
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 12, 2022

SITE: 558 Washington.
APPLICANT: Asher Homes
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.

Proposal: The question to be answered in this preapplication is if a mixed-use building with two residential units could be built on the vacant lot at 558 Washington St. The answer is that **yes**, which the PUD was created it was the intention to allow mixed use development, and as explained in the 2002 findings for site Design Review at 547 Washington: *“allows the entire subdivision parcel to develop residential units as approved in the subdivision process”*

USES: The E-1 zone requires that at least 65% of the ground floor be an approved commercial use. That said, staff believes that it is the intention of the PUD that the ground floor of all buildings be 100% commercial in use with residential uses limited to the upper floors. The original approval envisions a total of 8 lots having a single 2-bedroom apartment above. Three of the lots that were envisioned to have apartments above but did not ultimately build out (in two cases the building were single story, and in one case the 2nd story was office.)

Residential Density in the E-1 zone is limited to 15 dwelling units per acre, this property has a base density of 1.86 (0.1246 x 15). There presently are not density bonuses in the commercial zones, however the council is considering amendments density (possibly removing all caps). At present this could allow for the development of 1 residential unit of any size and 1 unit not to exceed 500 square feet (only counts as 0.75 dwellings) – for a total of 1.75 dwelling units.

PARKING: The original parking plan for the entire subdivision allocated 8.41 parking spaces to lot 8. At present the seven lots that have built out have used 4.95 parking spaces less than allocated. The final application should address parking requirements for the commercial use as well as the residential use. Staff will be able to assist in providing some background information on original allocation associated with the subdivision. Keep in mind that the original allocation was for medial office (1 space per 350 sq ft), and if the commercial use were to be a general office that parking demand is less (1 space per 500 sq ft)

Staff Report: **2000-097 – Outline Plan**

The proposal is for a 13-lot, commercial subdivision. The project is being pursued by a group of Ashland dentists with the goal of developing the property into a group of dental/medical office buildings that may include several second floor residential apartments. As stated in the application, the intent is to develop the property as a Planned Community....

And latter

The mix of medical office and residential uses offer an exciting element to the proposal.

Staff Report: **2001-051 – Final Plan**

The Planning Commission granted Outline Plan approval on October 2000. This request is for Final Plan approval for a 13-lot, commercial subdivision. As noted in the public hearing before the Commission, the project is being pursued by a group of Ashland dentists with the goal of developing the property into a group of dental/medical office buildings that may include several second-floor residential apartments. As stated in the application, the intent is to develop the property as a Planned Community, in which all thirteen property/building owners would share proportionately the cost of maintaining common landscaped and parking areas, private driveways and turning aisles.

Then finally the PA that approved the current building on the eastern side of the subdivisions with two apartments above.

PLANNING ACTION 2002-154 is a request for Site Review approval to construct a dental office with 2 apartments

The subdivision was approved with the concept of some of the buildings including second floor residential apartments. The property is split-zoned C-1 and E-1. The C-1 zone allows residential units as a special permitted use. Staff believes this allows the entire subdivision parcel to develop residential units as approved in the subdivision process. The subdivision is being developed as a Planned Community, in which all thirteen property/building owners share proportionately the cost of maintaining common landscaped and parking areas, private driveways and turning aisles.

SITE DESIGN REVIEW

Written findings for the project will need to address the approval criteria for Site Design Review in blue below as well as applicable standards for Basic Site Review for Commercial Development; Detail Site Review; Additional Standards for Large Scale Projects (*due to square footage and 100+ foot length*); Parking, Access and Circulation; Landscaping, Lighting and Screening; and Street Tree 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.*
- 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.*
- 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.*
 - 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;*
 - 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; or*
 - 3. There is no demonstrable difficulty in meeting the specific requirements for a cottage housing development, but granting the exception will result in a design that equally or better achieves the stated purpose of section 18.2.3.090. (Ord. 3147 § 9, amended, 11/21/2017)*

Basic Site Review (See <https://ashland.municipal.codes/LandUse/18.4.2.040.B>):

Detail Site Review (See <https://ashland.municipal.codes/LandUse/18.4.2.040.C>)

GENERAL

Neighborhood Outreach: 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 typically sent to neighbors within a 200-foot radius of the property.

Written Findings/Burden of Proof: This pre-application conference is intended to highlight significant issues for staff and bring them to the applicant's attention prior to their preparing a formal application submittal. Applicants should be aware that written findings addressing the ordinance and applicable criteria are required, and are heavily depended on when granting approval for a planning action. In addition, the required plans are explained in writing below. The burden of proof is on the applicant(s) to ensure that all applicable criteria are addressed in writing and that all required plans, written findings, and other materials are submitted even if those items were not discussed in specific, itemized detail during this initial pre-application conference.

OTHER DEPARTMENTS' COMMENTS

BUILDING DEPT: *No comments at this time.* Please contact the Building Division for any code-related information at 541-488-5305.

PUBLIC WORKS/ENGINEERING: *Public Works/Engineering comments to be provided separately.* Please contact Karl Johnson of the Engineering Division for any additional information at 541-552-2415 or via e-mail to karl.johnson@ashland.or.us.

WATER AND SEWER SERVICE: *No comments at this time.* Please Contact Steve Walker at [541-552-2326](tel:541-552-2326) or e-mail walkers@ashland.or.us to discuss the intended use of the facility or property and any potential cross connection hazards associated with it or for any questions regarding water connections. "

ELECTRIC SERVICE: Please contact Rick Barton in the Electric Department for electrical service requirements or fee information at (541) 552-2082 or via e-mail to Dave will arrange an on-site meeting and assist the applicants in developing an approved electric service plan. Please allow additional time for scheduling and conducting an on-site meeting and subsequent plan preparation. Applications will not be deemed complete without an approved electric service plan.

FIRE: *Fire Department comments to be provided separately.* Please contact Fire Marshall Ralph Sartain at (541) 552-2229 or via e-mail to ralph.sartain@ashland.or.us for information on Fire Department requirements.

CONSERVATION: See the City of Ashland Conservation Division's website at www.ashland.or.us/conserve for information on available technical or financial assistance for conservation measures including solar electric incentives and commercial lighting efficiency programs. For additional information, please contact:

Commercial lighting and controls: Larry Giardina, 541-552-2065
or larry.giardina@ashland.or.us

○ **Water Conservation:** Julie Smitherman, 541-552-2062 or Julie.smitherman@ashland.or.us

UNDERLYING ZONE PROVISIONS (See AMC Table 18.2.6.030)

Zoning: E-1, with the Residential and Detail Site Review Overlays. See AMC Table 18.2.6.030 “Unified Standards for NonResidential Zones” for zoning district requirements.

APPLICATION DETAILS

PROCEDURE

Conditional use permits are subject to a “Type I” procedure which includes an administrative decision made following public notice and a public comment period. Type I decisions provide an opportunity for appeal to the Planning Commission.

APPLICATION REQUIREMENTS

Submittal Information.

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

- a. The information requested on the application form at <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 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>

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 any full-sized plans provided. Note: The 11x17 copies are used for the Planning Commission packets and for the notices mailed to neighbors. Please submit clear, reproducible copies. **The final application submittal need to include scalable drawings with a graphic scale to facilitate review by staff, commissioners and the public.**

- Two (2) copies of the materials required for a Site Design Review application as detailed in AMC 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 included below. The Ashland Land Use Ordinance in its entirety may be accessed on-line at:

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

- Two (2) copies of the written findings addressing the approval criteria for Site Design Review, as detailed in LUO 18.5.2.050. Criteria for “Exceptions to the Site Development & Design Standards” are included in this section.

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

FEES:

Comm. Site Review (Type I)	\$1,120.25 + ½ % of valuation
Comm. Site Review (Type II)	\$2,190.75 + ½ % of valuation
Exceptions	\$ 0 (if applicable)

(See https://www.ashland.or.us/SIB/files/Comm%20Dev/Forms%2C%20Brochures%2C%20Handouts/2019-07-01_Planning_Fees.pdf.)

***NOTES:**

- 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.
- Application fees increase annually. With the current state of emergency, annual fee increases have been delayed but should be occurring shortly – applications are subject to the fees in place at the time of submittal.
- Applications are reviewed for completeness in accordance with ORS 227.178.
- All applications received are reviewed by staff, and must be found to be complete before being processed or scheduled at a Planning Commission meeting.
- The first 15 COMPLETE applications submitted are processed at the next available Planning Commission meeting.

For further information, please contact:

Aaron Anderson, Associate Planner
City of Ashland, Department of Community Development
Phone: 541-552-2052 or e-mail: aaron.anderson@ashland.or.us

January 12, 2022

Date