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

**ASHLAND PLANNING DEPARTMENT
PRE-APPLICATION CONFERENCE
COMMENT SHEET**

May 22, 2019

SITE: 640-648 Tolman Cr Rd
APPLICANT: IPCO South/Rogue
REQUEST: Site Review

PLANNING STAFF COMMENTS:

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.

Building F

Staff have identified the following potential issues with Building F as proposed:

- **It is unclear that the crossing is to be treated in a manner consistent with the land use approval.**
A Physical & Environmental Constraints Review Permit for Floodplain Development and a Limited Use and Activity Permit for development within a Water Resource Protection Zone were approved to allow relocation to better align the crossing with the existing development and provide for on-site maneuvering. Crossings were to be of an open-bottomed design to enable fish passage, a letter of map amendment (LOMA) and modification of existing conservation easements were part of the approval, Tree #14 and #15 were to be preserved and protected, and a revised “no-rise” letter was to be provided before the final approval. The final application would need to demonstrate consistency with what was approved, including mitigation and management portions and easement modifications related to the crossing and address vegetation preservation and construction staging requirements related to the Water Resource Protection Zone, or request modifications to that approval.
- **It is unclear that the number of parking spaces proposed are adequate for the building.**
It may be possible to utilize other parking on site within 200 feet to address the parking requirements for this lot...
- **It is unclear that the parking configuration is adequate to allow cars to turn and exit the lot in a forward manner.**
- **It is unclear whether what appears to be an area for truck loading and unloading will block vehicular and/or emergency vehicle access.**

A final application would need to address the Site Design Review approval criteria and applicable standards for Basic Site Review for Commercial Development; Parking, Access and Circulation; Landscaping, Lighting and Screening; and Street Tree Standards; and address the issues above in detail to demonstrate that the crossing is consistent with the approval with regard to the Physical and Environmental Constraints and Water Resources Protection Zones ordinances.

Site Master Plan

Masterplan Status: The pre-app narrative provided suggests that the site's Master Plan addressing the "envelopes, street & driveway system, conceptual grading, erosion control, creek crossing & utility plans" was previously reviewed and approved. Planning Action #2015-00422 included an explicit condition (#17) which made clear 'That the applicants' 'Overall Master Site Plan (Sheet A-101)' **has not been reviewed for compliance with applicable standards and is not approved here, as recognized by the applicants in the narrative submittals provided. Development of the site shall be subject to full review under the applicable standards at the time each building is proposed.** The Planning Commission decision further clarified "... the private creek crossing for a new private driveway access to the building pad at the southeast of the site, including the removal of Tree #13, is appropriate but the establishment of on-site parking and circulation on that portion of the property will be better considered with Site Review for development of that building pad." The approval granted was limited to "establishing driveway curb cuts, preliminary rough grading and extending utility connections to the adjacent private property **in conjunction with the proposed new street construction**" but further development of the site "will be subject to Site Design Review to consider both the building and site designs in light of standards in place when each building is proposed, and that **specific building locations, sizes and broader associated site improvements have not yet been proposed and are not considered or approved with this application.**" Similarly, another condition (#16) provided, "That no new paving or curbing other than that associated with the **street installation, establishing new driveway curb cut locations, and delineating the Water Resources Protection Zone boundary** shall be permitted until approved through future Site Design Review applications."

Site Design Review for Site Lay-Out, Parking & Circulation: To consider a master plan of the site, there would need to be:

- A clear delineation of proposed property lines, all utility and access improvements and associated easements.
- Details of all site improvements including bicycle, pedestrian and vehicular circulation.
- Parking lay-out, parking area design and parking calculations/allocations (*Parking would need to comply with the requirements in AMC 18.4.3 including limitations on the maximum number of spaces provided.*)
- Drainage and Landscaping
- Building Envelopes & *at least conceptual* Building Elevation Drawings
- Details of the proposed phasing of the installation of the improvements (i.e. *not necessarily an order or timeline, but what improvements would be associated with each building's ultimate construction*).

At the time of development, each individual building proposed would need to obtain Site Review and any other applicable approvals based on the final details of the proposed building and site designs. Some specific issues to consider with a master plan would include:

Parking Area Design: Parking areas are required to be designed in accordance with the following standards and dimensions as detailed in AMC 18.4.3.080.B:

- Parking spaces shall be a minimum of nine feet by 18 feet. Up to 50 percent of the total

number of required automobile parking spaces in a parking lot may be designated for compact cars. Minimum dimensions for compact spaces shall be eight feet by 16 feet. Such spaces shall be signed or the space painted with the words "*Compact Car Only*."

- Parking spaces shall have a back-up maneuvering space no less than twenty-two (22) feet, except where parking is angled, and which does not necessitate moving of other vehicles.
- Parking lots with 50 spaces or more shall be divided into separate areas. Parking areas may be divided into separate areas by a building or group of buildings, landscape areas with walkways at least 10 feet in width, plazas, streets or driveways with street-like features. Street-like features, for the purpose of this section, means a raised sidewalk of at least five feet in width, six-inch curb, accessible curb ramps, street trees in planters or tree wells and pedestrian-oriented lighting.
- Parking lot landscaping must be equal to at least seven percent of the parking area and include at least one tree per seven parking spaces, and must meet the Parking Lot Landscaping and Screening Standards found in the Site Design and Use Standards (see AMC 18.4.4.030.F. Landscaping bays within the parking lot must be adequately sized to accommodate the development of large stature parking lot trees. Utilities (i.e. vaults, transformers, etc.) may not be placed within required landscape bays.
- Parking areas shall be designed to minimize the adverse environmental and microclimatic impacts of surface parking through design and material selection. Parking areas of more than seven parking spaces shall meet the following standards:
 - a. Use at least one of the following strategies for the surface parking area, or put 50 percent of the parking underground:
 - i. Use light colored paving materials with a high solar reflectance (*Solar Reflective Index (SRI) of at least 29*) to reduce heat absorption for a minimum of 50 percent of the parking area surface.
 - ii. Provide porous solid surfacing or an open grid pavement system that is at least 50 percent pervious for a minimum of 50 percent of the parking area surface.
 - iii. Provide at least 50 percent shade from tree canopy over the parking area surface within five years of project occupancy.
 - iv. Provide at least 50 percent shade from solar energy generating carports, canopies or trellis structures over the parking area surface.
 - b. Design parking lots and other hard surface areas in a way that captures and treats runoff with landscaped medians and swales.

Pedestrian Access and Circulation: As detailed in AMC 18.4.3.090, all developments are required to provide a continuous walkway system on site. The walkway system lay-out and design are to be based on the following standards: 1) The walkway system is to extend throughout the site and connect to all future phases of development, and to existing or planned off-site adjacent sidewalks, trails, public parks, and open space areas to the greatest extent practicable. The developer may also be required to connect or stub walkway(s) to adjacent streets and to private property for this purpose; 2) The walkway system is to provide safe, direct, and convenient walkway connections between primary building entrances and all adjacent streets; 3) Walkways within developments shall connect all building entrances, connect all on-site parking areas,

recreational facilities and common areas, and connect off-site adjacent uses to the site to the extent practicable; 4) Walkways through parking areas of more than 50 spaces, or more than 100 feet in average width or depth, are to be protected and raised above the driving surface.

Walkway Design and Construction. Walkways shall conform to the following standards:

1. Vehicle/Walkway Separation. Except for crosswalks, where a walkway abuts a driveway or street, it shall be raised six-inches and curbed along the edge of the driveway/street or otherwise protected.
2. Crosswalks. Where walkways cross a parking area or driveway, clearly mark crosswalks with contrasting paving materials (*e.g.*, light-color concrete inlay between asphalt), which may be part of a raised/hump crossing area.
3. Walkway Surface and Width. Walkway surfaces shall be concrete, asphalt, brick/masonry pavers, or other durable surface, and at least five feet wide. Multi-use paths (*i.e.* for bicycles and pedestrians) shall be concrete or asphalt, and at least 10 feet wide in accordance with the Ashland Street Standards in Section 18.4.3.090 and 18.4.6.040
4. Accessible routes. Walkways shall comply with applicable Americans with Disabilities Act (ADA) and State of Oregon requirements. The ends of all raised walkways, where the walkway intersects a driveway or street shall provide ramps that are ADA accessible, and walkways shall provide direct routes to primary building entrances.
5. Lighting. Provide pedestrian scale lighting no greater than 14 feet in height along pedestrian facilities.

Bicycle Parking: A bicycle parking space located inside of a building is required to be a minimum of six feet long by three feet wide by four feet high, and would need to be identified in the plans and delineated and signed on site to make clear that the area's use was limited to bicycle parking.

Tree & WRPZ Protection: The application will need to include a Tree Protection Plan as well as a plan delineating the placement of silt fencing or other measures to delineate and protect the WRPZ consistent with the original approval. Fencing installation will need to be inspected and approved before any work on the site.

Neighborhood Outreach: Projects involving changes to established neighborhood patterns can be a concern for neighbors, and staff always recommends that applicants approach the affected neighbors, make them aware of the proposal, and try to address any concerns as early in the process as possible. Notices are typically sent to neighbors within a 200-foot radius of the 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 DEPARTMENTS' COMMENTS

BUILDING DEPT: No comments at this time. Please contact the Building Division for any code-related information at 541-488-5305.

CONSERVATION: For information on available conservation programs, please contact:

- **Commercial lighting and controls:** Larry Giardina, 541-552-2065
or larry.giardina@ashland.or.us
- **Water conservation:** Julie Smitherman, 541-552-2062
or Julie.smitherman@ashland.or.us

ELECTRIC SERVICE: Please contact Dave Tygerson in the Electric Department for electrical service requirements or fee information at (541) 552-2389 or via e-mail to dave.tygerson@ashland.or.us. Dave will arrange an on-site meeting and assist the applicants in developing an approved electric service plan. Please allow additional time for scheduling and conducting an on-site meeting and subsequent plan preparation. Applications will not be deemed complete without an approved electric service plan.

FIRE: See Ashland Fire & Rescue comments at the end of this document. Please contact Fire Marshal Ralph Sartain at (541) 552-2229 or via e-mail to ralph.sartain@ashland.or.us for any additional information on Fire Department requirements.

OREGON DEPARTMENT OF TRANSPORTATION (ODOT): *“We have no comments on the proposal.”* For any additional ODOT-related information, please contact John McDonald, Development Review Planner for ODOT Southwestern Region at (541) 957-3688 or via e-mail to John.MCDONALD@odot.state.or.us.

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

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 only install a stub out to the location where the double check detector assembly (DCDA) or reduced pressure detector assembly (RPDA) 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 in some cases the geographical location of the building or facility. Please Contact Steve Walker by phone at: (541) 552-2326 or via e-mail to 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.”

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UNDERLYING ZONE PROVISIONS (18.2.6.030)

Zoning: E-1, with the Residential and Detail Site Review Overlays

Maximum Building Height: 40 feet.

Standard Yard Requirements: There is no minimum front, side, or rear yard required, except where buildings on the subject site abut a residential zone, in which case a side of not less than 10 ft and a rear yard of not less than 10 ft per story is required.

Solar Access. The final application would need to demonstrate compliance with applicable solar access standards.

Lot Coverage: There is no underlying minimum lot area, width or depth, or maximum lot coverage; or minimum front, side or rear yard, except as required to comply with the special district and overlay zone provisions of part 18.3 or the site development and design standards of part 18.4 which, among other things, call for no more than 85 percent lot coverage. All areas other than natural landscaping which allow the normal infiltration of water into the soil are considered coverage. Please identify all existing and proposed lot coverage on site plan and in text.

Landscaping Requirements: 15 percent. Parking areas and service stations shall meet the standards of chapters 18.4.3 Parking, Access, and Circulation, and 18.4.4 Landscaping, Lighting, and Screening.

Trees: Submittal requirements shall include items noted in chapter 18.4.5.030 for Tree Protection, which are also listed below. If trees are to be removed, the applicant is required to request their removal as required in chapter 18.5.7 with the application submittals.

Parking, Access & Circulation: As detailed in 18.4.3.

Signage: As detailed in 18.4.7.080. A separate sign permit application is required should any modifications to existing signage be proposed.

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APPLICATION DETAILS

Procedure: Site Design Review is required for new buildings in the E-1 zone, and because the

proposal involves total building areas of more than 10,000 square feet within the Detail Site Review Zone it requires a public hearing (i.e. a Type II procedure).

Type II Application Requirements (AMC 18.5.1.060.A)

1. **Application Form and Fee.** Applications for Type II review shall be made on forms provided by the Staff Advisor. One or more property owners of the property for which the planning action is requested, and their authorized agent, as applicable, must sign the application. The required application fee must accompany the application for it to be considered complete.
2. **Submittal Information.** The application shall include all of the following information.
 - a. The information requested on the application form (application form available on-line at: <http://www.ashland.or.us/Files/Zoning%20Permit%20Application.pdf>).
 - b. Plans and exhibits required for the specific approvals sought.
 - c. A written statement or letter explaining how the application satisfies each and all of the relevant criteria and standards in sufficient detail.
 - d. Information demonstrating compliance with all prior decision(s) and conditions of approval for the subject site, as applicable.
 - e. The required fee (*See below; fees are increased annually on July 1st.*)

Plan Requirements

Two (2) *readable* copies of the plans below on paper no larger than 11-inches by 17-inches are required, in addition to any full-sized plans provided. Note: The 11x17 copies are used for the Planning Commission packets and for the notices mailed to neighbors. Please submit clear, reproducible copies. **The final application submittal need to include scalable drawings with a graphic scale to facilitate review by staff, commissioners and the public.**

- Two (2) copies of the materials required for a Site Design Review application as detailed in LUO 18.5.2.040.
- Two (2) copies of a Tree Protection Plan as required in chapter 18.4.5.030 (*if the application will involve any site disturbance that would impact trees*).
- Two (2) Copies of the plans required for a Tree Removal Permit as required in chapter 18.5.7.030 (*if additional tree removal is proposed*).

Narrative Submittal Requirements:

Applicants are advised that in addition to required plans, written findings addressing how the ordinance criteria are satisfied in narrative format are required. The applicable criteria are included below. The Ashland Land Use Ordinance in its entirety may be accessed on-line at:

<https://ashland.municipal.codes/LandUse>

- Two (2) copies of the written findings addressing the approval criteria for Site Design Review, as detailed in LUO 18.5.2.050. Exceptions to Site Development and Design Standards are included in this section.
- Two (2) copies of written findings addressing the criteria from chapter 18.4.6.020.B for an Exception to Street Standards (*if applicable to the final proposal*).

- Two (2) copies of written findings addressing the criteria from chapter 18.5.7.040.B.2. for Tree Removal Permit to remove a tree that is not a hazard (*if applicable to the final proposal*).

UPCOMING APPLICATION DEADLINES: First Friday of each month
UPCOMING PC MEETINGS: Second Tuesday of each month

FEES:	Site Review (II)	\$2,149 + ½ % of valuation
	Exceptions	\$ 0 (<i>if applicable</i>)
	Tree Removal Permit	\$ 0 (<i>if applicable</i>)

***NOTES:**

- *Applications are accepted on a first come-first served basis.*
- *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.*
- *All applications received are reviewed by staff, and must be found to be complete before being processed or scheduled at a Planning Commission meeting.*
- *The first 15 COMPLETE applications submitted are processed at the next available Planning Commission meeting.*

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

May 22, 2019

Date

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

Date: 05-06-2019
Project Address: 640-648 Tolman Creek
Permit Number: PreApp-2019-00110
Project Description: Commercial Property
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:

- **Addressing** - Building numbers or addresses must be at least 4 inches tall, be of a color that is in contrast to its background, and shall be plainly visible and legible from the street fronting the property. Additional directional signage may be necessary to guide emergency responders down a driveway, path or through a gate. All premises identification, street signs and building numbers, must be in place with temporary signs when construction begins and permanent signage prior to issuance of any occupancy. OFC 505
- **Fire Apparatus Access Approach** - The angle of approach at the point where the public road transitions to the private fire apparatus access road must meet the City of Ashland Engineering Department specifications. OFC 503.2.8
- **Fire Apparatus Access** - Shared Access Easement-If a fire apparatus access road crosses onto or over another property owners parcel, an easement must be obtained to provide access for fire apparatus. Easement language needs to include wording that indicates that the shared access easement may not be modified, removed, or obstructed in any way without prior written approval from Ashland Fire and Rescue.
- **Fire Apparatus Access** - Commercial-If the furthest point on the structures is greater than 150' from the street, the entire length of the private drive or street must meet fire apparatus access. Fire apparatus access shall have a 20-foot-wide driving surface, must support 60,000 pounds, have a maximum slope of 15 percent, and have vertical clearance of 13' 6". Inside turning radius is at least 20 feet and outside turning radius is at least 40 feet and must be indicated on site plans submitted for-building permits. Fire apparatus access is required to be signed as "No Parking-Fire Lane". Final plat needs to indicate that the private drive is fire apparatus access and must state that it cannot be modified without approval of Ashland Fire & Rescue.
- **Aerial Ladder Access** – Structures exceeding 24 feet in height above the lowest level of fire apparatus access are required to provide access roads capable of accommodating fire department aerial apparatus. These access roads are required to be 26 feet in width in the immediate vicinity of the building. OFC Appendix D 105 as amended by AMC 15.28.070 K & L.
- **Firefighter Access Pathway** – An approved footpath around the structure is required so that all exterior portions of the structure can be reached with the fire hose. Any changes in elevation greater than two feet in height (such as retaining walls) require stairs. The stairs shall be an all-weather surface, and meet the requirements as specified in the Oregon Structural Specialty Code. OFC 503.1.1
- **Fire Flow** – Fire flow is determined by table B105.1 in Appendix B of the Oregon Fire Code. An increase or reduction as referenced by this code section may be required or allowed. Square footage of a structure for the purpose of determining fire flow includes all areas under the roof

including garages, covered decks, basements and storage areas. A fire flow reduction of up to 75% can be allowed with the installation of a fire sprinkler system.

- **Fire Hydrant Spacing** - The allowable distance between hydrants on new streets serving residential or commercial properties shall not exceed 350 feet.
- **Fire Hydrant Distance to Structures** - Hydrant distance is measured from the hydrant, along a driving surface, to the approved fire apparatus operating location. Hydrant distance shall not exceed 300 feet. Hydrant distance can be increased to 600 feet if approved fire sprinkler systems are installed.
- **Fire Hydrants Clearance** - Hydrants must have 3 feet of clearance extending from the center nut of the hydrant all the way around. Fences, landscaping and other items may not obstruct the hydrant from clear view. Hydrants must be shown on site plan when submitting for building permits.
- **Fire Department Work Area** - Flag drives serving structures greater than 24 feet in average roof height shall provide a Fire Work Area of 20 feet by 40 feet. At least one perimeter leg of the Fire Work Area shall be within 50 feet of the structure. The Fire Work Area requirement shall be waived if the structure served by the drive has an approved automatic fire sprinkler system installed.
- **Fire Sprinkler System** – The installation of a fire sprinkler system may be an acceptable means to mitigate deficiencies related to other fire requirements such as fire flow, hose reach, fire lane width, fire apparatus turn-around, distance to fire hydrants, and fire department work areas. OFC 503.1.1
- **Fire Department Connection (FDC)** - The FDC is required to be a 2 ½" Siamese female connection installed 18" to 48" above finished grade. A single 2 ½" NST female swivel connection with rocker lugs and cap is acceptable if hydraulic calculations are provided that indicate a single 2 ½" line will adequately serve the system. Fire flow alarm shall be placed on the FDC. FDC shall be placed in a location approved by the fire department. Locking Knox FDC Caps shall be installed.
- **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 a 2A1 OBC 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.
- **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.
- **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
- **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.

- **Fire Season** – *If work will be completed during fire season, check fire season fire prevention requirements found at www.ashland.or.us/fireseason.*

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

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 additional TIA will be required for this portion of the project, one was submitted with the original Planning Action.
3. **Street Improvement** – No additional street improvements, beyond those necessary to comply with City Street Standards, will be required at this time.
4. **Right of Way** – No additional right of way dedication, beyond any necessary to comply with City Street Standards, will be required at this time.
5. **Sanitary Sewer** - The property is currently served by **an 8-in sanitary sewer main in the future Independent Way**. The applicant proposed improvements must be reviewed, approved and permitted by the City of Ashland Engineering Department.
6. **Water** - The property is currently served by **an 8-in water main in Independent Way**. City of Ashland Water Department shall tap existing water main and install any new water services and water meter boxes that are proposed by development. City of Ashland Water Department must be contacted for availability, placement and costs associated with the installation of the new water service. Service & Connection Fees will also be required for any new water services installed as part of this project.
7. **Storm Drainage** - The property is currently served by **a 12-in storm sewer main in Independent Way**. City of Ashland Engineering Department must review an engineered storm drainage plan.

Storm Water Facility Design Requirements

Projects that will develop or redevelop more than 2,500 square feet of impervious surfaces (buildings, roads, parking lots, etc.) on a site must manage storm water runoff in compliance with the Rogue Valley Storm Water Quality Design Manual

(RVSWDM). Development or redevelopment of a single-family dwelling or duplex, constructed on a single tax lot, that is not part of a larger common plan of development will be exempt from the requirements of the Design Manual. Below are additional requirements of the City of Ashland which either differ from or are in addition to the RVSWDM:

- *All storm water detention facilities must have an overflow structure capable of safely passing the 25-year storm to an approved storm water facility. Peak flow for destination requirements may be calculated using the Rational Method with an ODOT Zone 5 IDF curve for a 10-year storm event (25-year storm event for bypass calculations), or any other comparable method. The flow calculations are the same as described in the RVSWDM for flow control measures.*
- *The default value for pre-development peak flow shall be 0.25 CFS per acre.*
- *Detention volume shall be sized for the 25-year, 24-hour peak flow and volume.*
- *An overflow spillway shall be provided to convey the 25-year peak flow for systems receiving up to 50 CFS, and 100-year peak flow for systems receiving more than 50 CFS.*
- *Water Quality BMPs shall provide at least 80% removal of bacteria and TSS (75 microns and larger).*
- *Conveyance for drainages less than 300 acres shall be sized to carry the ODOT Zone 5, 25-year event.*
- *Culverts with flows greater than 50 CFS shall be sized to carry the ODOT Zone 5, 50-year event.*
- *Existing wetlands, natural drainage ways, and open spaces shall be preserved from development to provide their natural flow attenuation, retention, or detention of runoff by providing a buffer.*
- *The grading plan shall indicate the direction of flow of all surface flows, including those on to and from adjoining properties. Site grading shall be designed to provide positive drainage away from all buildings and structures except those designed to withstand flooding in accordance with the building code standards for flood-proofing. Freeboard shall be specified on the grading plan per AMC 15.10.*
- *Bridges, Culverts & other flow limiting structures in or near riparian areas shall be permitted in accordance with the agency's requirements in AMC 18.3.10.080. Removal/fill permits shall be submitted with the plans.*

8. Erosion & Sediment Control - The following requirements shall be met:

- *All ground disturbances exceeding 1,000 square feet shall implement an Erosion and Sediment Control Plan (ESCP).*
- *A 1200-C permit will be secured by the developer where required under the rules of the Oregon State DEQ. City of Ashland Engineering Department must receive a copy of this permit before any construction shall begin.*
- *Erosion Prevention and Sediment control measures that meet the minimum standards set forth by the City of Ashland Public Works/Engineering Standard Drawing CD282 must be in place before any construction related to the project begins.*
- *Pollution, track out, and sediment dumping into storm water are strictly prohibited per AMC 9.08.060.*
- *Drainage from automotive use areas shall be limited to oil concentrations of 10 mg/l by a pre-approved means.*
- *Trash storage areas shall be covered or provide additional storm water treatment by an*

approved means.

- *Off street parking areas shall conform to Ashland Municipal Code 18.4.3.080.B.5, including provisions to minimize adverse environmental and microclimatic impacts.*

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