
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**

SITE: 246 A St.
APPLICANT: Rafael Gonzales
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.

ID # 59.0

**SOUTH VALLEY AUTO REPAIR
246 A STREET**

**1973
391E09BA 1200**

**Builder: Mattison, Jim
Non-Historic, Non-Contributing**

Other: Utilitarian

This concrete structure was erected in 1973 and was occupied by Valley Werkstatt, an auto repair shop, through the 1970s. South Valley Auto Repair has been in this location since the 1980s. A separate structure on the property, a wood-frame dwelling, located at 280 First Street, was built sometime prior to 1942 and was owned and occupied by Perry and Alma Polk. (JCD 238:182) It is vacant and in very poor condition at this writing.

General: The subject property is located within the E-1 Employment zone with a [Residential \(-R\) overlay](#). The property is also within the Ashland Railroad Addition Historic District and the Detail Site Review Zone overlay. Development of the property is subject to the [Site Design Review Standards for Non-Residential Development](#), the [Detailed Site Review](#) standards, and the [Historic District Development Standards](#)

For staff, key issues include planning the use of the site to engage the adjacent streetscapes while remaining compatible with the historic Railroad District, addressing pedestrian circulation, mitigating impacts to residential neighbors, and addressing building and fire codes.

Site Design Review:

- **Orientation to A Street**
- **Grade Changes at Sidewalk along full perimeter**
- **Remove/Fill A Street CurbCut**

Historic Preservation Advisory Committee Review: The subject property is located within the Railroad Addition Historic District, and development is subject to the Historic District Development Standards and review by the Historic Preservation Advisory Committee, which advises staff and the Planning Commission with regard to compliance with the design standards and more broadly with compatibility within the district. It would be advisable to schedule time on the agenda with the full Historic Preservation Advisory Committee prior to submitting a final application to get detailed feedback on their recommendations prior to entering a quasi-judication review process.

Detailed Site Review

0.50 FAR – Floor to area ratio... however.. Plazas and pedestrian areas shall count as floor area for the purposes of meeting the minimum FAR.

- c. A plaza space shall incorporate at least four of the following elements:
 - i. Sitting Space – at least one sitting space for each 500 square feet shall be included in the plaza. Seating shall be a minimum of 16 inches in height and 30 inches in width. Ledge benches shall have a minimum depth of 30 inches.
 - ii. A mixture of areas that provide both sunlight and shade.
 - iii. Protection from wind by screens and buildings.
 - iv. Trees – provided in proportion to the space at a minimum of one tree per 500 square feet, at least two inches in diameter at breast height.
 - v. Water features or public art.
 - vi. Outdoor eating areas or food vendors.

Site Review for Future Building: The first approved building inspection is required within 18 months of Site Review approval. With extenuating circumstances, a one-time 24-month extension can be requested but there is not a means to have an approval sit unbuilt for more than 42 months and remain valid. With this in mind, and the fact that Site Review approval includes a fee based on the building's valuation, it would be advisable to

- **Expansion of Existing Sites and Buildings.** For sites that do not conform to the standards of section [18.4.2.040](#) (i.e., nonconforming developments), 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 were to be expanded by 82 percent, then 82 percent of the site would need to be brought up to the standards required by this document.
- **Building Placement:** Standards generally encourage the infill of buildings in existing parking lots adjacent to sidewalks (AMC 18.4.2.040.C.1.e) however for corner lots, the standards also explicitly seek the placement of new buildings as close to the intersection corner as practicable AMC 18.4.2.040.B.1.e). Placement of the new building at the rear of the lot would require an exception to these standards.
- **Detailed Submittals:** The final application submittals will need to include a scalable site plans created to print to scale at 11" by 17". This plan should clearly identify property lines and existing site features as well as the proposed improvements.
- **Architectural Drawings:** Submittals need to include the following architectural drawings:
 - Exterior elevations of all proposed buildings, drawn to a scale of one inch equals ten feet or greater; such plans shall indicate the material, color, texture, shape, and design features of the building, and include mechanical devices not fully enclosed in the building.
 - Exterior elevations of other proposed structures, including fences, retaining walls, accessory buildings, and similar structures.
 - The elevations and locations of all proposed signs for the development.

- **For non-residential developments proposed on properties located in a Historic District,** section drawings including exterior walls, windows, projections, and other features, as applicable, and drawings of architectural details (e.g., column width, cornice and base, relief and projection, etc.) drawn to a scale three-quarters of an inch equals one foot or larger.

Cart Appearance & Signage: Land use review considers the application in terms of its impacts to the surrounding area, and visual impacts are key. The property involved is subject to a high level of design review (Basic Site Review, Detail Site Review, and Historic District Design Standards) and any vendor signage will need to be considered in light of the Sign Ordinance (AMC 18.4.7). All proposed signage should be identified on the plans provided including design, materials, size and placement, along with existing signage to verify overall compliance with the ordinance. This should include umbrellas at seating areas, menus, truck graphics, etc.

Food Cart Details: In a recent study of food carts in Portland ([*“Food Cartology: Rethinking Urban Spaces as People Places”*](#)) some items noted which should be considered include:

- The heightened intensity of food carts can negatively impact the surrounding community. One key issue noted was a lack of trash cans. (*This was primarily considered for cart clusters; trash can placement should be carefully considered.*)
- Seating availability is important if carts are to promote social interaction (i.e. if a food cart is to be used to reactivate the space by promoting social interaction, seating availability and placement should be carefully considered). Customers surveyed responded that the biggest improvement carts in downtown Portland could provide would be more sheltered eating areas.
- Customers surveyed also wanted carts to operate into the evening hours, and to use recyclable containers.
- Fine details should be considered including available restroom access; how water, sewer and storm drainage are to be supplied to the cart; where and how extensions cords will be run and how they will be treated to avoid creating tripping hazards, how/where will the carts/trucks will be stored when not in use; where a vendor vehicle or additional supplies would be stored; etc.
- Are there nearby uses which will object to any odors, smoke or noise that might be generated (i.e. residential nearby?) and how will these issues be mitigated.

Tree Preservation/Protection: All planning actions are required to include a tree preservation/protection plan in accordance with AMC 18.4.5 if there are trees greater than six-inches in diameter on the property or on adjacent properties within 15 feet of the property line. This is intended to ensure that trees are protected during all site disturbances. This plan must address all trees on the property over six-inches in diameter at breast height (d.b.h.) and all trees that are located on adjacent properties within 15 feet of the property line. The application should address any potential impacts to surrounding trees.

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.

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.

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; staff always recommend 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. Public notices are typically sent to neighbors within a 200-foot radius of the property, posted on the site, and in the newspaper. Applicants should be aware of on-going discussions about conditional uses for vendors who compete directly with nearby merchants while not having to pay brick-and-mortar costs which impact those merchants.

OTHER DEPARTMENTS' COMMENTS

BUILDING DEPT.: Please contact the Building Division for any Building Code-related information at 541-488-5305

STREETS/PUBLIC WORKS/ENGINEERING DEPT.: Public Works comments provided at the end of this document. Please contact Karl Johnson of the Engineering Division for any further information at 541-552-2415 or via e-mail to karl.johnson@ashland.or.us.

FIRE DEPARTMENT: No comments provided. Please contact Mark Shay from the Fire Department for any Fire Department-related information at 541-552-2216 or mark.shay@ashland.or.us.

CONSERVATION: For more information on available water conservation programs, including any available appliance rebates or assistance with landscaping and irrigation system requirements, please contact Water Conservation Specialist of Conservation Division at 541-552-2062. For information on any financial or technical assistance available for the construction of Earth Advantage/Energy Star buildings, please contact Conservation Analyst/Inspector Dan Cunningham at 541-552-2063 or via e-mail to dan.cunningham@ashland.or.us.

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). 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.”* Please Contact Steve Walker at [541-552-2326](tel:541-552-2326) or (walkers@ashland.or.us) with any questions regarding water utilities.

STORM WATER DRAINAGE: Please contact Karl Johnson of the Engineering Division for any further information at 541-552-2415 or via e-mail to karl.johnson@ashland.or.us .

ELECTRIC SERVICE: *“Please contact Electric to discuss Electric Lay-out options.* Please contact Rick Barton in the Electric Department for service and meter location requirements and fee information at 541-552-2082 or via e-mail to rick.barton@ashland.or.us.

ZONING DISTRICT REQUIREMENTS

ZONING: E-1 Employment (See <https://ashland.municipal.codes/LandUse/18.2.6.030>)

PARKING, ACCESS & INTERNAL CIRCULATION: There are no minimum off-street parking requirements.

SIGNS: As per AMC 18.4.7. All signage location and design must be shown on the application submittals and will be reviewed in conjunction with the application process. A separate sign permit will be required prior to installation.

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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)	\$2,756.25 + ½ % of valuation
Exceptions	\$0
Tree Removal Permits/Exceptions	\$0

***NOTE:**

- *Building valuation is based on the building valuation data table maintained in state building code.*
- *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:

Aaron Anderson, *Senior Planner*
City of Ashland, Department of Community Development
Phone: 541-552-2052 or e-mail: aaron.anderson@ashland.or.us

May 14, 2025

Date