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*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.*

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**ASHLAND PLANNING DEPARTMENT**      **SITE:**                    1372 Woodland Dr.  
**PRE-APPLICATION CONFERENCE**      **APPLICANT:**      Ben Treiger  
**COMMENT SHEET**                              **REQUEST:**              Site Design Review for ARU  
June 17, 2020

## **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:** The proposal develop a 598 Sq.ft. Accessory Residential Unit (ARU) in the south-east corner of the property. The existing 1766 square foot 1 story home will be unchanged.

**ZONING:**      R-1-7.5, Single-Family Residential District

**PARKING, ACCESS, AND INTERNAL CIRCULATION:** Show dimensions and locations of existing parking on site. The property does currently have a one car garage, and an additional space in the driveway, and a third space on side of the existing home. Further on street parking is readily available on the Palmer Street frontage.

The site presently has two existing curb-cuts on the Woodland frontage. Only one curb-cut access is permitted per frontage and as such this is non-conforming with current access management standards per [18.4.3.080.D.5](#) of the municipal code . Further the site plan submitted appears to show an enlargement of the eastern driveway and potential re-grading to accommodate a wider drive that is perpendicular to the street. This exceeds the maximum amount of parking in the front yard ([18.4.3.080.A.3](#)) which is limited to an area of parking no more than 25 percent of the area of the front yard, or a contiguous area 25 feet wide and the depth of the front yard, whichever is greater. Lastly, the western most driveway was evidently installed without permit approval given the lack of a standard driveway apron and curb and gutter. The location of this drive also violates the minimum requisite 35' distance from an intersection for any driveway [18.4.3.080.C.3](#).

Site review approval for the ARU will need to remedy this issue of non-conforming parking and multiple driveways on the Woodland Dr frontage.

**LOT COVERAGE:** A maximum of 45% if the lot may be covered with impervious surface. The preapplication materials submitted by the applicant include lot coverage calculations that demonstrate 39.9% lot coverage at the conclusion of the project to include all structures, patios, walkways, and driveways.

**SETBACKS:** 20' from the front property line, 6' from the side property lines, 10' per story from the rear property line -- plus applicable solar setback. As proposed the new ARU is to be 10 from the rear property line, and six feet from the east side property line, meeting applicable setbacks.

**Solar Setback** - The preapplication materials submitted by the applicant demonstrate the proposed ARU will comply with the solar setback ordinance.

**Pedestrian Path** – A pedestrian path linking the accessory residential unit to the parking area and street is proposed along the east side of the existing house.

**Street Trees** - 1 tree per 30 feet of street frontage along street frontages. By providing species and diameter of existing trees along the Woodland Drive and Palmer Street frontages it is likely they will be counted toward the street tree requirement. Note, the utility excavation in the north-east corner of the property could adversely impact the existing tree in that location. The application should include where tree protection fencing is to be installed to demonstrate such utility trenching will not adversely impact existing trees.

**Required Plans** - Written findings addressing the criteria (see below), a site plan, elevations, a floor plan utility plan, and showing existing street trees along Woodland Drive.

**System Development Charges (SDCs)** The creation of the 598 sq.ft. ARU will necessitate the payment of the SDCs for an additional unit.

**Signs:** N/A

**General:** The proposal as designed is effective at locating an ARU on the site with minimal impacts to the existing landscape and neighborhood. Addressing the non-conforming parking and driveway access on Woodland Dr., identifying requisite street trees, and addressing access to a fire hydrant or sprinkler system, are issues that can be addressed in the formal application.

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**UNDERLYING ZONE PROVISIONS (18.2.5.030.A.)**

**ZONING:** R-1-7.5, Single Family Residential with a 7,500 square foot minimum lot size. Minimum lot width is 65 feet. Lot depth 80-150 feet. Lot width shall not exceed lot depth.

**MAXIMUM BUILDING HEIGHT:** 35 feet maximum height.

**SETBACKS:** Eight feet for unenclosed porches, 15 feet for front yards, and 20 feet for front-facing garages. Six feet for side yards but ten feet for side yards abutting a public street. Ten feet per story and five feet per half-story for rear yards. In addition, the setbacks must comply with the solar access requirements.

**LOT COVERAGE:** A maximum of 45 percent of the lot may be covered with impervious surface. Please identify on site plan and in text all areas of landscaping, impervious surface, patio space, outdoor recreational space, etc.

**LANDSCAPING REQUIREMENTS:** 55 percent of the site must be retained in landscaping, and a

site-, size-, and species- specific landscaping plan is required at time of formal application. The landscape plan must address any required screening, and include street trees, one per 30 feet of street frontage where applicable. Avoid using lawn. Provide irrigation system for all landscaped areas. Landscaping shall be designed so that 50 percent coverage occurs after one year and 90 percent coverage occurs after five years.

## **WRITTEN FINDINGS**

### **ARU SPECIAL USE STANDARDS**

**B. 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.
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 requirements in subsections [18.4.3.080.D.1](#) and [18.4.3.080.D.2](#) and paving requirements in subsection [18.4.3.080.E.1](#).

### **SITE DEVELOPMENT AND DESIGN STANDARDS**

**C. Building Orientation.** Residential buildings that are subject to the provisions of this chapter shall conform to all of the following standards. See also, solar orientation standards in section [18.4.8.050](#).

1. Building Orientation to Street. Dwelling units shall have their primary orientation toward a street. Where residential buildings are located within 20 feet of a street, they shall have a primary entrance opening toward the street and connected to the right-of-way via an approved walkway.
2. Limitation on Parking Between Primary Entrance and Street. Automobile circulation or off-street parking is not allowed between the building and the street. Parking areas shall be located behind buildings, or on one or both sides.
3. Build-to Line. Where a new building is proposed in a zone that requires a build-to line or maximum front setback yard, except as otherwise required for clear vision at intersections, the building shall comply with the build-to line standard.

**D. Garages.** *Not applicable, no garage is proposed.*

**E. Building Materials.** Building materials and paint colors should be compatible with the surrounding area. Very bright primary or neon-type paint colors, which attract attention to the building or use, are unacceptable.

## SITE DESIGN REVIEW APPROVAL CRITERIA

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, 2, or 3, 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;

## OTHER CITY OF ASHLAND DEPARTMENT COMMENTS

**BUILDING:** 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:** Comments provided 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](mailto:karl.johnson@ashland.or.us) .

**FIRE:** Fire Department Comments are included at the end of this preapplication. Please contact Fire Marshal Ralph Sartain of the Fire Department for any additional 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 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](tel:541-552-2326) or e-mail [walkers@ashland.or.us](mailto:walkers@ashland.or.us) with any questions regarding water utilities.”

**ELECTRIC SERVICE:** No comments at this time, the electric department indicated they have coordinated with the applicant regarding utility locates. If any upgrades to existing service are necessary, please have applicant contact the Electric Department @ 552.2389.

## APPLICATION REQUIREMENTS

### PROCEDURE

Site Design Review for an ARU is subject to a “Type I” procedure which provides for an administrative decision made following public notice and a public comment period. Type I decisions provide an opportunity for appeal to the Planning Commission. If there are larger issues involved – or a Variance is requested – a Type II application with a public hearing may be required.

### 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>



## Ashland Fire and Rescue Pre-Application Comments

Date: 06-09-2020

Project Address: 1372 Woodland

Permit Number: PreApp-2020-00203

Project Description: ARU

Ashland Fire & Rescue Contact: Ralph Sartain 541-552-2229 ralph.sartain@ashland.or.us

Fire department comments are based upon the 2019 Oregon Fire Code as adopted by the Ashland Municipal Code, and Ashland Land Use Laws:

**Addressing - Building numbers or addresses must be at least 4 inches tall, be of a color that is in contrast to its background and shall be plainly visible and legible from the street fronting the property. Additional directional signage may be necessary to guide emergency responders down a driveway, path or through a gate. All premises identification, street signs and building numbers, must be in place with temporary signs when construction begins and permanent signage prior to issuance of any occupancy. OFC 505**

**Fire Apparatus Access Approach -The angle of approach at the point where the public road transitions to the private fire apparatus access road must meet the City of Ashland Engineering Department specifications. OFC 503.2.8**

**Fire Apparatus Access -Single Residential Lot-If the furthest point on the structure is greater than 150' from the street, the entire length of the private drive or street must meet fire apparatus access. Fire apparatus access shall be 15 feet clear width, with the center 12 feet being constructed of an all-weather driving surface. Fire apparatus access must support 60,000 pounds, no parking, have a maximum slope of 15 percent, and have vertical clearance of 13' 6". With the installation of fire sprinklers, 200' of the driveway is allowed to have an 18 percent slope. Inside turning radius is at least 20 feet and outside turning radius is at least 40 feet and must be indicated on site plans submitted for building permits. Fire apparatus access is required to be signed as "No Parking-Fire Lane". Final plat needs to indicate that the private drive is fire apparatus access and must state that it cannot be modified without approval of Ashland Fire & Rescue.**

**Firefighter Access Pathway – An approved footpath around the structure is required so that all exterior portions of the structure can be reached with the fire hose. Any changes in elevation greater than two feet in height (such as retaining walls) require stairs. The stairs shall be an all-weather surface and meet the requirements as specified in the Oregon Structural Specialty Code. OFC 503.1.1**

**Fire Hydrant Distance to Structures - Hydrant distance is measured from the hydrant, along a driving surface, to the approved fire apparatus operating location. Hydrant distance shall not exceed 300 feet. Hydrant distance can be increased to 600 feet if approved fire sprinkler systems are installed.**

**Fire Hydrants Clearance - Hydrants must have 3 feet of clearance extending from the center nut**

of the hydrant all the way around. Fences, landscaping and other items may not obstruct the hydrant from clear view. Hydrants must be shown on site plan when submitting for building permits.

Fire Sprinkler System – The installation of a fire sprinkler system may be an acceptable means to mitigate deficiencies related to other fire requirements such as fire flow, hose reach, fire lane width, fire apparatus turn-around, distance to fire hydrants, and fire department work areas. OFC 503.1.1

Gates and Fences – Obstructions such as gates, fences, or any other item which would block or reduce the required fire apparatus access width must be shown on the plans and approved by Ashland Fire and Rescue.

Wildfire Hazard Areas – On lands designated in the Wildfire Lands Overlay, a “Fuel Break” as defined in Ashland Municipal Code, section 18.3.10.100 is required.

Wildfire Hazard Areas - All structures shall be constructed or re-roofed with Class B or better non-wood roof coverings, as determined by the Oregon Structural Specialty Code. No structure shall be constructed or re-roofed with wooden shingles, shakes, wood-product material or other combustible roofing material, as defined in the City's building code. AMC 18.3.10.100

Vegetation – existing and intentionally planted vegetation is required to meet AMC 18.3.10.100B(2) General Fuel Modification Area Standards. The Fire Wise landscaping brochure provides diagrams and examples of how to meet these requirements. [www.ashlandfirewise.org](http://www.ashlandfirewise.org). Contact Ashland Fire & Rescue Forestry Division for a fuel break inspection.

Fire Season – If work will be completed during fire season, check fire season fire prevention requirements found at [www.ashland.or.us/fireseason](http://www.ashland.or.us/fireseason).

Accessory Residential Units in Wildfire Hazard Areas - Accessory Residential Units on land zoned RR in the Wildfire Hazard Areas are required to install a residential fire sprinkler system.

Final determination of fire hydrant distance, fire flow, and fire apparatus access requirements will be based upon plans submitted for Building Permit review. Changes from plans submitted with this application can result in further requirements. Any future construction must meet fire code requirements in effect at that time. The fire department contact for this project is Fire Marshal Ralph Sartain. He may be contacted at (541) 552-2229 or [ralph.sartain@ashland.or.us](mailto:ralph.sartain@ashland.or.us).

## Public Works Pre-application Comments

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 civil plans MUST 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:
  - 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).
  - 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. Street Improvement – No additional street improvements, beyond those necessary to comply with City Street Standards, will be required at this time.
3. Right of Way – No additional right of way dedication, beyond that necessary to comply with City Street Standards, will be required at this time.
4. Sanitary Sewer - The property is currently served by a 6-in sanitary sewer main in Woodland Drive. The applicant proposed improvements must be reviewed, approved and permitted by the City of Ashland Engineering Department.
5. Water - The property is currently served by a 6-in water main in Woodland Drive. 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.
6. Storm Drainage - The property is currently served by a 10-in storm sewer main in Woodland Drive. City of Ashland Engineering Department must review an engineered storm drainage plan.

### Storm Water Facility Design Requirements

Projects that will create or replace 2,500 square feet or more of new impervious surface

(buildings, roads, parking lots, etc.) area that discharges to an MS4, must comply with the requirements of the DEQ MS4 General Permit phase 2. Applicant MUST follow the guidance and requirements set forth in the current Rogue Valley Stormwater Quality Design Manual which can be found at the following website:

<https://www.rvss.us/pilot.asp?pg=StormwaterDesignManual>

All stormwater calculations, reports, drawings, etc. shall be submitted to the City of Ashland Engineering Department for review.

7. Erosion & Sediment Control - The following requirements shall be met:

- All ground disturbances exceeding 1,000 square feet shall implement an Erosion and Sediment Control Plan (ESCP).
- A 1200-C permit will be secured by the developer where required under the rules of the Oregon State DEQ. City of Ashland Engineering Department must receive a copy of this permit before any construction shall begin.
- Erosion Prevention 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.
- Pollution, track out, and sediment dumping into storm water are strictly prohibited per AMC 9.08.060.
- Drainage from automotive use areas shall be limited to oil concentrations of 10 mg/l by a pre-approved means.
- Trash storage areas shall be covered or provide additional storm water treatment by an approved means.
- 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. 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.

9. 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

10. Addresses – Any new addresses must be assigned by City of Ashland Engineering Department.