
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 June 23, 2021**

SITE: 1500 E. Main St.
ScienceWorks
APPLICANT: Ashland School District
REQUEST: Conditional Use Permit

PLANNING DIVISION COMMENTS

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

Summary: Temporary uses require Conditional Use Permit approval as provided in AMC 18.2.2.030.H. There are limited provisions for temporary occupancy of a manufactured housing unit or similar structure for a period not to exceed 90 calendar days in conjunction with construction on the same site, but these provisions would not apply. In addition, the subject property is within the SO (Southern Oregon University) overlay zone, which is governed by the Southern Oregon University Masterplan and any use not agreed upon in advance by the City and SOU and include in the adopted SOU Masterplan also requires a Conditional Use Permit.

Key issues for staff are in how parking and circulation will work, how the proposal will relate to other uses on the property (i.e. ScienceWorks, the Forensics Lab, the Armory and the Rogue Valley Growers and Crafters Market) and in the vicinity (i.e. Willow Wind, Ashland Middle School), and how traffic and circulation can be safely addressed given that the intersection of Campus Way and East Main will become an uncontrolled four-way intersection with a misaligned leg accommodating simultaneous peak traffic from two schools and (on one day a week the very busy Growers Market). Other key considerations are that the temporary placement of modular will not adversely impact existing trees on the property, and that the installations can and will be completed in compliance with applicable fire/life/safety regulations.

Conditional Use Permit/Temporary Use: Conditional Use Permit review considers the adverse material impacts of a proposal in comparison to the target use of the same property as envisioned through the property's zoning. For SO-zoned properties, the envisioned target uses "are all those which are directly related to the educational functions of SOU, provided that such uses are indicated and located in conformance with the adopted and City approved SOU Plan, and are greater than 50 feet from privately owned property." Within the approved SOU Masterplan, the property is identified specifically for "Campus Partnerships, with the Armory, Forensics Lab and Science Works specifically identified. [See http://www.ashland.or.us/files/SOU_MasterPlan_4.2010.pdf.]

The Conditional Use Permit criteria from <https://ashland.municipal.codes/LandUse/18.5.4.050> are as follows:

1. *That the use would be in conformance with all standards within the zoning district in which the use is proposed to be located, and in conformance with relevant Comprehensive plan policies that are not implemented by any City, State, or Federal law or program.*

2. *That adequate capacity of City facilities for water, sewer, electricity, urban storm drainage, paved access to and throughout the development, and adequate transportation can and will be provided to the subject property.*
3. *That the conditional use will have no greater adverse material effect on the livability of the impact area when compared to the development of the subject lot with the target use of the zone, pursuant with subsection 18.5.4.050.A.5, below. When evaluating the effect of the proposed use on the impact area, the following factors of livability of the impact area shall be considered in relation to the target use of the zone.*
 - a. *Similarity in scale, bulk, and coverage.*
 - b. *Generation of traffic and effects on surrounding streets. Increases in pedestrian, bicycle, and mass transit use are considered beneficial regardless of capacity of facilities.*
 - c. *Architectural compatibility with the impact area.*
 - d. *Air quality, including the generation of dust, odors, or other environmental pollutants.*
 - e. *Generation of noise, light, and glare.*
 - f. *The development of adjacent properties as envisioned in the Comprehensive Plan.*
 - g. *Other factors found to be relevant by the approval authority for review of the proposed use.*
4. *A conditional use permit shall not allow a use that is prohibited or one that is not permitted pursuant to this ordinance.*
5. *For the purposes of reviewing conditional use permit applications for conformity with the approval criteria of this subsection, the target uses of each zone are as follows.*
 - I. *HC, NM, and SOU. The permitted uses listed in chapters 18.3.3 Health Care Services, 18.3.5 North Mountain Neighborhood, and 18.3.6 Southern Oregon University District, respectively, complying with all ordinance requirements.*

In responding to these criteria, staff believe that the following should be thoroughly addressed:

- How will parking and circulation, including parent pick-up and drop-off and bus circulation, work? Will there be any parking retained at the Walker site for use by staff during the period where the modular are in place?
- How will the proposed modular building installation/temporary school campus relate to other uses on the property (i.e. ScienceWorks, the Armory and the Rogue Valley Growers and Crafters Market) and in the vicinity (i.e. Willow Wind, Ashland Middle School)? Will the Growers Market continue to be in operation concurrently with the temporary school operations here? Will Science Works operate concurrently with the relocated Walker Elementary, and if so, how will potential

parking and circulation conflicts be dealt with? Will there be efforts to off-set peak hour impacts between Walker, Willow Wind and the Middle School (i.e. could start/pick-up/drop-off times be staggered to spread out impacts)? Will crossing guards be used during pick-up and drop-off periods?

- Will there be a Traffic Impact Analysis and/or Traffic Safety Plan addressing how traffic and circulation can be made to function safely, given that the intersection of Campus Way and East Main is an uncontrolled four-way intersection with a misaligned leg and will now need to accommodate simultaneous peak traffic from two or three schools and (one day a week) the very busy Growers Market? Public Works/Engineering has indicated that they will need to see a Traffic Impact Analysis and/or Traffic Safety Plan before they could support the request. Please contact Karl Johnson in Engineering at 541-552-2415 to discuss how these issues might best be addressed.
- The application should also speak clearly to the surface treatments of proposed walkways and driveways, and when/how the site will be returned to its original condition. What is the timeframe for the proposed installation? A Conditional Use Permit for a temporary use will not review or approval long-term changes to the site or its uses.

Tree Preservation, Protection and Removal: An inventory of all trees six-inches in diameter at breast height and greater out to 15 feet beyond the identified limits of disturbance, including any potentially-impacted street trees, is required with the application under AMC 18.4.5. The inventory must include detailed information prepared by a certified arborist 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 Tree Removal Permit criteria. *[Significant Tree. A conifer tree having a trunk 18 caliper inches or larger in diameter at breast height (DBH), or a deciduous tree having a trunk 12 caliper inches in diameter at breast height.]*

Building Codes, Fire Codes and Electrical Codes: The applicants would be well-advised to contact the Building Official, Fire Marshal, Public Works/Engineering, Water and Electric Departments to verify installation, permitting and metering requirements which might affect placement or permitting prior to preparing final application submittals.

Scalable Drawings: The applications will need to include plans addressing the application submission requirements in AMC 18.5.2.040 including a site and landscaping plans drawn to a standard scale and formatted to print to scale on paper no larger than 11-inches by 17-inches.

Signature: The final application submittal will need to include the property owner's signature.

Neighborhood Outreach: Staff always recommends applicants approach the affected neighbors to discuss proposals and try to address any concerns as early in the process as possible. 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, it is better if neighbors first hear of the proposal from the applicants rather than by a more 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.

ZONING DISTRICT REQUIREMENTS

Zoning: SO (Southern Oregon University). Development requirements on campus are regulated through <https://ashland.municipal.codes/LandUse/18.3.6> and through the Southern Oregon University Master Plan 2010-2020 [See http://www.ashland.or.us/files/SOU_MasterPlan_4.2010.pdf].

Parking, Access and Internal Circulation: As per <https://ashland.municipal.codes/LandUse/18.4.3>.

Signage: As per <https://ashland.municipal.codes/LandUse/18.4.7.120>. Campus signage is subject to an approved Campus Signage Master Plan approved through the Conditional Use Permit process. Any additional signage or changes to existing signs may require Conditional Use Permit approval.

OTHER DEPARTMENT/AGENCY COMMENTS

BUILDING: *No specific comments at this time.* It would be advisable to consult with Building Official Steven Matiaco regarding any building code issues prior to submittal of permit drawings. Please contact the Building Division for any building codes-related questions at 541-488-5305.

CONSERVATION: For more information on available conservation programs, please contact Conservation Analyst/Inspector Dan Cunningham at 541-552-2063 or via e-mail to dan.cunningham@ashland.or.us

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

FIRE: *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: *No comments at this time.* Please Contact Steve Walker at [541-552-2326](tel:541-552-2326) or via e-mail to walkers@ashland.or.us with any questions regarding water utilities.

ELECTRIC SERVICE: Please contact Dave Tygerson in the Electric Department for service requirements, fee information and assistance in preparing a department-approved electric service plan for the site. Dave can be reached at 541-552-2389 or via e-mail to tygersod@ashland.or.us .

OREGON DEPARTMENT OF TRANSPORTATION (ODOT): ODOT has indicated they have no comments on this proposal. For any necessary ODOT-related information, please contact:

Micah Horowitz, AICP

ODOT Region 3 | Development Review Planner

100 Antelope Road, White City, OR 97503

p: 541.774.6331 | c: 541.603.8431

e: micah.horowitz@odot.state.or.us

PROCEDURE

Application Requirements: As a Conditional Use Permit, the proposal would be subject to a “Type I” procedure which includes an administrative decision made following public notice and a public comment period. Type I decisions provide an opportunity for appeal to the Planning Commission. For procedural & timeline details see:

https://www.ashland.or.us/SIB/files/Comm%20Dev/Forms%2C%20Brochures%2C%20Handouts/Flowchart_Type_I_FY19-20.pdf

APPLICATION REQUIREMENTS

Application Requirements.

1. Application Form and Fee. Applications for Type I review shall be made on forms provided by the Staff Advisor (see <http://www.ashland.or.us/Files/Zoning%20Permit%20Application.pdf>). 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 application shall not be considered complete unless the appropriate application fee accompanies it.
2. Submittal Information. The application shall include all of the following information.
 - a. The information requested on the application form.
 - b. Plans and exhibits required for the specific approvals sought.
 - c. A written statement or letter explaining how the application satisfies each and all of the relevant criteria and standards in sufficient detail.
 - d. Information demonstrating compliance with all prior decision(s) and conditions of approval for the subject site, as applicable.
 - e. The required fee (*see the end of this document*).

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

PLAN & EXHIBIT REQUIREMENTS: *Required plans formatted to print to scale on paper no larger than 11"x 17". Note: These copies may be used for the Planning Commission packets and for the notices mailed to neighbors.*

- The materials required for a Conditional Use Permit approval as detailed at <https://ashland.municipal.codes/LandUse/18.5.4.040>.
- The materials required for a Tree Protection Plan as required at <https://ashland.municipal.codes/LandUse/18.4.5.030>.
- The materials required for a Tree Removal Permit as required at <https://ashland.municipal.codes/LandUse/18.5.7.030> (*if regulated tree removal – i.e. the removal of significant trees is proposed*).

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 criteria for Conditional Use Permit approval as detailed at <https://ashland.municipal.codes/LandUse/18.5.4.050>.
- Written findings addressing the criteria for Tree Removal Permit approval from <https://ashland.municipal.codes/LandUse/18.5.7.040> (*if applicable to the final proposal*).

SUBMITTAL DEADLINES (For Hearings Only): First Friday of Each Month

HEARING DATES (Tree Commission, 6:00 p.m.): Thursday before PC

HEARING DATES (Planning Commission, 7:00 p.m.): Second Tuesday of Each Month

FEES: Conditional Use Permit (Type I): \$ 1,092 or \$1,120.25*

*Fees are set to increase through the Council's annual adjustment on July 1st. Applications will be subject to the fee in place at submittal.

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. 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:

Derek Severson, Senior Planner

City of Ashland, Department of Community Development

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

Ashland Fire & Rescue (AF&R)

Pre-Application Comments

Date: 6-9-2021

Project Address: 1500 E Main Street

Permit Number: PreApp-2021-00280

Project Description: Walker Elementary School Temporary Modular Classrooms

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

A fire alarm system is required in accordance with OFC/OSSC Section 907.2.3.

General Comments

- | Reference | Description |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ▪ OFC 505.1 | Addressing - New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Where required by the fire code official, address numbers shall be provided in additional approved locations to facilitate emergency response. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall be a minimum of 4 inches (101.6 mm) high with a minimum stroke width of 0.5 inch (12.7 mm). Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. Address numbers shall be maintained. |
| ▪ OFC 505 | Multi-Unit Address Sign - The developer must provide a minimum access address sign. A pre-approved address sign can also be utilized. |
| ▪ OFC 503.2.8 | Fire Apparatus Access Approach -The angle of approach at the point where the public road transitions to the private fire apparatus access road must meet the City of Ashland Engineering Department specifications. |
| ▪ AMC | Fire Apparatus Access -Shared Access Easement -If a fire apparatus access road crosses onto or over another property owners parcel, an easement must be obtained to provide access for fire apparatus. Easement language needs to include wording that indicates that the shared access easement may not be modified, removed, or obstructed in any way without prior written approval from Ashland Fire and Rescue. |
| ▪ AMC | Fire Apparatus Access -Commercial -If the furthest point on the structures is greater than 150' from the street, the entire length of the private drive or street must meet fire apparatus access. Fire apparatus access shall have a 20-foot-wide driving surface, must support 60,000 pounds, have a maximum slope of 15 percent, and have vertical clearance of 13' 6". Inside turning radius is at least 20 feet and outside turning radius is at least 40 feet and must be indicated on site plans submitted for-building permits. Fire apparatus access is required to be signed as "No Parking-Fire Lane". Final plat needs to indicate that the private drive is fire apparatus access and must state that it cannot be modified without approval of Ashland Fire & Rescue. |

- **AMC** *Aerial Ladder Fire Apparatus Access Roads* –Where the vertical distance between the grade plane and the highest roof surface exceeds 24 feet, approved aerial fire apparatus access roads shall be provided. For the purposes of this section, the highest roof surface shall be determined by measurement to the eave of a pitched roof, the intersection of the roof to the exterior wall, or the top of parapet walls, whichever is greater. Overhead utility and power lines shall not be located within the aerial fire apparatus access roadway or between the aerial fire access road and the building. These access roads are required to be 26 feet in width in the immediate vicinity of the building. **OFC Appendix D 105 as amended by AMC 15.28.070 Q & R.**
 - **D105.2 Aerial fire apparatus access roads** shall have a minimum unobstructed width of 26 feet (7925 mm), exclusive of shoulders, in the immediate vicinity of the building or portion thereof.
 - **D105.3 Proximity to building.** At least one of the required access routes meeting this condition shall be located within a minimum of 15 feet (4572 mm) and a maximum of 30 feet (9144 mm) from the building and shall be positioned parallel to one entire side of the building. The side of the building on which the aerial fire apparatus access road is positioned shall be approved by the fire code official.
 - **D105.4 Obstructions.** Overhead utility and power lines shall not be located over the aerial fire apparatus access road or between the aerial fire apparatus road and the building. Other obstructions shall be permitted to be placed with the approval of the fire code official.
- **OFC 503.1.1 Firefighter Access Pathway** – An approved footpath around the structure is required so that all exterior portions of the structure can be reached with the fire hose. Any changes in elevation greater than two feet in height (such as retaining walls) require stairs. The stairs shall be an all-weather surface, and meet the requirements as specified in the **Oregon Structural Specialty Code**. **OFC 503.1.1, Page 3 of 5**
- **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. 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 2AI OBC 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 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 Department/Engineering Division

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. Public Works has some significant concerns related to the additional traffic that will be generated by this development and its impact on E. Main Street and the intersection of Campus Way as well as the impact to the existing Willow Wind driveway. 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 Improvements** – 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 Campus 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 Campus 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. **Talent Irrigation District (TID)** – The property currently has an existing TID line that crosses through the center and will be under the proposed structures. TID will need to review and approve the design and any potential alterations that are made to the existing infrastructure.
See TID comments at the end of this document.
 8. **Storm Drainage** - The property is currently served by a 12-in storm sewer main in Walker Avenue. 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.
14. **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.

Type I Timeline

Submittal:	June 25 th
Notice:	June 30 th
Tree Commission:	July 8 th
Public Comment Deadline:	July 14 th
Notice of Decision:	July 21 st
Decision Final (<i>if not appealed</i>):	August 2 nd

Type II Piggyback Timeline

(Combine with Walker Elementary Application for Notice, Hearing & Decision)

Decision & Concurrent Findings Adoption (?):	July 13 th
Notice of Decision:	July 14 th
Decision Final (<i>if not appealed</i>):	July 26 th

- Potential for delays if PC needs more info or is unwilling to adopt findings with decision.
- If one were appealed, would delay the other.