

---

*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**

April 22, 2020

---

**SITE:** Plaza North (First@Lithia)  
**APPLICANT:** Randy Jones  
First Place Partners, LLC  
**REQUEST:** Site Design 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.

**Summary:** The proposal would consolidate the two existing tax lots into one, and construct a single three-story mixed-use building consisting of two groundfloor commercial spaces and four dwelling units on the upper floors. Staff are generally supportive of the proposal and look forward to seeing the completion of the First Place development. In staff's view, review is likely to focus on detailing the changes to the subdivision approval and looking at the building designs as they relate to the Historic District and Downtown Design Standards.

**Design & Design Standards:** The Historic District and Downtown Design Standards generally seek: a "staggered streetscape" appearance with some variation in height at property lines to respect the historic development pattern, a clear distinction between the ground level and upper floors, a "sense of strength", vertical rhythms, and a complexity of color and material treatments. Staff would suggest that the design and findings focus strongly on addressing these standards, including but not limited to:

- **18.4.2.040.C.1.f.** Clearly illustrate and discuss how "arcades, roofs, alcoves, porticoes and awnings" are provided to address required protection from sun and rain. Planning Commission has typically sought a covered area with a depth of at least seven feet in meeting this standard.
- **18.4.2.060.C.2.** Clearly illustrate and discuss how the building addresses the standard for "zero-setback" from the sidewalk and how recessed entries emphasize sense of entry. (As approved in 2014, a similar building design included an Exception request to allow a "staggered street setback" along First St.)
- **18.4.2.060.C.3.** Clearly illustrate and discuss how the design respects the traditional width of buildings in the downtown and relates to the human scale by providing sufficient "rhythmic divisions" in the building's façade/massing, including any variation in window dimensions.
- **18.4.2.060.C.4** Clearly illustrate and discuss how the upper floor windows comply with the standards' direction that they be "primarily vertical" or request an Exception if necessary.
- **18.4.2.060.C.5** – Clearly illustrate and discuss the buildings' base and the "sense of strength" sought in the standards as relates to the proposed design. Standards typically seek a base "typically from ground to bottom of lower window sills" and illustration #4 specifically discourages a too-high base.

**Commercial/Residential Split:** The application should demonstrate that the required groundfloor split between commercial and residential uses is met as proposed. *(The table provided includes numbers which total 120.1% and should be verified.)*

**Changes to Existing Approval:** The application should carefully detail the changes proposed to the approved density allocation, parking allocation, and any changes to the approved subdivision site plan (such as changes to accessible locations or changes to the trash enclosure location which may impact the amount of required parking lot landscaping provided and/or the ability to accommodate the required parking lot trees located within the same bay.

**Exception/Vehicle Area Design:** In recent applications where commercial development infrastructure was previously installed and does not comply with the current vehicle area design standards in AMC 18.4.3.080 *(e.g. in applying one of the strategies – light colored paving, porous paving, tree canopy or solar carports - in AMC 18.4.3.080.B.5 to reduce microclimatic impacts of parking)* the Planning Commission has indicated that an Exception to the Site Development and Design Standards is necessary.

**Historic Commission Review:** For commercial projects in the Historic Districts, staff typically advises applicants to schedule an informal design review with the full Historic Commission to consider the design in light of applicable standards and provide feedback (and identify any “red flag” issues) before a formal application is submitted. Advisory commission meetings have been suspended during the “COVID-19 period of emergency,” however staff would anticipate that there may be the potential for at least conducting electronic meetings via Zoom for the advisory commissions. Staff will keep the applicant updated on how design review will be conducted as the situation develops further.

**Solar:** The final application materials will need to include calculations demonstrating compliance with Solar Access “Standard B” which allows no greater shadow over the north property line than would be cast by a 16-foot tall fence. *(There appears to be a projection beyond the allowed shadow height in the drawings, but this may be a function of a two-dimensional representation of a three dimensional condition.)*

**Meter & Vault Locations:** Utility meter and vault and fire vault locations should be clearly identified on the final application submittals and should not be located within the sidewalk corridor or other areas such as those dedicated to providing required landscaping.

**LEED® Priority Processing:** Priority processing is available for planning actions involving LEED® certified buildings. Applicants wishing to receive priority planning action processing need to provide documentation with the application demonstrating that they have retained a LEED® Accredited Professional (AP) as part of the project team throughout the design and construction process and provide the LEED® checklist indicating the credits that will be pursued. *(Similar priority processing is available in building permit review for LEED® projects.)*

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

**Neighborhood Outreach:** Staff always recommends that applicants approach the affected neighbors, particularly those who are likely to receive notice of an application, in order to make them aware of the proposal and to try to address any concerns that may arise as early in the process as possible. Notices are typically sent to neighboring property owners within a 200-foot radius of the perimeter subject property, posted on the city website and on the property and published in the local newspaper.

**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:** Please contact Building Official Steven Matiaco in the Building Division for any information relative to building code issues, excavation or building permits, or inspection requirements at 541-552-2077 or via e-mail to [steven.matiaco@ashland.or.us](mailto:steven.matiaco@ashland.or.us) .

**CODE COMPLIANCE:** For any Land Use Code Compliance-related information, please contact Code Compliance Specialist Andrew Barrow in the Planning Department at 541-552-2424 or via e-mail to: [andrew.barrow@ashland.or.us](mailto:andrew.barrow@ashland.or.us) .

**CONSERVATION:** No comments at this time. For more information on Conservation Programs, please contact Dan Cunningham at 541-552-2063 or via e-mail to: [dan.cunningham@ashland.or.us](mailto:dan.cunningham@ashland.or.us) . Water Conservation Analyst Julie Smitherman is a resource for low-water landscaping and irrigation information, and can be reached at 541-552-2062 or via e-mail to [julie.smitherman@ashland.or.us](mailto:julie.smitherman@ashland.or.us) .

**PUBLIC WORKS & ENGINEERING:** *Please see attached comments.* Please contact Karl Johnson, EIT/Assistant Engineer, of the Public Works/Engineering Division for any further information at 541-488-5347 or via e-mail to: [karl.johnson@ashland.or.us](mailto:karl.johnson@ashland.or.us).

**FIRE DEPARTMENT:** *Please see attached comments.* Please contact Fire Marshal Ralph Sartain at (541) 552-2229 or via e-mail to [ralph.sartain@ashland.or.us](mailto:ralph.sartain@ashland.or.us) to verify any Fire Codes-related issues with the proposal.

**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 or reduced pressure detector assembly complete with a Badger brand cubic foot*

bypass meter should be placed in a vault external to the building. The vault and the DCDA or RPDA device housed in it are the responsibility of the property owner and should be placed at the property line. Fees for these installations are paid to the water department and are based on a time and materials quote to the developer or contractor. Meter sizes and fire line diameters will need to be provided to the Water Department at the time of a quote being requested.

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

**ELECTRIC SERVICE:** The applicants should contact Dave Tygerson with the Electric Department at 541-552-2389 or via e-mail to [tygersod@ashland.or.us](mailto:tygersod@ashland.or.us) to verify service needs, requirements and fee information. An Electric Department-approved service plan will need to be provided with the application submittal.

**ODOT:** “Comments that we have at this time: 1) Please recommend the property owner contact ODOT at 541-774-6360 to obtain any utility permits that may be needed for construction in the ODOT right of way; 2) No direct access to Lithia Way. For any additional information, please contact Micah Horowitz, AICP, ODOT Region 3 Senior Transportation Planner, 100 Antelope Road, White City, OR 97503 p: 541.774.6331 | c: 541.603.8431| e: [micah.horowitz@odot.state.or.us](mailto:micah.horowitz@odot.state.or.us).”

**HISTORIC COMMISSION:** When Historic Commission and other advisory commission meetings resume.... to arrange a time to discuss the proposal with the Historic Commission’s weekly review board, or to arrange a time for a pre-application discussion of the design before the full Historic Commission, please contact the Planning Department Front Office at 541-488-5305.

**ROGUE VALLEY TRANSPORTATION DISTRICT (RVTD):** For any RVTD-related information please contact Paige Townsend via e-mail to: [ptownsend@rvtd.org](mailto:ptownsend@rvtd.org)

.....  
**ZONING DISTRICT REQUIREMENTS**

See AMC 18.2.6.030 “Unified Standards for Non-Residential Zones.” The subject property is zoned C-1 Commercial, and is located within the Historic, Detail Site Review and Downtown Design Standards overlay zones.

.....  
**PROCEDURE:** Site Review approval for buildings greater than 2,500 square feet in the Downtown Design Standards overlay is subject to approval through a public hearing process as a “Type II” application. Type II applications have the potential for appeal “on the record” to the City Council.

**APPLICATION MATERIALS:** The application is required to include drawings of the proposal (i.e. plans & exhibits) as well as written statements (i.e. narrative findings) addressing the applicable approval criteria in accordance with the Ashland Land Use Ordinance (ALUO), Chapter 18 of the Ashland Municipal Code. The following section includes the requirements for plans and approval criteria which are applicable to the proposal as described in the pre-application submittals. When more than one planning approval is required for the proposal, multiple sections of the ALUO may apply. *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.

### **Submittal Information.**

The application is required to include all of the following information.

- a. The information requested on the application form at <http://www.ashland.or.us/Files/Zoning%20Permit%20Application.pdf> .
- b. Plans and exhibits required for the specific approvals sought (see below).
- c. A written statement or letter explaining how the application satisfies each and all of the relevant criteria and standards in sufficient detail (see below).
- d. Information demonstrating compliance with all prior decision(s) and conditions of approval for the subject site, *as applicable*.
- e. The required fee (see below).

The Ashland Land Use Ordinance, which is Chapter 18 of the Municipal Code, is available on-line in its entirety at: <https://ashland.municipal.codes/LandUse>

### **Plans & Exhibits Required**

Please provide two sets of exhibits (i.e. 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.

- |   |                       |
|---|-----------------------|
| ○ <b>Site Design Review</b>                   | <b>AMC 18.5.2.040</b> |
| ○ <b>Tree Protection Plan (if applicable)</b> | <b>AMC 18.4.5.030</b> |

### **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:

- |   |                       |
|---|-----------------------|
| ○ <b>Site Design Review Approval Criteria</b> | <b>AMC 18.5.2.050</b> |
|---|-----------------------|

- **Site Development and Design Standards**
  - Non-Residential Development (Basic & Detail)
  - Landscaping, Lighting & Screening Standards
  - Historic District Development Standards
  - Downtown Ashland Standards

**AMC 18.4.2.030**  
 AMC 18.4.2.040.B&C  
 AMC 18.4.4  
 AMC 18.4.2.050  
 AMC 18.4.2.060

.....  
**NEXT APPLICATION DEADLINE:** *First Friday of each month*  
**PLANNING COMMISSION MEETING:** *Second Tuesday of the following month*  
**ADVISORY COMMISSION MEETINGS:**

*Historic Commission (6:00 p.m. on the Wednesday before Planning Commission)*  
*Tree Commission (6:00 p.m. on the Thursday before Planning Commission)*

*(Note: Advisory commissions have been suspended until further notice during the Covid-9 period of emergency, but are likely to resume in some form (i.e. Zoom meeting?) in the near future.)*

**FEES:** **Type II Commercial Site Review** \$2,190.75 + ½% of valuation

**NOTES:** 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 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 within 30 days from application date in accordance with ORS 227.178. The first fifteen COMPLETE applications submitted are processed at the next available Planning Commission meeting.

**For further information, please contact:** April 22, 2020  
 Derek Severson, *Senior Planner* Date  
 Phone: 541-552-2040 or e-mail: [derek.severson@ashland.or.us](mailto:derek.severson@ashland.or.us)

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

**Date:** 04-07-2020  
**Project Address:** Plaza North  
**Permit Number:** PreApp-2020-00190  
**Project Description:** Mixed Use  
**AF&R Contact:** Ralph Sartain  
541-552-2229  
[ralph.sartain@ashland.or.us](mailto:ralph.sartain@ashland.or.us)

Fire department comments are based upon the 2019 Oregon Fire Code as adopted by the Ashland Municipal Code, and Ashland Land Use Laws:

- **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 -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
  - **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 Reflectors** - Fire hydrants with reflectors will be required for this project.
  - **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.
  - **OFC 503.1.1 Fire Sprinkler System** – Will be required for this project
  - **OFC 503.1.1 Fire Alarm System** – Will be required for this project
  - **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](http://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](http://www.ashlandfirewise.org). Contact Ashland Fire & Rescue Forestry Division for a fuel break inspection.
- **AMC Fire Season** – If work will be completed during fire season, check fire season fire prevention requirements found at [www.ashland.or.us/fireseason](http://www.ashland.or.us/fireseason).

#### **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](mailto: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. **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.
3. **Right of Way** – No additional right of way dedication, beyond that necessary to comply with City Street Standards, will be required at this time.
4. **Sanitary Sewer** - The property is currently served by a 8-in sanitary sewer main along the western portion of the project and a 6-in sanitary sewer main in 1st Street. The applicant proposed improvements must be reviewed, approved and permitted by the City of Ashland Engineering Department.
5. **Water** - The property is currently served by an 8-in water main in 1st Street. City of Ashland Water Department shall tap existing water main and install any new water services and water meter boxes that are proposed by development. City of Ashland Water Department must be contacted for availability, placement and costs associated with the installation of the new water service. Service & Connection Fees will also be required for any new water services installed as part of this project.
6. **Storm Drainage** - The property is currently served by an 8-in storm sewer main in along the western portion of the project. City of Ashland Engineering Department must review an engineered storm drainage plan.

### **Storm Water Facility Design Requirements**

Projects that will create or replace 5,000 square feet or more of new impervious surface (buildings, roads, parking lots, etc.) area that discharges to an MS4, must comply with the requirements of the DEQ MS4 General Permit phase 2. Below are additional requirements of the City of Ashland which either differ from or are additional to the MS4 General Permit phase 2.

- 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.

#### **7. 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.
8. **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.
  9. **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
  10. **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.
  11. **Addresses** – Any new addresses must be assigned by City of Ashland Engineering Department.