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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 DEPARTMENT**  
**PRE-APPLICATION CONFERENCE**  
**COMMENT SHEET**  
July 10, 2019

**SITE:** 209-221-225 Oak Street  
11 B Street  
**APPLICANT:** Rogue/Spartan  
**REQUEST:** Lot Line Adj, & Modifications

### **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.*

#### **Generally:**

- Staff generally believes that the proposed site plan is well thought out in that it preserves the potential for further development.
- Preliminarily, it appears that the proposal is altering the approved site plan relative to the driveway location on B Street, the driveway width and potentially the circulation pattern (i.e. from one-way to two-way circulation). The previous driveway plan was subject to a Variance and significant discussion at the Planning Commission, and staff believe that the modification as proposed *may* require a modification of the previously Site Design Review approval as it alters parking and circulation relative to the public right-of-way (see **AMC 18.5.2.020.A.6**).
- For staff, key elements that would need to be addressed with a modification include: demonstrate that the existing and proposed homes will comply with MPFA and parking requirements based on the new lot configuration; clarifying impacts to remaining trees; clarifying the driveway details including width, placement, circulation, parking lot landscaping and screening, and vehicle area design standards; and addressing any other changes to the previously approved configuration.
- If additional information is provided to address some of the issues above, staff may be able to determine that no modification is necessary.

**Local Improvement District (AMC 18.4.6.030.B.):** With a building permit application, the applicants would be asked to sign in favor of a Local Improvement District (LID) for the future improvement of B Street should a coordinated street project ever occur through the LID process.

**Trees:** In discussing the potential removal of the large tree along B Street on Lot #1, staff have indicated that based on site observations and an arborist's report this tree is dead and can be removed without a Tree Removal Permit, however because it was subject to a Tree Preservation and Protection Plan with development of the property, it's removal will need to be mitigated by planting a replacement tree on-site within 12 months of the removal.

**Written Findings/Burden of Proof:** 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.

**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.

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### **UNDERLYING ZONE PROVISIONS (See AMC Table 18.2.6.030)**

**Zoning:** R-2 (Low Density, Multi-Family Residential District)

**Maximum Building Height:** 30 feet.

**Standard Yard Requirements:** Front yard – 20 feet; Side Yard – 6 feet except 10 feet abutting a public street; Rear Yard – 10 feet per story.

**Solar Access:** Properties may shade the property to their north no more than would a six-foot fence constructed on the north property line.

**Lot Coverage:** 65 percent maximum. All areas other than natural landscaping which allow the normal infiltration of water into the soil are considered coverage. Please identify all existing and proposed lot coverage on site plan and in text.

**Landscaping Requirements:** 35 percent of the site shall be landscaped. Parking areas and service stations shall meet the standards of chapters 18.4.3 Parking, Access, and Circulation, and 18.4.4 Landscaping, Lighting, and Screening.

**Trees:** Submittal requirements shall include items noted in chapter 18.4.5.030 for Tree Protection, which are also listed below if there will be any site disturbance which would impact trees. If trees are to be removed, the applicant is required to request their removal as required in chapter 18.5.7 with the application submittals.

**Parking, Access & Circulation:** As detailed in 18.4.3.

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## OTHER DEPARTMENTS' COMMENTS

**BUILDING DEPT:** Please contact the Building Division for any code-related information at 541-488-5305.

**PUBLIC WORKS/ENGINEERING:** With the submittal as is, Engineering Department does not feel as though adequate information was given to make comments on the proposal. Please contact Karl Johnson of the Engineering Division for any information at 541-552-2415 or via e-mail to [karl.johnson@ashland.or.us](mailto:karl.johnson@ashland.or.us)

**OREGON DEPT OF TRANSPORTATION (ODOT):** “We have no comments at this time.” For any further information please contact John McDonald, Development Review Planner with the ODOT Southwestern Region at 541-957-3688 or via e-mail to: [john.mcdonald@odot.state.or.us](mailto:john.mcdonald@odot.state.or.us).

**WATER AND SEWER SERVICE:** No comments at this time. 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:** Please contact Dave Tygerson in the Electric Department for any electrical service requirements or fee information at (541) 552-2389 or via e-mail to [dave.tygerson@ashland.or.us](mailto:dave.tygerson@ashland.or.us).

**FIRE:** Fire Department has no additional comments for this project. Please contact Fire Marshal Ralph Sartain at (541) 552-2229 or via e-mail to [ralph.sartain@ashland.or.us](mailto:ralph.sartain@ashland.or.us) for information of Fire Department requirements.

**CONSERVATION:** For 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) .

**HISTORIC COMMISSION REVIEW BOARD:** The Historic Commission’s Review Board meets weekly on Thursday afternoons by appointment, beginning at 3:15 p.m. Applicants can arrange to get project design feedback from an informal group of two to three Historic Commissioners. If an appointment is desired, please call the Planning Department’s front office at (541) 488-5305.

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## APPLICATION DETAILS

**PROCEDURE:** If a Site Design Review is ultimately required, a modification of the nature proposed here could be handled as an administrative decision (a “Type I procedure”). This would involve a two-tiered noticing to neighbors when 1) the application is complete and 2) when a decision is made. Decisions may be appealed to the Planning Commission subsequent to an administrative decision. In the event of an appeal, the Planning Commission’s decision would be the final decision of the city. *[If no Site Review modification proves to be necessary, a Lot Line Adjustment by itself is a ministerial decision subject to a \$361.25 fee for Planning review paid with submittal of the preliminary plat.]*

### 18.5.1.050.A. Application Requirements.

1. **Application Form and Fee.** Applications for Type I review shall be made on forms provided by the Staff Advisor. 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  
(See [http://www.ashland.or.us/SIB/files/Comm%20Dev/16Zoning\\_Permit\\_Application.pdf](http://www.ashland.or.us/SIB/files/Comm%20Dev/16Zoning_Permit_Application.pdf) ).
  - 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  
(See [http://www.ashland.or.us/SIB/files/Comm%20Dev/Forms%2C%20Brochures%2C%20Handouts/2019-07-01\\_Planning\\_Fees.pdf](http://www.ashland.or.us/SIB/files/Comm%20Dev/Forms%2C%20Brochures%2C%20Handouts/2019-07-01_Planning_Fees.pdf)).

### **Plan Requirements**

Two (2) *readable & scalable* copies of the plans below on paper no larger than 11-inches by 17-inches are required, in addition to any full-sized plans provided. Note: The 11x17 copies are used for the Planning Commission packets and for the notices mailed to neighbors. Please submit clear, reproducible copies. **The final application submittal need to include scalable drawings with a graphic scale to facilitate review by staff, commissioners and the public.**

- Two (2) copies of the materials required for a Site Design Review application as detailed in LUO 18.5.2.040.
- Two (2) copies of a Tree Protection Plan as required in chapter 18.4.5.030 (*if the application will involve any site disturbance that would impact trees*).
- Two (2) Copies of the plans required for a Tree Removal Permit as required in chapter 18.5.7.030 (*if additional tree removal is proposed*).

### **Narrative Submittal Requirements:**

Applicants are advised that in addition to required plans, written findings addressing how the ordinance criteria are satisfied in narrative format are required. The applicable criteria are included below. The Ashland Land Use Ordinance in its entirety may be accessed on-line at:

<https://ashland.municipal.codes/LandUse>

- Two (2) copies of the written findings addressing the approval criteria for Site Design Review, as detailed in LUO 18.5.2.050. Exceptions to Site Development and Design Standards are included in this section.
- Two (2) copies of written findings addressing the criteria from chapter 18.5.7.040.B.2. for Tree Removal Permit to remove a tree that is not a hazard (*if applicable to the final proposal*).

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<b>UPCOMING APPLICATION DEADLINES:</b>	First Friday of each month
<b>UPCOMING PC MEETINGS:</b>	Second Tuesday of each month
<b>FEES (<i>non-refundable</i>):</b>	
Residential Site Review (Type I)	\$1,092 + \$72.50/unit
Lot Line Adjustment (Ministerial)	\$ 361.25

**\*NOTE:** Applications are accepted on a first come-first served basis. All applications received are reviewed by staff, and must be found to be complete before being processed or scheduled at a Planning Commission meeting. 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.

<b><u>For further information, please contact:</u></b>	<u>July 10, 2019</u>
Derek Severson, <i>Senior Planner</i>	Date
City of Ashland, Department of Community Development	
Phone: 541-552-2040 or e-mail: <a href="mailto:derek.severson@ashland.or.us">derek.severson@ashland.or.us</a>	