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 DIVISON
PRE-APPLICATION CONFERENCE
COMMENT SHEET February 21, 2018
(*please e-mail staff report*)

SITE: 950 Bellview Avenue
APPLICANT: Bob Haxton
REQUEST: Site Design Review for an Accessory Residential Unit

PLANNING DIVISION COMMENTS

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

Summary: The proposal requires Site Design Review to add an Accessory Residential Unit (ARU). Staff are generally very supportive of ARU's as a means of providing a more diverse range of housing through in-fill development. There are a couple of issues which will need to be further addressed in the final application including looking at parking/on-street parking and driveway curb cuts, and potentially in planning the placement of the ARU to consider existing trees on the property - and potentially solar access requirements.

SITE DESIGN REVIEW

The application must address the following criteria and standards from Ashland Municipal Code (AMC) 18.5.2.050 for a Site Design Review approval for residential development.

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.

- The property is zoned Single Family Residential (R-1-7.5). The application would need to demonstrate compliance with the applicable provisions for this zoning district as detailed in Table 18.2.5.060.A "Standards for Urban Residential Zones" including standard setbacks, 45 percent maximum lot coverage, maximum 35-foot/2½-story building height, building orientation, and the applicable design standards.

B. Overlay Zones. The proposal complies with applicable overlay zone requirements (part 18.3).

- The subject property is not located within any overlay zones.

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.

- **Multi-Family Residential Development Standards** – This proposal, like any application involving two or more residential units on the same lot, is subject to the Residential Development Standards in AMC 18.4.2.030.

- **Open Space:** An area equal to at least eight percent of the lot area is required to be dedicated as open space for recreational use by residents of the proposed unit. Decks, patios and similar areas are eligible for open space but areas covered by ground covers that do not provide suitable surface for human use (e.g., shrubs, bark mulch) cannot be counted toward this requirement. Units would need to be able to easily access the open space area. The open space area and calculations must be clearly indicated in the application.
- **Landscaping:** The property is required to meet the landscape standards of AMC 18.4.4.030. If the landscaping has experienced deferred maintenance and requires upgrades, the landscape plan could focus on the area immediately around the proposed unit.
    - Landscape areas are required to have plant coverage of not less than 50% within one year and 90% coverage within five years of planting.
    - An irrigation plan is required at the time of submittal of the building permit.
- **Tree Preservation/Protection:** While tree removal is not generally regulated for single family homes, with the addition of an ARU and the requirement for Site Design Review the applicants may be required to retain and protect existing trees or other natural features of the site. The applicants should consider the location and size of the unit based on the potential impacts on existing trees, and may need to consult an arborist to determine the condition of trees and their ability to withstand the proposed construction. A tree protection plan is required with the application to ensure that trees are protected during site disturbance (including demolition, construction, driveway/parking installation, staging of materials, etc. This plan is required to 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 as well, including any existing street trees.
- **Parking**

  Vehicle Parking

    - Four off-street parking spaces are required with two spaces for the main home and two spaces for the proposed ARU.
    - **Parking & On-Street Parking Credits –** With recent code changes, on-street parking credits are no longer automatically granted, and are instead considered given the level of on-street parking demand in the area. Recent applications have raised the issue of heavy on-street demand along Bellview from Siskiyou southward, and on-street parking credits could be questioned in this area. As illustrated, it also does not appear that there is adequate street frontage for the on-street parking spaces requested – two on-street credits would require 44 linear feet of frontage and only 38 feet appears to be available before the ten-foot no parking area adjacent to a driveway is considered. In staff's preliminary assessment, the applicants may wish to consider reducing the size of the ARU to less than

500 square feet to lower the required parking to three spaces and/or providing additional parking on-site from a single curb cut. (*Two regular and one compact parking spaces could be accommodated from a single curb-cut within the allowances for parking in a front yard.*)

- **Number of Curb Cuts (AMC 18.4.3.080.D.5)/Distance Between Driveways (18.4.3.080.C):** Single Family-zoned properties are only allowed one curb cut per lot, and driveway curb cuts on neighborhood streets must be a minimum of 24 feet from adjacent driveways, measured to the bottom of the apron wings. As illustrated, the two curb cuts violate both of these standards, and the second curb cut would need to be removed as part of the final application.

Bicycle Parking

- Three-to-four sheltered bicycle space meeting the requirements of AMC 18.4.3.070 are required for the proposed unit (i.e. two U-racks). The final requirements would be dependent on the number of bedrooms in each unit

- **Solar Access:** The application would need to include calculations demonstrating that the proposed unit would cast no more shadow on the property to the north than would be cast under the applicable solar standard. The application would also need to include calculations demonstrating that the lot was subject to a Class B solar access standard as stated in the pre-application materials. *Meeting a Class A solar standard could prove difficult with the placement of the ARU near the north property line.*

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.

- **Utility Connections:** A utility service plan is required with the Planning application, and needs to show locations of existing services and proposed utilities. Any transformers or cabinets shall be placed in locations that are the least visible from the public right-of-way. the utility line and meter locations needs to be coordinate with the tree protection plan to identify any potential impacts to trees that are six inches dbh or greater.

  - **Electric Meter -** The city requires a separate underground electric service for each residential unit. Electric meters/boxes should be placed in locations that are least visible from the street right-of-way while providing for the access needs of the Electric Department.

- **Frontage Improvements:** With Site Review, applications are typically required to install frontage improvements (i.e. parkrow planting strips with irrigated street trees and sidewalks) along their full street frontage or request an Exception to the Street Standards. Applications for ARU often request Exceptions to this standard, and are typically required

to sign-in favor of a future Local Improvement District (LID) in lieu of installing street improvements.

- **Drainage Plan**: A drainage plan to deal with roof / footing drains and surface drainage will need to be submitted for the review and approval of the Building and Public Works/Engineering Departments. The Ashland Building Division policy BD-PP-0029 requires that storm water from all new impervious surfaces and run-off associated with peak rainfalls must be collected on site and channeled to the City storm water collection system (i.e., curb gutter at public street, public storm pipe or public drainage way) or through an approved alternative.
- **Permit Fees and System Development Charges (SDC's):** In addition to building permit fees and utility connection fees, ARU's are required to pay systems development charges SDC's for the various utility systems impacted by a new unit (i.e. Water, Sewer, Storm Water, Parks, Transportation). These fees are paid at the time of issuance of a building permit. Front counter staff can provide an estimate of the likely permit fees and SDC charges for the project.

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.

- If any Exceptions are required to the Design Standards, they would need to be requested and justified based on the above criteria.

ARU's in the R-1 Zone

In addition to the Site Design Review criteria, applications for ARU's in the R-1 zone must also demonstrate compliance with the following standards:

1. One accessory residential unit is allowed per lot, and the maximum number of dwelling units shall not exceed two per lot.
2. Accessory residential units are not subject to the density or minimum lot area requirements

of the zone, except that accessory residential units shall be counted in the density of developments created under the Performance Standards Option in chapter 18.3.9.

3. The maximum gross habitable floor area (GHFA) of the accessory residential unit shall not exceed 50 percent of the GHFA of the primary residence on the lot, and shall not exceed 1,000 square feet GHFA.
4. The proposal shall conform to the overall maximum lot coverage and setback requirements of the underlying zone.
5. Additional parking shall be provided in conformance with the off-street parking provisions for single-family dwellings in section 18.4.3.040, except that parking spaces, turn-arounds, and driveways are exempt from the paving requirements in subsection 18.4.3.080.E.1.

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 ORDINANCE REQUIREMENTS: See "**Table 18.2.5.030.A – Standards for Urban Residential Zones**."

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, 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

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: See attached comments. Please contact Ralph Sartain from the Fire Department for any Fire Department-related information at 541-552-2229 or via e-mail to ralph.sartain@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 or (walkers@ashland.or.us) with any questions regarding water utilities.

TALENT IRRIGATION DISTRICT (TID): Comments from the Talent Irrigation District are included at the end of this document. For any further TID-related information, please contact the Talent Irrigation District at PO Box 467, 104 West Valley View Road, Talent, OR 97540. **Phone:** 541-535-1529; **Fax:**541-535-4108; **E-Mail:** tid@talentid.org; **Website:** www.talentid.org

ELECTRIC SERVICE: "*Overhead service will need to be upgraded and additional ARU meter to be grouped with primary residence. Please have applicant contact the Electric Department to discuss service requirements and connect fees @ 541.552.2389. Regards, Dave Tygerson*." 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 tygersod@ashland.or.us . Dave will arrange an on-site meeting, and develop a preliminary electrical service plan for the site. Please allow additional time to accommodate scheduling of this on-site meeting and preparing the preliminary plan. Submittals will not be deemed complete without a preliminary approved plan from the Electric Department.

PROCEDURE

Site design review for two or more units is subject to a "Type I" procedure (see http://www.ashland.or.us/SIB/files/Flowchart_Type%20I_Revised%207_2017.pdf) which includes an administrative decision made following public notice and a public comment period. Type I decisions provide an opportunity for appeal to the Planning Commission.

APPLICATION REQUIREMENTS

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

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**
- **Accessory Residential Unit** **AMC 18.2.3.040.A**
- **Exception to Street Standards** **AMC 18.4.6.020.B.1**
  (*if applicable to the final proposal*)

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 Protection Plan:** **AMC 18.4.5.030**

PLANNING APPLICATION FEES:

Site Design Review/ARU	$680.00
Exception (if applicable)	$ 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.

For further information, please contact: February 21, 2018

Derek Severson, *Senior Planner* Date
City of Ashland, Department of Community Development
Phone: 541-552-2040 or e-mail: derek.severson@ashland.or.us