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

ASHLAND PLANNING DIVISION
PRE-APPLICATION CONFERENCE
COMMENT SHEET October 4, 2017

SITE: 2308 Ashland Street
APPLICANT: Les Schwab
REQUEST: Site Design Review

PLANNING STAFF COMMENTS:

This pre-application conference is intended to highlight significant issues of concern to staff and bring them to the applicant's attention prior to their preparing a formal application submittal.

Summary/Staff Concerns: Staff are supportive of Les Schwab in this location, and we recognize their commitment to the current site and the valuable services they provide the community. At the same time, staff would like to see development proposals not move sites, particularly prominent sites along boulevards/arterials, out of compliance with current standards and the community vision they support.

The property is in a Commercial zone, and the proposal is subject to Basic Site Design Review, Detail Site Review, additional standards for large scale developments, Ashland Street corridor design standards corridor, and the Tolman Creek street frontage is within the Pedestrian Places overlay. Generally, the development standards here seek to provide an attractive street environment that will reduce auto-oriented development and encourage pedestrian usage and public safety through a high level of urban design and pedestrian amenities.

Staff had some concerns that the proposal pulls the existing building further back from the street corridor and adds new parking between the building and the street. These run directly counter to the standards and would require Exceptions which staff could not easily support. The standards call for any addition to proportionally bring a site more into compliance with the applicable standards, so a 3,200 square foot addition to an existing 13,450 square foot building should bring at least 24 percent of the site into compliance with the applicable design standards, rather than moving the building and site more out of compliance.

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

- A. Underlying Zone.** The proposal complies with all 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.

- Building shall have their primary orientation to the street and not a parking area, and automobile circulation and parking are not allowed between buildings and the street. Parking is to be located behind buildings or to one side.
- Building facades are to occupy a large majority of a projects street frontages, and designs with gaps through driveway aprons, parking areas or vehicle aisles are to be avoided. This standard applies to both frontages for corner lots.
- Building entrances are to be oriented to the street and accessed from a public sidewalk. Entrances are to be clearly visible, functional and open to the public during all business hours.
- Building entrances are to be within 20 feet of the right of way.
- For corner lots, entrances are to be oriented to the higher order street or the lot corner, and the building shall be as close to the intersection corner as practicable.
- Public sidewalks and street trees are to be provided along the street frontage.
- Landscaping and recycle/refuse disposal areas are to be provided.
- Creeks are to be protected and incorporated into designs.
- Noise and glare standards are to be addressed.
- For sites that do not conform to these standards, 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. *(Very often, addressing non-conformities can begin with “low-hanging fruit” by addressing issues such as site landscaping, pedestrian circulation, etc.)*

Additionally, within the Detail Site Review zone the following standards apply (paraphrased):

- Buildings shall have a minimum floor area ratio of 0.50. Site of one-half acre or more in size may propose a shadow plan to address the floor area ratio.
- Buildings greater than 100 feet in length shall have off-sets, jogs or other distinctive changes in the building façade.
- Any wall within 30 feet of the street, plaza or other public open space shall contain at least 20 percent of the wall area facing the street in display areas, windows or doorways.
- Buildings shall incorporate lighting, changes in mass, surface or finish to give emphasis to entries.
- Infill of buildings adjacent to public sidewalks in existing parking lots is encouraged and desirable.
- Buildings shall incorporate arcades, roofs, alcoves, porticoes, and awnings that protect pedestrians from rain and sun.
- Parking lots (including circulation areas) are to be buffered from the main street, cross streets and screened from residentially-zoned land.
- Building shall include changes in relief such as cornices, bases, fenestration and fluted masonry for at least 15 percent of the exterior wall area.
- Bright or neon colors used extensively to attract attention to the building or use are prohibited and buildings are not to incorporate glass as a majority of the building skin.
- Large building masses are to be divided into heights and sizes that relate to the human scale with changes in mass or direction, sheltering roofs, or with a distinct pattern of division on surfaces, windows, trees and small scale lighting.

- One square foot of plaza or public space is to be provided for every ten feet of gross floor area, and must incorporate at least four of six requisite elements which include: seating, mixture of areas that provide sun and shade, protection from wind, trees, water features or public art, and outdoor eating areas or food vendors.
- Transit amenities, bus shelters, pull-outs and designated bike lanes are required in accordance with the Ashland Transportation System Plan and Rogue Valley Transportation District.

Staff have some concern that the proposal pulls the existing building further back from the street corridor and adds new parking between the building and the street. These run directly counter to the standards and would require Exceptions which staff could not support. The standards call for any addition to proportionally bring the site into line with the applicable standards, so a 3,200 square foot addition to an existing 13,450 square foot building should bring at least 24 percent of the site into compliance with the applicable design standards, rather than moving the building and site more out of compliance with the standards and the community vision they support.

Floor Area Ratio (F.A.R.): Within the Detail Site Review Zone, properties are required to have a minimum 0.50 F.A.R. meaning that the ratio of floor area to lot area must be 0.50 or greater. In this case, a 13,450 square foot building on a 118,320 square foot lot is only at a 0.11 F.A.R. On properties greater than one-half acre, this standard can be addressed through a shadow plan which illustrates how the development could be intensified over time to meet the minimum F.A.R., or an Exception to this standard could be requested. In a previous approval, the grass area adjacent to Ashland Street was identified as reserved for a future building, and could be considered as part of a shadow plan.

Vehicle Area Design (18.4.3.080) & Pedestrian Access/Circulation (18.4.3.090): The application will also need to address the Vehicle and Parking Area Design Standards and Pedestrian Access and Circulation Standards in AMC 18.4.3.090, which would include considerations of how to break up the parking area to provide pedestrian circulation, how to treat the parking to minimize microclimatic and environmental impacts (such as by providing medians and swales to treat run-off), and addressing how pedestrians (customers and employees) circulation through the site in a safe, direct and convenient manner.

- 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.

Frontage improvements/Street Trees: Standard street frontage improvements for a Boulevard or Arterial include a planting strip with irrigated street trees planted in five-foot square planters with tree grates spaced every 30 feet or a seven-foot landscaped parkrow or seven-foot bio-swale planters, and an eight- to ten-foot sidewalk along the full property frontage. Typically, applicants are expected to install these frontage improvements and dedicate any additional right-of-way or easements necessary to accommodate them, or request Exceptions to the Street Standards. *(Arterial Street setbacks requirements also require that the building or any improvements be setback at least the required*

distance to accommodate standard sidewalks and street trees.)

Tolman Creek Road & Independent Way Improvements: The City is planning to construct a new street (“Independent Way”) which will provide a connection from Washington/Jefferson through to Tolman at Independent Printing Company to the south, and which will involve some reconfiguration of lanes on Tolman Creek Road in the vicinity including a hoped for addition of a new dedicated turn lane from Tolman onto Ashland Street. This turn lane would require approximately 12 feet of additional right-of-way.

In addition, the current Transportation System Plan (TSP) identifies the need to widen and reconstruct sidewalks with street trees along Tolman Creek Road, add stormwater planters and bus shelters as development projects occur. Intersection enhancements are anticipated to include concrete crosswalks, paving and the addition of new lighting, as well as the potential addition of new lane(s) at the intersection to address deficiencies in the level of service as project R41.

Applicants should be aware of these changes in the near future, and staff would advise that the applicants contact the Public Works/Engineering Department for further details, including potential right-of-way dedication issues.

Transportation Impacts Analysis: There are specific engineering thresholds which trigger Traffic Impact Analysis (TIA) submittals for properties taking direct or indirect access to a boulevard or arterial street; the applicants may wish to contact Associate Engineer Karl Johnson in the Engineering Division to verify threshold levels and/or for TIA scoping questions.

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.

Where the application does not comply with the applicable standards, Exceptions would need to be requested and written findings addressing the criteria above provided.

Tree Removal: Within the C-1 zoning district, the removal of any tree greater than six-inches in diameter at breast height (d.bh.) requires a Tree Removal Permit. The Tree Removal Permit criteria are detailed with the submittal requirements below. If any trees over six-inches in diameter are proposed for removal, the application should make clear why tree removal cannot be avoided through alternative site planning, and should include assessment of all trees by an arborist. If tree removal or landscaping changes are involved, the applicants should plan to attend the Tree Commission's monthly meeting when the project is discussed.

Temporary Trailer: Staff see no Planning issue with the use of a temporary trailer. It's location and general details, including appearance and duration of placement, should be detailed in the application and the applicants should consult the Building Division to ensure there are no issues such as accessibility that would pose concerns.

Neighborhood Outreach: Projects involving changes to established patterns can be a concern for neighbors, and staff always recommends that applicants approach the affected neighbors, make them aware of the proposal, and try to address any concerns as early in the process as possible. Notices are sent to neighbors within a 200-foot radius of the property.

Written Findings/Burden of Proof: Applicants should be aware that written findings addressing the ordinance and applicable criteria are required, and are heavily depended on when granting approval for a planning action. In addition, the required plans are explained in writing below. The burden of proof is on the applicant(s) to ensure that all applicable criteria are addressed in writing and that all required (*scalable*) plans, written findings, and other materials are submitted even if those items were not discussed in specific, itemized detail during this initial pre-application conference.

OTHER DEPARTMENTS' COMMENTS

BUILDING DEPT: No comments provided at this stage; please contact the Building Division for any Building Codes-related information at 541-488-5305.

CODE COMPLIANCE: For any compliance-related information, please contact Planning at 541-488-5305.

CONSERVATION: For information on available Conservation Programs, including potential rebates, tax credits, and financial or technical assistance with energy efficiency improvements, please contact the City of Ashland Conservation Division at 541-488-5305.

ENGINEERING: The Public Works/Engineering Department had no comments at this time. Please contact Karl Johnson at (541) 552-2415 or e-mail: karl.johnson@ashland.or.us for any Engineering-related questions (utilities, streets, storm drainage, etc.). There are specific engineering thresholds which trigger Traffic Impact Analysis (TIA) submittals for properties fronting on boulevards and arterials; the applicants may wish to contact Karl to verify those threshold levels.

FIRE DEPARTMENT: See comments included at the end of this document. Please contact Division Chief & Fire Marshal Ralph Sartain of Ashland Fire & Rescue for Fire Code-related information at (541) 552-2229.

WATER AND SEWER SERVICE: *“If the project requires additional water services or upgrades to existing services the Ashland Water Department will excavate and install in the city right of way all water services up to and including the meter on domestic and commercial water lines. If a fire line is required the water department will also only install a stub out to the location where the double detector check assembly complete with a Badger brand cubic foot bypass meter should be placed in a vault external to the building. The vault and the DCDA device housed in it are the responsibility of the property owner and should be placed at the property line. Fees for these installations are paid to the water department and are based on a time and materials quote to the developer or contractor. Meter sizes and fire line diameters will need to be provided to the Water Department at the time of a quote being requested. Please call Steve Walker at [541-552-2326](tel:541-552-2326) or e-mail walkers@ashland.or.us with any questions regarding water utilities.”*

ELECTRIC SERVICE: Please contact Dave Tygerson in the Electric Department for service and meter location requirements and fee information at (541) 552-2389. Dave will arrange an on-site meeting to develop an electric service plan for the site which the applicants will need to incorporate into their utility plans. Land use applications will not be deemed complete without an Electric Department-approved service plan; please allow additional time for scheduling and conducting an on-site meeting with Electric and their subsequent creation of a service plan.

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ZONING DISTRICT REQUIREMENTS

ZONING: C-1 (Commercial) within the Detail Site Review zone

LANDSCAPING REQUIREMENTS: The final application materials will need to include size- and species-specific landscaping plans detailing all proposed modifications to the approved landscaping plan and demonstrating compliance with the Water Conserving Landscaping requirements found in AMC 18.4.4.030. C-1 development typically requires that at least 15 percent of the site be provided in landscaping, and that seven percent of any parking or circulation area be provided in parking lot landscaping consistent with standards, including a five-foot landscape buffer between any parking or circulation and a property line, planted with a sight-obscuring hedge. In addition, one parking lot tree per seven parking spaces is required and on-site drainage must be addressed in parking lot swales. Street trees with irrigation are required along the street frontage at a spacing of one-tree per thirty feet. The final application will need to include a size- and species-specific landscape and irrigation plan illustrating how the application will comply with these standards.

MAXIMUM HEIGHT: 40 feet.

PARKING, ACCESS, AND CIRCULATION: As per the requirements of **LUO 18.4.3**. Retail or personal services typically requires one space per 350 square feet of floor area; no more than 110 percent of the required parking can be provided. Bicycle parking meeting the requirements of AMC 18.4.3.070 is also required.

SETBACKS: There are no setback requirements, except where abutting a residential district in which case a minimum ten-foot side yard and/or a ten-foot-per-story rear yard requirement applies. Solar access requirements (‘Standard B’) are also applicable within the C-1 district for buildings within 100 feet of a residential zone.

LOT COVERAGE: There is a 15 percent landscaping requirement in the C-1 district. Landscaping, parking lot landscaping and screening requirements of AMC 18.4.3 and 18.4.4 must be met. Please identify on site plan and in text all areas of landscaping, and all impervious surfaces and other lot coverage.

SIGNS: As per **LUO 18.4.7.080**. All existing and proposed signage must be identified in the Site Review application submittals; a separate sign permit will be required prior to installation.



PROCEDURE: Within the C-1 zone and the Detail Site Review overlay, new structures or additions greater than 10,000 square feet in gross floor area or more than 100 feet in length or width are subject to “Type II” review and require a decision through a hearing before the Planning Commission and the potential for appeal to Council. **As proposed, the addition could likely be reviewed administratively with a staff decision, however if there were Exceptions in the final proposal that staff were unable to support the action would likely be scheduled for a public hearing at the Planning Commission.**

Type I Application Requirements (AMC 18.5.1.050.A)/Administrative Decision with Notice

1. Application Form and Fee. Applications for Type I review shall be made on forms provided by the Staff Advisor. One or more property owners of the property for which the planning action is requested, and their authorized agent, as applicable, must sign the application. The application shall not be considered complete unless the appropriate application fee accompanies it.
2. Submittal Information. The application shall include all of the following information.
 - a. The information requested on the application form (application form available on-line at: <http://www.ashland.or.us/Files/Zoning%20Permit%20Application.pdf>).
 - b. Plans and exhibits required for the specific approvals sought.
 - c. A written statement or letter explaining how the application satisfies each and all of the relevant criteria and standards in sufficient detail.
 - d. Information demonstrating compliance with all prior decision(s) and conditions of approval for the subject site, as applicable.
 - e. The required fee.

The Ashland Land Use Ordinance in its entirety is available on-line at:

<http://www.codepublishing.com/OR/Ashland/#!/LandUse/index.html#NT>

Plan Requirements

Two (2) *readable* copies of the plans below on paper no larger than 11-inches by 17-inches are required, in addition to at least one full-sized set of plans. Note: The 11x17 copies are used for the Planning Commission packets and for the notices mailed to neighbors. Please submit clear, reproducible copies drawn to a standard scale. **The final application submittal need to include scalable drawings with a graphic scale to facilitate review by staff, commissioners and the public.**

- Two (2) copies of the materials required for a Site Design Review application as detailed in LUO 18.5.2.040.
- Two (2) Copies of a Tree Protection Plan as required in chapter 18.4.5.030 (*if the application will involve any site disturbance that would impact trees*).
- Two (2) Copies of the plans required for a Tree Removal Permit as required in chapter 18.5.7.030 (*if tree removal is proposed*).

Narrative Submittal Requirements:

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

- Two (2) copies of the written findings addressing the approval criteria for Site Design Review, as detailed in LUO 18.5.2.050. Exceptions to the Site Development and Design Standards are addressed in these criteria as well.
- Two (2) copies of written findings addressing the following criteria from chapter 18.4.6.020.B for an Exception to Street Standards (*if applicable to the final proposal*).
- Two (2) copies of written findings addressing the following criteria from chapter 18.5.7.040.B.2. for Tree Removal Permit to remove a tree that is not a hazard (*if applicable to the final proposal*).

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UPCOMING APPLICATION DEADLINES:	First Friday of each month
UPCOMING PC MEETINGS:	Second Tuesday of each month
FEES:	
Commercial Site Review (II)	\$1,046 + ½ % of valuation
Exceptions	\$0
Tree Removal Permits/Exceptions	\$0

***NOTE:**

- *Building valuation is based on the building valuation data table maintained in state building code.*
- *Applications are accepted on a first come-first served basis.*
- *All applications received are reviewed by staff, and must be found to be complete before being processed or scheduled at a Planning Commission meeting.*
- *Applications will not be accepted without a complete application form signed by the applicant(s) and property owner(s), all required materials and full payment.*
- *Applications are reviewed for completeness in accordance with ORS 227.178.*
- *Applications submitted are processed in the order received, and complete actions are scheduled at the next available Planning Commission meeting.*

For further information, please contact:

Derek Severson, *Senior Planner*
 City of Ashland, Department of Community Development
 Phone: 541-552-2040 or e-mail: derek.severson@ashland.or.us

October 4, 2017

Date