
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**
November 20, 2024

SITE: 1713 Siskiyou Blvd
APPLICANT: Ron Grimes Architects for
Tweezer LLC
REQUEST: Commercial Site 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.

Generally: As staff understand it, the proposal involves establishing new uses in one-half of the existing building through a two-part development plan to include: 1) cider manufacturing and, 2) retail/tasting room use, with limited site improvements to correct ADA parking and add outdoor seating. Typically, the proposed intensification of use would trigger a Site Design Review (a land use process) but given that there are no proposed changes to the building exterior or the site, if a few items can be addressed concurrently with the building permit no Site Design Review process would be required. These items would include: 1) 'Signing in favor' of future street frontage improvements along Siskiyou Boulevard; 2) Providing the required ADA-accessible parking space and route to comply with land use and building codes; 3) providing a Site Plan illustrating the proposed parking lot configuration with new ADA space, accessible route and outdoor seating. Any voluntarily provided parking needs to meet the dimensional and circulation standards of the land use code; and 4) Providing required bicycle parking.

The applicant will also want to speak with both the Building Official, Steven Matiaco and the Fire Marshall, Mark Shay to confirm applicable building and fire code requirements for the proposed changes in occupancy prior to preparing a building permit submittal.

Site Design Review (SDR)

Site Design Review is typically required for "Any change of occupancy from a less intense to a more intense occupancy, as defined in the building code." In this instance, the change of use from mechanic/auto repair to a split use building with cider manufacturing and tasting room with an unknown use in the remaining portion of the building may increase the occupancy load. Because the square footage is less than 10,000 square feet and the building is less than 100 feet in length, if an application were needed, it would be subject to Type I review, which provides for an administrative decision subject to appeal to the Planning Commission and typically takes 60-120 days. Typically, review of an intensification of use would involve bringing the building and site into conformity with standards proportional to the amount of building addition and/or the intensification proposed. Given that there is no addition proposed, and no changes to the building or site, staff believe that the proposal could be adequately considered through the building permit review without needing a separate land use process provided that the few land use issues noted above and discussed below can be addressed.

If Site Review were required, an application would need to respond to the criteria below from AMC 18.5.2.050:

- 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.

The applicable standards would include: Basic Site Review for Non-Residential Development, Detailed Site Review in 18.4.2; Parking, Access and Circulation in AMC 18.4.3; Landscaping, Lighting and Screening in 18.4.4; Tree Preservation and Protection in 18.4.5; Public Facilities in 18.4.6, including the Ashland Street Corridor standards in AMC 18.4.6.040.K; Signs in 18.4.7 including the Freeway Sign zone allowances, and Solar Access in 18.4.8.

- D. **City Facilities.** The proposal complies with the applicable standards in section 18.4.6 Public Facilities, and that adequate capacity of City facilities for water, sewer, electricity, urban storm drainage, paved access to and throughout the property, and adequate transportation can and will be provided to the subject property.
- E. **Exception to the Site Development and Design Standards.** The approval authority may approve exceptions to the Site Development and Design Standards of part [18.4](#) if the circumstances in either subsection 1, 2, or 3, below, are found to exist.
 - 1. There is a demonstrable difficulty meeting the specific requirements of the Site Development and Design Standards due to a unique or unusual aspect of an existing structure or the proposed use of a site; and approval of the exception will not substantially negatively impact adjacent properties; and approval of the exception is consistent with the stated purpose of the Site Development and Design; and the exception requested is the minimum which would alleviate the difficulty;
 - 2. There is no demonstrable difficulty in meeting the specific requirements, but granting the exception will result in a design that equally or better achieves the stated purpose of the Site Development and Design Standards; or
 - 3. There is no demonstrable difficulty in meeting the specific requirements for a cottage housing development, but granting the exception will result in a design that equally or better achieves the stated purpose of section [18.2.3.090](#). (Ord. 3147 § 9, amended, 11/21/2017)

Parking & Landscaping: The applicant has not proposed changes to the parking area outside of dedicating and striping one (1) ADA compliant parking space. The ADA parking space will be subject to 18.4.3.050. and applicable building codes as “*Accessible parking shall be provided consistent with the requirements of the building code, including but not limited to the minimum number of spaces for automobiles, van-accessible spaces, location of spaces relative to building entrances, accessible routes between parking areas and building entrances, identification signs, lighting, and other design and construction requirements. Accessible parking shall be included and identified on the planning application submittals.*” The building permit submittal should include a Site Plan illustrating the proposed parking lot configuration with the new ADA space and route and any outdoor seating, as well

as any proposed striping of voluntarily provided parking, pedestrian circulation. Voluntarily provided parking is required to meet all dimensional and circulation standards. *Other changes to the parking lot would need to meet current codes and could trigger land use review.* (Staff would also like to make the applicant aware of the food truck allowances in AMC 18.2.3.145 which could permit food trucks in existing parking areas through a ministerial process.)

Proportional Site Improvements: Any new site improvements would need to address current standards, and if there are site non-conformities such as inadequate landscaping, they would need to be addressed through Site Design Review proportionally to the amount of added building area proposed.

Signs: The final application should include details of all existing or proposed signage and demonstrate consistency with the applicable sign regulations. Prior to installation, a sign permit would need to be obtained separately from land use or building permit approvals.

Frontage improvements/Street Trees: Site Review typically involves a demonstration of compliance with the city’s Street Design Standards, which call for curbs, gutters, parkrow planting strips with irrigated street trees with commercial tree grates, and sidewalks along the property’s full frontage. Given that the proposal is not expanding the existing building or altering the site, staff believe that this could be best addressed by signing an agreement to participate proportionally if there is ever a future “Local Improvement District” to install street improvements on this section of Siskiyou Boulevard.

Bicycle Parking: The building permit submittal would need to address the bicycle parking requirements (number required and design) in AMC 18.4.3.040 and 18.4.3.070.

Amplified Music: Amplified music may pose a concern in this location given the proximity to residential and would be limited under noise regulations in AMC 9.08.170. The building permit submittal should include details of any intended musical performance space.

Trash Enclosure: The applicants should verify that the proposed trash enclosure is adequate to provide for the trash and recycling needs of all tenants on site and that it’s sizing and placement are acceptable to Recology.

Building Code Issues: Construction may trigger specific Building and Fire Code issues including requirements for permitting or accessibility upgrades. It is strongly recommended that the applicant(s) contact the Building Official and Fire Marshal to verify these requirements as soon as possible.

Tree Removal: Within the C-1 zoning district, the removal of any tree greater than six-inches in diameter at breast height (d.b.h.) requires a Tree Removal Permit. The Tree Removal Permit criteria are detailed with the submittal requirements below. If any trees over six inches in diameter are proposed for removal, the application should make clear why tree removal cannot be avoided through alternative site planning and should include assessment of all trees by an arborist. If tree removal or landscaping changes are involved, the applicants should plan to attend the Tree Commission’s monthly meeting when the project is discussed.

Submittals: The final application submittal would need to include scalable drawings including a site plan, landscape & irrigation plan, details for the ADA parking, seating areas, and elevation drawings

illustrating all sides of the building with color, material, and lighting if exterior changes proposed, and trash enclosure and automobile/bicycle parking details.

Neighborhood Outreach: Projects involving changes to established patterns can be a concern for neighboring property and business owners, 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 will be 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 detail during the pre-application conference.

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OTHER DEPARTMENTS' COMMENTS

BUILDING DEPT: No comments provided. Please contact the Building Official Steven Matiacco for Building Code-related information at 541-488-5305.

CONSERVATION: No comments provided. For information on available Conservation Programs, including potential rebates, tax credits, and financial or technical assistance with energy efficiency improvements, please contact the City of Ashland Conservation Division at 541-488-5305.

ENGINEERING: No comments provided. Please contact Karl Johnson at (541) 552-2415 or e-mail: karl.johnson@ashland.or.us for any Engineering-related questions (utilities, streets, storm drainage, etc.).

FIRE DEPARTMENT: No comments provided. Please contact Fire Marshal Mark Shay of Ashland Fire & Rescue for Fire Code-related information at (541) 552-2217 or via e-mail to mark.shay@ashland.or.us

WATER AND SEWER SERVICE: No comments provided. Please contact Dean LeBret with water or sewer questions at [541-552-2326](tel:541-552-2326) or via e-mail to dean.lebret@ashland.or.us.

ELECTRIC SERVICE: No comments provided. Please contact Rick Barton in the Electric Department for service and meter location requirements and fee information at (541) 552-2082 if there will be any changes to existing services associated with the request. A preliminary electric service plan approved by the Electric Department is required with Site Design Review applications.

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ZONING DISTRICT REQUIREMENTS

ZONING: C-1 (Commercial) within the Detail Site Review overlay, the Freeway Sign overlay, and the Ashland Street corridor design standards area. See AMC Table 18.2.6.0030.

PROCEDURE: Within the C-1 zone and the Detail Site Review overlay, additions less than 10,000 square feet or less than 100 feet in length are subject to “Type I” review and allow a decision to be made at the staff level, after property public notice and a public comment period. Type I decisions provide an opportunity for appeal to the Planning Commission.

A. Application Requirements.

1. **Application Form and Fee.** Applications for Type I 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 application shall not be considered complete unless the appropriate application fee accompanies it. The application form is available here:

https://www.ashland.or.us/SIB/files/Comm%20Dev/16Zoning_Permit_Application.pdf

Fees are detailed here:

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

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.

Plan Requirements

Plans below formatted to print to scale on paper no larger than 11-inches by 17-inches are required, in addition to any paper plans provided. Note: 11x17 copies are used for the Planning Commission packets and for the notices mailed to neighbors. Please submit materials formatted to print clear, reproducible copies to scale. **The final application submittal needs to include scalable drawings to facilitate review by staff, commissioners and the public.**

- A copy of the materials required for a Site Design Review application as detailed in LUO 18.5.2.040.
- A Tree Protection Plan as required in chapter 18.4.5.030 (*if the application will involve any site disturbance that would impact trees*) and a copy of the plans required for a Tree Removal Permit as required in chapter 18.5.7.030 (*if tree removal is proposed*).

Narrative Submittal Requirements:

Applicants are advised that in addition to required plans, written findings addressing how the ordinance criteria are satisfied in narrative format are required. The applicable criteria are included below. The Ashland Land Use Ordinance in its entirety may be accessed on-line at:

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

- Written findings addressing the approval criteria for Site Design Review, as detailed in LUO 18.5.2.050.

- Written findings addressing the following criteria from chapter 18.5.7.040.B.2. for Tree Removal Permit to remove a tree that is not a hazard (*if applicable to the final proposal*).

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FEES: Site Review (Type I, **if applicable**) \$1,315 + ½% of valuation*
 Tree Removal Permit (**if applicable**) \$0

***NOTE:**

- *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 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.*
- *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:

Veronica Allen, CFM, *Associate Planner*
City of Ashland, Department of Community Development
Phone: 541-552-2042 or e-mail: veronica.allen@ashland.or.us

November 19, 2024

Date