

---

*The comments of this pre-app are preliminary in nature and subject to change based upon the submittal of additional or different information. The Planning Commission or City Council are the final decision making authority of the City, and are not bound by the comments made by the Staff as part of this pre-application.*

---

**ASHLAND PLANNING DIVISION  
PRE-APPLICATION CONFERENCE  
COMMENT SHEET**  
November 18, 2020

**SITE:** 183 Gresham Street  
**APPLICANT:** Linda Marr  
**REQUEST:** Second Unit

## **PLANNING DIVISION COMMENTS**

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

**Summary:** Because the property is zoned R-2, a Low Density Multi-Family Residential zoning and is big enough for two units, the studio here would be considered a second residential unit rather than an accessory residential unit. Procedurally, the application would be largely the same with the primary differences being that a second unit would not have a square footage limitation, would need to provide one off-street parking space in addition to the other unit's parking – or request an on-street parking credit, and would need to include a landscaping plan with the application. Given that the proposed unit is small and involves the conversion of existing space, it seems relatively straightforward and will simply require that the approval criteria and applicable standards be addressed for the application.

## **SITE DESIGN REVIEW FOR A SECOND RESIDENTIAL UNIT**

Within the R-2 zoning district, a lot area of 7,000 square feet is required to have two units on one lot. The property here is only 8,150 square feet in area, a second unit is considered to be a full unit rather than an *Accessory Residential Unit (ARU)*. The application must demonstrate compliance with the approval criteria for Site Design Review, which includes addressing Site Development & Design for multi-family residential development and Historic District Development 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.
- B. Overlay Zones.** The proposal complies with applicable overlay zone requirements (part [18.3](#)).
  - The property is within the Historic District Overlay, and is located in the Siskiyou-Hargadine National Register Historic District. This would mean that the Historic District Development Standards in AMC 18.4.2.050 would need to be addressed with any application, as discussed further in “C” below.

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.

- **Building Placement, Orientation & Design Standards:** The application would need to address the Building Placement, Orientation and Design Standards for Residential Development in AMC 18.4.2.030. *If additions or exterior modifications are not part of the request, this would largely involve showing that adequate open space area (AMC 18.4.2.030.H) was to be provided on-site for recreational use by residents and that landscaping and recycling/refuse disposal requirements were addressed in keeping with AMC 18.4.4.00*
- **Historic District:** Because the property is located within the Historic District overlay – 183 Gresham Street *is located in the Siskiyou-Hargadine Historic District* - the Historic District Development Standards in **AMC 18.4.2.050** also apply and would need to be addressed in the application materials. These standards generally apply to exterior modifications to the building (i.e. *material changes, doors, windows, etc.*) or additions. *These items would not come into play if there are no exterior changes proposed.*
- **Parking:** Off-street parking requirements for a less than 500 square foot unit call for the applicant to provide one parking space in addition to the two spaces required for the existing home. Parking spaces are required to be 9 feet by 18 feet with a 22-foot back-up dimension behind, need to have landscape buffers between the property line and parking and between buildings and parking, and are not generally allowed in required setbacks abutting public right-of-way. *If there is 22 feet of curb frontage along Gresham Street with on-street parking allowed, the application could request an on-street parking credit to address this requirement.*
- **Bicycle Parking:** In addition, if the second unit will not have access to the garage parking, two sheltered bicycle space meeting the requirements of AMC 18.4.3.070 are required and should be clearly identified on the application submittals. One inverted “U” rack would satisfy this requirement.

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.

- **Utility Connections:** A utility service plan is required with the Planning application, and needs to show locations of existing services and proposed utilities. Any necessary transformers or cabinets need to be placed in locations that are the least visible from the public right-of-way. If there is to be any excavation near trees, the utility line and meter locations need to be coordinated with a 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 service with its own 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. *See the Electric Department comments below.*
- **Street Improvements/Street Trees:** To demonstrate compliance with the city’s street standards, the applicant would need to plant approved street trees with irrigation in the park

row planting strip along the Gresham Street frontage if they are not already in place. Required tree spacing is one per 30 feet of frontage.

- 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.

**Tree Preservation/Protection:** All land use applications involving any sort of site disturbance (i.e. utility trenching, parking installation, etc.) require that a Tree Protection Plan be provided with the application to ensure that all trees on the property over six-inches in diameter, and all trees on adjacent properties within 15-feet of the property line including any street trees, are protected during site disturbance (*including demolition, construction, driveway/parking installation, staging of materials, etc.*)

**System Development Charges (SDC's):** The payment of applicable systems development charges (Water, Sewer, Storm Water, Parks, Transportation) is required at the time of issuance of a building permit. Front counter staff can assist with an estimate of the likely permit fees and SDC charges for the project.

**Submittal Requirements:** The application will need to include site plans formatted to print to scale with existing and proposed buildings and their distance to property lines and scalable elevation drawings showing the exterior details of the existing and proposed buildings, with window, door, trim, color and material details.

**Neighborhood Outreach:** Staff always recommends that applicants approach the affected neighbors, particularly those who are likely to receive notice of an application, in order to make them aware of the proposal and to try to address any concerns that may arise as early in the process as possible. Notices are typically sent to neighboring property owners within a 200-foot radius of the perimeter subject property.

**Written Findings/Burden of Proof:** This pre-application conference is intended to highlight significant issues of concern to staff and bring them to the applicant's attention prior to their preparing a formal application submittal. Applicants should be aware that written findings addressing the ordinance and applicable criteria are required, and are heavily depended on when granting approval for a planning action. In addition, the required plans are explained in writing below. The burden of proof is on the applicant(s) to ensure that all applicable criteria are addressed in writing and that all required plans, written findings, and other materials are submitted even if those items were not discussed in specific, itemized detail during this initial pre-application conference.

**OTHER ORDINANCE REQUIREMENTS:** See AMC Table 18.2.5.030.A. – Standards for Urban Residential Zones. The subject property is zoned R-2, a Low Density Multi-Family Residential zoning.

### **OTHER CITY OF ASHLAND DEPARTMENT COMMENTS**

**BUILDING:** No comments provided at this time. Please contact Building Official Steven Matiaco in the Building Division for any building codes-related questions at 541-488-5305. *It would be worthwhile to speak with the Building Official about the required separation between units and the associated building permit requirements.*

**CONSERVATION:** For more information on available water conservation programs, including any available appliance rebates or assistance with landscaping and irrigation system requirements, please contact the Conservation Division at 541-488-5305. For information on any financial or technical assistance available for the construction of Earth Advantage/Energy Star buildings, please contact Conservation Analyst/Inspector Dan Cunningham at 541-552-2063 or via e-mail to [dan.cunningham@ashland.or.us](mailto:dan.cunningham@ashland.or.us)

**ENGINEERING:** No comments provided at this time. Please contact Karl Johnson of the Engineering Division for any Public Works/Engineering information at 541-552-2415 or via e-mail to [karl.johnson@ashland.or.us](mailto:karl.johnson@ashland.or.us) .

**FIRE:** See comments provided at the end of this document. Please contact Fire Marshal Ralph Sartain from the Fire Department for any Fire Department-related information at 541-552-2229 or via e-mail to [ralph.sartain@ashland.or.us](mailto:ralph.sartain@ashland.or.us).

**WATER AND SEWER SERVICE:** If the project requires additional water services or upgrades to existing services, the Ashland Water Department will excavate and install in the city right of way all water services up to and including the meter on domestic and commercial water lines. If a fire line is required, the water department will also only install a stub out to the location where the double detector check 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 device housed in it are the responsibility of the property owner and should be placed at the property line. Fees for these installations are paid to the water department and are based on a time and materials quote to the developer or contractor. Meter

sizes and fire line diameters will need to be provided to the Water Department at the time of a quote being requested. Please Contact Steve Walker at [541-552-2326](tel:541-552-2326) or e-mail [walkers@ashland.or.us](mailto:walkers@ashland.or.us) with any questions regarding water utilities.

**ELECTRIC DEPARTMENT:** A separate unit will require a separate electric service with its own electric meter. Please contact Dave Tygerson in the Electric Department for service requirements and connect fee information at (541) 552-2389 or via e-mail to [tygersod@ashland.or.us](mailto:tygersod@ashland.or.us). Dave will arrange an on-site meeting, and develop a preliminary electrical service plan for the site. Please allow additional time to accommodate scheduling of this on-site meeting and preparing the preliminary plan. Submittals will not be deemed complete without a preliminary approved plan from the Electric Department.

**OREGON DEPARTMENT OF TRANSPORTATION (ODOT):** *“ODOT has no comments on this proposal.”* For any additional ODOT-related information, please contact Micah Horowitz, AICP; Senior Transportation Planner with ODOT Region 3; 100 Antelope Road, White City, OR 97503; **Phone:** 541.774.6331; **Cell:** 541.603.8431; **E-mail:** [micah.horowitz@odot.state.or.us](mailto:micah.horowitz@odot.state.or.us) .

**HISTORIC COMMISSION:** If the proposal will involve any exterior changes to a building in the Historic District, the applicant may wish to discuss the final application with the Historic Commission’s weekly Review Board – an informal, two- to three-person subcommittee of the full Commission - appointments can be made through the Planning front office at (541) 488-5305. Appointments begin at 3:15 p.m., and provide an opportunity for design feedback outside of the more formal commission setting. (**Note:** *Historic Review Board meetings have been temporarily suspended in response to the COVID-19 situation.*)

## PROCEDURE

Site Design Review for a second Residential Unit is subject to “Type I” procedures which allows a staff decision made following an initial public notice and a public comment period. Type I decisions provide an opportunity for appeal to the Planning Commission. The Type I procedure is detailed in the chart 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

### **Submittal Information.**

The application is required to include all of the following information.

- a. The information requested on the application form at

<http://www.ashland.or.us/Files/Zoning%20Permit%20Application.pdf> .

- b. Plans and exhibits required for the specific approvals sought (see below).
- c. A written statement or letter explaining how the application satisfies each and all of the relevant criteria and standards in sufficient detail (see below).
- d. Information demonstrating compliance with all prior decision(s) and conditions of approval for the subject site, *as applicable*.
- e. The required fee (see below).

The Ashland Land Use Ordinance, which is Chapter 18 of the Municipal Code, is available on-line in its entirety at: <https://ashland.municipal.codes/LandUse>

### **Written Statements (aka “Written Findings”)**

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:

### **Second Residential Unit**

- **Site Design Review** **AMC 18.5.2.050**
- **Site Development and Design Standards** **AMC 18.4.2.030**
- **Historic District Development Standards** **AMC 18.4.5.050**

### **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 two copies on paper no larger than 11-inches by 17-inches and reproducible copies that are drawn to a standard architect’s or engineer’s scale.

- **Site Design Review:** **AMC 18.5.2.040**
- **Tree Protection Plan:** **AMC 18.4.5.030**

### **PLANNING APPLICATION FEES:**

**Site Design Review (2<sup>nd</sup> Unit/<500 s.f.)** **\$ 710**

***NOTE:** Applications are accepted on a first come-first served basis. All applications received are reviewed and must be found to be complete before being processed or scheduled at a Planning Commission meeting. Applications will not be accepted without a complete application form signed by the applicant(s) and property owner(s), all required materials and full payment. Applications are reviewed for completeness in accordance with ORS 227.178.*

**For further information, please contact:**

November 18, 2020

Derek Severson, *Senior Planner*

Date

City of Ashland, Department of Community Development

Phone: 541-552-2040 or e-mail: [derek.severson@ashland.or.us](mailto:derek.severson@ashland.or.us)

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

Date: 11-10-2020

Project Address: 183 Gresham Permit Number: PreApp-2020-00236

Project Description: ARU

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).