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 DIVISON
PRE-APPLICATION CONFERENCE
COMMENT SHEET March 4, 2020

SITE: 705 Helman Street
APPLICANT: BBT Architects
REQUEST: Site Review/CUP
Helman Elementary

PLANNING DIVISION COMMENTS

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

Summary: Ashland's "*Building Placement, Orientation and Design Standards*" for non-residential development generally seek buildings to have their primary orientation to the street with entrances within 20-feet of the street and access from the public sidewalk, and parking and circulation are not allowed between buildings and the street. As proposed, placing the building addition well back from the streetscape and expanding the amount and placement of parking on site between buildings and the street would require Exceptions to the standards, and would need to be justified in terms of the Exception criteria.

PROCEDURAL HANDLING

Site Design Review for structures greater than 10,000 square feet in residential zones is subject to a "Type II" procedure and requires a decision through a hearing at the Planning Commission. (*Within commercial zones, additions greater than 15,000 square feet are subject to a Type II procedure.*) Given that the addition here is 23,775 square feet a Type II procedure would be required. Type II decisions provide an opportunity for appeal to the Council on the record (*i.e. appeals require demonstration of a procedural or factual error in the Planning Commission's original decision.*)

SITE DESIGN REVIEW

For non-residential uses where there is any building addition or the expansion of a parking lot, relocation of parking on site, or any other change that alters or affects circulation onto an adjacent property or public right-of-way, Site Design Review approval is required. In a residential zone, where the addition proposed is more than 10,000 square feet, a public hearing before the Planning Commission is required.

If there are existing non-conformities with the city's development and design standards such as site landscaping or the placement of parking and circulation between a building and the street, the standards would seek to have the non-conformities addressed to a degree proportional to any addition proposed (i.e. *if a building addition of 23,775 square feet is being added to a campus that currently has 34,191 square feet of building area, the standards would seek to have non-conformities addressed for 69½ percent of the site).*

Site Design Review requires that the following criteria and the associated standards from the Ashland Municipal Code (AMC) be addressed.

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

- The subject property is zoned Single Family Residential (R-1-5). As detailed in Table 18.2.2.030 Uses Allowed by Zone", public schools from kindergarten and up are an outright permitted use in R-1 zones, subject to Site Design Review based on the Basic Site Review Standards for Non-Residential Development in AMC 18.4.2.040.

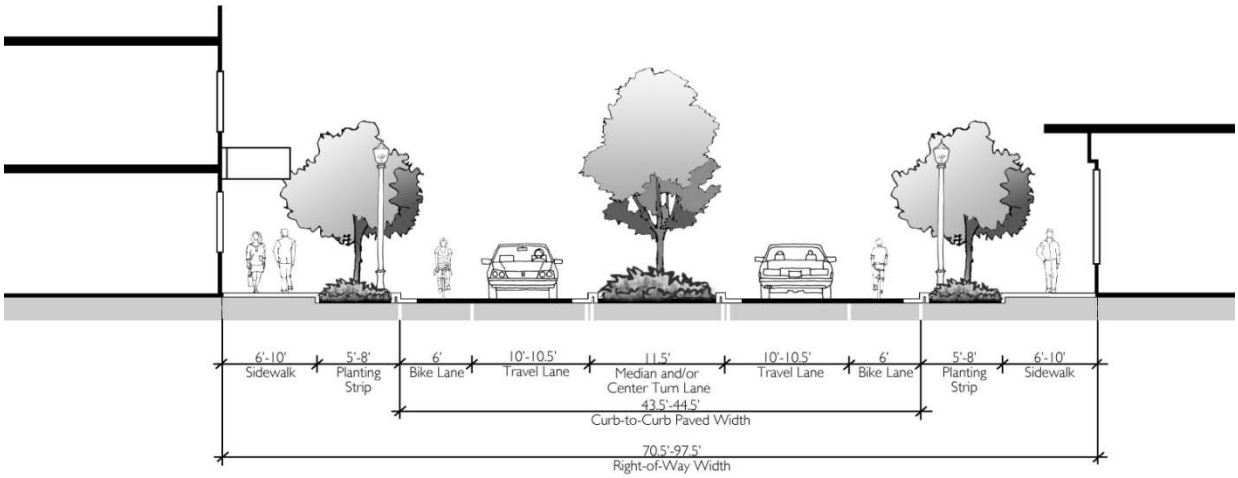
B. Overlay Zones. The proposal complies with applicable overlay zone requirements (part 18.3).

- It does not appear that any of the overlay zones in part 18.3 are applicable to the Helman Elementary School site.

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

- **Building Placement, Orientation & Design:** The final proposed building designs would need to respond to the Building Placement, Orientation and Design Standards in AMC 18.4.2.040 and written findings would need to be provided to demonstrate compliance or request necessary exceptions, as discussed below.
- **Parking, Access & Circulation:** The application will need to address the parking, access and circulation standards in AMC 18.4.3 which include parking ratios, accessible parking requirements, vehicle area design and pedestrian access and circulation. The standards include requirements to minimize the adverse environmental and microclimatic impacts of surface parking through design and material selection, and parking areas of more than seven spaces are required to address these parking lot design standards and design parking lots and other hard surfaces on site in a way that captures and treats run-off in landscaped medians and swales. *(In addressing the parking ratios, the application should make clear whether the additions proposed are increasing the number of classrooms, public assembly areas and/or student capacity for the school.)*
- **Street Standards & Controlled Access:**
  - ✓ **Helman Street is** considered to be an Avenue or Major Collector under the city's Transportation System Plan or TSP. Street standards for avenues are discussed in AMC 18.4.6.040.G.2 and generally seek the cross-section below:

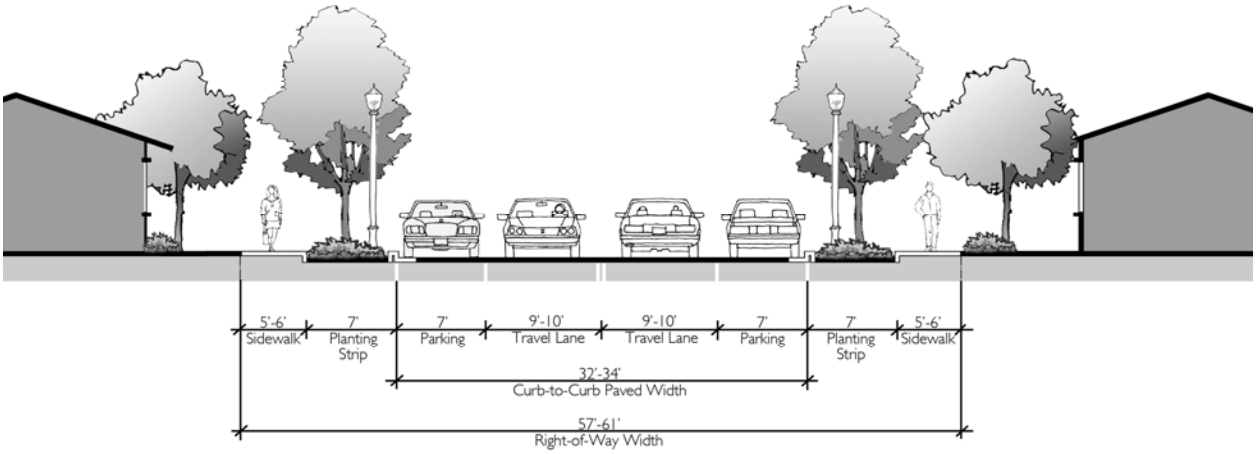
Prototypical Section: 3-Lane Avenue



In terms of "controlled access" standards – which seek to limit the number and placement of access points - for collectors these standards generally seek a separation of 75 feet between driveways and placement of driveways at least 50 feet from the nearest intersection.

✓ **Laurel Street** is considered to be a Residential Neighborhood Collector under the city's Transportation System Plan or TSP. Street standards for neighborhood collectors are discussed in AMC 18.4.6.040.G.3 and generally seek the cross-section below:

Prototypical Section: Residential Neighborhood Collector, Parallel Parking Both Sides

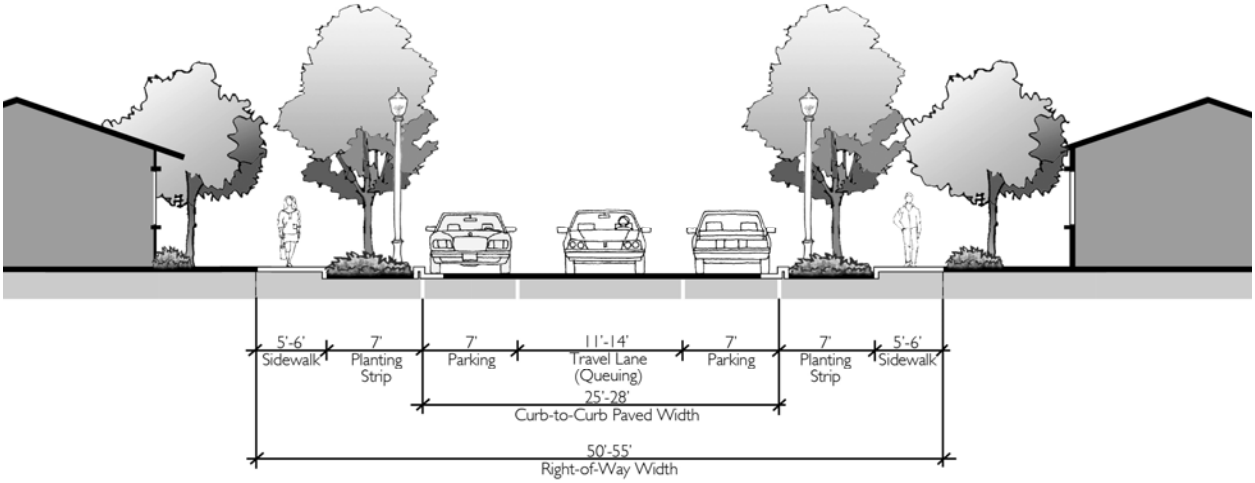


In terms of "controlled access" standards for collectors these standards generally seek a separation of 75 feet between driveways and placement of

driveways at least 50 feet from the nearest intersection.

- ✓ **Randy Street is** considered to be a Residential Neighborhood Street under the city's Transportation System Plan or TSP. Street standards for neighborhood streets are discussed in AMC 18.4.6.040.G.4 and generally seek the cross-section below:

Prototypical Section: Residential Neighborhood Street, Parallel Parking Both Sides



In terms of "controlled access", standards for neighborhood streets generally seek a separation of 24 feet between driveways where there are two or fewer units per lot and a 50-foot separation where there are more than two units, and placement of driveways is to be at least at least 35 feet from the nearest intersection.

- o **Landscaping, Lighting & Screening:** The application would need to address the standards for landscaping, lighting and screening including providing for trash enclosures with screening and parking lot landscaping and screening.

- o **Tree Preservation/Protection:** If there is going to be any site work or construction, a tree inventory and protection plan is required to ensure that trees are protected during site disturbance (including demolition, construction, driveway/parking installation, staging of materials, etc.) This plan is supposed 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, including any existing street trees.

- o **Tree Removal Permit:** A tree removal permit is required for the removal of any "significant" trees. A Tree Inventory must note and assess all trees on the site six-

inches in diameter or greater and speak to their removal or preservation/protection.

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

- Plans and narrative would need to be provided to address this standard and demonstrate that adequate city facilities including utilities, storm drainage and access were available and would be provided to the site with the proposal.

  The application would need to respond to city standard street frontage improvements or request Exceptions to these standards, and would need to address controlled access standards, as detailed above. Public Works may require improvements to address ADA accessibility along the frontage if compliant curb ramps are not already in place.

  For this criterion, it would be advisable to clearly address the impacts of the final proposal versus the existing condition in terms of how circulation patterns on and adjacent to the site would be affected with the final proposal. What will be the impacts of changes to parking and circulation, bus circulation and parent drop-off to the surrounding streets? How do these vehicular pattern changes affect existing pedestrian circulation and crossings, bicycle circulation, etc.?

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

1. There is a demonstrable difficulty meeting the specific requirements of the Site Development and Design Standards *due to a unique or unusual aspect of an existing structure or the proposed use of a site; **and** approval of the exception will not substantially negatively impact adjacent properties; **and** approval of the exception is consistent with the stated purpose of the Site Development and Design; **and** the exception requested is the minimum which would alleviate the difficulty.*; or

2. There is no demonstrable difficulty in meeting the specific requirements, but granting the exception will result in a design that equally or better achieves the stated purpose of the Site Development and Design Standards.

   The final application materials would need to respond to any design Exceptions required of the proposal based on the criteria above. In preliminary assessment by staff, the current proposal with demolition of buildings near the corner, expansion of parking between the buildings and the street, and placement of the new addition interior to the site will involve a number of exceptions:

   B.1.a. Primary orientation to the street. No parking or circulation between buildings and street. Parking behind buildings or to one side.

   B.1.b. Building façade to occupy majority of project's street frontage, avoid site designs that create gaps with driveway aprons, parking areas or vehicle aisles.

B.1.c. Orientation to street. Access from public sidewalk.
B.1.d. Entrance within 20 feet of public right-of-way.
B.1.e. For corner lot, building oriented to higher order street (**Helman**) or to corner, placed as close to the intersection corner as possible.

Perimeter Fencing: The final application would need to address proposed perimeter fencing in terms of the fencing regulations in AMC 18.4.4.060. Generally, fences, walls, hedges, and screen plantings shall not exceed the following heights.

a. ***Front Yard.*** In any required front yard, not more than 3 ½ feet in height.
b. ***Rear and Side Yard.*** In any rear or side yard, not more than 6 ½ feet in height.
c. ***Street-Side Yard.*** In any rear or side yard abutting a public street, except alleys, not more than four feet in height where located within ten feet of said street.

Fencing meeting the "deer fencing" allowance could be installed to an eight-foot height.

Sign Regulations (18.4.7.060.B): Signage in residential zones is strictly limited by code, and the school district has a Conditional Use Permit for a master sign permit program to address signage comprehensively in terms of the schools' public purpose. Any modifications to the existing sign program would need to be addressed in terms of the Conditional Use Permit criteria and the allowances for government signage when it furthers the school's public purpose, as part of the application. *(A copy of the sign program approval is provided here.)*

Demolition: Demolition of buildings greater than 500 square feet in area requires a Demolition/Relocation Review Permit through the Building Division. Demolition permits are similar to a planning application (i.e. they require a written submittal demonstrating compliance with criteria, are publicly noticed, and can be appealed) but are handled separately. The applicants should contact the Building Official to verify whether the final proposal requires demolition review. The demolition and planning applications can be processed concurrently.

Neighborhood Outreach: Staff always recommends that applicants approach the affected neighbors, particularly those who are likely to receive notice of an application, in order to make them aware of the proposal and to try to address any concerns that may arise as early in the process as possible. Notices are typically sent to neighboring property owners within a 200-foot radius of the perimeter subject property.

Written Findings/Burden of Proof: This pre-application conference is intended to highlight significant issues of concern to staff and bring them to the applicant's attention prior to their preparing a formal application submittal. Applicants should be aware that written findings addressing the ordinance and applicable criteria are required, and are heavily depended on when granting approval for a planning action. In addition, the required plans are explained in writing below. The burden of proof is on the applicant(s) to ensure that all applicable criteria are addressed in writing and that all required plans, written findings, and other materials are submitted even if those items were not discussed in specific, itemized detail during this initial pre-application conference.

OTHER CITY OF ASHLAND DEPARTMENT COMMENTS

BUILDING: No comments at this time. Please contact Building Official Steven Matiaco in the Building Division for any information on building or demolition permitting or building codes-related questions at 541-488-5305.

CONSERVATION: For more information on available water conservation programs, including any available appliance rebates or assistance with landscaping and irrigation system requirements, please contact Water Conservation Specialist Julie Smitherman of Conservation Division at 541-552-2062 or via e-mail to julie.smitherman@ashland.or.us . For information on any financial or technical assistance available for the construction of Earth Advantage/Energy Star buildings, please contact Conservation Analyst/Inspector Dan Cunningham at 541-552-2063 or via e-mail to dan.cunningham@ashland.or.us

ENGINEERING: **See comments provided at the end of this document.** Please contact Karl Johnson of the Engineering Division for any Public Works/Engineering information at 541-552-2415 or via e-mail to karl.johnson@ashland.or.us.

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

WATER AND SEWER SERVICE: Please Contact Steve Walker in the Water Department by phone at 541-552-2326 or e-mail walkers@ashland.or.us to discuss the intended use of the facility or property, any potential cross connection hazards associated with it or for any questions regarding water connections and service fees.

ELECTRIC SERVICE: Please contact Dave Tygerson in the Electric Department for electrical service requirements and fee information. Dave can arrange a site visit with the applicants' team to consider service requirements on-site and develop an approved electrical service plan. Please allow extra time in your design schedule for scheduling and conducting a site meeting, for Dave to prepare and provide a service plan, and for your team to incorporate the approved service plan into design drawings. Applications will not be deemed complete without an approved electrical service plan. Dave Tygerson can be reached in the Electric Department at (541) 552-2389 or via e-mail to tygersod@ashland.or.us.

OREGON DEPARTMENT OF TRANSPORTATION (ODOT): ODOT has indicated they do not have any comments on the proposal. For any further information from ODOT, please contact Micah Horowitz, AICP, Development Review Planner with ODOT Southwestern Region via e-mail to Micah.HOROWITZ@odot.state.or.us or by phone at (541) 774-6331.

TALENT IRRIGATION DISTRICT(TID): (*If comments from TID are provided, they will be attached separately.*)

APPLICATION REQUIREMENTS

PROCEDURE

Generally, Site Design Review for structures greater than 10,000 square feet in a Residential Zone are subject to a Type II procedure and require a decision through a hearing at the Planning Commission. (*Similarly, within commercial zones, additions greater than 15,000 square feet are subject to a Type II procedure.*) Given that the addition here is 23,775 square feet a Type II procedure would be required. Type II decisions provide an opportunity for appeal to the Council on the record (*i.e. appeals require demonstration of a procedural or factual error in the Planning Commission's original decision.*)

APPLICATION REQUIREMENTS

Submittal Information

The application shall include all of the following information.

a. The information requested on the application form at http://www.ashland.or.us/Files/Zoning%20Permit%20Application.pdf.

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 of 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: http://www.ashland.or.us/SIB/files/AMC_Chpt_18_current.pdf

Written Statements

Please provide two copies of a 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:

o	**Site Design Review**	**AMC 18.5.2.050**
o	**Conditional Use Permit *(if applicable)***	**AMC 18.5.4.050**
o	**Demolition Review Permit**	**AMC 15.04.216**

Plans & Exhibits Required

Please provide two sets of 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 two

copies on paper no larger than 11-inches by 17-inches and reproducible copies that are drawn to a standard architect's or engineer's scale.

- **Site Design Review:** **AMC 18.5.2.040**
- **Tree Preservation & Protection Plan:** **AMC 18.4.5.030**
- **Tree Removal** (*if applicable*)**:** **AMC 18.5.7.030**

* * *

APPLICATION DEADLINE: First Friday of each month
Planning Commission Meeting: 7:00 p.m. on the 2nd Tuesday
Tree Commission Meeting: 6:00 p.m. Thursday before PC

FEES:	**Site Design Review**	**$2,190.75**
		+ ½% of labor/materials valuation
	CUP/Sign Program	$1,092.00
	Demolition Review	**$ 361.25**
	Exceptions	$ 0
	Tree Removal Permit	$ 0

NOTE: *Applications are accepted on a first come-first served basis. 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. The first fifteen COMPLETE applications submitted are processed at the next available Planning Commission meeting.*

For further information, please contact: March 4, 2020
Date

Derek Severson, *Senior Planner*
City of Ashland, Department of Community Development
Phone: 541-552-2040 or e-mail: derek.severson@ashland.or.us

Public Works/Engineering Pre-Application 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)** – No TIA will be required for this project.
3. **Street Improvement** – No additional street improvements, beyond those necessary to comply with City Street Standards, will be required at this time.
4. **Public Pedestrian Access** – If sidewalk is removed at the intersection of Helman Street and Randy Street a new handicap access ramp will be required to be installed. This ramp 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.
5. **Right of Way** – No additional right of way dedication, beyond that necessary to comply with City Street Standards, will be required at this time.
6. **Sanitary Sewer** - The property is currently served by **a 12-in sanitary sewer main in Helman Street and an 8-in sanitary sewer main in Randy Street.** The applicant proposed improvements must be reviewed, approved and permitted by the City of Ashland Engineering Department.
7. **Water** - The property is currently served by **a 6-in water main in Helman Street and a 6-in water main in Randy Street.** 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.

8. **Storm Drainage** - The property is currently served by **an 18-in storm sewer main in Helman 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.

9. **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.

10. **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.
11. **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
12. **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.
13. **Addresses** – Any new addresses must be assigned by City of Ashland Engineering Department.

Ashland Fire & Rescue (AF&R)
Pre-Application Comments

Date:	03-02-2020
Project Address:	705 Helman St
Permit Number:	PreApp-2020-00182
Project Description:	School Remodel
AF&R 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, and Ashland Land Use Laws:

- **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 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.
- **AMC Fire Apparatus Access** -Shared Access Easement-If a fire apparatus access road crosses onto or over another prope1iy 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 ve1iical 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 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 – Fire Alarm System:** Will be required for this project
- **AMC Fire Department Connection (FDC)** - The FDC is required to be a 2 ½" Siamese female com1ection 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. inspection shall be requested from Ashland Fire & Rescue
- **Fire Extinguishers -** Provide 2Al 0BC 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**. 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** .

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.

Specific fire protection systems may be required in accordance with the Oregon Fire Code. This plan review shall not prevent the correction of errors or violations that are found to exist during construction. This plan review is based on information provided only.

Design and installation shall meet the Oregon requirements of the International Fire, Building, Mechanical Codes and applicable NFPA Standards.

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 .