

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

**ASHLAND PLANNING DIVISION
PRE-APPLICATION CONFERENCE
COMMENT SHEET July 17, 2024**

SITE: 2308 Ashland Street
APPLICANT: Les Schwab
REQUEST: Site Design Review

PLANNING STAFF COMMENTS:

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

Summary: This application is challenging based primarily that it is an auto-centric business that is located in an area that seeks to make "a positive contribution to the streetscape and enhances pedestrian and bicycle traffic" and encourages pedestrian accessibility.

Summary/Staff Concerns:

Consistency with previous land use approval. Street Scape interface

- Below is what was presented and approved by the Planning Commission as opposed to what is presently approved for construction under the currently issued building permit.



- The construction plans indicate "Sign By Others", and no permit for a sign has been applied for or will be able to be approved. (see AMC 18.4.7.050 Prohibited Signs.)
 - **G.** No roof signs or signs which project above the roof shall be permitted.

Signs – Definitions Related to Chapter 18.4.7 Signs.

- Area: The entire area within circles, triangles, or rectangles which enclose the extreme limits of lettering, logo, trademark, or other graphic representation, together with any frame or structural trim forming an integral part of the display used to differentiate the sign from the background against which it is placed.

- Screening element

- Connex containers on site – please confirm that these are temporary
- Will not require a CUP for non-conforming development
- Same path as previous approval
- Location of outdoor storage?

These remarks are from the 2017, rehashed in 2022 and restated here again as they are still valid.

The property is in a Commercial zone, and the proposal is subject to Basic Site Design Review, Detail Site Review, additional standards for large scale developments, Ashland Street corridor design standards corridor, and the Tolman Creek street frontage is within the Pedestrian Places overlay. Generally, the development standards here seek to provide an attractive street environment that will reduce auto-oriented development and encourage pedestrian usage and public safety through a high level of urban design and pedestrian amenities.

TimeLine to completion?? Photo 7/17/2024



Other Non-conformities: The standards call for any addition to proportionally bring a site more into compliance with the applicable standards, the application materials indicate that this is a 6.8% increase. What other elements of the site do you propose to bring into greater conformity with the LUO

Transportation SDC's for ITE 110 "Light industrial" are charged at \$2,689/KSF, because this will increase your capacity it will be applicable to the building permit. Based on 1.63 KSF estimated amount = \$4,388.

Transportation Impacts Analysis: Public works has no concerns that the proposal will hit a thresholds which trigger Traffic Impact Analysis (TIA)

Site Design Review Approval Criteria

The application submittal would need to address the criteria for Site Design Review and the applicable Site Development and Design Standards:

- A. Underlying Zone.** The proposal complies with all of the applicable provisions of the underlying zone (part 18.2), including but not limited to: building and yard setbacks, lot area and dimensions, density and floor area, lot coverage, building height, building orientation, architecture, and other applicable standards.
- B. Overlay Zones.** The proposal complies with applicable overlay zone requirements (part 18.3).
- C. Site Development and Design Standards.** The proposal complies with the applicable Site Development and Design Standards of part 18.4, except as provided by subsection E, below.
 - Building shall have their primary orientation to the street and not a parking area, and automobile circulation and parking are not allowed between buildings and the street. Parking is to be located behind buildings or to one side.
 - Building entrances are to be oriented to the street and accessed from a public sidewalk.
 - Building entrances are to be within 20 feet of the right of way.
 - For corner lots, entrances are to be oriented to the higher order street or the lot corner, and the building shall be as close to the intersection corner as practicable.
 - For sites that do not conform to these standards, an equal percentage of the site must be made to comply with the standards of this section as the percentage of building expansion. For example, if a building area is expanded by 25 percent then 25 percent of the site must be brought up to the standards.

Additionally, within the Detail Site Review zone the following standards apply (paraphrased):

- Buildings shall have a minimum floor area ratio of 0.50. Site of one-half acre or more in size may propose a shadow plan to address the floor area ratio.
- Buildings greater than 100 feet in length shall have off-sets, jogs or other distinctive changes in the building façade.
- Any wall within 30 feet of the street, plaza or other public open space shall contain at least 20 percent of the wall area facing the street in display areas, windows or doorways.
- Buildings shall incorporate lighting, changes in mass, surface or finish to give emphasis to entries.
- Buildings shall incorporate arcades, roofs, alcoves, porticoes, and awnings that protect pedestrians from rain and sun.
- Building shall include changes in relief such as cornices, bases, fenestration and fluted masonry for at least 15 percent of the exterior wall area.
- Large building masses are to be divided into heights and sizes that relate to the human scale with changes in mass or direction, sheltering roofs, or with a distinct pattern of division on surfaces, windows, trees and small scale lighting.
- One square foot of plaza or public space is to be provided for every ten feet of gross floor area, and must incorporate at least four of six requisite elements which include: seating, mixture of

areas that provide sun and shade, protection from wind, trees, water features or public art, and outdoor eating areas or food vendors.

D. City Facilities. The proposal complies with the applicable standards in section 18.4.6 Public Facilities, and that adequate capacity of City facilities for water, sewer, electricity, urban storm drainage, paved access to and throughout the property, and adequate transportation can and will be provided to the subject property.

E. Exception to the Site Development and Design Standards. The approval authority may approve exceptions to the Site Development and Design Standards of part 18.4 if the circumstances in either subsection 1 or 2, below, are found to exist.

1. There is a demonstrable difficulty meeting the specific requirements of the Site Development and Design Standards due to a unique or unusual aspect of an existing structure or the proposed use of a site; and approval of the exception will not substantially negatively impact adjacent properties; and approval of the exception is consistent with the stated purpose of the Site Development and Design; and the exception requested is the minimum which would alleviate the difficulty.; or
2. There is no demonstrable difficulty in meeting the specific requirements, but granting the exception will result in a design that equally or better achieves the stated purpose of the Site Development and Design Standards.

Neighborhood Outreach: Projects involving changes to established patterns can be a concern for neighbors, and staff always recommends that applicants approach the affected neighbors, make them aware of the proposal, and try to address any concerns as early in the process as possible. Notices are sent to neighbors within a 200-foot radius of the property.

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

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PROCEDURE: Site Review for new buildings or additions greater than 10,000 square feet / longer than 100’ is subject to a “Type II” application procedure which requires a decision by the Planning Commission through a public hearing. (Conditional Use Permits for new buildings and Outline Plan approval are also subject to “Type II” procedures.)

1. **Application Form and Fee.** Applications for Type II review shall be made on forms provided by the Staff Advisor. One or more property owners of the property for which the planning action is requested, and their authorized agent, as applicable, must sign the application. The required application fee must accompany the application for it to be considered complete.
2. **Submittal Information.** The application shall include all of the following information.
 - a. The information requested on the application form.

- b. Plans and exhibits required for the specific approvals sought.
- c. A written statement or letter explaining how the application satisfies each and all of the relevant criteria and standards in sufficient detail.
- d. Information demonstrating compliance with all prior decision(s) and conditions of approval for the subject site, as applicable.
- e. The required fee.

The Ashland Land Use Ordinance in its entirety is available on-line at:

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

Plan Requirements

Two (2) *readable* copies of the plans below on paper no larger than 11-inches by 17-inches are required, in addition to at least one full-sized set of plans. Note: The 11x17 copies are used for the Planning Commission packets and for the notices mailed to neighbors. Please submit clear, reproducible copies drawn to a standard scale. **The final application submittal need to include scalable drawings with a graphic scale to facilitate review by staff, commissioners and the public.**

- the materials required for a Site Design Review application as detailed in LUO 18.5.2.040.**

Narrative Submittal Requirements:

Applicants are advised that in addition to required plans, written findings addressing how the ordinance criteria are satisfied in narrative format are required. The applicable criteria are referenced below:

- written findings addressing the approval criteria for Site Design Review, as detailed in LUO 18.5.2.050. Exceptions to the Site Development and Design Standards are addressed in these criteria as well.**



UPCOMING APPLICATION DEADLINES:	First Friday of each month
UPCOMING PC MEETINGS:	Second Tuesday of each month
FEES:	
Commercial Site Review (Type II)	\$2,663.25 + ½ % of valuation
Exceptions	\$0
Tree Removal Permits/Exceptions	\$0

***NOTE:**

- o *Building valuation is based on the building valuation data table maintained in state building code.*
- o *Applications are accepted on a first come-first served basis.*
- o *All applications received are reviewed by staff, and must be found to be complete before being processed or scheduled at a Planning Commission meeting.*
- o *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.*
- o *Applications are reviewed for completeness in accordance with ORS 227.178.*
- o *Applications submitted are processed in the order received, and complete actions are scheduled at the next available Planning Commission meeting.*

For further information, please contact:

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July 17, 2024

Date