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*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.*

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**ASHLAND PLANNING DEPARTMENT  
PRE-APPLICATION CONFERENCE  
COMMENT SHEET**  
December 3, 2025

**SITE:** Phase 3 Kestrel Park Area #7  
**APPLICANT:** Taylor/Rouge  
**REQUEST:** Outline & Final Plan for 4 lots  
And residential Site Design Review.

### **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. This is at least the fourth time staff have reviewed a pre-application for this property, and many of these remarks are likely similar to those provided previously.*

**Generally:** Staff look forward to seeing the continued build-out of the North Mountain Neighborhood.

#### **The Application is for:**

- Outline and Final Plan of PSO subdivision (Type II)
- Site Design Review (Type II) x 11 dwellings.
  - A complete application will require elevations and renderings
- Tree Removal (x1)
- **IS NOT** a modification to the subdivision

Because the adopted standards include parking bays the request to include them instead of standard driveway approaches **does not require the application to address a modification of the subdivision** to the previously approved Final Plan.

### **NORTH MOUNTAIN SITE DESIGN REVIEW STANDARDS**

#### **18.3.5.100 Site Development and Design Standards**

Please be sure to address the standards that are relevant, specifically: A. Housing.

**Parking:** Parking has been a significant concern on previous application, however the code is explicit in that alley access shall be used to provide vehicle access. With the adoption of the Climate Friendly & Equitable Communities (CFEC) rules, Ashland no longer mandates off-street automobile parking.

Any voluntarily-provided parking must meet the dimensional and circulation requirements of AMC 18.4.3, and bicycle parking remains a requirement (*and bicycle parking ratios have increased in some cases*).

**Density:** From PA-T2-2024-00054

*The Planning Commission takes note of the spread sheet that was provided in the staff report. This spreadsheet has been updated with the removal of Area 7.'*

	<u>NM-R-1-7.5</u>	<u>NM-MF</u>
Acres	4.59	4.16
Dwelling units per acre	3.6	12
Base Density (acres x units per acre)	16.52	49.92
Minimum Density (x 0.75 – 1.1)	12.39 – 18.18	37.44 – 54.91
Phase 1	11	4
Phase 2 (Cottages)	5	10
Total Dwellings (Phase 1 + 2)	16	14
Remaining minimum density range	up to 2.18	23.44 - 40.91
Proposed Phase 3		22 <sup>1</sup>
Required minimum range for Area 7	Full developed	1.44 – 18.91

*The Planning Commission notes that the required minimum density for the remaining subdivision is between 24 and 40 units. The Planning Commission further notes that the present proposal is for 22 units of density, and the Planning Commission further notes that 8 of the proposed MFR units are below 500 sq. ft. they are counted as 0.75 units [SFR: 8, MFR 8+(8\*0.75)=14, 8+14=22]. The Planning Commission concludes that Area 7 will need to develop with at least two but not more than eighteen units, and a condition of approval to that effect has been included below.*

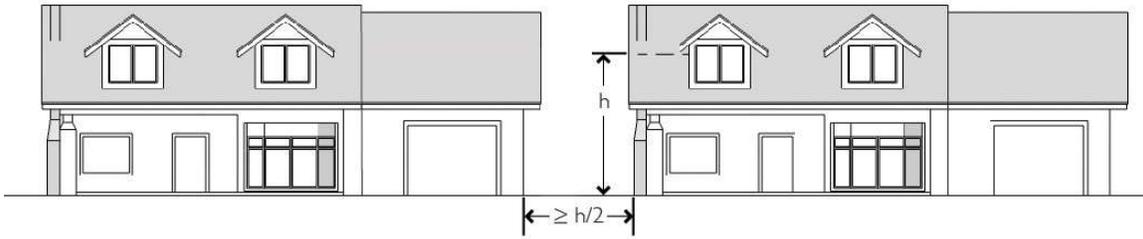
**Performance Standards Options Development/Outline Plan Approval (AMC**

**18.3.9.040.A.5):** The creation of more than three lots within the NM- zoning requires subdivision through the Performance Standards Options Chapter (AMC 18.3.9). Performance Standards development is a two-step process involving a quasi-judicial Outline Plan approval process followed by administrative Final Plan approval. The approval criteria for Outline Plan approval are below:

*a. The development meets all applicable ordinance requirements of the City.*

- As detailed in AMC 18.3.5.030.A.2, in addition to the submittal requirements for Final Plan approval listed in Chapter 18.3.9, the applicant shall provide typical elevations incorporating the architectural elements described in the North Mountain Neighborhood Design Standards for all proposed buildings.
- **Setbacks & Separation (18.3.9.070):** For Performance Standards Options developments, properties are required to meet the front yard setback for the underlying zone (*here 10-25 feet*), the perimeter setbacks of the parent parcel, solar setbacks and to provide the required separation between buildings (*one-half the height of the tallest building, up to a maximum required separation of 12 feet*).

<sup>1</sup> Eight of the proposed multi family units are less than 500 square feet so for the purposes of density they only count as 0.75. [8 SFR + ((8 x 0.75) + 8) MFR = 22]



Note: Maximum required building separation is 12 feet.

Figure 18.3.9.070.B. Building Separation

- b. *Adequate key City facilities can be provided including water, sewer, paved access to and through the development, electricity, urban storm drainage, police and fire protection, and adequate transportation; and that the development will not cause a City facility to operate beyond capacity.*
- c. *The existing and natural features of the land; such as wetlands, floodplain corridors, ponds, large trees, rock outcroppings, etc., have been identified in the plan of the development and significant features have been included in the common open space, common areas, and unbuildable areas.*
- d. *The development of the land will not prevent adjacent land from being developed for the uses shown in the Comprehensive Plan.*
- e. *There are adequate provisions for the maintenance of common open space and common areas, if required or provided, and that if developments are done in phases that the early phases have the same or higher ratio of amenities as proposed in the entire project.*
- f. *The proposed density meets the base and bonus density standards established under this chapter.*
- g. *The development complies with the street standards.*
- h. *The proposed development meets the common open space standards established under section 18.4.4.070. Common open space requirements may be satisfied by public open space in accordance with section 18.4.4.070 if approved by the City of Ashland.*

**Nevada Street Bridge LID:** As required in the original Kestrel Park subdivision approval, all properties within the subdivision are required to sign in favor of a future Local Improvement District (LID) for the future construction of a bridge across Bear Creek at Nevada Street to address emergency vehicle access and evacuation needs for the neighborhood.

**Aerial Truck Access:** The Fire Marshal has previously indicated that depending on the final building heights proposed, aerial truck access with a 26-foot unobstructed road width may be required. No additional comments have been provided with the current submittal, and in staff's view it would be advisable to consult with Fire Marshal Mark Shay and Planning staff early in the design process.

**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.

## OTHER DEPARTMENTS' COMMENTS

**BUILDING:** No comments provided. Please contact Building Official Steven Matiacco in the Building Division for any building codes-related information at (541) 488-5305.

**PUBLIC WORKS/ENGINEERING:** *Engineering Department must receive modified civil design sheets, that include all proposed changes to public infrastructure, for review. Final stamped modified sheets must be submitted for inclusion into working construction set.* 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](mailto:karl.johnson@ashland.or.us).

**WATER AND SEWER SERVICE:** *Please the Water Department to discuss the intended use of the facility or property and any potential cross connection hazards associated with it or for any questions regarding water connections."*

**ELECTRIC:** *Please contact Rick Barton in the Electric Department to discuss development plans, electrical service requirements and fee information at (541) 552-2389 or via e-mail to [rick.barton@ashland.or.us](mailto:rick.barton@ashland.or.us). Applicant will need to provide completed residential service applications (forms provided separately). 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:** No additional Fire Comment provided; comments from the May 2021 pre-application are included at the end of this document. Please contact Fire Marshal Mark Shay at (541) 552-2217 or via e-mail to [mark.shay@ashlandoregon.gov](mailto:mark.shay@ashlandoregon.gov) to confirm Fire Department issues and requirements.

**CONSERVATION:** For information on available conservation programs, please contact Conservation Analyst/Inspector Dan Cunningham at (541) 552-2063 or via e-mail to [dan.cunningham@ashland.or.us](mailto:dan.cunningham@ashland.or.us).

## UNDERLYING ZONE PROVISIONS (See AMC Table 18.3.5.060)

**Table 18.3.5.060. North Mountain Neighborhood Dimensional Standards**

	North Mountain Neighborhood Zones <sup>¶</sup>			
	NM-R-1-7.5	NM-R-1-5	NM-MF	NM-C
Residential Density (dwelling units/acre) <sup>1</sup>	3.6 du/ac	5 du/ac	12 du/ac	20 du/ac

<sup>1</sup>Density is computed by dividing the total number of dwelling units by the acreage of the project, including land dedicated to the public. Fractional portions of the answer shall not apply towards the total density, except that units less than 500 square feet gross habitable floor area shall count as .75 units in the NM-MF and NM-C zones. Accessory residential units and duplexes are not subject to the density requirements of the zone in the NM-R-1-7.5 and NM-R-1-5 zones, see sections [18.2.3.040](#) and [18.2.3.110](#).

**Standard Yards – Minimum (feet)**

Front – Standard	10 ft minimum/ 25 ft maximum	10 ft minimum/ 25 ft maximum	10 ft minimum/ 25 ft maximum	<i>No minimum yard requirements, except as required for parking, landscaping and building design requirement in chapters <a href="#">18.4.2</a>, <a href="#">18.4.3</a>, and <a href="#">18.4.4</a>.</i>
Front – Unenclosed Porch	5 ft	5 ft	5 ft	
Front – Garage <sup>2</sup>	15 ft from building face / 20 ft from sidewalk	15 ft from building face / 20 ft from sidewalk	15 ft from building face / 20 ft from sidewalk	
Side – Standard <sup>3</sup>	5 ft per building story	5 ft per building story	5 ft per building story	
Side – Adjacent to Street	10 ft	10 ft	10 ft	
Side – Single-Story, Detached Garage and Accessory Buildings <sup>4</sup>	3 ft	3 ft	3 ft	
Rear – Standard	10 ft per building story	10 ft per building story	10 ft per building story	

	North Mountain Neighborhood Zones <sup>1</sup>			
	NM-R-1-7.5	NM-R-1-5	NM-MF	NM-C
Rear – Upper Floor Dormer Space	15 ft	15 ft	15 ft	
Rear - Single-Story, Detached Garage and Accessory Buildings Adjacent to Alley	4 ft	4 ft	4 ft	
Rear – Two-Story Accessory Buildings Adjacent to Alley	4 ft	4 ft	4 ft	

<sup>2</sup>No greater than 50 percent of the total lineal building façade facing the street can consist of garage, carport, or other covered parking space.

<sup>3</sup>No additional side yard is required for half-stories and upper floor dormer space.

<sup>4</sup>No side yard is required for accessory buildings sharing a common wall.

Solar Access	Solar access setback required pursuant to chapter <a href="#">18.4.8</a> Solar Access.			No solar access setback required.
Lot Coverage – Maximum (% of lot area)	45%	50%	75%	80%

<sup>1</sup> **Zones:** NC = Neighborhood Commercial; MU = Mixed Use; OE = Office Employment; CI = Compatible Industrial; OS = Open Space.

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## APPLICATION DETAILS

**Procedure:** Applications involving Outline Plan review under the Performance Standards Option are required to be processed through a “Type II” quasi-judicial 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 Zoning Permit application form
  - b. Plans and exhibits required for the specific approvals sought, explained below.
  - c. A written statement or letter explaining how the application satisfies each and all of the relevant criteria and standards in sufficient detail (i.e. narrative findings).
  - d. Information demonstrating compliance with all prior decision(s) and conditions of approval for the subject site, as applicable.
  - e. The required fees detailed below, and posted on-line here:  
<https://ashlandoregon.gov/DocumentCenter/View/272/Community-Development-Planning-Services-Fee-Schedule-PDF>

**PLAN & EXHIBIT REQUIREMENTS:** *If providing hard copies, two (2) copies of the plans below 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.*

- **Application Materials required for Outline Plan approval as required in chapter 18.3.9.040.A.2**
- **Application Materials required for Site Design Review approval as required in chapter 18.5.2.040**
- **A Tree Preservation & Protection Plan as required in chapter 18.4.5.030 (if applicable to the final proposal).**

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

- **Written findings addressing the criteria of approval from chapter 18.3.9.040.A.3 for Outline Plan**
- **Written findings addressing the criteria of approval from chapter 18.5.2.050 for Site Design Review**
- **Written findings addressing the Site Development and Design Standards from chapter 18.3.5.100 for the North Mountain Neighborhood**

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**UPCOMING APPLICATION DEADLINES:** First Friday of each month  
**UPCOMING PC MEETINGS:** Second Tuesday of each month, 7:00 p.m.

**FEES:** Outline/Final Plan (Type II): \$3,607.10 + \$180.60/lot  
Site Design Review (Type II): \$2,827.62 + 89.55/unit  
Exception (*if applicable*) \$ 0  
Tree Removal Permit (*if applicable*) \$ 0

**NOTES:**

- Fees typically increase annually based on Council resolution
- 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.
- All applications received are reviewed for completeness by staff in accordance with ORS 227.178, and must be found to be complete before being processed or scheduled at a Planning Commission meeting.

**For further information, please contact:**

Aaron Anderson, *Senior Planner*

City of Ashland, Department of Community Development

Phone: (541) 552-2052 or e-mail: [aaron.anderson@ashlandoregon.gov](mailto:aaron.anderson@ashlandoregon.gov)

December 3, 2025

\_\_\_\_\_ Date



# AF&R Pre-Application Report

## PreApp/Land Development Review Inspection Result

**Inspected by**  
Mark Shay

**Completed at**  
11/25/2025

Address	Suite	City	State	Zip
455 SISKIYOU BLVD	Land Development (No Address)	ASHLAND	OR	97520
<b>Business Name</b>				
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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-2025-00490

**ITEM:** Applicant:

**RESULT:** Rogue Planning & Development LLC

**ITEM:** Site Name:

**RESULT:** Kestrel Park, Phase 3

**ITEM:** LD Description:

**RESULT:** In this case, the applicants are proposing a 22 foot wide street, six-inch curb, five foot of sidewalk, with on street parking bay for two off-street parking spaces on the east side of Patton Lane. This eliminates the eight foot landscape parkrow.

Objectives:

- Add on-street parking bays or inset pockets to serve higher-density lots and improve visitor parking distribution.
- 

### Ad-hoc violations:

#### **X Correction Required**

**ITEM:** With the proposed revision to the street and addition of the parking bay, the unobstructed width shall remain not less than 20 feet. This may require the addition of curb striping or approved signs prohibiting parking. Consult with Ashland Fire & Rescue with any questions.

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**CODE:** OFC - 503.2.1 - Dimensions. - Fire apparatus access roads shall have an unobstructed width of not less than 20 feet (6096 mm), exclusive of shoulders, except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 13 feet 6 inches (4115 mm).

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This project/development shall comply with access and water supply requirements in accordance with the Oregon Fire Code in affect 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](http://www.ashland.or.us)

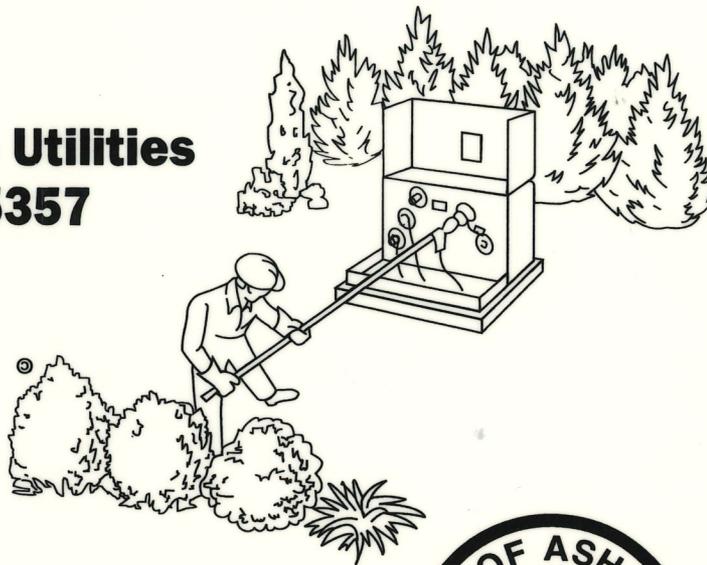
# NOTICE

## ENERGIZED CABLE AND FIBER OPTIC CABLE IN AREA

**Call City of Ashland  
Department of Electric Utilities  
Before Digging 488-5357**

Maintain 8 foot clearance from this side and 3 foot from other sides with fences and shrubs.

We need room to work safely on this device.



**! WARNING**



**Hazardous voltage inside. Can shock, burn, or cause death.**

Keep out. If open or unlocked immediately call City of Ashland, Department of Electric Utilities.

**! ADVERTENCIA**

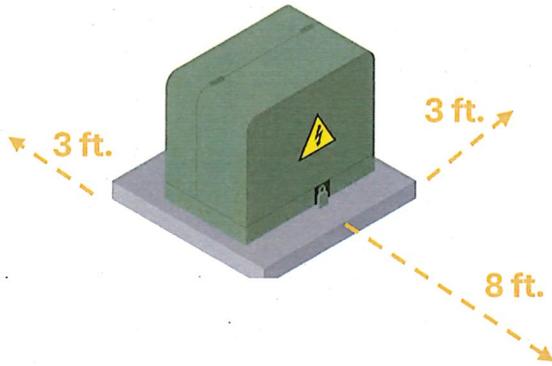
**Contiene voltaje peligroso. Puede producir choques eléctricos, quemaduras, o causará la muerte.**

Mantengase alejado. Si se encuentra abierto o sin llave llame o a la oficina local de la City of Ashland, Department of Electric Utilities.

# Infrastructure Types

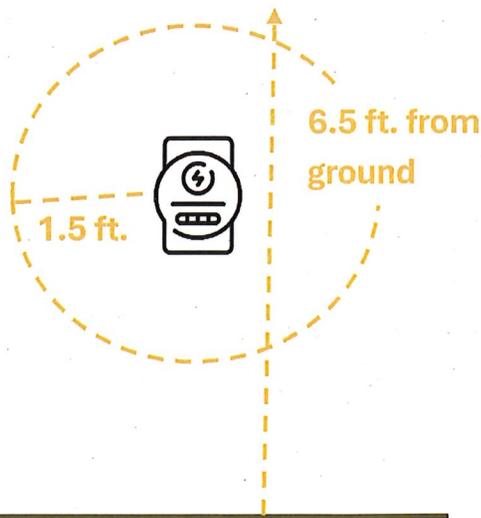
## Ground-Mounted Transformers

Transformers are high voltage electrical equipment that require an 8 ft. front clearance, with a 3 ft. side and rear clearance from all vegetation and fences.



## Meters

Meters are high voltage electrical equipment that require a 6.5 ft. clearance from the ground up, and an additional 1.5 ft. on each side of the meter face.



## Safety Matters!

Never climb trees near power lines and never climb a utility pole for any reason. When working outside with antennas, ladders, and other long handled tools, remember to always look up to see if power lines are near.

Never trim limbs or remove trees around power lines. Call the City of Ashland Electric Department for assistance.

Do not attempt to remove branches or trees that have fallen on lines.

48 hours prior to planting or digging, call 811 to have underground utilities located at no cost to you.

## Right Tree, Right Place

- Plant trees that exceed 25 ft. at maturity at least 50 ft. back from overhead power lines.
- Plant trees and shrubs that do not exceed 25 ft. at maturity at least 20 ft. back from overhead power lines.
- Plant deciduous trees on southeast and southwest exposures for summer shade and winter sun.
- Plant evergreen trees to provide winter windbreaks

Think you have a tree that qualifies for line clearance trimming?

Please contact us to request a tree trim evaluation. This service is provided at no cost to you.

Phone: 541-488-5357  
Email: [electric@ashlandoregon.gov](mailto:electric@ashlandoregon.gov)

# Electric Utility Vegetation Clearance Requirements

Working around the Electric Infrastructure  
in your community.

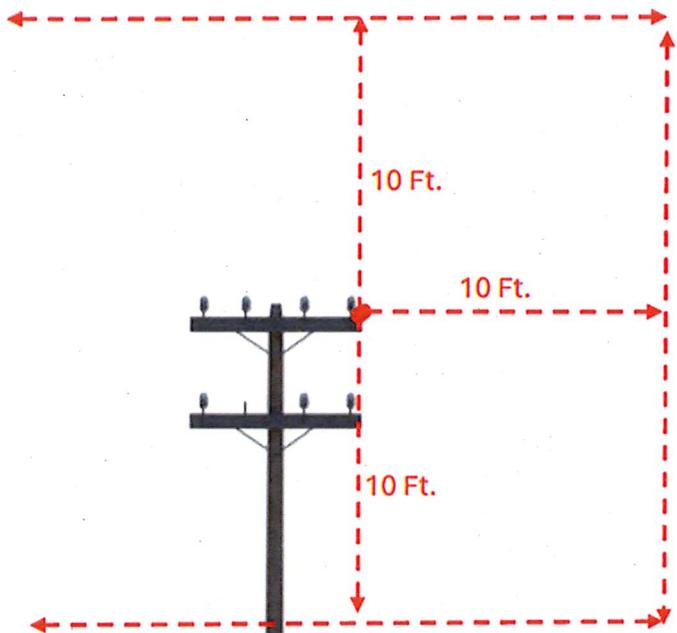


The City of Ashland Electric Department provides tree inspection services to help ensure safe and reliable electric service to your community.

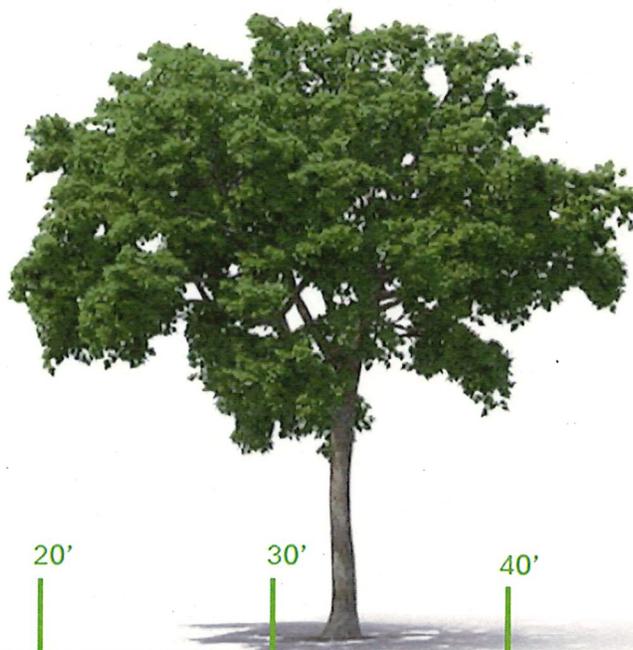
When trees grow too close to power lines, they can interrupt electric service to you and your neighbors. This is especially true during periods of strong winds, ice, and snow.

Our goal is to maintain a balance between safe and reliable electric service and the health of your trees. Tree crews are trained in modern tree trimming techniques and safe work practices.





Trees encroaching upon conductors will be trimmed to a minimum clearance of 10ft to a proper lateral.



10'  
20'

It is recommended that no trees or tall-growing shrubs are planted within 20ft of the base of power poles. Planting within this distance frequently results in the removal of the tree or shrub.

30'  
40'

It is recommended that trees or shrubs with a mature height that exceeds 15ft are planted greater than 25ft from the base of a power pole.

50'

Deciduous, conifer, and evergreen trees with a mature height that exceeds 22ft are to be planted greater than 50 feet from the base of power poles or electrical equipment.