

*currently under consideration may change the way these standards are applied to require that “the equivalent of at least 65 percent of the **gross floor area** of the ground floor for all buildings” shall be designated for permitted uses or special permitted uses other than residential, and may also alter affordability requirements.)*

Parking: The final application will need to address the parking requirements in AMC 18.4.3.

East Main Street: As noted in the application, East Main Street would need to be improved to city standards with an “Avenue” level of improvement, which may necessitate the dedication of some additional right-of-way.

Arterial Setbacks: As noted in AMC 18.2.4.030 “**Arterial Street Setback**” the setback from an arterial street shall be not less than 20 feet or the width required to install city-standard sidewalk and park row improvements *whichever is less*.

Neighborhood Collector Street in TSP: The Transportation System Plan (TSP) identifies a planned Neighborhood Collector street (**See R-26 on Figure 10-3 of the on TSP**) to connect E. Main through to Hwy 66 in rough alignment with Clover Lane which would need to be accounted for in the development plans.

Hwy 66 Bikelanes in TSP: The TSP also identifies future bike lane improvements along Hwy 66 along the properties’ frontage. **See B-30 on Figure 8-1 of the TSP**. This should be taken into account in the development plan as well.

Controlled Access Requirements: The final application will need to address the controlled access requirements found in AMC 18.4.3.080.C.3.

Internal Streets: Internal streets would need to be improved to applicable city street standards. Final design and lay-out’s should consider access functionality and utilities for those properties within the project boundaries not owned by the applicants (i.e. 10 & 16 Knoll Crest Dr.)

Transportation Impact Analysis (TIA): The final application will need to include a Transportation Impact Analysis (TIA). See additional details on TIA requirements in the Public Works/Engineering comments below.

Other Jurisdictions: Highway 66 is a state highway under the jurisdiction of the Oregon Department of Transportation (ODOT) and East Main Street within Jackson County is a County Road under County jurisdiction. The applicants will want to coordinate their street system design and permitting with these agencies. *It may be worthwhile to coordinate a meeting between the applicant’s team, planning staff, and city, state and county transportation staff to discuss coordinating transportation improvements.*

Adequate Capacity of Public Utilities: The applicant is responsible for determining if adequate water, sanitary sewer, storm sewer, and electricity services, and paved access/adequate transportation are available or can be extended to serve the proposed development. The Site Plan must show the location and size of the public utility lines that will serve the proposed parcels and detail service locations for each proposed lot, and plans will not be deemed complete without utility plans which have been developed in coordination with the utility departments, including an approved electric service plan.

Airport Overlay: Staff are verifying the applicability of Airport Overlay zone regulations. The Airport Overlay illustrated in the zoning ordinance and the city's GIS maps differ slightly with regard to the subject property. Within the Airport Overlay, residential uses are not permitted unless approved pursuant to a Conditional Use Permit and structure heights are limited based on a conic section extending from the runway and its approach pursuant to "FAR 77 Height Restrictions" as detailed in the Airport Master Plan's "Airspace Plan."

Conditional Use Permit

- Short term rental use is considered to be hotel/motel and is subject to Conditional Use Permit approval within the C-1 district.
- Within the Airport Overlay, residential uses are not permitted except as a Conditional Use Permit.

Water Resource Protection Zones (WRPZ) for Wetlands & Creeks

The final application submittal would need to address the Water Resource Protection Zones Ordinance (AMC 18.3.11) with regard to wetland and streambank protection zones and regulations on uses, including applicable limited use permits and mitigation requirements.

Wetland Delineation: The local wetlands inventory identifies Wetland "W6" on the property. The final application will need to include a Wetland Delineation and address the requirements of the Water Resources Protection Zones Ordinance (AMC 18.3.11).

Water Resource Protection Zone (WRPZ): The reach of Knoll Creek crossing the property is considered to be an "Intermittent or Ephemeral Stream" and has a water resource protection zone which extends 30 feet upland from the centerline of the stream on both banks. Additionally, the Water Resource Protection Zone has regulations regarding modifications to vegetation, lawns, tree removal, type of equipment allowed, etc. If the application results in any regulated uses or activities within the WRPZ, the requirements of AMC 18.3.11 would need to be addressed.

Physical & Environmental (P&E) Constraints Review Permitting

City GIS data indicates that some areas of the property have slopes in excess of 35 percent. These areas are generally considered unbuildable and any disturbance would be subject to review a Physical & Environmental Constraints Review permit for the development of Severe Constraints lands as detailed in AMC 18.3.10.

Tree Preservation, Protection and Removal

An inventory of all trees six-inches in diameter at breast height and greater on the property and within 15 feet of the property boundaries, including any street trees, is required with the application under AMC 18.4.5. The inventory must include detailed information including but not limited to species, diameter at breast height, condition, and drip line/protection area of each tree. The plan must clearly identify trees to be preserved and how they will be protected and show those trees to be removed, and address the tree removal permit requirements in AMC 18.5.7 for significant trees to be removed. Tree removal permit requests would be considered in light of the Performance Standards focus on preserving natural features as well as the Tree Removal Permit criteria and other applicable standards (Water Resource Protection Zones, Physical & Environmental Constraints, etc.).

Other

Site Visit: Prior to a hearing, staff would recommend that a Site Visit be arranged with the Planning Commission to give them an idea of the specifics of the site (*i.e. topography, relationship to adjacent properties, existing frontage improvements, driveway locations, existing buildings, stature and condition of existing trees, etc.*).

Neighborhood Outreach: Staff always recommends applicants approach the affected neighbors to discuss proposals and try to address any concerns as early in the process as possible. Notices will be sent to owners of neighboring properties within a 200-foot radius, signs posted on the site and advertised in the local newspaper once an application is deemed complete. In many cases, it is better received if neighbors hear of the proposal from the applicants rather than by a formal notice from the city.

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

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OTHER DEPARTMENTS' COMMENTS

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

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

CONSERVATION DEPARTMENT: For information on currently available Conservation programs, please contact the City of Ashland Conservation Division at (541) 552-2062 or e-mail Dan.Cunningham@ashland.or.us.

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

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

WATER AND SEWER SERVICE: *“If the project requires additional water services or upgrades to existing services the Ashland Water Department will excavate and install in the city right of way all water services up to and including the meter on domestic and commercial water lines. If a fire line is required the water department will also only install a stub out to the location where the double check detector assembly (DCDA) complete with a Badger brand cubic foot bypass meter should be placed in a vault external to the building. The vault and the DCDA device housed in it are the responsibility of the property owner and should be placed at the property line. Fees for these installations are paid to the Water Department and are based on a time and materials quote to the developer or contractor. Meter sizes and fire line diameters will need to be provided to the Water Department at the time of a quote being requested. Please Contact Steve Walker at 541-552-2326 or e-mail walkers@ashland.or.us with any questions regarding water utilities.”*

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ZONING DISTRICT REQUIREMENTS

See Table 18.2.6.030 – Standards for Non-Residential Zones

Zoning: C-1 (Commercial Zoning District). Detail Site Review Overlay. Airport Overlay (?)

Parking, Access and Internal Circulation: Per the requirements in AMC 18.4.3.

Landscaping Requirements: 15 percent of the lot area. Seven percent of parking and circulation areas. Size- and species-specific landscaping & irrigation plan required for park rows and open space at time of formal application. Avoid using lawn. Provide irrigation system. Include street trees, one per 30 feet of street frontage.

Lot Coverage: There is no maximum coverage, however landscaping requirements above must be met...

Standard Setbacks:

- There is no minimum front, side, or rear yard required, except where buildings on the subject site abut a residential zone, in which case a side of not less than 10 ft and a rear yard of not less than 10 ft per story is required.
- Except for buildings within 100 feet of a residential zone, the solar setback standards of chapter 18.4.8 do not apply to structures in the C-1 zone.
- See also section [18.2.4.030](#) Arterial Street Setback.

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APPLICATION SUBMITTAL REQUIREMENTS

Application Requirements: Applications for Outline Plan subdivision approval are processed as a “Type II” procedure which requires a quasi-judicial decision through a public hearing at the Planning Commission. The Planning Commission’s may be appealed, in which case it is subject to an “on-the-record appeal” before the City Council. *(For further procedural detail, see: http://www.ashland.or.us/SIB/files/Flowchart_Type%20II_Revised%209_2016.pdf)*

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

1. **Application Form and Fee.** Applications for Type II 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 required application fee must accompany the application for it to be considered complete.
2. **Submittal Information.** The application shall include all of the following information.
 - a. The information requested on the application form (see <http://www.ashland.or.us/Files/Zoning%20Permit%20Application.pdf>).
 - 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.

The Ashland Land Use Ordinance in its entirety may be accessed on-line at: http://www.ashland.or.us/SIB/files/AMC_Chpt_18_current.pdf.

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

- **Two (2) Copies of the materials required for a Performance Standard Subdivision Outline Plan approval as detailed in chapter 18.3.9.040.**
- **Two (2) Copies of the materials required for a Site Design Review approval as detailed in chapter 18.5.2.040.**
- **Two (2) Copies of the materials required for a Conditional Use Permit approval as detailed in chapter 18.5.4.040.**
- **Two (2) copies of written findings addressing the submittal requirements from section 18.5.5.040 for a Variance (if applicable to the final proposal).**
- **Two (2) copies of written findings addressing the following submittal requirements from section 18.3.10.040 for a Physical & Environmental Constraints Review Permit (if applicable to the final proposal).**
- **Two (2) copies of materials addressing the submittal requirements from section 18.3.11.100 for a Limited Use/Activity Permit (if applicable to the final proposal).**
- **Two (2) Copies of a Tree Protection Plan as required chapter 18.4.5.030.**

- **Two (2) Copies of the plans required for a Tree Removal Permit as required in chapter 18.5.7.030**

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

- **Two (2) copies of written findings addressing the following criteria from chapter 18.3.9.040.A.3 for Outline Plan approval.**
- **Two (2) Copies of written findings addressing the following criteria for Site Design Review approval detailed in chapter 18.5.2.050.**
- **Two (2) copies of written findings addressing the following criteria from chapter AMC 18.5.4.050 for Conditional Use Permit approval.**
- **Two (2) copies of written findings addressing the following criteria from chapter 18.5.5.050 for a Variance (*if applicable to the final proposal*).**
- **Two (2) copies of written findings addressing the following criteria from chapter 18.3.10.050 for a Physical & Environmental Constraints Review Permit (*if applicable to the final proposal*).**
- **Two (2) copies of written findings addressing the following criteria from chapter 18.3.11.060.D for a Limited Use/Activity Permit (*if applicable to the final proposal*).**
- **Two (2) copies of written findings addressing the following criteria from chapter 18.4.6.020.B.1 for an Exception to Street Standards (*if applicable to the final proposal*).**
- **Two (2) copies of written findings addressing the following criteria from chapter 18.5.7.040.B.2. for Tree Removal Permit to remove a tree that is not a hazard (*if applicable to the final proposal*).**

NEXT APPLICATION DEADLINE: First Friday of each month
TREE COMMISSION MEETINGS: Thursday before Planning Commission at 6:00 p.m.
PLANNING COMMISSION MEETING: Second Tuesday of each month at 7:00 p.m.
COUNCIL MEETINGS: First & Third Tuesday of each month at 7:00 p.m.
FEES: (As applicable to the final proposals details)...

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|---|--------------------------|
| <input type="checkbox"/> Annexation (<i>Type III, if applicable</i>) | \$4,306 |
| <input type="checkbox"/> Outline Plan Approval: | \$2,149 + \$ 143 per lot |
| <input type="checkbox"/> Site Design Review, Residential: | \$1,071 + \$ 71 per unit |
| <input type="checkbox"/> Conditional Use Permit (<i>Type I or II, if applicable</i>): | \$1,071 or \$2,149 |
| <input type="checkbox"/> Variance (<i>Type I or II, if applicable</i>): | \$1,071 or \$2,149 |
| <input type="checkbox"/> Physical & Environmental Constraints Review: | \$1,071 |
| <input type="checkbox"/> Limited Use/Activity Permit (<i>if applicable</i>): | \$1,071 |
| <input type="checkbox"/> Exceptions (<i>if applicable</i>): | \$0 |
| <input type="checkbox"/> Tree Removal Permits: | \$0 |

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

For further information, please contact: September 24, 2018
 Derek Severson, *Senior Planner*
 Phone: 541-552-2040/ E-mail: derek.severson@ashland.or.us

Public Works Pre-Application Comments (2018)

1. **Engineered Plans** - Where public improvements are required or proposed, the applicant's engineer shall submit design plans for approval of all public improvements identified on the approved plan or as specified in conditions of approval. One set of these civil plans SHALL be submitted directly to the Public Works/Engineering Department. All design plans must meet the City of Ashland Public Works Standards. Engineered construction plans and specifications shall be reviewed and signed by the Public Works Director, prior to construction. All public facilities within the development will be designed to the City of Ashland Engineering Design Standards for Public Improvements. The engineered plans shall also conform to the following:
 - If drawings are submitted to the City of Ashland digitally, they shall be true scale PDF drawings. If AutoCAD drawings are also submitted, they shall be compatible with the AutoCAD release being used by the City at that time and shall be located and oriented within the Oregon State Plain Coordinate System (NAD83-89).
 - Drawings sizes shall comply with ANSI-defined standards for page width and height. Review drawings may be submitted in B size (11x17). Bidding and construction documents may also be printed at B size; however, all final as-constructed drawings must be submitted to scale on D-size (24x36) Mylar. Digital files of the as-constructed drawings shall also be submitted. Drawings shall be drawn such that reduction of plans from full size (D sized) to half size (B sized) can be done to maintain a true scale on the half-sized plans.
2. **TIA (Transportation Impact Analysis)** – The City of Ashland feels that this project may meet at least one of the thresholds at which a TIA is required. The applicant shall have a Registered Engineer submit evidence that a TIA should not be required if the thresholds are not met.

All land use actions that either propose direct or indirect access to a State highway or a boulevard will need to provide the City of Ashland with the information outlined below. The governing jurisdiction will then inform ODOT of the intended land use action and provide pertinent review material. These guidelines are intended to ensure that developments do not negatively impact the operation and/or safety of the roadway.

- A. Applicants must submit a preliminary site plan for review to the City of Ashland, prior to the pre-application conference. At a minimum, the site plan shall illustrate:
 1. The location of existing access point(s) on both sides of the road within 500 feet in each direction for Category 4 segments or 5 lane boulevards, and 300 feet for Category 5 segments and 3 lane arterials;
 2. Distances to neighboring constructed public access points, median openings, traffic signals, intersections, and other transportation features on both sides of the property (this should include the section of roadway between the nearest upstream and downstream collector);

3. Number and direction of site access driveway lanes to be constructed, as well as an internal signing and striping plan;
 4. All planned transportation features on the State highway/boulevard (such as auxiliary lanes, signals, etc.);
 5. Trip generation data or appropriate traffic studies (See the following section for the state's traffic impact study requirement thresholds.);
 6. Parking and internal circulation plan;
 7. Plat map showing property lines, right of way, and ownership of abutting properties;
 8. A detailed description and justification of any requested access variances;
- B. Proposed land use actions, new developments, and/or redevelopment accessing a State highway/boulevard, directly or indirectly (via collector or local streets), will need to provide traffic impact studies to the respective local reviewing jurisdiction(s) and ODOT, if the proposed land use meets one or more of the following traffic impact study thresholds. A traffic impact study will not be required of a development that does not exceed the stated thresholds.
1. **Trip Generation Threshold:** 50 newly generated vehicle trips (inbound and outbound) during the adjacent street peak hour;
 2. **Mitigation Threshold:** Installation of any traffic control device and/or construction of any geometric improvements that will affect the progression or operation of traffic traveling on, entering, or exiting the highway;
 3. **Heavy Vehicle Trip Generation Threshold:** 20 newly generated heavy vehicle trips (inbound and outbound) during the day;

All traffic impact studies will need to be prepared by a registered professional engineer in accordance with ODOT's development review guidelines.

C. Traffic Impact Study Requirements

1. The following is a summary of the Oregon State Highway minimum requirements for a traffic report. ODOT views the following requirements as the minimum considerations to be dealt with by Professional Traffic Engineering Consultants in their analysis of traffic impacts resulting from new developments adjacent to State highways.
2. The analysis shall include alternates other than what the developer originally submits as a proposal for access to state highways, city streets, and county roads.
3. The analysis of alternate access proposals shall include:
 - (i) Existing daily and appropriate design peak hour counts by traffic movements, at intersections which would be affected by traffic generated by the development (use traffic flow diagrams).

- (ii) Projected daily and appropriate design peak hour volumes for these same intersections, and at the proposed access points after completion of the development. If the development is to be constructed in phases, projected traffic volumes at the completion of each phase should be determined.
- (iii) Trip Generation shall be calculated using the Institute of Transportation Engineers' manual "TRIP GENERATION 5th Edition" or other, more current, and/or applicable information.
- (iv) A determination of the need for a traffic signal based on warrants in the "Manual on Uniform Traffic Control Devices."

- 4. The recommendations made in the report should be specific and shall be based on a minimum level of service "D" when the development is in full service. As an example, if a traffic signal is recommended, the recommendations should include the type of traffic signal control and what movements should be signalized. If a storage lane for right turns or left turns is needed, the recommendations should include the amount of storage needed. If several intersections are involved for signalization, and an interconnect system is considered, specific analysis should be made concerning progression of traffic between intersections.
- 5. The internal circulation of parking lots must be analyzed to the extent that it can be determined whether the points of access will operate properly.
- 6. The report shall include an analysis of the impacts to neighboring driveway access points and adjacent streets affected by the proposed new development driveways.
- 7. The report should include a discussion of bike and pedestrian usage and the availability of mass transit to serve the development.

3. **Street Improvement** –The applicant proposed improvements must be reviewed and permitted by the City of Ashland Engineering Department as well as Jackson County Roads. Additional street improvements, and traffic control device installation may be required by site plan review for development.

4. **Public Pedestrian Access** – Handicap access ramps will be required at multiple locations along the street frontages. These ramps shall meet current United States Access Board Guidelines (PROWAG) and shall be designed in accordance with the current ODOT design guidelines. The design must be submitted to and approved by the City of Ashland Engineering Department and Jackson County Roads.

5. **Sanitary Sewer** - The property is currently served by a 10-in sanitary sewer main in E. Main Street as well as an 8-in sanitary sewer main that runs through the northerly property. The applicant proposed improvements must be reviewed, approved and permitted by the City of Ashland Engineering Department.

6. **Water** - The property is currently served by a 8-in water main in Highway 66. Any additional water mains that will be proposed must be reviewed, approved and permitted by the City of Ashland Engineering Department. City of Ashland Water Department shall tap existing water main and install any new water services and water meter boxes that are proposed by

development. City of Ashland Water Department must be contacted for availability, placement and costs associated with the installation of the new water service. Service & Connection Fees will also be required for any new water services installed as part of this project.

7. **Storm Drainage** - The property is currently served by a roadside ditch along E. Main Street. City of Ashland Engineering Department must review an engineered storm drainage plan.

2015 City of Ashland Engineering Standards

Appendix 2.05: Storm Water Facility Design Requirements

Storm Water Facilities are considered to be all of the components required to collect, convey, and treat storm water from and through a development to an approved destination point, including but not limited to surfacing, piping, ditches, swales, inlets, basins, vaults, ponds, access roads, landscaping, gates, and fencing that support the storm water system.

All development or redevelopment* that increases impervious area by more than 2,500 SF at full build-out of the project (exceptions: Single family dwellings and duplexes not part of a common plan of development and constructed on a single taxlot) *shall conform to the following requirements:

1. Submit drainage design calculations per current Engineering Design Standards for Public Improvements.
2. Conveyance for drainages less than 300 acres shall be sized to carry the ODOT Zone 5, 25-year event.
3. Culverts with flows greater than 50 CFS shall be sized to carry the ODOT Zone 5, 50-year event.
4. Storm Water Quality & Erosion Control conforms to Rogue Valley Storm Water Quality Design Manual (RVSQDM). *Proprietary Storm Water facilities shall conform with current RVS TM.
5. Low Impact Development (LID) Best Management Practices (BMPs) are required when NRCS soil type A or B is present and is sloped at 5% or less, (exceptions: roadway developments in public right-of-way (or to be annexed to the public), which may use any type of storm water facility that meets the performance standards outlined in Chapter 2 of the RVSQDM). *
6. Future Peak Storm Water flows and volumes shall not exceed the pre-development peak flow. The default value for pre-development peak flow shall be 0.25 CFS per acre.
7. Detention volume shall be sized for the 25-year, 24-hour peak flow and volume.
8. An overflow spillway shall be provided to convey the 25-year peak flow for systems receiving up to 50 CFS, and 100-year peak flow for systems receiving more than 50 CFS.
9. Structural Water Quality Best Management Practices (BMPs) shall be sized for the 2-year, 24 hr. flow and volume.
10. Water Quality BMPs shall provide at least 80% removal of bacteria and TSS (75 microns and larger).

11. All ground disturbances exceeding 1000 SF shall implement an Erosion and Sediment Control Plan (ESCP).
 12. All ESCP BMPs shall prevent sediment from leaving the site for storms up to the 10-year 24 hr. storm.
 13. An Operation and Maintenance Plan for all storm water facilities shall be submitted for approval together with plans prepared by a professional engineer licensed in the State of Oregon. The plans shall specify that storm water facilities must be inspected under the direction of a licensed engineer and maintained in accordance with the annual inspection report findings that are submitted to the regulating agency annually by the owner of the storm water facility.
 14. A signed and recorded Declaration of Covenants for Operation and Maintenance of Storm Water Facilities (for multi-owner developments) or an Operation and Maintenance Agreement (for single-owner developments) shall be submitted with the plans. The above documents shall allow city staff to enter private property to inspect storm water facilities and ensure proper maintenance. Subdivisions may include the O&M Plan and Covenants in the CC&R's in lieu of recording them separately.
 15. Avoid the use of rip rap, concrete or hardscaping in open channel drainages and riparian areas to the maximum extent practicable through the use of USACE "SLOPES" or other approved "natural" approaches.
 16. Existing wetlands, natural drainage ways, and open spaces shall be preserved from development to provide their natural flow attenuation, retention, or detention of runoff by providing a buffer.
 17. The grading plan shall indicate the direction of flow of all surface flows, including those on to and off of adjoining properties. Site grading shall be designed to provide positive drainage away from all buildings and structures except those designed to withstand flooding in accordance with the building code standards for flood-proofing. Freeboard shall be specified on the grading plan per AMC 15.10.
 18. Bridges, Culverts & other flow limiting structures in or near riparian areas shall be permitted in accordance with the agency's requirements in AMC 18.3.10.080. Removal/fill permits shall be submitted with the plans.
 19. Pollution, track out, and sediment dumping into storm water are strictly prohibited per AMC 9.08.060.
 20. Drainage from automotive use areas shall be limited to oil concentrations of 10 mg/l by a pre-approved means.
 21. Trash storage areas shall be covered or provide additional storm water treatment by an approved means.
 22. Off street parking areas shall conform to Ashland Municipal Code 18.4.3.080.B.5, including provisions to minimize adverse environmental and microclimatic impacts.
8. **Erosion & Sediment Control** – Erosion and Sediment control measures that meet the minimum standards set forth by the City of Ashland Public Works/Engineering Standard Drawing CD282 must be in place before any construction related to the project begins.

9. **Driveway Access** – No additional improvements/requirements will be requested at this time, but the applicant proposed improvements must be reviewed and permitted by the City of Ashland Engineering Department.
10. **Permits** – Any construction or closure within the public right of way will require a Public Works permit and before any work in the right of way commences all necessary permits MUST be obtained
 - Jackson County Roads will need to review and approve any improvements in the Jackson County right-of-way. City of Ashland must obtain a copy of any Jackson County approvals and/or permits that are granted before any work in the Jackson County right-of-way begins.
 - A 1200-C permit will be secured by the developer where required under the rules of the Oregon State DEQ. City of Ashland Engineering Department must receive a copy of this permit before any construction shall begin.
11. **As-Builts** - Where public improvements are required or completed, the developer shall submit to the City of Ashland, reproducible as-built drawings and an electronic file of all public improvements constructed during and in conjunction with this project. Field changes made during construction shall be drafted to the drawings in the same manner as the original plans with clear indication of all modifications (strike out old with new added beside). As-built drawings shall be submitted prior to final acceptance of the construction, initiating the one-year maintenance period.
12. **Addresses** – Any new addresses must be assigned by City of Ashland Engineering Department.

Pre-Application Comments

Date: 09-05-2018
Project Address: 2525 Ashland St
Permit Number: PreApp-2018-00040
Project Description: Subdivision

Ashland Fire & Rescue Contact:

Ralph Sartain
541-552-2229
ralph.sartain@ashland.or.us

Fire department comments are based upon the 2014 Oregon Fire Code as adopted by the Ashland Municipal Code:

- **Addressing** - Building numbers or addresses must be at least 4 inches tall, be of a color that is in contrast to its background, and shall be plainly visible and legible from the street fronting the property. Additional directional signage may be necessary to guide emergency responders down a driveway, path or through a gate. All premises identification, street signs and building numbers, must be in place with temporary signs when construction begins and permanent signage prior to issuance of any occupancy. OFC 505
- **Fire Apparatus Access Approach** – The angle of approach at the point where the public road transitions to the private fire apparatus access road must meet the City of Ashland Engineering Department specifications. OFC 503.2.8
- **Fire Apparatus Access – Shared Access Easement** – If a fire apparatus access road crosses onto or over another property owners parcel, an easement must be obtained to provide access for fire apparatus. Easement language needs to include wording that indicates that the shared access easement may not be modified, removed, or obstructed in any way without prior written approval from Ashland Fire and Rescue.
- **Fire Apparatus Access - Commercial** - If the furthest point on the structures is greater than 150' from the street, the entire length of the private drive or street must meet fire apparatus access. Fire apparatus access shall have a 20-foot wide driving surface, must support 60,000 pounds, have a maximum slope of 15 percent, and have vertical clearance of 13' 6". Inside turning radius is at least 20 feet and outside turning radius is at least 40 feet and must be indicated on site plans submitted for building permits. Fire apparatus access is required to be signed as "No Parking-Fire Lane". Final plat needs to indicate that the private drive is fire apparatus access and must state that it cannot be modified without approval of Ashland Fire & Rescue.
- **Aerial Ladder Access** – Structures exceeding 24 feet in height above the lowest level of fire apparatus access are required to provide access roads capable of accommodating fire

department aerial apparatus. These access roads are required to be 26 feet in width in the immediate vicinity of the building. OFC Appendix D 105 as amended by AMC 15.28.070 K & L.

- **Fire Apparatus Turn-Around** – An approved fire apparatus turnaround may be required for this project. Fire apparatus access roads greater than 150 feet in length are required to provide a fire apparatus turn around. The turnaround must be identified in an approved manner with “No Parking-Fire Lane” signs and must remain clear at all times. Please refer to the City of Ashland Minimum Turn-Around Standards diagram to determine which layout works best for your project.
- **Firefighter Access Pathway** – An approved footpath around the structure is required so that all exterior portions of the structure can be reached with the fire hose. Any changes in elevation greater than two feet in height (such as retaining walls) require stairs. The stairs shall be an all-weather surface, and meet the requirements as specified in the Oregon Structural Specialty Code. OFC 503.1.1
- **Fire Flow** – Fire flow is determined by table B105.1 in Appendix B of the Oregon Fire Code. An increase or reduction as referenced by this code section may be required or allowed. Square footage of a structure for the purpose of determining fire flow includes all areas under the roof including garages, covered decks, basements and storage areas. A fire flow reduction of up to 75% can be allowed with the installation of a fire sprinkler system.
- **Fire Hydrant Spacing** – The allowable distance between hydrants on new streets serving residential or commercial properties shall not exceed 350 feet.
- **Fire Hydrant Distance to Structures** - Hydrant distance is measured from the hydrant, along a driving surface, to the approved fire apparatus operating location. Hydrant distance shall not exceed 300 feet. Hydrant distance can be increased to 600 feet if approved fire sprinkler systems are installed.
- **Fire Hydrants Clearance** - Hydrants must have 3 feet of clearance extending from the center nut of the hydrant all the way around. Fences, landscaping and other items may not obstruct the hydrant from clear view. Hydrants must be shown on site plan when submitting for building permits.
- **Fire Department Work Area** – Flag drives serving structures greater than 24 feet in average roof height shall provide a Fire Work Area of 20 feet by 40 feet. At least one perimeter leg of the Fire Work Area shall be within 50 feet of the structure. The Fire Work Area requirement shall be waived if the structure served by the drive has an approved automatic fire sprinkler system installed.
- **Fire Sprinkler System** – The installation of a fire sprinkler system may be an acceptable means to mitigate deficiencies related to other fire requirements such as fire flow, hose reach, fire lane width, fire apparatus turn-around, distance to fire hydrants, and fire department work areas. OFC 503.1.1
- **Fire Department Connection (FDC)** – The FDC is required to be a 2 ½” Siamese female connection installed 18” to 48” above finished grade. A single 2 ½” NST female swivel connection with rocker lugs and cap is acceptable if hydraulic calculations are provided that indicate a single 2 ½ “ line will adequately serve the system. Fire flow alarm shall be placed on the FDC. FDC shall be placed in a location approved by the fire department. Locking Knox FDC Caps shall be installed.

- **Fire Extinguishers** – Provide a 2A10BC fire extinguisher within 75 feet of travel distance. The fire extinguisher shall be mounted on the wall at approximately 48 inches above the floor.
- **Gates and Fences** – Obstructions such as gates, fences, or any other item which would block or reduce the required fire apparatus access width must be shown on the plans and approved by Ashland Fire and Rescue.
- **Vegetation** – Ashland Fire & Rescue recommends the planting and maintenance of fire resistive vegetation throughout the city of Ashland. Here's how you can create a www.ashlandfirewise.org landscape.
- **Fire Season** – If work will be completed during fire season, check fire season fire prevention requirements found at www.ashland.or.us/fireseason.

Final determination of fire hydrant distance, fire flow, and fire apparatus access requirements will be based upon plans submitted for Building Permit review. Changes from plans submitted with this application can result in further requirements. Any future construction must meet fire code requirements in effect at that time. The fire department contact for this project is Fire Marshal Ralph Sartain. He may be contacted at (541) 552-2229 or ralph.sartain@ashland.or.us.