
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 DEPARTMENT
PRE-APPLICATION CONFERENCE
COMMENT SHEET**
July 12, 2017

SITE: 647 B St
APPLICANT: Amy Gunter, Rogue Planning
OWNER: Chris Adderson
REQUEST: Accessory Residential Unit

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.

General:

Planning staff is generally supportive of the Accessory Residential Unit (ARU) proposal provided the formal application demonstrates compliance with all applicable criteria and standards.

Specific areas of consideration with regard to the current request:

- **Parking Requirements:** The City's parking standards require two (2) off-street parking spaces for the primary home and an additional parking space is required for the Accessory Residential Unit (ARU). The pre-app submittal indicates the square footage of the ARU is 384 square feet, which would require one (1) off-street spaces bringing the total requirement for the project to 3 off street spaces.

18.4.3.060 Parking Management Strategies

Except for single-family dwellings, the off-street parking spaces may be reduced through the application of the following credits. The total maximum reduction in off-street parking spaces is 50 percent, except as allowed for Off-Site Shared Parking credits in subsection 18.4.3.060.E, below. The approval authority may require a parking analysis prepared by a qualified professional. See 18.4.3.030.A.3 for parking analysis requirements.

A. On-Street Parking Credit. *Credit for on-street parking spaces may reduce the required off-street parking spaces up to 50 percent, as follows.*

1. Credit. One off-street parking space credit for one on-street parking space meeting the standards of subsections 2-4, below. See Figure 18.4.3.060.A.1.

Section 18.4.3.060A above states that "the off-street parking spaces may be reduced..." Application of these credits is in part based on the availability of on street parking. As a discretionary credit, the applicant would need to demonstrate through a parking analysis that the credit is warranted given a surplus of on-street parking supply. The City of Ashland, working with the University of Oregon recently completed an analysis of parking occupancy within the downtown area (April 2014 Downtown Parking Monitoring Results) which included parking impacts within the Railroad District in proximity to the downtown. The analysis found that consistent high occupancy rates exists within the area. A formal application requesting on-street parking credits will need to demonstrate that the availability of parking on the property's

frontage, and in the immediate vicinity, is sufficient to accommodate the additional demand proposed, and that there is a demonstrable difficulty in locating the needed parking on-site.

The additional parking space proposed, located off of the alley to the west of the garage/ARU, appears to meet the dimensional requirements as well as requisite back up dimension. The pre-application indicates concern regarding the potential adverse impacts associated with locating the parking space within the drip line of the tree. The use of a pervious parking material and raising the driveway surface could be considered in this area in order to avoid any excavation in the root area and to minimize the impacts upon the tree. Given the new driveway and parking pad for the ARU were not included in the original calculation for impervious surfaces, these areas should be addressed in the formal application to demonstrate compliance with the maximum lot coverage of 65%.

Bicycle parking: Pursuant to AMC 18.4.3.070 all uses, with the exception of residential units with a garage and uses in the C-1-D zone, are required to provide a minimum of two sheltered bike parking spaces pursuant to this section. The creation of a new dwelling unit on site triggers the need for installation of bicycle parking on site. Please include the location of bicycle parking with formal submittal items.

- **Landscaping and Open Space:** The City's Site Design and Use standards set specific parameters for landscaping and open space allocation for residential developments, such as identifying an area at least eight (8) percent of the lot are dedicated to open space for the tenants. It appears there is sufficient open space to meet the requirement. A species and size specific landscape plan must be submitted with the application. Please demonstrate compliance with these standards on the site plan as well as an explanation in the written findings. See AMC 18.4.4.030 for additional detail. The concept plan shows a number of tree canopies in proximity of the existing home, and in the immediate vicinity of the proposed ARU. In order to evaluate the formal proposal specificity regarding species and diameter at breast height will be necessary on a tree preservation plan.
- **Historic Compatibility:** As the exterior of the recently permitted structures will be unchanged by the change of use of the guest house under construction into an Accessory Residential Unit the application can readily demonstrate compliance with the Historic District Design Standards.
- **Tree Protection:** Although the building being constructed is nearly complete, the installation of a drive and parking area in the immediate proximity of the Black Walnut Tree will require care be taken to protect the tree. The use of a pervious parking material and raising (or floating) the driveway and parking surface could be considered in this area in order to avoid any excavation in the root area and to minimize the impacts upon the tree.
- **New Electric Service:** The City of Ashland requires that a separate electrical service/meter be installed for each independent living unit. Installation of a new electrical meter/service would also require that a service connection fee be paid to the Electric Department and the meter installed, inspected and approved prior to the issuance of a certificate of occupancy for the unit. Staff would suggest contacting Dave Tygerson of the City of Ashland Electric Department to verify service requirements, including meter placement and applicable fees. A new unit must also be assigned a new/approved address by the Public Works/Engineering Department in conjunction with the creation of a new unit and installation of an electric meter.

- **Written Findings/Burden of Proof:** Applicants should be aware that written findings addressing the ordinance and applicable criteria are not only required, they are heavily depended on when granting approval for a planning action. 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

 - **Site Plan:** Site Plan requirements include a scalable plan, with scale bar, depicting all property lines and abutting streets. A comprehensive list of items to include on the site plan has been included later in this document for your convenience.

 - **Neighborhood Outreach:** Projects involving changes to established neighborhood patterns can be a concern for neighbors; 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 typically sent to neighbors within a 200-foot radius of the property.
-

OTHER DEPARTMENTS' COMMENTS

BUILDING DEPT:

A separate electric meter will be required for the proposed ARU. Applicant will need to obtain required permits; pay applicable fees and charges including System Development Charges; and obtain necessary inspections prior to approved occupancy of the proposed ARU. Please contact the Building Division for any further information at 541-488-5305.

PUBLIC WORKS/ENGINEERING: *No comments at this time.* 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 .

WATER AND SEWER SERVICE: If the project requires additional water services or upgrades to existing services the Ashland Water Department will excavate and install in the city right of way all water services up to and including the meter on domestic and commercial water lines. If a fire line is required the water department will also only install a stub out to the location where the double detector check assembly complete with a Badger brand cubic foot bypass meter should be placed in a vault external to the building. The vault and the DCDA device housed in it are the responsibility of the property owner and should be placed at the property line. Fees for these installations are paid to the water department and are based on a time and materials quote to the developer or contractor. Meter sizes and fire line diameters will need to be provided to the Water Department at the time of a quote being requested.

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

ELECTRIC SERVICE:

Please contact Dave Tygerson in the Electric Department for service and meter location requirements and fee information at (541) 552-2389 or via e-mail to dave.tygerson@ashland.or.us

FIRE:

See comments attached at the end of this document.

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 Julie Smitherman of Conservation Division at (541) 552-2062 or via e-mail to julie.smitherman@ashland.or.us . 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

APPLICATION DETAILS

PROCEDURE: Applications for Accessory Residential Units require Site Review approval. Regulations provide for administrative (“**Type I**”) decisions on these applications, however there is the possibility for a public hearing if an appeal is requested.

APPLICATION REQUIREMENTS: *As detailed in chapter 18.5.1.050, Type I applications shall include the required application materials detailed below. 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.*

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.

PROCEDURE: Type 1 (*Administrative approval subject to hearing on appeal, or if deemed necessary by the Staff Advisor based on final submittal details/issues.*)

Type I Application Requirements

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 (2 copies).*
 - c. *A written statement or letter explaining how the application satisfies each and all of the*

relevant criteria and standards in sufficient detail (2 copies).

- 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

Two (2) legible copies of the plans below on paper no larger than 11 x 17-inches are required, in addition to any full-sized plans provided.

Two (2) copies of the materials required for a Site Review application as detailed in LUO 18.5.2.040. An application for a Site Review shall be submitted by the owner of the subject property or authorized agent on a form prescribed by the City and accompanied by the required filing fee.

RELEVANT CRITERIA AND STANDARDS: 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:

http://www.ashland.or.us/SIB/files/AMC_Chpt_18_current.pdf

.....

| | |
|---|------------------------------|
| UPCOMING APPLICATION DEADLINES: | First Friday of each month |
| UPCOMING PC MEETINGS: | Second Tuesday of each month |
| FEES - Site Review for ARU (Type I): | \$680.00 |

***NOTES:**

- o Applications are accepted on a first come-first served basis.
- o 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.
- o Applications are reviewed for completeness in accordance with ORS 227.178.
- o All applications received are reviewed by staff, and must be found to be complete before being processed or scheduled at a Planning Commission meeting.
- o The first 15 COMPLETE applications submitted are processed at the next available Planning Commission meeting.

| | |
|--|----------------------|
| <u>For further information, please contact:</u> | <u>July 12, 2017</u> |
| Brandon Goldman, Senior Planner | Date |
| City of Ashland, Department of Community Development | |
| Phone: 541-552-22076 or e-mail: brandon.goldman@ashland.or.us | |