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
April 20, 2016

SITE: 2398 Greenmeadows Way
APPLICANT: Robert & Ciele Jupe
REQUEST: Site Design Review for an Accessory Residential Unit

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.

The subject property, tax lot 2000, is located on the south side of Greenmeadows way at the intersection with Tolman Creek Road. The lot currently has one primary residence of approximately 2,360 square feet and a detached art studio of approximately 858 square feet. In total, tax lot 2000 is 12,632 square feet. The zoning is R-1-7.5, Single-Family Residential. The applicant is requesting to convert an existing detached art studio to an Accessory Residential Unit (ARU) of approximately 858 square feet. The applicant is not proposing any exterior changes to the structure and no trees are proposed for removal as part of this application.

Summary: Staff identified several issues in reviewing the applicant’s proposal, they are as follows:

• Accessory Residential Units (ARU’s): ARU’s are permitted within the R-1-7.5 zoning district subject to Site Design Review and demonstration that the proposal complies with established Special Use Standards found in AMC 18.2.3.040. These include:
  
  o Where accessory residential units are allowed, they are subject to Site Design Review under chapter 18.5.2.

  o One accessory residential unit is allowed per lot, and the maximum number of dwelling units shall not exceed two per lot.

  o The maximum gross habitable floor area (GHFA) of the accessory residential unit shall not exceed 50 percent of the GHFA of the primary residence on the lot, and shall not exceed 1,000 square feet GHFA.

  o The proposal shall conform to the overall maximum lot coverage and setback requirements of the underlying zone.

  o Additional parking shall be provided in conformance with the off-street parking provisions for single-family dwellings in section 18.4.3.040, except that parking spaces, turn-arounds, and driveways are exempt from the paving requirements in subsection 18.4.3.080.E.1.
**Parking:** The application proposes three off-street vehicle parking spaces. AMC chapter 18.4.3.040 requires two parking spaces for the primary residence and two parking space for an Accessory Residential Unit greater than 500 square feet. As such, the applicant will be required to provide a total of four parking spaces based on the two residential uses for this property. The size and existing layout of the property is such that the applicant should be able to provide all four off-street vehicle parking spaces. The pre-application materials indicate that there are three parking areas on the subject property. Two of the parking areas have the space (9’x 18’) for one vehicle each and the third parking area is large enough to accommodate two parking spaces side by side. Please show the location of each proposed vehicle parking space on a scalable site plan map.

**Other Issues:**

**Site Design & Use Standards:** The application will need to respond to: the building placement, orientation and design standards for residential development detailed in chapter 18.4.2.030 of the Ashland Municipal Code (AMC);

The standards apply to a wide variety of circumstances from the proposed conversion of existing living space to a new unit entirely within an existing building to the development of a 60-unit apartment complex. The application will need to clarify the proposal in context as it relates to the applicable standards, and will need to include a scalable site plan and detailed elevation drawings of the proposed building to support a demonstration of compliance with the applicable standards.

Some specific areas of consideration with regard to the current request:

- **Landscaping and Open Space:** The City’s Site Design and Use standards set specific parameters for landscaping and open space allocation for residential developments, such as identifying an area at least eight (8) percent of the lot are dedicated to open space for the tenants, and street tree requirements to name a few. Existing front yard landscaping typically needs to be upgraded to some degree in order to meet the residential development landscaping standards, which do not apply to stand-alone single-family residences. Please demonstrate compliance with these standards on the site plan as well as providing an explanation of compliance in the written findings.

- **Landscape buffers:** A five (5’) foot landscape buffer between any surface/off-street parking spaces and the property lines and an eight (8’) foot setback from the structure is required as per the Parking Lot Landscaping and Screening Standards.

- **Landscape and Irrigation Plan:** A species and size specific landscape plan must be submitted with the application. Existing and proposed landscaping must meet the Landscaping section of chapter 18.4.4. An irrigation plan is required, but may be deferred until the building permit submittals.

- **Additional Elements:** Elements such as exterior lighting, trash and recycling, and bike parking would also need to be shown on the site plan and a written description of how
they will be integrated into the proposal provided.

Building Issues: Permits and inspections will consider the structural, plumbing, mechanical and electrical modifications necessary for the creation of the new unit in light of current codes, including but not limited to the installation of required fire walls and a new electric service. Building permit fees and System Development Charges will need to be paid in conjunction with obtaining the building permit.

Bicycle Parking: Three bicycle parking spaces are required. One sheltered space for the Accessory Residential Unit and two sheltered spaces for the primary residential unit. The parking may be provided in a storage room, porch or under a covered area as long as the configuration meets the requirements of 18.4.3.070.I & J. Please show the proposed bicycle parking facilities on the site plan.

System Development Charges (SDC’s): The creation of a second unit requires that System Development Charges to be paid for the additional impacts created by the new unit. System development charges consist of Water, Sewer, Storm Water, Parks, and Transportation fees based on the square footage added to the system. Fees are to be paid with the issuance of a building permit.

New Electric Service: The City of Ashland requires that a separate electrical service/meter be installed for each independent living unit. Installation of a new electrical meter/service would also require that a service connection fee be paid to the Electric Department and the meter installed, inspected and approved prior to the issuance of a certificate of occupancy for the unit. Staff would suggest contacting Dave Tygerson of the City of Ashland Electric Department to verify service requirements, including meter placement and applicable fees.

Utility Connections: A utility service plan is required with the Planning Application. Please show the locations of existing services and proposed services, including transformers, meters, etc. Transformers or cabinets shall be placed in locations least visible from the public right-of-way.

New Address: All new Accessory Residential Units require new addresses assigned by the City of Ashland Public Works Department.

Neighborhood Outreach: Projects involving changes to established neighborhood patterns can be a concern for neighbors; staff always recommends that applicants approach the affected neighbors, make them aware of the proposal, and try to address any concerns as early in the process as possible. Notices are typically sent to neighbors within a 200-foot radius of the 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 DEPARTMENTS’ COMMENTS:

BUILDING DEPARTMENT: No comments at this time. Please contact the Building Division for any further information at 541-488-5309.

ENGINEERING: No comments at this time. Please contact Karl Johnson of the Engineering Division for any further information at 541-552-2415.

STREETS AND TRANSPORTATION: No comments at this time. Please contact Karl Johnson of the Engineering Division for any further information at 541-552-2415.

WATER AND SEWER SERVICE: No comments at this time. Please contact Steve Walker of the Water Quality Division for any further information at 541-552-2326 or via e-mail to walkers@ashland.or.us.

ELECTRIC SERVICE: No comments at this time. Please contact Dave Tygerson in the Electric Department for service and meter location requirements and fee information at 541-552-2389.

FIRE: See attached comments

CONSERVATION: For more information on available water conservation programs, including any available appliance rebates or assistance with landscaping and irrigation system requirements, please contact Water Conservation Specialist Julie Smitherman of Conservation Division at 541-552-2062 or via e-mail to julie.smitherman@ashland.or.us. 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.

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

MAXIMUM BUILDING HEIGHT: 35 feet or 2 ½ stories.

LANDSCAPING REQUIREMENTS: 55 percent of the site must be retained in landscaping, and a site-, size-, and species-specific landscaping plan is required at time of formal application. The landscape plan must address any required screening, and include street trees, one per 30’ of street frontage where applicable. Avoid using lawn. Provide irrigation system for all landscaped areas. Landscaping shall be designed so that 35 percent coverage occurs after one year and 90 percent after 5 years.
PARKING, ACCESS, AND INTERNAL CIRCULATION: Two parking spaces are required for the primary residence, two for the ARU. Off-Street Parking spaces must have a five foot setback buffer from adjacent property lines and an eight foot buffer from the residential units. These buffer areas shall be landscaped. Parking space dimensional requirements are a minimum of 9 feet x 18 feet, with 22 feet of clear space as a back-up dimension required directly behind the space.

LOT COVERAGE: A maximum of 45 percent of the lot may be covered with impervious surface. At least eight percent of the lot area shall be dedicated to outdoor recreational space and shall be part of the overall landscaping requirements. Please identify on site plan and in text all areas of landscaping, impervious surface, patio space, outdoor recreational space, etc.

SETBACKS: 20’ for front yards; 6’ for side yards/10’ for side yards abutting a public street; 10' per story for rear yards -- In addition, the setbacks must comply with chapter 18.4.8 which provides for solar access.

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PROCEDURE: Applications for Accessory Residential Units require Site Review approval. Regulations provide for administrative (“Type I”) decisions on these applications, applications for Conditional Use Permits are also a Type I decision; however there is the possibility for a public hearing if an appeal is requested.

APPLICATION REQUIREMENTS: As detailed in chapter 18.5.1.050, Type I applications shall include the required application materials detailed below. Type I decisions are made by the Staff Advisor, following public notice and a public comment period. Type I decisions provide an opportunity for appeal to the Planning Commission.

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.
   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.
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 plans required for Site Design Review as required in chapter 18.5.2.040.  The following information is required for Site Design Review application submittal, except where the Staff Advisor determines that some information is not pertinent and therefore is not required.

A.  General Submission Requirements. Information required for Type I or Type II review, as applicable (see sections 18.5.1.050 and 18.5.1.060), including but not limited to a written statement or letter explaining how the application satisfies each and all of the relevant criteria and standards.

B.  Site Design Review Information. In addition to the general information required for Site Design Review, the applicant shall provide the following information.

1.  Basic Plan Information. Plans and drawings shall include the project name, date, north arrow, scale, and names and addresses of all persons listed as owners of the subject property on the most recently recorded deed. The scale of site and landscaping plans shall be at least one inch equals 50 feet or larger, and of building elevations one inch equals ten feet or larger.

2.  Site Analysis Map. The site analysis map shall contain the following information.

   a.  Vicinity map.

   b.  The property boundaries, dimensions, and area of the site shall be identified.

   c.  Topographic contour lines at 5-foot intervals or less, except where the Staff Advisor determines that larger intervals will be adequate for steeper slopes.

   e.  Zone designation of the and adjacent to the proposed development, including lands subject to overlay zones including but not limited to lands subject to Detail Site Review, Downtown Design Standards, Historic District, Pedestrian Place, Physical and Environmental Constraints, and Water Resource Protection Zones overlays (see part 18.3 Special Districts and Overlays).

   f.  The location and width of all public and private streets, drives, sidewalks, pathways, rights-of-way, and easements on the site and adjoining the site.

   g.  The location and size of all public and private utilities, on and adjacent to the subject site, including:

      i.  Water lines;

      ii.  Sewer lines, manholes and cleanouts;

      iii.  Storm drainage and catch basins; and
iv. Fire hydrants.

h. Site features, including existing structures, pavement, drainage ways, rock outcroppings, areas having unique views, and streams, wetlands, drainage ways, canals and ditches.

i. The location, size, and species of trees six inches DBH or greater, including trees located on the subject site and trees located off-site that have drip lines extending into the subject site.

3. **Proposed Site Plan.** The site plan shall contain the following information.

a. The proposed development site, including boundaries, dimensions, and gross area.

b. Features identified on the existing site analysis maps that are proposed to remain on the site.

c. Features identified on the existing site map, if any, which are proposed to be removed or modified by the development.

d. The location and dimensions of all proposed public and private streets, drives, rights-of-way, and easements.

e. The location and dimensions of all existing and proposed structures, utilities, pavement, and other improvements, including:

   i. Connection to the City water system and meter locations;
   
   ii. Connection to the City sewer system;
   
   iii. Connection to the City electric utility system and meter locations;
   
   iv. New and/or replaced fire hydrants and vault locations;
   
   v. The proposed method of drainage of the site; and
   
   vi. The opportunity-to-recycle site and solid waste receptacle, including proposed screening.

g. Location of drainage ways and public utility easements in and adjacent to the proposed development.

h. Setback dimensions for all existing and proposed structures.

i. The location and dimensions of entrances and exits to the site for vehicular, pedestrian, and bicycle access.

j. The location and dimensions of all parking and vehicle circulation areas (show striping for parking stalls), including accessible parking by building code.

k. Pedestrian and bicycle circulation areas, including sidewalks, internal pathways, pathway connections to adjacent properties, and any bicycle lanes or trails.
k. Outdoor recreation spaces, common areas, plazas, outdoor seating, street furniture, and similar improvements.

l. Location of outdoor lighting.

m. Location of mail boxes, if known.

n. Locations of bus stops and other public or private transportation facilities.

o. Locations, sizes, and types of signs.

4. **Architectural drawings.** Architectural drawings, as applicable.

   a. Exterior elevations of all proposed buildings, drawn to a scale of one inch equals ten feet or greater; such plans shall indicate the material, color, texture, shape, and design features of the building, and include mechanical devices not fully enclosed in the building.

   b. Exterior elevations of other proposed structures, including fences, retaining walls, accessory buildings, and similar structures.

   c. The elevations and locations of all proposed signs for the development.

   d. For non-residential developments proposed on properties located in a Historic District, section drawings including exterior walls, windows, projections, and other features, as applicable, and drawings of architectural details (e.g., column width, cornice and base, relief and projection, etc.) drawn to a scale ¾ of an inch equals one foot or larger.

5. **Preliminary Grading and Drainage Plan.** A preliminary grading and drainage plan prepared by an engineer shall be submitted with the application for Site Design Review where a development site is ½ of an acre or larger as deemed necessary by the Staff Advisor. The preliminary grading plan shall show the location and extent to which grading will take place, indicating general changes to contour lines, slope ratios, slope stabilization proposals, and location and height of retaining walls, if proposed, and temporary and permanent erosion control measures. Surface water detention and treatment plans may also be required, in accordance with chapter 18.4.6 Public Facilities.

6. **Erosion Control Plan.** An erosion control plan addressing temporary and permanent erosion control measures, which shall include plantings where cuts or fills (including berms), swales, storm water detention facilities, and similar grading is proposed. Erosion control plans in Hillside Lands shall also conform to section 18.3.10.090 Development Standards for Hillside Lands.

7. **Landscape and Irrigation Plans.**

   a. Landscape and irrigation plans shall include the following information.

   i. The location, size, and species of the existing and proposed plant materials, and any other pertinent features of the proposed landscaping and plantings.
ii. A tree protection and removal plan consistent with chapter 18.4.5 for sites with trees that are to be retained, protected, and removed.

iii. At time of building permit submittals, an irrigation plan including a layout of irrigation facilities.

b. When water conserving landscaping is required pursuant to section 18.4.4.030, the landscape plan shall contain the following additional information.

i. Information from proposed site plan.

ii. Landscape contact person, including address and telephone number.

iii. Identification of cut and fill areas.

iv. Location of underground utilities and all transformer and utility meter locations.

v. Slopes exceeding ten percent and grade changes in root zones of plants to be retained on site.

vi. Inventory of existing plant materials on site identifying that will remain and will be removed.

vii. Composite plant list including quantity, size, botanical name, common name, variety, and spacing requirements of all proposed plant material.

viii. Mulch areas labeled according to material and depth.

ix. Shrub and tree planting and staking detail.

x. Root barrier design, installation specifications, and details.

xii. Design and installation specifications of any proposed tree grates.

c. When water conserving landscaping is required pursuant to section 18.4.4.030, the irrigation plan included with the building permit submittals shall contain the following additional information.

i. Information from proposed site plan.

ii. Irrigation contact person, including address and telephone number.

iii. For lots with a landscaped area greater than 5,000 square feet, a grading plan and topographic map showing contour intervals of five feet or less.

iv. Identification of water source and point of connection including static and operating pressure.

v. If Talent Irrigation District (TID) is used, list the size and type of filtration method.
vi. Area of irrigated space in square feet.

vii. Size, type, brand, and location of backflow device, as well as make, model, precipitation rate, and location of sprinkler heads.

viii. Layout of drip system showing type of emitter and its outputs, as well as type of filtration used.

ix. Piping description including size schedule or class, type of mounting used between piping and sprinkler head, depth of proposed trenching, and provisions for winterization.

x. Size, type, brand, and location of control valves and sprinkler controllers.

xi. Size, type, depth, and location of materials for under paving sleeves.

xii. Type and location of pressure regulator.

xiii. Type and location of rain sensor.

xiv. Monthly irrigation schedule for the plant establishment period (6 – 12 months) and for the first year thereafter.

xv. Water schedule for each zone from the plan.

8. **Narrative.** Letter or narrative report documenting compliance with the applicable approval criteria contained in section 18.5.2.050. Specifically, the narrative shall contain the following.

b. For residential developments:

i. The total square footage in the development.

ii. The number of dwelling units in the development (include the units by the number of bedrooms in each unit, e.g., ten one-bedroom, 25 two-bedroom, etc).

iii. Percentage of lot coverage by structures; streets, roads, or drives; public use areas, common area/private recreation areas, landscaping, and parking areas.

**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. The Ashland Land Use Ordinance in its entirety may be accessed on-line at:


Two (2) copies of written findings addressing the following special use standards for Accessory Residential Units in R-1 zones found in chapter 18.2.3.040. Where accessory residential units are allowed, they are subject to Site Design Review under chapter 18.5.2, and
shall meet all of the following requirements.

A. **R-1 Zone.** Accessory residential units in the R-1 zone shall meet the following requirements.

   1. One accessory residential unit is allowed per lot, and the maximum number of dwelling units shall not exceed two per lot.

   2. Accessory residential units are not subject to the density or minimum lot area requirements of the zone, except that accessory residential units shall be counted in the density of developments created under the Performance Standards Option in chapter 18.3.9.

   3. The maximum gross habitable floor area (GHFA) of the accessory residential unit shall not exceed 50 percent of the GHFA of the primary residence on the lot, and shall not exceed 1,000 square feet GHFA.

   4. The proposal shall conform to the overall maximum lot coverage and setback requirements of the underlying zone.

   5. Additional parking shall be provided in conformance with the off-street parking provisions for single-family dwellings in section 18.4.3.040, except that parking spaces, turn-arounds, and driveways are exempt from the paving requirements in subsection 18.4.3.080.E.1.

Two (2) copies of written findings addressing the following criteria from chapter 18.5.2.050 for Site Design Review. An application for Site Design Review shall be approved if the proposal meets the criteria in subsections A, B, C, and D below. The approval authority may, in approving the application, impose conditions of approval, consistent with the applicable criteria.

A. **Underlying Zone.** The proposal complies with all of the applicable provisions of the underlying zone (part 18.2), including but not limited to: building and yard setbacks, lot area and dimensions, density and floor area, lot coverage, building height, building orientation, architecture, and other applicable standards.

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

C. **Site Development and Design Standards.** The proposal complies with the applicable Site Development and Design Standards of part 18.4, except as provided by subsection E, below.

   See *Multi-Family Development Standards, Historic District Development Standards, Parking Standards (Bicycle Parking), Landscaping, Lighting and Screening Standards.*

D. **City Facilities.** The proposal complies with the applicable standards in section 18.4.6 Public Facilities, and that adequate capacity of City facilities for water, sewer, electricity, urban storm drainage, paved access to and throughout the property, and adequate transportation can and will be provided to the subject property.

E. **Exception to the Site Development and Design Standards.** The approval authority may
approve exceptions to the Site Development and Design Standards of part 18.4 if the circumstances in either subsection 1 or 2, 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.

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UPCOMING APPLICATION DEADLINES: Not Applicable
UPCOMING PC MEETINGS: Not Applicable

FEES: Site Design Review for ARU (Type I): $658.00

*NOTE: 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. The first fifteen COMPLETE applications submitted are processed at the next available Planning Commission meeting.

For further information, please contact: April 20, 2016
Mark Schexnayder, Assistant Planner
City of Ashland, Department of Community Development
Phone: 541-552-2044 or e-mail: mark.schexnayder@ashland.or.us