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*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.*

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**ASHLAND PLANNING DIVISION  
PRE-APPLICATION CONFERENCE  
COMMENT SHEET**  
May 8, 2019

**SITE:** 439 Chestnut  
**APPLICANT:** Steve Craker  
**REQUEST:** Site Design Review for an  
ARU (conversion of existing garage)

### **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 planning application and approval for Site Design Review for the conversion of an existing garage into an ARU. The primary issues in meeting the applicable design standards are the vehicle parking location and demonstrating base zone requirements are met.

**Generally:** The request seems to be a straightforward one and staff are generally supportive.

**Parking:** AMC 18.4.3.040 requires two parking spaces for the primary residence and one parking spaces for an Accessory Residential Unit. An on-street parking credit may be used to meet one of the required off-street parking spaces for the ARU, however the granting of on-street parking credits is now a discretionary decision considered on a case by case basis, rather than something which can be taken for granted. The key consideration would be the level of demand for on-street parking.

**Site Design Review:** In addition to addressing the requirements above for an ARU, the application must also include written findings addressing the approval criteria for Site Design Review, including the applicable building placement, orientation and design standards for multi-family residential development detailed in AMC 18.4.2.030 sections C, D & E. The application will need to clarify the proposal in context as it relates to the applicable standards, and will need to include a scalable site plan and detailed drawings of the site to support a demonstration of compliance with the applicable standards. Some specific areas of consideration with regard to the current request:

- **Building Orientation to the Street:** Standards generally seek a strong orientation of buildings to the street and a limitation on parking between the building and the street. The written findings will need to address the nature of the existing structure and how the proposal will address the standards.
  - The Ashland LUO defines the front lot for corner lots as the frontage that is narrowest, which means that technically your front yard is on Luna Vista. Your findings should state that the primary structure has historically had a primary orientation facing Chestnut that serves as the ‘front yard,’ and that the garage to be converted is far enough away from the street to be exempt from the pedestrian connection.
- **Garages:** The provisions of this section are not applicable to this proposal. The proposed

development includes converting the garage to an ADU. (See building orientation above).

- **Building Materials:** Building materials and paint colors should be compatible with the surrounding area.
- **Additional Elements:** Elements such as exterior lighting, trash and recycling, and bike parking also need to be shown on the site plan and details of how they will be integrated into the proposal provided in the written findings.

**Accessory Residential Unit (ARU) Criteria:** Where accessory residential units are allowed, they are subject to Site Design Review under chapter 18.5.2, and shall meet all of the following requirements.

- One accessory residential unit is allowed per lot, and the maximum number of dwelling units shall not exceed two per lot. (Satisfied)
- 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. (N/A)
- 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. (Satisfied)
- The proposal shall conform to the overall maximum lot coverage and setback requirements of the underlying zone. *Maximum allowed lot coverage is 45%.*
- 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. The existing house requires two spaces and the ARU requires one space. The application will need to illustrate that three spaces meeting parking standards are provided, or alternatively show two spaces meeting the requirements with a request for on-street parking credit.

**Bicycle Parking:** One sheltered bicycle parking space is required for the accessory residential unit. Parking must meet the requirements of AMC 18.4.3.070.I & J. Please show the proposed bicycle parking facilities on the site plan.

**System Development Charges (SDC's):** The creation of a second unit requires that System Development Charges to be paid for the additional impacts created by the new unit. System development charges consist of Water, Sewer, Storm Water, Parks, and Transportation fees based on the square footage added to the system. Fees are to be paid with the issuance of a building permit.

**New Electric Service:** The City of Ashland and Oregon state law require 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. Creation of a dwelling unit and installation of a meter requires that the new unit be assigned an address of its own.

**Utility Connections:** A utility service plan is required with the Planning Application. Please show the locations of existing services and proposed services, including transformers, meters, etc. Transformers or cabinets shall be placed in locations least visible from the public right-of-way.

**Tree Preservation/Protection:** All planning actions are required to include a tree inventory/preservation/protection plan in accordance with AMC 18.4.5.030. This is intended to ensure that trees are protected during all site disturbance (including demolition, construction, driveway/parking installation, staging of materials, etc. This plan must 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.

**Frontage Improvements:** If the applicants have not already done so, they would need to sign-in favor of a future local improvement district (LID) and agree to participate proportionally in the cost of providing required street frontage improvements across the street frontage(s) of the subject property.

**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.

**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.

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## OTHER DEPARTMENTS' COMMENTS

**BUILDING DEPARTMENT:** *A new electric service is required when a new residential dwelling unit is created. Depending on distance separating building fire separation construction may be required.* Please contact the Building Division for any further information on code requirements at 541-488-5305.

**ENGINEERING:** *No comments at this time.* Please contact Karl Johnson of the Engineering Division for any further information at 541-552-2415.

**STREETS AND TRANSPORTATION:** *No comments at this time.* Please contact Karl Johnson of the Engineering Division for any further information at 541-552-2415.

**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 via e-mail to: [walkers@ashland.or.us](mailto:walkers@ashland.or.us) with any questions regarding water utilities.

**ELECTRIC SERVICE:** A new residential unit will require a separate electric service and meter. 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](mailto:tygersod@ashland.or.us) .

**FIRE:** See full comments at the end of this document. Please contact Fire Marshall Ralph Sartain at 541-552-2229 or via e-mail to [ralph.sartain@ashland.or.us](mailto:ralph.sartain@ashland.or.us) for any questions regarding Fire Code or Fire Department-related issues.

**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) .

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## **ZONING INFORMATION**

**(See Table 18.2.5.030.A Standards for Urban Residential Zones)**

**ZONING:** R-1-7.5, Single Family Residential with a 7,500 square foot minimum lot size.

**LANDSCAPING REQUIREMENTS:** 55 percent of the site must be retained in landscaping, and a site-, size-, and species- specific landscaping plan is required at time of formal application. The landscape plan must address any required screening, and include street trees, one per 30' of street frontage where applicable. Provide irrigation system for all landscaped areas. Landscaping shall be designed so that 35 percent coverage occurs after one year and 90 percent after 5 years.

**PARKING, ACCESS, AND INTERNAL CIRCULATION:** Two parking spaces are required for the primary residence, and two for the ARU. Off-Street Parking spaces must have a five foot setback buffer from adjacent property lines and an eight-foot buffer from the residential units. These buffer areas shall be landscaped. Parking space dimensional requirements are a minimum of 9 feet x 18 feet, with 22 feet of clear space as a back-up dimension required directly behind the space. Depending on the amount of available street frontage and the level of demand for on-street parking in the vicinity, on-street credits may be able to be utilized to reduce parking.

**LOT COVERAGE:** A maximum of 45 percent of the lot may be covered with impervious surface. At least eight percent of the lot area shall be dedicated to outdoor recreational space and shall be part of the overall landscaping requirements. Please identify on site plan and in text all areas of landscaping, impervious surface, patio space, outdoor recreational space, etc.

**SETBACKS:** 15 feet for front yards/20 feet for front-facing garages; six feet for side yards/ten feet for side yards abutting a public street; ten feet per story for rear yards. In addition, the setbacks must comply with chapter 18.4.8 which provides for solar access.

**SIGNS:** N/A



**PROCEDURE:** Applications for Accessory Residential Units require Site Design 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 (see <http://www.ashland.or.us/Files/Zoning%20Permit%20Application.pdf> ). 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.



Fire Comments: Date: 05-01-2019

Ashland Fire & Rescue 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 15 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.

Aerial Ladder Access – Structures exceeding 24 feet in height above the lowest level of fire apparatus access are required to provide access roads capable of accommodating fire department aerial apparatus. These access roads are required to be 26 feet in width in the immediate vicinity of the building. OFC Appendix D 105 as amended by AMC 15.28.070 K & L.

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](http://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](http://www.ashland.or.us/fireseason).

Accessory Residential Units in Wildfire Hazard Areas - Accessory Residential Units on land zoned RR in the Wildfire Hazard Areas are required to install a residential fire sprinkler system.

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](mailto:ralph.sartain@ashland.or.us).