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*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.*

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**ASHLAND PLANNING DIVISION**  
**PRE-APPLICATION CONFERENCE**  
**COMMENT SHEET** November 2, 2022

**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:** This application is challenging based primarily that it is an auto-centric business that is located in an area that seeks to make "a positive contribution to the streetscape and enhances pedestrian and bicycle traffic" and encourages pedestrian accessibility.

### **The pre-application materials specifically requested feedback on three specific items:**

1) Proposed building/site design and layout

*Because there are so many existing non-conforming elements the proposal will require exceptions to many standards of AMC 18.4 'Site Development and Design Standards'*

2) Required Land Use Review and estimated timeline.

*The proposal will require a type 2 procedure as provided in AMC 18.5.1.060 (flow chart attached). The project will be subject to the "120 day rule" at ORS 227.178.*

3) ROW dedication or improvements

*The city will require a seven-foot ROW dedication along the Tolman frontage but no change to any physical improvements in the area beyond what are proposed by the applicant.*



*from the 2017 preapplication showing good orientation to street and pedestrian connectivity.*

**History:** In 2000, Les Schwab Tire Centers applied to locate a service garage on the north half of the property, along the Ashland Street frontage and also included a new ‘canopy structure’ in the area of the proposed “RV/Trailer Service area”. After several hearings before the planning commission that application was ultimately denied out of concern for the impact would have on the streetscape. In 2005 a new application was submitted to build the alignment center in its present location, while reserving the street frontage to the north for the future construction of a building more suited to inclusion in the streetscape.

Most recently in 2017 another pre-application was conducted. In response to that pre-application at some point in early 2018 the following modified site plan was submitted suggesting that at that time there was a willingness to compromise on some of the particulars including the prohibition on parking being located between the street and the building, adding landscape / swale, etc..

**Summary/Staff Concerns:**

- Building Orientation / Street interface
- Parking – both quantity and location
- Floor to Area Ratio (FAR)
- Percentage of other non-conforming items
- Plaza / public space
- Ramp Location
- Detail on exceptions required and justification
- Meet standards where possible

**Building Orientation** – 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.

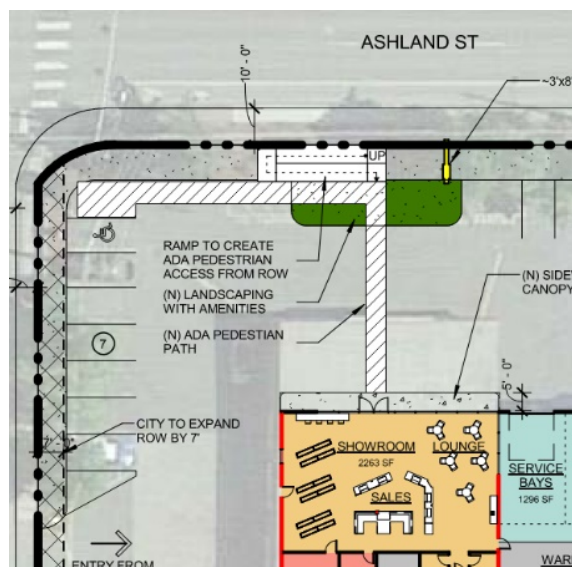
**Parking** – Staff has concerns about proposed parking between the building and the street scape as discussed in the 2017 pre-application. Staff also has concerns regarding the quantity of parking. (parking demand is estimated to be 22 spaces for the entire site. No more than 110 percent of the required parking can be provided by code.) It is understood that this is an auto centric business and that storing automobiles that have been serviced in a requirement, the application should carefully explain the parking demand based on those ratios at AMC 18.4.3.040, and the number of spaces that are serving for customer vehicles being serviced.

Retail 1/350 sq. ft, Office 1/500 sq. ft., Warehouse 1/1000 sq. ft.

**FAR** – detail site review seeks development at least a Floor to Area Ratio of 0.5. A final application should include a future development plan showing how that goal of 0.5 FAR is not being excluded based on the present proposal. The applicant may want to consider an argument that discusses the unbuildable areas on site.

**Other Non-conformities:** The standards call for any addition to proportionally bring a site more into compliance with the applicable standards, so a 3,400 square foot addition to an existing 13,250 square foot building should bring at least 25 percent of the site into compliance with the applicable design standards.

**Public Space** - One square foot of plaza or public space is to be provided for every ten feet of gross



floor area

**Ramp Location** – There is existing infrastructure including guy wires and telephone boxes in the location of the proposed ADA ramp.

**Transportation SDC's** for ITE 110 "Light industrial" are charged at \$2,689/KSF, this will include the newly enclosed breezeway

**Transportation Impacts Analysis:** Public works has no concerns that the proposal will hit a thresholds which trigger Traffic Impact Analysis (TIA)

These remarks are from the 2017 preapplication but are still valid.

*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.*



### Site Design Review Approval Criteria

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 entrances are to be oriented to the street and accessed from a public sidewalk.
  - 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.
  - 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.

**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.
- Buildings shall incorporate arcades, roofs, alcoves, porticoes, and awnings that protect pedestrians from rain and sun.
- Building shall include changes in relief such as cornices, bases, fenestration and fluted masonry for at least 15 percent of the exterior wall area.
- 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.

**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.

**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.

**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.**

**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](mailto: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](mailto: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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**PROCEDURE:** Site Review for new buildings or additions greater than 10,000 square feet / longer than 100’ is subject to a “Type II” application procedure which requires a decision by the Planning Commission through a public hearing. (Conditional Use Permits for new buildings and Outline Plan approval are also subject to “Type II” procedures.)

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.
  - 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:

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

### **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.**

- the materials required for a Site Design Review application as detailed in LUO 18.5.2.040.**
- Tree Protection Plan as required in chapter 18.4.5.030 (*if the application will involve any site disturbance that would impact trees*).**
- 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:

- 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.**
- written findings addressing the following criteria from chapter 18.4.6.020.B for an Exception to Street Standards**
- 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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<b>UPCOMING APPLICATION DEADLINES:</b>	First Friday of each month
<b>UPCOMING PC MEETINGS:</b>	Second Tuesday of each month
<b>FEES:</b>	
Commercial Site Review (Type II)	\$2,247.50 + 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:**

Aaron Anderson, *Senior Planner*  
City of Ashland, Department of Community Development  
Phone: 541-552-2052 or e-mail: [aaron.anderson@ashland.or.us](mailto:aaron.anderson@ashland.or.us)

November 2, 2022

Date



## Public Works Conditions of Approval

1. Engineered Plans - Where public improvements are required or proposed, the applicant's engineer shall submit design plans for approval of all public improvements identified on the approved plan or as specified in conditions of approval. One set of these civil plans MUST be submitted DIRECTLY to the Public Works/Engineering Department. All design plans must meet the City of Ashland Public Works Standards. Engineered construction plans and specifications shall be reviewed and signed by the Public Works Director, prior to construction. All public facilities within the development will be designed to the City of Ashland Engineering Design Standards for Public Improvements. The engineered plans shall also conform to the following:

- If drawings are submitted to the City of Ashland digitally, they shall be true scale PDF drawings. If AutoCAD drawings are also submitted, they shall be compatible with the AutoCAD release being used by the City at that time and shall be located and oriented within the Oregon State Plane Coordinate System (NAD83-89).
  - Drawings sizes shall comply with ANSI-defined standards for page width and height. Review drawings may be submitted in B size (11x17). Bidding and construction documents may also be printed at B size; however, all final as-constructed drawings must be submitted to scale on D-size (24x36) Mylar. Digital files of the as-constructed drawings shall also be submitted. Drawings shall be drawn such that reduction of plans from full size (D sized) to half size (B sized) can be done to maintain a true scale on the half-sized plans.
2. Street Improvement – No additional street improvements, beyond those necessary to comply with City Street Standards, will be required at this time. The applicant proposed improvements must be reviewed and permitted by the City of Ashland Engineering Department.
3. Right of Way – No additional right of way dedication, beyond that necessary to comply with City Street Standards, will be required at this time.
4. Sanitary Sewer - The property is currently served by an 8-in sanitary sewer main in Ashland Street. The applicant proposed improvements must be reviewed, approved and permitted by the City of Ashland Engineering Department.
5. Water - The property is currently served by an 8-in water main in Tolman Creek Road. City of Ashland Water Department shall tap existing water main and install any new water services and water meter boxes that are proposed by development. City of Ashland Water Department must be contacted for availability, placement and costs associated with the installation of the new water service. Service & Connection Fees will also be required for any new water services installed as part of this project.
6. Storm Drainage - The property is currently served by a 12-in storm sewer main in Ashland Street and a 12-in storm sewer main in Tolman Creek Road. City of Ashland Engineering Department must review an engineered storm drainage plan.

## Storm Water Facility Design Requirements

All development or redevelopment that will create or replace 2,500 square feet or more of impervious surface (buildings, roads, parking lots, etc.) area that discharges to an MS4 (municipal separate storm sewer systems), must comply with the requirements of the DEQ MS4 General Permit

phase 2. Applicant MUST follow the guidance and requirements set forth in the current Rogue Valley Stormwater Quality Design Manual which can be found at the following website:

<https://www.rvss.us/pilot.asp?pg=StormwaterDesignManual>

All stormwater calculations, reports, drawings, etc. shall be submitted to the City of Ashland Engineering Department for review.

7. Erosion & Sediment Control - The following requirements shall be met:
  - All ground disturbances exceeding 2,500 square feet shall implement an Erosion and Sediment Control Plan (ESCP).
  - A 1200-C permit will be secured by the developer where required under the rules of the Oregon State DEQ. City of Ashland Engineering Department must receive a copy of this permit before any construction shall begin.
  - Erosion Prevention and Sediment control measures that meet the minimum standards set forth by the City of Ashland Public Works/Engineering Standard Drawing CD282 must be in place before any construction related to the project begins.
  - Pollution, track out, and sediment dumping into storm water are strictly prohibited per AMC 9.08.060.
  - Drainage from automotive use areas shall be limited to oil concentrations of 10 mg/l by a pre-approved means.
  - Trash storage areas shall be covered or provide additional storm water treatment by an approved means.
  - Off street parking areas shall conform to Ashland Municipal Code 18.4.3.080.B.5, including provisions to minimize adverse environmental and microclimatic impacts.
8. Driveway Access – No additional improvements/requirements will be requested at this time, but the applicant proposed improvements must be reviewed and permitted by the City of Ashland Engineering Department.
9. Permits – Any construction or closure within the public right of way will require a Public Works permit and before any work in the right of way commences all necessary permits MUST be obtained. ODOT will need to review and approve any improvements in the ODOT right-of-way. City of Ashland must obtain a copy of any ODOT approvals and/or permits that are granted before any work in the ODOT right-of-way begins.
10. As-Built - Where public improvements are required or completed, the developer shall submit to the City of Ashland, reproducible as-built drawings and an electronic file of all public improvements constructed during and in conjunction with this project. Field changes made during construction shall be drafted to the drawings in the same manner as the original plans with clear indication of all modifications (strike out old with new added beside). As-built drawings shall be submitted prior to final acceptance of the construction, initiating the one-year maintenance period.
11. Addresses – Any new addresses must be assigned by City of Ashland Engineering Department.



## Ashland Fire & Rescue Pre-Application Report

### Conditions Descriptions

**Reviewed By:** Sartain, Ralph; Kleinberg Tech, Admin

**LD File #:** PreApp-2022-00356

**Applicant:** Frank Rudloff, MCA Architects

**Site Name:** Les Schwab Tire Center #203

**LD Description:** Renovation including 2,000 sq. ft addition

**Location:** 2308 Ashland Street

**Date Completed:** 10/18/2022

**Date Scheduled:**

### Status

**Approved with** Yes  
**Conditions Noted**  
**Below:**

### Specific Development Requirements for Access & Water Supply

Fire department comments are based upon the 2019 Oregon Fire Code as adopted by the Ashland Municipal Code, and Ashland Land Use Laws:

#### Conditions

##### Code Set

Agency Defined Code

##### Code Reference

Approved

#### Conditions Descriptions

##### Code Reference

Approved

##### Description

Approved as submitted with no additional conditions or requirements.

### Construction General Information/Requirements

Development shall comply with access and water supply requirements in accordance with the Oregon Fire Code in effect at the time of development submittal. Fire apparatus access roads are required to be installed prior to the time of construction. The approved water supply for fire protection (fire hydrants) is required to be installed prior to construction when combustible material arrives at the site.

Specific fire protection systems may be required in accordance with the Oregon Fire Code. This plan review shall not prevent the correction of errors or violations that are found to exist during construction. This plan review is based on information provided only. This plan review shall not prevent the correction of errors or violations that are found to exist during construction. This plan review is based on information provided only.

Design and installation shall meet the Oregon requirements of the International Fire, Building, Mechanical Codes and applicable NFPA Standards.

Final determination of fire hydrant distance, fire flow, and fire apparatus access requirements will be based upon plans submitted for Building Permit review. Changes from plans submitted with this application can result in further requirements. Any future construction must meet fire code requirements in effect at that time. The fire department contact for this project is Fire Marshal Ralph Sartain. He may be contacted at (541) 552-2229 or [ralph.sartain@ashland.or.us](mailto:ralph.sartain@ashland.or.us).

If work will be completed during fire season, check fire season fire prevention requirements found at [www.ashland.or.us/fireseason](http://www.ashland.or.us/fireseason).

**Ashland Fire & Rescue, 455 Siskiyou Blvd, Ashland OR 97520**

**541-482-2770 [www.ashland.or.us](http://www.ashland.or.us)**

# Type II Procedure

## Quasi-Judicial Decision

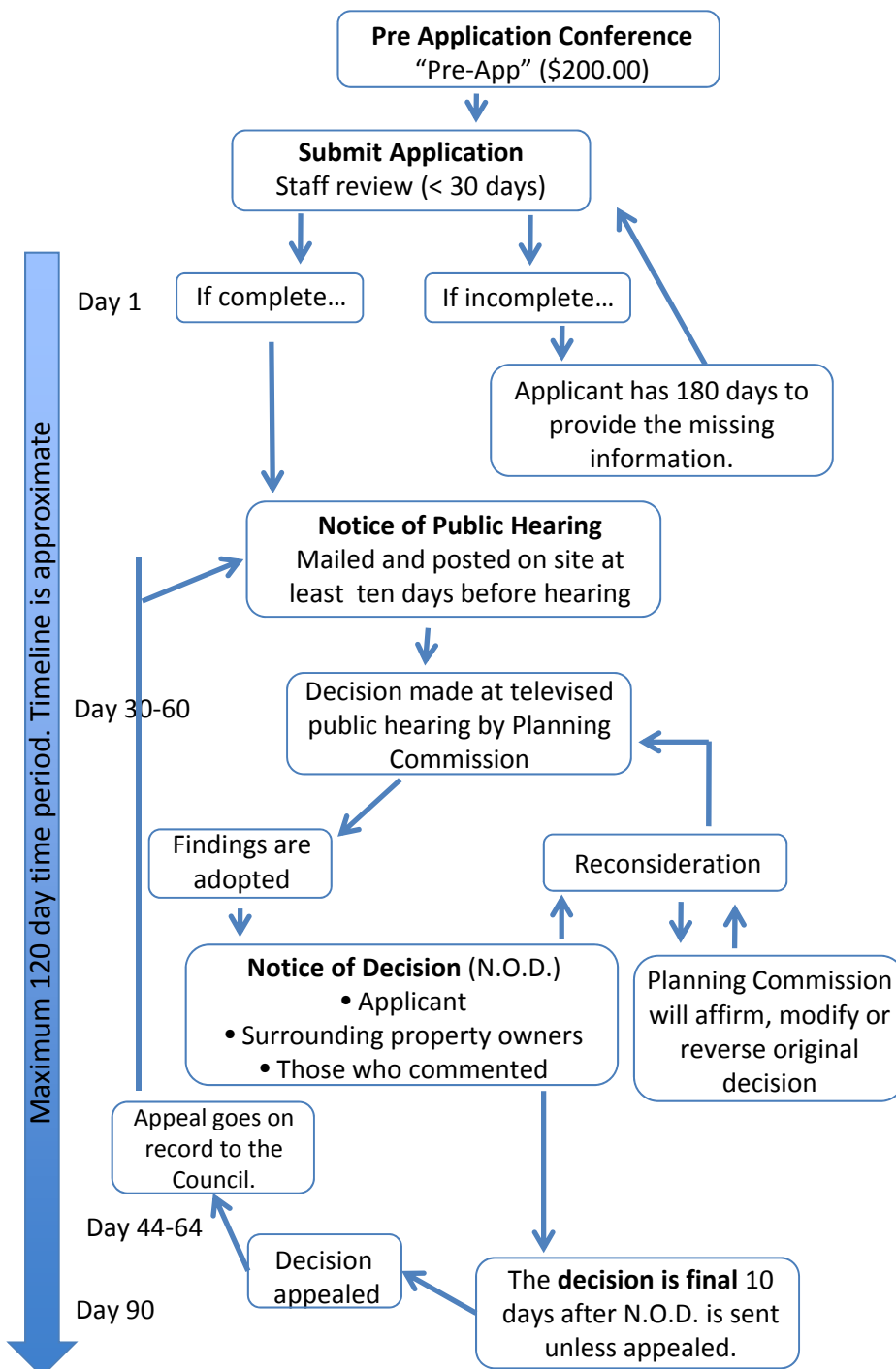
Subdivisions, Larger Scale & Commercial Projects, Minor Comprehensive Plan and Zoning Map Changes

1. Conditional Use Permit (\$2,247.50)\*
2. Variance (\$2,247.50)\*
3. Commercial Site Review (\$2,247.50 + ½ % value)\*
4. Outline Plan or Preliminary Plan for subdivisions (\$2,247.50 + \$150 per lot)\*
5. Final Plan with outline (\$2,993 + \$150 per lot)\*
6. Independent Review of W.C.F. (\$5,000 - \$10,000)\*

\*Fees are cumulative and depend on project specifics.

See Ashland Municipal Code (AMC) 18.5.1 for complete information. Contact City of Ashland Planning for any questions or more information at 51 Winburn Way Ashland OR, 97520. **Phone:** 541-488-5305 or **E-mail:** [Planning@ashland.or.us](mailto:Planning@ashland.or.us).

**Priority planning action processing for LEED® certified buildings.**



A pre-application conference is required and valid for six months. Conferences are Wednesday afternoons, as available, and must be scheduled at least two weeks in advance.

Fees must be paid upon submission of the application. Planning staff review the application and determine if it is complete, and inform the applicant of any deficiencies within 30 days of submittal.

City may hold an initial evidentiary hearing. Complete applications are heard initially at Planning Commission meeting at least 30 days after the submission of the complete application. Public hearing notice must be mailed and posted ten days before the hearing.

Staff reviews application and prepares a written recommendation to the Commission 7 days before the hearing. Commission conducts public hearing and approves or denies application.

Reconsideration may be requested by any party if (1) new evidence material exists, (2) a factual error occurred, or (3) a procedural error occurred. If reconsideration is requested within 7 days of mailing findings it goes before the Planning Commission at the next scheduled meeting.

The Planning commission shall decide to affirm, modify or reverse the original decision. Notice of the reconsideration decision shall be sent to any party entitled to notice of the planning action.

After Commission hearing, Staff prepares findings document. Commission adopts the findings document at the next months hearing. Decision is final 10 days after findings adopted, unless there is an appeal.

Appeals are heard by the City Council. Fee \$325. Council appeals are on the record.