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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**  
March 25, 2020

**SITE:** 930 Mary Jane  
**APPLICANT:** Mike Jack  
**REQUEST:** Site Design Review for ARU

## **PLANNING DIVISION COMMENTS**

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

**Summary:** Because the proposal involves creation of a new second unit on a single family residentially-zone parcel, land use approval is required in the form of a Site Design Review permit for an Accessory Residential Unit (ARU). Staff are generally supportive of sensitive infill projects seeking to provide a greater variety of housing types, and the primary issues are demonstrating compliance with the applicable standards and criteria. In this instance, given that the proposal involves conversion of existing space, impacts should be minimal. **(NOTE: With recent changes to state law, the City cannot require that off-street parking be provided for ARU's. In the near future, state law will again change and land use approval will not be required for ARU's. Until that change takes effect, Site Design Review is required.)**

**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.**
- **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.**
- **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.**

County records indicate that the existing residence is 2,420 square feet. The application would need to verify the GHFA and address compliance with this standard.

- **The proposal shall conform to the overall maximum lot coverage and setback requirements of the underlying zone.**

The maximum allowed lot coverage is 45 percent. Coverage and setback requirements are detailed in **AMC Table 18.2.5.030.A “Standards for Urban Residential Zones”**.

- **Additional parking shall be provided in conformance with the off-street parking provisions for single-family dwellings in section 18.4.3.040.**

**Motor Vehicle Parking:** Parking requirement ratios are addressed in AMC 18.4.3.040, and Vehicle Area Design requirements are addressed in AMC 18.4.3.080. Generally, these requirements call for one parking space for an ARU less than 800 square feet in GHFA. Parking spaces are required to be 9 feet by 18 feet, and have a minimum of 22 feet of backup area. Bicycle Parking requirements for units without a garage are addressed in AMC 18.4.3.070.C.

While the adopted code requires that the application address off-street parking requirements to comply with AMC 18.4.3.040, with recent changes to state law the City cannot require that off-street parking be provided for ARU's.

## SITE DESIGN REVIEW CRITERIA

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 ARU will have to meet lot coverage (45%) and setback requirements (including Solar Setbacks), and these will have to be called out in the application.

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

- The subject property is located within the Historic District and Site Design Review would consider the proposal's compatibility with the Historic District Development Standards in AMC 18.4.2.050.

**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.

- **Building Placement, Orientation, and Design:** The application must also include written findings addressing the approval criteria for Site Design Review, and the following standards in Chapter 18.4.2 apply to accessory residential units:
  - ✓ Building orientation requirements in 18.4.2.030.C,
  - ✓ Garage requirements in 18.4.2.030.D,
  - ✓ Building materials in 18.4.2.030.E.
  - ✓ If an accessory residential unit is located in the Historic District overlay, the standards in 18.4.2.050 also apply.

✓ See the Special Use Standards for accessory residential units in section 18.2.3.040.

- **Solar Setback:** If the proposal involves any change to the existing building (i.e. modifications of the roofline/shadow cast), the application materials would need to demonstrate compliance with the solar setback standard in AMC 18.4.8.020. I

**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 electric unit for each residential unit. Electric meters/boxes should be placed in locations that are least visible form the street right-of-way. *See Electric Comments below.*
- **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 runoff 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.

**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.

**Plan Submittals:** The final application submittal will need to include a scalable Site Plan showing all existing and proposed structures, property lines and distances to structures, driveways, existing and proposed parking and other lot coverage, and all existing and proposed landscaping. In addition, the submittal materials need to include scalable elevation drawings showing all four sides of the building and the exterior treatment including color and material details (rather than cross-section drawings of the building).

**Tree Preservation/Protection:** A tree protection plan is required with the application to ensure that trees are protected during site disturbance (including any 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.

**System Development Charges (SDC's):** Building permits will be required for the conversion of an existing accessory building into a new approved unit. In addition to the building permit fees and utility service/connections fees, the payment of systems development charges (SDC's) for water, sewer, storm water, parks and transportation is required 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.

## **OTHER CITY OF ASHLAND DEPARTMENT COMMENTS**

**BUILDING** No comments. 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:** No comments. 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:** See comments below. 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](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 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 ( [walkers@ashland.or.us](mailto:walkers@ashland.or.us) ) with any questions regarding water utilities.

**ELECTRIC SERVICE:** “If existing service needs to be upgraded or existing underground service is not large enough, excavation and conduit may be required from transformer.” Please contact Dave Tygerson in the Electric Department for service requirements and connect fee information at (541) 552-2389 or via e-mail to [tygersod@ashland.or.us](mailto: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 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: <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**
- **Accessory Residential Unit:** **AMC 18.2.3.040**
- **Site Development and Design Standards:** **AMC 18.4.2.030 C, D & E**

### **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 Inventory/Preservation & Protection Plan:** **AMC 18.4.5.030**
- **Tree Removal (if applicable):** **AMC 18.5.7.030**

### **PLANNING APPLICATION FEES:**

ARU: Site Design Review	\$710
Exceptions (if applicable):	\$ 0
Tree Removal Permit (if applicable):	\$ 0

### **For further information, please contact:**

Aaron Anderson, *Assistatnt 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)

March 25, 2020

Date