

PRE-APPLICATION CONFERENCE

The comments within this pre-application report are preliminary in nature and subject to change based upon the submittal of additional 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 DIVISION
PRE-APPLICATION CONFERENCE
COMMENT SHEET: February 4, 2026

SITE: 20 E Main / Lithia Park
APPLICANT: City of Ashland
REQUEST: Partition

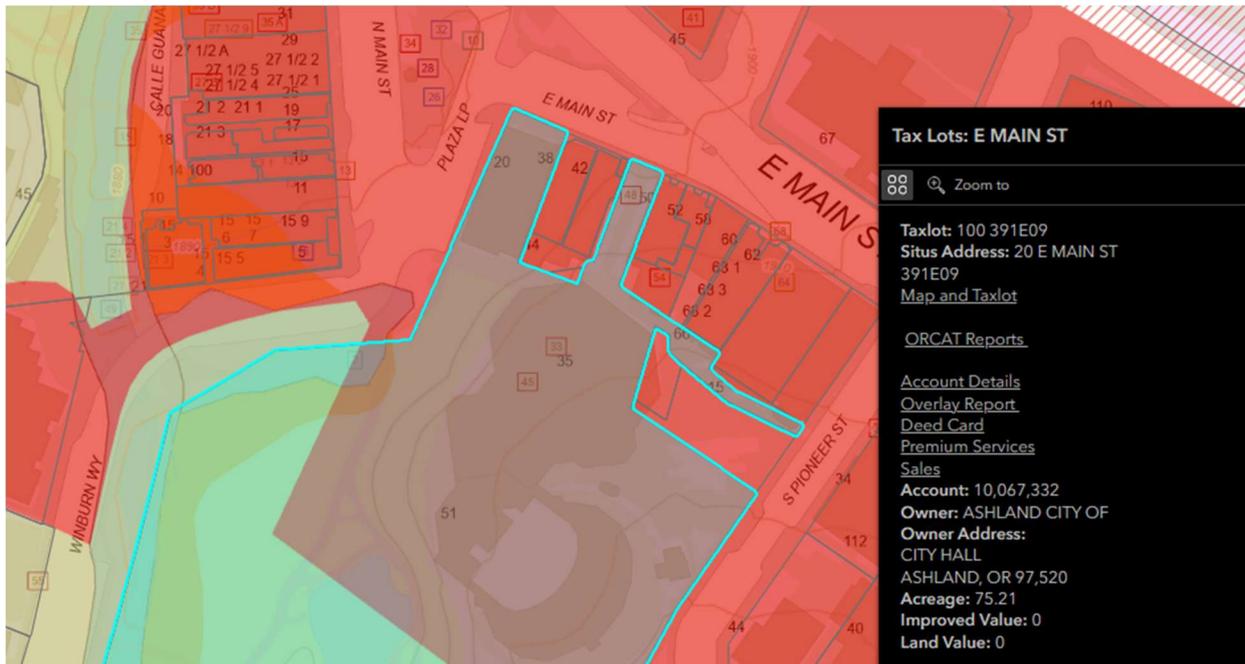
Planning Staff Comments:

AMC 18.5.1.030: The purpose of the conference shall be to acquaint the applicant with the substantive and procedural requirements of this ordinance, provide for an exchange of information ... and to identify policies and regulations that create opportunities or pose significant constraints for the proposed development.

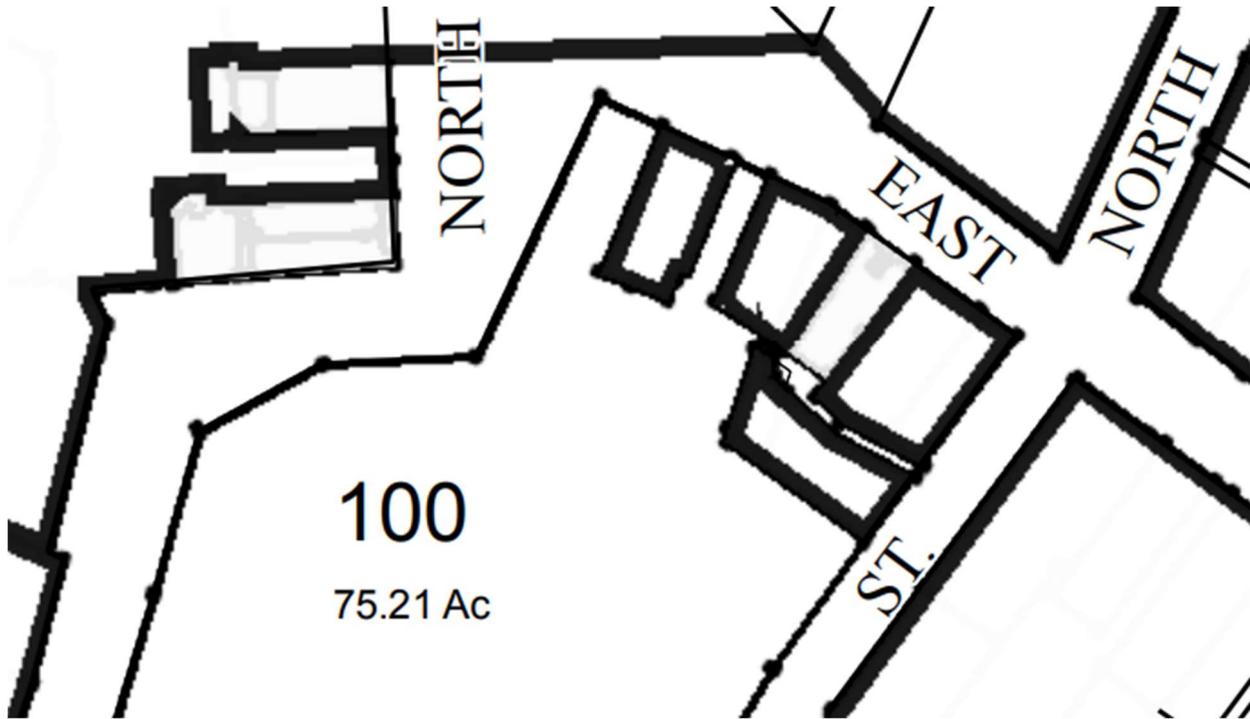
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The City GIS (Shown Below) shows the configuration of tax lot 100 differently as the plaza appears to already be dedicated ROW.

For Staff the main question relates to why the preliminary survey submitted indicate that there is a new parcel to be created as opposed to dedicating it as right of way.



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Standard Remarks

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

Scalable Plans: The plans submitted for the pre-application conference are not to scale. Scalable plans are required for the application to be deemed complete.

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 sent to neighbors within a 200-foot radius of the property.

Other Departments' Comments

BUILDING: No comments at this time. Please contact the Building Division for any building codes-related questions at 541-488-5305.

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CONSERVATION: For more information on available water conservation programs, or any financial or technical assistance available for the construction of Earth Advantage/Energy Star buildings, please contact the conservation department at 541-552-5306 or via e-mail to conserve@ashland.or.us.

ENGINEERING: No comments at this time. Please contact Karl Johnson of the Engineering Division for any Public Works/Engineering information at 541-552-2415 or via e-mail to karl.johnson@ashland.or.us.

FIRE: No comments at this time. Please contact Mark Shay from the Fire Department for any Fire Department-related information at 541-552-2217 or via e-mail to mark.shay@ashland.or.us

WATER AND SEWER SERVICE: No comments at this time. Please contact the Water Department at 541-488-5353 with any questions regarding water utilities.

ELECTRIC SERVICE: No comments at this time. If any upgrades to existing service are necessary, please contact Rick Barton in the Electric Department at 541-552-2082.

Underlying Zone Provision

AMC 18.2.6.030 - Unified Standards for Non-Residential Zones

- Lot Area: "There is no 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](#)."
- Setbacks: "There is no minimum front, side, or rear yard required, except where buildings on the subject site abut a residential zone..."

Approval Criteria

AMC 18.5.3.050 - Preliminary Partition Plat Criteria

The approval authority shall approve an application for preliminary partition plat approval only where all of the following criteria are met.

- 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.

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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.

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.

Submittal Requirements

AMC 18.5.3.040 - Preliminary Plat Submissions

Applications for preliminary plat approval shall contain all of the following information:

A. General Submission Requirements.

PRE-APPLICATION CONFERENCE

1. Partitions. Information required for a Type I review (see section 18.5.1.050), including but not limited to a written statement or letter explaining how the application satisfies each and all of the relevant criteria and standards.
2. Subdivisions. Information required for a Type II review (see section 18.5.1.060), including but not limited to a written statement or letter explaining how the application satisfies each and all of the relevant criteria and standards.

B. Preliminary Plat Information. In addition to the general information described in subsection A, above, and any information required pursuant to chapter 18.3.9, Performance Standards Option and PSO Overlay, the preliminary plat application shall consist of drawings and supplementary written material (i.e., on forms and/or in a written narrative) adequate to provide the following information, in quantities determined by Staff Advisor:

1. General information.
 - a. Name of subdivision (partitions are named by year and file number). This name shall not duplicate the name of another land division in the City or vicinity.
 - b. Date, north arrow, and scale of drawing.
 - c. Location of the development sufficient to define its location in the City boundaries.
 - d. Zoning of parcel to be divided, including any overlay zones.
 - e. A title block specifying "minor or major partition" and including the partition number, City of Ashland, the names, addresses, and telephone numbers of the owners of the subject property and, as applicable, the name of the engineer and surveyor, and the date of the survey.
 - f. Identification of the drawing as a "preliminary plat."
2. Existing Conditions. Except where the Staff Advisor deems certain information is not relevant, applications for preliminary plat approval shall contain all of the following information on existing conditions of the site:
 - a. Streets. Location, name, and present width of all streets, alleys, and rights-of-way on and abutting the site;
 - b. Easements. Width, location, and purpose of all existing easements of record on and abutting the site;
 - c. Utilities. Location and identity of all utilities on and abutting the site. If water mains and sewers are not on or abutting the site, indicate the direction and distance to the nearest one and show how utilities will be brought to standards;
 - d. Topography and Natural Features. A topographic map showing contour intervals of five feet or less and the location of any physically constrained lands, pursuant to chapter 18.3.10, and any natural features, such as rock outcroppings, wetlands, streams, wooded areas, and isolated preservable trees;
 - e. The Base Flood Elevation, Floodplain Corridor Elevation, and Floodplain Boundary, per the Ashland Floodplain Corridor Maps, as applicable;
 - f. North arrow and scale.
3. Proposed Development. Except where the Staff Advisor deems certain information is not relevant, applications for preliminary plat approval shall contain all of the following information on the proposed development:

PRE-APPLICATION CONFERENCE

- a. Proposed lots, streets, tracts, common open space, and park land (if any); location, names, right-of-way dimensions.
- b. Location, width, and purpose of all proposed easements.
- c. Approximate dimensions, area calculation (e.g., in square feet), and identification numbers for all proposed lots and private tracts (e.g., common open space, common area, or street).
- d. Proposed uses of the property, including all areas proposed to be dedicated as public right-of-way or reserved as common open space.
- e. Proposed public street improvements, pursuant to chapter 18.4.6.
- f. Preliminary design for extending City water and sewer service to each lot, pursuant to chapter 18.4.6.
- g. Proposed method of storm water drainage and treatment, if required, pursuant to chapter 18.4.6.
- h. The approximate location and identity of other facilities, including the locations of electric, fire hydrants, streetlights, and utilities, as applicable.
- i. Evidence of compliance with applicable overlay zones.

Final Plats

AMC 18.5.3.090 - Final Plats

A. Final Plat Submission. Final plats require review and approval by the Staff Advisor and City Surveyor prior to recording with Jackson County. Within 18 months of the date of preliminary plat approval, except when an extension of the preliminary plat is granted pursuant to section [18.1.6.040](#), the tract of land shall be surveyed, and the applicant shall submit the final plat.

Procedure

AMC 18.5.1.050 - Type I Procedure (Administrative Decision with Notice)

Type I decisions are made by the Staff Advisor, following public notice and a public comment period. Type I decisions provide an opportunity for appeal to the Planning Commission.

A. Application Requirements.

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.

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e. The required fee.

Fees

Land Partition	\$1,349.60 + \$89.55 per lot
Final Plat Review	\$175.70 + 13.60 per lot

For further information or questions please contact:

Aaron Anderson, CFM, Senior Planner

City of Ashland, Community Development Dept.

Phone (541) 552-2052 or e-mail aaron.anderson@ashland.or.us

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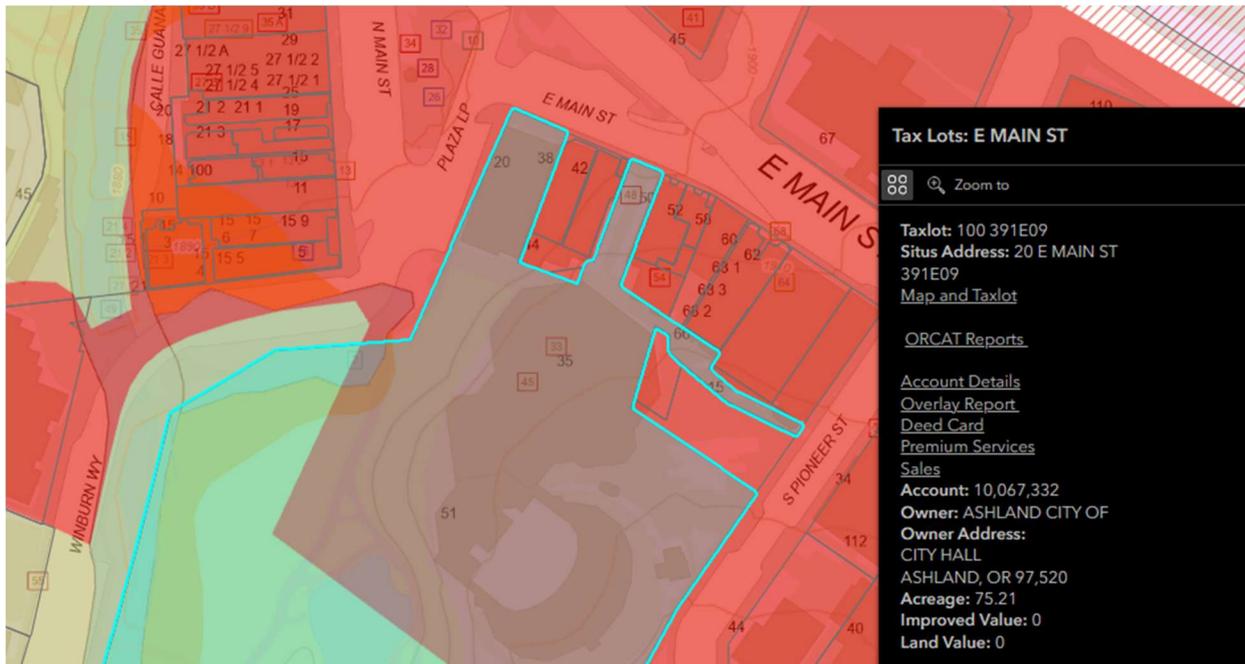
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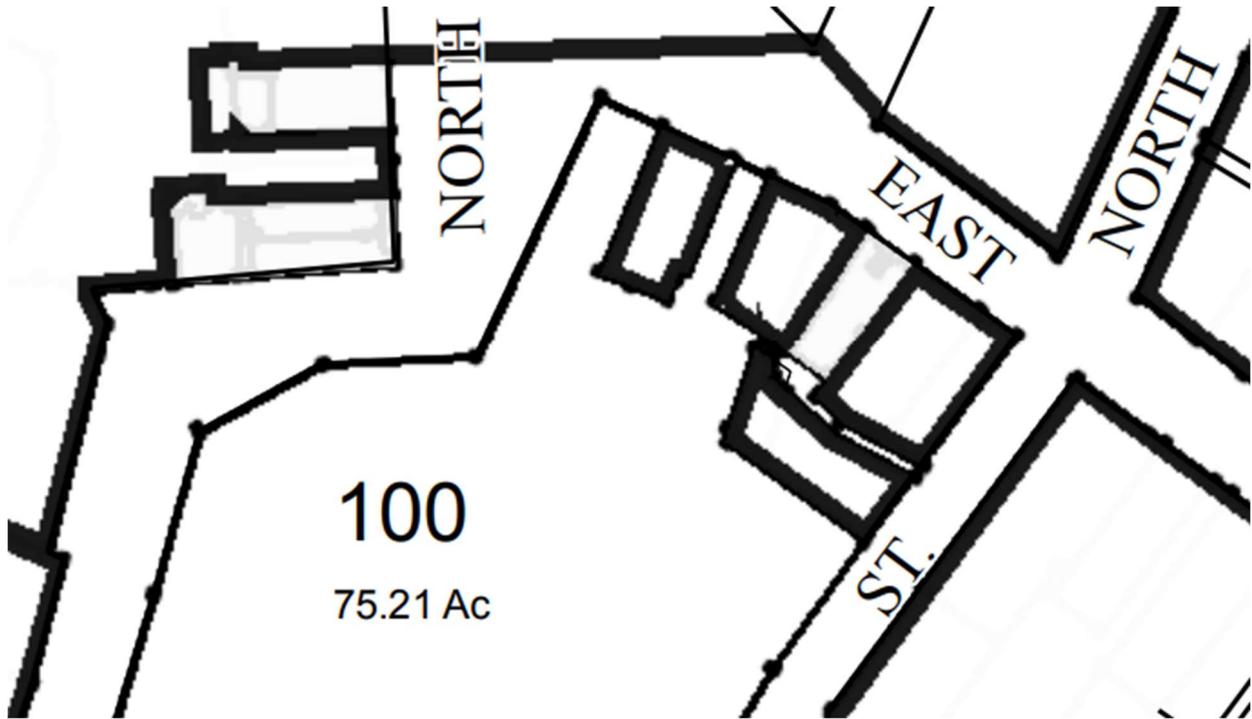
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