
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 February 5, 2020

SITE: 882 B St
APPLICANT: Treiger
REQUEST: Site Design Review

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 a Site Design Review because it involves multiple units on one multi-family zoned lot. In staff's preliminary assessment, primary issues with the proposal are likely to include:

- **Eighth Street Driveway Access:** As detailed in AMC 18.4.3.080.C.5, for applications subject to Site Design Review, *“Where a property has alley access, vehicle access shall be taken from the alley and driveway approaches and curb cuts onto adjacent streets are not permitted.”* Closure of the Eighth Street curb cut, and limiting access to the alley only, was a condition of approval for construction of the second unit. A curb cut would not be permitted on the Eighth Street frontage unless a Type II Variance were approved.
- **Historic District Design Standards:** In addition to the Building Placement, Orientation & Design standards in AMC 18.4.2.030, the design and applications materials would also need to respond to the Historic District Design Standards in AMC 18.4.2.050. These standards consider historic compatibility with the immediately surrounding historic district in terms of **height, scale, massing, setback, roof form, rhythm of openings**, sense of base or platform, building form, sense of entry, imitation of historic features, placement of additions and garage.
- **Maximum Permitted Floor Area:** Within residential zones located in the Historic District Overlay, new structures and additions are limited to a maximum permitted floor area (MPFA) as detailed in AMC 18.2.5.070. MPFA includes the gross floor area including any living space or potential living spaces within the structure with at least seven feet of head room. For the subject property:

Lot Area:	10,050 square feet
Adjustment Factor:	0.71
Adjusted Lot Area:	7,135.5
Graduated Floor Area Ratio/Two-Units:	0.40
Maximum Permitted Floor Area (Outright):	2,854.2 square feet

Accessory Residential Units detached from a primary structure by at least six feet are exempt from inclusion in the MPFA, however in this instance because the existing 1995 residence is

greater than 500 square feet it is considered a multi-family residential unit rather than an accessory unit and is counted in the MPFA calculations.

Provided that the garage is separated by at least six feet, it could be exempted from the calculations. This exemption allows a connection by an open breezeway.

- **Demolition:** If the application is not exempt from Demolition/Relocation Review (which requires a determination that the building is a dangerous building under the IEBC) it would typically require a demonstration that “*The structure cannot be rehabilitated or reused on site as part of any economically beneficial use of the property.*” Approval of a demolition requires that Site Design Review approval for the replacement structure be obtained first.

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.
- B. Overlay Zones.** The proposal complies with applicable overlay zone requirements (part 18.3). See historic
 - **The property is located in a historic district, and the application would need to address the Historic District Design Standards in AMC 18.4.2.050 as discussed above.**
- 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.
 - **Open Space:** Multi-family development requires an area equal to at least eight percent of the lot area dedicated to open space for recreation use by tenants. The application will need to clearly identify this area on the site plan.
 - **Landscaping:** The property is required to meet the landscape standards of AMC 18.4.4.030. If there are not currently street trees within the park row meeting the Street Tree Standards, irrigated street trees from the Recommended Street Tree Guide would need to be planted at a spacing of one tree per 30 feet of frontages.
 - **Frontage Improvements:** Typically, with Site Review approval the applicant would need to install frontage improvements to city standards which would require sidewalk installation along Eighth street or that an Exception to Street Standards be requested and approved.
 - **Vehicle Parking:** The final application would need to address the parking requirements in AMC 18.4.3, and would likely need to provide four off-street parking spaces. On-street parking credits may be granted for up to 50 percent of the required parking; credits are

considered for each 22-feet of available on-street parking along the frontage(s).

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.

- **Systems Development Charges:** A building permit to add the new residence would need to pay any applicable fees and charges, including permit fees, utility connection fees, and system development charges for a new unit – less any credits for the existing unit - prior to permit issuance.
- **Separate Electric Meter:** Each separate unit requires a separate electric service/meter.

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.

Tree Preservation, Protection and Removal: An inventory of all trees six-inches in diameter at breast height and greater on the property and within 15 feet of the property boundaries is required with the application as required in AMC 18.4.5. The inventory must include detailed information including but not limited to species, diameter at breast height, condition, and drip line/protection area of each tree. The plan must clearly identify trees to be preserved and how they will be protected and show those trees to be removed, and address the tree removal permit requirements in AMC 18.5.7 for any trees to be removed which are over six-inches in diameter at breast height.

Neighborhood Outreach: Staff always recommends applicants approach the affected neighbors to discuss proposals and try to address any concerns as early in the process as possible. Notices will be sent to owners of neighboring properties within a 200-foot radius, signs posted on the site and advertised in the local newspaper once an application is deemed complete. In many cases, it is better if neighbors hear of the proposal from the applicants rather than by a formal notice from the city.

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 in the decision making process 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 AMC 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 Fire Department comments at the end of this document. 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: Please Contact Steve Walker at [541-552-2326](tel:541-552-2326) or e-mail walkers@ashland.or.us with any questions regarding water utilities.

ELECTRIC SERVICE: Please contact Dave Tygerson in the Electric Department for service requirements and fee information. Each unit will require its own separate electrical service. Dave can be reached at 541-552-2389 or via e-mail to tygersod@ashland.or.us .

HISTORIC COMMISSION: *“The existing Historic Contributing house appears to be demolished. We do not support this! Consider leaving the historic front elevation on B Street and add a side addition on Eighth Street elevation that is offset to the back half of the existing house and keep the houses connection. Need to show existing building elevations and footprints.”* The Historic Commission has an informal weekly review board of 2-4 members who meet weekly on Thursday afternoons beginning at 3:15 p.m. by appointment to discuss issues with development proposals. Appointments can be made by contacting the Planning Department front office at (541) 488-5305.

PROCEDURE

Site Design Review for multi-family development is subject to a “Type I” procedure 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. *(If a Variance were requested for access from Eighth Street when alley access is available, a Type II procedure would be necessary and would require a decision through a public hearing before the Planning Commission with the potential for an “on the record” appeal to the City Council.)*

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>. *(There’s a green Municipal Code quick link button near the bottom of the page on the right.)*

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 |
| ○ | Exception to Street Standards | AMC 18.4.6.020.B.1 |
| ○ | Variance (if applicable) | AMC 18.5.5.050 |
| ○ | Tree Removal (if applicable) | AMC 18.5.7.040 |

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**
- **Variance (if applicable)** **AMC 18.5.5.040**
- **Tree Inventory/Preservation Plan** **AMC 18.4.5.030**
- **Tree Removal (if applicable)** **AMC 18.5.7.030**

<u>FEES</u>	Site Design Review	\$ 1,092 + \$72.50/unit
	Variance (Type II, as applicable)	\$ 2,190.75
	Exceptions (if applicable)	\$ 0
	Tree Removal (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. 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:

Derek Severson, *Senior Planner*

Date: February 5, 2020

City of Ashland, Department of Community Development

Phone: 541-552-2040 or e-mail: derek.severson@ashland.or.us

Ashland Fire & Rescue (AF&R) Pre-Application Comments

Date: 01-09-2020
Project Address: 882 B Street
Permit Number: PreApp-2019-00171
Project Description: Two-Story SFR /Demo/Garage
AF&R Contact: Ralph Sartain
541-552-2229
ralph.sartain@ashland.or.us

Fire department comments are based upon the 2014 Oregon Fire Code as adopted by the Ashland Municipal Code, and Ashland Land Use Laws:

- **Addressing** - Building numbers or addresses must be at least 4 inches tall, be of a color that is in contrast to its background, and shall be plainly visible and legible from the street fronting the property. Additional directional signage may be necessary to guide emergency responders down a driveway, path or through a gate. All premises identification, street signs and building numbers, must be in place with temporary signs when construction begins and permanent signage prior to issuance of any occupancy. **OFC 505**
- **Fire Apparatus Access Approach** -The angle of approach at the point where the public road transitions to the private fire apparatus access road must meet the City of Ashland Engineering Department specifications. **OFC 503.2.8**
- **Fire Apparatus Access** -Single Residential Lot-If the furthest point on the structure is greater than 150' from the street, the entire length of the private drive or street must meet fire apparatus access. Fire apparatus access shall be 15 feet clear width, with the center 12 feet being constructed of an all-weather driving surface. Fire apparatus access must support 60,000 pounds, no parking, have a maximum slope of 10 percent, and have vertical clearance of 13' 6". With the installation of fire sprinklers, 200' of the driveway is allowed to have an 18 percent slope. Inside turning radius is at least 20 feet and outside turning radius is at least 40 feet and must be indicated on site plans submitted for building permits. Fire apparatus access is required to be signed as "No Parking-Fire Lane". Final plat needs to indicate that the private drive is fire apparatus access and must state that it cannot be modified without approval of Ashland Fire & Rescue.
- **Firefighter Access Pathway** – An approved footpath around the structure is required so that all exterior portions of the structure can be reached with the fire hose. Any changes in elevation greater than two feet in height (such as retaining walls) require stairs. The stairs shall be an all-weather surface, and meet the requirements as specified in the Oregon Structural Specialty Code. **OFC 503.1.1**

- **Fire Hydrant Distance to Structures** - Hydrant distance is measured from the hydrant, along a driving surface, to the approved fire apparatus operating location. Hydrant distance shall not exceed 300 feet. Hydrant distance can be increased to 600 feet if approved fire sprinkler systems are installed.
- **Fire Hydrants Clearance** - Hydrants must have 3 feet of clearance extending from the center nut of the hydrant all the way around. Fences, landscaping and other items may not obstruct the hydrant from clear view. Hydrants must be shown on site plan when submitting for building permits.
- **Fire Sprinkler System** – The installation of a fire sprinkler system may be an acceptable means to mitigate deficiencies related to other fire requirements such as fire flow, hose reach, fire lane width, fire apparatus turn-around, distance to fire hydrants, and fire department work areas. **OFC 503.1.1**
- **Gates and Fences** – Obstructions such as gates, fences, or any other item which would block or reduce the required fire apparatus access width must be shown on the plans and approved by Ashland Fire and Rescue.
- **Wildfire Hazard Areas** – On lands designated in the Wildfire Lands Overlay, a “Fuel Break” as defined in **Ashland Municipal Code, section 18.3.10.100** is required.
- **Wildfire Hazard Areas** - All structures shall be constructed or re-roofed with Class B or better non-wood roof coverings, as determined by the Oregon Structural Specialty Code. No structure shall be constructed or re-roofed with wooden shingles, shakes, wood-product material or other combustible roofing material, as defined in the City's building code. **AMC 18.3.10.100**
- **Vegetation** – existing and intentionally planted vegetation is required to meet AMC 18.3.10.100B(2) General Fuel Modification Area Standards. The Fire Wise landscaping brochure provides diagrams and examples of how to meet these requirements. www.ashlandfirewise.org. Contact Ashland Fire & Rescue Forestry Division for a fuel break inspection.
- **Fire Season** – If work will be completed during fire season, check fire season fire prevention requirements found at www.ashland.or.us/fireseason.

Final determination of fire hydrant distance, fire flow, and fire apparatus access requirements will be based upon plans submitted for Building Permit review. Changes from plans submitted with this application can result in further requirements. Any future construction must meet fire code requirements in effect at that time. The fire department contact for this project is Fire Marshal Ralph Sartain. He may be contacted at (541) 552-2229 or ralph.sartain@ashland.or.us .