

PRE-APPLICATION CONFERENCE

The comments within this pre-application report are preliminary in nature and subject to change based upon the submittal of additional 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: February 11, 2026

SITE: 581 E Main
APPLICANT: Rick Anderson / DeZine
REQUEST: Site Design Review

On Site Construction



Planning Staff Comments:

AMC 18.5.1.030 – Pre-Application Conference: The purpose of the conference shall be to acquaint the applicant with the substantive and procedural requirements of this ordinance, provide for an exchange of information ... and to identify policies and regulations that create opportunities or pose significant constraints for the proposed development.

From a land use perspective, the application is a fairly straight forward site design approval for the proposed exterior changes, however there is a nuance in the proposed use that needs to be discussed. For Staff the main element is having integrity with the application of the Land Use Ordinance.

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Historic Review

18.4.2.050 - Historic District Development

2. Applicability. The City of Ashland has adopted ordinances to assure that all development in the Historic District overlay remains compatible with the existing integrity of the Historic District.

b. If a development requires a Type I, II, or III review procedure (e.g., Site Design Review, Conditional Use Permit) and involves new construction, or restoration and 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. In this case the Historic Commission advises both the applicant and the Staff Advisor or other City decision maker.

Site Design Review

18.5.2.020 – Applicability: Site Design Review is required for the following types of project proposals.

A. Commercial, Industrial, Non-Residential, and Mixed Uses. Site Design Review applies to the following types of non-residential uses and project proposals, including proposals for commercial, industrial, and mixed-use projects, pursuant to section 18.5.2.030, Review Procedures.

1. New structures, additions, or expansions in C-1, E-1, HC, CM, and M-1 zones.
4. Any exterior change, including installation of Public Art, to a structure which is listed on the National Register of Historic Places or to a contributing property within an Historic District on the National Register of Historic Places that requires a building permit.
8. Any change in use of a lot from one general use category to another general use category, e.g., from residential to commercial, as defined in the zoning regulations of this code.

Landscaping

18.4.4.030 - Landscaping and Screening

A. General Landscape Standard. All portions of a lot not otherwise developed with buildings, accessory structures, vehicle maneuvering areas, parking, or other approved hardscapes shall be landscaped pursuant to this chapter.

B. Minimum Landscape Area and Coverage. All lots shall conform to the minimum landscape area standards of the applicable zoning district (see Tables 18.2.5.030.A through C for residential zones and Table 18.2.6.030 for non-residential zones). Except as otherwise provided by this chapter, areas proposed to be covered with plant materials shall have plant coverage of not less than 50 percent coverage within one year and 90 percent coverage within five years of planting.

C. Landscape Design and Plant Selection. The landscape design and selection of plants shall be based on all of the following standards:

D. Tree Preservation, Protection, and Removal. See chapter 18.4.5 for tree protection and preservation and chapter 18.5.7 for tree removal permit requirements.

E. Street Trees. The purpose of street trees is to form a deciduous canopy over the street. The same effect is also desired in parking lots and internal circulation streets; rows of street trees should be included in these areas where feasible.

Parking

With the expansion to the rear attention will need to be paid to the proposed parking.

18.4.3.050 Accessible Parking Spaces

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Where off-street vehicle parking is voluntarily provided, it must include the required number of accessible vehicle parking spaces as specified by the state building code and federal standards. Such parking spaces must be sized, signed, and marked as required by these regulations and in compliance with ORS chapter 447. In cases where no parking spaces are voluntarily proposed, outside of the C-1-D zone, for commercial, industrial, public use, mixed-use, and multifamily developments with three or more dwelling units, it is mandatory to provide at least one accessible parking space. 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 submittal

Special Use Standards

18.2.3.130 - Dwelling in Non-Residential Zone: Where dwellings are allowed in non-residential zones, they are subject to all of the following requirements:

B. Dwellings in the E-1 and C-1 zones shall meet all of the following standards, except that dwellings developed in the Climate Friendly (CF) Overlay are not subject to this subsection. See section 18.3.14.040 for the allowed uses in the CF overlay.

1. Mixed-Use Developments. If there is one building on a site, ground floor residential uses shall occupy not more than 35 percent of the gross floor area of the ground floor. Where more than one building is located on a site, not more than 50 percent of the total lot area shall be designated for residential uses. **At least 65 percent of the gross floor area of the ground floor shall be designated for permitted uses** and uses permitted with special use standards, not including residential uses.
2. No maximum residential densities shall apply.
3. Residential uses shall be subject to the same setback, landscaping, and design standards as for permitted uses in the underlying zone.

Standard Remarks

Written Findings/Burden of Proof: Applicants should be aware that written findings addressing the ordinance and all 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.

Scalable Plans: The plans submitted for the pre-application conference are not to scale. Scalable plans are required for the application to be deemed complete.

Neighborhood Outreach: Projects involving changes to established neighborhood 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.

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Other Departments' 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: No comments at this time. If any upgrades to existing service are necessary, please contact Rick Barton in the Electric Department at 541-552-2082.

Underlying Zone Provision

AMC 18.2.6.030 - Unified Standards for Non-Residential Zonesd

- Lot Area: "There is no minimum lot area, width or depth, or maximum lot coverage; or minimum front, side or rear yard, except as required to comply with the special district and overlay zone provisions of part [18.3](#) or the site development and design standards of part [18.4](#)."
- Setbacks: "There is no minimum front, side, or rear yard required, except where buildings on the subject site abut a residential zone..."

Approval Criteria

18.5.2.050 - Approval Criteria: An application for Site Design Review shall be approved if the proposal meets the criteria in subsections A, B, C, and D below. The approval authority may, in approving the application, impose conditions of approval, consistent with the applicable criteria.

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.

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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](#).

Submittal Requirements

18.5.2.040 - Application Submission Requirements: The following information is required for site design review application submittal, except where the Staff Advisor determines that some information is not pertinent and therefore is not required:

A. General Submission Requirements. Information required for Type I or Type II review, as applicable (see sections [18.5.1.050](#) and [18.5.1.060](#)), including but not limited to a written statement or letter explaining how the application satisfies each and all of the relevant criteria and standards.

B. Site Design Review Information. In addition to the general information required for site design review, the applicant shall provide the following information:

1. Basic Plan Information. Plans and drawings shall include the project name, date, north arrow, scale, and names and addresses of all persons listed as owners of the subject property on the most recently recorded deed. The scale of site and landscaping plans shall be at least one inch equals 50 feet or larger, and of building elevations one inch equals ten feet or larger.
2. Site Analysis Map. The site analysis map shall contain the following information:
 - a. Vicinity map.
 - b. The property boundaries, dimensions, and area of the site shall be identified.
 - c. Topographic contour lines at five-foot intervals or less, except where the Staff Advisor determines that larger intervals will be adequate for steeper slopes.
 - d. Zone designation of the land adjacent to the proposed development, including lands subject to overlay zones including but not limited to lands subject to Detail Site Review, Downtown Design Standards, Historic District, Pedestrian Place, Physical and Environmental Constraints, and Water Resource Protection Zones overlays (see part [18.3](#), Special Districts and Overlay Zones).
 - e. The location and width of all public and private streets, drives, sidewalks, pathways, rights-of-way, and easements on the site and adjoining the site.
 - f. The location and size of all public and private utilities, on and adjacent to the subject site, including:

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- g. Site features, including existing structures, pavement, drainage ways, rock outcroppings, areas having unique views, and streams, wetlands, drainage ways, canals and ditches.
- h. The location, size, and species of trees six inches DBH or greater, including trees located on the subject site and trees located off site that have drip lines extending into the subject site.

3. Proposed Site Plan. The site plan shall contain the following information:

- a. The proposed development site, including boundaries, dimensions, and gross area.
- b. Features identified on the existing site analysis maps that are proposed to remain on the site.
- c. Features identified on the existing site map, if any, which are proposed to be removed or modified by the development.
- d. The location and dimensions of all proposed public and private streets, drives, rights-of-way, and easements.
- e. The location and dimensions of all existing and proposed structures, utilities, pavement, and other improvements, including:
- f. Location of drainage ways and public utility easements in and adjacent to the proposed development.
- g. Setback dimensions for all existing and proposed structures.
- h. The location and dimensions of entrances and exits to the site for vehicular, pedestrian, and bicycle access.
- i. The location and dimensions of all parking and vehicle circulation areas (show striping for parking stalls), including accessible parking by building code.
- j. Pedestrian and bicycle circulation areas, including sidewalks, internal pathways, pathway connections to adjacent properties, and any bicycle lanes or trails.
- k. Common open spaces, common areas, plazas, outdoor seating, street furniture, and similar improvements.
- l. Location of outdoor lighting.
- m. Location of mail boxes, if known.
- n. Locations of bus stops and other public or private transportation facilities.
- o. Locations, sizes, and types of signs.

4. Architectural Drawings. Architectural drawings, as applicable.

- a. 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.
- b. Exterior elevations of other proposed structures, including fences, retaining walls, accessory buildings, and similar structures.
- c. The elevations and locations of all proposed signs for the development.
- d. 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,

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cornice and base, relief and projection, etc.) drawn to a scale three-quarters of an inch equals one foot or larger.

5. Preliminary Grading and Drainage Plan. A preliminary grading and drainage plan prepared by an engineer shall be submitted with the application for site design review where a development site is one-half of an acre or larger as deemed necessary by the Staff Advisor. The preliminary grading plan shall show the location and extent to which grading will take place, indicating general changes to contour lines, slope ratios, slope stabilization proposals, and location and height of retaining walls, if proposed, and temporary and permanent erosion control measures. Surface water detention and treatment plans may also be required, in accordance with chapter [18.4.6](#), Public Facilities.
6. Erosion Control Plan. An erosion control plan addressing temporary and permanent erosion control measures, which shall include plantings where cuts or fills (including berms), swales, storm water detention facilities, and similar grading is proposed. Erosion control plans in hillside lands shall also conform to section [18.3.10.090](#), Development Standards for Hillside Lands.
7. Landscape and Irrigation Plans.
 - a. Landscape and irrigation plans shall include the following information:
 - b. When water conserving landscaping is required pursuant to section [18.4.4.030](#), the landscape plan shall contain the following additional information:
 - c. When water conserving landscaping is required pursuant to section [18.4.4.030](#), the irrigation plan included with the building permit submittals shall contain the following additional information:
8. Narrative. Letter or narrative report documenting compliance with the applicable approval criteria contained in section [18.5.2.050](#). Specifically, the narrative shall contain the following:
 - a. For commercial and industrial developments:
 - i. The square footage contained in the area proposed to be developed.
 - ii. The percentage of the lot covered by structures.
 - iii. The percentage of the lot covered by other impervious surfaces.
 - iv. The total number of parking spaces.
 - v. The total square footage of all landscaped areas.

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Procedure

AMC 18.5.1.050 - Type I Procedure (Administrative Decision with Notice)

Type I decisions are made by the Staff Advisor, following 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.
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.

Fees

Site Design Review	\$1,349.60 + \$0.5 % per unit
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For further information or questions please contact:

Aaron Anderson, CFM, Senior Planner

City of Ashland, Community Development Dept.

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

ASHLAND HISTORIC PRESERVATION ADVISORY COMMITTEE

Review Board Comments

February 4, 2026

581 East Main Street/Dezin Fine Homes

The subject property is the “Hubbard-Hardy House”, an historic contributing resource within the Ashland Railroad Addition Historic District constructed in about 1889. The historic survey document notes specifically the wrap-around front porch as a prominent feature and indicates that the shed dormer on the west elevation is incompatible, but that otherwise the home retains high integrity and effectively relates its historic period of development.

HPAC Review Board had previously reviewed the proposal in December 2025 with the following comments:

- ***HPAC members’ preference would be to retain the home’s existing front porch/façade and thus its existing historic character. (AMC 18.4.2.050.C.2.b “Original architectural features shall be restored as much as possible, when those features can be documented.”)***
- *There was however recognition of the practical reasoning behind the proposal.*
- *Committee members indicated that if the proposal were ultimately approved, it would be crucial that trim, siding and windows, and overall proportions be carefully selected to maintain the historic character. And that new landscaping be incorporated to soften the proposed exterior changes.*

In reviewing the pre-application materials at their February 2026 meeting, HPAC Review Board reiterated the above comments, with the following additional notes:

- HPAC members found it notable that the front entry is at grade, which is not typical. They suggested that the proposal seems to work and is “reasonably reversible.”
- HPAC members noted that new upper windows should match the existing, rather than increasing in size. (AMC 18.4.2.050.C.2.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.”)
- HPAC members were split on whether the change to the ground floor rear window (from narrow single to double) was appropriate. (AMC 18.4.2.050.C.2.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.”)