
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 DEPARTMENT
PRE-APPLICATION CONFERENCE
COMMENT SHEET**
July 15, 2020

SITE:
APPLICANT:
REQUEST: Site Review, Exceptions,
Variance

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.

General: For staff, perhaps the key considerations on an application of this nature are the building designs and details such as the plaza space treatment. Absent those specific details, it is difficult to provide complete comments, and a follow-up meeting with staff should be scheduled to review design drawings prior to application. In general, staff are supportive of the proposal, and look forward to seeing the subdivision build-out here completed.

Site Design Review: Written findings for the project will need to address the approval criteria for Site Design Review, and the application is subject to the standards for Basic Site Review for Commercial Development; Detail Site Review; Additional Standards for Large Scale Projects; Parking, Access and Circulation; Landscaping, Lighting and Screening; and Street Tree Standards.

In finalizing the building and site designs to address the standards, the application should look carefully at the standards including building orientation/sense of entry to the corner, providing adequate pedestrian coverings of at least a seven-foot depth, providing adequate window areas adjacent to the street and plaza space and that window placement is balanced, that there are sufficient changes in massing to effectively break-up the buildings, that the Floor Area Ratio meets the standards, that light and glare issues are considered and addressed, that trash and recycling enclosures are appropriately placed and screened, that the parking lot/vehicle area design/pedestrian circulation standards are addressed, and that requirements of previous approvals have been considered.

Orientation & Scale: Basic standards for Orientation & Scale include:

- Buildings shall have their primary orientation toward the street and not a parking area.
- 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.
- 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 shopping centers, where other buildings meet this

standard.

- 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.

Detail standards for the Streetscape include:

- A building shall be setback 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.
- Strong, commercial storefront entries that are clearly articulated with a direct entry from the sidewalk.
- Well-designed public plaza space clearly detailed in the submittals as providing the requisite plaza space elements. As before, staff believes that larger stature shade trees or other shade elements need to be incorporated to address the strong southern exposure, and that any pavement treatment and requisite plaza space elements including seating areas need to be clearly detailed in the site plan and renderings. If lots are to be sold and developed separately, the application should address a plaza treatment in a way which considers the potential for separate development.

Buffering: AMC 18.43.080.E.6 requires that a sight-obscuring fence, wall or hedge be provided adjacent to residential between five and six feet high measured from high grade side. As was the case for 469 Russell, the fencing here – which was approved with the original subdivision - is less than five-feet in height – and would require an exception to the standard if it is not to be increased to meet the buffering standard.

State of Landscaping/Screening: Where previously required landscaping has not been maintained, vegetation has died, or required fencing has fallen into disrepair, restoration to the originally required condition will be required as a condition of approval.

Utilities: Utility departments including both water and electric have indicated that while there is adequate capacity to serve development here, the original subdivision was planned based on smaller buildings and fewer units than the more recent proposals, and revised utility plans are necessary for the building sizes, number of units and details of development (elevators, etc. proposed). The applicants should contact the individual departments well in advance to develop utility plans and coordinate work. Contact information for each department is provided with the departments' comments below. Site Review requires a demonstration that adequate public facilities can and will be provided. It will be important to consider the placement of vaults, transformers, and other utilities where they are outside the pedestrian corridor and least visible from the right-of-way.

Floor Area Ratio (FAR): Within the Detail Site Review overlay, developments are to have a minimum Floor Area Ratio (FAR) of 0.50.

Parking: As has been previously discussed, on-street parking credits are discretionary and both the Planning Commission and Council look carefully at their allocation. While parking is ample now, parking at full build-out of the subdivision and associated impacts to the surrounding street system and neighborhoods would need to be carefully considered. At first glance, the proposed approximate seven percent reduction through on-street credits seems reasonable and in keeping with previous approvals.

Solar Access: As noted in the application materials, the original developer had agreed that all future buildings in this development would meet Solar Access Standard A and shadow the residential properties to the north no more than they would be shaded by a six-foot fence built on the property line.

Trash Enclosure & Exterior Lighting Placement: Exterior light and glare associated with development and trash enclosure placement have posed concerns for the neighbors to the north of this development in the past. The 2018 approval required placement of the trash enclosure at least 30 feet from adjacent residential properties. The applicants should carefully consider the placement of the trash and recycling enclosure and its screening, and the selection, placement and shrouding of all light fixtures to avoid adverse impacts or direct illumination of surrounding properties as required in the development standards.

Frontage Improvements: The Site Review application will need to clearly address street frontage improvements for the full frontage of the property to city standards (*i.e. minimum eight-foot sidewalks and five-foot commercial park rows*). These improvements would need to be installed prior to occupancy.

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

Written Findings/Burden of Proof: This pre-application conference is intended to highlight significant issues for staff and bring them to the applicant's attention prior to their preparing a formal application submittal. 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 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 at this time. Please contact the Building Division for any code-related information at 541-488-5305.

PUBLIC WORKS/ENGINEERING: See Public Works/Engineering comments at the end of this document. Please contact Karl Johnson of the Engineering Division for any information at 541-552-2415 or via e-mail to karl.johnson@ashland.or.us .

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 only install a stub out to the location where the double check detector assembly (DCDA) or reduced pressure detector assembly (RPDA) complete with a Badger brand cubic foot bypass meter should be placed in a vault external to the building. The vault and the DCDA or RPDA 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. The Ashland Water Department is also requiring new projects to comply with all current cross connection rules and regulations, this may require backflow prevention devices to be placed at the potential hazard or just behind the meter or connection for premises isolation depending on the degree of hazard, type of intended use of the facility or in some cases the geographical location of the building or facility. Please Contact Steve Walker by phone at: (541) 552-2326 or via e-mail to walkers@ashland.or.us to discuss the intended use of the facility or property and any potential cross connection hazards associated with it or for any questions regarding water connections.”

ELECTRIC SERVICE: Please contact Dave Tygerson in the Electric Department for electrical service requirements or fee information at (541) 552-2389 or via e-mail to dave.tygerson@ashland.or.us . Dave will arrange an on-site meeting and assist the applicants in developing an approved electric service plan. Please allow additional time for scheduling and conducting an on-site meeting and subsequent plan preparation. Applications will not be deemed complete without an approved electric service plan.

FIRE: See Ashland Fire & Rescue comments at the end of this document. Please contact Fire Marshall Ralph Sartain at (541) 552-2229 or via e-mail to ralph.sartain@ashland.or.us for any additional information on Fire Department requirements.

OREGON DEPARTMENT OF TRANSPORTATION (ODOT): “We have no comments on the proposal.” For any further ODOT-related information, please contact Development Review Planner John McDonald with the ODOT Southwest Region offices at (541) 957-3688 or via e-mail to: John.MCDONALD@odot.state.or.us

CONSERVATION: See the City of Ashland Conservation Division’s website at www.ashland.or.us/conserv for information on available technical or financial assistance for conservation measures including solar electric incentives and commercial lighting efficiency programs. For additional information, please contact:

- New residential construction programs: Dan Cunningham, 541-552-2063
or dan.cunningham@ashland.or.us
- Commercial lighting and controls: Larry Giardina, 541-552-2065
or larry.giardina@ashland.or.us
- Water Conservation: Julie Smitherman, 541-552-2062
or Julie.smitherman@ashland.or.us

UNDERLYING ZONE PROVISIONS (18.2.6.030)

Zoning: E-1, with the Residential and Detail Site Review Overlays

Maximum Building Height: 40 feet.

Standard Yard Requirements: 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.

Solar Access. Under the original approval, these lots are subject to a Standard A solar access requirement.

Lot Coverage: There is no underlying 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 which, among other things, call for no more than 85 percent lot coverage. All areas other than natural landscaping which allow the normal infiltration of water into the soil are considered coverage. Please identify all existing and proposed lot coverage on site plan and in text.

Landscaping Requirements: 15 percent. Parking areas and service stations shall meet the standards of chapters 18.4.3 Parking, Access, and Circulation, and 18.4.4 Landscaping, Lighting, and Screening.

Trees: Submittal requirements shall include items noted in chapter 18.4.5.030 for Tree Protection, which are also listed below. If trees are to be removed, the applicant is required to request their removal as required in chapter 18.5.7 with the application submittals.

Parking, Access & Circulation: As detailed in 18.4.3.

Signage: As detailed in 18.4.7.080. A separate sign permit application is required should any modifications to existing signage be proposed.

APPLICATION DETAILS

Procedure: Site Design Review is required for new buildings in the E-1 zone, and because the

proposal involves building areas of more than 10,000 square feet within the Detail Site Review Zone it requires a public hearing (i.e. a Type II procedure).

Type II Application Requirements (AMC 18.5.1.060.A)

1. **Application Form and Fee.** Applications for Type II review shall be made on forms provided by the Staff Advisor. One or more property owners of the property for which the planning action is requested, and their authorized agent, as applicable, must sign the application. The required application fee must accompany the application for it to be considered complete.
2. **Submittal Information.** The application shall include all 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 (*See below; fees are increased annually on July 1st.*)

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 any full-sized plans provided. Note: The 11x17 copies are used for the Planning Commission packets and for the notices mailed to neighbors. Please submit clear, reproducible copies. **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 included below. The Ashland Land Use Ordinance in its entirety may be accessed on-line at:

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

- 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 Site Development and Design Standards are included in this section.
- Two (2) copies of written findings addressing the 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 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*).

UPCOMING APPLICATION DEADLINES: First Friday of each month
UPCOMING PC MEETINGS: Second Tuesday of each month

FEES:

Comm. Site Review	\$2,190.75 + ½ % of valuation
Variance (Type ??)	
Exceptions	\$ 0 (if applicable)
Tree Removal Permit	\$ 0 (if applicable)

(See http://www.ashland.or.us/SIB/files/Comm%20Dev/Forms%2C%20Brochures%2C%20Handouts/2019-07-01_Planning_Fees.pdf)

***NOTES:**

- *Applications are accepted on a first come-first served basis.*
- *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.*
- *All applications received are reviewed by staff, and must be found to be complete before being processed or scheduled at a Planning Commission meeting.*
- *The first 15 COMPLETE applications submitted are processed 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

July 15, 2020

Date