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 DEPARTMENT
PRE-APPLICATION CONFERENCE
COMMENT SHEET
June 7, 2017

SITE: 83 Dewey St
APPLICANT: Ted Lowery
REQUEST: Accessory Residential Unit

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.

General:

Planning staff is generally supportive of the ARU proposal provided the formal application demonstrates compliance with all applicable criteria and standards.

Specific areas of consideration with regard to the current request:

- **Unit Size:** The pre-app submittal indicates the square footage is 508 square feet, however, the maximum size for an ARU in an R-2 zone is 500sq.ft.

- Parking Requirements: The City's parking standards require two (2) off-street parking spaces for the primary home. Additional parking is required for the ARU; the total requirement is dependent on the size of the ARU. The pre-app submittal indicates the square footage is 508 square feet, which would require one (2) off-street spaces bringing the total requirement to four (4) off street spaces. However, if the ARU were less than 500 sq.ft. it would require only one (1) additional parking space, bringing the total requirement to three (3) off street spaces.

  As proposed it does appear the plan includes only two onsite parking spaces. As an on-street parking credit may be applied to satisfy only up to 50% of the required parking, Staff believes that the ARU needs to be less than 500 sq.ft. unless additional on-site parking could be provided. As a minor issue it appears the driveway apron as initially drafted exceeds the maximum 18' width permissible.

  Bicycle parking: Pursuant to AMC 18.4.3.070 all uses, with the exception of residential units with a garage and uses in the C-1-D zone, are required to provide a minimum of two sheltered bike parking spaces pursuant to this section. The creation of a new dwelling unit on site triggers the need for installation of bicycle parking on site. Please include the location of bicycle parking with formal submittal items. Given the depth of the proposed garage, it appears space could be identified within the garage to accommodate the required bike parking.

- **Solar Setbacks:** The City's land use ordinance requires all buildings be developed to ensure the solar access of the properties to the north are preserved. The pre-application materials do not

include a proposed building elevation, and as such staff cannot yet confirm that the proposed location will comply with the solar ordinance. To assist the applicant in preparing the formal submittal staff has determined that the slope to be used in calculating the solar setback is -.033 (as averaged measured 150' north of the midline of the property). Given this slope, and as the lot is narrower in a North South Dimension than 72' (Formula I: 30/(.445-.033) = 72) , it is considered a Standard B lot for the purposes of calculating solar setbacks. Using this slope, and the determination that the lot is classified as Solar Standard B, the following calculation will help determine the applicable solar setback.

(Height of the shadow producing point – 16ft)/(.445 -.033)

For example, if the ridge of the proposed structure is the shadow producing point, and it is 24' above natural grade, then the calculated solar setback to that ridge line would be:
(24' – 16')/(0.412) = 19.42'

The formal application will need to provide building elevations that clearly show the height above natural grade of all points of the structure in order to demonstrate compliance with the solar ordinance.

- **Landscaping and Open Space:** The City's Site Design and Use standards set specific parameters for landscaping and open space allocation for residential developments, such as identifying an area at least eight (8) percent of the lot are dedicated to open space for the tenants, and street tree requirements to name a few. It appears there is sufficient open space to meet the requirement however, it is important to note that existing front yard landscaping typically needs to be upgraded to some degree in order to meet the residential development landscaping standards, which do not apply to stand-alone single-family residences. A species and size specific landscape plan must be submitted with the application. Additionally there is to be one street tree per 30' of street frontage, and as such appears Street Trees will be required on the primary frontage. Please demonstrate compliance with these standards on the site plan as well as an explanation in the written findings. See AMC 18.4.4.030 for additional detail.

- Tree Preservation/Protection: All Planning Actions are required to include a tree preservation/protection plan. 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.

- Historic District. The property is located within a National Register Historic District, and as such any development of the property, including alterations to the primary home will require Historic Commission review.

- New Electric Service: The City of Ashland requires 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 suggests contacting Dave Tygerson of the City of Ashland Electric Department to verify service

requirements, including meter placement and applicable fees. A new unit must also be assigned a new/approved address by the Public Works/Engineering Department in conjunction with the creation of a new unit and installation of an electric meter.

- Written Findings/Burden of Proof: Applicants should be aware that written findings addressing the ordinance and applicable criteria are not only required, they are heavily depended on when granting approval for a planning action. 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

- Site Plan: Site Plan requirements include a scalable plan, with scale bar, depicting all property lines and abutting streets. A comprehensive list of items to include on the site plan has been included later in this document for your convenience.

- 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.

OTHER DEPARTMENTS' COMMENTS

BUILDING DEPT:
A separate electric meter will be required for the proposed ARU. Applicant will need to obtain required permits; pay applicable fees and charges including System Development Charges; and obtain necessary inspections prior to approved occupancy of the proposed ARU. Please contact the Building Division for any further information at 541-488-5305.

PUBLIC WORKS/ENGINEERING: *No comments at this time.* Please contact Karl Johnson of the Engineering Division for any further information at 541-552-2415 or via e-mail to karl.johnson@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 or (walkers@ashland.or.us) with any questions

regarding water utilities.

ELECTRIC SERVICE:
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 dave.tygerson@ashland.or.us

FIRE:
See comments attached at the end of this document.

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

APPLICATION DETAILS

PROCEDURE: Applications for Accessory Residential Units require Site 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. 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.

PLAN & EXHIBIT REQUIREMENTS: *Two (2) copies of the plans below on paper no larger than 11"x 17". Note: These copies may be used for the Planning Commission packets and for the notices mailed to neighbors - please submit clear, readable, reproducible copies.*

Two (2) Copies of the plans required for Site Review as required in chapter 18.5.2.040. The following information is required for Site Design Review application submittal, except where the Staff Advisor determines that some information is not pertinent and therefore is not required.

A. **General Submission Requirements.** Information required for Type I or Type II review, as applicable (see sections 18.5.1.050 and 18.5.1.060), including but not limited to a written statement or letter explaining how the application satisfies each and all of the relevant criteria and standards.

B. *Site Design Review Information.* In addition to the general information required for Site Design Review, the applicant shall provide the following information.

1. *Basic Plan Information.* Plans and drawings shall include the project name, date, north arrow, scale, and names and addresses of all persons listed as owners of the subject property on the most recently recorded deed. The scale of site and landscaping plans shall be at least one inch equals 50 feet or larger, and of building elevations one inch equals ten feet or larger.

2. *Site Analysis Map.* The site analysis map shall contain the following information.

a. Vicinity map.

b. The property boundaries, dimensions, and area of the site shall be identified.

c. Topographic contour lines at 5-foot intervals or less, except where the Staff Advisor determines that larger intervals will be adequate for steeper slopes.

e. Zone designation of the and adjacent to the proposed development, including lands subject to overlay zones including but not limited to lands subject to Detail Site Review, Downtown Design Standards, Historic District, Pedestrian Place, Physical and Environmental Constraints, and Water Resource Protection Zones overlays (see part 18.3 Special Districts and Overlays).

f. The location and width of all public and private streets, drives, sidewalks, pathways, rights-of-way, and easements on the site and adjoining the site.

g. The location and size of all public and private utilities, on and adjacent to the subject site, including:

i. Water lines;

ii. Sewer lines, manholes and cleanouts;

iii. Storm drainage and catch basins; and

iv. Fire hydrants.

h. Site features, including existing structures, pavement, drainage ways, rock outcroppings, areas having unique views, and streams, wetlands, drainage ways, canals and ditches.

i. The location, size, and species of trees six inches DBH or greater, including trees located on the subject site and trees located off-site that have drip lines extending into the subject site.

3. *Proposed Site Plan.* The site plan shall contain the following information.

a. The proposed development site, including boundaries, dimensions, and gross area.

b. Features identified on the existing site analysis maps that are proposed to remain on the site.

c. Features identified on the existing site map, if any, which are proposed to be removed or modified by the development.

d. The location and dimensions of all proposed public and private streets, drives, rights-of-way, and easements.

e. The location and dimensions of all existing and proposed structures, utilities, pavement, and other improvements, including:

i. Connection to the City water system and meter locations;

ii. Connection to the City sewer system;

iii. Connection to the City electric utility system and meter locations;

iv. New and/or replaced fire hydrants and vault locations;

v. The proposed method of drainage of the site; and

vi. The opportunity-to-recycle site and solid waste receptacle, including proposed screening.

f. Location of drainage ways and public utility easements in and adjacent to the proposed development.

g. Setback dimensions for all existing and proposed structures.

h. The location and dimensions of entrances and exits to the site for vehicular, pedestrian, and bicycle access.

i. The location and dimensions of all parking and vehicle circulation areas (show striping for parking stalls), including accessible parking by building code.

j. Pedestrian and bicycle circulation areas, including sidewalks, internal pathways, pathway connections to adjacent properties, and any bicycle lanes or trails.

k. Outdoor recreation spaces, common areas, plazas, outdoor seating, street furniture, and similar improvements.

l. Location of outdoor lighting.

m. Location of mail boxes, if known.

n. Locations of bus stops and other public or private transportation facilities.

o. Locations, sizes, and types of signs.

4. *Architectural drawings.* Architectural drawings, as applicable.

a. Exterior elevations of all proposed buildings, drawn to a scale of one inch equals ten feet or greater; such plans shall indicate the material, color, texture, shape, and design features of the building, and include mechanical devices not fully enclosed in the building.

b. Exterior elevations of other proposed structures, including fences, retaining walls, accessory buildings, and similar structures.

c. The elevations and locations of all proposed signs for the development.

d. For non-residential developments proposed on properties located in a Historic District, section drawings including exterior walls, windows, projections, and other features, as applicable, and drawings of architectural details (e.g., column width, cornice and base, relief and projection, etc.) drawn to a scale ¾ of an inch equals one foot or larger.

5. *Preliminary Grading and Drainage Plan.* A preliminary grading and drainage plan prepared by an engineer shall be submitted with the application for Site Design Review where a development site is ½ of an acre or larger as deemed necessary by the Staff Advisor. The preliminary grading plan shall show the location and extent to which grading will take place, indicating general changes to contour lines, slope ratios, slope stabilization proposals, and location and height of retaining walls, if proposed, and temporary and permanent erosion control measures. Surface water detention and treatment plans may also be required, in accordance with chapter 18.4.6 Public Facilities.

6. ***Erosion Control Plan.*** An erosion control plan addressing temporary and permanent erosion control measures, which shall include plantings where cuts or fills (including berms), swales, storm water detention facilities, and similar grading is proposed. Erosion control plans in Hillside Lands shall also conform to section 18.3.10.090 Development Standards for Hillside Lands.

7. *Landscape and Irrigation Plans.*

a. Landscape and irrigations plans shall include the following information.

i. The location, size, and species of the existing and proposed plant materials, and any other pertinent features of the proposed landscaping and plantings.

ii. A tree protection and removal plan consistent with chapter 18.4.5 for sites with trees that are to be retained, protected, and removed.

iii. At time of building permit submittals, an irrigation plan including a layout of irrigation facilities.

b. When water conserving landscaping is required pursuant to section 18.4.4.030, the landscape plan shall contain the following additional information.

i. Information from proposed site plan.

ii. Landscape contact person, including address and telephone number.

iii. Identification of cut and fill areas.

iv. Location of underground utilities and all transformer and utility meter locations.

v. Slopes exceeding ten percent and grade changes in root zones of plants to be retained on site.

vi. Inventory of existing plant materials on site identifying that will remain and will be removed.

vii. Composite plant list including quantity, size, botanical name, common name, variety, and spacing requirements of all proposed plant material.

viii. Mulch areas labeled according to material and depth.

ix. Shrub and tree planting and staking detail.

x. Root barrier design, installation specifications, and details.

xii. Design and installation specifications of any proposed tree grates.

c. When water conserving landscaping is required pursuant to section 18.4.4.030, the irrigation plan included with the building permit submittals shall contain the following additional information.

i. Information from proposed site plan.

ii. Irrigation contact person, including address and telephone number.

iii. For lots with a landscaped area greater than 5,000 square feet, a grading plan and topographic map showing contour intervals of five feet or less.

iv. Identification of water source and point of connection including static and operating pressure.

v. If Talent Irrigation District (TID) is used, list the size and type of filtration method.

vi. Area of irrigated space in square feet.

vii. Size, type, brand, and location of backflow device, as well as make, model, precipitation rate, and location of sprinkler heads.

viii. Layout of drip system showing type of emitter and its outputs, as well as type of filtration used.

ix. Piping description including size schedule or class, type of mounting used between piping and sprinkler heard, depth of proposed trenching, and provisions for winterization.

x. Size, type, brand, and location of control valves ad sprinkler controllers.

xi. Size, type, depth, and location of materials for under paving sleeves.

xii. Type and location of pressure regulator.

xiii. Type and location of rain sensor.

xiv. Monthly irrigation schedule for the plant establishment period (6 – 12 months) and for the first year thereafter.

xv. Water schedule for each zone from the plan.

8. *Narrative.* Letter or narrative report documenting compliance with the applicable approval criteria contained in section 18.5.2.050. Specifically, the narrative shall contain the following.

a. For commercial and industrial developments:

i. The square footage contained in the area proposed to be developed.

ii. The percentage of the lot covered by structures.

iii. The percentage of the lot covered by other impervious surfaces.

iv. The total number of parking spaces.

v. The total square footage of all landscaped areas.

b. For residential developments:

i. The total square footage in the development.

ii. The number of dwelling units in the development (include the units by the number of bedrooms in each unit, e.g., ten one-bedroom, 25 two-bedroom, etc).

iii. Percentage of lot coverage by structures; streets, roads, or drives; public use areas, common area/private recreation areas, landscaping, and parking areas.

Two (2) Copies of a Tree Protection Plan as required chapter 18.4.5.030. A tree protection plan shall be approved by the Staff Advisor concurrent with applications for Type I, Type II, and Type III planning actions. If tree removal is proposed, a Tree Removal Permit pursuant to chapter 18.5.7 may be required.

B. Tree Protection Plan Submission Requirements. In order to obtain approval of a tree protection plan; an applicant shall submit a plan to the City, which clearly depicts all trees to be preserved and/or removed on the site. The plan must be drawn to scale and include the following.

1. Location, species, and diameter of each tree on site and within 15 feet of the site.

2. Location of the drip line of each tree.

3. An inventory of the health and hazard of each tree on site, and recommendations for treatment for each tree.

4. Location of existing and proposed roads, water, sanitary and storm sewer, irrigation, and

other utility lines/facilities and easements.

5. Location of dry wells, drain lines and soakage trenches.

6. Location of proposed and existing structures.

7. Grade change or cut and fill during or after construction.

8. Existing and proposed impervious surfaces.

9. Identification of a contact person and/or arborist who will be responsible for implementing and maintaining the approved tree protection plan.

10. Location and type of tree protection measures to be installed per section 18.4.5.030.C.

C. Tree Protection Measures Required.

1. Chain link fencing, a minimum of six feet tall with steel posts placed no farther than ten feet apart, shall be installed at the edge of the tree protection zone or dripline, whichever is greater, and at the boundary of any open space tracts, riparian areas, or conservation easements that abut the parcel being developed.

2. The fencing shall be flush with the initial undisturbed grade.

3. Approved signs shall be attached to the chain link fencing stating that inside the fencing is a tree protection zone, not to be disturbed unless prior approval has been obtained from the Staff Advisor for the project.

4. No construction activity shall occur within the tree protection zone, including, but not limited to dumping or storage of materials such as building supplies, soil, waste items, equipment, or parked vehicles.

5. The tree protection zone shall remain free of chemically injurious materials and liquids such as paints, thinners, cleaning solutions, petroleum products, concrete or dry wall excess, and construction debris or run-off.

6. No excavation, trenching, grading, root pruning, or other activity shall occur within the tree protection zone unless approved by the Staff Advisor.

7. Except as otherwise determined by the Staff Advisor, all required tree protection measures set forth in this section shall be instituted prior to any development activities, including, but not limited to clearing, grading, excavation, or demolition work, and shall be removed only after completion of all construction activity, including landscaping and irrigation installation.

D. Inspection. The applicant shall not proceed with any construction activity, except installation of erosion control measures, until the City has inspected and approved the installation of the required tree protection measures and a building and/or grading permit has been issued by the City.

RELEVANT CRITERIA AND STANDARDS: *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:

www.ashland.or.us/SIB/files/AMC_Chpt_18_current.pdf

Two (2) copies of written findings addressing the following special use standards for Accessory Residential Units in R-1 zones found in chapter 18.2.3.040. 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.

A. **R-1 Zone.** Accessory residential units in the R-1 zone shall meet the following requirements.

1. One accessory residential unit is allowed per lot, and the maximum number of dwelling units shall not exceed two per lot.
2. 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.
3. 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.
4. The proposal shall conform to the overall maximum lot coverage and setback requirements of the underlying zone.
5. 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.

Two (2) copies of written findings addressing the following criteria from chapter 18.5.2.050 for Site Design Review. 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 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.

UPCOMING APPLICATION DEADLINES:	First Friday of each month
UPCOMING PC MEETINGS:	Second Tuesday of each month
FEES - Site Review for ARU (Type I):	**$644.00**
	$680.00 (effective July 1. 2017)

***NOTES:**

- *Applications are accepted on a first come-first served basis.*
- *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.*
- *All applications received are reviewed by staff, and must be found to be complete before being processed or scheduled at a Planning Commission meeting.*
- *The first 15 COMPLETE applications submitted are processed at the next available Planning Commission meeting.*

For further information, please contact: June 7, 2017

Date

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