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*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.*

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ASHLAND PLANNING DEPARTMENT  
PRE-APPLICATION CONFERENCE  
COMMENT SHEET  
June 18, 2025

SITE: 161 B Street  
APPLICANT: Pete Eggspuehler  
REQUEST: Site Design Review for Renovation of Existing Structures & Exterior Stairwell

### 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 two structures, consisting of three (3) residential units, one single family dwelling in the front and one multi-story duplex in the rear.

**Density:** The property is zoned R-2, the base density for the property is 13.5-dwelling units per acre. For the subject property, this equates to 0.11 acres x 13.5 du/acre = 1.485 dwelling units as a base density. The density is not large enough to allow 4 units, however the existing three appear to be legally non-conforming..

**MPFA:** AMC 18.2.5.070 provides for the Maximum Permitted Floor Area in Historic districts. A final application would need to detail the amount of GHFA that is within the historic district. The lot is located within the historic district and will be used for the lot area portion of the calculation.

Lot area x Adj. Factor = Adjusted lot area x graduated FAR = MPFA

3-unit MPFA: 4,791 x 1.00 = 4,791 x 0.42 = 2,012

Building #	Code Area	Year Built	Eff Year Built	Stat Class	Description	Type	SqFt
1	5-01	1979	1980	232	DUPLEX CLASS 3 UPPER LEVELS	MULTI-FAMILY	1310
2	5-01	1979	1980	121	One Story	RESIDENCE	918

Based on the application materials it appears that there are currently approximately 2,228 total square feet of habitable space on the property.

**AMC 18.2.5.070.C. Increases in Allowable MPFA.** A conditional use permit under chapter [18.5.4](#) is required to exceed the MPFA standards of subsections [18.2.5.070.F](#) and [18.2.5.070.G](#), below. In addition to the approval criteria for a conditional use permit, the criteria for Historic District Design Standards approval must be met. **In no case shall the permitted floor area exceed 25 percent of the MPFA.**

The maximum allowed MPFA with a CUP is as follows: 2012 x 1.25 = 2,515

Redevelopment of the property will require the following:

- Site Design Review
- Any increase in habitable area will require a CUP

A land use action for site design review approval is required due to the changes to the front facades including the addition of an exterior stairwell and balcony. The site design review application would need to provide a site plan and written findings addressing the applicable criteria and standards for site review, parking lot landscaping & screening standards, and the relevant historic district standards.

Generally speaking, if there are existing non-conformities with these standards such as site landscaping, etc. the standards would seek to have the non-conformities addressed to a degree proportional to any addition proposed (*i.e. if a building addition of ten percent were involved, non-conformities for ten percent of the site would need to be addressed*).

The property is located within the Railroad Historic District and is listed as the Steve H. Royle Rentals, listed as Compatible/Non-Historic/Non-Contributing. From the historic inventory:

**ID # 33.0**

**ROYLE, H. STEVE RENTALS**  
**161 B STREET**  
**Mixed**

**1979**  
**391E09BA 12900**

**Compatible/Non-Historic/Non-Contributing**

No structures appear at this location on the 1928 Sanborn Fire Insurance Map of Ashland. In 1948 the lot was owned by Eugenia and Petrunela Straszynski who sold to Silas Livingston in 1959. No buildings are listed at this address as late as 1964. Clay Morrison purchased the site in 1974 and may have built one of the two structures now on the site shortly thereafter however a Certificate of Occupancy was issued to H. Steve Royle, owner and builder, in February 1979. The front unit, a flat roofed concrete block volume with wooden siding on the front elevation only, was long used as a cabinet shop but is now in residential use. The history of the larger rear wood-frame gable building is unclear. While not historic, these buildings are both generally compatible with the multiple-uses and dense development of this area of the Railroad District.

**Lot Coverage:** Within the R-2 zone, the maximum allowed lot coverage is 65 percent. Lot coverage includes the total area of a lot covered by buildings, parking areas, driveways, and other solid surfaces that will not allow natural water infiltration to the soil. Landscaping, including living plants, vegetative ground cover, and mulch, which allows natural soil characteristics and water infiltration, and retention is not considered lot or site coverage. Applicant provided square footage of the existing structures, driveways, and landscaped areas. However, for the final application, the total proposed lot coverage must be included. This would include all existing and proposed structures, driveways, parking areas, patios, decks, etc. and all other impervious surfaces.

**Building Designs and Elevations:** Final application must include the final design of all proposed development, including the proposed new exterior stairs. These designs must be final construction-ready designs to be presented to the Historic Committee for their full review and recommendations/conditions, including building elevations, building materials and colors, window choices, roof pitch and materials, etc.

**Trash & Recycling:** The final application will need to address the placement and screening of trash and recycling facilities to address standards. Applicants may wish to consult Recology to verify the sizing and placement of the trash and recycling facilities are adequate.

## **Site Review:**

For multifamily residential developments, careful design considerations must be made to assure that the development is compatible with the surrounding neighborhood. Site Design Review criteria are largely design-focused, and all newly proposed structures should address building location and orientation as well as historic standards. Site Design Review standards and criteria for Residential Development would need to be met as outlined in Chapter 18.4.2.030. In addition, Historic District Design Standards in Chapter 18.4.2.050 would apply within the boundary of the Railroad Historic District (shown on map below in yellow).

**Pedestrian Connectivity:** Due to the proposal of new structures on the property, safe, direct, and convenient pedestrian access and circulation will be required, subject to AMC 18.4.3.090. A Pedestrian Access and Circulation plan will be required as part of the final application.

**Building Separation:** The final application would need to demonstrate compliance with the R-2 Building Separation requirements from Table 18.2.5.030.A which require separation equal to one-half the height of the tallest building, where building height is measured at the two closest exterior walls. The maximum separation required is 12 feet.

**Historic District:** This property is located within the Railroad Historic District. As this proposal includes exterior changes the owner/applicant would need to meet with the Historic Preservation Advisory Committee (HPAC) for recommendations and to ensure the Historic Design Standards of 18.4.2.050 are met.

Site Design Review approvals rely heavily on the Historic Commission recommendations and upon compliance with the Historic District Design Standards. The applicants would be well-served in addressing any Historic Commission concerns prior to making a formal application, and prior to submitting a formal application, applicants are required to present their proposals to the full Historic Commission at a monthly meeting for informal review. To request time on the full Commission agenda, please call Regan at (541) 488-5305.

For each of these standards, the application will need to demonstrate through the plan drawings and detail through the written findings how compliance is achieved or request applicable Exceptions or Variances. Exceptions and Variances add a further level of discretion to the Planning Commission's review, and a Conditional Use Permit requiring multiple Variances to key design standards may encounter more difficulty in demonstrating the required architectural compatibility with the impact area.

It would be beneficial for the applicant to come before the review board or the full historical commission (HPAC), prior to submitting a final application, to discuss how once these potential complications are addressed, the proposal will retain the rhythm of openings for the building and be compatible with the existing symmetry.

**Open Space:** The final application will need to clearly address the open/recreational space requirement demonstrating that the proposed open/recreation space is located and treated in a way to accommodate human recreational use and complies with the definitions in the Land Use Ordinance.

**Parking Requirements:** The city no longer has required parking Miniums, but there is a requirement for 1 off street ADA parking.

**Parking/Parking Lot Treatment:** Parking areas of more than seven spaces are required to meet the design standards of AMC 18.4.3.040.B.5 in terms of using one of the allowed strategies to minimize the adverse environmental and microclimatic impacts of surface parking (i.e. light-colored paving, porous solid surfacing, 50% shade from tree canopy or 50% shade from solar energy generating covers). All parking lots and other hard surfaces are to be designed in a way that captures and treats runoff with landscaped medians and swales.

**Parking Area Screening (AMC 18.4.4.030.F.2):** Where a parking area is adjacent to a residential building it shall be set back at least eight feet from the building and shall provide a continuous hedge screen. Potential proposed parking will require scaled plans indicating how parking will be screened from view. *Any new fences will require a fence/zoning permit.*

**Street Improvements/Street Trees:** City standards require development to provide street frontage improvements (sidewalks, parkrow planting strips with irrigated street trees, streetlights, etc.) for the property's full street frontage. *The frontage along B Street is fully improved with park row, street trees and sidewalk.*

**Tree Preservation/Protection/Removal:** All planning actions are required to include a tree preservation/protection plan in accordance with AMC 18.61; this is intended to ensure that trees are protected during all site disturbance (including demolition, construction, driveway/parking installation, staging of materials, etc. 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.

**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 a 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 depended 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)

The approval criteria invokes all of AMC 18.4, including but not limited to the following Chapters: 18.4.1 - Site Development and Design Standards Administration; 18.4.2 - Building Placement, Orientation, and Design; 18.4.3 - Parking, Access, and Circulation; 18.4.4 - Landscaping, Lighting, and Screening; 18.4.5 - Tree Preservation and Protection; 18.4.6 - Public Facilities; 18.4.7 – Signs; 18.4.8 - Solar Access; 18.4.9 - Disc Antennas; and 18.4.10 - Wireless Communication Facilities. *AMC 18.4.9 and 18.4.10 are not applicable to this project but are included for completeness. AMC 18.4.5 invokes AMC 18.5.7 – Tree removals and would also need to be addressed in the final application.*

## **Conditional Use Permit (AMC 18.5.4.050)**

The application must address the following approval criteria from AMC 18.5.4.050.A for a Conditional Use Permit.

### **18.5.4.050 Conditional Use Permit Approval Criteria**

1. That the use would be in conformance with all standards within the zoning district in which the use is proposed to be located, and in conformance with relevant Comprehensive plan policies that are not implemented by any City, State, or Federal law or program.
2. That adequate capacity of City facilities for water, sewer, electricity, urban storm drainage, paved access to and throughout the development, and adequate transportation can and will be provided to the subject property.
3. That the conditional use will have no greater adverse material effect on the livability of the impact area when compared to the development of the subject lot with the target use of the zone, pursuant with subsection 18.5.4.050.A.5, below. When evaluating the effect of the proposed use on the impact area, the following factors of livability of the impact area shall be considered in relation to the target use of the zone.
  - a. Similarity in scale, bulk, and coverage.
  - b. Generation of traffic and effects on surrounding streets. Increases in pedestrian, bicycle, and mass transit use are considered beneficial regardless of capacity of facilities.
  - c. Architectural compatibility with the impact area.
  - d. Air quality, including the generation of dust, odors, or other environmental pollutants.
  - e. Generation of noise, light, and glare.
  - f. The development of adjacent properties as envisioned in the Comprehensive Plan.
  - g. Other factors found to be relevant by the approval authority for review of the proposed use.
4. A conditional use permit shall not allow a use that is prohibited or one that is not permitted pursuant to this ordinance.
5. For the purpose of reviewing conditional use permit applications for conformity with the approval criteria of this subsection, the target uses of each zone are as follows:
  - c. R-2 and R-3. Residential use complying with all ordinance requirements, developed at the density permitted by chapter [18.2.5](#) Standards for Residential Zones.

**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 from the NOC. Once a decision has been made a Notice of Decision 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.

**Details:** The final application materials will need to make clear the proposed lot configuration, how lot coverage is to be addressed, MPFA coverage, lot coverage, how the perimeter setback and front yard setbacks are to be addressed, full and comprehensive final scalable building plans that show elevations of each structure to be created and/or modified and the exterior materials to be used for each building, and provide a parking plan if parking is proposed.

## OTHER DEPARTMENTS' COMMENTS

**FIRE DEPARTMENT:** Please contact Division Chief Ralph Sartain of the Fire Department for any additional information at (541) 552-2229 or via e-mail to [ralph.sartain@ashland.or.us](mailto:ralph.sartain@ashland.or.us) .

**BUILDING DEPARTMENT:** The applicants would be well served to retain the services of a design professional early on in the planning process to verify building codes, requirements relating to accessibility, occupancy type, utilities, etc. Please contact the Building Division for any additional information at (541) 488-5309.

**CONSERVATION DEPARTMENT:** 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](mailto:Dan.Cunningham@ashland.or.us). A handout on the city's "Smartbuild" program for new construction is attached at the end of this document. Conservation staff are available to provide any further information or assistance on these programs.

**PUBLIC WORKS DEPARTMENT:** See attached comments below. For any further information, please contact Karl Johnson of the Engineering Division at (541) 552-2415 or via e-mail to: [karl.johnson@ashland.or.us](mailto:karl.johnson@ashland.or.us).

**ELECTRIC DEPARTMENT:** The applicant will need to contact Rick Barton in the Electric Department at (541) 552-2082 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. Rick 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 Rick Barton, 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](mailto:walkers@ashland.or.us) with any questions regarding water utilities.

## 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, including park rows and open space, at time of formal application. Avoid using lawn. Provide irrigation system. Include street trees, one per 30 feet of street frontage.

**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. The applicants would need to 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 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. *Expansion of an existing structure towards the north will still be required to meet these standards. Expansion must meet the minimum setback requirements.*

## **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 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 required application fee must accompany the application for it to be considered complete.
2. **Submittal Information.** The application shall include all the following information.
  - a. The information requested on the application form (see attached).
  - b. Plans and exhibits required for the specific approvals sought (including elevations of all sides of the proposed structure, floor plan, and parking space dimensions, etc.).
  - c. A written statement or letter explaining how the application satisfies each and all the relevant criteria and standards in sufficient detail.
  - d. The required fee.

The Ashland Land Use Ordinance in its entirety may be accessed on-line at:  
[http://www.ashland.or.us/SIB/files/AMC\\_Chpt\\_18\\_current.pdf](http://www.ashland.or.us/SIB/files/AMC_Chpt_18_current.pdf).

**PLAN & EXHIBIT REQUIREMENTS:** *One (1) copy on paper no larger than 11"x 17" and/or digital submittal of the plans below. Note: These copies may be used for the Planning Commission packets and for the notices mailed to neighbors - please submit clear, readable, reproducible copies.*

- **One (1) copy and/or digital submittal of the materials required for a Site Design Review approval as detailed in chapter 18.5.2.040, including but not limited to:**
  - **A scaled site and landscape plan**
  - **Site analysis map as outlined in 18.5.2.040.B.2.**
  - **Proposed site plan map as outlined in 18.5.2.040.B.3.**
  - **Final Architectural drawings as outlined in 18.5.2.040.B.4.**
  - **Landscape and Irrigation Plan as outlined in 18.5.2.040.B.7.**
  - **A written/typed narrative addressing the approval criteria of 18.5.2.040.B.8.b in addition to the criteria outlined below.**
- **One (1) copy of the materials required for a Conditional Use Permit application as detailed in AMC 18.5.4.040.**

- One (1) copy and/or digital submittal of written findings addressing the submittal requirements from section 18.5.5.040 for a Variance (if applicable to the final proposal).
- One (1) copy and/or digital submittal of a Tree Protection Plan as required in chapter 18.4.5.030.
- One (1) copy and/or digital submittal of the plans required for a Tree Removal Permit as required in chapter 18.5.7.030 (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.

- One (1) copy and/or digital submittal of written findings addressing the following criteria for Site Design Review approval detailed in chapter 18.5.2.050.
- One (1) copy and/or digital submittal of written findings addressing the following criteria from chapter 18.5.5.050 for a Variance (if applicable to the final proposal).
- One (1) copy and/or digital submittal of 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).

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**FEES:** (As applicable to the final proposals details)...

- |  |                                |
|--|--------------------------------|
| <input type="checkbox"/> Site Design Review, Residential:        | \$1,315.50 + \$ 87.25 per unit |
| <input type="checkbox"/> Conditional Use Permit (if applicable): | \$1315.50                      |
| <input type="checkbox"/> Exceptions (if applicable):             | \$0                            |
| <input type="checkbox"/> Tree Removal Permits (if applicable):   | \$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:**

Nick Schubert, Associate Planner  
 City of Ashland, Department of Community Development  
 Phone: 541-552-2045 or e-mail: [nick.schubert@ashland.or.us](mailto:nick.schubert@ashland.or.us)

Date June 18, 2025

Aaron Anderson, Senior Planner  
 City of Ashland, Department of Community Development  
 Phone: 541-552-2052 or e-mail: [aaron.anderson@ashland.or.us](mailto:aaron.anderson@ashland.or.us)

Date

## **ENGINEERING/PUBLIC WORKS PRE-APPLICATION COMMENTS:**

1. Engineered Plans - Where public improvements are required or proposed, the applicant's engineer shall submit design plans for approval of all public improvements identified on the approved plan or as specified in the conditions of approval. One set of these civil plans **MUST BE SUBMITTED DIRECTLY TO THE PUBLIC WORKS/ENGINEERING DEPARTMENT**. All design plans must meet the current City of Ashland Public Works Standards. Engineered construction plans and specifications shall be reviewed and signed by the Public Works Director, prior to construction. All public facilities within the development will be designed to the City of Ashland Engineering Design Standards for Public Improvements.
2. Where public improvements are required or completed, the developer shall submit as-built drawings of all public improvements constructed during and in conjunction with this project. Field changes made during construction shall be drafted to the drawings in the same manner as the original plans with clear indication of all modifications (strike out old with new added beside).

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

- Drawings must be submitted digitally and **MUST** be true scale PDF drawings
  - Drawings sizes shall comply with ANSI-defined standards for page width and height.
  - Review and construction drawings **MUST** be submitted in B size (11x17).
  - All final, as-constructed drawings, **MUST** be submitted digitally as true scale PDF drawings and on Mylar if requested. Final drawings shall be B size (11x17) or D size (22x34). If D size drawings are produced, both B size and D size **MUST** be submitted.
2. Permits – Any construction or closure within the public right of way or public utility easement will require a Public Works permit and before any work in the right of way or public utility easement commences, all necessary permits **MUST** be obtained.
  3. Right-of-Way – No additional right-of-way dedication, beyond that necessary to comply with City Street Standards, will be required at this time.
  4. Street Improvement – No additional street improvements, beyond those necessary to comply with City Street Standards, will be required at this time.
  5. Driveway Access – No additional improvements/requirements will be requested at this time, but the applicant proposed improvements must be reviewed and permitted by the City of Ashland Engineering Department.
  6. Sanitary Sewer - The property is currently served by a 6-in sanitary sewer main in B Street. The applicant proposed improvements must be reviewed, approved and permitted by the City of Ashland Engineering Department.
  7. Water - The property is currently served by a 6-in water main in B Street. City of Ashland Water Department shall tap existing water main and install any new water services and water meter

boxes that are proposed by development. City of Ashland Water Department must be contacted for availability, placement and costs associated with the installation of the new water service. Service & Connection Fees will also be required for any new water services installed as part of this project.

8. Storm Drainage - The property is currently served only by the streetside curb along B Street. City of Ashland Engineering Department must review an engineered storm drainage plan.

### **Storm Water Facility Design Requirements**

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

<https://www.rvss-or.gov/stormwater-management-and-erosion-control/rogue-valley-stormwater-quality-design-manual>

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

9. Erosion & Sediment Control - The following requirements shall be met:

- All ground disturbances exceeding 2,500 square feet shall implement an Erosion and Sediment Control Plan (ESCP).
- A 1200-C permit will be secured by the developer where required under the rules of the Oregon State DEQ. City of Ashland Engineering Department must receive a copy of this permit before any construction shall begin.
- Erosion Prevention and Sediment control measures that meet the minimum standards set forth by the City of Ashland Public Works/Engineering Standard Drawing CD282 must be in place before any construction related to the project begins.
- Pollution, track out, and sediment dumping into storm water are strictly prohibited per AMC 9.08.060.
- Drainage from automotive use areas shall be limited to oil concentrations of 10 mg/l by a pre-approved means.
- Trash storage areas shall be covered or provide additional storm water treatment by an approved means.
- Off street parking areas shall conform to Ashland Municipal Code 18.4.3.080.B.5, including provisions to minimize adverse environmental and microclimatic impacts.