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

**ASHLAND PLANNING DIVISION
PRE-APPLICATION CONFERENCE
COMMENT SHEET**
February 12, 2025

SITE: 145 & 149 Helman St
APPLICANT: Curt Chappell
REQUEST: Residential Site Review
Third Unit

PLANNING DIVISION COMMENTS

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

Summary: The proposal is to convert an existing garage into an additional living space. The existing house has been turned into a duplex per county assessor’s records, meaning that additional unit would be the third residential unit on the site and pursuant to AMC 18.5.2.020.B.1. would require Site Design Review approval. The property is in the R-3, High Density Multi-Family Residential zone and meets the zoning requirement of the proposed use. The subject parcel is accessed from the west side of Helman Street and by an additional driveway taking access from the alley. The lot is approximately 6534 square feet and generally rectangular in shape. The lot and immediate surrounding properties are zoned R-3 (Residential - High Density Multiple Family), E-1(Employment) and C-1 (Commercial). Comments provided are limited as no site plans or building details have been provided.

Building Codes: The structures proximity to the property line may be problematic for certain building elements with regard to the Oregon Structural Specialty Code (OSSC). It is strongly recommended that the applicant reach out to the Building Division (541-488-5305 or building@ashlandoregon.gov) to confirm what will be required of the remodel/repair. Property pins will need to be visible for building inspections in order to confirm the location of the property line. If you are unable to recover the established monuments a professional surveyor may need to be employed.

Separate Electric Meters: Each unit is required to have its own electric meter. You can contact Rick Barton in the Electric Department (rick.barton@ashlandoregon.gov or 541-552-2082) for service requirements and fee information. Electrical equipment can be subject to supply chain delays, and it would be advisable to contact Rick as early in your planning process as possible.

Density (Third Unit): The base density for R-3 zoned property is 20-dwelling units per acre. For the subject property, this equates to 0.15 acres x 20 du/acre = three dwelling units as a base density.

Historic District: The existing duplex is located in the Skidmore Academy District and is designated the “*Smith Duplex*” an historic contributing resource. The inventory document for the district notes that the Smith Duplex retains stucco and wood siding. Site Design Review

applications are reviewed for compliance with the Historic District Development Standards, and any exterior changes to the structure will be carefully considered by the Historic Preservation Advisory Committee.

The final Site Review application submittal should also include written materials and drawings to demonstrate compliance with the Historic District Development Standards of 18.4.2.050. (i.e. including scalable elevations of all sides of the buildings as proposed, clear scalable drawings with details of materials, trim, etc. as described in AMC 18.5.2.040.B). *The Historic Preservation Advisory Committee meets every other Thursday beginning at 3:00 p.m. by appointment, and can provide informal design review comment prior to preparing a formal application.*

Maximum Permitted Floor Area (MPFA): AMC 18.2.5.070 provides for the Maximum Permitted Floor Area (MPFA) for buildings in Ashland's historic districts. A final application would need to detail the amount of Gross Habitable Floor Area (GHFA) within the historic district and demonstrate that the proposed GHFA falls within the allowed MPFA.

[**Rough MPFA Calc's by Staff:** 6,534 s.f. x 0.88 adjustment factor x 0.42 FAR = 2,414.97 s.f. Assessor's data suggests the existing duplex is approximately 1610 s.f. and that the garage is approximately 400 s.f. so there are no obvious red flags with regard to MPFA.]

Landscaping Requirements: Per AMC Chapter 18.2.5.030, 25 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 feet of street frontage where applicable. Avoid using lawn. Provide an irrigation system for all landscaped areas. Landscaping shall be designed so that 50 percent coverage occurs after one year and 90 percent coverage occurs after five years.

Trees: All actions which involve any site disturbance (i.e. the installation of required parking spaces) are required to provide a tree inventory and tree protection plan. All trees on the property, and on adjacent properties within 15 feet of the property line, would need to be identified and details of protective measures such as fencing that would protect them during proposed site disturbance shown. Any trees to be removed would need to be clearly identified, and if necessary, Tree Removal Permits requested.

Parking, Access, and Internal Circulation: The City of Ashland no longer has minimum off-street parking requirements. However, if parking is voluntarily provided on-site, the application will be subject to the parking standards of 18.4.3 for dimensions, circulation, surface materials, and backup standards.

Fire Department Requirements: Staff strongly suggest that the applicants consult with Fire Marshal, Mark Shay with Ashland Fire and Rescue as early on in the process as possible to identify potential Fire Code. Smoke detectors, fire extinguishers and possibly sprinklers are often requirements of Ashland Fire and Rescue. Mark Shay can be reach at mark.shay@ashlandoregon.gov or by phone at 541-552-2217.

Neighborhood Outreach: Staff 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 for 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 dependent 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.

18.5.2 SITE DESIGN REVIEW

Residential Uses. Site design review applies to the following types of residential uses and project proposals, pursuant to section [18.5.2.030](#), Review Procedures:

1. Three or more dwelling units on a lot in a residential zone, and one or more dwelling units on a lot in any other nonresidential zone.
2. Construction of attached (common wall) single-family dwellings (e.g., townhomes, condominiums, rowhouses) in any zoning district.
3. Any exterior change, including installation of public art, to a structure individually listed on the National Register of Historic Places that requires a building permit.
4. Any change to off-street parking or landscaping in a residential development where such parking or landscaping is provided in common area (e.g., shared parking) and is approved pursuant to chapter 18.3.9, Performance Standards Option and PSO Overlay.
5. Installation of mechanical equipment not fully enclosed in a structure and not otherwise exempt from site design review per subsection 18.5.2.020.C.
6. Installation of wireless communication facilities (e.g., accessory to a residential use), in accordance with chapter 18.4.10.

Information Required: The final application will need to include a clear narrative responding directly to the specific criteria for Site Design Review and include details of the site (*including existing and proposed building location, parking, circulation, landscaping, irrigation, etc.*) and the building (*floorplans delineating area dedicated to each unit and making clear any modifications to the existing building proposed here*). The site plan will need to be drawn to a standard scale (architect or engineering scale) and demonstrate that the parking is placed, sized and treated according to standards and provides adequate back-up

dimensions, landscape buffers, etc.

OTHER DEPARTMENT COMMENTS

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

CONSERVATION: No comments. For information on available conservation programs, including any available appliance rebates or financial or technical assistance for energy efficient construction, please contact Conservation Analyst/Inspector Dan Cunningham at 541-552-2063 or via email to dan.cunningham@ashland.or.us

FIRE DEPARTMENT: No comments. Please contact Fire Marshal Mark Shay of the Fire Department for information at 541-552-2217.

APPLICATION REQUIREMENTS

PROCEDURE

Site design review is subject to a “Type I” procedure which includes an administrative decision made following public notice and a public comment period. Type I decisions provide an opportunity for appeal to the Planning Commission as provided in AMC 18.5.1.050.G. *The decision of the Planning Commission is the final decision of the City on an appeal of a Type I decision.*

APPLICATION MATERIALS:

The application is required to include 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 section includes 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.*

Submittal Information

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

- a. The information requested on the application form at [Zoning Permit Application](#) .
- b. Plans and exhibits required for the specific approvals sought (see below).
- c. A written statement or letter explaining how the application satisfies each and all the relevant criteria and standards in sufficient detail (see below).
- d. Information demonstrating compliance with all prior decision(s) and conditions of approval for the subject site, *as applicable*.

- e. The required fee (see below).

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

Written Statements

Please provide an electronic, reproducible copy of your written statements explaining how the application meets the approval criteria from the sections of the Ashland Municipal Code listed below. These written statements provide the Staff Advisor or Planning Commission with the basis for approval of the application:

- **Site Design Review** AMC 18.5.2.050

Plans & Exhibits Required

Please provide exhibits (plans or drawings) addressing the submittal requirements from the sections of the Ashland Municipal Code listed below. These exhibits are used to copy the Planning Commission packets and for notices that are mailed to neighbors. Please provide electronic copies that are reproducible and that are drawn to a standard architect's or engineer's scale.

Application Submittal Requirements AMC 18.5.2.040

- **General Submission Requirements** AMC 18.5.1.050 and 18.5.1.060
- **Site Design Review Information** AMC 18.5.2.00.B
- **Landscape Plan** AMC 18.4.4.030
 - The landscape plan must be of commercial grade plan that includes plant diversity such as trees, shrubs and groundcovers and must include specifications such as size and species-specific details on the planting plan. The narrative should also include at a minimum the proposed irrigation and maintenance details.
- **Proposed Sign Designs (if applicable)** AMC 18.2.3.220

FEES: Residential Site Review **\$1,315.50 + \$87.25 per unit**

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

For further information, please contact:

Onnie Heater, *Contracted Associate Planner*
City of Ashland, Department of Community Development
Phone: 541-552-2045 or email: onniesheater@ashland.or.us

Date: February 12, 2025

Veronica Allen, *Associate Planner*
City of Ashland, Department of Community Development
Phone: 541-552-2042 or email: veronica.allen@ashlandoregon.gov