fee.** Applications for Type I 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 application shall not be considered complete unless the appropriate application fee accompanies it.

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.](#) (See below.)

Plan Requirements

Electronic copies of the plans below formatted to print to scale on paper no larger than 11-inches by 17-inches are required. Note: 11 x 17 copies are used for the Planning Commission packets and for the notices mailed to neighbors. Please submit clear, reproducible copies formatted to print to scale with a graphic scale on the page to facilitate review by staff, commissioners and the public.

- Materials required for a Site Design Review application as detailed in LUO 18.5.2.040.
- Materials required for Land Partition approval as detailed in LUO 18.5.3.040
- A Tree Protection Plan as required in chapter 18.4.5.030 (*if the application will involve any site disturbance that would impact trees*).
- Plans required for a Tree Removal Permit as required in chapter 18.5.7.030 (*if tree removal is proposed*).
- Plans required for a Variance as detailed in AMC 18.5.5.040 (*if applicable to the final proposal*).

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>

- Written findings addressing the approval criteria for Site Design Review, as detailed in LUO 18.5.2.050. *Exceptions to Site Development and Design Standards are included in this section.*
- Written findings addressing the approval criteria for Land Partition, as detailed in LUO 18.5.3.050
- Written findings addressing the criteria from chapter 18.4.6.020.B for an Exception to Street Standards (*if applicable to the final proposal*).
- Written findings addressing the 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*).
- Two (2) copies of written findings addressing the approval criteria for a Variance as detailed in LUO 18.5.5.050 (*if applicable to the final proposal*).

UPCOMING APPLICATION DEADLINES:	First Friday of each month
UPCOMING PC MEETINGS:	Second Tuesday of each month
<u>FEES:</u>	
Site Design Review (I)	\$1,349.60 + ½ % valuation
Exceptions	\$ 0 (if applicable)
Partition (I)	\$1,349.60 + \$89.55/lot
Or (PSO Subdivision (II))	\$3,607.10 + 180.60/lot
Variance (I/II, if applicable*)	\$1,349.60 or \$2,827.65
Tree Removal Permit	\$ 0 (if applicable)

NOTES:

- *Applications 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.*
- *The first 15 COMPLETE applications submitted are processed at the next available Planning Commission meeting.*

For further information, please contact:

Derek Severson, *Planning Supervisor*

City of Ashland, Department of Community Development

Phone: 541-552-2040 or e-mail: derek.severson@ashlandoregon.gov

November 19, 2025

Date