
The comments of this pre-application 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**
September 18, 2024

SITE: 264 Fourth Street
APPLICANT: Rogue Planning &
Development Services LLC
REQUEST: Site Design Review, Conditional
Use Permit, Tree Removal

**ADDENDUM – Comments from the Historic Preservation Review Board Meeting on
September 19, 2024:**

This building is iconic in Ashland. We feel that it's important to maintain the original facade.

We take no issue with the addition at the back, but we would prefer that the historic gas pump in the front remain in place.

[Staff did inform them that relocating the pump could be considered as part of the application and advised that relocation to an adjacent frontage would require an encroachment permit (if relocation were approved)].

Planning Division Comments

This pre-application conference is intended to highlight significant issues before the applicant prepares and submits a formal application.

Summary: The proposal involves exterior changes, such as a 1,200 square foot addition, to a structure that is a contributing resource in a historic district. The addition is more than fifty percent larger than the original structure and therefore will require a Type II Site Design Review Planning Action. The proposal also requires a conditional use permit to operate a religious institution in any City of Ashland zone, and a tree removal permit for the removal of trees within the development footprint. No site plan was included with the preliminary application, a site plan showing proposed landscaped areas, trees proposed for removal (or preservation), and any proposed parking spaces as mentioned in the preliminary application should be submitted with the formal application.

Figure 1: United States Department of the Interior, National Park Service, National Register of Historic Places. Number 166.0, Ashland Hose Company #2 Listing. Historic Contributing.

ID# 166.0 Survey #46 ASHLAND HOSE COMPANY NO. 2 264 FOURTH ST	1908 391E09AB 5600 Builder: Jordan, Frank Primary/Contributing
Historic Period: California Mission	
<p>A single-story bearing masonry building constructed of cast concrete block, this structure was built in 1908 as Ashland's second fire station, to serve the thriving Railroad District. Motivation for the structure likely stemmed from a devastating fire in May 1903 that destroyed much of the Fourth Street commercial corridor. "Work has begun on a new concrete building on 4th Street which will serve as fire department headquarters in that area." (Tidings, 27-August-1908, 1:3) The building also served as an auxiliary police station, complete with drunk tank, probably a necessity given the many bars and taverns located here during the railroad's heyday. The iron bars of the cell remain visible on the buildings north elevation. The Ashland Hose Company building was damaged by fire in the mid-1930s and had been vacant for many years when the present tenant, Haskins Garage, moved in and rehabilitated the building. The Ashland Hose Company No. 2 Building retains exceptionally high integrity and effectively relates its original period of significance.</p>	

This proposal will need to meet the City's Site Design Review Standards in Ashland Municipal Code (AMC) 18.5.2.050; Conditional Use Permit approval criteria of AMC 18.5.4.050; and the Historic District Design Standards of AMC 18.4.2.050. Per preliminary application materials the proposed project scope includes, but is not limited to the following:

- Addition of a 1,200 square foot structure
- Change of use from mercantile rated structure to assembly type occupancy for use as a religious institution.
- Tree removal in the addition development footprint.
- Four on-site parking spaces in the rear of the alley is proposed; spaces are currently surfaced with brick pavers.

Procedure: This proposal is subject to a "Type II" Site Design Review procedure which includes a public hearing, and a decision made by the Planning Commission with an opportunity for appeal to the City Council, per AMC 18.5.2.030.B.

Neighborhood Outreach: Staff recommends that applicants approach the affected neighbors, particularly those who are likely to receive notice of an application, 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 subject property.

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

18.2.6.030 Standards for Non-Residential Zones

Landscaping requirements: The minimum landscape area (percent developed lot area) in the E-1, employment zone is fifteen percent (15%). The submitted plans should include a landscape planting, maintenance, and irrigation plan showing a minimum of fifteen percent of the lot is landscaped. The preliminary application states that a fenced area in the rear will remain fenced and function as an outdoor space for the property. Details about this space should be shown on a site plan and included with the formal application materials.

18.5.2.020 Site Design Review

Site Design Review is required for this proposal per AMC 18.5.2.020.1, for *new structures, additions, or expansions in the C-1, E-1, HC and M-1 zones*; per AMC 18.5.2.020.2, *new non-residential structures or additions in any zone, including public buildings, schools, churches, and similar public and quasi-public uses in residential zones*; per AMC 18.5.2.020.5, *expansion of impervious surface area in excess of ten percent of the area of the site, or 1,000 square feet, whichever is less*; and per AMC 18.5.2.020.7, *any change of occupancy from a less intense to a more intensive occupancy, as defined in the building code*.

The lot is in the E-1 zone and the proposal includes a 1,200 square foot addition with a change in occupancy from general retail use to assembly type use.

The application must address the following criteria and standards, as applicable, from Ashland Municipal Code (AMC) 18.5.2.050 for Site Design Review approval in the employment zone. The applicable criteria and standards are largely focused on building design and site planning to create a pedestrian scale streetscape. The proposal is for an addition that is almost equal in size with the existing structure. Therefore, addressing the standards should focus on how the addition is compatible with the existing structure and surrounding structures in the historic district.

- A. Underlying Zone.** The proposal complies with all of the applicable provisions of the underlying zone (part 18.2), including but not limited to: building and yard setbacks, lot area and dimensions, density and floor area, lot coverage, building height, building orientation, architecture, and other applicable standards.

The property is zoned Employment (E-1). As proposed on the submitted site plan, the addition would comply with all applicable provisions of the E-1 zone. Note, that in the E-1 zone for buildings abutting a residential zone, a rear yard of not less than ten feet per story is required. The zoning immediately adjacent to the east of this lot is R-2, a multi-family residential zone.

- B. Overlay Zones.** The proposal complies with applicable overlay zone requirements (part [18.3](#)).

- **Detail Site Review Overlay:** The property is in detailed site design review overlay. Development within the Detail Site Review Overlay shall conform to the following standards in addition to the Basic Site Review Standards and Historic District Design Standards. Limited standards apply to this application and are as follows:

Buffering and Screening: If applicable, the formal application submittal should include plans that show, landscape buffering and screening. Per AMC 18.4.2.040C.3:

a. Landscape buffers and screening shall be located between incompatible uses on an adjacent lot. Those buffers can consist of either plant material or building materials and must be compatible with proposed buildings.

b. Parking lots shall be buffered from the main street, cross streets, and screened from residentially zoned land.

- **Building materials:** The addition should include changes in relief such as cornices, bases, fenestration, and fluted masonry for at least fifteen percent of the exterior wall area.
- **Historic District Overlay:** The property is in the Railroad Historic District overlay. Any changes to the exterior of existing structures are subject to the Historic District Design Standards in AMC 18.4.2.050.
 - **Addition of 1,200 square foot structure:** The written application materials should clearly explain and show how the height (with elevation drawings), mass, location, configuration, and materials being proposed for the addition are compatible with the existing historic contributing structure to retain the historic integrity and character.
 - **Historic District Design Standards AMC 18.4.2.050.B and C:** Staff's comments below pertain to the applicable Historic District design standards.
 - **Height:** Per submitted plans, the height of the addition will be slightly less than the height of the existing structure.
 - **Scale:** The proposed scale of the addition is similar to the existing structure.
 - **Materials:** The proposal is for a single story, wood framed with cement or stucco exterior finish. Small windows are proposed adjacent to the alley.
 - **Mass:** It appears that the mass of the addition is compatible with other nearby development within the Railroad District.
 - **Roof:** The application shows a shed roof for the addition, which is different in shape and pitch than the existing structure's roof. The formal application materials should show that the roof shape, pitch, and material of the addition is consistent with historic buildings in the immediate vicinity or provide justification for any nonconformities.
 - **Base or Platform:** The formal application materials should show that the base of the addition is compatible with the existing building.
 - **Form:** The preliminary application shows that the form of the addition is compatible with the existing structure.
 - **Additions:** Clearly show or explain how the addition is not visually unobtrusive from the public right-of way and does not obscure or eliminate character defining features of the existing and surrounding historic

building.

- **National Listing:** The Ashland Hose Company #2 is a listed historic contributing structure on the National Register of Historic Places. In the application explain how the addition will be compatible with the existing contributing structure.

C. Site Development and Design Standards. The application shall show how the proposal complies with the applicable Site Development and Design Standards of part [18.4](#), except as provided by subsection E, below.

D. City Facilities. In the application describe how the proposal complies with the applicable standards in section [18.4.6](#) Public Facilities, and show 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. No exceptions have been requested in this preliminary application.

18.4.2.050 Historic District Design Standards

The purpose and intent of the Historic District Design Standards are to preserve the historic integrity of Ashland's Historic District. Under the applicability of AMC 18.4.2.050.A.2.b, a Type II land use action involving restoration, rehabilitation, or any use greater than a single-family use, the authority exists in the law for the Staff Advisor and the Planning Commission to require modifications in the design to match these standards. The standards in AMC 18.4.2.050.C should be addressed in the application for the proposal, as applicable:

a. Historic architectural styles and associated features shall not be replicated in new additions or associated buildings.

The preliminary application states that the addition is offset from the existing structure and that the windows and roof pitch are distinctive features that do not replicate the existing structure, but rather compliment them.

b. Original architectural features shall be restored as much as possible, when those features can be documented.

The preliminary application shows that the proposed addition would have a shed roof which allows for the Miracle Concrete blocks on the existing structure to remain exposed.

c. Replacement finishes on exterior walls of historic buildings shall match the original finish. Exterior finishes on new additions to historic buildings shall be compatible with, but not replicate, the finish of the historic building.

The preliminary application states that the finish will be of stucco or concrete to be compatible with but not replicate the finish of the existing structure.

d. Diagonal and vertical siding shall be avoided on new additions or on historic buildings except in those instances where it was used as the original siding.

- e. *Exterior wall colors on new additions shall match those of the historic building.*
- f. *Imitative materials including but not limited to asphalt siding, wood textured aluminum siding, and artificial stone shall be avoided.*
- g. *Replacement windows in historic buildings shall match the original windows. Windows in new additions shall be compatible in proportion, shape and size, but not replicate original windows in the historic building.*
- h. *Reconstructed roofs on historic buildings shall match the pitch and form of the original roof. Roofs on new additions shall match the pitch and form of the historic building and shall be attached at a different height so the addition can be clearly differentiated from the historic building. Shed roofs are acceptable for one-story rear additions.*
- i. *Asphalt or composition shingle roofs are preferred. Asphalt shingles which match the original roof material in color and texture are acceptable. Wood shake, wood shingle, tile, and metal roofs shall be avoided.*
- j. *New porches or entries shall be compatible with, but not replicate, the historic character of the building.*
- k. *New detached buildings shall be compatible with the associated historic building and shall conform to the above standards.*
- l. *The latest version of the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings shall be used in clarifying and determining whether the above standards are met.*

18.5.4 Conditional Use Permits for Religious Institution The application must address the following approval criteria from AMC 18.5.4.050.A for a Conditional Use Permit.

18.5.4.050 Conditional Use Permit Approval Criteria

1. That the use would be in conformance with all standards within the zoning district in which the use is proposed to be located, and in conformance with relevant Comprehensive plan policies that are not implemented by any City, State, or Federal law or program.
2. That adequate capacity of City facilities for water, sewer, electricity, urban storm drainage, paved access to and throughout the development, and adequate transportation can and will be provided to the subject property.
3. That the conditional use will have no greater adverse material effect on the livability of the impact area when compared to the development of the subject lot with the target use of the zone, pursuant with subsection 18.5.4.050.A.5, below. When evaluating the effect of the proposed use on the impact area, the following factors of livability of the impact area shall be considered in relation to the target use of the zone.
 - a. Similarity in scale, bulk, and coverage.
 - b. Generation of traffic and effects on surrounding streets. Increases in pedestrian, bicycle, and mass transit use are considered beneficial regardless of capacity of facilities.

- c. Architectural compatibility with the impact area.
 - d. Air quality, including the generation of dust, odors, or other environmental pollutants.
 - e. Generation of noise, light, and glare.
 - f. The development of adjacent properties as envisioned in the Comprehensive Plan.
 - g. Other factors found to be relevant by the approval authority for review of the proposed use.
4. A conditional use permit shall not allow a use that is prohibited or one that is not permitted pursuant to this ordinance.
 5. For the purposes of reviewing conditional use permit applications for conformity with the approval criteria of this subsection, the target uses of each zone are as follows.
 - f. *E-1. The general office uses listed in chapter 18.2.2 Base Zones and Allowed Uses, developed at an intensity of 0.35 floor to area ratio, complying with all ordinance requirements; and within the Detailed Site Review overlay, at an intensity of 0.50 floor to area ratio, complying with all ordinance requirements.*

Per AMC 18.2.2.030, religious institution/houses of worship require an approved Conditional Use Permit. The target use for this property, zoned E-1, is 1,775 SF based on the size of the lot and floor to area ratio (3,550 SF x 0.50 = 1,775 SF). The proposed use is 1,450 SF. The preliminary application states that the building would be in operation on Sundays from 10:00 am until 12:00 pm with 18–24 attendees, and on Thursdays from 5:00 pm to 7:00 pm with 9–12 attendees. The proposed use would have a greater impact as a religious institution on Sundays than as a general office use; however, the religious institution will have less impact overall during the weekdays than would occur as a general office use.

Parking is no longer required within the City of Ashland; the preliminary application states that there are four parking spaces accessed from the rear public alley and that there are two diagonal, head-in parking spaces on Fourth Street. On the final application any provided parking should be clearly shown to meet City of Ashland parking standards per AMC 18.3.9.060.

18.5.7 Tree Removal

The preliminary application states that tree removal will be necessary within the development footprint of the addition. A tree inventory plan including details such as the number of trees, species, and size should be included in the application material along with any mitigation for the removal of the tree(s) and any proposed tree protection.

Type I tree removal permit is required to remove trees greater than six inches in diameter at breast height on private lands zoned E-1. The following approval criteria should be addressed per AMC 18.5.7.040 for a tree that is not a hazard:

A Tree Removal Permit for a tree that is not a hazard shall be granted if the approval authority finds that the application meets all of the following criteria, or can be made to conform through the imposition of conditions.

- a. The tree is proposed for removal in order to permit the application to be consistent with other applicable Land Use Ordinance requirements and standards, including but not limited to applicable Site Development and Design Standards in part 18.4 and Physical and Environmental Constraints in part 18.3.10.

- b. Removal of the tree will not have a significant negative impact on erosion, soil stability, flow of surface waters, protection of adjacent trees, or existing windbreaks.
- c. Removal of the tree will not have a significant negative impact on the tree densities, sizes, canopies, and species diversity within 200 feet of the subject property. The City shall grant an exception to this criterion when alternatives to the tree removal have been considered and no reasonable alternative exists to allow the property to be used as permitted in the zone.
- d. Nothing in this section shall require that the residential density to be reduced below the permitted density allowed by the zone. In making this determination, the City may consider alternative site plans or placement of structures of alternate landscaping designs that would lessen the impact on trees, so long as the alternatives continue to comply with the other provisions of this ordinance.
- e. The City shall require the applicant to mitigate for the removal of each tree granted approval pursuant to section 18.5.7.050. Such mitigation requirements shall be a condition of approval of the permit.

Other City of Ashland Department Comments

BUILDING: No comments at this time. Please contact the Building Division for any building code related questions at 541-488-5305 or via email to building@ashlandoregon.gov.

CONSERVATION: No comments. For information on available conservation programs, including any available appliance rebates or financial or technical assistance for energy efficient construction, please contact Conservation Analyst/Inspector Dan Cunningham at 541-552-2063 or via email to dan.cunningham@ashlandoregon.gov.

ENGINEERING: *See attached comments.* Please contact Karl Johnson of the Engineering Division for any Public Works/Engineering information at 541-552-2415 or via email to karl.johnson@ashlandoregon.gov.

FIRE: No comments at this time. Please contact Mark Shay from the Fire Department for any Fire Department related information at 541-552-2217 or via email to mark.shay@ashlandoregon.gov.

WATER AND SEWER SERVICE: No comments. For any questions regarding water and/or sewer utilities, please contact Mike Morrison at 541-552-2325 or email michael.morrison@ashlandoregon.gov.

ELECTRIC SERVICE: *“Please contact Electric if service size needs to be increased.”* Please contact Rick Barton in the Electric Department for service requirements and connection fee information at (541) 552-2082 or via email to rick.barton@ashlandoregon.gov.

Other Agency and Committee Comments

OREGON DEPARTMENT OF TRANSPORTATION (ODOT): ODOT replied to the City of Ashland's request for comments in an email dated August 29, 2024, stating that there are no comments on this proposal.

CITY OF ASHLAND HISTORIC PRESERVATION REVIEW BOARD: The Historic Preservation Review Board is scheduled to review the preliminary plans during the regular review board meeting on September 19, 2024. Comments will be provided to the applicant following the meeting. The final plans will be reviewed by the Historic Preservation Advisory Committee.

Application Requirements

Submittal Information.

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

- a. The information requested on the application form at <http://www.ashland.or.us/Files/Zoning%20Permit%20Application.pdf>.
- b. Plans and exhibits required for the specific approvals sought (see below).
- c. A written statement or letter explaining how the application satisfies each and all of the relevant criteria and standards in sufficient detail (see below).
- d. Information demonstrating compliance with all prior decision(s) and conditions of approval for the subject site, *as applicable*.
- e. The required fee (see below).

The Ashland Land Use Ordinance, which is Chapter 18 of the Municipal Code, is available on-line in its entirety at: <https://ashland.municipal.codes/LandUse>

Written Statements

Please provide written statements explaining how the application meets the approval criteria from the sections of the Ashland Municipal Code listed below. These written statements provide the Staff Advisor or Planning Commission with the basis for approval of the application:

- **Commercial Site Design Review:** AMC 18.5.2.050
- **Conditional Use Permit:** AMC 18.5.4.050
- **Historic District Design Standards:** AMC 18.4.2.050.C
- **Tree Removal for Non-Hazard Tree:** AMC 18.5.7.040.B.2

Plans & Exhibits Required

Please provide legible electronic exhibits (plans or drawings) addressing the submittal requirements from the sections of the Ashland Municipal Code listed below. These exhibits are used to copy the Planning Commission packets and for notices that are mailed to neighbors. Provide electronic plan sets that can be printed to 11 inches by 17 inches are reproducible and drawn to a standard architect's or engineer's scale.

- **Type II Commercial Site Design Review:** AMC 18.5.2.040
- **Conditional Use Permit:** AMC 18.5.4.050
- **Historic District Design Standards:** AMC 18.4.2.050.C
- **Tree Removal for Non-Hazard Tree:** AMC 18.5.7.040.B.2

Planning Application Fees:

Type II Site Design Review	\$2,756.25 + \$0.5% of value
Conditional Use Permit	\$1,315.50

NOTE: Applications are accepted on a first come-first served basis. All applications received are reviewed and must be found to be complete before being processed or scheduled at a Planning Commission meeting. Applications will not be accepted without a complete application form signed by the applicant(s) and property owner(s), all required materials and full payment. Applications are reviewed for completeness in accordance with ORS 227.178.

For further information, please contact:

Jennifer Chenoweth, *Associate Planner*

September 18, 2024

City of Ashland, Department of Community Development

Phone: 541-552-2045 or email: jennifer.chenoweth@ashlandoregon.gov

Engineering Comments

Public Works Conditions of Approval

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 the conditions of approval. One set of these civil plans MUST be submitted DIRECTLY to the Public Works/Engineering Department. All design plans must meet the City of Ashland Public Works Standards. Engineered construction plans and specifications shall be reviewed and signed by the Public Works Director, prior to construction. All public facilities within the development will be designed to the City of Ashland Engineering Design Standards for Public Improvements. The engineered plans shall also conform to the following:
 - If drawings are submitted to the City of Ashland digitally, they shall be true scale PDF drawings. If AutoCAD drawings are also submitted, they shall be compatible with the AutoCAD release being used by the City at that time and shall be located and oriented within the Oregon State Plain Coordinate System (NAD83-89).
 - Drawings sizes shall comply with ANSI-defined standards for page width and height. Review drawings MUST be submitted in B size (11 x 17). Bidding and construction documents MUST also be printed at B size; however, all final as-constructed drawings MUST be submitted to scale on D-size (24 x 36) Mylar. Digital files of the as-constructed drawings MUST also be submitted. Drawings MUST 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. Street Improvement – No additional street improvements, beyond those necessary to comply with City Street Standards, will be required at this time. The applicant's proposed improvements must be reviewed and permitted by the City of Ashland Engineering Department.
3. Right of Way – No additional right of way dedication, beyond that necessary to comply with City Street Standards, will be required at this time.
4. Sanitary Sewer - The property is currently served by a 6-in sanitary sewer main in 4th Street. The applicant proposed improvements must be reviewed, approved and permitted by the City of Ashland Engineering Department.
5. Water - The property is currently served by a 4-in water main in 4th Street. City of Ashland Water Department shall tap existing water main and install any new water services and water meter boxes that are proposed by development. City of Ashland Water Department must be contacted for availability, placement and costs associated with the installation of the new water service. Service & Connection Fees will also be required for any new water services installed as part of this project.
6. Storm Drainage - The property is currently served by a 8-in storm sewer main in 4th Street. City of Ashland Engineering Department must review an engineered storm drainage plan.

Storm Water Facility Design Requirements

Applicant MUST follow the guidance and requirements set forth in the current Rogue Valley Stormwater Quality Design Manual which can be found at the following website:

<https://www.rvss.us/stormwater-quality-documents-information>

All stormwater calculations, reports, drawings, etc. shall be submitted to the City of Ashland Engineering Department for review.

7. Erosion & Sediment Control - The following requirements shall be met:

- All ground disturbances exceeding 2,500 square feet shall implement an Erosion and Sediment Control Plan (ESCP).
- A 1200-C permit will be secured by the developer where required under the rules of the Oregon State DEQ. City of Ashland Engineering Department must receive a copy of this permit before any construction shall begin.
- Erosion Prevention and Sediment control measures that meet the minimum standards set forth by the City of Ashland Public Works/Engineering Standard Drawing CD282 must be in place before any construction related to the project begins.
- Pollution, track out, and sediment dumping into storm water are strictly prohibited per AMC 9.08.060.
- Drainage from automotive use areas shall be limited to oil concentrations of 10 mg/l by a pre-approved means.
- Trash storage areas shall be covered or provide additional storm water treatment by an approved means.
- Off street parking areas shall conform to Ashland Municipal Code 18.4.3.080.B.5, including provisions to minimize adverse environmental and microclimatic impacts.

8. 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.

9. Permits – Any construction or closure within the public right of way will require a Public Works permit and before any work in the right of way commences all necessary permits MUST be obtained.

10. As-Built - 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.

--end--