
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
March 16, 2023

SITE: 710 Ashland Creek
APPLICANT: Rouge/Asher for Sidwell
REQUEST: Physical & Environmental
Constraints Review Permit for Hillside
Development

PLANNING DIVISION COMMENTS:

This pre-application conference is intended to highlight significant issues before the applicant prepares and submits a formal application.

Planning staff last conducted a pre-application on this property in December of 2021 for Mr. Sidwell with a different home design, these remarks are very similar to those given then.

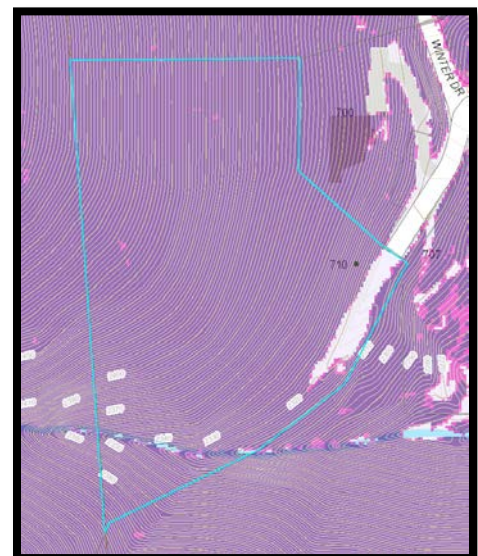
The property located at 710 Ashland Creek is a steeply sloped lot. Virtually the entire lot is ‘severely constrained’ (slopes greater than 35%). On the image below (generated by City GIS) the dark magenta are slopes greater than 35% (typically there is light magenta showing slopes greater than 25%, however this entire lot has an average steepness of 55% - discussed further below).

Staff is concerned about the required depth of excavation based on the proposed location of the house. A cut fill analysis will be required to demonstrate compliance with the grading standards.

The land use ordinance requires all new construction to happen on slopes less than 35%, however AMC 18.3.10.090.A.1.a allows for “*Existing parcels without adequate buildable area less than or equal to 35 percent shall be considered buildable for one unit.*” Because of steepness of the property and the presence of slopes greater than 35% a Physical and Environmental Constraints Review Permit is required. In general staff is supportive of such an application provided it can be demonstrated that the Hillside standards are met. There are potential concerns about the proposal exceeding the allowed maximum cut height and the applicant will need to prepare a cut fill exhibit to demonstrate compliance.

The application materials submitted for the preapplication are limited. A final application will be required to include:

- Details on lot coverage
- A slope analysis / topographic survey
- An inventory of existing trees and tree protection plan
- Landscape and irrigation plan
- Grading and Erosion & Sediment control plan
- Detailed narrative regarding the building design vis a vis the Hillside Design Standards and explaining any required exceptions.-

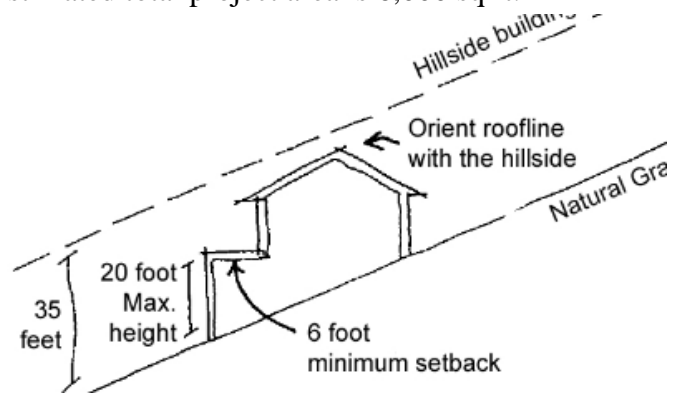


Zoning: The property is zoned WR which has a maximum lot coverage of 7%. The application materials do not indicate the amount of proposed lot coverage. Based on the lot size of 2.93 acres that allows for up to 8,934 sq ft. of lot coverage total. Estimated total project area is 6,000 sq ft.

Building Design: Staff has concerns regarding the building design with regard to the following hillside standards From AMC 18.3.10.90.E.2.:

- Deck projecting out from the structure goes against the hillside standards.
- Roofline does not orient with hillside.

There are areas that appear to have



All grading, drainage improvements, or other land disturbances shall only occur from May 1 to October 31. Excavation shall not occur during the remaining wet months of the year. Erosion control measures shall be installed and functional by October 31.

Street Plug: There is an existing street plug at the end of Ashland Creek Drive. At present it is unclear if that will need to be vacated or not. Staff feels confident that Ashland Creek will not extend in the future but procedurally are not clear on what, if any steps need to be taken. Staff will follow up, but the applicant should be aware of this item and address it in their application materials.

Undisturbed Natural State: The Development Standards for Hillside Lands also require that a portion of the lot remain in its undisturbed natural state as a function of the average slope of the property. The property has an average slope of 55.12 percent*. The code requires that average slope plus 25 is the percentage of the lot that must be retained in its natural state (80.12 percent). The final application site plan shall show that no more than 25,372 square feet (19.88 percent of the lot) are disturbed.



Building Envelope: The property is very steep with many areas identified as “Severely constrained land” (slopes greater than 35%). It appears that the proposed building envelope is designed and located to maximize conservation of trees. An inventory of all trees 6”dbh or greater is required with the application – the inventory must identify species and approximate extent of tree canopy. Portions of the lot or project area not proposed to be disturbed by development need not be included in the inventory. The survey must clearly identify trees to be removed and retained. Because the proposed building encroaches on lands identified as severely constrained a Geotech report will be required pursuant to AMC 18.3.10.110.

* For the purposes of determining the area to remain in a natural state in Hillside Lands, average slope for a parcel of land or for an entire project is calculated before grading using the following formula: $S = .00229(I)(L)/A$, where "S" is the average percent of slope; ".00229" is the conversion factor for square feet; "I" is the contour interval in feet; "L" is the summation of length of the contour lines in scale feet; and "A" is the area of the parcel or project in acres. Based on a 2-foot contour city GIS shows that the summation of the lengths is 35,265.9 [e.g. $S=0.00229(2)(35,265.9)/2.93$; $S=55.12\%$]

Hillside Grading and Stormwater Management

Due to the amount of excavation required for this development special attention should be given to 18.3.10.090.B subpart 4-6 with regard to allowed cut and fill. The materials submitted with the application do not provide sufficient detail to assess compliance with these standards.

All facilities for the collection of stormwater runoff shall be, to the greatest extent feasible, the first improvements constructed on the development site. While there is existing storm drain infrastructure in Ashland Creek Dr. the elevation differential may require that the stormwater be diverted to the existing natural drainage system to the south. Stormwater facilities shall be designed, constructed and maintained in a manner that will avoid erosion on-site and to adjacent and downstream properties. These shall be designed by a registered engineer or geotechnical expert and approved by the Public Works Department or Building Official.

Tree Conservation, Protection and Removal.

Additional attention to Tree protection and removal will be required for a successful application. The submitted plans indicate several trees to be retained that are too close to the building to be properly protected. A complete inventory of all trees greater than DBH is required, however portions of the lot or not to be disturbed by development need not be included in the inventory.

All trees indicated on the inventory of existing trees shall also be identified as to their suitability for conservation. Significant conifer trees having a trunk 18 caliper inches or larger in diameter at breast height (DBH), and broadleaf trees having a trunk 12 caliper inches or larger in diameter at breast height (DBH), shall be protected and incorporated into the project design whenever possible.

Tree removal would be considered both in terms of Tree Removal Permit requirements found in AMC 18.5.7, which regulates the removal of significant trees from the property, and more broadly in terms of the impacts of tree removal to the hillside lands as part of a Physical & Environmental Constraints Review Permit, which requires building design and site planning to be planned to preserve the maximum number of trees possible. A report from an arborist should be provided to address any tree removal permit request and should respond to the applicable criteria, and any hillside tree removals should also be addressed in terms of the Hillside Development Standards and by the geotechnical expert.

All planning actions are required to include a tree preservation/protection plan; this is intended to ensure that trees on and near the property are protected during all site disturbance (*including demolition, construction, driveway/parking installation, staging of materials, etc.*). The trees identified to be preserved during the course of development shall be required to be protected in accordance with the tree protection standards in AMC 18.3.10.090.D4.

Development Standards for Wildfire Lands (AMC 18.3.10.100)

The property is located within the designated Wildfire Lands Overlay. As a result, a Fire Prevention and Control Plan, prepared at the same scale as the development plans, addressing the General Fuel Modification Area requirements in AMC 18.3.10.100.B is required with the application. Additionally, any new landscaping proposed is required to meet the General Fuel Modification Area standards and not include plants listed on the Prohibited Flammable Plant List per Resolution 2018-028.

Grading: hillside design standards. From AMC 18.3.10.90.B.4:

Total cut slopes shall not exceed a maximum vertical height of 15 feet.

Building Design: As mentioned above there are concerns regarding compatibility of the design with the hill side standards.

- The height of all structures shall be measured vertically from the natural grade to the uppermost point of the roof edge or peak, wall, parapet, mansard, or other feature perpendicular to that grade. Maximum hillside building height shall be 35 feet.
- Cut buildings into hillsides to reduce effective visual bulk.
 - i. Split pad or stepped footings shall be incorporated into building design to allow the structure to more closely follow the slope.
 - ii. Reduce building mass by utilizing below grade rooms cut into the natural slope.
- A building step-back shall be required on all downhill building walls greater than 20 feet in height, as measured above natural grade. Step-backs shall be a minimum of six feet. Decks projecting out from the building wall and hillside shall not be considered a building step-back. No vertical walls on the downhill elevations of new buildings shall exceed a maximum height of 20 feet above natural grade.
- Continuous horizontal building planes shall not exceed a maximum length of 36 feet. Planes longer than 36 feet shall include a minimum offset of six feet.
- It is recommended that roof forms and roof lines for new structures be broken into a series of smaller building components to reflect the irregular forms of the surrounding hillside. Long, linear unbroken roof lines are discouraged. Large gable ends on downhill elevations should be avoided; however, smaller gables may be permitted.
- It is recommended that roofs of lower floor levels be used to provide deck or outdoor space for upper floor levels. The use of overhanging decks with vertical supports in excess of 12 feet on downhill elevations should be avoided
- All structures on Hillside Lands shall have foundations designed by an engineer or architect with demonstrable geotechnical design experience. A designer, as defined, shall not complete working drawings without having foundations designed by an engineer.

Additional items to be addressed in a final planning application: A final planning application should address the wildfire fuel modification area and tree protection plan, including all proposed tree removals. The final planning application should address lot coverage including, any proposed walking paths, patios, and landings associated with the proposed house.

Parking, Access, & Internal Circulation: Three off-street parking spaces are required for a single-family residential serviced by a driveway more than 50 feet in length. Each parking space shall be required to operate independent (no stacked parking.)

Grading and Erosion Control: A grading plan including the location of all areas of land disturbance, including cuts, fills, driveways, building sites, and other construction areas is required. The total area of disturbance, total percentage of project site proposed for disturbance, and maximum depths and heights of cuts and fill must be included. An erosion control plan must be submitted with the application. The erosion control measures are required to minimize the solids in run off from disturbed area as required

Exposed cut slopes, such as those for yard areas, greater than seven feet in height are required to be terraced. Cut faces cannot exceed a maximum height of five feet. Terrace widths shall be a minimum of three feet to allow for the introduction of vegetation for erosion control. Total cut slopes shall not exceed a maximum vertical height of 15 feet. The grading plan, erosion control plan and retaining walls must be designed and stamped by an engineer with experience in geologic hazards evaluation and geotechnical engineering

Storm Drainage: Storm drainage plan must be submitted with the application. Storm drainage facilities must direct surface water away from cut faces of fill slopes and be designed to avoid erosion on-site and

to adjacent downstream properties.

Planting and Irrigation Plan: A planting/irrigation plan is required to demonstrate the manner in which cut slope terraces and fill slopes will be revegetated. The vegetation used for these areas must be native or species similar in resource value, which will survive, help reduce the visual impact of the cut/fill slopes and assist in providing long-term slope stabilization.

Tree Inventory & Evaluation: The tree survey must locate all trees greater than six inches d.b.h. and identify the species of each tree and approximate extent of the tree canopy. Trees to be removed and in areas that will be disturbed must be clearly identified. The name, signature and address of the person preparing the tree survey must be indicated on the tree survey. The application must also address the suitability of trees for conservation and demonstrate that the trees to be preserved have been incorporated into the design. Trees to be removed, unless diseased, dead or a hazard must be replaced. A tree-replanting plan must be submitted with the application.

Inspection Schedule: An inspection schedule for the geotechnical expert must be submitted with the application. The project geotechnical expert must provide a final report indicating that the approved grading, drainage and erosion control measures were installed as per the approved plans and all scheduled inspections were conducted throughout the project.

A completed application will be required to include a geotechnical study with all of the items listed in AMC 18.3.10.110.D

Inspections and Final Report: Prior to the certificate of occupancy for individual structures, the project geotechnical expert shall provide a final report indicating that the approved grading, drainage, and erosion control measures were installed as per the approved plans, and that all scheduled inspections, as per 18.3.10.090.A.4.j were conducted by the project geotechnical expert periodically throughout the project.

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.

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 ORDINANCE REQUIREMENTS: See AMC Table 18.2.5.030.A. – Standards for Urban Residential Zones. The subject property is zoned WR

18.3.10.050 Approval Criteria

An application for a Physical Constraints Review Permit is subject to the Type I procedure in section [18.5.1.050](#) and shall be approved if the proposal meets all of the following criteria.

- A. Through the application of the development standards of this chapter, the potential impacts to the property and nearby areas have been considered, and adverse impacts have been minimized.
- B. That the applicant has considered the potential hazards that the development may create and implemented measures to mitigate the potential hazards caused by the development.
- C. That the applicant has taken all reasonable steps to reduce the adverse impact on the environment. Irreversible actions shall be considered more seriously than reversible actions. The Staff Advisor or Planning Commission shall consider the existing development of the surrounding area, and the maximum development permitted by this ordinance.

18.3.10.090 Development Standards for Hillside Lands

[not all provisions from 18.3.10.090 are listed here individually]

- A. **General Requirements.** The following general requirements shall apply in Hillside Lands.
 - 1. Buildable Area. All development shall occur on lands defined as having buildable area. *Slopes greater than 35 percent shall be considered unbuildable except as allowed below.* Exceptions may be granted to this requirement only as provided in subsection [18.3.10.090.H](#).
- B. **Hillside Grading and Erosion Control.** All development on lands classified as Hillside shall provide plans conforming to the following items.
 - 1. All grading, retaining wall design, drainage, and erosion control plans for development on Hillside Lands shall be designed by a geotechnical expert. All cuts, grading or fills shall conform to the International Building Code and be consistent with the provisions of this ordinance. Erosion control measures on the development site shall be required to minimize the solids in runoff from disturbed areas.
 - 2. Timing of Improvements. For development other than single family homes on individual lots, all grading, drainage improvements, or other land disturbances shall only occur from *May 1 to October 31*. Excavation shall not occur during the remaining wet months of the year. Erosion control measures shall be installed and functional by October 31. Up to 30 day modifications to the October 31 date, and 45 day modification to the May 1 date may be made by the Planning Director, based upon weather conditions and in consultation with the project geotechnical expert. The modification of dates shall be the minimum necessary, based upon evidence provided by the applicant, to accomplish the necessary project goals.

18.3.10.110 Development Standards for Severe Constraint Lands

- A. Severe Constraint Lands are extremely sensitive to development, grading, filling, or vegetation removal and, whenever possible, alternative development should be considered.
- B. Development of floodways is not permitted except for bridges and road crossings. Such crossings shall be designed to pass the 100-year flood without raising the upstream flood height more than six inches.
- C. Development on lands greater than 35 percent slope shall meet all requirements of section [18.3.10.090](#) Development Standards for Hillside Lands in addition to the requirements of this section.
- D. Development of land or approval for a planning action shall be allowed only when the following study has been accomplished. An engineering geologic study approved by the Public Works Director and Planning Director establishes that the site is stable for the proposed use and development. [see code for submittal requirements.]

OTHER DEPARTMENTS' COMMENTS:

BUILDING: No comments at this time. Please contact the Building Division for any building codes-related questions at 541-488-5305.

CONSERVATION: For more information on available water conservation programs, including any available appliance rebates or assistance with landscaping and irrigation system requirements, please contact Water Conservation Specialist Julie Smitherman of Conservation Division at 541-552-2062 or via e-mail to julie.smitherman@ashland.or.us . For information on any financial or technical assistance available for the construction of Earth Advantage/Energy Star buildings, please contact Conservation Analyst/Inspector Dan Cunningham at 541-552-2063 or via e-mail to dan.cunningham@ashland.or.us

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

FIRE: *At the end of this document.* Please contact Ralph Sartain from the Fire Department for any Fire Department-related information 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 also only install a stub out to the location where the double detector check 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 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](tel:541-552-2326) or (walkers@ashland.or.us) with any questions regarding water utilities.

ELECTRIC SERVICE: “If existing service needs to be upgraded or existing underground service is not large enough, excavation and conduit may be required from transformer.” Please contact Dave Tygerson in the Electric Department for service requirements and connect fee information at (541) 552-2389 or via e-mail to tygersod@ashland.or.us. Dave will arrange an on-site meeting, and develop a preliminary electrical service plan for the site. Please allow additional time to accommodate scheduling of this on-site meeting and preparing the preliminary plan. Submittals will not be deemed complete without a preliminary approved plan from the Electric Department

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:

- **Physical & Environmental Constraints: 18.3.10.050**
- **Development Standards for Hillside Lands: 18.3.10.090**
- **Development Standards for Severe Constraint Lands: 18.3.10.110**

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.

- **Physical & Environmental Constraints: 18.3.10.040**
- **Tree Preservation and Protection: 18.4.5.030, 18.3.10.090.D**

PLANNING APPLICATION FEES:

P&E Constraints Permit	\$1,120.25
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NOTE: Applications are accepted on a first come-first served basis. All applications received are reviewed 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.

For further information, please contact:

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

March 16, 2023

Date

Ashland Fire & Rescue
455 Siskiyou Boulevard
Ashland, OR 97520
541.482.2770
Pre-Application Comments
Project Address:
710 Ashland Creek Drive
Permit Number:
PREAPP-2021-00299
Project Description:
New Single-Family Dwelling
Ashland Fire & Rescue Contact:
Ralph Sartain
541-552-2229
ralph.sartain@ashland.or.us

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

Specific Comments:

Residential Fire Sprinkler System Required – Due to steep access roads into the site, a residential fire sprinkler system shall serve as an acceptable means to mitigate the access deficiency (See specific section below).

Wildfire Hazard Mitigation – The home is located in a wildfire hazard area and shall be built to Oregon Residential Specialty Code Section R327.4 requirements.

General Comments:

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 -Single Residential Lot-If the furthest point on the structure 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 be 15 feet clear width, with the center 12 feet being constructed of an all-weather driving surface. Fire apparatus access must support 60,000 pounds, no parking, have a maximum slope of 10 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.

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 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 Sprinkler System – If access to site exceeds 10 % the installation of a residential system will be required. The installation of a fire sprinkler system may be an acceptable means to mitigate deficiencies related to other fire requirements such as fire flow, hose reach, fire lane width, fire apparatus turn-around, distance to fire hydrants, and fire department work areas. OFC 503.1.1

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

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

Wildfire Hazard Areas - All structures shall be constructed or re-roofed with Class B or better non-wood roof coverings, as determined by the Oregon Structural Specialty Code. No structure shall be constructed or re-roofed with wooden shingles, shakes, wood-product material or other combustible roofing material, as defined in the City's building code. AMC 18.3.10.100

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

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

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

Public Works Conditions of Approval

1. Engineered Plans - Where public improvements are required or proposed, the applicant's engineer shall submit design plans for approval of all public improvements identified on the approved plan or as specified in conditions of approval. One set of these civil plans **MUST** be submitted **DIRECTLY** to the Public Works/Engineering Department. All design plans must meet the City of Ashland Public Works Standards. Engineered construction plans and specifications shall be reviewed and signed by the Public Works Director, prior to construction. All public facilities within the development will be designed to the City of Ashland Engineering Design Standards for Public Improvements. The engineered plans shall also conform to the following:
 - If drawings are submitted to the City of Ashland digitally, they shall be true scale PDF drawings. If AutoCAD drawings are also submitted, they shall be compatible with the AutoCAD release being used by the City at that time and shall be located and oriented within the Oregon State Plain Coordinate System (NAD83-89).
 - Drawings sizes shall comply with ANSI-defined standards for page width and height. Review drawings may be submitted in B size (11x17). Bidding and construction documents may also be printed at B size; however, all final as-constructed drawings must be submitted to scale on D-size (24x36) Mylar. Digital files of the as-constructed drawings shall also be submitted. Drawings shall be drawn such that reduction of plans from full size (D sized) to half size (B sized) can be done to maintain a true scale on the half-sized plans.
2. Street Improvement – No additional street improvements, beyond those necessary to comply with City Street Standards, will be required at this time.
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 an 8-in sanitary sewer main in Ashland Creek Drive. 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 a 4-in water main in Ashland Creek Drive. 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 Ashland Creek Drive. City of Ashland Engineering Department must review an engineered storm drainage plan.

Storm Water Facility Design Requirements

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

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

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

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

- All ground disturbances exceeding 2,500 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-Builts - Where public improvements are required or completed, the developer shall submit to the City of Ashland, reproducible as-built drawings and an electronic file of all public improvements constructed during and in conjunction with this project. Field changes made during construction shall be drafted to the drawings in the same manner as the original plans with clear indication of all modifications (strike out old with new added beside). As-built drawings shall be submitted prior to final acceptance of the construction, initiating the one-year maintenance period.

11. Addresses – Any new addresses must be assigned by City of Ashland Engineering Department.