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*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.*

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**ASHLAND PLANNING DEPARTMENT**      **SITE:**            416 Bridge Street.  
**PRE-APPLICATION CONFERENCE**      **APPLICANT:**  
**COMMENT SHEET**                      **REQUEST:**    Site Design Review  
August 5, 2020

### **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 existing space in the main house as a sixth dwelling which requires Site Design Review.

The property is zoned multi-family (R-3) with a base density of 5.93 dwelling units. (129.2x100 = 12920 sq. ft = 0.2966 ac x 20 = 5.93).

|                                     | DU   | Parking |
|-------------------------------------|------|---------|
| Existing House =                    | 2    | 3       |
| (E) units < 500 sq. ft. = .75 x 3 = | 2.25 | 3       |
| (P) unit < 500 sqs ft =             | 0.75 | 1       |
| Total proposed density =            | 5    | 7       |

**Parking:** As proposed the application would require a total of seven off street parking spaces. From PA99-063: "A total of six off-street parking spaces are required for the exiting two units in the house and the three proposed studio units. Four parking spaces are existing at the rear of the property, and are improved w/grass crete paving. One off-street parking space credit is available for the frontage of the property on Bridge Street. The applicant is proposing to add one accessible parking space to the existing area in the rear of the property. This additional space plus the off-street parking credit on Bridge Street meets the required six spaces. Grass crete will be used to expand the parking area."

#### Available Parking On Site:

- 1 Existing On-Street Credit (*Staff does not support additional on-street credits*)
- 1 parking spot that would require an exception to Site Design Standards (Next to driveway)
- 4 standard parking spaces, plus 1 ADA spot

Total: 7 parking spaces.

Demo of existing structure. It appears that the structure to be removed is less than 500 sq. ft. and is there for exempt from a demolition review, but a permit will still be required.

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

**ZONING:** R-3, High Density Multi-Family Residential

**LANDSCAPING REQUIREMENTS:** 25% 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 75% 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.

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**OTHER CITY OF ASHLAND DEPARTMENT COMMENTS**

**BUILDING:** 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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto:tygersod@ashland.or.us) .

## 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.

**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](#). (Ord. 3147 § 9, amended, 11/21/2017)

# 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 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**  
**FEES:** **Site Design Review** **\$1092**

### For further information, please contact:

Aaron Anderson, *Assistant Planner*

City of Ashland, Department of Community Development

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

August 5, 2020

Date