
The comments of this pre-application are preliminary in nature and subject to change based upon the submittal of additional or different information. The Planning Commission or City Council are the final decision making authority of the City, and are not bound by the comments made by the Staff as part of this pre-application.

ASHLAND PLANNING DEPARTMENT **SITE:** Coffee Lane (West Village Lot #16)
PRE-APPLICATION CONFERENCE **APPLICANT:** Rogue/Taylorred Elements
COMMENT SHEET **REQUEST:** Cottage Housing Development
June 16, 2021

PLANNING STAFF COMMENTS:

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

Summary: Staff are pleased to see the subdivision moving forward and to see projects that include Cottage Housing. We are generally supportive; there are some specific elements of the proposal in red below that need to be further considered in arriving at final site designs.

SITE DESIGN REVIEW

Site Design Review: The application requires Site Design Review to consider the requested Cottage Housing Development.

- **Orientation:** Residential design standards call for buildings to have their primary orientation toward a street, with a primary entrance opening toward the street and connected to the right-of-way via an approved walkway. There is also a limitation on the placement of automobile circulation or off-street parking between the building and the street.

The two street-fronting units would need to have a primary orientation to the street, with a primary entrance toward the street and a pedestrian connection to the right-of-way rather than the driveway, and would need to provide full front yard setbacks (*i.e. Performance Standards requires that the parent parcels standard front yard and perimeter setbacks be provided.*). *Elevation drawings would need to be provided with the final application submittal demonstrating that the orientation standard is met through the proposed designs.*

- **Adequate Capacity of Public Utilities:** The applicants will need to demonstrate that adequate water, sanitary sewer, storm sewer, and electricity services, paved access/adequate transportation, and fire and police protection are available or can be extended to serve the proposed development. The Site Plan must show the location and size of the public utility lines that will serve the proposed parcels and detail service locations for each proposed lot, and plans will not be deemed complete without a utility plan which includes an Electric Department-approved electric service plan.
- **Tree Preservation, Protection and Removal:** An inventory of all trees six-inches in diameter at breast height and greater on the property and within 15 feet of the property boundaries is required with the application under AMC 18.4.5. The inventory must include detailed information including but not limited to species, diameter at breast height, condition, and drip

line/protection area of each tree. The plan must clearly identify trees to be preserved and how they will be protected and show those trees to be removed, and address the tree removal permit requirements in AMC 18.5.7 for significant trees to be removed. Tree removal permit requests would be considered in light of the Performance Standards focus on preserving natural features as well as the Tree Removal Permit criteria.

- **Details:** The final application materials will need to make clear the proposed lot configuration, that lot coverage is addressed, how the perimeter setback and front yard setbacks in the Performance Standards are to be addressed and provide scalable site plans and elevation drawings. Lot coverage will need to include the area of the alley and bikepath as they are on the private lot.
- The final application materials will need to address trash enclosure placement and screening.
- The final application will need to identify the proposed placement of transformers and other infrastructure. Transformers should not be placed in areas counted as required parking lot landscaping or within proposed open space.

COTTAGE HOUSING DEVELOPMENT (CHD)

Cottage Housing Developments/Site Design Review: Where allowed, CHD are subject to Site Design Review including the Building Placement, Orientation and Design Standards for Residential Development and to the Cottage Housing Design Standards.

Parking:

- **Off-Street/On-Street** – The application would need to address the off-street parking requirements of AMC 18.4.3.040 and the Cottage Housing Ordinance. *Cottages greater than 800 square feet but less than 1,000 square feet require 1½ off-street parking spaces per unit. As currently proposed, an additional parking space would be needed to address the required parking (i.e. an additional off-street space for the 925 square foot cottage).*
- Fire has noted that the garages would need to have signage on their exterior side walls making clear that no parking was allowed in the driveway as it would impede fire access.
- Garages would also need clear signage and/or language in the CC&R's that they are to be used for required parking and that the required parking area cannot be used for other storage.

Connectivity and Street Dedications: R-1 developments with four or more units typically require public street dedications, however the Cottage Housing ordinance provides that - *except for those street connections identified on the Street Dedication Map* - the Commission may reduce or waive the requirement to dedicate and construct a public street as required in section 18.4.6.040 upon finding that the *cottage housing development meets connectivity and block length standards by providing public access for pedestrians and bicyclists with an alley, shared street, or multi-use path connecting the public street to adjoining properties.* *As discussed at sign-off of the Phase I&II plat, the alley and multi-use path civil drawings need to be complete, reviewed, approved and the improvements installed prior to platting of Lot 16 and prior to the permitting of the thirteenth dwelling unit in Phases I & II. With the platting of Lot 16, there will need to be public access easements for the alley and path as required in PA-T1-2020-00132 (Condition #9c), and the CC&R's for Lot #16 will need to detail the private maintenance responsibilities for the alley and bikepath.*

Open Space: Common and private open spaces will need to be demonstrated to address the requirements relative to the CHD regulations (percent of site, dimension and area requirement, percentage of units fronting on open space, distinct visual boundary, etc.). *Common open space for cottage housing developments is to “consist of a central space, or series of interconnected spaces.” In staff’s view, the three proposed open space areas here cannot be considered to meet the standard of being interconnected and would need to have direct, convenient connections to satisfy the standard.*

Square Footage Deed Restriction: As required in 18.2.3.090.C.8, a deed restriction will be required to be placed on the properties notifying future property owners of the size restrictions for the CHD.

Solar Access: Structures within Cottage Housing developments meeting the standards in AMC 18.2.3.090, that cast their shadows entirely within the parent parcel of the Cottage Housing Development, shall be exempt from the Solar Access setback standards in 18.4.8.030 provided they do not cast a shadow upon the roof of a dwelling within the cottage housing development. The final application will need to address solar access requirements. *Units casting a shadow over the north property line will need to demonstrate compliance with standard Solar Access requirements. (If there were a nine percent downslope to the north ($s = -0.09$), a six-foot setback would allow only an eight-foot one-inch eave height with a 5.5/12 roof pitch.)*

PERFORMANCE STANDARDS SUBDIVISION (OUTLINE PLAN)

Density Calculations: With the subdivision proposed to create an additional SFR lot, the application will need to demonstrate that the single family residential density for the development is within the density allowed, as well as speaking to the allowed number of cottages based on the Cottage Development area proposed.

Significant Natural Features: A key element of the Performance Standards Options subdivision chapter (AMC 18.3.9) is its intent to identify and preserve significant natural features. Specifically, the chapter notes, “*The existing and natural features of the land; such as wetlands, floodplain corridors, ponds, large trees, rock outcroppings, etc., have been identified in the plan of the development and significant features have been included in the open space, common areas, and unbuildable areas (AMC 18.3.9.040.A.3.c).*” *The wetland would not be able to be included in a private lot or its building envelope, and the application generally needs to demonstrate that the lots, envelopes and site circulation have been located based upon careful consideration for preserving any significant natural features of the property.*

Easements: *The building envelope could not be placed over easements; from the plat it appears that there is both a multi-use path easement and a gas pipeline easement within the proposed envelope of the single family lot.*

MISCELLANEOUS/GENERAL

Site Visit: Prior to a hearing, staff would recommend that a Site Visit appropriate to whatever social distancing constraints are in place at the time be arranged with the Planning Commission to give them an idea of the specifics of the site given the access constraints.

Neighborhood Outreach: While it is not a city requirement staff always recommends applicants approach the affected neighbors to discuss proposals and try to address any concerns as early in the

process as possible. In this instance, staff have already begun to receive inquiries from neighbors requesting details of any proposed development of the site. Notices will be sent to owners of neighboring properties within a 200-foot radius, signs posted on the site and advertised in the local newspaper once an application is deemed complete. In many cases, an application is better received if neighbors hear of the proposal from the applicants rather than by a formal notice from the city.

Written Findings/Burden of Proof: Applicants should be aware that written findings addressing the ordinance and all applicable criteria are required, and are heavily depended on in the decision making process 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.

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OTHER DEPARTMENTS’ COMMENTS

FIRE DEPARTMENT: *See Fire Department comments at the end of this document.* Please contact Division Chief Ralph Sartain of the Fire Department for any information on Fire-related issues and requirements at (541) 552-2229 or e-mail ralph.sartain@ashland.or.us .

BUILDING DEPARTMENT: *No comments at this time.* Please contact Building Official Steven Matiaco in the Building Division for any additional information at (541) 488-5305 or via e-mail to steven.matiaco@ashland.or.us .

CONSERVATION DEPARTMENT: *No comments at this time.* There may be current City of Ashland rebates for the installation of high efficiency toilets (HET) as well as some appliances such as refrigerators, dishwashers and washing machines. Appliances may also be eligible for state tax credits through the Oregon Department of Energy. There may also be opportunities for homes to be built more sustainably or more energy efficient with financial and/or technical assistance from the City. For more information on currently available Conservation programs, please contact the City of Ashland Conservation Division at (541) 488-5305.

PUBLIC WORKS DEPARTMENT: *See Public Works/Engineering comments at the end of this document.* For any further information, please contact Karl Johnson at (541) 552-2415 or via e-mail to: karl.johnson@ashland.or.us .

ELECTRIC DEPARTMENT: The applicant will need to contact Dave Tygerson in the Electric Department at (541) 552-2389 or e-mail tygersod@ashland.or.us to discuss service requirements and fees. An approved electric service plan is required to be included in the final application submittal for the application to be deemed complete. Dave can arrange an on-site meeting to assess service requirements and will prepare a schematic service plan to be incorporated into the applicants’ civil drawings. Please allow additional time for scheduling an on-site meeting with Dave Tygerson, subsequent preparation of a schematic plan, and incorporation of this plan into your submittals. *Applications will not be deemed complete without an approved electric service plan.*

WATER AND SEWER SERVICE: *“If the project requires additional water services or upgrades to existing services the Ashland Water Department will excavate and install in the city right of way all water services up to and including the meter on domestic and commercial water lines. If a fire line is*

required, the water department will also only install a stub out to the location where the double check detector assembly (DCDA) complete with a Badger brand cubic foot bypass meter should be placed in a vault external to the building. The vault and the DCDA device housed in it are the responsibility of the property owner and should be placed at the property line. Fees for these installations are paid to the Water Department and are based on a time and materials quote to the developer or contractor. Meter sizes and fire line diameters will need to be provided to the Water Department at the time of a quote being requested. Please Contact Steve Walker at 541-552-2326 or e-mail walkers@ashland.or.us with any questions regarding water utilities.”

OREGON DEPARTMENT OF TRANSPORTATION (ODOT): “*This project should not affect ODOT facilities.*” For any additional ODOT-related information, please contact:

Micah Horowitz, AICP Micah.HOROWITZ@odot.state.or.us
Development Review Planner for ODOT Southwestern Region
100 Antelope Rd., White City, OR 97503
(541) 774.6331

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ZONING DISTRICT REQUIREMENTS

See <https://ashland.municipal.codes/LandUse/18.2.5.030.A> “Standards for Urban Residential Zones” for R-1-5 Zoning District

Zoning: R-1-5 (Single-Family Residential)

Landscaping Requirements: 50 percent of the lot area. Size- and species-specific landscaping & irrigation plan required for park rows and open space at time of formal application. Avoid using lawn. Provide irrigation system. Include street trees, one per 30 feet of street frontage.

Parking, Access and Internal Circulation: See Table 18.4.3.040.

Lot Coverage: A maximum of 50 percent of the lot may be covered with building footprints, driveways, parking spaces and other lot coverage. Compliance with lot coverage standards should be demonstrated in the application.

Standard Setbacks: Where standard setbacks apply... Front yards shall be a minimum of 15 feet, excluding garages which require a 20-foot front setback. Unenclosed porches shall be permitted with a minimum setback of eight feet. Side yards require six feet; the side yard of a corner lot abutting a public street shall have a ten-foot setback; rear yard, ten feet plus ten feet for each story in excess of one story. In addition, setbacks must comply with Chapter 18.4.8 which provides for Solar Access (which provides some exemptions for Cottage Housing).

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APPLICATION SUBMITTAL REQUIREMENTS

Application Requirements: Cottage Housing Developments require Outline Plan subdivision approval, along with Site Design Review and demonstration of compliance with the Cottage Housing

standards. Applications for Outline Plan subdivision approval are processed as a “Type II” procedure which requires a quasi-judicial decision through a public hearing at the Planning Commission. The Planning Commission’s may be appealed, in which case it is subject to an “on-the-record appeal” before the City Council. (For further procedural detail, see: <http://www.ashland.or.us/SIB/files/Comm%20Dev/Forms%2C%20Brochures%2C%20Handouts/Flo wchart Type II FY19-20.pdf>)

The application is required to include clear, legible, scalable drawings of the proposal (i.e. plan requirements) as well as written findings addressing the applicable approval criteria in accordance with the Ashland Land Use Ordinance (ALUO), Chapter 18 of the Ashland Municipal Code. The following sections include the requirements for plans and approval criteria which are applicable to the proposal as described in the pre-application submittals. When more than one planning approval is required for the proposal, multiple sections of the ALUO may apply. The burden of proof is on the applicant(s) to ensure that all applicable criteria are addressed in writing and that all required plans, written findings, and other materials are submitted even if those items were not discussed in specific, itemized detail during this initial pre-application conference. All submittals must also include:

1. **Application Form and Fee.** Applications for Type II review shall be made on forms provided by the Staff Advisor. One or more property owners of the property for which the planning action is requested, and their authorized agent, as applicable, must sign the application. The required application fee must accompany the application for it to be considered complete. (Form available on-line at: <http://www.ashland.or.us/Files/Zoning%20Permit%20Application.pdf>.)
2. **Submittal Information.** The application shall include all of the following information.
 - a. The information requested on the application form (see <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 (i.e. narrative “Findings”) 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 <http://www.ashland.or.us/SIB/files/Comm%20Dev/Forms%2C%20Brochures%2C%20Handouts/2019-07-01 Planning Fees.pdf>).

The Ashland Land Use Ordinance in its entirety may be accessed on-line at:
<https://ashland.municipal.codes/LandUse>

PLAN & EXHIBIT REQUIREMENTS: *A single electronic submittal consisting of the plans below in PDF files formatted to print to scale at 11x17 inches. **Note:** These copies are used for the Planning Commission packets, public presentations and notices mailed to neighbors - please format files to print clear, readable, reproducible and scalable 11x17 copies. (If the proposal cannot be adequately presented at 11x17, the applicant may provide 12 full-sized hardcopy drawings for distribution to individual commissioners and staff.)*

- Materials required for a Performance Standard Subdivision Outline Plan approval as detailed in <https://ashland.municipal.codes/LandUse/18.3.9.040.A.2>.
- Materials required for a Performance Standard Subdivision Final Plan approval as detailed in chapter <https://ashland.municipal.codes/LandUse/18.3.9.040.B.4>.
- Materials required for a Tree Inventory/Tree Protection Plan as required in <https://ashland.municipal.codes/LandUse/18.4.5.030>.
- Materials required for a Site Design Review approval as detailed in <https://ashland.municipal.codes/LandUse/18.5.2.040>.
- Materials required for a Variance (*if applicable to the final proposal*) as detailed in <https://ashland.municipal.codes/LandUse/18.5.5.040>.
- Materials required for a Tree Removal Permit (*if applicable to the final proposal*) as required in <https://ashland.municipal.codes/LandUse/18.5.7.030>.

RELEVANT CRITERIA AND STANDARDS: Applicants are advised that in addition to required plans, written findings addressing how the ordinance criteria are satisfied in narrative format are required. The applicable criteria are included below.

- Written findings addressing the Cottage Housing Standards in <https://ashland.municipal.codes/LandUse/18.2.3.090.C>.
- Written findings addressing the criteria from <https://ashland.municipal.codes/LandUse/18.3.9.040.A.3> for Outline Plan approval.
- Written findings addressing the criteria from <https://ashland.municipal.codes/LandUse/18.3.9.040.B.5> for Final Plan approval.
- Written findings addressing the criteria for Site Design Review approval detailed in <https://ashland.municipal.codes/LandUse/18.5.2.050> for the Cottage Housing Development.
- Written findings addressing the criteria from <https://ashland.municipal.codes/LandUse/18.5.5.050> for a Variance (*if applicable to the final proposal*).
- Written findings addressing the criteria from <https://ashland.municipal.codes/LandUse/18.5.7.040> for a Tree Removal Permit to remove a tree that is not a hazard (*if applicable to the final proposal*).

NEXT APPLICATION DEADLINE:	First Friday of each month
UPCOMING PLANNING COMMISSION MEETING:	Second Tuesday of each month
FEES*: Outline & Final Plan Approval: (After July 1*)	\$2,917.75 + \$143.25 per lot (\$2,993 + \$150 per lot)
Site Design Review (After July 1*)	\$1,092 + \$72.50 per unit (\$1,120.25 + \$74.50 per unit)
Variance (<i>if applicable</i>): (After July 1*)	\$1,092 or \$2,190.75 (\$1,120.25 or \$2,247.50)

Cottage Housing Development:	\$	0
Exceptions (<i>if applicable</i>):	\$	0
Tree Removal Permits (<i>if applicable</i>):	\$	0

NOTES:

** Fees will see their scheduled annual increase on July 1. Applications will be subject to the fees in place at application submittal.*

Applications are accepted on a first come-first served basis. All applications received are reviewed by staff, and must be found to be complete before being 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, and the first COMPLETE applications submitted are processed at the next available Planning Commission meeting.

For further information, please contact:

June 16, 2021

Derek Severson, *Senior Planner*

Phone: 541-552-2040/**E-mail:** derek.severson@ashland.or.us

FIRE DEPARTMENT COMMENTS

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

Project-Specific Comments

- No Parking Signs:** Parking shall be posted as "No Parking-Fire Lane" along both sides of the alley that is used to provide access to the cottages and on the side of each front garage for the common driveway.
- Addressing:** A 2-sided address sign shall be posted near the intersection of the street and the alley, noting the cottage address numbers served by the alley.

General Comments

- 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 505.1**
- 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.
- Fire Apparatus Access** -Single Residential Lot-If the furthest point on the structure is greater than 150' from the street, the entire length of the private drive or street must meet fire apparatus access. Fire apparatus access shall be 15 feet clear width, with the center 12 feet being constructed of an all-weather driving surface. Fire apparatus access must support 60,000 pounds, no parking, have a maximum slope of 10 percent, and have vertical clearance of 13' 6". The required width of a fire apparatus access road shall not be obstructed in any manner, including parking of vehicles. 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.
- Fire Apparatus Access - Shared Access Easement**- If a fire apparatus access road crosses onto or over another property owners parcel, an easement must be obtained to provide access for fire apparatus. Easement language needs to include wording that indicates that the shared access easement may not be modified, removed, or obstructed in any way without prior written approval from Ashland Fire and Rescue. **OFC Appendix D 105 as amended by AMC 15.28.070 K & L**
- Aerial Ladder Access** – Structures exceeding 24 feet in height above the lowest level of fire apparatus access are required to provide access roads capable of accommodating fire department aerial apparatus. These access roads are required to be 26 feet in width in the immediate vicinity of the building.
- Where the vertical distance between the grade plane and the highest roof surface exceeds 30 feet (9144 mm), approved aerial fire apparatus access roads shall be provided. For purposes of this section, the highest roof surface shall be determined by measurement to the eave of a pitched roof, the intersection of the roof to the exterior wall, or the top of parapet walls, whichever is greater.

- 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.
- **Firefighter Access Pathway** – An approved footpath around the structure is required so that all exterior portions of the structure can be reached with the fire hose. Any changes in elevation greater than two feet in height (such as retaining walls) require stairs. The stairs shall be an all-weather surface, and meet the requirements as specified in the Oregon Structural Specialty Code. **OFC 503.1.1**
- **Fire 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.
- **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.
- **Fire Hydrant Spacing** - The allowable distance between hydrants on new streets serving residential or commercial properties shall not exceed 350 feet.
- **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.
- **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.
- **Fire Hydrants Clearance** - Hydrants must have 3 feet of clearance extending from the center nut of the hydrant all the way around. Fences, landscaping and other items may not obstruct the hydrant from clear view. Hydrants must be shown on site plan when submitting for building permits.
- **Fire 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.
- **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**
- **Fire Department Connection (FDC)** - The FDC is required to be a 2 ½" Siamese female connection installed 18" to 48" above finished grade. A single 2 ½" NST female swivel connection with rocker lugs and cap is acceptable if hydraulic calculations are provided that indicate a single 2 ½ " line will

adequately serve the system. Fire flow alarm shall be placed on the FDC. FDC shall be placed in a location approved by the fire department. Locking Knox FDC Caps shall be installed.

- **Gates and Fences** – Obstructions such as gates, fences, or any other item which would block or reduce the required fire apparatus access width must be shown on the plans and approved by Ashland Fire and Rescue.
- **Wildfire Hazard Areas** – On lands designated in the Wildfire Lands Overlay, a “Fuel Break” as defined in **Ashland Municipal Code, section 18.3.10.100 is required.**
- **Wildfire Hazard Areas** - All structures shall be constructed or re-roofed with Class B or better non-wood roof coverings, as determined by the Oregon Structural Specialty Code. No structure shall be constructed or re-roofed with wooden shingles, shakes, wood-product material or other combustible roofing material, as defined in the City's building code. **AMC 18.3.10.100**
- **Vegetation** – existing and intentionally planted vegetation is required to meet AMC 18.3.10.100B(2) General Fuel Modification Area Standards. The Fire Wise landscaping brochure provides diagrams and examples of how to meet these requirements. www.ashlandfirewise.org. Contact Ashland Fire & Rescue Forestry Division for a fuel break inspection.
- **Fire Season** – If work will be completed during fire season, check fire season fire prevention requirements found at www.ashland.or.us/fireseason.
- **Accessory Residential Units in Wildfire Hazard Areas** - Accessory Residential Units on land zoned RR in the Wildfire Hazard Areas are required to install a residential fire sprinkler system.

Construction General Information/Requirements

- Development shall comply with access and water supply requirements in accordance with the Oregon Fire Code in effect 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.

PUBLIC WORKS/ENGINEERING COMMENTS

1. **Engineered Plans** - Where public improvements are required or proposed, the applicant's engineer shall submit design plans for approval of all public improvements identified on the approved plan or as specified in conditions of approval. One set of these civil plans MUST be submitted DIRECTLY to the Public Works/Engineering Department. All design plans must meet the City of Ashland Public Works Standards. Engineered construction plans and specifications shall be reviewed and signed by the Public Works Director, prior to construction. All public facilities within the development will be designed to the City of Ashland Engineering Design Standards for Public Improvements. The engineered plans shall also conform to the following:
 - If drawings are submitted to the City of Ashland digitally, they shall be true scale PDF drawings. If AutoCAD drawings are also submitted, they shall be compatible with the AutoCAD release being used by the City at that time and shall be located and oriented within the Oregon State Plain Coordinate System (NAD83-89).
 - Drawings sizes shall comply with ANSI-defined standards for page width and height. Review drawings may be submitted in B size (11x17). Bidding and construction documents may also be printed at B size; however, all final as-constructed drawings must be submitted to scale on D-size (24x36) Mylar. Digital files of the as-constructed drawings shall also be submitted. Drawings shall be drawn such that reduction of plans from full size (D sized) to half size (B sized) can be done to maintain a true scale on the half-sized plans.
2. **Street Improvements** – No additional street improvements, beyond those necessary to comply with City Street Standards, will be required at this time.
3. **Right of Way** – No additional right of way dedication, beyond that necessary to comply with City Street Standards, will be required at this time.
4. **Easements**
 - The plat for the subdivision shows a 40-foot wide easement that impacts the building envelope on the south side of the proposed alley and bike path however this easement is not shown on the proposal.
 - The plat for the subdivision labels the proposed bike path connection as "temporary" and leaves an additional multi-purpose path easement along the southerly property line. Will the proposed bike path connection be abandoned at some point in the future and a new bike path be constructed in the other easement along the southerly property line?
5. **Alley & Bike Path** – Appears that the proposal for the alley is to construct it out of asphalt and to construct the bike path extension with concrete which is opposite to what already exists on the completed portion to the west of this property. Public Works would recommend that the surfacing match for both the alley and the bike path to create a consistent run from Coffee Lane to the northern terminus of the alley and bike path.
6. **Sanitary Sewer** - The property is currently served **by an 8-inch sanitary sewer main in Coffee Lane, a stub has been extended into the lot of the proposal.** 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-inch water main in Coffee Lane into the lot of the proposal.** 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 **a 12-in storm sewer main in Coffee Lane into the lot of the proposal.** 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.

9. **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.
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
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. **Addresses** – Any new addresses must be assigned by City of Ashland Engineering Department.