
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**
July 14, 2021

SITE: 101 A Street
APPLICANT: Arkitek/Blue Marble
REQUEST: Site Review

PLANNING STAFF COMMENTS

This pre-application conference is intended to highlight significant issues and bring them to the applicants' attention prior to their preparing a formal application submittal.

General: Additions within the E-1 zoning district are subject to Site Design Review. Because the addition is less than 10,000 square feet in a Detail Site Review Zone, it can be reviewed administratively with a staff decision subject to appeal to the Planning Commission. In staff's view, the key issues here are addressing the Site Design Standards (i.e. windows, pedestrian protection) and Historic Commission review for compliance with the Historic District Development Standards and ensuring that the additional square footage proposed works with the available parking. Staff looks forward to working with the applicant team as they craft a final proposal in addressing the applicable criteria and standards and work with the Historic Commission.

SITE DESIGN REVIEW

Because of the building size and location, development of the property is subject to Basic Site Review, Detail Site Review, Additional Standards for Large Scale Developments and the Historic District Development Standards.

Maximum Building height: The maximum building height in E-1 is 40 feet. Final submittals should clearly demonstrate how height is calculated to ensure compliance with this standard. Height is measured as the vertical distance from grade or ground level to the highest point of the coping of a flat roof or to the deck line of a mansard roof or to the average height of the highest gable of a pitch or hip roof, as illustrated in **AMC 18.6.1.030.H**.

Solar Access: The building could cast no more shadow over the north property line than would be cast by a 16-foot high fence on the property line. Here the north property line would be the north side of the railroad right-of-way. The final application would need to include calculations demonstrating compliance with this standard $[(\text{Height}-16)/(\text{0.445}+\text{Average Slope to the North}) = \text{Required Solar Setback}]$.

Basic Site Design Review

- **Orientation to the Street** – Buildings must establish a primary orientation to the higher order street or the intersection at the corner.
- **Sense of Entry** – Generally, buildings are to use lighting and changes in mass, surface and finish to give emphasis to entries. Historic District standards call for buildings to articulate the main entrances to the building with covered porches, porticoes, and other pronounced architectural forms and to provide coverings to protect pedestrians from the elements. *Removal of the awnings without something to replace them to give emphasis to entries and provide pedestrian protection would run counter to the standards and require an Exception.*
- **Streetscape** - A building shall be setback not more than five feet from a public sidewalk unless the area is used for pedestrian activities such as plazas or outside eating areas, or for a required public utility easement. Any wall that is within 30 feet of the street, plaza, or other public open space shall contain at least 20 percent of the wall area facing the street in display areas, windows, or doorways. *The current façade lacks windows and in terms of both Site Review and Historic standards, placing windows at pedestrian level along the streetscape may be found to be more in keeping with standards.*

Proportionally Address Non-Conformities: For sites that do not conform to the Building Placement, Orientation and Design Standards in AMC 18.4.2.040, an equal percentage of the site must be made to comply with the standards of this section as the percentage of building expansion. For example, if a building area is expanded by 25 percent, then 25 percent of the site must be brought up to the standards required by this document.

Section Drawings (AMC 18.4.2.040.B.4.d): For non-residential developments proposed on properties located in a Historic District, section drawings including exterior walls, windows, projections, and other features, as applicable, and drawings of architectural details (*e.g., column width, cornice and base, relief and projection, etc.*) drawn to a scale three-quarters of an inch equals one foot or larger are required to facilitate Historic Commission review.

Detail Site Design Review

Fenestration: Any wall that is within 30 feet of the street, plaza, or other public or common open space shall contain at least 20 percent of the wall area facing the street in display areas, windows, or doorways. Windows must allow view into working areas, lobbies, pedestrian entrances, or display areas. Blank walls within 30 feet of the street are prohibited. Up to 40 percent of the length of the building perimeter can be exempted for this standard if oriented toward loading or service areas. *The standards seek windows which orient to the pedestrian streetscape and provide views for passersby into the interior space of the building. This was a significant point of discussion for previous approvals.*

Emphasis to Entrances: Buildings shall incorporate lighting and changes in mass, surface or finish to give emphasis to entrances.

Pedestrian Protection – Generally, within the Detail Site Review Zones the standards seek building designs which incorporate arcades, roofs, alcoves, porticoes, and awnings (typically of

a depth of at least seven feet) to provide pedestrians with protection from rain and sun. The removal of awnings along the A Street façade would bring the building out of compliance with this standard and require an Exception.

Changes in Relief: Buildings shall include changes in relief such as cornices, bases, fenestration, and fluted masonry, for at least 15 percent of the exterior wall area. The application should include color and material details, cross-sections of the façade, and lighting spec's as part of the final submittals.

Add'l Standards for Large Scale Development

Because the proposed development includes more than 10,000 square feet of total gross floor area and is within the Detail Site Review Zone, it is also subject to Additional Standards for Large Scale Developments, including:

- **Human Scale:** Dividing large building masses into heights and sizes that relate to human scale by incorporating changes in building masses or direction, sheltering roofs, a distinct pattern of divisions on surfaces, windows, trees, and small scale lighting.
- **Plaza Space** – Providing one square foot of plaza space for every ten square feet of building area which incorporate four of the six requisite elements detailed in the standards.

Historic Distric Development Standards (HDDS) - AMC 18.4.2.050

- **Height** – The HDDS seek new buildings constructed to a height within the range of historic building heights on and across the street.
The applicant may wish to look carefully at heights of surrounding buildings as they fine tune things for discussion with the Historic Commission.
- **Bulk & Scale** – The HDDS call for buildings to relate to the scale of buildings within the neighborhood and the district in terms of height, width, massing, etc.
- **Massing/Volume/Bulk** – The HDDS call for buildings to break up larger forms into smaller, *varied* masses which were more common on historic buildings.
- **Roof Forms** – The HDDS call for buildings to relate to the historic roof forms of buildings in the area.
- **Rhythm of Openings** – The HDDS call for buildings to respect the alternation of wall areas with door and window elements in the façade and to consider the width to height ratio of bays in the façade, and to avoid introducing incompatible façade patterns that upset the established rhythms of the area.
The applicant may wish to look carefully at the rhythm of openings, window and door placement and the removal of one of the existing grids in terms of the façade patterns and consider the symmetrical placement of details on the façade as they prepare for discussions with the Historic Commission.
- **Base** – The HDDS generally seek a clearly defined base, or platform characteristic of historic buildings in the immediate vicinity, rather than walls that rise directly out of the ground or sit below the adjacent streetscape.
- **Form** – The HDDS seek to have a vertical/horizontal emphasis of a building that is consistent with that of adjacent historic buildings.

- **Entrances** – The HDDS seek well-defined primary entrances with covered porches, porticos, and other architectural features compatible but not imitative of historic counterparts. *As noted, some means of pedestrian protection and emphasis on the entries will be needed to comply with standards.*

Secretary of the Interior’s Standards: Where dealing with existing buildings and additions, the latest version of the Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings is to be used in clarifying and determining whether the Historic District Development Standards are met. (See <https://www.nps.gov/tps/standards/rehabilitation.htm>)

Historic Status: The existing building is designated the “Ashland Fruit & Produce Association Building/Oak Street Tank & Steel” and is considered to be a Historic Contributing Resource in the Ashland Railroad Addition Historic District.

Historic Commission Review: Site Design Review approvals rely heavily on the Historic Commission recommendations and upon compliance with the Historic District Design Standards. The applicants would be well-served in addressing any Historic Commission concerns prior to making a formal application, and prior to submitting a formal application, applicants are required to present their proposals to the full Historic Commission at a monthly meeting for informal review. To request time on the full Commission agenda, please call Regan at (541) 488-5305. The Historic Commission meets the Wednesday before the Planning Commission each month at 6:00 p.m. (At this time, the Historic Commission’s weekly Review Board is not meeting.)

For each of these standards, the application will need to demonstrate through the plan drawings and detail through the written findings how compliance is achieved or request applicable Exceptions or Variances. Exceptions and Variances add a further level of discretion to the Planning Commission’s review, and a Conditional Use Permit requiring multiple Variances to key design standards may encounter more difficulty in demonstrating the required architectural compatibility with the impact area.

Parking: Previous approvals included a detailed breakdown of interior space which included offices, common area, storage, personal services, restaurants, retail, theater space and classrooms with limits on which uses could operate at the same time to address parking standards. If the proposal intends to have the entire building as office space that should be made clear in the application along with parking calculations. *(On street parking credits are discretionary, and are looked at carefully in terms of demand in the area and whether the street is improved to standard curb-to-curb width to accommodate parking. The original approval of A Street Marketplace included nine on-street credits; it seems that the two credits proposed are a more conservative/realistic request given demand in the area.)*

Tree Inventory, Tree Preservation & Protection & Tree Removal: The final application will need to include a tree inventory identifying all trees greater than six-inches DBH on the subject property, and on adjacent properties within 15 feet of the property line including street trees or parking lot trees. Protection measures shall be identified for those trees to be preserved, and Tree Removal Permits requested where trees are to be removed. Tree removal would be considered in

terms of Tree Removal Permit requirements found in AMC 18.5.7, which regulates the removal of any trees greater than six-inches DBH from E-1 property. A report from an arborist should be provided to address any tree removal permit request and should respond to the applicable criteria. Tree removal permits require mitigation on a one-for-one basis.

Signs: Signage would need to be considered as part of the overall impact of the proposal, and signage details including size, placement, color and materials would need to be provided with the application. Signage must comply with Chapter 18.4.7 of the Ashland Municipal Code, and signage will require a separate sign permit and inspection.

Site Visits: It may be helpful to have site visits by the Historic Commissions prior to their review to allow them to fully consider the changes in context of the site and building, if COVID restrictions in place at the time allow it. Staff will contact the applicant in advance to make final arrangements if a formal site visit seems possible/necessary.

Building Code Requirements: Applicants will want to consult the Building Department prior to submitting the planning application to determine if there will be additional building code requirements, including new wildfire prevention codes which will be in effect for building permits issued after October 1, 2021. Building Official Steven Matiaco can be reached at (541) 488-5305 or via e-mail to steven.matiaco@ashland.or.us.

Construction Staging: The applicants will want to consider the logistics of construction, staging and site access with Public Works/Engineering and Planning early on given the constraints of the location and impacts of any disruption on the surrounding area.

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. Applicants are advised that written findings addressing the ordinance criteria are required, and the applicable criteria and 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 maps, written findings, and other materials are submitted even if those items were not discussed in specific, itemized detail during this initial pre-application conference.

Neighborhood Outreach: Planning staff strongly encourage applicants or their agents to approach affected neighbors, make them aware of the proposal, and try to address any concerns as early in the process as possible.

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OTHER DEPARTMENTS' COMMENTS

BUILDING: No comments provided. Please contact the Building Division for any building code or permit-related information at 541-488-5305.

CONSERVATION: No comments provided. For more information on current Conservation Programs, please contact Larry Giardina in the Conservation Division at 541-552-2065 or e-mail to: larry.giardina@ashland.or.us .

PUBLIC WORKS & ENGINEERING: No comments provided. Please contact Karl Johnson of the Engineering Division for any further information about public facility improvements including streets, sidewalks, utilities or storm drainage at 541-552-2415.

FIRE DEPARTMENT: *See comments at the end of the document.* Please contact Chief Ralph Sartain of the Fire Department for information on applicable Fire Department requirements at 541-552-2229 or via e-mail to ralph.sartain@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 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 at 541-552-2326 or (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: *No project specific comments provided.* IF changes to the electric service for the property/building are planned... Prior to submitting a land use application the applicants will need to arrange an on-site meeting with Dave Tygerson of the Electric Department to develop an electric service plan. Dave will provide a plan detailing the Electric Department-required facilities to serve the project; this approved plan will need to be incorporated into the final submittals for the project, and submittals will not be deemed complete without an Electric Department-approved plan. Please allow the necessary extra time for scheduling an on-site meeting and the subsequent preparation of a service plan. Please contact Dave with any questions about electrical service needs and requirements, fee information, or to arrange an on-site meeting at 541-552-2389. *(Please note that the placement of all electrical facilities should be planned to minimize visibility from the right-of-way while considering the access needs of the Electric Department. Transformers, vaults and meters are not to be placed within the pedestrian corridor or between the building and street.)*

HISTORIC COMMISSION: *No project specific comments provided.* Prior to submitting a formal application, applicants are required to present their proposals to the full Historic Commission at a monthly meeting for informal review. To request time on the full Commission agenda, please call (541) 488-5305. The Historic Commission meets the Wednesday before the Planning Commission each month at 6:00 p.m. *(At this time, the Historic Commission's weekly Review Board is not meeting.)*

OREGON DEPARTMENT OF TRANSPORTATION (ODOT): ODOT Region 3 Development Review does not have any concerns with this proposal. Because it is within 500 feet of a rail facility, it has also been forwarded to ODOT Rail for their review, and they may be in touch should they have any questions or concerns. For any additional ODOT-related 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

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ZONING DISTRICT REQUIREMENTS

ZONING: E-1 (Employment) within the Detail Site Review, Residential & Historic District Overlay Zones

NOTE: In the E-1 zone, retail uses are limited to 20,000 sq ft of gross leasable floor space per lot.

LANDSCAPING REQUIREMENTS: A minimum of 15 percent of the site must be landscaped. Seven percent of parking areas, including the driveway aisles and other vehicular circulation areas, must be landscaped and a site-, size-, and species- specific landscaping plan is required at time of formal application. The landscape plan must address required screening, and include street trees, one per 30 feet of street frontage where applicable. Also include "shade" trees in the parking area – one tree per seven parking spaces. Trees within parking area should be located in landscape fingers or islands. Avoid using lawn. Provide irrigation system for all landscaped areas. Tree requirements for parking areas shall consist of a mixture of deciduous trees and shall shade the parking stalls. Landscaping shall be designed so that 50 percent coverage occurs after one year and 90 percent after 5 years.

PARKING, ACCESS, AND CIRCULATION: As per the requirements of **LUO 18.4.3.**

SETBACKS: There are no setback requirements, except where abutting a residential district in which case a minimum ten-foot side yard and/or a ten-foot-per-story rear yard requirement applies. Solar access requirements ('Standard B') are also applicable within the E-1 district.

LOT COVERAGE: A maximum of 85 percent of the site may be covered. Landscape and screening requirements must be met. Please identify on site plan and in text all areas of landscaping, and all impervious surfaces and other lot coverage.

SIGNS: As per **LUO 18.4.7.080.** All existing and proposed signage must be identified in the Site Review application submittals; a separate sign permit will be required prior to installation.

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PROCEDURE: Within the E-1 zoning district, Site Review for new buildings or additions less than 10,000 square feet is subject to a “Type I” application procedure which allows for a staff decision subject to de novo appeal to the Planning Commission.

Application Requirements.

1. **Application Form and Fee.** Applications for Type 1 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.
 - 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.

APPLICATION MATERIALS: The application is required to include drawings of the proposed improvements (i.e. the plan requirements) as well as written findings addressing the applicable approval criteria in narrative form in accordance with the Ashland Land Use Ordinance (i.e. the narrative submittal requirements). The following section includes the requirements for plans and written submittals 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.

PLAN & EXHIBIT REQUIREMENTS: *The plans below, formatted to print to scale on paper no larger than 11"x 17. Note: The 11 x 17 copies may be used for the Planning Commission packets and for the notices mailed to neighbors - please submit clear, readable, reproducible plans formatted to print to a standard architect's or engineer's scale. If larger copies are needed for the Planning Commission, the applicants would need to provide 12 sets for distribution to Commissioners and Staff.*

- **Plans required for Site Review as required in AMC 18.5.2.040.**
- **A Tree Inventory, Preservation & Protection Plan as required in AMC 18.4.5.030.**

NARRATIVE ADDRESSING RELEVANT CRITERIA AND STANDARDS: *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>

- **Written findings addressing the criteria from AMC 18.5.2.050 for Site Design Review and applicable design standards.**

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NEXT PC APPLICATION DEADLINE:	First Friday of each month for following month's PC
PLANNING COMMISSION (PC) HEARING:	Second Tuesday of each month (7:00 p.m.)
HISTORIC COMMISSION MEETING:	Wednesday before Planning Commission (6:00 p.m.)
TREE COMMISSION MEETING:	Thursday before Planning Commission (6:00 p.m.)

FEES:

Site Design Review, Type 1	\$1,120.25 + ½ percent of project valuation
Exceptions	\$0

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.
- 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 ARE REVIEWED FOR COMPLETENESS WITHIN 30 DAYS FROM APPLICATION DATE IN ACCORDANCE WITH ORS 227.178.
- THE FIRST 15 COMPLETE APPLICATIONS SUBMITTED ARE PROCESSED AT THE NEXT AVAILABLE PLANNING COMMISSION MEETING.

For further information, please contact:

Derek Severson, *Senior Planner*

Phone: (541) 552-2040 or e-mail: derek.severson@ashland.or.us

Ashland Fire & Rescue (AF&R)
455 Siskiyou Boulevard
Ashland, OR 97520
541.482.2770

Pre-Application Comments

Date: 6-22-2021

Project Address: 101 A Street

Permit Number: PreApp-2021-00284

Project Description: Remodel and Addition of Existing “Plexis” Building:
Adding new Level 2 (3,062 sq. ft.) and
New occupiable Level 3 roof deck (1,754 sq. ft.)

AF&R Contact: Chief & Fire Marshal 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:

Specific Comments

- ❖ *An aerial ladder fire apparatus access road is required. A Street appears to meet the requirements.*

General Comments

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 Fire Apparatus Access Roads – Where the vertical distance between the grade plane and the highest roof surface exceeds 24 feet, approved aerial fire apparatus access roads shall be provided. For the 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. Overhead utility and power lines shall not be located within the aerial fire apparatus access roadway or between the aerial fire access road and the building. 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 Q & R.**

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 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.

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.

OFC 503.1.1 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.

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 18.3.10.100 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 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.

AMC Fire Season – If work will be completed during fire season, check fire season fire prevention requirements found at 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 .