



CITY OF ASHLAND



TREE COMMISSION AGENDA March 5, 2015

CALL TO ORDER

6:00 p.m. in the Siskiyou Room of the Community Development and Engineering Services Building located at 51 Winburn Way.

APPROVAL OF MINUTES

Approval of February 5, 2015 regular meeting minutes.

ANNOUNCEMENTS & LIAISON REPORTS

- City Council Liaison
- Parks & Recreation Liaison
- Community Development Liaison

PUBLIC FORUM

Welcome Guests

TYPE I REVIEWS

PLANNING ACTION: PA-2014-02023

SUBJECT PROPERTIES: 678 Glendale Avenue

APPLICANT: Canopy LLC

OWNER: Siskiyou Initiative, *dba* Siskiyou School

DESCRIPTION: A request for a Tree Removal Permit to remove three trees: an 11½-inch diameter at breast height (DBH) Scots Pine (*pinus sylvestris*), a ten-inch DBH Thundercloud Plum (*prunus cerasifera*), and a 13-inch DBH Ponderosa Pine (*pinus ponderosa*) from the property located at 678 Glendale Avenue. The subject property received Conditional Use and Site Review Permit approval under Planning Action #2013-01695 to utilize the single family residence at 678 Glendale Avenue as added break-out classroom and administrative/faculty space for the Siskiyou School, a private school located on the adjacent property to the east at 631 Clay Street. These three trees were identified to be preserved and protected in that approval, however after subsequent assessment by an arborist the applicants are requesting to remove them as hazard trees.

PLANNING ACTION: PA-2015-00178

SUBJECT PROPERTY: 156, 160 & 164 Van Ness

APPLICANT: Sean and Julia Downey

DESCRIPTION: The request is for Site Design Review to allow for two dwelling units on the consolidated parcel; one of the dwellings will be the existing cottage moved to the rear of the property accessed off of the alley and a new residence constructed at the front of the parcel. Site Review approval is also requested for two units at 156 Van Ness, the existing cottage at 160 Van Ness is proposed to move to rear of that property. A tree removal permit is also requested to remove a seven-inch DBH Box Elder tree.

TYPE II REVIEWS

None.

DISCUSSION ITEMS

- Criteria for Street Tree Permits (Pruning & Removal)
- Annual Council Update - Tentatively Set for March 17th
- Arbor Day 2015 – Finalize Date & Location for Annual Tree Planting
- Tree of the Year Award (April)
- Earth Day 2015 – Earth Day Tabling? (Event is April 25th)

NEW BUSINESS/ITEMS FROM COMMISSIONERS

ADJOURNMENT

Next Meeting: April 9, 2015

**CITY OF
ASHLAND**
TREE COMMISSION
DRAFT Minutes February 5, 2015

CALL TO ORDER –Chair Greg Trunnell called the meeting of the Ashland Tree Commission to order at 6:04 p.m. on February 5, 2015 in the Siskiyou Room of the Community Development and Engineering Services Building located at 51 Winburn Way, Ashland, Oregon.

Commissioners	Council Liaison
Ken Schmidt	Carol Voisin
Gregg Trunnell	Staff
Russ Neff, absent	Derek Severson, Associate Planner
Casey Roland	Carolyn Schwendener, Admin
Christopher John, absent	Pete Baughman, Parks Liaison

APPROVAL OF MINUTES

The minutes of the January 8, 2015 Ashland Tree Commission meeting were approved as presented.

Severson informed the Commission of a change in policy in regards to Planning Actions. In the future when the Commission's recommendation is counter to the staff's recommendation it will go to the Planning Commission for a public hearing. The Commissioners were pleased with this change in policy. They did recommend that this policy be put in writing for any future staff that is hired.

WELCOME GUESTS & PUBLIC FORUM

Severson introduced Mike Faught the City Public Works Director. Mr. Faught would like to give a presentation addressing the parking issues in the downtown area. Chair Trunnell added Mr. Faught to the agenda.

Severson announced that Allan Sandler, property owner at 25 North Main Street is currently out of town. Mr. Sandler would like to be present for the discussion regarding the pruning of the trees in front of the Old Masonic Building and is requesting the Commission postpone that discussion until the next meeting.

Trunnell/Schmidt m/s to postpone the meeting until next month when Mr. Sandler can attend. Voice Vote: All ayes, motion passed

Severson introduced Bill Molnar, Community Development Director who was present to observe the meeting.

ANNOUNCEMENTS & LIAISON REPORTS

City Council Liaison – Voisin reported at the last Council meeting they discussed the ODOT Welcome Center but no decision was made. ODOT is requesting a waiver for the four year limitation; this topic will come back to the February 17th Council meeting. On the February 17th agenda the Council will also look at the possibility of hanging baskets on the downtown street lights. The Council will have a Study Session on May 4th to discuss Commission quorum requirements. The question proposed is "Should the quorum be determined by the total number of people on the Commission or the number of seats that are filled?" Voisin encouraged the Commissioners to give their input regarding this topic. There is a large group of citizens who are asking for a new Commission called "The Culture of Peace." Voisin added that the Police Chief updated the Council regarding the local missing teen. The case is still considered a run-a-way and not criminal. The Fire Chief also gave a presentation regarding the need for an aerial ladder truck due to the increase in heights of our downtown businesses. The estimated cost of the ladder is around \$900,000. The City is working on the recruitment of a new Police Chief.

Parks & Recreation Liaison – Baughman said he has recommendations for possible locations for the Arbor Day planting. Arbor Day discussion is on the agenda and Baughman will speak on it at that time.

Community Development Liaison – Severson distributed a memo from City Administrator, Dave Kanner. Kanner addressed the issue of the seating wall in front of the Gateway Realty. Mr. Kanner said "The project does not involve removing the seat wall. The project involves raising and leveling the seat wall (which will provide more seating area), expanding the size of the planting area and upgrading the irrigation."

The Commissioners recommended that an arborist review the landscaping plans as well as be on site during the construction.

DISCUSSION ITEMS

Ashland Downtown Parking Management and Multi-Modal Circulation Plan - Public Works Director Mike Faught explained that the Downtown Committee has been working on the parking issues in the downtown area for over a year. The Committee's charge is not only to look at parking but how the City can develop East Main through the downtown as a multi-modal facility. Mr. Faught gave a power point presentation explaining the current proposal. Mr. Faught emphasized this proposal is only conceptual and is being worked on. The Committee is looking for feedback from as many people as possible.

The proposed plan shows taking the three lanes down to two lanes and bringing in a bike facility. There is a bike facility along North Main and again on Siskiyou Boulevard but nothing in the downtown area. This plan would provide a bike lane all the way through town. The Transportation System Plan (TSP) addresses this as an important need. However if the third lane is removed it proposes a problem for the delivery trucks. At this time the delivery trucks are unloading at the turn into the plaza blocking view of the crosswalk. It's very difficult to see around the trucks creating a hazard for the pedestrians in the crosswalks. This problem will need to be fixed regardless of the future plans. Fifty-two foot trucks can make the turn into the plaza but the sixty-seven foot trucks cannot. The City would need to create loading zones to meet the need for the trucks to unload.

Mr. Faught has met with three trucking companies, UPS, FEDEX and Sysco. He is now questioning whether there are any sixty-seven foot trucks delivering into Ashland. If this is the case the City will not need as many loading zones or as large of ones. Mr. Faught plans on meeting with other truck companies in order to get more feedback. The consequence of the loading zone and the eight foot bike lane is that it will be necessary to encroach into the existing sidewalk not leaving enough room for the Sweet Gum trees. The roots would be damaged. The Black Oak on the Plaza will not be affected. Mr. Faught assured the Commissioners that he will be looking at all options regarding those trees. The City does not want to remove the trees if at all possible. If the trucking companies are not using sixty-seven foot trucks the trees will not be an issue and will not be affected. The Sweet Gums are currently lifting the sidewalk and may not meet ADA standards. At one point the lifting of the sidewalk will need to be addressed. Mr. Faught remarked that the Committee is trying to determine where the best loading zones would be most appropriately placed.

Public Forum - Liza Maltberger was present to talk about the downtown trees. Ms. Maltberger explained the importance of trees in the downtown area for both citizens and tourists. Ms Maltberger commented she can't imagine anyone who wouldn't want to try and save those trees and recognizes that the City is making an effort to try and do that. Ms Maltberger stated she is an advocate for urban forests.

The Commissioners discussed the proposed transportation plan that was just presented to them. They agreed that the Sweet Gum trees are the first thing you see when entering town and what a tragedy it would be if they were gone. They discussed ideas addressing the trees such as flexible sidewalks, re-routing the sidewalk and rubber sidewalks. Faught was encouraged to look at creating an environment for trees that could eventually get big. It was noted that the Sweet Gums are pushing up the sidewalk and it is doubtful they will be there in ten years, and Commissioners suggested that the right tree should be in the right place from the very beginning.

Discussion of Tree Pruning at 25 North Main Street – One problem appears to be the definition of what is the topping of a tree. The term topping is subjective. The City gave a permit to the property owner with the condition of approval that read "that pruning shall be limited to the minimum necessary for building clearance and in which maintains tree health and eliminates potential hazards. Otherwise an appropriate replacement tree shall be chosen at the property owner's expense." It appears evident that the work done was not the minimum. It was possible that Bartlett Tree Service did not see what the actual permit said and was doing as the property owner requested. However it was pointed out that it still is the responsibility of the arborist to know what the approval was actually for.

The Commissioners discussed what the best use of their efforts would be and determined that adopting better criteria for Street Tree permits for pruning and removal would be more productive than meeting with Mr. Sandler. The Commissioners determined it is not necessary for Mr. Sandler to attend the next meeting. The permit Mr. Sandler received did state that if the trees were damaged to the point that the longevity was compromised or if the trees die he would need to replace them. Commissioners asked to put an item on next month's agenda to discuss the regulations surrounding Street Trees, pruning and removal. Roland indicated that he could provide information regarding tree topping along with an illustration. Severson commented he will do some research on other cities' street tree removal permitting requirements.

Annual Council Update – The Commission will give an update to the Council at their March 17, 2015 meeting. Trunnell agreed to represent the Commission and present the update. Severson will help prepare the update.

Arbor Day 2015 – Brainstorming for Annual Tree Planting & Other Events in April. Baughman acknowledged that the Commissioners are on the right track regarding the pruning and topping of trees. He would like to see specific guidelines with pictures explaining the differences. Baughman suggested planting a tree for Arbor Day at the new Ashland Creek Park located at 27 E Hersey Street. Roland volunteered to provide the tree and delivery. The other Commissioners will help him plant the tree. Baughman will choose what kind of tree and where on the site to plant it. A big leaf maple was suggested.

Earth Day 2015 – Earth Day Event is April 25, 2015. Commissioners would like to have a table at the Earth Day celebration. Put this on future agenda to discuss what the Commission could offer to engage citizens at a booth for Earth Day.

ADJOURNMENT

Meeting adjourned at 7:55p.m., Next meeting: March 5, 2015
Respectively submitted by Carolyn Schwendener



NOTICE OF APPLICATION

PLANNING ACTION: 2015-00178

SUBJECT PROPERTY: 156, 160, 164 Van Ness

OWNER/APPLICANT: Sean Downey

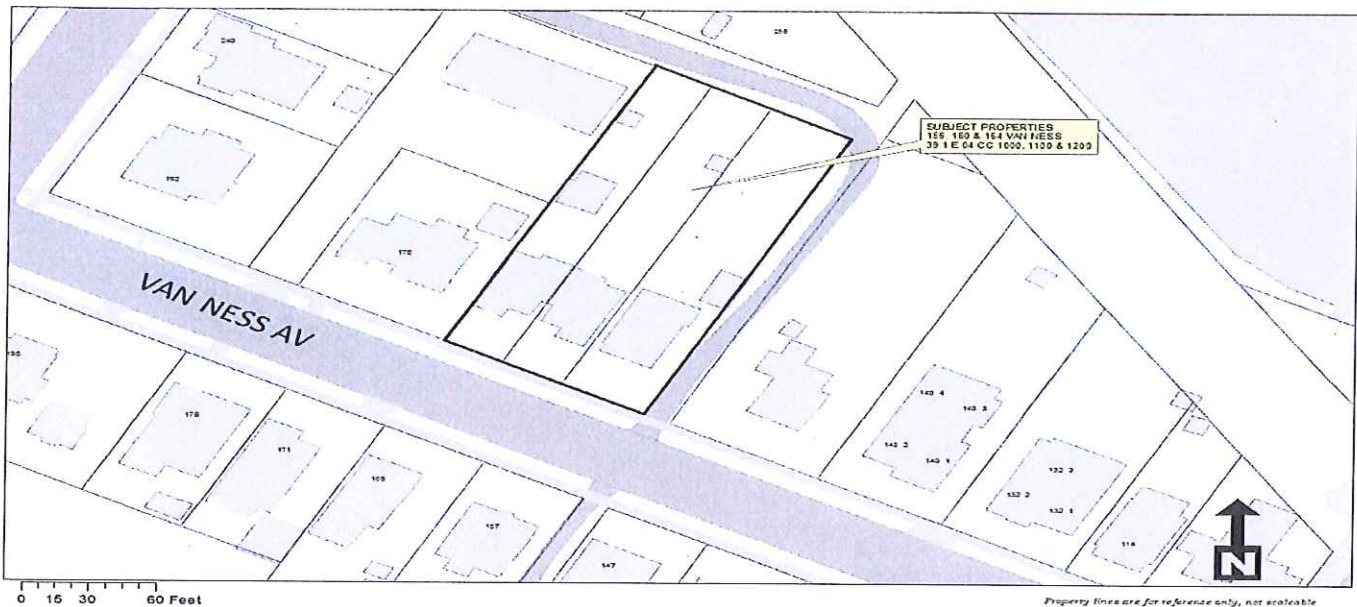
DESCRIPTION: The request is for Site Design Review to allow for two dwelling units on the consolidated parcel; one of the dwellings will be the existing cottage moved to the rear of the property accessed off of the alley and a new residence constructed at the front of the parcel. Site Review approval is also requested for two units at 156 Van Ness, the existing cottage at 160 Van Ness is proposed to move to rear of that property. A tree removal permit is also requested to a seven inch DBH Box Elder tree. **COMPREHENSIVE PLAN DESIGNATION:** Low-Density Multiple Residential; **ZONING:** R-2; **ASSESSOR'S MAP:** 39 1E 04CC; **TAX LOT:** 1000, 1100, 1200;

NOTE: The Ashland Historic Commission will also review this Planning Action on **Wednesday, March 4, 2015 at 6:00 PM** in the Community Development and Engineering Services building (Siskiyou Room), located at 51 Winburn Way.

NOTE: The Ashland Tree Commission will also review this Planning Action on **Thursday, March 5, 2015 at 6:00 PM** in the Community Development and Engineering Services building (Siskiyou Room) located at 51 Winburn Way.

NOTICE OF COMPLETE APPLICATION: February 20, 2015

DEADLINE FOR SUBMISSION OF WRITTEN COMMENTS: March 6, 2015



The Ashland Planning Division Staff has received a complete application for the property noted above.

Any affected property owner or resident has a right to submit written comments to the City of Ashland Planning Division, 51 Winburn Way, Ashland, Oregon 97520 prior to 4:30 p.m. on the deadline date shown above.

Ashland Planning Division Staff determine if a Land Use application is complete within 30 days of submittal. Upon determination of completeness, a notice is sent to surrounding properties within 200 feet of the property submitting application which allows for a 14 day comment period. After the comment period and not more than 45 days from the application being deemed complete, the Planning Division Staff shall make a final decision on the application. A notice of decision is mailed to the same properties within 5 days of decision. An appeal to the Planning Commission of the Planning Division Staff's decision must be made in writing to the Ashland Planning Division within 12 days from the date of the mailing of final decision. (AMC 18.108.040)

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

A copy of the application, all documents and evidence relied upon by the applicant and applicable criteria are available for inspection at no cost and will be provided at reasonable cost, if requested. All materials are available at the Ashland Planning Division, Community Development & Engineering Services Building, 51 Winburn Way, Ashland, Oregon 97520.

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

SITE DESIGN AND USE STANDARDS

18.5.2.050 Approval Criteria

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

- 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.
- 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

TREE REMOVAL PERMIT

18.5.7.040.B Criteria for Issuance of Tree Removal Permit

B. Tree Removal Permit.

- 2. **Tree That is Not a Hazard.** A Tree Removal Permit for a tree that is not a hazard shall be granted if the approval authority finds that the application meets all of the following criteria, or can be made to conform through the imposition of conditions.
 - 1. The tree is proposed for removal in order to permit the application to be consistent with other applicable Land Use Ordinance requirements and standards, including but not limited to applicable Site Development and Design Standards in part 18.4 and Physical and Environmental Constraints in part 18.10.
 - 2. Removal of the tree will not have a significant negative impact on erosion, soil stability, flow of surface waters, protection of adjacent trees, or existing windbreaks.
 - 3. Removal of the tree will not have a significant negative impact on the tree densities, sizes, canopies, and species diversity within 200 feet of the subject property. The City shall grant an exception to this criterion when alternatives to the tree removal have been considered and no reasonable alternative exists to allow the property to be used as permitted in the zone.
 - 4. Nothing in this section shall require that the residential density to be reduced below the permitted density allowed by the zone. In making this determination, the City may consider alternative site plans or placement of structures of alternate landscaping designs that would lessen the impact on trees, so long as the alternatives continue to comply with the other provisions of this ordinance.
 - 5. The City shall require the applicant to mitigate for the removal of each tree granted approval pursuant to section 18.5.7.050. Such mitigation requirements shall be a condition of approval of the permit.

Van Ness Cottage Relocation

156, 160 and 164 Van Ness

Sean and Julie Downey

915 Oak Street

Ashland OR 97520

January 30, 2015

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CITY OF ASHLAND

The applicants, Sean and Julie Downey, own the properties at 156, 160 and 164 Van Ness. Currently there is a 940 square foot one and one-half story house on 156 Van Ness, built in 1890. On 160 and 164 Van Ness there are twin cottages, each 661 square feet, built in 1911. The purpose of this project is to develop these properties to increase density while maintaining the quality of the historic environs and improving the streetscape. The twin cottages at 160 and 164 are each 23.5 ft wide sitting on lots that are respectively 30 feet and 28.5 feet wide. This results in minimal side setbacks and by far the tightest spacing on the street.

The applicants propose to move these cottages to the rear of the parcels with each cottage to face the alley; their side by side orientation will be maintained while complying with current setback requirements. In addition, the applicants plan to build a one and one-half story accessory building facing the alley and consisting of a personal woodshop and upstairs office. At the front of the combined lots of 160 and 164 Van Ness (parcel 1), they plan to build a one and one-half story 1816 square foot historically compatible new house. With the placement of the cottage from 164 Van Ness onto parcel 2, the historic house at 156 Van Ness will acquire an additional dwelling unit. With this plan there would be a net increase of 1 dwelling unit.

In the existing configuration the twin cottages cannot be expanded. Due to their small size they are better suited as accessory dwellings. The intention of this project is to preserve these historic houses while also increasing the usability and livability of the lots.

The relative freedom from driveways that characterize this block of Van Ness is maintained with the plan to put parking off the alley. In addition the root zone of the impressive Sycamore street tree is preserved.

Density: (18.2.5.080)

Parcel 1 will be 11,990 sq ft or .275 acres allowing a maximum of 5 units.

Parcel 2 will be 8,010 sq ft or .184 acres allowing a maximum of 3 units.

Parcel 1 will have 1- two bedroom dwelling and 1- one bedroom dwelling. The accessory structure on Parcel 1 will be located 8 feet from parking and 10 feet

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from the dwelling facing the alley. If the accessory structure were ever to be converted into a dwelling unit the separation required would be half of its height ($16\text{ft}/2 = 8\text{ft}$) from the other dwelling. The placement of the accessory structure is compatible with its future use as a dwelling.

Parcel 2 will have 1- two bedroom dwelling and 1- one bedroom dwelling.

As both parcels are within a historic district they are exempt from the 80% minimum density requirement, but the overall density does increase with this project. (18.2.5.030)

MPFA: (18.2.5.070)

Parcel 1 has an MPFA of ($11,990 \times .64 \times .40 = 3,069$). The total floor area of the two dwelling units is ($1,816 + 661 = 2,477$) which meets the requirement. If the accessory structure were ever to be converted to a dwelling unit, the total floor area would increase to 3,731. The MPFA would become ($11,990 \times .64 \times .42 = 3,223$). The floor area would exceed the MPFA but not by more than the 25%, ($3,223 \times 1.25 = 4,028$) allowed under a conditional use permit.

Parcel 2 has an MPFA of ($8,010 \times .79 \times .40 = 2,531$). The total floor area of the two dwelling units is ($940 + 661 = 1,601$) which meets the requirement.

Historic District Design Standards (18.4.2.050)

The height, massing and scale of the new house built at the front of Parcel 1 will be consistent with the existing neighborhood. The other houses on the north side of this block of Van Ness vary from single story to three story: one single story house, three $1\frac{1}{2}$ story houses, three 2 story houses and one 3 story house. The new house will be $1\frac{1}{2}$ stories which falls in the median of existing homes. The height of the new home will be two feet taller than 156 Van Ness but significantly shorter than all of the 2 and 3 story houses, again falling in the median. The massing of the new house is broken up by different roof forms, a dormer, and a covered front porch; which is consistent with existing houses. The footprint of the new house is actually 79 sqft smaller than the combined footprints of the two

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relocated cottages. The front setback of other homes on this block of Van Ness varies from 17½ feet to 29 feet with the average being 23 feet. The new house will have a front setback of 22 feet, placing it again in the median 4 houses are closer to the street and 4 are further away.

The new house will have clad double hung windows consistent with the neighborhood but noticeably modern in material. The siding will be painted hardieplank again consistent but not attempting a reproduction. The front porch will be poured concrete in contrast to the wooden front porches on existing homes. The columns supporting the front porch roof will be tapered in contrast to the straight columns on other homes.

The two small houses that are moved to the back of the property will have their front doors facing the alley. With adjacent parking, fencing held back from the alley, and landscaping, a neighborhood feeling will be created on the alley.

Parking (18.4.3)

Each parcel is required to have four parking spaces.

Parcel 1 will have 58 feet of uninterrupted curb, crediting it with 2 spaces. 2 additional spaces are planned on the alley. If the accessory structure were ever converted into a dwelling one additional parking space would have to be added. This would require an exception to the 8 foot buffer zone as the space would be only 5 feet from the dwelling. As the space could be used solely for that dwelling this exception would not be onerous.

Parcel 2 will have 42 feet of uninterrupted curb, crediting it with 1 space. 3 additional spaces are planned on the alley.

Parcel 1 will have an 8'x8' enclosed storage area attached to the accessory structure for bicycle parking.

Parcel 2 will have a freestanding 8'x12' enclosed storage area for bicycle parking.

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Landscaping (18.4.4)

Parcel 1 will be landscaped from the front of the new house to the rear of the property. The root zone of the Sycamore street tree will remain undisturbed. The new house will have open space in the front and rear yards (3,890 sqft) as well as a deck and patio. The relocated cottage will have a patio as well as adjoining open space to the existing laurel hedge 25 feet away (625 sqft). Total open space on Parcel 1 will be 38%. Total landscaped area on Parcel 1 will be 55%.

Parcel 2 will be landscaped only on the rear half of the property. The existing yard around the existing house will be left as is in order to minimize disturbance to the tenants. The existing house has open space in the front and rear yards (1930 sqft) as well as a rear deck. The relocated cottage will have a patio and fenced yard to its rear (900 sqft). Total open space on Parcel 2 will be 35%. Total landscaped area on Parcel 2 will be 26%.

Both parcels will have their own trash and recycling areas, screened with wood fencing, as shown on the site plan.

Tree preservation (18.4.5)

There is a multi-trunked 7" DBH Box Elder near the rear of Parcel 1 that will be removed. Two new trees will be planted on the rear of the property to compensate for this removal. A number of shrubs and 3- 4" DBH Aspen trees will also be removed from Parcel 1. Parcel 1 has two street trees on it, a 30" DBH Sycamore and a 4" DBH Silver Maple. All construction will enter from the alley so these street trees will remain undisturbed. No protection is planned for the street trees.

Parcel 2 has 2 Elm trees 10" and 12" DBH in the rear yard of the existing house. This yard is separately fenced and will not be disturbed during construction. Parcel 2 has 2 street trees on it, a 2" DBH Redbud and a 1" Sugar Maple. All construction will enter from the alley so these street trees will remain undisturbed. No protection is planned for the street trees or elm trees. Parcel 2-

also has a 6" DBH Pear tree near its eastern property line. Depending on the results of the survey this Pear tree may have to be removed in order to accommodate clearance for fire trucks.

Solar Setback (18.4.8.030)

Parcel 1 has two structures at the north end of the property. The relocated house's highest shade producing point is 20'9" high requiring a solar setback of $(20'9''-6')/.445-.035 = 36'$. This shade producing point is 40' south of the northern edge of the alley right of way. The accessory building's shade producing point is 20' high requiring a solar setback of $(20'-6')/.445-.035 = 34' 2''$. This shade producing point is 34' 6" south of the north property line. Both structures comply with the solar setback.

Parcel 2 has the relocated house at the north end of the property its highest shade producing point is 21' 6" high requiring a solar setback of $(21' 6'' -6')/.445-.035 = 37' 10''$. This shade producing point is 50' south of the northern edge of the alley right of way and complies with the solar setback.

Lot coverage (18.2.5.030)

Lot coverage by impervious surface in R-3 zone is limited to 75%. Parcel 1 is 11,990 sqft and so has a lot coverage limit of 8,992 sqft. Parcel 1 has the following coverage:

Buildings & patios	3,532 sqft
Sidewalk & paths	716 sqft
Parking	360 sqft
Total	4,608 sqft

This is a lot coverage of 38%.

Parcel 2 is 8,010 sqft and so has a lot coverage limit of 6,007 sqft. Parcel 2 has the following coverage;

Buildings & patios	2,089 sqft
Sidewalk & paths	500 sqft

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Parking	623 sqft
Total	3,212 sqft

This is a lot coverage of 40%.

City Facilities

A new electric transformer will be installed at the back of the city right of way as shown on the plot plan. It will be fed down the alley from Laurel St. Both parcels will be served by this transformer from the rear of the properties. All overhead lines crossing Van Ness Ave. will be removed.

Parcel 1 has two existing $\frac{3}{4}$ " water meters which will be used to serve the two dwellings. Parcel 2 has one $\frac{3}{4}$ " water meter which will serve both dwellings.

Parcel 1 has an existing sewer T under Van Ness Ave. that will be used for the new dwelling. A new sewer tap will be required in the alley to serve the relocated house and accessory building. Parcel 2 has an existing sewer T under Van Ness Ave. that serves the existing house. A new sewer tap will be required in the alley to serve the relocated house.

Each parcel will have a storm drain sump located in the rear of the property to receive footing and downspout drains. These sumps will pump to the curb of Van Ness. The existing curb is in poor repair over the width of both parcels and will be replaced.

In lieu of installing fire sprinklers in the accessory structure and relocated houses we are proposing to give the city an easement $2\frac{1}{2}$ feet wide along the eastern boundary of Parcel 2 in order to create 15 feet of clearance for Fire Apparatus Access. At the north boundary the easement will turn with a 25 foot radius in order to provide the 15 foot clearance for a 40 foot outside turning radius at the intersection of the alleys. There is a fire hydrant at the west end of the alley at the intersection with Laurel Street, 216 feet from the northwest corner of Parcel 2. This easement would benefit the community at large by creating better access to all of the properties served by this alley, especially the two tax lots which have no street frontage. The existing shed on the east boundary line would be removed and a new smaller shed for bicycle storage would be built with a 3 foot setback from the property line.

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Boundary Line Adjustment

156, 160 and 164 Van Ness

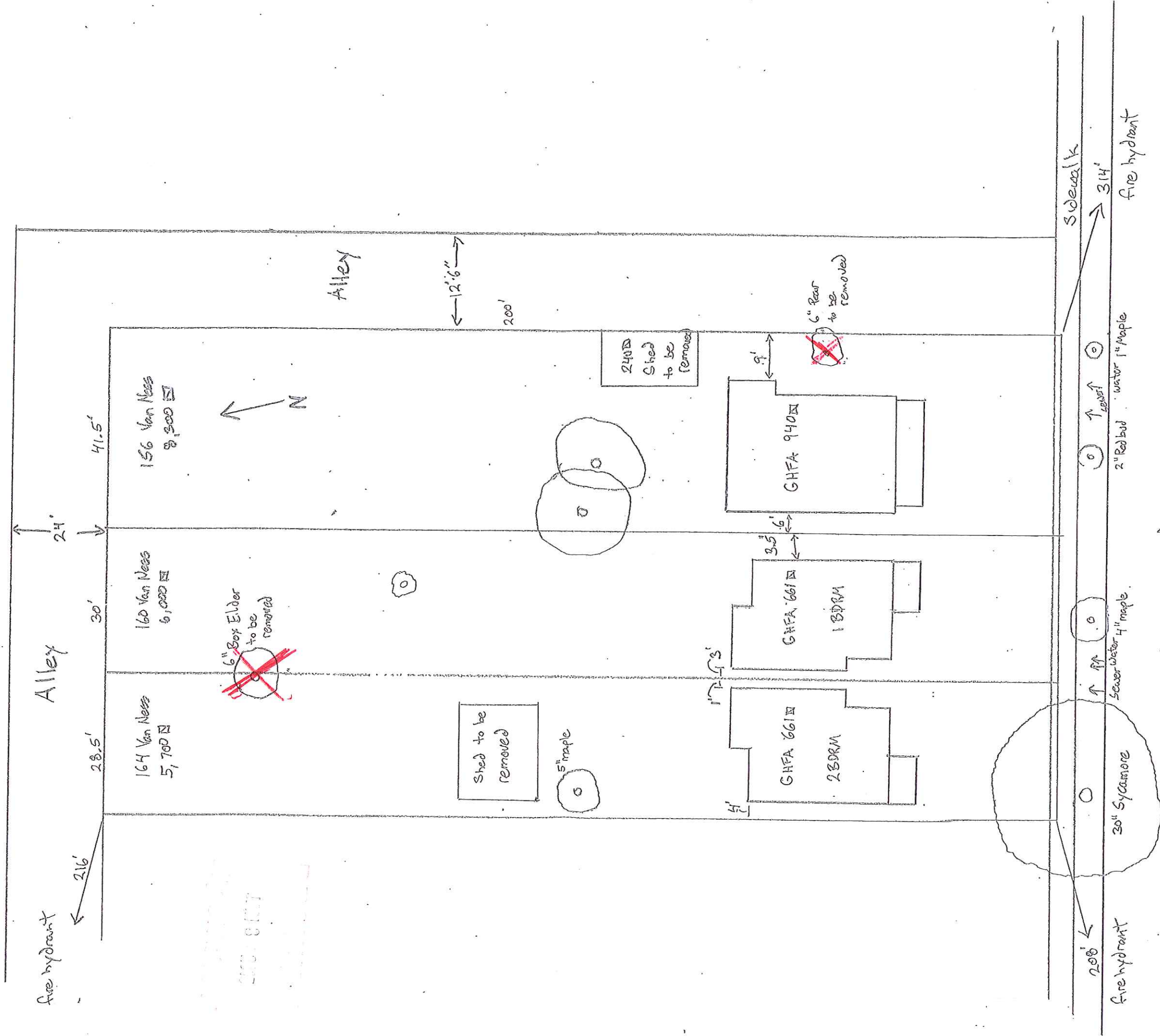
These three lots are all currently non conforming lots because they are less than fifty feet wide. 156 is 41.5 feet wide, 160 is 30 feet wide and 164 is 28.5 feet wide. We are proposing to combine 160 and 164 into one lot and move the western boundary of 156 six inches in order to create a street frontage of 42 feet for 156 and 58 feet for the combined lot. At the rear of the property the west boundary of 156 would move 6.5 feet to the east in order to accommodate side setbacks for three buildings on the alley.

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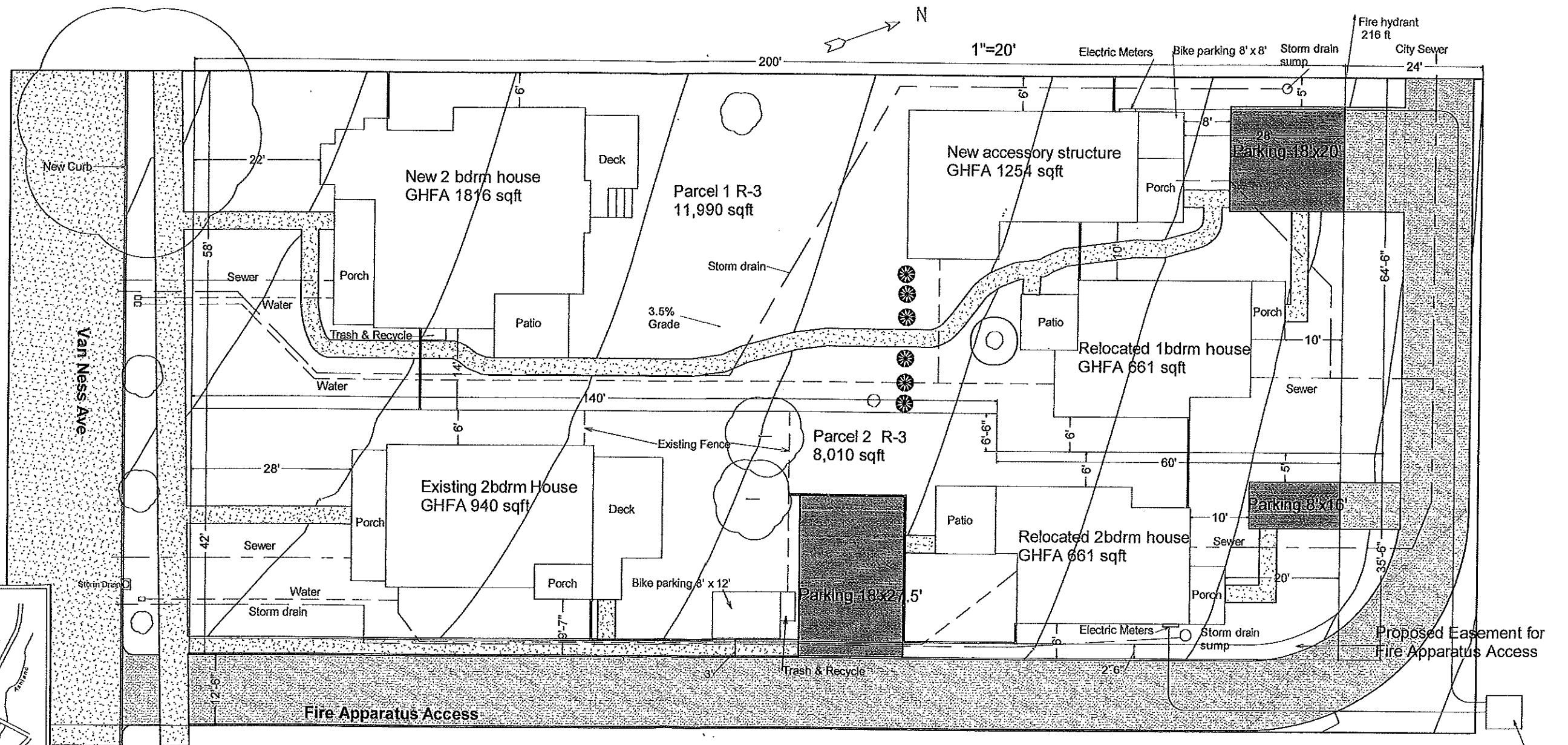
Existing Plot Plan Van Ness cottage relocation. Owners: Sean & Julie Downey

1" = 20'



Van Ness St

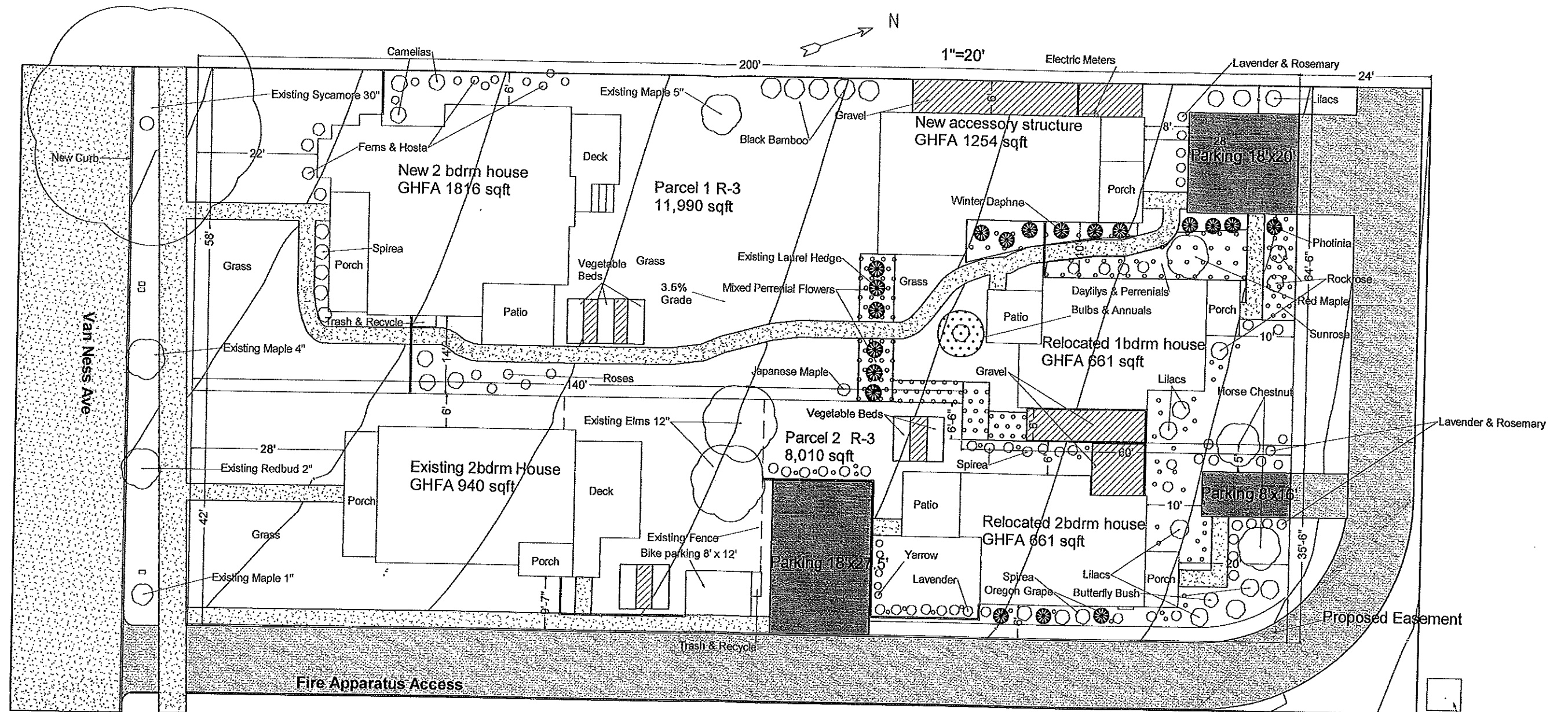
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Van Ness Cottage Relocation January 30, 2015
 Sean & Julie Downey
 915 Oak St
 Ashland OR 97520

Proposed Site Plan

New Electric transformer



Van Ness Cottage Relocation January 30, 2015
 Sean & Julie Downey
 915 Oak St
 Ashland OR 97520

Landscape Plan



NOTICE OF APPLICATION

PLANNING ACTION: 2014-02023
SUBJECT PROPERTY: 678 Glendale Avenue
APPLICANT: Canopy LLC
OWNER: Siskiyou Initiative, dba Siskiyou School

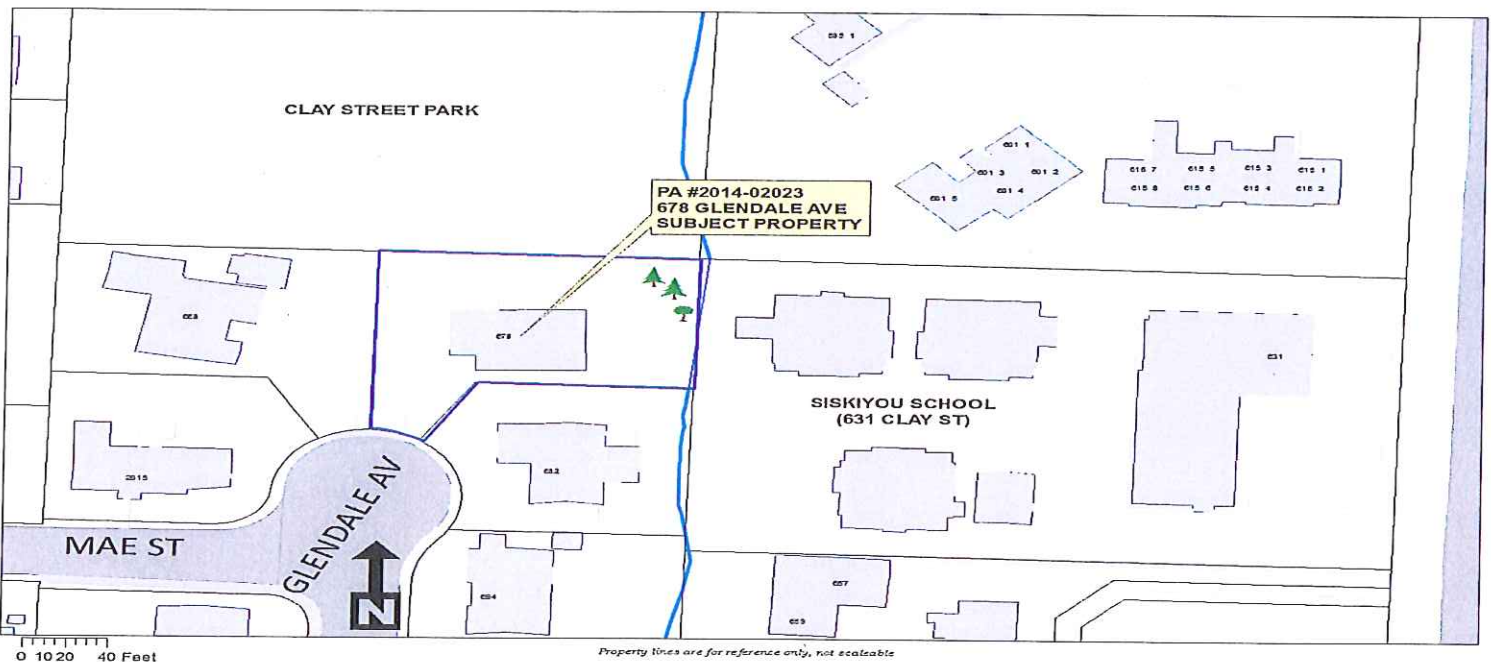
COMMISSIONERS MAY
 ENTER YARD THROUGHGATE
 TO EXAMINE TREES.

DESCRIPTION: A request for a Tree Removal Permit to remove three trees: an 11½-inch diameter at breast height (DBH) Scots Pine (*pinus sylvestris*), a ten-inch DBH Thundercloud Plum (*prunus cerasifera*), and a 13-inch DBH Ponderosa Pine (*pinus ponderosa*) from the property located at 678 Glendale Avenue. The subject property received Conditional Use and Site Review Permit approval under Planning Action #2013-01695 to utilize the single family residence at 678 Glendale Avenue as added break-out classroom and administrative/faculty space for the Siskiyou School, a private school located on the adjacent property to the east at 631 Clay Street. These three trees were identified to be preserved and protected in that approval, however after subsequent assessment by an arborist the applicants are requesting to remove them as hazard trees. **COMPREHENSIVE PLAN DESIGNATION:** Single Family Residential **ZONING:** R-1-5; **ASSESSOR'S MAP:** 39 1E 14BB; **TAX LOTS:** 1300 and 1700.

NOTE: The Ashland Tree Commission will also review this Planning Action on Thursday, February 5, 2015 at 6:00 PM in the Community Development and Engineering Services building (Siskiyou Room) located at 51 Winburn Way

NOTICE OF COMPLETE APPLICATION: February 20, 2015

DEADLINE FOR SUBMISSION OF WRITTEN COMMENTS: March 6, 2015



The Ashland Planning Division Staff has received a complete application for the property noted above. Any affected property owner or resident has a right to submit written comments to the City of Ashland Planning Division, 51 Winburn Way, Ashland, Oregon 97520 prior to 4:30 p.m. on the deadline date shown above.

Ashland Planning Division Staff determine if a Land Use application is complete within 30 days of submittal. Upon determination of completeness, a notice is sent to surrounding properties within 200 feet of the property submitting application which allows for a 14 day comment period. After the comment period and not more than 45 days from the application being deemed complete, the Planning Division Staff shall make a final decision on the application. A notice of decision is mailed to the same properties within 5 days of decision. An appeal to the Planning Commission of the Planning Division Staff's decision must be made in writing to the Ashland Planning Division within 12 days from the date of the mailing of final decision. (AMC 18.108.040)

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

A copy of the application, all documents and evidence relied upon by the applicant and applicable criteria are available for inspection at no cost and will be provided at reasonable cost, if requested. All materials are available at the Ashland Planning Division, Community Development & Engineering Services Building, 51 Winburn Way, Ashland, Oregon 97520.

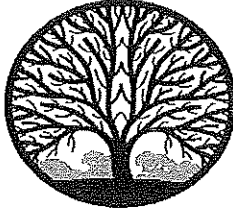
If you have questions or comments concerning this request, please feel free to contact the Ashland Planning Division at 541-488-5305.

TREE REMOVAL PERMIT FROM THE UNIFIED LAND USE ORDINANCE

18.5.7.040.B Criteria for issuance of Tree Removal Permit

B. Tree Removal Permit.

1. **Hazard Tree.** A Hazard Tree Removal Permit shall be granted if the approval authority finds that the application meets all of the following criteria, or can be made to conform through the imposition of conditions.
 - a. The applicant must demonstrate that the condition or location of the tree presents a clear public safety hazard (i.e., likely to fall and injure persons or property) or a foreseeable danger of property damage to an existing structure or facility, and such hazard or danger cannot reasonably be alleviated by treatment, relocation, or pruning. See definition of hazard tree in part 18.6.
 - b. The City may require the applicant to mitigate for the removal of each hazard tree pursuant to section 18.5.7.050. Such mitigation requirements shall be a condition of approval of the permit.
2. **Tree That is Not a Hazard.** A Tree Removal Permit for a tree that is not a hazard shall be granted if the approval authority finds that the application meets all of the following criteria, or can be made to conform through the imposition of conditions.
 1. The tree is proposed for removal in order to permit the application to be consistent with other applicable Land Use Ordinance requirements and standards, including but not limited to applicable Site Development and Design Standards in part 18.4 and Physical and Environmental Constraints in part 18.10.
 2. Removal of the tree will not have a significant negative impact on erosion, soil stability, flow of surface waters, protection of adjacent trees, or existing windbreaks.
 3. Removal of the tree will not have a significant negative impact on the tree densities, sizes, canopies, and species diversity within 200 feet of the subject property. The City shall grant an exception to this criterion when alternatives to the tree removal have been considered and no reasonable alternative exists to allow the property to be used as permitted in the zone.
 4. Nothing in this section shall require that the residential density to be reduced below the permitted density allowed by the zone. In making this determination, the City may consider alternative site plans or placement of structures of alternate landscaping designs that would lessen the impact on trees, so long as the alternatives continue to comply with the other provisions of this ordinance.
 5. The City shall require the applicant to mitigate for the removal of each tree granted approval pursuant to section 18.5.7.050. Such mitigation requirements shall be a condition of approval of the permit.



CANOPY LLC *The Care of Trees*
www.canopyarborcare.com
157 Max Loop Talent, OR 97540
(541) 631-8000

January 27, 2015

Dean Ledbetter Construction
P.O. Box 821
Ashland, OR 97520

RE: Arborist assessment of trees at 678 Glendale, Ashland OR

Per your request, I have visited the site at 678 Glendale and assessed all trees on the property. The following are observations specific to the three trees in question for removal.

Tree #1 Scots Pine, *Pinus sylvestris*: This tree is approximately 25' tall and 11.5" diameter at breast height (DBH). The tree appears to be in reasonable health except for evidence of a sequoia pitch moth infestation, which is common with this species and does not generally kill the tree but makes for an unsightly, pitchy mess. Of greatest concern with this tree is its significant lean. In its phototropic reach for sunlight, this tree has developed a severe (approx. 30%-40%) lean away from its more dominant neighbors. This lean increases the risk for failure and does not bode well for long term survivability and safety. Recommendation: removal

Tree #2 "Thundercloud" Plum, *Prunus cerasifera*: This tree is approximately 18' tall and 10" DBH. This tree has been neglected over the years and has developed a very poor form. It is also struggling under the canopy of the larger, dominant trees in the vicinity. The poorly formed branches hang over an often used walkway at a neighboring school yard. I have observed this tree over several years and these overhanging poorly formed branches become heavy with fruit and it is common to see broken branches. Poorly formed trees can often be corrected with proper pruning treatments. But I believe this one to be beyond the point of corrective measures. Unlike the plum just a few feet away which I recommend keeping and pruning as it will fill the area nicely. Recommendation: remove and replace with a suitable shrub or small tree.

Tree #3 Ponderosa Pine, *Pinus ponderosa*: This tree is approximately 40' tall and 13" DBH. This tree appears to be of average health and vigor with no sign of serious pest or fungal issues. This tree is in very close proximity to a large healthy pine adjacent to it. Eventually this larger, healthier specimen will out-compete this tree and so I am doubtful about its long-term survival. Removal would benefit the health of adjacent trees and lower fire risk. If removed, the surrounding large specimen pines and black walnut should experience less competition for light and nutrients and flourish. Recommend: removal for the benefit of lowered fire risk and increased health of surrounding large specimen trees.

Feel free to contact me if there are any further questions.

Sincerely,

Christopher John
Arborist, Canopy LLC
ISA Certification #WE-9504A

JAN 28 2015

Comments: tree removal requires Plan Map

1. Pandorosa
2. Scot-Pine
3. plum



Carlos Delgado
 ARCHITECT
 217 Fourth Street • Ashland OR 97520
 541.652.9502
 info@CarlosDelgadoArchitect.com

DATE	DESCRIPTION

**RESIDENTIAL RENOVATION
 FOR EDUCATIONAL USE**
 SISKIYOU SCHOOL
 678 GLENDALE AVE
 ASHLAND OR 97520
 ASSESSOR'S MAP NO. 391E 14BB TAX LOT NO. 1700

FOR CONSTRUCTION

DRAWN: CHECKED:
 TS CD

DATE:
 08/25/14

PROJECT:
 SISKIYOU SCHOOL_13

SHEET:

AS1.0

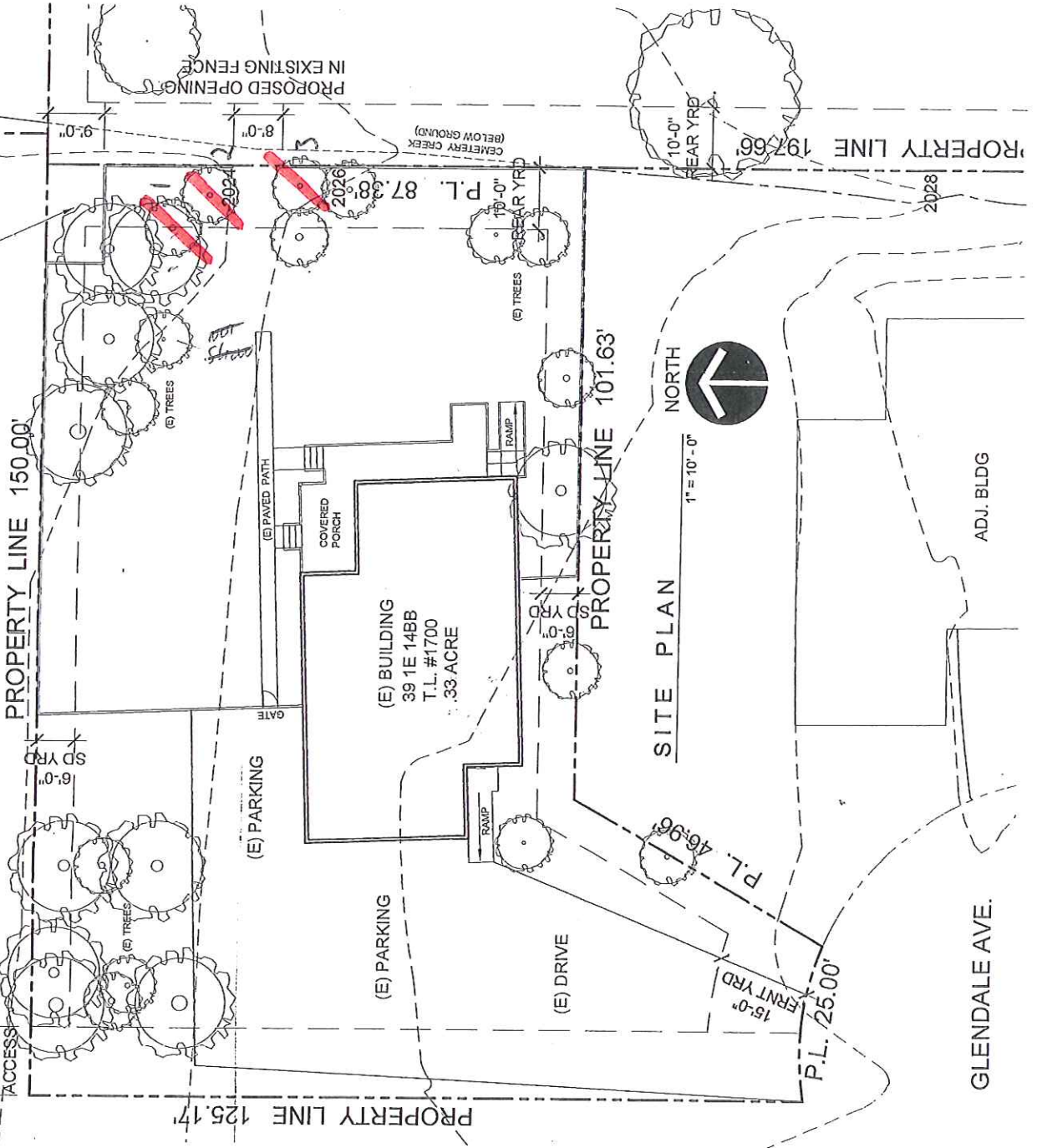
OF SHEETS

RECEIVED

AUG 25 2014

City of Ashland

(E) PARK ACCESS EASEMENT
 CLAY ST. PARK



1" = 10'-0"

SITE PLAN

GLENDALE AVE.

ADJ. BLDG







City of Ashland Street Tree Permit

Applicant's Name _____ Phone No. _____

Site Address _____ Email _____

Is the Property Owner aware of this request? (if different from above) _____

Name _____ Phone No. _____

Address _____ Email _____

Type of Tree(s) _____

Approximate Diameter at breast height _____ Height _____ Canopy _____

Location of Tree _____

Reason for Request _____

Are there underground utility lines and/or overhead power lines present? _____

If yes, please list which lines are present _____

Is there sidewalk damage? _____ If yes, has a Public Works permit been issued? _____

Staff Decision

In accordance with Ashland Municipal Code (AMC) 13.16, the City encourages the planting of appropriate trees within the right-of-way. No trees shall be planted or removed from any public planting strip or other public property in the City until a permit has been issued by the City Administrator or designee. Applicants for a removal permit may be required to replace the tree or trees being removed with a tree or trees of comparable value. If the tree is determined to be dead or dying, then the replacement need be no larger than the minimum described in this chapter. The replacement tree(s) shall be of a size specified in the permit and no smaller than eight feet in height or one inch in caliper 12 inches above root crown and shall be an appropriate species selected from and planted according to the Recommended Street Tree List. Any tree removed under this chapter shall be removed at ground level or lower. If a tree is removed below ground level, the surface will be restored to finish grade and any regrowth which occurs shall be promptly removed.

Permit is hereby (circle one): Approved Approved with Conditions Denied

Conditions of Approval _____

Staff Signature _____ Date _____

13.16 Street Trees

13.16.010 Title

This Chapter shall be referred to and cited as the "Street Tree Ordinance" of the City.

13.16.020 Enforcing Authority

The City Administrator, or a duly authorized representative, shall be charged with the enforcement of this Chapter.

13.16.030 Permission to Plant or Remove

The City encourages the planting of appropriate trees. No trees shall be planted in or removed from any public planting strip or other public property in the City until a permit has been issued by the City Administrator or a duly authorized representative. Applicants for a removal permit may be required to replace the tree or trees being removed with a tree or trees of comparable value. If the tree is determined to be dead or dying, then the replacement need be no larger than the minimum described in this chapter. The replacement tree(s) shall be of a size specified in the permit and no smaller than eight feet in height or one inch in caliper 12 inches above root crown and shall be an appropriate species selected from and planted according to the Recommended Street Tree List.

13.16.035 Permission to Prune

Except for purposes of removal of dying branches or those which are a hazard to the public, pruning by City crews, or pruning for purposes of maintaining tree health, no tree shall be pruned within any public planting strip or public right-of-way until a permit has been issued by the City Administrator or a duly authorized representative.

13.16.040 Plan

All trees and shrubs planted in any public planting strip or other public place in the City shall conform as to species and location to the Recommended Street Tree List prepared and updated by the City Tree Commission and made available in the City Recorder's Office and in the Department of Community Development.

13.16.060 Trees - Removal

The City Administrator may cause to be trimmed, pruned or removed any trees, shrubs, plants, or vegetation in any public planting strip or other public property, or

may require any property owner to trim, prune, or remove any trees, shrubs, plants or vegetation in a public planting strip abutting upon the owner's property. Failure to comply with this requirement within 30 days of receiving notice by the City Recorder is a violation of this chapter.

13.16.065 Stump Removal

Any tree removed under this chapter shall be removed at ground level or lower. If a tree is removed below ground level, the surface will be restored to finish grade and any regrowth which occurs shall be promptly removed. Any failure to comply with this requirement is declared to be a nuisance and subject to removal by the City pursuant to the terms set forth in AMC 9.08.190; and is a violation of the nuisance chapter subject to the penalties set forth in AMC 9.12.060.

13.16.070 Dangerous Trees-Nuisance-Removal

Any tree or shrub growing in any public property, on private property, or in a planting strip abutting public property, which is endangering or which may endanger the security of usefulness of any public street, sewer, sidewalk or utility, is declared to be a public nuisance; and the City may remove or trim the tree or shrub, or may require the property owner to remove or trim the tree or shrub. Trees or shrubs extending over any public street, except an alley, shall be trimmed in such a manner as to provide a minimum 14 feet vertical clearance over the street. Trees or shrubs extending over an alley shall be trimmed in such a manner as to provide a minimum 12 feet vertical clearance over that portion of the alley subject to vehicle use.

Failure of the property owner to remove or trim the tree or shrub within 30 days of receiving notice by the City Recorder is a violation of this chapter, and the City Administrator may then remove or trim the tree or shrub and assess the costs against the property.

13.16.080 Appeals

Appeals from any assessment made under AMC 13.16.070 may be made by filing written notice with the City Recorder within ten days after the order is received, stating in substance that an appeal from the order is being made to the City Council. The City Recorder shall file the appeal with the City Council at the next regular meeting, at which meeting the appellant and the City Administrator may present evidence. Action taken by the City Council after the hearing shall be conclusive.

13.16.090 Trees-Abuse-Mutilation

No person shall abuse, destroy, or mutilate any tree, shrub, or plant in a public planting strip or any other public property, or attach or place any rope or wire (other

than one used to support a young or broken tree), sign, poster, handbill, or other thing to or on any tree growing on public property, or to cause to permit any wire charged with electricity to come in contact with any such tree, or to allow any gaseous, liquid, or solid substance which is harmful to the trees, to come in contact with their roots or leaves.

13.16.100 Violation - Penalty

A. Knowingly removing a tree without a permit issued by the City in accordance with this Chapter shall be considered a Class C misdemeanor offense, subject to the limitations of AMC 1.08.

B. Knowingly abusing, destroying, mutilating, electrifying, poisoning or contaminating any tree, shrub or plant in a public planting strip or on any other public property shall be considered a Class C misdemeanor offense, subject to the limitations of AMC 1.08.

C. Any violation of the requirements of this chapter, not addressed in A and B above, including violation of the terms and conditions of a permit, shall be a Class II violation as defined by AMC 1.08 and punishable as set forth in that section.

(Ord 1810, 1974; Ord 1561 S10, 1968; Ord 2382 S15, 1986; Ord 2723, 1993; Ord 3028, 2010)

18.5.7 – Tree Removal Permits

alternative site plans or placement of structures of alternate landscaping designs that would lessen the impact on trees, so long as the alternatives continue to comply with the other provisions of this ordinance.

5. The City shall require the applicant to mitigate for the removal of each tree granted approval pursuant to section 18.5.7.050. Such mitigation requirements shall be a condition of approval of the permit.

C. Tree Topping Permit. Topping is an injurious pruning practice, which may lead to stress, disease, and decay in trees. It should be avoided whenever an alternative exists. A Tree Topping Permit may be issued if all of the following apply.

1. A utility, public agency, or other person who routinely tops trees in furtherance of public safety, may apply for a topping permit pursuant to this section based upon an arborist's report establishing a methodology for topping in compliance with this subsection.
2. Trees under utility wires may be topped only where other pruning techniques are impractical.
3. The City, in granting approval for tree removal in an open space or undeveloped area, may allow a tree to be topped to a designated height in order to maintain a snag for wildlife habitat.

18.5.7.050 Mitigation Required

One or more of the following shall satisfy the mitigation requirement.

- A. Replanting On-Site.** The applicant shall plant either a minimum 1 ½-inch caliper healthy and well-branched deciduous tree or a five to six-foot tall evergreen tree for each tree removed. The replanted tree shall be of a species that will eventually equal or exceed the removed tree in size if appropriate for the new location. Larger trees may be required where the mitigation is intended, in part, to replace a visual screen between land uses. Suitable species means the tree's growth habits and environmental requirements are conducive to the site, given existing topography, soils, other vegetation, exposure to wind and sun, nearby structures, overhead wires, etc. The tree shall be planted and maintained per the specifications of the Recommended Street Tree Guide.
- B. Replanting Off-Site.** If in the City's determination there is insufficient available space on the subject property, the replanting required in section 18.5.7.050.A, above, shall occur on other property in the applicant's ownership or control within the City, in an open space tract that is part of the same subdivision, or in a City owned or dedicated open space or park. Such mitigation planting is subject to the approval of the authorized property owners. If planting on City owned or dedicated property, the City may specify the species and size of the tree. Nothing in this section shall be construed as an obligation of the City to allow trees to be planted on City owned or dedicated property.
- C. Payment In-Lieu of Planting.** If in the City's determination no feasible alternative exists to plant the required mitigation, the applicant shall pay into the tree account an amount as established by resolution of the City Council.
- D. Mitigation Plan.** An approved mitigation plan shall be fully implemented within one year of a tree being removed unless otherwise set forth in a tree removal application and approved in the tree removal permits.

18.6.1 – Definitions

T

Temporary Use. A short-term, seasonal, reoccurring, or intermittent use. Such use must be approved by Conditional Use Permit only, except as exempted in the temporary use section 18.2.2.030.H.

Top of Bank. The elevation at which water overflows the natural banks of streams or other waters of the state and begins to inundate upland areas. Physical characteristics that indicate the elevation include a clear, natural line impressed on the shore, a change from bare soil to upland vegetation (e.g., oak, fir, pine), a change in vegetation from riparian vegetation (e.g., willows, big leaf maple, alders) to upland vegetation (e.g., oak, fir, pine), a textural change of depositional sediment or changes in the character of the soil (e.g., from sand, sand and cobble, cobble and gravel to upland soils), absence of fine debris (e.g., needles, leaves, cones and seeds), and the presence of water-borne litter or debris, water-stained leaves or water lines on tree trunks. In the absence of physical evidence or where the top of each bank is not clearly defined, the two year recurrence interval flood elevation may be used to approximate the top of bank. See Figure below.

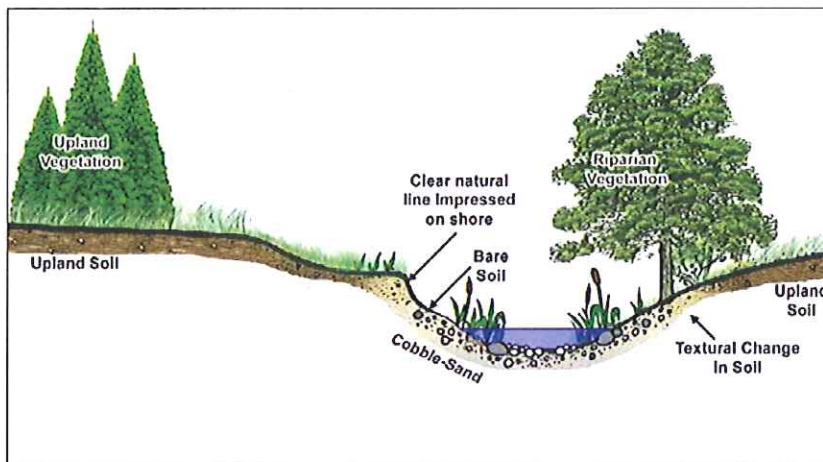


Figure 13
Top of Bank

Topping. The severe cutting back of a tree's limbs to stubs three inches or larger in diameter within the tree's crown to such a degree so as to remove the natural canopy and disfigure the tree. Topping does not include the practice of pollarding when conducted in accordance with the standards established by the International Society of Arboriculture.

Tract or Area of Land. A unit or contiguous units of land under single ownership.

Transom Window. A glazed or clear opening above the door or window.

Transparency. A clear opening or window; clear enough to see through.

Traveler's Accommodations. Transient lodging in a residential zone having rooms or dwellings rented or kept for rent to travelers or transients for a charge or fee paid or to be paid for rental or use of such facilities for a period of less than 30 consecutive days, as is rental of a dwelling, building, or any portion hereof on two or more occasions within a 30-day period.

Tree. Any woody plant having a trunk six caliper inches or larger in diameter at breast height (DBH). If a tree splits into multiple trunks above ground, but below 4 ½ feet, the trunk is measured at its most narrow point beneath the split, and is considered one tree if greater than six inches DBH. Plants commonly planted as shrubs, including but not limited to English laurel, Leyland cypress, Photinia, Arborvitae, poison oak, English holly, and English ivy are not considered a tree. Trees specifically planted and maintained as a hedge are also not be considered a tree.

Tree Account. An account established by resolution of the City Council for the receipt of funds to be utilized for future tree purposes, as outlined in the resolution.

Tree Protection Zone. The area reserved around a tree or group of trees in which no grading, access, stockpiling, or other construction activity can occur as determined by the Staff Advisor based on review of the tree and site conditions.

Tree Removal. To cut down a tree, remove 50 percent or more of the crown, trunk, or root system of a tree, or to damage a tree so as to cause the tree to decline and/or die. Tree removal includes topping. Tree removal includes but is not limited to damage inflicted upon a root system by application of toxic substances, operation of equipment and vehicles, storage of materials, change of natural grade due to unapproved excavation or filling, or unapproved alteration of natural physical conditions. Tree removal does not include normal trimming or pruning of trees.

Tree Removal Permit. Written authorization from the City for a tree removal to proceed as described in an application, such authorization having been given in accordance with chapter 18.4.5 Tree Preservation and Protection.

Turnaround. A vehicle maneuvering area at the end of a dead-end street or driveway (e.g., hammerhead, cul-de-sac, or other configuration) that allows for vehicles to turn around.

U

Unbuildable Area. All areas outside of building envelopes and within open space.

Upland. Land not characterized by the presence of riparian area, water bodies, or wetlands.

Urban Growth Boundary (UGB). The City incorporates by reference the definition given the term in ORS 195.060, as amended.

Use. The purpose for which land or a structure is designed, arranged, intended, occupied, or maintained.

V

Verand. An open-sided, raised sitting area with thin columns that support its roof; typically extends along the entire wall or warps around a corner.

Vision Clearance Area. Areas near intersections of roadways and motor vehicle access points where a clear field of vision is required for traffic safety and to maintain adequate sight distance. See also, section 18.2.4.040 Vision Clearance Area.