The comments of this pre-application 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
May 13, 2020

SITE: Otis & Randy Streets/West Village
APPLICANT: Rogue
REQUEST: Cottage Housing Development

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.

Summary: Staff are generally supportive of the project and pleased to see projects coming forward in response under the Cottage Housing code.

SITE DESIGN REVIEW

Site Design Review: The application requires Site Design Review both to consider the requested Cottage Housing Development.

- **Orientation:** Residential design standards call for buildings to have their primary orientation toward a street, with a primary entrance opening toward the street and connected to the right-of-way via an approved walkway. There is also a limitation on the placement of automobile circulation or off-street parking between the building and the street.

  The two street-fronting units would need to have a primary orientation to the street, with a primary entrance toward the street and a pedestrian connection to the right-of-way rather than the driveway, and would need to provide full front yard setbacks. (*The drawings should illustrate the full street frontage as well.*)

- **Adequate Capacity of Public Utilities:** The applicants will need to demonstrate that adequate water, sanitary sewer, storm sewer, and electricity services, paved access/adequate transportation, and fire and police protection are available or can be extended to serve the proposed development. The Site Plan must show the location and size of the public utility lines that will serve the proposed parcels and detail service locations for each proposed lot, and plans will not be deemed complete without a utility plan which includes an Electric Department-approved electric service plan.
- **Tree Preservation, Protection and Removal:** An inventory of all trees six-inches in diameter at breast height and greater on the property and within 15 feet of the property boundaries is required with the application under AMC 18.4.5. The inventory must include detailed information including but not limited to species, diameter at breast height, condition, and drip line/protection area of each tree. The plan must clearly identify trees to be preserved and how they will be protected and show those trees to be removed, and address the tree removal permit requirements in AMC 18.5.7 for significant trees to be removed. Tree removal permit requests would be considered in light of the Performance Standards focus on preserving natural features as well as the Tree Removal Permit criteria.

- **Details:** The final application materials will need to make clear the proposed lot configuration, that lot coverage is addressed, how the perimeter setback and front yard setbacks in the Performance Standards are to be addressed and provide scalable site plans and elevation drawings.
- Placement of parallel parking and curbside sidewalk along the south side of the driveway without the required five-foot landscape buffer would require an Exception to the Site Development and Design Standards.
- The final application materials will need to address bicycle parking and trash enclosure placement.
- The final application will need to identify the proposed placement of transformers and other infrastructure. Transformers should not be placed in areas counted as required parking lot landscaping or within proposed open space corridors.

COTTAGE HOUSING DEVELOPMENT (CHD)

Cottage Housing Developments/Site Design Review: Where allowed, CHD are subject to Site Design Review including the Building Placement, Orientation and Design Standards for Residential Development.

Parking:

- **Off-Street/On-Street** – The application would need to address the off-street parking requirements of AMC 18.4.3.040 and the Cottage Housing Ordinance. Generally speaking, parking and traffic impacts seem to be one of the key concerns of neighbors to recent housing proposals, and the applicants would be well-served by addressing both thoroughly and thoughtfully in the application.
- Parking spaces will need to demonstrate the ability for cars to turn and exit to the street in a forward manner including the northernmost spaces in the parking area and the parallel spaces.
- **Parking Lot Treatment (Swales) & Parking Lot Landscaping & Screening –** The application will need to address the standards in 18.4.3 for parking lot treatment and 18.4.4 for landscaping and screening. The parking lot standards in AMC 18.4.3 generally seek storm water to be addressed in landscaped medians or swales adjacent to the parking lot.

Connectivity and Street Dedications: R-1 developments with four or more units typically require public street dedications, however the Cottage Housing ordinance provides that - *except for those street connections identified on the Street Dedication Map* - the Commission *may* reduce or waive the requirement to dedicate and construct a public street as required in section 18.4.6.040 upon finding that the ***cottage housing development meets connectivity and block length standards by providing public access for pedestrians and bicyclists with an alley, shared street, or multi-use path connecting the public street to adjoining properties***.

Open Space: Common and private open spaces will need to be demonstrated to address the requirements relative to the CHD regulations (percent of site, dimension and area requirement, percentage of units fronting on open space, distinct visual boundary, etc.).

Square Footage Deed Restriction: As required in 18.2.3.090.C.8, a deed restriction will be required to be placed on the property/-ies notifying future property owners of the size restrictions for the CHD.

(*The final application should clearly establish in the application materials how additional square footage is to be allocated within the development so that it is clear and not in question.*)

Solar Access: Structures within Cottage Housing developments meeting the standards in AMC 18.2.3.090, that cast their shadows entirely within the parent parcel of the Cottage Housing Development, shall be exempt from the Solar Access setback standards in 18.4.8.030 *provided they do not cast a shadow upon the roof of a dwelling within the cottage housing development*. The final application will need to address solar access requirements. Units casting a shadow over the north property line will need to demonstrate compliance with standard Solar Access requirements.

PERFORMANCE STANDARDS SUBDIVISION (OUTLINE PLAN)

Significant Natural Features: A key element of the Performance Standards Options subdivision chapter (AMC 18.3.9) is its intent to identify and preserve significant natural features. Specifically, the chapter notes, "*The existing and natural features of the land; such as wetlands, floodplain corridors, ponds, large trees, rock outcroppings, etc., have been identified in the plan of the development and significant features have been included in the open space, common areas, and unbuildable areas (AMC 18.3.9.040.A.3.c).*" The final application will need to include detail (i.e. arborist's report, wetland biologist's assessment, etc.) addressing site trees, wetlands, etc. and address any other natural features to demonstrate that the lots, envelopes and site circulation have been located based upon careful consideration for preserving any significant natural features of the property. Tree removal permit requests would be considered in light of the Performance Standards focus on preserving natural features and applicable Water Resource Protection Zones as well as the Tree Removal Permit criteria, and the applicants should evaluate and consider significant existing trees in initial site planning.

MISCELLANEOUS/GENERAL

Site Visit: Prior to a hearing, staff would recommend that a Site Visit appropriate to whatever social distancing constraints are in place at the time be arranged with the Planning Commission to give them an idea of the specifics of the site given the access constraints.

Neighborhood Outreach: ***While it is not a city requirement*** staff always recommends applicants approach the affected neighbors to discuss proposals and try to address any concerns as early in the process as possible. In this instance, staff have already begun to receive inquiries from neighbors requesting details of any proposed development of the site. Notices will be sent to owners of neighboring properties within a 200-foot radius, signs posted on the site and advertised in the local newspaper once an application is deemed complete. In many cases, an application is better received if neighbors hear of the proposal from the applicants rather than by a formal notice from the city.

Written Findings/Burden of Proof: Applicants should be aware that written findings addressing the ordinance and all applicable criteria are required, and are heavily depended on in the decision making process 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.

OTHER DEPARTMENTS' COMMENTS

FIRE DEPARTMENT: *Fire Department comments will be e-mailed separately*. Please contact Division Chief Ralph Sartain of the Fire Department for any information on Fire-related issues and requirements at (541) 552-2229 or e-mail ralph.sartain@ashland.or.us .

BUILDING DEPARTMENT: *No comments at this time.* Please contact Building Official Steven Matiaco in the Building Division for any additional information at (541) 488-5305 or via e-mail to steven.matiaco@ashland.or.us .

CONSERVATION DEPARTMENT: *No comments at this time.* There may be current City of Ashland rebates for the installation of high efficiency toilets (HET) as well as some appliances such as refrigerators, dishwashers and washing machines. Appliances may also be eligible for state tax credits through the Oregon Department of Energy. There may also be opportunities for homes to be built more sustainably or more energy efficient with financial and/or technical assistance from the City. For more information on currently available Conservation programs, please contact the City of Ashland Conservation Division at (541) 552-2062 or e-mail Dan.Cunningham@ashland.or.us .

PUBLIC WORKS DEPARTMENT: *Public Works/Engineering comments will be e-mailed separately*. For any further information, please contact Karl Johnson at (541) 552-2415 or via e-mail to: karl.johnson@ashland.or.us .

ELECTRIC DEPARTMENT: The applicant will need to contact Dave Tygerson in the Electric Department at (541) 552-2389 or e-mail tygersod@ashland.or.us to discuss service requirements and fees. An approved electric service plan is required to be included in the final application submittal for the application to be deemed complete. Dave can arrange an on-site meeting to assess service requirements and will prepare a schematic service plan to be incorporated into the applicants' civil drawings. Please allow additional time for scheduling an on-site meeting with Dave Tygerson, subsequent preparation of a schematic plan, and incorporation of this plan into your submittals. *Applications will not be deemed complete without an approved electric service plan.*

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 e-mail walkers@ashland.or.us with any questions regarding water utilities.*"

OREGON DEPARTMENT OF TRANSPORTATION (ODOT): "*This project should not affect ODOT facilities.*" For any additional ODOT-related information, please contact

Micah Horowitz, AICP
Micah.HOROWITZ@odot.state.or.us
Development Review Planner

ODOT Southwestern Region
100 Antelope Rd.
White City, OR 97503
541.774.6331

ZONING DISTRICT REQUIREMENTS

See Table 18.2.5.030.A. "Standards for Urban Residential Zones" for R-1-5 Zoning District

Zoning: R-1-5 (Single-Family Residential)

Landscaping Requirements: 50 percent of the lot area. Size- and species-specific landscaping & irrigation plan required for park rows and open space at time of formal application. Avoid using lawn. Provide irrigation system. Include street trees, one per 30 feet of street frontage.

Parking, Access and Internal Circulation: See Table 18.4.3.040.

Lot Coverage: A maximum of 50 percent of the lot may be covered with building footprints, driveways, parking spaces and other lot coverage. Compliance with lot coverage standards should be demonstrated in the application.

Standard Setbacks: Where standard setbacks apply… Front yards shall be a minimum of 15 feet, excluding garages which require a 20-foot front setback. Unenclosed porches shall be permitted with a minimum setback of eight feet. Side yards require six feet; the side yard of a corner lot abutting a public street shall have a ten-foot setback; rear yard, ten feet plus ten feet for each story in excess of one story. In addition, setbacks must comply with Chapter 18.4.8 which provides for Solar Access (which provides some exemptions for Cottage Housing).

APPLICATION SUBMITTAL REQUIREMENTS

Application Requirements: Cottage Housing Developments require Outline Plan subdivision approval, along with Site Design Review and demonstration of compliance with the Cottage Housing standards. Applications for Outline Plan subdivision approval are processed as a "Type II" procedure which requires a quasi-judicial decision through a public hearing at the Planning Commission. The Planning Commission's may be appealed, in which case it is subject to an "on-the-record appeal" before the City Council. *(For further procedural detail, see:* http://www.ashland.or.us/SIB/files/Comm%20Dev/Forms%2C%20Brochures%2C%20Handouts/Flowchart_Type_II_FY19-20.pdf)

The application is required to include clear, legible, scalable drawings of the proposal (i.e. plan requirements) as well as written findings addressing the applicable approval criteria in accordance with the Ashland Land Use Ordinance (ALUO), Chapter 18 of the Ashland Municipal Code. The following sections include the requirements for plans and approval criteria which are applicable to the proposal as described in the pre-application submittals. When more than one planning approval is required for the proposal, multiple sections of the ALUO may apply. 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. All submittals must also include:

1. ***Application Form and Fee.*** Applications for Type II 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 required application fee must accompany the application for it to be considered complete. (Form available on-line at: http://www.ashland.or.us/Files/Zoning%20Permit%20Application.pdf .)
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/Files/Zoning%20Permit%20Application.pdf).
    b. Plans and exhibits required for the specific approvals sought.
    c. A written statement or letter (i.e. narrative "Findings") 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.

The Ashland Land Use Ordinance in its entirety may be accessed on-line at:
https://ashland.municipal.codes/LandUse

PLAN & EXHIBIT REQUIREMENTS: *A single electronic submittal consisting of the plans below in PDF files formatted to print to scale at 11x17 inches.* ***Note:*** *These copies are used for the Planning Commission packets, public presentations and notices mailed to neighbors - please format files to print clear, readable, reproducible and scalable 11x17 copies. (If the proposal cannot be adequately presented at 11x17, the applicant may provide 12 full-sized hardcopy drawings for distribution to individual commissioners and staff.)*

- Two (2) Copies of the materials required for a Performance Standard Subdivision Outline Plan approval as detailed in chapter 18.3.9.040.A.2 and A.4.
- Two (2) Copies of the materials required for a Site Design Review approval as detailed in chapter 18.5.2.040.
- Two (2) Copies of a Tree Protection Plan as required chapter 18.4.5.030.
- Two (2) Copies of the plans required for a Tree Removal Permit as required in chapter 18.5.7.030

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.

- Two (2) copies of written findings addressing the criteria from section 18.3.9.040.A.3 for Outline Plan approval.
- Two (2) copies of written findings addressing the Cottage Housing Standards in section

18.2.3.090

- Two (2) Copies of written findings addressing the criteria for Site Design Review approval detailed in chapter 18.5.2.050 addressing both the Cottages and the ARU
- Two (2) copies of written findings addressing the criteria from section 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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NEXT APPLICATION DEADLINE:		First Friday of each month
UPCOMING PLANNIGN COMMISSION MEETING:		Second Tuesday of each month
FEES*:	Outline Plan Approval:	$2,190.75 + $143.25 per lot
	Site Design Review	$1,092 + $72.50 per unit
	Exceptions (*if applicable*):	$ 0
	Tree Removal Permits (*if applicable*):	$ 0

***NOTES:**

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, and the first COMPLETE applications submitted are processed at the next *available* Planning Commission meeting.

For further information, please contact: May 13, 2020

Derek Severson, *Senior Planner*
Phone: 541-552-2040/**E-mail:** derek.severson@ashland.or.us