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*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.*

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**ASHLAND PLANNING DIVISION  
PRE-APPLICATION CONFERENCE  
COMMENT SHEET**  
August 12, 2020

**SITE:** 78 N. Mountain Ave.  
**APPLICANT:** Simons  
**REQUEST:** Second Unit &  
Traveler's Accommodation

## **PLANNING DIVISION COMMENTS**

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

**Summary:** Both a Traveler's Accommodation and a second residential unit will require a planning application. A Traveler's Accommodation requires Conditional Use Permit & Site Design Review approval, while a second residential unit requires Site Design Review approval. A Traveler's Accommodation requires that the property be owner-occupied and requires two off-street parking spaces for the owner's unit and one additional off-street parking space for each guest unit. For a second unit, if either of the residential units has two or more bedrooms, a total of four parking spaces would be required. **In staff's view, the primary issue here will be in arriving at a placement and configuration of parking that meets all applicable standards (i.e. parking cannot be in front of the face of the building, the driveway and parking require specific landscape buffers, and if the driveway is more than 50 feet long it must be configured to allow cars to turn and exit to the street in a forward manner.)**

## **TRAVELER'S ACCOMMODATION/CONDITIONAL USE PERMIT & SITE DESIGN REVIEW**

The approval of a Traveler's Accommodation within an R-3 Zoning District is subject to Conditional Use Permit (CUP) and Site Design Review approvals, and must meet the approval criteria for CUP and Site Review as well as the special use standards for a Traveler's Accommodation. The approval criteria and standards in **blue** below are taken directly from the Municipal Code; staff comments are in **black**.

### **CONDITIONAL USE PERMIT (CUP) APPROVAL CRITERIA**

Generally, CUP approval looks for a demonstration that the "adverse material impacts" of the proposal – things like parking, traffic, noise, etc. – would be no greater than expected if the property was used as intended in city ordinances, which here would be 4.975 residential units (i.e. four full-sized units and one <sup>3</sup>/<sub>4</sub> unit less than 500 square feet of living space).

- 1. That the use would be in conformance with all standards within the zoning district in which the use is proposed to be located, and in conformance with relevant Comprehensive plan policies that are not implemented by any City, State, or Federal law or program.*
- 2. That adequate capacity of City facilities for water, sewer, electricity, urban storm drainage, paved*

*access to and throughout the development, and adequate transportation can and will be provided to the subject property.*

3. *That the conditional use will have no greater adverse material effect on the livability of the impact area when compared to the development of the subject lot with the target use of the zone, pursuant with subsection 18.5.4.050.A.5, below. When evaluating the effect of the proposed use on the impact area, the following factors of livability of the impact area shall be considered in relation to the target use of the zone.*
  - a. *Similarity in scale, bulk, and coverage.*
  - b. *Generation of traffic and effects on surrounding streets. Increases in pedestrian, bicycle, and mass transit use are considered beneficial regardless of capacity of facilities.*
  - c. *Architectural compatibility with the impact area.*
  - d. *Air quality, including the generation of dust, odors, or other environmental pollutants.*
  - e. *Generation of noise, light, and glare.*
  - f. *The development of adjacent properties as envisioned in the Comprehensive Plan.*
  - g. *Other factors found to be relevant by the approval authority for review of the proposed use.*
4. *A conditional use permit shall not allow a use that is prohibited or one that is not permitted pursuant to this ordinance.*
5. *For the purposes of reviewing conditional use permit applications for conformity with the approval criteria of this subsection, the target uses of each zone are as follows.*
  - c. ***R-2 and R-3.*** *Residential use complying with all ordinance requirements, developed at the density permitted by chapter 18.2.5 Standards for Residential Zones.*

## **SITE DESIGN REVIEW APPROVAL CRITERIA**

*See the Site Design Review approval criteria listed under the second unit discussion below. Key Site Design Review issues here would likely focus on parking and landscaping.*

### **Parking**

A Traveler's Accommodation requires two off-street parking spaces for the owner's unit and one space per guest unit, so as proposed a guest unit and owner's unit would require a total of three off-street parking spaces would be required. Parking spaces are required to be 9 feet by 18 feet with a 22-foot back-up dimension behind, need to have five-foot landscape buffers between the property line and parking and eight-foot landscape buffers between buildings and parking, and are not generally allowed to be between the building and the street or in required setbacks abutting public right-of-way. In addition, if the driveway is over 50 feet in length it is considered a flag drive, and the parking must be configured so cars can turn and exit to the street in a forward manner.

In addition, three to four sheltered bicycle spaces (depending on unit sizes/number of bedrooms) meeting the requirements of AMC 18.4.3.070.I are required and should be clearly identified on the application submittals.

## Landscaping

Conditional Use Permit approval for a Traveler's Accommodation is essentially allowing a commercial use in a residential district, and typically brings with it a much closer focus on the site design standards. In particular, landscaping is looked at closely and if the site's existing landscaping in street-facing yards has experienced any level of deferred maintenance a condition of the approval would be that the landscaping be upgraded, with a landscaping and irrigation plan meeting the standards in AMC 18.4.4.030.

## TRAVELER'S ACCOMMODATION STANDARDS

The standards for Traveler's Accommodations and Accessory Traveler's Accommodations are detailed below:

**A. Travelers' Accommodations and Accessory Travelers' Accommodations.** *Travelers' accommodations and accessory travelers' accommodations shall meet all of the following requirements.*

- 1. An accommodation must meet all applicable building, fire, and related safety codes at all times and must be inspected by the Fire Department before occupancy following approval of a Conditional Use Permit and periodically thereafter pursuant to AMC 15.28.*
- 2. The business-owner of a travelers' accommodation or the property owner of an accessory travelers' accommodation must maintain a City business license and pay all transient occupancy tax in accordance with AMC 4.24 and AMC 6.04 as required.*
- 3. Advertising for an accommodation must include the City planning action number assigned to the land use approval.*
- 4. Offering the availability of residential property for use as an accommodation without a valid Conditional Use Permit approval, current business license and transient occupancy tax registration is prohibited and shall be subject to enforcement procedures.*

**B. Travelers' Accommodations.** *In addition to the standards described above in section 18.23.220.A, travelers' accommodations shall meet all of the following requirements.*

- 1. The property is located within 200 feet of a boulevard, avenue, or neighborhood collector as identified on the Street Dedication Map in the Comprehensive Plan. Distances to the property from a boulevard, avenue, or neighborhood collector shall be measured via a public street or public alley to a lot line.*
  - North Mountain Avenue is identified as an "avenue" in the most recent Street Dedication Map.*
- 2. During operation of a travelers' accommodation, the property on which the travelers' accommodation is sited must be the primary residence of the business-owner. "Business-owner" shall be defined as a person or persons who own the property and accommodation outright; or who have entered into a lease agreement with the property owner(s) allowing for the operation of the accommodation. Such lease agreement must specifically state that the property owner is not involved in the day-to-day operation or financial management of the accommodation and that the business-owner has actual ownership of the business and is wholly responsible for all operations associated with the accommodation, and has actual ownership of the business.*
  - Evidence of business-owner occupancy would need to be included with the application.*
- 3. The primary residence on the site must be at least 20 years old. The primary residence may be altered and adapted for travelers' accommodation use, including expansion of floor area. Additional structures may be allowed to accommodate additional units, but must be in conformance with all setback and lot coverage standards of the underlying zone.*
  - County records indicate that the existing home was built in or about 1920...*

4. *The number of travelers' accommodation units allowed shall be determined by the following criteria.*
  - a. *The total number of units, including the business-owner's unit, shall be determined by dividing the total square footage of the lot by 1,800 square feet. Contiguous lots under the same ownership may be combined to increase lot area and the number of units, but not in excess of the maximum established by this ordinance. The maximum number of accommodation units shall not exceed nine per approved traveler's accommodation with primary lot frontage on boulevard streets. For travelers' accommodation without primary lot frontage on a designated boulevard, but within 200 feet of a boulevard, avenue, or neighborhood collector street, the maximum number of units shall be seven. Street designations shall be as determined by the Street Dedication Map in the Comprehensive Plan. Distances to the property from a boulevard, avenue, or neighborhood collector shall be measured via a public street or public alley to a lot line.*
    - 10,836 square feet/1,800 square feet per unit = 6.02 units.
  - b. *Excluding the business-owner's unit and the area of the structure it will occupy, there must be at least 400 square feet of gross interior floor space remaining per unit.*
    - The application materials would need to include scalable floor plans demonstrating the square feet available per unit.
5. *Each accommodation must have one off-street parking space and the business-owner's unit must have two parking spaces. All parking spaces shall be in conformance with chapter [18.4.3](#).*
  - As noted above, an owner's unit and guest unit would require a total of three spaces.
6. *Only one ground or wall sign, constructed of a non-plastic material, non-interior illuminated, and a maximum of six square feet total surface area is allowed. Any exterior illumination of signage shall be installed such that it does not directly illuminate any residential structures adjacent or nearby the travelers' accommodation in accordance with subsection [18.4.4.050.C.1](#).*
  - Signage details should be included with the application submittal.
7. *An annual inspection by the Jackson County Health Department shall be conducted as required by the laws of Jackson County or the State of Oregon.*
8. *Transfer of business-ownership of a travelers' accommodation shall be subject to all requirements of this section and conform with the criteria of this section. Any further modifications beyond the existing approval shall be in conformance with all requirements of this section.*

## **SECOND UNIT**

Within the R-3 zoning district, a lot area of 10,836 square feet could accommodate up to 4.975 dwelling units (i.e. 10,836 s.f./43,560 s.f. per acre = 0.2487 acres x 20 dwelling units per acre = 4.975.). Adding a second unit will require demonstrating compliance with the approval criteria for Site Design Review, which includes addressing some Site Development & Design Standards. The approval criteria and standards in **blue** below are taken directly from the Municipal Code; staff comments are in **black**.

## **SITE DESIGN REVIEW APPROVAL CRITERIA**

An application for Site Design Review shall be approved if the proposal meets the criteria in subsections A, B, C, and D below. The approval authority may, in approving the application, impose conditions of approval, consistent with the applicable criteria.

- 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 application would need to speak to these standards, keeping in mind that if the units is entirely within the existing building that a number of these items would remain unchanged from the existing. See AMC Table 18.2.5.030.A.

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

- The property is not within any overlay zones.

**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.

- The application would need to address the applicable Site Development & Design Standards in AMC 18.4, including:

<b>AMC 18.4.2.030</b>	<b>Building Placement, Orientation &amp; Design/Residential Development</b>
<b>AMC 18.4.3</b>	<b>Parking, Access &amp; Circulation</b>
<b>AMC 18.4.4</b>	<b>Landscaping, Lighting &amp; Screening</b>
<b>AMC 18.4.5</b>	<b>Tree Preservation &amp; Protection</b>

Parking (18.4.3) and the associated screening requirements (18.4.4) will be a key issue. If either unit is two-bedrooms or more, four total parking spaces will be required. If the driveway is more than 50 feet long, cars must be able to turn and exit to the street in a forward manner. The driveway requires a five-foot wide landscaped buffer at the property line, and parking spaces require an eight-foot buffer from buildings/residential units and must have a clear back-up area behind the space. Parking cannot be placed between the building and the street.

Three to four covered bicycle parking spaces will also be required, and would need to meet the dimensional and coverage requirements of AMC 18.4.3.070.I.

The application would also need to demonstrate that eight percent of the site is available as open/recreational space for tenants. This would equate to approximately 866 square feet that would need to be treated to allow recreational use.

**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.

- **Utility Connections:** A utility service plan is required with the Planning application, and needs to show locations of existing services and proposed utilities. Any necessary transformers or cabinets need to be placed in locations that are the least visible from the public right-of-way. The utility line and meter locations needs to be coordinated with the Tree Protection Plan to identify any potential impacts to trees that are six-inches in diameter or greater.
- **Electric Meter:** The city requires a separate electric unit for each residential unit. Electric meters/boxes should be placed in locations that are least visible form the street right-of-way while considering the access requirements of the Electric Department. *See the Electric Department comments below.*
- **Street Improvements:** To demonstrate compliance with the city’s street standards, the applicant would need to plant approved street trees with irrigation in the park row planting strip along the North Mountain Avenue frontage. Required tree spacing is one per 30 feet of frontage, and there is a city street tree guide with standards for planting and spacing and lists of approved tree species based on the planting strip width, presence of overhead power lines, 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, 2, or 3, 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;
  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.
  3. There is no demonstrable difficulty in meeting the specific requirements for a cottage housing development, but granting the exception will result in a design that equally or better achieves the stated purpose of 18.2.3.090.
- The application would need to address the Exception criteria above if any of the details of the proposal do not comply with the applicable design standards.

**Tree Preservation/Protection (AMC 18.4.5):** All land use applications involving any sort of site disturbance (i.e. utility trenching, parking installation, etc.) require that a Tree Protection Plan be provided with the application to ensure that all trees on the property over six-inches in diameter, and all trees on adjacent properties within 15-feet of the property line including any street trees, are protected during site disturbance (*including demolition, construction, driveway/parking installation, staging of materials, etc.*)

**System Development Charges (SDC's):** The payment of systems development charges (Water, Sewer, Storm Water, Parks, Transportation) is required at the time of issuance of a building permit for the creation of a new residential unit. Front counter staff can assist with an estimate of the likely permit fees and SDC charges for the project.

**Submittal Requirements:** The application will need to include clear, scalable site plans with existing and proposed buildings and their distance to property lines, landscape plans and scalable elevation drawings showing the exterior details of the existing and any proposed buildings.

**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 ORDINANCE REQUIREMENTS:** See AMC Table 18.2.5.030.A. – Standards for Urban Residential Zones. The subject property is zoned R-3, a High Density Multi-Family Residential zoning.

### **OTHER CITY OF ASHLAND DEPARTMENT COMMENTS**

**BUILDING:** No comments provided. Please contact Building Official Steven Matiaco in the Building Division for any building codes-related questions at 541-488-5305. It would be worthwhile to speak with the Building Official about the required separation between units and the associated building permit requirements for the creation of a second unit.

**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](mailto: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](mailto:dan.cunningham@ashland.or.us)

**ENGINEERING:** No comments provided. 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](mailto:karl.johnson@ashland.or.us) .

**FIRE:** See comments provided at the end of this document. Please contact Ralph Sartain from the Fire Department for any Fire Department-related information at 541-552-2229 or via e-mail to [ralph.sartain@ashland.or.us](mailto:ralph.sartain@ashland.or.us). It would be worthwhile to speak with the Fire Marshal regarding requirements that will apply for either an ARU or a Traveler's Accommodation.

**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 detector check assembly 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](tel:541-552-2326) or e-mail [walkers@ashland.or.us](mailto:walkers@ashland.or.us) with any questions regarding water utilities.

**ELECTRIC DEPARTMENT:** A separate unit will require a separate electric service with its own electric meter, and the existing service may need to be upgraded. Please contact Dave Tygerson in the Electric Department for service requirements and connect fee information at (541) 552-2389 or via e-mail to [tygersod@ashland.or.us](mailto:tygersod@ashland.or.us). Dave will arrange an on-site meeting, and develop a preliminary electrical service plan for the site. Please allow additional time to accommodate scheduling of this on-site meeting and preparing the preliminary plan. Submittals will not be deemed complete without a preliminary approved plan from the Electric Department.

**OREGON DEPARTMENT OF TRANSPORTATION (ODOT):** “*ODOT has no comments on this proposal.*” For any additional ODOT-related information, please contact Micah Horowitz, AICP; Senior Transportation Planner with ODOT Region 3; 100 Antelope Road, White City, OR 97503; **Phone:** 541.774.6331; **Cell:** 541.603.8431; **E-mail:** [micah.horowitz@odot.state.or.us](mailto:micah.horowitz@odot.state.or.us) .

## **PROCEDURE**

Both a Conditional Use Permit to allow a Traveler’s Accommodation and Site Design Review for a second residential unit on R-3 property are subject to “*Type I*” procedures which include a staff decision made following an initial public notice and a public comment period. Type I decisions provide an opportunity for appeal to the Planning Commission. (The Type I procedure is detailed in the chart available on-line at:

[https://www.ashland.or.us/SIB/files/Comm%20Dev/Forms%2C%20Brochures%2C%20Handouts/Flowchart\\_Type\\_I\\_FY19-20.pdf](https://www.ashland.or.us/SIB/files/Comm%20Dev/Forms%2C%20Brochures%2C%20Handouts/Flowchart_Type_I_FY19-20.pdf)

## **APPLICATION REQUIREMENTS**

### **Submittal Information.**

The application is required to 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: <https://ashland.municipal.codes/LandUse>

**Written Statements (aka “Written Findings”)**

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:

- **Second Unit**
  - **Site Design Review** **AMC 18.5.2.050**
  - **Site Development and Design Standards** **AMC 18.4.2.030**
  
- **Traveler’s Accommodation** **AMC 18.2.3.220**
  - **Conditional Use Permit** **AMC 18.5.4.050**
  - **Site Design Review** **AMC 18.5.2.050**

**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**
- **Conditional Use Permit** **AMC 18.5.4.040**
- **Tree Protection Plan (if applicable)** **AMC 18.4.5.030**

**PLANNING APPLICATION FEES:**

<b>Site Design Review for 2nd Unit</b>	<b>\$1,092 + \$72.50/unit</b>
<b>Traveler’s Accomm./CUP &amp; Site Review</b>	<b>\$1,092</b>

**NOTES:**

- *The Council will likely be considering an annual increase in fees based on the cost of living/CPI in the near future. These fees may be adjusted accordingly. The application fees would be based on the fee resolution in effect when the application is submitted.*
- *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.*

**For further information, please contact:**

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

August 12, 2020 \_\_\_\_\_  
 Date

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

Date: 07-28-2020  
Project Address: 78 N Mountain  
Permit Number: PreApp-2020-00213  
Project Description: Conversion  
AF&R 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:

**Reference      Description**

**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 503.2.1      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.

**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.

**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 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.

**507.5.5 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.

**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.

**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 Vacation Rentals & Traveler's Accommodations**

The following are the requirements for vacation rentals:

- Smoke alarm in each sleeping room, in the hall leading to the sleeping room and one on each level.

- If a fire sprinkler system is present, it is required to be maintained in service.
- If you have a carbon monoxide source, then a CO alarm is required to be within five feet of each bedroom. Carbon monoxide sources include fuel fired appliances such as gas, wood or oil, and a door that leads to the garage.
- Each sleeping room is required to have an available emergency escape through a window, so the window is required to be openable and remain open while someone would crawl out. If there is a door that leads to the outside, that can be considered the emergency escape in lieu of the window.
- A fire extinguisher should be located on each level- minimum IAIOBC size. It is required to be mounted in a visible location and serviced annually. If you have just purchased new ones, either use the tag from the box to write the installation date on or use a permanent marker and write the month and date of installation on the fire extinguisher.
- Make an emergency plan. It should include text with the address of the home, call 9-1-1 for emergencies and the safety features in the home and a diagram for evacuation. This should be made available in the home where guests would see it. Here is an example of an emergency plan [www.ashland.or.us/vacationrentals](http://www.ashland.or.us/vacationrentals).
- Call for an inspection from the fire department after gaining planning approval.  
541.482.2770

### **Construction General Information/Requirements**

Development shall comply with access and water supply requirements in accordance with the Oregon Fire Code in effect 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](mailto:ralph.sartain@ashland.or.us).