
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**

January 10, 2024

SITE: 15 S Pioneer Street
APPLICANT: Oregon Shakespeare Festival
REQUEST: Site Review of exterior changes to Historic building in C-1-D

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:

The site is a contributing historic resource located within Ashland's Downtown Historic District, and was individually listed on the National Register of Historic Places in 1979. The building is subject to several layers of City of Ashland design standards: Site Review utilizing the standards for Basic Site Review, Detail Site Review, Downtown Design Standards and Historic District Design Standards.

The subject property is zoned Commercial Downtown (C-1-D) and contains the Oregon Shakespeare Festival's gift shop. Per the applicant's materials, the structure was individually listed in 1979. The historic listing has minimal information regarding the doors other than describing them as "wood and glass entry doors." The Historic Preservation Advisory Committee Review Board reviewed the application and had the following comment:

"It appears that the existing red doors are not original and have a somewhat Elizabethan flavor. They have a warmth to them that new doors will not have... Adjacent store front windows are bronze metal, which it sounds like the new proposed storefront doors would match... After review, the Historic Preservation Advisory Committee's Review Board indicated that the proposed change was fine, emphasizing that they felt it was important to emphasize that the building façade itself has the most important historic features and should remain intact. (**Note:** *The First National Bank Building was individually placed on the National Register of Historic Places in 1979.*)"

Because the proposal involves exterior changes to an individually listed historic building requiring building permits, Site Design Review is required.

Site Review Requirements:

As stated above the property is subject to the Basic, Detail, Historic District and Downtown Design Standards of the Site Design and Use. Because the application does not propose to change the building square footage or alter the site plan, review would be limited to consideration of the exterior changes (i.e. the doors/handrails) as they relate to the applicable standards.

Historic District Development Standards: In addition to the standard approval criteria for Site Review, the Historic District Development Standards (<https://ashland.municipal.codes/LandUse/18.4.2.050>) would be considered when evaluating the request. These standards specifically address compatibility with historic context in terms of height, scale, massing, setbacks, roof shape, rhythms of openings, directional expression, sense of entry, imitation, etc. For projects requiring a Site Review approval, the authority exists in law for the Staff Advisor or Planning Commission to require modifications in design to address these standards. The Historic Committee advises both the applicants and city decision makers. As the proposal is limited to a change in doors, the applicable standards would be those that relate specifically to that change (i.e. sense of entry, rhythm of openings,

Downtown Design Standards: Downtown Design Standards “Openings” requires that the scale and proportion of altered or added building elements, such as the size and relationship of new windows, doors, entrances, columns, and other building features shall be visually compatible with the original architectural character of the building. AMC 18.4.2.060.C.4.e requires that, “Ground level entry doors shall be primarily transparent as illustrated in Figures [18.4.2.060.C.10](#). Avoid treatment shown in Figure [18.4.2.060.C.4](#).” The doors as proposed seem consistent with these standards.

Entry on Pioneer & Railing: The Site Design and Review standards call for a “*sense of entry*” which is already well-addressed by the existing doorway. ADA requirements and building codes may require railings. The railing placement will need to be carefully planned to ensure that the railings required by the building code do not extend into the pedestrian corridor. All railings should be shown in the final application submittal, both to ensure that there is no encroachment into the sidewalk pedestrian corridor and for review of any impact to the buildings sense of entry created by proposed railings.

Tree Preservation/Protection: All planning actions are required to include a tree preservation/protection plan in accordance with AMC 18.61; this is intended to ensure that 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 properties within 15 feet of the property line – i.e. *the street trees along the project frontage. The application here should speak to how construction will be planned to preserve and protect the street tree on East Main directly in front of the door during construction.*

Neighborhood Outreach: Staff always recommend that applicants approach the affected neighbors to make them aware of their proposals 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.

Fire Department Requirements: Applicants may wish to contact Fire Marshal Mark Shay to discuss any Fire Department requirements in detail before preparing the final application submittal.

Approval Criteria & Applicable Standards

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

- ☐ [Site Review Criteria](#)
- ☐ [Basic Commercial Site Review](#)
- ☐ [Detail Site Review](#)

- ☐ [Historic District Development Standards](#)
- ☐ [Downtown Design Standards](#)

.....

OTHER DEPARTMENTS' COMMENTS:

BUILDING: Please contact the Building Division for any building codes-related questions at 541-488-5305.

CONSERVATION: There may be current City of Ashland rebates for the installation of high efficiency toilets (HET) as well as some appliances such as refrigerators, dishwashers and washing machines. Appliances may also be eligible for state tax credits through the Oregon Department of Energy. There may also be opportunities for homes to be built more sustainably or more energy-efficiently with financial and/or technical assistance from the City. For more information on currently available Conservation programs, please contact the City of Ashland Conservation Division at (541) 552-2062 or e-mail Dan.Cunningham@ashland.or.us.

ENGINEERING: No comments. 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: No comments. Please contact Mark Shay from the Fire Department for any Fire Department-related information at 541-552-2217 or via e-mail to mark.shay@ashland.or.us.

ELECTRIC DEPARTMENT: *If the broader project involves changes to the electric service, the applicant will need to contact Rick Barton in the Electric Department at (541) 552-2082 to discuss service requirements and fees. An approved electric service plan is required to be included in the final application submittal for the application to be deemed complete. Rick can arrange an on-site meeting to assess service requirements and will prepare a schematic service plan to be incorporated into the applicants' civil drawings. Please allow additional time for scheduling an on-site meeting with Rick Barton, subsequent preparation of a schematic plan, and incorporation of this plan into your submittals. Applications will not be deemed complete without an approved electric service plan.*

.....

ZONING DISTRICT REQUIREMENTS:

Zoning: C-1-D; Downtown Commercial

Parking: No off-street parking is required.

Lot Coverage: There are no lot area, width, coverage, or yard area requirements for the C-1-D zoning district, except those which are required by Site Design Review chapter 18.72.

Signs: Signs shall conform to the requirements of the Sign Code, chapter 18.96, and be a separate permit at time of installation. If sign permits have not been obtained for current signage, the signs should be

removed or permits obtained immediately. Ashland has a fairly restrictive sign ordinance; the applicants would be well advised to review signage limitations and to identify all proposed signage in their final application submittal.

.....

PROCEDURE:

Type I - Administrative Approval, subject to hearing on appeal. Application will also be reviewed by the full Historic Commission.

Submittal Information:

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

- a. The information requested on the application form at https://www.ashland.or.us/SIB/files/Comm%20Dev/Forms%2C%20Brochures%2C%20Handouts/Zoning_Permits_Application_FY23-24.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: <https://ashland.municipal.codes/LandUse>

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:

- ☐ [Site Review Criteria](#)
- ☐ [Basic Commercial Site Review](#)
- ☐ [Detail Site Review](#)
- ☐ [Historic District Development Standards](#)
- ☐ [Downtown Design Standards](#)

Plans & Exhibits Required

Please provide clear 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 and/or Historic Commission packets and for notices that are mailed to neighbors.

- [Plans Submittal](#)

For non-residential developments proposed on properties located in a Historic District, section drawings including exterior walls, windows, projections, and other features, as applicable, and drawings of architectural details (e.g., column width, cornice and base, relief and projection, etc.) drawn to a scale three-quarters of an inch equals one foot or larger. These drawings can be

limited to the door installation, but should include specific scalable detail to enable review for compatibility (size, color, trim, type of door, etc.)

FEES: Commercial Site Design Review

\$1,271.25 + 0.5% of value

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:

Veronica Allen CFM, *Associate Planner*

City of Ashland, Department of Community Development

Phone: 541-552-2042 or e-mail: veronica.allen@ashland.or.us

Date: January 9, 2024