
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** January 15, 2025

SITE: 500 A St.
APPLICANT: Kaplan
REQUEST: Commercial Site Design Review

PLANNING DIVISION COMMENTS

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

Summary: The use of the space as an office within the E-1 zoning district is a permitted use. Site Design Review is required due to the removal of the parking area and the addition of the upstairs deck and relocated stairs / arbor.

ID# 165.0

**FURNITURE DEPOT BUILDING
500 A STREET**

1980/84

391E09AB 5500

Builder: Papen, Frank

Modern Period: Late 20th C Historic Period

Compatible/Non-Historic/Non-Contributing

The small group of commercial storefronts that historically occupied this corner was razed post-1964 and in 1984 a single-story bearing masonry commercial building was erected on the site. A second floor, built of wood-frame, was added in 1989 by Frank Papen, the property owner

Procedurally: Commercial Site Review approval is required. The Site Review application would need to provide a Site Plan and written findings addressing the applicable criteria and standards for Basic Site Review, Detail Site Review, Parking Lot Landscaping & Screening Standards, and the relevant Historic District Development Standards.

Generally speaking, if there are existing non-conformities with these standards such as site landscaping or the placement of parking and circulation between a building and the street, the standards would seek to have the non-conformities addressed to a degree proportional to any addition proposed (i.e. *if a building addition of ten percent were involved, non-conformities for ten percent of the site would need to be addressed.*)

For staff the main issue identified is the removal of the existing parking apron and replacement with curb, park row and appropriate street trees.

The perimeter fence to the courtyard will require a building permit as it relates to emergency egress.

This is the first proposal to removal all of the off street parking from a development since parking minimums have been removed. While this is fine from a perspective of compliance with the LUO it may become a point of concern for surrounding neighbors.

Staff recommend that the application be reviewed at the next full Historic Commission (Feb 5th) prior to the formal submittal (in lieu of meeting with the partial historic review board). You are encouraged to attend to help answer any questions about the application. At your request we can

schedule this at the front of their agenda. The application will again be formally reviewed and approved by the Historic Commission once a land use application has been received.

The property currently is below the required 15% landscaping area, and the inclusion of the gated garden area and proposed landscaping appear to bring the property into conformance with this requirement.

Other standards include the following.

- *18.3.12.030 - Detailed Site Review Zone – 18.4.2.040.C*
- *18.4.2.050 - Historic District*

SITE DESIGN REVIEW

For non-residential uses any building addition requires Site Design Review approval. Due to the nature of the proposed development, and the applicability of the related design standards (building orientation, etc.), staff has limited comments relating to the proposal.

Site Design Review requires that the following criteria and the associated standards from the Ashland Municipal Code (AMC) be addressed.

- 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.
- 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.

Trees: All actions which involve any site disturbance are required to provide a tree inventory and tree protection plan. All trees on the property, and on adjacent properties within 15 feet of the property line, would need to be identified and details of protective measures such as fencing that would protect them during proposed site disturbance shown. Any trees to be removed would need to be clearly identified, and if necessary Tree Removal Permits requested.

Sign Regulations (18.4.7.060.B): All signs / including window graphics do require sign permits which are handled as a ministerial permit.

Neighborhood Outreach: Staff always recommends that applicants approach the 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 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.

OTHER CITY OF ASHLAND DEPARTMENT COMMENTS

BUILDING: *No comments at this time.* Please contact the Building Division for any building codes-related questions at 541-488-5305.

CONSERVATION: For more information on available water conservation programs, or any financial or technical assistance available for the construction of Earth Advantage/Energy Star buildings, please contact the conservation department at 541-552-5306 or via e-mail to conserve@ashland.or.us.

ENGINEERING: *No comments at this time.* Please contact Karl Johnson of the Engineering Division for any Public Works/Engineering information at 541-552-2415 or via e-mail to karl.johnson@ashland.or.us.

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 e-mail to mark.shay@ashland.or.us

WATER AND SEWER SERVICE: *No comments at this time.* Please contact the Water Department at 541-488-5353 with any questions regarding water utilities.

ELECTRIC SERVICE: *Electric Approves.* **Please contact Electric Department to discuss Solar and Transformer lead times.** If any upgrades to existing service are necessary, please contact Rick Barton in the Electric Department at 541-552-2082.

APPLICATION REQUIREMENTS

PROCEDURE

Site Design Review permits are typically subject to a “Type I” procedure which provides for an administrative decision made following public notice and a public comment period. Type I decisions provide an opportunity for appeal to the Planning Commission.

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 two copies of a 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:

- **Site Design Review** **AMC 18.5.2.050**

Plans & Exhibits Required

Please provide two sets of 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. Please provide two copies on paper no larger than 11-inches by 17-inches and reproducible copies that are drawn to a standard architect’s or engineer’s scale

- **Site Design Review:** **AMC 18.5.2.040**
- **Tree Removal (if applicable):** **AMC 18.5.7.030**

FEES: **Site Design Review -** \$1,315.50 + ½% of labor & materials valuation
Exceptions \$ 0
Tree Removal Permit \$ 0

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. The first fifteen COMPLETE applications submitted are processed at the next available Planning Commission meeting.

For further information, please contact:

Aaron Anderson, Senior Planner

City of Ashland, Department of Community Development

Phone (541) 552-2052 or e-mail aaron.anderson@ashland.or.us

January 15, 2025

Date

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 current 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.

Where public improvements are required or completed, the developer shall submit as-built drawings 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).

The engineered plans **MUST CONFORM TO THE FOLLOWING:**

- Drawings must be submitted digitally and **MUST** be true scale PDF drawings
- Drawings sizes shall comply with ANSI-defined standards for page width and height. Review and construction drawings **MUST** be submitted in B size (11x17).

All final, as-constructed drawings, **MUST** be submitted digitally as true scale PDF drawings and on Mylar if requested. Final drawings shall be B size (11x17) or D size (22x34). If D size drawings are produced, both B size and D size **MUST** be submitted.

2. 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.

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

5. Public Pedestrian Access – Proposal does not show any impact to the existing accessible ramp at the intersection of A St/4th St. If this ramp is impacted then a new handicap access ramp will be required at the intersection. Where handicap access ramps are required as part of a proposed project, the ramps shall meet current United States Access Board Public Rights-of-Way Accessibility Guidelines (PROWAG) and shall be designed in accordance with the current Oregon Department of Transportation design guidance. Use of the ODOT Standard Drawings for curb ramps as guidance for design is recommended. However, a curb ramp detail sheet, similar to ODOT DET 1721-Example of Minimum Curb Ramp Details, is required for each curb ramp corner that is being proposed. Referencing standard drawings for curb ramps in plans in lieu of curb ramp detail sheets is no longer acceptable. An ODOT ADA Curb Ramp Design Checklist shall also be completed and submitted with the civil design drawings. If the following items are not submitted with the civil design drawings the City of Ashland Engineering Department will view the submittal as incomplete.

Required ADA submittals:

- a. ODOT ADA Curb Ramp Design Checklist

- b. Curb Ramp Detail, similar to ODOT DET 1721, for each proposed curb ramp
6. 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.
7. Sanitary Sewer - The property is currently served by a 6-in sanitary sewer main in 4th Street and a 10-in sanitary sewer main in A Street. The applicant proposed improvements must be reviewed, approved and permitted by the City of Ashland Engineering Department.
8. Water - The property is currently served by a 4-in water main in 4th Street and a 6-in water main in A 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.
9. Storm Drainage - The property is currently served by an 8-in storm sewer main in A 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.

10. 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.