
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**
September 9, 2020

SITE: 640-648 Tolman Cr Rd
APPLICANT: IPCO South/Rogue
REQUEST: Site Review and possible P&E permit

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.

Review Procedure: AMC 18.5.2.030.B provides that any new structure in the E-1 zone exceeding 15,000 sq. ft. requires a type II review procedure.

- The application materials mention 'performance standards option' but then makes no mention of subdividing the property, is this correct? If not, an application should clearly address proposed property line locations, dedications, and easements.
- The application indicates that this project is to be phased but does not provide any additional detail on phases of the project, a final application should provide additional detail of the phasing of the project.

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. Items to be addressed include:

- **Building Orientation to the Street & Sense of Entry**
 - Staff has concerns that a large retaining wall along the northern property frontage does not meet the requirements for a sense of entry.
 - Final building elevations drawings should include finished grade, and street grade.
 - There should be no extension of handrails into pedestrian corridor (typically, building codes call for extension of handrail 12" beyond landing of stairs.)
- **Parking:** A final application should provide additional detail on the proposed use of the buildings and parking requirements per each proposed use.
 - A comprehensive parking analysis should address the existing parking along the western side of this parcel: it is unclear if that existing parking is meant to serve the existing building or proposed buildings.

The preliminary plans indicate 53 parking spaces for 33,514 sq. ft. = 1 space / 632.3 sq. ft.
General Office requires 1 / 500 sq. ft. 33514 / 500 = 68
Industrial, Manufacturing, Warehousing requires 1 space / 1000 sq. ft. 33514 / 1000 = 34

- **Pedestrian Access & Circulation**
 - Revised plans will need to demonstrate pedestrian connectivity between all building entrances on site.
 - Final site plan shall address one-way circulation behind building 5 and related signage / markings.
- **The site plan should examine if the earth movement proposed associated with the eastern parking are passes the threshold for a P&E Permit.**
 - AMC 18.3.10.020.A.1.a provides that *Earth-moving activities such as grading, filling, stripping, or cutting involving more than 20 cubic yards on any lot, or earth-moving activity disturbing a surface area greater than 1000 square feet* will require a P&E review.
- **Overall Landscaping & Irrigation**
 - 15% of the site including treatment
 - One Street tree per 30 feet.
- **Parking Lot Landscaping** - 1 tree per seven spaces / 7% landscaping
- The applicant may want to consider a comprehensive plan to address signage and proposed sign locations during the Site Design Review process. Ground Sign (Vision clearance area)

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. 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): 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.”

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 15,000 square feet 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 18.5.7.040.B.2. for Tree Removal Permit to remove a tree that is not a hazard (*if applicable to the final proposal*).

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:

Aaron Anderson, *Assistant Planner*
City of Ashland, Department of Community Development
Phone: 541-552-2052 or e-mail: aaron.anderson@ashland.or.us

September 09, 2020

Date

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

Pre-Application Comments

Date: 08-27-2020

Project Address: 640-680 Tolman Ck Rd
Project Description: New Commercial

Permit Number: PreApp-2020-00221

Ashland Fire & Rescue Contact: Ralph Sartain 541-552-2229 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 505 Multi-Unit Address Sign - The developer must provide a minimum access address sign. A pre-approved address sign can also be utilized.

OFC 503.2.8 Fire Apparatus Access Approach -The angle of approach at the point where the public road transitions to the private fire apparatus access road must meet the City of Ashland Engineering Department specifications.

AMC Fire Apparatus Access -Shared Access Easement-If a fire apparatus access road crosses onto or over another property owners parcel, an easement must be obtained to provide access for fire apparatus. Easement language needs to include wording that indicates that the shared access easement may not be modified, removed, or obstructed in any way without prior written approval from Ashland Fire and Rescue.

AMC Fire Apparatus Access -Commercial -If the furthest point on the structures is greater than 150' from the street, the entire length of the private drive or street must meet fire apparatus access. Fire apparatus access shall have a 20-foot-wide driving surface, must support 60,000 pounds, have a maximum slope of 15 percent, and have vertical clearance of 13' 6". Inside turning radius is at least 20 feet and outside turning radius is at least 40 feet and must be indicated on site plans submitted for-building permits. Fire apparatus access is required to be signed as "No Parking-Fire Lane". Final plat needs to indicate that the private drive is fire apparatus access and must state that it cannot be modified without approval of Ashland Fire & Rescue.

AMC Aerial Ladder Access – Structures exceeding 24 feet in height above the lowest level of fire apparatus access are required to provide access roads capable of accommodating fire department aerial apparatus. These access roads are required to be 26 feet in width in the immediate vicinity of the building. OFC Appendix D 105 as amended by. AMC 15.28.070 K & L

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

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

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

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

OFC 503.1.1 Firefighter Access Pathway – An approved footpath around the structure is required so that all exterior portions of the structure can be reached with the fire hose. Any changes in elevation greater than two feet in height (such as retaining walls) require stairs. The stairs shall be an all-weather surface, and meet the requirements as specified in the Oregon Structural Specialty Code. OFC 503.1.1

AMC Fire Apparatus Turn Around -An approved fire apparatus turnaround may be required for this project. Fire apparatus access roads greater than 150 feet in length are required to provide a fire apparatus turn around. The turnaround must be identified in an approved manner with "No Parking-Fire Lane" signs and must remain clear at all times. Please refer to the City of Ashland Minimum Turn-Around Standards diagram to determine which layout works best for your project.

OFC B105.1 Fire Flow – Fire flow is determined by table B105.1 in Appendix B of the Oregon Fire Code. An increase or reduction as referenced by this code section may be required or allowed. Square footage of a structure for the purpose of determining fire flow includes all areas under the roof including garages, covered decks, basements and storage areas. A fire flow reduction of up to 75% can be allowed with the installation of a fire sprinkler system.

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

AMC Fire Hydrant Distance to Structures - Hydrant distance is measured from the hydrant, along a driving surface, to the approved fire apparatus operating location. Hydrant distance shall not exceed 300 feet. Hydrant distance can be increased to 600 feet if approved fire sprinkler systems are installed.

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

507.5.5 Fire Hydrants Clearance - Hydrants must have 3 feet of clearance extending from the center nut of the hydrant all the way around. Fences, landscaping and other items may not obstruct the hydrant from clear view. Hydrants must be shown on site plan when submitting for building permits.

AMC Fire Department Work Area -Flag drives serving structures greater than 24 feet in average roof height shall provide a Fire Work Area of 20 feet by 40 feet. At least one perimeter leg of the Fire Work Area shall be within 50 feet of the structure. The Fire Work Area requirement shall be waived if the structure served by the drive has an approved automatic fire sprinkler system installed.

OFC 503.1.1 Fire Sprinkler System – The installation of a fire sprinkler system may be an acceptable means to mitigate deficiencies related to other fire requirements such as fire flow, hose reach, fire lane width, fire apparatus turn-around, distance to fire hydrants, and fire department work areas.

Fire Sprinkler System – If access to site exceeds 10 % the installation of a residential system will be required. 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

AMC Fire Department Connection (FDC) - The FDC is required to be a 2 ½" Siamese female connection installed 18" to 48" above finished grade. A single 2 ½" NST female swivel connection with rocker lugs and cap is acceptable if hydraulic calculations are provided that indicate a single 2 ½" line will adequately serve the system. Fire flow alarm shall be placed on the FDC. FDC shall be placed in a location approved by the fire department. Locking Knox FDC Caps shall be installed.

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

Fire Extinguishers - Provide 2A1 0BC fire extinguishers within 75 feet of travel distance. The fire extinguisher shall be mounted on the wall at approximately 48 inches above the floor.

Gates and Fences – Obstructions such as gates, fences, or any other item which would block or reduce the required fire apparatus access width must be shown on the plans and approved by Ashland Fire and Rescue.

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

AMC Wildfire Hazard Areas - All structures shall be constructed or re-roofed with Class B or better non-wood roof coverings, as determined by the Oregon Structural Specialty Code. No structure shall be

constructed or re-roofed with wooden shingles, shakes, wood-product material or other combustible roofing material, as defined in the City's building code. AMC 18.3.10.100

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

Construction General Information/Requirements

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

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

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

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

Public Works/Engineering Pre-Application Comments

Public Works Conditions of Approval

1. Engineered Plans - Where public improvements are required or proposed, the applicant's engineer shall submit design plans for approval of all public improvements identified on the approved plan or as specified in conditions of approval. One set of these civil plans **MUST** be submitted **DIRECTLY** to the Public Works/Engineering Department. All design plans must meet the City of Ashland Public Works Standards. Engineered construction plans and specifications shall be reviewed and signed by the Public Works Director, prior to construction. All public facilities within the development will be designed to the City of Ashland Engineering Design Standards for Public Improvements. The engineered plans shall also conform to the following:
 - If drawings are submitted to the City of Ashland digitally, they shall be true scale PDF drawings. If AutoCAD drawings are also submitted, they shall be compatible with the AutoCAD release being used by the City at that time and shall be located and oriented within the Oregon State Plain Coordinate System (NAD83-89).
 - Drawings sizes shall comply with ANSI-defined standards for page width and height. Review drawings may be submitted in B size (11x17). Bidding and construction documents may also be printed at B size; however, all final as-constructed drawings must be submitted to scale on D-size (24x36) Mylar. Digital files of the as-constructed drawings shall also be submitted. Drawings shall be drawn such that reduction of plans from full size (D sized) to half size (B sized) can be done to maintain a true scale on the half-sized plans.
2. TIA (Transportation Impact Analysis) – The City of Ashland feels that this project may meet at least one of the thresholds at which a TIA is required. The applicant shall have a Registered Engineer submit evidence that a TIA should not be required if the thresholds are not met.

All land use actions that either propose direct or indirect access to a State highway or a boulevard will need to provide the City of Ashland with the information outlined below. The governing jurisdiction will then inform ODOT of the intended land use action and provide pertinent review material. These guidelines are intended to ensure that developments do not negatively impact the operation and/or safety of the roadway.

- A. Applicants must submit a preliminary site plan for review to the City of Ashland, prior to the pre-application conference. At a minimum, the site plan shall illustrate:
 1. The location of existing access point(s) on both sides of the road within 500 feet in each direction for Category 4 segments or 5 lane boulevards, and 300 feet for Category 5 segments and 3 lane arterials;
 2. Distances to neighboring constructed public access points, median openings, traffic signals, intersections, and other transportation features on both sides of the property (this should include the section of roadway between the nearest upstream and downstream collector);
 3. Number and direction of site access driveway lanes to be constructed, as well as an internal signing and striping plan;
 4. All planned transportation features on the State highway/boulevard (such as auxiliary lanes, signals, etc.);
 5. Trip generation data or appropriate traffic studies (See the following section for the state's traffic

impact study requirement thresholds.);

6. Parking and internal circulation plan;
7. Plat map showing property lines, right of way, and ownership of abutting properties;
8. A detailed description and justification of any requested access variances;
- B. Proposed land use actions, new developments, and/or redevelopment accessing a State highway/boulevard, directly or indirectly (via collector or local streets), will need to provide traffic impact studies to the respective local reviewing jurisdiction(s) and ODOT if the proposed land use meets one or more of the following traffic impact study thresholds. A traffic impact study will not be required of a development that does not exceed the stated thresholds.
 1. Trip Generation Threshold: 50 newly generated vehicle trips (inbound and outbound) during the adjacent street peak hour;
 2. Mitigation Threshold: Installation of any traffic control device and/or construction of any geometric improvements that will affect the progression or operation of traffic traveling on, entering, or exiting the highway;
 3. Heavy Vehicle Trip Generation Threshold: 20 newly generated heavy vehicle trips (inbound and outbound) during the day;

All traffic impact studies will need to be prepared by a registered professional engineer in accordance with ODOT's development review guidelines.

C. Traffic Impact Study Requirements

1. The following is a summary of the Oregon State Highway minimum requirements for a traffic report. ODOT views the following requirements as the minimum considerations to be dealt with by Professional Traffic Engineering Consultants in their analysis of traffic impacts resulting from new developments adjacent to State highways.
2. The analysis shall include alternates other than what the developer originally submits as a proposal for access to state highways, city streets, and county roads.
3. The analysis of alternate access proposals shall include:
 - (i) Existing daily and appropriate design peak hour counts by traffic movements, at intersections which would be affected by traffic generated by the development (use traffic flow diagrams).
 - (ii) Projected daily and appropriate design peak hour volumes for these same intersections, and at the proposed access points after completion of the development. If the development is to be constructed in phases, projected traffic volumes at the completion of each phase should be determined.
 - (iii) Trip Generation shall be calculated using the Institute of Transportation Engineers' manual "TRIP GENERATION 5th Edition" or other, more current, and/or applicable information.
 - (iv) A determination of the need for a traffic signal based on warrants in the "Manual on Uniform Traffic Control Devices."
4. The recommendations made in the report should be specific and shall be based on a minimum level of service "D" when the development is in full service. As an example, if a traffic signal is recommended, the recommendations should include the type of traffic signal control and what movements should be signalized. If a storage lane for right turns or left turns is needed, the recommendations should include the amount of storage needed. If several intersections are involved for signalization, and an interconnect system is considered, specific analysis should be made concerning progression of traffic between intersections.
5. The internal circulation of parking lots must be analyzed to the extent that it can be determined whether the points of access will operate properly.
6. The report shall include an analysis of the impacts to neighboring driveway access points and

adjacent streets affected by the proposed new development driveways.

7. The report should include a discussion of bike and pedestrian usage and the availability of mass transit to serve the development.
3. Street Improvement – No additional street improvements, beyond those necessary to comply with City Street Standards, will be required at this time. The applicant proposed improvements must be reviewed and permitted by the City of Ashland Engineering Department.
4. Right of Way – No additional right of way dedication, beyond that necessary to comply with City Street Standards, will be required at this time.
5. Sanitary Sewer - The property is currently served by an 8-in sanitary sewer main in 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 24-in storm sewer main in Independent Way. City of Ashland Engineering Department must review an engineered storm drainage plan.

Storm Water Facility Design Requirements

All development or redevelopment that will create or replace 2,500 square feet or more of impervious surface (buildings, roads, parking lots, etc.) area that discharges to an MS4 (municipal separate storm sewer systems), must comply with the requirements of the DEQ MS4 General Permit phase 2. Applicant MUST follow the guidance and requirements set forth in the current Rogue Valley Stormwater Quality Design Manual which can be found at the following website:

<https://www.rvss.us/pilot.asp?pg=StormwaterDesignManual>

All stormwater calculations, reports, drawings, etc. shall be submitted to the City of Ashland Engineering Department for review.

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-Builts - Where public improvements are required or completed, the developer shall submit to the City of Ashland, reproducible as-built drawings and an electronic file of all public improvements constructed during and in conjunction with this project. Field changes made during construction shall be drafted to the drawings in the same manner as the original plans with clear indication of all modifications (strike out old with new added beside). As-built drawings shall be submitted prior to final acceptance of the construction, initiating the one-year maintenance period.
 12. Addresses – Any new addresses must be assigned by City of Ashland Engineering Department.
 13. Sign & Traffic Control Devices– Sign installation and visibility must be maintained to the requirements of the Manual of Uniform Traffic Control Devices (MUTCD). The applicant proposed signage must be reviewed and approved by the City of Ashland Engineering Department.