
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**

April 4, 2018

SITE: 512 Walker Avenue
APPLICANT: Hummelt Development Co.
REQUEST: Site 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: Based on the materials presented, it isn't clear whether a Site Design Review approval will be required. As detailed in AMC 18.5.2.020 Site Design Review would be triggered by:

- **Construction of a new building or expansion of/addition to an existing building in the C-1 zone.**
- **Expansion of impervious surface in excess of ten percent of the area of the site, or 1,000 square feet, whichever is less.**
- **Expansion of any parking lot, relocation of parking spaces on site, or any other change that alters or affects circulation onto an adjacent property or public right-of-way.**
- **Any change of occupancy from a less intense to a more intensive occupancy, as defined in the building code, or any change in use that requires a greater number of parking spaces.**
- **Any change in use for the lot from one general use category to another (ie. From residential to commercial) as defined by zoning regulations.**

If any of the above occur, triggering Site Design Review approval, the application would need to clearly address any exterior modifications to the building or changes to the site plan/circulation as they relate to the applicable design standards. Any site or building non-conformities would need to be addressed to a degree proportional to the amount of addition proposed (i.e. a 10 percent addition in building square footage should address 10 percent of the non-conformities of the site/building.). For staff, probably the first non-conformity to be consider with any proposed modifications would be to look at the possibility of consolidating driveways, particularly on Ashland Street, in order to better address controlled access standards and reduce conflict points on a busy arterial street.

The site is a prominent one that presents a lot of opportunities, and the applicants should be aware of both the Pedestrian Places ordinance, which is in place, and the Transit Triangle ordinance, which is in the adoption process, as they relate to the development options for the site and the ultimate build-out in the vicinity.

Site Design Review: If Site Design Review is ultimately required, the application would be considered in

light of the standards for Basic Site Review for Commercial Development, Detail Site Review, Large Scale Development if the proposed building size exceeded 10,000 square feet or 100 feet in length, Ashland Boulevard Corridor design standards, Pedestrian Places Overlay standards, Parking Lot Landscaping and Screening standards, and Street Tree Standards, all of which call for a high level of urban design.

Generally, the design standards call for:

- 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.
- Noise and glare standards are to be addressed.

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.

Expansion of Existing Sites/Buildings: 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.

Controlled Access/Distance Between Driveways/Intersections (18.4.3.080.C): A key consideration for Site Design Review of the property would be looking to address the existing non-conforming controlled access situation. Ashland Street is considered to be a Boulevard or Arterial Street and is also a state highway (Highway 66) while Walker Avenue is designated a Collector Street. City standards include the following separation requirements:

i. **Distance between driveways**

- on boulevard streets: 100 feet
- on collector streets: 75 feet

ii. **Distance from intersections**

- on boulevard streets: 100 feet
- on collector streets: 50 feet

Plans submitted for developments subject to a planning action are required to show how driveway intersections with streets have been minimized through the use of shared driveways, and where necessary for traffic safety and access management purposes, the City may require joint access and/or shared driveways for shared parking areas; for adjacent developments, where access onto an arterial is limited; for multi-family developments; and for developments on multiple lots. 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.

Frontage Improvements: A Site Design Review application would need to address street frontage improvements for the full frontage of the property to city standards (i.e. current standard width eight-foot sidewalks and five-foot commercial park rows) or request Exceptions. These improvements would need to be installed prior to occupancy including completing any remaining sections of sidewalk, planting street

trees and installing irrigation, repairing any broken sidewalk sections, and dedicating any necessary additional right-of-way to accommodate standard improvements.

Building Designs: Site Design Review would consider any additions or modifications of the building exterior in terms of applicable design standards, and a Site Design Review application would need to include scalable elevation drawings of all four sides of the building detailing all proposed changes and addressing the design standards. Because the pre-application materials provided do not address exterior changes, this pre-application has not considered them; if a final application involves exterior changes a follow-up pre-application conference to address design standards/issues would need to be scheduled prior to submitting a formal application.

Vehicle Area Design (18.4.3.080) & Pedestrian Access/Circulation (18.4.3.090): A Site Design Review application would also need to address the Vehicle and Parking Area Design Standards and Pedestrian Access and Circulation Standards in AMC 18.4.3.090, which 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.

Drive-up Uses (AMC 18.2.3.100): Drive-up uses are limited to the area east of the intersection of Ashland Street and Siskiyou Boulevard and are a special permitted use subject to the standards in AMC 18.2.3.100. (A drive-up transfer permit (*a ministerial permit*) is required to transfer a drive-up use when the transfer is not associated with another land use approval. This ministerial permit is merely to document the transfer of the use for tracking purposes.)

Tree Preservation/Protection: All planning actions are required to include a tree preservation/protection plan in accordance with chapter 18.4.5.030; this is intended to ensure that trees including street trees are protected during all site disturbance (*including demolition, construction, driveway/parking installation, staging of materials, etc.*) This plan must address all trees on the property over six-inches in diameter at breast height (d.b.h.) and all trees that are located on adjacent property within 15 feet of the property line as well.

Tree Removal Permits: The removal of trees greater than six-inches in diameter at breast height within the C-1 zone will require Tree Removal Permits, and will need to address the approval criteria of AMC 18.5.7 which are further detailed in the application requirements at the end of this document.

Pedestrian Places (AMC 18.3.12.060): The “Pedestrian Places” is a zoning overlay intended to direct and encourage development of small walkable nodes that provide concentrations of gathering places, housing, businesses, and pedestrian amenities situated and designed in a way to encourage walking, bicycling, and transit use. The area around the Ashland/Walker intersection falls within this overlay, and conceptual plans for the area ultimately envision: the creation of a “University Hub”, the treatment of Walker Avenue between Ashland Street and Siskiyou Boulevard as a “festival street” which would accommodate occasional

street closures for festivals/events and public gathering; a special treatment for the sidewalks intersection of Walker/Ashland; the development of pedestrian plaza areas complimentary to the festival street treatment around the intersection which might accommodate food carts and vendors, efforts at improved interior pedestrian and vehicular circulation and shared driveway accesses and parking. (*See attached conceptual plans.*) Generally, inclusion in the overlay does not impose significant new standards but does provide opportunities – for instance, outdoor seating areas, plazas, and other useable paved surfaces may be applied toward meeting the landscaping area requirements in AMC chapter [18.4.4](#) “Landscaping, Lighting, and Screening” provides that these areas do not constitute more than 50 percent of the required area; and solar access regulations only apply to those lots which abut residential zones to the north (the property here has a commercial lot to its north).

Transit Triangle In-Fill Strategies: The City of Ashland is working on a project to develop in-fill strategies for the area surrounding the bus route in the southern part of the city on Ashland St., Tolman Creek Rd. and Siskiyou Blvd. The purpose of these efforts is to encourage a greater concentration of businesses and residential units, increases transportation choices and promotes sustainable planning initiatives. A successful project will create several hundred moderately-priced housing units in an area that has had few multi-family residential units developed over the past several decades, provide additional business space and jobs, provide increased commercial and residential density located on the bus route, and transition the area from the current highway environment to a safe and vibrant walkable corridor. Potential strategies may include removing maximum residential densities, creating a maximum floor area ratio that would control building volumes and intensity while allowing additional building height and stories, requiring a building stepback above two stories or building articulation on 25 percent of the façade, requiring housing units to be rental housing, reducing residential parking requirements, and allowing some commercial space without additional off-street parking. Information about the project including meeting packets and presentation materials is available on the city’s website at: <https://www.ashland.or.us/Page.asp?NavID=17235> or by contacting Planning Manager Maria Harris at (541) 552-2045 or via e-mail to maria.harris@ashland.or.us .

Neighborhood Outreach: Staff always recommends that applicants approach the affected neighbors, particularly those who are likely to receive notice of an application, in order to make them aware of the proposal and to try to address any concerns that may arise as early in the process as possible. Notices are typically sent to neighboring property owners within a 200-foot radius of the perimeter subject property.

Written Findings/Burden of Proof: 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. 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 received. Please contact Building Official Martin Van Gundy in the Building Division for information relative to building code issues, excavation and building permits, inspection requirements and/or demolitions at 541-552-2073.

CODE COMPLIANCE: For any Land Use Code Compliance-related information, please contact Andre Barrow in the Planning Department at 541-488-5305.

CONSERVATION: For information on Conservation Programs, including any currently available financial or technical assistance, please contact Dan Cunningham at 541-552-2063 or via e-mail to: dan.cunningham@ashland.or.us . Water Conservation Analyst Julie Smitherman is a resource for low-water landscaping and irrigation information, and can be reached at 541-552-2062 or via e-mail to Julie.smitherman@ashland.or.us .

PUBLIC WORKS & ENGINEERING (Utilities, Sewer, Stormwater, Transportation Streets):
No comments at this time. Please contact Karl Johnson, EIT/Assistant Engineer, of the Public Works/Engineering Division for any further utilities, sewer, stormwater or transportation-related information at 541-488-5347 or e-mail karl.johnson@ashland.or.us.

FIRE DEPARTMENT: See attached comments at the end of this document. Please contact Division Chief & Fire Marshal Ralph Sartain for any further information on Fire Code requirements as they relate to this project. He may be contacted at (541) 552-2229 or via e-mail to ralph.sartain@ashland.or.us.

WATER DISTRIBUTION: *If any changes to the water service are necessary...* “Water Dept. crews will excavate and install in the city right of way all water services up to the meter on domestic and commercial water lines. The water department will also only install a stub out to be used for fire systems 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 after line sizes and meter locations are finalized. Meter sizes and fire line diameters will need to be provided to the water department prior to or at the time of a quote being requested. Please Contact Steve Walker at [541-552-2326](tel:541-552-2326) or (walkers@ashland.or.us) with any questions regarding water utilities.”

ELECTRIC SERVICE: *If changes to the electric service are necessary...* Prior to submitting a land use application, the applicants will need to arrange an on-site meeting with Dave Tygerson of the Electric Department to develop a revised electric service plan. Dave will provide a plan detailing the Electric Department-required facilities to serve the project; this approved plan will need to be incorporated into the final submittals for the project, and submittals will not be deemed complete without an Electric Department-approved plan. Please allow the necessary extra time for scheduling an on-site meeting and the subsequent preparation of a service plan.



UNDERLYING ZONE PROVISIONS (18.2.6.030)

ZONING: C-1 (Commercial) subject to Basic Site Design Review, Detail Site Review, the Ashland Street Corridor design standards (18.4.6.040.K) and the Pedestrian Places Overlay (18.3.12.060).

LANDSCAPING REQUIREMENTS: 15 percent. 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. Where located more than 100 feet from a residential zone, buildings greater than 40 feet and less than 55 feet are permitted in C-1 zone with approval of a Conditional Use Permit.

PARKING, ACCESS, AND CIRCULATION: As per the requirements of **LUO 18.4.3**. Restaurants require one space per four seats or one space per 100 square feet, whichever is less. 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.

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PROCEDURAL HANDLING

Procedure: Assuming that a building addition would result in a total square footage of less than 10,000 square feet, the application would be considered a “Type I” procedure. See http://www.ashland.or.us/SIB/files/Flowchart_Type%20I_Revised%207_2017.pdf for an explanation of the Type I process and timeline.

Application Requirements: As detailed in chapter 18.5.1.050, Type I applications shall include the required application materials detailed below. Type I decisions are made by the Staff Advisor, following public notice. Type I decisions provide an opportunity for appeal to the Planning Commission.

Type I Procedure - Administrative Decision with Notice (AMC 18.5.1.050)

Type I decisions are made by the Staff Advisor, following public notice and a public comment period. Type I decisions provide an opportunity for appeal to the Planning Commission.

A. Application Requirements.

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 (see).
 - 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.

PLAN & EXHIBIT REQUIREMENTS: *Two (2) copies of the plans below on paper no larger than 11"x 17". Note: These copies may be used for the Planning Commission packets and for the notices mailed to neighbors - please submit clear, readable, reproducible copies.*

- Two (2) Copies of the plans required for Site Review as required in AMC 18.5.2.040.**
- Two (2) Copies of a Tree Protection Plan as required in AMC 18.4.5.030 (if applicable).**
- Two (2) Copies of the plans required for a Tree Removal Permit as required in AMC 18.5.7.030 (if applicable).**

Relevant Criteria and Standards: Applicants are advised that in addition to required plans, written findings addressing how the ordinance criteria are satisfied in narrative format are required. The applicable criteria are included below. The Ashland Land Use Ordinance in its entirety may be accessed on-line at:

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

- Two (2) copies of written findings addressing the criteria from AMC 18.5.2.050 for Site Design Review approval.
- Two (2) copies of written findings addressing the criteria from AMC 18.5.7.040.B for Tree Removal Permit (*if applicable to the final proposal*).

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NEXT APPLICATION DEADLINE*:	First Friday of each month
PLANNING COMMISSION MEETING:	Second Tuesday of the following month
FEES:	
Site Review, Type II	\$ 1,046 + ½ % of valuation
Exceptions (<i>if applicable</i>)	\$ 0

NOTES: Applications are accepted on a first come-first served basis. All applications received are reviewed by staff, and must be found to be complete before being 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 within 30 days from application date in accordance with ORS 227.178. The first fifteen COMPLETE applications submitted are processed at the next available Planning Commission meeting.

For further information, please contact: April 4, 2018
Derek Severson, *Senior Planner* Date
Phone: 541-552-2040 or e-mail: derek.severson@ashland.or.us