
The comments of this pre-app are preliminary in nature and subject to change based upon the submittal of additional or different information. The Planning Commission or City Council are the final decision making authority of the City, and are not bound by the comments made by the Staff as part of this pre-application.

**ASHLAND PLANNING DIVISON
PRE-APPLICATION CONFERENCE
COMMENT SHEET** June 16, 2021

SITE: 147/149 Pioneer Street
APPLICANT: Vida Bakery
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.

Generally: Site Design Review approval is required for any new structures on commercial property in the C-1 zone as detailed in AMC 18.5.2.020. The application will be processed as a “Type I” procedure and is subject to administrative review with the potential for appeal to the Planning Commission. Because the subject property is within a designated historic district the application will also go before the Historic Commission for their review and approval.

The Site Design Review application would need to provide a Site Plan and written findings addressing the applicable criteria and standards for Basic Site Review, Detail Site Review, , and the Historic District Development Standards. The current Land Use Ordinance detailing these standards can be accessed at: <https://ashland.municipal.codes/LandUse>

An earlier planning action that was similar is when the Restaurant Gil’s requested approval to build an arbor over their outdoor seating area. In that planning application, the original proposal was for 6” posts, and the historic commission ultimately recommended that it be built with 3.5” metal posts to be more compatible with the historic district. A complete application should include specific detail in the proposed size of structural supports, proposed materials, treatment, and any covering (if proposed). In addition to detailed plan and elevation drawings the applicant should consider including a rendering if possible.

The final application will be required to provide a site plan of sufficient detail showing the width from the property line for vehicle access along the southern side of the property. A driveway serving seven or fewer spaces shall be served by a driveway 12’ in width. See AMC 18.4.3.080.D.2. *If the proposed deck reduces the vehicle access to less than 12’, a variance will be required.*

Fire Code Issues: The applicants would also be well served by consulting with Ashland Fire Marshall as early in the planning process as possible to identify any potential Fire Department concerns with regard to fire access.

Historic District/Historic Commission Review: The subject property is located within Ashland’s Railroad Addition Historic District and is designated “Bob Cresap Insurance Office.” The building is considered to be a “non-compatible/non-contributing” resource as it was constructed in 1971.

Despite the fact that the property is non-contributing the application will still need to ensure that the proposal responds to the applicable design standards, including those for Historic District Development. The applicant should address specifically those standards at AMC 18.4.2.050.C.2 “Rehabilitation Standards for Existing Buildings and Additions”

2. Rehabilitation Standards. In addition to the standards of part 18.4, the approval authority uses the following standards for existing buildings and additions within the Historic District Overlay. These standards apply primarily to residential historic districts, residential buildings in the Downtown Historic District, and National Register-listed historic buildings not located within the Historic District Overlay. The purpose of the following standards is to prevent incompatible treatment of buildings in the Historic District Overlay and to ensure that new additions and materials maintain the historic and architectural character of the district.
 - a. Historic architectural styles and associated features shall not be replicated in new additions or associated buildings.
 - b. Original architectural features shall be restored as much as possible, when those features can be documented.
 - c. Replacement finishes on exterior walls of historic buildings shall match the original finish. Exterior finishes on new additions to historic buildings shall be compatible with, but not replicate, the finish of the historic building.
 - d. Diagonal and vertical siding shall be avoided on new additions or on historic buildings except in those instances where it was used as the original siding.
 - e. Exterior wall colors on new additions shall match those of the historic building.
 - f. Imitative materials including but not limited to asphalt siding, wood textured aluminum siding, and artificial stone shall be avoided.
 - g. Replacement windows in historic buildings shall match the original windows. Windows in new additions shall be compatible in proportion, shape and size, but not replicate original windows in the historic building.
 - h. Reconstructed roofs on historic buildings shall match the pitch and form of the original roof. Roofs on new additions shall match the pitch and form of the historic building, and shall be attached at a different height so the addition can be clearly differentiated from the historic building. Shed roofs are acceptable for one-story rear additions.
 - i. Asphalt or composition shingle roofs are preferred. Asphalt shingles which match the original roof material in color and texture are acceptable. Wood shake, woodshingle, tile, and metal roofs shall be avoided.
 - j. New porches or entries shall be compatible with, but not replicate, the historic character of the building.
 - k. New detached buildings shall be compatible with the associated historic building and shall conform to the above standards.
 - l. The latest version of the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings shall be used in clarifying and determining whether the above standards are met.

Following planning approval, the applicant will be required to apply for and receive a Structural permit from the building Department. Because the property is commercial the plans will need to be prepared by a registered design professional. For the planning process construction details on footings, etc. are not required, however those details will be required when you are applying for the structural permit.

Building Code Issues: The applicants would be well served by consulting with the Building Official early on in the planning process to verify applicable building codes requirements.

SITE DESIGN REVIEW APPROVAL CRITERIA AMC 18.5.2.050

An application for Site Design Review shall be approved if the proposal meets the criteria in subsections A, B, C, and D below. The approval authority may, in approving the application, impose conditions of approval, consistent with the applicable criteria.

- 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.*
 - The underlying Zone (C-1) has zero setbacks, and no changes are proposed to overall lot coverage.
- B. ***Overlay Zones.*** *The proposal complies with applicable overlay zone requirements (part 18.3).*
 - Historic, Detail Site Review, Wildfire
- 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.*
 - Chapter 18.4 Provides the entirety of the Site Development and Design Standards
- 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.*
 - A Statement that this project has no impact on any city facilities.
- 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, 2, or 3, below, are found to exist.*
 - I do not expect you to need to address any exceptions

Level of Detail: The final application submittal will need to address the proposal in detail by providing a scalable site plan with graphic scale, exterior elevation drawings of all structures both as they currently exist and with the proposed changes; color, material, lighting, and trim details including cross-section drawings and details of the arbor materials, cover and any associated lighting; details of existing and proposed signage; landscaping/irrigation plans; and floor plans for all buildings which identify all kitchen and dining areas, seating, etc. (if any interior changes are proposed).

Neighborhood Outreach: Projects involving changes to established neighborhood patterns can be a concern for neighbors. Staff always recommends that applicants approach 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: “*The applicants would be well served by consulting with the Building Official early on in the planning process to verify building codes requirements.*” Please contact the Building Division for any Building Code-related information at 541-488-5305.

CODE COMPLIANCE: For any additional compliance-related information, please contact Kevin Flynn, Code Compliance Specialist at (541) 552-2424 or via e-mail to kevin.flynn@ashland.or.us.

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.

PUBLIC WORKS/ENGINEERING: *Final plan submittals should make clear that the proposed improvements do not encroach into the public right-of-way (sidewalk corridor).* Please contact Karl Johnson of the Engineering Division for any further information on Public Works or Engineering requirements including storm water drainage, streets, transportation or utilities at 541-552-2415 or via e-mail to karl.johnson@ashland.or.us.

FIRE DEPARTMENT: See Fire Department comments at the end of this document. Please contact Division Chief Marguerite Hickman of the Fire Department for Fire Code-related information at 541-552-2229.

WATER AND SEWER SERVICE: *If the project will require additional water services the applicant/owner will need to contact the City of Ashland Water Department for the availability, placement and costs associated with the installation of these services (meters). The fees for water service installations are separate charges paid to the water division and will typically run from less than \$500 into the thousands depending on size and number of services.*” Please contact Steve Walker of the Water Division for any water service-related information at (541) 552-2326 or e-mail steve.walker@ashland.or.us.

ELECTRIC SERVICE: Please contact Dave Tygerson in the Electric Department for service and meter location requirements and fee information at (541) 552-2389 if there will be any changes to existing services associated with the request.

ZONING DISTRICT REQUIREMENTS

Zoning: C-1 (Commercial)

Landscaping Requirements: 15 percent of the site. Seven percent of the parking area and one tree per seven parking spaces. Street trees, one per 30 feet of street frontage.

Parking, Access & Circulation: As per the requirements of **AMC 18.4.3.**

Lot Coverage: A maximum of 85 percent of the lot may be covered; coverage includes buildings, pavement, and any other soil disturbances, other than natural landscaping, that will not allow normal water infiltration into the soil. Landscape and screening requirements must be met. Please identify on site plan and in text all areas of landscaping, all impervious surfaces and all other lot coverage.

Setbacks: In accordance with the Site Design and Use Standards. There are no standard 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.

Signs: As per **AMC 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.

PROCEDURES

PROCEDURAL HANDLING

An Accessory Residential Unit is subject to a '**Type I**' procedure, which provides for an administrative decision with notice to neighbors and the potential for appeal to the Planning Commission. If appealed, the Planning Commission hearing would be 'de novo' and the Commission's decision would be the final decision of the city. (*If a Variance were requested, up to a 50 percent reduction in the required setback is also a 'Type I' procedure.*)

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 <http://www.ashland.or.us/Files/Zoning%20Permit%20Application.pdf>).
 - b. Plans and exhibits required for the specific approvals sought (see below).
 - c. A written statement or letter ("written findings") 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

The Ashland Land Use Ordinance, which is Chapter 18 of the Municipal Code, is available online 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:

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|---|--|
| <ul style="list-style-type: none">○ Site Design Review○ Rehabilitation Standards | AMC 18.5.2.050
AMC 18.4.2.050.C.2 |
|---|--|

Plans & Exhibits Required

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

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|---|-----------------------|
| <ul style="list-style-type: none">○ Site Design Review | AMC 18.5.2.040 |
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FEES*:	Site Design Review	\$ 1,092.00
	Exceptions (if applicable):	\$ 0

***NOTES:**

- *These fees are slated to increase soon with Council approval of an annual adjustment based on the Consumer Price Index (CPI).*
- *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, and the first COMPLETE applications submitted are processed at the next available Planning Commission meeting.*

For further information, please contact:

June 16, 2021

Aaron Anderson, Associate Planner

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