
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 DIVISION
PRE-APPLICATION CONFERENCE
COMMENT SHEET**
September 20, 2023

SITE: 300 Clay St
APPLICANT: Rogue Planning
REQUEST: Annexation, Outline Plan,
Site Design Review & WRPZ

PLANNING DIVISION COMMENTS

This property previously went through a pre-application on May 5, 2021. As previously, for staff two key issues are addressing TSP Project R22 (the envisioned connection from Clay through to Tolman Creek), and specific details with regard to ROW dedication and public improvement standards.

Public Improvements & ROW Dedication

- Staff feels that the proposed street configuration with the alleys on either side is an improvement on the previous proposal and feels that the buffering that this provides to adjacent to development is a positive
- A 27' ROW dedication will be required at the SE corner of the property to allow for full width street connection to Tolman Creek*. (When the annexation for the snowberry brook property was platted only 20' was dedicated for Future ROW as the TSP at that time did not have project R22).
 - The applicant will be required to coordinate with Public Works to determine the configuration of the half street.
 - A final application shall include a road profile showing a jog to future improvements so that the northern edge of the ROW is in line with the northern edge of the YMCA property (yes this will require encroachment on to the snowberry brook property).
 - In staff's opinion the only way to provide less than 27' would require an amendment to the current TSP.
- Due to a lack of proposed property lines on the application submittal it was unclear the intention for ROW dedication on the eastern edge of the project. In preparation for the meeting the applicant provided the following clarity on the proposal:
 - "The street in the middle that Ts at Engle and continues to the east is a fire truck hammerhead since culdesacs are not depicted in the street standards but hammerhead turnarounds are. This portion of the public street provides frontage for the lots on the east side and provides rear yard vehicle access to the lots that front on Engle. The parking (if provided) would be on private property. That may take a design exception but the street ROW appears to meet standards."

* AMC 18.5.8.050.E.1 in part "Where future street dedications are indicated on the Street Dedication Map...**provisions shall be made for the dedication and improvement** of these streets and included with the application for annexation."

- The Public Works Director felt strongly that this area in the east of the subdivision is a 'parking lot' and does not contribute to transportation connectivity or the public good. Therefore, the city would not want to accept such non-standard ROW as public facilities. Similarly, the CommDev Director felt strongly that staff could not support the proposed exceptions to street standards.
- In the alternative, shown below, Staff would like to propose that the parking and circulation area in support of the triplex development be platted like Verde Village Phase 1, and Park Ridge Sub Phase 2 (*both of which are also R-1-3.5*) where the parent parcel provide the minimum frontage, with individual lots for each unit. This would mean that the ROW would terminate at the eastern edge of the Engle ROW. Public works suggested a transition to the parking area via a commercial driveway approach to signal leaving the Public ROW. The remainder of the Parking area would be required to meet the standards of Site Design Review as provided at AMC 18.4.3
- There is an existing pedestrian easement to the north 142' west of the eastern property line. See blue arrow below. The easement is 10' wide and must connect to the new subdivision pedestrian network. (see CS 18308). This falls almost exactly between the WRPZ buffer and the proposed building.



- Staff **do not** support the path in the WRPZ buffer. AMC 18.3.11.060.A.3.a provides that trails and paths are an allowed limited activity however staff doesn't not feel that "that no other reasonable, alternate location outside" the WPRZ, especially when considering the connection to the north.
- The submitted drawing shows street trees behind the sidewalk rather than in a parking strip as shown in the figure of the street section of the code. Staff **do not** support this proposed exception.

OTHER

- **Triplex:** Development of triplexes will require site design review approval. Will this be concurrent with the Final plan?
- **Phasing:** Is there a desire to phase the subdivision? If so a final application should include details on Phase lines, including allocation of affordability and open space requirements in each phase.
- **Lot coverage** will need to be met with individual lot development. The Zone allows for 55% Lot coverage. No allocation of open space is allowed to be transferred to individual lots. While this has been allowed historically recent PC president has held that this is not approvable in PSO subdivision.
- **Affordability:** Affordability requirements will need to be addressed with a final application.
- Prior to a final application the applicant will be required to schedule appearances before both the **Transportation Commission** for their input, as well as the **Housing and Human Services commission**.
- Parking. There are no longer parking minimums associated with individual development, however PSO subdivision still require the provision one space per dwelling unit on street.
 - **A. On-Street Parking Required.** At least one on-street parking space per dwelling unit shall be provided, in addition to the off-street parking requirements for all developments in an R-1 zone, with the exception of cottage housing developments, and for all developments in R-2 and R-3 zones that create or improve public streets.

ANNEXATION

Annexations are a discretionary legislative decision by the City Council, and are not subject to quasi-judicial constraints or the 120-day rule. The city's annexation criteria generally require that:

- That the subject property be located within the City's Urban Growth Boundary.
- That the proposed zoning for the annexed area be in conformance with the Comprehensive Plan Map designation and that the project, if proposed concurrently, is an allowed use.
- That the land is currently contiguous to the present city limits.

- That, for residential annexation, a plan shall be provided demonstrating that the development of the property will occur at a minimum of 90 percent of the base density of the property – less any reductions for natural features, topography, access limitations, or similar physical constraints – and that the owner sign and record an agreement ensuring that future development will occur in accord with this minimum density.

The proposed plan meets the minimum density for the zone based on lot size and constraints

- That the proposal meet the affordability requirements set forth in AMC 18.5.8.050.G.

The application materials acknowledge the affordable housing requirements

- That one or more of the standards in AMC 18.5.8.050.H,
- That adequate city facilities for water, sewer, electricity, and urban storm drainage can and will be provided.
- That adequate transportation can and will be provided including facilities necessary to accommodate motor vehicles, bicycles, pedestrians and transit.
 - Demonstration of adequate transportation typically requires a Transportation Impact Analysis (TIA) to fully assess the impacts of development on the surrounding street system.
 - Adequate transportation should also carefully consider adjacent pedestrian and bike access

PERFORMANCE STANDARDS OPTIONS SUBDIVISION

The application would need to speak to the applicable criteria and standards for subdividing the property under the Performance Standards Options chapter (AMC 18.3.9). This chapter provides a greater measure of flexibility in regard to many of the development standards, but seeks greater efforts to identify and protect significant natural features on the property and incorporate them as amenities to future residents, and to use this flexibility in seeking a project that is more compatible with the natural environment and surrounding neighborhood.

WATER RESOURCES - WETLANDS

The property has a delineated wetland which requires 20 feet around possible wetlands. The wetlands and its WRPZ would be subject to the requirements of the Water Resources Protection Zone Ordinance (AMC 18.3.11).

TREE REMOVAL & PROTECTION

Tree Removal: On vacant properties zoned for residential use, the removal of significant trees as defined in AMC 18.6.1 requires a Tree Removal Permit. Tree removal would also be considered in light of the Water Resources Protection Zones ordinance, the Performance Standards Options chapter, and more broadly in terms of the discretion in Annexations, and any tree removal should be carefully considered.

There do not appear to be any trees on the subject lot that are above 6" DBH, however if there are they will require a tree removal permit.

Tree Preservation/Protection: A tree protection plan is required with the application 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.

The trees along the eastern edge of the subject property should be properly protected during development.

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.

Site Visits: Staff may reach out as the application nears the hearing process to arrange site visits for the Planning Commission and City Council, or to arrange an alternative means for the decision makers to familiarize themselves with the 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 planned to be annexed as Single Family Residential, and the surrounding area is largely zoned R-1-3.5, a single family residential zoning with a 3,500 square foot minimum lot size.

OTHER CITY OF ASHLAND DEPARTMENT COMMENTS

BUILDING: *"No comments provided at this times."* Please contact Building Official Steven Mاتيaco 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 the Conservation Division Water Conservation Specialist at 541-552-2062. 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: Please see comments at the end of this document. Please contact Karl Johnson of the Engineering Division for any Public Works/Engineering-related information (i.e. utilities, streets, stormwater, etc.) at 541-552-2415 or via e-mail to karl.johnson@ashland.or.us .

FIRE: Please see comments 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: Please Contact Steve Walker at [541-552-2326](tel:541-552-2326) or (walkers@ashland.or.us) to discuss the intended use of the facility or property and any potential cross connection hazards associated with it or for any questions regarding water connections.”

ELECTRIC SERVICE: 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 preliminarily approved plan from the Electric Department.

PROCEDURE

Annexation is subject to a “Type III” legislative procedure which requires a recommendations from the Planning Commission through a public hearing process and a decision by Council adopted by ordinance to annex the property. As a legislative decision, an annexation would be subject to appeal by LUBA.

APPLICATION REQUIREMENTS

Submittal Information.

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

1. Application Form and Fee. Legislative applications shall be made on forms provided by the Staff Advisor. <http://www.ashland.or.us/Files/Zoning%20Permit%20Application.pdf> .
2. Submittal Information. The application shall contain all of the following information.
 - a. The information requested on the application form.
 - b. A map and/or plan, as applicable, addressing the appropriate criteria and standards in sufficient detail for review and decision.
 - 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, except when the City initiates the request.
 - f. Other information the Staff Advisor deems necessary to provide a complete application.

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

The adopted Transportation System Plan (TSP) is available on-line in its entirety at: http://ashlandtsp.com/system/datas/191/original/Final%20TSP_2013-04-23.pdf

Written Statements

Please provide 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, Planning Commission and Council with the basis for approval of the application:

- **Annexation:** **AMC 18.5.8.050**
- **Outline Plan:** **AMC 18.3.9.040.A.3**
- **Street Exception** **AMC 18.4.6.020.B**
- **WRPZ:** **AMC 18.3.11.060.D**
- **Tree Removal Permits(s):** **AMC 18.5.7.040**

Plans & Exhibits Required

Please provide exhibits (plans, drawings and required submittal materials) addressing the submittal requirements from the sections of the Ashland Municipal Code listed below. These exhibits are used for the Planning Commission packets and for notices that are mailed to neighbors. Please provide electronic copies formatted to print to a standard architect or engineer' scale on paper no larger than 11-inches by 17-inches:

- **Annexation:** **AMC 18.5.8.020**
- **Outline Plan:** **AMC 18.3.9.040.A.2**
- **WRPZ:** **AMC 18.3.11.060**
- **Tree Protection Plan:** **AMC 18.4.5.030**
- **Tree Removal Permit:** **AMC 18.5.7.030**

PLANNING APPLICATION FEES

Annexation (Type III):	\$5,110.00
Site Design Review	\$1,271.25 + \$84.50 per unit
Outline Plan (Type II)	\$2,663.25 + \$170.25 per lot
WRPZ Limited Use Permit	\$1,271.25

NOTE:

Annexations require additional timelines and noticing due to state requirements, and are typically scheduled at the first Planning Commission at least 45-days after a completeness determination.

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

September 20, 2023

Date

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. 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. The applicant proposed improvements must be reviewed and permitted by the City of Ashland Engineering Department.

4. Public Pedestrian Access – A handicap access ramp will be required at all proposed intersections. Where handicap access ramps are required as part of a proposed project, the ramps shall meet current United States Access Board Public Rights-of-Way Accessibility Guidelines (PROWAG) and shall be designed in accordance with the current Oregon Department of Transportation design guidance. Use of the ODOT Standard Drawings for curb ramps as guidance for design is recommended however a curb ramp detail sheet, similar to ODOT DET 1720-Example of Minimum Sidewalk Ramp Details, is required for each curb ramp corner that is being proposed. Referencing standard drawings for curb ramps in plans in lieu of curb ramp detail sheets is no longer acceptable. An ODOT ADA Curb Ramp Design Checklist shall also be

completed and submitted with the civil design drawings. If the following items are not submitted with the civil design drawings the City of Ashland Engineering Department will view the submittal as incomplete.

Required ADA submittals:

- a. ODOT ADA Curb Ramp Design Checklist
 - b. Curb Ramp Detail, similar to ODOT DET 1720, for each proposed curb ramp
5. Right of Way – No additional right of way dedication, beyond that necessary to comply with City Street Standards, will be required at this time.
6. Sanitary Sewer - The property is currently served by an 8-in sanitary sewer main in Clay Street. The applicant proposed improvements must be reviewed, approved and permitted by the City of Ashland Engineering Department.
7. Water - The property is currently served by an 8-in water main in Clay Street. City of Ashland Water Department shall tap existing water main and install any new water services and water meter boxes that are proposed by development. City of Ashland Water Department must be contacted for availability, placement and costs associated with the installation of the new water service. Service & Connection Fees will also be required for any new water services installed as part of this project.
8. Storm Drainage - The property is currently served by an 18-in storm sewer main in Clay Street. City of Ashland Engineering Department must review an engineered storm drainage plan.

Storm Water Facility Design Requirements

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/stormwater-quality-documents-information>

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

9. 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.

10. 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.

11. 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.

- Jackson County Roads will need to review and approve any improvements in the Jackson County right-of-way. City of Ashland must obtain a copy of any Jackson County approvals and/or permits that are granted before any work in the Jackson County right-of-way begins.

12. 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.

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.

14. Street Names – Any new street names must be approved by the City of Ashland Engineering Department and Planning Department.



Ashland Fire & Rescue Pre-Application Report

Conditions Descriptions

Reviewed By: Sartain, Ralph; Kleinberg Tech, Admin

Date Completed: 09/05/2023

LD File #: PreApp-2023-00384

Date Scheduled:

Applicant: Rogue Planning & Development Services LLC

Site Name: 300 Clay Street Subdivision

LD Description: Annexation, Performance Standards Subdivision, Site Design Review, Water Resource Protection

34 lots, with possible development of 22 SFR's, 22 ADU or duplexes, and Four triplexes

Location: 300 Clay Street

Status

Approved with Yes
Conditions Noted
Below?:

Specific Development Requirements for Access & Water Supply

Fire department comments are based upon the 2022 Oregon Fire Code as adopted by the Ashland Municipal Code, and Ashland Land Use Laws:

Conditions

Comments	Code Set	Code Reference
Addressing Requirements	Agency Defined Code	OFC 505.1
New fire hydrants shall be installed in the following locations: One near the corner of Clay Street and the new neighborhood street; One near the corner of Engle Street and the new neighborhood street; One near the end of the new neighborhood street.	Agency Defined Code	AF&R 8
Fire Apparatus Access Requirements	Agency Defined Code	AF&R 20
Fire Apparatus Approach Requirements	Agency Defined Code	OFC 503.2.8
Fire Apparatus Access Easement Requirements	Agency Defined Code	AF&R 2
Aerial Ladder Fire Apparatus Access Road Requirements	Agency Defined Code	AF&R 15.28.070
Firefighter Access Pathway Requirements	Agency Defined Code	AF&R 3
Fire Appartus Turn Around Requirements	Agency Defined Code	AF&R 4
Fire Flow Requirements - 1 & 2 Family Dwellings	Oregon Fire Code 2019	B105.1
Fire Flow Requirements - Commercial Buildings	Agency Defined Code	OFC B105.1
Fire Hydrant Spacing Requirements	Agency Defined Code	AF&R 6
Gate & Fence Requirements	Agency Defined Code	AF&R 13

Vegetation Requirements	Agency Defined Code	AF&R 16
Ignition-resistant Construction Requirements	Agency Defined Code	R327.4
Fuel Break Requirements	Agency Defined Code	AF&R 14
Requirements for Short-term Vacation Rentals	Agency Defined Code	AF&R 22
Fire Sprinkler Requirements for the Tri-Plexes	Agency Defined Code	OFC 903

Conditions Descriptions

Code 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.
AF&R 8	Fire hydrants with reflectors will be required for this project. Hydrants must have 3 feet of clearance extending from the center nut of the hydrant all the way around (OFC 507.5.5). 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.
AF&R 20	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 75,000 pounds, no parking, have a maximum slope of 15 percent, and have vertical clearance of 13' 6". With the installation of fire sprinklers, 200' of the driveway is allowed to have an 18 percent slope. Inside turning radius is at least 20 feet and outside turning radius is at least 40 feet and must be indicated on site plans submitted for building permits. Fire apparatus access is required to be signed as "No Parking-Fire Lane". Final plat needs to indicate that the private drive is fire apparatus access and must state that it cannot be modified without approval of Ashland Fire & Rescue.
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.
AF&R 2	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 & Rescue.
AF&R 15.28.070	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.

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.

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.

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.

AF&R 3	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.
AF&R 4	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 503.2.5).
B105.1	One and twofamily dwellings, Group R3 and R4 buildings and townhouses. The minimum fireflow and flow duration requirements for one and twofamily dwellings , Group R3 and R4 buildings and townhouses shall be as specified in Tables B105.1(1) and B105.1(2) . fire flow fire code official For SI: For SI: a. b.
OFC B105.1	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.
AF&R 6	The allowable distance between hydrants on new streets serving residential or commercial properties shall not exceed 350 feet.
AF&R 13	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.
AF&R 16	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.
R327.4	This subdivision is located in the wildfire hazard zone and the homes are required to be built with ignition-resistant materials/features according to Oregon Residential Specialty Code section R327.4. For more information, visit: www.ashland.or.us .
AF&R 14	On lands designated in the Wildfire Lands Overlay, a "Fuel Break" as defined in Ashland Municipal Code, section 18.3.10.100 is required.
AF&R 22	The following are the requirements for short-term vacation rentals (Traveler's Accommodations): <ul style="list-style-type: none"> • A smoke alarm in each sleeping room, a smoke alarm in the hall leading to the sleeping room and one on each level. • Consult with the Building Department to see if a fire sprinkler system is required. If a fire sprinkler system is present, it is required to be maintained in service. • A CO alarm is required to be within five feet of each bedroom. • Each sleeping room is required to have an available emergency escape through a window, so the window is required to be openable and remain open while someone would crawl out. If there is a door that leads to the outside, that can be considered the emergency escape in lieu of the window. The emergency escape window shall have a minimum net clear opening of 5.0 sq. ft. for grade floor windows, or a minimum net clear opening of 5.7 sq. ft. for windows above grade plane. The minimum net clear opening height dimension shall be 24 inches. The minimum net clear opening width dimension shall be 20 inches. The net clear opening dimensions shall be the result of normal operation of the opening. • A fire extinguisher should be located on each level- minimum 1AIOBC size. It is required to be mounted in a visible location and serviced annually. If you have just purchased new ones, either use the tag from the box to write the installation date on or use a permanent marker and write the month and date of installation on the fire extinguisher. • Make an emergency plan. It should include text with the address of the home, call 9-1-1 for emergencies and the safety features in the home and a diagram for evacuation. This should be made available in the home where guests would see it. Here is an example of an emergency plan www.ashland.or.us/vacationrentals. • Call for an inspection from the fire department after gaining planning approval. 541.482.2770.
OFC 903	Fire sprinkler system requirement information. Where a fire sprinkler system is required, it shall meet the requirements of the Oregon Fire Code and the applicable National Fire Protection Association (NFPA) Standard. Consult the water purveyor for proper water meter sizing for fire sprinkler systems.

Additional Project Consideration

Notes: There are no required conditions for the annexation. The conditions noted are for development.

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. 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.

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

Ashland Fire & Rescue, 455 Siskiyou Blvd, Ashland OR 97520

541-482-2770 www.ashland.or.us