



One such option is to provide five additional bike parking spaces for one off street parking space.

### **SITE DESIGN REVIEW (SDR) FOR A SECOND-UNIT**

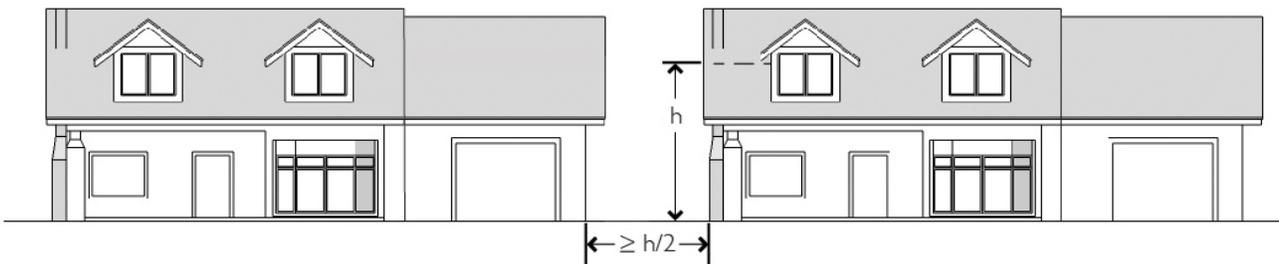
A Site Design Review permit application must demonstrate compliance with the approval criteria for Site Design Review, which includes addressing the Multi-Family Residential Site Development & Design Standards. The approval criteria and standards in **blue** below are taken directly from the Municipal Code; staff comments are in **black**.

### **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.*

- Unified Standards for Residential Zones are found on-line at: <https://ashland.municipal.codes/LandUse/18.2.5>
- **Setbacks:** California Street is consider to be the property’s front yard. Standard setbacks are 20 feet for the front yard, six feet for the side yard adjacent to 172 California Street, ten feet for the side yard adjacent to Quincy Street, and ten feet per story for the rear year opposite California Street.
- **Separation Between Buildings:** The required separation between buildings on an R-3 lot is one-half the height of the tallest building, where building height is measured at the two closest exterior walls as illustrated below. The maximum required separation is 12 feet.



Note: Maximum required building separation is 12 feet.

**B. Overlay Zones.** *The proposal complies with applicable overlay zone requirements (part 18.3).*

- The property is not located within any overlay zones.

**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.*

- The application would need to be designed to address the ‘Building Placement, Orientation & Design Standards’ in <https://ashland.municipal.codes/LandUse/18.4.2.030> and narrative would need to

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explain how this has been accomplished.

- **Parking:** Current parking requirements call for two off-street parking spaces for the existing house, and an additional one space for units less than 500 square feet or two spaces for units greater than 500 square feet. Driveways and parking for multi-unit projects are required to be paved. (See <https://ashland.municipal.codes/LandUse/18.4.3> for detailed parking requirements.). *Code changes anticipated in July will require no more than two spaces for properties with two units.*
- **Bicycle Parking:** One sheltered bicycle space is required per studio unit or one-bedroom unit; 1.5 sheltered spaces per two-bedroom unit; and two sheltered spaces per three-bedroom unit.
- **Landscaping, Lighting & Screening:** The application would need to demonstrate that it complies with Chapter 18.4.4 with regard to Landscaping, Lighting and Screening (see <https://ashland.municipal.codes/LandUse/18.4.4>). Generally, this would mean that lights could not be placed or directed to directly illuminate an adjacent property; a size- and species-specific landscaping and irrigation plan for the property would be needed; and the application would need to speak to the placement and screening of required trash and recycling facilities. The application would need to demonstrate that required open space is provided. For a 7,930 square foot lot 634 square feet of open space would need to be provided in outdoor recreation area.
- **Drawings:** With Site Design Review, the application would need to include scalable drawings of all sides of the proposed new building along with color and material details.

**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.*

- **Adequate Capacity of Public Utilities:** The application will need to demonstrate that adequate water, sanitary sewer, storm sewer, and electricity services, and paved access/adequate transportation are available or can be extended to serve the proposed development. The Utility Plan must show the location and size of the public utility lines that will serve the proposed parcels and detail service locations for each proposed lot. Applications will not be deemed complete without a utility plan which includes an Electric Department-approved electric service plan. Any necessary transformers or cabinets need to be placed in locations that are the least visible from the public right-of-way. The utility line and meter locations should be coordinated with the Tree Protection Plan to identify any potential impacts to trees that are six-inches in diameter or greater.
- **Electric Meter:** The city requires a separate electric meter for each residential unit. Electric meters/boxes should be placed in locations that are least visible from the street right-of-way while considering the access requirements of the Electric Department.
- **Local Improvement District:** As required in AMC 18.4.6.030.B, whenever a request is made for a building permit which involves construction of a new residential unit or any request involving a planning action which would increase traffic flow on any street that is not fully improved to city street standards, the applicant is required to agree to participate in a future Local Improvement District (LID) to cover their proportional share of costs for

future street improvements, and to waive the right to remonstrate the formation of an LID. Full street improvements are defined as paving, curbs, gutters, parkrow planting strips with irrigated street trees, sidewalks, and the undergrounding of utilities. *(This requirement is not intended to require owners to waive their rights to present their views during a public hearing held by the City Council.)*

**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;*
- 2. There is no demonstrable difficulty in meeting the specific requirements, but granting the exception will result in a design that equally or better achieves the stated purpose of the Site Development and Design Standards.*
- 3. There is no demonstrable difficulty in meeting the specific requirements for a cottage housing development, but granting the exception will result in a design that equally or better achieves the stated purpose of 18.2.3.090.*

- The application would need to address the Exception criteria above if any of the details of the proposal do not comply with the applicable design standards.
  - There are prohibitions on parking within the required side yard, as well as required land scape buffers to residences from parking. *An application for SDR will need to request some exceptions. The applicant should try to meet as many standards as possible and explain in a fulsome manner the nature of the existing development and why the exceptions are justified.*

**Tree Preservation & Protection:** The final application will need to include an inventory of all trees six-inches in diameter at breast height and greater on the property and within 15 feet of the property boundaries is required with the application under AMC 18.4.5. The inventory must include details including species, diameter at breast height, condition, and drip line/protection area of each tree. The plan must clearly identify trees to be preserved and how they will be protected and show those trees to be removed. For multi-family zoned property involving more than one dwelling unit, a Tree Removal Permit is required to remove trees greater than six-inches in diameter (*measured at 54-inches above ground*).

**Demolition Review Permit:** If existing structures in excess of 500 square feet are proposed for removal, they would require a Demolition/Relocation Review Permit through the Building Division. Buildings under this threshold square footage do not require a Demolition/Relocation Permit but would still require a permit/inspection in conjunction with demolition to ensure that utilities are properly addressed during demolition.

**Neighborhood Outreach:** Staff always recommends applicants approach the affected neighbors to discuss proposals and try to address any concerns as early in the process as possible. Notices will be sent to owners of neighboring properties within a 200-foot radius, signs posted on the site and

advertised in the local newspaper once an application is deemed complete. In many cases, it is better if neighbors hear of the proposal from the applicants rather than by a formal notice from the city.

**Written Findings/Burden of Proof:** Applicants should be aware that written findings addressing the ordinance and all applicable criteria are required, and are heavily depended on in the decision making process for a planning action. In addition, the required plans are explained in writing below. The burden of proof is on the applicant(s) to ensure that all applicable criteria are addressed in writing and that all required plans, written findings, and other materials are submitted even if those items were not discussed in specific, itemized detail during this initial pre-application conference.

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## OTHER DEPARTMENTS' COMMENTS

**FIRE DEPARTMENT:** *See comments at the end of this document.* Please contact Division Chief & Fire Marshal Ralph Sartain of the Fire Department for any additional information at (541) 552-2229 or via e-mail to [Ralph.Sartain@ashland.or.us](mailto:Ralph.Sartain@ashland.or.us) .

**BUILDING DEPARTMENT:** *No comments at this time.* Please contact the Building Division for Building Codes-related information at (541) 488-5305.

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

**PUBLIC WORKS DEPARTMENT:** *No comments at this time.* For any further information, please contact Karl Johnson at (541) 552-2415 or via e-mail to [karl.johnson@ashland.or.us](mailto:karl.johnson@ashland.or.us) .

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

**WATER AND SEWER SERVICE:** *"If the project requires additional water services or upgrades to existing services the Ashland Water Department will excavate and install in the city right of way all water services up to and including the meter on domestic and commercial water lines. If a fire line is required the water department will only install a stub out to the location where the double check detector assembly or reduced pressure detector assembly complete with a Badger brand cubic foot bypass meter should be placed in a vault external to the building. The vault and the DCDA or RPDA 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. The Ashland Water Department is also requiring new projects to comply with all current cross connection rules and regulations, this may require backflow prevention devices to be placed at the potential hazard or just behind the meter or connection for premises isolation depending on the degree of hazard, type of intended use of the facility or even the geographical location of the building or facility. Please Contact Steve Walker at [541-552-2326](tel:541-552-2326) or ( [walkers@ashland.or.us](mailto:walkers@ashland.or.us) ) to discuss the intended use of the facility or property and any potential cross connection hazards associated with it or for any questions regarding water connections.”

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## **PROCEDURAL HANDLING**

Site Design Review for a second residential unit is subject to a ‘**Type I**’ land use procedure, which allows for a decision by the Community Development Director with notice to neighbors and the potential for appeal to the Planning Commission. If appealed, the Planning Commission hearing outcome would be the final decision of the city. (A flowchart of the Type I procedure and timeline is available on-line at:

[https://www.ashland.or.us/SIB/files/Comm%20Dev/Forms%2C%20Brochures%2C%20Handouts/Flowchart\\_Type\\_I\\_FY19-20.pdf](https://www.ashland.or.us/SIB/files/Comm%20Dev/Forms%2C%20Brochures%2C%20Handouts/Flowchart_Type_I_FY19-20.pdf)

## **APPLICATION REQUIREMENTS**

1. **Application Form and Fee.** Applications for Type I review shall be made on forms provided by the Staff Advisor. One or more property owners of the property for which the planning action is requested, and their authorized agent, as applicable, must sign the application. The application shall not be considered complete unless the appropriate application fee accompanies it.
2. **Submittal Information.** The application shall include all of the following information.
  - a. The information requested on the application form (see <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 (“written findings”) 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 & [https://www.ashland.or.us/SIB/files/Comm%20Dev/Forms%2C%20Brochures%2C%20Handouts/2019-07-01\\_Planning\\_Fees.pdf](https://www.ashland.or.us/SIB/files/Comm%20Dev/Forms%2C%20Brochures%2C%20Handouts/2019-07-01_Planning_Fees.pdf)).

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>

## **Written Statements**

Please provide two copies of a written statements explaining how the application meets the approval criteria from the sections of the Ashland Municipal Code listed below. These written statements provide the Staff Advisor or Planning Commission with the basis for approval of the application:

- **Site Design Review** **AMC 18.5.2.050**
- **Variance (if applicable...)** **AMC 18.5.5.050**
- **Tree Removal (if applicable...)** **AMC 18.5.7.040**

**Plans & Exhibits Required**

Please provide two sets of exhibits (plans or drawings) addressing the submittal requirements from the sections of the Ashland Municipal Code listed below. These exhibits are used to copy the Planning Commission packets and for notices that are mailed to neighbors. Please provide electronic documents formatted to print to scale on paper no larger than 11-inches by 17-inches (*Plans should be prepared to a standard architect's or engineer's scale.*)

- **Site Design Review** **AMC 18.5.2.040**
- **Variance (if applicable...)** **AMC 18.5.5.040**
- **Tree Protection Plan** **AMC 18.4.5.030**
- **Tree Removal (if applicable...)** **AMC 18.5.7.030**

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**NEXT APPLICATION DEADLINE\*:** First Friday of each month  
**UPCOMING PLANNING COMMISSION MEETING:** Second Tuesday of each month  
**UPCOMING TREE COMMISSION MEETING:** Thursday before Planning Commission

<b>FEES*:</b>	Site Design Review	\$ 1,092.00
	Exceptions ( <i>if applicable...</i> ):	\$ 0
	Variance ( <i>if applicable...</i> ):	\$ 2,190.75
	Tree Removal Permits:	\$ 0

**\*NOTES:**

- *Applications are accepted on a first come-first served basis.*
- *Applications will not be accepted without a complete application form signed by the applicant(s) and property owner(s), all required materials and full payment.*
- *All applications received are reviewed by staff, and must be found to be complete before being processed or scheduled at a Planning Commission meeting.*
- *Applications are reviewed for completeness in accordance with ORS 227.178, and the first COMPLETE applications submitted are processed at the next available Planning Commission meeting.*
- *There is no "deadline" for Type I application. Monthly deadlines are for scheduling of the following month's Planning Commission hearings. Items submitted by the first Friday each month are reviewed for the following month's Planning Commission agenda.*
- *Fees are slated to increase soon with Council approval of an annual adjustment based on the Consumer Price Index (CPI). Applications are subject to the fees in place at submittal.*

**For further information, please contact:** July 21, 2021  
 Aaron Anderson, Associate Planner  
 Phone: 541-552-2052/ E-mail: [aaron.anderson@ashland.or.us](mailto:aaron.anderson@ashland.or.us)

## Ashland Fire & Rescue (AF&R) Pre-Application Comments

**Project Address:** 160 California St.  
**Permit Number:** PREAPP-2021-00259  
**Description:** Second Unit  
**AF&R Contact:** Ralph Sartain  
541-552-2229  
[ralph.sartain@ashland.or.us](mailto: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.
- **Aerial Ladder Access** – Structures exceeding 24 feet in height above the lowest level of fire apparatus access are required to provide access roads capable of accommodating fire department aerial apparatus. These access roads are required to be 26 feet in width in the immediate vicinity of the building. OFC Appendix D 105 as amended by AMC 15.28.070 K & L.
- **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
- **Fire Sprinkler System** – If access to site exceeds 10 % the installation of a residential system will be required. 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) .