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 DIVISON
PRE-APPLICATION CONFERENCE
COMMENT SHEET
February 2, 2022 Follow-Up

SITE: 1100 Benson Way
APPLICANT: Rogue/Manta
REQUEST: Annexation

2022 FOLLOW-UP COMMENTS

In addition to the comments provided in 2020, Planning staff would note:

- Since the 2020 pre-application conference, annexation requirements have changed and now require that M-1 properties proposed for annexation obtain concurrent Site Design Review approval for an outright permitted or special permitted use (**AMC 18.5.8.050.H.2**).
- A Site Design Review application would need to include additional detail – building designs with elevation drawings for proposed buildings, landscaping and irrigation plans, utility details and frontage improvements details, internal pedestrian circulation/connectivity, etc. Some Site Review comments were included in the 2020 pre-application report below.
- New comments from other departments and revised fees are incorporated below in red.

ORIGINAL 2020 PLANNING DIVISION COMMENTS

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

Summary
For staff, it appears that a key question in the pre-application materials is how a likely-necessary Exception to Street Standards can and will be treated if the annexation is submitted without a concurrent development proposal. The City Council's decision on November 17th with regard to the Grand Terrace Annexation is likely to provide guidance there.

Staff Questions:
Is there a residential component proposed? *The submittal materials are contradictory as to whether residential is proposed, but the M-1 Industrial zoning does not provide for residential use…*

Is there a new driveway curb-cut proposed, or is this a carryover from Clear Creek Drive pre-app?… A new driveway would be subject to a Variance to the Controlled Access Standards (https://ashland.municipal.codes/LandUse/18.4.3.080.C.3.c) if the driveway were within 50 feet of the existing driveway (i.e. neighborhood street/more than two units).

Are there wetlands on the property? There was some discussion of possible wetlands on the

property when staff visited the property with applicants for a 2007 pre-application… None are shown in the city's GIS data or Local Wetlands Inventory.

Annexation

Annexations are discretionary on the part of the Council, and among the requirements for annexation are demonstrating that:

- **Adequate utilities to serve the development can and will be provided by the developer.** It would be in the applicants' best interests to contact the various utility providers as early in the process as possible **(and as detailed further below, to discuss the complications with completing improvements required when 593 Crowson was annexed in 2005)**. Preliminary civil drawings and an Electric Department-approved electric service plan would need to be provided with the annexation application.
- **Adequate transportation facilities to serve the development can and will be provided by the developer.**

  - **Street Improvements –** A minimum of a "half street" improvement for adjacent streets is required with an annexation. Preliminary engineering for a Commercial Neighborhood Street and utilities must be turned into the with the annexation application. **Annexation also typically requires that for pedestrian connectivity, sidewalks be extended to connect with existing sidewalks within ¼-mile and that safe and accessible routes for pedestrians and cyclists to likely destinations be addressed.**
  - **Transportation Impact Analysis:** As part of a demonstration of adequate transportation, a Traffic Impact Analysis (TIA) would be required. Please see the requirements detailed under "Public Works Requirements" at the end of this document. The ultimate scoping of a TIA would need to be coordinated between the Oregon Department of Transportation, the Public Works/Engineering Division, and the Planning Division.
  - **Transportation Commission Review:** Applications involving annexations, comprehensive plan or zoning map amendments, or zone changes are required to be reviewed before the Transportation Commission at the pre-application level. The Commission would review the issues raised and likely make specific recommendations in terms of transportation and connectivity. Please contact the Public Works Department at (541) 488-5347 to determine if/how to arrange for Transportation Commission given COVID-19 precautions prior to making a formal application.

Criterion H: While the criteria in AMC 18.5.8.050.H do not include M-1 property in the list of zones needing to complete Site Design Review concurrently with Annexation, the application should consider how "one or more" of the criteria required for Annexation is to be addressed…

Planning Action #2005-008, which annexed a 1.6 acre parcel at 593 Crowson included a condition (#4) requiring, "*That full City services, including but not limited to water, sewer and storm water mains and electric service, shall be extended to the southern boundary of the project (i.e. Crowson Road). Engineered plans for all improvements shall be submitted for review and approval of the Ashland Engineering prior to installation. That the engineered plans shall include but are not limited to: 1) the Crowson Road improvements to City of Ashland Street Standards including pavement overlay, pavement extensions, bike lane and curb and gutter, parkrow, street lights and sidewalk, 2) the Benson Way improvements to City of Ashland Street Standards including sidewalk connection*

between the existing sidewalk north of the site to the proposed development, and planting strip, street lights and sidewalk along the property frontage, and 3) the public utility extensions. That all required street improvements and public utility extensions shall be installed or fully bonded for in accordance with City requirements prior to adoption of a resolution annexing the property." The property was annexed, and a cash deposit was posted with the city based on the applicant's estimate of the cost to complete the improvements. Subsequent to annexation, it was determined that the cost of necessary relocation of Pacific Power poles along the corridor, which must be completed by Pacific Power, *significantly* exceeded the bond amount, had not been considered in the initial estimate, and prevented completion of the secured improvements…. While the frontage here is limited and Public Works/Engineering has not raised issues, it would be in the applicant's interest to consider the complications previously encountered with public facility installation on the corridor and consider these in the early stages of planning the project (including consulting with the Electric Department, Pacific Power and Public Works/Engineering.)

Demolition Review Permit: Removal of the existing home, either by demolition or relocation off-site will require a Demolition/Relocation Review Permit. This is a review and permit process separate from the land use application that is discussed in AMC Chapter 15 and administered by the Building Division. For information on the application, fees and procedures, please contact Building Official Steven Matiaco at 541-488-5305 or e-mail to: steven.matiaco@ashland.or.us .

Site Design Review (*Not required concurrently with Annexation for M-1…*)

A Site Review application will ultimately need to address the Site Review criteria and related standards, including but not limited to Vehicle Area Design Standards (18.4.3.080) and Pedestrian Access & Circulation Standards (18.4.3.090) and Landscaping & Screening Standards (18.4.4.030).

Building Orientation: The elevated portion of the property closest to the street presents an great opportunity to design a building that complies with City design standards by exhibiting a strong architectural relationship to the street. In order to avoid a request for an exception to the design criteria, the primary orientation (defined as the face of the building, with the main entrance) must be toward Benson Way, and there can be no parking or circulation between the building and the street. While the main entrance would likely need to be accessed by steps from the public sidewalk, the prominent position of the building on the site would serve as an anchor for the entire project, making a statement about the values expressed throughout the project. As currently proposed, only a corner of Unit 1 relates to the street. Such an orientation would require and exception to the standards.

Parking Calculations: Site Review approval will include verification that both adequate off-street parking and parking lot landscaping are provided. Parking calculations will need to be provided demonstrating that the proposed parking and associated landscaping are sufficient to address approved uses, and it would be advisable to consider parking needs for the variety of uses permissible in the zone. Bicycle parking, including required covered bicycle parking, will need to be addressed with Site Design Review as well.

Railroad: The applicants should be prepared to answer questions from Commissioners and Council relative to the potential for the site's design, layout and future tenants to accommodate

using existing rail lines within Ashland to move goods and passengers as envisioned in the Comprehensive Plan.

Tree Removal/Preservation/Protection: All land use development applications require a Tree Protection Plan to ensure that trees are protected during site disturbance (including demolition, construction, driveway/parking installation, staging of materials, etc.) This plan is required to address all trees on the property over six-inches in diameter at breast height (d.b.h.) and all trees that are located on adjacent properties within 15 feet of the property line as well, including any existing street trees. If tree removals are necessary, Tree Removal Permits would be required where applicable.

Controlled Access: Controlled access standards require that access points along commercial neighborhood streets such as Benson Way be separated by a minimum width of 50 feet when more than two units are involved. The location here is further complicated by the curve and by slope issues that may require retaining walls which would impair vision clearance. If the proposed separation were less than 50 feet, a Variance to the Controlled Access standards (https://ashland.municipal.codes/LandUse/18.4.3.080.C.3.c) would be required. It should be noted that historically, easements have been required of adjacent developments to ensure the availability of consolidated access to avoid the necessity for variances of this nature; 2) the current configuration appears to make it difficult to orient the building to the street; and 3) the current configuration places a significant amount of parking along the south property line, adjacent to neighboring residences. Staff believes that it may be more appropriate to remove the southern drive, and push the buildings to the south property line with Unit 1 better-oriented to the street and emergency access addressed with a fire truck turn around or other means to facilitate emergency vehicle access and circulation on site.

"Golf Course Creek": The existing drainage on-site (aka "Golf Course Creek") is identified as an intermittent or ephemeral stream in the city's completed wetlands and riparian inventory. The applicants should anticipate required a water resource protection zone 30 feet from the centerline of the creek.

Phasing: The proposed phasing will need to be clarified in the findings to ensure adequate utility infrastructure and emergency access and the correct allotment of parking and landscaping, as required in the approval criteria.

Submittal Requirements: All submittals are currently being taken electronically. The application will need to include PDF drawings formatted to print clear, scalable 11x17 site plans along with elevation of the existing and any proposed buildings. Plans should clearly indicate distance to property lines, and elevation drawings should include exterior details of the existing and proposed buildings, including color and material details, etc.

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 18.2.6.030 – Standards for Non-Residential Zones. The subject property is slated for annexation as M-1 (Industrial) land.

OTHER CITY OF ASHLAND DEPARTMENT COMMENTS

BUILDING: *No comments provided at this time.* Please contact Building Official Steven Matiaco in 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: *See Public Works/Engineering comments 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: *No comments provided at this time (2020). 2022 Comments are below in red.* 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 Ashland Water Department will only install a stub-out to the location where the double check detector assembly (DCDA) or reduced pressure detector assembly (RPDA) complete with a Badger®-brand cubic foot bypass meter should be placed in a vault external to the building. The vault and the DCDA or RPDA device housed in it are the responsibility of the property owner and should be placed at the property line. Fees for these installations are paid to the Water Department, and are based on a time and materials quote to the developer or contractor. Meter sizes and fire line diameters will need to be provided to the Water Department at the time of a quote being requested. *The Ashland Water Department is also*

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

2022 ELECTRIC COMMENTS: Please contact Rick Barton in the Electric Department for service requirements and connect fee information at (541) 552-2082 or via e-mail to rick.barton@ashland.or.us. Rick can 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. *(See note above about the 593 Crowson Annexation. It would be worthwhile to discuss issues relating to City of Ashland Electric and Pacific Power with Rick, including the history of the 593 Crowson annexation and any costs associated with annexing Pacific Power customers into the city.)*

2020 ELECTRIC COMMENTS: 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. *(See note above about the 593 Crowson Annexation. It would be worthwhile to discuss issues relating to City of Ashland Electric and Pacific Power with Dave, including the history of the 593 Crowson annexation and any costs associated with annexing Pacific Power customers into the city.)*

TALENT IRRIGATION DISTRICT (TID) COMMENTS: See attached comments from the Talent Irrigation District (TID). For further TID-related information, please contact TID manager Wanda Derry at (541) 535-1529 or via e-mail to: tid@talentid.org. With annexation, both the City and County will seek assurances that TID concerns are addressed and any modifications to the site or TID facilities will not adversely impact the ability to maintain a functional irrigation system within the district.

2020 TALENT IRRIGATION DISTRICT (TID) COMMENTS: See attached comments from the Talent Irrigation District (TID). For further TID-related information, please contact TID manager Jim Pendleton at (541) 535-1529 or via e-mail to: tid@talentid.org. With annexation, both the City and County will generally seek assurances that any modifications to the site or TID facilities will not adversely impact the ability to maintain a functional irrigation system within the district.

OREGON DEPARTMENT OF TRANSPORTATION (ODOT): "This proposal should not significantly affect ODOT facilities. There is a railroad facility at the rear of the property, so we

are sending the notification to ODOT Rail who may be in touch. Thank you for keeping us in the loop!" 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 *[Staff would anticipate that ODOT may have additional comments after reviewing a T.I.A.]*

PROCEDURE

Type III – Annexation: Annexations are a discretionary legislative decision. The Ashland City Council is the approval authority, following a recommendation from the Ashland Planning Commission.

Submittal Information.

The application shall include all of the following information.

a. The information requested on the application form. [The zoning permit application form is available on-line at: http://www.ashland.or.us/Files/Zoning%20Permit%20Application.pdf.]

b. Plans and exhibits required for the specific approvals sought.

c. A written statement or letter explaining how the application satisfies each and all of the relevant criteria and standards in sufficient detail.

d. Information demonstrating compliance with all prior decision(s) and conditions of approval for the subject site, as applicable.

e. The required fee. [*See below*.]

The Ashland Land Use Ordinance is Chapter 18 of Ashland Municipal Code, and is available on-line in its entirety at:

https://ashland.municipal.codes/LandUse

Plan Requirements

Plans and exhibits detailed below formatted to print to scale at 11" x 17". (**Note:** *These copies are used for the Planning Commission packet and for the notices mailed to neighbors. Please submit clear, reproducible copies drawn to a standard architect's or engineer's scale.)*

- **Materials required for Annexation as detailed in Chapter 18.5.8.020**
- **Materials required for Site Design Review approval as required in Chapter 18.5.2.040 (***if concurrent Site Review is requested***…)**
- **Materials required for a Variance/Controlled Access found in Chapter 18.5.040 (***if applicable to the final proposal…***)**
- **Tree Inventory/Tree Preservation/Tree Protection Plan as required in Chapter 18.4.5.030**

Written Findings Addressing Approval Criteria

Applicants are advised that in addition to required plans, written findings addressing how the ordinance criteria are satisfied in narrative format are required. Please include:

- **Written findings addressing the criteria for Annexation found in Chapter 18.5.8.050.**
- **Written findings addressing the criteria for Site Design Review found in Chapter 18.5.2.050. (***if concurrent Site Review is requested…***)**
- **Written findings addressing the criteria for a Variance/Controlled Access found in Chapter 18.5.050 (***if applicable to the final proposal…***)**
- **Written findings addressing the approval criteria for a Tree Removal Permit in Chapter 18.5.7.040 (***if applicable to final proposal…***)**

PUBLIC MEETINGS & DEADLINES:

- **Submittal Deadline:** 1st Friday of each month, 4:30 p.m.
- **Transportation Commission:** 3rd Thursday or each month, 6:00 p.m.
- **Tree Commission:** Wednesday before 2nd Tuesday, 6:00 p.m.
- **Planning Commission:** 2nd Tuesday each month, 7:00 p.m.
- **City Council Meeting:** 1st & 3rd Tuesday each month, 6:00 p.m.

PLANNING APPLICATION FEES:

Annexation	**$4,502.25**
Site Design Review (*includes Exceptions*)	$1,120.25 or $2,247.50 + ½ percent valuation
Variance, Controlled Access (*Type I or II*)	$1,120.25 or $2,247.50
Tree Removal	$0

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 involving annexation have additional timelines built into state law. 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. (During the current COVID-19 state of emergency, public meetings are being held electronically via Zoom, broadcast on local TV and livestreamed on-line, and comments are being provided via e-mail and/or over Zoom rather than during in-person hearings.) See the commercial valuation form for assistance in calculating project valuation to determine this fee.*

For further information, please contact:

Derek Severson, *Senior Planner*
City of Ashland, Department of Community Development
Phone: 541-552-2040 or e-mail: derek.severson@ashland.or.us

November 4, 2020
Date

2020 Public Works 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. **TIA (Transportation Impact Analysis)** – The City of Ashland feels that this project may meet at least one of the thresholds at which a TIA is required. The applicant shall have a Registered Engineer submit evidence that a TIA should not be required if the thresholds are not met.

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

   A. Applicants must submit a preliminary site plan for review to the City of Ashland, prior to the pre-application conference. At a minimum, the site plan shall illustrate:

      1. The location of existing access point(s) on both sides of the road within 500 feet in each direction for Category 4 segments or five-lane boulevards, and 300 feet for Category 5 segments and three-lane arterials;
      2. Distances to neighboring constructed public access points, median openings, traffic signals, intersections, and other transportation features on both sides of the property (*this should include the section of roadway between the nearest upstream and downstream collector*);
      3. Number and direction of site access driveway lanes to be constructed, as

well as an internal signing and striping plan;

4. All planned transportation features on the State highway/boulevard (*such as auxiliary lanes, signals, etc.*);
5. Trip generation data or appropriate traffic studies (*See the following section for the state's traffic impact study requirement thresholds*.);
6. Parking and internal circulation plan;
7. Plat map showing property lines, right of way, and ownership of abutting properties;
8. A detailed description and justification of any requested access variances;

B. Proposed land use actions, new developments, and/or redevelopment accessing a State highway/boulevard, directly or indirectly (*via collector or local streets*), will need to provide traffic impact studies to the respective local reviewing jurisdiction(s) and ODOT if the proposed land use meets one or more of the following traffic impact study thresholds. A traffic impact study will not be required of a development that does not exceed the stated thresholds.

1. **Trip Generation Threshold:** 50 newly generated vehicle trips (*inbound and outbound*) during the adjacent street peak hour;
2. **Mitigation Threshold:** Installation of any traffic control device and/or construction of any geometric improvements that will affect the progression or operation of traffic traveling on, entering, or exiting the highway;
3. **Heavy Vehicle Trip Generation Threshold:** 20 newly generated heavy vehicle trips (inbound and outbound) during the day;

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

C. Traffic Impact Study Requirements

1. The following is a summary of the Oregon State Highway minimum requirements for a traffic report. ODOT views the following requirements as the minimum considerations to be dealt with by Professional Traffic Engineering Consultants in their analysis of traffic impacts resulting from new developments adjacent to State highways.
2. The analysis shall include alternates other than what the developer originally submits as a proposal for access to state highways, city streets, and county roads.
3. The analysis of alternate access proposals shall include:

   (i) Existing daily and appropriate design peak hour counts by traffic movements, at intersections which would be affected by traffic generated by the development (*use traffic flow diagrams*).

   (ii) Projected daily and appropriate design peak hour volumes for these same intersections, and at the proposed access points after

completion of the development. If the development is to be constructed in phases, projected traffic volumes at the completion of each phase should be determined.

(iii) Trip Generation shall be calculated using the Institute of Transportation Engineers' manual "*TRIP GENERATION 5th Edition*" or other, more current, and/or applicable information.

(iv) A determination of the need for a traffic signal based on warrants in the "*Manual on Uniform Traffic Control Devices*."

4. The recommendations made in the report should be specific and shall be based on a minimum level of service "D" when the development is in full service. As an example, if a traffic signal is recommended, the recommendations should include the type of traffic signal control and what movements should be signalized. If a storage lane for right turns or left turns is needed, the recommendations should include the amount of storage needed. If several intersections are involved for signalization, and an interconnect system is considered, specific analysis should be made concerning progression of traffic between intersections.
5. The internal circulation of parking lots must be analyzed to the extent that it can be determined whether the points of access will operate properly.
6. The report shall include an analysis of the impacts to neighboring driveway access points and adjacent streets affected by the proposed new development driveways.
7. The report should include a discussion of bike and pedestrian usage and the availability of mass transit to serve the development.

3. **Street Improvement** – No additional street improvements, beyond those necessary to comply with City Street Standards, will be required at this time.
4. **Right of Way** – No additional right of way dedication, beyond that necessary to comply with City Street Standards, will be required at this time.
5. **Sanitary Sewer** - The property is currently served by an **8-inch sanitary sewer main in Benson Way.** The applicant proposed improvements must be reviewed, approved and permitted by the City of Ashland Engineering Department.
6. **Water** - The property is currently served by an **8-inch water main in Benson Way**. City of Ashland Water Department shall tap existing water main and install any new water services and water meter boxes that are proposed by development. City of Ashland Water Department must be contacted for availability, placement and costs associated with the installation of the new water service. Service & Connection Fees will also be required for any new water services installed as part of this project.
7. **Storm Drainage** - The property is currently served by **a 12-inch storm sewer main in Benson Way.** City of Ashland Engineering Department must review an engineered storm drainage plan.

Storm Water Facility Design Requirements

All development or redevelopment that will create or replace 2,500 square feet or more of impervious surface (buildings, roads, parking lots, etc.) area that discharges

to an MS4 (municipal separate storm sewer systems), must comply with the requirements of the DEQ MS4 General Permit phase 2. Applicant MUST follow the guidance and requirements set forth in the current Rogue Valley Stormwater Quality Design Manual which can be found at the following website:

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

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

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

- All ground disturbances exceeding 1,000 square feet shall implement an Erosion and Sediment Control Plan (ESCP).
- A 1200-C permit will be secured by the developer where required under the rules of the Oregon State DEQ. City of Ashland Engineering Department must receive a copy of this permit before any construction shall begin.
- Erosion Prevention and Sediment control measures that meet the minimum standards set forth by the City of Ashland Public Works/Engineering Standard Drawing CD282 must be in place before any construction related to the project begins.
- Pollution, track out, and sediment dumping into storm water are strictly prohibited per AMC 9.08.060.
- Drainage from automotive use areas shall be limited to oil concentrations of 10 mg/l by a pre-approved means.
- Trash storage areas shall be covered or provide additional storm water treatment by an approved means.
- Off street parking areas shall conform to Ashland Municipal Code 18.4.3.080.B.5, including provisions to minimize adverse environmental and microclimatic impacts.

9. **Driveway Access** – No additional improvements/requirements will be requested at this time, but the applicant proposed improvements must be reviewed and permitted by the City of Ashland Engineering Department.
10. **Permits** – Any construction or closure within the public right of way will require a Public Works permit and before any work in the right of way commences all necessary permits MUST be obtained
11. **As-Builts** - Where public improvements are required or completed, the developer shall submit to the City of Ashland, reproducible as-built drawings and an electronic file of all public improvements constructed during and in conjunction with this project. Field changes made during construction shall be drafted to the drawings in the same manner as the original plans with clear indication of all modifications (*strike out old with new added beside*). As-built drawings shall be submitted prior to final acceptance of the construction, initiating the one-year maintenance period.
12. **Addresses** – Any new addresses must be assigned by City of Ashland Engineering Department.

13. **Sign & Traffic Control Devices**– Sign installation and visibility must be maintained to the requirements of the *Manual of Uniform Traffic Control Devices* (**MUTCD**). The applicant proposed signage must be reviewed and approved by the City of Ashland Engineering Department.

2022 Public Works 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. **TIA (Transportation Impact Analysis)** – The City of Ashland feels that this project may meet at least one of the thresholds at which a TIA is required. The applicant shall have a Registered Engineer submit evidence that a TIA should not be required if the thresholds are not met.

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

   A. Applicants must submit a preliminary site plan for review to the City of Ashland, prior to the pre-application conference. At a minimum, the site plan shall illustrate:

      1. The location of existing access point(s) on both sides of the road within 500 feet in each direction for Category 4 segments or 5 lane boulevards, and 300 feet for Category 5 segments and 3 lane arterials;
      2. Distances to neighboring constructed public access points, median openings, traffic signals, intersections, and other transportation features on both sides of the property (this should include the section of roadway between the nearest upstream and downstream collector);
      3. Number and direction of site access driveway lanes to be constructed, as

well as an internal signing and striping plan;

4. All planned transportation features on the State highway/boulevard (such as auxiliary lanes, signals, etc.);
5. Trip generation data or appropriate traffic studies (See the following section for the state's traffic impact study requirement thresholds.);
6. Parking and internal circulation plan;
7. Plat map showing property lines, right of way, and ownership of abutting properties;
8. A detailed description and justification of any requested access variances;

B. Proposed land use actions, new developments, and/or redevelopment accessing a State highway/boulevard, directly or indirectly (via collector or local streets), will need to provide traffic impact studies to the respective local reviewing jurisdiction(s) and ODOT if the proposed land use meets one or more of the following traffic impact study thresholds. A traffic impact study will not be required of a development that does not exceed the stated thresholds.

1. Trip Generation Threshold: 50 newly generated vehicle trips (inbound and outbound) during the adjacent street peak hour;
2. Mitigation Threshold: Installation of any traffic control device and/or construction of any geometric improvements that will affect the progression or operation of traffic traveling on, entering, or exiting the highway;
3. Heavy Vehicle Trip Generation Threshold: 20 newly generated heavy vehicle trips (inbound and outbound) during the day;

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

C. Traffic Impact Study Requirements

1. The following is a summary of the Oregon State Highway minimum requirements for a traffic report. ODOT views the following requirements as the minimum considerations to be dealt with by Professional Traffic Engineering Consultants in their analysis of traffic impacts resulting from new developments adjacent to State highways.
2. The analysis shall include alternates other than what the developer originally submits as a proposal for access to state highways, city streets, and county roads.
3. The analysis of alternate access proposals shall include:
   (i) Existing daily and appropriate design peak hour counts by traffic movements, at intersections which would be affected by traffic generated by the development (use traffic flow diagrams).
   (ii) Projected daily and appropriate design peak hour volumes for these same intersections, and at the proposed access points after completion of the development. If the development is to be

constructed in phases, projected traffic volumes at the completion of each phase should be determined.

(iii) Trip Generation shall be calculated using the Institute of Transportation Engineers' manual "TRIP GENERATION 5th Edition" or other, more current, and/or applicable information.

(iv) A determination of the need for a traffic signal based on warrants in the "Manual on Uniform Traffic Control Devices."

4. The recommendations made in the report should be specific and shall be based on a minimum level of service "D" when the development is in full service. As an example, if a traffic signal is recommended, the recommendations should include the type of traffic signal control and what movements should be signalized. If a storage lane for right turns or left turns is needed, the recommendations should include the amount of storage needed. If several intersections are involved for signalization, and an interconnect system is considered, specific analysis should be made concerning progression of traffic between intersections.
5. The internal circulation of parking lots must be analyzed to the extent that it can be determined whether the points of access will operate properly.
6. The report shall include an analysis of the impacts to neighboring driveway access points and adjacent streets affected by the proposed new development driveways.
7. The report should include a discussion of bike and pedestrian usage and the availability of mass transit to serve the development.

3. **Street Improvement** – No additional street improvements, beyond those necessary to comply with City Street Standards, will be required at this time.
4. **Right of Way** – No additional right of way dedication, beyond that necessary to comply with City Street Standards, will be required at this time.
5. **Sanitary Sewer -** The property is currently served by an 8-in sanitary sewer main in Benson Way. The applicant proposed improvements must be reviewed, approved and permitted by the City of Ashland Engineering Department.
6. **Water -** The property is currently served by an 8-in water main in Benson Way. City of Ashland Water Department shall tap existing water main and install any new water services and water meter boxes that are proposed by development. City of Ashland Water Department must be contacted for availability, placement and costs associated with the installation of the new water service. Service & Connection Fees will also be required for any new water services installed as part of this project.
7. **Storm Drainage -** The property is currently served by a 12-in storm sewer main in Benson Way. City of Ashland Engineering Department must review an engineered storm drainage plan.

Storm Water Facility Design Requirements

All development or redevelopment that will create or replace 2,500 square feet or more of impervious surface (buildings, roads, parking lots, etc.) area that discharges to an MS4 (municipal separate storm sewer systems), must comply with the requirements of the DEQ

MS4 General Permit phase 2. Applicant MUST follow the guidance and requirements set forth in the current Rogue Valley Stormwater Quality Design Manual which can be found at the following website:

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

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

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

- All ground disturbances exceeding 1,000 square feet shall implement an Erosion and Sediment Control Plan (ESCP).
- A 1200-C permit will be secured by the developer where required under the rules of the Oregon State DEQ. City of Ashland Engineering Department must receive a copy of this permit before any construction shall begin.
- Erosion Prevention and Sediment control measures that meet the minimum standards set forth by the City of Ashland Public Works/Engineering Standard Drawing CD282 must be in place before any construction related to the project begins.
- Pollution, track out, and sediment dumping into storm water are strictly prohibited per AMC 9.08.060.
- Drainage from automotive use areas shall be limited to oil concentrations of 10 mg/l by a pre-approved means.
- Trash storage areas shall be covered or provide additional storm water treatment by an approved means.
- Off street parking areas shall conform to Ashland Municipal Code 18.4.3.080.B.5, including provisions to minimize adverse environmental and microclimatic impacts.

9. **Driveway Access** – No additional improvements/requirements will be requested at this time, but the applicant proposed improvements must be reviewed and permitted by the City of Ashland Engineering Department.
10. **Permits** – Any construction or closure within the public right of way will require a Public Works permit and before any work in the right of way commences all necessary permits MUST be obtained
11. **As-Builts** - Where public improvements are required or completed, the developer shall submit to the City of Ashland, reproducible as-built drawings and an electronic file of all public improvements constructed during and in conjunction with this project. Field changes made during construction shall be drafted to the drawings in the same manner as the original plans with clear indication of all modifications (strike out old with new added beside). As-built drawings shall be submitted prior to final acceptance of the construction, initiating the one-year maintenance period.
12. **Addresses** – Any new addresses must be assigned by City of Ashland Engineering Department.
13. **Sign & Traffic Control Devices** – Sign installation and visibility must be maintained to

the requirements of the Manual of Uniform Traffic Control Devices (MUTCD). The applicant proposed signage must be reviewed and approved by the City of Ashland Engineering Department.

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

2022 Pre-Application Comments

Date: 12-8-2021
Project Address: 1100 Benson Way (Formerly 595 Crowson)
Permit Number: PreApp-2021-00312
Project Description: Annexation of Industrial Zoned Land
AF&R 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:
Fire has no specific comments/requirements for the annexation.

General Information:

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 owner's 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.
- **Fire Sprinkler System** – If access to site exceeds 10 % the installation of a residential system will be required. The installation of a fire sprinkler system may be an acceptable means to mitigate deficiencies related to other fire requirements such as fire flow, hose reach, fire lane width, fire apparatus turn-around, distance to fire hydrants, and fire department work areas. OFC 503.1.1
- **AMC Fire Department Connection (FDC)** - The FDC is required to be a 2 ½" Siamese female connection installed 18" to 48" above finished grade. A single 2 ½" NST female swivel connection with rocker lugs and cap is acceptable if hydraulic calculations are provided that indicate a single 2 ½ " line will adequately serve the system. Fire flow alarm shall be placed on the FDC. The 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 2Al0BC fire extinguishers within 75 feet of travel distance. The fire extinguisher shall be mounted on the wall at approximately 48 inches above the floor.
- **Gates and Fences** – Obstructions such as gates, fences, or any other item which would block or reduce the required fire apparatus access width must be shown on the plans and approved by Ashland Fire and Rescue.
- **AMC Wildfire Hazard Areas** – On lands designated in the Wildfire Lands Overlay, a "Fuel Break" as defined in Ashland Municipal Code, section 18.3.10.100 is required.
- **AMC Wildfire Hazard Areas** - All structures shall be constructed or re-roofed with Class B or better non-wood roof coverings, as determined by the Oregon Structural Specialty Code. No structure shall be constructed or re-roofed with wooden shingles, shakes, wood-product material, or other combustible roofing material, as defined in the City's building code. AMC 18.3.10.100
- **AMC Vegetation** – Existing and intentionally planted vegetation is required to meet AMC 18.3.10.100B(2) General Fuel Modification Area Standards. The Fire Wise landscaping brochure provides diagrams and examples of how to meet these requirements. www.ashlandfirewise.org. Contact Ashland Fire & Rescue Forestry Division for a fuel break inspection.
- **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.