
The comments of this pre-application are preliminary in nature and subject to change based upon the submittal of additional or different information. The Planning Commission or City Council are the final decision-making authority of the City and are not bound by the comments made by the Staff as part of this pre-application.

ASHLAND PLANNING DEPARTMENT	SITE:	Lori Lane/N. Main St. (TL 2704)
PRE-APPLICATION CONFERENCE	APPLICANT:	Alan Harper for Pacific Rental Properties
COMMENT SHEET	REQUEST:	Site Design Review for proposed mixed-use development on vacant lot

November 5, 2025

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 applicant is proposing a new mixed-use building located on the presently vacant property located at tax lot 2704. The proposal is to have a majority of the first floor used for office/commercial space along with residential space on the rear and residential space taking up the second floor.

The property was created through a minor land partition (PA-2017-02243) in 2017, in which the parent parcel (430 N Main St.) was divided into two parcels. The lot split intended for Parcel 2 (TL 2704) to be developed consistent with the allowances of the E-1 zoning district and does exceed minimum lot size. The property is 0.07 acres, roughly 25' wide x 90' in length with slopes measuring 3-5% downhill to the North.

Procedurally: The development proposal is subject to the Site Design and Use Standards for Basic and Detail Site Review. The Site Review application would need to provide a Site Plan and written findings addressing the applicable criteria and standards for Basic Site Review, Detail Site Review, Parking Lot Landscaping & Screening Standards, and the relevant Historic District Development Standards.

The City encourages the most orderly and efficient land-use while reducing the impacts to the existing development pattern. Additional information regarding proposed utility equipment location and placements, lot access, solar access, etc. will need to be thoroughly reviewed before an application can be made.

Staff notes that the historic districts (per AMC 18.4.2.010.E.) require high quality development that makes a positive contribution to the streetscape and maintains a sense of place that is distinctly Ashland. Staff understand that the building cannot be orientated towards the street due to constraints caused by the layout and size of the property. It would be advisable to schedule a meeting with the Historic Commission's Review Board to discuss design issues posed by the unique nature of the lot, and to have a follow-up pre-application discussion with staff once design drawings are prepared. (Per AMC 18.4.2.040.A., buildings are to include changes in relief such as cornices, bases, fenestration, and fluted masonry, for at least 15 percent of the exterior wall area'. This would also go for the front of the building, Per 18.4.2.040.1.D., 'Buildings shall incorporate lighting and changes in mass, surface, or finish to give emphasis to entrances'.)

Residential Overlay: The property is within the residential overlay, which encourages mixed-use developments, of which this proposal is. Ground floor residential uses shall occupy not more than 35 percent of the gross floor area of the ground floor. At least 65 percent of the gross floor area of the ground floor shall be designated for permitted uses and uses permitted with special use standards. Ground floor use (office space, etc.) should be established as part of the proposed development. Residential uses shall be subject to the same setback, landscaping and design standards as for permitted uses in the E-1 District.

Solar: In the E-1 zone all lots are classified as solar setback standard B which allows for a 16-foot-tall shadow on the north property line. Given that the lot is only 25 feet wide it may be difficult to place a structure on the proposed property. Applicants should explore the limitations imposed by solar access requirements as part of the development process and should be aware of the potential impacts that these requirements may have on future building design. Generally speaking, solar variances for new development will not be supported. The final application will need to identify building envelopes and provide elevations of drawings for proposed buildings, taking into consideration height limitations and solar access requirements.

Preliminary calculations for the proposed parcels have a north slope of approximately -0.004, and E-1 zoned parcels are subject to a Solar Standard B cannot shade a property to the north more than the shadow that would be cast by a 16-foot fence built on the north property line as mentioned above. As such, the required solar setback would be $[(\text{Height}-16)/(0.445 + \text{Slope})]$ or $[(21 -16)/(0.445 + -0.004)]$ = the required setback. This calculation yields a required solar setback of 11.34 feet while the north-south dimension lot dimension is nearer to 100 feet. As a result, the lot meets the solar access performance standard because the 11.34 feet required for a 21-foot-high structure is significantly less than half of the north-south lot dimension of approximately 100 feet.

Adequate Capacity of Public Utilities: The applicant is responsible for determining if adequate water, sanitary sewer, storm sewer, and electricity services, and paved access/adequate transportation are available or can be extended to serve the proposed development. The Site Plan must show the location and size of the public utility lines that will serve the proposed parcels and detail service locations and plans will not be deemed complete without a utility plan which includes an Electric Department-approved electric service plan.

In terms of access, adjacent frontage for the parcel is fully improved with access via a flag driveway which provides access supported by easements from North Main Street through to Lori Lane. A 20' flag drive is also present and also runs W-E from North Main Street through to Lori Lane, with grades noted as three to five percent, and access is provided in the form of a public access and utility easement over Parcel 1 (430 N Main St.) and a driveway easement and public utility easement over Parcel 2. It is also important to know that the previously existing overhead utility line easement dissecting near the midline of the property has been vacated and will not hinder proposed development (see Partition Plat P-04-2018, CS #22500 for more details).

Drainage/On-Site Detention: The application submittals should provide details addressing site drainage in regard 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.

Historic

Historic District: The property lies within the Skidmore Historic District. Any new development within the historic district is subject to Historic Preservation Advisory Committee review. The Historic Preservation Advisory Committee Review Board will require concept and design materials, colors, etc. for their review of the building permits. The final building permit submittals should include necessary submittals to review the design for compliance with the Historic District Development Standards of 18.4.2.050. (i.e. including scalable elevations of all sides and clear details of materials and trim, see AMC 18.5.2.040.B.). Based on topography and location of the site it does appear the depending on the height of the structure it may not be readily visible or visible at all from the ROW for N Main Street and thus may have an easier time potentially gaining support from HPAC. *Applicants can request a meeting at the HPAC Review Board meeting ahead of applying for their application to get design feedback and make design modifications prior to submittal.*

Site Design Review Approval Criteria

The application submittal would need to address the criteria for Site Design Review and the applicable Site Development and Design Standards:

- A. Underlying Zone.** The proposal complies with all 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](#)).
 - **Detail Site Design Review:** A portion of the property is in detailed site design review overlay.
 - **Historic District:** The property is in the Skidmore Historic District overlay. Any new development is subject to the Historic District Design Standards in AMC 18.4.2.050.
 - **Historic District Design Standards AMC 18.4.2.050:** Staff's comments pertain to the applicable Historic District design standards. These standards are based on buildings within the Historic District.
- 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 application would need to address the Exception criteria above if any of the details of the proposal do not comply with the applicable design standards.

Parking: No off-street parking is required. Any voluntarily provided parking must meet the dimensional and circulation standards of AMC 18.4.3.

Tree Inventory/Preservation/Protection/Removal: All planning actions are required to include a tree preservation/protection plan in accordance with AMC 18.4.5; 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 dependent 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.

OTHER DEPARTMENTS' COMMENTS

FIRE DEPARTMENT: See attached comment sheet. Please contact Fire Chief Marshall Rasor of the Fire Department for any additional information at (541) 552-2219 or via e-mail to rasor.marshall@ashland.or.us.

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

CONSERVATION DEPARTMENT: No comments provided. For more information on currently available Conservation programs, please contact the City of Ashland Conservation Division at (541) 552-2062 or e-mail Dan.Cunningham@ashland.or.us.

PUBLIC WORKS/ENGINEERING DEPARTMENT: See attached comment sheet. For any further information, please contact Karl Johnson at (541) 552-2415 or via e-mail to: karl.johnson@ashland.or.us.

ELECTRIC DEPARTMENT: Please contact Rick Barton with the Electric Department at (541) 552-2082 to discuss service requirements and fees. A preliminary electric service plan approved by the Electric Department is required with Site Design Review applications.

WATER AND SEWER SERVICE: Please contact the Water Department at 541-488-5353 with any questions regarding water utilities.

ZONING DISTRICT REQUIREMENTS

Zoning: E-1 Employment (Within Detail Site Review Zone & Residential Overlay)

Landscaping Requirements: 15% Landscaping Requirement. Site, size, and species-specific landscaping plan required at time of formal application. Avoid using lawn. Provide irrigation system.

Parking, Access and Internal Circulation: As per the Off-Street Parking Chapter, AMC 18.4.3.040. General office uses require one space per 500 square feet.

Lot Coverage: A maximum of 85% if the lot may be covered with impervious surface, subject to other requirements for landscaping, etc. from the Site Design and Use Standards.

Setbacks: Standard setbacks do not apply within this district.

Signs: As per the Sign Ordinance, AMC 18.96. Sign permits are required for the installation or modification of signage; applicants should prepare a comprehensive signage plan for the site.

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 and 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 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.

The Ashland Land Use Ordinance in its entirety may be accessed on-line at:

<https://ashland.municipal.codes/LandUse> .

PLAN & EXHIBIT REQUIREMENTS: *Digital copies that can be clearly replicated on paper no larger than 11"x 17" 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.*

- **Materials required for a Site Design Review application as detailed in chapter 18.5.2.040**
- **Tree Protection Plan as required chapter 18.4.5.030.** A tree protection plan shall be approved by the Staff Advisor concurrent with applications for Type I, Type II, and Type III planning actions. If tree removal is proposed, a Tree Removal Permit pursuant to chapter 18.5.7 may be required.
- **Plans required for a Tree Removal Permit as required in chapter 18.5.7.030**

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

- **Written findings addressing the criteria from chapter 18.5.2.050 for Site Design Review Approval Criteria. Exceptions to the Site Development and Design Standards are addressed in these criteria as well. (narrative requirements can be found in chapter 18.5.2.040.B.8.)**
- **Written findings addressing the criteria from chapter 18.4.2.040.C Detail Site Review**

Standards.

- **Written findings addressing the criteria from chapter 18.4.2.050 Historic District Development for historic district design standards.**
- **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).**
- **Plans submittal from chapter 18.5.040, including floor plan (18.2.3.220) and proposed sign designs (if applicable) (18.2.3.220).**

FEES: Commercial Site Design Review & Conditional Use Permit (Type I)

- Type I Site Design Review \$1,349.60 + ½ % of valuation of the proposed project
- Exceptions (if applicable): \$0
- 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

November 5, 2025
Date

Public Works 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.

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.

ODOT will need to permit the connection to the water main in N Main Street which is ODOT right-of-way. City of Ashland must obtain a copy of any ODOT approvals and/or permits that are granted before any work in the ODOT right-of-way begins.

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 Lori Lane. 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 12-in water main in N Main Street or a 6-in water main in Lori Lane. 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 by a 10-in storm sewer main in Lori Lane. 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.



AF&R Pre-Application Report

PreApp/Land Development Review Inspection Result

Inspected by
Mark Shay

Completed at
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Address	Suite	City	State	Zip
455 SISKIYOU BLVD	Land Development (No Address)	ASHLAND	OR	97520
Business Name				
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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-2025-00486

ITEM: Applicant:

RESULT: Alan Harper / Travis Snyder

ITEM: Site Name:

RESULT: Lori Lane

ITEM: LD Description:

RESULT: Mixed use of new construction office / residential

Water Supply:

✘ Correction Required

ITEM: Fire Hydrants Provided?

REMARK:

An additional hydrant may be required to meet fire flow and distance requirements.

CODE: OFC - 507.5 - Fire hydrant systems. - Fire hydrant systems shall comply with Sections 507.5.1 through 507.5.6. See Appendix C.

AF&R - AF&R 7 - Fire Hydrant Distance to Structures - Hydrant distance is measured from the hydrant, along a driving surface, to the approved fire apparatus operating location. Hydrant distance shall not exceed 300 feet. Hydrant distance can be increased to 600 feet if approved fire sprinkler systems are installed.

Fire Department Road Access:

✘ Correction Required

ITEM: Parking Restrictions Provided - Public Streets?

REMARK:

Parking to be restricted along the driveway to maintain fire apparatus access.

CODE: OFC - 2022 - D103.6 - Signs - Where required by the fire code official, fire apparatus access roads shall be marked with permanent NO PARKING—FIRE LANE signs complying with Figure D103.6. Signs shall have a minimum dimension of 12 inches (305 mm) wide by 18 inches (457 mm) high and have red letters on a white reflective background. Signs shall be posted on one or both sides of the fire apparatus road as required by Section D103.6.1 or D103.6.2.

✘ Correction Required

ITEM: Aerial Apparatus Access Road(s) Provided?

REMARK:

If the proposed building exceeds 24 feet in height, as per AMC 15.28.070, aerial access will be required.

CODE: AF&R - AF&R 15.28.070 - Aerial Ladder Fire Apparatus Access Roads - Aerial Ladder Fire Apparatus Access Roads –Where the vertical distance between the grade plane and the highest roof surface exceeds 24 feet, approved aerial fire apparatus access roads shall be provided. For the purposes of this section, the highest roof surface shall be determined by measurement to the eave of a pitched roof, the intersection of the roof to the exterior wall, or the top of parapet walls, whichever is greater. Overhead utility and power lines shall not be located within the aerial fire apparatus access roadway or between the aerial fire access road and the building. These access roads are required to be 26 feet in width in the immediate vicinity of the building. OFC Appendix D 105 as amended by AMC 15.28.070 Q & R.

Aerial fire apparatus access roads shall have a minimum unobstructed width of 26 feet (7925 mm), exclusive of shoulders, in the immediate vicinity of the building or portion thereof.

Proximity to building. At least one of the required access routes meeting this condition shall be located within a minimum of 15 feet (4572 mm) and a maximum of 30 feet (9144 mm) from the building and shall be positioned parallel to one entire side of the building. The side of the building on which the aerial fire apparatus access road is positioned shall be approved by the fire code official.

Obstructions. Overhead utility and power lines shall not be located over the aerial fire apparatus access road or between the aerial fire apparatus road and the building. Other obstructions shall be permitted to be placed with the approval of the fire code official.

This project/development shall comply with access and water supply requirements in accordance with the Oregon Fire Code in effect 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