

Note: Anyone wishing to speak at any Planning Commission meeting is encouraged to do so. If you wish to speak, please rise and, after you have been recognized by the Chair, give your name and complete address for the record. You will then be allowed to speak. Please note that the public testimony may be limited by the Chair and normally is not allowed after the Public Hearing is closed.

**ASHLAND PLANNING COMMISSION  
REGULAR MEETING  
JUNE 14, 2011  
AGENDA**

- I. **CALL TO ORDER:** 7:00 PM, Civic Center Council Chambers, 1175 E. Main Street
- II. **ANNOUNCEMENTS**
- III. **CONSENT AGENDA**
  - A. **Approval of Minutes**
    - 1. May 10, 2011 Regular Meeting.
- IV. **PUBLIC FORUM**
- V. **TYPE II PUBLIC HEARINGS**
  - A. **PLANNING ACTION: #2011-00397**
    - SUBJECT PROPERTY:** 2234 Siskiyou Boulevard (*accessed from Chitwood Lane*)
    - APPLICANT:** Groundworks Community Development Corp.
    - DESCRIPTION:** A request for Outline and Final Plan review, and Site Review approval to construct a five-unit townhouse development under the Performance Standards Options Chapter (AMC 18.88) for the property located at 2234 Siskiyou Boulevard, also known as Chitwood Park. The applicants have also requested a Tree Removal Permit to remove three trees six-inches in diameter or greater at breast height; Exceptions to Street Standards to allow a dead-end street in excess of 500-feet in length, a private drive to serve five units, and a separation between driveways of less than 24 feet; and an Administrative Variance to the Site Design & Use Standards to allow a reduction in the separation and screening between residential units and parking areas.
    - COMPREHENSIVE PLAN DESIGNATION:** Single Family Residential; **ZONING:** R-1-7.5;
    - ASSESSOR'S MAP:** 39 1E 14 CB; **TAX LOT:** 100
    - CONTINUED FROM MAY 10<sup>TH</sup> PLANNING COMMISSION MEETING.***
- IV. **PRESENTATION**
  - A. **Firewise Presentation**
- VI. **OTHER BUSINESS**
  - A. **TSP Joint Meeting Follow-up Discussion**
- VII. **ADJOURNMENT**

**CITY OF  
ASHLAND**



In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Community Development office at 541-488-5305 (TTY phone is 1-800-735-2900). Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title 1).

**CITY OF  
ASHLAND**  
ASHLAND PLANNING COMMISSION  
REGULAR MEETING  
MINUTES  
May 10, 2011

**CALL TO ORDER**

Chair Pam Marsh called the meeting to order at 7:00 p.m. in the Civic Center Council Chambers, 1175 East Main Street.

**Commissioners Present:**

Larry Blake  
Michael Dawkins  
Pam Marsh  
Debbie Miller  
John Rinaldi, Jr.

**Staff Present:**

Bill Molnar, Community Development Director  
Derek Severson, Associate Planner  
April Lucas, Administrative Supervisor

**Absent Members:**

Melanie Mindlin

**Council Liaison:**

Russ Silbiger, absent

**ANNOUNCEMENTS**

Commissioner Marsh announced their next meeting will be a joint study session with the Transportation Commission. Transit issues will be discussed, and several RVTB board members have been invited to attend.

**CONSENT AGENDA**

- A. Approval of Minutes.
1. March 29, 2011 Study Session.
  2. April 12, 2011 Regular Meeting.
  3. April 26, 2011 Special Meeting.

Commissioners Dawkins/Blake m/s to approve the Consent Agenda. Voice Vote: all AYES. Motion passed 4-0.  
*(Miller abstained)*

**PUBLIC FORUM**

No one came forward.

**TYPE II PUBLIC HEARINGS**

- A. PLANNING ACTION: #2011-00397  
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APPLICANT: Groundworks Community Development Corp.  
DESCRIPTION: A request for Outline and Final Plan review, and Site Review approval to construct a five-unit townhouse development under the Performance Standards Options Chapter (AMC 18.88) for the property located at 2234 Siskiyou Boulevard, also known as Chitwood Park. The applicants have also requested a Tree Removal Permit to remove three trees six-inches in diameter or greater at breast height; Exceptions to Street Standards to allow a dead-end street in excess of 500-feet in length, a private drive to serve five units, and a separation between driveways of less than 24 feet; and an Administrative Variance to the Site Design & Use Standards to allow a reduction in the separation and screening between residential units and parking areas.  
COMPREHENSIVE PLAN DESIGNATION: Single Family Residential; ZONING: R-1-7.5; ASSESSOR'S MAP: 39 1E 14  
CB; TAX LOT: 100

Commissioner Marsh read aloud the public hearing procedures for land use hearings.

### **Ex Parte Contact**

Commissioners Miller, Dawkins, Rinaldi, and Blake made site visits; no ex parte contact was reported.

### **Staff Report**

Associate Planner Derek Severson presented the staff report and explained the application before them is a request for Outline and Final Plan review, and Site Review approval to construct five affordable townhome units at the end of Chitwood Lane. This application also includes a Tree Removal Permit to remove three trees on the property, three exceptions to the Street Standards, and an Administrative Variance to allow a reduction in the separation and screening between the residential units and parking areas. Mr. Severson stated the property is 2.41 acres and reviewed the zoning for this site and the surrounding area. He reviewed the site plan and elevations, and clarified all five units would be energy efficient. He noted the proposal includes ten on-site parking spaces to serve the five units, and also noted the proposed installation of bioswales and wetland ponds to accommodate stormwater runoff.

Mr. Severson elaborated on the three exceptions to the Street Standards. He stated the first request is to allow a 20 ft. separation between driveways (AMC requires 24 feet); the second request is to allow a dead-end street in excess of 500 ft. and to have a private drive serving more than three units; and the final request is to not have an 8 ft. landscape buffer between the building and the parking area. Mr. Severson stated these exceptions speak to the intent of the proposal, which is to cluster the development to have the least possible impact. He noted while the applicant's are requesting a variance to the landscape buffer along the parking area, the buffer to the neighboring property owners has been doubled from the required 5 ft. to 10 ft.

Mr. Severson reviewed the on-street parking requirements and stated the Municipal Code indicates one on-street space shall be provided for each unit. He stated this requirement is intended to ensure new streets are built to accommodate adequate visitor parking; however in this case the applicant's are not proposing to install a new street. Mr. Severson stated even though a new street is not proposed, the applicant's have indicated this requirement can be satisfied by utilizing the 15 on-street parking spaces on Chitwood Lane.

Mr. Severson briefly reviewed the Fire Marshall's concerns regarding the proposed landscaping and stated the Fire Marshall would prefer to have plantings consistent with the City's Firewise Program. Severson noted this is not a requirement of the code, but the Commission could add this as a condition if they felt it was warranted.

Fire Marshall Margueritte Hickman addressed the Commission and stated the Fire Department is recommending all new developments consider Firewise landscaping. She stated the Firewise Program recommends noncontiguous landscaping and recommends against certain plant types; however, this is just a recommendation and there is no code language that requires it.

Commissioner Marsh requested the Fire Department present an overview of the Firewise Program at an upcoming commission meeting.

### **Applicant's Presentation**

**John Wheeler, Groundworks and Kerry Kencairn, Kencairn Landscape Architecture** addressed the commission. Ms. Kencairn commented on the parking situation and stated the ordinance is written to provide on-street parking for street extensions or new streets; however this project is located in the park land, and their intent was to limit excess paving and to keep development as far away from the park as possible. Ms. Kencairn stated they would be providing two spaces for every unit on the site, and while they do not intend on using the on-street spaces on Chitwood, there are 15 spaces available within 200 ft of their development and technically this satisfies the City's requirement.

Ms. Kencairn provided some background on this project. She explained the City provided a Request for Proposals for the creation of affordable housing on a piece of property owned by the Parks Department, and Groundworks was selected to develop this project. She reviewed the constraints of the property, and noted the adjacent riparian area which would be developed into a functional wetland. Ms. Kencairn noted they originally had a smaller buffer between this site and the adjacent properties, but in response to the neighbors' concerns they have retained the Cypress trees and moved the parking lot as far as possible from those trees. She noted that Junipers and other evergreens have been identified for the buffer area, and these were selected to create a dense visual screen for the neighbors. She stated they would be willing to move in a direction that would satisfy the Fire Department, however their main goal is to satisfy the neighbors.

Ms. Kencairn reviewed the site plan, landscape plan, and grading of the site. She also commented on the sustainable features of the design and explained all five units would be Earth Advantage and solar ready. Mr. Wheeler noted that they have applied what was learned from the Rice Park and Verde Village projects and listed some of the specific features of the proposed development.

Ms. Kencairn noted part of their negotiations with the Parks Department was to create a bioswale on the Parks property. Mr. Wheeler added in exchange for use of some of the park land for the bioswale, they agreed to pay for the master planning of the park. When asked when this master planning will occur, Ms. Kencairn stated it will happen when the Parks Department and neighborhood determine they are ready to move forward. She stated the parks master planning is not part of this land use application, and this is a separate agreement they have with the Parks Department. Mr. Wheeler commented that once the purchase and sale agreement is finalized, they will be obligated to provide the master planning for the park. He further clarified that Groundworks is pursuing this land use application in conjunction with the land purchase agreement.

In terms of the development timeline, Mr. Wheeler stated they would begin construction as soon as they get through the planning and building permit process and have five families ready to go. He stated the homeowners will be participating in the construction of these homes, and are required to provide 32 hours per week in sweat equity. He added, however, that they would like to flexibility to not have these affordable units be sweat equity required, just in case Groundworks has to build them themselves.

### **Public Testimony**

**Matt Terreri/2252 Chitwood Lane/**Stated he supports the development of this area, however he disagrees with the applicant's statement that there is adequate on-street parking on Chitwood Lane. Mr. Terreri stated one side of the street is signed 'No Parking', and there is a fire hydrant on the opposite side which limits parking. He stated he does not believe there are available spaces within 200 ft of the project site, and voiced his concerns regarding parking for this development as well as the future park.

**Maria Barnes/2252 Chitwood Lane/**Stated when she purchased her property she was told about the potential for an affordable housing complex and park; however, following the neighborhood meeting last fall, she was told by the Parks Department that they were delaying the park due to funding. Ms. Barnes stated the neighborhood consensus was to have the park in cohesion with the affordable housing. She questioned whether the proposed architecture was compatible with the surrounding homes, and also commented on the narrow width of Chitwood Lane.

**Patrick Hildreth/2242 Chitwood Lane/**Stated parking on Chitwood Lane is very restricted, and larger vehicles (delivery trucks, etc.) have difficulty turning around on this narrow street. Mr. Hildreth suggested the applicant create four units instead of five, which would resolve many of the tight spacing issues. He voiced his support for affordable housing at this location, but stated the park needs to go in as well. He added the neighbors were assured that they would be getting both, not one or the other. He also questioned how the traffic flow would be impacted with the increased vehicles trips created by this housing complex.

**Signa Fischer/2271 Chitwood Lane/**Stated there is a fire hydrant in front of her home, and there is no on-street parking available. Ms. Fischer stated Chitwood Lane is very narrow and very windy, and stated she is very concerned with whether parking demands for this development will impact Chitwood. She added if the park is not developed, she has major concerns about the potential for a fire.

**George Cota/4300 Highway 66/**Stated he was the developer of the Chitwood subdivision and concurred with the neighbors' testimony regarding the restricted parking on this street. He stated he feels betrayed by the City's Parks Department and asked that this housing be developed in continuity with the park land, and encouraged them to not do these separately.

### **Applicant's Rebuttal**

**John Wheeler and Kerry Kencairn/**Ms. Kencairn provided an explanation of how she determined the on-street parking availability on Chitwood Lane. She stated if she made an error in this calculation, then they will need to request a variance to the on-street parking standard since there is no way to create these extra spaces. Mr. Wheeler noted in his experience with these types of projects, families who qualify and participate typically do not have multiple cars.

Mr. Wheeler provided an explanation of why five houses were proposed instead of four. He stated this was the number put forward in the City's RFP, and had Groundworks lowered the number of homes they likely would not have been selected. Additionally, five



is the lowest number of families you can have to do a successful self-help project, and they also need a minimum of five to keep the units affordable.

Ms. Kencairn commented that they have no control over how the Parks Department decides to move forward and she does not agree that the open space needs to be turned into a developed park to facilitate the affordable housing.

In regards to the concerns about architectural compatibility, Ms. Kencairn stated she believes there are things they can do to satisfy these concerns. Mr. Wheeler noted the siding that would be used, and assured the color palette would be complimentary.

*Commissioner Marsh closed the public hearing at 8:36 p.m.*

Staff was asked to respond to the neighbors' testimony regarding the available on-street parking. Mr. Severson stated the street width of Chitwood Lane is 23 feet, which is a foot wider than the requirement for a neighborhood residential street. He stated on his visits out to this site, he observed that the curbs could pose a problem for delivery trucks and construction trucks; however the signage that is in place is consistent with how the applicant described it. He stated the street is designed for parking on one-side, and the Public Works Department is responsible for the signage.

Mr. Severson clarified the base density of the parcel is 8.6, and with the affordability and energy efficiency components, the applicant's would qualify for density bonuses that would allow them to build 13 units on this site.

*Commissioner Marsh closed the record at 8:43 p.m.*

### **Deliberations & Decision**

Commissioner Dawkins commented that they cannot combine this development proposal with what the Parks Department might do and this should be removed from consideration. Marsh agreed and stated there are issues that are outside their purview, although they can add comments or encouragement.

**Commissioner Dawkins/Blake m/s to approve Planning Action #2011-00397. DISCUSSION:** It was clarified this motion includes the exceptions and variances as presented in the staff report. In terms of parking, Commissioner Blake stated the City has painted the developer into a corner, and because of the incomes guidelines that governs who can live in these units, they may have capacity for guest parking on-site. He sympathized with the neighbors' concerns, but stated they are in a tough spot. Commissioner Rinaldi requested the Public Works Department provide a determination of where parking is allowed, both physically and legally, on Chitwood Lane. Comment was made that if the on-street parking situation is holding them up, they should consider postponing this decision until they hear from the Public Works Department. The Commission listed other issues they would like to discuss, and it was agreed that they should continue this hearing and obtain a determination on the parking issue. **Commissioner Dawkins withdrew his motion.**

Commissioner Dawkins commented on the Fire Marshall's concerns regarding the landscape plan and stated spacing out plants does not necessarily make them non-combustible, and he does not believe a linear grouping of plants would pose a significant fire hazard. He stated a landscape plan needs to take the deer into account, and stated he would not support a condition that requires the applicant's to use fire resistant landscaping.

The Commission continued their discussion of this application and requested staff bring back the following information: 1) the parking determination for Chitwood Lane, 2) information on the timeline for the park master plan and park development, and 3) the proposed building's color palette.

**Commissioners Dawkins/Miller m/s to reopen the public hearing and continue this item to the June 14, 2011 Planning Commission meeting. Roll Call Vote: Commissioners Miller, Dawkins, Rinaldi, Blake and Marsh, YES. Motion passed 5-0.**

### **OTHER BUSINESS**

#### **A. TSP Joint Meeting Follow-up Discussion.**

The Commission held a brief follow-up discussion of issues presented at the April 26<sup>th</sup> joint study session. Transit issues were noted and Marsh recommended each of them make a point of riding the bus before their next joint meeting. Commissioner Rinaldi

voiced his objection to ideas being dismissed solely on the fact that there is no current funding. Commissioner Dawkins voiced his support for the use of express buses, and commented that the existing bus routes take way too long. Commissioner Marsh noted RVTD's strategic plan is available on their website if anyone is interested in some background material before their next meeting.

**ADJOURNMENT**

Meeting adjourned at 9:25 p.m.

*Respectfully submitted,  
April Lucas, Administrative Supervisor*



**PLANNING ACTION: 2011-00397**

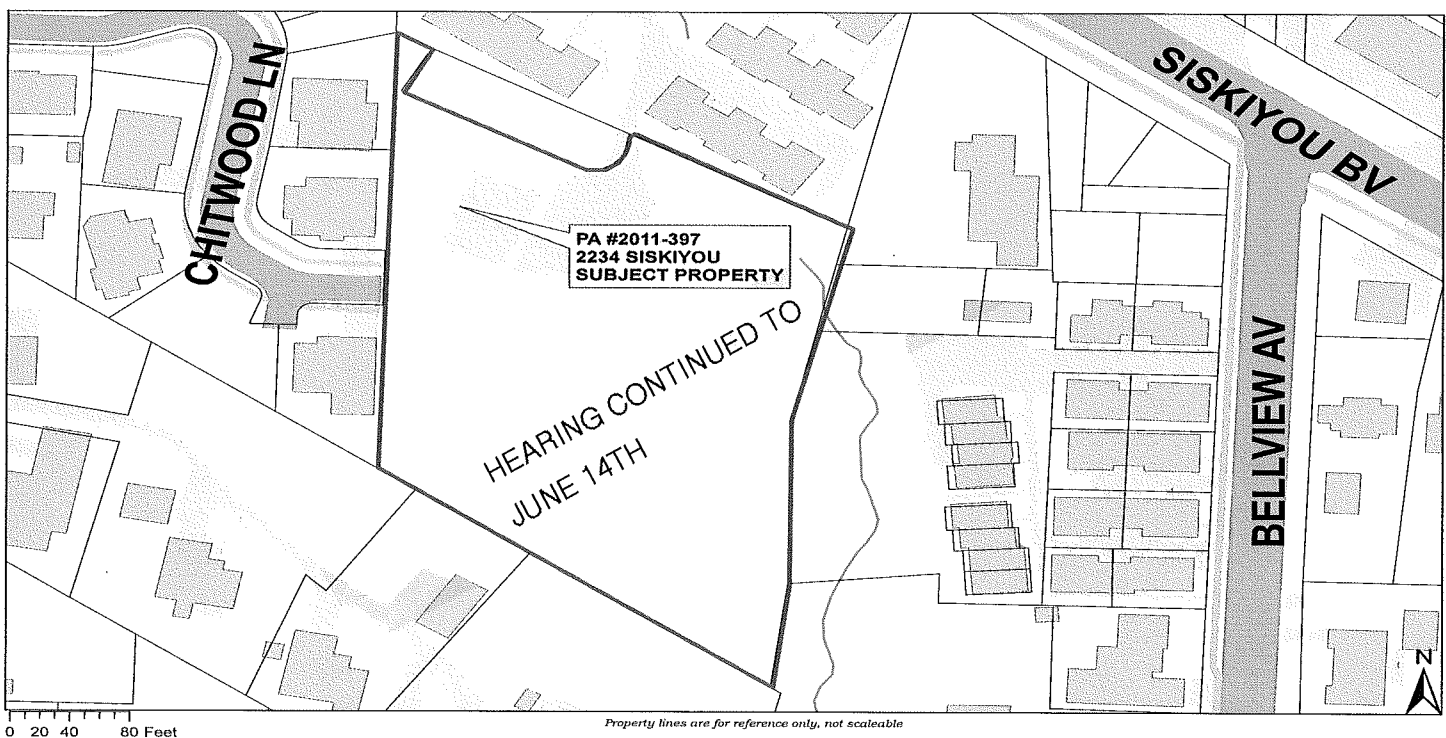
**SUBJECT PROPERTY: 2234 Siskiyou Blvd/Access is off of Chitwood Lane**

**OWNER/APPLICANT: Groundworks Community Development Corp.**

**DESCRIPTION: A request for Outline and Final Plan review, and Site Review approval to construct a five-unit townhouse development under the Performance Standards Options Chapter (AMC 18.88) for the property located at 2234 Siskiyou Boulevard, also known as Chitwood Park. The applicants have also requested a Tree Removal Permit to remove three trees six-inches in diameter or greater at breast height; Exceptions to Street Standards to allow a dead-end street in excess of 500-feet in length, a private drive to serve five units, and a separation between driveways of less than 24 feet; and an Administrative Variance to the Site Design & Use Standards to allow a reduction in the separation and screening between residential units and parking areas. COMPREHENSIVE PLAN DESIGNATION: Single Family Residential; ZONING: R-1-7.5; ASSESSOR'S MAP : 39 1E 14 CB; TAX LOT: 100**

**NOTE:** The Ashland Tree Commission will also review this Planning Action on **May 5, 2011 at 6:00 p.m.** in the Community Development and Engineering Services building (Siskiyou Room) located at 51 Winburn Way.

**ASHLAND PLANNING COMMISSION MEETING: May 10, 2011 at 7:00 PM, Ashland Civic Center**



Notice is hereby given that a PUBLIC HEARING on the following request with respect to the ASHLAND LAND USE ORDINANCE will be held before the ASHLAND PLANNING COMMISSION on meeting date shown above. The meeting will be at the ASHLAND CIVIC CENTER, 1175 East Main Street, Ashland, Oregon.

The ordinance criteria applicable to this application are attached to this notice. Oregon law states that failure to raise an objection concerning this application, either in person or by letter, or failure to provide sufficient specificity to afford the decision maker an opportunity to respond to the issue, precludes your right of appeal to the Land Use Board of Appeals (LUBA) on that issue. Failure to specify which ordinance criterion the objection is based on also precludes your right of appeal to LUBA on that criterion. Failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow this Commission to respond to the issue precludes an action for damages in circuit court.

A copy of the application, all documents and evidence relied upon by the applicant and applicable criteria are available for inspection at no cost and will be provided at reasonable cost, if requested. A copy of the Staff Report will be available for inspection seven days prior to the hearing and will be provided at reasonable cost, if requested. All materials are available at the Ashland Planning Department, Community Development and Engineering Services, 51 Winburn Way, Ashland, Oregon 97520.

During the Public Hearing, the Chair shall allow testimony from the applicant and those in attendance concerning this request. The Chair shall have the right to limit the length of testimony and require that comments be restricted to the applicable criteria. Unless there is a continuance, if a participant so requests before the conclusion of the hearing, the record shall remain open for at least seven days after the hearing.

In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Administrator's office at 541-488-6002 (TTY phone number 1-800-735-2900). Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting. (28 CFR 35.102.-35.104 ADA Title I).

If you have questions or comments concerning this request, please feel free to contact the Ashland Planning Division, 541-488-5305.

## **OUTLINE PLAN APPROVAL**

### **18.88.030.A.4 Criteria for Approval**

The Planning Commission shall approve the outline plan when it finds the following criteria have been met:

- a. That the development meets all applicable ordinance requirements of the City of Ashland.
  - b. That adequate key City facilities can be provided including water, sewer, paved access to and through the development, electricity, urban storm drainage, police and fire protection and adequate transportation; and that the development will not cause a City facility to operate beyond capacity.
  - c. That 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.
  - d. That the development of the land will not prevent adjacent land from being developed for the uses shown in the Comprehensive Plan.
  - e. That there are adequate provisions for the maintenance of open space and common areas, if required or provided, and that if developments are done in phases that the early phases have the same or higher ratio of amenities as proposed in the entire project.
  - f. That the proposed density meets the base and bonus density standards established under this Chapter.
  - g. The development complies with the Street Standards.
- (ORD 2836, 1999)

## **FINAL PLAN APPROVAL**

### **18.88.030.B.5 Criteria for Final Approval**

Final plan approval shall be granted upon finding of substantial conformance with the outline plan. Nothing in this provision shall limit reduction in the number of dwelling units or increased open space provided that, if this is done for one phase, the number of dwelling units shall not be transferred to another phase, nor the open space reduced below that permitted in the outline plan. This substantial conformance provision is intended solely to facilitate the minor modifications from one planning step to another. Substantial conformance shall exist when comparison of the outline plan with the final plan shows that:

- a. The number of dwelling units vary no more than ten (10%) percent of those shown on the approved outline plan, but in no case shall the number of units exceed those permitted in the outline plan.
  - b. The yard depths and distances between main buildings vary no more than ten (10%) percent of those shown on the approved outline plan, but in no case shall these distances be reduced below the minimum established within this Title.
  - c. The open spaces vary no more than ten (10%) percent of that provided on the outline plan.
  - d. The building size does not exceed the building size shown on the outline plan by more than ten (10%) percent.
  - e. The building elevations and exterior materials are in conformance with the purpose and intent of this Title and the approved outline plan.
  - f. That the additional standards which resulted in the awarding of bonus points in the outline plan approval have been included in the final plan with substantial detail to ensure that the performance level committed to in the outline plan will be achieved.
  - g. The development complies with the Street Standards.
- (ORD 2836, 1999)

## **SITE DESIGN AND USE STANDARDS**

### **18.72.070 Criteria for Approval**

The following criteria shall be used to approve or deny an application:

- A. All applicable City ordinances have been met or will be met by the proposed development.
  - B. All requirements of the Site Review Chapter have been met or will be met.
  - C. The development complies with the Site Design Standards adopted by the City Council for implementation of this Chapter.
  - D. That adequate capacity of City facilities for water, sewer, paved access to and through the development, electricity, urban storm drainage, and adequate transportation can and will be provided to and through the subject property. All improvements in the street right-of-way shall comply with the Street Standards in Chapter 18.88, Performance Standards Options.
- (ORD 2655, 1991; ORD 2836, 1999)

## **EXCEPTION TO STREET STANDARDS**

### **18.88.050 F – Exception to Street Standards**

An exception to the Street Standards is not subject to the Variance requirements of section 18.100 and may be granted with respect to the Street Standards in 18.88.050 if all of the following circumstances are found to exist:

- A. There is demonstrable difficulty in meeting the specific requirements of this chapter due to a unique or unusual aspect of the site or proposed use of the site.
- B. The variance will result in equal or superior transportation facilities and connectivity;
- C. The variance is the minimum necessary to alleviate the difficulty; and
- D. The variance is consistent with the stated Purpose and Intent of the Performance Standards Options Chapter.

(ORD 2951, 2008; ORD 2836, 1999)

## **ADMINISTRATIVE VARIANCE FROM SITE DESIGN AND USE STANDARDS**

### **18.72.090**

An administrative variance to the requirements of this chapter may be granted with respect to the requirements of the Site Design Standards adopted under section 18.72.080 if, on the basis of the application, investigation and evidence submitted, all of the following circumstances are found to exist:

- A. There is a demonstrable difficulty in meeting the specific requirements of the Site Design Standards due to a unique or unusual aspect of the proposed use of a site;
- B. Approval of the variance will not substantially negatively impact adjacent properties;
- C. Approval of the variance is consistent with the stated purpose of the Site Design and Use Chapter; and
- D. The variance requested is the minimum variance which would alleviate the difficulty.

## **TREE REMOVAL**

### **18.61.080 Criteria for Issuance of Tree Removal - Staff Permit**

An applicant for a Tree Removal Permit shall demonstrate that the following criteria are satisfied. The Staff Advisor may require an arborist's report to substantiate the criteria for a permit.

- A. Hazard Tree: The Staff Advisor shall issue a tree removal permit for a hazard tree if the applicant demonstrates that a tree is a hazard and warrants removal.
  - 1. A hazard tree is a tree that is physically damaged to the degree that it is clear that it is likely to fall and injure persons or property. A hazard tree may also include a tree that is located within public rights of way and is causing damage to existing public or private facilities or services and such facilities or services cannot be relocated or the damage alleviated. The applicant must demonstrate that the condition or location of the tree presents a clear public safety hazard or a foreseeable danger of property damage to an existing structure and such hazard or danger cannot reasonably be alleviated by treatment or pruning.
  - 2. The City may require the applicant to mitigate for the removal of each hazard tree pursuant to AMC 18.61.084. Such mitigation requirements shall be a condition of approval of the permit.
- B. Tree that is Not a Hazard: The City shall issue a tree removal permit for a tree that is not a hazard if the applicant demonstrates all of the following:
  - 1. The tree is proposed for removal in order to permit the application to be consistent with other applicable Ashland Land Use Ordinance requirements and standards, including but not limited to applicable Site Design and Use Standards and Physical and Environmental Constraints. The Staff Advisor may require the building footprint of the development to be staked to allow for accurate verification of the permit application; and
  - 2. Removal of the tree will not have a significant negative impact on erosion, soil stability, flow of surface waters, protection of adjacent trees, or existing windbreaks; and
  - 3. Removal of the tree will not have a significant negative impact on the tree densities, sizes, canopies, and species diversity within 200 feet of the subject property. The City shall grant an exception to this criterion when alternatives to the tree removal have been considered and no reasonable alternative exists to allow the property to be used as permitted in the zone. Nothing in this section shall require that the residential density be reduced below the permitted density allowed by the zone. In making this determination, the City may consider alternative site plans or placement of structures or alternate landscaping designs that would lessen the impact on trees, so long as the alternatives continue to comply with other provisions of the Ashland Land Use Ordinance.
  - 4. The City shall require the applicant to mitigate for the removal of each tree granted approval pursuant to AMC 18.61.084. Such mitigation requirements shall be a condition of approval of the permit.  
(ORD 2951, 2008; ORD 2883, 2002)

**ASHLAND PLANNING DIVISION**  
**STAFF REPORT ADDENDUM**  
**June 14<sup>th</sup>, 2011**

**PLANNING ACTION:** #2011-00397

**APPLICANT:** GroundWorks Community Development Corp.

**LOCATION:** 2234 Siskiyou Boulevard  
(aka Chitwood Park)

**ZONE DESIGNATION:** R-1-7.5

**COMPREHENSIVE PLAN DESIGNATION:** Single Family Residential

**APPLICATION DEEMED COMPLETE:** May 1<sup>st</sup>, 2011

**120-DAY TIME LIMIT:** August 29<sup>th</sup>, 2011

**ORDINANCE REFERENCE:**

18.20	R-1 Single Family Residential District
18.61	Tree Preservation and Protection
18.62	Physical & Environmental Constraints
18.63	Water Resource Protection Zones
18.72	Site Design Review
18.72.090	Administrative Variance
18.88	Performance Standards Options
18.88.050.F	Exception to Street Standards
18.92	Off-Street Parking

**REQUEST:** A request for Outline and Final Plan review, and Site Review approval to construct a five-unit townhouse development under the Performance Standards Options Chapter (AMC 18.88) for the property located at 2234 Siskiyou Boulevard, also known as Chitwood Park. The applicants have also requested a Tree Removal Permit to remove three trees six-inches in diameter or greater at breast height; Exceptions to Street Standards to allow a dead-end street in excess of 500-feet in length, a private drive to serve five units, and a separation between driveways of less than 24 feet; and an Administrative Variance to the Site Design & Use Standards to allow a reduction in the separation and screening between residential units and parking areas.

**I. Relevant Facts**

**A. Background - History of Application (Continued Hearing)**

At the May 10<sup>th</sup>, 2011 Planning Commission, the public hearing was opened and testimony was presented by the applicants and a number of neighbors. Following the close of the hearing, the Commission identified four items which they believed needed to be further addressed before a decision could be rendered. These items were:

### **Chitwood On-Street Parking**

Chapter 18.88 requires that one on-street parking space be provided per unit, to be located in or adjacent to the right-of-way within 200-feet of the unit served, for guest parking for all R-1 developments. The application as proposed involves only a minimal street dedication by extending the existing Chitwood Lane street right-of-way 40 feet in order to serve a single private driveway to a common parking area, however the applicants provided drawings illustrating the existing on-street parking available in the immediate vicinity on Chitwood Lane (see the applicants sheet titled 'Parking') as 15 spaces. The application further noted that these on-street spaces were adequate to provide on-street parking for the existing ten units within Deerfield Estates as well as the five proposed affordable units. The application also identified two additional parking spaces to be provided at the end of the proposed right-of-way dedication. During the May hearing, neighbors challenged the accuracy of the applicants' parking submittals raising concerns that the parking detailed was not an accurate depiction of the situation on the ground and did not take into account hydrant locations, no parking signage, etc.

The Planning Commission asked that staff and the applicants look further into the on-street parking situation to verify whether there was indeed adequate parking in place on Chitwood Lane to meet the on-street parking requirements for both Deerfield Estates and the proposed affordable units without requiring a Variance.

### **Status/Timing of Chitwood Park**

During the hearing, neighbors raised concerns over the completion of the affordable housing project proposed prior to development of Chitwood Park on the remainder of the property, which some neighbors indicated should be tied together as a condition of approving the affordable housing development.

The Planning Commission asked that staff find additional information on the timing of the master planning efforts and ultimate development of Chitwood Park.

### **Architectural Compatibility of Proposed Units with Neighborhood**

Also during the hearing, Chitwood neighbors expressed concerns that the proposed affordable, energy-efficient units would not be architecturally compatible with the larger "\$500,000+ Craftsman-style homes" currently found on Chitwood Lane and would lower property values. The applicants indicated that they would consider some changes to the façade designs and color selections to make the design and presentation of the units more compatible with the surrounding neighborhood.

The Planning Commission asked that the applicants bring details of these changes back to the June meeting for Commission consideration.

The Planning Commission re-opened the hearing and continued it to their regular meeting of June 14<sup>th</sup> to allow staff and the applicants to prepare and present additional information addressing the items above.

## **II. Project Impact**

### **Chitwood On-Street Parking**

Subsequent to the May meeting, staff reviewed the as-built drawings for the subdivision and the record of the land use approval for Deerfield Estates and made a number of visits to Chitwood Lane to catalog the available parking.

In reviewing the applicants' Parking submittal and the original Deerfield approval as it addressed on-street parking in light of conditions on the ground, staff noted that neither the signage in place nor the driveway locations were entirely consistent with what had been shown in the Deerfield Estates approval. The applicants' submittal was generally an accurate depiction of the conditions on the ground taking into account the location of driveways, hydrants, and the signage which limits parking to only one side of the street. In staff's assessment, the applicants' submittal likely shows two more parking spaces than can functionally be provided along the south side of Chitwood (near the approved open space) however, there are two additional on-street spaces available on Clay Street near its intersection with Chitwood which would make up this deficit. Staff Exhibit S-1 is attached, and illustrates the functionally available on street parking as well as existing locations of driveways, hydrants and no parking signage.

As such, staff believes that the proposal can be found to adequately address the requirements for on-street parking within 200 feet of units without a Variance being required. However, based on comments from neighbors and observations on site, we believe there may be some confusion about where parking is allowed given that the street design is intended to provide parking on only one-side. Signage on the street is limited and located primarily near the intersection with Clay Street, and in staff's view additional signage and or striping of curbs might serve to alleviate some of the parking issues identified in neighbors' comments during the May hearing. If the Planning Commission concurs, a condition could be added to require that the applicants work with Public Works and Planning staff to develop a clearer parking plan and provide additional curb markings and or signage at the applicants' expense in order to ensure that the on-street parking is functionally available to meet the applicants' on-street parking requirements.

Recognizing concerns raised by neighbors over additional vehicle trips on Chitwood, staff has also had discussions with the applicants as to the possibility of trying to formalize a pedestrian connection through the Ashlander Apartments site out to Siskiyou Boulevard as a means to provide a more direct option for pedestrians to access the future park or for residents of the affordable units to access pedestrian, bicycle and transit on Siskiyou Boulevard. They've indicated that this was pursued with acquisition of the property but the owners of the apartments were not interested in providing such an easement.

### **Status/Timing of Chitwood Park**

According to Don Robertson, Director of the Ashland Parks & Recreation Department, Chitwood Park is on hold in terms of the Parks Department's master planning, and completion of the park may be little way away but he does not imagine it is too far out. The Parks & Recreation Commission has considered the project at a number of their regular meetings and held a special meeting with park neighbors at Bellview School last fall to begin developing a master plan for Chitwood Park. After hearing concerns from a number of neighbors having to do with parking impacts and more specifically with the park serving as a potential attractor for outside visitors and associated vehicle trips into the neighborhood, the Commission was not



comfortable moving ahead at this time with a master plan for a park that neighbors did not seem eager to have, particularly given limited resources in the current economic climate.

From staff's perspective, while the Land Use Ordinance and its Performance Standards Options Chapter provide a clear mechanism for the Planning Commission to require that lands be reserved and maintained as "open space" in perpetuity when triggered by base density or the need to preserve natural features, we do not believe there is any mechanism in the code which could require that the creation of lots or development of units be tied to the specific timing of the creation of a public park. In this instance, neither the number of units proposed nor the base density of the site require that any open space be provided with development of the subject property, however the Commission could require that the portion of the property containing significant natural features such as the stream bank water resource protection zone and floodplain corridor be reserved in open space. The application already proposes to provide significantly more land as a park than would be protected on this basis. This property has been identified as a park in Ashland's Parks & Open Space Plan, and has already been purchased by the city to implement that plan, numerous meetings have occurred to discuss the future park with the Parks and Recreation Commission, and as the applicants have noted professional services associated with the ultimate master planning of the park have been reserved as part of the agreement to sell the subject property to GroundWorks. While the Commission could certainly require that the proposed park be retained as open space as a condition of approval in order to protect the site's natural features, and as already proposed in the application, staff can see no defensible means under the code in which the Commission could tie development of the proposed affordable units with the timing of the planning or development of the remainder of the property as a public park.

#### **Architectural Compatibility of Proposed Units with Neighborhood**

At the May meeting, Chitwood neighbors expressed concerns that the proposed affordable, energy-efficient units would not be architecturally compatible with the larger "\$500,000+" Craftsman-style homes on Chitwood Lane and would lower their property values. Commissioners questioned the applicants who indicated that while it obviously wasn't feasible to construct the affordable units to be comparable to the more expensive homes already in place in the surrounding neighborhood, changes could be made to the façade designs and care exercised in color selection to make the design and presentation of the units more compatible with the surrounding neighborhood. The applicants were asked to bring these changes back to the June meeting for Commission consideration.

### **III. Procedural - Required Burden of Proof**

**The criteria for Outline Plan approval are described in 18.88.030.A.4 as follows:**

- a. That the development meets all applicable ordinance requirements of the City of Ashland.
- b. That adequate key City facilities can be provided including water, sewer, paved access to and through the development, electricity, urban storm drainage, police and fire protection and adequate transportation; and that the development will not cause a City facility to operate beyond capacity.
- c. That 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.

- d. That the development of the land will not prevent adjacent land from being developed for the uses shown in the Comprehensive Plan.
- e. That there are adequate provisions for the maintenance of open space and common areas, if required or provided, and that if developments are done in phases that the early phases have the same or higher ratio of amenities as proposed in the entire project.
- f. That the proposed density meets the base and bonus density standards established under this Chapter.
- g. The development complies with the Street Standards.

**The criteria for Final Plan approval are described in 18.88.030.B.5 as follows:**

- a. The number of dwelling units vary no more than ten (10%) percent of those shown on the approved outline plan, but in no case shall the number of units exceed those permitted in the outline plan.
- b. The yard depths and distances between main buildings vary no more than ten (10%) percent of those shown on the approved outline plan, but in no case shall these distances be reduced below the minimum established within this Title.
- c. The open spaces vary no more than ten (10%) percent of that provided on the outline plan.
- d. The building size does not exceed the building size shown on the outline plan by more than ten (10%) percent.
- e. The building elevations and exterior materials are in conformance with the purpose and intent of this Title and the approved outline plan.
- f. That the additional standards which resulted in the awarding of bonus points in the outline plan approval have been included in the final plan with substantial detail to ensure that the performance level committed to in the outline plan will be achieved.
- g. The development complies with the Street Standards.

**The criteria for Site Review approval are described in 18.72.070 as follows:**

- A. All applicable City ordinances have been met or will be met by the proposed development.
- B. All requirements of the Site Review Chapter have been met or will be met.
- C. The development complies with the Site Design Standards adopted by the City Council for implementation of this Chapter.
- D. That adequate capacity of City facilities for water, sewer, paved access to and through the development, electricity, urban storm drainage, and adequate transportation can and will be provided to and through the subject property. All improvements in the street right-of-way shall comply with the Street Standards in Chapter 18.88, Performance Standards Options.

**The criteria for an Administrative Variance to the Site Design and Use Standards are described in 18.72.090 as follows:**

- A. There is a demonstrable difficulty in meeting the specific requirements of the Site Design Standards due to a unique or unusual aspect of the proposed use of a site;
- B. Approval of the variance will not substantially negatively impact adjacent properties;
- C. Approval of the variance is consistent with the stated purpose of the Site Design and Use Chapter; and
- D. The variance requested is the minimum variance which would alleviate the difficulty.

**The criteria for an Exception to Street Standards are described in 18.88.050.F as follows:**

- A. There is demonstrable difficulty in meeting the specific requirements of this chapter due to a unique or unusual aspect of the site or proposed use of the site.
- B. The variance will result in equal or superior transportation facilities and connectivity;
- C. The variance is the minimum necessary to alleviate the difficulty; and
- D. The variance is consistent with the stated Purpose and Intent of the Performance Standards Options Chapter.

**The criteria for a Tree Removal Permit are described in AMC 18.61.080.B as follows:**

- 1. The tree is proposed for removal in order to permit the application to be consistent with other applicable Ashland Land Use Ordinance requirements and standards, including but not limited to applicable Site Design and Use Standards and Physical and Environmental Constraints. The Staff Advisor may require the building footprint of the development to be staked to allow for accurate verification of the permit application; and
- 2. Removal of the tree will not have a significant negative impact on erosion, soil stability, flow of surface waters, protection of adjacent trees, or existing windbreaks; and
- 3. Removal of the tree will not have a significant negative impact on the tree densities, sizes, canopies, and species diversity within 200 feet of the subject property. The City shall grant an exception to this criterion when alternative to the tree removal have been considered and no reasonable alternative exists to allow the property to be used as permitted in the zone. Nothing in this section shall require that the residential density be reduced below the permitted density allowed by the zone. In making this determination, the City may consider alternative site plans or placement of structures of alternate landscaping designs that would lessen the impact on trees, so long as the alternatives continue to comply with the other provisions of the Ashland Land Use Ordinance.
- 4. The City shall require the applicant to mitigate for the removal of each tree granted approval pursuant to AMC 18.61.084. Such mitigation requirements shall be a condition of approval of the permit.

#### **IV. Conclusions and Recommendations**

With regard to the items raised for follow-up subsequent to the May hearing, staff would note:

**Chitwood Parking** – Staff believes that the proposal can be found to adequately address the requirements for on-street parking within 200 feet of units without a Variance being required. Based on comments from neighbors and observations on site, we believe there may be some confusion about where parking is allowed given that the street design is intended to provide parking on only one-side of this curvy neighborhood street. Signage on the street is limited and located primarily near the intersection with Clay Street; in staff's view additional signage and or striping of curbs might serve to alleviate some of the parking issues identified in neighbors' comments during the May hearing. If the Planning Commission concurs, a condition could be added to require that the applicants work with Public Works and Planning staff to develop a clearer parking plan and provide additional curb markings and or signage in order to ensure that adequate on-street parking is functionally available to meet the applicants' on-street parking

requirements.

**Chitwood Park Planning & Development** – The subject property has been identified as a park in Ashland's Parks & Open Space Plan, and has already been purchased by the city to implement that plan. Numerous meetings have occurred to discuss the future park with the Parks and Recreation Commission. The Parks Commission has put the master planning efforts for the park on hold after concerns raised by neighbors over parking and the potential for the park as an attractor for outside vehicle trips into the neighborhood, however as the applicants have noted professional services associated with the ultimate master planning of the park have been reserved as part of the agreement to sell the subject property to GroundWorks. While the Commission could certainly require that the proposed park be retained as open space as a condition of approval in order to protect the site's natural features (as already proposed in the application) staff can see no clear avenue in the code by which the Commission could tie development of the proposed affordable units with the timing of the planning or development of the remainder of the property as a public park.

**Architectural Compatibility** – The applicants have previously indicated they would look at façade treatments and color selections in order to render the proposed units more compatible with the Craftsman-style homes in the neighborhood. As this staff report is being prepared, we have yet to see these details but anticipate that the applicants will provide them for Commission consideration at the June hearing.

As noted at the May hearing, the application involves a request for Outline and Final Plan review; Site Review approval to construct a five-unit townhouse development under the Performance Standards Options Chapter (AMC 18.88); a Tree Removal Permit to remove three trees six-inches in diameter or greater at breast height; Exceptions to Street Standards to allow a dead-end street in excess of 500-feet in length, a private drive to serve five units, and a separation between driveways of less than 24 feet; and an Administrative Variance to the Site Design & Use Standards to allow a reduction in the separation and screening between residential units and parking areas.

Staff continues to believe that the site and the proposal present unique opportunities in allowing for the on-going protection of a portion of the Clay Creek corridor, the creation of a neighborhood park to serve a well-established neighborhood, and the development of five units of energy-efficient for-purchase affordable housing. In staff's view, the proposal is precisely the sort of development that the Performance Standards Options Chapter was intended to enable, and makes effective use of the flexibility of the chapter by clustering the units near the end of the existing Chitwood Lane to minimize impacts to the future neighborhood park site and the natural features while also seeking to minimize the impacts to the neighboring properties with a wider than required landscape buffer and driveway placement which provides a full thirty-foot separation between the proposed building and the west side property line where only a standard six-foot sideyard setback is required. Staff remains supportive of the application and recommends approval with the following conditions attached:

- 1) That all proposals of the applicant shall be conditions of approval unless otherwise modified herein.
- 2) That the plans submitted for the building permit shall be in substantial conformance with those approved as part of this application. If the plans submitted for the building permit are not in substantial conformance with those approved as part of this application, an application to modify the Site Review approval shall be submitted and approved prior to issuance of a building permit.
- 3) That building permit submittals shall include:
  - a) The plans submitted for the building permit shall be in substantial conformance with those approved as part of this application. If the plans submitted for the building permit are not in substantial conformance with those approved as part of this application, an application to modify the Site Review approval shall be submitted and approved prior to issuance of a building permit.
  - b) All easements, including public utility easements, shall be identified on the building permit submittals as required by the Building Division.
  - c) That exterior building materials and paint colors shall be compatible with the surrounding area, and sample exterior building colors shall be provided with the building permit submittals for review and approval of the Staff Advisor. Very bright or neon paint colors shall not be used in accordance with II-B-6a) of the Multi-Family Site Design and Use Standards.
  - d) Specifications for all exterior lighting fixtures. Exterior lighting shall be directed on the property and shall not directly illuminate adjacent properties.
  - e) That revised Landscape, Irrigation and Tree Protection Plans shall be provided for the review and approval of the Staff Advisor with the building permit submittals. This plan shall address: 1) the recommendations of the Tree Commission from their May 5, 2011 meeting where consistent with the Site Design and Use Standards and with final approval by the Staff Advisor; 2) identification of mitigation trees to be planted on site; 3) identification of silt fencing placement or similarly effective means to limit site work to the limits of disturbance illustrated on the applicants' sheet S-1 received and date-stamped April 26, 2011; 4) the required irrigation plan, including the requirements for programmable automatic timer controllers and a maintenance watering schedule with seasonal modifications. The applicants shall also obtain the required plumbing permits and inspections for installation of the required double-check valve(s) associated with the irrigation system.
  - f) Solar setback calculations demonstrating compliance with Solar Setback Standard A in the requisite formula  $[(\text{Height} - 6) / (0.445 + \text{Slope}) = \text{Required Solar Setback}]$  and elevations or cross section drawings clearly

identifying the shadow producing point(s) and their height(s) from natural grade shall be included in building permit submittals.

- g) That a revised stormwater drainage plan, including any necessary on-site detention measures, shall be provided for the review and approval of the Engineering, Building and Planning Departments with the building permit submittal. The drainage plan shall be designed to ensure that post-development peak stormwater flows are less than or equal pre-development levels as required by the Engineering Division.
  - h) That a final utility plan for the project shall be provided for the review and approval of the Engineering, Planning and Building Divisions. The utility plan shall include the location of connections to all public facilities in and adjacent to the development, including the locations of water lines and meter sizes, sewer mains and services, manholes and clean-outs, storm drainage pipes and catch basins. Any necessary service upgrades shall be at developer's expense.
  - i) The applicant shall submit an electric design and distribution plan including load calculations and locations of all primary and secondary services including transformers, cabinets and all other necessary equipment. This plan must be reviewed and approved by the Electric, Engineering, Building and Planning Departments prior to the issuance of the excavation permit or first building permit. Transformers, cabinets and vaults shall be located in areas least visible from streets, while considering the access needs of the Electric Department.
  - j) That the engineered construction drawings for the extension of the right of way, construction of a fire apparatus turn-around, driveway approach, sidewalk extension, and visitor parking spaces shall be submitted for review and approval of the Ashland Planning and Engineering Divisions prior to work in the street right-of-way.
- 3) That prior to the issuance of the building or excavation permits:
- a) A Tree Verification Permit shall be obtained, and tree protection measures installed, inspected and approved by Staff Advisor prior to site work, site work, storage of materials, building demolition or the issuance of a building or excavation permit. The Verification Permit is to inspect the identification of trees to be removed and the installation of tree protection fencing for the trees to be retained and protected on and adjacent to the site. The tree protection shall be chain link fencing six feet tall, installed and maintained in accordance with the requirements of AMC 18.61.200.B.
  - b) That silt fencing shall be installed along the top of bank to limit erosion and delineate the boundaries of permitted site disturbance. Silt fencing placement shall be indicated on the revised landscaping plan. This fencing shall be inspected and approved by the Staff Advisor prior to site work, storage of materials, or permit issuance and shall be maintained in place until completion of the project.

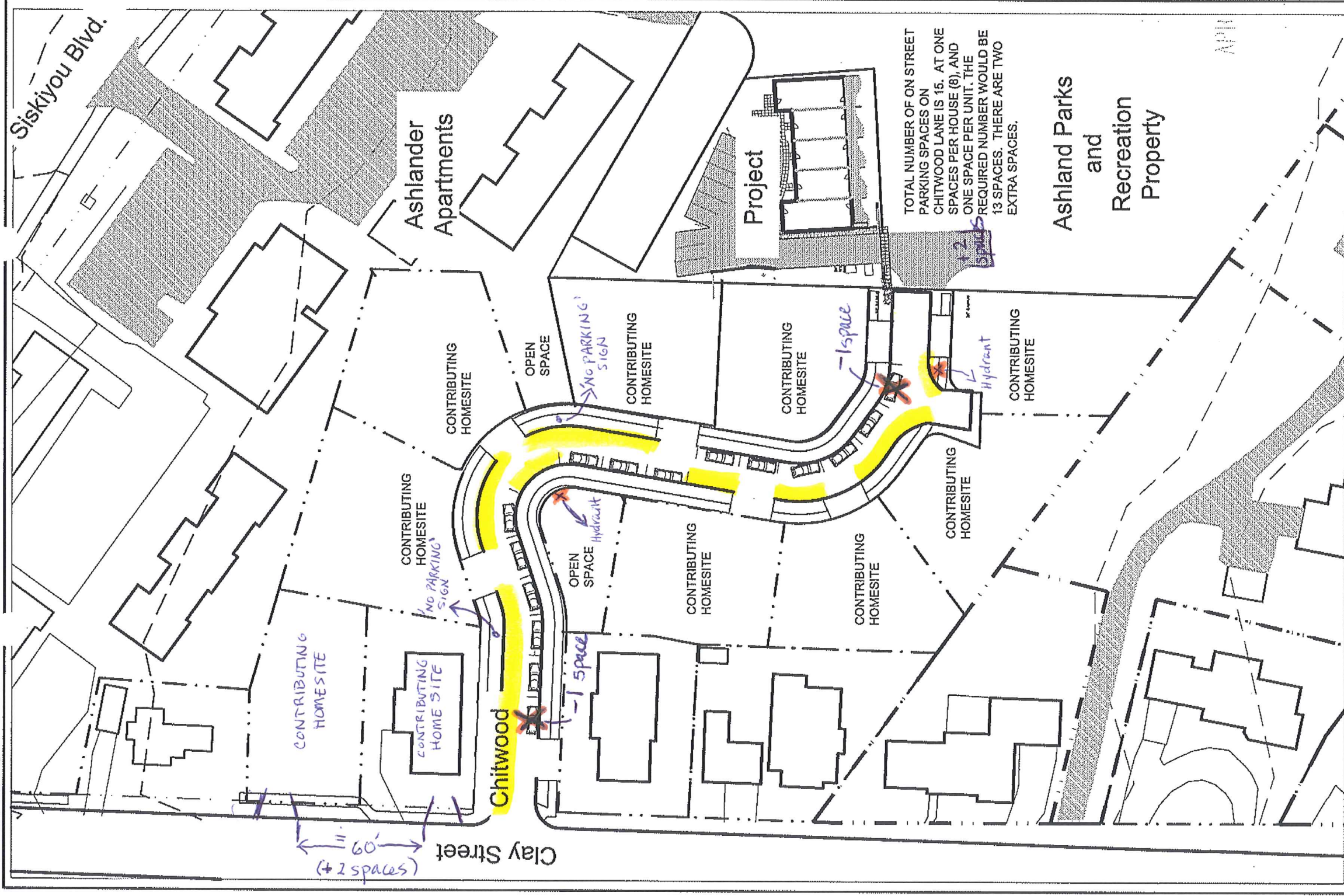
- 4) That prior to the issuance of a certificate of occupancy or signature of a condominium survey plat:
- a) That the landscaping improvements, including the constructed wetland and associated drainage bio-swales, and irrigation system shall be installed according to the approved plan, inspected, and approved by the Staff Advisor.
  - c) A copy of the proposed CC&R's shall be provided for the review and approval of the Staff Advisor prior to signature of the condominium survey plat. CC&R's shall describe responsibility for the maintenance of all common use-improvements including the driveway, parking and landscaped areas. The approved Tree Protection Plan and accompanying standards for compliance shall be noted in the CC&R's. The CC&R's must state that deviations from the plan shall be considered a violation of the Planning Application approval and therefore subject to penalties described in the Ashland Municipal Code.
  - d) All easements including public and private utility easements, TID easements, and fire apparatus access ways shall be identified on the condominium survey plat as required by the Engineering Division.
  - e) All service and equipment installations shall be completed according to Electric, Engineering, Planning, and Building Departments' specifications prior to certificate of occupancy.
  - f) The screening for the trash and recycling enclosure shall be installed in accordance with the Site Design and Use Standards prior to certificate of occupancy or signature of the condominium survey plat. An opportunity to recycle site of equal or greater size than the solid waste receptacle shall be included in the trash enclosure in accordance with 18.72.115.B.
  - g) The requirements of the Ashland Fire Department including approved addressing; fire apparatus access maintained to a 20-foot clear width to a height of 13 ½ feet; fire apparatus access angle of approach; fire flows; fire hydrant distance to structures; firefighter access pathway; and fire apparatus turn-around shall be satisfactorily addressed prior to issuance of a certificate of occupancy.
  - i) All public improvements including but not limited to the extension of the Chitwood Lane right-of-way to create a fire apparatus turn-around, driveway approach, and sidewalk extension shall be installed to City of Ashland standards under permit from the Public Works Department in accordance with the approved plan prior to signature of the condominium survey.
  - j) All hardscape improvements including parking, driveways and on site walkways shall be installed prior to issuance of the final certificate of occupancy or signature of the condominium survey plat. Parking installed

shall include one disabled person parking space as required in AMC 18.92.

- k) That the bicycle parking facilities shall be installed according to the approved plan, inspected, and approved by the Staff Advisor prior to the issuance of a certificate of occupancy. Inverted u-racks shall be used for the bicycle parking, and all bicycle parking shall be installed in accordance with rack design and coverage standards in 18.92.040.I and J prior to the issuance of the certificate of occupancy. The building permit submittals shall verify that the bicycle parking spacing and coverage requirements are met in accordance with 18.92.040.I.
- l) That all exterior lighting shall be directed on the property and shall not directly illuminate adjacent properties.



STAFF EXHIBIT S1



**KenCairn**  
landscape architecture

541-488-3154  
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541-601-5553

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ROGUE VALLEY  
COMMUNITY DEVELOPMENT CORPORATION  
CHITWOOD AFFORDABLE HOUSING  
2234 SISKIYOU BLVD  
ASHLAND, OREGON

APRIL 1, 2011

## PARKING

## Firewise Communities Summary Points (points involving landscaping are in red)

### The Firewise Communities program:

- Firewise Communities is a proactive approach encouraging communitywide responsibility to minimize wildfire dangers to people, property, and natural resources.
  - Firewise Communities incorporates efforts of homeowners, communities, businesses, federal and state agencies, and tribes.
  - Firewise Communities includes **landscaping**, home construction, and design, community planning, forest and land management.
- The Firewise Communities program offers a series of practical steps that individuals and communities can take to protect themselves and their property from the risk of wildfire.
- The Firewise Communities vision is that, through homeowner preparedness and community planning, wildfires can occur without catastrophic loss.
- There are over 675 recognized Firewise Communities in 40 states, including 8 in Oregon. Soon to be more when Ashland's communities receive recognition.

### Wildland Fire:

- Wildfires are a natural part of the environment. They are going to occur. It is not a matter of *if* – it is a matter of *when*.
  - Wildfires can occur anywhere that conditions such as **fire-prone vegetation** and patterns of dry and windy weather exist.
  - These conditions can be found nearly anywhere in the U.S. at some point during a typical year.
  - Wildfires may even make it impossible for firefighters to get to your property when fire is approaching.

### Firewise Tips:

- Firewise Communities recommends improving your “home ignition zone”—the house and surrounding area within 100 to 200 feet.
  - Use non-combustible construction materials, such as stucco, brick, and cement siding.
  - Consider using Class-A asphalt roof shingles, clay tile, or slate roofing materials.
  - **Prune all trees so the lowest limbs are six to 10 feet from the ground and remove dead or overhanging branches.**
  - **Within five feet of the home, use nonflammable landscaping materials, such as rock, pavers, annuals, and high-moisture-content perennials.**
  - **Select low-growing plants with high moisture content that are free of resins, oils, or waxes that burn easily.**
  - **Remove leaves and pine needles from gutters and around your home and attachments, such as decks and fences.**

**In Ashland, Firewise recommendations are tailored specifically for local conditions, topography, native vegetation, and common landscaping plants. Many of the suggestions involve ways to reduce risk of ignition from airborne embers, or firebrands, which can affect any part of Ashland during summer fire season conditions.**

Please visit [www.ashlandfirewise.org](http://www.ashlandfirewise.org) for more information, or contact Ali True, Firewise Communities Coordinator, Ashland Fire & Rescue, 541-552-2231, [ali.true@ashland.or.us](mailto:ali.true@ashland.or.us).

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## ASHLAND FIRE & RESCUE

455 Siskiyou Boulevard  
Ashland, OR 97520  
(541) 482-2770 • Fax (541) 488-5318  
TTY: 800-735-2900





# Firewise Tips

A wildfire can occur in any neighborhood in Ashland.

Follow Firewise recommendations to minimize fire risk to your home and neighborhood.

- Avoid fire prone conifers along your property line. Instead, use fire-resistant plants to create visual screens. Suggestions include: lilac, holly, photinia, boxwood, azalea, and rhododendron.
- Consider the use of nonflammable structures like metal arbors or fences with fire resistant vines or climbing plants.
- Resist planting tightly spaced conifer vegetation that will provide accessible fuel in dense neighborhoods or close to homes.
- Establish a fuel break in the vegetation in your yard by installing rock or concrete pathways.
- Keep a fuel free area 3-5 feet near your house.
- Use rock or pebbles instead of bark mulch next to home.
- Plant moisture rich succulents, annuals and perennials near your home.
- Keep all vegetation watered, free of dead material, and maintained to prevent fire spread.

## Call us!

Still not sure? Call Ashland Fire & Rescue for answers or a free wildfire assessment.

**Ashland Fire & Rescue**  
**541-482-2770**  
**TTY 800-735-2900**

## Other resources

**[ashlandfirewise.org](http://ashlandfirewise.org)**

The National Fire Protection Association's (NFPA) Firewise Communities program encourages local solutions for wildfire safety by involving homeowners, community leaders, planners, developers, firefighters, and others in the effort to protect people and property from the risk of wildfire.

We all have a role to play in protecting ourselves and each other from the risk of wildfire.

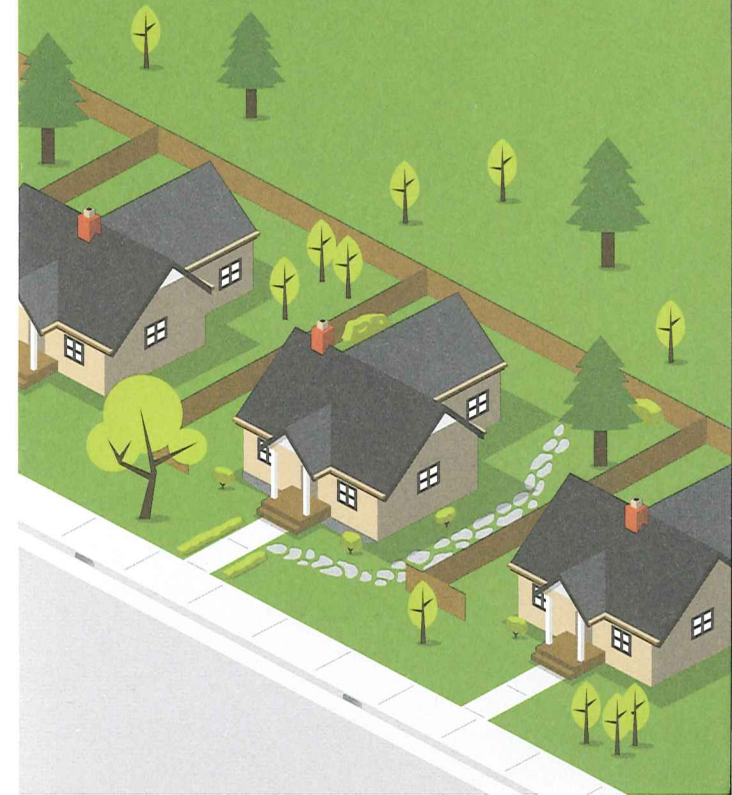
**[ashland.or.us/plants](http://ashland.or.us/plants)**

More fire resistant plant recommendations are available on the City of Ashland's website.

**CITY OF**  
**ASHLAND**

# Guidelines for Firewise Landscaping in an Urban Setting

**CITY OF**  
**ASHLAND**





# Guidelines for Firewise Landscaping in an Urban Setting



Keep Clear

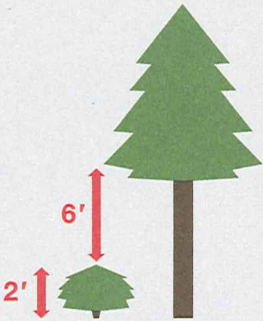
**Safe Spacing**  
Remove lower tree limbs to reduce “fire ladder”.  
  
Keep all fire prone trees 10 feet from roof.  
  
Keep all trees 10 feet from chimney.  
  
Minimize the fuel load of trees and shrubs with proper spacing. See below.

**Good Plants**  
Plant moisture rich succulents, annuals and perennials near your home.

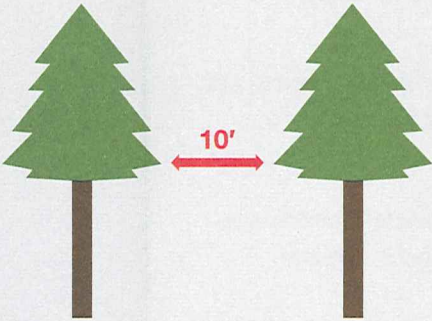
**Fuel Free Zone**  
Keep fire prone vegetation and dry debris 3-5 feet your house.

**Safe Groundcover**  
Use rock or pebbles instead of bark or mulch next to your home.

**Fuel Break**  
Establish a fuel break in the vegetation in your yard by installing rock or concrete pathways.



**Minimum Vertical Clearance**  
3 x the height of the shrub to the lowest branches of the tree



**Tree Spacing**  
Flat to mild slope  
10 foot spacing  
  
Mild to moderate slope  
20 foot spacing  
  
Moderate to steep slope  
30 foot spacing



**Shrub Spacing**  
Flat to mild slope  
2 x the height of the shrub  
  
Mild to moderate slope  
4 x the height of the shrub  
  
Moderate to steep slope  
8 x the height of the shrub

**Keep it lean, clean and green.**  
Keep vegetation lean, clean and green. Keep all vegetation watered, free of dead material, and maintained.





# Recommendations

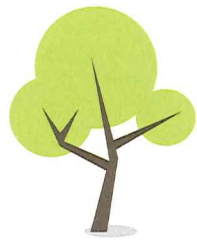
Control the density and placement of highly flammable vegetation within 30 feet of your home or up to your property line, including attachments such as decks and carports.

Modify vegetation to meet Firewise landscaping recommendations. In some cases, removal, instead of modification, will be the best solution.

By managing fire prone vegetation, you can minimize the risk of home ignition and spread of wildfire in your neighborhood.

Indiscriminate clearing of vegetation that plays an important role in erosion control is not recommended. Instead, evaluate the placement of fire prone vegetation that could ignite from flame exposure or embers.

And remember, all vegetation is potential fuel for a wildfire if not pruned periodically.



deciduous



coniferous

Deciduous plants lose their leaves seasonally and present a lower fire risk than conifers. Conifers are needle bearing evergreens with higher resin content, and present a fire risk.

# Avoid these plants

## Fire Prone Trees

Arborvitae  
Cedar  
Cypress  
Douglas Fir  
Eucalyptus  
Fir  
Juniper  
Palm  
Redwood  
Scotch Pine  
Sequoia  
Spruce  
Yew

## Fire Prone Grasses, Shrubs, Ground Covers

Buckbrush  
French broom  
Himalayan Blackberry  
Juniper  
Manzanita  
Mugo Pine  
Pampas grass  
Rosemary  
Scotch broom  
Spanish broom

These and other similar plants are considered fire prone because they are known for the amount of dead material that accumulates in and around them, and high oil, high resin, or low moisture content of their leaves and branches.

All plants are flammable if not pruned periodically and the risk attached to any one plant can be greatly diminished with maintenance. This list is in no way inclusive and can be modified at any time.

# Modify existing plants

Fire Prone Vegetation should be removed or modified within 30 feet from any building or structure, including decks and combustible attachments.

## Fire Prone Trees

- Prune (limb up) a minimum of six feet from ground, and
- Maintain clearance of three times the height of understory vegetation.
- All branches should be no closer than ten feet from the structure, including the roofline and deck.

## Fire Prone Shrubs

- The space between two shrubs should be a minimum of two times the height of the tallest shrub.
- Individual shrubs or groups of shrubs clumped together should be modified so that their diameter does not exceed 15 feet.

## Minimize fire risk from ALL plants:

- Remove dead branches and twigs.
- Selectively prune to reduce plant density.
- Keep watered.



**A Neighborhood Responsibility** — The home ignition zone is up to 200 feet from your home. Safe homes in an urban setting are a neighborhood responsibility.



## People Working Together

Relying on physical and social science research

Residents learn how their homes ignite based on physical principles, and thus how to modify their surroundings to reduce ignition risks. Social science principles help



program leaders and advocates use effective risk communication and behavior change techniques to ensure that individuals and organizations in a diverse society can receive important safety messages and act upon them.



## The Home Ignition Zone

Decades of physical fire science research show that homes burn during wildfires due to the condition of the home and its surroundings within 100 to 200 feet. This "home ignition zone" can be modified by the resident to be ignition resistant. Each home ignition zone will be site specific.



## People Working Together

### Adopting Firewise Communities/USA



### Helpful websites

NFPA: [www.nfpa.org](http://www.nfpa.org)

Firewise Communities: [www.firewise.org](http://www.firewise.org)

Firewise Communities/USA: [www.firewise.org/usa](http://www.firewise.org/usa)



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# About the Program

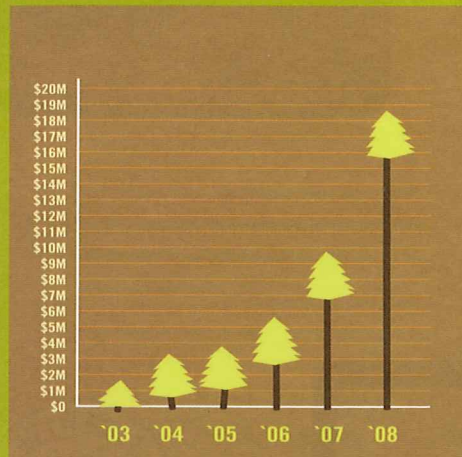
NFPA's Firewise Communities/USA® Recognition Program encourages and acknowledges citizen action to reduce community wildfire risk. The program capitalizes on a community's spirit, its resolve, and its willingness to take responsibility for its wildfire ignition potential.

The program provides a flexible template for residents of homeowners associations or small towns to improve their wildfire readiness, and works as an organizing mechanism for initiating wildfire mitigation actions. Participation in Firewise Communities/USA is an ongoing process of community commitment to wildfire safety.

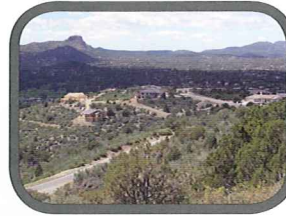
## *Participants in the program meet these criteria:*

- Complete a community assessment
- Form a Firewise board or committee in order to accept the assessment, create an action plan, and monitor activity
- Hold a Firewise Day event
- Invest at least \$2/capita annually in community mitigation activities
- Complete and submit a program application

## Community Investment Grows Every Year



Since 2002, the program has spread from 12 pilot sites to 38 states and 3 tribal reservations with more than 475 communities. Local investment in Firewise activity now exceeds \$42 million since 2003.



## Firewise Success

During the pilot phase of the Firewise Communities/USA program, the Timber Ridge community substantially reduced the dangerous fuels within the subdivision. During a major wildfire that burned through the Prescott National Forest right up to the border of Timber Ridge, the subdivision was evacuated for three days. The city fire chief told the residents that theirs was the only subdivision threatened by the wildfire that he could protect, and it was because of the work they had done preparing for a wildfire event.

## Behavior Change at the Community Level

Behavioral science research shows that once people understand there is something they can do to reduce their vulnerability to wildfire, they are more apt to act. Communities become engaged over time, as innovators and early adopters test and accept Firewise principles.

*"For the past couple of decades, national programs like the ... Firewise Communities/USA, as well as state programs like California's Fire Safe Councils have helped counties, cities, and smaller entities like homeowners' associations develop plans to protect themselves from wildfire. Many communities across the country have taken advantage of the technical and organizational resources and networking opportunities these programs offer." (Source: Community Wildfire Protection Plans: Reducing Wildfire Hazards in the Wildland Urban Interface, Fire Science Digest, July 2009.)*



## Residents Can Find and Share Information

- Network of 47 state and tribal liaisons
- Firewise website includes
  - General information
  - Community Message Boards
  - Online Learning Center
- Workshops and training sessions available periodically
- Print publications and audiovisual material

## What Residents Say about NFPA's Firewise Communities/USA®

Benefits of participation include:

- Formal process for mitigation
- Working with neighbors
- Information resources from Firewise
- Increased sense of community and safety

Motivating factors for continuing are:

- Advice from fire/forestry staff
- Prediction of potential fire risk
- Recent fire in the area

## Funding Resources

Communities eligible for funds under the Secure Rural Schools and Community Self-Determination Act of 2000 (<http://www.fs.fed.us/srs/Title-III-FAQs.shtml>) may use these resources for Firewise activities. Recognized Firewise Communities/USA sites may also be eligible for FEMA pre- and post-disaster hazard mitigation grants (<http://www.fema.gov/government/grant/pdm/>).



## **FIREFIGHTERS NEED YOUR HELP!**



**Use these tips to prepare your home  
and protect your family and pets.**

**A homeowner's guide  
for protecting your  
property from  
wildfire.**

The National Firewise Communities Program provides wildland/urban interface resources for firefighter safety, community planning, landscaping, construction, and maintenance to help protect people, property, and natural resources from wildfire. More information is available from the Firewise website at [www.firewise.org](http://www.firewise.org)



Review these helpful checklists for  
Firewise Landscaping and  
Firewise Construction.

**INSIDE:**  
Seven features of Firewise homes...

# **BE FIREWISE<sup>™</sup> AROUND YOUR HOME**



1

### HOME IGNITION ZONE

The Home Ignition Zone begins with at least 30 feet of space immediately around the home and extending out as far as 100 to 200 feet depending on the characteristics of the surrounding forests or grasslands. Creating and maintaining the Home Ignition Zone reduces or eliminates ignition hazards presented by vegetation (by thinning or spacing, removing dead leaves and needles and pruning shrubs and tree branches) and combustible construction (wooden porches, decks, storage sheds, outbuildings, swing sets and fences).

**WHY? Reducing ignition hazards improves the chances that the structure will survive a wildfire...**

2

### LEAN, CLEAN, AND GREEN LANDSCAPING

With Firewise landscaping, you can create survivable space around your home that reduces your wildfire threat. Prune large trees so that the lowest branches are at least 6 to 10 feet high to prevent a fire on the ground from spreading to the tree tops. Within the Home Ignition Zone, remove flammable plants that contain resins, oils, and waxes that burn readily: ornamental junipers, pau-son, holly, red cedar, and young pine. A list of less-flammable plants can be obtained from your local state forester, forestry office, county extension office, or landscape specialist.

**WHY? Although mulch does help retain soil moisture, mulch and other landscape materials can become flammable when too dry...**

3

### FIRE-RESISTANT ROOF CONSTRUCTION

Firewise roof construction materials include Class-A asphalt shingles, metal, slate or clay tile, and concrete products. The inclusion of a fire-resistant subroof adds protection. Make a periodic inspection looking for deterioration such as breaks and spaces between roof tiles. Keep the roof, gutters, and eaves clear of leaves and other debris. Make sure under-eave and soffit vents are as close as possible to the roof line. Box in eaves, but be sure to provide adequate ventilation to prevent condensation and mildew.

**WHY? Something as simple as making sure that your gutters, eaves, and roof are clear of debris will reduce your fire threat...**



Be sure to reduce the ignition hazards on your property to the extent of the Home Ignition Zone (100-200 feet).

For more information, visit the web site [www.firewise.org](http://www.firewise.org)

### A FIREWISE HOME HAS THESE SEVEN FEATURES



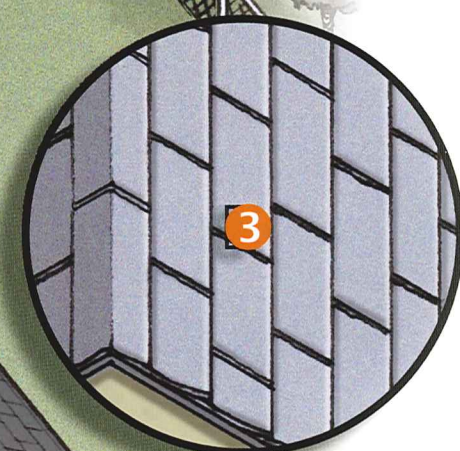
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### FIRE-RESISTANT ATTACHMENTS

Attachments include any structure connected to your home, such as decks, porches, or fences. If these items attached to a home are *not* fire-resistant, then the home as a whole is vulnerable to ignition.



2



3



6

5

### FIRE-RESISTANT CONSTRUCTION

Wall materials that resist heat and flames include brick, cement, plaster, stucco, and concrete masonry. Tempered and double-pane glass windows can make a home more resistant to wildfire heat and flames. For more information, see the Firewise Construction Checklist on the other side.

**WHY? Firebrands (embers) collect in small nooks and crannies and ignite combustible materials...**



6

### A DISASTER PLAN

The time to plan for any emergency is prior to the event. Take time to discuss with your family what actions you will take. Post emergency telephone numbers in a visible place. Leave before it is too late. Decide where you will go and how you will get there. Have tools available (shovel, rake, axe, handsaw, or chain saw). Maintain an emergency water source. Have a plan for your pets. Practice family fire drills.

**WHY? The need to evacuate can occur without notice. When wildfire conditions exist, be ready to take action...**



7

7

### EMERGENCY ACCESS

Identify your home and neighborhood with legible and clearly marked street names and numbers. Include a driveway that is at least 12 feet wide with a vertical clearance of 15 feet and a slope of less than 5 percent to provide access to emergency vehicles.

**WHY? So emergency personnel can rapidly find the location of the emergency...**

# BE FIREWISE<sup>TM</sup> AROUND YOUR HOME



## REMINDERS FOR FIREWISE™ LANDSCAPING

**When designing and installing a Firewise landscape, consider the following:**

Local area fire history • Site location and overall terrain • Prevailing winds and seasonal weather • Property contours and boundaries • Native vegetation • Plant characteristics and placement (duffage, water and salt retention ability, aromatic oils, fuel load per area, and size) • Irrigation requirements • Give yourself added protection with “fuel breaks” like driveways, gravel walkways, and lawns •

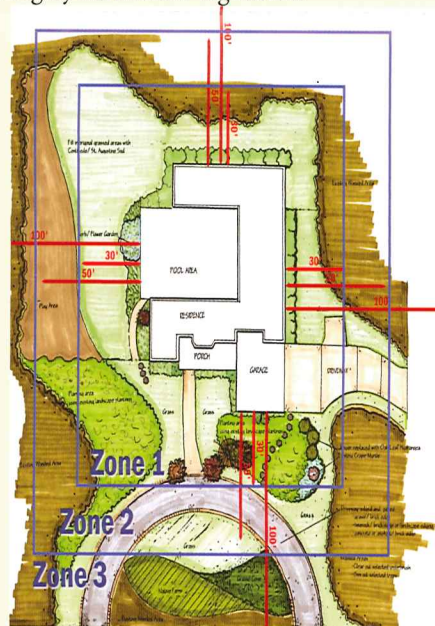
**To create a Firewise landscape, the primary goal is fuel reduction.** To this end, initiate the zone concept. Zone 1 is closest to the structure; Zones 2-4 move progressively further away.

**Zone 1:** This well-irrigated area encircles the structure for at least 30 feet on all sides, providing space for fire suppression equipment in the event of an emergency. Plantings should be limited to carefully spaced low flammability species.

**Zone 2:** Low flammability plant materials should be used here. Plants should be low-growing and the irrigation system should extend into this section.

**Zone 3:** Place low-growing plants and well-spaced trees in this area, remembering to keep the volume of vegetation (fuel) low.

**Zone 4:** This furthest zone from the structure is a natural area. Selectively prune and thin all plants and remove highly flammable vegetation.



**When maintaining a landscape:**

- Mow the lawn regularly, and dispose of cuttings and debris promptly, according to local regulations.
- Be sure the irrigation system is well maintained.
- Use care when refueling garden equipment; maintain equipment regularly; store flammable liquids properly.
- Become familiar with local regulations regarding vegetation clearances, disposal of debris, and fire safety requirements for equipment.

## REMINDERS FOR FIREWISE™ CONSTRUCTION

**When constructing, renovating, or adding to a Firewise home, consider the following:**

- Choose a Firewise location.
- Design and build a Firewise structure with fire resistant materials.
- Employ Firewise landscaping and maintenance.

**To select a Firewise location, observe the following:**

- Slope of terrain; be sure to build on the most level portion of the land, since fire spreads more rapidly on even minor slopes.
- Set your one-story structure at least 30 feet back from any ridge or cliff; increase distance if your home will be higher than one story.

**In designing and building your Firewise structure, the primary goals are fuel and exposure reduction. Therefore:**

- Use construction materials that are fire-resistant or non-combustible whenever possible.
- For roof construction, consider using materials such as Class-A asphalt shingles, slate or clay tile, metal, cement and concrete products, or terra-cotta tiles. A fire-resistant sub-roof can also add protection.
- On exterior wall facing, fire-resistive stucco or masonry may be much better choices than vinyl, which can soften and melt.
- Window materials and size are important. Smaller panes hold up better in their frames than larger ones. Double pane glass and tempered glass are more reliable and effective heat barriers than single pane glass. Plastic skylights can melt.
- Install non-flammable shutters on windows and skylights.
- To prevent sparks from entering your home through vents, cover exterior attic and under-floor vents with wire screening no larger than 1/8-inch mesh.
- Provide at least two ground-level doors for easy and safe exit, and at least two means of escape (i.e., doors or windows) in each room so that everyone has a way out.

**Any structures attached to the house, such as decks, porches, fences, and outbuildings should be considered part of the house. These structures can act as fuel bridges, particularly if constructed from flammable materials.**

**Therefore, consider the following:**

- If you wish to attach an all-wood fence to your house, use masonry or metal as protective barriers between the fence and house.
- Use metal when constructing a trellis and cover it with high-moisture, low flammability vegetation.
- Prevent combustible materials and debris from accumulating beneath patio decks or elevated porches. Screen or box-in areas below patios and decks with wire screening no larger than 1/8-inch mesh.
- Make sure an elevated wooden deck is not located at the top of a hill where it will be in direct line of a fire moving up-slope. Consider a terrace instead.



Firewise website visitors can view streaming video and also download checklists, school educational materials, and other information. Visitors can browse an extensive list of helpful links and use a searchable library of national, state, and local documents on a wide range of wildland safety issues. Visitors can also find their state Firewise Communities liaison to contact for assistance in hazard mitigation and planning.



For more information contact:  
FIREWISE COMMUNITIES  
1 Batterymarch Park  
Quincy, MA 02169

[www.firewise.org](http://www.firewise.org)