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

**ASHLAND PLANNING DIVISION
PRE-APPLICATION CONFERENCE
COMMENT SHEET** July 25, 2018

SITE: 145 N. Main St.
APPLICANT: Rogue/Bonetti
REQUEST: SDR, CUP's (3), Exceptions

PLANNING DIVISION COMMENTS

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

Summary: It may be difficult to justify the significant expansion of this already non-conforming building/site, particularly given the existing access challenges, and as proposed, there are a number of uncertainties with the proposal that would need to be more completely explored: Will the existing historic contributing resource building need to be demolished? What building design is proposed? Is it possible to reconfigure access, parking and circulation to better address controlled access and safety? Staff believes that if the existing building is to be demolished and/or the site's uses intensified that the applicants should look at ways to remove the North Main Street access and provide a controlled access-compliant driveway from Bush Street. The site represents a gateway to the downtown, and staff believes that some measure of flexibility with the site is certainly merited, but that such flexibility would need to be used to look at how the building might be brought closer to the streetscape, the North Main Street driveway curb cut closed, and access and parking better configured.

Demolition: The demolition of a building over 500 square feet requires a Demolition/Relocation Permit through the Building Division, and given the age of the building would require a demonstration that economically beneficial re-use of the building is not feasible without demolition. The applicants should thoroughly explore the ability to retain the existing building prior to making application.

Gas Station Clean-Up Issues: Given that the site may have been used as a gas station in the past, the applicants will want to contact the Oregon Department of Environmental Quality to verify any requirements for clean-up to transition the site to residential use. Information on clean-up efforts should be included in the application.

Additional Pre-Application: Given that both Site Design Review and Conditional Use Permit approval consider the design of the building in the context of its surroundings (i.e. Historic District Design Standards for Site Design Review and architectural compatibility for Conditional Use Permit), and that there are a number of uncertainties to be further explored, it will be necessary to have another pre-application meeting to consider a proposed building designs with elevation drawings prior to making formal application.

SITE DESIGN REVIEW

The application must address the following criteria and standards from Ashland Municipal Code (AMC) 18.5.2.050 for a Site Design Review approval for residential development.

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 property is zoned Low Density Multiple Family (R-2). See Table 18.2.5.030.A “Standards for Urban Residential Zones.” By definition, the front yard lot line would be Bush Street as the narrower frontage on a corner lot.

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

- **Historic District** - The property is located in the Skidmore Academy Historic District overlay, and is designated the “Ashland Tire Shop” building, an historic contributing resource. Site Design Review would need to respond to the Historic District Development Standards.
- **Hillside/Severe Constraints** – While the property is outside of the Hillside Overlay, slopes greater than 35 percent are considered to have severe constraints and are generally unbuildable. Disturbance of slopes greater than 35 percent is likely to require a Hillside Development Permit for Lands with Severe Constraints.

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 proposed design would need to respond to the applicable standards and written findings would need to be provided to demonstrate compliance.
- **Parking, Access & Circulation**
- **Controlled Access:** North Main Street is considered a boulevard, and controlled access for boulevards call for a 100-foot separation between driveways and other driveways or intersections. Bush Street is a neighborhood street and requires a 50-foot separation between driveways for more than two units and a 35-foot separation between driveways and intersections. Generally, with intensification of use or demolition of the existing structure, the driveway on North Main Street would need to be eliminated and access configured from the Bush Street frontage.
- **Landscaping**
- **Tree Preservation/Protection:** If there is going to be any site work or construction, a tree 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.

- **Tree Removal Permit:** A tree removal permit is required for the removal of any trees six-inches diameter at breast height (dbh) or greater.

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.

- Civil drawing and findings would need to be provided. The application would need to respond to city standard frontage improvements or request Exceptions to these standards, and would need to address controlled access. ODOT and Public Works will likely require improvements to address ADA accessibility along the frontage including a new ramp at the corner.

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.

Conditional Use Permits: Commercial Use Permits would be required to re-activate a previous non-conforming use or allow anew limited commercial use, to exceed the MPFA, and to modify a non-conforming site/development. Conditional Use Permits are discretionary approvals which weigh the impacts of a proposal against the target use of the site. (Conditional Use Permits involving new buildings require a Type II public hearing.)

CONDITIONAL USE PERMIT APPROVAL CRITERIA

Conditional Use Permits are discretionary approvals. Applications must include written responses fully addressing each of the following criteria:

- 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.
- 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.

- 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.
- A conditional use permit shall not allow a use that is prohibited or one that is not permitted pursuant to this ordinance.
- 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.

As noted above, the application would need to weigh the adverse material impacts of the combined proposed uses (**2.75 residential units and a commercial space**) against the target multi-family residential use (**2.75 residential units**) and demonstrate that the proposal would have no greater adverse impacts on the neighborhood than the target residential use. Traffic, parking, circulation, noise, light and glare are common considerations here. It may be difficult to demonstrate that the proposed use has no greater adverse material impact than the target use when the proposed use is a commercial use in addition to the maximum target residential use.

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

Sign Regulations (18.4.7.060.B): Uses authorized in accordance with a Conditional Use Permit in a residential zone are permitted one ground sign not exceeding an overall height of five feet and an area of 15 square feet, set back at least ten feet from property lines; or one wall sign in lieu of a ground sign. Such signs shall be approved in conjunction with the issuance of such Conditional Use Permit. Said signs shall not use plastic as part of the exterior visual effect and shall not be internally illuminated.

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 the Building Division for any 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 provided at the end of this document. Please contact Fire Marshal Ralph Sartain of the Fire Department for any additional Fire Department-related information at 541-552-2229 or via e-mail to ralph.sartain@ashland.or.us.

WATER AND SEWER SERVICE: *"New water connections would preferably be installed off of Bush Street, if possible... 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 only install a stub out to the location where the double check detector assembly or reduced pressure detector 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 or RPDA 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. The Ashland Water Department is*

also requiring new projects to comply with all current cross connection rules and regulations, this may require backflow prevention devices to be placed at the potential hazard or just behind the meter or connection for premises isolation depending on the degree of hazard, type of intended use of the facility or even the geographical location of the building or facility.” Please Contact Steve Walker by phone at [541-552-2326](tel:541-552-2326) or e-mail walkers@ashland.or.us to discuss the intended use of the facility or property and any potential cross connection hazards associated with it or for any questions regarding water connections.”

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.

HISTORIC COMMISSION: The subject property is located within the Skidmore Academy Historic District and is considered to be a historic contributing resource (“”) within the district. Any modifications to the site or building will ultimately need to be considered by the Historic Commission. The applicants would be well-advised to consult the Historic Commission’s weekly Review Board and to schedule an opportunity for pre-application review by the full Commission prior to submitting a formal application. The Review Board meets weekly on Thursday afternoons beginning at 3:15 p.m. The full Commission meets monthly at 6:00 p.m. on the Wednesday before the second Tuesday Planning Commission meeting. Appointments can be arranged through the Planning Department front office at (541) 488-5305.

OREGON DEPARTMENT OF TRANSPORTATION (ODOT): *“Any work in the state right of way will require a permit. If the applicant intends to work in the state right of way, please have them contact Julee Scruggs via e-mail to Julee.Y.Scruggs@odot.state.or.us or by phone at (541) 864-8811 for the necessary permits. Any changes to the sidewalks will require the sidewalks to be reconstructed to ADA standards. We appreciate the opportunity to review the design prior to construction to ensure the final construction is ADA compliant.” For any further information, please contact John McDonald, Development Review Planner with ODOT Southwestern Region via e-mail to John.MCDONALD@odot.state.or.us or by phone at (541) 957-3688.*

APPLICATION REQUIREMENTS

PROCEDURE

Conditional Use and Site Design Review permits are typically subject to a “Type I” procedure which provides for an administrative decision made following public notice and a public comment period. Type I decisions provide an opportunity for appeal to the Planning Commission. The Staff Advisor may opt to schedule a “Type I” request for a public hearing rather than approving administratively.

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: 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:

- | | | |
|---|-------------------------------|-----------------------|
| ○ | Site Design Review | AMC 18.5.2.050 |
| ○ | Conditional Use Permit | AMC 18.5.4.050 |

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.

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|---|---|-----------------------|
| ○ | 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 |

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UPCOMING APPLICATION DEADLINES:
UPCOMING PC MEETINGS:

First Friday of each month
Second Tuesday of each month

FEES:	Site Design Review	\$1,071 + \$71/unit or 1/2% valuation
	Conditional Use Permit (Type I/Type II*)	\$1,071/\$2,149
	<i>(*New buildings requiring a CUP are subject to a Type II)</i>	

Demolition Review Permit	\$ 346
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: July 25, 2018
 Derek Severson, Senior Planner Date
 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 SHALL be submitted directly to the Public Works/Engineering Department. All design plans must meet the City of Ashland Public Works Standards. Engineered construction plans and specifications shall be reviewed and signed by the Public Works Director, prior to construction. All public facilities within the development will be designed to the City of Ashland Engineering Design Standards for Public Improvements. The engineered plans shall also conform to the following:
 - If drawings are submitted to the City of Ashland digitally, they shall be true scale PDF drawings. If AutoCAD drawings are also submitted, they shall be compatible with the AutoCAD release being used by the City at that time and shall be located and oriented within the Oregon State Plain Coordinate System (NAD83-89).
 - Drawings sizes shall comply with ANSI-defined standards for page width and height. Review drawings may be submitted in B size (11x17). Bidding and construction documents may also be printed at B size; however, all final as-constructed drawings must be submitted to scale on D-size (24x36) Mylar. Digital files of the as-constructed drawings shall also be submitted. Drawings shall be drawn such that reduction of plans from full size (D sized) to half size (B sized) can be done to maintain a true scale on the half-sized plans.
2. **TIA (Transportation Impact Analysis)** – No TIA will be required for this project.
3. **Street Improvement** – No additional street improvements will be required at this time.
4. **Public Pedestrian Access** – A handicap access ramp will be required at the intersection of N. Main Street and Bush Street. 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 ODOT and the City of Ashland Engineering Department.
5. **Right of Way** – No additional right of way dedication will be required at this time.
6. **Sanitary Sewer** - The property is currently served by a 6-in sanitary sewer main in Bush 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 4-in water main in Bush 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 8-in storm sewer main in Bush Street. City of Ashland Engineering Department must review an engineered storm drainage plan.

2015 City of Ashland Engineering Standards Appendix 2.05: Storm Water Facility Design Requirements

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

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

1. Submit drainage design calculations per current Engineering Design Standards for Public Improvements.
2. Conveyance for drainages less than 300 acres shall be sized to carry the ODOT Zone 5, 25-year event.
3. Culverts with flows greater than 50 CFS shall be sized to carry the ODOT Zone 5, 50-year event.
4. Storm Water Quality & Erosion Control conforms to Rogue Valley Storm Water Quality Design Manual (RVSQDM). *Proprietary Storm Water facilities shall conform with RVS TM dated 12/31/2014.
5. Low Impact Development (LID) Best Management Practices (BMPs) are required when NRCS soil type A or B is present and is sloped at 5% or less, (exceptions: roadway developments in public right-of-way (or to be annexed to the public), which may use any type of storm water facility that meets the performance standards outlined in Chapter 2 of the RVSQDM). *
6. Future Peak Storm Water flows and volumes shall not exceed the pre-development peak flow. The default value for pre-development peak flow shall be 0.25 CFS per acre.
7. Detention volume shall be sized for the 25-year, 24-hour peak flow and volume.
8. An overflow spillway shall be provided to convey the 25-year peak flow for systems receiving up to 50 CFS, and 100-year peak flow for systems receiving more than 50 CFS.
9. Structural Water Quality Best Management Practices (BMPs) shall be sized for the 2-year, 24 hr. flow and volume.
10. Water Quality BMPs shall provide at least 80% removal of bacteria and TSS (75 microns and larger).
11. All ground disturbances exceeding 1000 SF shall implement an Erosion and Sediment Control Plan (ESCP).
12. All ESCP BMPs shall prevent sediment from leaving the site for storms up to the 10-year 24 hr. storm.

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

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

Fire Department Pre-Application Comments

Date: 07-19-2018
Project Address: 145 N Main St
Permit Number: PreApp-2018-00025
Project Description: Mixed Use

Ashland Fire & Rescue Contact: Ralph Sartain 541-552-2229 ralph.sartain@ashland.or.us

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

- **Addressing** - Building numbers or addresses must be at least 4 inches tall, be of a color that is in contrast to its background, and shall be plainly visible and legible from the street fronting the property. Additional directional signage may be necessary to guide emergency responders down a driveway, path or through a gate. All premises identification, street signs and building numbers, must be in place with temporary signs when construction begins and permanent signage prior to issuance of any occupancy. OFC 505
- **Fire Apparatus Access** - Commercial - If the furthest point on the structures is greater than 150' from the street, the entire length of the private drive or street must meet fire apparatus access. Fire apparatus access shall have a 20 foot wide driving surface, must support 60,000 pounds, have a maximum slope of 15 percent, and have vertical clearance of 13' 6". Inside turning radius is at least 20 feet and outside turning radius is at least 40 feet and must be indicated on site plans submitted for building permits. Fire apparatus access is required to be signed as "No Parking-Fire Lane". Final plat needs to indicate that the private drive is fire apparatus access and must state that it cannot be modified without approval of Ashland Fire & Rescue.
- **Aerial Ladder Access** – Structures exceeding 24 feet in height above the lowest level of fire apparatus access are required to provide access roads capable of accommodating fire department aerial apparatus. These access roads are required to be 26 feet in width in the immediate vicinity of the building. OFC Appendix D 105 as amended by AMC 15.28.070 K & L.
- **Firefighter Access Pathway** – An approved footpath around the structure is required so that all exterior portions of the structure can be reached with the fire hose. Any changes in elevation greater than two feet in height (such as retaining walls) require stairs. The stairs shall be an all-weather surface, and meet the requirements as specified in the Oregon Structural Specialty Code. OFC 503.1.1
- **Fire Flow** – Fire flow is determined by table B105.1 in Appendix B of the Oregon Fire Code. An increase or reduction as referenced by this code section may be required or allowed. Square footage of a structure for the purpose of determining fire flow includes all areas under the roof including garages, covered decks, basements and storage areas. A fire flow reduction of up to 75% can be allowed with the installation of a fire sprinkler system.

- **Fire Hydrant Distance to Structures** - Hydrant distance is measured from the hydrant, along a driving surface, to the approved fire apparatus operating location. Hydrant distance shall not exceed 300 feet. Hydrant distance can be increased to 600 feet if approved fire sprinkler systems are installed.
- **Fire Department Work Area** – Flag drives serving structures greater than 24 feet in average roof height shall provide a Fire Work Area of 20 feet by 40 feet. At least one perimeter leg of the Fire Work Area shall be within 50 feet of the structure. The Fire Work Area requirement shall be waived if the structure served by the drive has an approved automatic fire sprinkler system installed.
- **Fire Sprinkler System** – The installation of a fire sprinkler system may be an acceptable means to mitigate deficiencies related to other fire requirements such as fire flow, hose reach, fire lane width, fire apparatus turn-around, distance to fire hydrants, and fire department work areas. OFC 503.1.1
- **Fire Department Connection (FDC)** – The FDC is required to be a 2 ½” Siamese female connection installed 18” to 48” above finished grade. A single 2 ½” NST female swivel connection with rocker lugs and cap is acceptable if hydraulic calculations are provided that indicate a single 2 ½ “ line will adequately serve the system. Fire flow alarm shall be placed on the FDC. FDC shall be placed in a location approved by the fire department. Locking Knox FDC Caps shall be installed.
- **Fire Extinguishers** – Provide a 2A10BC fire extinguisher within 75 feet of travel distance. The fire extinguisher shall be mounted on the wall at approximately 48 inches above the floor.
- **Gates and Fences** – Obstructions such as gates, fences, or any other item which would block or reduce the required fire apparatus access width must be shown on the plans and approved by Ashland Fire and Rescue.
- **Vegetation** – Ashland Fire & Rescue recommends the planting and maintenance of fire resistive vegetation throughout the city of Ashland. Here’s how you can create a www.ashlandfirewise.org landscape.

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.