

---

*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 DEPARTMENT  
PRE-APPLICATION CONFERENCE  
COMMENT SHEET**  
March 18, 2020

**SITE:** 2229 and 2290 E. Main St.  
**APPLICANT:** Ashland Parks Department  
and Mary C. Desmit  
**REQUEST:** Annexation and Site Design  
Review

## **PLANNING STAFF COMMENTS**

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

**Summary:** The proposal requires planning applications and approvals for Annexation and Site Design Review. Typically, the Annexation and Site Design Review are processed concurrently. While a concurrent application isn't required, in staff's experience demonstrating compliance with the annexation approval criteria requires some level of site planning.

### **Annexation (Legislative Decision)**

- The properties are designated as Suburban Residential (R-1-3.5) on the Ashland Comprehensive Plan. Public parks are a permitted use in the R-1-3.5 zone.
- **Five-Year Supply** (AMC 18.5.8.050.H.1): The proposal would meet annexation approval criteria 18.5.8.050.H.1 because there is less than a five-year supply of R-1-3.5 inside the city limits according to the 2019 Buildable Lands Analysis (BLI). The 2019 BLI identifies a .2 Ac/year demand in Table 11 and .1 Ac net buildable in city limits in Table 8.
  - **2019 BLI** [http://www.ashland.or.us/SIB/files/2019\\_BLI\\_11082019\\_final.pdf](http://www.ashland.or.us/SIB/files/2019_BLI_11082019_final.pdf)
- **Adequate Transportation** (AMC 18.5.8.050.E): see summary below.
- **Adequate Public Facilities:** Annexation approval will require a demonstration that adequate capacity of public facilities can and will be provided to and through the development by the developer with annexation.
  - **Storm Drain Facilities:** The application will need to address requirements that post development peak storm water flows are less than or equal to pre-development levels and address any necessary water quality mitigation requirements. See Public Works comments below.

- **Affordable Housing Requirement (AMC 18.5.8.050.G):** The base density of the site is 54 dwelling units (7.2 du \* 7.55Ac). Staff believes an argument could be made that the land sale to Jackson County Housing Authority on Engle St. meets the requirements of AMC 18.5.8.050.G.7.a.
  - The City Council approved the acquisition of the subject site for parkland after a public hearing on (date ?). It was clear at the public hearing that the subject site was not intended to provide residential units.
  - A public hearing was conducted at the City Council (date ?) to notify the neighborhood of the intention to move the proposed City park to the subject site and to sell the existing property on Engle St. to Jackson County Housing Authority for the development of affordable housing.
  - The site on Engle St. is 3.35Ac of Low Density Multiple Family (R-2) zoned land and is being developed as 60 residential units for households that are at or below 60 percent the area median income.
  - The annexation of the subject site requires five units of ownership or rental units for households earning at or below 60 percent the area median income (54 dwelling units \* .25).
  - The original annexation of 380 Clay Street required 19 units of affordable housing (*i.e. 15% of the 127 unit base density at 60% AMI*). The development was a partnership between the City, the Parks Department and the Housing Authority of Jackson County to acquire ten acres, protect a wetland, provide four acres for 60 units of affordable housing (now Snowberry Brook I), install streets, and set aside the remainder for a neighborhood park for the Clay Street neighborhood.

### **Transportation**

- **Street Classifications:** E. Main St. is an avenue (major collector), Clay St. is a neighborhood collector and Abbott Ave. is a neighborhood street.
- **Traffic Impact Analysis (TIA):** Given the park is likely to include citywide attractions, staff believes a Traffic Impact Analysis is necessary (see comments below about existing dog park). This sentiment is also reflected in the Public Works Department comments. The TIA should address vehicular turning movements, site distances and safety, especially for the proposed access on E. Main St.
  - **Existing Dog Park:** The Verde Village planning application included a TIA by JRH and an addendum dated 6/7/2007. The addendum included existing traffic counts, before the subdivision was developed. JRH counted 46 peak hour trips at the intersection of the dog park access and Nevada St. and these were attributed to the dog park.

- **Parking:** The application needs to address parking and bicycle parking standards in AMC 18.4.3.040 and 18.4.3.070. The maximum number of off-street parking spaces for motor vehicles allowed is up to 10 percent over the required number of parking spaces. The code doesn't include an off-street parking standard for motor vehicles for public parks. The "unspecified uses" section in AMC 18.4.3.030 is applicable and was used in past park applications. Staff recommends using parking space counts and use date from similar parks in Ashland, which could be also supplemented with regional, state or national sources.
- **Pedestrian, Bicycle and Transit Improvements:** The annexation criteria emphasize providing a variety of ways to travel to and from property that is annexed into the city limits. Staff believes the expectation will be for the proposed park to make key nonautomotive connections so that park visitors have alternatives for reaching the park.
  - **Sidewalks:** Installation of sidewalk is required on the E. Main frontage of the site to connect to Crocker and also to the west to connect to Clay St. The annexation criteria require full sidewalk improvements to be provided on one side of the street for all streets adjacent to the proposed annexed area and for the sidewalks to connect to existing sidewalk systems with a quarter of a mile to existing sidewalks (AMC 18.5.8.050.E.3).
  - **Bicycle Facilities:** Bike lanes are in place on E. Main St. and Tolman Creek Road. A bicycle boulevard is identified in the Ashland Transportation System Plan for Clay St. – see Figure 8-1 and Project B22.
  - **Transit:** The two RVTD routes in Ashland, Route 10 and Route 1X, do not currently serve the site. The application should address any planned future transit per AMC 18.5.8.050.E.4. See RVTD contact information below under Other Departments.
  - **Streets:** The block length between Clay St. and Crocker St. is approximately 650 feet and the block perimeter of E. Main/Crocker/Abbott/Clay is approximately 2,900 feet. The Ashland Street Standards require block lengths to be a maximum of 400 feet and perimeters of 1,600 feet (AMC 18.4.5.0340.E.9). A typical residential or commercial/employment annexation would require the installation of a public street in accordance with the Ashland Street Standards to provide access and multiple routes for vehicles, pedestrians and bicycles (AMC 18.5.8.050.E.1). In lieu of a public street, staff suggests designing the parking areas as a "street-like feature" (see below) and providing through and fairly direct route for pedestrians and bicycles. Also, the TIA should review if a through vehicle access would benefit the level of service and nearby intersections, as well as potential traffic safety and turning movement issues.

## Site Design Review

- **Parking Area Design**
    - **Street-Like Features:** The parking area is required to be divided into separate areas and a street or driveway with street-like features and a continuous pedestrian circulation system is required, see AMC 18.4.3.080.B.4, AMC 18.4.3.080.C.2 and AMC 18.4.3.090.
    - **Bio-swales and Reducing Microclimatic Impacts:** Parking lots of seven or more spaces must include bio-swales to capture and treat runoff and incorporate one of four strategies to reduced microclimatic impacts – see AMC 18.4.3.080.B.5.
  - **Tree Protection and Removal:** Site Design Review applications require a tree preservation/protection plan to ensure that trees (including street trees, parking lot trees and trees on adjacent properties within 15 feet of the property line) are protected during all site disturbance (including demolition, staging, construction, driveway/parking installation, staging of materials, etc.) This plan needs to address all trees on the property over six-inches in diameter at breast height (d.b.h.) and all trees that are located on adjacent properties within 15 feet of the property line as well, as well as any trees including street trees that are within 15-feet of any off-site disturbances. The Parks Department is exempt from tree removal permit activities involving the establishment or alteration of a park (AMC 18.5.7.020.C.1). However, staff suggests describing any necessary tree removals as part of the project descriptions.
  - **Outdoor Lighting:** Staff suggests addressing this in the annexation application and specifically the standards in AMC 18.4.4.050.
  - **Signs:** Signs in residential zones are limited to ground signs meeting the requirements of AMC 18.4.7.060. In the past, the provision for one ground sign 15 square feet in size and not greater than five feet in overall height has been used for public parks – this would apply to the public street frontages on E. Main St. and Abbott Ave.
- 

## OTHER DEPARTMENTS

**BUILDING DEPT:** Contact the Building Division for any Building Codes-related information at (541) 488-5305.

**ENGINEERING/PUBLIC WORKS/STREETS/TRANSPORTATION/STORMWATER:** See comments at the end of this document and contact Karl Johnson in the Engineering Division for any further information at (541) 488-5347 or e-mail [karl.johnson@ashland.or.us](mailto:karl.johnson@ashland.or.us) .

**ENERGY CONSERVATION:** For more information, contact Dan Cunningham in Conservation at

[cunningd@ashland.or.us](mailto:cunningd@ashland.or.us) or (541) 552-2063.

**FIRE DEPARTMENT:** See comments at the end of this document and contact Fire Marshal Ralph Sartain of Ashland Fire at Rescue for Fire Codes-related information for this project at (541) 552-2229 or e-mail [ralph.sartain@ashland.or.us](mailto:ralph.sartain@ashland.or.us) .

**WATER AND SEWER SERVICE:** Contact Steve Walker of the Water Quality Division for service requirement and fee information at (541) 552-2326 or via e-mail to [walkers@ashland.or.us](mailto:walkers@ashland.or.us) .

**ELECTRIC SERVICE:** Contact Dave Tygerson in the Electric Department at (541) 552-2389 or e-mail [tygersod@ashland.or.us](mailto:tygersod@ashland.or.us) for service requirements and fee information.

**OREGON DEPARTMENT OF TRANSPORTATION (ODOT):** Because the application involves a zone change, it is subject to review for ODOT for potential impacts to their system under the Transportation Planning Rule OAR 660-012-0060. A copy of the pre-application submittal has been provided to ODOT for their review and comment, and ODOT commented “the proposed zone change to RR 5 on 7.5 acres is off system. It will not significantly generate traffic impacting state highway system.” For any further information, contact ODOT Region 3 Senior Planner Micah Horowitz, AICP at 541.774.6331 or [micah.horowitz@odot.state.or.us](mailto:micah.horowitz@odot.state.or.us).

**ROGUE VALLEY TRANSPORTATION DISTRICT (RVTD):** In addressing requirements for adequate transportation facilities, which include provisions for transit, the applicants will need to coordinate transit provisions (i.e. a future bus stop/shelter on Ashland Street) with the Rogue Valley Transit District. A copy of the pre-application submittal has been provided to RVTD for their review and comment. For any further information, contact RVTD Senior Planner Paige Townsend at (541) 608-2429 e-mail [p.townsend@rvtd.org](mailto:p.townsend@rvtd.org) .

**TALENT IRRIGATION DISTRICT (TID):** See attached comments. For further information, contact Talent Irrigation District, PO Box 467, 104 West Valley View Road, Talent OR 97540, Phone: 541-535-1529, Fax: 541-535-4108, Email: [tid@talentid.org](mailto:tid@talentid.org) , Website: [www.talentid.org](http://www.talentid.org)

.....  
**PROCEDURE: Type III** – Public hearing at the Planning Commission with a recommendation to the City Council followed by a public hearing at the City Council and final decision by the City Council. The final decision must be adopted by Ordinance, which requires two separate readings at City Council meetings.

**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.

The current land use ordinance is available on-line at: <https://ashland.municipal.codes/LandUse>

The zoning permit application form is available on-line at:  
<http://www.ashland.or.us/Files/Zoning%20Permit%20Application.pdf>

The transportation system plan is available on-line at:  
<http://www.ashland.or.us/Page.asp?NavID=13455>

### **Plan Requirements**

- Two (2) copies of the plan submittals required for an Annexation in Chapter 18.5.8.020 “Applicability and Application Submission Requirements”
- Two (2) scalable copies of the plans required for Site Design Review approval as detailed in AMC 18.5.2.040
- Two (2) scalable copies of a Tree Protection and Preservation Plan as required in AMC 18.4.5.030.
- Two (2) scalable copies of all of the above on paper no larger than 11” x 17” in addition to any full-sized copies. NOTE – These 11” x 17” copies are used for the Planning Commission packet and for the notices mailed to neighbors. Please submit clear, reproducible copies.

### **Approval Criteria**

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 criteria for Annexation from AMC 18.5.8.050.
- Two (2) copies of written findings addressing the criteria from AMC Chapter 18.5.2.050 for Site Design Review approval.



**APPLICATION DEADLINE:** *At least 45 days before the first public hearing at the Planning Commission.*

**TREE COMMISSION:** *Thursday before Planning Commission, 6:00 p.m.*

**PLANNING COMMISSION\*:** *Second Tuesday of each month, 7:00 p.m.*

**COUNCIL MEETING:** *First and Third Tuesday of each month, 7:00 p.m.*

**FEES:**

---

Annexation (Type III):	\$4,388
Site Design Review (Type II)	\$2,190.75 + ½ % valuation

**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 scheduled for 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. Annexations, Comprehensive Plan Map Amendment & Zone Changes requests are not subject to the “120-Day Rule” under state law.*

**For any additional information on this document or land use requirements, contact:**

Maria Harris, Planning Manager  
 Phone: (541) 552-2045 or maria.harris@ashland.or.us

## **2020 Public Works Pre-App Comments**

1. Engineered Plans - Where public improvements are required or proposed, the applicant's engineer shall submit design plans for approval of all public improvements identified on the approved plan or as specified in conditions of approval. One set of these civil plans **MUST** be submitted **DIRECTLY** to the Public Works/Engineering Department. All design plans must meet the City of Ashland Public Works Standards. Engineered construction plans and specifications shall be reviewed and signed by the Public Works Director, prior to construction. All public facilities within the development will be designed to the City of Ashland Engineering Design Standards for Public Improvements. The engineered plans shall also conform to the following:
  - If drawings are submitted to the City of Ashland digitally, they shall be true scale PDF drawings. If AutoCAD drawings are also submitted, they shall be compatible with the AutoCAD release being used by the City at that time and shall be located and oriented within the Oregon State Plain Coordinate System (NAD83-89).
  - Drawings sizes shall comply with ANSI-defined standards for page width and height. Review drawings may be submitted in B size (11x17). Bidding and construction documents may also be printed at B size; however, all final as-constructed drawings must be submitted to scale on D-size (24x36) Mylar. Digital files of the as-constructed drawings shall also be submitted. Drawings shall be drawn such that reduction of plans from full size (D sized) to half size (B sized) can be done to maintain a true scale on the half-sized plans.
2. **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:
  - (a) 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).
  - (b) 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.

- (c) Trip Generation shall be calculated using the Institute of Transportation Engineers' manual "TRIP GENERATION 5th Edition" or other, more current, and/or applicable information.
    - (d) 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 – No additional street improvements, beyond those necessary to comply with City Street Standards, will be required at this time. The applicant proposed improvements must be reviewed and permitted by the City of Ashland Engineering Department.
  - 4. Right of Way – No additional right of way dedication, beyond that necessary to comply with City Street Standards, will be required at this time.
  - 5. Sanitary Sewer - The property is currently served by a 12-in sanitary sewer main in E. Main Street. 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 Abbott Avenue. 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 road side ditch along E. Main Street. City of Ashland Engineering Department must review an engineered storm drainage plan.

#### Storm Water Facility Design Requirements

Projects that will create or replace 5,000 square feet or more of new impervious surface (buildings, roads, parking lots, etc.) area that discharges to an MS4, must comply with the requirements of the DEQ MS4 General Permit phase 2. Below are additional requirements of the City of Ashland which either differ from or are additional to the MS4 General Permit phase 2.

- All storm water detention facilities must have an overflow structure capable of safely passing the 25-year storm to an approved storm water facility. Peak flow for destination requirements may be calculated using the Rational Method with an ODOT Zone 5 IDF curve for a 10-year storm event (25-year storm event for bypass calculations), or any other comparable method. The flow calculations are the same as described in the RVSWDM for flow control measures.
- The default value for pre-development peak flow shall be 0.25 CFS per acre.
- Detention volume shall be sized for the 25-year, 24-hour peak flow and volume.
- 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.
- Water Quality BMPs shall provide at least 80% removal of bacteria and TSS (75 microns and larger).
- Conveyance for drainages less than 300 acres shall be sized to carry the ODOT Zone 5, 25-year event.
- Culverts with flows greater than 50 CFS shall be sized to carry the ODOT Zone 5, 50-year event.
- 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.
- The grading plan shall indicate the direction of flow of all surface flows, including those on to and from 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.

- 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.
8. Erosion & Sediment Control - The following requirements shall be met:
- All ground disturbances exceeding 1,000 square feet shall implement an Erosion and Sediment Control Plan (ESCP).
  - A 1200-C permit will be secured by the developer where required under the rules of the Oregon State DEQ. City of Ashland Engineering Department must receive a copy of this permit before any construction shall begin.
  - Erosion Prevention and Sediment control measures that meet the minimum standards set forth by the City of Ashland Public Works/Engineering Standard Drawing CD282 must be in place before any construction related to the project begins.
  - Pollution, track out, and sediment dumping into storm water are strictly prohibited per AMC 9.08.060.
  - Drainage from automotive use areas shall be limited to oil concentrations of 10 mg/l by a pre-approved means.
  - Trash storage areas shall be covered or provide additional storm water treatment by an approved means.
  - Off street parking areas shall conform to Ashland Municipal Code 18.4.3.080.B.5, including provisions to minimize adverse environmental and microclimatic impacts.
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.
  13. Sign & Traffic Control Devices– Sign installation and visibility must be maintained to the requirements of the Manual of Uniform Traffic Control Devices (MUTCD). The applicant proposed signage must be reviewed and approved by the City of Ashland Engineering Department.

**Pre-Application Comments**

**Date:** 08-27-2019  
**Project Address:** I-5 at Ashland Street  
**Permit Number:** PreApp-2019-00136  
**Project Description:** Mixed Use  
**AF&R Contact:** Ralph Sartain  
541-552-2229  
[ralph.sartain@ashland.or.us](mailto:ralph.sartain@ashland.or.us)

**Pre-Application Comments** **Date: 03-03-2020**

---

**Project Address:** 228 E Main St **Permit Number:** PreApp-2020-00183

**Project Description:** Annexation/Future Development

**Ashland Fire & Rescue Contact:** Ralph Sartain 541-552-2229 [ralph.sartain@ashland.or.us](mailto:ralph.sartain@ashland.or.us)

**Fire department comments are based upon the 2019 Oregon Fire Code as adopted by the Ashland Municipal Code, and Ashland Land Use Laws, Comments are provided as guidance for development of this property at a future time as current minimum standards:**

**OFC 505.1 Addressing - New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Where required by the fire code official, address numbers shall be provided in additional approved locations to facilitate emergency response. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall be a minimum of 4 inches (101.6 mm) high with a minimum stroke width of 0.5 inch (12.7 mm). Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. Address numbers shall be maintained.**

---

**OFC 505 Multi-Unit Address Sign - The developer must provide a minimum access address sign. A pre-approved address sign can also be utilized.**

**OFC 503.2.8 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 503.2.1 Fire Apparatus Access -Single Residential Lot-If the furthest point on the structure 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 be 15 feet clear width, with the center 12 feet being constructed of an all-weather driving surface. Fire apparatus access must support 60,000 pounds, no parking, have a maximum slope of 10 percent, and have vertical clearance of 13' 6". The required width of a fire apparatus access road shall not be obstructed in any manner, including parking of vehicles. With the installation of fire sprinklers, 200' of the driveway is allowed to have an 18 percent slope. 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.**

**OFC 503.2.1 Fire Apparatus Access – Two or Three Residential Lots - If the furthest point on the structure 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 be 20 feet clear width, with the center 15 feet being constructed of an all-weather driving surface. The required width of a fire apparatus access road shall not be obstructed in any manner, including parking of vehicles. Fire apparatus access must support 60,000 pounds, pounds, no parking, have a maximum slope of 10 percent, and have vertical clearance of 13' 6". With the installation of fire sprinklers, 200' of the driveway is allowed to have an 18 percent slope. 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.**

**OFC 503.2.1 Fire Apparatus Access -More than Three Residential Lots -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 constructed of an all-weather driving surface. Fire apparatus access must support 60,000 pounds, no parking, have a maximum slope of 10 percent, and have vertical clearance of 13' 6". The required width of a fire apparatus access road shall not be obstructed in any manner, including parking of vehicles With the installation of fire sprinklers, 200' of the driveway is allowed to have an 18 percent slope. 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**

AMC 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.

AMC 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.

AMC 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

D105.1 Where the vertical distance between the grade plane and the highest roof surface exceeds 30 feet (9144 mm), approved aerial fire apparatus access roads shall be provided. For purposes of this section, the highest roof surface shall be determined by measurement to the eave of a pitched roof, the intersection of the roof to the exterior wall, or the top of parapet walls, whichever is greater.

D105.2 Aerial fire apparatus access roads shall have a minimum unobstructed width of 26 feet (7925 mm), exclusive of shoulders, in the immediate vicinity of the building or portion thereof.

D105.3 Proximity to building. At least one of the required access routes meeting this condition shall be located within a minimum of 15 feet (4572 mm) and a maximum of 30 feet (9144 mm) from the building and shall be positioned parallel to one entire side of the building. The side of the building on which the aerial fire apparatus access road is positioned shall be approved by the fire code official.

**D105.4 Obstructions. Overhead utility and power lines shall not be located over the aerial fire apparatus access road or between the aerial fire apparatus road and the building. Other obstructions shall be permitted to be placed with the approval of the fire code official.**

**OFC 503.1.1 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**

**AMC 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.**

**OFC B105.1 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.**

**AMC Fire Hydrant Spacing - The allowable distance between hydrants on new streets serving residential or commercial properties shall not exceed 350 feet.**

**AMC 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.**

**507.5 Reflectors - Fire hydrants with reflectors will be required for this project.**

**507.5 Hydrants Before Construction- The approved water supply for fire protection (hydrants) is required to be installed prior to construction when combustible material arrives at the site.**

**507.5.5 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.**

**AMC 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.**

**OFC 503.1.1 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.**

**AMC 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.**

**OFC 506.1 Key Box – (Knox Box) is required for commercial buildings with fire sprinkler or fire alarms systems. The Knox Box must be a 3200 series or larger with a hinged door and may be either surface mounted or recessed into a wall. The installation location of the Knox Box will be determined by Ashland Fire & Rescue. The Knox Box is required to be installed in accordance with the manufacturer's instructions. The Knox Box can be ordered at [www.knoxbox.com](http://www.knoxbox.com). inspection shall be requested from Ashland Fire & Rescue**

**Fire Extinguishers - Provide 2A1 OBC fire extinguishers 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.**

AMC Wildfire Hazard Areas – On lands designated in the Wildfire Lands Overlay, a “Fuel Break” as defined in Ashland Municipal Code, section 18.3.10.100 is required.

AMC Wildfire Hazard Areas - All structures shall be constructed or re-roofed with Class B or better non-wood roof coverings, as determined by the Oregon Structural Specialty Code. No structure shall be constructed or re-roofed with wooden shingles, shakes, wood-product material or other combustible roofing material, as defined in the City's building code. AMC 18.3.10.100

AMC Vegetation – existing and intentionally planted vegetation is required to meet AMC 18.3.10.100B(2) General Fuel Modification Area Standards. The Fire Wise landscaping brochure provides diagrams and examples of how to meet these requirements. [www.ashlandfirewise.org](http://www.ashlandfirewise.org). Contact Ashland Fire & Rescue Forestry Division for a fuel break inspection.

AMC Fire Season – If work will be completed during fire season, check fire season fire prevention requirements found at [www.ashland.or.us/fireseason](http://www.ashland.or.us/fireseason).

---

#### Construction General Information/Requirements

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