
The comments of this pre-application 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
March 16, 2020

SITE: 1015 Ashland Street.
APPLICANT: Patricia Acheatel
REQUEST: Site Design Review and Variance

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.

Summary: The proposal to convert a studio workshop into a 2nd dwelling which requires Site Design Review. This is distinct and different than an ARU which is subject to different regulations. This is because the property is zoned multi-family (R-2) with the potential to support up to 4.6 dwelling units.

Two challenges present themselves with the proposed development: Parking and satisfying the minimum density requirement.

Parking: As proposed the application would require a total of four off street parking spaces. A reduction to only three parking spaces can be achieved if the proposed residence is reduced in size by approximately 44 square feet. Our definition of habitable space excludes portions of the building with a ceiling height of less than seven feet. It also excludes utility closets that are accessed solely from the exterior of the structure. Unfortunately, on street parking credits are prohibited within 200' of SOU's zoned properties. That said, one could make a strong argument that the property to the east while owned by SOU is not supporting the college.

Standard Parking spaces are 9' in width; Three parking spaces could be accommodated with a variance to the limitation of 25' feet in width of parking in the front yard. An increase of only 2' or 8-percent.

Minimum Density: The code requires development to occur at 80% of the base density. As mentioned this property has a base density of 4.59 dwelling units, eighty percent of that would result in 3 dwelling units. This can be addressed by ensuring that the project is capable of development to that scale through the development of a shadow plan. A shadow plan, or future development plan, shows the development potential and does not obligate you to move forward with it. To demonstrate compliance an area of off street parking could be proposed behind the existing garage and a building envelope could be established behind the main house for the 'future dwelling'.

Riparian buffer: The application site plan should clearly show the distance from the centerline of waterway. During site staff came to the conclusion that the adopted map for Riparian buffers doesn't realistically show the location of the waterway.

Site plan required: A complete application will include a site plan showing the entire property, proposed and future development.

ZONING: R-2, Low Density Multi-Family Residential

LANDSCAPING REQUIREMENTS: 35% of site is required to be landscaped. Proposed landscaping must meet the Landscaping section of the Site Design and Use Standards. An irrigation plan is required, but may be deferred until the building permit submittals. Include street trees, 1 per 30' of street frontage. All trees greater than 6" in diameter are also to be shown.

LOT COVERAGE: A maximum of 65% if the lot may be covered with impervious surface. The application materials demonstrate compliance with this standard.

SETBACKS: 20' for front yard, 6' for side yards (10' for side yards abutting a public street), 10' per story for rear yard. Building permits will need to include information demonstrating compliance

TRASH/RECYCLE: Location must be shown on plan, sized and screened in accordance with AMC 18.4.4.040.

Tree Preservation/Protection: 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.

Solar Setback: The application materials need to demonstrate compliance with the solar setback standard in AMC 18.4.8.020.

What follows are the approval criteria for Site Design Review. The san serif text is copied from the Ashland Municipal Code (AMC), text in Times are my notes to you regarding each item.

18.5.2.050 Approval Criteria for Site Design Review.

A. Underlying Zone.

This is where you would address the overall lot standards including setbacks, and lot coverage.

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

The only overlay zone that effects your property is the Wildfire overlay which covers the entire town. You should to mention that you will coordinate with the Fire Department and complete a fuel mitigation area prior to the beginning of construction.

C. Site Development and Design Standards. The proposal complies with the applicable Site

Development and Design Standards of part [18.4](#),

This section is the most significant portion of your written findings. Below I list the major components of all of the design standards from 18.4.

D. City Facilities.

This not really relevant to your development as your proposal doesn't involve the installation of any city facilities (sewer or water mains etc.)

E. Exception to the Site Development and Design Standards.

You would only need to address this section if you are seeking an exception, and I don't believe that you will need to.

18.4 Building Placement Orientation and Design

18.4.2.030 Residential Development

- a. Parking Layout. Parking for residents should be located so that distances to dwellings are minimized.

Parking is arranged behind the main house accessed through the garage, the distance to dwellings is minimized and the required buffer of 5' between buildings and property lines is provided.

C. Building Orientation.

1. Building Orientation to Street. Dwelling units shall have their primary orientation toward a street. Where residential buildings are located within 20 feet of a street, they shall have a primary entrance opening toward the street and connected to the right-of-way via an approved walkway.
2. Limitation on Parking Between Primary Entrance and Street. Automobile circulation or off-street parking is not allowed between the building and the street. Parking areas shall be located behind buildings, or on one or both sides.

The proposal is further than 20 feet from the street. In your own words address pedestrian connectivity. Parking is located behind the main house.

D. Garages. Setback for Garage Opening Facing Street. The minimum setback for a garage (or carport) opening facing a street is 20 feet.

The existing garage meets this requirement

E. Building Materials.

Address the type of color and building materials you are proposing. No neon or primary colors please.

F. Streetscape.

N./A there is no parking strip.

G. Landscaping and Recycle/Refuse Disposal Areas.

Indicate on your plan where recycle and trash containers will be stored.

H. Open Space.

Multifamily developments require 8% open space for recreation. Just indicate the amount of yard area (exclusive of parking) that is available for recreation. I am confident it will exceed the 8% requirements.

18.4.3 Parking and Access

This was discussed above. The project provides the required off street parking.

18.4.4 Landscaping

The property has existing mature landscaping.

18.4.5 Tree Protection

Are there any trees that need to be removed? The plan should indicate fencing for the protection of trees greater than 6”

OTHER CITY OF ASHLAND DEPARTMENT COMMENTS

BUILDING: For the conversion of the existing structure, to habitable space, the following sections of the 2017 ORSC should be considered. Sections R304 (Minimum room areas), R305 (Ceiling height), R306 (Sanitation), R307 (Toilet Bath and Shower spaces), R308 Glazing Requirements, Section N1101.2.3.2 (Energy requirements for change of use), Energy Tables N1101.2, and N1101.3. These comments are limited to the information currently provided. Following submission of plans, more comments are likely to come.

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: Any construction or closure within the public right of way will require a Public Works permit, separate from this permit, and MUST be obtained before any work in the right of way commences. 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: General Fire Department comments are included at the end of this document. Please contact Fire Marshal Ralph Sartain of the Fire Department for any additional 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 only install a stub out to the location where the double check detector assembly or reduced pressure detector 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 or RPDA 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. *The Ashland Water Department is also requiring new projects to comply with all current cross connection rules and regulations, this may require backflow prevention devices to be placed at the potential hazard or just behind the meter or connection for premises isolation depending on the degree of hazard, type of intended use of the facility or even the geographical location of the building or facility.* Please Contact Steve Walker by phone at [541-552-2326](tel:541-552-2326) or e-mail walkers@ashland.or.us to discuss the intended use of the facility or property and any potential cross connection hazards associated with it or for any questions regarding water connections.”

ELECTRIC SERVICE: Consult with the Electric Department before submitting the application. If upgrades or new meters are proposed, an Electric Distribution System Plan is required including load calculations and the location of all primary and secondary services including transformers, cabinets and all other necessary equipment. This plan must be reviewed and approved by the Electric Department prior to submitting the application. Please contact Dave Tygerson in the Electric Department for any service requirements or fee information at (541) 552-2389 or via e-mail to tygersod@ashland.or.us .

APPLICATION REQUIREMENTS

PROCEDURE

Conditional Use and Site Design Review permits for a Travelers' Accommodations are 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. If there are larger issues involved – or a Variance is requested – a Type II application with a public hearing may be required.

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

