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 DIVISON
PRE-APPLICATION CONFERENCE
COMMENT SHEET April 4, 2018

SITE: 1661 Siskiyou Blvd
APPLICANT: Phoenix Mark Sigalove
REQUEST: Conditional Use Permit for a Food Truck

PLANNING DIVISION COMMENTS

This pre-application conference is intended to highlight significant issues before the applicant prepares and submits a formal application.

Summary: The proposal requires a Conditional Use Permit for Food Truck. The potential issues can be remedied with additional detail - the appearance of food cart, interaction of food cart with surrounding properties and streetscape should be shown in application.

CONDITIONAL USE PERMIT FOR A FOOD TRUCK

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

18.5.4.050 Conditional Use Permit Approval Criteria

1. That the use would be in conformance with all standards within the zoning district in which the use is proposed to be located, and in conformance with relevant Comprehensive plan policies that are not implemented by any City, State, or Federal law or program.
2. That adequate capacity of City facilities for water, sewer, electricity, urban storm drainage, paved access to and throughout the development, and adequate transportation can and will be provided to the subject property.
3. That the conditional use will have no greater adverse material effect on the livability of the impact area when compared to the development of the subject lot with the target use of the zone, pursuant with subsection 18.5.4.050.A.5, below. When evaluating the effect of the proposed use on the impact area, the following factors of livability of the impact area shall be considered in relation to the target use of the zone.
    - C-1 and Detailed Site Review Zone
    a. Similarity in scale, bulk, and coverage.
    b. Generation of traffic and effects on surrounding streets. Increases in pedestrian, bicycle, and mass transit use are considered beneficial regardless of capacity of facilities.
        - Having bicycle parking available may be helpful for patrons.
        - 1 per 4 seats will be required for parking for food truck.

- Divide existing uses in building by warehouse, office and retail (showroom) in order to calculate building's required parking.
    - Warehouse - 1 per 1,000 square feet
    - Office - 1 per 500
    - Retail - 1 per 350

c. Architectural compatibility with the impact area.

- Signage will be considered under the Sign Ordinance and more broadly as part of the CUP review for compatibility. If additional signage is involved, it should be identified on the plans provided including design, materials, size and placement, along with existing signage on site to verify overall compliance with the ordinance. This should include umbrellas at seating areas, menus, truck graphics, etc.
- Fine details should be considered including available restroom access; how water, sewer and storm drainage are to be supplied to the cart; where and how extensions cords will be run and how they will be treated to avoid creating tripping hazards, how/where will the carts/trucks will be stored when not in use; where a vendor vehicle or additional supplies would be stored; etc.
- Seating availability is important if carts are to promote social interaction (i.e. if a food cart is to be used to reactivate the space by promoting social interaction, seating availability and placement should be carefully considered). Customers surveyed in downtown Portland responded that the biggest improvement carts could provide would be more sheltered eating areas.

d. Air quality, including the generation of dust, odors, or other environmental pollutants.

- Trash can placement and recyclable containers should be considered to reduce trash and environmental pollutants.

e. Generation of noise, light, and glare.

- Operating hours will be helpful in making a case to off-set parking spaces and also, a description of how noise will be mitigated – describe surrounding uses.

f. The development of adjacent properties as envisioned in the Comprehensive Plan.

g. Other factors found to be relevant by the approval authority for review of the proposed use.

4. A conditional use permit shall not allow a use that is prohibited or one that is not permitted pursuant to this ordinance.
5. For the purposes of reviewing conditional use permit applications for conformity with the approval criteria of this subsection, the target uses of each zone are as follows.

C-1. The general retail commercial uses listed in chapter 18.2.2 Base Zones and Allowed Uses, developed at an intensity of 0.35 floor to area ratio, complying with all ordinance requirements; and within the Detailed Site Review overlay, at an intensity of 0.50 floor to area ratio, complying with all ordinance requirements.

- 19,602 square-foot retail space
- 39 parking spaces
- 5.02 PM Peak-Hour Trip Quantity per 1,000 sf (98 for 19,602 sf)
- Fast Food Retail 47.30 per 1,000 sf

OTHER ORDINANCE REQUIREMENTS
No comments.

OTHER CITY OF ASHLAND DEPARTMENT COMMENTS
BUILDING: No comments at this time. Please contact the Building Division for any building codes-related questions at 541-488-5305.

CONSERVATION: For more information on available water conservation programs, including any available appliance rebates or assistance with landscaping and irrigation system requirements, please contact Water Conservation Specialist Julie Smitherman of Conservation Division at 541-552-2062 or via e-mail to julie.smitherman@ashland.or.us . For information on any financial or technical assistance available for the construction of Earth Advantage/Energy Star buildings, please contact Conservation Analyst/Inspector Dan Cunningham at 541-552-2063 or via e-mail to dan.cunningham@ashland.or.us

ENGINEERING: No comments at this time. Please contact Karl Johnson of the Engineering Division for any Public Works/Engineering information at 541-552-2415 or via e-mail to karl.johnson@ashland.or.us .

FIRE: See comments at the end of this document. Please contact Ralph Sartain from the Fire Department for any Fire Department-related information at 541-552-2229 or via e-mail to ralph.sartain@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 also only install a stub out to the location where the double check detector assembly (DCDA) 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 Contact Steve Walker at 541-552-2326 or e-mail walkers@ashland.or.us with any questions regarding water utilities."

ELECTRIC SERVICE: If any upgrades to existing service are necessary, please have applicant contact the Electric Department @ 552.2389.

PROCEDURE

Conditional use permits and site design review are subject to a "Type I" procedure which includes an administrative decision made following public notice and a public comment period. Type I decisions provide an opportunity for appeal to the Planning Commission.

APPLICATION REQUIREMENTS

Submittal Information.

The application is required to include all of the following information.

a. The information requested on the application form at http://www.ashland.or.us/Files/Zoning%20Permit%20Application.pdf .

b. Plans and exhibits required for the specific approvals sought (see below).

c. A written statement or letter explaining how the application satisfies each and all of the relevant criteria and standards in sufficient detail (see below).

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).

The Ashland Land Use Ordinance, which is Chapter 18 of the Municipal Code, is available on-line in its entirety at: http://www.ashland.or.us/SIB/files/AMC_Chpt_18_current.pdf

Written Statements

Please provide two copies of a written statements explaining how the application meets the approval criteria from the sections of the Ashland Municipal Code listed below. These written statements provide the Staff Advisor or Planning Commission with the basis for approval of the application:

- **Conditional Use Permit** AMC 18.5.4.050

Plans & Exhibits Required

Please provide two sets of exhibits (plans or drawings) addressing the submittal requirements from the sections of the Ashland Municipal Code listed below. These exhibits are used to copy the Planning Commission packets and for notices that are mailed to neighbors. Please provide two copies on paper no larger than 11-inches by 17-inches and reproducible copies that are drawn to a standard architect's or engineer's scale.

- **Conditional Use Permit** AMC 18.5.4.040

FEES: Conditional Use Permit $1,046

NOTE: All applications received are reviewed 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.

For further information, please contact:

Fotini Kaufman, *Assistant Planner*
City of Ashland, Department of Community Development
Phone: 541-552-2044 or e-mail: fotini.kaufman@ashland.or.us

Date: April 4, 2018