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

ASHLAND PLANNING DEPARTMENT
PRE-APPLICATION CONFERENCE
COMMENT SHEET

SITE: 373 Wightman
APPLICANT: Brittany Hurst & Breeze Willis
REQUEST: Site Design Review

May 4, 2022

PLANNING STAFF COMMENTS

This pre-application conference is intended to highlight significant issues of concern to staff and bring them to the applicant's attention prior to their preparing a formal application submittal.

Summary: Staff are supportive of the proposal in concept and appreciate the applicant's efforts to develop multi-family rental housing.

In terms of density the property is 0.266 acers and is zoned R-2 which allows 13.5 dwellings per acre for a base density of 3.6. The proposal is to add 2 units, one of which is only 312 sq. ft. Dwellings of less than 500 sq. ft. are only counted as 0.75 dwellings. There fore the proposal is 2.75 units. Depending on the applicants wishes and site design it may be possible to add an additional unit.

During an initial site visit conducted on 5/2/2022 staff noticed a new and non-conforming fence on the property. All construction of new fences requires permits to ensure that their construction meets the standards of the land use ordinance. Fence in the required front yard (15' back from the front property line) are limited to be no more than 3.5' in height.

Parking appears to work, but there are concerns about circulation and back up space. No on street credits will be allowed to be considered due to the proximity to SOU. The driveway and parking area will be required to be paved (12' in width) per the standards of AMC 18.4.3

Landscaping standards are provided in AMC 18.4.4

- A five-foot landscaped strip shall screen parking abutting a property line.
- Where a parking area is adjacent to a residential building it shall be set back at least eight feet from the building, and shall provide a continuous hedge screen.
- All recycle and refuse materials shall be contained within the screened area.

Frontage improvements per AMC 18.4.6, including the installation of sidewalk behind a new park row will be required, or request exceptions.

The applicant may want to retain the services of a civil engineer to prepare site plans and showing all civil improvements including storm drainage.

A final application should address pedestrian connectivity to the rear units. The submittal should include elevations of all sides of the building as well as size-/species-specific landscaping plans and address the Site Review criteria and Site Development & Design Standards. Additional detail on fence plan (including wildfire standards should be included.

It is uncertain there was adequate space in the shed for recycling, trash and bicycle parking. A final application shall respond to the dimensional requirements for bike parking in the code, and to also make sure what they propose is sufficient for Recology.

Site Design Review: The creation of additional residential units or the alteration of parking and circulation trigger Site Design Review approval and require a demonstration that the following criteria are met by the proposal:

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.

- Lot coverage: the application does not address lot coverage but it looks like it will meet the standard. The final application should include totals showing that the lot coverage is less than 65%.
- **Building & Yard Setbacks: Ten foot setbacks to side and rear meet the requirements of the code.**
- **Parking buffering:** 5' at property line, 8' to structure.

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

- **WILDFIRE**

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.

Generally, multi-family residential projects are subject to the Building Placement, Orientation and Design Standards for Residential Development in AMC 18.4.2.030 as well as the Parking, Access & Circulation Standards in AMC 18.4.3; the Landscaping, Lighting & Screening Standards in AMC 18.4.4; the Tree Preservation & Protection Standards in AMC 18.4.5; and the Solar Access Standards in AMC 18.4.8.

- **Orientation:** The existing development is non-conforming in terms the “Building Orientation to the Street” in not having a primary entrance toward the street connected to the right-of-ay via a walkway. Applicant should consider ways to address this non-conformity with the proposal.
- **Garages:** The minimum setback for a garage (or carport) opening facing a street is 20 feet. (*For the purpose of this subsection, a garage opening is considered to be facing a street where the opening is parallel to or within 45 degrees of the street right-of-way line.*)
- **Open Space:** The application will need to demonstrate that an area equal to at least eight percent of the lot area (i.e. approx. 930 s.f.) is dedicated to open space for recreational use by tenants and suitably surfaced for recreational use. Decks, patios and similar areas are eligible for open space*.

- **Parking:** The application will generally need to demonstrate that adequate auto and bike parking are provided, that the vehicle areas are designed according to standards including illustrating functional turning movements to exit to the street in a forward manner, and that pedestrian access and circulation are provided for. (*Walkways under the pedestrian access standards are typically required to be a minimum of five feet in width.*).
- **Landscaping, Lighting & Screening:** The final application should address all applicable requirements for landscaping, lighting and screening. Irrigation will be required for all landscaped areas, but irrigation plans may be deferred until building permit submittal.
- **Tree Preservation, Protection and Removal:** An inventory of all trees six-inches in diameter at breast height and greater on the property and within 15 feet of the property boundaries is required with the application under AMC 18.4.5. The inventory must include detailed information including but not limited to species, diameter at breast height, condition, and drip line/protection area of each tree. The plan must clearly identify trees to be preserved and how they will be protected and show those trees to be removed, and address the tree removal permit requirements in AMC 18.5.7 for significant trees to be removed.
- **Solar:** The final application would need to demonstrate compliance with Solar Access Standard A. Given the relationship to rights-of-way to the north, staff would not anticipate any issue with compliance.

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 final application will need to demonstrate that adequate capacity of public facilities (water, sanitary sewer, storm sewer, and electricity services, and paved access/adequate transportation) is available or can and will be extended to serve the proposed development. The Site Plan must show the location and size of the public utility lines that will serve the proposed parcels and detail service locations for each proposed lot, and plans will not be deemed complete without a utility plan which includes an Electric Department-approved electric service plan. *Recent multi-family development proposals have seen a particular focus by neighbors on the adequacy of city facilities, and the applications should carefully consider this standard.*
- **Street Improvements:** City street standards require development to provide street frontage improvements (sidewalks, parkrow planting strips with irrigated street trees, street lights, etc.) for the property’s full street frontage. The standard improvements for Wightman Street, which is considered a “Neighborhood Collector” street, are illustrated below and include five- to six-foot sidewalks and seven- to eight-foot parkrow planting strips with irrigated street trees every 30 feet. Typically, if additional right-of-way is necessary to accommodate these improvements, it would

need to be dedicated along the frontage, or public pedestrian access easements provided. Street trees with irrigation will need to be planted in the parkrow planting strip prior to occupancy of the proposed units. *(Existing improvements are listed as 33 feet curb-to-curb paved width within a 60-foot right-of-way in this section.)*

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 or 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.; or
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.
1. 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.

Demolition: If the work proposed constitutes demolition as defined in AMC 15.04.210, the applicant would need to obtain a Demolition/Relocation Review Permit through the Building Division. This is a permit process similar to but separate from the land use application process. The applicant will also need to obtain a demolition permit prior to any site demolition to insure that utilities are safely addressed

during site work and to insure that applicable credits for systems development charges can be documented.

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 first hear of the proposal from the applicants rather than by a more formal notice from the city.

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

OTHER DEPARTMENTS’/AGENCIES’ COMMENTS

BUILDING DEPARTMENT: Please contact Building Official Steven Matiaco in the Building Division for information on applicable building codes at (541) 488-5305.

CONSERVATION DEPARTMENT: Please contact the Conservation Division for information on available programs and rebates at (541) 488-5305.

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

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

PUBLIC WORKS DEPARTMENT: *See comments at the end of this document.* For any further information, please contact Karl Johnson at (541) 552-2415 or via e-mail to: karl.johnson@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 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 or e-mail 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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ZONING DISTRICT REQUIREMENTS

See Table 18.2.5.030.A. “Standards for Urban Residential Zones” for R-2 Zoning District

Zoning: R-2 Multi-Family Residential

Landscaping Requirements: 25 percent of the lot area. Size- and species-specific landscaping & irrigation plan required, including park rows and open space, at time of formal application. Avoid using lawn. Provide irrigation system. Include street trees, one per 30 feet of street frontage.

Parking, Access and Internal Circulation: As per AMC 18.4.3. Please note that on-street parking credits and other parking management strategies are discretionary, and existing and anticipated future parking will be looked at closely in considering requests. The applicants would need to speak with the Building Division regarding any required ADA-accessible parking and any associated requirements for providing accessible routes on-site.

Lot Coverage: A maximum of 65 percent of the lot may be covered with building footprints, driveways, parking spaces and other lot coverage. Compliance with lot coverage standards should be demonstrated in the application.

Standard Setbacks: Front yards shall be a minimum of 15 feet, excluding garages which require a 20-foot front setback. Unenclosed porches shall be permitted with a minimum setback of eight feet. Side

373 Wightman St.

May 4, 2022

Page 6

yards require six feet; the side yard of a corner lot abutting a public street shall have a ten-foot setback; rear yard, ten feet plus ten feet for each story in excess of one story. In addition, the setbacks must comply with Chapter 18.4.8 which provides for Solar Access.

APPLICATION SUBMITTAL REQUIREMENTS

Application Requirements: Residential Site Design Review applications involving new structures or additions less than 10,000 square feet in gross habitable floor area are subject to a “Type I” procedure which involves an administrative decision which may be appealed to the Planning Commission. For procedural & timeline details see attachment at end of document.

The application is required to include clear, legible, scalable drawings of the proposal (i.e. plan requirements) as well as written findings addressing the applicable approval criteria in accordance with the Ashland Land Use Ordinance (ALUO), Chapter 18 of the Ashland Municipal Code. The following sections include the requirements for plans and approval criteria which are applicable to the proposal as described in the pre-application submittals. When more than one planning approval is required for the proposal, multiple sections of the ALUO may apply. The burden of proof is on the applicant(s) to ensure that all applicable criteria are addressed in writing and that all required plans, written findings, and other materials are submitted even if those items were not discussed in specific, itemized detail during this initial pre-application conference. All submittals must also include:

Application Requirements.

1. **Application Form and Fee.** Applications for Type I review shall be made on forms provided by the Staff Advisor (see <http://www.ashland.or.us/Files/Zoning%20Permit%20Application.pdf>). 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.
 - b. Plans and exhibits required for the specific approvals sought.
 - c. A written statement or letter explaining how the application satisfies each and all of the relevant criteria and standards in sufficient detail.
 - d. Information demonstrating compliance with all prior decision(s) and conditions of approval for the subject site, as applicable.
 - e. The required fee (see the end of this document, and further detail at: http://www.ashland.or.us/SIB/files/Comm%20Dev/Forms%2C%20Brochures%2C%20Handouts/2019-07-01_Planning_Fees.pdf .

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

PLAN & EXHIBIT REQUIREMENTS: *Two (2) copies of the plans below on paper no larger than 11"x 17". Note: These copies may be used for the Planning Commission packets and for the notices mailed to neighbors - please submit clear, readable, reproducible copies.*

- Two (2) Copies of the materials required for a Site Design Review approval as detailed in chapter 18.5.2.040.
- Two (2) Copies of the materials required for a Variance as detailed in chapter 18.5.5.040. (if applicable to the final proposal).
- Two (2) Copies of a Tree Protection Plan as required chapter 18.4.5.030.
- Two (2) Copies of the plans required for a Tree Removal Permit as required in chapter 18.5.7.030 (if tree removal is proposed).

RELEVANT CRITERIA AND STANDARDS: Applicants are advised that in addition to required plans, written findings addressing how the ordinance criteria are satisfied in narrative format are required. The applicable criteria are included below.

- Two (2) Copies of written findings addressing the following criteria for Site Design Review approval detailed in chapter 18.5.2.050.
- Two (2) copies of written findings addressing the following criteria for a Variance from chapter 18.5.5.050 (if applicable to the final proposal).
- Two (2) copies of written findings addressing the following criteria for an Exception to Street Standards from chapter 18.4.6.020.B.1 (if applicable to the final proposal).
- Two (2) copies of written findings addressing the following criteria for Tree Removal Permit from chapter 18.5.7.040.B.2. (if applicable to the final proposal).

FEES:	Site Design Review, Residential:	\$1,120.25 + \$ 74.50 per unit
	Exceptions (if applicable):	\$0
	Tree Removal Permit (if applicable):	\$0
	Variances (Type I or II, if applicable):	\$1,120.25 or \$2,247.50
	Demolition (Building Division, if applicable):	\$370.50

NOTES:

- Fees given reflect those in effect as of May 1, 2022
- Applications are accepted on a first come-first served basis.
- All applications received are reviewed by staff, and must be found to be complete before being processed or scheduled at a Planning Commission meeting.
- Applications will not be accepted without a complete application form signed by the applicant(s) and property owner(s), all required materials and full payment.
- Applications are reviewed for completeness in accordance with ORS 227.178, and the first *complete* applications submitted are processed at the next *available* Planning Commission

For further information, please contact: May 4, 2022
 Aaron Anderson, Associate Planner Date
 City of Ashland, Department of Community Development
 Phone: 541-552-2052 or e-mail: aaron.anderson@ashland.or.us

Public Works Conditions of Approval

1. Engineered Plans - Where public improvements are required or proposed, the applicant's engineer shall submit design plans for approval of all public improvements identified on the approved plan or as specified in conditions of approval. One set of these civil plans MUST be submitted DIRECTLY to the Public Works/Engineering Department. All design plans must meet the City of Ashland Public Works Standards. Engineered construction plans and specifications shall be reviewed and signed by the Public Works Director, prior to construction. All public facilities within the development will be designed to the City of Ashland Engineering Design Standards for Public Improvements. The engineered plans shall also conform to the following:

- If drawings are submitted to the City of Ashland digitally, they shall be true scale PDF drawings. If AutoCAD drawings are also submitted, they shall be compatible with the AutoCAD release being used by the City at that time and shall be located and oriented within the Oregon State Plain Coordinate System (NAD83-89).
- Drawings sizes shall comply with ANSI-defined standards for page width and height. Review drawings may be submitted in B size (11x17). Bidding and construction documents may also be printed at B size; however, all final as-constructed drawings must be submitted to scale on D-size (24x36) Mylar. Digital files of the as-constructed drawings shall also be submitted. Drawings shall be drawn such that reduction of plans from full size (D sized) to half size (B sized) can be done to maintain a true scale on the half-sized plans.

2. Street Improvement – No additional street improvements, beyond those necessary to comply with City Street Standards, will be required at this time.

3. Right of Way – No additional right of way dedication, beyond that necessary to comply with City Street Standards, will be required at this time.

4. Sanitary Sewer - The property is currently served by a 12-in sanitary sewer main in Wightman Street. The applicant proposed improvements must be reviewed, approved and permitted by the City of Ashland Engineering Department.

5. Water - The property is currently served by a 12-in water main in Wightman Street. City of Ashland Water Department shall tap existing water main and install any new water services and water meter boxes that are proposed by development. City of Ashland Water Department must be contacted for availability, placement and costs associated with the installation of the new water service. Service & Connection Fees will also be required for any new water services installed as part of this project.

6. Storm Drainage - The property is currently served by a 36-in storm sewer main in Wightman Street. City of Ashland Engineering Department must review an engineered storm drainage plan.

Storm Water Facility Design Requirements

All development or redevelopment that will create or replace 2,500 square feet or more of impervious surface (buildings, roads, parking lots, etc.) area that discharges to an MS4 (municipal separate storm sewer systems), must comply with the requirements of the DEQ MS4 General Permit phase 2.

Applicant MUST follow the guidance and requirements set forth in the current Rogue Valley Stormwater Quality Design Manual which can be found at the following website:

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

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

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

- All ground disturbances exceeding 2,500 square feet shall implement an Erosion and Sediment Control Plan (ESCP).
- A 1200-C permit will be secured by the developer where required under the rules of the Oregon State DEQ. City of Ashland Engineering Department must receive a copy of this permit before any construction shall begin.
- Erosion Prevention and Sediment control measures that meet the minimum standards set forth by the City of Ashland Public Works/Engineering Standard Drawing CD282 must be in place before any construction related to the project begins.
- Pollution, track out, and sediment dumping into storm water are strictly prohibited per AMC 9.08.060.
- Drainage from automotive use areas shall be limited to oil concentrations of 10 mg/l by a pre-approved means.
- Trash storage areas shall be covered or provide additional storm water treatment by an approved means.
- Off street parking areas shall conform to Ashland Municipal Code 18.4.3.080.B.5, including provisions to minimize adverse environmental and microclimatic impacts.

8. Driveway Access – No additional improvements/requirements will be requested at this time, but the applicant proposed improvements must be reviewed and permitted by the City of Ashland Engineering Department.

9. Permits – Any construction or closure within the public right of way will require a Public Works permit and before any work in the right of way commences all necessary permits MUST be obtained

10. As-Builts - Where public improvements are required or completed, the developer shall submit to the City of Ashland, reproducible as-built drawings and an electronic file of all public improvements constructed during and in conjunction with this project. Field changes made during construction shall be drafted to the drawings in the same manner as the original plans with clear indication of all modifications (strike out old with new added beside). As-built drawings shall be submitted prior to final acceptance of the construction, initiating the one-year maintenance period.

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



Ashland Fire & Rescue Pre-Application Report

Review/Project Information

Reviewed By: Sartain, Ralph; Kleinberg Tech, Admin
LD File #: Preapp-2022-00331

Date Completed: 4/18/2022
Date Scheduled:

Applicant: Brittany Hurst and R. Breeze Willis

Location: 373 Wightman Street

LD Description: New 1,000 sq. ft. duplex

Status

Approved with Yes
Conditions Noted
Below:

Specific Development Requirements for Access & Water Supply

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

Conditions

Comments	Description	Code Set	Code Reference
Addressing	The developer must provide a minimum access address sign. A 2-sided address sign shall be posted near the intersection of the street and the driveway, identifying the address numbers served by the driveway. A pre-approved address sign can also be utilized.	Agency Defined Code	OFC 505.1
Firefighter Access	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.	Agency Defined Code	AF&R 3
If this is built under the ORSC, then these requirements apply.	This subdivision is located in the wildfire hazard zone and the homes are required to be built with ignition-resistant materials/features according to Oregon Residential Specialty Code section R327.4. For more information, visit: www.ashland.or.us .	Agency Defined Code	R327.4
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 . Contact Ashland Fire & Rescue Forestry Division for a fuel break inspection.	Agency Defined Code	AF&R 16
Approved as submitted.	The determination has been made that this project does not meet fire apparatus access requirements as set forth in the Oregon Fire Code section 503. The Building Official has been advised that an alternate method of protection construction standard (home fire sprinkler system) will be required in lieu of the deficiency.	Agency Defined Code	OAR 918-480-0125; OFC 503; OFC D108

Construction General Information/Requirements

Development shall comply with access and water supply requirements in accordance with the Oregon Fire Code in effect at the time of development submittal. Fire apparatus access roads are required to be installed prior to the time of construction. The approved water supply for fire protection (fire hydrants) is required to be installed prior to construction when combustible material arrives at the site.

Specific fire protection systems may be required in accordance with the Oregon Fire Code. This plan review shall not prevent the correction of errors or violations that are found to exist during construction. This plan review is based on information provided only. This plan review shall not prevent the correction of errors or violations that are found to exist during construction. This plan review is based on information provided only.

Design and installation shall meet the Oregon requirements of the International Fire, Building, Mechanical Codes and applicable NFPA Standards.

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.

If work will be completed during fire season, check fire season fire prevention requirements found at www.ashland.or.us/fireseason.

Ashland Fire & Rescue, 455 Siskiyou Blvd, Ashland OR 97520

541-482-2770 www.ashland.or.us

RESIDENTIAL

SYSTEMS DEVELOPMENT CHARGES

The purpose of the systems development charge (SDC) is to impose an equitable share of the public costs of capital improvements upon those developments that create the need for or increase the demands on capital improvements.

SDCs are collected to help pay for growth related improvements in the following areas: water supply, distribution and treatment, sewer collection and treatment, transportation, storm water collection, and parks and recreation/open space acquisition.

If you are building a new structure or adding onto an existing one, the following fees will be assessed along with standard Plan Review, Building Permit, Community Development and Engineering fees. The Plan Review fee is due at application and rest are due at the time of building permit issuance.

WATER AND SEWER SDC

If you are adding additional habitable space (any heated space), water and sanitary sewer SDCs will be charged.

To calculate water SDC, multiply **\$2.6069** by the total of the additional habitable space being created (any heated space). To calculate sewer SDC, multiply **\$2.0787** by the total of the additional habitable space being created (any heated space)

STORM/IMPERVIOUS SURFACE SDC

If you are adding roof area, driveway or any other impervious surface (concrete paths/decks, swimming pools, etc) you will be assessed for storm water collection.

To calculate, multiply **\$0.1689** by the total square footage of the impervious surfaces.

PARKS AND RECREATION SDC

The Parks and Recreation SDC is charged only for the creation of new units of the following categories:

Single Family	\$1,041.20/unit
Multi-Family	\$ 814.86/unit
Units less than 500 sq ft	\$ 611.15/unit
Tourist Room	\$ 487.76/room

TRANSPORTATION SDC

The Transportation SDC is based on the land use category for each project and is charge for each new dwelling unit.

	Under 500 sq.ft.	501 sq.ft. – 800 sq.ft.	Over 800 sq. ft.
Single Family Dwelling/Townhome	\$2,349.83	\$3,524.75	\$4,699.66
Apartment/Condominium/ARU	\$1,821.97	\$2,732.96	\$3,643.95



City of Ashland Estimated Building Permit & SDC fees for Single Family Residences

Square Footage	Valuation ¹	Structural Permit Fee ²	Plan Check Fee	Fire Plan Check Fee	Comm Dev Fee ³	Eng Fee ³	School Excise Tax ⁴	Transp SDC	Parks SDC	Impv. Surface SDC	Water SDC	Sewer SDC	Total
500	\$65,290	\$570	\$371	\$226	\$783	\$490	\$535	\$2,350	\$611	\$84	\$1,303	\$1,039	\$8,362
1000	\$130,580	\$866	\$563	\$343	\$1,567	\$979	\$1,070	\$4,700	\$1,041	\$169	\$2,607	\$2,079	\$15,984
1100	\$143,638	\$919	\$597	\$364	\$1,724	\$1,077	\$1,177	\$4,700	\$1,041	\$186	\$2,868	\$2,287	\$16,940
1200	\$156,696	\$971	\$631	\$384	\$1,880	\$1,175	\$1,284	\$4,700	\$1,041	\$203	\$3,128	\$2,494	\$17,891
1300	\$169,754	\$1,023	\$665	\$405	\$2,037	\$1,273	\$1,391	\$4,700	\$1,041	\$220	\$3,389	\$2,702	\$18,846
1400	\$182,812	\$1,078	\$699	\$426	\$2,194	\$1,371	\$1,498	\$4,700	\$1,041	\$236	\$3,650	\$2,910	\$19,803
1500	\$195,870	\$1,127	\$733	\$446	\$2,350	\$1,469	\$1,605	\$4,700	\$1,041	\$253	\$3,910	\$3,118	\$20,752
1600	\$208,928	\$1,180	\$767	\$467	\$2,507	\$1,567	\$1,712	\$4,700	\$1,041	\$270	\$4,171	\$3,326	\$21,708
1700	\$221,986	\$1,232	\$801	\$488	\$2,664	\$1,665	\$1,819	\$4,700	\$1,041	\$287	\$4,432	\$3,534	\$22,663
1800	\$235,044	\$1,284	\$835	\$509	\$2,821	\$1,763	\$1,926	\$4,700	\$1,041	\$304	\$4,692	\$3,742	\$23,617
1900	\$248,102	\$1,336	\$869	\$529	\$2,977	\$1,861	\$2,033	\$4,700	\$1,041	\$321	\$4,953	\$3,950	\$24,570
2000	\$261,160	\$1,389	\$903	\$550	\$3,134	\$1,959	\$2,140	\$4,700	\$1,041	\$338	\$5,214	\$4,157	\$25,525
2100	\$274,218	\$1,441	\$937	\$571	\$3,291	\$2,057	\$2,247	\$4,700	\$1,041	\$355	\$5,474	\$4,365	\$26,479
2200	\$287,276	\$1,493	\$971	\$591	\$3,447	\$2,155	\$2,354	\$4,700	\$1,041	\$372	\$5,735	\$4,573	\$27,432
2300	\$300,334	\$1,545	\$1,004	\$612	\$3,604	\$2,253	\$2,461	\$4,700	\$1,041	\$388	\$5,996	\$4,781	\$28,385
2400	\$313,392	\$1,598	\$1,038	\$633	\$3,761	\$2,350	\$2,568	\$4,700	\$1,041	\$405	\$6,257	\$4,989	\$29,340
2500	\$326,450	\$1,650	\$1,072	\$653	\$3,917	\$2,448	\$2,675	\$4,700	\$1,041	\$422	\$6,517	\$5,197	\$30,292
2600	\$339,508	\$1,702	\$1,106	\$674	\$4,074	\$2,546	\$2,782	\$4,700	\$1,041	\$439	\$6,778	\$5,405	\$31,247
2700	\$352,566	\$1,754	\$1,140	\$695	\$4,231	\$2,644	\$2,889	\$4,700	\$1,041	\$456	\$7,038	\$5,612	\$32,200
2800	\$365,624	\$1,807	\$1,174	\$715	\$4,387	\$2,742	\$2,996	\$4,700	\$1,041	\$473	\$7,299	\$5,820	\$33,154
2900	\$378,682	\$1,859	\$1,208	\$736	\$4,544	\$2,840	\$3,103	\$4,700	\$1,041	\$490	\$7,560	\$6,028	\$34,109
3000	\$391,740	\$1,911	\$1,242	\$757	\$4,701	\$2,938	\$3,210	\$4,700	\$1,041	\$507	\$7,821	\$6,236	\$35,064
3100	\$404,798	\$1,963	\$1,276	\$777	\$4,858	\$3,036	\$3,317	\$4,700	\$1,041	\$524	\$8,081	\$6,444	\$36,017
3200	\$417,856	\$2,015	\$1,310	\$798	\$5,014	\$3,134	\$3,424	\$4,700	\$1,041	\$540	\$8,342	\$6,652	\$36,970
3300	\$430,914	\$2,068	\$1,344	\$819	\$5,171	\$3,232	\$3,531	\$4,700	\$1,041	\$557	\$8,603	\$6,860	\$37,926
3400	\$443,972	\$2,120	\$1,379	\$839	\$5,328	\$3,330	\$3,638	\$4,700	\$1,041	\$574	\$8,863	\$7,068	\$38,880
3500	\$457,030	\$2,172	\$1,412	\$860	\$5,484	\$3,428	\$3,745	\$4,700	\$1,041	\$591	\$9,124	\$7,275	\$39,832

Note: These calculations are based on estimated average costs - specific project costs will fluctuate.

- 1 Valuation is calculated as square footage X \$130.58 for a single family residence.
- 2 Temporary Power, if needed, is a separate permit, at an additional fee. Utility Connection fees, Plumbing/Mechanical/Electrical fees, and State Surcharge fees are **not** included.
- 3 Community Development and Engineering Development fees are 1.2% and .75% of valuation, respectively.
- 4 School Excise Tax is \$1.07 per sq ft for residential.

Type I Procedure

Administrative Decision

- Type I Site Review (\$1,092 base fee)*
 - Downtown
 - Detail Site Review Zone
 - Commercial, Industrial and Non-residential
 - Residential (*Base + \$72.50 per unit*)

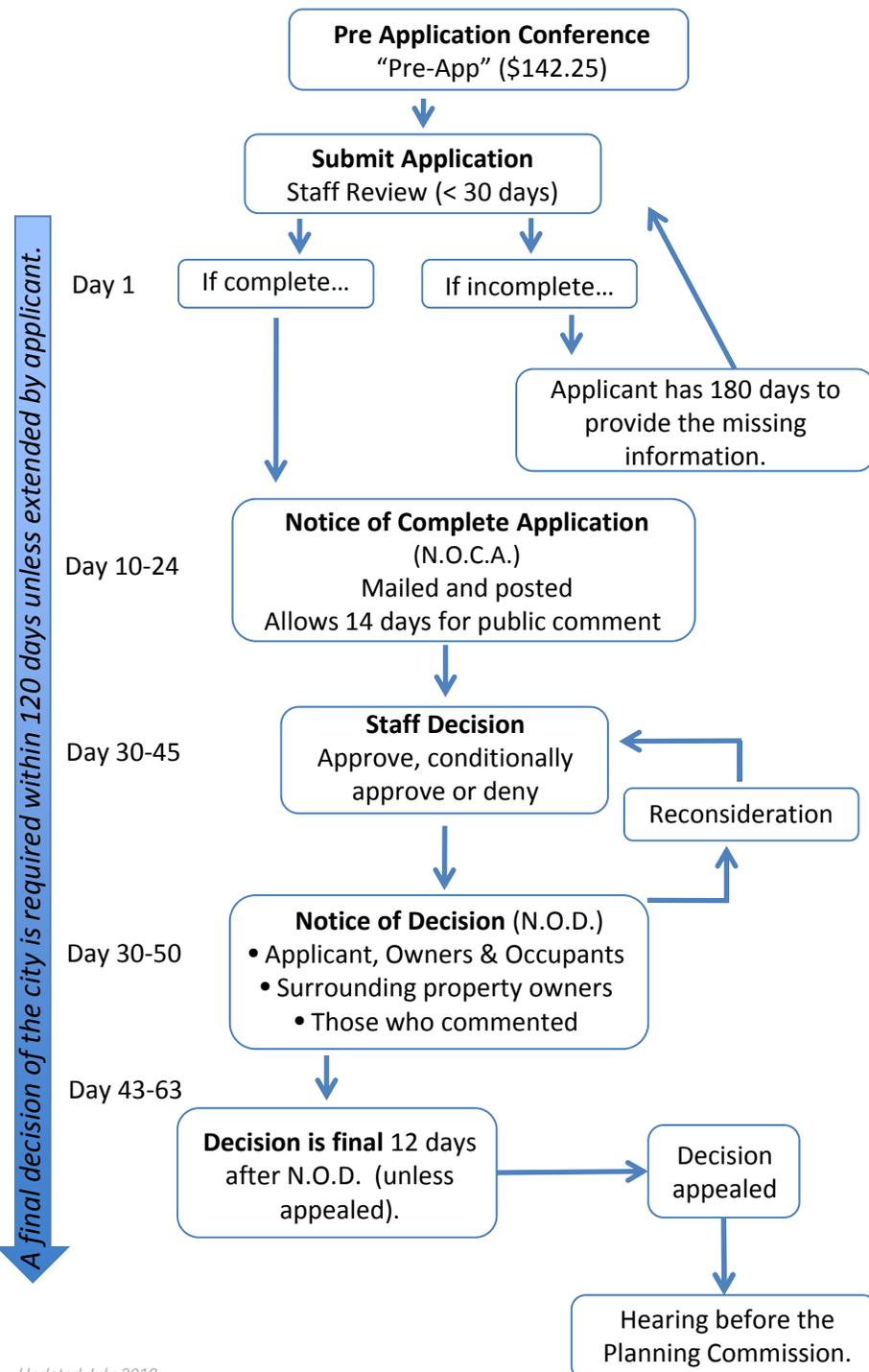
Base + ½ % of value of construction
- Accessory Residential Unit (\$710)*
- Miscellaneous Type I Actions (\$1,092)*
 - Amendments or Modifications
 - Physical and Environmental Constraints Permit
 - Water Resources Permit
 - Tree removal (\$30.50, no base fee with another application)

- Variances (\$1,092)*
- Conditional Use Permits (\$1,092)*
- Land Partitions (\$1,092 + \$72.50 per lot)*

*Fees are cumulative and depend on project specifics

See Ashland Land use Ordinance (LUO) 18.5.1.050 for complete information. Contact City of Ashland Planning for any questions or more information at 51 Winburn Way, Ashland OR, 97520. **Phone:** 541-488-5305; **E-mail:** Planning@ashland.or.us.

Priority planning action processing for LEED® certified buildings.



A pre-application conference is required and valid for six months. Conferences are Wednesday afternoons, as available, and must be scheduled at least two weeks in advance.

Fees must be paid upon submission of the application. Planning staff review the application and determine if it is complete and inform the applicant within 30 days of submittal. (See 18.5.1.090)

Within ten days of completeness determination, written notice will be mailed to the applicant, owners of the property, and property owners within 200 feet of the property. A clearly visible notice will be posted on the property by City staff. These notices allows 14 days for the submission of written comments. (See 18.5.1.050.B.)

Within 45 of a completeness determination, but not less than 20 days after the N.O.C.A., a decision is made. Within 5 days of the decision, the City will mail notice of the decision (N.O.D.) to the applicant, owner and occupants of the property and any group or individual who submitted written comments. Planning Director can reconsider a decision pursuant to 18.5.1.050.C & D.

Decision is final 12 days after N.O.D., unless there is an appeal. An appeal must be requested within 11 days of N.O.D. with an appeal fee of \$150. Appeals are heard by the Planning Commission at the next regular Planning Commission meeting, which is the final decision of the City for Type I's. Further appeals are to the State Land Use Board of Appeals (LUBA). (See 18.5.1.050.G)



Planning Division
 51 Winburn Way, Ashland OR 97520
 541-488-5305 Fax 541-488-6006

ZONING PERMIT APPLICATION

FILE # _____

DESCRIPTION OF PROJECT _____

DESCRIPTION OF PROPERTY _____ Pursuing LEED® Certification? YES NO

Street Address _____

Assessor's Map No. 39 1E _____ Tax Lot(s) _____

Zoning _____ Comp Plan Designation _____

APPLICANT

Name _____ Phone _____ E-Mail _____

Address _____ City _____ Zip _____

PROPERTY OWNER

Name _____ Phone _____ E-Mail _____

Address _____ City _____ Zip _____

SURVEYOR, ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT, OTHER

Title _____ Name _____ Phone _____ E-Mail _____

Address _____ City _____ Zip _____

Title _____ Name _____ Phone _____ E-Mail _____

Address _____ City _____ Zip _____

I hereby certify that the statements and information contained in this application, including the enclosed drawings and the required findings of fact, are in all respects, true and correct. I understand that all property pins must be shown on the drawings and visible upon the site inspection. In the event the pins are not shown or their location found to be incorrect, the owner assumes full responsibility. I further understand that if this request is subsequently contested, the burden will be on me to establish:

- 1) that I produced sufficient factual evidence at the hearing to support this request;
- 2) that the findings of fact furnished justifies the granting of the request;
- 3) that the findings of fact furnished by me are adequate; and further
- 4) that all structures or improvements are properly located on the ground.

Failure in this regard will result most likely in not only the request being set aside, but also possibly in my structures being built in reliance thereon being required to be removed at my expense. If I have any doubts, I am advised to seek competent professional advice and assistance.

Applicant's Signature

 Date

As owner of the property involved in this request, I have read and understood the complete application and its consequences to me as a property owner.

Property Owner's Signature (required)

 Date

[To be completed by City Staff]

Date Received _____ Zoning Permit Type _____ Filing Fee \$ _____

OVER ►►

ZONING PERMIT SUBMITTAL REQUIREMENTS

- APPLICATION FORM must be completed and signed by both applicant and property owner.
- FINDINGS OF FACT – Respond to the appropriate zoning requirements in the form of factual statements or findings of fact and supported by evidence. List the findings criteria and the evidence that supports it. Include information necessary to address all issues detailed in the Pre-Application Comment document.
- 2 SETS OF SCALED PLANS no larger than 11"x17". Include site plan, building elevations, parking and landscape details. (Optional – 1 additional large set of plans, 2'x3', to use in meetings)
- FEE (Check, Charge or Cash)
- LEED® CERTIFICATION (*optional*) – Applicant's wishing to receive priority planning action processing shall provide the following documentation with the application demonstrating the completion of the following steps:
 - Hiring and retaining a LEED® Accredited Professional as part of the project team throughout design and construction of the project; and
 - The LEED® checklist indicating the credits that will be pursued.

NOTE:

- 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 for completeness by staff within 30 days from application date in accordance with ORS 227.178.
- The first fifteen COMPLETE applications submitted are processed at the next available Planning Commission meeting. (Planning Commission meetings include the Hearings Board, which meets at 1:30 pm, or the full Planning Commission, which meets at 7:00 pm on the second Tuesday of each month. Meetings are held at the City Council Chambers at 1175 East Main St).
- A notice of the project request will be sent to neighboring properties for their comments or concerns.
- If applicable, the application will also be reviewed by the Tree and/or Historic Commissions.