
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**

July 7, 2021

SITE: 165 Water Street
APPLICANT: Magnolia Investments
REQUEST: Site Review, Performance Standards Options Subdivision, and P&E Permit for Floodplain Development, Tree Removal

PLANNING STAFF COMMENTS

This pre-application conference is intended to highlight significant issues and bring them to the applicants' attention prior to their preparing a formal application submittal.

General: The subject property presents a number of opportunities along with challenges around the floodplain, topography relative to the surround streetscape, and a location which is subject to higher level urban design standards including Detail Site Review and Historic District Development Standards. Staff looks forward to working with the applicant team as they craft a final proposal in addressing the applicable criteria and standards, which are further discussed below.

Helman Street Elevations: Generally, the building elevations along Helman Street lack a clear sense of entry or orientation to the street. While changes to the mixed use requirements for ground floor space are being discussed, staff do not anticipate that any design standards will change, and commercial streetscape treatments (i.e. strong sense of orientation to the street, sense of entry, etc.) will continue to be a focus of Site Design Review and will seek strong storefront treatments along street frontages. These buildings elevations should be looked at carefully in light of the Historic District Development Standards for Height, Scale, Massing, Roofs, Rhythm of Openings, Base, Form and Entrances and would benefit from review by the Historic Commission as designs are further developed.

Building #1: It appears from the elevation drawings that Building #1 is proposed as a single-story structure without a clear sense of entry or orientation to the corner or the higher-order street (Helman Street) and seems to conflict with the Historic District Development Standard for Height, and also seems to sit below the sidewalk which exaggerates the lacking orientation and sense of entry.

Van Ness & Water Street Elevations: While it is difficult to get a clear sense of the building in two dimensions in black and white, generally it seems that the designs need to do more in emphasizing entries, providing adequate pedestrian coverings, fenestration and detail variation to address the applicable standards.

Pedestrian Circulation: The final application should clearly address the Pedestrian Access and Circulation Standards in AMC 18.4.3.090, including a continuous walkway system with safe, direct and convenient connections between all entrances and adjacent streets.

Lot Coverage/Parking Treatment: A maximum of 85 percent of the site may be covered, and natural landscaping is to be provided for 15 percent of the site. Landscape and screening requirements must be met, including that seven percent of the parking and circulation areas must be provided in landscaping with one parking lot tree per seven parking spaces. Parking lots must also meet the parking area design standards including addressing the micro-climatic impacts of the parking area and providing for on-site drainage in swales within the parking lot. Please identify on site plan and in text all areas of landscaping, and all impervious surfaces and other lot coverage.

Parking: The application should make clear how off-street parking is to be addressed, including parking management strategies proposed to offset required off-street parking demand. Some specific notes here:

- **Parking Calculations:** The final application will need to include parking calculations illustrating how the total parking requirement is arrived at based on the parking ratios in AMC 18.4.3.040.
- **Parking Space Requirements:** Standard off-street parking spaces are required to be 9 x 18 feet with a 22-foot back-up dimension behind. Compact spaces are required to be 8 x 16 feet with a 22-foot back-up dimension behind. Half of the required spaces may be provided as compact.
- **Bicycle Parking:** For commercial projects, in addition to automobile parking, one bicycle parking space is required for every five required automobile spaces. One half of the spaces must be covered, and all bicycle parking must be designed according to the rack, dimension, and coverage standards of LUO 18.4.3.070. In addition, there are specific residential bicycle parking requirements based on unit size. Bicycle parking must be located as close to the primary public entrance as the nearest automobile parking space. Please provide bike parking details in the final application materials.
- **Parking Demand Management Strategies:** Parking Demand Management Strategies including on-street credits, mixed and joint use credits, and alternative vehicle parking may be used to reduce the parking requirement by a total maximum reduction in off-street parking spaces of 50 percent. The approval authority may require a parking analysis prepared by a qualified professional to support the reductions requested. *It should be remembered that the reductions here are discretionary on the part of the Planning Commission, and the most recent parking study by the city found that Water Street was at 85-100 percent utilization into the evening hours all the way up to Central Avenue. An application would need to make a strong case in support of any requested parking demand management strategies (How will the varied uses' demands be materially off-set? How likely are customers/residents/hotel guests/employees to use bicycles or motorcycles instead of bringing a car to the site to result in a meaningful reduction in parking demand?)*
- **On-street Parking Credits -** On-street credits can only be requested where they are along the frontage of the applicant's property, and can be used to reduce the parking requirement by a total of up to 50 percent, including other strategies. These credits are discretionary, and it is likely that credits proposed in an area where on-street parking is in high demand in proximity to the downtown will be questioned (*if parking is heavily used and unlikely to be available for parking, it is likely not to be allowed as a credit*). Credits are counted

based on 22-feet of frontage where parking is available (*not within 10 feet of a driveway, not where right-of-way width is insufficient, etc.*)

- **Parking Lot Design Standards (LUO 18.3.080.B.4).** Parking lots with 50 or more parking spaces, and parking lots where pedestrians must traverse more than 150 feet of parking area, as measured as an average width or depth, shall be divided into separate areas by one or more of the following means: a building or group of buildings; plazas landscape areas with walkways at least five feet in width; streets; or driveways with street-like features as illustrated in Figure 18.4.3.080.B.4 Street-like features, for the purpose of this section, means a raised sidewalk of at least five feet in width, with six-inch curb, accessible curb ramps, street trees in planters or tree wells and pedestrian-oriented lighting (i.e., not exceeding 14 feet typical height).
- **Parking Lot Landscaping & Screening Standards.** The parking lot landscaping and screening standards in LUO 18.4.3.080.E.6, E.7 and 18.4.4.F require that minimum five-foot width landscape buffers be provided adjacent to property lines to buffer all parking and vehicular circulation areas. One parking lot tree must be provided for every seven parking spaces, and seven percent of the total parking and circulation area must be provided in landscaping according to the standards.
- **Circulation:** All parking spaces more than 50 feet from the street need to be able to turn and exit to the street in a forward manner. It is unclear if all of the spaces have adequate circulation area to accomplish this (e.g. Building 2 & 3 garage spaces, Upper Parking spaces 16 & 17)
- **Extent of Right-Way:** The final application will need to make clear the extent and dimensions of the existing and proposed right-of-way and the existing and proposed improvements, including street frontage improvements and on-street parking.

Street Improvements: Where existing streets are not improved to full city street standards, new developments are required to provide street improvements to and through the project. In this case, eight-foot width sidewalks and a five-foot width commercial parkrow-planting strip with street trees would need to be installed by the applicants along the subject property's street frontages or exceptions requested. Along Water Street, this should take the form of an eight-foot sidewalk with five-foot tree wells with grates; on Van Ness Street this would be an eight-foot sidewalk with five-foot tree wells with grates where on-street parking is proposed (i.e. trees in grates between bays) but could transition to a six-foot sidewalk with seven-foot park row planting strips where there is no on-street parking and the street is transitioning into the residential area uphill. Helman could utilize the existing parkrow and a widened sidewalk as illustrated. If existing rights-of-way are insufficient to accommodate city standard frontage improvements, easements or dedications would need to be provided.

Alley improvements: The pre-application materials indicate the alley to the south of the subject property will be utilized to access the property. As this alley is presently unimproved, it will have to be improved to full city standards to serve the subject property. Staff recognize that completing the alley improvements to allow vehicle access from Helman Street to Water Street is unfeasible due to the significant grade change, however the final alley improvements should address pedestrian access improvements (through the use of stairs, or ramped switch backs) to provide for pedestrian access from Helman St. to Water Street. Additionally, the alley improvements, and use as vehicular circulation or fire apparatus staging, should consider its eventual use and relationship

with the property to the south, and will need to be reviewed and approved by both the Public Works and Planning Departments.

SITE DESIGN REVIEW

Because of its location in a Detail Site Review Zone and Historic District, development of the property is subject to some of Ashland's more stringent architectural and site design review standards.

Ground Floor Commercial/Residential Split: The plan provided shows a split between office and retail on the ground floor and residential above with roughly 56 percent of the ground floor areas dedicated to commercial use. As currently regulated, the Land Use Ordinance provides that if there is one building on a site, 65 percent of the ground floor area must be dedicated to permitted uses other than residential. Where more than one building is located on a site, at least 50 percent of *the total lot area* must be dedicated to permitted uses other than residential. While there are discussions occurring about altering these percentages, until any code changes are adopted and in effect, the application would need to demonstrate compliance with the current standards or request a Variance to the Residential Overlay requirements for Mixed Use Development (**AMC 18.3.13.010.C.1**). *Variances can be difficult to obtain and add a significant level of discretion to the review process.*

Residential Density. Residential densities shall not exceed 15 dwelling units per acre in the E-1 zone. For the purpose of density calculations, units of less than 500 square feet of gross habitable floor area shall count as 0.75 of a unit. At the allowed base density of 15 residential dwelling units per acre, the 1.19 acres here could accommodate approximately 17.75 units.

Maximum Building height: The maximum building height in E-1 is 40 feet. Final submittals should clearly demonstrate how height is calculated to ensure compliance with this standard. Height is measured as the vertical distance from grade or ground level to the highest point of the coping of a flat roof or to the deck line of a mansard roof or to the average height of the highest gable of a pitch or hip roof, as illustrated in **AMC 18.6.1.030.H**. *(Parapets may be erected up to five feet above the maximum building height; see also, 18.4.4.030.G.4 for mechanical equipment screening requirements, and 18.5.2.020 for Site Design Review for mechanical equipment review process.)*

Grade Changes: The final application should make clear how grade changes and grading will work, particularly with regard to vehicular and pedestrian circulation and with buildings as they relate to the adjacent streetscape.

Basic Site Design Review

- **Orientation to the Street** – Buildings must establish a primary orientation to the higher order street or the intersection at the corner.
- **Sense of Entry** – Generally, buildings are to use lighting and changes in mass, surface and finish to give emphasis to entries. Historic District standards call for buildings to articulate the main entrances to the building with covered porches, porticoes, and other pronounced

architectural forms. As presented, staff had does not believe the designs adequately address these standards and need adjustments enhance the prominence of each entrance.

- **Streetscape** - A building shall be setback not more than five feet from a public sidewalk unless the area is used for pedestrian activities such as plazas or outside eating areas, or for a required public utility easement. Any wall that is 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.

Detail Site Design Review

Floor Area Ratio (FAR): Developments within the Detail Site Review Zone shall have a minimum Floor Area Ratio (FAR) of 0.50 where a site is one-half an acre or greater in size.

Fenestration: Any wall that is within 30 feet of the street, plaza, or other public or common open space shall contain at least 20 percent of the wall area facing the street in display areas, windows, or doorways. Windows must allow view into working areas, lobbies, pedestrian entrances, or display areas. Blank walls within 30 feet of the street are prohibited. Up to 40 percent of the length of the building perimeter can be exempted for this standard if oriented toward loading or service areas.

Emphasis to Entrances: Buildings shall incorporate lighting and changes in mass, surface or finish to give emphasis to entrances.

Pedestrian Protection – Buildings must incorporate arcades, roofs, alcoves, porticoes, and awnings (*typically of a depth of at least seven feet*) to provide pedestrians with protection from rain and sun.

Changes in Relief: Buildings shall include changes in relief such as cornices, bases, fenestration, and fluted masonry, for at least 15 percent of the exterior wall area. The application should include color and material details, cross-sections of the façade, and lighting spec's as part of the final submittals.

Add'l Standards for Large Scale Development

Because the proposed development includes more than 10,000 square feet of gross floor area and is within the Detail Site Review Zone, it is also subject to Additional Standards for Large Scale Developments, including:

- **Human Scale:** Dividing large building masses into heights and sizes that relate to human scale by incorporating changes in building masses or direction, sheltering roofs, a distinct pattern of divisions on surfaces, windows, trees, and small scale lighting.
- **Plaza Space** – Providing one square foot of plaza space for every ten square feet of building area which incorporate four of the six requisite elements detailed in the standards.

Historic Distric Development Standards (HDDS) - AMC 18.4.2.050

- **Height** – The HDDS seek new buildings constructed to a height within the range of historic building heights on and across the street
- **Bulk & Scale** – The HDDS call for buildings to relate to the scale of buildings within the neighborhood and the district in terms of height, width, massing, etc.
- **Massing/Volume/Bulk** – The HDDS call for buildings to break up larger forms into smaller, *varied* masses which were more common on historic buildings.
- **Roof Forms** – The HDDS call for buildings to relate to the historic roof forms of buildings in the area.
- **Rhythm of Openings** – The HDDS call for buildings to respect the alternation of wall areas with door and window elements in the façade and to consider the width to height ratio of bays in the façade, and to avoid introducing incompatible façade patterns that upset the established rhythms of the area.
- **Base** – The HDDS generally seek a clearly defined base, or platform characteristic of historic buildings in the immediate vicinity, rather than walls that rise directly out of the ground or sit below the adjacent streetscape.
- **Form** – The HDDS seek to have a vertical/horizontal emphasis of a building that is consistent with that of adjacent historic buildings.
- **Entrances** – The HDDS seek well-defined primary entrances with covered porches, porticos, and other architectural features compatible but not imitative of historic counterparts.

As noted above, staff believe that the building designs should be looked at more carefully in light of the Historic District Development Standards above, and would benefit from review by the Historic Commission as the designs are further developed.

Historic Commission Review: Site Design Review approvals rely heavily on the Historic Commission recommendations and upon compliance with the Historic District Design Standards. The applicants would be well-served in addressing Historic Commission concerns prior to making a formal application, and prior to submitting a formal application, applicants are required to present their proposals to the full Historic Commission at a monthly meeting for informal review. To request time on the full Commission agenda, please call (541) 488-5305. The Historic Commission meets the Wednesday before the Planning Commission each month at 6:00 p.m. (*At this time, the Historic Commission's weekly Review Board is not meeting.*)

For each of these standards, the application will need to demonstrate through the plan drawings and detail through the written findings how compliance is achieved or request applicable Exceptions or Variances. Exceptions and Variances add a further level of discretion to the Planning Commission's review, and a Conditional Use Permit requiring multiple Variances to key design standards may encounter more difficulty in demonstrating the required architectural compatibility with the impact area.

PERFORMANCE STANDARDS SUBDIVISION

The applicants may wish to consider whether they can accomplish the same outcomes with a standard subdivision.

Significant Natural Features: The Performance Standards Options (PSO) chapter provides some measure of flexibility with regard to some standards in exchange for designs that stress “*energy efficiency, architectural creativity, and innovation; use the natural features of the landscape to their greatest advantage; provide a quality of life equal to or greater than that provided in developments built under the standard zoning codes; be aesthetically pleasing; provide for more efficient land use; and reduce the impact of development on the natural environment and neighborhood.*” A key requirement of the PSO is that the existing and natural features of the land such as wetlands, floodplain corridors, ponds, large trees, rock outcroppings, etc., be identified in the plan of the development and significant features be included in the common open space, common areas, and unbuildable areas. The application would need to address this standard particularly in terms of whether the floodplain corridor here constitutes a *significant* natural feature and deal with it accordingly.

Lot Configuration: The final application will need to include a clear delineation of the proposed lot configuration for the proposed subdivision.

PHYSICAL & ENVIRONMENTAL CONSTRAINTS REVIEW PERMIT

Physical and Environmental (P&E) Constraints Review Permit for Flood Plain Corridor Development: Roughly the front 27 feet of the property is located within the Ashland Creek floodplain corridor, and as such, any development would require a Physical & Environmental Constraints Review Permit for Floodplain Development. The applicant should consider whether there are alternatives available elsewhere on the site to avoid impacts to the corridor, and where development occurs within the floodplain it would need to address the approval criteria and applicable standards for floodplain development. The final application will need to include a surveyor’s identification of the extent of the floodplain on the site.

TREES

Tree Inventory, Tree Preservation & Protection & Tree Removal: The final application will need to include a tree inventory identifying all trees greater than six-inches DBH on the subject property, and on adjacent properties within 15 feet of the property line including street trees. Protection measures shall be identified for those trees to be preserved, and Tree Removal Permits requested where trees are to be removed. Tree removal would be considered in terms of Tree Removal Permit requirements found in AMC 18.5.7, which regulates the removal of any trees greater than six-inches DBH from the property. A report from an arborist should be provided to address any tree removal permit request and should respond to the applicable criteria. Tree removal permits require mitigation on a one-for-one basis. (*Tree Removal would also be considered in light of the Performance Standards Option chapter’s standards for preserving natural features and, if located within the floodplain corridor, the trees’ removals would also be considered as part of the P&E Permit.*)

Signs: Signage would need to be considered as part of the overall impact of the proposal, and signage details including size, placement, color and materials would need to be provided with the

application. Signage must comply with Chapter 18.4.7 of the Ashland Municipal Code, and signage will require a separate sign permit and inspection.

Site Visits: Given the location, scale and complexity of the project, it will be helpful to have site visits by the Planning and Historic Commissions prior to a formal hearing. It would also be helpful if there could be some depiction on site of the height and massing of the building (i.e. balloons on string at the building corners would be the simplest method) to give commissioners a sense of the building in context. Site visits are typically held the Monday afternoon before a Tuesday hearing; staff will contact the applicants in advance to make final arrangements.

Building Code Requirements – Occupancy & Flood Plain: Applicants will want to consult the Building Department prior to submitting the planning application to determine if there will be additional building code requirements in terms of requirements that may be posed by development in or near the floodplain, and any occupancy issues relative to the proposed mix of uses, or new wildfire prevention codes which will be in effect for building permits issued after October 1, 2021. Building Official Steven Matiaco can be reached at (541) 488-5305 or via e-mail to steven.matiaco@ashland.or.us.

Demolition/Relocation Review Permit: Demolition or relocation of buildings greater than 500 square feet in area is subject to a Demolition/Relocation Review Permit through the Building Division – i.e. separate from any planning approval - and would need to address the applicable standards in AMC 15.04.210-.216

Construction Staging: The applicants will want to consider the logistics of construction, staging and site access with Public Works/Engineering and Planning early on given the constraints of the location and impacts of any disruption on the surrounding area.

Brownfield Issues: The application should make clear how any “brownfield” issues are being remediated to address environmental concerns as part of the application.

Written Findings/Burden of Proof: 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. Applicants are advised that written findings addressing the ordinance criteria are required, and the applicable criteria and 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 maps, written findings, and other materials are submitted even if those items were not discussed in specific, itemized detail during this initial pre-application conference.

Neighborhood Outreach: Planning staff strongly encourage applicants or their agents to approach affected neighbors, make them aware of the proposal, and try to address any concerns as early in the process as possible.

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OTHER DEPARTMENTS' COMMENTS

BUILDING: Please contact the Building Division for any building code or permit-related information at 541-488-5305.

CONSERVATION: For more information on current Conservation Programs, please contact Larry Giardina in the Conservation Division at 541-552-2065 or e-mail to: larry.giardina@ashland.or.us.

PUBLIC WORKS & ENGINEERING: Detailed comments provided at the end of this document. Please contact Karl Johnson of the Engineering Division for any further information about public facility improvements including streets, sidewalks, utilities or storm drainage at 541-552-2415.

FIRE DEPARTMENT: No comments provided. Please contact Chief Ralph Sartain of the Fire Department for information on applicable Fire Department requirements at 541-552-2229 or via e-mail to ralph.sartain@ashland.or.us.

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 Contact Steve Walker at 541-552-2326 or (walkers@ashland.or.us) with any questions regarding water utilities.*

ELECTRIC SERVICE: Prior to submitting a land use application the applicants will need to arrange an on-site meeting with Dave Tygerson of the Electric Department to develop an electric service plan. Dave will provide a plan detailing the Electric Department-required facilities to serve the project; this approved plan will need to be incorporated into the final submittals for the project, and submittals will not be deemed complete without an Electric Department-approved plan. Please allow the necessary extra time for scheduling an on-site meeting and the subsequent preparation of a service plan. Please contact Dave with any questions about electrical service needs and requirements, fee information, or to arrange an on-site meeting at 541-552-2389. *(Please note that the placement of all electrical facilities should be planned to minimize visibility from the right-of-way while considering the access needs of the Electric Department. Transformers, vaults and meters are not to be placed within the pedestrian corridor or between the building and street.)*

HISTORIC COMMISSION: Prior to submitting a formal application, applicants are required to present their proposals to the full Historic Commission at a monthly meeting for informal review. To request time on the full Commission agenda, please call (541) 488-5305. The Historic Commission meets the Wednesday before the Planning Commission each month at 6:00 p.m. *(At this time, the Historic Commission's weekly Review Board is not meeting.)*

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ZONING DISTRICT REQUIREMENTS

ZONING: E-1 (Employment) within the Detail Site Review, Residential & Historic District Overlay Zones

NOTE: In the E-1 zone, retail uses are limited to 20,000 sq ft of gross leasable floor space per lot.

LANDSCAPING REQUIREMENTS: A minimum of 15 percent of the site must be landscaped. Seven percent of parking areas, including the driveway aisles and other vehicular circulation areas, must be landscaped and a site-, size-, and species- specific landscaping plan is required at time of formal application. The landscape plan must address required screening, and include street trees, one per 30 feet of street frontage where applicable. Also include "shade" trees in the parking area – one tree per seven parking spaces. Trees within parking area should be located in landscape fingers or islands. Avoid using lawn. Provide irrigation system for all landscaped areas. Tree requirements for parking areas shall consist of a mixture of deciduous trees and shall shade the parking stalls. Landscaping shall be designed so that 50 percent coverage occurs after one year and 90 percent after 5 years.

PARKING, ACCESS, AND CIRCULATION: As per the requirements of **LUO 18.4.3.**

SETBACKS: There are no 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 E-1 district.

LOT COVERAGE: A maximum of 85 percent of the site may be covered. Landscape and screening requirements must be met. Please identify on site plan and in text all areas of landscaping, and all impervious surfaces and other lot coverage.

SIGNS: As per **LUO 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.

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PROCEDURE: Within the E-1 zoning district, Site Review for new buildings or additions greater than 10,000 square feet is subject to a "Type II" application procedure which requires a decision by the Planning Commission through a public hearing, and has the potential for an on-the-record appeal to Council. Outline Plan approval is also subject to a "Type II" procedure.

A. Application Requirements.

- 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.

APPLICATION MATERIALS: The application is required to include drawings of the proposed improvements (i.e. the plan requirements) as well as written findings addressing the applicable approval criteria in narrative form in accordance with the Ashland Land Use Ordinance (i.e. the narrative submittal requirements). The following section includes the requirements for plans and written submittals which are applicable to the proposal as described in the pre-application submittals. When more than one planning approval is required for the proposal, multiple sections of the ALUO may apply.

PLAN & EXHIBIT REQUIREMENTS: *The plans below, formatted to print to scale on paper no larger than 11"x 17. Note: The 11 x 17 copies may be used for the Planning Commission packets and for the notices mailed to neighbors - please submit clear, readable, reproducible plans formatted to print to a standard architect's or engineer's scale. If larger copies are needed for the Planning Commission, the applicants would need to provide 12 sets for distribution to Commissioners and Staff.*

- Plans required for Site Review as required in AMC 18.5.2.040.
- Plans required for Outline Plan approval as required in AMC 18.3.9.040.A.2
- Plans required for Final Plan approval as required in AMC 18.3.9.040.B.4
- A Tree Inventory, Preservation & Protection Plan as required in AMC 18.4.5.030.
- Plans required for a Physical & Environmental Constraints Review Permit, as detailed in AMC 18.3.10.040
- Plans required for a Variance – if applicable - as detailed in AMC 18.5.5.040
- Plans required for a Tree Removal Permit, as detailed in AMC 18.5.7.030.

NARRATIVE ADDRESSING RELEVANT CRITERIA AND STANDARDS: *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>

- Written findings addressing the criteria from AMC 18.5.2.050 for Site Design Review and applicable design standards.
- Written findings required for Outline Plan approval as required in AMC 18.3.9.040.A.3
- Written findings required for Final Plan approval as required in AMC 18.3.9.040.B.5

- Written findings required for a Variance (*if applicable to the final proposal*) as required in AMC 18.5.5.050.
- Written findings addressing the following criteria from AMC 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*).
- Written findings addressing the approval criteria for a Physical and Environmental Constraints Review Permit as detailed in AMC 18.3.10.050.
- Written findings addressing the approval criteria for Exception to Street Standards detailed in AMC 18.4.6.020.B.1. (*if applicable to the final proposal*)

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NEXT APPLICATION DEADLINE:	First Friday of each month for following month's PC
PLANNING COMMISSION (PC) HEARING:	Second Tuesday of each month (7:00 p.m.)
HISTORIC COMMISSION MEETING:	Wednesday before Planning Commission (6:00 p.m.)
TREE COMMISSION MEETING:	Thursday before Planning Commission (6:00 p.m.)

FEES:

Site Design Review, Type II	\$2,247.50 + ½ percent of project valuation
P&E Permit	\$1,120.25
Final Plan w/Outline, Type II	\$2,993.00 + \$150 per lot
Variance, Type II (<i>if applicable</i>)	\$2,247.50
Variance, Type I (<i>if applicable</i>)	\$1,120.25
Street Tree Removal Permit	\$ 100
Exception to Street Standards	\$0
Tree Removal Permit	\$0

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.
- 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 ARE REVIEWED FOR COMPLETENESS WITHIN 30 DAYS FROM APPLICATION DATE IN ACCORDANCE WITH ORS 227.178.
- THE FIRST 15 COMPLETE APPLICATIONS SUBMITTED ARE PROCESSED AT THE NEXT AVAILABLE PLANNING COMMISSION MEETING.

For further information, please contact:

Derek Severson, *Senior Planner*

Phone: (541) 552-2040 or e-mail: derek.severson@ashland.or.us

Public Works Pre-Application Comments

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. **TIA (Transportation Impact Analysis)** – A TIA has previously been submitted for this project however the City would like confirmation that there are no alterations/updates to this previously submitted document. The City of Ashland feels that this project may meet at least one of the thresholds at which a TIA is required. The applicant shall have a Registered Engineer submit evidence that a TIA should not be required if the thresholds are not met.

All land use actions that either propose direct or indirect access to a State highway or a boulevard will need to provide the City of Ashland with the information outlined below. The governing jurisdiction will then inform ODOT of the intended land use action and provide pertinent review material. These guidelines are intended to ensure that developments do not negatively impact the operation and/or safety of the roadway.

- A. Applicants must submit a preliminary site plan for review to the City of Ashland, prior to the pre-application conference. At a minimum, the site plan shall illustrate:
 1. The location of existing access point(s) on both sides of the road within 500 feet in each direction for Category 4 segments or 5 lane boulevards, and 300 feet for Category 5 segments and 3 lane arterials;

2. Distances to neighboring constructed public access points, median openings, traffic signals, intersections, and other transportation features on both sides of the property (this should include the section of roadway between the nearest upstream and downstream collector);
 3. Number and direction of site access driveway lanes to be constructed, as well as an internal signing and striping plan;
 4. All planned transportation features on the State highway/boulevard (such as auxiliary lanes, signals, etc.);
 5. Trip generation data or appropriate traffic studies (See the following section for the state's traffic impact study requirement thresholds.);
 6. Parking and internal circulation plan;
 7. Plat map showing property lines, right of way, and ownership of abutting properties;
 8. A detailed description and justification of any requested access variances;
- B. Proposed land use actions, new developments, and/or redevelopment accessing a State highway/boulevard, directly or indirectly (via collector or local streets), will need to provide traffic impact studies to the respective local reviewing jurisdiction(s) and ODOT if the proposed land use meets one or more of the following traffic impact study thresholds. A traffic impact study will not be required of a development that does not exceed the stated thresholds.
1. **Trip Generation Threshold:** 50 newly generated vehicle trips (inbound and outbound) during the adjacent street peak hour;
 2. **Mitigation Threshold:** Installation of any traffic control device and/or construction of any geometric improvements that will affect the progression or operation of traffic traveling on, entering, or exiting the highway;
 3. **Heavy Vehicle Trip Generation Threshold:** 20 newly generated heavy vehicle trips (inbound and outbound) during the day;

All traffic impact studies will need to be prepared by a registered professional engineer in accordance with ODOT's development review guidelines.

C. Traffic Impact Study Requirements

1. The following is a summary of the Oregon State Highway minimum requirements for a traffic report. ODOT views the following requirements as the minimum considerations to be dealt with by Professional Traffic Engineering Consultants in their analysis of traffic impacts resulting from new developments adjacent to State highways.
2. The analysis shall include alternates other than what the developer originally submits as a proposal for access to state highways, city streets, and county roads.

3. The analysis of alternate access proposals shall include:
 - (i) Existing daily and appropriate design peak hour counts by traffic movements, at intersections which would be affected by traffic generated by the development (use traffic flow diagrams).
 - (ii) Projected daily and appropriate design peak hour volumes for these same intersections, and at the proposed access points after completion of the development. If the development is to be constructed in phases, projected traffic volumes at the completion of each phase should be determined.
 - (iii) Trip Generation shall be calculated using the Institute of Transportation Engineers' manual "TRIP GENERATION 5th Edition" or other, more current, and/or applicable information.
 - (iv) A determination of the need for a traffic signal based on warrants in the "Manual on Uniform Traffic Control Devices."
4. The recommendations made in the report should be specific and shall be based on a minimum level of service "D" when the development is in full service. As an example, if a traffic signal is recommended, the recommendations should include the type of traffic signal control and what movements should be signalized. If a storage lane for right turns or left turns is needed, the recommendations should include the amount of storage needed. If several intersections are involved for signalization, and an interconnect system is considered, specific analysis should be made concerning progression of traffic between intersections.
5. The internal circulation of parking lots must be analyzed to the extent that it can be determined whether the points of access will operate properly.
6. The report shall include an analysis of the impacts to neighboring driveway access points and adjacent streets affected by the proposed new development driveways.
7. The report should include a discussion of bike and pedestrian usage and the availability of mass transit to serve the development.

3. **Street Improvement** – No additional street improvements, beyond those necessary to comply with City Street Standards, will be required at this time.

4. **Public Pedestrian Access**

- A handicap access ramp will be required at the intersection Water Street and Van Ness Avenue as well as the intersection of Helman Street and Van Ness Avenue. Where handicap access ramps are required as part of a proposed project, the ramps shall meet current United States Access Board Public Rights-of-Way Accessibility Guidelines (PROWAG) and shall be designed in accordance with the current Oregon Department of Transportation design guidance. Use of the ODOT Standard Drawings for curb ramps as guidance for design is recommended however a curb ramp detail sheet, similar to ODOT DET 1720-Example of Minimum Sidewalk Ramp Details, is required

for each curb ramp corner that is being proposed. Referencing standard drawings for curb ramps in plans in lieu of curb ramp detail sheets is no longer acceptable. An ODOT ADA Curb Ramp Design Checklist shall also be completed and submitted with the civil design drawings. If the following items are not submitted with the civil design drawings the City of Ashland Engineering Department will view the submittal as incomplete.

Required ADA submittals:

- i. ODOT ADA Curb Ramp Design Checklist
 - ii. Curb Ramp Detail, similar to ODOT DET 1720, for each proposed curb ramp
5. **Right of Way** – No additional right of way dedication, beyond that necessary to comply with City Street Standards, will be required at this time.
 6. **Sanitary Sewer** - The property is currently served by an 8-in sanitary sewer main in Water Street and a 6-in sanitary sewer main in Helman Street. The applicant proposed improvements must be reviewed, approved and permitted by the City of Ashland Engineering Department.
 7. **Water** - The property is currently served by a 16-in water main in Water Street, a 4-in water main in Helman Street and an 8-in water main in Van Ness Avenue. 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. Water meters need to be placed inside the public right of way.
 8. **Storm Drainage** - The property is currently served by a 12-in storm sewer main in Water Street and a 15-in storm sewer main in Van Ness Avenue. 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.

9. **Erosion & Sediment Control** - The following requirements shall be met:
- All ground disturbances exceeding 1,000 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.
10. **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.
11. **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. Retaining walls inside the public right of way will need to have a Public Works Encroachment permit attached to them.
12. **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.
13. **Addresses** – Any new addresses must be assigned by City of Ashland Engineering Department.