



# Planning Commission Meeting Agenda

ASHLAND PLANNING COMMISSION

REGULAR MEETING AGENDA

Tuesday, December 9, 2025

**Note: Anyone wishing to speak at any Planning Commission meeting is encouraged to do so. If you wish to speak, please rise and, after you have been recognized by the Chair, give your name and complete address for the record. You will then be allowed to speak. Please note the public testimony may be limited by the Chair.**

## I. CALL TO ORDER

7:00 p.m., Civic Center Council Chambers, 1175 E. Main Street

## II. ANNOUNCEMENTS

1. Staff Announcements
2. Advisory Committee Liaison Reports

## III. CONSENT AGENDA

Approval of Minutes

1. September 23, 2025 Study Session
2. October 14, 2025 Regular Meeting
3. October 28, 2025 Special Meeting

## IV. PUBLIC FORUM

Note: To speak to an agenda item in person you must fill out a speaker request form at the meeting and will then be recognized by the Chair to provide your public testimony. Written testimony can be submitted in advance or in person at the meeting. If you wish to discuss an agenda item electronically, please contact [PC-public-testimony@ashland.or.us](mailto:PC-public-testimony@ashland.or.us) by 10:00 a.m. on December 9, 2025 to register to participate via Zoom. If you are interested in watching the meeting via Zoom, please utilize the following link: <https://zoom.us/j/99187031787>

## V. TYPE II PUBLIC HEARINGS

**A. PLANNING ACTION:** PA-T2-2025-00061

**SUBJECT PROPERTY:** 44 Scenic Drive & 0\* Scenic Drive TL 7302

**APPLICANT:** Rogue Planning and Development

**OWNER:** Stanley Family Trust & Suncrest Homes

**DESCRIPTION:** A request for concurrent Outline and Final Plan approval for a Performance Standards Option (PSO) subdivision. The subdivision includes two parent parcels which are tax lots 5701 & 7302 of assessor's map 39-1E-08-AD. These are proposed to be subdivided into five new lots, one of which will retain the existing house at 44 Scenic, and four lots for new residential construction. The application also includes a Physical and Environmental constraints review for the proposed private drive to serve lots three, four and five. Additionally, a request to remove eleven trees, seven of which are significant trees, and a request for an exception to street standards to not install standard street improvements due to the existing sidewalk that was previously improved through an LID in the early 2000s. **COMPREHENSIVE PLAN DESIGNATION:** Single-Family Residential; **ZONING:** R-1-7.5; **MAP:** 39-1E-08-AD; **TAX LOT:** 5701 & 7302





# Planning Commission Meeting Agenda

- B. PLANNING ACTION:** PA-T2-2025-00062  
**SUBJECT PROPERTY:** 2262 & 2270 Ashland Street  
**APPLICANT:** Dan Horton Architecture  
**OWNER:** Reed Commercial Investment Properties LLC  
**DESCRIPTION:** A request for Site Design Review approval to redevelop the property at 2262 Ashland St. The proposal is for two commercial two-story buildings. The application includes a request for phased redevelopment, where first the office building will be removed and replaced, followed by the removal of the restaurant and the construction of the second building. Additionally, tax lot 1600 has been approved for a Property Line Adjustment (see: PA-A-2025-00379) increasing its size from 0.38 acres to 0.82 acres. **COMPREHENSIVE PLAN DESIGNATION:** Commercial;  
**ZONING:** C-1; **MAP:** 39-1E-14-BA; **TAX LOT:** 1600.

## VI. OPEN DISCUSSION

## VII. ADJOURNMENT

**Next Meeting Date:** End-of-Year Appreciation Reception, December 15, 2025

*If you need special assistance to participate in this meeting, please contact Derek Severson at [planning@ashlandoregon.gov](mailto:planning@ashlandoregon.gov) or 541.488.5305 (TTY phone number 1.800.735.2900). Notification at least three business days before the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting in compliance with the Americans with Disabilities Act.*





# Planning Commission Minutes

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**September 23, 2025**

**STUDY SESSION**

**DRAFT Minutes**

## **I. CALL TO ORDER:**

Vice-Chair KenCairn called the meeting to order at 7:03 p.m. at the Civic Center Council Chambers, 1175 E. Main Street.

### **Commissioners Present:**

Kerry KenCairn  
Eric Herron  
Susan MacCracken Jain  
Russell Phillips

### **Staff Present:**

Brandon Goldman, Community Development Director  
Jordan Rooklyn, Deputy City Manager  
Michael Sullivan, Executive Assistant

### **Absent Members:**

John Maher  
Lisa Verner

### **Council Liaison:**

Jeff Dahle (absent)

## **II. ANNOUNCEMENTS**

### **1. Staff Announcements:**

Community Development Director Brandon Goldman made the following announcement:

- The Ashland Wildfire Emergency Drill is scheduled for October 11, 2025. Interested participants should visit the City's webpage at [ashlandoregon.gov](http://ashlandoregon.gov) to sign up before September 30.
- A public meeting will be held at Hunter Park regarding the tennis court restoration on September 24 at 5:30 p.m. at the Ashland Senior Center.
- The "Coffee and Conversation with City Council and Staff" is scheduled for October 14 from 1:00 to 2:30 p.m. at North Mountain Park.
- The October 14, 2025 Planning Commission Regular Meeting will include a site review for a multifamily development at 300 Clay Street.

### **2. Advisory Committee Liaison Reports – None**

## **III. PUBLIC FORUM – None**



# Planning Commission Minutes

## IV. **DISCUSSION ITEMS**

### 1. **Special Permits**

Deputy City Manager Jordan Rooklyn presented on streamlining the City's special event permitting process, explaining that currently there are 11 different short-term permits across 6 departments, referenced in 3 different code locations including Land Use under Chapter 18 (see attachment).

The proposal would:

- Create a new Chapter 2.69 "Special Event" in the city code
- Consolidate all permits into one application and review process
- Move certain special event permits from land use code to administrative code
- Create a formal appeal process for denied permits
- Remove the current rush fee for late applications
- Provide more flexibility for downtown sidewalk sales
- Codify First Friday events

The Commission recommended removing the limits on event occurrences to benefit the City, while allowing administration to address any arising issues. The Commission highlighted safety concerns about food trucks, such as extension cords, generators, and gas, with Ms. Rooklyn confirming that inspections would involve the City Fire Marshal. The Commission supported allowing food trucks in public rights-of-way only with full street closures and proper safety measures, as well as permitting them at block parties in residential areas if neighbors approve. Ms. Rooklyn noted plans to revisit the Planning Commission for a public hearing in early 2026, aiming for a July 1, 2026, implementation.

## IV. **OPEN DISCUSSION** – None

## V. **ADJOURNMENT**

*Meeting adjourned at 7:38 p.m.*

*Submitted by,  
Michael Sullivan, Executive Assistant*



# Planning Commission Minutes

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**October 14, 2025**

**STUDY SESSION**

**DRAFT Minutes**

## **I. CALL TO ORDER:**

Chair Verner called the meeting to order at 7:00 p.m. at the Civic Center Council Chambers, 1175 E. Main Street. She noted that Jay Lininger had been appointed to the Commission by the City Council, but was absent from the meeting due to illness.

### **Commissioners Present:**

Lisa Verner  
Eric Herron  
Susan MacCracken Jain  
Russell Phillips  
John Maher  
Kerry KenCairn

### **Staff Present:**

Brandon Goldman, Community Development Director  
Derek Severson, Planning Supervisor  
Veronica Allen, Associate Planner  
Michael Sullivan, Executive Assistant

### **Absent Members:**

Jay Lininger

### **Council Liaison:**

Jeff Dahle (absent)

## **II. ANNOUNCEMENTS**

### **1. Staff Announcements:**

Community Development Director Brandon Goldman made the following announcements:

- A community resource fair by the Housing and Human Services Advisory Committee is being held on October 20, 2025 at the Ashland Public Library from 4:00-6:00 p.m. It would provide information on various community support resources.
- On October 7, the City Council approved the Fern Street vacation with the exception of the public access easement, and the SOU master plan amendment removing conditional permit requirements to aid Cascade Hall's redevelopment. SOU remains interested in providing a public access easement, with the Public Works Department collaborating on this.
- A retreat will be held on October 28 at 51 Windburn Way 11:00 a.m. to 4:00 p.m., replacing the regular Study Session. Presentations will include reviews on wildfire protection and emergency evacuation planning. Tours of recent multifamily project developments in Ashland have been arranged.

### **2. Advisory Committee Liaison Reports – None**





# Planning Commission Minutes

## III. CONSENT AGENDA

### Approval of Minutes

1. August 26, 2025 Special Meeting Minutes
2. September 9, 2025 Regular Meeting Minutes

**Commissioners Phillips/MacCracken Jain m/s to approve the consent agenda as presented.  
Voice Vote: All AYES. Motion Passed 6-0.**

## IV. PUBLIC FORUM – None

## V. TYPE II PUBLIC HEARING

**PLANNING ACTION:** PA-T2-2025-00060

**SUBJECT PROPERTY:** 300 Clay St. (Map 39 1E 11CB Tax Lot 1100)

**OWNER/APPLICANT:** Rogue Planning & Development Services, LLC for Bentella LLC

**DESCRIPTION:** A request for Site Design Review permit approval to construct four four-plex buildings as part of Phase 1 in the recently approved Caldera Oaks Subdivision at 300 Clay Street. Each four-plex consists of four two-story units. Eight of the 16 total units will be deed-restricted affordable housing. The application includes a request for a Solar Setback Exception to allow the northernmost four-plex building to cast a greater shadow on the property to the north (2272 Dollarhide Way) than would be cast by a six-foot fence built on the property line; the property owner to the north has agreed to the proposed shadowing.

**COMPREHENSIVE PLAN DESIGNATION:** Suburban Residential; **ZONING:** R-1-3.5; **MAP:** 39-1E-11-CB; **TAX LOT:** 1100

### Ex Parte Contact

Commissioners Herron and Maher disclosed site visits, with other Commissioners stating that they were familiar with the property. No ex parte contact was disclosed.

### Staff Presentation

Associate Planner Veronica Allen presented the application for 300 Clay Street, recently annexed under the Caldera Oaks subdivision, comprising 29 lots and 37 units. The application focused on the site design review for four 4-plex buildings (16 units total) at the rear, with eight units deed-restricted for affordable housing. Two exceptions were sought: one to solar setbacks for lot 25 and another for landscape buffer requirements. The property to the north agreed in writing to the additional shadowing. The landscape buffer was proposed at five feet instead of the required eight, with a suggestion to move a landscape bay to reduce headlight impact on the unit. Ms. Allen noted the





## Planning Commission Minutes

solar exception for lot 25, where shadows would extend to 22 feet 1.5 inches into the northern property, with photos indicating the shadow's base (see attachment #1).

Staff recommended approval of the application, subject to the conditions detailed in the packet and an additional condition to shift the landscape island three spaces north to minimize impacts to the building on lot 25, if the Planning Commission deemed necessary.

### **Applicant Presentation**

Amy Gunter from Rogue Planning and Development Services presented for the applicant. She explained that TID ditches on the property had been converted to pipes, leading to reduced wetlands. The soil was impermeable, causing perched water. Lots 24 and 25 would house the deed-restricted affordable units. Development features included a private drive from Engle Street, bike parking, a 5-foot walkway, EV chargers for 40% of parking, landscaping, a play area, picnic tables, and a barbecue area. Each home included a 10x10 patio and private yard. Initially designed with ski-lodge roofs, the buildings had shed roofs due to solar constraints, and lot 25's roof was altered to reduce shadow on the neighboring property. All four-plexes were two stories, with identical floor plans for 886 sq ft end units and 861 sq ft interior units. Ms. Gunter also agreed to shift the landscape planter and use compact parking to improve the buffer area, and highlighted that the solar exception mainly affected the yard, not the buildings (see attachment #2).

Chair Verner closed the Public Hearing and Public record at 7:35 p.m.

During discussions, the Commission expressed concerns regarding compact spaces and landscape buffer solutions to better manage impacts on nearby units. Confirmations were sought on maintaining equal floor plans across all buildings and implementing necessary exceptions without compromising unit integrity.

**Commissioners Phillips/Maher m/s to approve planning action PA-T2-2025-00060 based on the staff report, applicant materials, and testimony in the record subject to the conditions of approval in the staff report as amended, specifically:**

- 1. Correcting condition 8c to state the maximum lot coverage is 55 percent**
- 2. Adding condition 10e: All fencing shall be installed in accordance with the approved plan and shall be inspected and approved by the staff adviser prior to the final project approval or the issuance of a certificate of occupancy**
- 3. Adding condition 10f: All other conditions of approval shall be satisfied to the staff adviser's satisfaction prior to the final project approval or the issuance of a certificate of occupancy**
- 4. Adding a headlight mitigation condition: Landscape island and trees shall be shifted 3 spaces north adjacent to lot 25 as discussed in the staff report to provide screening and prevent vehicle headlights from shining into the west facing window where the landscape buffer is reduced. Final location and species subject to staff adviser approval**



## Planning Commission Minutes

### 5. Grammatical correction to remove the word "that" from the beginning of conditions

**Roll Call Vote: All AYES. Motion passed 6-0.**

#### IV. OPEN DISCUSSION

The Commission expressed concerns about exceptions potentially setting a precedent, and compact parking becoming problematic. The influence of insurance requirements on property development was flagged as a topic for further discussion at the upcoming retreat.

Mr. Goldman stated that the November 11, 2025 meeting might require adjustments due to the Veterans Day holiday, with a potential need for special scheduling for any time-sensitive applications.

#### V. ADJOURNMENT

*Meeting adjourned at 7:54 p.m.*

*Submitted by,  
Michael Sullivan, Executive Assistant*



# Planning Commission Minutes

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**October 28, 2025**

**SPECIAL MEETING**

**DRAFT Minutes**

## **I. CALL TO ORDER:**

Chair Verner called the meeting to order at 11:02 a.m. at the Siskiyou Room at 51 Winburn Way.

### **Commissioners Present:**

Lisa Verner  
Eric Herron  
Susan MacCracken Jain  
Russell Phillips  
John Maher  
Kerry KenCairn  
Jay Lininger

### **Staff Present:**

Brandon Goldman, Community Development Director  
Derek Severson, Planning Supervisor  
Veronica Allen, Associate Planner  
Michael Sullivan, Executive Assistant

### **Absent Members:**

### **Council Liaison:**

Jeff Dahle (absent)

## **II. UNFINISHED BUSINESS**

Approval of Findings for PA-T2-2025-00060, 300 Clay Street.

Chair Verner noted that Commissioner Phillip had suggested minor changes to staff for clarity (see attachment #1). Community Development Director Brandon Goldman stated that these changes had been made and these updated Findings would be what the Commission would vote to approve.

**Ex Parte Contact** – None

### **Decision**

**Commissioners KenCairn/Phillips m/s to approve Findings with the amendments suggested by Commissioner Phillips. Commissioner Lininger abstained from voting due to his absence from the October 14, 2025 meeting. Roll Call Vote: All AYES. Motion passed 6-0.**

## **IV. ADJOURNMENT**

*Meeting adjourned at 11:08 a.m.*

*Submitted by,  
Michael Sullivan, Executive Assistant*





# ATTENTION

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**For attachments to Minutes, please use  
the link below:**

**<https://ashlandor.portal.civicclerk.com/event/1168/files/agenda/1888>**



# **TYPE II PUBLIC HEARING**

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**PA-T2-2025-00061,  
44 Scenic & 0 Scenic Drive, TL 7302**



## NOTICE OF PUBLIC HEARING

**PLANNING ACTION:** PA-T2-2025-00061

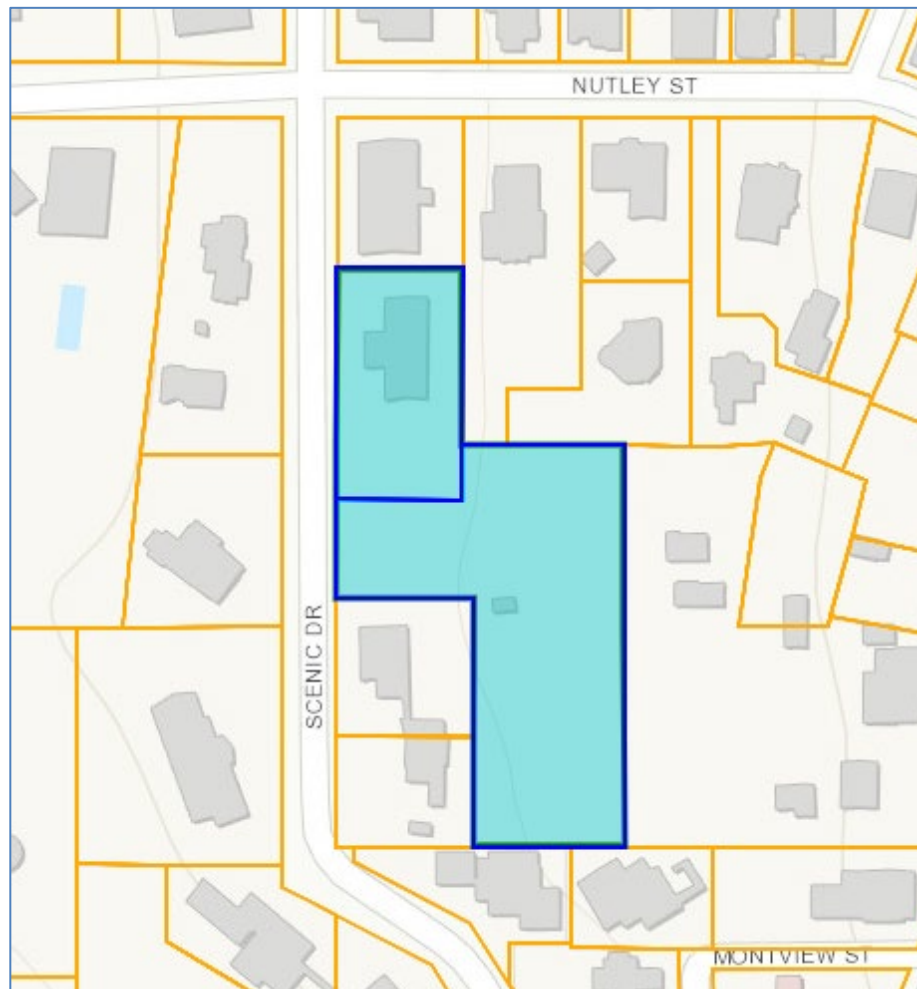
**SUBJECT PROPERTY:** 44 Scenic Drive & 0\* Scenic Drive TL 7302

**APPLICANT:** Rogue Planning and Development

**OWNER:** Stanley Family Trust & Suncrest Homes

**DESCRIPTION:** A request for concurrent Outline and Final Plan approval for a Performance Standards Option (PSO) subdivision. The subdivision includes two parent parcels which are tax lots 5701 & 7302 of assessor's map 39-1E-08-AD. These are proposed to be subdivided into five new lots, one of which will retain the existing house at 44 Scenic, and four lots for new residential construction. The application also includes a Physical and Environmental constraints review for the proposed private drive to serve lots three, four and five. Additionally, a request to remove eleven trees, seven of which are significant trees, and a request for an exception to street standards to not install standard street improvements due to the existing sidewalk that was previously improved through an LID in the early 2000s. **COMPREHENSIVE PLAN DESIGNATION:** Single Family Residential; **ZONING:** R-1-7.5; **MAP:** 39-1E-08-AD; **TAX LOT:** 5701 & 7302

**ASHLAND PLANNING COMMISSION MEETING:** *Tuesday December 9, 2025 at 7:00 PM, Ashland Civic Center, 1175 East Main Street*



### COMMUNITY DEVELOPMENT DEPARTMENT

51 Winburn Way  
Ashland, Oregon 97520  
[ashland.or.us](http://ashland.or.us)

Tel: 541.488.5305  
Fax: 541.552.2050  
TTY: 800.735.2900

Notice is hereby given that a PUBLIC HEARING on the following request with respect to the ASHLAND LAND USE ORDINANCE will be held before the ASHLAND PLANNING COMMISSION on meeting date shown above. The meeting will be at the ASHLAND CIVIC CENTER, 1175 East Main Street, Ashland, Oregon.

A copy of the application, including all documents, evidence and applicable criteria are available online at "What's Happening in my City" at <https://gis.ashland.or.us/developmentproposals/>. Copies of application materials will be provided at reasonable cost, if requested. Application materials may be requested to be reviewed in-person at the Ashland Community Development & Engineering Services Building, 51 Winburn Way, via a pre-arranged appointment by calling (541) 488-5305 or emailing [planning@ashland.or.us](mailto:planning@ashland.or.us).

The ordinance criteria applicable to this application are attached to this notice. Oregon law states that failure to raise an objection concerning this application, either in person or by letter, or failure to provide sufficient specificity to afford the decision maker an opportunity to respond to the issue, precludes your right of appeal to the Land Use Board of Appeals (LUBA) on that issue. Failure to specify which ordinance criterion the objection is based on also precludes your right of appeal to LUBA on that criterion. Failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow this Commission to respond to the issue precludes an action for damages in circuit court.

During the Public Hearing, the Chair shall allow testimony from the applicant and those in attendance concerning this request. The Chair shall have the right to limit the length of testimony and require that comments be restricted to the applicable criteria. Unless there is a continuance, if a participant so requests before the conclusion of the hearing, the record shall remain open for at least seven days after the hearing.

If you have questions or comments concerning this request, please feel free to contact Veronica Allen at 541-488-5305 or [planning@ashland.or.us](mailto:planning@ashland.or.us).

In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Administrator's office at 541-488-6002 (TTY phone number 1-800-735-2900). Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting. (28 CFR 35.102.-35.104 ADA Title I).

### **OUTLINE PLAN SUBDIVISION APPROVAL (AMC 18.3.9.040.A.3)**

Approval Criteria for Outline Plan. The Planning Commission shall approve the outline plan when it finds all of the following criteria have been met.

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

### **APPROVAL CRITERIA FOR FINAL PLAN**

#### **18.3.9.040.B.5**

Final Plan approval shall be granted upon finding of substantial conformance with the Outline Plan. This substantial conformance provision is intended solely

### **COMMUNITY DEVELOPMENT DEPARTMENT**

51 Winburn Way  
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to facilitate the minor modifications from one planning step to another. Substantial conformance shall exist when comparison of the outline plan with the final plan meets all of the following criteria.

- a. The number of dwelling units vary no more than ten percent of those shown on the approved outline plan, but in no case shall the number of units exceed those permitted in the outline plan.
- b. The yard depths and distances between main buildings vary no more than ten percent of those shown on the approved outline plan, but in no case shall these distances be reduced below the minimum established within this Ordinance.
- c. The open spaces vary no more than ten percent of that provided on the outline plan.
- d. The building size does not exceed the building size shown on the outline plan by more than ten percent.
- e. The building elevations and exterior materials are in conformance with the purpose and intent of this ordinance and the approved outline plan.
- f. That the additional standards which resulted in the awarding of bonus points in the outline plan approval have been included in the final plan with substantial detail to ensure that the performance level committed to in the outline plan will be achieved.
- g. The development complies with the Street Standards.
- h. Nothing in this section shall limit reduction in the number of dwelling units or increased open space provided that, if this is done for one phase, the number of dwelling units shall not be transferred to another phase, nor the open space reduced below that permitted in the outline plan.

## **PHYSICAL & ENVIRONMENTAL CONSTRAINTS**

### **18.3.10.050**

An application for a Physical Constraints Review Permit is subject to the Type I procedure in section 18.5.1.050 and shall be approved if the proposal meets all of the following criteria.

- A. Through the application of the development standards of this chapter, the potential impacts to the property and nearby areas have been considered, and adverse impacts have been minimized.
- B. That the applicant has considered the potential hazards that the development may create and implemented measures to mitigate the potential hazards caused by the development.
- C. That the applicant has taken all reasonable steps to reduce the adverse impact on the environment. Irreversible actions shall be considered more seriously than reversible actions. The Staff Advisor or Planning Commission shall consider the existing development of the surrounding area, and the maximum development permitted by this ordinance.

## **TREE REMOVAL PERMIT (AMC 18.5.7.040.B)**

1. **Hazard Tree.** A Hazard Tree Removal Permit shall be granted if the approval authority finds that the application meets all of the following criteria, or can be made to conform through the imposition of conditions.
  - a. The applicant must demonstrate that the condition or location of the tree presents a clear public safety hazard (i.e., likely to fall and injure persons or property) or a foreseeable danger of property damage to an existing structure or facility, and such hazard or danger cannot reasonably be alleviated by treatment, relocation, or pruning. See definition of hazard tree in part 18.6.
  - b. The City may require the applicant to mitigate for the removal of each hazard tree pursuant to section 18.5.7.050. Such mitigation requirements shall be a condition of approval of the permit.
2. **Tree That is Not a Hazard.** A Tree Removal Permit for a tree that is not a hazard shall be granted if the approval authority finds that the application meets all of the following criteria, or can be made to conform through the imposition of conditions.
  - a. The tree is proposed for removal in order to permit the application to be consistent with other applicable Land Use Ordinance requirements and standards, including but not limited to applicable Site Development and Design Standards in part 18.4 and Physical and Environmental Constraints in part 18.10.
  - b. Removal of the tree will not have a significant negative impact on erosion, soil stability, flow of surface waters, protection of adjacent trees, or existing windbreaks.
  - c. Removal of the tree will not have a significant negative impact on the tree densities, sizes, canopies, and species diversity within 200 feet of the subject property. The City shall grant an exception to this criterion when alternatives to the tree removal have been considered and no reasonable alternative exists to allow the property to be used as permitted in the zone.
  - d. Nothing in this section shall require that the residential density to be reduced below the permitted density allowed by the zone. In making this determination, the City may consider alternative site plans or placement of structures of alternate landscaping designs that would lessen the impact on trees, so long as the alternatives continue to comply with the other provisions of this ordinance.

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- e. The City shall require the applicant to mitigate for the removal of each tree granted approval pursuant to section 18.5.7.050. Such mitigation requirements shall be a condition of approval of the permit.

**EXCEPTION TO STREET STANDARDS**

**18.4.6.020.B.1**

Exception to the Street Design Standards. The approval authority may approve exceptions to the standards section in 18.4.6.040 Street Design Standards if all of the following circumstances are found to exist.

- a. There is demonstrable difficulty in meeting the specific requirements of this chapter due to a unique or unusual aspect of the site or proposed use of the site.
- b. The exception will result in equal or superior transportation facilities and connectivity considering the following factors where applicable.
  - i. For transit facilities and related improvements, access, wait time, and ride experience.
  - ii. For bicycle facilities, feeling of safety, quality of experience (i.e., comfort level of bicycling along the roadway), and frequency of conflicts with vehicle cross traffic.
  - iii. For pedestrian facilities, feeling of safety, quality of experience (i.e., comfort level of walking along roadway), and ability to safety and efficiency crossing roadway.
- c. The exception is the minimum necessary to alleviate the difficulty.
- d. The exception is consistent with the Purpose and Intent of the Street Standards in subsection 18.4.6.040.A.

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# **Staff Report**



**ASHLAND PLANNING DEPARTMENT  
STAFF REPORT**

Before the Planning Commission - December 9, 2025

**PLANNING ACTION:** PA-T2-2025-00061  
**OWNER:** Charlie Hamilton  
**APPLICANT:** Rogue Planning & Development Services, LLC

**LOCATION:** 40-44 Scenic Drive (39 1E 08AD Tax Lot 5701)  
Vacant/Unaddressed Parcel (39 1E 08AD Tax Lot 7302)

**ZONE DESIGNATION:** R-1-7.5  
**COMP. PLAN DESIGNATION:** Single Family Residential

**ORDINANCE REFERENCES:** 18.2.4 General Regulations for Base Zones  
18.2.5 Standards for Residential Zones  
18.3.9 Performance Standards Overlay  
18.3.10 Development Standards for Hillside Lands  
18.4.2 Building Placement, Orientation, and Design  
18.4.3 Parking, Access, and Circulation  
18.4.5 Tree Preservation and Protection  
18.4.6 Exception to Street Design Standards  
18.4.8 Solar Access  
18.5.1 General Review Procedures  
18.5.3 Additional Preliminary Flag Lot Partition Plat  
Criteria  
18.5.3 Land Divisions & Property Line Adjustments  
18.5.7 Tree Removal Permits  
18.6.1 Definitions

**APPLICATION DATE:** October 16, 2025  
**PUBLIC NOTICE:** November 17, 2025  
**MEETING DATE:** December 9, 2025  
**120-DAY DEADLINE:** March 15, 2026

**PROPOSAL:** A request for concurrent Outline and Final Plan approval for a Performance Standards Option (PSO) subdivision. The subdivision includes two parent parcels which are tax lots 5701 & 7302 of assessor’s map 39 1E 08AD. These are proposed to be subdivided into five new lots, one of which will retain the existing house at 44 Scenic Drive, and four lots for new residential construction. The application also includes a Physical and Environmental Constraints Review Permit to construct the proposed private drive to serve Lots 3, 4 and 5 on hillside lands; a Tree Removal Permit to remove ten trees, seven of which are significant trees; and an Exception to the Street Design Standards to not install standard street improvements to retain the existing curb-tight sidewalk that was installed through a Local Improvement District (LID) in the early 2000’s.

## I. Introduction

### Site Description

The subject properties are vacant Tax Lots #7302 and #5701, addressed as 40-44 Scenic Drive, of Assessor's Map 39 1E 08AD. The properties are 0.91 and 0.36 acres respectively and are zoned R-1-7.5 (Single Family Residential). Both properties are located within the Skidmore Academy Historic District; the existing house on Tax Lot #5701 was constructed in the 1990's and is considered "Non-Historic/Non-Contributing" in the Skidmore Academy Historic District survey document.

The driveway for Tax Lot #5701 is non-conforming both for its width and for having two curb cuts along the property's Scenic Drive frontage. The applicant proposes to shift the southern curb cut to the north to provide the requisite driveway separation from the new proposed private drive. The existing frontage improvements along both properties include curb-tight sidewalks within the public right-of-way (ROW) but no street trees or park row planting strips. The application includes a request for an Exception to the Street Design Standards to retain the existing curb-tight sidewalk without installing a park row planting strip.

Tax Lot #5701 was created in the 1800's in its current size and rectangular shape with approximately 167 feet of street frontage; the vacant property of Tax Lot #7302 came into its present size and shape when it was partitioned in 2023 (PA-T1-2021-00168, recorded as [County Survey #23880](#)) and is irregularly shaped with approximately 65-feet of frontage (the minimum lot width for the zone is 65-feet). The property is approximately 211 feet in depth and is sloped at approximately 14 percent. There is a steep incline along the west property line with slopes exceeding 35 percent.

### Application History

The property located at 44 Scenic Drive has previously received approval through a Type I planning action for Site Design Review (PA-T1-2020-00112) to construct a 920 square foot ARU in the basement of the existing home. The conversion has since been completed and addressed as 40 Scenic Drive.

The vacant property, referred to as Tax Lot #7302 was originally part of the parent parcel located at 34 Scenic Drive. As part of the parent parcel at 34 Scenic Drive, an application was submitted in 2021 as PA-T1-2021-00168 to partition the property into three parcels. This planning action was appealed in 2022 as APPEAL-2022-00014. The appeal was upheld by the Planning Commission in March of 2022 which included condition #2: *"That any future developments of Parcel 3 shall demonstrate compliance with vehicle standards of AMC 18.4. The applicant's proposal to satisfy this requirement by providing primary vehicular access from Scenic Drive will require a separate approval of a Physical and Environmental constraints review."* The applicant has included a physical and environmental constraints review as part of this application, as required by the 2021 application and subsequent appeal.

## II. Performance Standards Option (PSO) Subdivision – Outline and Final Plan

The Land Use Ordinance provides a Performance Standards Option (PSO) for subdivisions in AMC Chapter 18.3.9. The purpose of the chapter is provided in AMC 18.3.9.010, which states:

*The purpose of this chapter is to allow an option for more flexible design than is permissible under the conventional zoning codes. The design should stress energy efficiency, architectural creativity, and innovation; use the natural features of the landscape to their greatest advantage; provide a quality of life equal to or greater than that provided in developments built under the standard zoning codes; be aesthetically pleasing; provide for more efficient land use; and reduce the impact of development on the natural environment and neighborhood.*

### 1) Applicability

The subject properties are not located within the PSO overlay; however, the land use ordinance allows for the use of the PSO chapter outside of the overlay in certain circumstances. In this case the application relies on AMC 18.3.9.030.D.2 which provides:

*That development under this chapter is necessary to protect the environment and the neighborhood from degradation which would occur from development to the maximum density allowed under subdivision standards, or would be equal in its aesthetic and environmental impact.*

In staff's assessment, the subject property has limited street frontage for its relatively large area and includes some steep slopes and mature trees within an existing, established historic neighborhood, and the use of the PSO chapter is appropriate. The Performance Standards Options Chapter provides flexibility to achieve more efficient land use while reducing impacts on the environment and the neighborhood.

### 2) Performance Standards Option (PSO) Subdivision – Outline Plan Approval

The proposed subdivision will create five lots, including four new residential lots. The application also requests an Exception to the Street Design Standards to not install standard street frontage improvements and to instead retain the existing curb-tight sidewalk.

The approval criteria for Outline Plan include eight items which are summarized as follows:

- 1) The development meets all applicable ordinance requirements of the city.
- 2) Adequate key City facilities can be provided including water, sewer, paved access.
- 3) The natural features, such as wetlands and large trees, are included in unbuildable areas.
- 4) The development of the land will not prevent adjacent land from being developed.
- 5) There are adequate provisions for the maintenance of common open space.
- 6) The proposed density meets the base and bonus density standards.
- 7) The development complies with the street standards.
- 8) The proposed development meets the common open space standards.

Each of these approval criteria is briefly discussed below along with any conditions of approval necessary to demonstrate compliance with the applicable standards.

The first approval criterion is that “*the development meets all applicable ordinance requirements of the city.*” The application materials explain that the proposal utilizes the Performance Standards Option Chapter 18.3.9, and that the development demonstrates compliance with the standards from AMC 18.3.9.050 – 18.3.9.080. The application materials emphasize that as a Performance

Standards Options proposal, the application is not required to meet the minimum lot size, lot width, lot depth or setback standards of part 18.2. The applicant has provided written findings addressing each of the approval criteria in detail, and by their reference the applicant's findings are incorporated herein as if set out in full.

For a Performance Standards Option Subdivision, standard setbacks only apply to the perimeter of the parent parcel. Here, these setbacks would be based on the North and South property lines being "sides," the East property line being the "rear," and the West property line - exclusive of the flagpole - being the "front." Typical setbacks for a historic district are 20 feet for the front yard, six-feet for side yards, and ten-feet per story or five-feet per half story for rear yards. In this case, the parent parcel's 20-foot front setback would only apply to the parent parcel perimeter, which is where the driveway and the tree protection for the existing pines are proposed.

In addition to parent parcel perimeter setbacks, PSO developments must also comply with the minimum separation requirements of [AMC 18.3.9.070](#). The separation between two buildings must be at least half of the height of the tallest building, where building height is measured at the two closest exterior walls, and the maximum required separation is 12 feet. Submittals indicate approximately 12 feet proposed between buildable envelopes. Final building permit submittals will be required to demonstrate compliance with this standard, as conditioned below.

Solar Access standards in a Performance Standard Options Subdivision provide for two options to address solar access, either:

- A. [New lots shall be designed to permit the location of a 21-foot high structure with a setback which does not exceed 50 percent of the lot's north-south lot dimension](#)  
or;
- B. [A solar envelope shall be used to define the height requirements that will protect the applicable solar access standard](#)

In this proposal the applicant has indicated how each lot will meet the solar access performance standard outlined in A above: starting with Lot 1 with the existing house, there will be no changes so solar will remain unchanged; Lot 2 is indicated to only accommodate a ten-foot tall structure with an eight-foot setback or may need a solar access exception at the time of building permit depending on design (using the same data, staff finds that a 21-foot tall structure would require a 38.76 foot setback); Lot 3 is proposed to need a 28.2-foot tall setback for a 21-foot tall structure; Lot 4 indicates a ten-foot structure would require an 8.7-foot setback (using the same data, staff finds that a 21-foot tall structure would require a 35.12 foot setback); and Lot 5 is proposed to need a 9.7-foot setback for a ten-foot tall building (using the same data, staff finds that a 21-foot tall structure would require a 36.41 foot setback). In staff's assessment, all calculated setbacks for a 21-foot structure are less than half of the lot's north-south dimension. A condition has been recommended below to require that all building permit submittals demonstrate compliance with Solar Access Standard A.

Each of the four new residential lots is over 7,500 square feet in area, and the application has considered Maximum Permitted Floor Area (MPFA) calculations for future development. The proposed buildable envelopes do not encroach on slopes that exceed 35percent which are defined as 'severely constrained' and considered by code to be unbuildable.

The application explains that the existing driveway of 40 Scenic Drive encroaches onto the vacant property to the south, and the creation of a new shared driveway would create non-conforming [driveway separation](#). The application proposes redeveloping the existing driveway approach by shifting it to the north to reduce its width so that the required 24-foot separation is met from the new driveway to the south. The land use ordinance requires that a driveway over 50 feet in length shall meet the width and design requirements of [AMC 18.5.3.060](#). Those standards require that “*Drives shared by adjacent properties shall have a width of 20-feet, with a 15-foot paved driving surface.*” The application materials show a 20-foot wide access easement proposed to be improved with a 15-foot paved driving surface and indicates a hammerhead turn-around area is proposed. The grading plan indicates that no portion of the drive is proposed to be steeper than 15 percent. The fire access and turnaround (hammerhead) will need to be verified by the Ashland Fire Department at the time of building permit submittal, and this has been included as a condition of approval. A condition has also been included that proposed screening be identified on the civil and permit drawings to ensure that an adequate clear width is maintained and fire apparatus access will not be obstructed. With these conditions, this approval criterion has been met.

The second approval criterion is that “*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.*” The subject property fronts on Scenic Drive, which contains all city utilities including water, sewer, storm drainage and electricity. The Public Works/Engineering has reviewed the proposal and has identified no concerns regarding the capacity of any of these services for the four newly created lots. Scenic Drive is paved and has a curb-tight sidewalk on the subject property’s frontage. More specific details with regard to street standards are addressed in the sixth approval criterion below.

The utility plan provided shows sewer, storm drainage, and water being installed to roughly follow the private drive and branch to each of the individual lots. In staff’s assessment, there is adequate information in the submitted materials to support a finding that this criterion has been satisfied.

The third approval criterion is that “*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.*” The application includes a tree inventory for all trees greater than six-inches in diameter at breast height (DBH); each tree on the inventory includes a circle depicting the tree’s arborist-identified critical root zone (CRZ) which equates to one-foot in radius for every inch of the tree's diameter at 54-inches above the ground. The plan shows that ten trees are proposed for removal, seven of which are by definition considered to be significant (*i.e. conifers having a trunk 18 caliper inches or larger in DBH, or deciduous trees having a trunk 12 caliper inches in DBH*). All the trees that are proposed for removal are in the private drive area, utility trenching area, or building envelopes, and several are noted as being in moderate or poor health as discussed further below.

The arborist’s report provided by Chris John of Canopy LLC discussed the ten trees proposed for removal. Three trees (#1121, 1122, and 1133) are within or immediately adjacent to the proposed building envelopes, one tree (#1132) is within the proposed driveway, and six trees (#1138, 1148,

1161, 1162, 1163, and 1167) are in close proximity to proposed utility lines where excavation is within their critical root zones and would “*most likely cause irreparable damage to the trees’ health and jeopardize their stability.*” With regard to the trees in the envelopes, the arborist’s report recommends to, “*Remove the following trees due to unavoidable construction conflicts: Lot 4: One 24” DBH fir [#1133], Lot 3: Two 36” DBH cottonwoods [#1121 & 1122].*” The applicant’s narrative states that, “*There are no reasonable alternatives to the removal of the trees located within the building envelopes if the property is to be used as permitted.*”

As this staff report is being prepared, the Tree Management Advisory Committee (TMAC) has not yet reviewed the application but is scheduled to do so after packets are to be distributed. Staff will seek specific input on the proposed tree removals, including: 1) Whether there are options such as directional boring which might reasonable enable the preservation of at least some of the trees proposed for removal to accommodate utility trenching? And 2) Whether there are adjustments of the proposed building envelopes that would enable the preservation of at least some of the trees proposed for removal? TMAC recommendations will be provided to the Planning Commission at the public hearing and discussed in detail in the staff presentation.

The fourth approval criterion is that “*The development of the land will not prevent adjacent land from being developed for the uses shown in the comprehensive plan.*” The subject property is surrounded by medium- to large-sized parcels that are mostly fully built out and developed with single family homes. There is one parcel immediately adjacent to the East that is more than twice the minimum lot size for the zone and not fully built out or developed. Development of the subject parcels will not prevent the adjacent lot from further developing and could potentially make it easier to do so by improving the easement that runs West from Granite Street along the southern boundary of both parcels. Staff conclude that based on the existing pattern of development and topography that findings can be made that the proposal will not prevent adjacent land from being developed as envisioned in the comprehensive plan.

The fifth approval criterion is that “*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.*” The application is not proposing common open space or common areas, and staff would note that common open space is only a requirement when the base density for a PSO development is ten units or more, which is more than proposed here.

The sixth approval criterion is that “*The proposed density meets the base and bonus density standards established under this chapter.*” The application explains that the property is 1.26 acres, and that the PSO standards allow for 3.6 dwelling units (du)/acre in the R-1-7.5 zone which calculates to a base density of 4.5 [3.6 du/acre x 1.26 acres = 4.536 du]. The application materials propose developing all residences with the Earth Advantage certification to receive the Conservation Housing 15 percent density bonus, bringing the allowed density to 5.198 du (4.52 du x 1.15 = 5.198 du). The Conservation Housing density bonus requires “*one hundred percent of the homes or residential units approved for development... [to] meet the minimum requirements for certification as an Earth Advantage home, as approved by the Ashland Conservation Division under the City’s Earth Advantage program as adopted by Resolution 2006-06.*” A condition of approval has been added to require Earth Advantage certification for all proposed units. With the

conditions of approval included below, staff have determined that findings can be made that the proposed density of five total residential lots meets the base and bonus density standards.

The seventh approval criterion is that “*The development complies with the street standards.*” The current street standards require 47 feet as the minimum right of way (ROW) width for a neighborhood street with 22 feet of pavement curb-to-curb plus park row planting strips, street trees and sidewalks. The 2023 partition of Tax Lot #7302 noted that that Scenic Drive was dedicated at only 40 feet wide. The subject property is developed with curb-tight sidewalks within the ROW created under an early 2000’s Local Improvement District that did not include park row planting strips, or the addition ROW dedication to accommodate them. The applicant is requesting an Exception to the Street Design Standards to retain the existing sidewalk as originally installed rather than dedicating additional ROW to relocate the sidewalk to add a park row planting strip. The Exception is discussed in detail below. With the Exception, this approval criterion is satisfied as well.

The eighth and final approval criterion is that “*The proposed development meets the common open space standards.*” In this instance, no open space dedication is required for a subdivision of less than ten lots.

### 3) Final Plan Approval

The approval criteria for Final Plan are intended to ensure substantial conformance between Outline plan approval and Final Plan approval when the two are requested as separate procedural steps. Where the two are allowed to be filed concurrently, as is the case here, there is no procedural separation between the two and the concurrent Final Plan proposal is identical to the Outline Plan in terms of number of dwelling units, yard depths, common open spaces, standards resulting in density bonuses, and street standards. Based on the concurrent request for Outline and Final Plan approval, the Planning Commission may safely conclude that findings can be made that all Final Plan approval criteria are satisfied.

### 4) Physical and Environmental Constraints Permit

The property is within the Hillside Overlay, and in some areas the topography exceeds a 35 percent slope, which is considered “Severe Constraints” lands and is not developable. Because the proposed driveway will encroach into these 35 percent slopes, a Physical & Environmental Constraints Review Permit for Hillside Development is required. The proposed lots are situated on hillside lands, and there are areas of steep slopes particularly along the frontage of Scenic Drive. The applicant states that in response to these constraints, “*the proposed driveway has been carefully and strategically located and engineered to minimize environmental disturbance,*” and its placement is intended to avoid, “*...the areas with the most severe slopes, thereby reducing erosion risk, slope instability, and other associated hazards.*”

Additionally, since the driveway will be constructed using a cut/fill method, retaining walls may be needed in a limited capacity; the application indicates that proposed retaining walls will not exceed the design standards of AMC 18.3.10. The applications materials also state that the geotechnical expert “*found no areas of slope failure, subsurface water, fissures, or other indications that the slope where the driveway is proposed was not stable.*” The application materials further note that where the city’s geographic information system (GIS) maps show areas

of severely constrained slopes, there are anomalies “*caused by fill or other man-made disturbances and (city maps) do not reflect the true natural topography.*” In a site visit conducted by staff, the lot appears to be generally gently sloping down to the east, with no obvious areas of steep slopes except for the area near the front of the parcel along the property line where the new driveway is proposed. The proposed area of disturbance to the hillside slopes is approximately 684 square feet, and 78 linear feet of driveway will be located in the steep slopes. The application has provided a geotechnical report and has been conditioned to be in substantial conformance with the measures outlined therein, with periodic inspections to be conducted by the project geotechnical engineer to ensure conformance.

#### 5) Tree Removal

As discussed above, the application includes a request to remove ten trees, seven of which are considered to be significant trees. Those trees proposed for removal are in the private drive area, utility trenching area, or building envelopes, and several are noted as being in moderate or poor health. The arborist’s report provided by Chris John of Canopy LLC discusses the ten trees proposed for removal. Three trees (#1121, 1122, and 1133) are within or immediately adjacent to the proposed building envelopes, one tree (#1132) is within the proposed driveway, and six trees (#1138, 1148, 1161, 1162, 1163, and 1167) are in close proximity to proposed utility lines where excavation is within their critical root zones and would “*most likely cause irreparable damage to the trees’ health and jeopardize their stability.*” With regard to the trees in the envelopes, the arborist’s report recommends to, “*Remove the following trees due to unavoidable construction conflicts: Lot 4: One 24” DBH fir [#1133], Lot 3: Two 36” DBH cottonwoods [#1121 & 1122].*” The applicant’s narrative states that, “*There are no reasonable alternatives to the removal of the trees located within the building envelopes if the property is to be used as permitted.*” The Tree Management Advisory Committee (TMAC) is scheduled to meet and review the application materials on Thursday December 4<sup>th</sup>, and their recommendations will be provided at the Planning Commission hearing.

#### 6) Exception to Street Standards

As mentioned above, this portion of Scenic Drive was improved through a Limited Improvement District (LID) in the early 2000’s which created a continuous curb line along the entire street with a paved width of nearly the entire ROW, but which did not include improvements for park row or street trees. To improve the ROW to current standards, additional dedication for park row and street trees on the subject property would be required, and due to the steep drop-off located directly behind the sidewalk, full street improvements would prove difficult.

In [AMC 18.4.6.040.A.2](#), the Street Design Standards provide:

*All streets (are to) have parkrows and sidewalks on both sides. In certain situations where the physical features of the land create severe constraints, or natural features should be preserved, exceptions may be made. Exceptions could result in construction of meandering sidewalks, sidewalks on only one side of the street, or curbside sidewalk segments instead of setback walks. Exceptions should be allowed when physical conditions exist that preclude development of a public street, or components of the street. Such conditions may include, but are not limited to, topography, wetlands, mature trees, creeks, drainages, rock*

*outcroppings, and limited right-of-way when improving streets through a local improvement district (LID).*

The standards explicitly provide for Exceptions for topography and for LID's where limited right-of-way is available, and in staff's assessment the finding can be made that an Exception was granted for this corridor with the approval of the LID in the early 2000's.

7) Public Input

Notice was posted at the property frontage and mailed to all properties within 200' on November 17, 2025. As this staff report is being prepared, no public comments on the application have yet been received.

8) Procedural – Approval Criteria

1) Outline Plan

**AMC 18.3.9.040.a.3.** *Approval criteria for outline plan. The planning commission shall approve the outline plan when it finds all of the following criteria have been met:*

*A. The development meets all applicable ordinance requirements of the city.*

*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.*

2) Final Plan

**AMC 18.3.9.040.B.5.** *Approval Criteria for Final Plan. Final plan approval shall be granted upon finding of substantial conformance with the outline plan. This substantial conformance provision is intended solely to facilitate the minor modifications from one*

planning step to another. Substantial conformance shall exist when comparison of the outline plan with the final plan meets all of the following criteria:

- a. The number of dwelling units vary no more than ten percent of those shown on the approved outline plan, but in no case shall the number of units exceed those permitted in the outline plan.
- b. The yard depths and distances between main buildings vary no more than ten percent of those shown on the approved outline plan, but in no case shall these distances be reduced below the minimum established within this ordinance.
- c. The common open spaces vary no more than ten percent of that provided on the outline plan.
- d. The building size does not exceed the building size shown on the outline plan by more than ten percent.
- e. The building elevations and exterior materials are in conformance with the purpose and intent of this ordinance and the approved outline plan.
- f. That the additional standards which resulted in the awarding of bonus points in the outline plan approval have been included in the final plan with substantial detail to ensure that the performance level committed to in the outline plan will be achieved.
- g. The development complies with the street standards.
- h. Nothing in this section shall limit reduction in the number of dwelling units or increased open space; provided, that if this is done for one phase, the number of dwelling units shall not be transferred to another phase, nor the common open space reduced below that permitted in the outline plan.

### 3) Exception to the Street Standards

**AMC 18.4.6.020.B.1.** *Exception to the Street Design Standards. The approval authority may approve exceptions to the street design standards in section 18.4.6.040 if the circumstances in either subsection B.1.a or b, below, are found to exist.*

- a. *There is demonstrable difficulty in meeting the specific requirements of this chapter due to a unique or unusual aspect of the site or proposed use of the site; and the exception is the minimum necessary to alleviate the difficulty; and the exception is consistent with the purpose, intent, and background of the street design standards in subsection 18.4.6.040.A; and the exception will result in equal or superior transportation facilities and connectivity considering the following factors where applicable:*
  - i. *For transit facilities and related improvements, access, wait time, and ride experience.*
  - ii. *For bicycle facilities, feeling of safety, quality of experience (i.e., comfort level of bicycling along the roadway), and frequency of conflicts with vehicle cross traffic.*
  - iii. *For pedestrian facilities, feeling of safety, quality of experience (i.e., comfort level of walking along roadway), and ability to safely and efficiently cross roadway; or*

b. *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 purposes, intent, and background of the street design standards in subsection 18.4.6.040.A.*

4) Physical and Environmental Constraints Permit

**AMC 18.3.10.050.** *An application for a Physical Constraints Review Permit is subject to the Type I procedure in section 18.5.1.050 and shall be approved if the proposal meets all of the following criteria.*

- A. *Through the application of the development standards of this chapter, the potential impacts to the property and nearby areas have been considered, and adverse impacts have been minimized.*
- B. *That the applicant has considered the potential hazards that the development may create and implemented measures to mitigate the potential hazards caused by the development.*
- C. *That the applicant has taken all reasonable steps to reduce the adverse impact on the environment. Irreversible actions shall be considered more seriously than reversible actions. The Staff Advisor or Planning Commission shall consider the existing development of the surrounding area, and the maximum development permitted by this ordinance.*

5) Tree Removal

**AMC 18.5.7.040.B.2.** *Tree That is Not a Hazard. A Tree Removal Permit for a tree that is not a hazard shall be granted if the approval authority finds that the application meets all of the following criteria, or can be made to conform through the imposition of conditions.*

- a. *The tree is proposed for removal in order to permit the application to be consistent with other applicable Land Use Ordinance requirements and standards, including but not limited to applicable Site Development and Design Standards in part 18.4 and Physical and Environmental Constraints in part 18.3.10.*
- b. *Removal of the tree will not have a significant negative impact on erosion, soil stability, flow of surface waters, protection of adjacent trees, or existing windbreaks.*
- c. *Removal of the tree will not have a significant negative impact on the tree densities, sizes, canopies, and species diversity within 200 feet of the subject property. The City shall grant an exception to this criterion when alternatives to the tree removal have been considered and no reasonable alternative exists to allow the property to be used as permitted in the zone.*
- d. *Nothing in this section shall require that the residential density to be reduced below the permitted density allowed by the zone. In making this determination, the City may consider alternative site plans or placement of structures of alternate landscaping designs that would lessen the impact on trees, so long as the alternatives continue to comply with the other provisions of this ordinance.*
- e. *The City shall require the applicant to mitigate for the removal of each tree granted approval pursuant to section 18.5.7.050. Such mitigation requirements shall be a condition of approval of the permit.*

**III. Conclusion and Recommendations**

In staff’s assessment, the application can be found to satisfy all applicable criteria and standards as detailed above. Staff recommend that the Planning Commission approve the Outline and Final Plan for the proposed five-lot subdivision and the associated Physical & Environmental Constraints Review Permit to develop the proposed driveway on hillside lands. Should the Planning Commission concur, staff recommend including the following conditions of approval:

- 1) All proposals of the applicant shall be conditions of approval unless otherwise specifically modified herein.
- 2) All recommendations of the Ashland Tree Management Advisory Committee, where consistent with the applicable ordinances and standards and with final approval of the Staff Advisor, shall be conditions of approval unless otherwise modified herein.
- 3) Any excavation within the critical root zone of protected trees shall be supervised by the project arborist. No construction shall occur within the tree protection zone including dumping or storage of materials such as building supplies, soil, waste, equipment, or parked vehicles.
- 4) Permits shall be obtained from the Ashland Public Works Department prior to any additional work in the public right of way or any modification or creation of curb cuts.
- 5) Requirements of the Ashland Fire Department shall be met, including that all addressing shall be approved prior to being installed, that fire apparatus access be provided, and that a fuel break is required.
- 6) Prior to any site work, tree removal, building demolition, bringing combustible materials onto the property, and/or storage of materials:
  - a. A Verification Permit shall be applied for and approved by the Ashland Planning Division. The Verification Permit is to inspect the identification of the tree(s) to be removed and the installation of tree protection fencing for the trees to be retained on and adjacent to the site. The tree protection shall be chain link fencing six feet tall and installed in accordance with 18.4.5.030. The tree protection fencing and any temporary erosion control measures (i.e. silt fence and straw bale barriers) shall be installed according to the approved plan. The erosion control measures shall be installed as identified in the William Fitzgerald Geotechnical Report dated October 16, 2025. Tree protection and temporary erosion control measures shall be inspected and approved by the Ashland Planning Department.
  - b. A final Fire Prevention and Control Plan addressing the General Fuel Modification Area requirements in AMC 18.3.10.100.A.2 of the Ashland Land Use Ordinance shall be provided, and any new landscaping proposed shall comply with these standards and shall not include plants listed on the Prohibited Flammable Plant List per Resolution 2018-028.
- 7) The flag drive shall be paved to 15 feet within a 20-foot clear width and have a vertical clearance of at least 13-feet, 6-inches and be capable of supporting 44,000 lbs. gross vehicle weight prior to the signature of the final survey plat. The flag drive shall be constructed so as to prevent surface drainage from flowing over the private property lines and/or public way in accordance with AMC 18.5.3.060.

- 8) A final survey plat shall be submitted for the review and approval of the City of Ashland within 18 months of this Final Plan approval. Prior to submittal of the final subdivision survey plat for signature:
  - a. All easements including but not limited to public and private utilities, public pedestrian and public bicycle access, drainage, irrigation, and fire apparatus access shall be indicated on the final subdivision plat submittal for review by the Planning, Engineering, Building and Fire Departments.
  - b. Subdivision infrastructure improvements including but not limited to utilities and driveways shall be completed according to approved plans, inspected and approved.
  - c. Electric services shall be installed underground to serve all lots, inspected and approved. The final electric service plan shall be reviewed and approved by the Ashland Electric, Building, Planning and Engineering Divisions prior to installation.
  - d. The sanitary sewer laterals and water services including connection with meters at the street shall be installed to serve all lots within the applicable phase, inspected and approved.
  
- 9) Prior to building permit submittal:
  - a. The storm drainage plan shall be designed, constructed and maintained in a manner that will avoid erosion on-site and to adjacent and downstream properties in accordance with 18.3.10.090.C.1.f. If an alternate storm water system such as a dry well system, detention pond and leach field is used, the alternate system shall be designed by a registered engineer or geotechnical expert. The storm drainage plan shall be submitted for review and approval to the Ashland Engineering, Building and Planning Divisions prior to application for a building permit.
  - b. The new driveway approaches shall be permitted through the Engineering Division and are required to be separated from existing driveways and each other by a minimum of 24-feet per City Street Standards. The driveway curb cuts shall be inspected and approved by the Engineering Division prior to signature of the final plat.
  - c. The requirements of the Ashland Fire Department, including the installation of any required fire hydrants and fire apparatus access and turnaround (hammerhead) requirements shall be complied with prior to issuance of the building permit or the use of combustible materials, whichever is applicable. Fire Department requirements shall be included on the engineered construction documents for public facilities. If a fire protection vault is required, the vault shall not be located in the sidewalk.
  
- 10) The building permit submittals shall include the following:
  - a. Application for addresses for each new residential unit in the subdivision.
  - b. Identification of all easements, including but not limited to any public and private utility easements, mutual access easements, and fire apparatus access easements.

- c. All residential units approved for development shall meet the minimum requirements for certification as an Earth Advantage home, as approved by the Ashland Conservation Division under the City’s Earth Advantage program as adopted by Resolution 2006-06 (required for the density bonus of the subdivision).
  - d. Solar setback calculations demonstrating that all units comply with Solar Setback Standard A in the formula  $[(\text{Height} - 6) / (0.445 + \text{Slope}) = \text{Required Solar Setback}]$  and elevations or cross section drawings clearly identifying the highest shadow producing point(s) and the height(s) from natural grade.
  - e. Final lot coverage calculations demonstrating how lot coverage is to comply with the 45 percent maximum coverage allowance of the R-1-7.5 zoning district. Lot coverage includes all building footprints, driveways, parking areas and other circulation areas, and any other areas other than natural landscaping.
  - f. Storm water from all new impervious surfaces and runoff associated with peak rainfalls must be collected on site and channeled to the City storm water collection system through the curb or gutter at a public street, a public storm pipe, an approved public drainage way, or through an approved alternative in accordance with Ashland Building Division policy BD-PP-0029. On-site collection systems shall be detailed on the building permit submittals.
  - g. Verification that each new home in the subdivision complies with the Maximum Permitted Floor Area requirements of AMC 18.24.040.I.
  - h. A written verification from the project geotechnical expert addressing the consistency of the building permit submittals with the geotechnical report recommendations (e.g. grading plan, storm drainage plan, foundation plan, etc.) shall be submitted with the building permit.
  - i. All fencing shall be consistent with the provisions of the “Fences and Walls” requirements in AMC 18.4.4.060. The location and height of fencing shall be identified at the time of building permit submittals, and fence permits shall be obtained prior to installation.
- 11) Prior to Certificate of Occupancy:
- a. The geotechnical engineer shall inspect the site according to the inspection schedule of the engineering geology report by William Fitzgerald included in the application and date stamped October 16, 2025. Prior to the issuance of the certificate of occupancy, the geotechnical engineer shall provide a final report indicating that the approved grading, drainage and erosion control measures were installed as per the approved plans, and that all scheduled inspections were conducted by the project geotechnical expert periodically throughout the project.
  - b. All measures installed for the purposes of long-term erosion control, including but not limited to vegetative cover, rock walls, retaining walls and landscaping shall be maintained in perpetuity on all areas in accordance with 18.3.10.090.B.7.
  - c. The landscaping and irrigation for re-vegetation of cut/fill slopes and erosion control shall be installed in accordance with the approved plan prior to issuance of

the certificate of occupancy. Vegetation shall be installed in such a manner as to be substantially established within one year of installation.



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# **Supplemental Applicant Submittal Materials**





# Memo

**To:** Planning Commissioners

**From:** Amy Gunter, Rogue Planning & Development Services, LLC

**Date:** November 19, 2025

**Re:** Granite Pines, A Performance Standards Subdivision

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This memo provides clarification regarding the driveway access configuration for Lots 1–5 and the proposed tree removal approach associated with the proposed Granite Pines, Performance Standards Subdivision on Scenic Drive.

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## **Driveway Access Configuration**

During the staff review, it was noted that two different driveway access arrangements were referenced in the submittal materials. To clarify:

### Access for Lots 1 and 2

Lots **1 and 2** are proposed to take access from the **existing driveway** on 44 Scenic Dr. This configuration is intentional and reflects the physical conditions and grading of that portion of the site.

### Access for Lots 3–5

Lots **3 through 5** will take access from the **newly proposed driveway**, which will cross a portion of Lot 2.

## **Driveway Alignment Clarification**

Page 14 references shifting the existing driveway **south**; however, the intended shift is **north**, toward Lot 1.

This correction aligns with the design objective of achieving the required driveway separation without modifying the access point for Lot 2.

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## Tree Removal Clarification

The notice of public hearing references **11 trees** proposed for removal, including **7 significant trees**. Staff requested clarification on whether additional trees beyond those listed may ultimately require removal.

### Trees Proposed for Removal with This Application

The application identifies **all trees that will need to be removed** to accommodate the subdivision infrastructure and driveway improvements as currently designed.

### Potential Future Removals at Building Permit Stage

Because no home designs are proposed at this time, the full extent of tree impacts **cannot be determined until future building permits**.

Once individual lot owners select building locations and designs, it is possible that **additional trees** may need to be removed if they are located within future building envelopes.

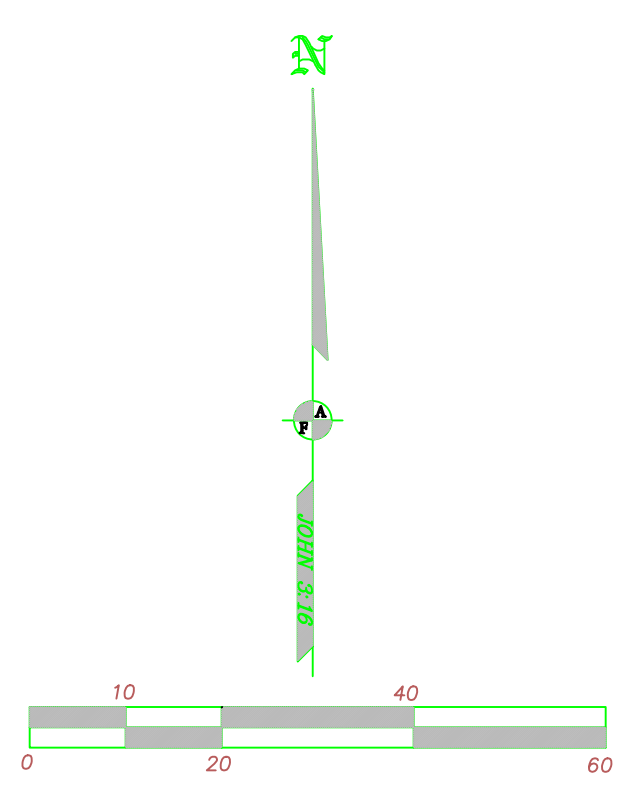
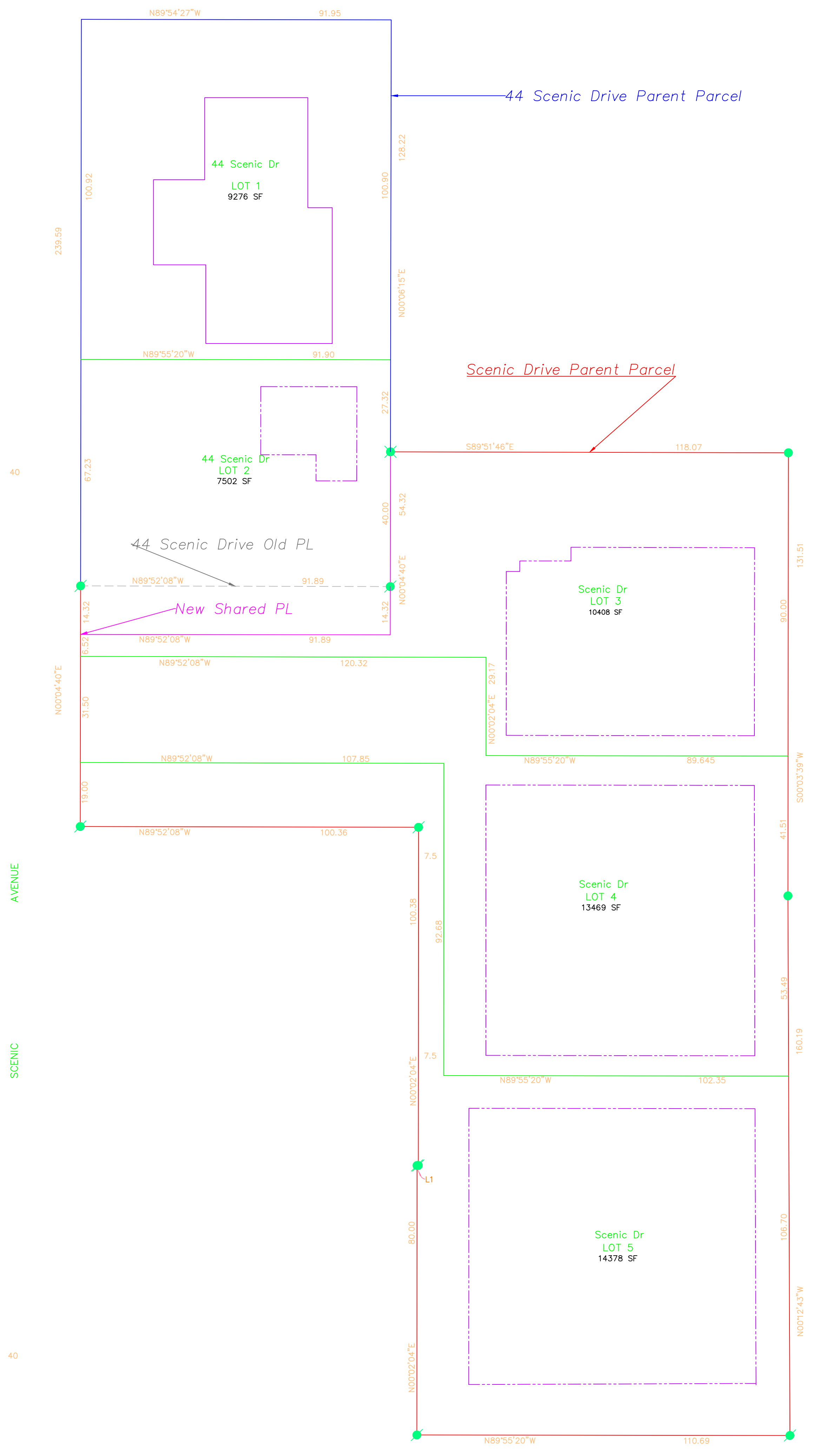
The intent of the subdivision application is to identify only the **known, unavoidable removals** required for infrastructure. All other trees are proposed to be retained unless or until a future lot-specific building permit necessitates additional removal. Any additional removals will comply with applicable tree removal permitting requirements at that time.

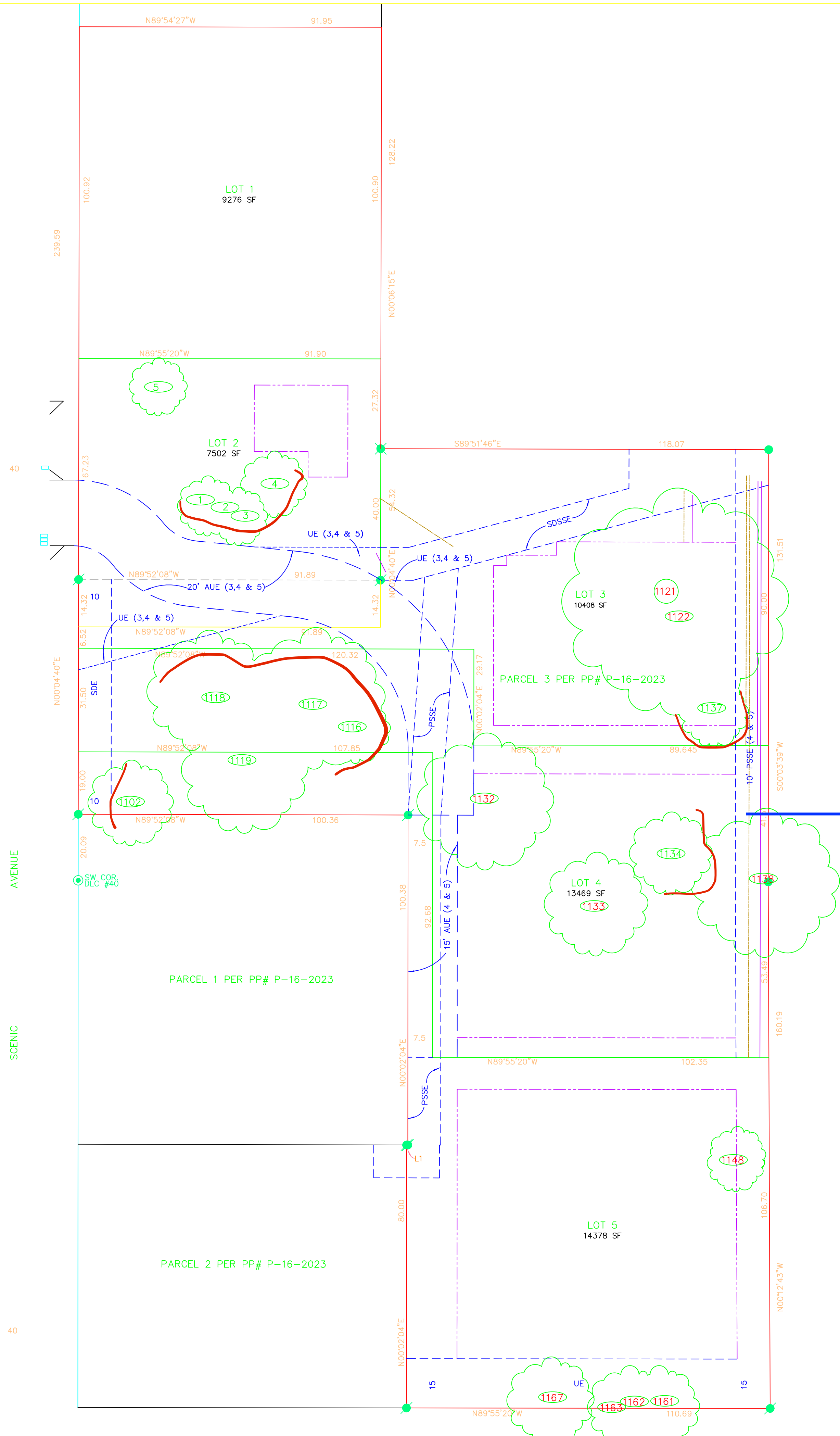
Thank you,

*Amy Gunter*

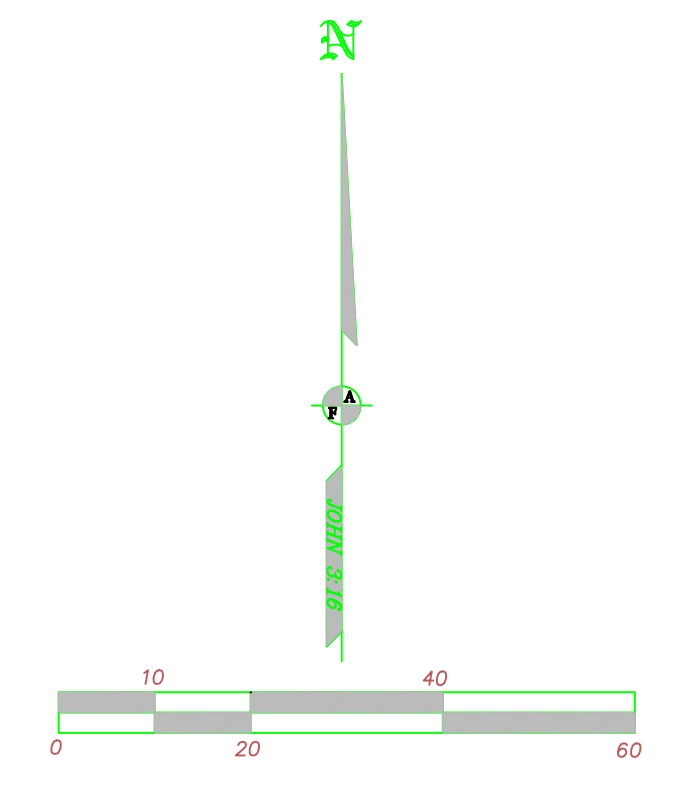
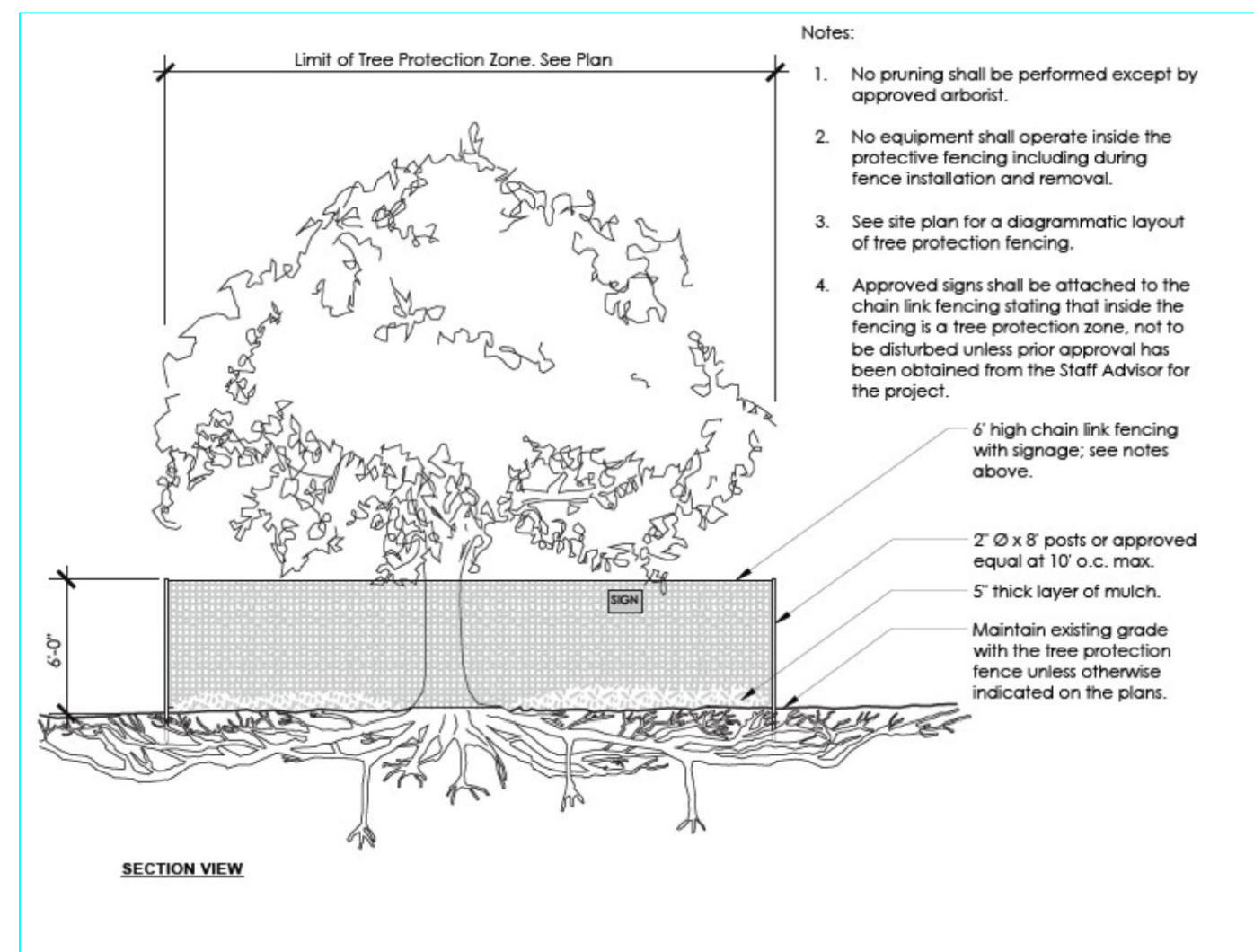
Amy Gunter

Rogue Planning & Development





#	Species	Common name	DBH (inches)	Health	Removal	Reason
1	Sequoia sempervirens	Redwood	18	Good		
2	Pseudotsuga menziesii	Douglas fir	12	Good		
3	Pseudotsuga menziesii	Douglas fir	12	Good		
4	Populus tremuloides	Aspen	12	Good		
5	Pinus Ponderosa	Ponderosa pine	9	Good		
1102	Pinus contorta	Lodgepole pine	18	Dead		
1116	Pyrus spp	Pear	10, 9, 10	Good		
1117	Pinus ponderosa	Ponderosa pine	29.5	Good		
1118	Pinus ponderosa	Ponderosa pine	31	Good		
1119	Pinus ponderosa	Ponderosa pine	29	Good		
1121	Populus trichocarpa	Cottonwood	36	Moderate	Remove	Building Envelope on Lot 3
1122	Populus trichocarpa	Cottonwood	36	Moderate	Remove	Building Envelope on Lot 3
1132	Prunus dulcis	Almond	15.5, 15.5	Moderate	Remove	Proposed Driveway
1133	Pseudotsuga menziesii	Douglas fir	24.5	Good	Remove	Building Envelope on Lot 4
1134	Quercus kelloggii	Black oak	14	Good		
1137	Quercus kelloggii	Black oak	14	Good		
1138	Quercus kelloggii	Black oak	22	Good	Remove	Utility trenching
1148	Morus spp	Mulberry	14.5	Poor/damaged	Remove	Utility trenching
1154	Quercus kelloggii	Black oak	54	Moderate		
1161	Quercus kelloggii	Black oak	10.5	Moderate/topped	Remove	Utility trenching
1162	Quercus kelloggii	Black oak	11	Moderate/topped	Remove	Utility trenching
1163	Quercus kelloggii	Black oak	9	Moderate/topped	Remove	Utility trenching
1167	Quercus kelloggii	Black oak	16.5	Good	Remove	Utility trenching



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# **Applicant Submittal**



ROGUE PLANNING & DEVELOPMENT SERVICES, LLC



# Granite Pines Subdivision on Scenic Drive

A PERFORMANCE STANDARDS SUBDIVISION BY SUNCREST HOMES

**REQUEST FOR FIVE LOT  
PERFORMANCE STANDARDS SUBDIVISION**

**Map & Tax Lot:** 39 1E 08AD Tax Lots: 5701 & 7302

**Property Owners  
(Tax Lot 5701):** Richard Stanley  
44 Scenic Dr  
Ashland, OR 97520

**Property Owner  
(Tax Lot 7302):** Charlie Hamilton  
PO BOX 1313  
Talent, OR 97540

**Planning Consultant:** Rogue Planning & Development Services  
1314-B Center Dr., PMB #457  
Medford, OR 97501

**Surveyor:** L J Friar & Associates  
2714 N Pacific Hwy  
Medford, OR 97501

**Civil Engineering:** KAS and Associates  
304 S Holly Street  
Medford, OR 97501

**PROPOSAL:**

The request is for approval of an Outline and Final Plan of a five-lot, Performance Standards Subdivision (AMC 18.3.9). Three of the lots will be accessed via a shared private driveway.

An exception to street standards retains the existing non-conforming Scenic Drive street improvements and does not install a seven-foot landscape park row and a six-foot sidewalk on Scenic Drive is requested (AMC 18.4.6.020.B).

A Physical and Environmental Constraints Review Permit is also requested for the construction of the private driveway due to an area of steep slope.

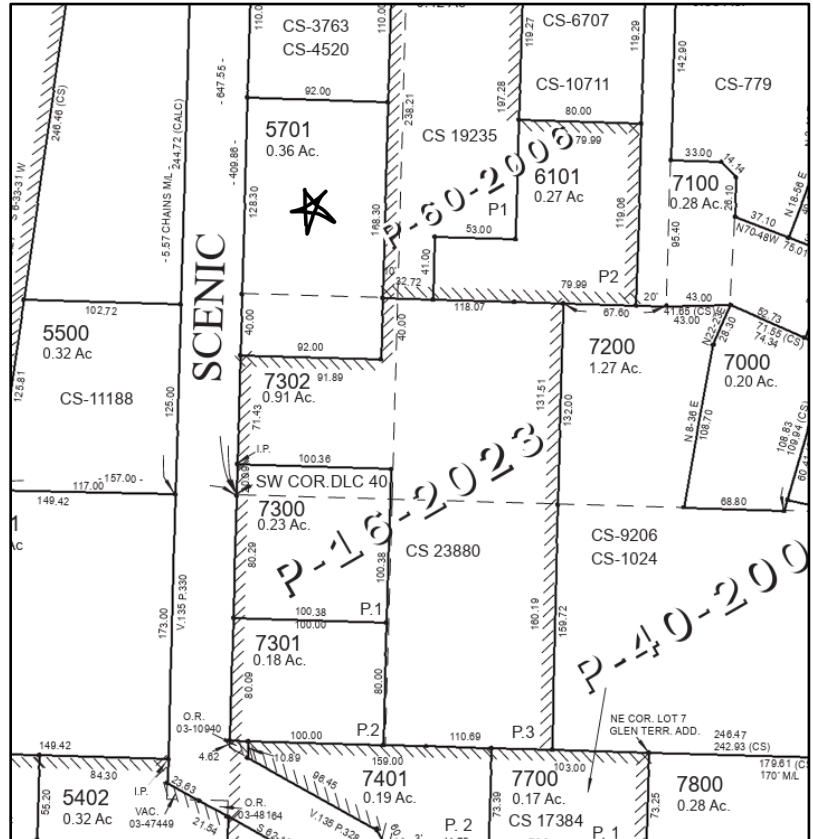
There are seven significant trees proposed for removal with the application.

**PROPERTY DESCRIPTIONS:**

**44 Scenic Drive (TL# 5701):**

This property is in the R-1-7.5 zone, positioned on the east side of Scenic Drive, approximately 110 feet south of the intersection with Nutley Street. It is in the Skidmore-Academy Historic District.

The subject property has 168.30 feet of frontage on Scenic Drive and extends 92 feet to the east. The lot is a legal non-conforming parcel, as the width of the lot exceeds the lot depth. Encompassing 0.36 acres (15,681.6 SF), the parcel features a 2,790-square-foot, one-story residence with a basement, built in 1968. The primary living level is 1,680 square feet with a 1,680 square foot basement. Within the basement, there is a 540-square-foot accessory residential unit (ARU) at 40 Scenic Drive. The existing residence is not considered historic, nor does it contribute to the historic integrity of the historic district.



This property has public water, sanitary sewer, and electrical servicing for the two units.

The lot is in the Hillside Lands Overlay of Ashland and has slopes greater than 35% in some areas, according to GIS mapping. The property is within the Wildfire Hazards Overlay. It also has a considerable number of significant trees along the frontage of the property and along the south property line.

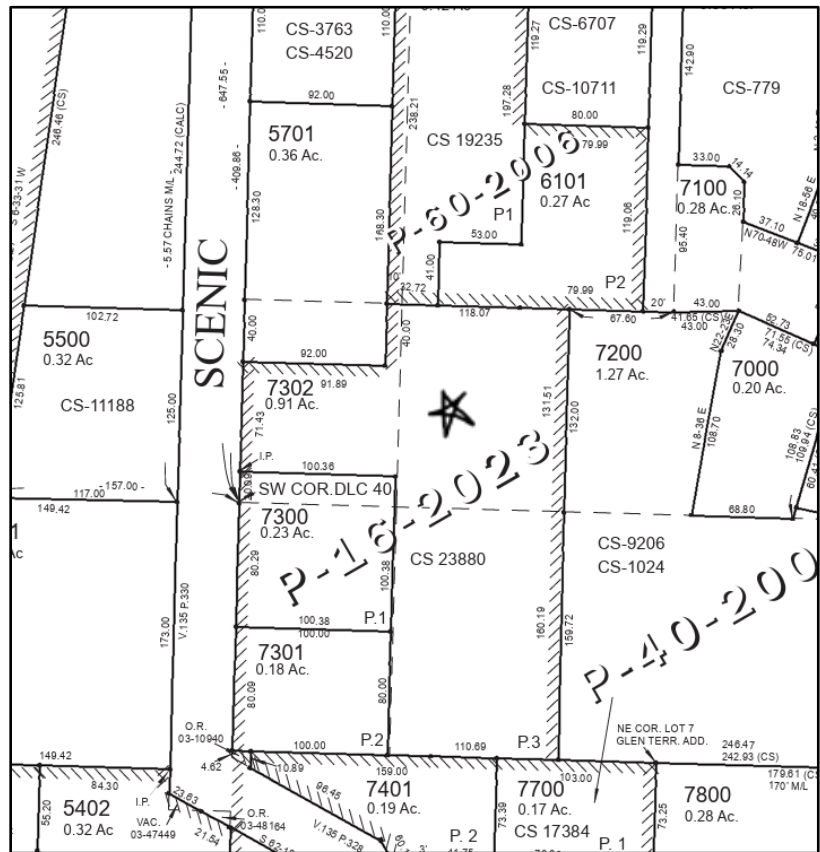
Access to the property from Scenic Drive is provided via a looping, 15-foot-wide paved driveway. The driveway enters the property on the north side of the property, providing access to the main house, and near the south side of the property, access to the south side of the existing structure is provided.

Scenic Drive has a 40-foot public right-of-way. It is paved with curb and gutter. There is a curbside sidewalk along the frontage of the property. The property's frontage along Scenic Drive is improved with a curb and a five-foot-wide sidewalk. There is a substantial grade change on both sides of the street. Scenic Drive was improved during a Local Improvement District (LID) project in the early 2000s.

**Scenic Dr – Tax Lot 7302:**

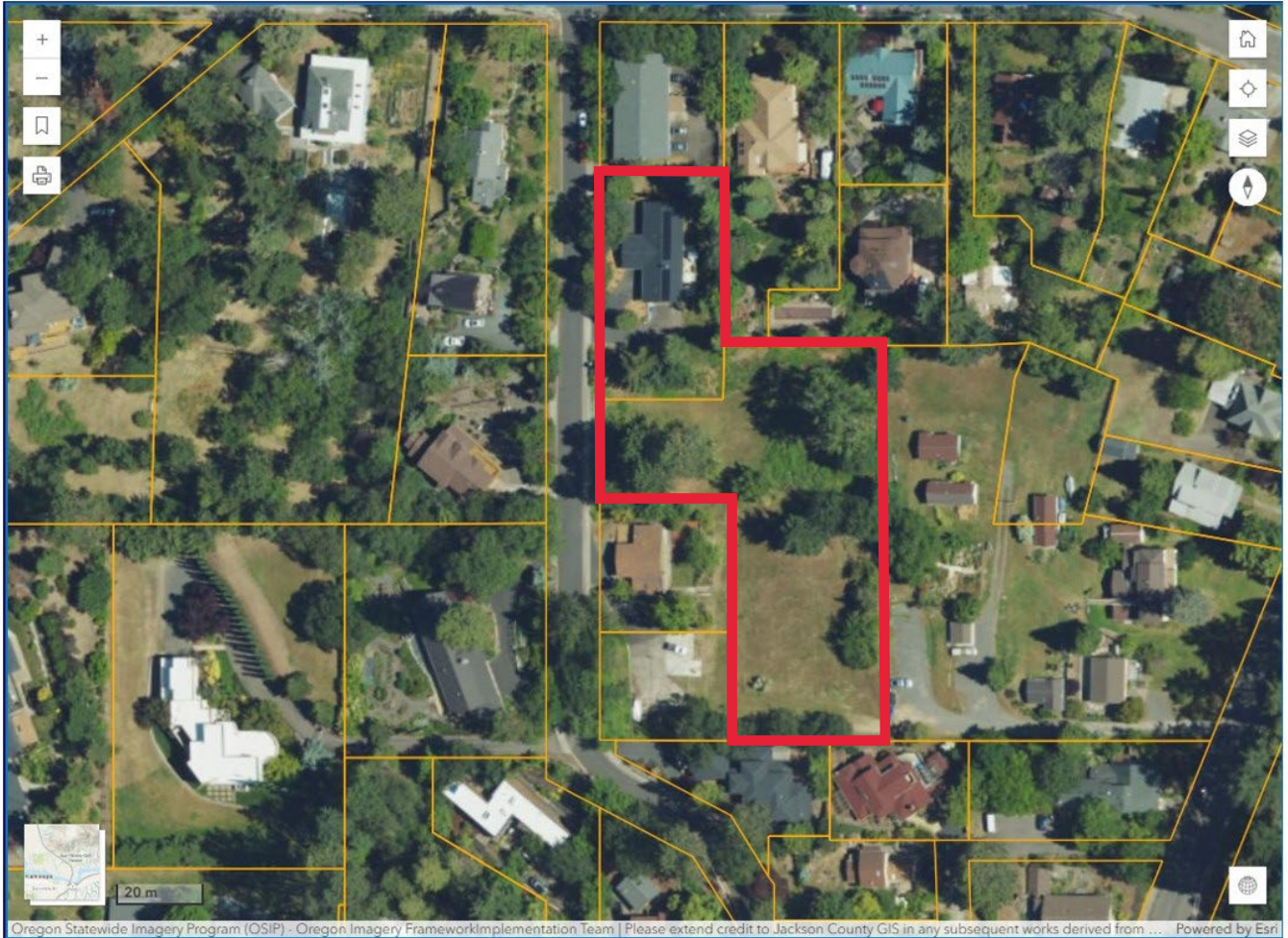
This 0.91-acre vacant lot is situated within the R-1-7.5 zone and the Skidmore-Academy Historic District of Ashland. This lot was created via a minor land partition in 2022 (PA-T1-2022-00168).

The parcel is irregularly shaped, with 71.43 feet of frontage along Scenic Drive. It extends 91.89 feet east before widening 40 feet to the north, then 118.07 feet along the north property line. The parcel extends to the south approximately 291.7 feet. The parcel then extends back west, with an additional depth of 110.69 feet. Then north 180.38 feet, 100.36 feet west, then north again to the Scenic Drive frontage.



While there is no current existing driveway from Scenic Drive, a 15-foot-wide ingress/egress easement in the southeast corner provides access from Granite Street. A conceptual driveway access from Scenic Drive was provided at the time of the partition.

Located in the Hillside Lands Overlay of Ashland, GIS mapping indicates that the parcel has slopes exceeding 35%, particularly along the Scenic Drive frontage and along the north property line. This property is also within the Wildfire Hazards Overlay. There are several significant mature conifer trees located along the south property line.



**DETAILED PROPOSAL:**

The request is for an Outline and Final Plan for a five-lot, Performance Standards Subdivision. There are five residential lots proposed – three created from tax lot 7302, one from tax lot 5701, separating the south portion of the property from the existing residential home.

Utilization of the Performance Standards Subdivision Option is requested. The request for Performance Standards Option use is consistent with the Purpose Statement from AMC 18.3.9.010. The Performance Standards Option should be used to allow an option for a more flexible design than is permissible under the conventional subdivision codes, when, due to the undeveloped nature of the property, sloping topography, or the existence of vegetation, the result is equal in its environmental and aesthetic impact as subdivision standards would allow, are more suitable for development under Performance Standards.

The Performance Standards Option - Overlay map does not include this property. Development under the Performance Standards chapter is allowed when the development is necessary to protect the environment from degradation and would be of equal aesthetic and environmental impact as allowed through maximum density under subdivision standards (18.3.9.030.D.2). The lot area allows for five lots, each more than 7,500 square feet in area with a lot layout that preserves the maximum number of large stature trees.

The parent parcels both have areas of severely constrained slopes that will be protected from disturbance except for the minor driveway crossing.

Shared driveways are permitted when a Performance Standards Subdivision is proposed to access up to four lots. The proposal accesses three lots from the shared driveway, with Lot 2 also having frontage on Scenic Drive.

No structures are located in the areas of hillside slopes.

**Lot 1:**

Lot 1 is proposed to be a 9,276 square feet (.213 acres). Lot 1 consists of the area of the existing residence and ADU. This lot is 100.91 feet wide, reducing the non-conforming lot width. The maximum permitted floor area (MPFA) of the proposed 9,276 sq ft is 2,783 sq ft. The current building size of 1,680 on the first floor and the other floor area of 1,680 including the basement. The structure continues to be in compliance with the MPFA, even with the reduced lot size. This lot is subject to Solar Setback Standard A, and the reduced lot width does not alter the solar setback on the built-out lot.

**Lot 2:**

Proposed Lot 2 is to the south of Lot 1 and will be accessed via the proposed shared driveway that will provide primary access to Lots 3-5 as well. Lot 2 is proposed to be 7,502 square feet. Lot 2 complies with the solar-factor requirement: with a 5.8% north-facing slope (under 15%) the north-south dimension is 81.55 feet, exceeding the Formula I minimum of 59 feet and meeting 18.4.8.020.A.1. Under Standard A setbacks, a 10-foot structure would require an 8-foot setback from the north property line. Steep slopes on the middle/south portion of the lot limit practical buildable area to about 700 sq ft and may necessitate a solar waiver or solar envelope at building permit if a two-story structure is proposed, but these considerations do not affect subdivision-level compliance with the solar factor.

Large stature trees are present along the south side of the lot, and there are severely constrained slopes that are not buildable along the south side of the lot. This requires all new development on the north side of the proposed lot. The maximum permitted floor area (MPFA) for new construction is 2,336 square feet of floor area.

**Lot 3:**

Lot 3 is to the southeast of Lot 1. It is proposed to be 10,408 square feet in area. Proposed Lot 3 takes access from the shared private driveway that starts on Lot 2. The driveway is proposed to start from Lot 2 to avoid the most severe slopes that are found adjacent to the Scenic Drive frontage of Lots 3 and 4. The lot is shaped like a flag lot, with a 6.21-foot flagpole coming off Scenic. The pole extends 91.98 feet to the east, before widening.

Lot 3 complies with the solar-factor requirement: with an 8.6% north-facing slope (under 15%) the north-south dimension is 90 feet, exceeding the Formula I minimum of 56 feet and meeting 18.4.8.020.A.1. Under Standard A setbacks, a 21-foot-tall structure would require a 28.2-foot setback from the north property line. These conditions demonstrate subdivision-level compliance with the assignment of solar factor. The maximum permitted floor area (MPFA) for the new construction is 2808 square feet of floor area.

There are two large-stature Cottonwood trees within the building envelope of Lot 3. These trees will be removed to allow for the site development.

There are public utility easements along the north property line. The proposed building envelope does not encroach on the easement area.

**Lot 4:**

Lot 4 is further south; it is proposed to be 13,469 square feet in area. Proposed Lot 4 also takes access from the shared private driveway that starts on Lot 2. The lot is shaped like a flag lot, with a 31.51-foot flagpole coming off Scenic. The pole extends 120.35 feet to the east, before widening and extending 89.64 feet more to the east.

Lot 4 complies with the solar-factor requirement: with a 1.3% north-facing slope (under 15%) the north-south dimension is 95 feet, exceeding the Formula I minimum of 65 feet and meeting 18.4.8.020.A.1. Under Standard A setbacks, a 10-foot-tall structure would require an 8.7-foot setback from the north property line. The maximum permitted floor area (MPFA) for the new construction is 3,070 square feet of floor area.

Within the area of the driveway access and within the envelope of Lot 4, there will be two large stature trees removed. A 24-inch DBH Almond Tree and a 24-inch DBH Douglas Fir tree, which is in the center of the lot. An 18-inch DBH Oak tree is adjacent to the east property line. This tree will be preserved.

#### Lot 5:

Lot 5 is the southernmost lot. It is proposed to be 14,378 square feet in area. It is 106.7 feet wide and approximately 110 feet deep. Proposed Lot 5 has no frontage off Scenic; however, it also takes access from the shared private driveway that starts on Lot 2. This lot also has secondary access to Granite Street via an existing access easement. Lot 5 complies with the solar-factor requirement: with a 3.3% downhill-to-the-north slope (mild, under 15%), the north–south dimension is 106.7 feet, exceeding the Formula I minimum of 73 feet and meeting 18.4.8.020.A.1. Under Standard A setbacks, a 10-foot-tall structure would require a 9.7-foot setback from the north property line. The maximum permitted floor area (MPFA) for the new construction is 3,169 square feet of floor area.

Four Oak trees, ranging from 8 inches DBH to 15 inches DBH on the south side of the property, will be removed, as this is the area of secondary access from Granite St. Another Oak tree is planned for removal along the east side of the property, as this is where utility trenching is proposed.

A small area of steep slopes appears on the south half of Lot 5. This is dirt piled by a previous property owner and does not constitute steep slopes or severely constrained hillside slopes.

#### Home Design:

The proposed home designs will stress energy efficiency, with each new home constructed to Earth Advantage Standards. The proposed homes are architecturally creative and are designed in a manner that does not prevent the lot to the north from access to passive or active solar. Each lot includes a building envelope for the future residence. Each residence is subject to the Maximum Permitted Floor Area in the Historic District Standards.

#### Trees:

There are 26 significant trees on the subject properties in the area of the proposed driveway, building envelope areas, and along Scenic Avenue. The trees within 15 feet of the areas of disturbance were evaluated by a Licensed Arborist. Tree removal is proposed based on impacts from the shared driveway, individual driveway locations, utility locations, and the locations of building envelopes. A modest number of trees are proposed for removal, with the largest of the trees preserved in an

unbuildable area adjacent to the shared driveway, and where the property frontages of the three parcels are provided.

**Access:**

As noted, access to the vacant lots will be via a shared private driveway. The proposed driveway has 20 feet of clear width and will have 15 feet of paved width. The shared driveway will comply with Fire Apparatus Access Standards for a fire lane. A fire apparatus access hammerhead for a turnaround area is proposed. This driveway also crosses slopes that exceed 35 percent, thus requiring the Physical Constraints Review permit. The length of the driveway across the severely constrained slope is less than 100 feet in length. The proposed driveway will not exceed 15 percent.

The location of the shared driveway also preserves the majority of the large stature trees that are present on both properties near Scenic Drive. A total of eleven trees are proposed for removal. Four of these are significant trees: Two Cottonwoods (36" DBH), one Douglas Fir (24.5" DBH), and one dual-stemmed Almond (averaging 15.5" DBH). The other nine trees slated for removal include various Black and White Oak trees, a Mulberry, and a Japanese Maple, primarily due to utility trenching and building envelopes.

On the following pages, findings of fact addressing the criteria from the Ashland Municipal Code are provided on the following pages. For clarity, the criteria are in Times New Roman font and the applicant's responses are in Calibri font.

## FINDINGS OF FACT

### PERFORMANCE STANDARDS OPTION AND PERFORMANCE STANDARDS OVERLAY

#### 18.3.9

**18.3.9.010 Purpose.** The purpose of this chapter is to allow an option for a more flexible design than is permissible under the conventional zoning codes. The design should stress energy efficiency, architectural creativity, and innovation; use the natural features of the landscape to their greatest advantage; provide a quality of life equal to or greater than that provided in developments built under the standard zoning codes; be aesthetically pleasing; provide for more efficient land use; and reduce the impact of development on the natural environment and neighborhood.

Finding:

This project involves the development of five lots, with one existing residential dwelling with two units retained. All new residential developments will prioritize the use of Earth Advantage homes, reflecting a commitment to energy efficiency, sustainable building practices, and environmental stewardship as core project principles.

The design will utilize the natural features of the landscape, including existing slopes and large trees, consistent with promoting harmony between the built environment and the natural surroundings. The driveway is carefully designed to begin from proposed Parcel 2, strategically minimizing the impact on severe slopes and reducing the need for extensive tree removal. This approach ensures the preservation of mature trees and natural landforms, enhancing both the aesthetic appeal and ecological integrity of the site.

By incorporating energy-efficient designs and reducing environmental impacts, the development aims to create a sustainable, aesthetically pleasing, and community-oriented living environment.

Overall, this development exemplifies a balanced approach that respects natural landforms, utilizes the land efficiently, promotes sustainable building practices, and aligns with the intent of the Performance Standards subdivision permit.

#### **18.3.9.020 Applicability**

Developments exercising the Performance Standards option, including developments that are required to apply the option pursuant to this ordinance, shall meet the provisions of this chapter and all other applicable sections of this ordinance; except that developments subject to this chapter are not required to meet the minimum lot size, lot width, lot depth, and setback standards of part 18.2, and other standards

as specifically provided by this chapter. The Performance Standards option may be used to divide residential and non-residential zoned land.

Finding:

The proposed development seeks to utilize the Performance Standards Option, and the proposal demonstrates compliance with the provisions of this chapter.

**18.3.9.030 PSO-OVERLAY**

**B. Applicability.** This chapter applies to properties located in the Performance Standards Option Overlay (PSO) as depicted on the Zoning Map. All developments in the PSO overlay, other than partitions and development of individual dwelling units, shall be processed under this chapter. The minimum number of dwelling units for a Performance Standards Subdivision within residential zoning districts is three.

Finding:

The property is not within the PSO–Overlay as depicted on the zoning map. The request is to allow for the development of the subdivision to be processed under the PSO Standards as allowed per 18.3.9.030.D.

There are four new dwelling units proposed within the proposed Performance Standards Option subdivision.

**D. Development Outside PSO-Overlay.** If a parcel is not in a PSO overlay, then development under this chapter may only be approved if one or more of the following conditions exist.

2. That development under this chapter is necessary to protect the environment and the neighborhood from degradation, which would occur from development to the maximum density allowed under subdivision standards or would be equal in its aesthetic and environmental impact.

Finding:

The proposed subdivision adheres to the Performance Standards Option, aiming to match or exceed aesthetic and environmental quality compared to traditional maximum density development:

**Aesthetic Impact:**

- The layout prioritizes maintaining the natural landscape by preserving significant trees and green spaces. These elements contribute to a visually appealing environment that blends seamlessly with the existing neighborhood character.
- The proposed homes will be built according to Earth Advantage Standards, combining historic aesthetic appeal with sustainable building practices.

**Environmental Impact:**

- Emphasis is placed on preserving as many existing trees as possible, maintaining the natural landscape, and contributing to the area’s biodiversity and ecological health.
- The layout minimizes environmental disruption by integrating sustainable construction methods and materials, enhancing environmental resilience.
- The impacts on the steep slopes are minimized through the development of a short segment of driveway that encroaches on the slope-constrained land. Less than 100 feet of driveway encroaches into the area of severe constraints.

Overall, the proposed subdivision aligns with both aesthetic and environmental requirements, ensuring that it preserves the character and ecological integrity of the Historic District.

**REVIEW PROCEDURES AND CRITERIA**

**18.3.9.040**

**A. Outline Plan.** A proposed outline plan shall accompany applications for subdivision approval under this chapter. For developments of fewer than ten lots, the outline plan may be filed concurrently with the final plan, as that term is defined in subsection 18.3.9.040.B.4. For developments of ten or more lots, prior outline plan approval is mandatory.

Finding:

The attached subdivision plans, including topographical survey, building envelopes, conceptual grading, erosion control, drainage, and utility plan, address the submittal requirements of the Performance Standards Outline Plan and Final Plan.

The proposal is for concurrent review of the Outline and Final Plan because there are fewer than ten lots.

The proposed subdivision utilizes conventional financing through FDIC lending institutions and private financing. The properties proposed for development are owned by Charlie Hamilton and the Stanley Family Trust.

A. 3. Approval Criteria for Outline Plan. The Planning Commission shall approve the outline plan when it finds all of the following criteria have been met:

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

Finding:

The proposed development is exercising the Performance Standards Option. The development demonstrates compliance with the standards from 18.3.9.050 – 18.3.9.080 and the provisions of this chapter. The other applicable sections of this ordinance, including: 18.4.3 Parking, Access, & Circulation; 18.4.6 Public Facilities; 18.4.8 Solar Access Performance Standard, 18.5.3 Land Divisions and Property Line Adjustments, etc., are addressed in these findings.

The PSO–Overlay development is subject to Chapter 18.3.9 and is not required to meet the minimum lot size, lot width, lot depth, coverage, and setback standards of part 18.2, and other standards as specifically provided by this chapter. The proposed development complies with all other applicable standards from the R-1-7.5 zone.

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.

Finding:

The proposed development includes the creation of four vacant parcels and ensures the provision of adequate key city facilities, including water, sewer, paved access, electricity, urban storm drainage, and public safety services.

Water Supply: The property is currently served by an 8-inch water main located along Scenic Drive.

Sanitary Sewer: The four proposed parcels are served by an existing 8-inch sanitary sewer main along the northern boundary of what will be Parcel 3.

Storm Drainage: Stormwater management will be effectively handled by the existing 12-inch storm sewer main along the northern boundary of Parcel 3.

### **18.3.9.060**

#### **Parking Standards**

All development under this chapter shall conform to the following parking standards, which are in addition to the requirements of chapter 18.4.3, Parking, Access, and Circulation.

**A. On-Street Parking Required.** For all performance standards subdivisions in R-1 zones, and for all performance standards subdivisions in R-2 or R-3 zones which create or improve city streets, at least one on-street parking space per proposed lot shall be provided with the following exceptions:

1. Where on-street parking is provided on newly created or improved streets, the total number of on-street spaces required should not surpass the available street frontage, with each parking space being considered equivalent to 22 feet in length without interruption and exclusive of designated no-parking areas.

Finding:

No streets are proposed, and no street improvements are proposed. Not applicable.

### **18.4.3.080.**

#### **Vehicle Area Design**

##### **A. Parking Location**

Finding:

Per 18.4.3.080 Vehicle Area Design, each lot will have adequate parking with two vehicle spaces within a garage accessed from the private drive either directly or from a driveway extension. The residential parking is not within any required yard area.

##### **B. Parking Area Design.**

Finding:

Not applicable

##### **C. Vehicular Access and Circulation.**

- a. In no case shall driveways be closer than 24 feet as measured from the bottom of the existing or proposed apron wings of the driveway approach.

Finding:

The proposed driveways will be separated by 24 feet. The driveway serving the existing residence will be reduced to 15 feet wide. The driveway will be moved to the south, off the adjacent property, increasing the separation.

b. Partitions and subdivisions of property located in an R-2, R-3, C-1, E-1, CM, or M-1 zone shall meet the controlled access standards set forth below. If applicable, cross access easements shall be required so that access to all properties created by the land division can be made from one or more points.

Finding:

The subject property is zoned R-1-7.5 and is not subject to the controlled access standards per this section.

c. Street and driveway access points in an R-2, R-3, C-1, E-1, CM, or M-1 zone shall be limited to the following.

Finding:

The property is zoned R-1-7.5 and not subject to the standards.

d. Access Requirements for Multi-family Developments. All multi-family developments which will have automobile trip generation in excess of 250 vehicle trips per day shall provide at least two driveway access points to the development. Trip generation shall be determined by the methods established by the Institute of Transportation Engineers.

Finding:

Not applicable.

4. Shared Use of Driveways and Curb Cuts.

a. Plans submitted for developments subject to a planning action shall indicate how driveway intersections with streets have been minimized through the use of shared driveways and all necessary access easements. Where necessary from traffic safety and access management purposes, the City may require joint access and/or shared driveways in the following situations.

- i. For shared parking areas.
- ii. For adjacent developments, where access onto an arterial is limited.
- iii. For multi-family developments, and developments on multiple lots.

Finding:

The proposed access for Lots 2-5 minimizes the need for multiple driveway access points off Scenic Drive and strategically avoids needing to fill in the more severe slopes and weaves around trees to avoid excessive tree removals.

b. Developments subject to a planning action shall remove all curb cuts and driveway approaches not shown to be necessary for existing improvements or the proposed development. Curb cuts and approaches shall be replaced with standard curb, gutter, sidewalk, and planter/furnishings strip as appropriate.

Finding:

The proposal is to develop a standard driveway approach where presently one does not exist. There are no additional, unnecessary approaches.

c. If the site is served by a shared access or alley, access for motor vehicles must be from the shared access or alley and not from the street frontage.

Finding:

The proposal is to create a shared access via a private drive.

5. Alley Access. Where a property has alley access, vehicle access shall be taken from the alley and driveway approaches and curb cuts onto adjacent streets are not permitted.

Finding:

There is no alley access.

**18.3.9.040A.3** 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.

Finding:

The existing and natural features of the land, including the significant trees and steep topography, are shown on the plan maps.

d. The development of the land will not prevent adjacent land from being developed for the uses shown in the Comprehensive Plan.

Finding:

The development of the land will not prevent adjacent land from being developed.

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.

Finding:

The subdivision is not phased, and no common areas are proposed or required.

f. The proposed density meets the base and bonus density standards established under this chapter.

Finding:

The PSO density for R-1-7.5 zones is 3.6 dwelling units per acre. The entire area is 55,034 square feet (1.26 acres).  $1.26 \times 3.6 = 4.5$  is the base density.

The proposed density is five lots. Each new residence will be constructed to the Earth Advantage Standards, which allows for a 15 percent density bonus ( $4.5 \times 1.15 = 5.2$ ).

The proposal complies with the minimum density and the bonus density standard for the development of the Earth Advantage Certified dwelling units.

g. The development complies with the street standards.

Finding:

An exception to street standards is sought to avoid installing park rows and replacing sidewalks along approximately 239 feet of frontage on Scenic Drive. The existing infrastructure includes a

paved road with curb and gutter and curbside sidewalks, which do not currently meet the City's standards. This request is justified by several key factors. The topography of the area presents significant challenges, with gradients and natural features that would be difficult to alter without causing substantial environmental and aesthetic impacts. The natural landscape and mature trees, which contribute to the neighborhood's character, could be negatively affected by extensive improvements. Additionally, the right-of-way along Scenic Drive is limited, constraining options for standard street enhancements. Despite not conforming to the updated standards, the existing curb, gutter, and sidewalks are functional and well-maintained, providing adequate pedestrian and stormwater management. Implementing the full standard improvements would likely result in unnecessary disturbance to the natural features and existing infrastructure. Preliminary feedback from planning staff indicates that such exceptions are appropriate in cases where physical topography and limited right-of-way create practical barriers.

h. The proposed development meets the common open space standards established under section 18.4.070. 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.

Finding:

No open space is required when the minimum density is less than 10 units

4. Approval of the Outline Plan.

a. After the City approves an outline plan and adopts any zone change necessary for the development, the developer may then file a final plan in phases or in its entirety.

Finding:

The plan is filed in its entirety.

b. If an outline plan is phased, 50 percent of the value of the common open space shall be provided in the first phase and all common open space shall be provided when two-thirds of the units are finished.

Finding:

The application is not for a phased subdivision.

**FINAL PLAN**

**18.3.9.040.B.**

5. Approval Criteria for Final Plan. Final plan approval shall be granted upon finding of substantial conformance with the outline plan. This substantial conformance provision is intended solely to facilitate the minor modifications from one planning step to another. Substantial conformance shall exist when comparison of the outline plan with the final plan meets all of the following criteria:

- a. The number of dwelling units vary no more than ten percent of those shown on the approved outline plan, but in no case shall the number of units exceed those permitted in the outline plan.
- b. The yard depths and distances between main buildings vary no more than ten percent of those shown on the approved outline plan, but in no case shall these distances be reduced below the minimum established within this ordinance.
- c. The common open spaces vary no more than ten percent of that provided on the outline plan.
- d. The building size does not exceed the building size shown on the outline plan by more than ten percent.
- e. The building elevations and exterior materials are in conformance with the purpose and intent of this ordinance and the approved outline plan.
- f. That the additional standards which resulted in the awarding of bonus points in the outline plan approval have been included in the final plan with substantial detail to ensure that the performance level committed to in the outline plan will be achieved.
- g. The development complies with the street standards.
- h. Nothing in this section shall limit reduction in the number of dwelling units or increased open space; provided, that if this is done for one phase, the number of dwelling units shall not be transferred to another phase, nor the common open space reduced below that permitted in the outline plan.

Finding:

With the concurrent proposal, there are no intended modifications between the outline and the final plan.

6. Any substantial amendment to an approved final plan shall follow a Type I procedure in section 18.5.1.040 and be reviewed in accordance with the above criteria.

Finding:

It is understood substantial amendment would require additional review.

## **LAND DIVISIONS AND PROPERTY LINE ADJUSTMENTS**

### **18.5.3.020 Applicability and General Requirements**

**A. Applicability.** The requirements for partitions and subdivisions apply, as follows.

1. Subdivisions are the creation of four or more lots from one parent lot, parcel, or tract, within one calendar year.

Finding:

The request is for approval of a Performance Standards subdivision. The proposed subdivision creates five lots from two parent tract of land.

**PRELIMINARY SUBDIVISION PLAT CRITERIA**

**18.5.3.070**

A. Approval Criteria. The approval authority, pursuant to subsection 18.5.3.030.A, may approve, approve with conditions or deny a preliminary subdivision plat on findings of compliance with all of the following approval criteria.

1. The subdivision plan conforms to applicable City-adopted neighborhood or district plans, if any, and any previous land use approvals for the subject area.

Finding:

There are no city-adopted neighborhood or district plans. To the applicant's knowledge, there are no previous approvals for the subject properties that would prevent the proposed subdivision.

2. 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).

Finding:

The proposed lots conform to the requirements of the R-1-7.5 zone, where not subject to flexibility of the Performance Standards Overlay. The proposed subdivision is consistent with the standards from 18.3.9 for Performance Standards Option Subdivision. The parcels for development will have more than 7,500 square feet of area.

**18.2.2.030 Allowed Uses**

A. Uses Allowed in Base Zones. Allowed uses include those that are permitted, permitted subject to special use standards, and allowed subject to approval of a conditional use permit.

Finding:

A Performance Standards Options Subdivision to create a five-lot residential subdivision is permitted use in the zone. Four of the lots are proposed to be accessed via a shared private driveway. Private driveways are allowed to access four lots within a Performance Standards Option Subdivision.

One- and two-family residences are permitted use in the zone.

**18.2.5.090 Standards for Single-Family Dwellings**

**A.** The following standards apply to new single-family dwellings constructed in the R-1, R-1-3.5, R-2, and R-3 zones; the standards do not apply to dwellings in the WR or RR zones.

**B.** Single-family dwellings subject to this section shall utilize at least two of the following design features to provide visual relief along the front of the residence:

1. Dormers
2. Gables
3. Recessed entries
4. Covered porch entries
5. Cupolas
6. Pillars or posts
7. Bay window (min. 12" projection)
8. Eaves (min. 6" projection)
9. Off-sets in building face or roof (min. 16")

Finding:

The submitted concepts of residences and designs are of a similar aesthetic as the adjacent property. There is an eclectic mix of architectural styles in this area of the Skidmore-Academy Historic District. The conceptual elevations demonstrate that two or more of the design features listed above will be provided on the proposed single-family residential units.

**3.** Access to individual lots necessary to serve the development shall conform to the standards contained in section 18.4.3.080 Vehicle Area Design.

Finding:

The proposed private driveway accessing the proposed lots will be within a 20-foot-wide access easement with a 15-foot-wide paved driveway and a 20-foot-wide clear easement width.

The proposed driveway apron will be 24 feet apart from the other existing driveway that serves the lot with the existing building.

The width (20-feet clear, 15-feet paved) and the grade of the driveway at no point exceeds 15 percent. The proposed driveway is adequate to allow for a circulation system that will accommodate the expected on-site traffic.

The future development proposal will provide adequate parking for the future houses.

The surface will be installed in a manner that does not allow for the surface waters to drain across any public right-of-way or adjacent properties as per the civil drawings for the driveway construction.

4. The proposed streets, utilities, and surface water drainage facilities conform to the standards in chapter 18.4.6, and allow for transitions to existing and potential future development on adjacent lands. The preliminary plat shall identify all proposed public improvements and dedications.

Finding:

There are no proposed streets. The development of the remainder of any adjoining land or access to adjacent residential lands will not be impeded by the proposal. The development of adjacent properties is limited due to the size of the properties, the existing structure locations, the lot configurations, topography, access limitations, etc., of the adjacent properties, and is not impacted by this proposal.

All of the proposed infrastructure and the driveway have been designed by an Oregon-licensed civil Engineer. The utility plan conforms to the requirements of AMC 18.4.

No modifications are proposed to the street. The preliminary plat identifies the proposed dedication of public right-of-way, a 10-foot Public Utility Easement behind the property, and preliminary easements for private utilities within the easement areas.

Scenic Drive is improved with a curb, gutter, and curbside sidewalk. No changes to the right-of-way are proposed.

**EXCEPTION TO STREET STANDARDS**

18.4.6.020.B.1.

Finding:

The proposal does not include improvements to Scenic Drive thus an exception to Street Standards is required.

1. Exception to the Street Design Standards. The approval authority may approve exceptions to the standards section in 18.4.6.040 Street Design Standards if all of the following circumstances are found to exist.

a. There is demonstrable difficulty in meeting the specific requirements of this chapter due to a unique or unusual aspect of the site or proposed use of the site.

Finding:

The code allows for the granting of exceptions when physical conditions exist that preclude the development of a public street or components of the street. Such conditions may include mature trees, topographical constraints, and limited right-of-way. Each of these conditions are present on the frontage.

An exception to street standards is sought to avoid installing park rows and replacing sidewalks along approximately 239 feet of frontage on Scenic Drive. The existing infrastructure includes a paved road with curb and gutter, and curbside sidewalks, which do not currently meet the City's standards. The topography of the area presents significant challenges, with gradients and natural features that would be difficult to alter without causing substantial environmental and aesthetic impacts. The natural landscape and mature trees, which contribute to the neighborhood's character, could be negatively affected by extensive improvements. Additionally, the right-of-way along Scenic Drive is limited, constraining options for standard street enhancements. Despite not conforming to the updated standards, the existing curb, gutter, and sidewalks are functional and well-maintained, providing adequate pedestrian and stormwater management. Implementing the full standard improvements would likely result in unnecessary disturbance to the natural features and existing infrastructure.

Along the frontage of the property and the adjacent properties to the north and south, there is approximately five feet of right-of-way. This right-of-way width is not adequate to install the required improvements. If the sidewalk were built to present standards, the existing improvements would not connect. Additionally, along much of the frontage on Scenic Drive, there is a retaining wall supporting the current sidewalk due to severe slopes. Extending a park row and sidewalk beyond the property would require dedication of right-of-way by adjacent property owners and a substantial alteration to the trees and utilities within the right-of-way.

Overall, an inadequate right-of-way is present to provide the city standard improvements.

b. The exception will result in equal or superior transportation facilities and connectivity, considering the following factors where applicable.

Finding:

No changes to the transportation facilities are proposed so they will remain equal to the present improvements.

c. The exception is the minimum necessary to alleviate the difficulty.

Finding:

The proposed exception is not to modify the sidewalk or install a park row. There is an inadequate right-of-way to achieve park row and sidewalk improvements. Not installing sidewalk alleviates the difficulty in extensions of said sidewalks in a logical and functional manner on properties that are not associated with the proposed development and based on existing development, will not redevelop in a manner that would require dedication of right-of-way or removal of trees.

d. The exception is consistent with the Purpose and Intent of the Street Standards in subsection 18.4.6.040.A.

Finding:

The Purpose and Intent of the Street Standards section speaks to connectivity and design focus on a safe environment for all users, design streets as public spaces, and enhance the livability of neighborhoods, consistent with the Comprehensive Plan. The lack of right-of-way to install improvements and not installing a wider sidewalk and park row will not negatively impact the vehicular, bicycle, and pedestrian experience.

**5.** All proposed private common areas and improvements, if any, are identified on the preliminary plat and maintenance of such areas (e.g., landscaping, tree preservation, common areas, access, parking, etc.) is ensured through an appropriate legal instrument (e.g., Covenants, Conditions and Restrictions (CC&Rs)).

Finding:

No private common areas or improvements are proposed.

**6.** Required State and Federal permits, as applicable, have been obtained or can reasonably be obtained prior to development.

Finding:

There are no required state and federal permits that need to be obtained prior to development.

**PHYSICAL AND ENVIRONMENTAL CONSTRAINTS OVERLAY**

**18.3.10.050**

**Approval Criteria**

An application for a Physical Constraints Review Permit is subject to the Type I procedure in section 18.5.1.050 and shall be approved if the proposal meets all of the following criteria.

A. Through the application of the development standards of this chapter, the potential impacts to the property and nearby areas have been considered, and adverse impacts have been minimized.

B. That the applicant has considered the potential hazards that the development may create and has implemented measures to mitigate the potential hazards caused by the development.

C. That the applicant has taken all reasonable steps to reduce the adverse impact on the environment. Irreversible actions shall be considered more seriously than reversible actions. The Staff Advisor or Planning Commission shall consider the existing development of the surrounding area and the maximum development permitted by this ordinance.

Finding: A geotechnical report is provided and is attached. The property is within the Hillside Overlay. There are areas of topography that exceed 35 percent, which are considered Severe Constraints and are not considered developable. The lots are situated on hillside lands characterized by steep slopes, particularly along the frontage of Scenic Drive. In response to these constraints, the proposed driveway has been carefully and strategically located and engineered to minimize environmental disturbance. Its placement specifically avoids the areas with the most severe slopes, thereby reducing erosion risk, slope instability, and other associated hazards. Because the driveway does encroach slightly into the areas of 35 percent slopes, which are considered severe constraints, the hillside development permit is requested.

The design of the driveway intentionally avoids the removal of any existing mature trees along Scenic Drive, preserving the natural landscape and maintaining the neighborhood's aesthetic integrity. This careful siting exemplifies an effort to reduce potential adverse impacts on the environment and surrounding properties.

The driveway will be constructed using a cut/fill method. All retaining walls of any cut slopes will not exceed the design standards of AMC 18.3.10. Limiting the height of cut slopes and, therefore, the use

of retaining walls will be limited. The limited impacts on the hillside slopes only from the driveway reduce any potential hazards.

The geotechnical expert found no areas of slope failure, subsurface water, fissures, or other indications that the slope where the driveway is proposed was not stable. According to the geotechnical engineer, the site is suitable for the type of driveway construction proposed.

On proposed Lots 4 and 5, the city maps show areas of severely constrained slopes, but these appear to be anomalies caused by fill or other man-made disturbances and do not reflect the true natural topography.

The area of disturbance to the hillside slopes is 684 square feet. The distance of the driveway crossing the steep slopes is approximately 78 feet. The area of disturbance and the length of the disturbance are limited, greatly limiting impacts to any adjacent properties.

Potential impacts to the subject property and adjacent properties are considered and limited through the use of a shared driveway, preservation of a substantial number of trees on the hillside slopes, and limits on cuts and fills. No structures or other disturbances are proposed on the hillside slopes. These measures all reduce potential adverse impacts on adjacent properties.

## **TREE REMOVAL PERMIT CRITERIA**

### **18.5.7.040**

#### **B. Tree Removal Permit.**

2. Tree That is Not a Hazard. A Tree Removal Permit for a tree that is not a hazard shall be granted if the approval authority finds that the application meets all of the following criteria, or can be made to conform through the imposition of conditions.

- a. The tree is proposed for removal in order to permit the application to be consistent with other applicable Land Use Ordinance requirements and standards, including but not limited to applicable Site Development and Design Standards in part 18.4 and Physical and Environmental Constraints in part 18.3.10.

#### Finding:

There are eleven trees proposed for removal. Of these, seven trees are significant and require a tree removal permit. Trees proposed for removal are within the area of the shared driveway, future utility trenching, and the building envelope areas of Lots 3, 4, and 5. The tree removal

permit is necessitated by the construction of the shared driveway, utility extensions, and the construction of the residential dwellings.

There are some trees within the proposed building envelopes that are not proposed for removal. At the building permit, if a structure is requested to be placed in these areas, the necessary tree removal permits for these trees will be applied for. Wildfire Safety Standards will likely dictate what trees are retained, but this request seeks to leave as many trees as possible for individual property owners to determine which trees should be preserved instead of requesting removal at the subdivision.

b. Removal of the tree will not have a significant negative impact on erosion, soil stability, flow of surface waters, protection of adjacent trees, or existing windbreaks.

Finding:

The removal of the trees will not have a significant impact on erosion, soil stability, or the protection of adjacent trees. The trees are not part of any windbreak. The removal of the trees will be replaced with structures that limit the site erosion.

c. Removal of the tree will not have a significant negative impact on the tree densities, sizes, canopies, and species diversity within 200 feet of the subject property. The City shall grant an exception to this criterion when alternatives to the tree removal have been considered and no reasonable alternative exists to allow the property to be used as permitted in the zone.

Finding:

The removal of the seven trees represents a relatively small portion of the overall tree densities and species diversity within a 200-foot radius of the property. The site plan demonstrates that numerous trees will remain on the properties, ensuring that tree density and canopy coverage in the area are not significantly diminished. The trees proposed for removal are representative of several species already present on the site and in the surrounding area. The removal will not eliminate any species from the local ecosystem and therefore will not negatively impact species diversity. Significant effort has been made to minimize tree removal. The location of the shared driveway was carefully considered to balance access requirements with tree preservation. The proposed tree removal is essential to allow for the construction of permitted residential dwellings and utilities. These are pre-existing, legally created lots. There are no reasonable alternatives to the removal of the trees located within the building envelopes if the property is to be used as permitted.

d. Nothing in this section shall require that the residential density to be reduced below the permitted density allowed by the zone. In making this determination, the City may consider alternative site plans or placement of structures of alternate landscaping designs that would lessen the impact on trees, so long as the alternatives continue to comply with the other provisions of this ordinance.

Finding:

The tree removal facilitates the development of an oversized parcel with a small subdivision and housing as envisioned by the zoning map and the Comprehensive Plan. The trees are not especially unique. All trees proposed for removal are within building envelopes or within the impact area from driveway and utility construction.

e. The City shall require the applicant to mitigate for the removal of each tree granted approval pursuant to section 18.5.7.050. Such mitigation requirements shall be a condition of approval of the permit.

Finding:

The seven mitigation trees will be identified on the landscape and irrigation plans that will be submitted with the building permit application.

Attachments:

Geotechnical Evaluation  
Electric Distribution Plan  
Preliminary Subdivision Plat  
Subdivision Civil Engineering  
Tree Inventory  
Tree Protection & Preservation Plan  
Conceptual Elevations

# Geotechnical Report

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Project Granite Pines Subdivision

## GEOTECHNICAL REPORT

**FOR Geotechnical Site Analysis**

**LOCATED AT Scenic Dr**

**Ashland, OREGON**



EXPIRES: DEC. 31, 2025

Prepared for:

Charlie Hamilton

Suncrest Construction

PO Box 1313

Talent, OR

Dear Mr. Hamilton,

Fitzgerald Engineering is pleased to present the results of this Geotechnical site evaluation for the proposed road construction to be built on of off Scenic Dr in the City of Ashland, Oregon. This report presents a geotechnical evaluation of the existing soils at the site along with conclusions and recommendations for the design and construction of the proposed project.

I appreciate the opportunity to be of service to you during this phase of your project.

Sincerely,

William Fitzgerald, P.E.

## Introduction

In accordance with authorization by Suncrest Construction I have completed a geotechnical report for the proposed road to be located off of Scenic Drive in Ashland, Oregon.

The Scope of work consists of the following items

- Index Map of the project
- Project Description
- Site Geology
- Suitability of the Site for the Proposed Construction

The project is located to the east of Scenic Drive, 315' south of Nutley St, as shown in Figure 1.

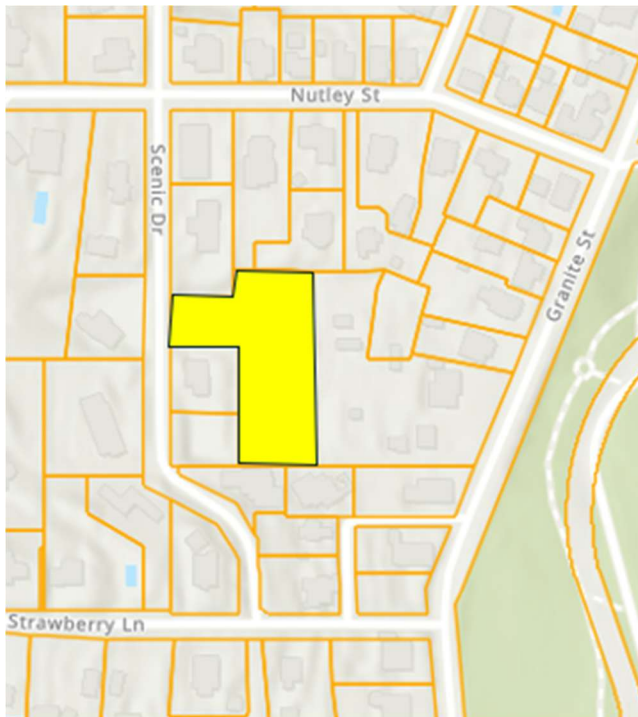


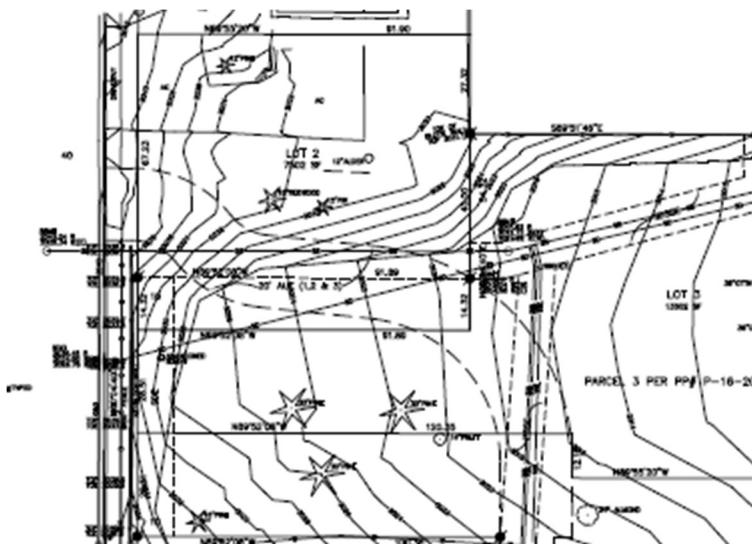
Figure 1: Aerial Map of with Job Site highlighted

The site is approximately 0.91 acre of undeveloped land that is surrounded by single family dwellings. The site is sloping from west to east and there was no water present during the site inspection.

The project includes a three lot subdivision. This proposed subdivision needs access to Scenic Drive. This report will address the possibility of installing road access to Scenic Drive.

### Index Map

Figure 2 below is the index map of the proposed project.



**Figure 2: Index map of the proposed project with the road marked with a dashed line.**

### Site Geology

This section presents site conditions – including geologic setting, surface conditions, general soil/rock and groundwater conditions.

The USGS “Jackson County Area, Oregon, Parts of Jackson and Klamath Counties”) was referred to for description of mapped geologic units at the site. The site is made up of 164D loam, 7 to 20 percent grade and 164E loam, 20 to 35 percent grade. The Parent material for this type of soil is Alluvium derived from Granite. The typical profile of the soil as following in Table 1

Table 1		
Profile	Depth (inches)	Description
A	0 to 10	loam

Bt	10 to 56	Clay loam
Cr	56 to 66	Weathered Bedrock

This type of soil is considered moderately well drained with a drainage capacity of about .2 to .57 in/hr.

At the time of my investigation the site was sparsely vegetated with low annual grasses and weeds, there were some trees present along the edge of the investigation zone. No surface rocks were observed and no stockpile sites were visibly observed.

Two test pits were dug on 7/9/2025 to get an idea of the actual subsurface condition. No fill was encountered during the exploration. In general the results of the trenching indicate that the site is blanketed by loam to a depth of 5 feet, this find is consistent with the USGS map information. There was no water present at the bottom of the trench. The soil was field tested to determine the quality and potential for problems related to the expansive properties of the soil.

The loam was dry with little moisture present. There were some small stones and a large boulder of intact granite. The soil was soft and easily penetrated. There was no noticeable odor present showing a lack of organic material in the soil. The soil appeared to have low plasticity and cohesion. Finally a roll test was conducted on the soil and it was determined to be not plastic.

No faults or folds were observed in either test pit. Bedrock was not encountered at full depth of the test pits.

**Earthwork/Structural Recommendation**

All soil and rock material placed by the contractor shall be defined as engineered fill. The placement of engineered fill shall be in accordance with this section. Before fill placement, all surface vegetation, roots, large boulders, and other debris shall be cleared to a minimum of 5 ft outside of fill areas. Vegetation and any other debris, except large trees, removed from within the cleared area shall be placed outside of the limits of the building area and shall be sloped away from building area.

I understand that the proposed project plans to cut a road through from Scenic Dr to the property below. The site is suitable for this type of construction. Please follow the following recommendations:

- Maintain a minimum 2:1 backslope if possible
- If a 2:1 Backslope cannot be achieved then a 1:1 backslope may be used if the backslope is armored with crushed aggregate.
- A single layer of 4"-0 crushed aggregate should be used as the armoring material.
- A combination of retaining walls may be used to achieve the necessary backslope.
- All wall structures should be under drained and have clean ¾"-0 backfill over the toe of the wall.



# Granite Pines Subdivision

## Power Design

### NOTES:

The following will be required of the developers:

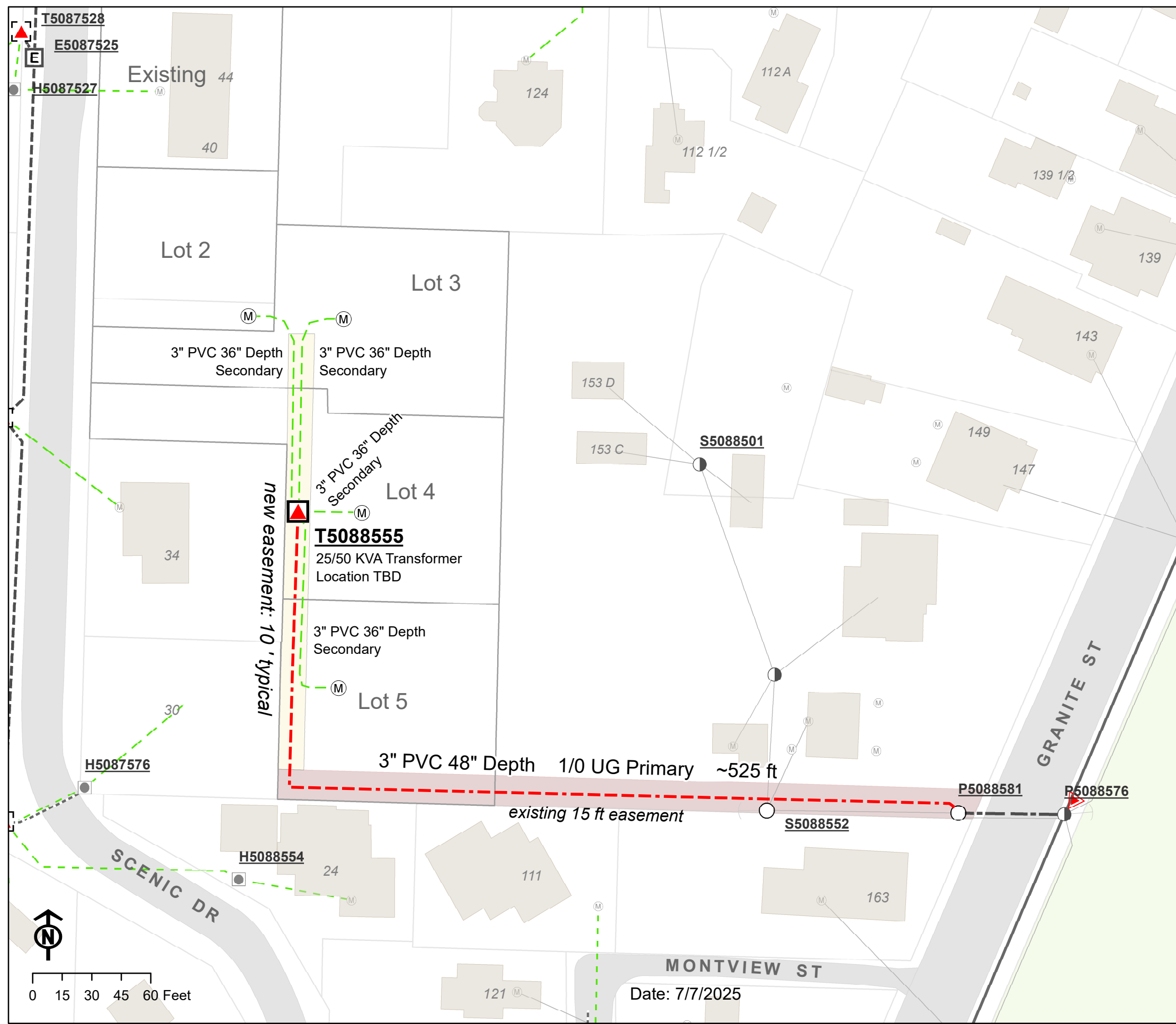
- 1.) Provide and install all conduit per electric utility design.
- 2.) Install transformer vault per electric utility design.
- 3.) Before any back-filling, the developer will call the electric utility for an inspection of conduit and vaults for proper installation.

\*4.) IMPORTANT! Note that all electric facilities must be located within a Public Utility Easement.

The developer will be liable for any changes made after the installation and inspection of facilities. All costs incurred in moving facilities will be borne by the developer.

Questions? (541) 488-5357

Ashland Electric Department



**GRANITE PINES SUBDIVISION**  
 A replat of Parcel 3 per PP# P-16-2023 &  
 located in the N.E. 1/4 of Sec. 8, T.39S., R.1E., W.M.  
 City of Ashland Jackson County, Oregon

- LEGEND:**
- ⊙ = FD. 2.5" BRASS CAP MKD. SWAIN SURVEYING IN CONC. STEP PER FS11188.
  - = FD. 3/4" IRON PIN PER FS4774.
  - = FD. 5/8" IRON PIN & PLASTIC CAP MKD SWAIN RLS759 PER FS6707 OR 9206.
  - = FD. 5/8" IRON PIN & ALUM. CAP MKD. DROSSOS LS90718 PER FS23880.
  - ⊗ = FD. 5/8" IRON PIN & PLASTIC CAP MKD. KAMPMANN PLS2883 PER FS19235.
- PP# = PARTITION PLAT NO.  
 ORJCO = OFFICIAL RECORDS OF JACKSON COUNTY, OREGON.  
 L1 = SEE COURSE DATA TABLE.  
 SDSSE = STORM & SANITARY SEWER EASEMENT PER DOC. 82-16476, ORJCO.  
 SDE = STORM DRAIN EASEMENT PER DOC. 85-13343, ORJCO.  
 FS = FILED SURVEY #.  
 PSSE1 = PRIVATE SANITARY SEWER EASEMENT PER PP# P-16-2023. (10' WIDE)  
 -X- = FENCE LINE.  
 UE1 = PRIVATE UTILITY EASEMENT PER PP# P-16-2023.  
 AUE = PROPOSED ACCESS AND PUBLIC & PRIVATE UTILITY EASEMENT (LOTS BENEFITTING).  
 PSSE = PROPOSED PRIVATE SANITARY SEWER EASEMENT (LOTS BENEFITTING).  
 UE = PROPOSED PUBLIC & PRIVATE UTILITY EASEMENT (LOTS BENEFITTING).

- TOPOGRAPHIC LEGEND:**
- WM = WATER METER.
  - WV = WATER VALVE.
  - FH = FIRE HYDRANT.
  - ARV = AIR RELEASE VALVE.
  - W- = WATER LINE.
  - SSMH = SANITARY SEWER MANHOLE.
  - SSCO = SANITARY SEWER CLEANOUT.
  - SS- = SANITARY SEWER LINE.
  - SSL- = SANITARY SEWER LATERAL.
  - GM = GAS METER.
  - GV = GAS VALVE.
  - G- = GAS LINE.
  - TEL PED = TELEPHONE PEDESTAL.
  - T- = TELEPHONE LINE.
  - CATV PED = CABLE TV PEDESTAL.
  - TV- = TELEVISION LINE.
  - OHP- = OVERHEAD POWER LINE.
  - LHP- = UNDERGROUND POWER LINE.
  - OHU- = OVERHEAD UTILITY LINES.
  - SDCI = STORM DRAIN CURB INLET.
  - SDMH = STORM DRAIN MANHOLE.
  - SDGI = STORM DRAIN GUTTER INLET.
  - SDCB = STORM DRAIN CATCH BASIN.
  - SD- = STORM DRAIN LINE.
  - C&G = CURB & GUTTER.
  - VC = VERTICAL CURB.
  - SW = SIDEWALK.
  - DW = DRIVEWAY.
  - AC = ASPHALT CONCRETE.
  - EP = EDGE OF PAVEMENT.
  - ER = EDGE OF GRAVEL ROAD.
  - CC = CONCRETE.
  - RCP = REINFORCED CONCRETE PIPE.
  - CMP = CORRUGATED METAL PIPE.
  - HDPE = HIGH DENSITY POLYETHYLENE PIPE.
  - IE = INVERT ELEVATION.

**BASIS OF BEARINGS:**

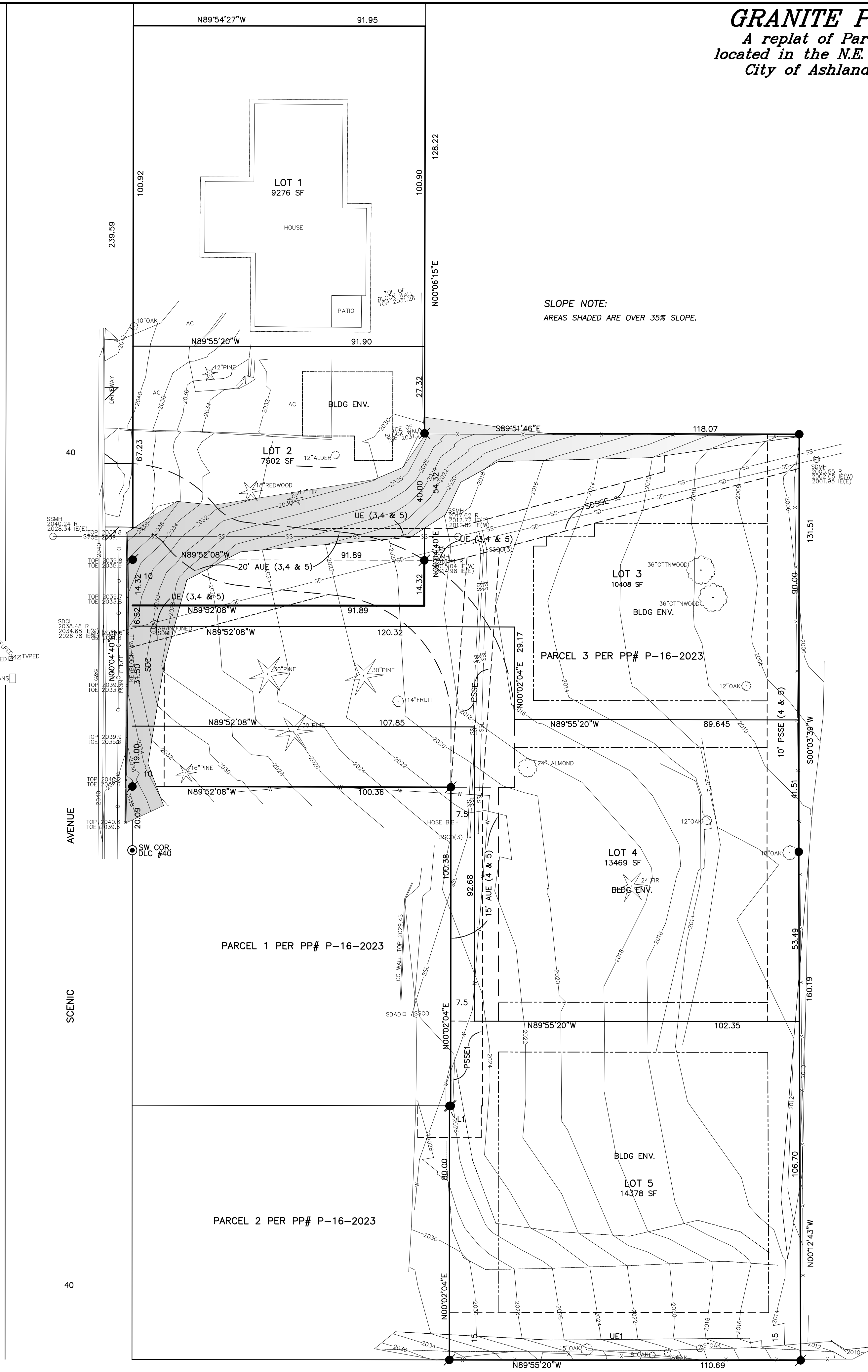
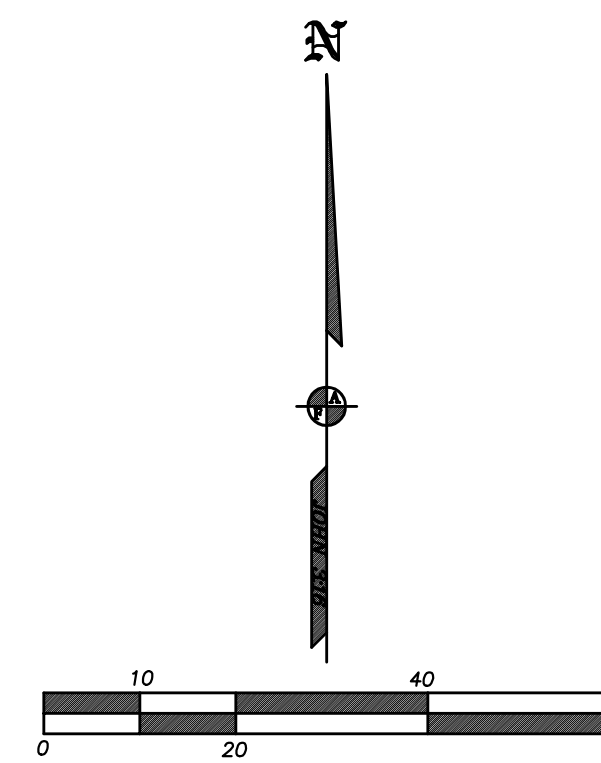
SURVEY NO. 23880.  
 UNIT OF MEASUREMENT = FEET SCALE: 1" = 20'

**COURSE DATA TABLE**

NUM	BEARING	DISTANCE
L1	S89°52'08"E	0.38

**ELEVATION DATUM:**  
 NGVD 1929 (1956 ADJUSTMENT) PER CITY OF ASHLAND BM AT W'LY  
 INTX OF ROCK & MAPLE. 3" BRASS DISK IN MON CASE. ELEV 1880.908'.

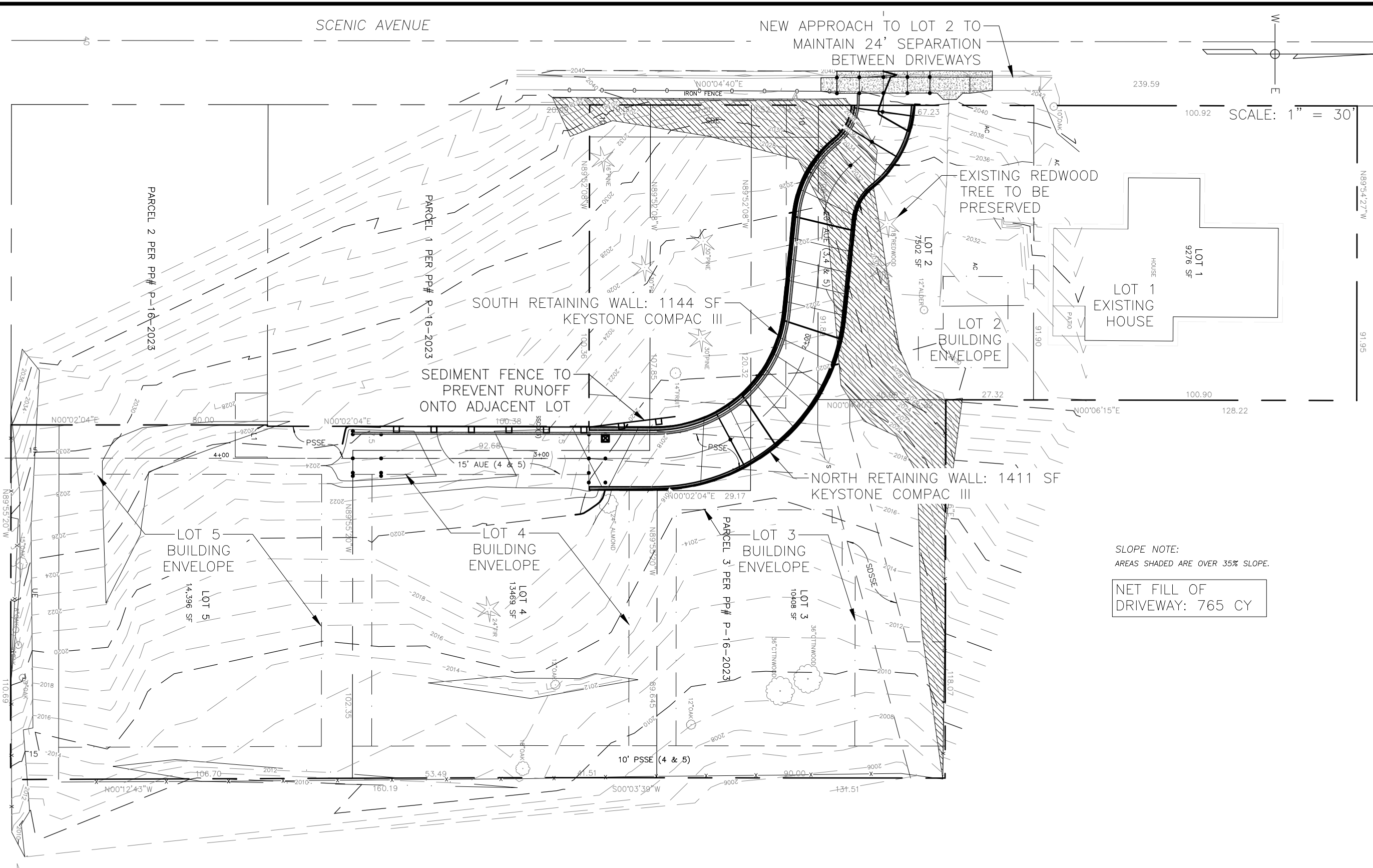
**SLOPE NOTE:**  
 AREAS SHADED ARE OVER 35% SLOPE.



REGISTERED PROFESSIONAL LAND SURVEYOR <i>James E. Hibbs</i> OREGON JULY 17, 1986 JAMES E. HIBBS 2234	TITLE: TENTATIVE SUBDIVISION PLAT ASSESSOR'S MAP #: 391E08AD TL'S 7302 & 5701 FOR: SUNCREST HOMES, LLC PO BOX 1313 TALENT, OR 97540	DATE: 17 JULY 2023 SCALE: 1" = 20 feet DRAWN BY: JEH CHK BY:
	L.J. FRIAR & ASSOCIATES P.C. CONSULTING LAND SURVEYORS P.O. Box 1847, Phoenix, OR 97535 Phone: (541) 772-2766 Email: lfriarandassociates@charter.net	ROTATION: 0° JOB#: 24100FM Sheet 1 of 1

Drawing name: R:\0-SHARE\0-KAS\2024\24-140 Suncrest Homes - Scenic Avenue, Ashland\DWG\24-140 PLANS\_Planning.dwg  
 Plotted By: User Plot Date: Sep 24, 2025 - 12:53pm

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**KAS & Associates, Inc.**  
 ENGINEERING SERVICES

CIVIL STRUCTURAL PLANNING

kas@kasinc.com  
 www.kasinc.com

Medford, OR 97501  
 304 S. Holly Street  
 Ph: (541) 772-5807

**PLANNING**

**GRADING & EROSION CONTROL PLAN**

CITY OF ASHLAND	DRAWN BY: ASZ	DATE: 8-6-25
GRANITE PINES SUBDIVISION	CHECKED BY: SDP	DATE: 8-6-25
SCENIC AVENUE ASHLAND, OR 97520	APPROVED	DATE

SHEET NO.  
**P1**

**MASTER GRADING & EROSION CONTROL PLAN**

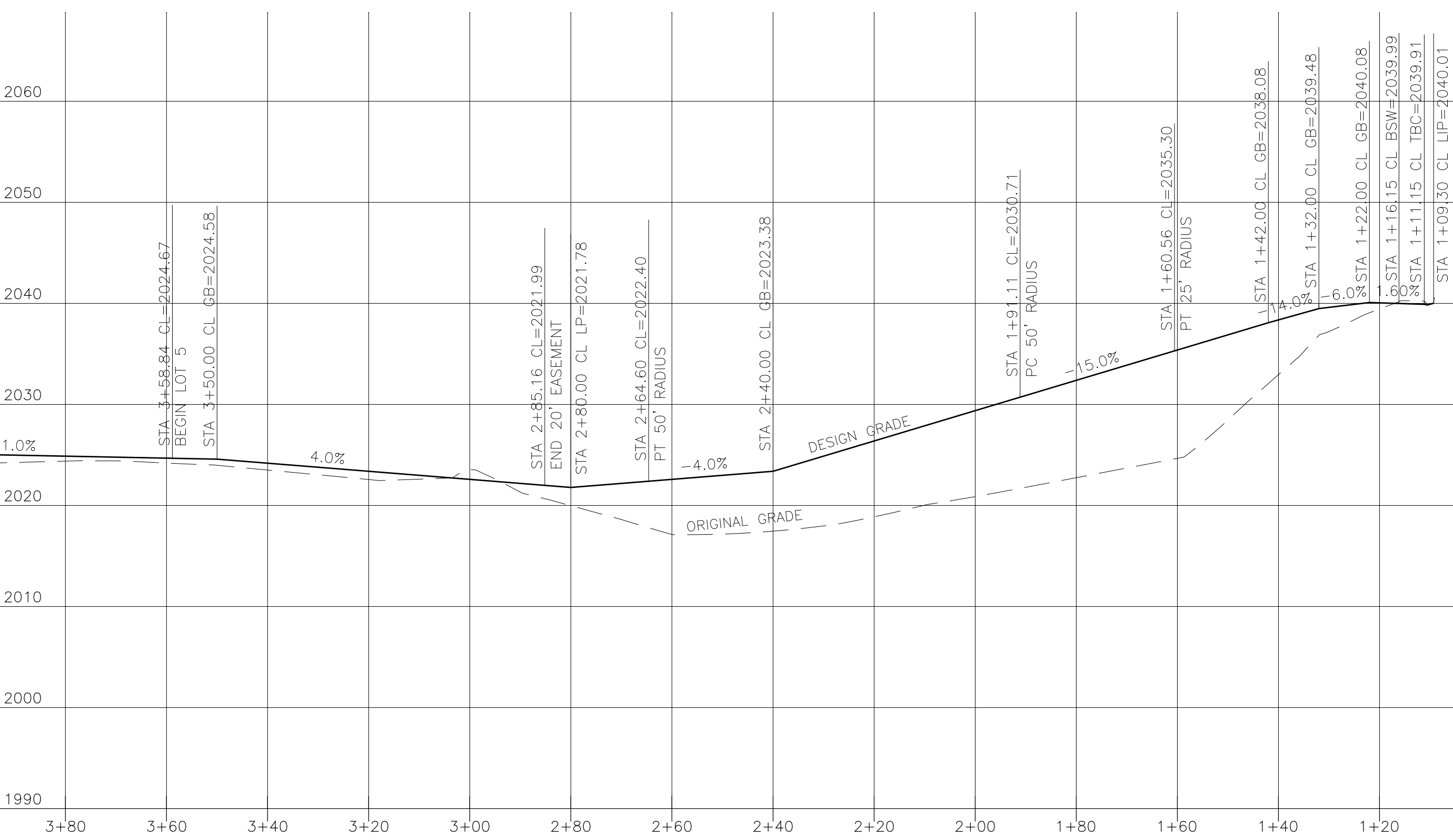
SCALE: 1" = 30'

SLOPE NOTE:  
 AREAS SHADED ARE OVER 35% SLOPE.

NET FILL OF DRIVEWAY: 765 CY

(SUNCREST HOMES) KAS 24-140

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**DRIVEWAY PROFILE**

HORIZ. SCALE: 1" = 20'  
 VERT. SCALE: 1" = 10'



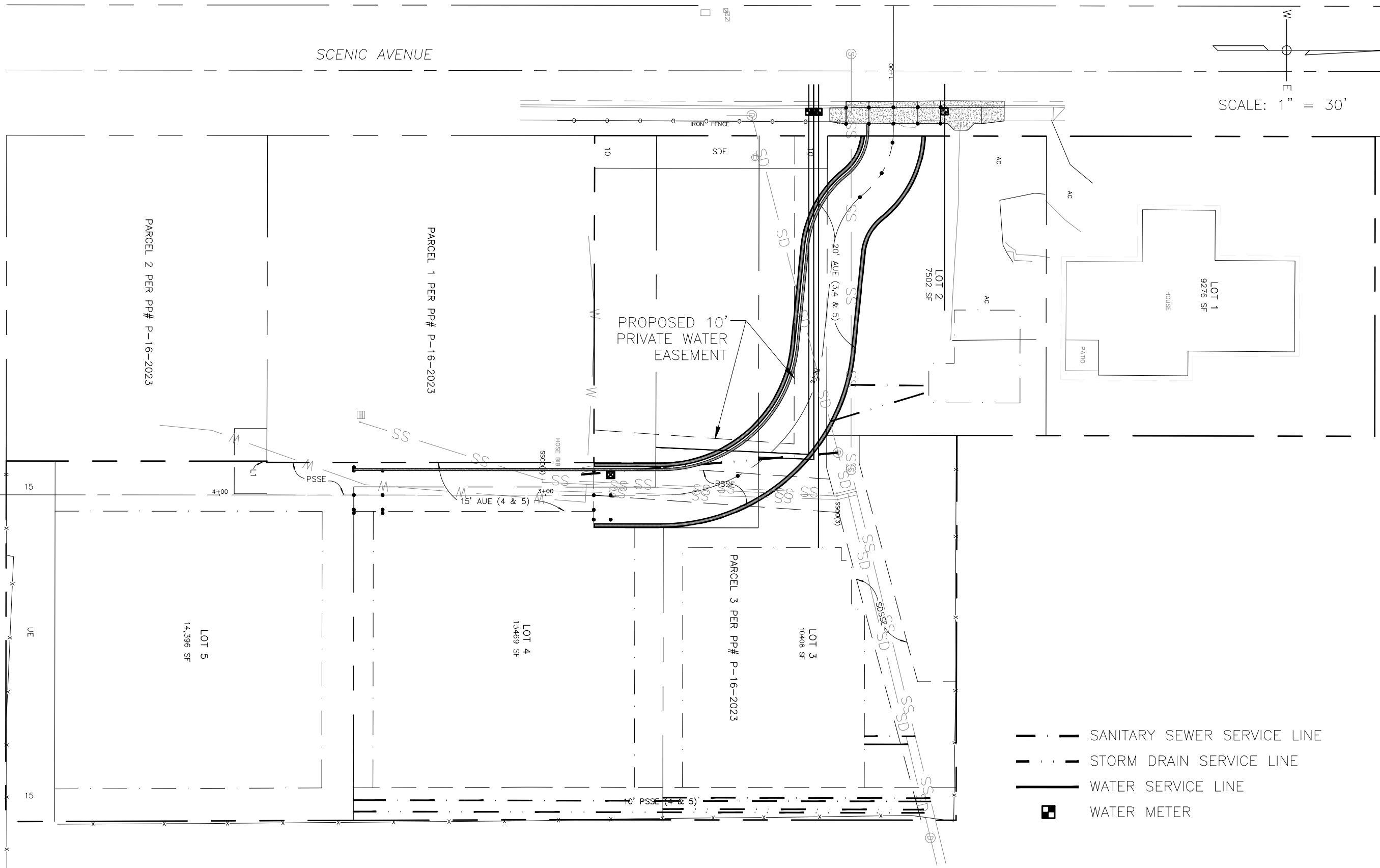
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 Medford, OR 97501  
 304 S. Holly Street  
 Ph: (541) 772-5807  
 kas@kasinc.com  
 www.kasinc.com

**PLANNING**  
**DRIVEWAY PROFILE**

<b>CITY OF ASHLAND</b>	DATE 8-6-25
DRAWN BY: ASZ	DATE 8-6-25
CHECKED BY: SDP	DATE 8-6-25
APPROVED	DATE
<b>GRANITE PINES SUBDIVISION</b>	SCENIC AVENUE ASHLAND, OR 97520

SHEET NO.  
**P2**

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**MASTER UTILITY PLAN**  
 SCALE: 1" = 30'

- SANITARY SEWER SERVICE LINE
- STORM DRAIN SERVICE LINE
- WATER SERVICE LINE
- WATER METER

REGISTERED PROFESSIONAL  
 ENGINEER  
 15,234  
 OREGON  
 P.L.C. 7, 1990  
**PRELIMINARY**  
 TOTT D. PINGLE  
 EXPIRES: 12-31-2026

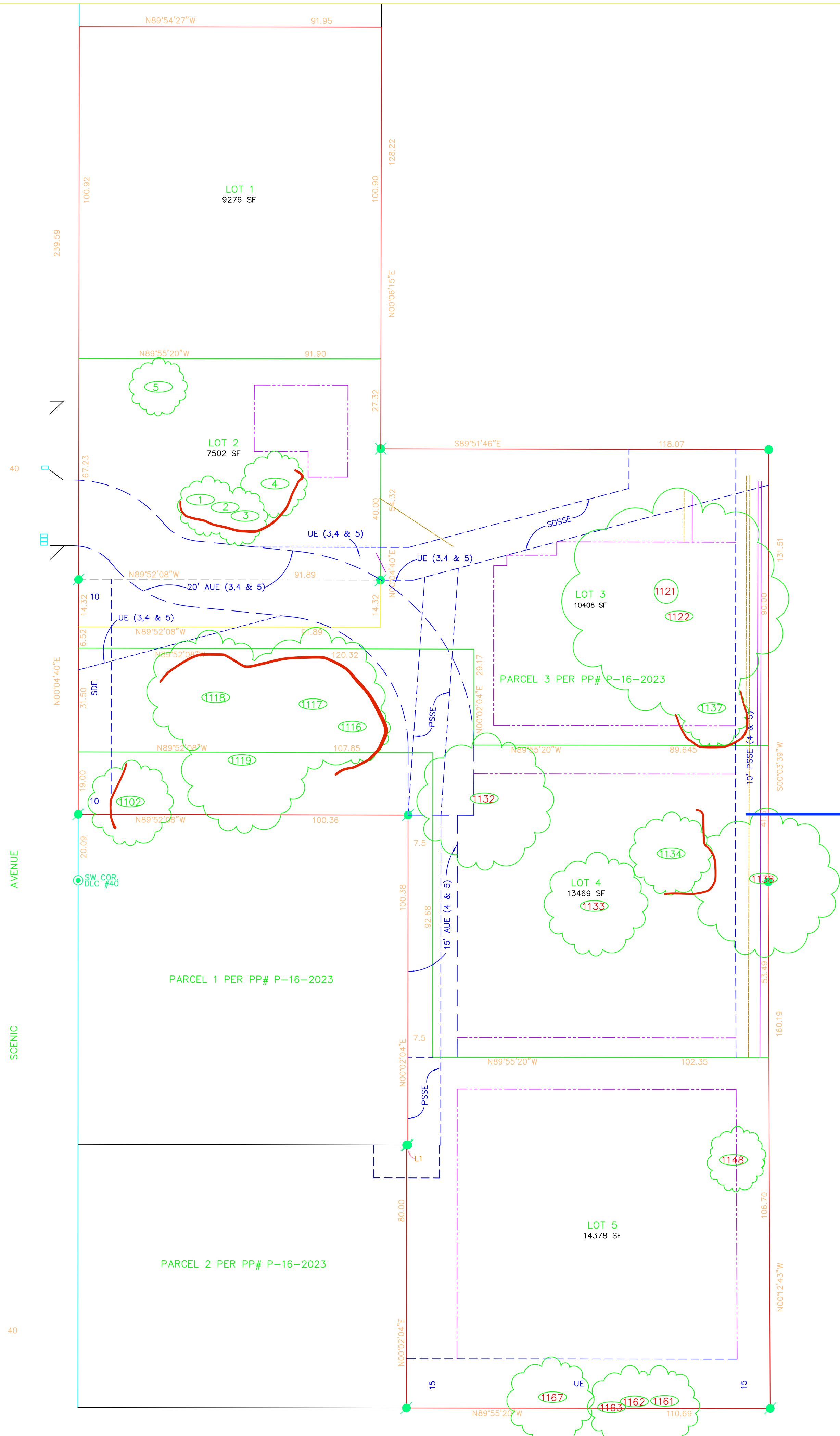
**KAS & Associates, Inc.**  
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 Medford, OR 97501  
 304 S. Holly Street  
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 kas@kasinc.com  
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PLANNING  
**UTILITY PLAN**

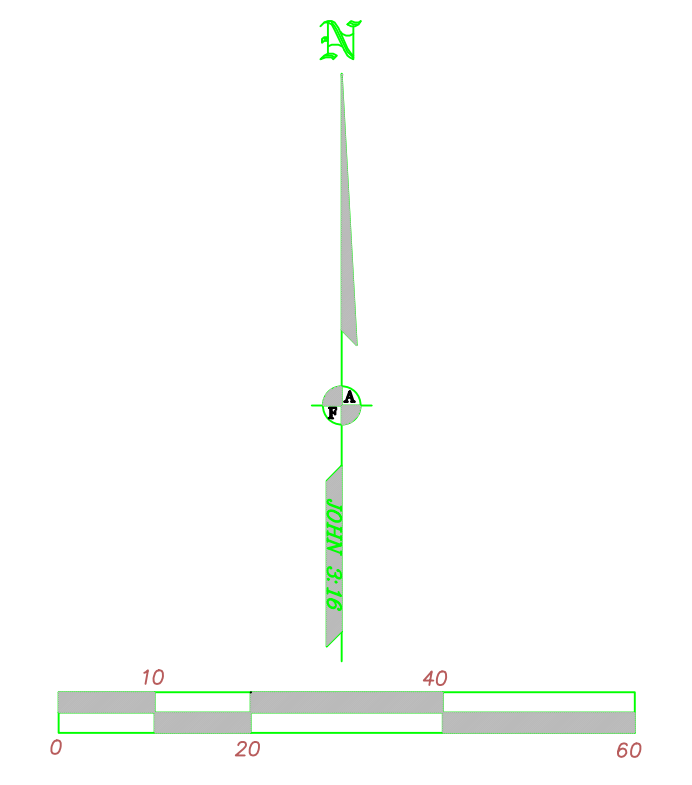
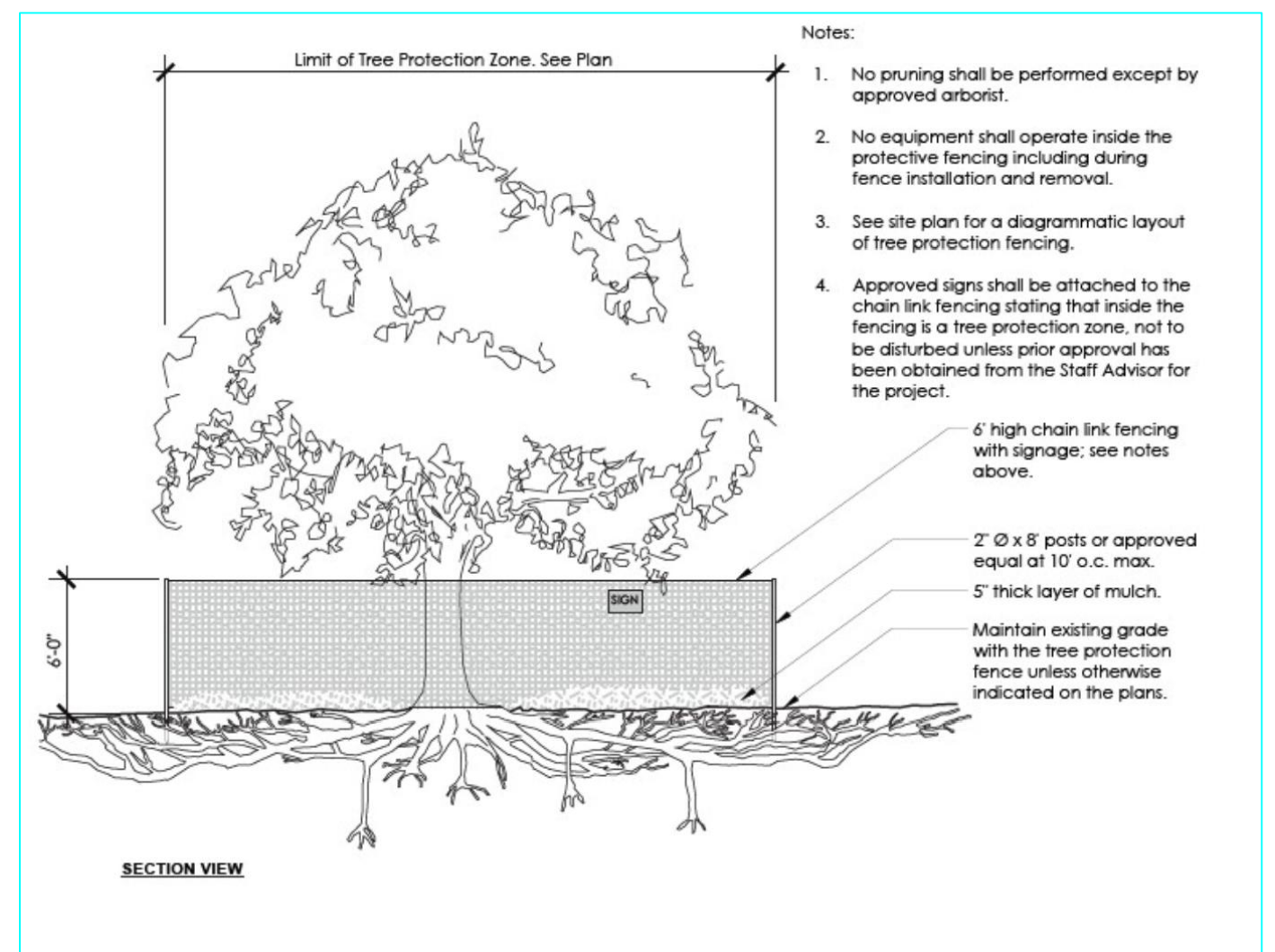
CITY OF ASHLAND	DATE	8-6-25
	DRAWN BY: ASZ	
	DATE	8-6-25
GRANITE PINES SUBDIVISION SCENIC AVENUE ASHLAND, OR 97520	CHECKED BY: SDP	
	DATE	8-6-25
	APPROVED	

SHEET NO.  
**P3**

(SUNCREST HOMES) KAS 24-140



#	Species	Common name	DBH (inches)	Health	Removal	Reason
1	Sequoia sempervirens	Redwood	18	Good		
2	Pseudotsuga menziesii	Douglas fir	12	Good		
3	Pseudotsuga menziesii	Douglas fir	12	Good		
4	Populus tremuloides	Aspen	12	Good		
5	Pinus Ponderosa	Ponderosa pine	9	Good		
1102	Pinus contorta	Lodgepole pine	18	Dead		
1116	Pyrus spp	Pear	10, 9, 10	Good		
1117	Pinus ponderosa	Ponderosa pine	29.5	Good		
1118	Pinus ponderosa	Ponderosa pine	31	Good		
1119	Pinus ponderosa	Ponderosa pine	29	Good		
1121	Populus trichocarpa	Cottonwood	36	Moderate	Remove	Building Envelope on Lot 3
1122	Populus trichocarpa	Cottonwood	36	Moderate	Remove	Building Envelope on Lot 3
1132	Prunus dulcis	Almond	15.5, 15.5	Moderate	Remove	Proposed Driveway
1133	Pseudotsuga menziesii	Douglas fir	24.5	Good	Remove	Building Envelope on Lot 4
1134	Quercus kelloggii	Black oak	14	Good		
1137	Quercus kelloggii	Black oak	14	Good		
1138	Quercus kelloggii	Black oak	22	Good	Remove	Utility trenching
1148	Morus spp	Mulberry	14.5	Poor/damaged	Remove	Utility trenching
1154	Quercus kelloggii	Black oak	54	Moderate		
1161	Quercus kelloggii	Black oak	10.5	Moderate/topped	Remove	Utility trenching
1162	Quercus kelloggii	Black oak	11	Moderate/topped	Remove	Utility trenching
1162	Acer palmatum	Japanese maple	7	Good	Remove	Utility trenching
1163	Quercus kelloggii	Black oak	9	Moderate/topped	Remove	Utility trenching
1167	Quercus kelloggii	Black oak	16.5	Good	Remove	Utility trenching



## **Tree Protection and Removal Plan**

**Project site:** Granite Pines Subdivision

**Prepared for:** Suncrest Homes, LLC

**Prepared by:** Christopher John, Canopy LLC

Board Certified Master Arborist WE-9504B

CCB: 199334/LCB: 100473



**Date:** 6/25/25

# **Arborist Report**

## **Tree Protection Plan – Granite Pines Subdivision**

### **1. Introduction**

This report presents a Tree Protection Plan for the Granite Pines Subdivision. Its purpose is to outline protective measures for significant trees located on or adjacent to the property, as well as to identify trees recommended for removal due to unavoidable construction impacts.

This plan has been developed in accordance with industry standards, including the *ISA Best Management Practices: Managing Trees During Construction* (2nd Edition, 2017) and ANSI A300 (Part 5) standards for tree protection.

### **2. Observations**

#### **Neighboring Property (44 Scenic Dr):**

- 18” DBH coastal redwood
- Two 12” DBH Douglas firs
- 12” DBH quaking aspen
- 9” DBH Ponderosa pine

#### **Subject Property:**

- Notably: group of 3 large Ponderosa pines.
- See associated tree inventory list.

### **Trees Recommended for Removal:**

- Tree #1133: 24” DBH Douglas fir.
- Trees #1121 and #1122: 33” DBH cottonwood .
- Tree #1132: Almond tree with 2 stems 15.5” DBH, respectively.
- Tree #1138: Black oak, 22” DBH
- Tree #1148: Mulberry 14.5” DBH
- Trees #1161, 1162, 1165, and 1167: Black oak trees ranging from 9” DBH to 16.5” DBH.

## **3. Discussion**

### **Neighboring Property Trees**

Construction of the proposed access road will occur within approximately 8’ of the 18” redwood. Current plans indicate:

- No significant excavation in this area.
- A retaining wall will be constructed to stabilize the slope.
- Root zone protection is available on the side opposite construction.

Given these factors, impacts to major structural roots and the overall root system are expected to be minimal. The nearby firs, aspen, and pine are located farther from construction and are unlikely to be affected. While some root loss may occur due to the installation of an impervious surface, all trees are currently healthy and should tolerate minor disturbance without long-term decline, provided that protection guidelines are followed.

### **Subject Property – 30” DBH Pines**

The mature pines are located beyond the primary construction zone. However, due to their size and sensitivity to root loss, a **Tree Protection Zone (TPZ)** must be established.

- Per ISA BMPs, the minimum TPZ should extend **1 foot of radial distance from the trunk for every inch of DBH.**
- Where feasible, protection beyond the minimum should be implemented to maximize root preservation.
- Maintaining larger contiguous root zones is particularly important for mature trees, which have a reduced ability to recover from root damage.

## Trees Recommended for Removal

The 24" DBH fir on Lot 4 (1133) and the two 36" DBH cottonwoods on Lot 3 (1121 and 1122) are either within or immediately adjacent to proposed building footprints.

Tree #1132 is within the footprint of the proposed driveway.

Trees #1138, 1148, 1161, 1162, 1163, and 1167 are located in close proximity to the proposed utility lines. The excavation required to install these lines is well within the critical root zone of these trees and would most likely cause irreparable damage to the trees' health and jeopardize their stability.

## 4. General Guidelines

### Tree Protection Zone (TPZ)

- A TPZ shall be established around the root zone of all trees designated for protection **prior to any construction, excavation, land clearing, or grading activities.**
- The TPZ should be enclosed with **temporary 6' tall fencing** that remains in place through project completion.
- The TPZ should be established at a minimum distance extending to the **furthest extent of the drip line or 1 foot of radial distance from the trunk for every inch of DBH, whichever is greater,** unless otherwise directed by the project arborist.

### Soil Compaction

- Heavy materials must not be stored within TPZs.
- Vehicles should not maneuver or park inside TPZs.
- No grade changes or paved surfaces should be constructed within TPZs.

### Tree Care

- If machinery must operate within a TPZ, protective measures should be taken to prevent trunk injury.
- If injury occurs, an arborist or qualified landscape professional should evaluate the tree and provide treatment recommendations.
- Any pruning required during construction must be performed by a **qualified arborist,** not construction personnel.

## Root Protection

- Avoid cutting roots greater than **1” diameter**.
- If root pruning is necessary, roots should be cut cleanly with a saw or bypass pruners at a 90° angle, never torn by machinery.
- Exposed roots must be covered with moist soil immediately after pruning to prevent desiccation.
- If roots larger than **2” diameter** are encountered near the TPZ, consultation with the project arborist is required.
- Any excavation or trenching within TPZs must be reviewed with the project arborist to determine mitigation options.

## Water Management

- During the driest months (July–September), if root loss is anticipated, supplemental deep watering should be provided.
- Watering should occur **1–4 times per month depending on species**, ensuring soil moisture penetrates to a depth of **30 inches**.

## 5. Recommendations

1. Establish and maintain TPZs per ISA BMP and ANSI A300 standards, extending fencing to the drip line or greater where feasible.
2. Enforce restrictions within TPZs to prevent soil compaction, trunk injury, or unnecessary root damage.
3. Implement arborist-supervised pruning and root care procedures during construction.
4. Provide supplemental watering during summer months if root impacts occur.
5. Remove the following trees due to unavoidable construction conflicts:
  - Lot 4: One 24” DBH fir
  - Lot 3: Two 36” DBH cottonwoods

## 6. Conclusion

With the implementation of the recommended Tree Protection Plan and adherence to the general guidelines outlined above, the majority of significant trees on and adjacent to the Granite Pines Subdivision property can be successfully preserved. Neighboring property trees should remain healthy, provided that industry-standard protection guidelines are followed. Only three trees—one fir and two cottonwoods—require removal due to their location within proposed building footprints.

## **7. Disclaimer and Limitations**

This report is based on visual observations of accessible portions of the trees and surrounding site conditions at the time of inspection. No invasive or destructive testing (including root crown excavation, internal decay detection, or soil analysis) was performed unless specifically noted. Tree health and structural stability can change over time due to weather events, construction impacts, pests, diseases, or other environmental factors beyond the scope of this assessment.

Recommendations provided are intended to reduce risk and support tree preservation during construction but cannot eliminate all risk of failure. The consulting arborist assumes no responsibility for damage, injury, or loss caused by tree failure or by reliance on this report beyond the scope of the services provided. Implementation of tree protection measures and compliance with local ordinances remain the responsibility of the property owner, contractors, and site managers.

# Tree Protection Guidelines - condensed for jobsite use

## Granite Pines Subdivision

*Prepared by Chris John, Project Arborist*

### Tree Protection Zone (TPZ)

- Establish TPZ fencing **before any construction, excavation, land clearing, or grading begins.**
- Use **6' tall, high-visibility fencing**; keep in place until project completion.
- TPZ should extend to the **furthest extent of the tree's drip line** (unless directed otherwise by the project arborist).

### Soil Compaction

- **No storage of materials** (gravel, soil, lumber, etc.) inside TPZs.
- **No vehicle parking or maneuvering** within TPZs.
- Avoid **grade changes or paving** within TPZs.

### Tree Care

- Protect tree trunks if machinery must operate near TPZ.
- If a tree is damaged, **notify the project arborist immediately.**

- All tree pruning must be done by a **qualified arborist only**.

## **Root Protection**

- **Do not cut roots larger than 1” diameter.**
- If roots must be cut:
  - Make clean cuts with a saw or bypass pruners at a 90° angle.
  - Cover exposed roots with moist soil immediately.
- Roots over **2” diameter**: consult project arborist before cutting.
- Excavation or trenching inside TPZ must be approved by the arborist.

## **Watering (July–September)**

- If root loss occurs, water affected trees **1–4 times per month** depending on species.
- Ensure deep watering to a **30” soil depth**.

## **Reminder**

- **TPZ fencing must remain intact at all times.**
- Report any tree injury, fencing breaches, or root exposure to the project arborist immediately.
- These guidelines must be followed by **all contractors, subcontractors, and site personnel**.





bb. FINAL DRAFT





**A** FRONT ELEVATION  
Scale: 3/16" = 1'-0"



# **TYPE II PUBLIC HEARING**

---

**PA-T2-2025-00062,  
2262 Ashland Street**



## NOTICE OF PUBLIC HEARING

**PLANNING ACTION:** PA-T2-2025-00062

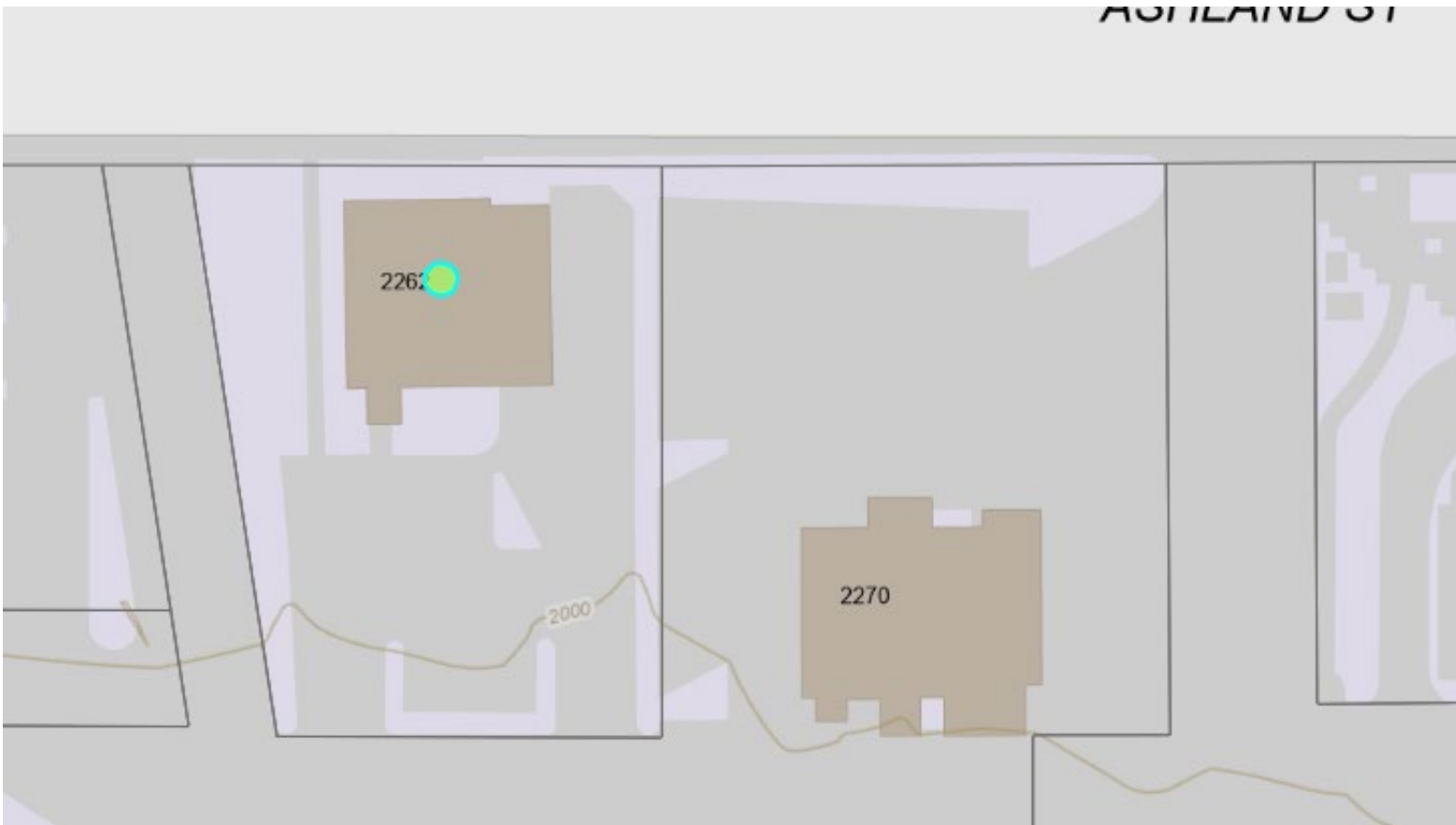
**SUBJECT PROPERTY:** 2262 & 2270 Ashland Street

**APPLICANT:** Dan Horton Architecture

**OWNER:** Reed Commercial Investment Properties LLC

**DESCRIPTION:** A request for Site Design Review approval to redevelop the property at 2262 Ashland St. The proposal is for two commercial two-story buildings. The application includes a request for phased redevelopment, where first the office building will be removed and replaced, followed by the removal of the restaurant and the construction of the second building. Additionally, tax lot 1600 has been approved for a Property Line Adjustment (see: PA-A-2025-00379) increasing its size from 0.38 acres to 0.82 acres. **COMPREHENSIVE PLAN DESIGNATION:** Commercial; **ZONING:** C-1; **MAP:** 39-1E-14-BA; **TAX LOT:** 1600.

**ASHLAND PLANNING COMMISSION MEETING:** *Tuesday December 9 at 7:00 PM, Ashland Civic Center, 1175 East Main Street*



### COMMUNITY DEVELOPMENT DEPARTMENT

51 Winburn Way  
Ashland, Oregon 97520  
[ashland.or.us](http://ashland.or.us)

Tel: 541.488.5305  
Fax: 541.552.2050  
TTY: 800.735.2900

Notice is hereby given that a PUBLIC HEARING on the following request with respect to the ASHLAND LAND USE ORDINANCE will be held before the ASHLAND PLANNING COMMISSION on meeting date shown above. The meeting will be at the ASHLAND CIVIC CENTER, 1175 East Main Street, Ashland, Oregon.

A copy of the application, including all documents, evidence and applicable criteria are available online at "What's Happening in my City" at <https://gis.ashland.or.us/developmentproposals/>. Copies of application materials will be provided at reasonable cost, if requested. Application materials may be requested to be reviewed in-person at the Ashland Community Development & Engineering Services Building, 51 Winburn Way, via a pre-arranged appointment by calling (541) 488-5305 or emailing [planning@ashland.or.us](mailto:planning@ashland.or.us).

The ordinance criteria applicable to this application are attached to this notice. Oregon law states that failure to raise an objection concerning this application, either in person or by letter, or failure to provide sufficient specificity to afford the decision maker an opportunity to respond to the issue, precludes your right of appeal to the Land Use Board of Appeals (LUBA) on that issue. Failure to specify which ordinance criterion the objection is based on also precludes your right of appeal to LUBA on that criterion. Failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow this Commission to respond to the issue precludes an action for damages in circuit court.

During the Public Hearing, the Chair shall allow testimony from the applicant and those in attendance concerning this request. The Chair shall have the right to limit the length of testimony and require that comments be restricted to the applicable criteria. Unless there is a continuance, if a participant so requests before the conclusion of the hearing, the record shall remain open for at least seven days after the hearing.

If you have questions or comments concerning this request, please feel free to contact Aaron Anderson at 541-488-5305 or [planning@ashland.or.us](mailto:planning@ashland.or.us).

In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Administrator's office at 541-488-6002 (TTY phone number 1-800-735-2900). Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting. (28 CFR 35.102.-35.104 ADA Title I).

## **SITE DESIGN AND USE STANDARDS**

### **18.5.2.050**

The following criteria shall be used to approve or deny an application:

- 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 or 2, below, are found to exist.
  1. There is a demonstrable difficulty meeting the specific requirements of the Site Development and Design Standards due to a unique or unusual aspect of an existing structure or the proposed use of a site; and approval of the exception will not substantially negatively impact adjacent properties; and approval of the exception is consistent with the stated purpose of the Site Development and Design; and the exception requested is the minimum which would alleviate the difficulty.; or
  2. There is no demonstrable difficulty in meeting the specific requirements, but granting the exception will result in a design that equally or better achieves the stated purpose of the Site Development and Design Standards.

## **COMMUNITY DEVELOPMENT DEPARTMENT**

51 Winburn Way  
Ashland, Oregon 97520  
[ashland.or.us](http://ashland.or.us)

Tel: 541.488.5305  
Fax: 541.552.2050  
TTY: 800.735.2900



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# Staff Report



**ASHLAND PLANNING DEPARTMENT**

**STAFF REPORT**

Before the Planning Commission – December 9, 2025

**PLANNING ACTION:** PA-T2-2025-00062

**OWNER:** Reed Commercial Investment Properties LLC  
**APPLICANT:** Dan Horton Architecture

**LOCATION:** 2262 Ashland St.  
**ZONE DESIGNATION:** C-1  
**COMP. PLAN DESIGNATION:** Commercial  
**OVERLAYS:** Climate Friendly Area (CFA)  
Detail Site Review

**ORDINANCE REFERENCES:**

18.2.2	Base Zones and Allowed Uses
18.3.12	Site Development and Design Overlays
18.3.14	Climate Friendly Overlay
18.4.1	Site Development & Design Standards
18.4.2	Building Placement, Orientation, & Design
18.4.3	Parking, Access, and Circulation
18.4.4	Landscaping, Lighting, and Screening
18.4.6	Public Facilities
18.5.1	General Review Procedures
18.5.2	Site Design Review
18.6.1	Definitions

**SUBMITTAL DATE:** October 27, 2025  
**DEEMED COMPLETE DATE:** November 7, 2025  
**NOTICE OF HEARING:** November 18, 2025  
**HEARING DATE:** December 9, 2025  
**120-DAY DEADLINE:** March 7, 2026

**REQUEST:** An application for Commercial Site Design Review to redevelop the property at 2262 Ashland St. The proposal is for phased redevelopment with two commercial two-story buildings. The proposal includes first demolishing the existing office building and constructing building ‘A’ followed by the demolition of the restaurant and the construction of building ‘B.’

**I. Proposal**

Introduction

The application is for Site Design Review (SDR) approval for the construction of two nearly identical, two-story commercial buildings each over 10,000 feet in area. The proposal includes the demolition of the office building and the restaurant. The demolition permit for the office

building is in review and pending the approval of this redevelopment plan. The demolition permit for the restaurant has yet to be applied for as it is the intention for it to remain in operation until the first building is completed. The property is within the Detail Site Review overlay. The code requires that any proposal which involves a new structure greater than 10,000 square feet in gross floor area, or longer than 100 feet in length, is subject to Type II review. Additionally, the subject property, tax lot 1600, has been approved for a Property Line Adjustment (see: PA-A-2025-00379), increasing its size from 0.38 acres to 0.82 acres.

### Site Description

The property is one of several that make up the Shop ‘n Kart / Bi Mart Shopping Center. It is presently 0.38 acres but has been approved for a property line adjustment increasing the size of the property to incorporate the restaurant as shown below.

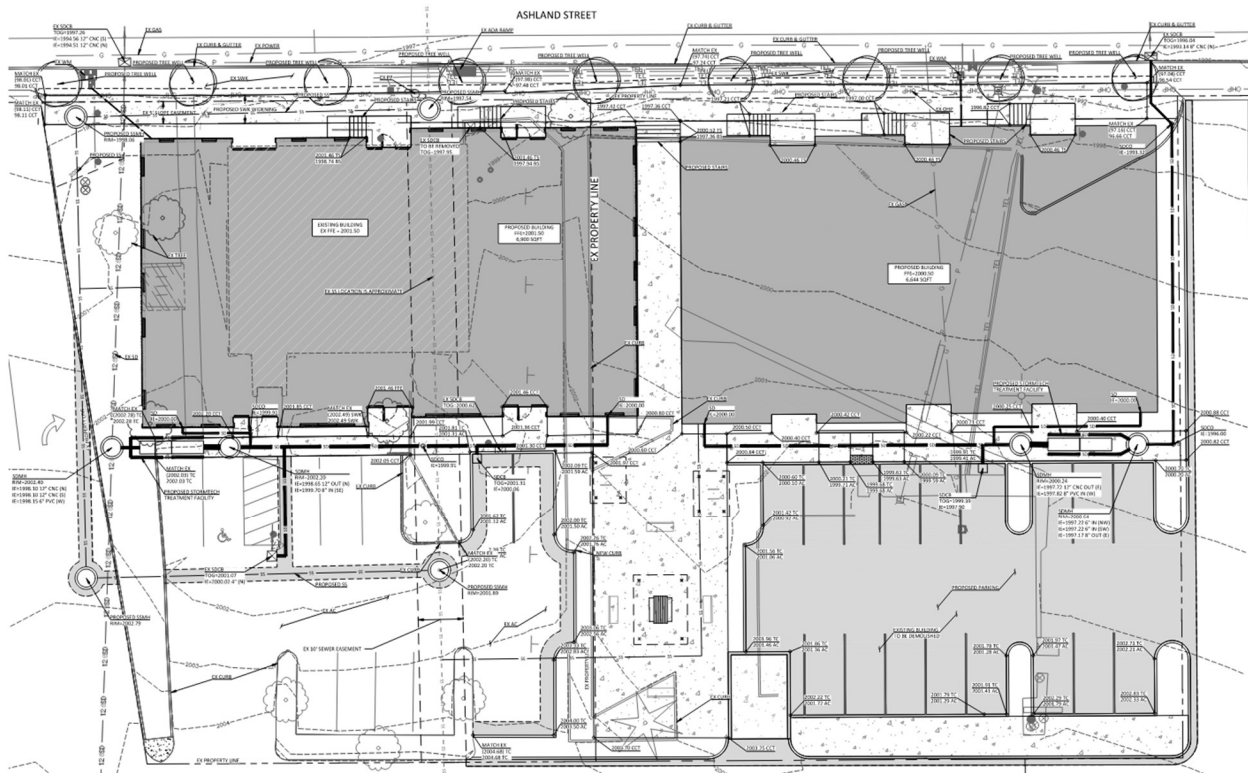


While the property line adjustment has been approved the plat has yet to be recorded. Once the property line adjustment is complete the property will have 253 feet of frontage along Ashland St and will be 0.82 acres. The property is served by access to the rest of the shopping center parking area via existing reciprocal access easements. There are no proposed changes to the existing driveways or vehicle access. The property is developed with a narrow curb tight sidewalk and is lacking street trees. The property is developed with the two existing buildings proposed for demolition and has limited landscaping.

## Detailed Description of the Proposal

The application is for two buildings that are nearly indistinguishable from one another. The only difference between the two is that the buildings have a slight difference in their total square footage. Building 'A,' the first proposed to be constructed, will be built on the western side of the site to replace the existing office building and is proposed to be 110' in overall length. Building 'B' is of the same design but is only 106' feet long.

The office building to be demolished is 2,520 square feet and has irreparable foundation damage caused by tree roots. The restaurant is 3,038 square feet and is in very poor repair. The application explains that the proposed re-development is for a total of 20,190 square feet office/retail uses in two buildings, 3,160 square feet for chiropractic offices and the remainder for general office/retail uses. The proposed new buildings are two story with a sloped metal roof, metal panel siding, and a cultured rock wainscot. Entrances are from Ashland Street and the parking area to the south.



Each of the new buildings is proposed to have three main entrances on both the north and south sides. The central entrance in both buildings enters a hallway that provides access to the second floor. The entrances on either side provide access to the ground floor tenant space. The western half of building 'A' is planned for a medical / chiropractic office, while the eastern portion of the building is reserved for Shop 'n Kart offices as well as a second occupancy for retail space. Building 'B' is planned for four separate commercial occupancies on the first floor.

## Applicants Submittal

The applicants have submitted a compressive set of Findings addressing the relevant approval criteria to demonstrate compliance with the applicable standards for the proposed development and by their reference are incorporated herein.

### *Traffic Impact*

The application included a trip generation memorandum prepared by Southern Oregon Transportation Engineering. This was reviewed and approved by both the Public Works Department and ODOT. The trip generation memo compared existing and proposed uses with consideration of total trips (no pass-by included) and primary trips (pass-by included). It concluded that *“The net increase of total trips at driveways is estimated to be 278 daily trips with 9 additional trips during the a.m. peak hour and 47 during the p.m. peak hour. The net increase in primary trips on the transportation system is 231 daily with 13 additional trips during the a.m. peak hour and 36 during the p.m. peak hour.”*

The ODOT Region 3 access Management Coordinator stated that “All trip generation calculations appear accurate, and no changes are proposed to the existing shared driveways. The proposed redevelopment will not trigger a COU at the existing shared driveway locations.” The email concluded that ODOT agreed with the findings and that there was no mitigation required.

## **II. Site Development & Design Standards**

The approval criteria for Site Design Review include five items which are summarized as follows:

- 1) That the proposal complies with the underlying zone (part 18.2).
- 2) That the proposal complies with applicable overlay zone (part 18.3).
- 3) That the proposal complies with Site Development and Design Standards (part 18.4).
- 4) That the proposal complies with the requirements for City Facilities in section 18.4.6.
- 5) Addresses any required exceptions to the Site Development and Design Standards.



Shown above is the southern elevation of proposed building ‘A.’ Note that each entrance has an area that is sheltered for pedestrian entries as well as the second-floor balcony. The building also has ample articulations to break up the mass.

### First Approval Criterion: AMC 18.2

The first approval criterion for Site Design Review is that “*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.*” Part 18.2 of the Land Use Ordinance (LUO) provides the allowed uses for the base zones, the special use standards for particular uses, and general regulations for the base zones.

The Commercial C-1 zone allows a broad range of commercial uses including general office, retail and medical offices. Additionally residential use can be allowed subject to the special use standards of AMC 18.3. The C-1 zone has no minimum lot area, lot width / depth requirements, or front, side or rear yards. The C-1 zone requires 15% landscaped area. Sheet A-1 of the application materials has the overall site plan which indicates that 17% of the total lot area is proposed to be landscaped, which exceeds the 15% required. Staff conclude that based on the foregoing that findings can be made that the first criterion of approval is satisfied.

### Second Approval Criterion AMC 18.3

The second approval criterion for Site Design Review is that “*The proposal complies with applicable overlay zone requirements (part 18.3).*” The subject property is within three of the adopted overlay zones: the city-wide Wildfire Overlay, the Climate Friendly Area (CFA) Overlay, and the Detail Site Review Overlay.

First, the Wildfire Overlay is now City wide and as it relates to this project will require that the building meets the locally adopted regulations. The submitted landscaping plan, which is also discussed further below shows that no prohibited plants are proposed to be planted.

Next, the Climate Friendly Area (CFA) provides additional uses that are not typically allowed in the C-1 zone, and in some cases additional restrictions and special use standards. One of those standards is that when providing residential dwelling units, the code now requires that a minimum density of 25 dwellings per acre be provided. In the present application the applicant had initially expressed interest in providing apartments on the second floor, however the minimum density requirement would have required the applicant to propose at least 21 separate apartments. Because this was not workable the applicant has instead proposed four office space occupancies, each equipped with amenities similar to what would be found in a residential unit. Recent changes in state law prevent a CUP or zone change to allow residential use in commercial zones for vacant commercial space, and the CFA regulations specifically exempt redevelopment within existing buildings that add residential units from the minimum density requirement. For these reasons it is understood that, in the interest of providing needed housing, that it is the applicant’s intention should the upstairs commercial space remain vacant, that they may be converted into residential use.

Finally, The Detail Site Review standards are discussed in detail below within the third approval criteria for Site Design Review.

Staff conclude that based on the foregoing, and with the standards for Detail Site Review which are addressed extensively below, that findings can be made that the second criterion of approval is satisfied.

#### Third Approval Criterion: AMC 18.4

The third approval criterion for Site Design Review is that “*The proposal complies with the applicable Site Development and Design Standards of part 18.4...*” unless exceptions are requested and approved IAW the fifth approval criteria. This approval criteria invokes the entirety of Part 18.4 including, Building Placement, Orientation, and Design (including the detail site review standards), Parking, Access, and Circulation, Landscaping, Lighting, and Screening, and Tree Preservation and Protection. We begin with the Basic Site Review Standards for Non-Residential Development.

#### *Basic Site Review*

The Basic Site Review Standards require that the building has its primary orientation toward the street, that parking areas shall be located behind buildings, and that building façades shall occupy a large majority of a project’s street frontage. Additionally, these standards require that the building entrances be oriented toward the street accessed from a public sidewalk and be located within 20 feet of the public right-of-way (ROW). The standards also require that space between buildings shall consist of hard durable surfaces to highlight pedestrian areas. Based on a review of the proposed architectural plans it is clear that the primary orientation is towards the street immediately adjacent to the ROW with access directly to the public sidewalk. The proposed buildings present a combined façade of 216’ along the street frontage which is over 80% of the subject property which is clearly a majority of the 253’ of street frontage. Between the buildings is a proposed hard-scape walkway to a common plaza area equipped with a covered picnic table and bike parking.

The Basic Site Review Standards also require that a sidewalk shall be provided along with Street Trees at an interval of one tree each 30 feet. The application materials show a proposed ROW dedication of five feet and a new, wider, sidewalk to be installed with street trees proposed at the required interval.

Typically, the Basic Site Review Standards also require a landscape buffer area at least ten feet in width s adjacent to streets, however the buffer is not required in the Detail Site Review. The proposed landscape plan presently shows a thin row of landscaping adjacent to the buildings that is between two to four feet wide depending on the articulation of the façade. This is discussed further below, but due to the required width of the sidewalk a condition of approval has been included to modify the landscaping plan to remove the plantings along the north side of the buildings in favor of meeting the required sidewalk width.

Finally, the Basic Site Review Standards also require that a recycling/refuse disposal area shall be provided and that Artificial lighting shall meet the requirements of the LUO. Staff note that

the site plan indicates a recycling and refuse area, and that a condition of approval has been included below to ensure that the proposed lighting meets the required standards

### *Detail Site Review Standards*

The Detail Site Review Overlay at AMC 18.3.12.030 invokes the adopted overlay map and requires that development within the overlay be subject to the standard at AMC 18.4.2.040.C which provides additional standards in addition to those addressed above. These standards address the following four topics which will each be addressed in turn:

1. Orientation and Scale.
2. Streetscape.
3. Buffering and Screening.
4. Building Materials.



### Orientation and Scale

The first standard for orientation and scale requires that “*developments shall have a minimum floor area ratio (FAR) of at least 0.50.*” The subject property will be 0.82 acres following the recording of the approved property line adjustment. This requires that the proposed development

needs to be at least 17.5 KSF\* to meet the 0.50 FAR standard. The present proposal is for 20.19 KSF which calculates to a FAR of 0.56 exceeding the requirement of 0.50. The code allows that *“where a site is one-half acre or greater in size, the FAR requirement may be met through a phased development plan or a shadow plan that demonstrates how development may be intensified over time to meet the minimum FAR.”* Originally the applicant had proposed to only seek Site Design approval for building ‘A’ and use a shadow plan to satisfy the FAR requirement, however after consulting with staff it was decided that a phased development plan was more appropriate as the property owner has indicated their desire to build both buildings one after the other.

The second standard for orientation and scale requires that *“Building frontages greater than 100 feet in length shall have offsets, jogs, or have other distinctive changes in the building façade.”* In reviewing the building elevations staff conclude that the proposed buildings demonstrate clear compliance with the standard requiring façade articulation through offsets, jogs, or other distinctive changes. The design incorporates multiple shifts in roof height, recessed entry elements, and varied wall planes that create pronounced modulation along both the north and east elevations. These features, combined with differentiated window groupings and material transitions, break up the overall mass and provide the visual interest and dimensional variation anticipated by the standard.

The third standard for orientation and scale requires that *“Any wall that is within 30 feet of the street, plaza, or other public or common open space shall contain at least 20 percent of the wall area facing the street in display areas, windows, or doorways.”* Both of the buildings exceed this standard considerably offering over 50 linear feet of windows on the first floor and 24 linear feet of windows on the second floor. In terms of total area, the north and south building faces are each slightly under 2200 square feet and have a total glazed area of over 640 square feet. This calculates to 29 percent of the total area of the wall which exceeds the required amount.

The fourth standard for orientation and scale requires that *“Buildings shall have changes in mass, surface or finish to give emphasis to entrances.”* An examination of the building drawing show that the main entrances on either side have windows flanking each door, which is a change in surface providing emphasis to the entry and meeting this requirement. Additionally, the entrances are recessed and proposed to have awnings as well.

The fifth standard for orientation and scale requires that, *“Infill or buildings, adjacent to public sidewalks, in existing parking lots is encouraged and desirable.”* Both buildings will be adjacent to the sidewalk, and building ‘B’ will be developed in an area that is presently a parking area that is located between the street and the restaurant, which is expressly prohibited. The development of both of these buildings adjacent to the sidewalk meets this requirement.

The sixth standard for orientation and scale requires that, *“buildings shall incorporate arcades, roofs, alcoves, porticoes, and awnings that protect pedestrians from the rain and sun.”* Each

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\* 0.82 ac = 35,719.2 square foot.  $35,719.2 \times 0.5 = 17,859.6$ . Note: Sheet A-1 incorrectly lists the subject property as 0.79 acres which results in a slightly different FAR calculation.

entry point has awnings and alcoves that provide protection from rain and sun meeting this requirement.

### Streetscape

The standard for streetscape requires that “*Hardscape (paving material) shall be utilized to designate “people” areas*”, and that “*building shall be set back not more than five feet from a public sidewalk.*” As discussed above both buildings have hard-scape pedestrian areas and are proposed to be built to a two- or three-foot setback from the newly improved sidewalk. The proposed landscape plan allows for a thin row of landscaping between the sidewalk and building. Staff note that a landscaping buffer between the road and the buildings is not required in the detail site review overlay, and instead a wider sidewalk is preferred as is discussed below further in the fourth criterion of approval. The walkway between the buildings is also proposed to be concrete hardscape.

### Buffering and Screening

The standard for Buffering and Screening requires that “*Landscape buffers and screening shall be located between incompatible uses*” and that “*Parking lots shall be buffered from the main street, cross streets, and screened.*” The site plan indicates that the trash and recycling area is to be screened from view by a six-foot-tall concrete block wall. The fenced area has gates on both sides, with a pedestrian gate on the north side, and dual doors to the south to allow access to the south for the garbage truck. Additionally, the newly redeveloped parking area is on the south side of the property meeting the standard for it to be located behind the buildings.

### Building Materials

The standard for Building Materials requires that “*Buildings shall include changes in relief such as cornices, bases, fenestration, and fluted masonry, for at least 15 percent of the exterior wall area.*” And that “*Bright or neon paint colors are prohibited. Buildings may not incorporate glass as a majority of the building skin.*” The architectural drawings provided indicate that the proposed buildings have architectural features including covered entries, fenestration, offsets and articulation of roof lines to provide changes in relief. As noted above, the total area of the street facing walls consists of 30 percent of windows and glass which meets the standard to not be the majority of the building’s skin.

### *Additional Standards for Large Scale Projects*

In addition to the standards addressed above, within the Detail Site Review overlay, developments of greater than 10,000 square feet in gross floor area or contain more than 100 feet of building frontage are required to meet those additional standards provided at AMC 18.4.2.040.D. These standards address the following three topics which will each be addressed in turn:

- 1.Orientation and Scale.
- 2.Plaza Space Standards.
- 3.Transit Amenities

### Orientation and Scale

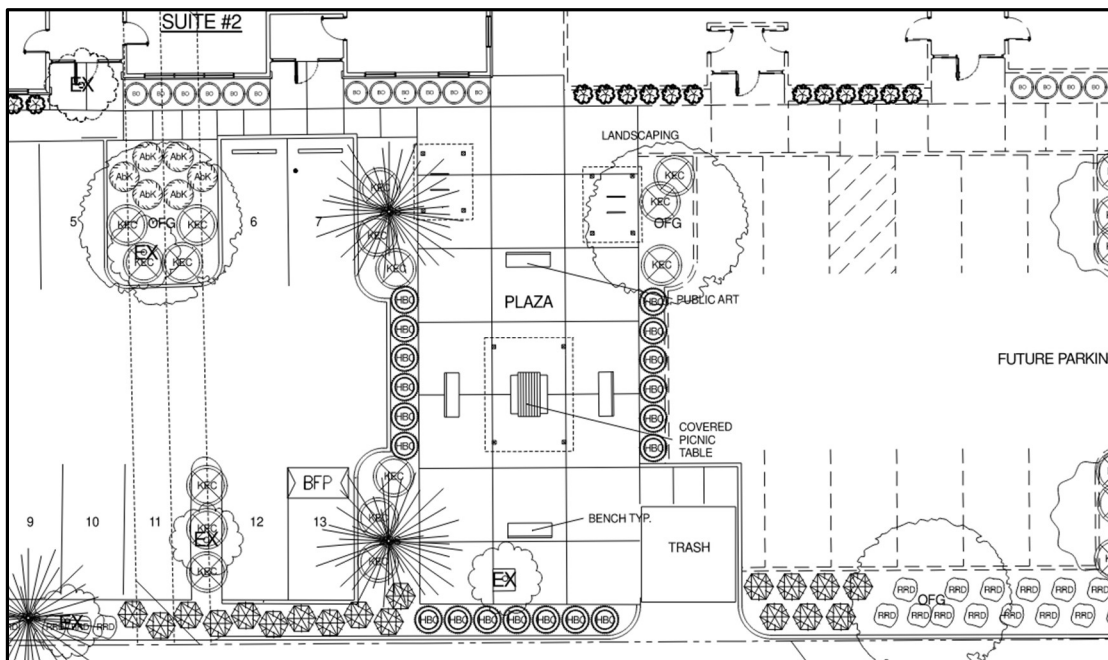
The first standard for orientation and scale requires that “*Developments shall divide large building masses into heights and sizes that relate to human scale by incorporating changes in building masses, sheltering roofs, a distinct pattern of divisions on surfaces, windows, trees, and small scale lighting.*” An examination of the proposed building plans shows that with the proposed roof forms and changes in mass including the offsets and jogs in the walls that the design meets this standard.

The second standard for orientation and scale requires that “*Buildings shall not exceed a building footprint area of 45,000 square feet*” and “*shall not exceed a combined building length of 300-feet.*” The combined footprint of both buildings is 13,544 square feet which is less than 45,000 square feet. Building A is 110-feet in length, and Building ‘B’ is 106-feet in length, both of which are less than 300-feet. Because neither threshold is hit this standard is met.

### Plaza Space Standards

The first standard for Plaza Space Standards requires that “*One square foot of plaza space shall be required for every ten square feet of gross floor area, except for the fourth gross floor area.*” The combined square footage of the two buildings is 20,190 square feet, therefore 2,019 square feet of plaza space is required. Sheet A-1 indicates that there are 2,025 square feet of plaza space provided. The 2025 square feet of plaza exceeds the 2,019 square feet required demonstrating that this standard is met.

The second standard for Plaza Space Standards requires that “*A plaza space shall incorporate at least four of the following elements*” listed at AMC 18.4.2.040.D.2.c. The proposed plaza space has trees, a covered picnic table, benches, a space reserved for public art. The covered seating area provides both an area for rest but also shelter from sunlight or rain. The proposed plaza space between the two parking areas is shown below.



### Transit Amenities

The standard for Transit Amenities requires that “*Transit amenities, bus shelters, pullouts, and designated bike lanes shall be required in accordance with the Ashland Transportation Plan and guidelines established by the Rogue Valley Transportation District.*” There is an existing bus stop and seating area at the northwest corner of the subject property. There have been no requests from RVTD to provide any additional amenities and it appears that this standard is met.

Staff conclude that based on the foregoing that findings can be made that the third criterion of approval is satisfied.

### Fourth Approval Criterion: AMC 18.4.6

The fourth approval criterion for Site Design Review is that “*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.*” Section AMC 18.4.6.020 provides the applicability for chapter 18.4.6 and states that it applies to all new development ... where public facility improvements are required.” In the present application the existing roadway is fully developed and has existing curb tight sidewalk that is roughly four feet in width. The application proposes dedicating an additional 5’ of Right-of-way (ROW) and increasing the width of the sidewalk to ten feet along with the addition of street trees at 30’ intervals

The standards at AMC 18.4.6.040.K.2 for the Ashland Street Corridor design standards require a minimum five foot by five-foot area for street tree planting wells with tree grates and an eight-foot sidewalk for a total of 13.’ A condition of approval has been included below that the final construction plans shall show that the building face is no less than 13’ behind the curb line and that the street tree planting wells be redrawn to be curb tight and to be 5’ x 5’ in size with tree grates per city standards. Staff conclude that with the condition of approval included above that findings can be made that the fourth criterion of approval is satisfied.

### Fifth Approval Criteria: Exceptions to the design standards

The fifth, and last, approval criterion for Site Design Review is that “*The approval authority may approve exceptions to the Site Development and Design Standards of part 18.4*” if certain circumstances are found to exist. The present application has requested no exceptions to the Site Design Review standards in the Land Use Ordinance. Based on a detailed review of the application materials and the forging analysis of the other approval criteria Staff conclude that findings can be made that this last criterion of approval is satisfied.

### Public Notice

Notice of the December 9<sup>th</sup> public hearing was mailed to all properties within 200 feet of the subject property, and a physical notice was posted along the frontage of the property on November 18, 2025, 21 days prior to the hearing. The notice included a staff contact name and phone number and email. At the time of this writing no public comment was received either in favor or against the proposed application.

**III. Approval Criteria**

**The criteria of approval for Site Design Review are detailed in AMC 18.5.2.050 as follows:**

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.

#### IV. Conclusions and Recommendations

In staff's assessment, the application with the conditions of approval listed below, would comply with the Ashland Land Use Ordinance. Therefore, Staff recommends that the planning Commission approve the application with the suggested conditions of approval below.

- 1) All proposals of the applicant shall be conditions of approval unless otherwise specifically modified herein.
- 2) The northernly five-feet of the property shall be dedicated as public street right-of-way in such a manner and document as deemed appropriate by the Public Works Engineering Division and Staff Advisor.
- 3) The plans submitted for the building permit shall be in conformance with those approved as part of this application. If the plans submitted for the building permit are not in conformance with those approved as part of this application, an application to modify this Site Design Review approval shall be submitted and approved prior to the issuance of a building permit.
- 4) Prior to the installation of any signage, a sign permit shall be obtained. All signage shall meet the requirements of the Sign Ordinance (AMC 18.4.7).
- 5) All requirements of the Fire Department shall be satisfactorily addressed, including approved addressing (OFC 505); commercial fire apparatus access including angle of approach and any necessary fire apparatus or shared access easements (OFC 503.2.8); limitations on the installation of gates or fences; fire flow (OFC Appendix B, Table B105.1); fire hydrant clearance; fire department connection (FDC); a Knox key box; and fire sprinklers where required for mixed-use buildings or due to access constraints.
- 6) All mechanical equipment shall be screened from view from surrounding rights-of-way, and the location and screening of all mechanical equipment shall be detailed on the building permit submittals.
- 7) Prior to the installation of stairs, parking, or utility infrastructure within the public alley right-of-way, an encroachment permit from the Ashland Public Works Department shall be obtained. A final revised site plan illustrating the placement of these proposed improvements shall be provide for the review and approval of the Public Works/Engineering Department and Staff Advisor prior to the issuance of an encroachment permit.
- 8) Building permit submittals shall include:
  - a) The identification of exterior building materials and paint colors for the review and approval of the Staff Advisor. Colors and materials shall be consistent with those approved in the application
  - b) Final revised Site, Landscape and Irrigation plans shall be provided for the review and approval of the Staff Advisor with the building permit submittals.

- 9) Prior to the final approval of the project or issuance of a certificate of occupancy:
- a) All hardscaping and landscaping improvements including plaza spaces, landscaping, and the irrigation system shall be installed according to the approved plan, inspected, and approved by the Staff Advisor.
  - b) All exterior lighting shall be directed on the property and shall not directly illuminate adjacent residential properties.

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# **Applicant Submittal**



HORTON ARCHITECTURE, INC,  
PO Box682  
EAGLE POINT. OR 97524  
DAN@HORTONARCHITECTURE.COM

**SITE DESIGN REVIEW:**

**2262 Ashland Street Redevelopment**

**I. Project Information**

Date:	10/22/2025
Subject Site:	2262 Ashland Street Ashland, OR 97520
Map & Tax Lot:	391E14BA TL 1600
Zoning:	C-1 (Commercial) Detail Site Review Overlay & Climate Friendly Overlay
Property Owner:	Reed Commercial Investment Properties, LLC 2268 Ashland Street Ashland, OR 97520

**II. Project Scope**

The proposed project consists of demolition of a single story 2,520 sq ft office building with irreparable foundation damage caused by tree roots and a 3,038 sq ft restaurant building in poor repair. The proposed re-development is for new 20,190 sq ft office/retail uses in two buildings, 3,148 sq ft for chiropractic offices and the remainder for general office/retail uses. The proposed new buildings are two story with a sloped metal roof, metal panel siding, and a cultured rock wainscot. Entrances are from Ashland Street and the parking area to the south. The proposed project is to be phased with phase 2 being the demolition of the existing restaurant and construction of the second building and appurtenances. A property line adjustment application is being submitted with this project.

**III. Attachments :**

- Compliance Findings to Ashland Land use Ordinance
- Exhibits:
  - A-1 Architectural Site Plan, A-2 Lower Floor Plan Bldg 'A'; A-3 Upper Floor Plan Bldg 'A'; A-4 & A-5 Exterior Elevations Bldg 'A'; A-6 Lower Floor Plan Bldg 'B'; A-7 Upper Floor Plan Bldg 'B'; A-8 & A-9 Exterior Elevations Bldg 'B'
  - C0.0 Civil Engineering;
  - L-1.0 Landscaping Design ;
  - Electrical service drawing by Ashland Electric Dept;
  - Topo, Boundary, and Property Line Adjustment Survey
  - Traffic Assessment

V. Overview

Chapter 18.5.2 SITE DESIGN REVIEW	Compliance Findings
<p>18.5.2.020</p> <p>Applicability Review is required for the following types of project proposals;</p> <p>A. Commercial, Industrial, Non-Residential, and Mixed Uses. Site Design Review applies to the following types of non-residential uses and project proposals, including proposals for commercial, industrial, and mixed-use projects, pursuant to section 18.5.2.030, Review Procedures.</p> <p>1. New structures, additions, or expansions in C-1, E-1, HC, CM, and M-1 zones.</p>	<p>The proposed improvements include demo of an existing building and new construction of an 11,330 sq ft commercial use building with site improvements located in a C-1 zone. It is subject to Site Design Review.</p>
<p>18.5.2.030</p> <p>Review Procedures</p> <p>A. Type I Review. Except as provided by 18.5.2.030, subsections B - G, below, applications for Site Design Review are subject to the Type I procedure, pursuant to section 18.5.1.050.</p> <p>D. Detail Site Review Overlay. In the Detail Site Review overlay, new structures or additions greater than 10,000 square feet in gross floor area, or longer than 100 feet in length or width are subject to Type II review.</p>	<p>The proposed construction is located within the Detail Site Review overlay. The new construction is greater than 10,000 sq ft and is more than 100 feet in length or width thus subject to a Type II review.</p>
<p>18.5.2.040</p> <p>Application Submission Requirements</p> <p>The following information is required for site design review application submittal, except where the Staff Advisor determines that some information is not pertinent and therefore is not required:</p> <p>B. Site Design Review Information. In addition to the general information required for site design review, the applicant shall provide the following information:</p>	

<p>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.</p> <p>A. Underlying Zone.</p> <p>B. Overlay Zones.</p> <p>C. Site Development and Design Standards.</p> <p>D. City Facilities.</p> <p>E. Exception to the Site Development and Design Standards.</p>	
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VI. Findings of Fact

AMC Part 18.2

<p>Chapter 18.2.2 BASE ZONES AND ALLOWED USES</p>	<p>Compliance Findings</p>
<p>18.2.2.030 Allowed Uses A. Uses Allowed in Base Zones. Allowed uses include those that are permitted, permitted subject to special use standards, and allowed subject to approval of a conditional use permit. Where Table 18.2.2.030 does not list a specific use and part 18.6 does not define the use or include it as an example of an allowed use, the City may find that use is allowed, or is not allowed, following the procedures of section 18.1.5.040.</p>	<p>Per Table 18.2.2.30. Uses Allowed by Zone, the commercial use Offices and Retail Sales and Services is P (Permitted) in zone C-1.</p>

<p>Chapter 18.2.4 GENERAL REGULATIONS FOR BASE ZONES</p>	<p>Compliance Findings</p>
<p>18.2.4.010 Access and Minimum Street Frontage Each lot shall abut a public street other than an alley for a width of not less than 40 feet; except, where a lot is part of an approved flag partition or abuts a cul-de-sac vehicle turn-around area, the minimum width is 25 feet.</p>	<p>The lot as adjusted with a property line adjustment has a frontage on Ashland Street of 254 ft.</p>

<p>18.2.4.020 Accessory Structures and Mechanical Equipment</p> <p>A. Accessory Structures. Accessory buildings and structures shall comply with all requirements for the principal use, except where specifically modified by this ordinance,</p> <p>B. Mechanical Equipment. Mechanical equipment shall not be located between the main structure on the site and any street adjacent to a front or side yard, and every attempt shall be made to place such equipment so that it is not visible from adjacent public streets. Mechanical equipment and associated enclosures, not taller than allowed fence heights, may be located within required interior side or rear yards, provided such installation and operation is consistent with other provisions of this ordinance or the Ashland Municipal Code, including but not limited to noise attenuation. Any installation of mechanical equipment shall require a building permit.</p>	<p>A. The proposed improvements do not include new accessory structures.</p> <p>B. Mechanical equipment will be located on the roof and screened from view.</p>
<p>18.2.4.030 Arterial Street Setback</p> <p>The setback from an arterial street shall be not less than 20 feet, or the width required to install sidewalk and park row improvements, consistent with the street standards in chapter 18.4.6, whichever is less.</p>	<p>The setback of the new proposed building is 14 ft from face of curb on Ashland Street. A 5 ft park row and 8 ft sidewalk are within the setback.</p>
<p>18.2.4.050 Yard Requirements and General Exceptions</p> <p>A. In addition to the requirements of chapters 18.2.5 and 18.2.6, yard requirements shall conform to the Solar Access standards of chapter 18.4.8.</p> <p>B. Eaves and awnings may encroach three feet into required yards; all other architectural projections may encroach 18 inches into required yards.</p> <p>C. The following general exceptions are allowed for structures that are 30 inches in height or less, including entry stairs, uncovered porches, patios, and similar structures:</p>	<p>A. See Compliance Narrative for the Solar Access standards of chapter 18.4.8 later in this document.</p> <p>B. As per section 18.2.6.30, there is no minimum front, side or rear yard required for zone C-1. The exception for buildings within 100 feet of a residential zone does not apply.</p> <p>C. There is no proposed structure 30 inches or less, an exception does not apply.</p>

Chapter 18.2.6 STANDARDS FOR NON-RESIDENTIAL ZONES	Compliance Findings
<p>18.2.6.020 Applicability</p> <p>The standards contained in this chapter apply to all uses and development in the city's employment zones. Property owners are responsible for verifying whether a proposed use or development meets the applicable standards of this ordinance, and for obtaining Zoning Permits.</p>	<p>Chapter 18.2.6 applies. The property is in zone C-1.</p>
<p>Lot Area. Width. Depth. Lot Coverage</p> <p>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.</p>	<p>There are no minimum or maximum requirements to comply with. Special districts, overlay zones, and site and design standards are addressed later in this document.</p>
<p>Setback Yards</p> <p>There is no minimum front, side, or rear yard required, except where buildings on the subject site abut a residential zone, in which case a side of not less than 10 ft and a rear yard of not less than 10 ft per story is required.</p> <p>The solar setback standards of chapter 18.4.8 do not apply to structures in the C-1 zone.</p> <p>Except for buildings within 100 feet of a residential zone, the solar setback standards of chapter 18.4.8 do not apply to structures in the C-1 zone.</p> <p>See also section 18.2.4.030 Arterial Street Setback.</p>	<p>The existing building does not abut a residential zone. There are no minimum front, side or rear yard requirements.</p> <p>The site is in zone C-1, therefore the solar setback standards of chapter 18.4.8 do not apply.</p> <p>The building is not located within 100 ft of a residential zone, therefore the solar setback standards of chapter 18.4.8 do not apply.</p> <p>The site is located on an arterial street, therefore section 18.2.4.030 applies. See Compliance Findings for section 18.2.4.030 above.</p>
<p>Building Height 2 &amp; 3 Maximum (feet)</p> <p>2. See definition of "height of building" in section 18.6.1.030. 3. Parapets may be erected up to five feet above the maximum building height; see also, 18.4.4.030.G.4 for mechanical equipment screening requirements, and 18.5.2.020 for Site Design Review for</p>	<p>The roof height of the proposed building is 24 ft in height above grade. This is under the maximum height requirement of 40 ft. See exhibit A-4 Exterior Elevations.</p>

<p>mechanical equipment review process.</p> <p>40 ft, except:</p> <ul style="list-style-type: none"> <li>- Buildings greater than 40 ft and less than 55 ft are permitted in C-1-D zone with approval of a Conditional Use Permit.</li> <li>-Where located more than 100 feet from a residential zone, buildings greater than 40 ft and less than 55 ft are permitted in C-1 zone with approval of a Conditional Use Permit.</li> </ul>	<p>Mechanical equipment is located on the roof and screened. See 18.4.4 below.</p> <p>Does not apply, no CUP required.</p> <p>Does not apply, no CUP required.</p>
<p>Landscape Area – Minimum % of developed lot area</p> <p>15%</p>	<p>The proposed site development includes landscaping at 17% of the lot area.</p>

AMC Part 18.3

<p>Chapter 18.3.12 SITE DEVELOPMENT AND DESIGN OVERLAYS</p>	<p>Compliance Findings</p>
<p>18.3.12.030 Detail Site Review Overlay</p> <p>B. Development in the Detail Site Review Overlay is subject to subsection 18.4.2.040.C in addition to all other applicable sections of this ordinance.</p> <p>C. Any development in the Detail Site Review Overlay which exceeds 10,000 square feet or is longer than 100 feet in length or width shall be reviewed according to the Type II procedure in section 18.5.1.060.</p>	<p>B. The proposed improvements are located in the Detail Site Review Overlay. Subsection 18.4.2.040.C applies.</p> <p>C. See Compliance Narrative for section 18.5.2.030 earlier in this document.</p>

Compliance Findings

18.3.14.010 Purpose

The Climate Friendly (CF) overlay is intended to promote the development of a mix of housing, commercial and employment opportunities within a well-designed and connected pedestrian environment. Areas within the CF overlay are intended to be served by high-quality pedestrian, bicycle, and transit infrastructure and services. (Ord. 3249 §§ 2, 3 (Exh. A), replaced, 06/03/2025)

18.3.14.020 Applicability

Climate Friendly (CF) Overlay Designation. This chapter applies to properties designated as Climate Friendly (CF) overlay on the Zoning Map.

**B. Governing Standards.** Notwithstanding the provisions of chapter 18.2.2, Base Zones, additional use restrictions and land use standards apply within the CF overlay. Where the provisions of this chapter conflict with comparable standards described in any other ordinance, resolution or regulation, the provisions of the CF overlay shall govern.

**C. Exceptions and Variances.** Requests to depart from the requirements of this chapter are subject to chapter 18.5.5, Variances, except that deviations from the standards in section 18.3.14.060 are subject to subsection 18.5.2.050.E, Exception to the Site Development and Design Standards.

CF Overlay Designation applies to this site per Zoning Map.

No exceptions or variances are being requested.

18.3.14.030                    General Requirements

A.    Site Development and Design Standards. New development is subject to Site Design Review under chapter 18.5.2 and must comply with the applicable site development and design standards. (Ord. 3249 §§ 2, 3 (Exh. A), replaced, 06/03/2025)

18.3.14.040                    Allowed Uses

A.    Uses Allowed in CF Overlay. Allowed uses are determined by the base zone and in accordance with section 18.2.2.030, except as provided for in this chapter. Notwithstanding the provisions of chapter 18.2.2, Base Zones and Allowed Uses, this section includes additional allowed uses, use restrictions and prohibited uses within the CF overlay.

B.    Mixed Use. Uses allowed in a zone individually are also allowed in combination with one another, in the same structure or on the same site, provided all applicable development standards and building code requirements are met.

18.3.14.050                    Dimensional Standards

Notwithstanding the provisions of chapter 18.2.5, Standards for Residential Zones, and chapter 18.2.6, Standards for Non-Residential Zones, Table 18.3.14.050 includes the dimensional standards within the CF overlay.

The dimensions shall conform to the standards in Table 18.3.14.050.

### 18.3.14.050 Dimensional Standards

Notwithstanding the provisions of chapter 18.2.5, Standards for Residential Zones, and chapter 18.2.6, Standards for Non-Residential Zones, Table 18.3.14.050 includes the dimensional standards within the CF overlay.

The dimensions shall conform to the standards in Table 18.3.14.050.

Table 18.3.14.050. Climate Friendly Overlay Dimensional Standards

		Base Zones		
		R-2	C-1	E-1
RESPONSE:				
None proposed	Residential Density (dwelling units/acre)			
	Minimum <sup>1</sup>	15 du/ac	25 du/ac	20 du/ac
	Maximum	None		
	<sup>1</sup> Mixed-use buildings are exempt from the minimum density if they have a FAR of 2.0 or greater. Redevelopment within existing buildings that adds residential units, but does not add new units outside the existing building, is exempt from the minimum density.			
	Floor Area Ratio (FAR) <sup>2</sup>			
Proposed FAR: 0.70	Minimum	0.5	0.5	0.5
	<sup>2</sup> Plazas and pedestrian areas shall count as floor area for the purposes of meeting the minimum FAR. Plazas and pedestrian areas may also be applied toward meeting the landscaping area requirements but shall not constitute more than 50 percent of the required area.			
	Lot Area, Width, Depth and Coverage	There is no minimum lot area, width or depth, or maximum lot coverage, provided the minimum landscape area is provided.		
	Yards, Minimum (feet) <sup>3</sup>			
	- Front	There is no minimum front, side, or rear yard required, except where buildings on the subject site abut a residential zone outside of the CF overlay, in which case a side or rear yard of not less than 15 feet is required.		
	-Side			
Does not abut residential	- Rear			
	<sup>3</sup> see building step-back requirement in section 18.3.14.060.B.			

Table 18.3.14.050. Climate Friendly Overlay Dimensional Standards

		Base Zones		
		R-2	C-1	E-1
	Building Separation, On Same Site - Minimum	NA		
	Building Height <sup>4,5</sup>			
Proposed 24/2	Maximum Height - feet/stories	50/4	50/4	50/4
	Maximum Height with Bonus <sup>6</sup>	60/5	60/5	60/5
N/A	Solar Setback	Except for buildings within 100 feet of a residential zone outside of the CF overlay, the solar setback standards of chapter 18.4.8 do not apply.		
	<sup>4</sup> See definition of "height of building" in section 18.6.1.030.			
	<sup>5</sup> Parapets may be erected up to five feet above the maximum building height; see also, subsection 18.4.4.030.G.4 for mechanical equipment screening requirements, and section 18.5.2.020 for site design review for mechanical equipment review process.			
	<sup>6</sup> Multifamily and mixed-use dwellings meeting the standards for 25 percent affordable housing in section 18.2.5.050 are eligible for bonus height. Applicants may alternatively pursue height bonuses per ORS 197A.445.			
17% proposed	Landscape Area – Minimum (% of developed lot area)	15%	15%	15%
	Open Space - Minimum (% of site area)	NA		

(Ord. 3249 §§ 2, 3 (Exh. A), replaced, 06/03/2025)

<p>Chapter 18.4.2</p> <p>BUILDING PLACEMENT, ORIENTATION, AND DESIGN SITE DEVELOPMENT AND DESIGN OVERLAYS</p> <p>18.4.2.040</p> <p>Non-Residential Development</p> <p>B. Basic Site Review Standards.</p> <p>1. Orientation and Scale.</p> <p>a. Buildings shall have their primary orientation toward the street and not a parking area. Automobile circulation or off-street parking is not allowed between the building and the street.</p> <p>Parking areas shall be located behind buildings, or to one side. See Figure 18.4.2.040.B.1.</p> <p>b. A building facade or multiple building facades shall occupy a large majority of a project's street frontage as illustrated in Figure 18.4.2.040.B.6, and avoid site design that incorporates extensive gaps between building frontages created through a combination of driveway aprons, parking areas, or vehicle aisles. This can be addressed by, but not limited to, positioning the wider side of the building rather than the narrow side of the building toward the street. In the case of a corner lot, this standard applies to both street frontages. Spaces between buildings shall consist of landscaping and hard durable surface materials to highlight pedestrian areas.</p> <p>c. Building entrances shall be oriented toward the street and shall be accessed from a public sidewalk. The entrance shall be designed to be clearly visible, functional, and shall be open to the public during all business hours. See Figure 18.4.2.040.B.1.</p> <p>d. Building entrances shall be located within 20 feet of the public right-of-way to which they are required to be oriented. Exceptions may be granted for topographic constraints, lot configuration, designs where a greater setback results in an improved access or for sites with multiple buildings, such as</p>	<p>Compliance Findings</p> <p>1.a. The primary orientation is toward Ashland Street.</p> <p>1.b. The building façade is parallel to the street and occupies a majority of the street frontage.</p> <p>1.c. The proposed building will have multiple entrances oriented toward the street clearly visible and functional. See exhibit drawing A-1 Site Plan.</p> <p>1.d. The building entrances are within 20 feet of the public right of way on Ashland Street.</p> <p>1.e The building entrances are oriented to the higher order street.</p> <p>1.f Public sidewalks exist on the Ashland Street frontage.</p> <p>1.g The existing building is accessed by pedestrians, therefore the exception does not apply.</p>
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shopping centers, where other buildings meet this standard.

e. Where a building is located on a corner lot, its entrance shall be oriented toward the higher order street or to the lot corner at the intersection of the streets. The building shall be located as close to the intersection corner as practicable.

f. Public sidewalks shall be provided adjacent to a public street along the street frontage.

g. The standards in subsections 18.4.2.040.B.1.a through d, above, may be waived if the building is not accessed by pedestrians, such as warehouses

<p>and industrial buildings without attached offices, and automotive service stations.</p>	
<p>2. Streetscape</p> <p>One street tree chosen from the street tree list shall be placed for each 30 feet of frontage for that portion of the development fronting the street pursuant to subsection 18.4.4.030.E.</p>	<p>2. Street trees meeting this requirement are proposed along Ashland Street, see Landscape Plan Exhibit L1.</p>
<p>3. Landscaping</p> <p>a. Landscape areas at least ten feet in width shall buffer buildings adjacent to streets, except the buffer is not required in the Detail Site Review, Historic District, and Pedestrian Place overlays.</p> <p>b. Landscaping and recycle/refuse disposal areas shall be provided pursuant to chapter 18.4.4.</p>	<p>3.a. The project is located in the Detail Site Review overlay thus no landscape buffer is proposed.</p> <p>3.b. There is one dumpster enclosure proposed, see narrative at 18.4.4.</p>
<p>4. Designated Creek Protection</p> <p>Where a project is proposed adjacent to a designated creek protection area, the project shall incorporate the creek into the design while maintaining required setbacks and buffering, and complying with water quality protection standards. The developer shall plant native riparian plants in and adjacent to the creek protection zone.</p>	<p>4. The proposed improvements are not in a designated creek protection area. The requirements do not apply.</p>
<p>5. Noise and Glare.</p> <p>Artificial lighting shall meet the requirements of section 18.4.4.050. Compliance with AMC 9.08.170.C related to noise is required.</p>	<p>Street lights, if required, will be installed along Ashland Street per ODOT requirements. On-site lighting will be LED downlighting on 10 ft poles on the south side of the building in the parking area. and parking area lights.</p>
<p>6. Expansion of Existing Sites and Buildings.</p> <p>For sites that do not conform to the standards of section 18.4.2.040 (i.e., nonconforming developments), an equal percentage of the site must be made to comply with the standards of this section as the percentage of building expansion. For example, if a building area is expanded by 25 percent, then 25 percent of the site must be brought up to the standards required by this document.</p>	<p>The proposed project is new construction only</p>

<p>18.4.2.040 Non-Residential Development</p> <p>C. Detail Site Review Standards.</p>	<p>Compliance Findings</p>
<p>Development that is within the Detail Site Review overlay shall, in addition to complying with the standards for Basic Site Review in subsection 18.4.2.040.B, above, conform to the following standards. See conceptual site plan of detail site review development in Figure 18.4.2.040.C.1 and maps of the Detail Site Review overlay in Figures 18.4.2.040.C.2 through 5.</p>	<p>The proposed improvements are located within the Detail Site Review overlay. The standards in 18.4.2.040.C apply.</p>
<p>1. Orientation and Scale.</p> <p>a. Developments shall have a minimum Floor Area Ratio (FAR) of 0.50. Where a site is one-half an acre or greater in size, the FAR requirement may be met through a phased development plan or a shadow plan that demonstrates how development may be intensified over time to meet the minimum FAR. See shadow plan example in Figure 18.4.2.040.C.1.a. Plazas and pedestrian areas shall count as floor area for the purposes of meeting the minimum FAR.</p> <p>b. Building frontages greater than 100 feet in length shall have offsets, jogs, or have other distinctive changes in the building facade.</p> <p>c. Any wall that is within 30 feet of the street, plaza, or other public or common open space shall contain at least 20 percent of the wall area facing the street in display areas, windows, or doorways. Windows must allow view into working areas, lobbies, pedestrian entrances, or display areas. Blank walls within 30 feet of the street are prohibited. Up to 40 percent of the length of the building perimeter can be exempted for this standard if oriented toward loading or service areas.</p> <p>d. Buildings shall incorporate lighting and changes in mass, surface or finish to give emphasis to entrances.</p> <p>e. Infill or buildings, adjacent to public sidewalks, in</p>	<p>1.a. The proposed improvements and shadow plan will provide a calculated FAR of 70% .</p> <p>1.b. The new building frontage is greater than 100 feet in length. The proposed facade has offsets, changes in height, and provides articulation in roof lines.</p> <p>1.c. The front facade of the building facing Ashland Street contains 35 percent of the wall area in display windows and glazed doors.</p> <p>1.d. The proposed entries will have lighting and be recessed to provide provide emphasis. Storefront glass and finished will provide additional emphasis</p> <p>1.e. No infill is proposed.</p>

<p>existing parking lots is encouraged and desirable.</p> <p>f. Buildings shall incorporate arcades, roofs, alcoves, porticoes, and awnings that protect pedestrians from the rain and sun.</p>	<p>1.f. The proposed covered entries and upper floor covered balconies will provide pedestrians with protection from rain and sun.</p>
<p>2. Streetscape.</p> <p>a. Hardscape (paving material) shall be utilized to designate "people" areas. Sample materials could be unit masonry, scored and colored concrete, grasscrete, or combinations of the above.</p> <p>b. A building shall be set back not more than five feet from a public sidewalk unless the area is used for pedestrian activities such as plazas or outside eating areas, or for a required public utility easement. This standard shall apply to both street frontages on corner lots. If more than one structure is proposed for a site, at least 65 percent of the aggregate building frontage shall be within five feet of the sidewalk.</p>	<p>2.a. The park row/ sidewalk along Ashland Street and the building facade will consist of scored concrete walkways</p> <p>2.b. The front facade of the proposed building is setback not more than 3 ft from the public sidewalk.</p>
<p>3 Buffering and Screening</p> <p>a. Landscape buffers and screening shall be located between incompatible uses on an adjacent lot. Those buffers can consist of either plant material or building materials and must be compatible with proposed buildings.</p> <p>b. Parking lots shall be buffered from the main street, cross streets, and screened from residentially zoned land.</p>	<p>3.a. The site is surrounded by C1 zoned land thus there are no incompatible uses on adjacent land.</p> <p>3.b. The parking area is located behind the proposed building buffering it from Ashland Street. There is no adjacent residential zoned land to buffer.</p>
<p>4. Building Materials.</p> <p>a. Buildings shall include changes in relief such as cornices, bases, fenestration, and fluted masonry, for at least 15 percent of the exterior wall area.</p> <p>b. Bright or neon paint colors used extensively to attract attention to the building or use are prohibited. Buildings may not incorporate glass as a majority of the building skin.</p>	<p>4.a. The proposed improvements add relief to the facade of the existing building by adding the covered entries, fenestration, offsets and articulation of roof lines to provide changes in relief.</p> <p>4.b. Proposed finishes and colors on the proposed building avoid bright tones or neon colors and will be in the earth tone range. The proposed facade does not incorporate a majority of glazing surface on the building skin.</p>

<p>Chapter 18.4.3 PARKING, ACCESS, AND CIRCULATION</p>	<p>Compliance Finding</p>
<p>18.4.3.020 Applicability A. The requirements of this chapter apply to parking, access, and circulation facilities in all zones, except those specifically exempted, whenever any building is erected or enlarged, parking, access or circulation is expanded or reconfigured, or the use is changed.</p>	<p>The proposed improvements do not include significant changes to the existing vehicular parking or access to the site or circulation through the site. Automobile parking is for 13 spaces, Table 18.4.3.040 allows up to 32 spaces for the 11,330 sq ft building. Six bicycle spaces will be provided in conformance with same Table.</p>

<p>Chapter 18.4.4 LANDSCAPING, LIGHTING, AND SCREENING</p>	
<p>18.4.4.0'30 Landscaping and Screening A. General Landscape Standard. All portions of a lot not otherwise developed with buildings, accessory structures, vehicle maneuvering areas, parking, or other approved hardscapes shall be landscaped pursuant to this chapter. G. Other Screening Requirements. Screening is required for refuse and recycle containers, outdoor storage areas, loading and service corridors, mechanical equipment, and the City may require screening in other situations, pursuant with the requirements of this ordinance. 1. Recycle and Refuse Container Screen. Recycle and refuse containers or disposal areas shall be screened by placement of a solid wood fence or masonry wall five to eight feet in height to limit the view from adjacent properties or public rights-of-way. All recycle and refuse materials shall be contained within the screened area. 2. Outdoor Storage. Outdoor storage areas shall be screened from view, except such screening is not required in the M-1 zone. 3. Loading Facilities and Service Corridors. Commercial and industrial loading facilities and service corridors shall be screened when adjacent to residential zones. Siting and design of such service areas shall reduce the adverse effects of noise, odor, and visual clutter upon adjacent residential uses. 4. Mechanical Equipment, Mechanical equipment shall</p>	<p>A. Landscaping as required is proposed. See Landscape Plan Exhibit L1.  G.1. The proposed improvements include one dumpster enclosure constructed of 6 ft high concrete block walls and solid Trex gates.  G.2. The proposed improvements do not include outdoor storage.  G.3. The proposed improvements do not include loading facilities.  G.4. Mechanical equipment will be located on the building roof and further screened from public view.</p>

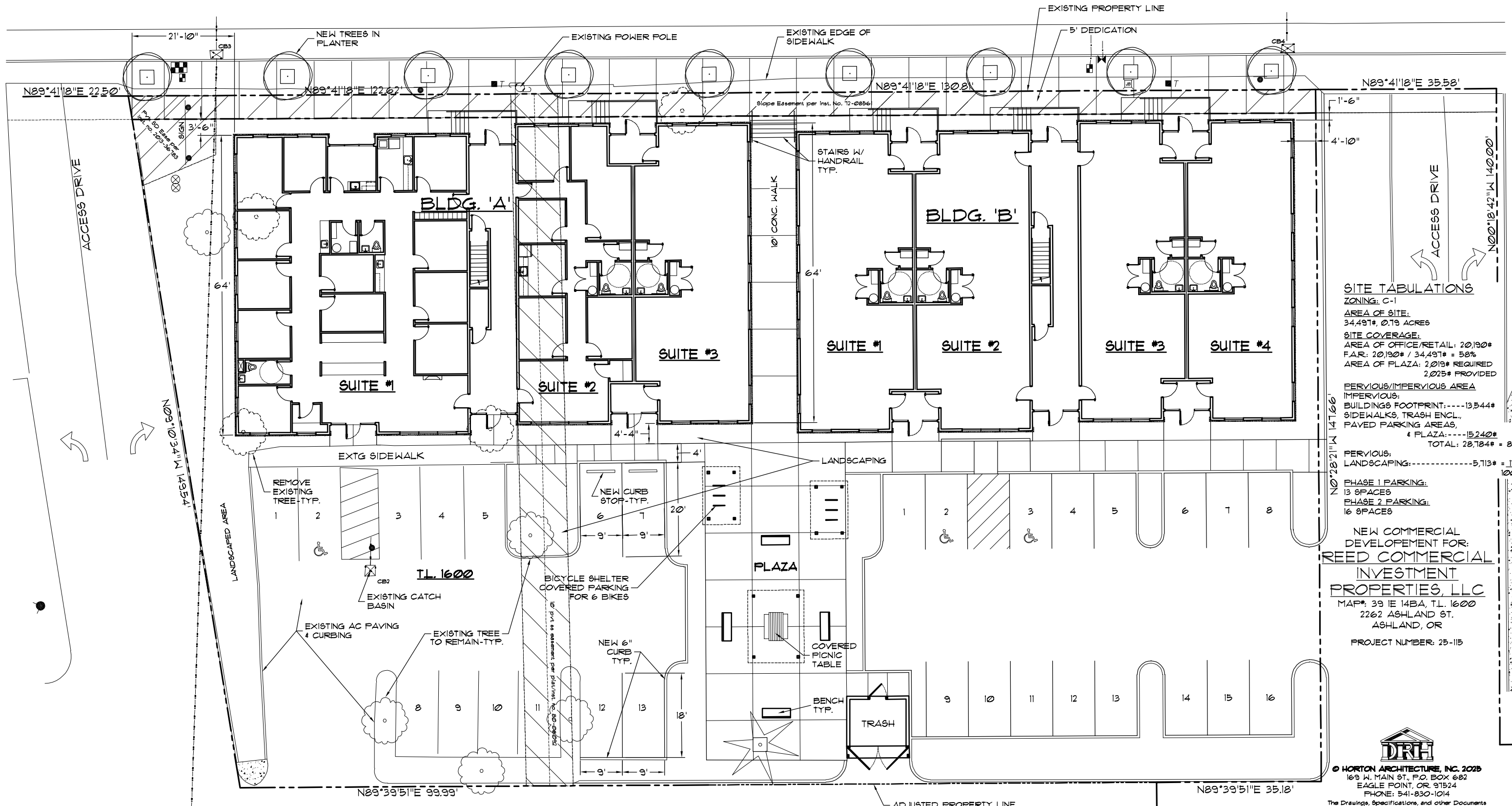
<p>be screened by placement of features at least equal in height to the equipment to limit view from public rights-of-way, except alleys, and adjacent residentially zoned property. Mechanical equipment meeting the requirements of this section satisfies the screening requirements in subsection 18.5.2.020.C.4.</p>	
<p>18.4.4.040                  Recycling and Refuse Disposal Areas                  A. Recycling. All residential, commercial, and manufacturing developments that are subject to chapter 18.5.2 Site Design Review shall provide an opportunity-to-recycle site for use of the project occupants.                  2. Commercial. Commercial developments having a refuse receptacle shall provide a site of equal or greater size adjacent to or with access comparable to the refuse receptacle to accommodate materials collected by the local sanitary service franchisee under its on-route collection program for purposes of recycling.                  B. Service Areas. Recycling and refuse disposal areas shall be located to provide truck access and shall not be placed within any required front yard or required landscape area.                  C. Screening. Recycle and refuse disposal area screening shall be provided pursuant to section 18.4.4.030.G.1.</p>	<p>A. The proposed dumpster enclosure is sized to allow recycling containers.                  A.2. The proposed recycling/ refuse disposal area is designed so that half of its space can be used as a refuse receptacle and the other half can accommodate materials collected for purposes of recycling.                  B. The proposed recycling/ refuse disposal area is located south of the proposed building and parking area and is easily accessed from an existing drive aisle.                  C. Screening for the proposed recycling/ refuse disposal area meets the required standards.</p>

<p>Chapter 18.4.5                  TREE PRESERVATION AND PROTECTION</p>	
<p>18.4.5.030                  Tree Protection                  A. Tree Protection Plan. 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.</p>	<p>The Landscape Plan, Exhibit L1 addresses tree protection and tree removal.</p>

<p>Chapter 18.4.7 SIGNS</p>	
<p>18.4.5.020 Applicability A. The requirements of chapter 18.4.7 apply to signs in all zones, except those specifically exempted, whenever a sign is altered, erected, or replaced.</p>	<p>The design and implementation of signage will be by others under a separate sign permit.</p>

<p>Chapter 18.4.8 SOLAR ACCESS</p>	
<p>18.4.8.020 Applicability A. Lot Classifications. All lots shall meet the provisions of this section and will be classified according to the following formulas and table. 2. Standard B Lots. Those lots with a north-south lot dimension that is less than that calculated by Formula 1 but greater than that calculated by Formula 11, any lot zoned C-1, E-I, or M-1 and not exempt by subsection 18.4.8.020.B, or a lot not abutting a residential zone to the north, shall be required to meet setback standard B in subsection 18.4.8.030.B. See definition of north-south lot dimension in part 18.6. Minimum N/S lot dimension for Formula 11 = <math>10' / (0.445 + S)</math></p>	<p>Per subsection 18.3.12.060.D.1., the solar access setback in chapter 18.4.8 Solar Access, applies only to those lots abutting a residential zone to the north. The lot does not abut a residential zone to the north, therefore the setback standards is subsection 18.4.8.030.B. do not apply.</p>

ASHLAND ST.



**SITE TABULATIONS**  
 ZONING: C-1  
 AREA OF SITE: 34,491# 0.79 ACRES  
 SITE COVERAGE:  
 AREA OF OFFICE/RETAIL: 20,190#  
 F.A.R.: 20,190# / 34,491# = 58%  
 AREA OF PLAZA: 2,019# REQUIRED  
 2,025# PROVIDED

PERVIOUS/IMPERVIOUS AREA  
 IMPERVIOUS:  
 BUILDINGS FOOTPRINT:-----13,544#  
 SIDEWALKS, TRASH ENCL.,  
 PAVED PARKING AREAS,  
 & PLAZA:-----15,240#  
 TOTAL: 28,784# = 83%

PERVIOUS:  
 LANDSCAPING:-----5,713# = 17%  
 100%

PHASE 1 PARKING:  
 13 SPACES  
 PHASE 2 PARKING:  
 16 SPACES

NEW COMMERCIAL  
 DEVELOPMENT FOR:  
**REED COMMERCIAL  
 INVESTMENT  
 PROPERTIES, LLC**  
 MAP#: 39 IE 14BA, T.L. 1600  
 2262 ASHLAND ST.  
 ASHLAND, OR  
 PROJECT NUMBER: 25-115

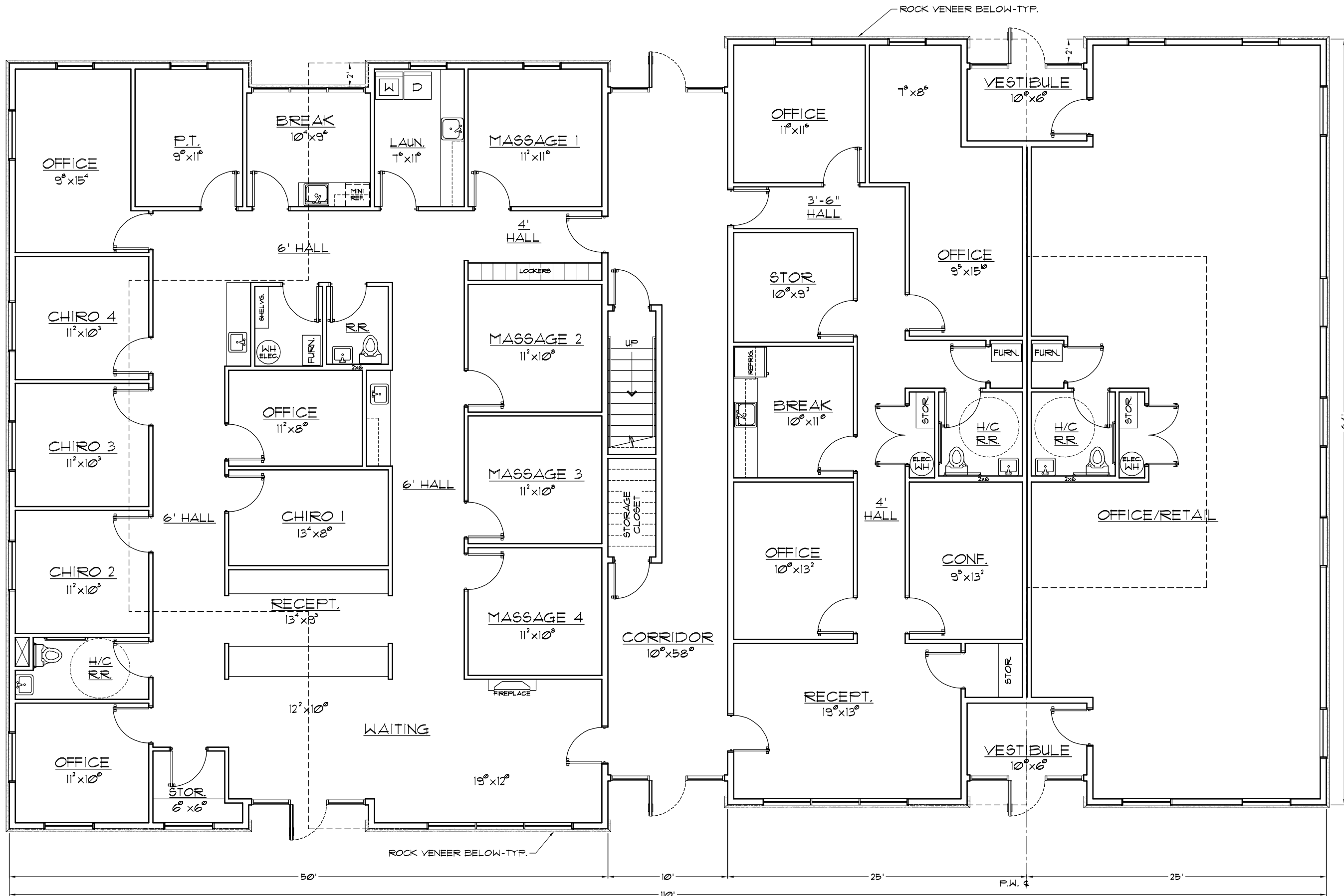
NORTH  
**SITE PLAN** 1"=20'  
 MAP#: 39 IE 14BA T.L. 1600

**DRH**  
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 169 W. MAIN ST., P.O. BOX 682  
 EAGLE POINT, OR 97524  
 PHONE: 541-830-1014

The Drawings, Specifications, and other Documents prepared by the Architect for this project are to be used solely with respect to this project. The Architect shall retain ownership and all common law, statutory and other reserved rights to the Documents, including Copyright.

DATE:  
 18 NOVEMBER 2025

DRAWING NUMBER:  
 A-1



**BUILDING 'A'**  
 NEW COMMERCIAL  
 DEVELOPMENT FOR:  
**REED COMMERCIAL  
 INVESTMENT  
 PROPERTIES, LLC**  
 MAP#: 39 IE 14BA, T.L. 1600  
 2262 ASHLAND ST.  
 ASHLAND, OR  
 PROJECT NUMBER: 25-115

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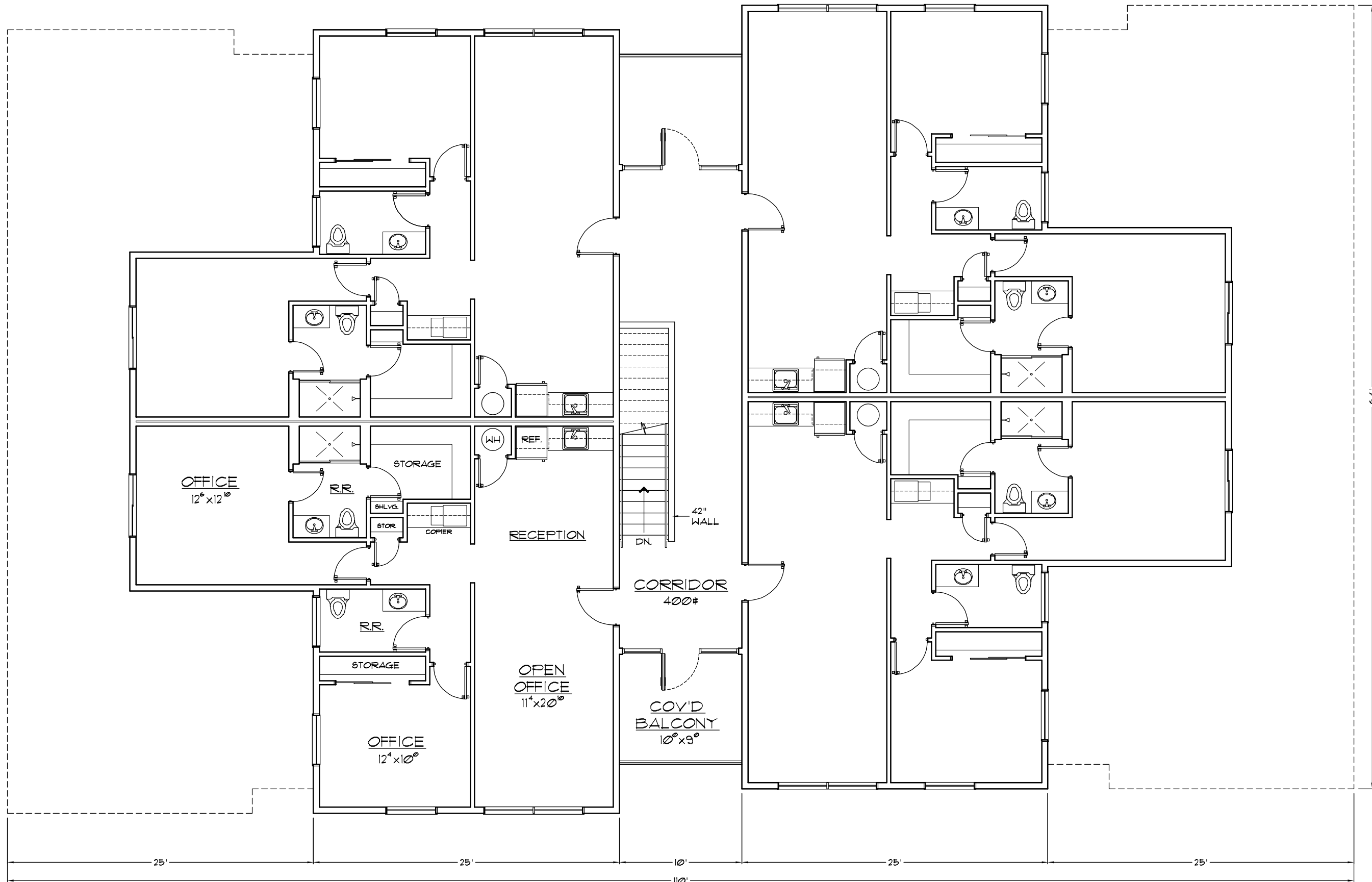
DRAWING NUMBER:  
**A-2**

SUITE #1

SUITE #2

SUITE #3

REF. NORTH  
**FLOOR PLAN**  
 BUILDING 'A': 6,320# OFFICE/RETAIL  
 SCALE: 1/8"=1'-0"



**BUILDING 'A'**  
 NEW COMMERCIAL  
 DEVELOPMENT FOR:  
**REED COMMERCIAL  
 INVESTMENT  
 PROPERTIES, LLC**  
 MAP#: 39 IE 14BA, T.L. 1600  
 2262 ASHLAND ST.  
 ASHLAND, OR  
 PROJECT NUMBER: 25-115

  
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 PHONE: 541-830-1014

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DATE:  
 18 NOVEMBER 2025

DRAWING NUMBER:  
**A-3**

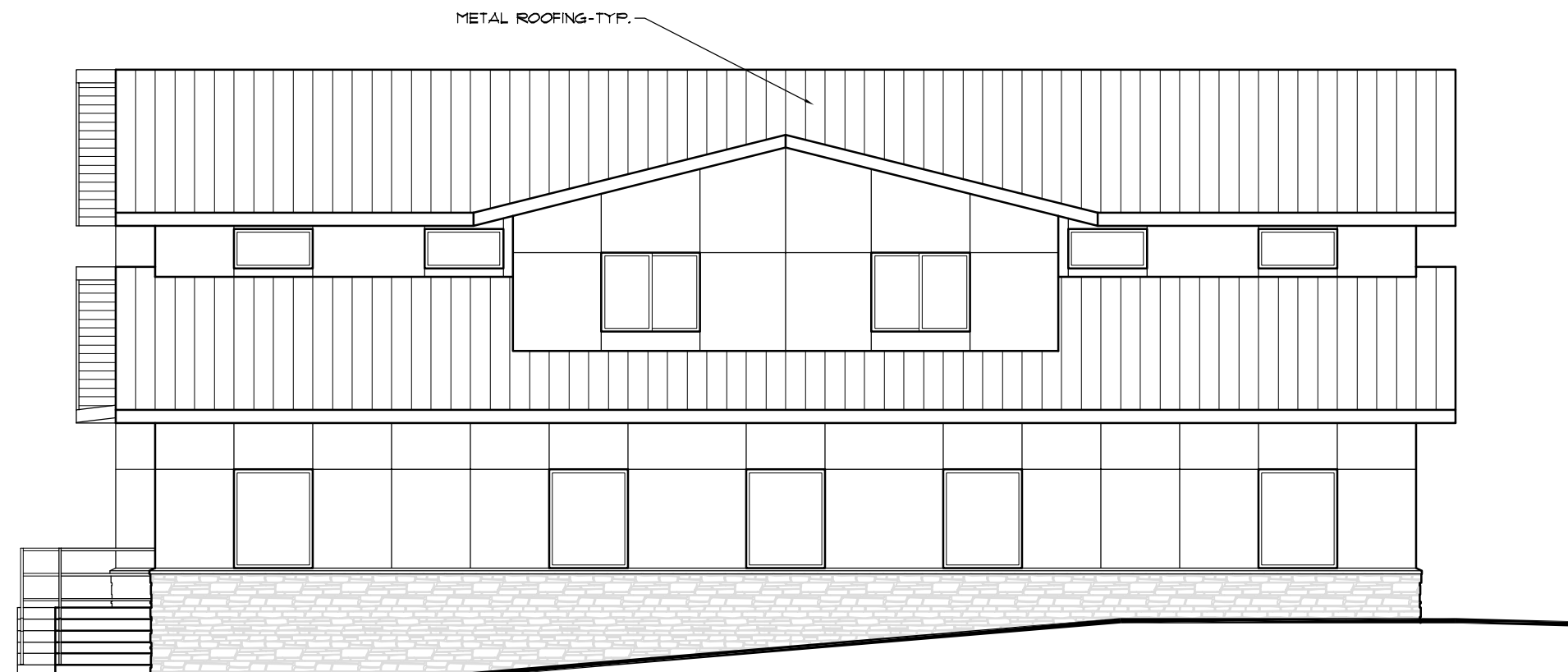
REF. NORTH  
  
**UPPER FLOOR PLAN**  
 BUILDING 'A': 4,030# OFFICES  
 1/8" = 1'-0"



CULTURE STONE VENEER-TYP.

**SOUTH ELEVATION**

1/8" = 1'-0"



METAL ROOFING-TYP.

**WEST ELEVATION**

1/8" = 1'-0"

**BUILDING 'A'**  
 NEW COMMERCIAL  
 DEVELOPEMENT FOR:  
**REED COMMERCIAL  
 INVESTMENT  
 PROPERTIES, LLC**  
 MAP#: 39 1E 14BA, T.L. 1600  
 2262 ASHLAND ST.  
 ASHLAND, OR  
 PROJECT NUMBER: 25-115



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 169 W. MAIN ST., P.O. BOX 682  
 EAGLE POINT, OR. 97524  
 PHONE: 541-830-1014

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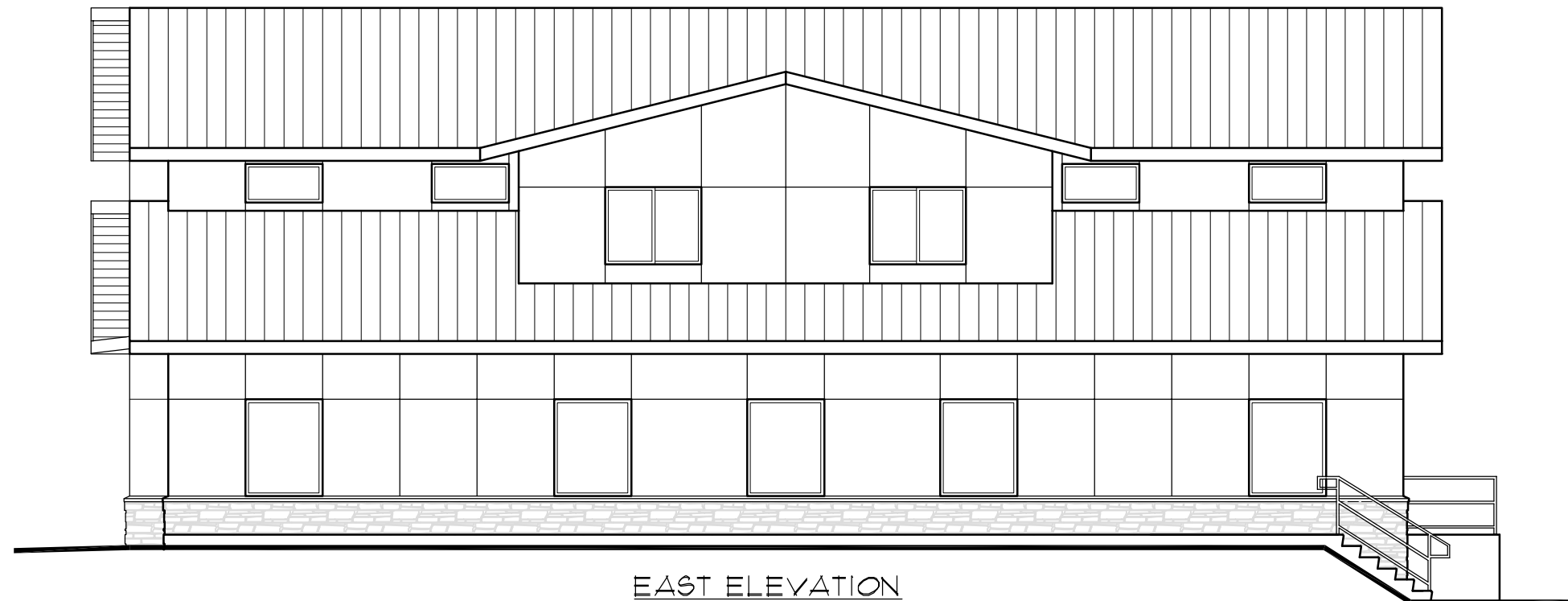
DATE:  
 18 NOVEMBER 2025

DRAWING NUMBER:  
 A-4



NORTH ELEVATION  
 (ASHLAND STREET)  
 $\frac{1}{8}'' = 1'-0''$

SEE NOTES ON SHEET A-4 FOR MATERIALS



EAST ELEVATION  
 $\frac{1}{8}'' = 1'-0''$

**BUILDING 'A'**  
 NEW COMMERCIAL  
 DEVELOPEMENT FOR:  
**REED COMMERCIAL  
 INVESTMENT  
 PROPERTIES, LLC**  
 MAP#: 39 1E 14BA, T.L. 1600  
 2262 ASHLAND ST.  
 ASHLAND, OR  
 PROJECT NUMBER: 25-115

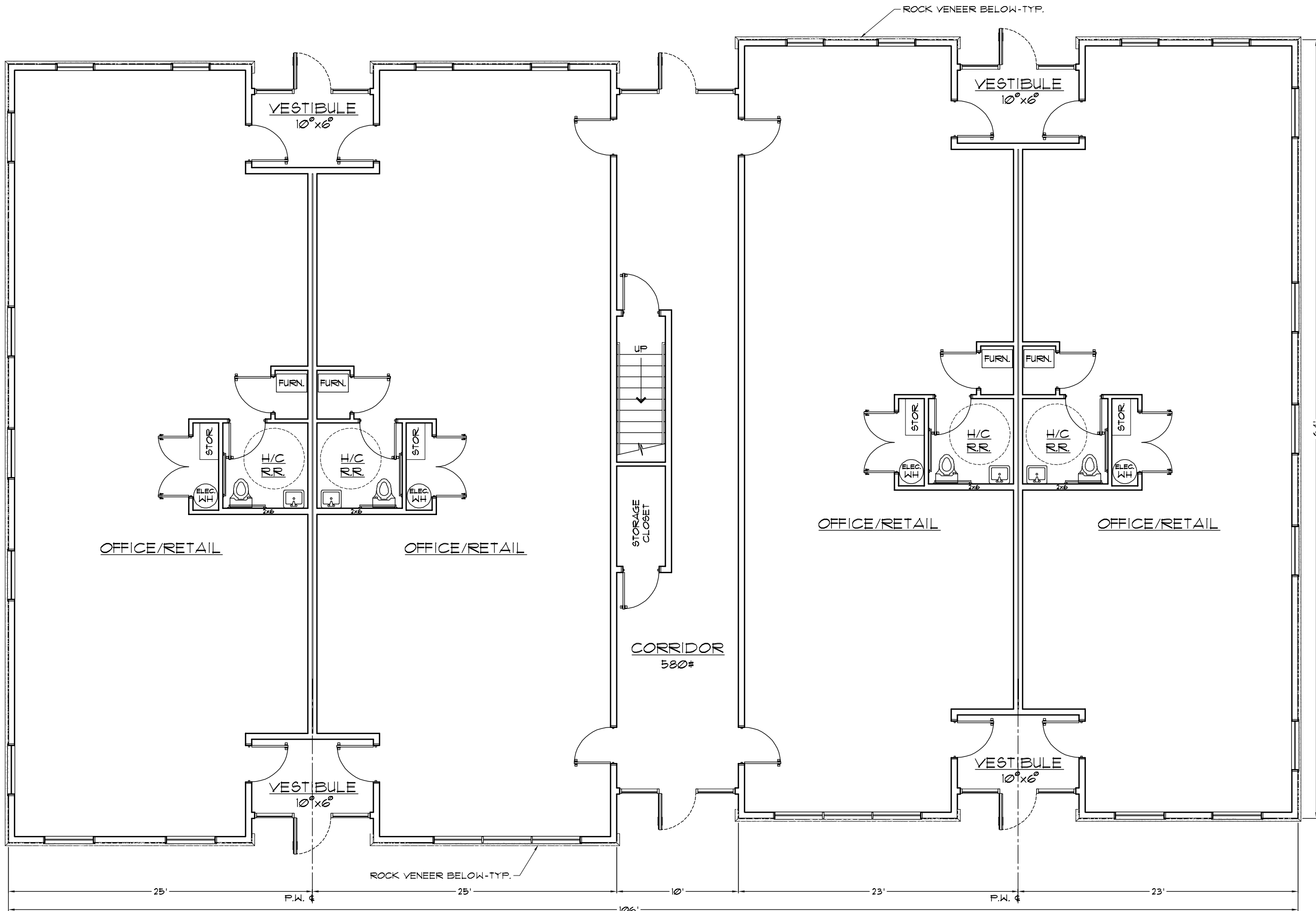


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DATE:  
 18 NOVEMBER 2025

DRAWING NUMBER:  
**A-5**



SUITE #1

SUITE #2

SUITE #3

SUITE #4

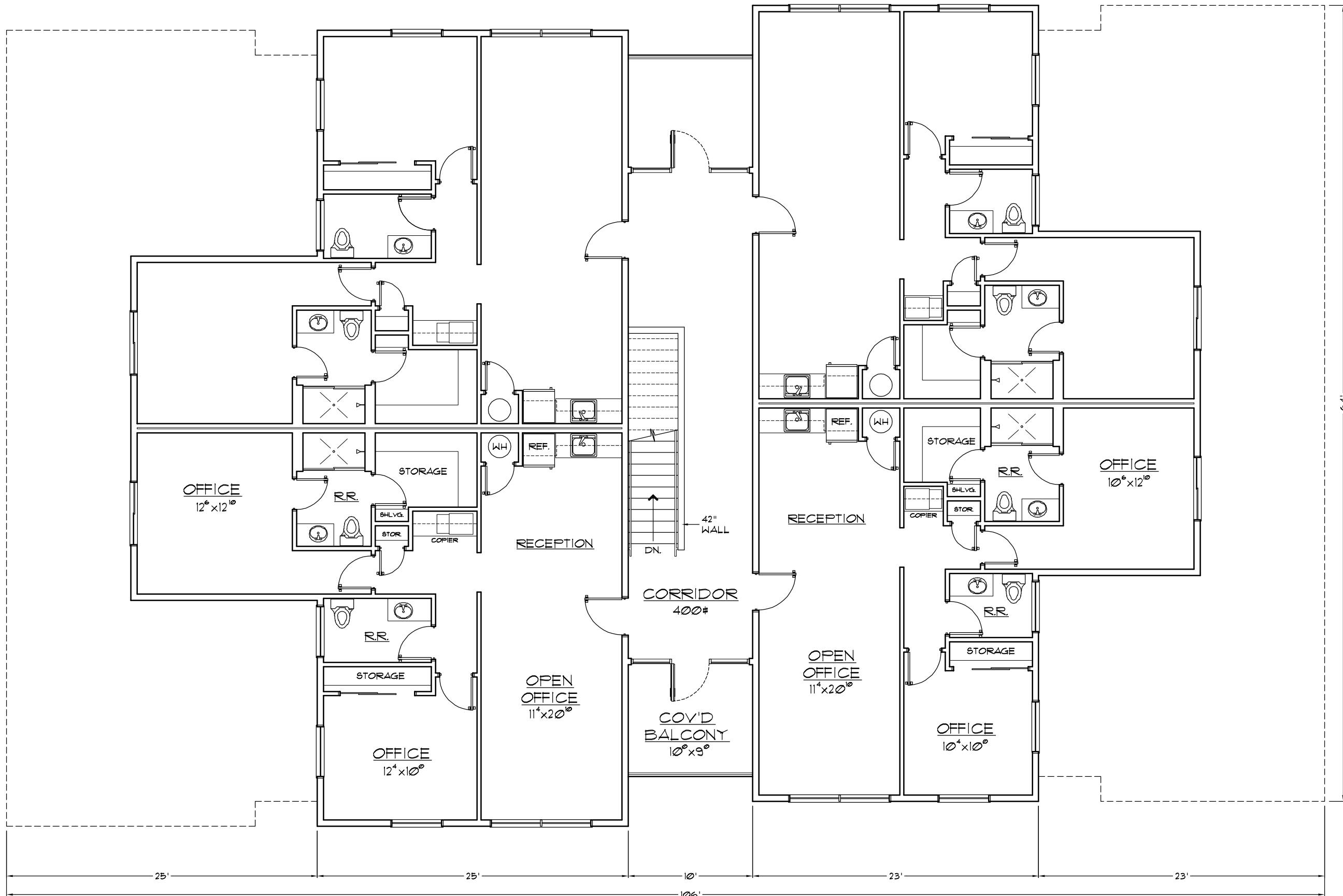
REF. NORTH  
**FLOOR PLAN**  
 BUILDING 'B': 6,064# OFFICE/RETAIL  
 SCALE: 1/8"=1'-0"

**BUILDING 'B'**  
 NEW COMMERCIAL  
 DEVELOPMENT FOR:  
**REED COMMERCIAL  
 INVESTMENT  
 PROPERTIES, LLC**  
 MAP#: 39 IE 14BA, T.L. 1600  
 2262 ASHLAND ST.  
 ASHLAND, OR  
 PROJECT NUMBER: 25-115

  
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 EAGLE POINT, OR 97524  
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DATE:  
 18 NOVEMBER 2025

DRAWING NUMBER:  
**A-6**



**BUILDING 'B'**  
 NEW COMMERCIAL  
 DEVELOPMENT FOR:  
**REED COMMERCIAL  
 INVESTMENT  
 PROPERTIES, LLC**  
 MAP#: 39 IE 14BA, T.L. 1600  
 2262 ASHLAND ST.  
 ASHLAND, OR  
 PROJECT NUMBER: 25-115



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 169 W. MAIN ST., P.O. BOX 682  
 EAGLE POINT, OR 97524  
 PHONE: 541-830-1014

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DATE:  
 18 NOVEMBER 2025

DRAWING NUMBER:  
 A-7

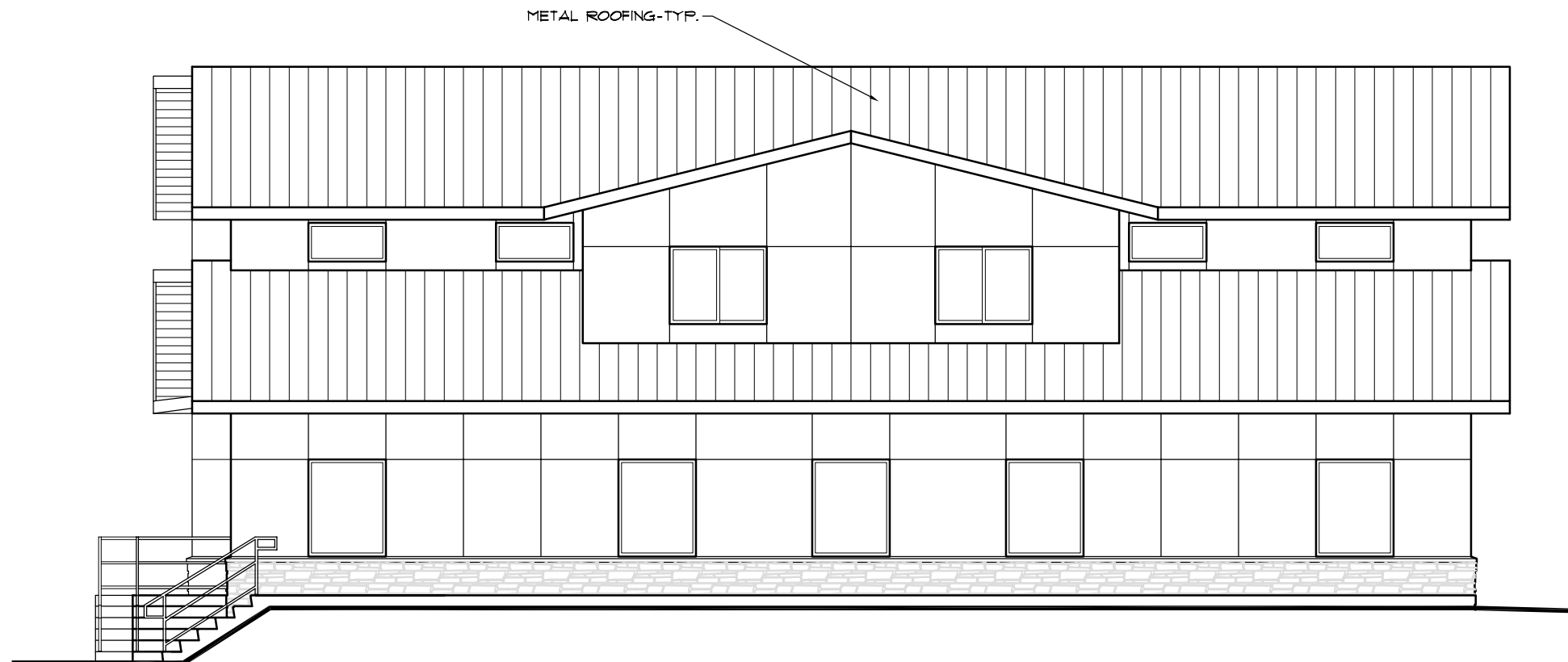
REF. NORTH  
**UPPER FLOOR PLAN**  
 BUILDING 'B': 3,714# OFFICES  
 SCALE: 1/8" = 1'-0"



CULTURE STONE VENEER-TYP.

**SOUTH ELEVATION**

1/8" = 1'-0"



METAL ROOFING-TYP.

**WEST ELEVATION**

1/8" = 1'-0"

**BUILDING 'B'**  
 NEW COMMERCIAL  
 DEVELOPEMENT FOR:  
**REED COMMERCIAL  
 INVESTMENT  
 PROPERTIES, LLC**  
 MAP#: 39 1E 14BA, T.L. 1600  
 2262 ASHLAND ST.  
 ASHLAND, OR  
 PROJECT NUMBER: 25-115



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DATE:  
 18 NOVEMBER 2025

DRAWING NUMBER:  
**A-8**



NORTH ELEVATION  
(ASHLAND STREET)  
1/8" = 1'-0"

SEE NOTES ON SHEET A-4 FOR MATERIALS



EAST ELEVATION  
1/8" = 1'-0"

**BUILDING 'B'**  
NEW COMMERCIAL  
DEVELOPMENT FOR:  
**REED COMMERCIAL  
INVESTMENT  
PROPERTIES, LLC**  
MAP#: 39 IE 14BA, T.L. 1600  
2262 ASHLAND ST.  
ASHLAND, OR  
PROJECT NUMBER: 25-115



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EAGLE POINT, OR. 97524  
PHONE: 541-830-1014

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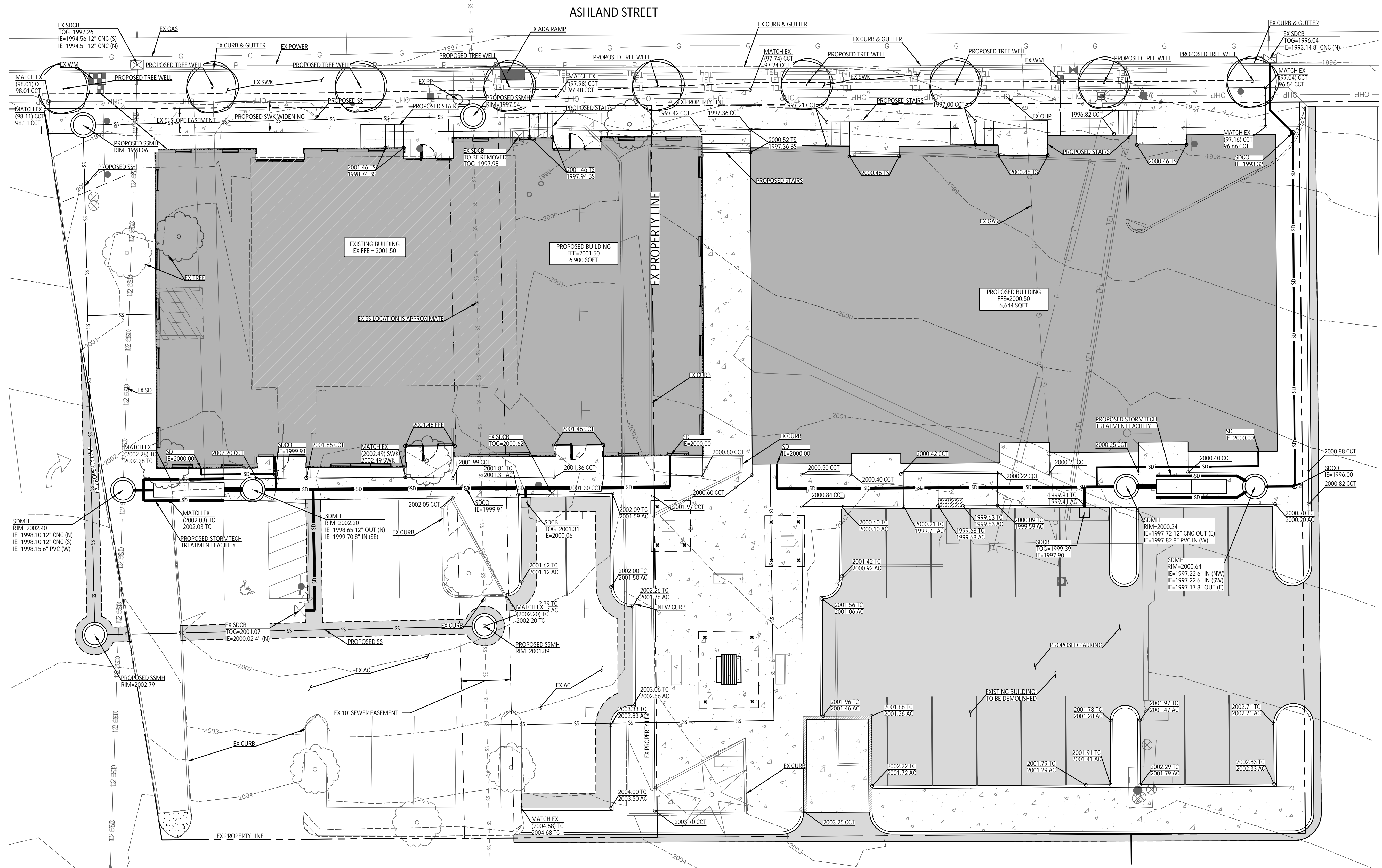
DATE:  
18 NOVEMBER 2025

DRAWING NUMBER:  
A-9

**CALL BEFORE YOU DIG**  
 1-800-332-2344  
 48 HOURS BEFORE BEGINNING EXCAVATION  
 OREGON LAW REQUIRES YOU TO FOLLOW NOTIFICATION CENTER RULES. THOSE RULES ARE SET FORTH IN OUR 852-001-0010. PLEASE OBTAIN COPIES OF THE RULES BY CALLING THE CENTER AT 503-332-1887.

**REED COMMERCIAL DEVELOPMENT ASHLAND**  
 2262, 2270 ASHLAND ST  
 MEDFORD, OREGON

**CONCEPTUAL GRADING & DRAINAGE PLANS**  
 MAJ JOB NO. 25-1217  
 DATE 10/22/2025  
 DRAWN BR  
 CHECKED RSG  
 SHEET **C0.00**  
 OF



**ABBREVIATIONS**

AC	ASPHALT SURFACE	LF	LINEAR FEET
ARV	AIR RELEASE VALVE	LT	LEFT OFFSET
BS	BOTTOM OF STEPS	MH	MANHOLE
CB	CATCH BASIN	OHP	OVERHEAD POWER
CCT	CONCRETE SURFACE	PP	POWER POLE
CL	CENTERLINE	PW	POLYWRAPPED
CO	CLEANOUT	ROW	RIGHT OF WAY
CI	CURB INLET	RT	RIGHT OFFSET
DI	DITCH INLET	SD	STORM DRAIN
DIP	DUCTILE IRON PIPE	SS	SANITARY SEWER
EX	EXISTING	SWK	SIDEWALK
FFE	FINISHED FLOOR ELEVATION	TC	TOP OF CURB
FH	FIRE HYDRANT	TF	TOP OF FOOTING
FL	FLOW LINE	TG	TOP OF GRATE
FIB	FIBER OPTIC	TS	TOP OF STEPS
FS	FINISH SURFACE	TW	TOP OF WALL
G	GAS	W	WATER LINE
GRVL	GRAVEL	WM	WATER METER
IE	INVERT ELEVATION	(xx)	EX GRADE/FEATURE



PRELIMINARY  
THESE DRAWINGS SHALL NOT BE USED FOR CONSTRUCTION BIDDING RECORDATION CONVEYANCE ISSUANCE OF A PERMIT

**REED COMMERCIAL INVESTMENT PROPERTIES**  
 2262 ASHLAND STREET  
 ASHLAND, OREGON

**REVISIONS**

NO.	DATE	DESCRIPTION

PROJECT:

ISSUE DATE: 10/13/2025

SHEET:

**L 1.0**

**GENERAL NOTES**

COORDINATION WITH ENGINEERING PLANS AND SITE CONTRACTOR IS IMPERATIVE

- General preparation of site to include:
  - Eradication of weeds through the certified application of herbicides, allowing adequate time for affect.
  - Removal, from site, of all existing surface rock and/or debris in planting beds.
- All shrub beds to be finish raked to a smooth condition prior to mulching.
- Medium dark multi-bark to be placed in all shrub beds to a depth of 3"
- Storm Water Facility preparation:
  - Grading and preparation to be per Civil Engineers Specifications in Pond.
  - Final grade in all planted areas to include bringing areas to an even, smooth grade removing hard or soft areas that might impede drainage or cause puddling.
- INCLUDE 365 DAYS OF MAINTENANCE from the day of acceptance. Including but not limited to:
  - Maintain planting areas in a healthy, weed free condition through a minimum of bi-weekly visits.
  - Replace any material showing signs of stress.
  - Monitor irrigation for correct timing.
  - Provide owner with complete list of instructions for continued care.
- Plan is diagrammatic and measurements should be confirmed on-site. Any changes are the responsibility of the contractor to co-ordinate with the owners representative.

SEE CIVIL ENGINEERS DRAWINGS FOR GENERAL SITE GRADING

**IRRIGATION DETAILS**

- An automatic irrigation system to be provided for all newly landscaped areas.
- All materials are to be new and in original condition.
- Irrigation system to be isolated from potable water by an approved backflow device installed to local and state standards.
- No Zone to exceed 15PGM in total water usage.
- Place manual drain valves as needed at low points in mainline
- Mainline should be located in area with least conflict with surrounding utilities.
- All drip zones to use PVC laterals to locate a point of connection in each individual planting bed terminating in a Drip Fiser.
- Shrub areas to be irrigated by drip irrigation
  - All surface drip tubing to be 1/2" poly tubing. Tubing ends to have removable caps. Tubing to be buried a minimum of 3-5" and held down every 5' with J-stakes.
  - Rain Bird XB-10 Emitters to be placed at the outside edge of root zones of plants at the following rate
    - 1-2g plants 2- 1GPH emitters placed on opposite sides of root ball
    - 3-5g plants 3- 1GPH emitters placed on opposite sides of root ball
    - Larger material 5- 1GPH emitters spaced equally around perimeter of root ball
  - All Drip zones to include a 150 mesh filter and 30psi pressure regulator
- All trenching to be a minimum of 15" deep. Backfill to be clean and free of any material larger than 1 1/2" in diameter. Backfill shall be adequately compacted and guaranteed against further settling.
- All lateral pipe shall be PVC sc40 and 1" minimum.
- Include Hunter ProC Irrigation Clock with station capacity as needed
- Control wires are to be a minimum of 14ga and spliced with water proof connections only and located in a standard valve box.
- Sleeving to be provided under all handscapes by general contractor for irrigation purposes.
- Irrigation system to be guaranteed against defective material or workmanship for one year from the date of final acceptance. Damage or loss due to vandalism, freezing or acts of neglect by others, is exempt from Contractor's replacement responsibility.
- Provide owner with an accurate as-built locating all valves, wire splices, main line and any sleeving.
- Provide owner with preliminary watering schedule for the established landscape.

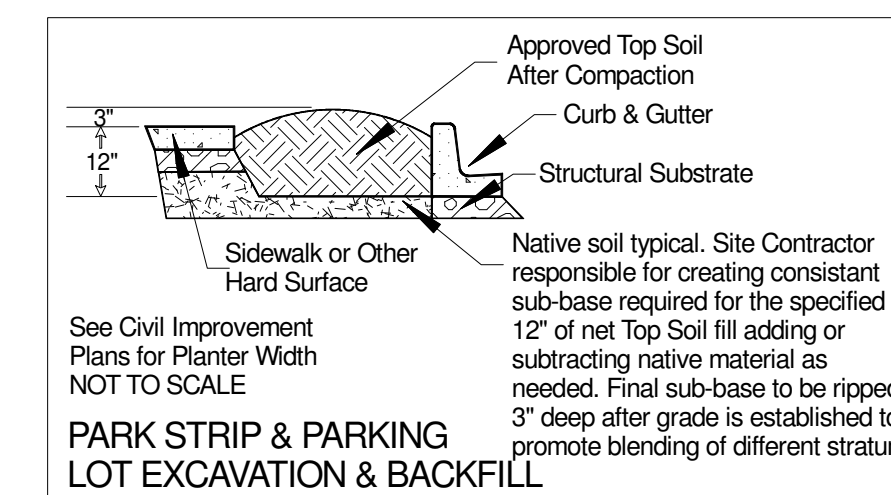
Backflow device 1" Wilkins 350  
Double check valve assembly.

**GRADING**

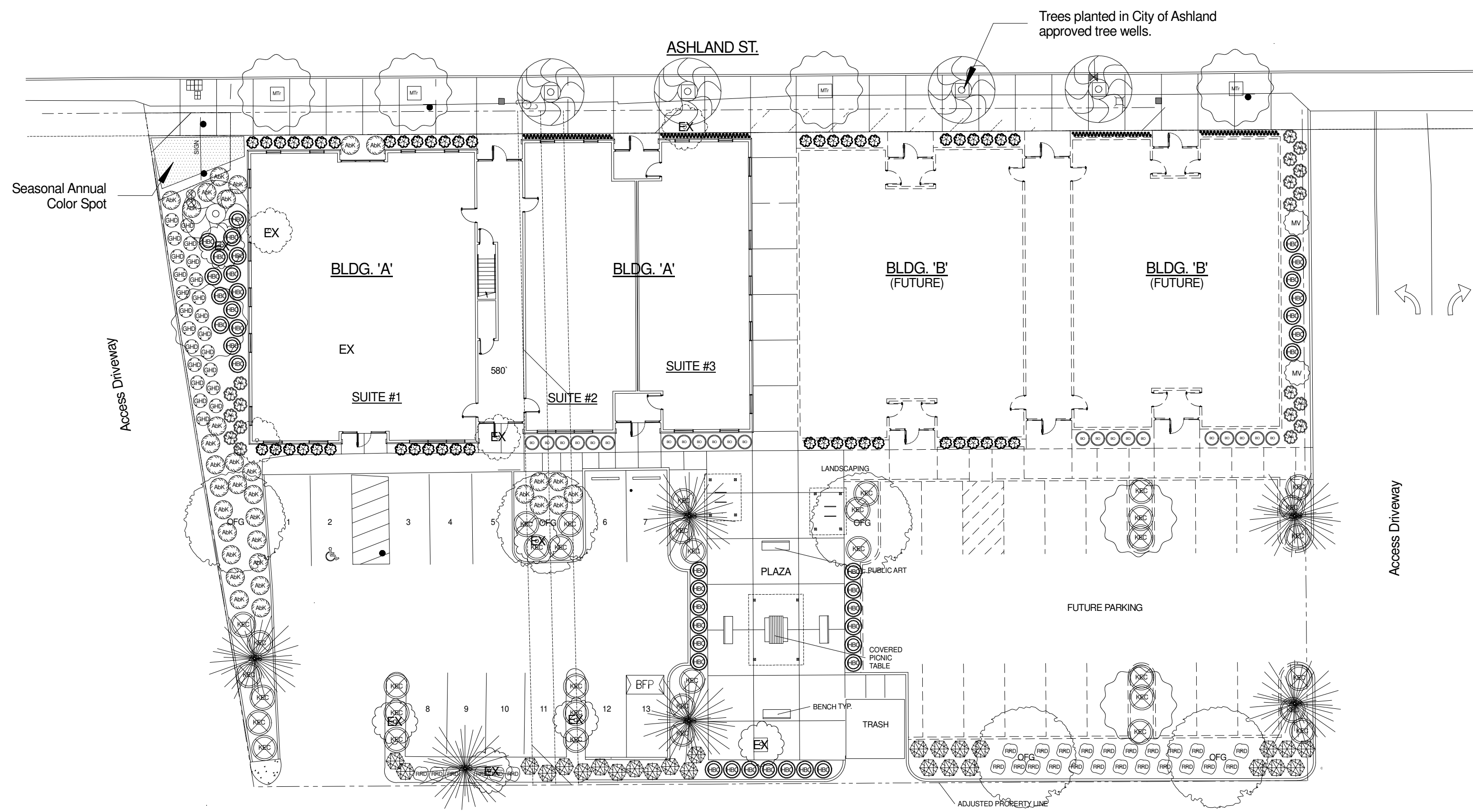
Coordination with Civil Drawings for Grades and additional information imperative. When conflict occur consult with both Civil Engineer and Landscape Architect.

- Excavate all perimeter building planters and parking island planters, those bordered by more than 75% curbing, structures and asphalt, a minimum of 18" and maximum of 24" below top of adjacent curbing. Fill with imported topsoil that is determined to be satisfactory for superior plant growth by certified testing. Final grade to be equal to the top of adjacent curbing in the center of beds and 3" below at back of curb or other hard surfaces after setting. Fill with sufficient excess to allow for 25% compaction. (IE 18" of net fill requires 24" of loose fill)
- Storm Water Facility planted areas to be excavated as directed per Civil Engineering Specifications and filled as directed with appropriate soil type.
- Fill planters so as to achieve a final grade within 3" of the top of the nearest hard surface mounding 3" high in the middle after compaction in shrub areas.
- Placement of any soil to be done in coordination with suitable weather condition so as to prevent damage to soil structure.
- Sub-grading and final grade to consist of a smooth even grade, no undulation greater than plus or minus 1" within any 10 lineal feet of distance.
- All sub-grades to be adequately firm without being overly compacted.
- Once subgrade is established the Landscape Contractor is to add: mature compost at a rate of 3 cu yds, 50lbs of dolomite lime, and 25 lbs of 20-0-0 urea fertilizer per 1,000 sq ft. spread evenly and then rip to blend with top soil to a depth of 6".
- Pre-blended top soil, once approved, is an acceptable substitute.
- Finish grade in shrub areas to promote positive drainage away from structures and to be done in such a way as to eliminate puddling or collection of water.
- Landscape contractor responsible for addressing any drainage problems encountered during the course of construction, with Landscape Architect.

SEE CIVIL ENGINEERS DRAWINGS PRE-EMPTS FOR GRADES WITHIN INFILTRATION POND AND THROUGHOUT REMAINING AREAS OF SITE



See Civil Improvement Plans for Planter Width NOT TO SCALE  
**PARK STRIP & PARKING LOT EXCAVATION & BACKFILL**



**PLANT LIST**

Quantity	Common Name	Botanical Name	Size
<b>Trees</b>			
3	Maple, Amur	<i>Acer ginnala</i>	1 3/4"
4	Maple, Trident	<i>Acer buergerianum</i>	1 3/4"
2	Maple, Vine	<i>Acer circinatum</i>	4-5'
5	Oak, Forest Green	<i>Quercus frainetto 'Schmidt'</i>	1 3/4"
5	Sourwood or Sorrel Tree	<i>Oxydendrum arboreum</i>	1 3/4"
6	Zelkova, City Sprite	<i>Zelkova serrata 'City Sprite'</i>	1 3/4"
<b>Shrubs</b>			
32	Abelia, Kaleidoscope	<i>Abelia 'Kaleidoscope'</i>	2g
50	Barberry, Crimson Pygmy	<i>Berberis thunbergii 'Crimson Pygmy'</i>	2g
22	Boxwood, Oregon	<i>Buxistima myrsinites</i>	2g
26	Euonymus, Emerald Gaiety	<i>Euonymus fortunei 'Emerald Gaiety'</i>	2g
40	Holly, Dwarf Burford	<i>Ilex cornuta 'Burfordii Nana'</i>	2g
19	Pieris, Little Heath	<i>Pieris japonica 'Little Heath'</i>	2g
<b>Ground Cover / Grasses</b>			
197	Ajuga, Burgundy Repens	<i>Ajuga reptans 'Burgundy Glow'</i>	4" pots
23	Grass, Hameln Dwarf	<i>Fennisetum alopecuroides 'Hameln'</i>	1g
37	Kinnikinnick, Emerald Carpet	<i>Arctostaphylos uva-ursi 'Emerald Carpet'</i>	1g
28	Rose, Red Drift	<i>Rosa 'Meigalpio'</i>	1g

All Planting are Low/Moderate to Moderate Water Needs

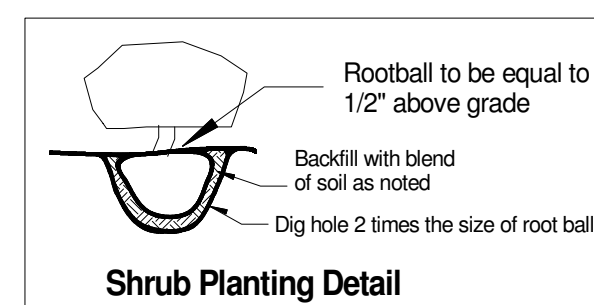
**PLANTING**

- Plant material to be provided in accordance with species, sizes and quantities indicated below. Substitutions to be made with the approval of landscape architect.
- No planting to proceed until irrigation system is fully functioning in the area to be planted.
- All plant holes to be dug 2 times the volume of their root ball size. Backfill shall consist of 1/3 organic mulch, 2/3 top soil, micorrhizae supplement and 16-16-16 fertilizer as follows:  
1gal 1oz  
3-5gal 2oz  
larger 4oz
- Plant upright and face to give best appearance or relationship to plants, structures and predominant viewing angle. Trees are to be planted so as to be straight up and down without the assistance of staking. Staking is solely for support against outside forces.
- Loosen and remove twine binding and burlap from around top of each root ball. Scarify root balls of plants exhibiting a root bound condition, being careful not to damage the root balls integrity. Stake and guy trees immediately after this work.
- Place and compact backfill soil mixture carefully to avoid injury to roots, and fill all voids.
- When hole is 2/3 filled with soil, completely soak and allow water to soak away at least two times or more, as necessary to completely water individual plants.
- Guarantee plant materials and related workmanship of installation, beginning after written acceptance of work, for one year.
  - Replace plant material not surviving or in poor condition during guarantee period.
  - Perform all replacement work in accordance with original specifications at no additional cost to Owner.
  - Damage or loss of plant materials due to vandalism, freezing or acts of neglect by others, is exempt from Contractor's replacement responsibility.

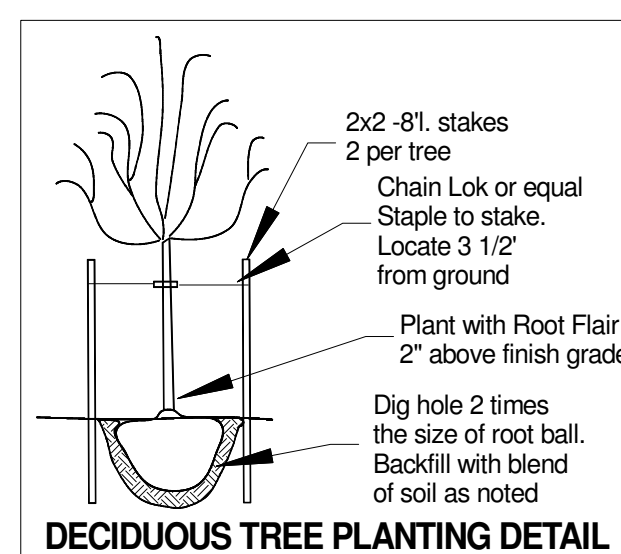
**EXISTING TREE REMOVAL**

- All trees as noted with 'EX' are to be removed via an approved Tree Removal Permit
- There are several conditions that warrant this removal and they are as follows:
  - They are within the footprint of propose building construction.
  - When Existing Asphalt and neighboring Curbing are to be replaced the work required for this to happen will significantly impact the root zone of the trees during the course of this work. This will impact the the immediate health of these tree as well as their ability to maintain their their individual support against wind and other mitigating factors.
  - Several of these trees are Sweetgums and have a natural tendency to promoted surface rooting continuing the negative impact on their immediate surroundings.
- The planting as shown delineates new tree planting in numbers intended to more than compensate for the loss of any trees currently on-site.

EX Existing trees as noted per provided survey.



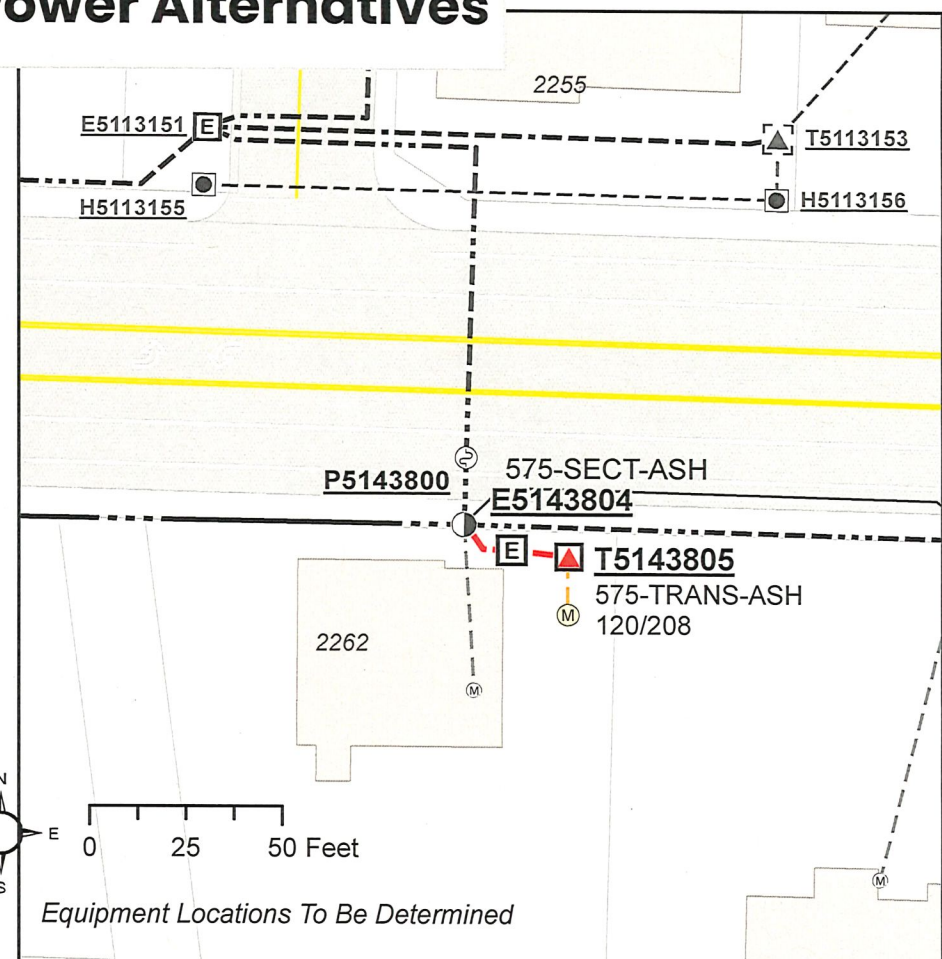
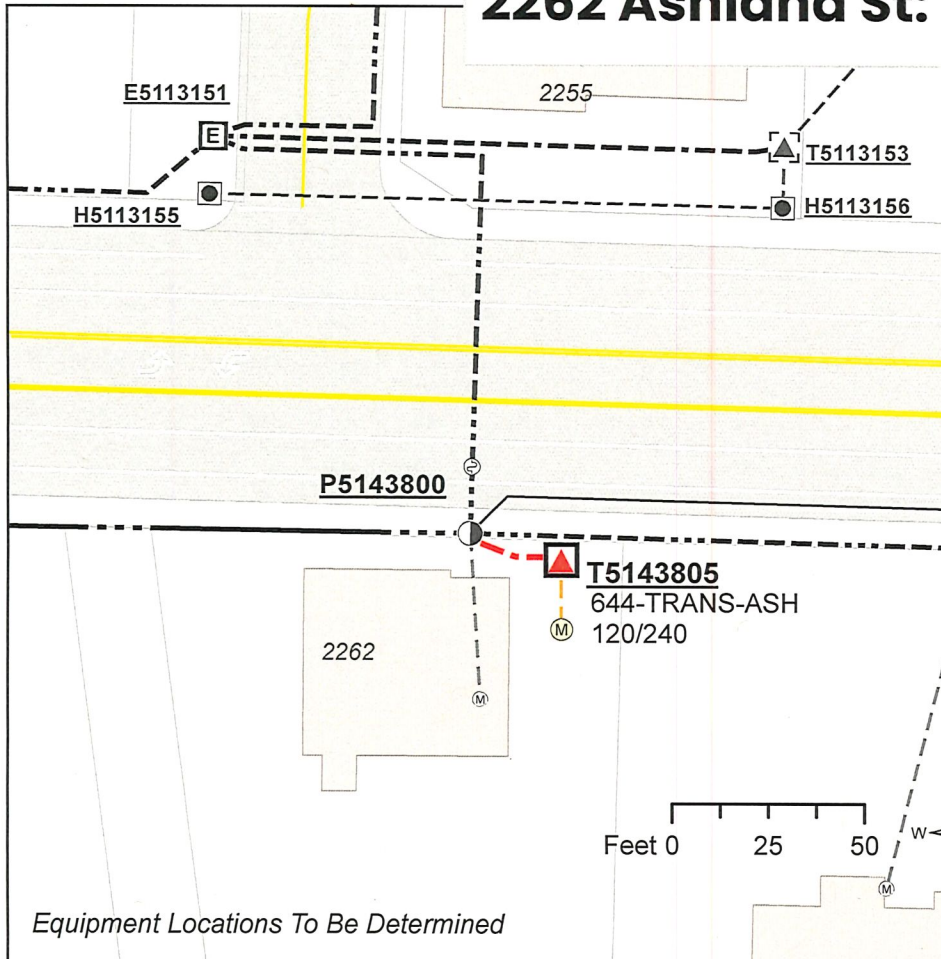
**Shrub Planting Detail**



**DECIDUOUS TREE PLANTING DETAIL**

IF THIS SHEET IS OTHER THAN 24" X 36" IT HAS BEEN MODIFIED AND IS NOT TO SCALE

# 2262 Ashland St: Power Alternatives



## **Option 1: Single Phase**

Transformer Vault: 644-TRANS-ASH

120/240

1) 3" PVC @ 48"

From Transformer to Meter per N.E.C.

Over 400i needs CT'd service

Commercial bypass on meter base

Public Utility Easement required around equipment

## **Option 2: Three Phase**

Electric Cabinet Vault: 575-SECT-ASH

Transformer Vault: 575-TRANS-ASH

120/208

3) 3" @ 48" depth

From Transformer to Meter per N.E.C.

Over 200i needs CT'd service

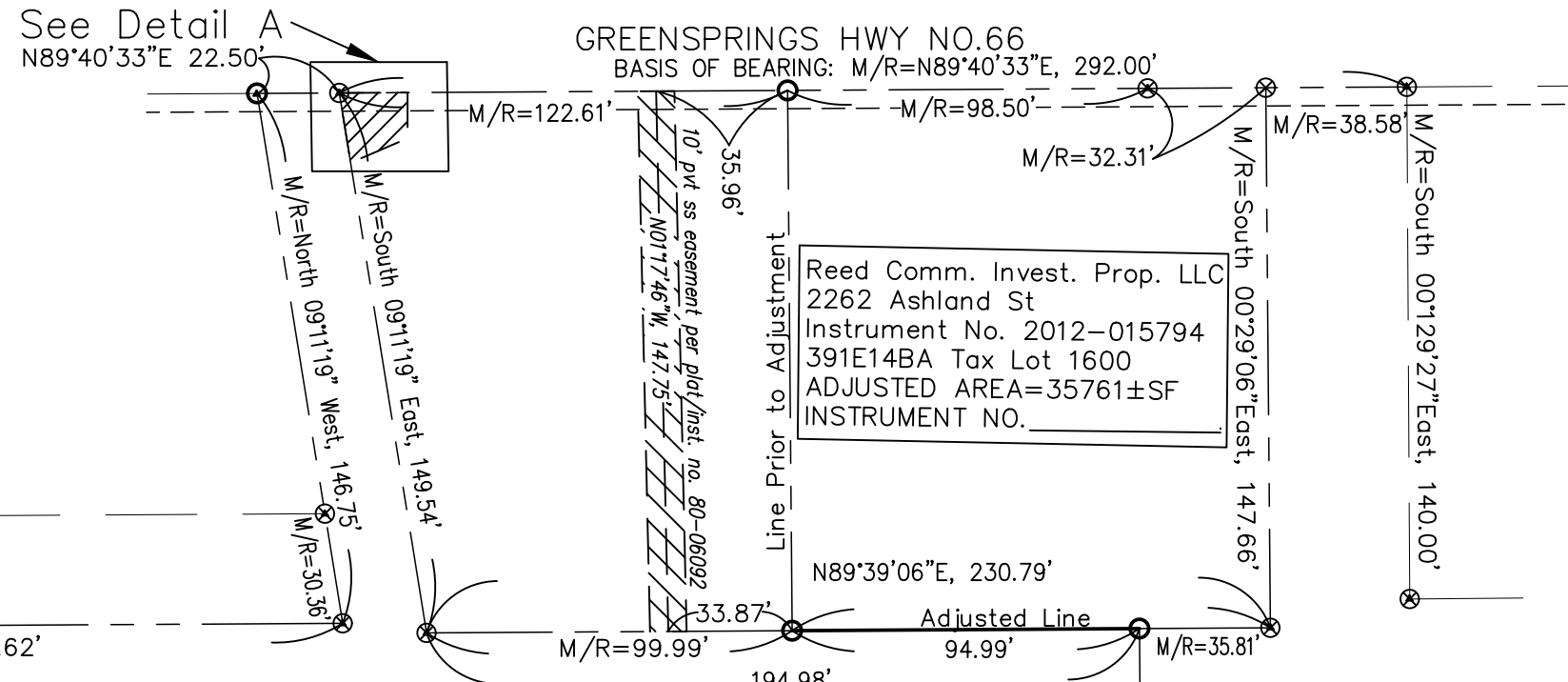
Commercial bypass on meter base

Public Utility Easement required around equipment

# Map of Survey (Property Line Adjustment)

Located at:  
NE 1/4, NW 1/4 Section 14, Township 39 South, Range 1 East,  
W.M., in the City of Ashland, Jackson County, Oregon

**\*\* RECEIVED \*\***  
DATE \_\_\_\_\_ BY \_\_\_\_\_  
This survey consists of:  
\_\_\_\_\_ sheet(s) Map  
\_\_\_\_\_ page(s) Narrative  
JACKSON COUNTY  
SURVEYOR



E1=S67°26'W, 16.93'  
E2=S00°42'30"W, 12.60'  
E3=N89°40'33"E, 18.66'  
E4=S09°11'19"E, 19.3.5'

Grizzly Peak Shopping Center LLC  
2270 Ashland St  
Instrument No. 2025-001803  
391E14BA Tax Lot 1500  
ADJUSTED AREA=188190±SF  
INSTRUMENT NO. \_\_\_\_\_

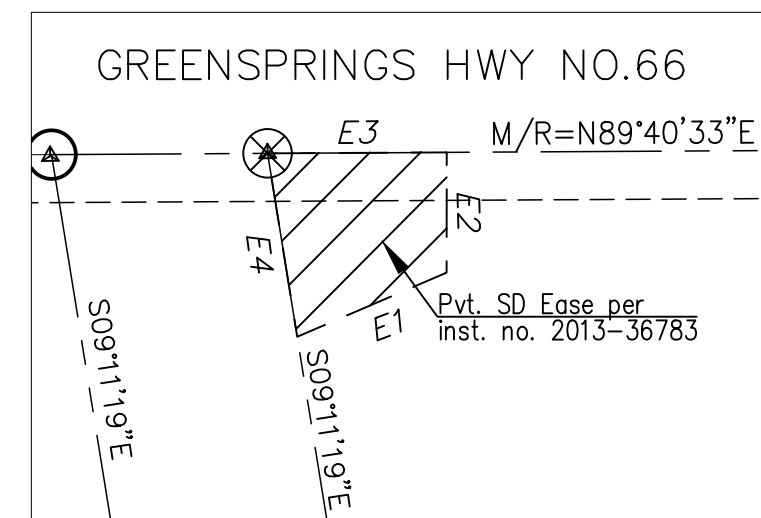
- ⊗ Found 5/8" Rebar w/Cap Marked "Neathamer Surveying" per Filed Survey 24287
- Found 5/8" Rebar per Filed Survey 7475
- M/R Measured matches Record per Filed Survey 24287

- — — Existing Property Lines
- Adjusted Property Line
- Tax Lot Lines
- - - Existing Easements

SURVEY NARRATIVE: to comply with ORS 209.250

PURPOSE: To survey and adjust a common line between tax lot 1500 and tax lot 1600, as directed by my Client and per approved Ashland Planning Application No. \_\_\_\_\_ and being within the properties described in instrument no. 2012-015794 and instrument no. 2025-001803.

PROCEDURE: Using a Trimble R12i base and rover and S-6 Robotic Total Station, I recovered and tied in the monuments shown hereon per filed survey 7475 and 24287. Those monuments fit very good with their respective record positions and were subsequently held. The adjusted line runs from an existing monument to another existing monument, thus no monuments were set on this survey.

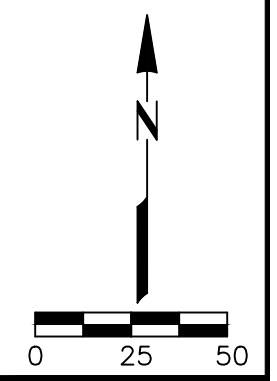


Detail A: scale 1" = 20'

**Survey Data:**  
Basis of Bearing: Filed Survey 24287 with an applied bearing North 89°40'33" East, to the south line of OR66: Greensprings Highway.

391E14BA tax lot 1500 + 1600

Review Copy



**Pariani Land Surveying**  
PHONE: (541) 890-1131 EMAIL: JOHN@PARIANILS.COM

REGISTERED PROFESSIONAL LAND SURVEYOR  
*John R. Pariani*  
OREGON July 13, 1999  
JOHN R. PARIANI #51382  
Renews: December 31, 2026

Township 39 South, Range 1 East  
NE 1/4, NW 1/4 Section 14

**MAP OF SURVEY  
PROPERTY LINE ADJUSTMENT**

**Grizzly Peak  
Shopping Center  
Ashland, OR 97520**

PROJECT NO.	2025-979
DATE:	September 29, 2025
DRAWN BY:	JRP
REVIEWED BY:	CJP/MB/JH
APPROVED BY:	JRP
HORZ SCALE: 1" = 50'	VERT SCALE:

SHEET	1 of 1
DRAWING NO.	PLA-1
REV. NO.	



# MEMORANDUM

To: City of Ashland  
Public Works  
51 Winburn Way  
Ashland, OR 97520

Date: 11/10/2025

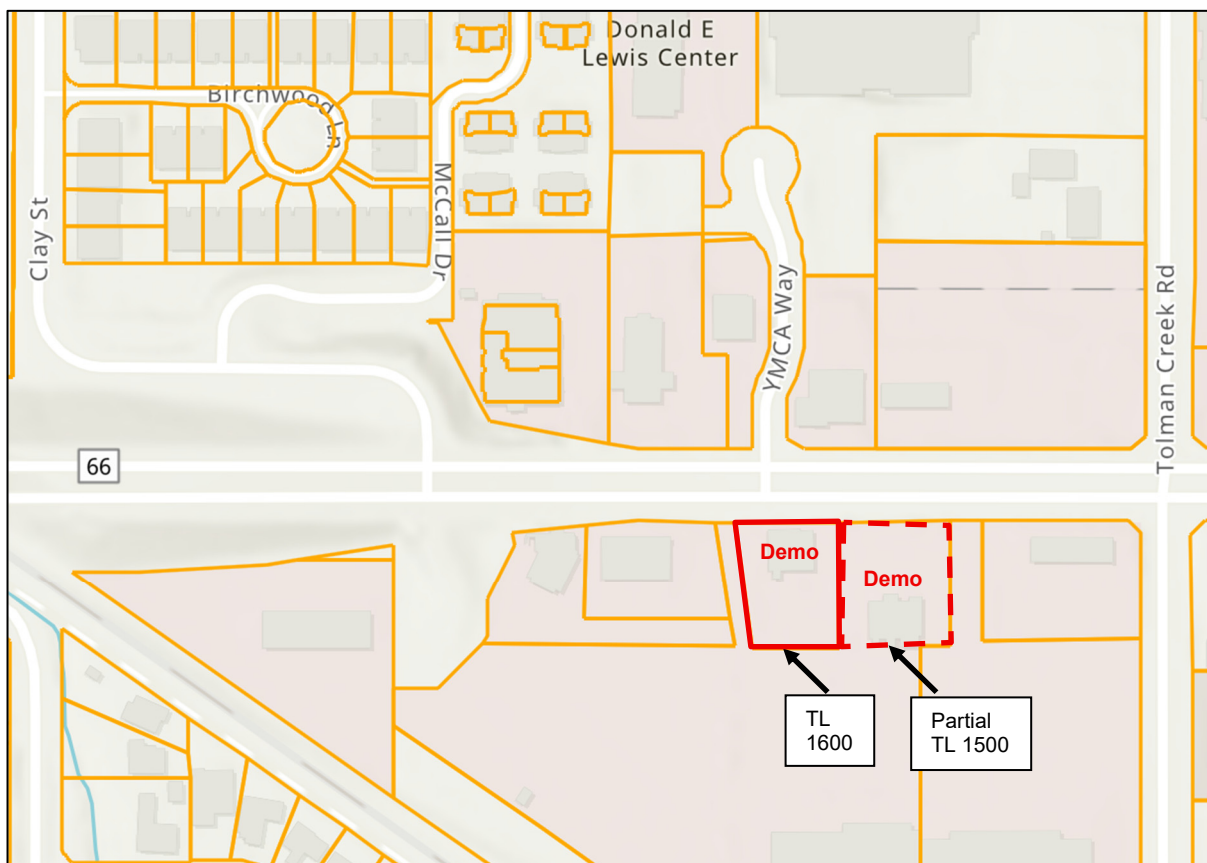
Project: Proposed Ashland Street Demolition and Re-development

Subject: Traffic Assessment

Southern Oregon Transportation Engineering prepared an update to a prior traffic assessment for a proposed site demolition and re-development located along the south side of Ashland Street across from YMCA Way at 2262 Ashland Street in Ashland, Oregon. The re-development area includes Tax Lot 1600 of 391E14BA and a portion of Tax Lot 1500 on its eastern boundary. Our assessment is provided below.

## BACKGROUND

Proposed re-development includes demolishing an existing 2,520 square foot medical office and a 3,038 SF sit-down restaurant to re-develop the site with a mix of medical office (3,160 SF), general office (10,384 SF), and retail (8,604 SF). A map showing the site location is shown below.



## TRIP GENERATION

The Institute of Transportation Engineers (ITE) *Trip Generation Manual, 11<sup>th</sup> Edition* provides trip rates for previous and proposed land use codes (LUC). ITE LUC 720 – Medical/Dental Office and 932 – High Turnover Sit-Down Restaurant were chosen for existing uses. ITE LUC 710 – General Office, 720 – Medical/Dental Office and 822 – Strip Retail Plaza (<40ksf) were chosen for proposed uses. A summary of trip generations is shown in Table 1. ITE graphs and descriptions are provided in the attachments.

Table 1 – Estimated Trip Generations for Existing and Proposed Uses												
ITE LUC	Unit	Size	Daily Rate	Daily Trips	Weekday AM Peak Hour				Weekday PM Peak Hour			
					Rate	Total	In	Out	Rate	Total	In	Out
<i>Existing Uses</i>												
720 – Medical Office	1000 SF	2.520	36.00	91	3.10	8	6	2	3.93	10	3	7
932 - Sit Down Restaurant	1000 SF	3.038	107.2	326	9.57	29	16	13	9.05	27	16	11
<b>Total Trips</b>				<b>417</b>		<b>37</b>	<b>22</b>	<b>15</b>		<b>37</b>	<b>19</b>	<b>18</b>
<i>Pass-by LUC 932 43%</i>				<i>-140</i>		<i>-12</i>	<i>-7</i>	<i>-5</i>		<i>-12</i>	<i>-7</i>	<i>-5</i>
<b>Net Primary Trips</b>				<b>277</b>		<b>25</b>	<b>15</b>	<b>10</b>		<b>25</b>	<b>12</b>	<b>13</b>
<i>Proposed Uses</i>												
822 – Strip Retail Plaza (<40ksf)	1000 SF	8.604	54.45	468	2.36	20	12	8	6.59	57	29	28
710 – General Office	1000 SF	10.384	10.84	113	1.52	16	14	2	1.44	15	3	12
720 – Medical Office	1000 SF	3.160	36.00	114	3.10	10	8	2	3.93	12	4	8
<b>Total Trips</b>				<b>695</b>		<b>46</b>	<b>34</b>	<b>12</b>		<b>84</b>	<b>36</b>	<b>48</b>
<i>Pass-by LUC 822 40%</i>				<i>-187</i>		<i>-8</i>	<i>-5</i>	<i>-3</i>		<i>-23</i>	<i>-12</i>	<i>-11</i>
<b>Net Primary Trips</b>				<b>508</b>		<b>38</b>	<b>29</b>	<b>9</b>		<b>61</b>	<b>24</b>	<b>37</b>
<b>Net Difference Total Trips</b>				<b>+278</b>		<b>+9</b>	<b>+12</b>	<b>-3</b>		<b>+47</b>	<b>+17</b>	<b>+30</b>
<b>Net Difference Primary Trips</b>				<b>+231</b>		<b>+13</b>	<b>+14</b>	<b>-1</b>		<b>+36</b>	<b>+12</b>	<b>+24</b>

SF = square feet

The trip generation table above compares existing and proposed uses with consideration of total trips (no pass-by included) and primary trips (pass-by included). The net increase of total trips at driveways is estimated to be 278 daily trips with 9 additional trips during the a.m. peak hour and 47 during the p.m. peak hour. The net increase in primary trips on the transportation system is 231 daily with 13 additional trips during the a.m. peak hour and 36 during the p.m. peak hour.

## AGENCY REQUIREMENTS

The City of Ashland Public Works Department requires a traffic impact analysis (TIA) for land use actions, new developments, and/or redevelopments if proposed development meets one or more of the following thresholds.

1. 50 newly generated vehicle trips during the adjacent street peak hour.

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*Proposed re-development is estimated to generate less than 50 additional trips during both the a.m. and p.m. peak hours. This threshold is not shown to be met.*

2. Installation of any traffic control devices and/or construction of any geometric improvements that will affect the progression or operation of traffic traveling on, entering, or exiting the highway.

*We are not aware of any plans to install any traffic control devices or make any geometric improvements at shared site driveways. This threshold is not shown to be met.*

3. 20 newly generated heavy vehicle trips during the day.

*Proposed re-development is not estimated to generate any heavy vehicle trips during the day. This threshold is not shown to be met.*

Based on the findings above, a TIA is not shown to be triggered for the City of Ashland.

ODOT evaluates trips as they pertain to changes in development when there is direct access to one of their facilities. Trips are evaluated to determine whether a Change of Use (COU) on the site is occurring. A COU is defined to occur when any of the following are met:

1. The number of peak hour trips increases by 50 or more and it represents a 20% or more increase in trips

*The number of total driveway peak hour trips is estimated to increase by 9 trips in the a.m. peak hour and 47 trips in the p.m. peak hour. This condition is not shown to be met.*

2. The number of daily trips increases by 500 or more and it represents an increase in 20% or more

*The number of daily driveway trips is estimated to increase by 278. This condition is not shown to be met.*

3. Daily use of the connection to the ODOT facility by large vehicles with gross vehicle weight rating of 26,000 lbs or more increase by 10 or more vehicles

*The number of large vehicles with gross vehicle weight rating of 26,000 lbs is not expected to increase by 10 or more vehicles. This condition is not shown to be met.*

4. ODOT demonstrates there are safety or operation concerns related to the highway connection

*We are not aware of any specific safety or operation concerns relating to OR 66 (Green Springs Highway) at the two shared shopping center connections, but OR 66 is congested at this location due to its proximity to the I-5 Interchange at Exit 14. The Shop-N-Kart Center includes a mix of commercial uses that share access points on OR 66 and Tolman Creek Road. The two closest shared driveways to the proposed development are both on OR 66 and include a western driveway across from YMCA Way and an eastern driveway between Taco Bell and a Chinese restaurant that is scheduled to be demolished. No changes are proposed at existing, shared driveways. Both are currently unrestricted. There were five reported collisions near the shared driveways within the most recent five-year period. Of those, one involved a pedestrian crossing in between driveways who was*

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*killed. A pedestrian refuge was constructed on OR 66 after the incident in 2023. The remaining four collisions were turning or rear-end collisions. One of the turning collisions was at YMCA Way and resulted in more severe injury. It involved an eastbound left turning vehicle who failed to yield right-of-way to a westbound traveling vehicle. There is no identified pattern of collisions occurring. Rear-end collisions are common where there is congestion and turning collisions are common at driveways in between intersections within congested areas. Because the proposed development is not making any changes that would raise safety concerns and is not shown to generate any additional trips as a result of re-development, we do not think this condition is met.*

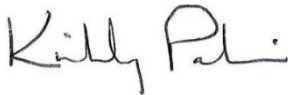
5. Drivers on the highway and drivers exiting the driveway connection cannot see each other soon enough to stop in time to avoid a crash

*Sight distance was evaluated in the field at two shared driveways on OR 66. The posted speed on Ashland Street is 35 miles per hour. There are no horizontal curves at the shared driveways but there is the beginning of a vertical curve at the western shared driveway across from YMCA Way. AASHTO recommends a minimum sight distance of 250 feet in both directions and a desirable intersection sight distance of 390 feet for left turn movements and 335 feet for right turn movements. Sight distance was measured to be over 500 feet in both directions from each shared driveway location. It is concluded that drivers on the highway and drivers exiting the site can adequately see each other to stop in time to avoid a crash. This condition is not shown to be met.*

Based on the findings above, a TIA is not shown to be triggered by ODOT for a Change of Use (COU) occurring.

This completes our traffic assessment. Please feel free to contact us with any questions.

Respectfully,



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Kimberly Parducci, PE PTOE  
Firm Principal  
Southern Oregon Transportation Engineering, LLC



Attachments: ITE Graphs  
Crash Data  
City of Ashland TIA thresholds  
ODOT COU Criteria

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# ATTACHMENTS

# Land Use: 710

## General Office Building

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### Description

A general office building is a location where affairs of businesses, commercial or industrial organizations, or professional persons or firms are conducted. An office building houses multiple tenants that can include, as examples, professional services, insurance companies, investment brokers, a banking institution, a restaurant, or other service retailers. A general office building with a gross floor area of 10,000 square feet or less is classified as a small office building (Land Use 712). Corporate headquarters building (Land Use 714), single tenant office building (Land Use 715), medical-dental office building (Land Use 720), office park (Land Use 750), research and development center (Land Use 760), and business park (Land Use 770) are additional related uses.

### Additional Data

If two or more general office buildings are in close physical proximity (within a close walk) and function as a unit (perhaps with a shared parking facility and common or complementary tenants), the total gross floor area or employment of the paired office buildings can be used for calculating the site trip generation. If the individual buildings are isolated or not functionally related to one another, trip generation should be calculated for each building separately.

For study sites with reported gross floor area and employees, an average employee density of 3.3 employees per 1,000 square feet GFA (or roughly 300 square feet per employee) has been consistent through the 1980s, 1990s, and 2000s. No sites counted in the 2010s reported both GFA and employees.

The average building occupancy varies considerably within the studies for which occupancy data were provided. The reported occupied gross floor area was 88 percent for general urban/suburban sites and 96 percent for the center city core and dense multi-use urban sites.

The technical appendices provide supporting information on time-of-day distributions for this land use. The appendices can be accessed through either the ITETripGen web app or the trip generation resource page on the ITE website (<https://www.ite.org/technical-resources/topics/trip-and-parking-generation/>).

The average numbers of person trips per vehicle trip at the eight center city core sites at which both person trip and vehicle trip data were collected are as follows:

- 2.8 during Weekday, Peak Hour of Adjacent Street Traffic, one hour between 7 and 9 a.m.
- 2.9 during Weekday, AM Peak Hour of Generator
- 2.9 during Weekday, Peak Hour of Adjacent Street Traffic, one hour between 4 and 6 p.m.
- 3.0 during Weekday, PM Peak Hour of Generator

The average numbers of person trips per vehicle trip at the 18 dense multi-use urban sites at which both person trip and vehicle trip data were collected are as follows:

- 1.5 during Weekday, Peak Hour of Adjacent Street Traffic, one hour between 7 and 9 a.m.
- 1.5 during Weekday, AM Peak Hour of Generator
- 1.5 during Weekday, Peak Hour of Adjacent Street Traffic, one hour between 4 and 6 p.m.
- 1.5 during Weekday, PM Peak Hour of Generator

The average numbers of person trips per vehicle trip at the 23 general urban/suburban sites at which both person trip and vehicle trip data were collected are as follows:

- 1.3 during Weekday, Peak Hour of Adjacent Street Traffic, one hour between 7 and 9 a.m.
- 1.3 during Weekday, AM Peak Hour of Generator
- 1.3 during Weekday, Peak Hour of Adjacent Street Traffic, one hour between 4 and 6 p.m.
- 1.4 during Weekday, PM Peak Hour of Generator

The sites were surveyed in the 1980s, the 1990s, the 2000s, the 2010s, and the 2020s in Alberta (CAN), California, Colorado, Connecticut, Georgia, Illinois, Indiana, Kansas, Kentucky, Maine, Maryland, Michigan, Minnesota, Missouri, Montana, New Hampshire, New Jersey, New York, Ontario (CAN) Pennsylvania, Texas, Utah, Virginia, and Washington.

### **Source Numbers**

161, 175, 183, 184, 185, 207, 212, 217, 247, 253, 257, 260, 262, 273, 279, 297, 298, 300, 301, 302, 303, 304, 321, 322, 323, 324, 327, 404, 407, 408, 419, 423, 562, 734, 850, 859, 862, 867, 869, 883, 884, 890, 891, 904, 940, 944, 946, 964, 965, 972, 1009, 1030, 1058, 1061

# General Office Building (710)

**Vehicle Trip Ends vs: 1000 Sq. Ft. GFA**  
On a: Weekday

**Setting/Location: General Urban/Suburban**

Number of Studies: 59

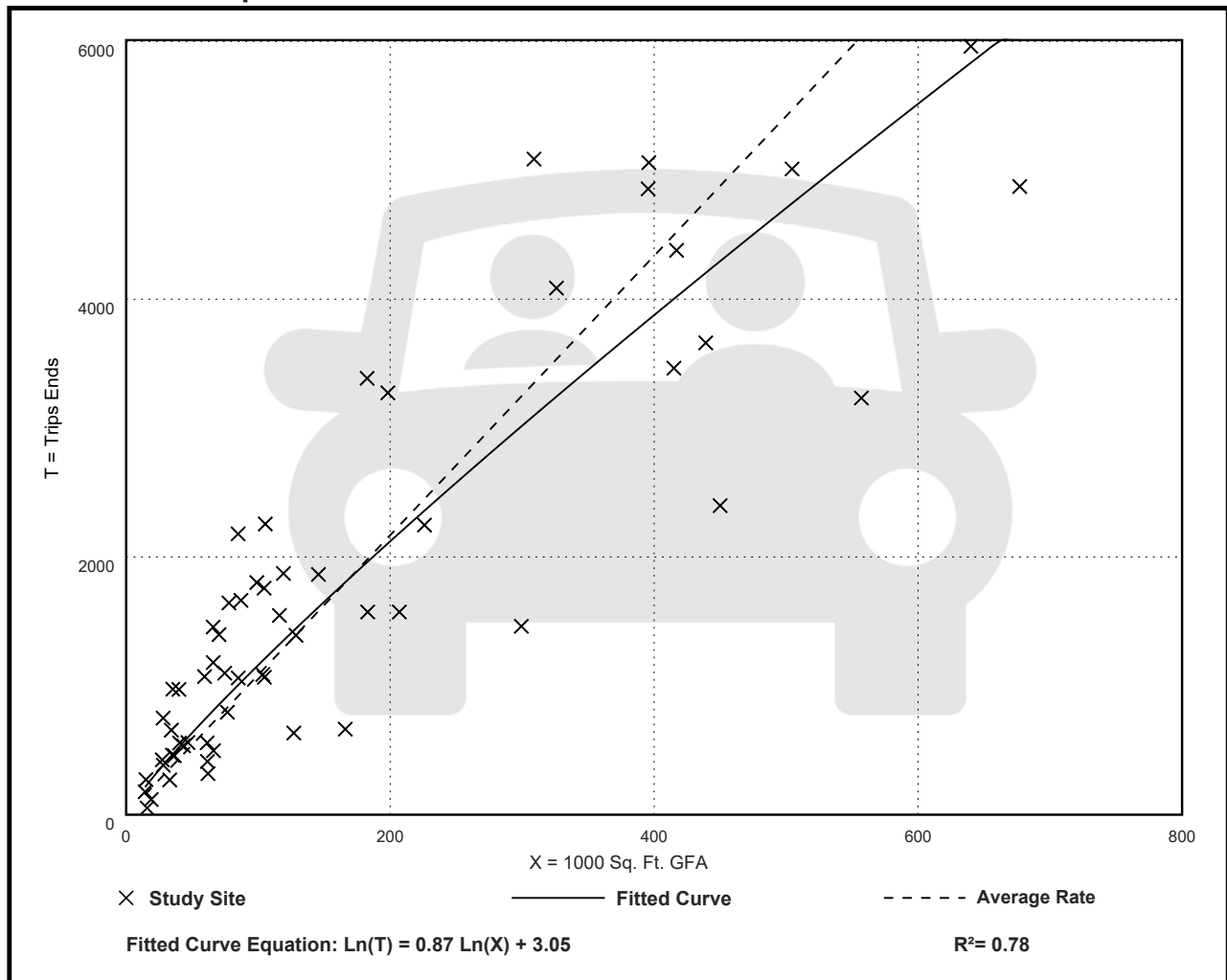
Avg. 1000 Sq. Ft. GFA: 163

Directional Distribution: 50% entering, 50% exiting

## Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
10.84	3.27 - 27.56	4.76

## Data Plot and Equation



# General Office Building (710)

**Vehicle Trip Ends vs: 1000 Sq. Ft. GFA**

**On a: Weekday,**

**Peak Hour of Adjacent Street Traffic,**

**One Hour Between 7 and 9 a.m.**

**Setting/Location: General Urban/Suburban**

Number of Studies: 221

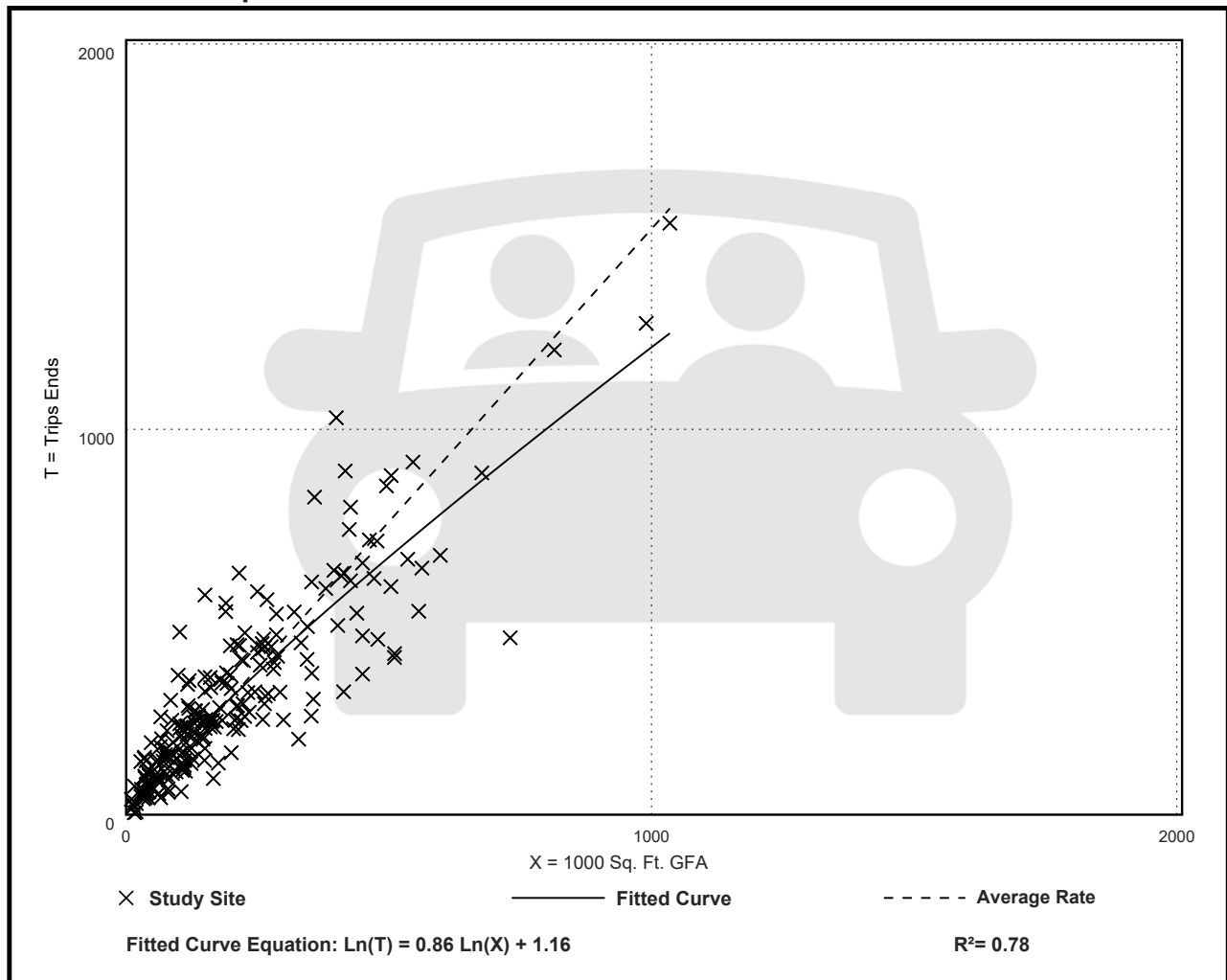
Avg. 1000 Sq. Ft. GFA: 201

Directional Distribution: 88% entering, 12% exiting

## Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
1.52	0.32 - 4.93	0.58

## Data Plot and Equation



# General Office Building (710)

**Vehicle Trip Ends vs: 1000 Sq. Ft. GFA**

**On a: Weekday,**

**Peak Hour of Adjacent Street Traffic,**

**One Hour Between 4 and 6 p.m.**

**Setting/Location: General Urban/Suburban**

Number of Studies: 232

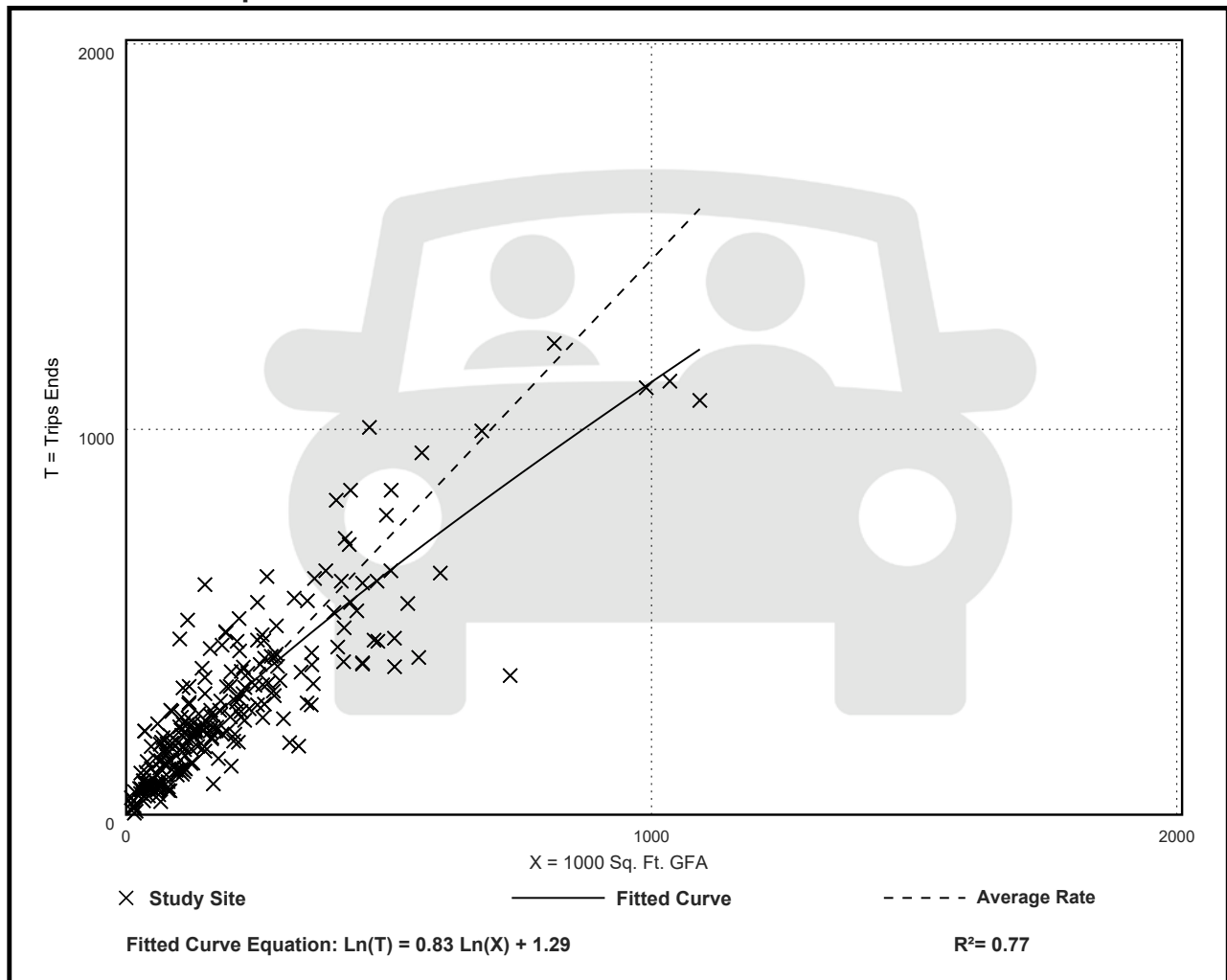
Avg. 1000 Sq. Ft. GFA: 199

Directional Distribution: 17% entering, 83% exiting

## Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
1.44	0.26 - 6.20	0.60

## Data Plot and Equation



# Land Use: 720

## Medical-Dental Office Building

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### Description

A medical-dental office building is a facility that provides diagnoses and outpatient care on a routine basis but is unable to provide prolonged in-house medical and surgical care. One or more private physicians or dentists generally operate this type of facility. General office building (Land Use 710) and clinic (Land Use 630) are related uses.

### Land Use Subcategory

Analysis of medical-dental office building data found that trip generation rates are measurably different for sites located within or adjacent to a hospital campus and sites that are stand-alone. Data plots are presented for these two land use subcategories.

### Additional Data

The technical appendices provide supporting information on time-of-day distributions for this land use. The appendices can be accessed through either the ITETripGen web app or the trip generation resource page on the ITE website (<https://www.ite.org/technical-resources/topics/trip-and-parking-generation/>).

The sites were surveyed in the 1980s, the 1990s, the 2000s, and the 2010s in Alberta (CAN), California, Connecticut, Kentucky, Maryland, Minnesota, New Jersey, New York, Ohio, Oregon, Pennsylvania, South Dakota, Texas, Virginia, Washington, and Wisconsin.

### Source Numbers

104, 109, 120, 157, 184, 209, 211, 253, 287, 294, 295, 304, 357, 384, 404, 407, 423, 444, 509, 601, 715, 867, 879, 901, 902, 908, 959, 972

# Medical-Dental Office Building - Stand-Alone (720)

Vehicle Trip Ends vs: 1000 Sq. Ft. GFA  
On a: Weekday

Setting/Location: General Urban/Suburban

Number of Studies: 18

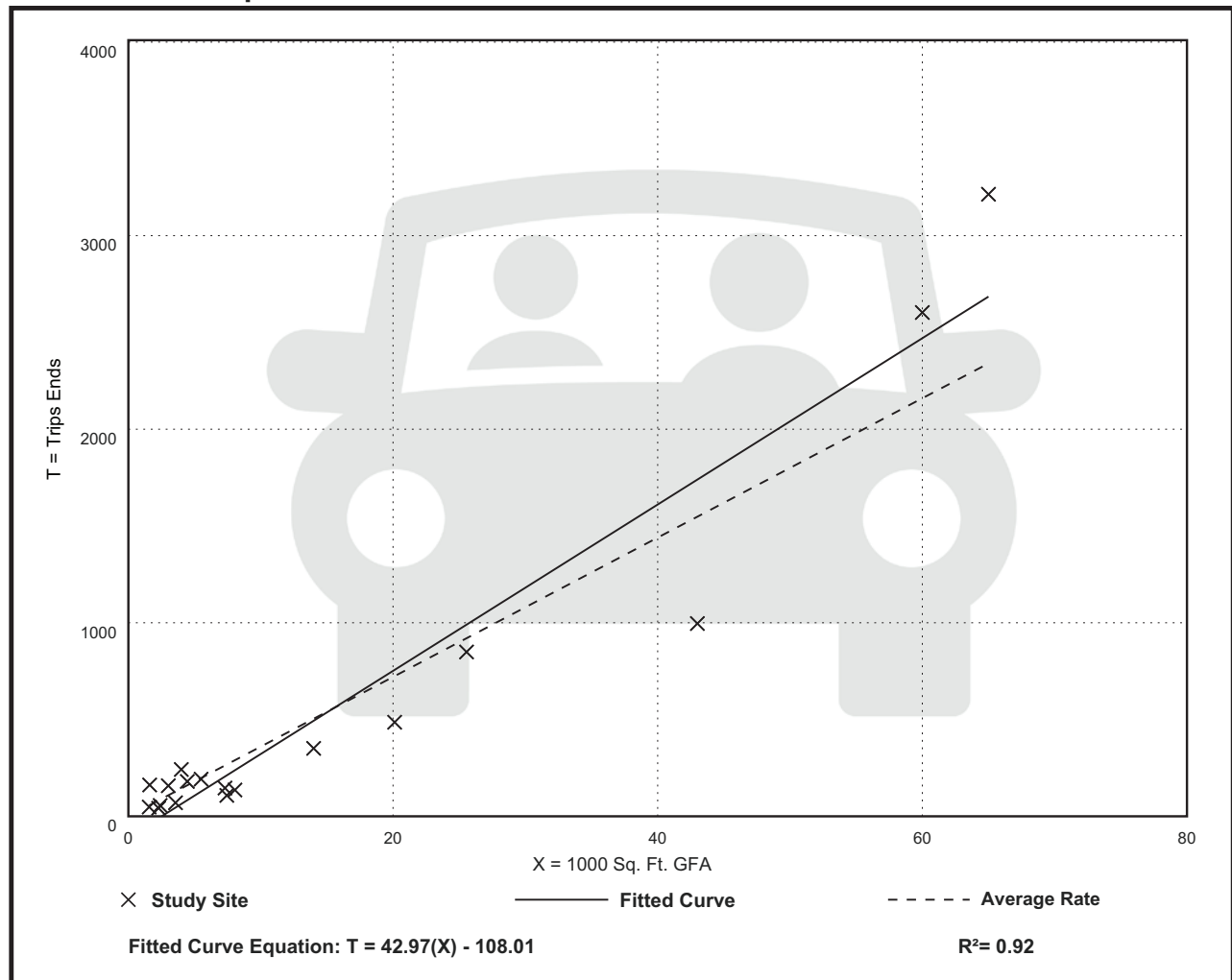
Avg. 1000 Sq. Ft. GFA: 15

Directional Distribution: 50% entering, 50% exiting

## Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
36.00	14.52 - 100.75	13.38

## Data Plot and Equation



# Medical-Dental Office Building - Stand-Alone (720)

Vehicle Trip Ends vs: 1000 Sq. Ft. GFA

On a: Weekday,

Peak Hour of Adjacent Street Traffic,

One Hour Between 7 and 9 a.m.

Setting/Location: General Urban/Suburban

Number of Studies: 24

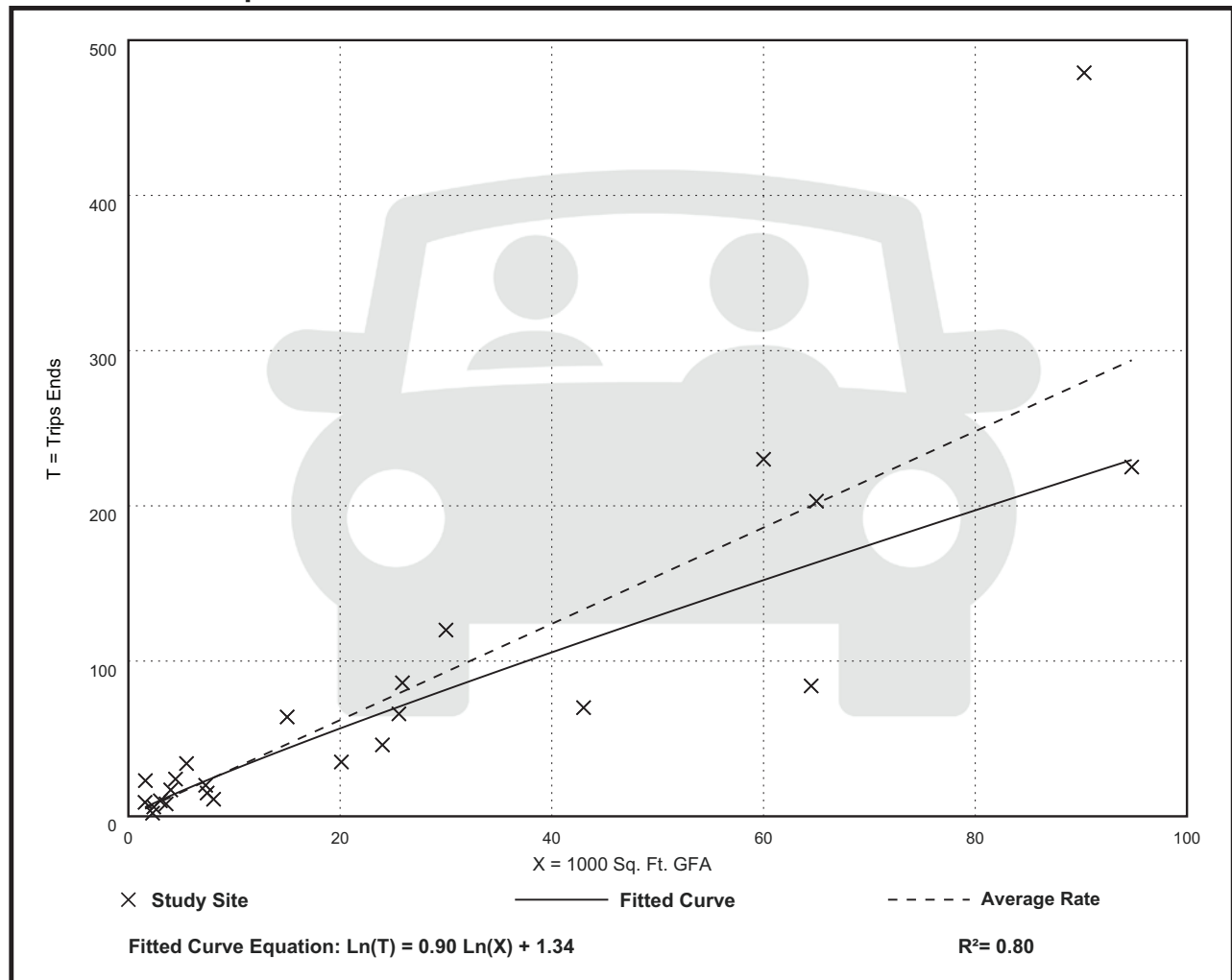
Avg. 1000 Sq. Ft. GFA: 25

Directional Distribution: 79% entering, 21% exiting

## Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
3.10	0.87 - 14.30	1.49

## Data Plot and Equation



# Medical-Dental Office Building - Stand-Alone (720)

Vehicle Trip Ends vs: 1000 Sq. Ft. GFA

On a: Weekday,

Peak Hour of Adjacent Street Traffic,

One Hour Between 4 and 6 p.m.

Setting/Location: General Urban/Suburban

Number of Studies: 30

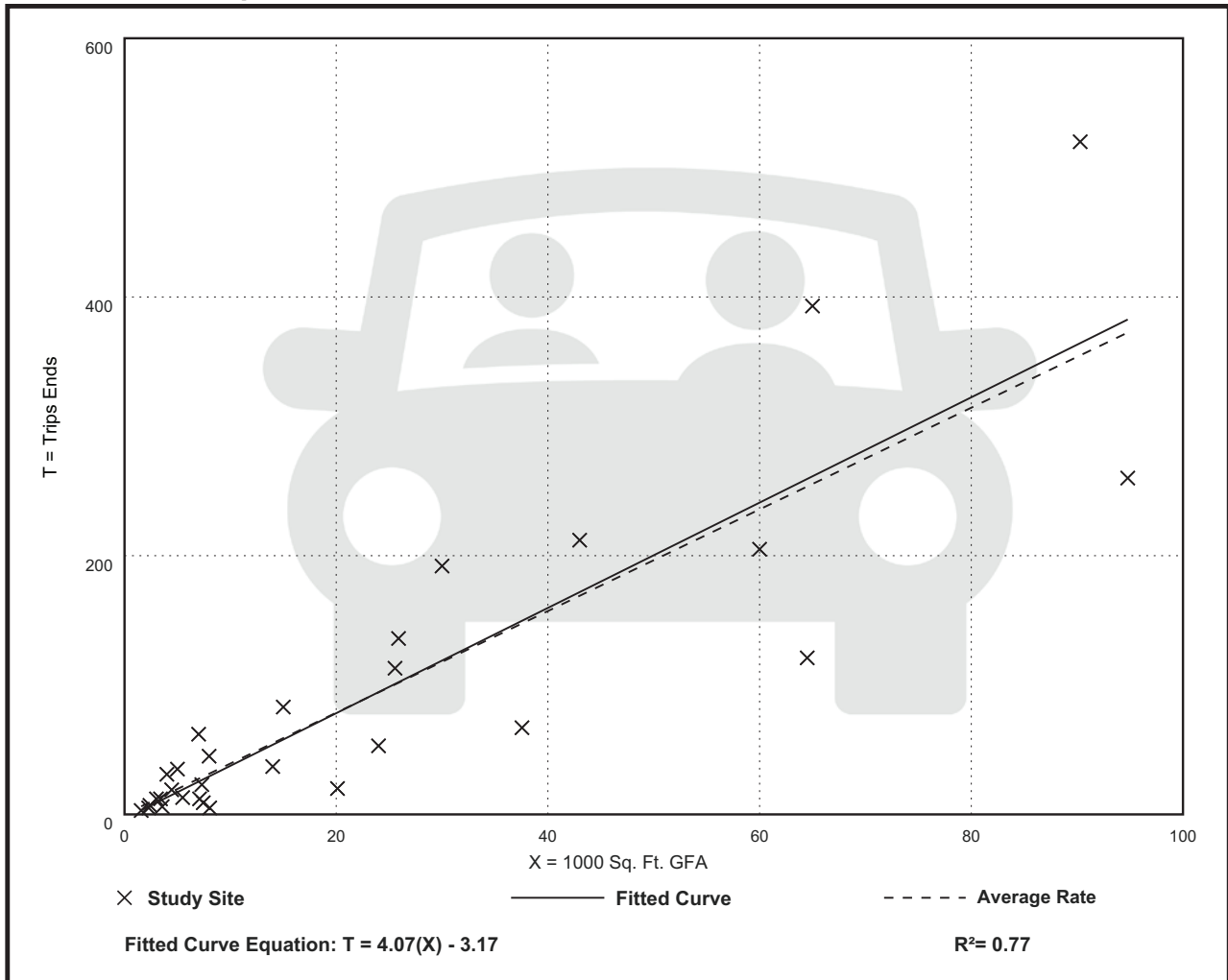
Avg. 1000 Sq. Ft. GFA: 23

Directional Distribution: 30% entering, 70% exiting

## Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
3.93	0.62 - 8.86	1.86

## Data Plot and Equation



# Land Use: 822

## Strip Retail Plaza (<40k)

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### Description

A strip retail plaza is an integrated group of commercial establishments that is planned, developed, owned, and managed as a unit. Each study site in this land use has less than 40,000 square feet of gross leasable area (GLA). Because a strip retail plaza is open-air, the GLA is the same as the gross floor area of the building.

The 40,000 square feet GFA threshold between strip retail plaza and shopping plaza (Land Use 821) was selected based on an examination of the overall shopping center/plaza database. No shopping plaza with a supermarket as its anchor is smaller than 40,000 square feet GLA.

Shopping center (>150k) (Land use 820), shopping plaza (40-150k) (Land Use 821), and factory outlet center (Land Use 823) are related uses.

### Additional Data

The technical appendices provide supporting information on time-of-day distributions for this land use. The appendices can be accessed through either the ITETripGen web app or the trip generation resource page on the ITE website (<https://www.ite.org/technical-resources/topics/trip-and-parking-generation/>).

The sites were surveyed in the 1980s, the 1990s, the 2000s, and the 2010s in Alberta (CAN), California, Delaware, Florida, New Jersey, Ontario (CAN), South Dakota, Vermont, Washington, and Wisconsin.

### Source Numbers

304, 358, 423, 428, 437, 507, 715, 728, 936, 960, 961, 974, 1009

# Strip Retail Plaza (<40k) (822)

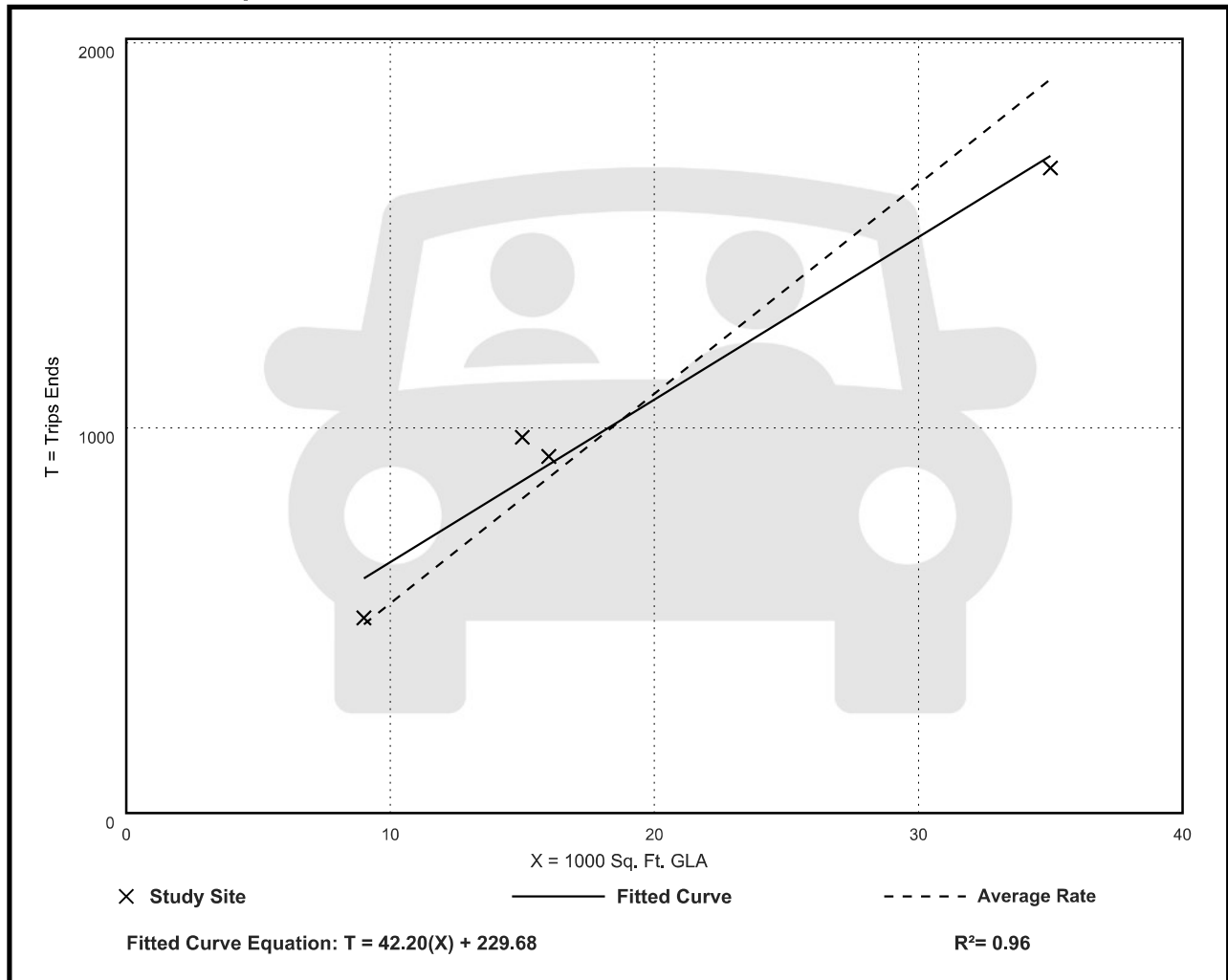
**Vehicle Trip Ends vs: 1000 Sq. Ft. GLA**  
On a: Weekday

**Setting/Location: General Urban/Suburban**  
Number of Studies: 4  
Avg. 1000 Sq. Ft. GLA: 19  
Directional Distribution: 50% entering, 50% exiting

## Vehicle Trip Generation per 1000 Sq. Ft. GLA

Average Rate	Range of Rates	Standard Deviation
54.45	47.86 - 65.07	7.81

## Data Plot and Equation



# Strip Retail Plaza (<40k) (822)

**Vehicle Trip Ends vs: 1000 Sq. Ft. GLA**

**On a: Weekday,**

**Peak Hour of Adjacent Street Traffic,**

**One Hour Between 7 and 9 a.m.**

**Setting/Location: General Urban/Suburban**

Number of Studies: 5

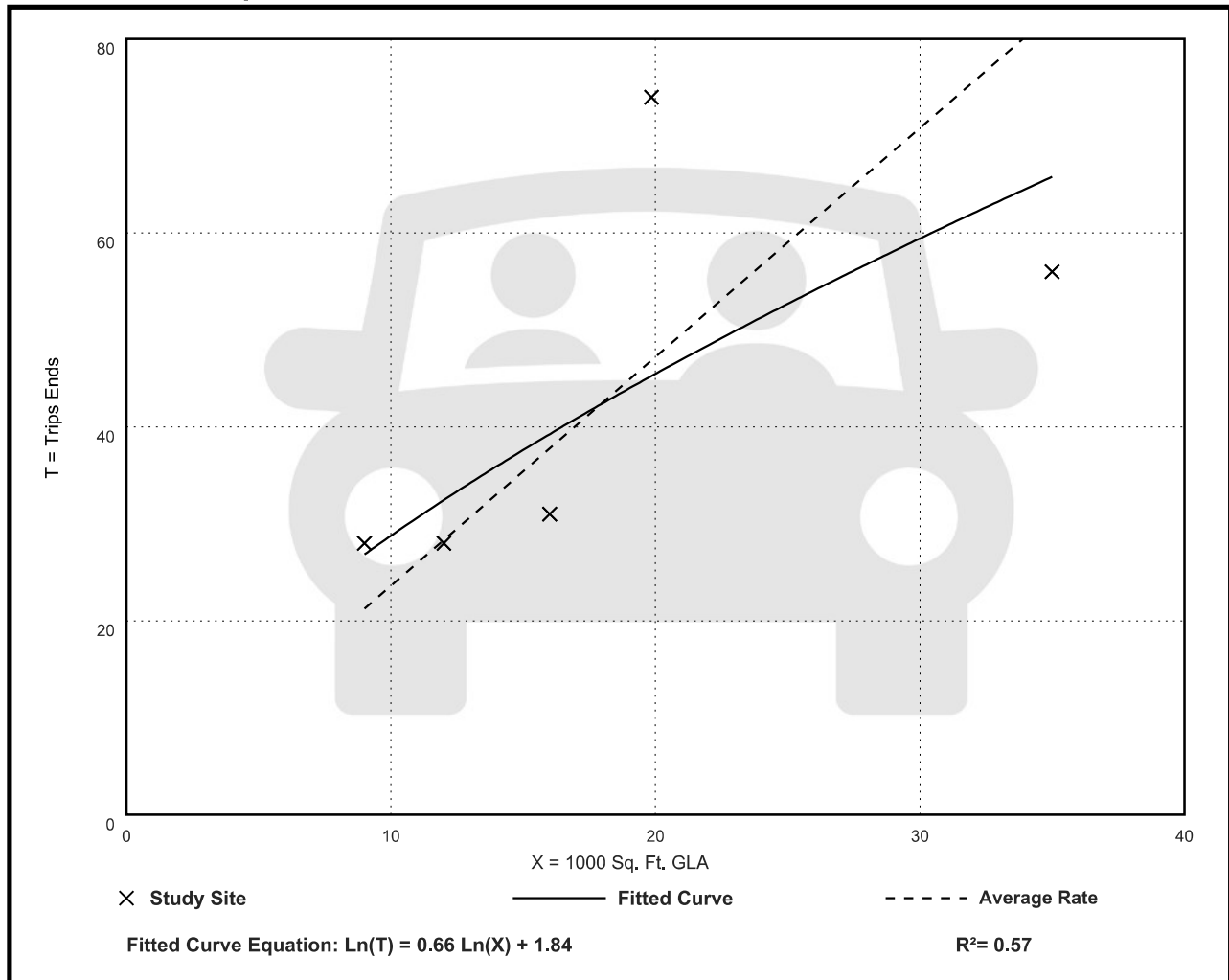
Avg. 1000 Sq. Ft. GLA: 18

Directional Distribution: 60% entering, 40% exiting

## Vehicle Trip Generation per 1000 Sq. Ft. GLA

Average Rate	Range of Rates	Standard Deviation
2.36	1.60 - 3.73	0.94

## Data Plot and Equation



# Strip Retail Plaza (<40k) (822)

**Vehicle Trip Ends vs: 1000 Sq. Ft. GLA**

**On a: Weekday,**

**Peak Hour of Adjacent Street Traffic,**

**One Hour Between 4 and 6 p.m.**

**Setting/Location: General Urban/Suburban**

Number of Studies: 25

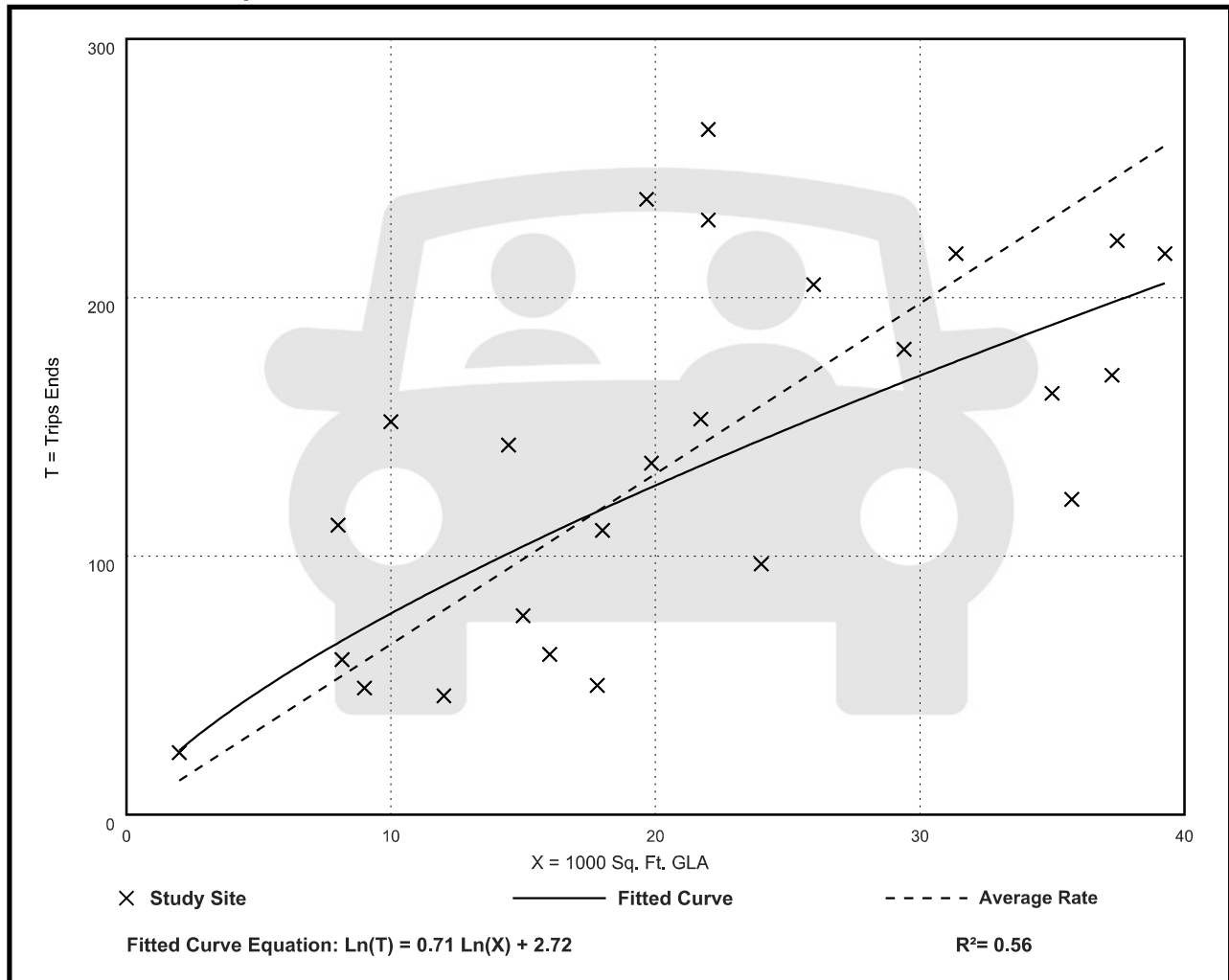
Avg. 1000 Sq. Ft. GLA: 21

Directional Distribution: 50% entering, 50% exiting

## Vehicle Trip Generation per 1000 Sq. Ft. GLA

Average Rate	Range of Rates	Standard Deviation
6.59	2.81 - 15.20	2.94

## Data Plot and Equation



# Land Use: 932

## High-Turnover (Sit-Down) Restaurant

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### Description

This land use consists of sit-down, full-service eating establishments with a typical duration of stay of 60 minutes or less. This type of restaurant is usually moderately priced, frequently belongs to a restaurant chain, and is commonly referred to as casual dining. Generally, these restaurants serve lunch and dinner; they may also be open for breakfast and are sometimes open 24 hours a day. These restaurants typically do not accept reservations. A patron commonly waits to be seated, is served by wait staff, orders from a menu, and pays after the meal.

Some facilities offer carry-out for a small proportion of its customers. Some facilities within this land use may also contain a bar area for serving food and alcoholic drinks.

Fast casual restaurant (Land Use 930), fine dining restaurant (Land Use 931), fast-food restaurant without drive-through window (Land Use 933), and fast-food restaurant with drive-through window (Land Use 934) are related uses.

### Additional Data

***Users should exercise caution when applying statistics during the AM peak periods, as the sites contained in the database for this land use may or may not be open for breakfast. In cases where it was confirmed that the sites were not open for breakfast, data for the AM peak hour of the adjacent street traffic were removed from the database.***

If the restaurant has outdoor seating, its area is not included in the overall gross floor area. For a restaurant that has significant outdoor seating, the number of seats may be more reliable than GFA as an independent variable on which to establish a trip generation rate.

The technical appendices provide supporting information on time-of-day distributions for this land use. The appendices can be accessed through either the ITETripGen web app or the trip generation resource page on the ITE website (<https://www.ite.org/technical-resources/topics/trip-and-parking-generation/>).

The sites were surveyed in the 1980s, the 1990s, the 2000s, and the 2010s in Alberta (CAN), California, Florida, Georgia, Indiana, Kentucky, Massachusetts, Minnesota, New Hampshire, New Jersey, New York, Ohio, Oklahoma, Oregon, Pennsylvania, South Carolina, South Dakota, Texas, Vermont, and Wisconsin.

### Source Numbers

126, 269, 275, 280, 300, 301, 305, 338, 340, 341, 358, 384, 424, 432, 437, 438, 444, 507, 555, 577, 589, 617, 618, 728, 868, 884, 885, 903, 927, 939, 944, 961, 962, 977, 1048

# High-Turnover (Sit-Down) Restaurant (932)

Vehicle Trip Ends vs: 1000 Sq. Ft. GFA  
On a: Weekday

Setting/Location: General Urban/Suburban

Number of Studies: 50

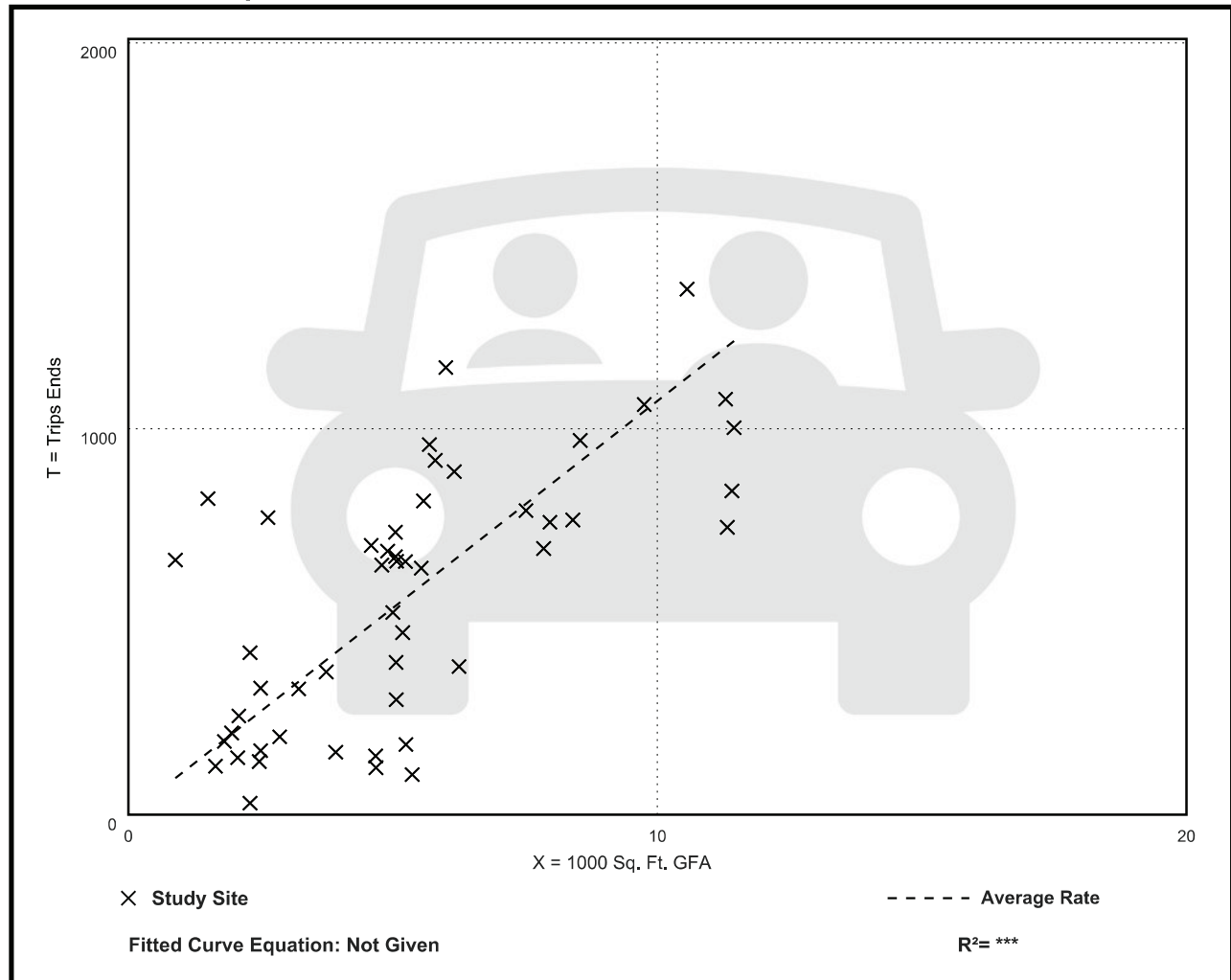
Avg. 1000 Sq. Ft. GFA: 5

Directional Distribution: 50% entering, 50% exiting

## Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
107.20	13.04 - 742.41	66.72

## Data Plot and Equation



# High-Turnover (Sit-Down) Restaurant (932)

Vehicle Trip Ends vs: 1000 Sq. Ft. GFA

On a: Weekday,

Peak Hour of Adjacent Street Traffic,

One Hour Between 7 and 9 a.m.

Setting/Location: General Urban/Suburban

Number of Studies: 37

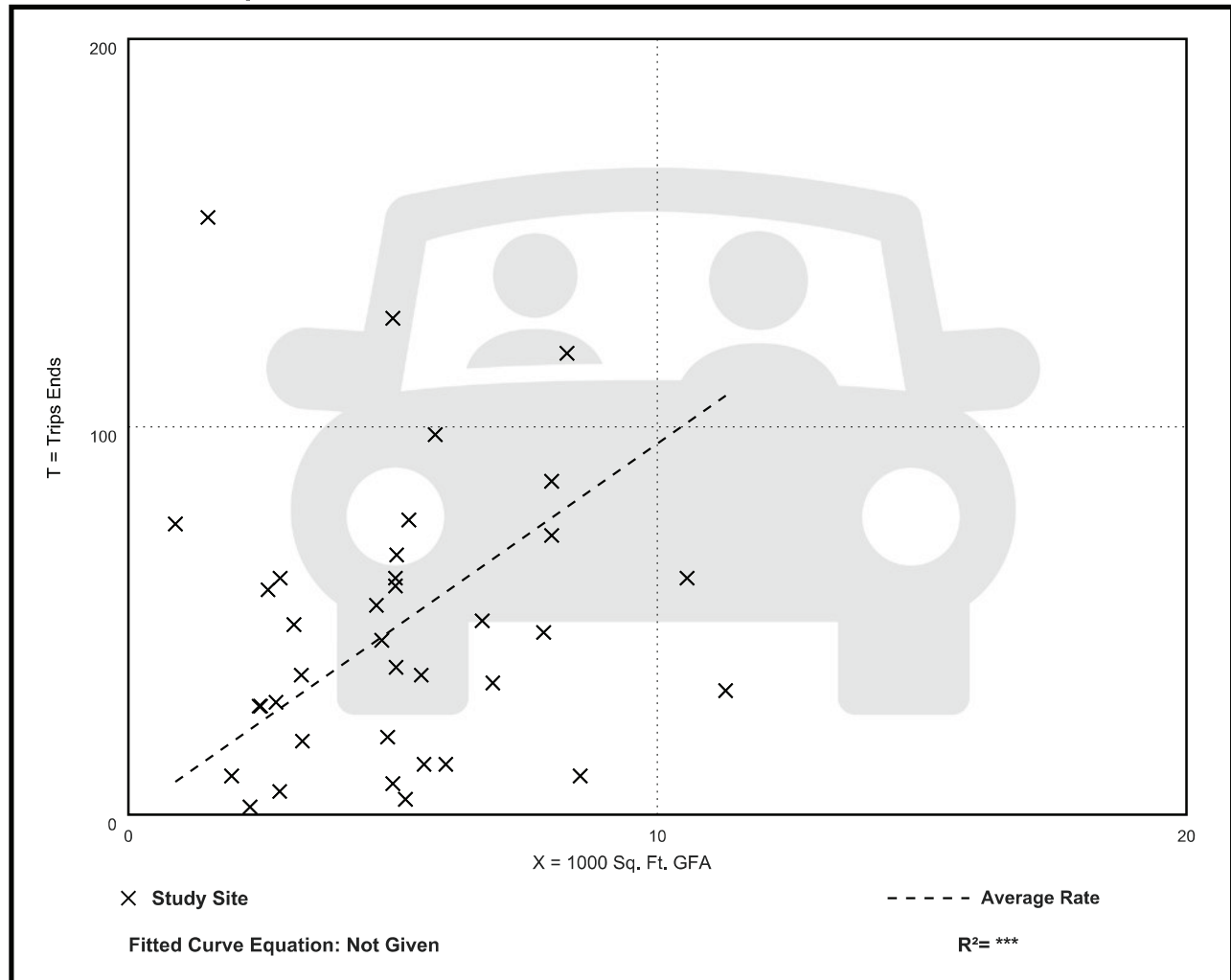
Avg. 1000 Sq. Ft. GFA: 5

Directional Distribution: 55% entering, 45% exiting

## Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
9.57	0.76 - 102.39	11.61

## Data Plot and Equation



# High-Turnover (Sit-Down) Restaurant (932)

Vehicle Trip Ends vs: 1000 Sq. Ft. GFA

On a: Weekday,

Peak Hour of Adjacent Street Traffic,

One Hour Between 4 and 6 p.m.

Setting/Location: General Urban/Suburban

Number of Studies: 104

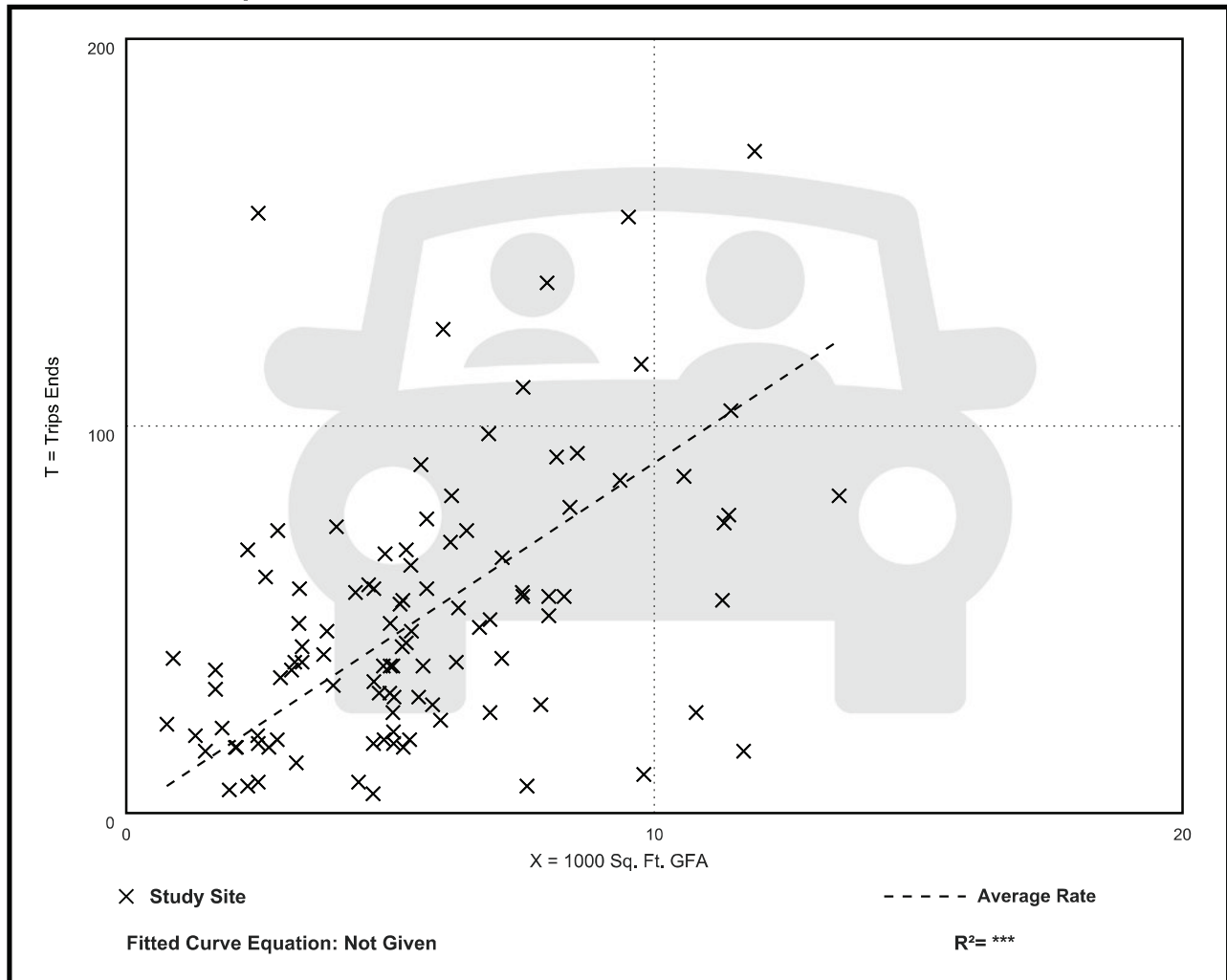
Avg. 1000 Sq. Ft. GFA: 6

Directional Distribution: 61% entering, 39% exiting

## Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
9.05	0.92 - 62.00	6.18

## Data Plot and Equation



## Vehicle Pass-By Rates by Land Use

Source: ITE Trip Generation Manual , 11th Edition

Land Use Code	932
Land Use	High-Turnover (Sit-Down) Restaurant
Setting	General Urban/Suburban
Time Period	Weekday PM Peak Period
# Data Sites	12
Average Pass-By Rate	43%

### Pass-By Characteristics for Individual Sites

GFA (000)	State or Province	Survey Year	# Interviews	Pass-By Trip (%)	Non-Pass-By Trips			Adj Street Peak	
					Primary (%)	Diverted (%)	Total (%)	Hour Volume	Source
2.9	Kentucky	1993	41	37	27	36	63	3935	2
3.1	Kentucky	1993	21	38	29	33	62	2580	2
4.6	Florida	1992	276	63	—	—	37	—	30
5	Florida	1992	65	58	—	—	42	—	30
5.3	Kentucky	1993	24	50	37	13	50	1615	2
5.7	Florida	1994	308	57	—	—	43	—	30
5.8	Florida	1992	150	32	—	—	68	—	30
6.2	Florida	1995	521	46	43	11	54	—	30
7.1	Indiana	1993	—	23	23	54	77	1565	2
8	Florida	1995	664	40	39	21	60	—	30
11	Florida	1996	267	38	43	19	62	—	30
12	Florida	1996	317	29	51	20	71	—	30

### Vehicle Pass-By Rates by Land Use

Source: ITE Trip Generation Manual , 11th Edition

Land Use Code	821
Land Use	Shopping Plaza (40 - 150k)
Setting	General Urban/Suburban
Time Period	Weekday PM Peak Period
# Data Sites	15
Average Pass-By Rate	40%

#### Pass-By Characteristics for Individual Sites

GLA (000)	State or Province	Survey Year	# Interviews	Pass-By Trip (%)	Non-Pass-By Trips			Adj Street Peak Hour Volume	Source
					Primary (%)	Diverted (%)	Total (%)		
45	Florida	1992	844	56	24	20	44	—	30
50	Florida	1992	555	41	41	18	59	—	30
52	Florida	1995	665	42	33	25	58	—	30
53	Florida	1993	162	59	—	—	41	—	30
57.23	Kentucky	1993	247	31	53	16	69	2659	34
60	Florida	1995	1583	40	38	22	60	—	30
69.4	Kentucky	1993	109	25	42	33	75	1559	34
77	Florida	1992	365	46	—	—	54	—	30
78	Florida	1991	702	55	23	22	45	—	30
82	Florida	1992	336	34	—	—	66	—	30
92.857	Kentucky	1993	133	22	50	28	78	3555	34
100.888	Kentucky	1993	281	28	50	22	72	2111	34
121.54	Kentucky	1993	210	53	30	17	47	2636	34
144	New Jersey	1990	176	32	44	24	68	—	24
146.8	Kentucky	1993	—	36	39	25	64	—	34

Reed Commercial Re-development - 2262 & 2268 Ashland Street Ashland, OR

Table 1 - Trip Generations, ITE 11th Edition (Demolished Uses)

ITE Code	Description	Unit	Size	Weekday Weekday			AM			PM			
				Rate	Trips	Rate	Total	In	Out	Rate	Total	In	Out
932	High Turnover Restaurant	1000 SF	3.038	107.2	326	9.57	29	16	13	9.05	27	16	11
720	Medical/Dental Office	1000 SF	2.520	36	91	3.10	8	6	2	3.93	10	3	7
	Pass-by LUC 932 43%				-140		-12	-7	-5		-12	-7	-5
	<b>Total Trips</b>				417		37	22	15	13	37	19	18
	<b>Net Primary Trips</b>				277		25	15	10	13	25	12	13

Table 2 - Worst-Case Trip Generations, ITE 11th Edition (Proposed Uses)

ITE Code	Description	Unit	Size	Weekday Weekday			AM			PM			
				Rate	Trips	Rate	Total	In	Out	Rate	Total	In	Out
822	Strip Retail Plaza	1000 SF	8.604	54.45	468	2.36	20	12	8	6.59	57	29	28
710	General Office	1000 SF	10.384	10.84	113	1.52	16	14	2	1.44	15	3	12
720	Medical/Dental Office	1000 SF	3.160	36	114	3.10	10	8	2	3.93	12	4	8
	Pass-by LUC 822 40%				-187		-8	-5	-3		-23	-12	-11
	<b>Total Trips</b>				695		46	34	12		84	36	48
	<b>Net Primary Trips</b>				508		38	29	9		61	24	37
	Net Difference Gross Trips				278		9	12	-3		47	17	30
	Net Difference Primary Trips				231		13	14	-1		36	12	24



## City of Ashland TIA Requirement

**TIA (Transportation Impact Analysis)** – All land use actions that either propose direct or indirect access to a State highway or a boulevard will need to provide the City of Ashland with the information outlined below. The governing jurisdiction will then inform ODOT of the intended land use action and provide pertinent review material. These guidelines are intended to ensure that developments do not negatively impact the operation and/or safety of the roadway.

- A. Applicants must submit a preliminary site plan for review to the City of Ashland, prior to the pre-application conference. At a minimum, the site plan shall illustrate:
  1. The location of existing access point(s) on both sides of the road within 500 feet in each direction for Category 4 segments or 5 lane boulevards, and 300 feet for Category 5 segments and 3 lane arterials;
  2. Distances to neighboring constructed public access points, median openings, traffic signals, intersections, and other transportation features on both sides of the property (this should include the section of roadway between the nearest upstream and downstream collector);
  3. Number and direction of site access driveway lanes to be constructed, as well as an internal signing and striping plan;
  4. All planned transportation features on the State highway/boulevard (such as auxiliary lanes, signals, etc.);
  5. Trip generation data or appropriate traffic studies (See the following section for the state's traffic impact study requirement thresholds.);
  6. Parking and internal circulation plan;
  7. Plat map showing property lines, right of way, and ownership of abutting properties;
  8. A detailed description and justification of any requested access variances;
- B. Proposed land use actions, new developments, and/or redevelopment accessing a State highway/boulevard, directly or indirectly (via collector or local streets), will need to provide traffic impact studies to the respective local reviewing jurisdiction(s) and ODOT, if the proposed land use meets one or more of the following traffic impact study thresholds. A traffic impact study will not be required of a development that does not exceed the stated thresholds.
  1. **Trip Generation Threshold:** 50 newly generated vehicle trips (inbound and outbound) during the adjacent street peak hour;
  2. **Mitigation Threshold:** Installation of any traffic control device and/or construction of any geometric improvements that will affect the progression or operation of traffic traveling on, entering, or exiting the highway;
  3. **Heavy Vehicle Trip Generation Threshold:** 20 newly generated heavy vehicle trips (inbound and outbound) during the day;
  4. All traffic impact studies will need to be prepared by a registered professional engineer in accordance with ODOT's development review guidelines.

### C. Traffic Impact Study Requirements

1. The following is a summary of the Oregon State Highway minimum requirements for a traffic report. ODOT views the following requirements as the minimum considerations to be dealt with by Professional Traffic Engineering Consultants in their analysis of traffic impacts resulting from new developments adjacent to State highways.
2. The analysis shall include alternates other than what the developer originally submits as a proposal for access to state highways, city streets, and county roads.
3. The analysis of alternate access proposals shall include:
  - (a) Existing daily and appropriate design peak hour counts by traffic movements, at intersections which would be affected by traffic generated by the development (use traffic flow diagrams).
  - (b) Projected daily and appropriate design peak hour volumes for these same intersections, and at the proposed access points after completion of the development. If the development is to be constructed in phases, projected traffic volumes at the completion of each phase should be determined.
  - (c) Trip Generation shall be calculated using the Institute of Transportation Engineers' manual "TRIP GENERATION 5th Edition" or other, more current, and/or applicable information.
  - (d) A determination of the need for a traffic signal based on warrants in the "Manual on Uniform Traffic Control Devices."
4. The recommendations made in the report should be specific and shall be based on a minimum level of service "D" when the development is in full service. As an example, if a traffic signal is recommended, the recommendations should include the type of traffic signal control and what movements should be signalized. If a storage lane for right turns or left turns is needed, the recommendations should include the amount of storage needed. If several intersections are involved for signalization, and an interconnect system is considered, specific analysis should be made concerning progression of traffic between intersections.
5. The internal circulation of parking lots must be analyzed to the extent that it can be determined whether the points of access will operate properly.
6. The report shall include an analysis of the impacts to neighboring driveway access points and adjacent streets affected by the proposed new development driveways.
7. The report should include a discussion of bike and pedestrian usage and the availability of mass transit to serve the development.

*Karl Johnson, E.I.T.*  
*Assistant Engineer*  
*City of Ashland*

*20 East Main St*  
*Ashland, OR 97520*  
*p. (541) 488-5347*  
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# Change of Use

## Change of Use

**'Change of Use' refers to a substantial change in how an existing highway connections is used.**

### Points of Interest

What is Change of Use?

Why does changing the use of a highway connection matter?

How does ODOT determine if a Change of Use has occurred?

How does ODOT evaluate a Change of Use?

What does 'Moving in the Direction of' mean?

How do I apply?

### What is a Change of Use?

ODOT approves a private highway connection to serve an existing or proposed property use and the type and number of vehicles expected to use the connection. In general, a "Change of Use" occurs when the number of vehicles using the connection increases significantly or it no longer operates safely. Changing the use of a highway connection is regulated by state law. It is important to contact your ODOT District Office to discuss changes you plan to

### Why Does Changing the Use of a Highway Connection Matter?

Changing the use of a property, such as expanding a business or converting a residential use to a commercial use, may attract more traffic and increase the number of vehicles using an existing connection. A significant increase in the number of vehicles, including large vehicles using a highway connection can disrupt and conflict with the flow of traffic on the highway, creating safety concerns.

### How does ODOT Determine if a 'Change of Use' Has Occurred?

ODOT compares traffic generated by a property when the driveway connection was first created or permitted to the traffic that will be generated after the use of the property changes. We also ensure the connection will continue to operate safely. State law establishes five criteria to determine "Change of Use":

1. The number of peak hour trips increases by 50 or more **AND** it represents a 20% or more increase in trips; or
2. The number of average daily trips increases by 500 or more **AND** it represents an increase of 20% or more; or
3. Daily use of the connection by large vehicles with gross vehicle weight rating of 26,000 lbs or more increase by 10 or more vehicles; or
4. ODOT demonstrates there are safety or operation concerns related to a highway connection; or
5. Drivers on the highway and drivers exiting a driveway connection cannot see each other soon enough to stop in time to avoid a crash.

Note: A 'trip' is a one-way vehicle movement entering or exiting a property.

### Change Over Time



Before



After

**How does ODOT evaluate a 'Change of Use'?** ODOT uses two processes to evaluate an application for 'Change of Use' of a highway connection.

**First**, we use a process called *Moving in the Direction of Conformity Collaborative Process* for permitted connections and for most unpermitted connections. Some exceptions apply. The notion of *Moving in the Direction of* recognizes it may not be possible to meet current standards if the original connection was constructed using the old standards. If a connection has operated safely for many years, then ODOT can work with applicants to identify incremental changes to the connection that we can all agree to.

**Second**, if ODOT and the applicant cannot reach agreement through the collaborative process, then ODOT will review the 'Change of Use' request using the approval criteria for a new approach.

ODOT rarely closes an existing highway connection when a change of use occurs.

We can usually find ways to improve existing connections through a collaborative process so the access can safely remain in use.

If ODOT decides to close your permitted or grand-fathered approach, you have a right to appeal the decision.

**What Does 'Moving in the Direction of' Mean?** State law identifies incremental changes considered to 'Move in the Direction of' conformity with current standards:

- ✓ Reduce the net number of highway connections;
- ✓ Improve the distance between highway connections;
- ✓ Improve sight distance on the highway or at the connection;
- ✓ Widen an existing connection for truck turning radius requirements;
- ✓ Widen an existing connection to add driveway exit lanes;
- ✓ Narrow an existing connection to provide the appropriate number of entry and exit lanes required for the property use; **OR**
- ✓ Design the driveway connection to move vehicles more efficiently to and from the adjacent highway.
- ✓ Other changes may also be considered.

### ***How do I apply?***

*Contact your ODOT district office to schedule a meeting before you file an Application for State Highway Approach to change the use of a driveway connection.*

*Please note that you will need to file a separate application for each existing highway connection serving the subject property that is proposed to remain open.*

### **Change Over Time**



Before



After

**Larry McKinley, Manager**  
Access Management Program  
[Larry.McKinley@odot.state.or.us](mailto:Larry.McKinley@odot.state.or.us)  
Tel: 503-986-3796  
Fax: 503-986-6592

**Oregon Dept. of Transportation**  
Traffic-Roadway Section MS #1  
4040 Fairview Industrial Dr. SE  
Salem OR 97302

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## Aaron Anderson

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**From:** HOROWITZ Micah <Micah.HOROWITZ@odot.oregon.gov>  
**Sent:** Monday, November 17, 2025 11:27 AM  
**To:** Aaron Anderson  
**Cc:** Derek Severson  
**Subject:** RE: 2262 Ashland St Traffic assessment

[EXTERNAL SENDER]

Hi Aaron, no comments on this updated version either. Please see below for your records.

---

**From:** WANG Wei <Wei.WANG@odot.oregon.gov>  
**Sent:** Monday, November 17, 2025 11:24 AM  
**To:** HOROWITZ Micah <Micah.HOROWITZ@odot.oregon.gov>  
**Cc:** BROOKS Aaron G <Aaron.G.BROOKS@odot.oregon.gov>  
**Subject:** RE: 2262 Ashland St Traffic assessment

Micah,

I have reviewed the new trip generation memo.

All trip generation calculations appear accurate, and no changes are proposed to the existing shared driveways.

The proposed redevelopment will not trigger a COU at the existing shared driveway locations.

Overall, I agree with the findings in the assessment and have no further comments at this time.

**Wei “Michael” Wang P.E. & M.S. | Region 3 Access Management Coordinator**  
**ODOT Region 3 / District 8 | 100 Antelope Rd. | White City, OR 97503**  
**Mobile: (541) 315.5208 | Email: [Wei.Wang@odot.oregon.gov](mailto:Wei.Wang@odot.oregon.gov)**

Move Over, it's the law and it saves lives.



---

**From:** HOROWITZ Micah <Micah.HOROWITZ@odot.oregon.gov>  
**Sent:** Monday, November 17, 2025 11:05 AM  
**To:** WANG Wei <Wei.WANG@odot.oregon.gov>; BROOKS Aaron G <Aaron.G.BROOKS@odot.oregon.gov>  
**Subject:** FW: 2262 Ashland St Traffic assessment

Updated material attached.

---

**From:** Aaron Anderson <[aaron.anderson@ashland.or.us](mailto:aaron.anderson@ashland.or.us)>  
**Sent:** Monday, November 17, 2025 10:59 AM  
**To:** HOROWITZ Micah <Micah.HOROWITZ@odot.oregon.gov>; ODOT Region 3 Development Review <[R3DevRev@odot.oregon.gov](mailto:R3DevRev@odot.oregon.gov)>

Cc: Derek Severson <[derek.severson@ashland.or.us](mailto:derek.severson@ashland.or.us)>

Subject: RE: 2262 Ashland St Traffic assessment

This message was sent from outside the organization. Treat attachments, links and requests with caution. Be conscious of the information you share if you respond.

Hi Micah,

Thanks for the reply from Michael, however that was with regards to the old trip generation memo. Attached here again is the updated numbers dated November 10<sup>th</sup>. Still below your threshold for a complete TIA, but increased counts.

**Aaron Anderson CFM, Sr. Planner**

*Pronouns* he, him



*Better Together*

**City of Ashland**

**Community Development**

51 Winburn Way, Ashland, Oregon 97520

541.552.2052 | TTY 800.735.2900

[aaron.anderson@ashland.or.us](mailto:aaron.anderson@ashland.or.us)

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*This email transmission is official business of the City of Ashland, and it is subject to Oregon Public Records Law for disclosure and retention. If you have received this message in error, please contact me at 541.552.2052*

---

**From:** HOROWITZ Micah <[Michah.HOROWITZ@odot.oregon.gov](mailto:Michah.HOROWITZ@odot.oregon.gov)> **On Behalf Of** ODOT Region 3 Development Review

**Sent:** Monday, November 17, 2025 10:53 AM

**To:** Aaron Anderson <[aaron.anderson@ashland.or.us](mailto:aaron.anderson@ashland.or.us)>

**Cc:** Derek Severson <[derek.severson@ashland.or.us](mailto:derek.severson@ashland.or.us)>

**Subject:** FW: 2262 Ashland St Traffic assessment

[EXTERNAL SENDER]

Hi Aaron, please see below:

---

**From:** WANG Wei <[Wei.WANG@odot.oregon.gov](mailto:Wei.WANG@odot.oregon.gov)>

**Sent:** Monday, November 17, 2025 9:52 AM

**To:** HOROWITZ Micah <[Michah.HOROWITZ@odot.oregon.gov](mailto:Michah.HOROWITZ@odot.oregon.gov)>; APPLING Beau <[Beau.APPLING@odot.oregon.gov](mailto:Beau.APPLING@odot.oregon.gov)>;

BROOKS Aaron G <[Aaron.G.BROOKS@odot.oregon.gov](mailto:Aaron.G.BROOKS@odot.oregon.gov)>; SCHAUFFLER Lucas D

<[Lucas.D.SCHAUFFLER@odot.oregon.gov](mailto:Lucas.D.SCHAUFFLER@odot.oregon.gov)>

**Subject:** RE: 2262 Ashland St Traffic assessment & Grand Terrace FYI

Micah,

Sorry for the late response.

I have reviewed the attached Traffic Assessment for the Ashland Street Demolition and Re-development project (2262 Ashland Street).

In general, I agree with the findings and have no further comments.

**Wei “Michael” Wang P.E. & M.S. | Region 3 Access Management Coordinator**  
**ODOT Region 3 / District 8 | 100 Antelope Rd. | White City, OR 97503**  
**Mobile: (541) 315.5208 | Email: [Wei.Wang@odot.oregon.gov](mailto:Wei.Wang@odot.oregon.gov)**

Move Over, it's the law and it saves lives.



---

**From:** HOROWITZ Micah <[Michah.HOROWITZ@odot.oregon.gov](mailto:Michah.HOROWITZ@odot.oregon.gov)>

**Sent:** Wednesday, November 5, 2025 2:37 PM

**To:** APPLING Beau <[Beau.APPLING@odot.oregon.gov](mailto:Beau.APPLING@odot.oregon.gov)>; BROOKS Aaron G <[Aaron.G.BROOKS@odot.oregon.gov](mailto:Aaron.G.BROOKS@odot.oregon.gov)>; SCHAUFFLER Lucas D <[Lucas.D.SCHAUFFLER@odot.oregon.gov](mailto:Lucas.D.SCHAUFFLER@odot.oregon.gov)>; WANG Wei <[Wei.WANG@odot.oregon.gov](mailto:Wei.WANG@odot.oregon.gov)>

**Subject:** RE: 2262 Ashland St Traffic assessment & Grand Terrace FYI

Please see new material and let me know your thoughts.

-----Original Message-----

**From:** Aaron Anderson <[aaron.anderson@ashland.or.us](mailto:aaron.anderson@ashland.or.us)>

**Sent:** Wednesday, November 5, 2025 2:02 PM

**To:** HOROWITZ Micah <[Michah.HOROWITZ@odot.oregon.gov](mailto:Michah.HOROWITZ@odot.oregon.gov)>

**Subject:** FW: 2262 Ashland St Traffic assessment

This message was sent from outside the organization. Treat attachments, links and requests with caution. Be conscious of the information you share if you respond.

Hi Micah,

I'm pretty sure that you have already reviewed this at the pre-app stage, but now its appears to be moving forward. Attached is a trip generation memo and preliminary civil plan. I would like to get on the phone tomorrow or the next day to discuss some of the details of the development if you are around.

I look forward to talking soon!

Cheers.

Aaron Anderson CFM, Sr. Planner  
Pronouns he, him

City of Ashland  
Community Development  
51 Winburn Way, Ashland, Oregon 97520