

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 DIVISION
PRE-APPLICATION CONFERENCE
COMMENT SHEET** March 8, 2023

SITE: 580 Clover
APPLICANT: Asia Johnson
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 for commercial site design review.

Application fee is a function of project valuation.

Transportation SDC's can have a large impact on project budgeting.

Planning process and approval criteria are dependent on final design (length / size of building)

Historically parking would be a major impediment, however recent changes in state law prohibit us from enforcing parking minimums.

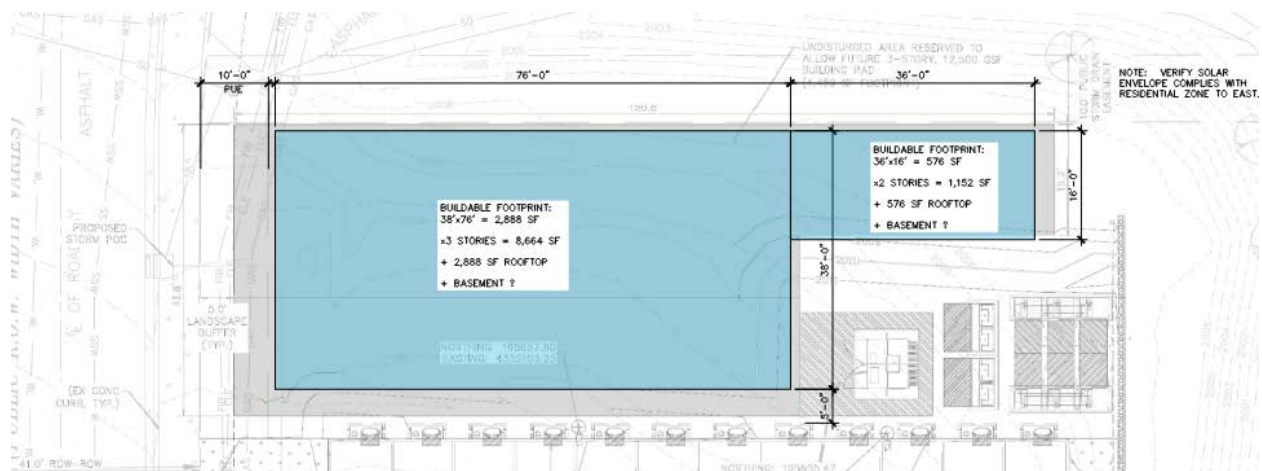
Building Orientation: Must have primary orientation to street.

FAR – detail site review seeks development at least a Floor to Area Ratio of 0.5. The previous approval for tesla showed a possible 12ksf building. Getting as close to this level of development as possible would be preferable.

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

Transportation Impacts Analysis: Depending on the proposed use and number of trips a traffic analysis could be required.

The applicant may want to consult a Land Use specialist to prepare the planning application.



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).

Only relevant overlay is the wildfire overlay

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
- 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.

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.

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.

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 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 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.**

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**

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

FEES:	Commercial Site Review (Type I)	\$1,120.25 + ½ % of valuation
	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

March 8, 2023

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 Plain 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-Builts - 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.

Type I Procedure

Administrative Decision

1. Type I Site Review (\$1,092 base fee)*
 - Downtown
 - Detail Site Review Zone
 - Commercial, Industrial and Non-residential
 - Residential (*Base + \$72.50 per unit*)

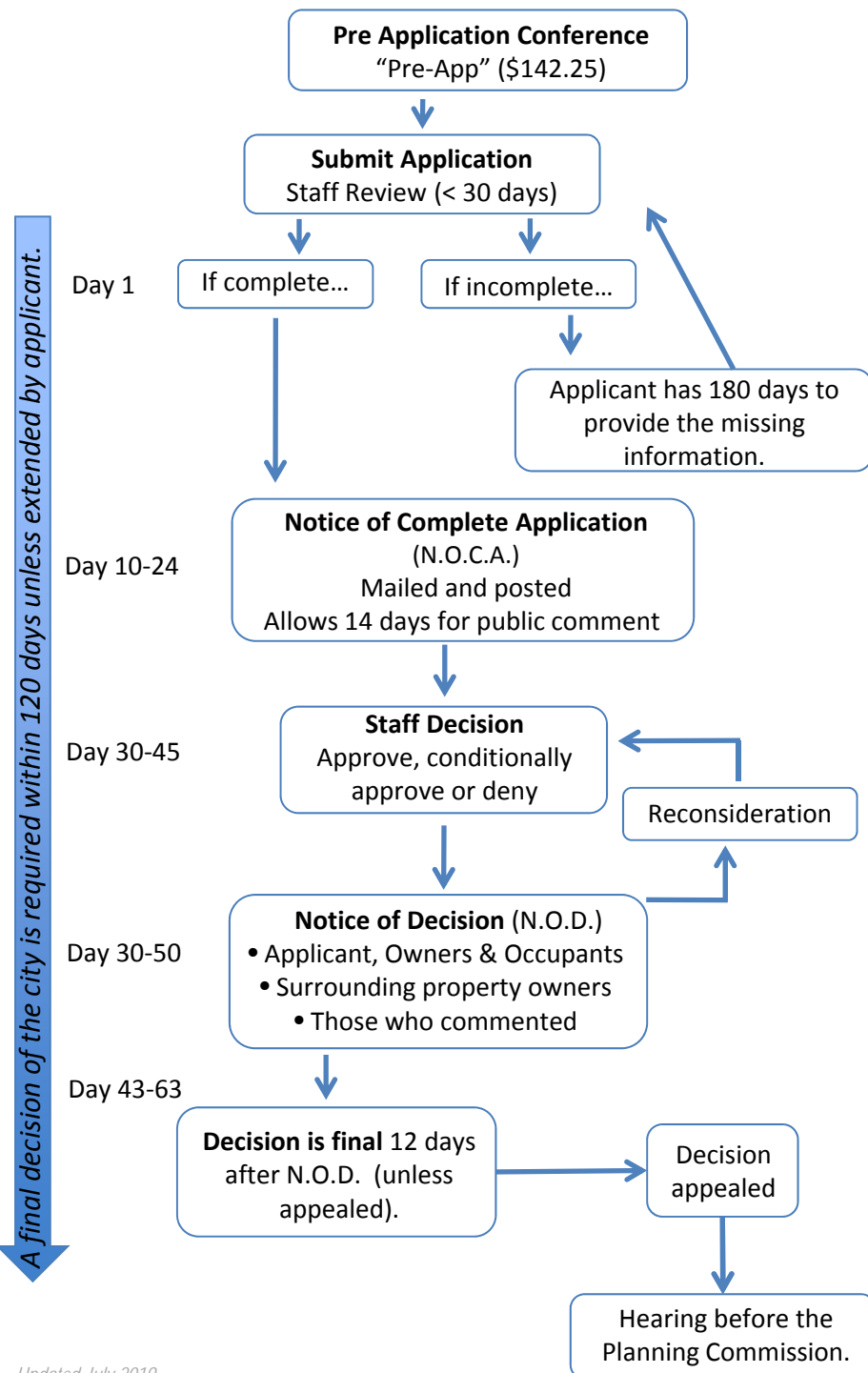
} Base + ½ % of value of construction
2. Accessory Residential Unit (\$710)*
3. Miscellaneous Type I Actions (\$1,092)*
 - Amendments or Modifications
 - Physical and Environmental Constraints Permit
 - Water Resources Permit
 - Tree removal (\$30.50, no base fee with another application)

4. Variances (\$1,092)*
5. Conditional Use Permits (\$1,092)*
6. Land Partitions (\$1,092 + \$72.50 per lot)*

**Fees are cumulative and depend on project specifics*

See Ashland Land use Ordinance (LUO) 18.5.1.050 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; **E-mail:** 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 within 30 days of submittal. (See 18.5.1.090)

Within ten days of completeness determination, written notice will be mailed to the applicant, owners of the property, and property owners within 200 feet of the property. A clearly visible notice will be posted on the property by City staff. These notices allows 14 days for the submission of written comments. (See 18.5.1.050.B.)

Within 45 of a completeness determination, but not less than 20 days after the N.O.C.A., a decision is made. Within 5 days of the decision, the City will mail notice of the decision (N.O.D.) to the applicant, owner and occupants of the property and any group or individual who submitted written comments. Planning Director can reconsider a decision pursuant to 18.5.1.050.C & D.

Decision is final 12 days after N.O.D., unless there is an appeal. An appeal must be requested within 11 days of N.O.D. with an appeal fee of \$150. Appeals are heard by the Planning Commission at the next regular Planning Commission meeting, which is the final decision of the City for Type I's. Further appeals are to the State Land Use Board of Appeals (LUBA). (See 18.5.1.050.G)

Type II Procedure

Quasi-Judicial Decision

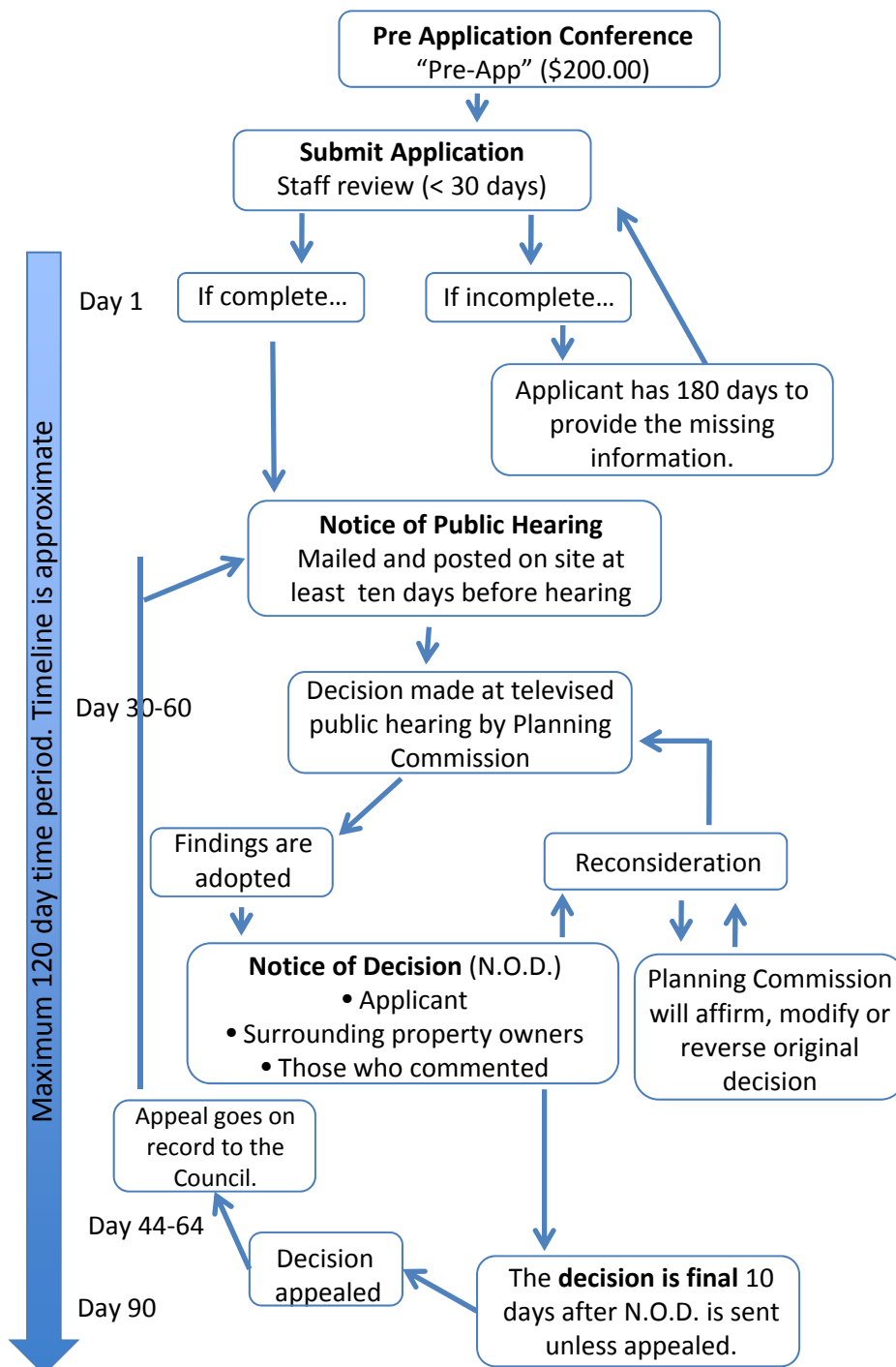
Subdivisions, Larger Scale & Commercial Projects, Minor Comprehensive Plan and Zoning Map Changes

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.

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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.

**COMMERCIAL
SYSTEMS DEVELOPMENT CHARGES
(SDCs)**

The purpose of the systems development charge (SDC) is to impose an equitable share of the public costs of capital improvements upon those developments that create the need for or increase the demands on capital improvements.

SDCs are collected to help pay for growth related improvements in the following areas: water supply, distribution and treatment, sewer collection and treatment, transportation, storm water collection, and parks and recreation/open space acquisition.

If you are building a new structure or adding onto an existing one, the following fees will be assessed along with standard building permit fees and are due at the time of building permit issuance.

WATER SDC

The water SDC is based on required water meter size. The meter fee schedule is as follows:

.625 x .75	\$ 5,311	2 inch	\$ 61,965
.75 inch	\$ 8,852	3 inch	\$ 106,224
1 inch	\$ 17,704	4 inch	\$ 221,299
1.5 inch	\$ 28,325	6 inch	\$ 318,670

SANITARY SEWER SDC

The Sanitary Sewer SDC is based on fixture units. The State Building Code determines the number of fixture units of each plumbing fixture unit. You will be credited for any existing fixtures being removed. Please note on your plans any existing fixtures being removed so they can be credited accordingly.

To calculate, see the attached sheet to determine the number of plumbing fixture units and multiply the total number of fixture units by **\$348.24**.

STORM SEWER SDC

If you are adding roof area, driveway or any other impervious surface (concrete walkways/decks, swimming pools, etc, you will be assessed for storm water collection.

To calculate, multiply **\$0.1839** by the total square footage of the impervious surfaces.

PARK AND RECREATION SDC

The Parks and Recreation SDC is charged on new residential development, with the exception of tourist accommodation rooms (hotel/motel/B & B)

To calculation, multiply each tourist accommodation room by **\$487.76**

TRANSPORTATION SDC

The Transportation SDC is based on the land use category for each project. Rates and land use categories are listed on the attached sheet.



COMMERCIAL
SYSTEMS DEVELOPMENT CHARGES
(SDCs)

Fixture Unit Reference Guide
Effective 7/20/2007

The following is a partial list of the most common commercial fixtures and their fixture unit counts for standard, public use and for assembly use (schools, auditoriums, etc) Complete specifications can be found in the Uniform Plumbing Code.

	<u>Public</u>	<u>Assembly</u>
Bathtub or Bath/Shower	4.0	
Clothes Washer	4.0	
Dishwasher	1.5	
Drinking Fountain	.5	.75
Lavatory	1.0	1.0
Kitchen, domestic	1.5	
Laundry sink	1.5	
Service/Mop Basin	3.0	
Shower	2.0	
Urinal 1.0 GPF	4.0	
Water Closet (1.6 GPF)	2.5	3.5



TRANSPORTATION SYSTEM DEVELOPMENT CHARGES

Table A-2

City of Ashland, Oregon

ITE Code	Description	Unit of Measure	Rate <i>(Effective July 1, 2022)</i>
90	PARK & RIDE LOT WITH BUS SERVICE	PER PARKING SPACE	\$1,523.26
110	GENERAL LIGHT INDUSTRIAL	PER TGSF	\$2,689.61
130	INDUSTRIAL PARK	PER TGSF	\$1,826.80
140	MANUFACTURING	PER TGSF	\$2,130.35
150	WAREHOUSING	PER TGSF	\$942.87
151	MINI WAREHOUSE	PER TGSF	\$818.34
154	HIGH-CUBE/SHORT-TERM STORAGE WAREHOUSE	PER TGSF	\$759.40
160	DATA CENTER	PER TGSF	\$537.03
210	SINGLE FAMILY DWELLING/TOWNHOME	PER DU	\$5,117.93
210.5	SINGLE FAMILY DWELLING LESS THAN 500 SQ FT	PER DU	\$2,558.96
210.75	SINGLE FAMILY DWELLING, 501-800 SQ FT	PER DU	\$3,838.45
220	APARTMENTS/CONDOS	PER DU	\$3,968.26
220.5	APARTMENTS/CONDOS LESS THAN 500 SQ FT	PER DU	\$1,984.13
220.75	APARTMENTS/CONDOS, 501-800 SQ FT	PER DU	\$2,976.19
225	OFF-CAMPUS STUDENT APARTMENT	PER BEDROOM	\$1,707.84
240	MANUFACTURED HOUSING		\$2,710.74
251	SENIOR HOUSING DETACHED	PER DU	\$2,314.91
252	SENIOR HOUSING ATTACHED	PER DU	\$2,005.81
253	CONGREGATE CARE FACILITY	PER DU	\$1,095.20
310	HOTEL/MOTEL	PER ROOM	\$4,531.98
411	CITY PARK	PER ACRE	\$422.51
430	GOLF COURSE	HOLES	\$16,470.11
444	THEATER	SEATS	\$953.99
492	HEALTH/FITNESS CLUB	PER TGSF	\$13,570.37
491	TENNIS	PER COURT	\$15,022.46
495	COMMUNITY CENTER	PER TGSF	\$15,625.09
520	ELEMENTARY SCHOOL	PER STUDENT	\$1,025.14
536	PRIVATE SCHOOL (K-12)	PER STUDENT	\$1,344.25
522	MIDDLE SCHOOL/JUNIOR HIGH SCHOOL	PER STUDENT	\$1,155.23
530	HIGH SCHOOL	PER STUDENT	\$1,100.75

540	JUNIOR/COMMUNITY COLLEGE	PER STUDENT	\$623.76
550	UNIVERSITY/COLLEGE	PER STUDENT	\$846.13
560	PLACE OF WORSHIP	PER TGSF	\$3,768.13
565	DAY CARE CENTER	PER STUDENT	\$975.11
590	LIBRARY	PER TGSF	\$39,062.18
610	HOSPITAL	PER TGSF	\$5,811.74
710	GENERAL OFFICE BUILDING	PER TGSF	\$5,280.27
720	MEDICAL-DENTAL OFFICE	PER TGSF	\$18,867.31
731	DEPARTMENT OF MOTOR VEHICLES	PER TGSF	\$6,077.48
732	US POST OFFICE		\$56,350.63
813	FREE-STANDING DISCOUNT SUPERSTORE	PER TGSF	\$19,515.52
816	HARDWARE/PAINT STORE	PER TGSF	\$3,666.95
817	NURSERY (GARDEN CENTER)	PER TGSF	\$36,920.73
820	SHOPPING CENTER/RETAIL	PER TSFGLA	\$8,186.69
841	AUTOMOBILE SALES	PER TGSF	\$15,093.63
850	SUPERMARKET	PER TGSF	\$15,051.37
851/853	CONVENIENCE MARKET	PER TGSF	\$60,913.75
854	DISCOUNT SUPERMARKET	PER TGSF	\$25,124.91
857	DISCOUNT CLUB	PER TGSF	\$14,277.51
862	HOME IMPROVEMENT SUPERSTORE	PER TGSF	\$9,666.58
880	PHARMACY/DRUGSTORE W/OUT DRIVE THRU WINDOW	PER TGSF	\$16,116.55
881	PHARMACY/DRUGSTORE WITH DRIVE THRU WINDOW	PER TGSF	\$22,488.67
911	WALK-IN BANK	PER TGSF	\$13,831.65
912	DRIVE-IN BANK	PER TGSF	\$23,319.23
931	QUALITY RESTAURANT	PER TGSF	\$13,181.21
932	HIGH TURNOVER RESTAURANT	PER TGSF	\$18,853.97
934	FAST FOOD RESTAURANT WITH DRIVE-THRU	PER TGSF	\$68,938.10
937	COFFEE/DONUT WITH DRIVE-THROUGH	PER TGSF	\$48,924.46
936	COFFEE/DONUT WITHOUT DRIVE-THROUGH	PER TGSF	\$55,604.57
944	GASOLINE/SERVICE STATION	PER VEH.FUEL.POS.	\$21,449.06
945	GAS/SERVICE STATION W/CONVENIENCE MKT	PER VEH.FUEL.POS.	\$14,473.20

TGSF = Thousand Gross Square Feet

TSFGLA = Thousand Square Feet Gross Leasable Area



Planning Division
 51 Winburn Way, Ashland OR 97520
 541-488-5305 Fax 541-488-6006

ZONING PERMIT APPLICATION

FILE # _____

DESCRIPTION OF PROJECT _____

DESCRIPTION OF PROPERTY _____ Pursuing LEED® Certification? YES NO

Street Address _____

Assessor's Map No. 39 1E _____ Tax Lot(s) _____

Zoning _____ Comp Plan Designation _____

APPLICANT

Name _____ Phone _____ E-Mail _____

Address _____ City _____ Zip _____

PROPERTY OWNER

Name _____ Phone _____ E-Mail _____

Address _____ City _____ Zip _____

SURVEYOR, ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT, OTHER

Title _____ Name _____ Phone _____ E-Mail _____

Address _____ City _____ Zip _____

Title _____ Name _____ Phone _____ E-Mail _____

Address _____ City _____ Zip _____

I hereby certify that the statements and information contained in this application, including the enclosed drawings and the required findings of fact, are in all respects, true and correct. I understand that all property pins must be shown on the drawings and visible upon the site inspection. In the event the pins are not shown or their location found to be incorrect, the owner assumes full responsibility. I further understand that if this request is subsequently contested, the burden will be on me to establish:

- 1) that I produced sufficient factual evidence at the hearing to support this request;
- 2) that the findings of fact furnished justifies the granting of the request;
- 3) that the findings of fact furnished by me are adequate; and further
- 4) that all structures or improvements are properly located on the ground.

Failure in this regard will result most likely in not only the request being set aside, but also possibly in my structures being built in reliance thereon being required to be removed at my expense. If I have any doubts, I am advised to seek competent professional advice and assistance.

Applicant's Signature _____
Date

As owner of the property involved in this request, I have read and understood the complete application and its consequences to me as a property owner.

Property Owner's Signature (required) _____
Date

[To be completed by City Staff]

Date Received _____ Zoning Permit Type _____ Filing Fee \$ _____

OVER ►►

ZONING PERMIT SUBMITTAL REQUIREMENTS

- APPLICATION FORM must be completed and signed by both applicant and property owner.
- FINDINGS OF FACT – Respond to the appropriate zoning requirements in the form of factual statements or findings of fact and supported by evidence. List the findings criteria and the evidence that supports it. Include information necessary to address all issues detailed in the Pre-Application Comment document.
- 2 SETS OF SCALED PLANS no larger than 11"x17". Include site plan, building elevations, parking and landscape details. (Optional – 1 additional large set of plans, 2'x3', to use in meetings)
- FEE (Check, Charge or Cash)
- LEED® CERTIFICATION (*optional*) – Applicant's wishing to receive priority planning action processing shall provide the following documentation with the application demonstrating the completion of the following steps:
 - Hiring and retaining a LEED® Accredited Professional as part of the project team throughout design and construction of the project; and
 - The LEED® checklist indicating the credits that will be pursued.

NOTE:

- 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.
- All applications received are reviewed for completeness by staff 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. (Planning Commission meetings include the Hearings Board, which meets at 1:30 pm, or the full Planning Commission, which meets at 7:00 pm on the second Tuesday of each month. Meetings are held at the City Council Chambers at 1175 East Main St).
- A notice of the project request will be sent to neighboring properties for their comments or concerns.
- If applicable, the application will also be reviewed by the Tree and/or Historic Commissions.