

CITY OF ASHLAND

HISTORIC COMMISSION MEETING AGENDA

October 8, 2014 at 6:00 P.M.

- I. **REGULAR MEETING - CALL TO ORDER:** 6:00 p.m. – SISKIYOU ROOM in the Community Development/Engineering Services Building, located at 51 Winburn Way

- II. **APPROVAL OF MINUTES:** Historic Commission regular meeting of August 6, 2014. The meeting scheduled for September 3, 2014 was cancelled due to lack of quorum.

- III. **PUBLIC FORUM:** Business from the audience not included on the agenda. (Total time allowed for Public Forum is 15 minutes. Speakers are limited to 5 minutes or less, depending on the number of individuals wishing to speak.)

- IV. **COUNCIL LIAISON REPORT:** Mike Morris

- V. **OLD BUSINESS:**

- VI. **NEW ITEMS**
 - A. Review Board Schedule
 - B. Project Assignments for planning actions
 - C. Heritage Barn Workshop review
 - D. CLG Training review
 - E. Welcome – Bill Emery

- VII. **DISCUSSION ITEMS**
 - A. Lithia Way & First Street, pre-application submittal.
 - Please see downtown Ashland design standards to assist formulating comments.

- VIII. **COMMISSION ITEMS NOT ON AGENDA**

- IX. **ADJOURNMENT**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Community Development office at 541-488-5305 (TTY phone number is 1-800-735-2900). Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title1).

ASHLAND HISTORIC COMMISSION
Meeting Minutes

August 6, 2014

Community Development/Engineering Services Building – 51 Winburn Way – Siskiyou Room

- I. **Regular meeting, call to order: 6:05p.m.** – SISKIYOU ROOM in the Community Development/Engineering Services Building, located at 51 Winburn Way
Historic Commissioners Present: Mr. Skibby, Ms. Renwick, Mr. Whitford, Mr. Swink, Mr. Shostrom, Mr. Giordano
Commission Members Absent: Ms. KenCairn(E), Ms. Law (U)
Council Liaison: Mike Morris, absent
Staff Present: Staff Liaison: Amy Gunter, Clerk: Regan Trapp
- II. **APPROVAL OF MINUTES:** Historic Commission regular meeting of July 2, 2014. Ms. Renwick approved the minutes from July 2, 2014, and Mr. Swink seconded. Motion passed unanimously.
- III. **PUBLIC FORUM:** There was no one wishing to speak.
- IV. **COUNCIL LIAISON REPORT:** No council liaison was present to give the report.
- V. **PLANNING ACTION REVIEW:** Mr. Skibby read aloud the requirements for public hearings.

PLANNING ACTION: 2014-00710

SUBJECT PROPERTY: 143 Nutley Street

APPLICANT/OWNER: Robert Baldwin

DESCRIPTION: A request for a Conditional Use Permit (CUP) approval to exceed maximum permitted floor area (MPFA) in the Skidmore Academy Historic District for the addition of 1,695 square feet on to the existing 896 square foot residence on the property at 143 Nutley Street. The request is to exceed the allowed MPFA of 2,591 square feet by 13.29 percent or 306 square feet.

COMPREHENSIVE PLAN DESIGNATION: Single Family Residential; **ZONING:** R-1-7.5;
ASSESSOR'S MAP: 39 1E 08AD **TAX LOTS:** 2300.

Mr. Skibby opened the public hearing for staff comments. Ms. Gunter gave the staff report. The conditions of approval for this addition include the Historic Commission's recommendations. Staff is recommending a tree protection and preservation plan as well as arborist recommendations for the relocation of the driveway and its potential impacts on the two trees on the adjacent lot. They are to continue the sidewalk at 5 feet, curbside to the property line.

Mr. Skibby opened the public hearing.

Gary Caperna, Architect, 2908 Hillcrest Road, Medford, OR 97504.

Mr Caperna showed the commission the plot lines from the county surveyors and said there is a discrepancy but that the lot is 60 X 110. He discussed the plans in depth and stated that they have maintained most of the historic standards in the new addition. They are replacing all the windows in the house with double hung windows with no divided lighting. Mr. Whitford asked if the 2nd floor was finished space and Mr. Caperna said that there are 2 attic style bedrooms but they are not a very usable space. He stated that they would be used as storage rooms. He said that they are not redoing the upstairs space but instead, making it attic space. There was some discussion on how much of the attic ceiling is actually 7 feet and it was determined that a separate condition of approval could be to leave the attic space as is. Mr. Caperna said that significant disruption would occur if they messed with the footings and the structure of the building. That is why they decided to make the addition in the back.

Mr. Skibby closed the public hearing. Mr. Skibby stated that this project has evolved quite a bit from where it started and likes that they saved the original house and the façade. Mr. Swink liked the detached garage hidden away from the front of the house and said it keeps the focus on

the house. Mr. Swink also stated that it is a nice continuation of a historic home. Mr. Giordano said that he likes the sharing of the driveway. Ms. Renwick motioned to approve PA-2014-00710 and Mr. Swink seconded. Motion passed unanimously.

PLANNING ACTION: 2014-00711

SUBJECT PROPERTY: 135 Nutley Street

APPLICANT/OWNER: Robert Baldwin

DESCRIPTION: A request for a Conditional Use Permit (CUP) approval to exceed maximum permitted floor area (MPFA) in the Skidmore Academy Historic District for the addition of 1,220 square feet on to the existing 856 square foot residence on the property at 135 Nutley Street. The request is to exceed the allowed MPFA of 1,821 square feet by 14.5 percent or 264 square feet.

COMPREHENSIVE PLAN DESIGNATION: Single Family Residential; **ZONING:** R-1-7.5; **ASSESSOR'S MAP:** 39 1E 08AD **TAX LOTS:** 2300.

Ms. Gunter gave a report on the planning action. Mr. Skibby opened the public hearing.

Gary Caperna, Architect, 2908 Hillcrest Road, Medford, OR 97504.

Mr. Caperna stated that once again they are dealing with a small compact lot. They are utilizing the single driveway. He said they have changed the plans quite a bit from the original, to more of a bungalow style. He stated that part of the mass issue is the sloped property and that it does exaggerate the building mass on the downhill side. The plates have been dropped down, on one side of the house, to 7ft to try to carve out the building mass and use the hill. Mr. Caperna said they are keeping a dormer style gable to tie it all in but that they did get rid of some of the gables. Mr. Skibby stated that this is a big improvement from the original plans. Mr. Giordano said that the porch height should be lowered because it's physically small and small in regards to the front elevation. There was much discussion on the bulk and scale of the windows. Mr. Skibby closed the public hearing.

Mr. Skibby closed the public hearing. The Commission recommended reducing the porch height by approximately one foot to be even with the freeze board. Lowering the bedroom window bay on the right to be even with the gutter line and use the straight cut concrete shingles. Mr. Giordano motioned to approve PA-2014-00711. Mr. Shostrom seconded, no one opposed. Motion passed unanimously.

PLANNING ACTION: 2014-01283

SUBJECT PROPERTY: 172 Skidmore

APPLICANT/OWNER: Val Bachmayer

DESCRIPTION: A request for a Conditional Use Permit to operate a five-unit (four guest units and one owner's unit) Travelers Accommodation, and a Site Review Permit request for 343 square feet of additional space added to the main structure for the property located at 172 Skidmore. A 301 square foot first floor addition to the owner's residence is proposed as a common dining room, while a 42 square foot second floor addition would expand an existing dormer on the south elevation. **COMPREHENSIVE PLAN DESIGNATION:** Low-Density Multi-family; **ZONING:** R-2; **ASSESSOR'S MAP:** 39 1E 05DD; **TAX LOT:** 1000;

Ms. Gunter gave her staff report. Mr. Skibby opened the public hearing

Val Bachmeyer, Owner of 172 Skidmore, Ashland, OR 97520. Ms. Bachmeyer stated that she wants to expand the living and dining area and have a gathering room for up to 18 people. One side of the expansion will be set up for a common area. Ms. Bachmeyer presented the commission with pictures of the property and explained what her expansion entails. Mr. Skibby closed the public hearing.

Mr. Skibby said that it will blend in nicely with the neighborhood and really liked the historical marker in the yard. Mr. Swink says the windows on the corners look contemporary and Ms. Bachmeyer stated that she wants to use the existing windows due to finances. It was suggested by the Commission that Ms. Bachmeyer, use the existing windows and move them 2 feet from the corner. Mr. Whitford motioned to approve with the above condition and Mr. Swink seconded. No one opposed. Motion passed unanimously.

VI. **OLD BUSINESS:**

None

VII. **NEW ITEMS:**

- A. Ms. Gunter explained the election rules for public office to the commission.
- B. Ms. Gunter stated that Sept 9, 2014 is the CLG training but no time has been finalized as of yet. The training will be held at the Carnegie Library in Medford. Ms. Gunter said that she suggested that in the training they address demolitions and bring proof of ones that have been legally challenged. Ms. Gunter said that she would like to address how we can tighten up our code on demolition permits that are not required and should we add a level of review to these.

VIII. **DISCUSSION ITEMS:**

Mr. Shostrom reported that the city dug up bricks at Pioneer hall and it's trenched with asphalt. Ms. Gunter said that she will ask about this work being done and report back to the Commission.

IX. **COMMISSION ITEMS NOT ON AGENDA**

Ms. Gunter said that The Historic Commission did not receive funding from Travel Oregon for the grant she applied for.

Ms. Gunter told the commission about the progress of the Downtown Design Committee and said that now is an appropriate transition time if another commissioner was interested. It was suggested that Mr. Whitford take over as the representative for these meetings

The Commission discussed the Restore Oregon email that was received. It is the 2014 Heritage Barn Workshop and will be Saturday September 27, 2014 from 9:30am – 4pm at Hanley Farm in Central Point, OR.

A. **Review Board Schedule**

Aug 7th	Keith, Allison, Victoria
Aug 14th	Tom, Sam, Kerry
Aug 21st	Terry, Victoria, Dale
Aug 28th	Terry, Sam, Allison
Sept 4 th	Keith, Allison

B. **Project Assignments for Planning Actions:**

PA-2014-00725	121 Manzanita-Under construction	Whitford
PA-2014-00725	469 Allison-Under construction	Swink
PA-2014-00710/711	143/135 Nutley	Swink and Whitford
PA-2014-01283	172 Skidmore	Shostrom
BD-2013-00256	175 <i>Lithia Way – Under construction</i>	Giordano
PA-2014-00251	30 S. First St. – No new permits issued	Whitford
PA-2014-00491	566 Fairview St. – Under construction/almost done	Shostrom
BD-2013-00813	374 Hargadine – Under construction/almost done	Swink
PA-2013-01388	14 Calle Guanajuato(Sandlers) Restaurant-Under construction/almost done	Renwick
PA-2013-01421	270 N. First St.(Nisha Jackson)- Building permit issued	Renwick
PA-2013-01829	60 Alida St. (Lieberman) - Complete	Shostrom
PA-2013-01828	310 Oak St. (Thompson) – No new permits issued	Shostrom

ANNOUNCEMENTS & INFORMATIONAL ITEMS:

Next meeting is scheduled for September 3, 2014, 6:00 pm.

There being no other items to discuss, the meeting adjourned at 8:09pm

Respectfully submitted by Regan Trapp

SECTION VI

Downtown Ashland

Adopted by the Ashland City Council August 7, 1998
Ordinance #2825

Introduction

Ashland's downtown is without doubt the most important fifty-five acres in the city. For over 100 years it has been the community's economic center. The downtown boasts one of the most beautiful parks in the country, and the Oregon Shakespeare Festival annually draws thousands of theatergoers. Ashland's charm, cultural offerings and lovely location have not been lost on those who visit, and during the last two decades the City's population has risen from 11,000 to 16,000. However, downtown economic growth has significantly exceeded population growth. The downtown retail spaces have increased, office spaces have doubled and tourist traffic has grown over 600 percent. Downtown automobile traffic has nearly doubled and pedestrian traffic counts have risen over 200 percent to 900 percent.

Such growth demands changes in planning and development, but Ashland's citizens insist that these changes allow the downtown to maintain its integrity and its unique character. Community participation has always been integral to Ashland's development. Citizens' affection for the city and desire to increase the culture, physical grace, and the economy have encouraged residents to support Southern Oregon State College, Lithia Park, the Shakespeare Festival and numerous other community enterprises and improvements.

Historically the city center, the downtown, began at the Plaza area and extended southeast along East Main Street. Only about one-half mile long, the area now extends from the intersection of Helman and North Main Streets on the northwest, to the Ashland Library on the southeast. It is approximately one-quarter mile wide and extends from Hargadine Street to "B" Street. Main areas are the Plaza, including the entrance to Lithia Park and Guanajuato Way, the Oregon Shakespeare Festival theaters, the East Main Street business district, the business area around the Ashland Library, Lithia Way/"C" Street, the property surrounding the old armory, and the Newbry property – the large vacant parcel of land bounded by the viaduct and by Helman Commercial, and Water Streets, known as the Water Street Annex.

This downtown area is the employment center of the community, and in 1988 employed 25 percent of all city employees. Sixty-three percent of these were employed by restaurants, the Oregon Shakespeare Festival and retail businesses which cater primarily to tourists in the summer months.

With 197 businesses, the downtown is also a thriving business center. The businesses are diverse ranging from light manufacturing and auto repair to tourist gift shops and law offices. Retail businesses comprise most of the square footage and are concentrated along Main Street. Many of these retail businesses are specialty stores which attract consumers throughout southern Oregon and northern California. Catering to the local tourist and regional markets has preserved the downtown's economic vitality and health.

In addition to being the employment and business center, the downtown is also the community's social and arts and entertainment center. Increased pedestrian amenities and bike paths have encouraged residents and tourists alike to enjoy the downtown by foot or bicycle or simply by



sitting on the many benches and planters which have been furnished. The Oregon Shakespeare Festival, several smaller theatres, nightclubs and restaurants provide tourist and residents with numerous opportunities for a pleasurable night out.

The combination of these factors – economic health, cultural and artistic offerings, attractiveness, location and a pleasant pedestrian and bicycling environment – have endowed Ashland with the attractive qualities of a tourist town and the advantages of being a real center for a rural town.

There are, of course, some problems which exist as a result of growth and change. The major problems which have been identified are:

Economic: The need to be less dependent on the tourist industry, particularly a single facet of that sector – the Oregon Shakespeare Festival – and to promote growth in the retail and services sectors, especially those that service the local, tourist, and regional markets.

Automobile and Traffic: Parking is a problem throughout the year, but particularly during the peak tourist summer months. Although facts indicate that parking demand is not entirely met by existing facilities, it may not be financially or environmentally wise to accommodate the highest peak days. As traffic congestion continues to increase, the city and residents will have to adapt to different traffic patterns and use alternative forms of transport in order to alleviate the problem.

Pedestrian Traffic: The substantial increase in pedestrian traffic has spurred improvements in pedestrian amenities such as benches, planters and fountains to encourage pedestrian flow through the length of the downtown. Ongoing renovation will be needed to help accommodate the ever-growing number of people.

Ashland Downtown Plan

The City of Ashland Downtown Plan is the guiding document for all downtown site design. It provides a comprehensive review of downtown Ashland's historical development and current trends and needs. In addition, it outlines specific actions intended for implementation within five years. These actions are divided into four major sections: Physical Development, Downtown Management, Regulation, and Economic Development. Although most of these actions will be taken by the municipal government, it will include the city's partners in downtown improvements – the Parks and Recreation Commission, the Chamber of Commerce, the Ashland Downtown Association, the Oregon Shakespeare Festival and others. It is imperative that builders and developers are familiar with the actions and follow current guidelines.

Redevelopment in the Downtown

Three large historic buildings will probably see more intense uses in the next twenty years – the Masonic Lodge, the Elks Lodge, and the Mark Anthony Hotel. Other buildings will undoubtedly redevelop, and conformance with both the city's historic guidelines and the downtown development criteria should insure that the developments are positive.

Downtown Design Standards (Amended August 4, 1998: Ordinance #2825)

The purpose of the Downtown Design Standards is to respect the area's unique heritage and to enhance the appearance and livability of the area as it develops and changes. Based upon common features found in the downtown, the standards provide a foundation for prospective applicants, citizens, and community decision makers to direct change in a positive and tangible



way. It is not the intent of the Design Standards to freeze time and halt progress or restrict an individual property owner's creativity, but rather to guide new and remodeled proposals to be in context with their historic surroundings. Personal choice should be and can be expressed within the framework of the standards.

While many communities across America are attempting to "create" or "re-create" an urban downtown of their own, the Downtown Design Standards are attempt to preserve what Ashland already has; a "main street" historical district with diverse individual buildings that collectively create an organized, coordinated and ageless rhythm of buildings. As a collective group, the downtown can retain its "sense of place", its economic base, its history and its citizen's vision.

Under the procedures of the City's Site Design and Review Process, the applicant must demonstrate the proposal meets all of the design standards in order for the decision making body to approve the proposal. As such, the standards should help increase objectivity and reduce subjectivity.

For projects subject to both Section IV "Historic District Development" and Section VI "Downtown Ashland", Section VI shall prevail, with Section IV supplementing where possible to improve overall project design and compatibility. For projects located at the boundary between zoning districts or overlays, appropriate adjustments to building form, massing, height, scale, placement or architectural and material treatment may be considered to address compatibility within the transitional area while not losing sight of the underlying standards and requirements applicable to the subject property.

The following criteria are adopted with this plan and shall be used as part of the land use approval process:

VI-A Height

1. Building height shall vary from adjacent buildings, using either "stepped" parapets or slightly dissimilar overall height to maintain the traditional "staggered" streetscape appearance. An exception to this standard would be buildings that have a distinctive vertical division/façade treatment that "visually" separates it from adjacent buildings, or for restoration of historic façades. (Illustration: Recommend 1, 5 & 10; Avoid 3)
2. Multi-story development is encouraged in the downtown. (Illustration: Recommend 1, 5, 6 & 10).



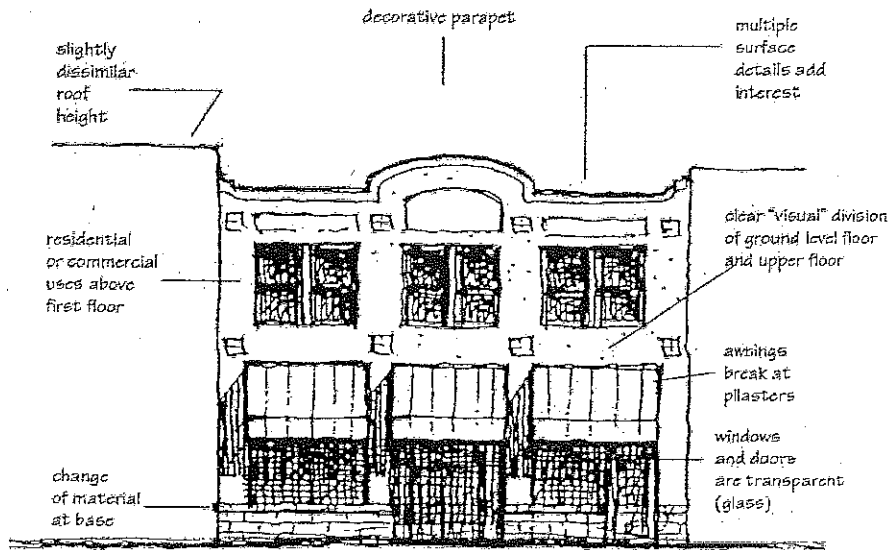


ILLUSTRATION 1

RECOMMENDED

VI-B Setback

1. Except for arcades, alcoves and other recessed features, building shall maintain a zero setback from the sidewalk or property line (Illustration: Recommend 2, 5, 6 & 10). Areas having public utility easements or similar restricting conditions shall be exempt from this standard.
2. Ground level entries are encouraged to be recessed from the public right-of-way to create a "sense of entry" through design or use of materials (Illustration: Recommend 2, 5, 6 & 10; Avoid 3).
3. Recessed or projecting balconies, verandas or other useable space above the ground level on existing and new buildings shall not be incorporated in a street facing elevation (Illustration: Avoid 4 & 7).

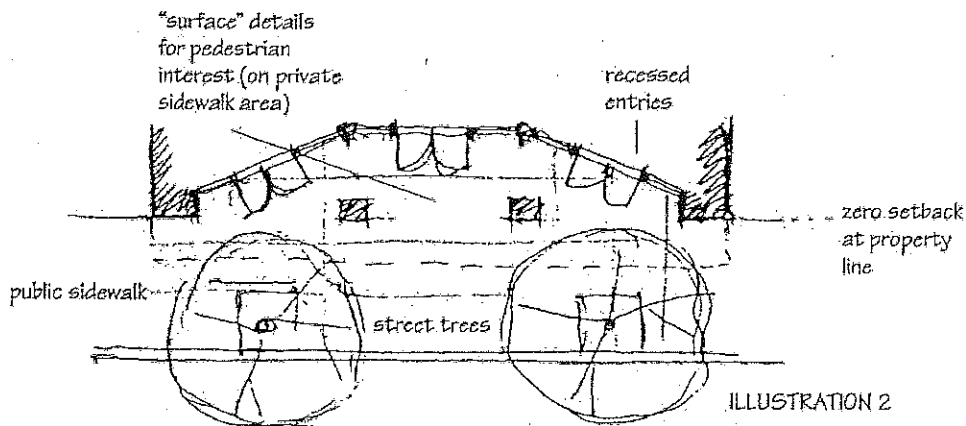
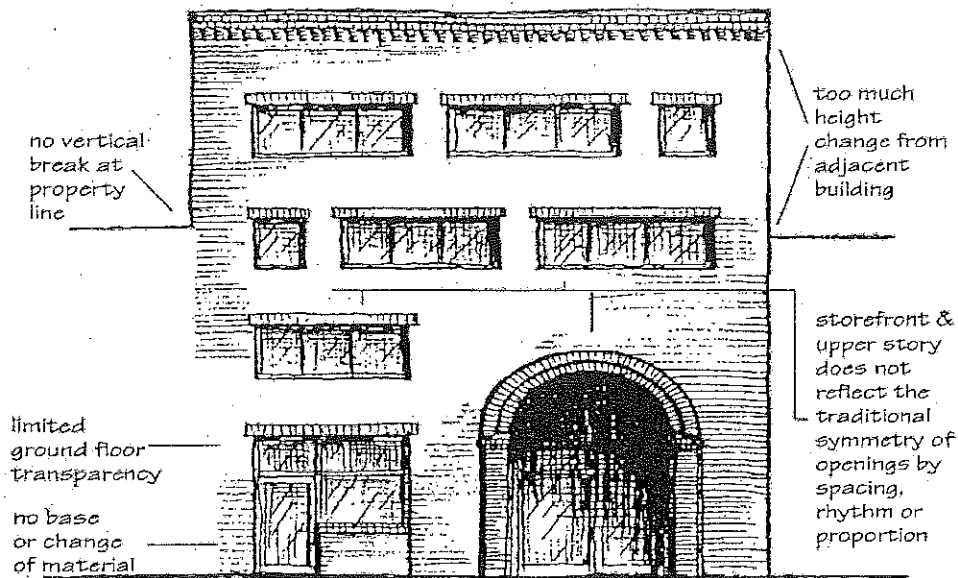


ILLUSTRATION 2

RECOMMENDED



AVOID

ILLUSTRATION 3

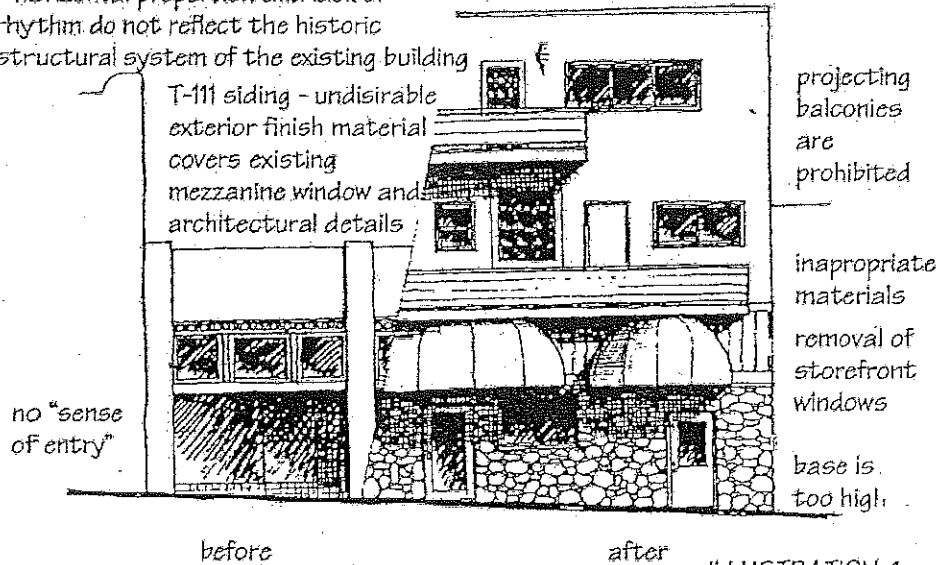
VI-C Width

1. The width of a building shall be extended from side lot line to side lot line (Illustration: Recommend 5). An exception to this standard would be an area specifically designed as plaza space, courtyard space, dining space or rear access for pedestrian walkways.
2. Lots greater than 80' in width shall respect the traditional width of buildings in the downtown area by incorporating a rhythmic division of the façade in the building's design (Illustration: Recommend 5 & 10; Avoid 3).

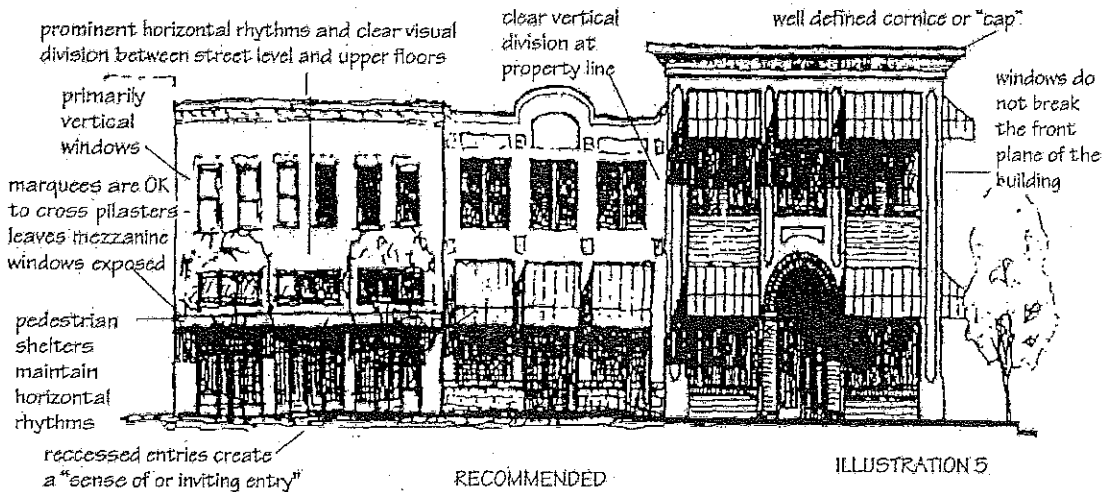
VI-D Openings

1. Ground level elevations facing a street shall maintain a consistent proportion of transparency (i.e., windows) compatible with the pattern found in the downtown area (Illustration: Recommend 1, 5, 6 & 10).
2. Scale and proportion of altered or added building elements, such as the size and relationship of new windows, doors, entrances, column and other building features shall be visually compatible with the original architectural character of the building (Illustration: Recommend 5 & 6; Avoid 4 & 9).

* horizontal proportion and lack of rhythm do not reflect the historic structural system of the existing building



AVOID



3. Upper floor windows orientation shall primarily be vertical (height greater than width) (Illustration: Recommend 1, 5 & 6; Avoid 8).
4. Except for transom windows, windows shall not break the front plane of the building (Illustration: Recommend 5).
5. Ground level entry doors shall be primarily transparent (Illustration: Recommend 10; Avoid 4).
6. Windows and other features of interest to pedestrians such as decorative columns or decorative corbelling shall be provided adjacent to the sidewalk (Illustration:

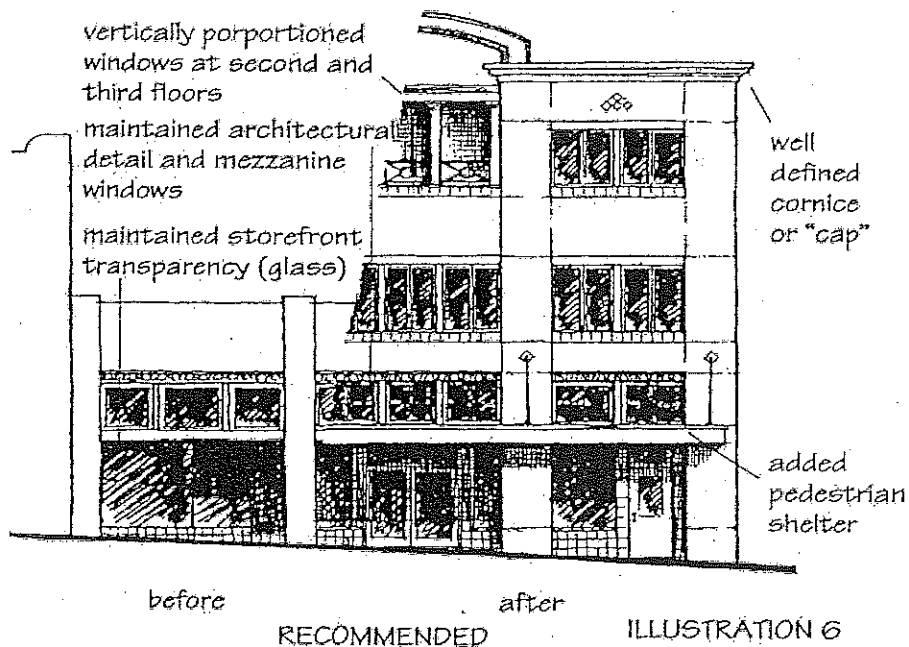
Recommend 1 & 5; Avoid 4 & 7). Blank walls adjacent to a public sidewalk are prohibited.

VI-E Horizontal Rhythms

1. Prominent horizontal lines at similar levels along the street's street front shall be maintained (Illustration: Recommend 1, 5, 6 & 10; Avoid 4 & 8).
2. A clear visual division shall be maintained between ground level floor and upper floors (Illustration: Recommend 1, 5, 6 & 10).
3. Buildings shall provide a foundation or base, typically from ground to the bottom of the lower window sills, with changes in volume or material, in order to give the building a "sense of strength" (Illustration: Recommend 1, 5 & 10; Avoid 4 & 8).

VI-F Vertical Rhythms

1. New construction or storefront remodels shall reflect a vertical orientation, either through actual volumes or the use of surface details to divide large walls, so as to reflect the underlying historic property lines (Illustration: Recommend 5 & 6; Avoid 3).



2. Storefront remodeling or upper story additions shall reflect the traditional structural system of the volume by matching the spacing and rhythm-of historic openings and surface detailing (Illustration: Recommend 6; Avoid 4 & 9).

VI-G Roof Forms

1. Sloped or residential style roof forms are discouraged in the downtown area unless visually screened from the right-of-way by either a parapet or a false front. The false front shall incorporate a well defined cornice line or "cap" along all primary elevations (Illustration: Recommend 1, 5 & 10; Avoid 7).

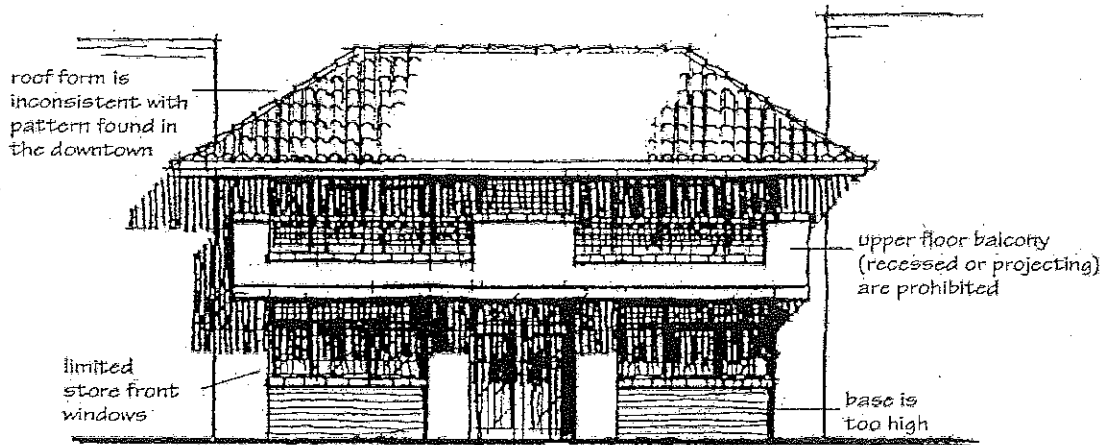


ILLUSTRATION 7

AVOID

VI-H Materials

1. Exterior building materials shall consist of traditional building materials found in the downtown area including block, brick, painted wood, smooth stucco, or natural stone (Illustration: Avoid 4 & 9).
2. In order to add visual interest, buildings are encouraged to incorporate complex "paneled" exteriors with columns, framed bays, transoms and windows to create multiple surface levels (Illustration: Recommend 1, 5 & 10; Avoid 7, 8 & 9).

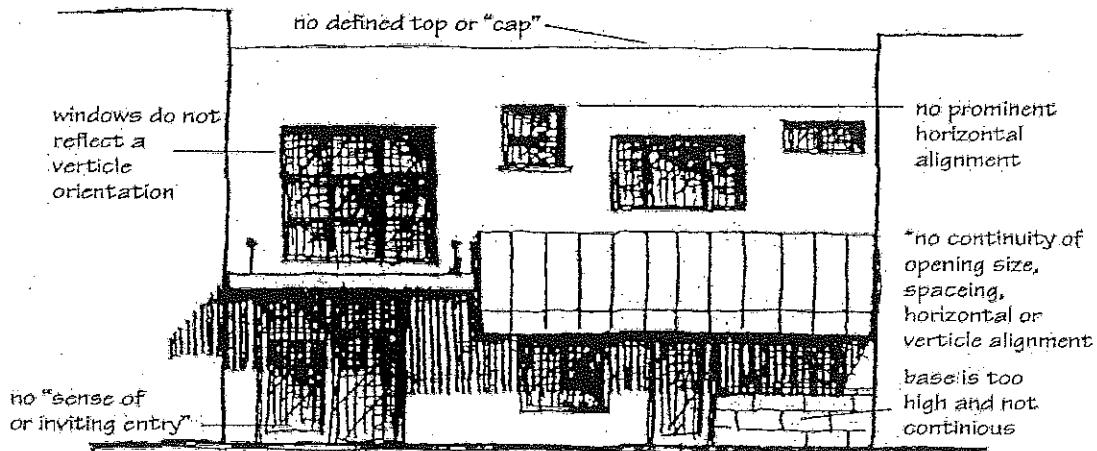


ILLUSTRATION 8

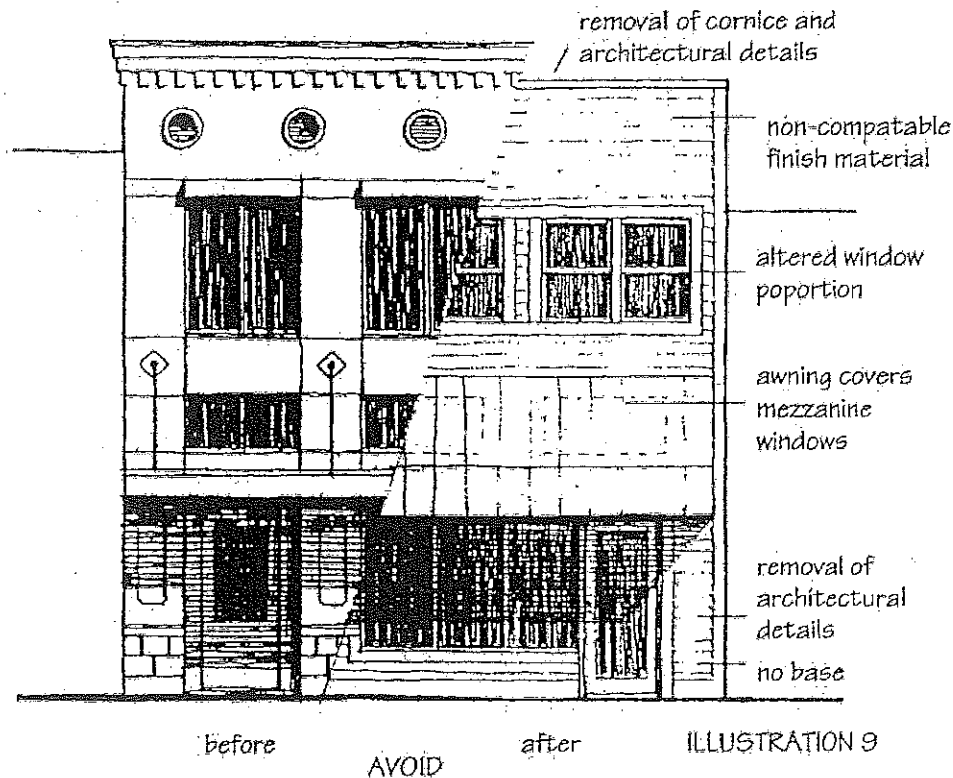
AVOID

VI-I Awnings, Marquees or Similar Pedestrian Shelters

1. Awnings, marquee or similar pedestrian shelters shall be proportionate to the building and shall not obscure the building's architectural details. If mezzanine or transom windows exist, awning placement shall be placed below the mezzanine or transom windows where feasible (Illustration: Recommend 1, 5, 6 & 10; Avoid 4 & 9).
2. Except for marquees – similar pedestrian shelters such as awnings shall be placed between pilasters (Illustration: Recommend 1 & 5; Avoid 9).
3. Storefronts with prominent horizontal lines at similar levels along the street's storefront shall be maintained by their respective sidewalk coverings (Illustration: Recommend 5; Avoid 8).

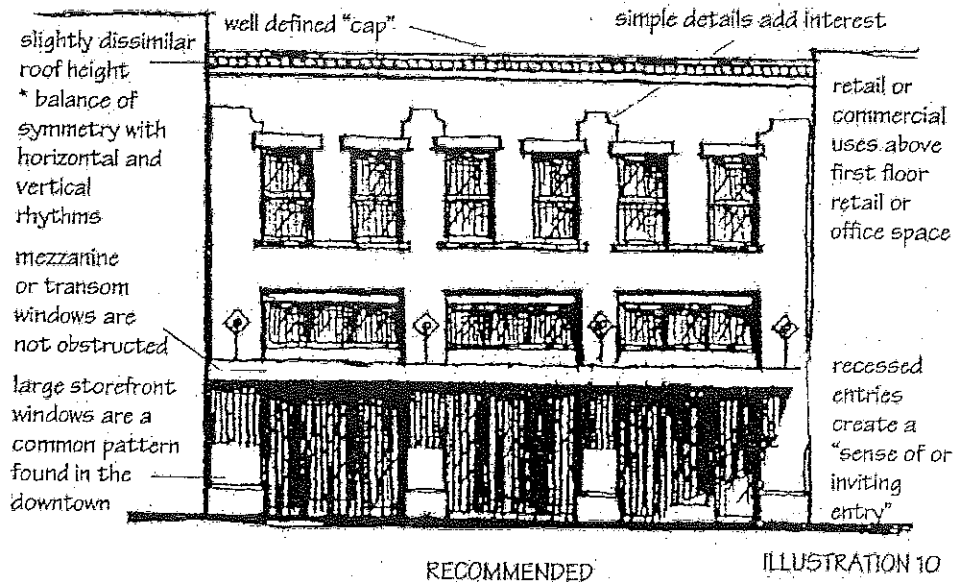
VI-J Other

1. Non-street or alley facing elevations are less significant than street facing elevations. Rear and sidewalls of buildings should therefore be fairly simple, e.g., wood, block, brick, stucco, cast stone, masonry clad, with or without windows.
2. Visual integrity of the original building shall be maintained when altering or adding building elements. This shall include such features as the vertical lines of columns, piers, the horizontal definition of spandrels and cornices, and other primary structural and decorative elements (Illustration: Recommend 6; Avoid 4 & 9).



3. Restoration, rehabilitation or remodeling projects shall incorporate, whenever possible, original design elements that were previously removed, remodeled or covered over (Illustration: Recommend 6; Avoid 4 & 9).

4. Parking lots adjacent to the pedestrian path are prohibited (Refer to Site Design and Use Standards, Section II-D, for Parking Lot Landscaping and Screening Standards). An exception to this standard would be paths required for handicapped accessibility.

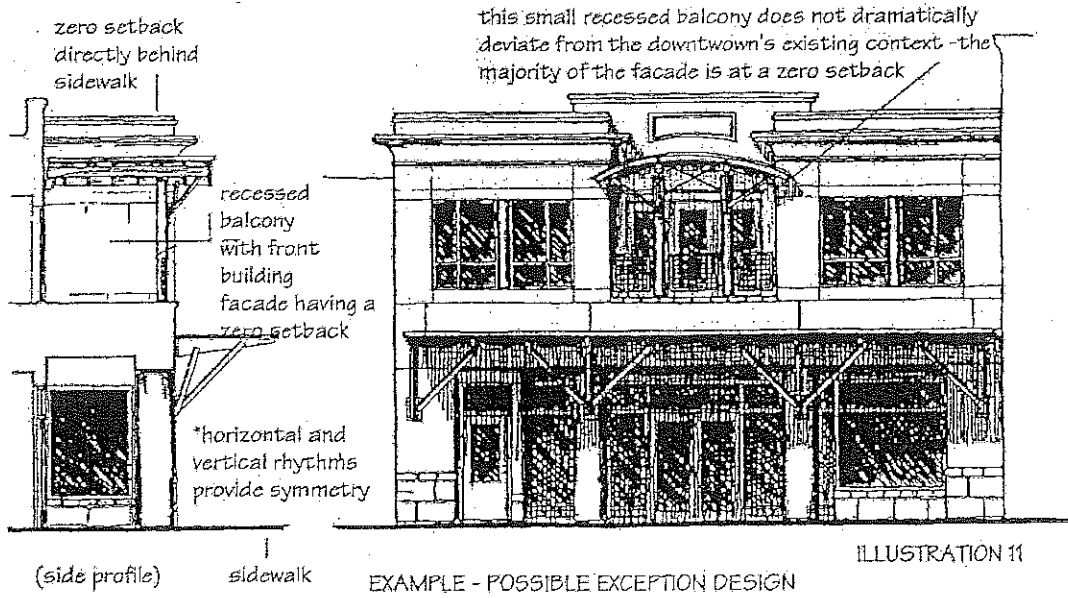


5. Pedestrian amenities such as broad sidewalks, surface details on sidewalks, arcades, alcoves, colonnades, porticoes, awnings, and sidewalk seating shall be provided where possible and feasible.
6. Uses which are exclusively automotive such as service stations, drive-up windows, auto sales, and tire stores are discouraged in the downtown. The City shall use its discretionary powers, such as Conditional Use Permits, to deny new uses, although improvements to existing facilities may be permitted.

VI-K Exception to Standards

An exception to the Downtown Design Standards is not subject to the Variance requirements of Section 18.100 of the Ashland Municipal Code and may be granted with respect to the Downtown Design Standards if all of the following circumstances are found to exist:

1. There is demonstrable difficulty in meeting the specific requirements of this chapter due to a unique or unusual aspect of the site, an existing structure or proposed use of the site;
2. There is demonstrable evidence that the alternative design accomplishes the purpose of the Downtown Design Standards and Downtown Plan in a manner that is equal or superior to a project designed pursuant to this standard or historical precedent (Illustration; Recommend 11).
3. The exception requested is the minimum necessary to alleviate the difficulty of meeting the Downtown Design Standards.





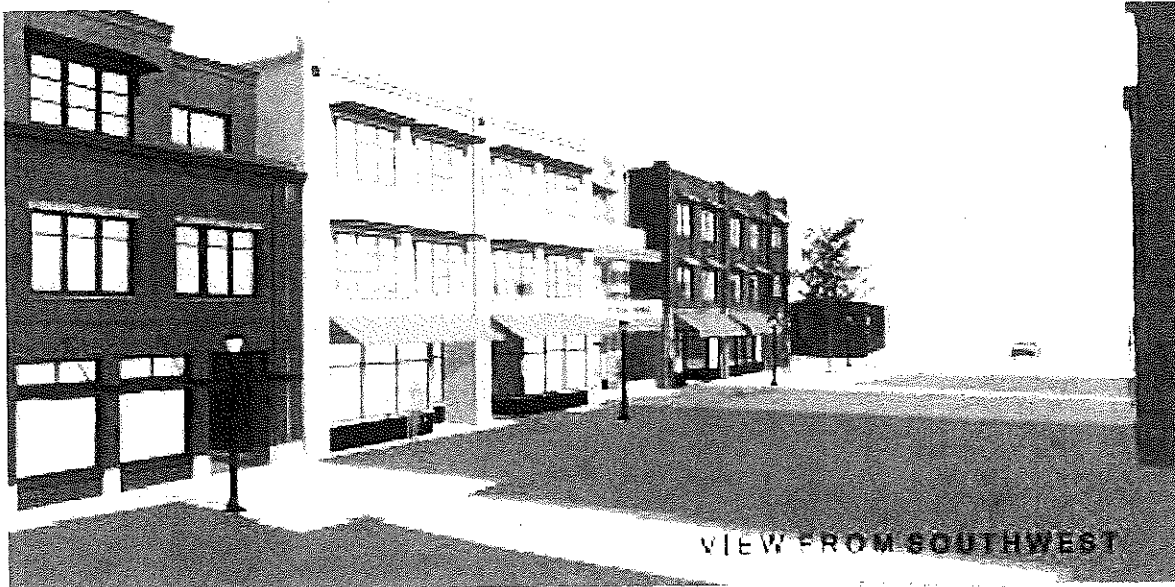
URBAN DEVELOPMENT SERVICES, LLC
LAND USE PLANNING AND DEVELOPMENT SERVICES

August 26th, 2014

City of Ashland
Community Development Department
59 Winburn Way
Ashland, OR 97520

**RE: Pre-application Narrative; Lithia Way & First Street;
Tax Lots 391E 09BA, Tax Lots 10102 and 10103**

The applicants are requesting pre-application review and direction from City staff regarding the pre-application narrative and attached plans for Lots #2 & #3 within the First Place Subdivision located along Lithia Way and First Street. The applicants desire to consolidate the property line between the two subject lots and construct a 32,191 square foot three-story mixed-use building. The proposed building will be designed to exteriorly appear as two distinct buildings, but will include some internal connections including a single under-structure basement accommodating enclosed parking and storage.



RECEIVED

AUG 27 2014

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City of Ashland
Community Development Department

Site: The subject properties are located along the north side of Lithia Way, between the intersection of First Street and the new building located at 175 Lithia Way, First Place Plaza West (currently under construction). The properties were created through an amalgamation and re-division of various properties in order to form a more contextually appropriate subdivision for the site's urban setting (PA-2012-01122). The end result included three parcels along Lithia Way and two parcels along First Street.

Proposal: The applicants propose to consolidate Lots #2 & #3 and obtain a Site Review Permit to construct a three-story 32,191 square foot building with underground parking. The proposed building will include 6,866 sq. ft. of office/retail space for 65% of the ground floor area with the remaining 3,725 sq. ft. of floor area (35%) dedicated to four ground floor residential units, two of which are to be affordable under the City of Ashland's Affordable Housing Standards in accordance with Resolution #2006-13. The second and third floors generally mirror each other and include six residential condominiums on each floor. The units range in size from 512 sq. ft. to 1,952 sq. ft. and average 1,293 sq. ft. overall.

The applicants will be requesting an Administrative Variance to the Site Design and Use Standards (SD&US), specifically, Section VI-B-3 of the Downtown Design Standards, to allow recessed balconies on the Lithia Way elevation of the proposed building. A second Administrative Variance is also proposed to allow windows for the central section of the building (Plaza Central) to be primarily horizontal rather than vertical as required under the SD&US, Section VI-D-3. The two Administrative Variances are intended to provide visual interest and diversity to the Lithia Way streetscape which is a primary intention of the Downtown Design Standards.

Density: A total of 43 dwelling units have been allocated to the entire First Place Subdivision. Of the 43 dwelling units, there are likely only 30 dwelling units possible due to a combination of market demands, parking constraints and "use" flexibility as explained below. At the present time, 10 of the 43 units are to be located within Plaza West (Lot #1, Building #1 – under construction), 16 within Plaza Central/East (Lots #2 and #3, Building #2 – currently proposed) and eventually four within Plaza North (Lots #4 and #5, Building #3 – pre-application pending). Overall, the proposal is to accommodate 70% of the C-1 zones possible residential base density.

Note: As further discussed below, a pre-application will be submitted to the City of Ashland's Community Development Department within the near future and will include preliminary details on a Site Review Permit and Lot Consolidation to construct a single mixed-use building with commercial on the ground floor and four residences on the second and third floors.

Affordable Housing: As noted, two of the 16 units within Plaza Central and Plaza East (Lots #2 and #3) are proposed to be designated affordable as outlined in Resolution #2006-13. Along with the single planned affordable unit in Plaza West (Building #1) and the four "tentatively planned" market rate residential units intended to be constructed in Plaza North (Lots #4 and #5), the total number of affordable units would be three as the required number of affordable units would be 10% of the total number of market rate units. As such, the applicants will be constructing a total of 27 market rate units and three affordable units for the entire First Place subdivision as noted below.

Affordable Housing Table

Building Name	Building#	Lot(s) #	Market Rate Units	Affordable Units
Plaza West	Building #1	Lot #1	9	1
Plaza Central & East	Building #2	Lot #2 & 3	14	2
Plaza North	Building #3	Lot #4 & 5	4	0

Parking: The previous application (PA-2012-01122) proposed a total of 56 “open” parking spaces, with 54 on-site and two parking spaces along First Street as on-street parking credits. The current proposal also proposes 56 open parking spaces, but in a slightly altered arrangement to better accommodate additional garage parking as well as more open space. Specifically, there were two parking spaces just south of the northerly open space that have been converted to a trash/recycling enclosure and vehicular back-up area. Also, the first parking space adjacent to the First Street entrance was removed to reduce its slightly difficult turning radius, but which is now proposed to be landscaping. The three replaced parking spaces have now been relocated where the previous plan identified an ingress/egress ramp which is now no longer necessary based on the current plan.

As such, 56 spaces are proposed to be “open” and an additional 33 are to be located within the footprint with Building #1 having 12 enclosed parking spaces, Building #2 having 19 enclosed parking spaces and Building #3 two enclosed parking spaces for a total of 87 on-site parking spaces and two on-street parking credits (89 total parking spaces).

It is the applicant’s intentions to not only provide for the required number of parking spaces based on the provisions of Chapter 18.92, but to also provide for some flexibility for certain uses in the unforeseen future that may require a greater parking space demand (i.e., business retail to restaurant). In this vein, the Parking Allocation Table below identifies the requirements for general retail demand (1 parking space per 350 sq. ft.), residential parking demand (based on number of rooms) and a “surplus” parking column to accommodate possible increases in parking demand.

Note: The table illustrates how the Plaza West (Building #1) is to be allocated an additional surplus parking space as the most current plan for this building is to utilize the ground floor as partial business professional space and partial café space. For this reason, the surplus parking allocation column provides for needed flexibility under those circumstances.

Parking Allocation Table

Building Name	Commercial Parking Demand (1:350)	Residential Parking Demand (AMC 18.92.030 A.)	Total Parking Demand	Surplus Parking Allocation
Plaza West	3,800 sq. ft. (11)	10 units (15)	26	1
Plaza Central & East	6,866 sq. ft. (20)	16 units (25)	45	TBD
Plaza North	2,440 sq. ft. (7)	4 units (6.5)	13.5	TBD
Total (89 spaces)			84.5	3.5

Process: Due to the building’s square footage, the applicants are aware the application will be processed as a Type II Planning Action with public hearings before the Tree Commission,

Historic Commission and Planning Commission. Overall, the applicants contend the proposal is well thought, is adaptable to market changes and will be an asset to the Lithia Way and First Street streetscapes and the City of Ashland.

Other Notes:

A) Infrastructure: Other than final sidewalk improvements and final utility connections, the subdivision's entire infrastructure system was installed previously. However, there are a few street trees, tree grates and street lights still pending along either Lithia and/or First Street, but all are projected to be installed and completed in the very near future per a previously submitted agreement. The applicants will complete the remaining portions of the sidewalk fronting the subject two lots during Building #2's completion and will protect the soon to be installed trees and lights with tree protection fencing.

B) Conditions, Covenants and Restrictions (CC&Rs): A copy of the building's CC&Rs will be provided with the building plans to address common and privately owned assets for maintenance requirements, use restrictions and parking assignments. Such documentation will be completed by a local attorney familiar with Oregon Condominium Law and Planned Communities Act.

C) Lots #4 and #5: It is expected in the near future, possibly by the time this particular pre-application is under review, a second pre-application will be submitted for a building on Lots #4 and #5. At this preliminary juncture, the two lots will also be consolidated and one building (Building #3) will be proposed. Building #3 will also be mixed-use with commercial on the ground floor and residential on the second and third floors.

If for any reason staff has a question pertaining to this proposal or there is a need to meet on-site, please do not hesitate to contact me at 541-821-3752. Again, thank you for your time spent reviewing the application.

Sincerely,

Mark Knox, Project Planner

AUG 27 2014

City of Ashland
Community Development Department

FIRST PLACE: PLAZA CENTRAL EAST and PLAZA NORTH

8/26/2014

AREAS	LOT 1	LOT 2-3	LOT 4-5	COMMON	TOTALS	COMMENTS
AREAS						
LOT AREA	7,943	14,431	5,273	35,411	63,058	
BASEMENT	6,508	11,198	0	0	17,706	
1ST FLOOR	5,794	10,591	3,512	0	19,897	
2ND FLOOR	6,478	10,800	3,807	0	21,085	
3RD FLOOR	6,260	10,800	2,399	0	19,459	
TOTAL	25,040	43,389	9,718	0	78,147	
AREA w/o BASEMENT	18,532	32,191	9,718	0	60,441	
FLOOR AREA RATIO						
PROPOSED	39.7%	68.8%	15.4%	n.a.	123.9%	Total building area / total lot area for all lots
PROPOSED	315.2%	300.7%	184.3%	n.a.	123.9%	Total building area / lot area
REQUIRED	n.a.	n.a.	n.a.	n.a.	n.a.	No restrictions within Historic Districts
PUBLIC SPACE AREAS						
REQUIRED	1,853	3,219	972	0	6,044	Area w/o basement x 10% for area > 10,000 sf
PROPOSED ON LOT	604	463	0	0	1,067	
PROPOSED ON COMMON LOT	1,249	2,756	972	2,301	7,278	
TOTAL FOR LOT	1,853	3,219	972		6,345	
DIFFERENCE	0	0	0	0	2,301	Surplus Public Space
RESIDENTIAL DENSITY (max)						
LOT ACREAGE	0.182 ac	0.331 ac	0.121 ac	0.813 ac	1.448 ac	30 D.U. / acre in C1 District
DWELLING UNITS (D.U.)	10	16	4	0	30	Proposed Dwelling Units
ALLOWED (D.U.)					43	Allowed D.U.'s based on total area of all lots
DIFFERENCE					-13	
GROUND FLOOR USE AREAS						
COMMERCIAL AREA	3800	6890	2440	n.a.	13,130	
% GROUND FLOOR	65.6%	65.1%	69.5%	n.a.	66.0%	65% minimum
RESIDENTIAL AREA	1994	3701	1072	n.a.	6,767	
% GROUND FLOOR	34.4%	34.9%	30.5%	n.a.	34.0%	35% maximum
TOTAL	5,794	10,591	3,512		19,897	
AUTO PARKING ALLOCATIONS						
PROPOSED PARKING:						
ON-SITE	15 sp	26 sp	13 sp	0 sp	54 sp	Allotments may vary for Lots 2-5
ON STREET				2 sp	2 sp	
BASEMENT / GARAGES	12 sp	19 sp	2 sp	0 sp	33 sp	Proposed basement parking
TOTAL ALLOCATED	27 sp	45 sp	15 sp	2 sp	89 sp	
REQUIRED PARKING:						
COMMERCIAL - GEN. OFFICE	0.0	0.0	0.0	n.a.	0 sp	
COMMERCIAL - RETAIL	5.0	19.7	7.0	n.a.	32 sp	
COMMERCIAL - CAFÉ	7.0	0.0	0.0	n.a.	7 sp	
STUDIO > 500 s.f. (1.5/unit)	1.0	3.0	0.0	n.a.	4 sp	
1 BEDROOM < 500 s.f. (1/unit)	0.0	0.0	0.0	n.a.	0 sp	
1 BEDROOM > 500 s.f. (1.5/unit)	10.5	15.0	3.0	n.a.	29 sp	
2 BEDROOM (1.75/unit)	3.5	7.0	3.5	n.a.	14 sp	
3 BEDROOM (2.0/unit)	0.0	0.0	0.0	n.a.	0 sp	
TOTAL REQUIRED	27 sp	45 sp	13 sp		85 sp	
DIFFERENCE	0 sp	0 sp	2 sp	2 sp	4 sp	Surplus Parking
BIKE PARKING						
PROPOSED PARKING:						
ON-SITE	0 sp	0 sp	0 sp	9 sp	9 sp	
BASEMENT / GARAGE	10 sp	18 sp	4 sp	0 sp	32 sp	
TOTAL ALLOTTED	10 sp	18 sp	4 sp	9 sp	41 sp	
REQUIRED PARKING:						
COMMERCIAL	0 sp	0 sp	0 sp	0 sp	0 sp	
STUDIO / 1-BEDROOM	8 sp	12 sp	2 sp	0 sp	22 sp	1 space / Unit
2-BEDROOM UNITS	3 sp	6 sp	3 sp	0 sp	12 sp	1.5 space / Unit
3-BEDROOM UNITS	0 sp	0 sp	0 sp	0 sp	0 sp	2.0 space / Unit
TOTAL ALLOTTED	11 sp	18 sp	5 sp	0 sp	34 sp	

RECEIVED

AUG 27 2014

City of...
Community Development



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LITHIA WAY APPROACH



VIEW FROM SOUTHEAST



VIEW FROM SOUTHWEST

NOT TO SCALE

AUG 27 2014

City of Ashland
 Community Development

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 +white**

(541) 485-8200
 252 A Street Suite 1
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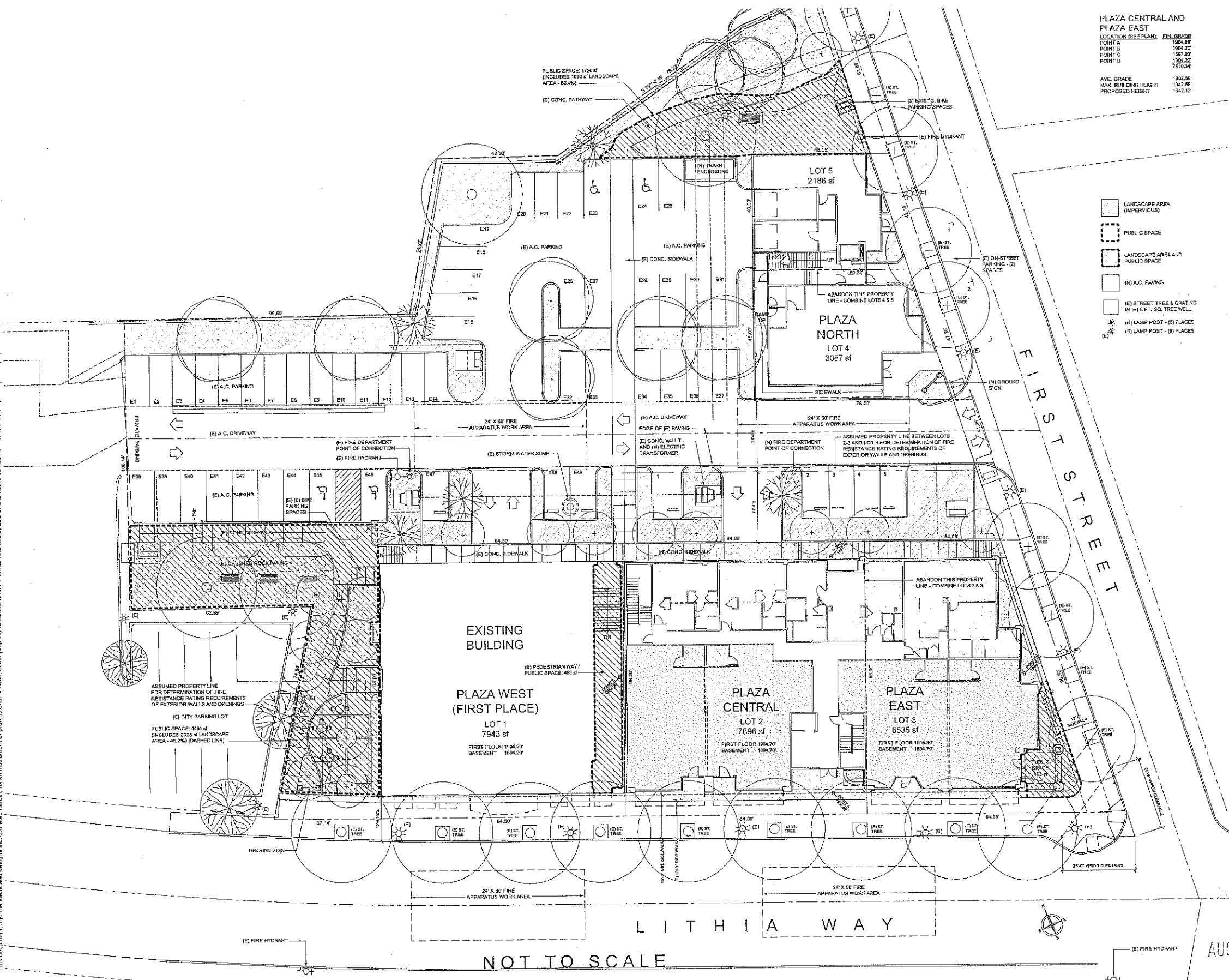
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 8-21-14
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PLAZA CENTRAL AND PLAZA EAST
COMMERCIAL AND RESIDENTIAL CONDOMINIUMS
 LITHIA FIRST SUBDIVISION - LOTS 2 & 3
 OWNER: FIRST PLACE PARTNERS, LLC
 PROJECT ADDRESS: 175 LITHIA WAY ASHLAND, OREGON

PERSPECTIVE
 VIEWS
 JOB NO. 14-009
 DATE: 8-21-14
 SCALE:
 DRAWN:
 SHEET:

A0

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PLAZA CENTRAL AND PLAZA EAST

LOCATION SEE PLAN:	FIN. GRADE
POINT A	1504.89
POINT B	1504.97
POINT C	1497.43
POINT D	1504.26
	75.00'±
AVE. GRADE	1942.59
MAX. BUILDING HEIGHT	1942.59
PROPOSED HEIGHT	1942.12

kistler + small + white
architects

(503) 488-0200
552 A Street Suite 1
Ashland, OR 97520

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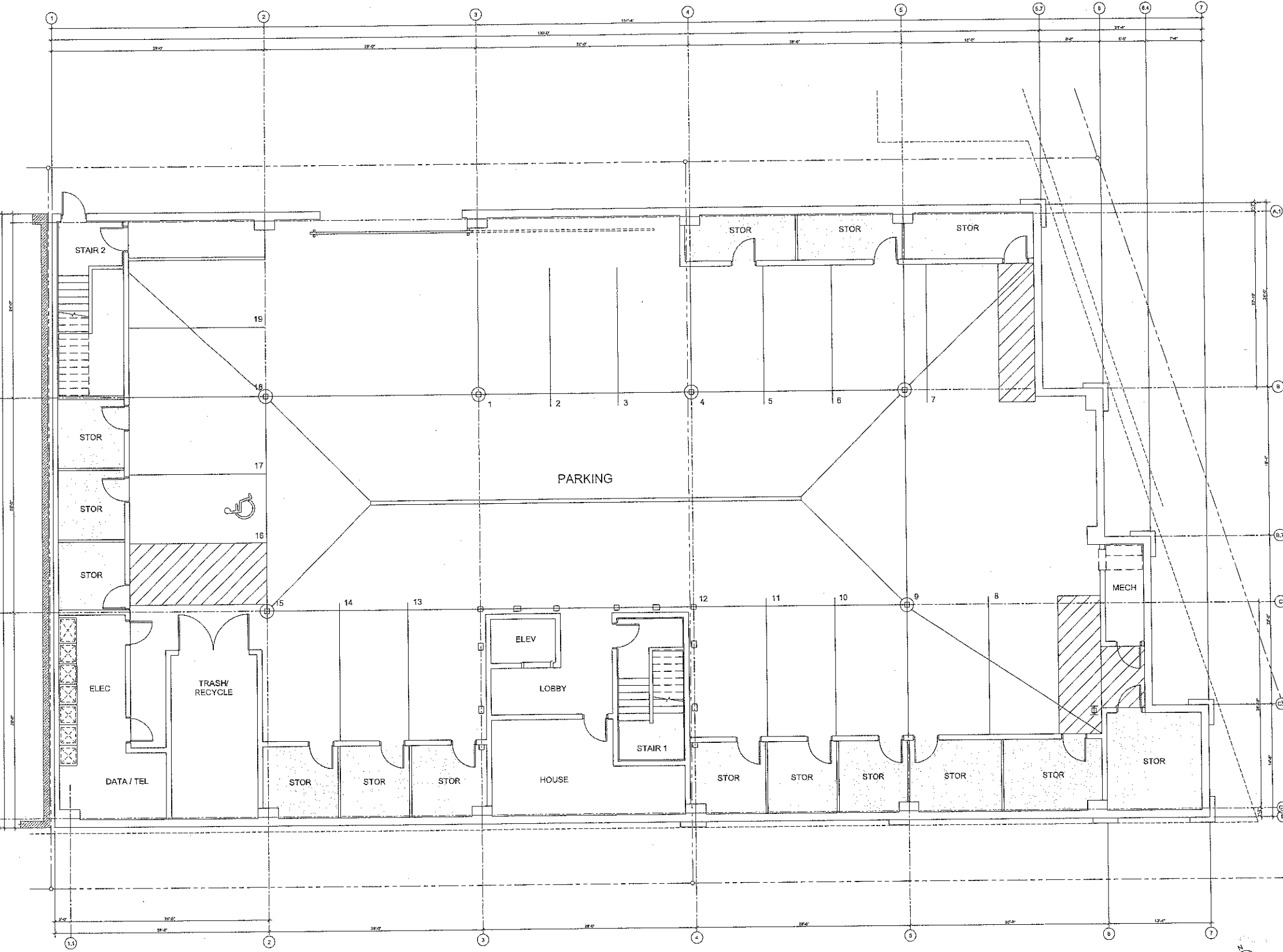
PLAZA CENTRAL AND PLAZA EAST
COMMERCIAL AND RESIDENTIAL CONDOMINIUMS
LITHIA FIRST SUBDIVISION - LOTS 2 & 3
OWNER: FIRST PLACE PARTNERS, LLC
PROJECT ADDRESS: 175 LITHIA WAY, ASHLAND, OREGON

ARCHITECTURAL
SITE PLAN
JOB NO. 314-008
DATE: 5-14-14
SCALE: 1/8" = 1'-0"
DRAWN: JW

SHEET:
AUG 27 2014

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- COMMERCIAL / RETAIL
- RESIDENTIAL
- COMMON AREAS

NOT TO SCALE

11,198 ± sf (gross)

BASEMENT FLOOR PLAN

27 20A2



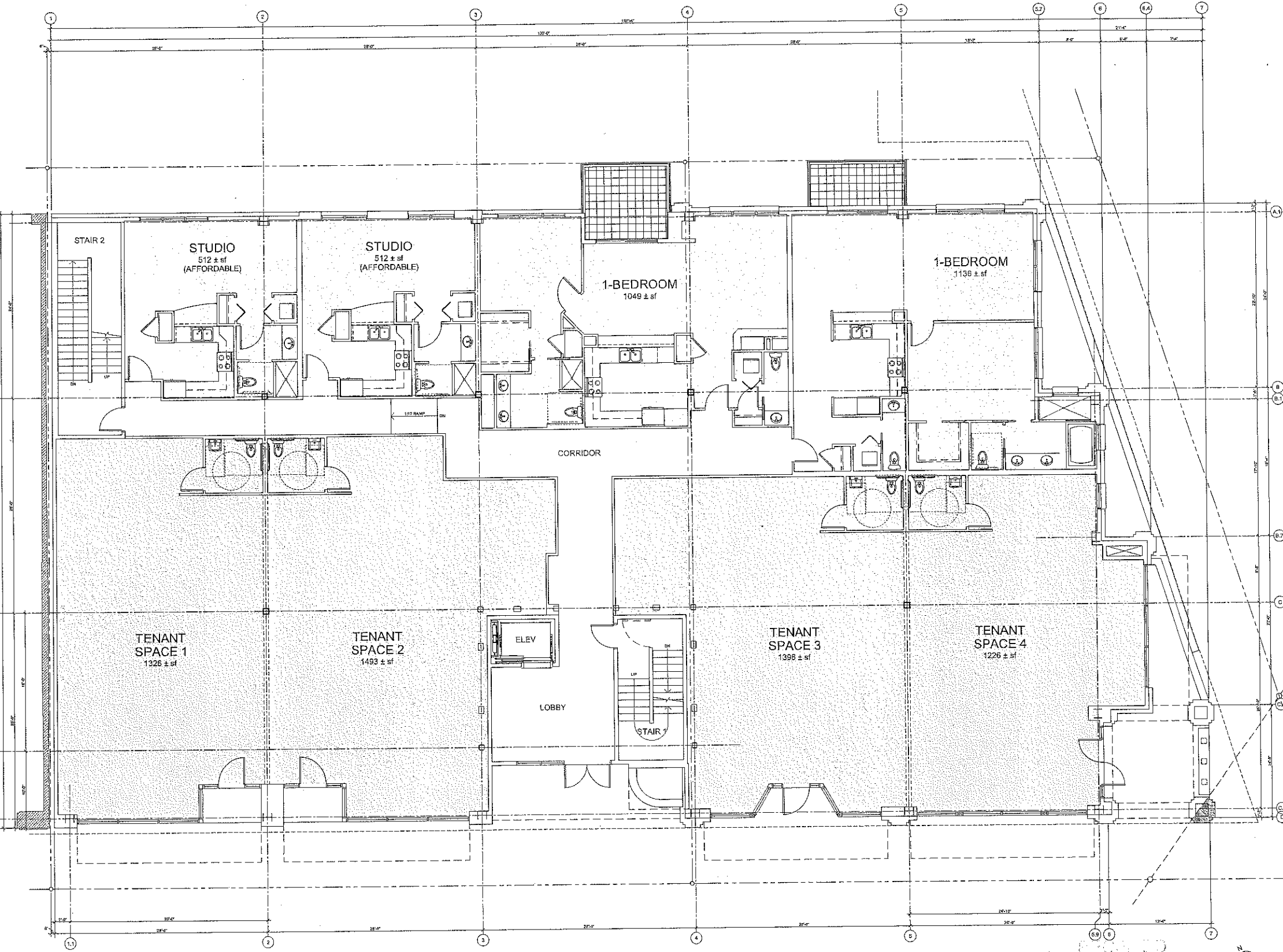
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

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 8-16-14
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PLAZA CENTRAL AND PLAZA EAST
 COMMERCIAL AND RESIDENTIAL CONDOMINIUMS
 LITHIA FIRST SUBDIVISION - LOTS 2 & 3
 OWNER: FIRST PLACE PARTNERS, LLC
 PROJECT ADDRESS: 175 LITHIA WAY, ASHLAND, OREGON

BASEMENT FLOOR PLAN
JOB NO. 14-009
DATE: 5-16-14
SCALE:
DRAWN:
SHEET:

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-  COMMERCIAL / RETAIL
-  RESIDENTIAL
-  COMMON AREAS

NOT TO SCALE

10,591 ± sf (gross)

FIRST FLOOR PLAN ①
 AUG 27 2014



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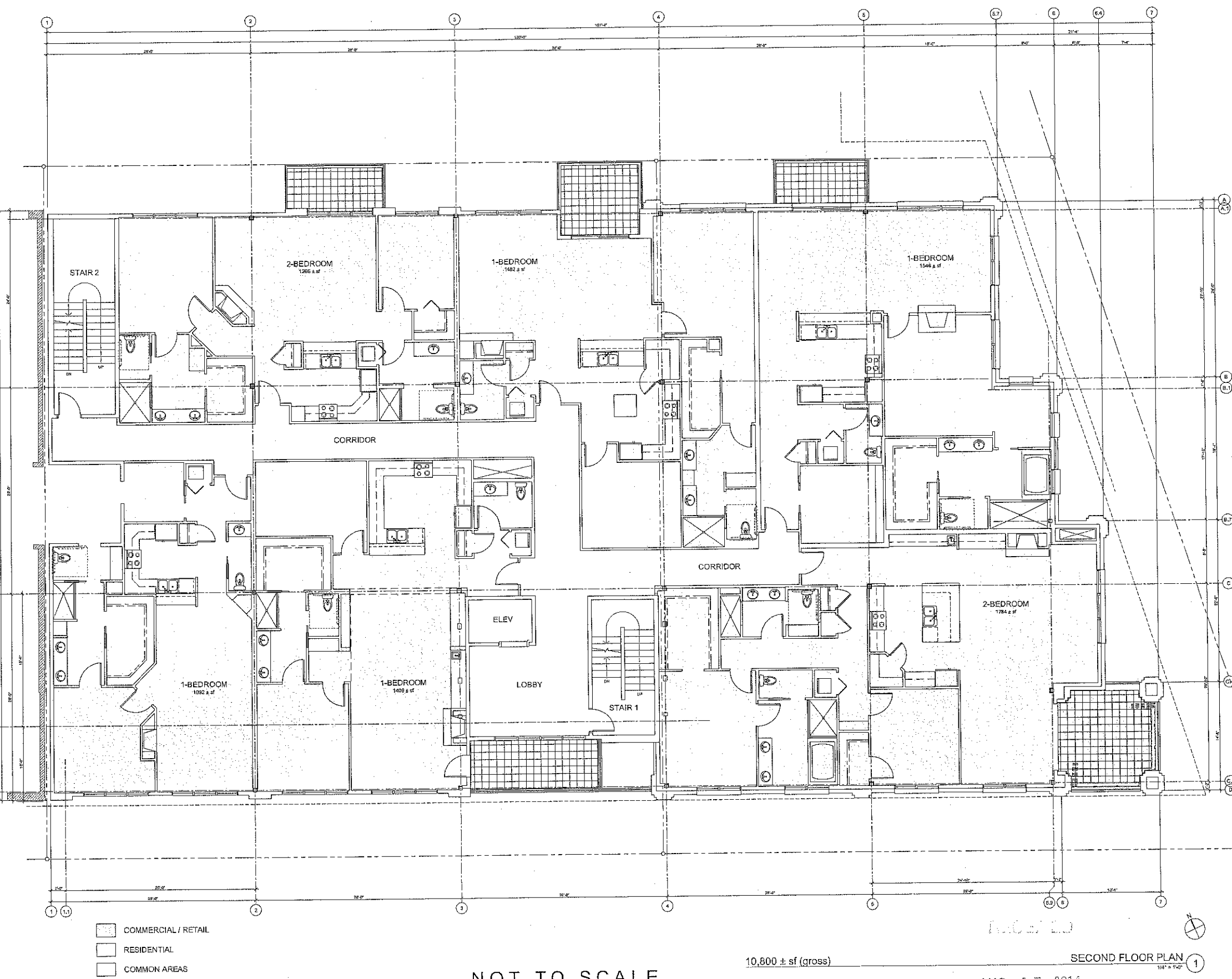
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 REVISIONS

PLAZA CENTRAL AND PLAZA EAST
 COMMERCIAL AND RESIDENTIAL CONDOMINIUMS
 LITHIA FIRST SUBDIVISION - LOTS 2 & 3
 OWNER: FIRST PLACE PARTNERS, LLC
 PROJECT ADDRESS: 175 LITHIA WAY, ASHLAND, OREGON

FIRST FLOOR PLAN	
JOB NO:	14-009
DATE:	8-14-14
SCALE:	
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A3

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NOT TO SCALE

10,800 ± sf (gross)

10.03.14

AUG 27 2014

SECOND FLOOR PLAN 1



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Ashland, OR 97520

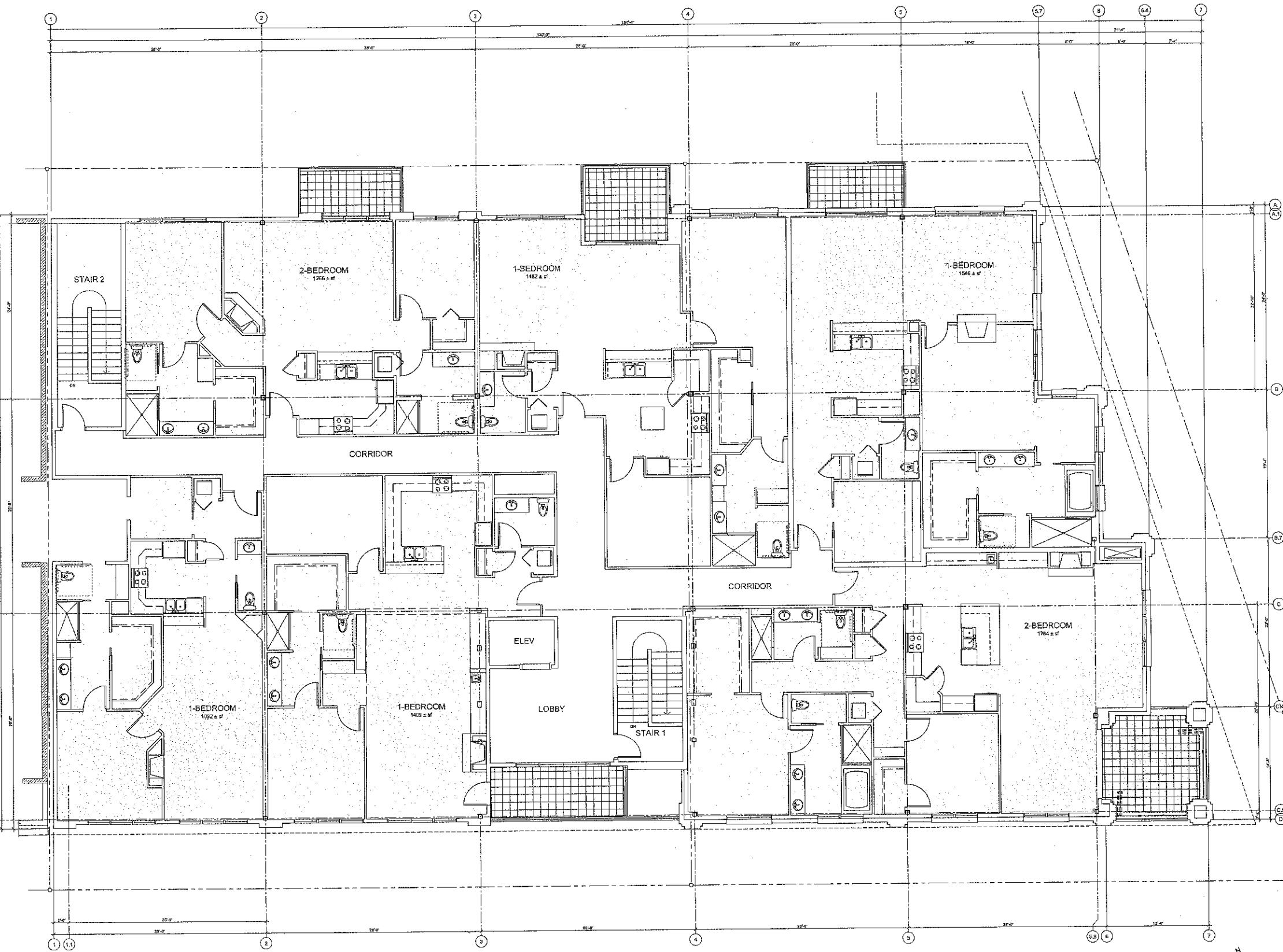
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PLAZA CENTRAL AND PLAZA EAST
COMMERCIAL AND RESIDENTIAL CONDOMINIUMS
LITHIA FIRST SUBDIVISION - LOTS 2 & 3
OWNER: FIRST PLACE PARTNERS, LLC
PROJECT ADDRESS: 175 LITHIA WAY ASHLAND, OREGON

SECOND FLOOR PLAN
JOB NO. 14-009
DATE: 8-14-14
SCALE:
DRAWN:
SHEET:

A4

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- COMMERCIAL / RETAIL
- RESIDENTIAL
- COMMON AREAS

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10,800 ± sf (gross)

AUG 27 2014

THIRD FLOOR PLAN
1/4" = 1'-0"



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 PRELIMINARY
 8-14-14
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PLAZA CENTRAL AND PLAZA EAST
 COMMERCIAL AND RESIDENTIAL CONDOMINIUMS
 LITHIA FIRST SUBDIVISION - LOTS 2 & 3
 OWNER: FIRST PLACE PARTNERS, LLC
 PROJECT ADDRESS: 175 LITHIA WAY ASHLAND, OREGON

FIRST FLOOR PLAN	
JOB NO.:	14-008
DATE:	8-14-14
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A5

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First Street Elevation



Lithia Way Elevation

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 6-26-14
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PLAZA CENTRAL AND PLAZA EAST
 COMMERCIAL AND RESIDENTIAL CONDOMINIUMS
 LITHIA FIRST SUBDIVISION - LOTS 2 & 3
 OWNER: FIRST PLACE PARTNERS, LLC
 PROJECT ADDRESS: 175 LITHIA WAY, ASHLAND, OREGON

SOUTH & EAST
 ELEVATIONS

JOB NO: 14-009
 DATE: 6-26-14
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SHEET:

A6

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
September 10, 2014

SITE: Plaza Central/East
APPLICANT: First Place Partners
REQUEST: Site Review, Exceptions

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: Staff sees no major issues with the application, and are generally supportive of completion of the First Place development. In our view, the key issues in the application are likely to come down to the finer details of the building design as they relate to the Historic District and Downtown Design Standards, and to insuring that an adequate area of the ground floor is provided for a permitted or special permitted use other than residential.

Ground Floor Commercial Space: C-1 regulations require that, "At least 65 percent of the total gross floor area of the ground floor, or at least 50 percent of the of the total lot area if there are multiple buildings shall be designated for permitted or special permitted uses, excluding residential." The application submittal should make clear the final distribution of ground floor spaces to demonstrate clear compliance with this standard.

Design & Design Standards (Historic Guiding Questions): The Historic District and Downtown Design Standards generally seek: a "staggered streetscape" appearance with some variation in height at property lines to respect the historic development pattern, a clear distinction between the ground level and upper floors, a "sense of strength", vertical rhythms, and a complexity of color and material treatments. With these standards in mind, staff would suggest that the design and findings focus strongly on addressing these findings including but not limited to:

- **VI-C-2** – Clearly illustrate and discuss how the design respects the traditional width of buildings in the downtown and relates to the human scale by providing sufficient "rhythmic divisions" in the building's façade/massing.
- **VI-A-1** – Clearly illustrate and discuss the height difference between Plaza West & Plaza Central proposed to achieve the "Staggered Streetscape" appearance sought in the Downtown Design Standards.
- **VI-A, Illus. 1 & VI-E-2** – Clearly illustrate and discuss the color, material and design treatments which provide distinctions between the ground level and upper floors.

- VI-B-3 – Clearly illustrate and discuss the Lithia Way balconies shown in light of the Standards’ general prohibition, and the Standards’ illustration of an acceptable Exception.
- VI-E-3 – Clearly illustrate and discuss the buildings’ base and the “sense of strength” sought in the standards as relates to the proposed design.
- VI-F – Clearly illustrate and discuss the vertical rhythms of the proposed design.
- VI-H – Clearly illustrate and discuss the color and material treatment, in terms of the “complexity” sought in the standards. (Plaza Central appears a fairly bright white in some prints and more of a muted grey in others; the final application materials should make the proposed colors and materials clear. Applicants may wish to provide 11x17 color copies for Planning Commissioner packets.)

Exceptions: As noted in the submitted materials, the application includes two Exceptions to the Site Design and Use Standards – one for the balconies proposed on Lithia Way and one for windows in the central section being primarily horizontal rather than vertical. The balconies as proposed seem consistent with the appropriate Exceptions described in the standards. Staff sees some inherent challenges to consolidating lots and constructing a single building to read as two while balancing the horizontal and vertical rhythms in the design so that one does not overpower the other in respecting the traditional width of buildings/lots in the downtown and addressing standards for verticality, base, color, etc.. For staff, the key in successfully justifying the window Exception will be in clearly demonstrating that the more horizontal treatment of the windows is offset by other design elements to a degree that the horizontal does not overcome the vertical in the design (VI-F) and that the horizontal windows provide a distinct change in character between West, Central and East whereas a continuity of vertical windows between the three building elements would strongly emphasize the horizontal rhythm in the upper floors at the expense of the vertical. In staff’s view, the applicants’ initial submittals which call out how some of the individual standards are addressed in the design drawings in a manner similar to the adopted Standards may be an effective way to illustrate how these challenges and could be taken further in the final submittals.

Historic Commission Review: For commercial projects in the Historic Districts, staff typically advises applicants to schedule an informal design review with the full Historic Commission to consider the design in light of applicable standards and provide feedback (and identify any “red flag” issues) before a formal application is submitted. For non-residential developments proposed on properties located in a Historic District, the submittal requirements do call for “*an exterior wall section, window section and drawings of architectural details (e.g. column width, cornice and base detail, relief and projection, etc.) drawn to a scale of three-fourths (3/4) of an inch equals one (1) foot or larger.*” The Commission has previously emphasized that these wall sections are crucial to their review as smaller, two dimensional elevation drawings in the colors reproduced on a copier do not always provide a sufficient level of detail to provide for meaningful review and comment. If these section drawings were provided a week in advance of the meeting, they could be included in packets distributed commissioners to enable their thorough review.

Public Space Requirement: Inclusion of the covered entry area at the corner to meet the public space requirements for the lot is questionable for staff as this space is minimal, has limited function

as a public space and serves largely to provide circulation into and out of the building rather than functional public space. A larger space at the corner or a larger, more functional recessed entry area near the central entry, incorporated requisite public space elements, would better address the requirement.

Meter & Vault Locations: Utility meter and vault and fire vault locations should be clearly identified on the final application submittals and should not be located within the sidewalk corridor or other areas such as those dedicated to providing required landscaping.

LEED® Priority Processing: Priority processing is available for planning actions involving LEED® certified buildings. Applicants wishing to receive priority planning action processing need to provide documentation with the application demonstrating that they have retained a LEED® Accredited Professional (AP) as part of the project team throughout the design and construction process and provide the LEED® checklist indicating the credits that will be pursued. *(Similar priority processing is available in building permit review for LEED® projects.)*

ULUO Amendments & Zoning Review: Applicants should be aware that the on-going effort to develop a unified land use ordinance continues, and will again be discussed by Council on October 7th. In addition, the departmental work plan for the coming two year period will likely include a close look at zoning around the downtown area, specifically to include Winburn Way and Lithia Way to determine whether any adjustments to the C-1-D boundary or other zoning modifications might be appropriate given developments since the original boundaries were established. It may be in the applicants' interest to stay informed on both of these on-going projects.

Neighborhood Outreach: Staff always recommends that applicants approach affected neighbors, particularly those who are likely to receive notice of an application, in order to make them aware of the proposal and to try to address any concerns that may arise as early in the process as possible. *(Notices are typically sent to neighboring property owners within a 200-foot radius of the perimeter of the subject property, posted on-site, and placed on-line and in the local newspaper.)*

.....
OTHER DEPARTMENTS' COMMENTS

BUILDING DEPT: *"R-2 occupancies shall be separated by requirements of Chapter 7 of the OSSC. All applicable provisions of ICC/ANSI A117.1-2003 will be required."* Please contact the Building Division for any information relative to building code issues, excavation or building permits, or inspection requirements at 541-488-5305.

CODE COMPLIANCE: For any Land Use Code Compliance-related information, please contact Code Compliance Specialist Kevin Flynn in the Planning Department at 541-552-2424.

CONSERVATION: No comments at this time. For more information on Conservation Programs, please contact Dan Cunningham at 541-552-2063 or via e-mail to: dan.cunningham@ashland.or.us.

Water Conservation Analyst Julie Smitherman is a resource for low-water landscaping and irrigation information, and can be reached at 541-552-2062 or via e-mail to julie.smitherman@ashland.or.us.

PUBLIC WORKS & ENGINEERING: See comments at the end of this document. Please contact Karl Johnson, EIT/Assistant Engineer, of the Public Works/Engineering Division for any further information at 541-488-5347 or via e-mail to: karl.johnson@ashland.or.us.

FIRE DEPARTMENT: Please contact Fire Marshal Margueritte Hickman at (541) 552-2229 or via e-mail to hickmann@ashland.or.us to verify any Fire Code-related issues with the proposal.

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 and fire line connections). 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. In addition, the fire system DCDA device should be placed in a vault external to the building (outside of the sidewalk corridor), and the device should be complete with a "Badger" brand cubic foot bypass meter. The fire line from water main to vault location will need to be constructed by Water Department crews. Please contact Steve Walker in the Water Division for any further water-related information at 541-488-5353.

ELECTRIC SERVICE: The applicants are advised to contact Dave Tygerson with the Electric Department at 541-552-2389 to verify service needs, requirements and fee information. An Electric Department-approved service plan will need to be provided with the application submittal.

ODOT: "Thank you for sending agency notice of a property line adjustment and construction of a 32,191 square foot building at Lithia Way and First Street. We reviewed this and determined that it would not significantly affect state transportation facilities under the State Transportation Planning Rule (OAR 660-012-0060) or State Access Management Rule (OAR 734-051-000). Comments that we have at this time: 1) Please recommend the property owner contact Roger Allemand at 541-774-6360 to obtain any utility permits that may be needed for construction in the ODOT right of way; 2) No direct access to Lithia Way. For any additional information, please contact Don Morehouse, Senior Transportation Planner with ODOT Region 3, District 8 (Rogue Valley Tech Center) at Ph: (541) 774-6399, Fax: (541) 774-6349 or via e-mail to: Donald.Morehouse@odot.state.or.us."

HISTORIC COMMISSION: To arrange a time to discuss the proposal with the Historic Commission's weekly review board, or to arrange a time for a pre-application discussion of the design before the full Historic Commission, please contact the Planning Department Front Office at 541-488-5305.

ROGUE VALLEY TRANSPORTATION DISTRICT (RVTD): For any RVTD-related information please contact Paige Townsend via e-mail to: ptownsend@rvtd.org

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ZONING DISTRICT REQUIREMENTS

ZONING: C-1 (Commercial)

LANDSCAPING REQUIREMENTS: 15 percent of the site must be provided in landscaping. Parking areas shall meet the requirements of Section IID of the Site Design and Use Standards. Seven percent of parking areas – including driveway aisles – 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 with irrigation, spaced at 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.

TREE REMOVAL/PROTECTION: Pursuant to the applicable requirements of AMC 18.61.

PARKING, ACCESS, AND INTERNAL CIRCULATION: Per the requirements of AMC 18.92.

SETBACKS: Required 10-foot per story setback in the rear and a 10-foot sideyard when abutting a residential zone; required buffer at property lines and between zones; required solar separation.

LOT COVERAGE: 85 percent maximum, and the landscape and screening requirements of Section IID of the Site Design & Use Standards must be met. Please identify on site plan and in text all areas of landscaping, impervious surface, patio space, etc.

SIGNS: As per AMC 18.96. All existing and proposed signage must be identified in the Site Review application submittals; separate sign permits to verify compliance are required prior to installation.

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PROCEDURE: Site Review approval for buildings greater than 2,500 square feet in the Downtown Design Standards overlay is subject to approval through a public hearing process as a “Type II” application.

APPLICATION MATERIALS: The application is required to include drawings of the proposal (i.e. plan requirements) as well as written findings addressing the applicable approval criteria in accordance with the Ashland Land Use Ordinance (ALUO), Chapter 18 of the Ashland Municipal Code. The following section includes the requirements for plans and approval criteria

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. *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.*

Plan Requirements

Two (2) copies of the plans below on paper no larger than 11"x 17". Note: These copies are used for the Planning Commission packet and for the notices mailed to neighbors. Please submit clear, reproducible copies. *The final application submittal will need to include scalable drawings to facilitate review by staff, commissioners and the public.*

Two (2) Copies of the plans required for Site Review as required in AMC 18.72

- A. Project name.
- B. Vicinity map.
- C. Scale (the scale shall be at least one (1) inch equals fifty (50) feet or larger.) The Staff Advisor may authorize different scales and plan sheet sizes for projects, provided the plans provide sufficient information to clearly identify and evaluate the application request.
- D. North arrow.
- E. Date.
- F. Street names and locations of all existing and proposed streets within or on the boundary of the proposed development.
- G. Lot layout with dimensions for all lot lines.
- H. Zoning designations of the proposed development.
- I. Zoning designations adjacent to the proposed development.
- J. Location and use of all proposed and existing buildings, fences and structures within the proposed development. Indicate which buildings are to remain and which are to be removed.
- K. Location and size of all public utilities in and adjacent to the proposed development with the locations shown of:
 - 1. Water lines and meter sizes.
 - 2. Sewers, manholes and cleanouts.
 - 3. Storm drainage and catch basins.
 - 4. Opportunity-to-recycle site and solid waste receptacle, including proposed screening.
- L. The proposed location of:
 - 1. Connection to the City water system.
 - 2. Connection to the City sewer system.
 - 3. Connection to the City electric utility system.
 - 4. The proposed method of drainage of the site.
- M. Location of drainage ways or public utility easements in and adjacent to the proposed development.

- N. *Location, size and use of all contemplated and existing public areas within the proposed development.*
- O. *All fire hydrants proposed to be located near the site and all fire hydrants proposed to be located within the site.*
- P. *A topographic map of the site at a contour interval of at least five (5) feet.*
- Q. *Location of all parking areas and all parking spaces, ingress and egress on the site, and on-site circulation.*
- R. *Use designations for all areas not covered by building.*
- S. *Locations of all existing natural features including, but not limited to, any existing trees of a caliber greater than six inches diameter at breast height, except in forested areas, and any natural drainage ways or creeks existing on the site, and any outcroppings of rocks, boulders, etc. Indicate any contemplated modifications to a natural feature.*
- T. *A landscape plan showing the location, type and variety, size and any other pertinent features of the proposed landscaping and plantings. At time of installation, such plans shall include a layout of irrigation facilities and ensure the plantings will continue to grow.*
- U. *The elevations and locations of all proposed signs for the development.*
- V. *For non-residential developments proposed on properties located in a Historic District, an exterior wall section, window section and drawings of architectural details (e.g. column width, cornice and base detail, relief and projection, etc.) drawn to a scale of three-fourths (3/4) of an inch equals one (1) foot or larger.*
- W. *Exterior elevations of all buildings to be proposed on the site. Such plans shall indicate the material, color, texture, shape and other design features of the building, including all mechanical devices. Elevations shall be submitted drawn to scale of one inch equals ten feet or greater.*
- X. *A written summary showing the following:*
 - 1. *For commercial and industrial developments:*
 - a. *The square footage contained in the area proposed to be developed.*
 - b. *The percentage of the lot covered by structures.*
 - c. *The percentage of the lot covered by other impervious surfaces.*
 - d. *The total number of parking spaces.*
 - e. *The total square footage of all landscaped areas.*
 - 2. *For residential developments:*
 - a. *The total square footage in the development.*
 - b. *The number of dwelling units in the development (include the units by the number of bedrooms in each unit, e.g., ten one-bedroom, 25 two-bedroom, etc).*
 - c. *Percentage of lot coverage by:*
 - i. *Structures.*
 - ii. *Streets and roads.*
 - iii. *Recreation areas.*
 - iv. *Landscaping.*
 - v. *Parking areas.*

3. For all developments, the following shall also be required: The method and type of energy proposed to be used for heating, cooling and lighting of the building, and the approximate annual amount of energy used per each source and the methods used to make the approximation.

Two (2) Copies of a Tree Protection Plan as required in AMC 18.61.200 (if applicable).

A. Tree Protection Plan Required.

1. A Tree Protection Plan approved by the Staff Advisor shall be required prior to conducting any development activities including, but not limited to clearing, grading, excavation, or demolition work on a property or site, which requires a planning action or building permit.
2. In order to obtain approval of a Tree Protection Plan; an applicant shall submit a plan to the City, which clearly depicts all trees to be preserved and/or removed on the site. The plan must be drawn to scale and include the following:
 - a. Location, species, and diameter of each tree on site and within 15 feet of the site;
 - b. Location of the drip line of each tree;
 - c. Location of existing and proposed roads, water, sanitary and storm sewer, irrigation, and other utility lines/facilities and easements;
 - d. Location of dry wells, drain lines and soakage trenches;
 - e. Location of proposed and existing structures;
 - f. Grade change or cut and fill during or after construction;
 - g. Existing and proposed impervious surfaces;
 - h. Identification of a contact person and/or arborist who will be responsible for implementing and maintaining the approved tree protection plan; and
 - i. Location and type of tree protection measures to be installed per AMC 18.61.230.
3. For development requiring a planning action, the Tree Preservation Plan shall include an inventory of all trees on site, their health or hazard condition, and recommendations for treatment for each tree.

B. Tree Protection Measures Required.

1. Except as otherwise determined by the Staff Advisor, all required tree protection measures set forth in this section shall be instituted prior to any development activities, including, but not limited to clearing, grading, excavation or demolition work, and shall be removed only after completion of all construction activity, including landscaping and irrigation installation.
2. Chain link fencing, a minimum of six feet tall with steel posts placed no farther than ten feet apart, shall be installed at the edge of the tree protection zone or dripline, whichever is greater, and at the boundary of any open space tracts, riparian areas, or conservation easements that abut the parcel being developed.
3. The fencing shall be flush with the initial undisturbed grade.
4. Approved signs shall be attached to the chain link fencing stating that inside the fencing is a tree protection zone, not to be disturbed unless prior approval has been

- obtained from the Staff Advisor for the project.
5. No construction activity shall occur within the tree protection zone, including, but not limited to dumping or storage of materials such as building supplies, soil, waste items, equipment, or parked vehicles.
 6. The tree protection zone shall remain free of chemically injurious materials and liquids such as paints, thinners, cleaning solutions, petroleum products, and concrete or dry wall excess, construction debris, or m-off.
 7. No excavation, trenching, grading, root pruning or other activity shall occur within the tree protection zone unless approved by the Staff Advisor.
- C. *Inspection. The applicant shall not proceed with any construction activity, except installation of erosion control measures, until the City has inspected and approved the installation of the required tree protection measures and a building and/or grading permit has been issued by the City.*

Approval Criteria

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.

Two (2) copies of written findings addressing the following criteria from Chapter 18.72 for Site Review approval:

- A. *All applicable City ordinances have been met or will be met by the proposed development.*
- B. *All requirements of the Site Review Chapter have been met or will be met.*
- C. *The development complies with the Site Design Standards adopted by the City Council for implementation of this Chapter. (See [http://www.ashland.or.us/Files/SDUS Revised 6.1.2012.pdf](http://www.ashland.or.us/Files/SDUS_Rev_6.1.2012.pdf))*

Basic Site Review	pp. 17
Detail Site Review	pp. 19
Additional Standards for Large Scale Projects	pp. 25
Parking Lot Landscaping & Screening Standards	pp.29
Street Tree Standards	pp.31
Water Conserving Landscaping Guidelines & Policies	pp.33
Historic District Development Standards	pp. 39
Downtown Ashland Standards	pp. 51

- D. *That adequate capacity of City facilities for water, sewer, paved access to and through the development, electricity, urban storm drainage, and adequate transportation can and will be provided to and through the subject property. All improvements in the street right-of-way shall comply with the Street Standards in Chapter 18.88, Performance Standards Options.*

Two (2) copies of written findings addressing the following criteria from Chapter 18.72.090 for an Exception to the Site Design & Use Standards (if applicable to the final proposal):

- A. *There is a demonstrable difficulty in meeting the specific requirements of the Site Design and Use 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 Design and Use Standards; and the exception requested is the minimum which would alleviate the difficulty; or*
- B. *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 Design and Use Standards.*



NEXT APPLICATION DEADLINE: First Friday of each month
PLANNING COMMISSION MEETING: Second Tuesday of the following month

FEES: \$ 2,032 + ½% of valuation **Type II Site Review**

NOTES: 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 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 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.

For further information, please contact: September 10, 2014
Derek Severson, *Associate Planner* Date
Phone: 541-552-2040 or e-mail: derek.severson@ashland.or.us

PUBLIC WORKS/ENGINEERING DIVISION 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. 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:
 1. If drawings are submitted to the City of Ashland digitally, they shall be compatible with the AutoCAD release being used by the City at that time or shall be true scale PDF drawings. All AutoCAD drawings shall be located and oriented within the Oregon State Plain Coordinate System (NAD83-89).
 2. 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)** – 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 will be required at this time.
4. **Right of Way** – No additional right of way dedication will be required at this time.
5. **Sanitary Sewer** - The property is currently served by an 8-in sanitary sewer main in the access drive to the north of the proposed building. Applicant shall confirm with City of Ashland Wastewater Department that no additional improvements will be required at this time and supply City of Ashland Engineering Department with verification of this confirmation.
6. **Water** - The property is currently served by a 6-in service line off of the 8-in water main in the access drive to the north of the proposed building. Applicant shall confirm with City of Ashland Water Department that no additional improvements will be required at this time and supply City of Ashland Engineering Department with verification of this confirmation. Service & Connection Fees will be required for any new water services installed as part of this project.
7. **Storm Drainage** - The property is currently served by a private 6-in storm sewer main in the access drive to the north of the proposed building. Applicant shall confirm with City of Ashland Wastewater & Street Departments that no additional improvements will be required at this time and supply City of Ashland Engineering Department with verification of this confirmation. City of Ashland Engineering Department must review an engineered storm drainage plan.

City of Ashland Engineering Standards Appendix 2.05: Stormwater Facility Design Requirements

Stormwater Facilities are considered to be all of the components required to collect, convey, and treat storm water from and through a development to an approved destination point, including but not limited to surfacing, piping, ditches, swales, inlets, basins, vaults, ponds, access roads, landscaping, gates, and fencing that support the storm water system.

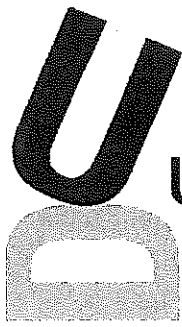
All development or redevelopment that increases impervious area by more than **2,500 SF** at full build-out of the project (exceptions: Single family dwellings and duplexes not part of a common plan of development and constructed on a single tax lot) shall conform to the following requirements:

1. Submit drainage design calculations per current Engineering Design Standards for Public Improvements.
2. Conveyance for drainages less than 300 acres shall be sized to carry the ODOT Zone 5, 25 year event.
3. Culverts with flows greater than 50 CFS shall be sized to carry the ODOT Zone 5, 50 year event.
4. Stormwater Quality & Erosion Control conforms to the Rogue Valley Stormwater Quality Design Manual (RVSQDM)
5. Low Impact Development (LID) Best Management Practices (BMP) are required when NRCS soil type A or B is present that is sloped at 5% or less, (exceptions: existing impervious areas or roadway

developments, which may use any type of stormwater facility that meets the performance standards outlined in Chapter 2 of the RVSQDM).

6. Future Peak Stormwater flows and volumes shall not exceed the pre-development peak flow. The default value for pre-development peak flow shall be 0.25 CFS per acre.
7. Detention volume shall be sized for the 25 year, 24 hour peak flow and volume.
8. An overflow spillway shall be provided to convey the 25 year peak flow for systems receiving up to 50 CFS, and 100 year peak flow for systems receiving more than 50 CFS.
9. Structural Water Quality Best Management Practices (BMPs) shall be sized for the 2 year, 24 hr flow and volume.
10. Water Quality BMPs shall provide at least 80% removal of bacteria and TSS (75 microns and larger).
11. All ground disturbances exceeding 1,000 SF shall implement an Erosion and Sediment Control Plan (ESCP).
12. All ESCP BMPs shall prevent sediment from leaving the site for storms up to the 10 year 24 Hr storm.
13. An Operation and Maintenance Plan for all storm water facilities shall be submitted for approval together with plans prepared by a professional engineer licensed in the State of Oregon. The plans shall specify that storm water facilities must be inspected under the direction of a licensed engineer and maintained in accordance with the annual inspection report findings that are submitted to the regulating agency annually by the owner of the stormwater facility.
14. A signed and recorded Declaration of Covenants for Operation and Maintenance of Stormwater Facilities (for multi-owner developments) or an Operation and Maintenance Agreement (for single-owner developments) shall be submitted with the plans. The above documents shall allow city staff to enter private property to inspect stormwater facilities and ensure proper maintenance. Subdivisions may include the O&M Plan and Covenants in the "CCR"s in lieu of recording them separately.
15. Avoid the use of rip rap, concrete or hardscaping in open channel drainages and riparian areas to the maximum extent practicable through the use of USACE "SLOPES" or other approved "natural" approaches.
16. Existing wetlands, natural drainage ways, and open spaces shall be preserved from development to provide their natural flow attenuation, retention, or detention of runoff by providing a buffer.
17. The grading plan shall indicate the direction of flow of all surface flows, including those on to and off of adjoining properties. Site grading shall be designed to provide positive drainage away from all buildings and structures except those designed to withstand flooding in accordance with the building code standards for flood-proofing. Freeboard shall be specified on the grading plan per AMC 15.10.
18. Bridges, Culverts & other flow limiting structures in or near riparian areas shall be permitted in accordance with the agency's requirements in AMC 18.62 and 18.63. Removal/fill permits shall be submitted with the plans.
19. Pollution, track out, and sediment dumping into stormwater is strictly prohibited per AMC 9.08.060.
20. Drainage from automotive use areas shall be limited to oil concentrations of 10 mg/l by an approved means.
21. Trash storage areas shall be covered or provide additional stormwater treatment by an approved means.

8. **Erosion & Sediment Control** – Erosion 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.
9. **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.
10. **Permits** – Any construction 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
11. **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.
12. **Addresses** – Any new addresses must be assigned by City of Ashland Engineering Department.



URBAN DEVELOPMENT SERVICES, LLC
LAND USE PLANNING AND DEVELOPMENT SERVICES

September 29th, 2014

City of Ashland
Community Development Department
59 Winburn Way
Ashland, OR 97520

RE: Pre-application Narrative; First Street - 391E 09BA, Tax Lots 10104 and 10105

The applicants recently completed a pre-application meeting for a Site Review Permit for Lots #2 and #3 of the First Place Subdivision along Lithia Way and have since decided to also submit the attached pre-application plans for Lots #4 and #5 (Plaza North). As with the previous pre-application, the applicants intend to merge the two parcels and construct a single building due to the limiting constraints of the dividing property line. At the time of final submittal, two complete applications, one for each building, will be provided so that the plans can be reviewed simultaneously.

The proposed building is intended to be three-story mixed-use building with 9,628 square feet in total area. The building will front along First Street with its pedestrian access facing the street and its vehicular access facing the rear parking lot.

Site: The subject properties are located along the west side of First Street, between Lithia Way and "B" Streets – directly across from the Ashland Post Office's parking lot. The building's name is First Place Plaza North which is north of the Plaza West, currently under construction. The properties were created through an amalgamation and re-division of various properties in order to form a more contextually appropriate subdivision for the site's urban setting (PA-2012-01122). The end result included three parcels along Lithia Way and the subject two parcels along First Street.

Proposal: The applicants propose to consolidate Lots #4 & #5 and obtain a Site Review Permit to construct a three-story 9,628 square foot building. The proposed building will include 2,370 square feet of office/retail space for 68% of the ground floor area with the remaining 1,131 sq. ft. of floor area (32%) dedicated to storage and two single car garage spaces for the upper floor residential units. The second floor will be 3,741 sq. ft. for three residential units and common area and the third floor is intended to be a single unit and consist of 2,348 with 467 square feet dedicated to common area and 1,917 square feet to the unit. The four residential units range in size from 841 sq. ft. to 1,917 sq. ft. and average 1,276 sq. ft. overall.

SEP 30 2014

No exceptions to the Site Design and Use Standards (SD&US) have been identified with the preliminary plans and the plans appear to comply with all City Design Standards.

Density: A total of 43 dwelling units have been allocated to the entire First Place Subdivision. Of the 43 dwelling units, there are likely only 30 dwelling units possible due to a combination of market demands, parking constraints and “use” flexibility as explained below. At the present time, 10 of the 43 units are to be located within Plaza West (Lot #1, Building #1 – under construction), 16 within Plaza Central/East (Lots #2 and #3, Building #2 – pre-application completed 9.10.14) and four within Plaza North (Lots #4 and #5, Building #3). Overall, the proposal is to accommodate 70% of the C-1 zones possible residential base density.

Note: The actual number of residential units may change at the time of final application based on a variety of factors, including market demand for the units within Plaza West which at the time of this writing, have yet to be listed for sale.

Affordable Housing: No affordable units have been identified in Plaza North as the subdivision’s obligation will be accommodated in Plaza West and Plaza Central and East.

Affordable Housing Table

Building Name	Building#	Lot(s) #	Market Rate Units	Affordable Units
Plaza West	Building #1	Lot #1	9	1
Plaza Central & East	Building #2	Lot #2 & 3	14	2
Plaza North	Building #3	Lot #4 & 5	4	0

Parking: The previous application (PA-2012-01122) proposed a total of 56 “open” parking spaces, with 54 on-site and two parking spaces along First Street as on-street parking credits. The current proposal also proposes 56 open parking spaces, but in a slightly altered arrangement to better accommodate additional garage parking as well as more open space. Specifically, there were two parking spaces just south of the northerly open space that have been converted to a trash/recycling enclosure and vehicular back-up area. Also, the first parking space adjacent to the First Street entrance was removed to reduce its slightly difficult turning radius, but which is now proposed to be landscaping. The three replaced parking spaces have now been relocated where the previous plan identified an ingress/egress ramp which is now no longer necessary based on the current site plan.

As such, 56 spaces are proposed to be “open” and an additional 33 are to be located within the footprint with Building #1 having 12 enclosed parking spaces, Building #2 having 19 enclosed parking spaces and Building #3 two enclosed parking spaces for a total of 87 on-site parking spaces and two on-street parking credits (89 total parking spaces).

It is the applicant’s intention to not only provide for the required number of parking spaces based on the provisions of Chapter 18.92, but to also provide for some flexibility for certain uses in the unforeseen future that may require a greater parking space demand (i.e., business retail to restaurant). In this vein, the Parking Allocation Table below identifies the requirements for general retail demand (1 parking space per 350 sq. ft.), residential parking demand (based on number of rooms) and a “surplus” parking column to accommodate possible increases in parking demand.

SEP 30 2014

Note: The table illustrates how the Plaza West (Building #1) is to be allocated an additional surplus parking space as the most current plan for this building is to utilize the ground floor as partial business professional space and partial café space. For this reason, the surplus parking allocation column provides for needed flexibility under those circumstances.

Parking Allocation Table

Building Name	Commercial Parking Demand (1:350)	Residential Parking Demand (AMC 18.92.030 A.)	Total Parking Demand	Surplus Parking Allocation
Plaza West	3,800 sq. ft. (11)	10 units (15)	26	1
Plaza Central & East	6,866 sq. ft. (20)	16 units (25)	45	TBD
Plaza North	2,370 sq. ft. (7)	4 units (6.5)	13.5	TBD
Total (89 spaces)			84.5	3.5

Process: Due to the building's square footage, the applicants are aware the application will be processed as a Type I Planning Action with public hearings before the Tree Commission and Historic Commission. Overall, the applicants contend the proposal is well thought, is adaptable to market changes and will be an asset to the First Street streetscape and the City of Ashland.

Other Notes:

A) Infrastructure: Other than final utility connections, the subdivision's entire infrastructure system was installed previously. However, there are a few street trees, tree grates and street lights still pending along either Lithia and/or First Street, but all are projected to be installed and completed in the very near future per a previously submitted agreement. The applicants will complete the remaining portions of the sidewalk fronting Lots #2 and #3 during the completion of that building (Plaza Central and Plaza South) and will protect the soon to be installed trees and lights with tree protection fencing.

B) Conditions, Covenants and Restrictions (CC&Rs): A copy of the building's CC&Rs will be provided with the building plans to address common and privately owned assets for maintenance requirements, use restrictions and parking assignments. Such documentation will be completed by a local attorney familiar with Oregon Condominium Law and Planned Communities Act.

If for any reason staff has a question pertaining to this proposal or there is a need to meet on-site, please do not hesitate to contact me at 541-821-3752. Again, thank you for your time spent reviewing the application.

Sincerely,

Mark Knox, Project Planner

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City Of Ashland



FIRST STREET ELEVATION

SCALE: 1/4"=1'-0"

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MARK	DATE	REVISION

STEVE ENNIS
ARCHITECT

P.O. BOX 4051
2870 NANSEN DRIVE
MEDFORD, OREGON 97501

PROJECT FOR
FIRST PLACE PARTNERS, LLC

PROJECT NAME
PLAZA NORTH COMMERCIAL AND RESIDENTIAL CONDOMINIUMS

PROJECT ADDRESS
LITHIA FIRST SUBDIVISION LOTS 4&5
175 LITHIA WAY
ASHLAND, OREGON

SHEET TITLE
EXTERIOR ELEVATIONS

SCHEMATIC

FILE NAME x1417EE1	SHEET NO. A6.1
PROJECT NUMBER 1417	
DATE 09/26/14	

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 City of Ashland

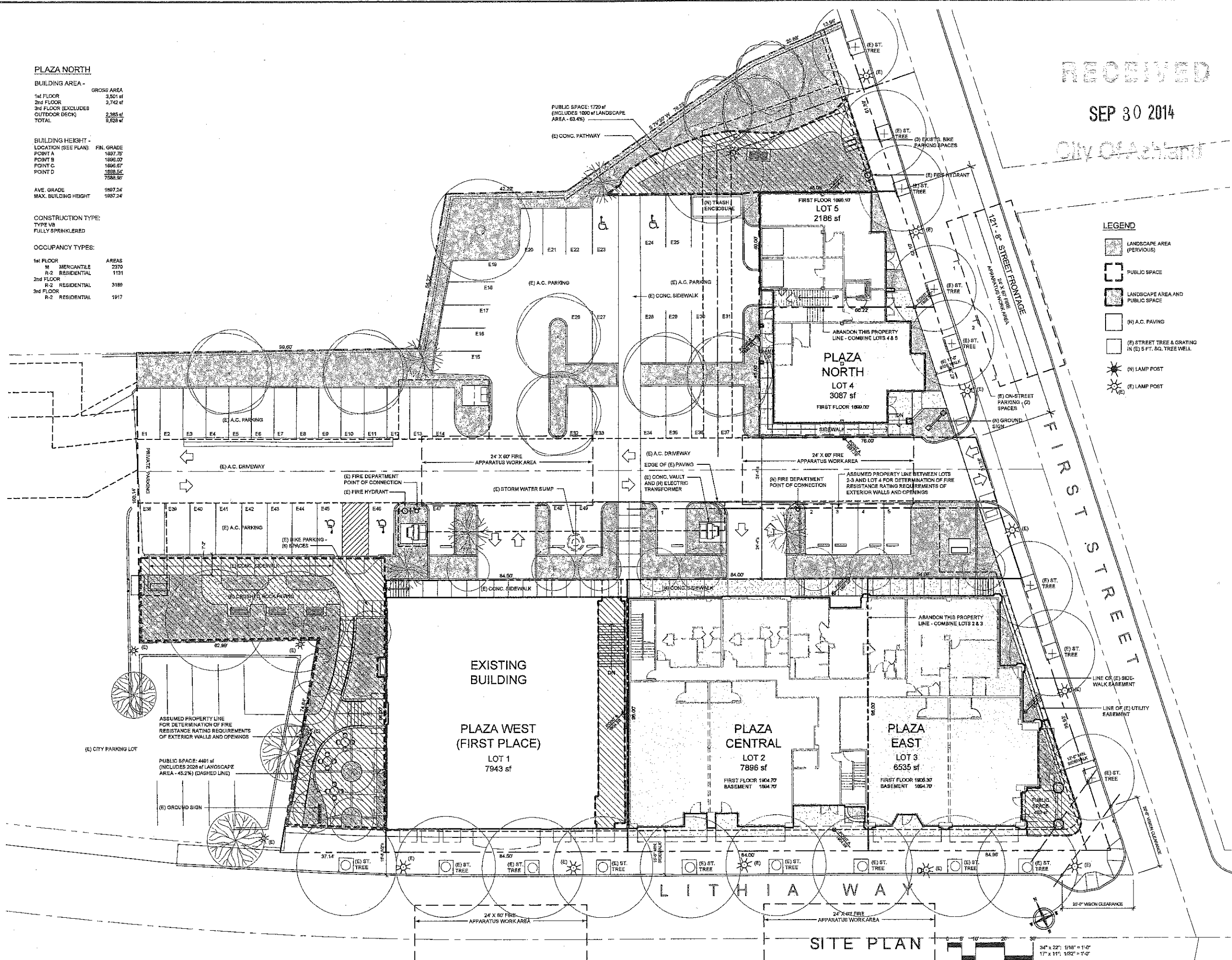
PLAZA NORTH
 BUILDING AREA -
 1st FLOOR GROSS AREA 3,801 sf
 2nd FLOOR 3,742 sf
 3rd FLOOR (EXCLUDES OUTDOOR DECK) 2,385 sf
 TOTAL 9,928 sf

BUILDING HEIGHT -
 LOCATION (SEE PLAN): FIN. GRADE
 POINT A 1897.75
 POINT B 1896.07
 POINT C 1896.67
 POINT D 1898.54
 1898.96

AVE. GRADE 1897.24
 MAX. BUILDING HEIGHT 1897.24

CONSTRUCTION TYPE:
 TYPE VI
 FULLY SPRINKLERED

OCCUPANCY TYPES:
 1st FLOOR AREAS
 M MERCANTILE 2370
 R-2 RESIDENTIAL 1131
 2nd FLOOR
 R-2 RESIDENTIAL 3189
 3rd FLOOR
 R-2 RESIDENTIAL 1917



STEVE ENNIS ARCHITECT
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PROJECT FOR
FIRST PLACE PARTNERS, LLC

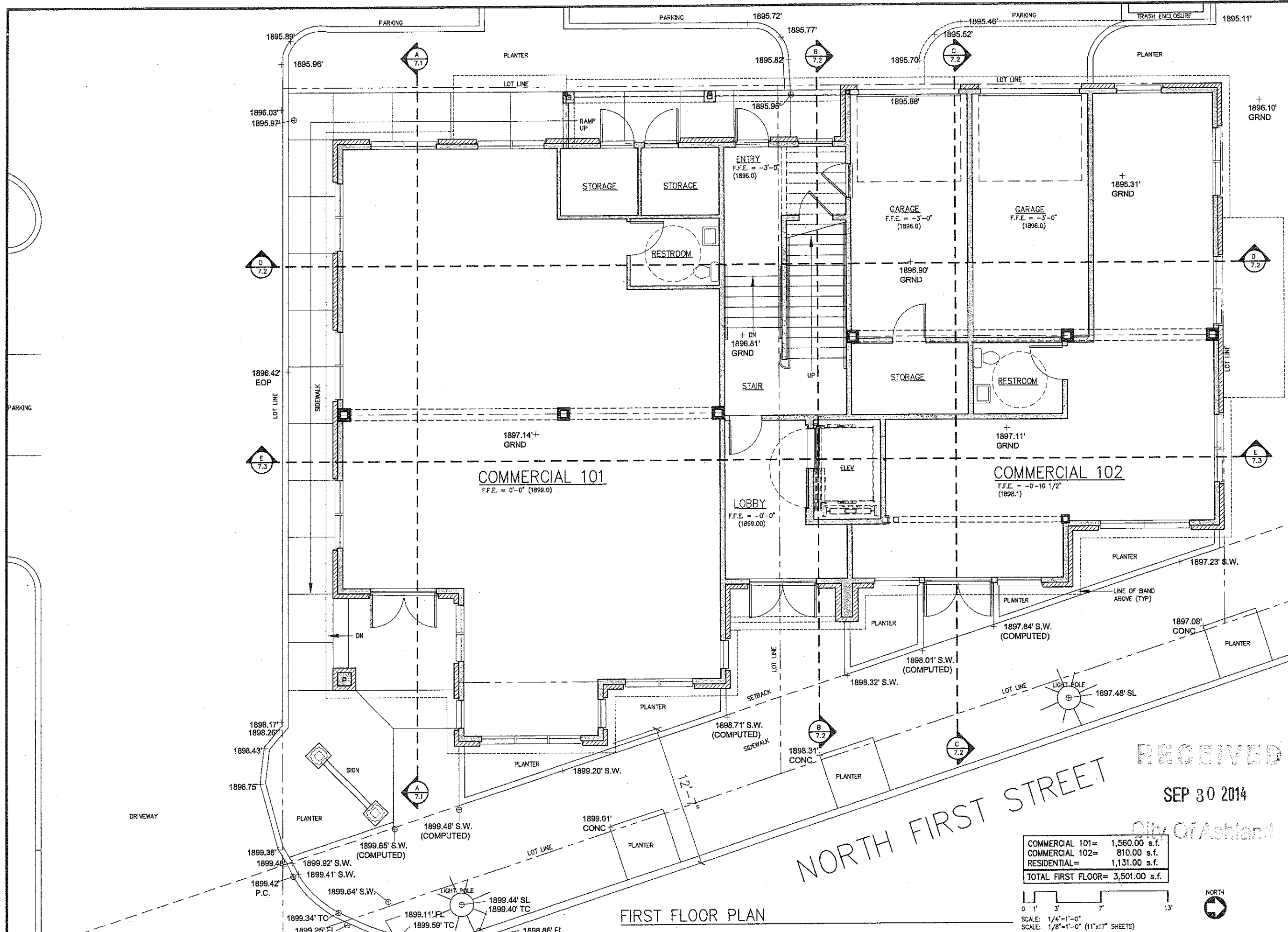
PROJECT NAME
PLAZA NORTH COMMERCIAL AND RESIDENTIAL CONDOMINIUMS

PROJECT ADDRESS
**LITHIA FIRST SUBDIVISION
 LOTS 4&5
 175 LITHIA WAY
 ASHLAND, OREGON**

SHEET TITLE
ARCHITECTURAL SITE PLAN

FILE NAME X1417SP	SHEET NO. A1-1
PROJECT NUMBER 1417	
DATE 09/26/14	

SITE PLAN
 34" x 22" = 1/16" = 1'-0"
 17" x 11" = 1/32" = 1'-0"



MARK	DATE	REVISION

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PROJECT FOR
FIRST PLACE PARTNERS, LLC

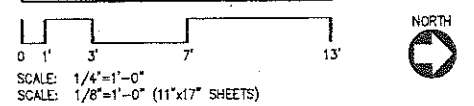
PROJECT NAME
PLAZA NORTH COMMERCIAL AND RESIDENTIAL CONDOMINIUMS

PROJECT ADDRESS
**LITHIA FIRST SUBDIVISION LOTS 4&5
175 LITHIA WAY
ASHLAND, OREGON**

SHEET TITLE
FIRST FLOOR PLAN

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COMMERCIAL 101=	1,560.00 s.f.
COMMERCIAL 102=	810.00 s.f.
RESIDENTIAL=	1,131.00 s.f.
TOTAL FIRST FLOOR=	3,501.00 s.f.

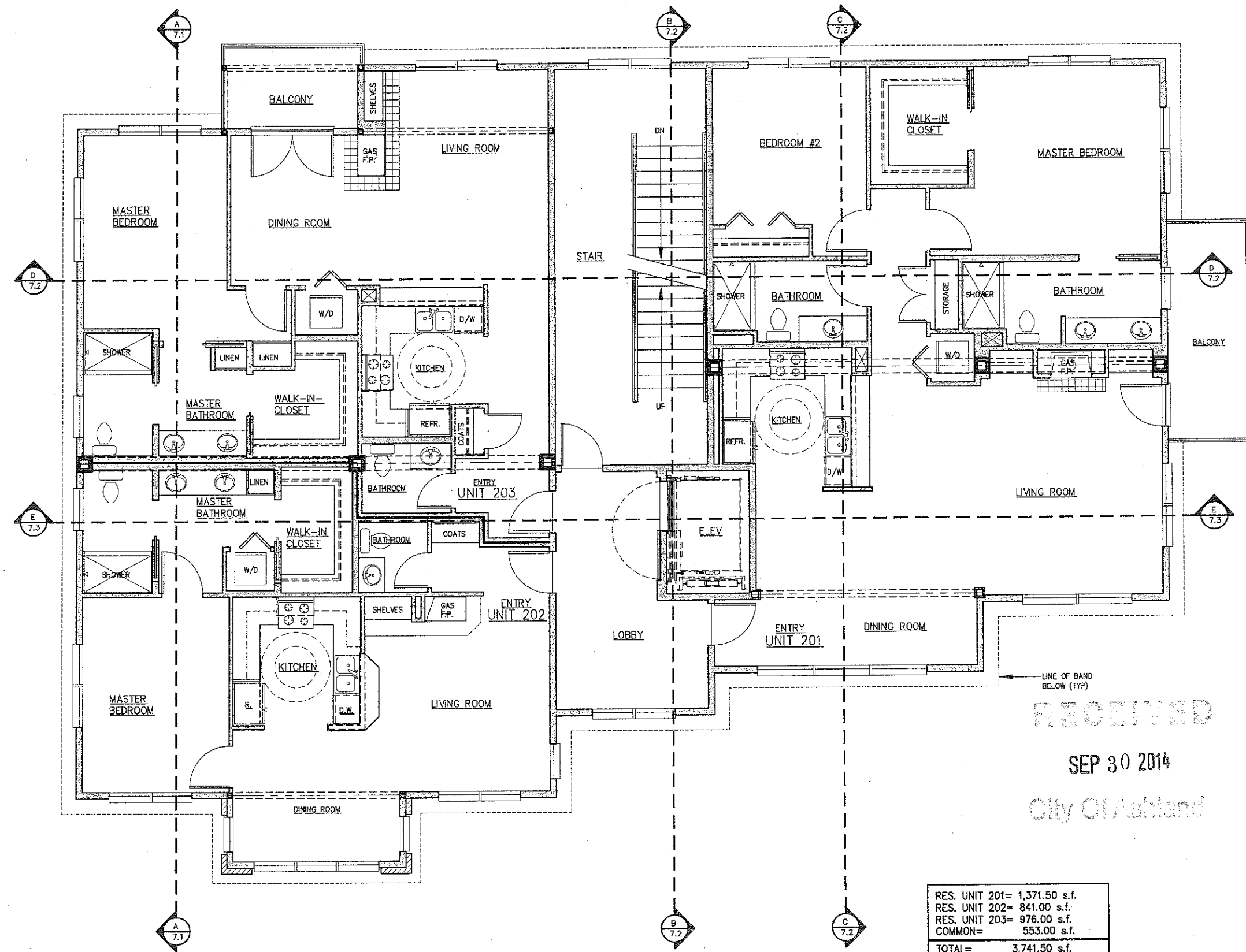


FIRST FLOOR PLAN

FILE NAME x1417FP1	SHEET NO. A3-1
PROJECT NUMBER 1417	
DATE 09/26/14	

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RES. UNIT 201=	1,371.50 s.f.
RES. UNIT 202=	841.00 s.f.
RES. UNIT 203=	976.00 s.f.
COMMON=	553.00 s.f.
TOTAL=	3,741.50 s.f.

0 1' 3' 7' 13'
SCALE: 1/4"=1'-0"
SCALE: 1/8"=1'-0" (11"x17" SHEETS)



SECOND FLOOR PLAN

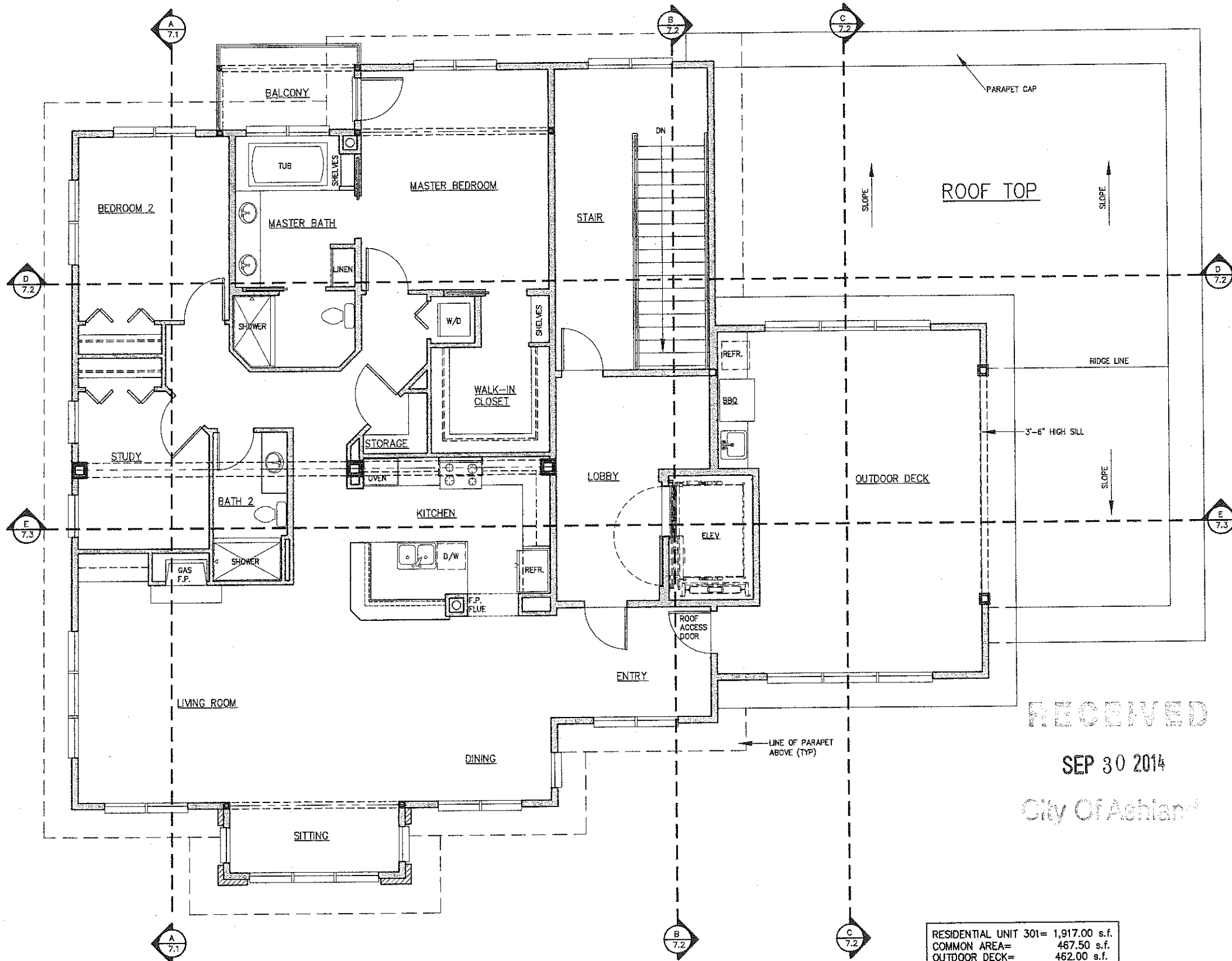
PROJECT FOR
FIRST PLACE PARTNERS, LLC

PROJECT NAME
PLAZA NORTH COMMERCIAL AND RESIDENTIAL CONDOMINIUMS

PROJECT ADDRESS
**LITHIA FIRST SUBDIVISION LOTS 4&5
175 LITHIA WAY
ASHLAND, OREGON**

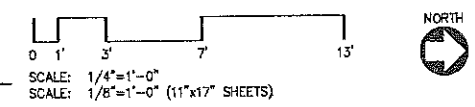
SHEET TITLE
SECOND FLOOR PLAN

FILE NAME x1417FP2	SHEET NO. A3-2
PROJECT NUMBER 1417	
DATE 09/25/14	



THIRD FLOOR PLAN

RESIDENTIAL UNIT 301=	1,917.00 s.f.
COMMON AREA=	467.50 s.f.
OUTDOOR DECK=	462.00 s.f.
TOTAL THIRD FLOOR=	2,846.50 s.f.



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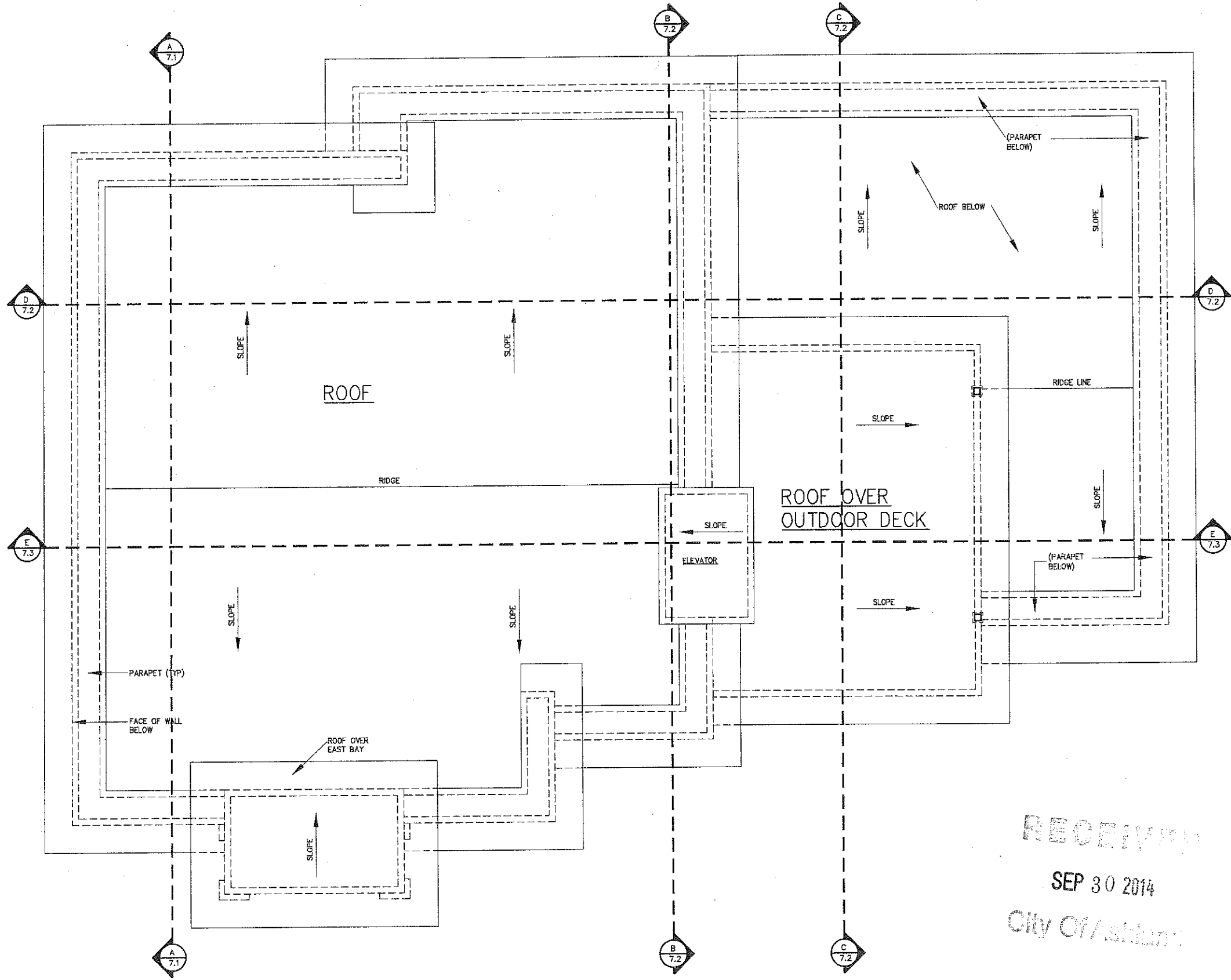
MARK	DATE	REVISION

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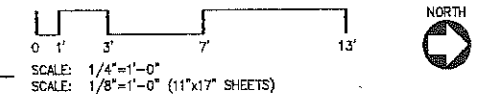
PROJECT FOR
 FIRST PLACE PARTNERS, LLC
 PROJECT NAME
 PLAZA NORTH COMMERCIAL AND RESIDENTIAL CONDOMINIUMS
 PROJECT ADDRESS
 LITHIA FIRST SUBDIVISION LOTS 4&5
 175 LITHIA WAY
 ASHLAND, OREGON

SHEET TITLE
 THIRD FLOOR PLAN

FILE NAME x1417FP3	SHEET NO. A3-3
PROJECT NUMBER 1417	
DATE 09/26/14	



ROOF PLAN



MARK	DATE	REVISION

**STEVE ENNIS
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MEDFORD, OREGON 97501

PROJECT FOR
FIRST PLACE PARTNERS, LLC

PROJECT NAME
PLAZA NORTH COMMERCIAL AND RESIDENTIAL CONDOMINIUMS

PROJECT ADDRESS
**LITHIA FIRST SUBDIVISION LOTS 4&5
175 LITHIA WAY
ASHLAND, OREGON**

SHEET TITLE
ROOF PLAN

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City of Ashland

FILE NAME x1417RP1	SHEET NO. A3-4
PROJECT NUMBER 1417	
DATE 09/28/14	



SOUTH ELEVATION

SCALE: 1/4"=1'-0"

MARK	DATE	REVISION

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PROJECT FOR
FIRST PLACE PARTNERS, LLC

PROJECT NAME
PLAZA NORTH COMMERCIAL AND RESIDENTIAL CONDOMINIUMS

PROJECT ADDRESS
LITHIA FIRST SUBDIVISION
LOTS 4&5
175 LITHIA WAY
ASHLAND, OREGON

SHEET TITLE
EXTERIOR ELEVATIONS

SCHEMATIC

FILE NAME	SHEET NO.
x1417EE1	A6.2
PROJECT NUMBER 1417	
DATE 08/26/14	

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WEST ELEVATION

SCALE: 1/4"=1'-0"

EXISTING GRADE

EXISTING GRADE

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PROJECT FOR
FIRST PLACE PARTNERS, LLC

PROJECT NAME
PLAZA NORTH COMMERCIAL AND RESIDENTIAL CONDOMINIUMS

PROJECT ADDRESS
LITHIA FIRST SUBDIVISION
LOTS 4&5
175 LITHIA WAY
ASHLAND, OREGON

SHEET TITLE
EXTERIOR ELEVATIONS

SCHEMATIC

FILE NAME x1417EE1	SHEET NO. A6.3
PROJECT NUMBER 1417	
DATE 09/26/14	

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NORTH ELEVATION

SCALE: 1/4"=1'-0"

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PROJECT FOR
FIRST PLACE
PARTNERS, LLC

PROJECT NAME
PLAZA NORTH
COMMERCIAL AND
RESIDENTIAL
CONDOMINIUMS

PROJECT ADDRESS
LITHIA FIRST SUBDIVISION
LOTS 4&5
175 LITHIA WAY
ASHLAND, OREGON

SHEET TITLE
EXTERIOR
ELEVATIONS

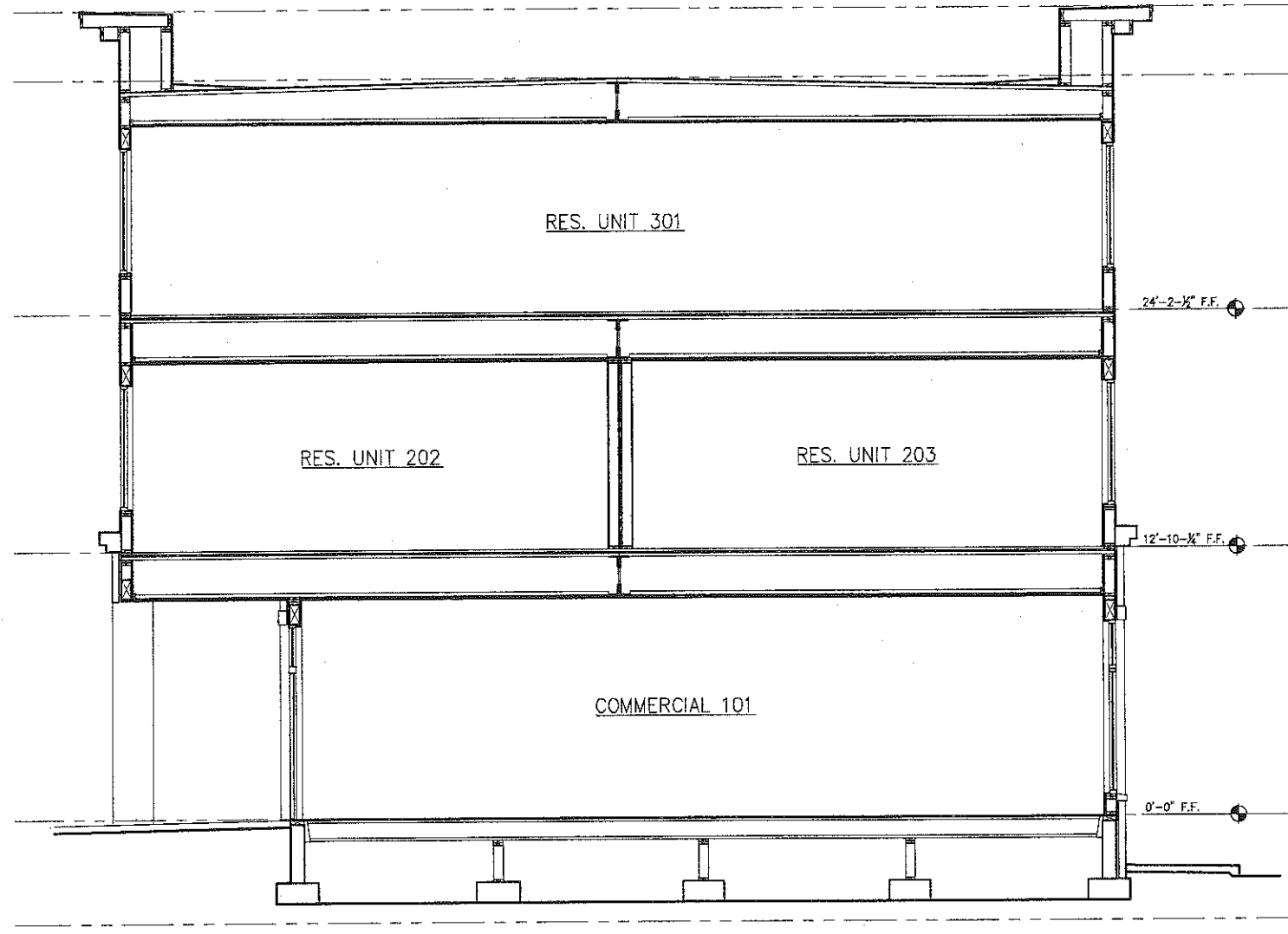
SCHEMATIC

FILE NAME	SHEET NO.
x1417EE1	A6.4
PROJECT NUMBER 1417	
DATE 09/28/14	

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PROJECT FOR
FIRST PLACE PARTNERS, LLC

PROJECT NAME
PLAZA NORTH COMMERCIAL AND RESIDENTIAL CONDOMINIUMS

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LITHIA FIRST SUBDIVISION
LOTS 4&5
175 LITHIA WAY
ASHLAND, OREGON

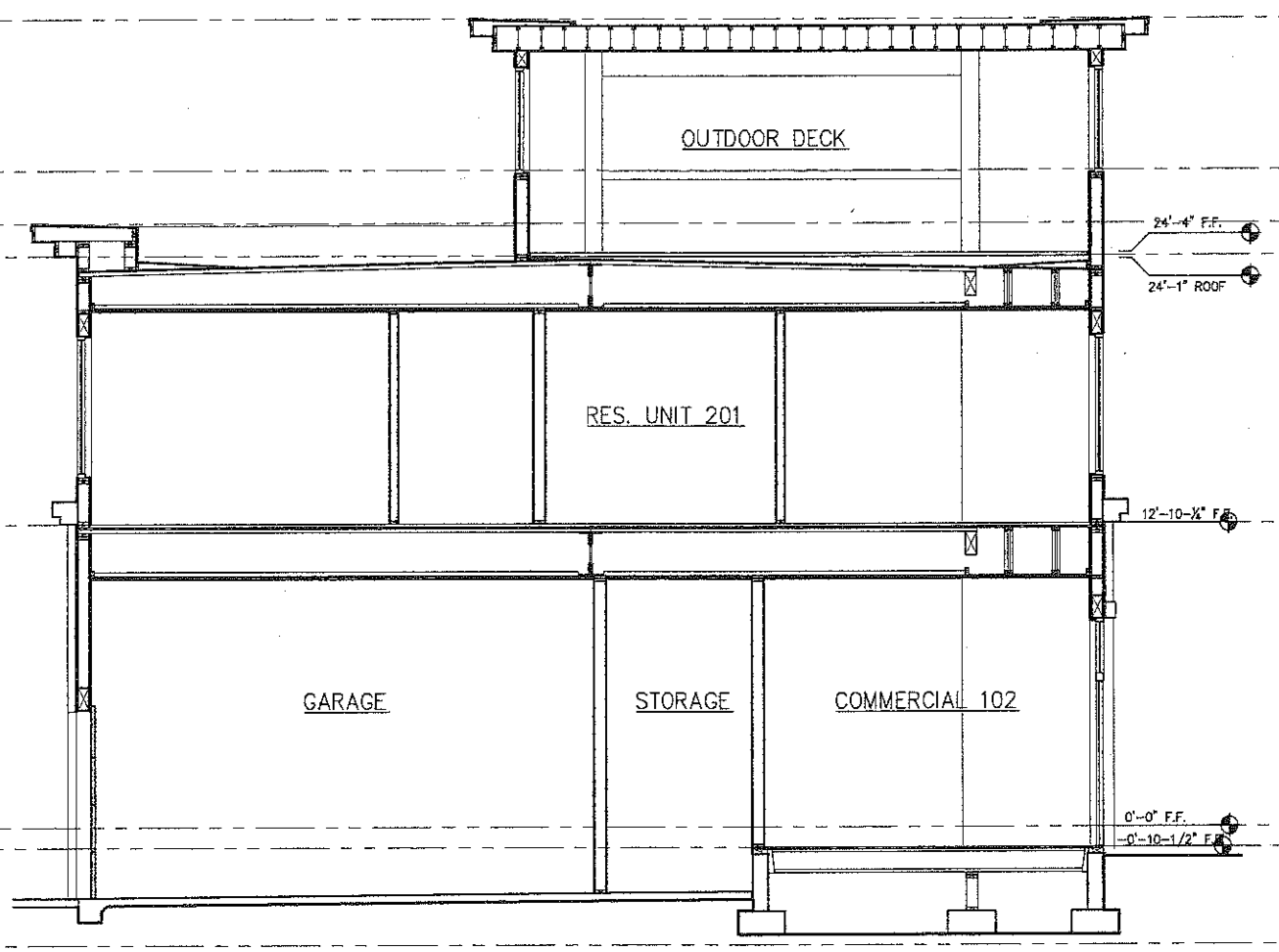
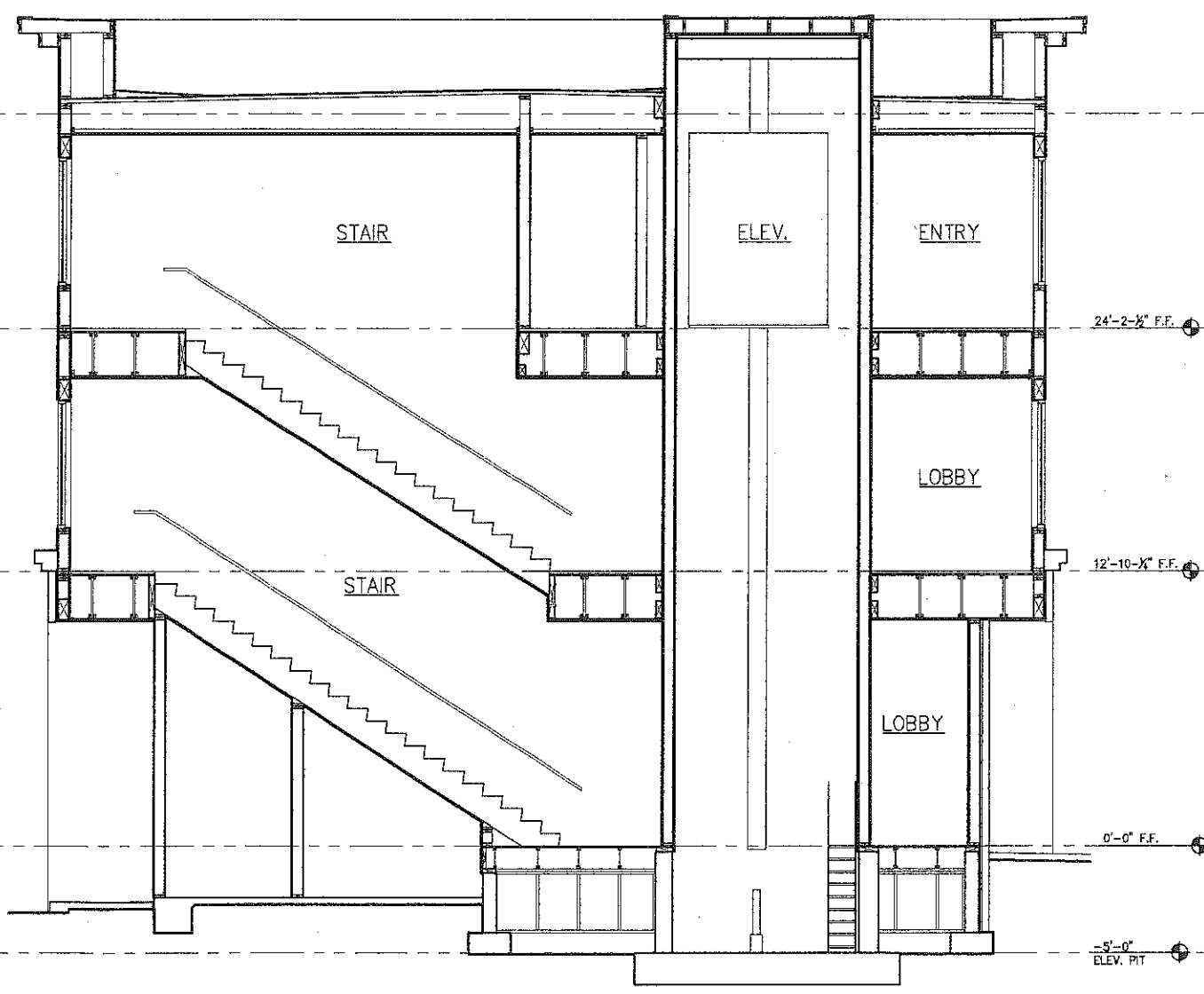
BUILDING SECTION A
SCALE: 1/4"=1'-0"

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City Of Ashland

SHEET TITLE	
BUILDING SECTIONS	
FILE NAME x1417BS1	SHEET NO. A7-1
PROJECT NUMBER 1417	
DATE 09/26/14	

MARK	DATE	REVISION

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ARCHITECT**
P.O. BOX 4051
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BUILDING SECTION B
SCALE: 1/4"=1'-0"

BUILDING SECTION C
SCALE: 1/4"=1'-0"

RECEIVED
SCALE: 1/4"=1'-0"
0 7 13'

SEP 30 2014
City of Ashland

PROJECT FOR
FIRST PLACE PARTNERS, LLC

PROJECT NAME
PLAZA NORTH COMMERCIAL AND RESIDENTIAL CONDOMINIUMS

PROJECT ADDRESS
LITHIA FIRST SUBDIVISION LOTS 4&5
175 LITHIA WAY
ASHLAND, OREGON

SHEET TITLE
BUILDING SECTIONS

FILE NAME x1417BS1	SHEET NO. A7-2
PROJECT NUMBER 1417	
DATE 09/26/14	

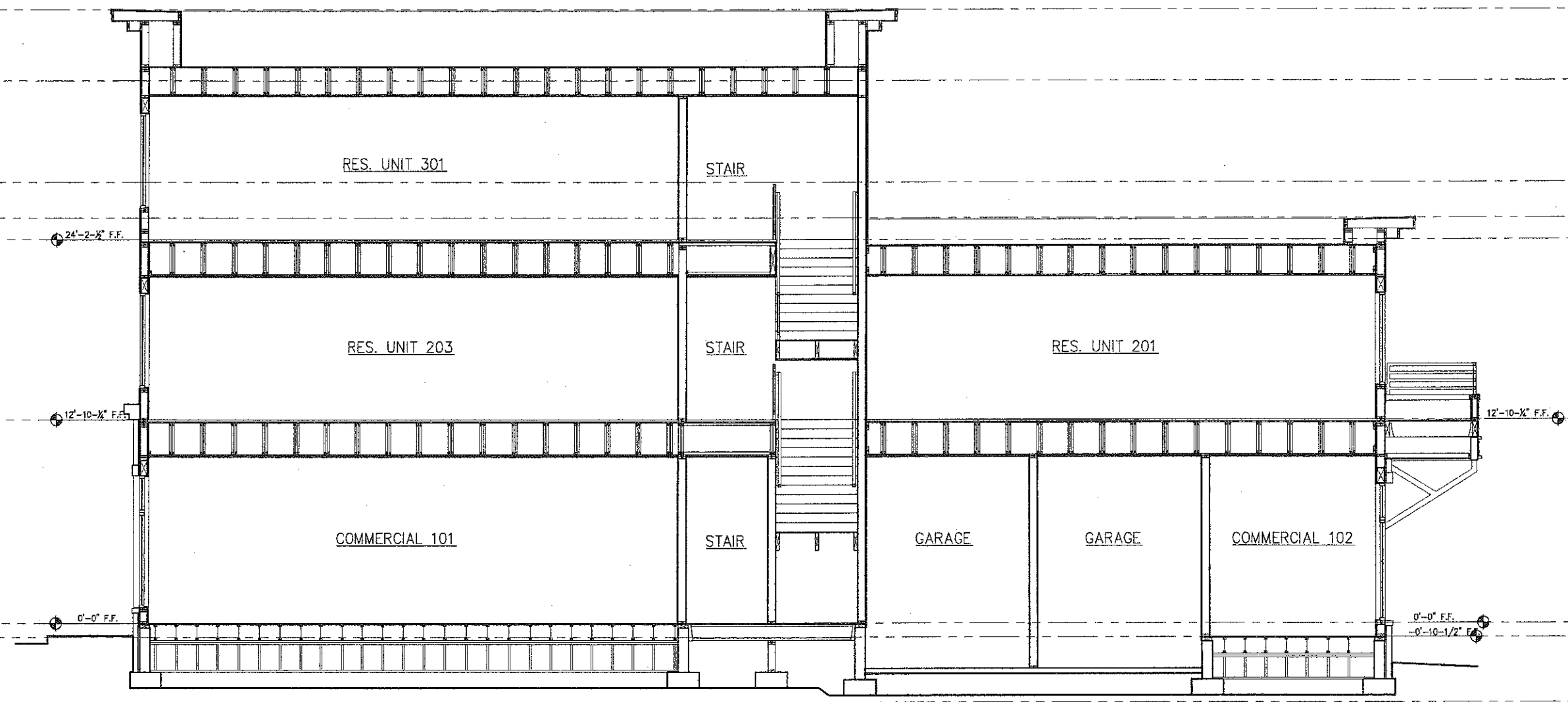
MARK	DATE	REVISION

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ARCHITECT
P.O. BOX 4051
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MEDFORD, OREGON 97501

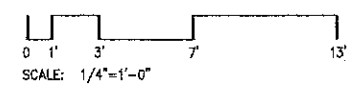
PROJECT FOR
FIRST PLACE PARTNERS, LLC
PROJECT NAME
PLAZA NORTH COMMERCIAL AND RESIDENTIAL CONDOMINIUMS
PROJECT ADDRESS
LITHIA FIRST SUBDIVISION LOTS 4&5
175 LITHIA WAY
ASHLAND, OREGON

SHEET TITLE
BUILDING SECTIONS

FILE NAME x1417BS1	SHEET NO. A7-3
PROJECT NUMBER 1417	
DATE 08/28/14	



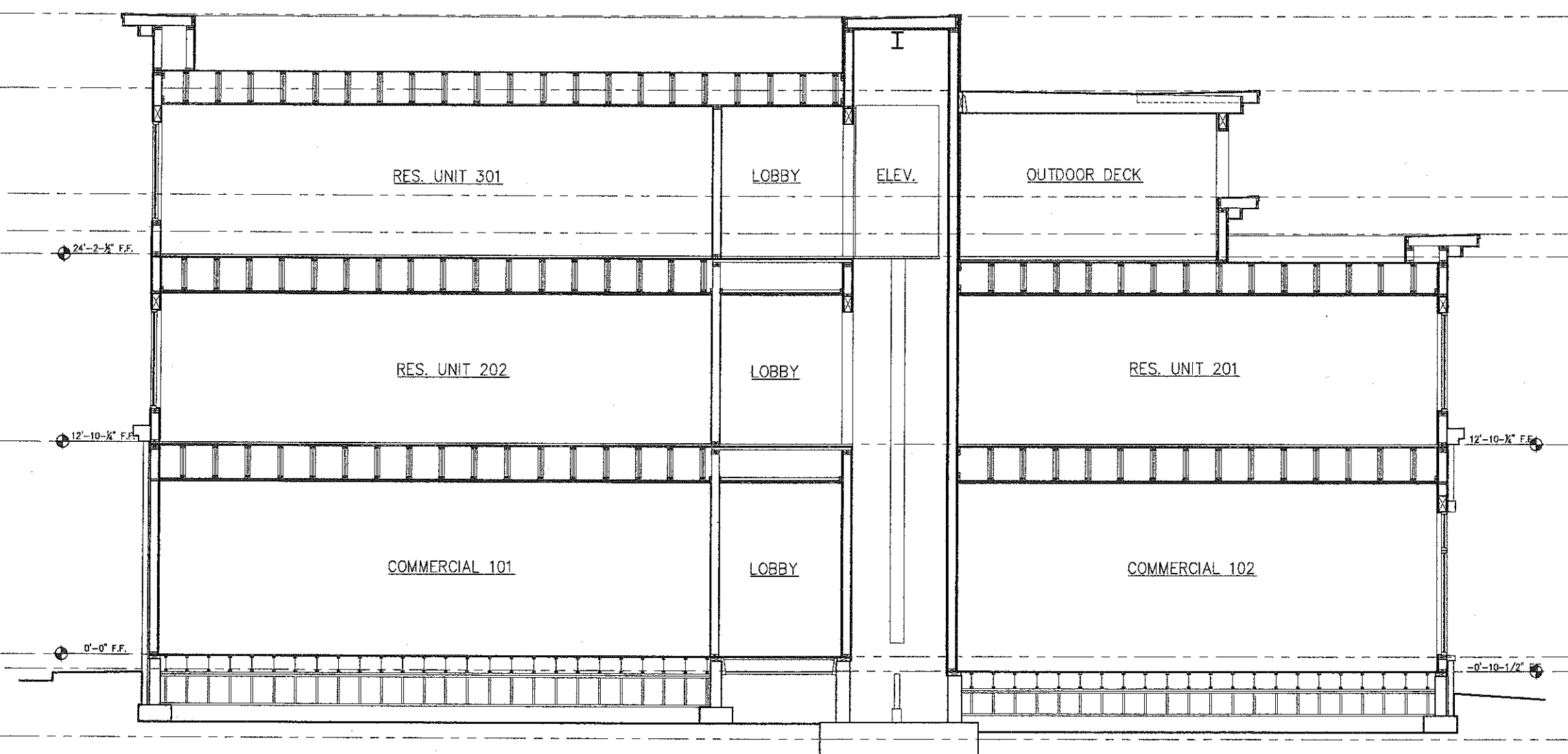
BUILDING SECTION D
SCALE: 1/4"=1'-0"



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MARK	DATE	REVISION

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ARCHITECT**
P.O. BOX 4051
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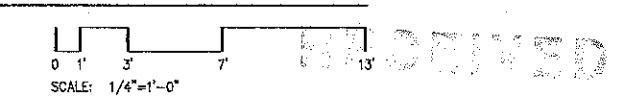


PROJECT FOR
FIRST PLACE PARTNERS, LLC

PROJECT NAME
PLAZA NORTH COMMERCIAL AND RESIDENTIAL CONDOMINIUMS

PROJECT ADDRESS
**LITHIA FIRST SUBDIVISION LOTS 4&5
175 LITHIA WAY
ASHLAND, OREGON**

BUILDING SECTION E
SCALE: 1/4"=1'-0"



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SEP 30 2014
City of Ashland

SHEET TITLE
BUILDING SECTIONS

FILE NAME x1417BS1	SHEET NO.
PROJECT NUMBER 1417	A7-4
DATE 09/26/14	

October 2014



Ashland Historic Review Board Schedule Meet at 3:00pm, Lithia Room*

Oct 2nd Keith, Sam, Allison

Oct 9th

Oct 16th

Oct 23rd

Oct 30th

Nov 6th

*Call 541-488-5305 to verify there are items on the agenda to review

ASHLAND HISTORIC COMMISSION
Membership List

Commissioner's Name	Term Expiration	Mailing Address	Home Phone	Work Phone	E-Mail Address
Allison Renwick	4-30-2015	157 Sixth Street	482-6788		allison@mind.net
Dale Shostrom	4-30-2015	309 N Pioneer Street	482-8737	482-9761 Fax 488-2767	shobro@jeffnet.org (Cell - 621-9761)
Keith Swink	4-30-2016	524 Granite St.	482-8802	821-4375	kswink@mind.net
Kerry Kencairn	4-30-2016	545 A Street		488-3194	kerry@kencairnlandscape.com
Sam Whitford	4-30-2015	355 Scenic Drive	482-3450	821-0474	skwhippet@mind.net
Terry Skibby Chairman	4-30-2016	611 Beach Street	482-2805		ferryskibby321@msn.com
Tom Giordano	4-30-2017	105 Lincoln St #A		482-9193 (Call to fax)	tomarch@charter.net
Bill Emery	4-30-2017	2962 Grizzly Drive	488-0660	944-8897	bill@ashlandhome.net
Council Liaison Mike Morris					mike@council.ashland.or.us
Amy Gunter Assistant Planner		City of Ashland Planning Dept.		552-2044	guntera@ashland.or.us
Regan Trapp Admin. Staff		City of Ashland Planning Dept.		552-2233	regan.trapp@ashland.or.us

PROJECT ASSIGNMENTS FOR PLANNING ACTIONS

PA-2014-01388	107 Fork St.	
PA-2014-01126	345 Lithia Way	
PA-2014-00725	121 Manzanita-Under construction	Whitford
PA-2014-00725	469 Allison-Under construction	Swink
PA-2014-00710/711	143/135 Nutley	Swink and Whitford
PA-2014-01283	172 Skidmore	Shostrom
BD-2013-00256	175 Lithia Way – Under construction	Giordano
BD-2013-00718	5 B Street – Under construction/ almost done	Not assigned
PA-2014-00251	30 S. First St. – No new permits issued	Whitford
PA-2014-00491	566 Fairview St. – Under construction/almost done	Shostrom
BD-2013-00813	374 Hargadine – Under construction/almost done	Swink
PA-2013-01388	14 Calle Guanajuato(Sandlers) Restaurant-Under construction/almost done	Renwick
PA-2013-01421	270 N. First St.(Nisha Jackson)- Building permits issued	Renwick
PA-2013-01829	60 Alida St. (Lieberman) - Complete	Shostrom
PA-2013-01828	310 Oak St. (Thompson) – No new permits issued	Shostrom