
The comments of this pre-application 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
June 13, 2018

SITE: 795 Jaquelyn St
APPLICANT: Rogue Planning & Development
OWNER: Livni Family Trust
REQUEST: Outline/Final, P&E

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.

Summary: Staff has concerns about the extent of development in the Flood Plain Corridor Lands.

PHYSICAL & ENVIRONMENTAL (P&E) CONSTRAINTS REVIEW PERMIT

The final application will need to address the approval criteria and submittal requirements for a Floodplain Development permit.

18.3.10.080 Development Standards for Flood Plain Corridor Lands

A. Standards for Fill in Flood Plain Corridor Lands

3. The amount of fill in the Flood Plain Corridor shall be kept to a minimum. Fill and other material imported from off the lot that could displace floodwater shall be limited to the following.

- a. Poured concrete and other materials necessary to build permitted structures on the lot.
- b. Aggregate base and paving materials, and fill associated with approved public and private street and driveway construction.
- c. Plants and other landscaping and agricultural material.
- d. A total of 50 cubic yards of other imported fill material.
- e. The above limits on fill shall be measured from April 1989, and shall not exceed the above amounts. These amounts are the maximum cumulative fill that can be imported onto the site, regardless of the number of permits issued.

These fill limits will hinder the ability to construct a parking area in the Flood Plain Corridor.

D. Elevation of Residential Structures. All residential structures shall be elevated so that the lowest habitable floor shall be raised to one foot above the elevation contained in the maps adopted in AMC 15.10, or to the elevation contained in the official maps adopted pursuant to section 18.3.10.070 Official Maps, whichever height is greater. Where no specific elevations exist, then they must be constructed at an elevation of ten feet above the stream channel on Ashland, Bear, or Neil Creek; to five feet above the stream channel on all other Riparian Preservation Creeks identified on the official maps adopted pursuant to section 18.3.10.070; and three feet above the stream channel on all other Land Drainage Corridors identified on the official maps adopted pursuant to section 18.3.10.070, or one foot above visible evidence of high flood water flow, whichever is greater. An

engineer or surveyor shall certify the elevation of the finished lowest habitable floor prior to issuance of a certificate of occupancy for the structure.

E. Structure Placement. To the maximum extent feasible, structures shall be placed on other than Flood Plain Corridor Lands. In the case where development is permitted in the Flood Plain Corridor area, then development shall be limited to that area which would have the shallowest flooding.

H. Building Envelopes. All lots modified by property line adjustments, and new lots created from areas containing Flood Plain Corridor Land, must have building envelopes containing buildable area of a sufficient size to accommodate the uses permitted in the underlying zone, unless the action is for open space or conservation purposes. This section shall apply even if the effect is to prohibit further division of lots that are larger than the minimum size permitted in the zoning ordinance.

SITE DESIGN REVIEW

Site Design Review: The application requires Site Design Review to consider the requested Cottage Housing Development. *Without scalable plans and elevation drawings of the proposed units it is difficult for staff to comment on Site Design issues. We recommend a following meeting to review site design standards once a design is in place.*

Adequate Capacity of Public Utilities: The applicants will need to demonstrate that adequate water, sanitary sewer, storm sewer, and electricity services, and paved access/adequate transportation are available or can be extended to serve the proposed development. The Site Plan must show the location and size of the public utility lines that will serve the proposed parcels and detail service locations for each proposed lot, and plans will not be deemed complete without a utility plan which includes an Electric Department-approved electric service plan. *(See utility notes in Public Works comments at the end of this document.)*

Tree Preservation, Protection and Removal: An inventory of all trees six-inches in diameter at breast height and greater on the property and within 15 feet of the property boundaries is required with the application under AMC 18.4.5. The inventory must include detailed information including but not limited to species, diameter at breast height, condition, and drip line/protection area of each tree. The plan must clearly identify trees to be preserved and how they will be protected and show those trees to be removed, and address the tree removal permit requirements in AMC 18.5.7 for significant trees to be removed. Tree removal permit requests would be considered in light of the Performance Standards focus on preserving natural features and the Hillside Development Standards as well as the Tree Removal Permit criteria.

Details: The final application materials will need to make clear the proposed lot configuration, that lot coverage is addressed, how the perimeter setback and front yard setbacks in the Performance Standards are to be addressed and provide scalable site plans and elevation drawings.

Pedestrian Circulation: The final application will need to include details of on-site pedestrian circulation; walkways will need to be considered in lot coverage calculations.

Flag Drive Standards: Any driveways in excess of 50 feet in length are considered to be flag drives and subject to the development standards thereof, as detailed in AMC 18.5.3.060.

COTTAGE HOUSING

Cottage Housing Developments/Site Design Review: Where allowed, CHD are subject to Site Design Review including the Building Placement, Orientation and Design Standards for Residential Development.

Open Space: The treatment of open space will need to be clarified on the site plan to make clear that the requirement in having no dimension less than 20 feet is met, and in distinguishing common open space from private space.

Square Footage Deed Restriction: As required in 18.2.3.090.C.8, a deed restriction will be required to be placed on the property/-ies notifying future property owners of the size restrictions for the CHD.

Solar Access: Structures within Cottage Housing developments meeting the standards in AMC 18.2.3.090, that cast their shadows entirely within the parent parcel of the Cottage Housing Development, shall be exempt from the Solar Access setback standards in 18.4.8.030 *provided they do not cast a shadow upon the roof of a dwelling within the cottage housing development.*

PERFORMANCE STANDARDS SUBDIVISION (OUTLINE/FINAL PLAN)

Significant Natural Features: A key element of the Performance Standards Options subdivision chapter (AMC 18.3.9) is its intent to identify and preserve significant natural features. Specifically, the chapter notes, “*The existing and natural features of the land; such as wetlands, floodplain corridors, ponds, large trees, rock outcroppings, etc., have been identified in the plan of the development and significant features have been included in the open space, common areas, and unbuildable areas (AMC 18.3.9.040.A.3.c).*” The final application will need to include detail (i.e. an arborist’s report) addressing the site’s trees and any other natural features to demonstrate that the lots, envelopes and site circulation have been located based upon careful consideration for preserving any significant natural features of the property. Tree removal permit requests would be considered in light of the Performance Standards focus on preserving natural features as well as the Tree Removal Permit and Floodplain Corridor criteria, and the applicants should evaluate and consider significant existing trees in initial site planning.

DEMOLITION

If any existing structures in excess of 500 square feet are proposed for removal, they would require a Demolition/Relocation Permit through the Building Division. Buildings under this threshold square footage do not require a Demolition/Relocation Permit but would still require a permit in conjunction with demolition to assure that utilities are properly addressed during demolition.

MISCELLANEOUS/GENERAL

Site Visit: Prior to a hearing, staff would recommend that a Site Visit be arranged with the Planning Commission to give them an idea of the specifics of the site (*i.e. topography relative to adjacent properties, existing frontage improvements, driveway locations, existing house, stature and condition of existing trees, etc.*).

Neighborhood Outreach: Staff always recommends applicants approach the affected neighbors to discuss proposals and try to address any concerns as early in the process as possible. Notices will be sent to owners of neighboring properties within a 200-foot radius, signs posted on the site and advertised in the local newspaper once an application is deemed complete. In many cases, it is better if neighbors hear of the proposal from the applicants rather than by a formal notice from the city.

Written Findings/Burden of Proof: Applicants should be aware that written findings addressing the ordinance and all applicable criteria are required, and are heavily depended on in the decision making process 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

FIRE DEPARTMENT: *See attached comments at the end of this document.* Please contact Division Chief Ralph Sartain of the Fire Department for any additional information at (541) 552-2229.

BUILDING DEPARTMENT: *No comments at this time.* Please contact the Building Division for any additional information at (541) 488-5309.

CONSERVATION DEPARTMENT: *No comments at this time.* There may be current City of Ashland rebates for the installation of high efficiency toilets (HET) as well as some appliances such as refrigerators, dishwashers and washing machines. Appliances may also be eligible for state tax credits through the Oregon Department of Energy. There may also be opportunities for homes to be built more sustainably or more energy efficient with financial and/or technical assistance from the City. For more information on currently available Conservation programs, please contact the City of Ashland Conservation Division at (541) 552-2062 or e-mail Dan.Cunningham@ashland.or.us.

PUBLIC WORKS DEPARTMENT: *See comments provided at the end of this document.* For any further information, please contact Karl Johnson at (541) 552-2415 or via e-mail to: karl.johnson@ashland.or.us.

ELECTRIC DEPARTMENT: The applicant will need to contact Dave Tygerson in the Electric Department at (541) 552-2389 to discuss service requirements and fees. An approved electric service

plan is required to be included in the final application submittal for the application to be deemed complete. Dave can arrange an on-site meeting to assess service requirements and will prepare a schematic service plan to be incorporated into the applicants' civil drawings. Please allow additional time for scheduling an on-site meeting with Dave Tygerson, subsequent preparation of a schematic plan, and incorporation of this plan into your submittals. *Applications will not be deemed complete without an approved electric service plan.*

WATER AND SEWER SERVICE: *“If the project requires additional water services or upgrades to existing services the Ashland Water Department will excavate and install in the city right of way all water services up to and including the meter on domestic and commercial water lines. If a fire line is required the water department will also only install a stub out to the location where the double check detector assembly (DCDA) complete with a Badger brand cubic foot bypass meter should be placed in a vault external to the building. The vault and the DCDA device housed in it are the responsibility of the property owner and should be placed at the property line. Fees for these installations are paid to the Water Department and are based on a time and materials quote to the developer or contractor. Meter sizes and fire line diameters will need to be provided to the Water Department at the time of a quote being requested. Please Contact Steve Walker at 541-552-2326 or e-mail walkers@ashland.or.us with any questions regarding water utilities.”*

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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:

- **Outline Plan AMC 18.3.9.040.A.3**
- **Final Plan AMC 18.3.9.040.A.5**
- **Cottage Housing Standards AMC 18.2.3.090**
- **Site Design Review AMC 18.5.2.050**
- **Physical & Environmental Constraints AMC 18.3.10.050**
- **Tree Removal Permit 18.5.7.040.B.2 (if applicable)**

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.

- **Performance Standards Subdivision Outline & Final AMC 18.3.9040.A.2 & A.4**
- **Site Design Review AMC 18.5.2.040**
- **Physical & Environmental Constraints AMC 18.3.10.040**
- **Tree Protection Plan AMC 18.4.5.030**
- **Tree Removal Permit AMC 18.5.7030**

NEXT APPLICATION DEADLINE:	First Friday of each month
UPCOMING PLANNIGN COMMISSION MEETING:	Second Tuesday of each month
FEES*:	
Outline & Final Plan Approval:	\$2,795 + \$ 140 per lot
Physical & Environmental Constraints Permit:	\$1,046
Site Design Review:	\$1,046
Demolition (if applicable):	\$ 346
Exceptions (if applicable):	\$0
Tree Removal Permits:	\$0

***NOTES:**

Annual fee increases will occur on July 1st and will be available on-line at <http://www.ashland.or.us/Page.asp?NavID=11833> once adopted by council.

Applications are accepted on a first come-first served basis. All applications received are reviewed by staff, 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, and the first COMPLETE applications submitted are processed at the next available Planning Commission meeting.

For further information, please contact:

Fotini Kaufman, Nathan Emerson
Assistant Planners

Phone: 541-552-2044/ E-mail: fotini.kaufman@ashland.or.us

June 13, 2018 _____

Phone: 541-552-2053/ E-mail: nathan.emerson@ashland.or.us

FIRE COMMENTS - Pre-Application Comments

Date: 05-25-2018

Project Address: 795 Jaquelyn St

Permit Number: PreApp-2018-00011

Project Description: 11 Lot Subdivision

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 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 – More than Three Residential Lots - 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 constructed of an all weather driving surface. Fire apparatus access must support 44,000 pounds, no parking, have a maximum slope of 15 percent, and have vertical clearance of 13' 6". With the installation of fire sprinklers, 200' of the driveway is allowed to have an 18 percent slope. Inside turning radius is at least 20 feet and outside turning radius is at least 40 feet and must be indicated on site plans submitted for building permits. Fire apparatus access is required to be signed as "No Parking-Fire Lane". Final plat needs to indicate that the private drive is fire apparatus access and must state that it cannot be modified without approval of Ashland Fire & Rescue

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.

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.

Fire Apparatus Turn Around – An approved fire apparatus turn around is required for this project. Fire apparatus access roads greater than 150 feet in length are required to provide a fire apparatus turn around. The turn around 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.

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.

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.

PUBLIC WORKS 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 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) –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.

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.