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 DIVISON	**SITE:**	440 Granite Street
PRE-APPLICATION CONFERENCE	**APPLICANT:**	Christopher Brown
COMMENT SHEET July 19, 2017	**REQUEST:**	New SFR

PLANNING DIVISION COMMENTS

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

Summary: Typically, the development of a single family residence on a residentially-zoned property does not require land use approval if it does not involve work in flood plain corridors, water resource protection zones or hillside lands and does not require variances to any applicable standards.

Lot Coverage: Within the Woodland Residential (WR) zone, lots are limited to no more than seven percent lot coverage. Lot coverage is defined as, **"***The total area of a lot covered by buildings, parking areas, driveways, and other solid surfaces that will not allow natural water infiltration to the soil. Landscaping, including living plants, vegetative ground cover, and mulch, which allows natural soil characteristics and water infiltration and retention is not considered lot or site coverage.*" **(***A total area up to 200 square feet or five percent of the permitted lot coverage, whichever is less, may be developed in an approved, porous solid surface that allows storm water infiltration, and is exempt from the lot coverage maximum; <u>the porous solid surface exemption does not apply to driveways and parking areas.</u>*) The code as currently written does not provide any exemption for vegetated roof area (i.e. green roofs). If the final proposal were to exceed the allowed seven percent coverage a Variance would be necessary. ***In review of the plans provided, it does not appear that a Variance would be necessary.***

Physical & Environmental (P&E) Constraints: Ashland's P&E Ordinance regulates the development of floodplain corridor (designated floodplain and those lands within 20 feet of the top of bank) and hillside lands (those lands with slopes in excess of 25 percent). Any work constituting development on these lands requires a Physical & Environmental Constraints Review Permit***. In review of the plans provided, it does not appear that a P&E permit would be necessary (all work shown is outside of floodplain or hillside lands).***

Water Resources Protection Zones (WRPZ): Ashland Creek is considered a Riparian Stream and has a Water Resource Protection Zone extending 50 feet upland of the top of bank. Work within the WRPZ is heavily regulated and if allowed would require either a protection zone reduction or a limited use/activity permit. ***In review of the plans provided, it does not appear that any WRPZ permits would be necessary (all disturbance shown is outside the WPRZ).***

Proposed Guest House: Applicants should be aware that short-term *rental* accommodations or traveler's accommodations are not permitted in the WR zone.

Mill House: The Historic Commission has indicated that they would be interested in looking at the Mill House to try to determine what if any historical significance it has, and has asked that staff provide them with pictures of the structure.

Building Height: Within the WR zone, building height is limited to 35 feet or 2 ½ stories, whichever is less. As illustrated, it appears that the lower level qualifies as a basement and would not be considered a story for the purposes of height calculation.

Solar Access: Building permit submittals would need to verify that the proposed building casts no more shadow over the north property line than would be cast by a six-foot fence built on the north property line. If the area to the north is considered an unbuildable – *including roads, common areas, parking lots, etc.* – then the north property line would be considered the northern boundary of the unbuildable area.

Site Visit: It would be helpful to arrange a site visit for staff to look at the mill house and photograph it for the Historic Commission's review, and – *if floodplain, top of bank and riparian setbacks could be staked* – to site verify these boundaries prior to building permit.

System Development Charges: The building permit issued in 2009 – which was never completed - included the payment of some System Development Charges and some credits for the house which had previously been demolished. SDC's run with the property, and the applicants should be sure to inquire when applying for a new building permit about having these credits transferred to avoid new charges.

OTHER ORDINANCE REQUIREMENTS

AMC 18.2.5.030.B Woodland Residential Zone details the applicable standards for the Woodland Residential (WR) zone as follows:

Table 18.2.5.030.B – Standards for Woodland Residential (WR) Zone (Except as modified under chapter 18.5.5 Variances or chapter 18.3.9 Performance Standards Option.)			
Minimum Lot Area and Maximum Density *Limits on density transfer*. All developments, with the exception of partitioning, must be developed under the Performance Standards Option, chapter 18.3.9. Not more than 25% of the density allowed in a WR zone may be transferred to a higher density zone in a Performance Standard Options development.	**Slope**	**Min. Lot Size**	**DU/Acre**
	Less than 40%	2.0	.5
	40 to 50%	2.5	.4
	50 to 60%	5.0	.2
	Over 60%	10.0	.1
	Outside UGB	20.0	.05
Lot Coverage – Maximum[1] (% of lot area)	7%		
[1]A total area up to 200 sf or 5% of the permitted lot coverage, whichever is less, may be developed in an approved, porous solid surface that allows storm water infiltration, and is exempt from the lot coverage maximum; the porous solid surface exemption does not apply to driveways and parking areas.			
Lot Width - Minimum (feet)	100 ft		
Lot Depth - Minimum and Maximum (feet)	150 ft		

Table 18.2.5.030.B – Standards for Woodland Residential (WR) Zone (Except as modified under chapter 18.5.5 Variances or chapter 18.3.9 Performance Standards Option.)	
Standard Yards – Minimum[2] (feet) - Front – Standard - Side – Standard, except: - Side – Corner-Street/Alley Side - Rear – Single-Story Building - Rear – Multi-Story Building	 20 ft 6 ft 10 ft 10 ft 10 ft per Bldg Story
[2]See sections 18.2.4.050 and 18.2.5.060 for yard exceptions, and 18.2.5.040 for accessory structure setback exceptions; additional setbacks may be required to avoid easement encroachments, and to comply with Solar Access requirements in chapter 18.4.8.	
Maximum Building Height	35 ft or 2 ½ stories, whichever is less.

OTHER CITY OF ASHLAND DEPARTMENT COMMENTS

BUILDING: No comments at this time. 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 . 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

ENGINEERING: *See comments at the end of this document.* 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 .

FIRE: No comments provided. Please contact Interim Fire Chief David Shepherd from the Fire Department for any Fire Department-related information at 541-552-2219 or via e-mail to shepherd@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 check detector assembly (DCDA) 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 via e-mail to: walkers@ashland.or.us with any questions regarding water utilities."

ELECTRIC SERVICE: Please contact Dave Tygerson in the Electric Department for any information on service requirements or fees. Dave can be reached by phone at 541-552-2389 or via e-mail to tygersod@ashland.or.us.

PROCEDURE

As noted above, if the proposal involves only a Single Family Residence on a residentially-zoned lot, it would typically not require a land use action unless the proposal triggered a Variance or involved work on floodplain, hillside or WRPZ lands. A single family residence could normally be approved with the issuance of a building permit.

APPLICATION REQUIREMENTS

A building permit checklist is available at the front counter or on-line at: **http://www.ashland.or.us/SIB/files/PlanChecklist_Residential_2_7_12.pdf**

FEES

Information on permit fees is available on the city website at:
http://www.ashland.or.us/Page.asp?NavID=11833

NOTES: *For Planning Actions (i.e. not applicable to building permits):* 1) Applications are accepted on a first come-first served basis. 2) All applications received are reviewed and must be found to be complete before being processed. 3) 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. 4) Applications are reviewed for completeness in accordance with ORS 227.178. 5) The first fifteen COMPLETE applications submitted are processed at the next available Planning Commission meeting.

For further information, please contact: July 19, 2017
Derek Severson, *Senior Planner* Date
City of Ashland, Department of Community Development
Phone: 541-552-2040 or e-mail: derek.severson@ashland.or.us

Public Works Conditions of Approval

1. **Engineered Plans** - Where public improvements are required or proposed, the applicant's engineer shall submit design plans for approval of all public improvements identified on the approved plan or as specified in conditions of approval. One set of these plans **shall** be submitted directly to the Public Works/Engineering Department. All design plans must meet the City of Ashland Public Works Standards. Engineered construction plans and specifications shall be reviewed and signed by the Public Works Director, prior to construction. All public facilities within the development will be designed to the City of Ashland Engineering Design Standards for Public Improvements. The engineered plans shall also conform to the following:

   a. If drawings are submitted to the City of Ashland digitally, they shall be true scale PDF drawings. If AutoCAD drawings are also submitted, they shall be compatible with the AutoCAD release being used by the City at that time and shall be located and oriented within the Oregon State Plain Coordinate System (NAD83-89).

   b. Drawings sizes shall comply with ANSI-defined standards for page width and height. Review drawings may be submitted in B size (11x17). Bidding and construction documents may also be printed at B size, however all final as-constructed drawings must be submitted to scale on D-size (24x36) Mylar. Digital files of the as-constructed drawings shall also be submitted. Drawings shall be drawn such that reduction of plans from full size (D sized) to half size (B sized) can be done to maintain a true scale on the half-sized plans.

2. **TIA (Transportation Impact Analysis)** – No TIA will be required for this project.
3. **Street Improvement** – No additional street improvements will be required at this time. The applicant proposed improvements must be reviewed and permitted by the City of Ashland Engineering Department.
4. **Right of Way** – No additional right of way dedication will be required at this time.
5. **Sanitary Sewer -** The property is currently served by a 6-in sanitary sewer main in Granite Street. The applicant proposed improvements must be reviewed, approved and permitted by the City of Ashland Engineering Department.
6. **Water -** The property is currently served by a 8-in water main in Granite Street. City of Ashland Water Department shall tap existing water main and install any new water services and water meter boxes that are proposed by development. City of Ashland Water Department must be contacted for availability, placement and costs associated with the installation of the new water service. Service & Connection Fees will also be required for any new water services installed as part of this project.
7. **Storm Drainage -** The property is currently served by Ashland Creek along the easterly property line. City of Ashland Engineering Department must review an engineered storm drainage plan.

2015 City Of Ashland Engineering Standards Appendix 2.05: Stormwater Facility Design Requirements

Stormwater Facilities are considered to be all of the components required to collect, convey, and treat storm water from and through a development to an approved destination point, including but not limited to surfacing, piping, ditches, swales, inlets, basins, vaults, ponds, access roads, landscaping, gates, and fencing that support the storm water system.

All development or redevelopment* that increases impervious area by more than 2,500 SF at full build-out of the project (exceptions: Single family dwellings and duplexes not part of a common plan of development and constructed on a single taxlot)*shall conform to the following requirements:

1. Submit drainage design calculations per current Engineering Design Standards for Public Improvements.
2. Conveyance for drainages less than 300 acres shall be sized to carry the ODOT Zone 5, 25 year event.
3. Culverts with flows greater than 50 CFS shall be sized to carry the ODOT Zone 5, 50 year event.
4. Stormwater Quality & Erosion Control conforms to Rogue Valley Stormwater Quality Design Manual (RVSQDM). ***Proprietary Stormwater facilities shall conform with RVS TM dated 12/31/2014.**
5. Low Impact Development (LID) Best Management Practices (BMPs) are required when NRCS soil type A or B is present and is sloped at 5% or less, (exceptions: roadway developments in public right-of-way (or to be annexed to the public), which may use any type of stormwater facility that meets the performance standards outlined in Chapter 2 of the RVSQDM).*
6. Future Peak Stormwater flows and volumes shall not exceed the pre-development peak flow. The default value for pre-development peak flow shall be 0.25 CFS per acre.
7. Detention volume shall be sized for the 25 year, 24 hour peak flow and volume.
8. An overflow spillway shall be provided to convey the 25 year peak flow for systems receiving up to 50 CFS, and 100 year peak flow for systems receiving more than 50 CFS.
9. Structural Water Quality Best Management Practices (BMPs) shall be sized for the 2 year, 24 hr. flow and volume.
10. Water Quality BMPs shall provide at least 80% removal of bacteria and TSS (75 microns and larger).
11. All ground disturbances exceeding 1000 SF shall implement an Erosion and Sediment Control Plan (ESCP).
12. All ESCP BMPs shall prevent sediment from leaving the site for storms up to the 10 year 24 hr. storm.
13. An *Operation and Maintenance Plan* for all storm water facilities shall be submitted for approval together with plans prepared by a professional engineer licensed in the State of Oregon. The plans shall specify that storm water facilities must be inspected under the direction of a licensed engineer and maintained in accordance with the annual inspection report findings that are submitted to the regulating agency annually by the owner of the stormwater facility.
14. A signed and recorded *Declaration of Covenants for Operation and Maintenance of Stormwater Facilities* (for multi-owner developments) or an *Operation and Maintenance Agreement* (for single-owner developments) shall be submitted with the plans. The above documents shall allow city staff to enter private property to inspect stormwater facilities and ensure proper maintenance. Subdivisions may include the O&M Plan and Covenants in the "CCR"s in lieu of recording them separately.
15. Avoid the use of rip rap, concrete or hardscaping in open channel drainages and riparian areas to the maximum extent practicable through the use of USACE "SLOPES" or other approved "natural" approaches.

16. Existing wetlands, natural drainage ways, and open spaces shall be preserved from development to provide their natural flow attenuation, retention, or detention of runoff by providing a buffer.

17. The grading plan shall indicate the direction of flow of all surface flows, including those on to and off of adjoining properties. Site grading shall be designed to provide positive drainage away from all buildings and structures except those designed to withstand flooding in accordance with the building code standards for flood-proofing. Freeboard shall be specified on the grading plan per AMC 15.10.

18. Bridges, Culverts & other flow limiting structures in or near riparian areas shall be permitted in accordance with the agency's requirements in AMC 18.3.10.080. Removal/fill permits shall be submitted with the plans.

19. Pollution, track out, and sediment dumping into stormwater are strictly prohibited per AMC 9.08.060.

20. Drainage from automotive use areas shall be limited to oil concentrations of 10 mg/l by a pre-approved means.

21. Trash storage areas shall be covered or provide additional stormwater treatment by an approved means.

22. Off street parking areas shall conform to Ashland Municipal Code 18.4.3.080.B.5, including provisions to minimize adverse environmental and microclimatic impacts.

8. **Erosion & Sediment Control** – Erosion and Sediment control measures that meet the minimum standards set forth by the City of Ashland Public Works/Engineering Standard Drawing CD282 must be in place before any construction related to the project begins.
9. **Driveway Access** – No additional improvements/requirements will be requested at this time but the applicant proposed improvements must be reviewed and permitted by the City of Ashland Engineering Department.
10. **Permits** – Any construction or closure within the public right of way will require a Public Works permit and before any work in the right of way commences all necessary permits **MUST** be obtained
11. **As-Builts** - Where public improvements are required or completed, the developer shall submit to the City of Ashland, reproducible as-built drawings and an electronic file of all public improvements constructed during and in conjunction with this project. Field changes made during construction shall be drafted to the drawings in the same manner as the original plans with clear indication of all modifications (strike out old with new added beside). As-built drawings shall be submitted prior to final acceptance of the construction, initiating the one-year maintenance period.
12. **Addresses** – Any new addresses must be assigned by City of Ashland Engineering Department.

Karl Johnson, E.I.T., Associate Engineer
City of Ashland, Public Works/Engineering
20 East Main St, Ashland, Oregon 97520
P: (541) 488-5347, TTY (800) 735-2900
F: (541) 488-6006