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

ASHLAND PLANNING DEPARTMENT
PRE-APPLICATION CONFERENCE
COMMENT SHEET
June 9, 2021

SITE: 440 Glenview Dr
APPLICANT: Kencairn
REQUEST: Physical & Environmental
Constraints Review Permit

PLANNING DIVISION COMMENTS:

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

Generally: The application involves a Hillside Development Permit for the development of hillside lands with severe constraints (*i.e. slopes in excess of 35 percent*). The driveway and envelope were considered in 2015, and the application here would need to speak to the proposed home and site design in terms of the applicable criteria and standards, address any modifications to the 2015 approval and also address any items from the 2015 approval that have not yet been fully addressed (*i.e. geo-tech assessment, drainage and erosion control plans, etc.*).

Physical & Environmental (P&E) Constraints Review Permit for the Development of Hillside Lands with Severe Constraints (<https://ashland.municipal.codes/LandUse/18.3.10.050>): The application will need to carefully address the criteria for a Physical and Environment Constraints Review Permit for Hillside Development of Lands with Severe Constraints, which are:

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

Development Standards for Hillside Standards and for Severe Constraints Lands (<https://ashland.municipal.codes/LandUse/18.3.10.090>) (<https://ashland.municipal.codes/LandUse/18.3.10.110>): The Development Standards for Hillside Lands provide hillside-specific design standards to ensure that development occurs in a way that protects the natural and topographic character and identity of these areas, environmental resources, the aesthetic qualities and restorative value of lands, and the public health, safety, and general welfare *by insuring that development does not create soil erosion, sedimentation of lower slopes, slide damage, flooding problems, and severe cutting or scarring*. These development standards encourage sensitive development while allowing for a reasonable use that complements the natural and visual character of the City. The

development of the subject property will need to address how each of the standards is met through the home design and site planning.

- Continuous horizontal building planes shall not exceed a maximum length of 36 feet. Planes longer than 36 feet shall include a minimum offset of six feet. See Figure [18.3.10.090.E.2.d](#). It appears that some of the building planes as currently proposed exceed 36 feet without requisite offsets. (*West elevation?*)
- A building step-back is required on all downhill building walls greater than 20 feet in height, as measured above natural grade. Step-backs shall be a minimum of six feet. Decks projecting out from the building wall and hillside shall not be considered a building step-back. No vertical walls on the downhill elevations of new buildings shall exceed a maximum height of 20 feet above natural grade. See Figure [18.3.10.090.E.2.c](#). (*West elevation?*)
- An area equal to 25 percent of the total project area plus the percentage figure of the average slope of the total project area must be retained in a natural state. *Grading, excavating, filling and/or the construction of roadways, driveways, parking areas, and structures are prohibited on lands required to be retained in a natural state.* Calculations demonstrating compliance with this standard would need to be provided in the application submittal – **roughly 66.5 percent of the property was to be retained in a natural state in the 2015 approval.**
- The lot coverage in the RR-.5 zone is limited to 20 percent. The final application will need to clearly demonstrate that compliance with the 20 percent coverage limitation will be achieved. **The 2015 approval indicated that anticipated development would yield 17 percent lot coverage.**

Exception to the Development Standards for Hillside Lands: The approval of any exception to the Development Standards requires findings addressing the criteria in <https://ashland.municipal.codes/LandUse/18.3.10.090.H> that:

- 1) *There is demonstrable difficulty in meeting the specific requirements of this chapter due to a unique or unusual aspect of the site or proposed use of the site;*
- 2) *The exception will result in equal or greater protection of the resources protected under this chapter;*
- 3) *The exception is the minimum necessary to alleviate the difficulty; and*
- 4) *The exception is consistent with the stated Purpose and Intent of chapter 18.3.10 Physical and Environmental Constraints Overlay chapter and section 18.3.10.090 Development Standards for Hillside Lands.*

Driveway Modifications: The narrative provided suggests that the application will include a request to modify the previously approved driveway, but isn't clear what specifically is involved in the requested modification. The final application would need to make clear the specifics of any modifications being requested and explain each in terms of compliance with the applicable approval criteria and development standards. Generally, driveway requirements include:

- Any driveway over 50 feet in length is considered by definition to be a flag drive and subject to the development requirements thereof (see <https://ashland.municipal.codes/LandUse/18.5.3.060>) including width, grade, drainage, fire apparatus requirements, and that three parking spaces be provided situated to eliminate the necessity for vehicles backing out.
- New flag drives and driveways may only be constructed on lands of less than or equal to 35 percent slope, except that a portion of a new flag drive or driveway may cross lands with a slope greater than 35 percent for a length not to exceed 100 feet. An Exception to the Development Standards

for Hillside Lands found in AMC 18.3.10.090.H. was approved to allow an approximately 106-foot driveway in 2015.

- Flag drive grades shall not exceed a maximum grade of 15 percent. Variances may be granted for flag drives for grades in excess of 15 percent, but no greater than 18 percent, for no more than 200 feet. Such variances shall be required to meet all of the criteria for approval found in AMC 18.5.5.
- Grades for new driveways (*not flag drives*) in all zones shall not exceed a grade of 20 percent for any portion of the driveway. All driveways shall be designed in accord with City of Ashland standards and installed prior to issuance of a certificate of occupancy for new construction. If required by the City, the developer or owner shall provide certification of driveway grade by a licensed land surveyor. Any Variance would need to meet all of the criteria for approval found in AMC 18.5.5.

Previous Approval: A 2015 land use approval included a P&E Permit for the Development of Hillside Lands with Severe Constraints for a new driveway and relocated envelope. This permit included an exception to the Development Standards for Hillside Lands to allow a future home with a driveway more than 100 feet in length on lands with greater than 35 percent slope. (106 feet was allowed); an exception to the Development Standards for Hillside Lands to allow cut slopes and retaining wall heights which exceed the grading standards (allowed 18-foot cut slopes with two terraces, eight-foot wall heights, and three-foot terrace depths); and a Tree Removal Permit to remove 12 trees.

The 2015 approval for the driveway installation included requirements that:

- the applicant sign-in favor of a Local Improvement District (LID) for the future improvements of Glenview Drive as required in <https://ashland.municipal.codes/LandUse/18.4.6.030.B>;
- the applicant provide a final storm drainage plan;
- the applicant provide a final erosion control plan;
- and the flag drive be paved to a 15-foot width.

The driveway installation was to have been preceded by a pre-construction conference, and tree protection, drainage and erosion control measures were to have been inspected by staff and the project geo-tech, and a final letter provided by the geo-tech confirming that required inspections were complete and the installation, including re-vegetation of cut slopes, was completed consistent with the original recommendations. It does not appear that a number of these requirements were met with the initial driveway installation, and they would need to be addressed through a P&E Permit to construct a house now. This would include an updated geotechnical report, which would need to address the standard requirements as well as speaking to the driveway construction.

Geotechnical Study (<https://ashland.municipal.codes/LandUse/18.3.10.090.A.4> and <https://ashland.municipal.codes/LandUse/18.3.10.110.D>): Any action which involves Severe Constraints Lands (*i.e. those with slopes over 35 percent*) must provide a geotechnical study prepared by a geotechnical expert indicating that the site is stable for the proposed use and development. The study should discuss drainage, vegetation, discussion of previous work and discussion of field exploration methods; site geology, based on a surficial survey, to include site geologic maps, description of bedrock and surficial materials, including artificial fill, locations of any faults, folds, etc., and structural data including bedding, jointing and shear zones, soil depth and soil structure; any off-site geologic conditions that may pose a potential hazard to the site, or that may be affected by on-site development; the suitability of the site for proposed development from a geologic standpoint; specific recommendations for cut and fill slope stability, seepage and drainage control or other design criteria to mitigate geologic hazards; if deemed necessary by the engineer or geologist to establish whether an area to be affected by the proposed

development is stable, additional studies and supportive data including cross-sections showing subsurface structure, graphic logs with subsurface exploration, results of laboratory test and references; additional information or analyses as necessary to evaluate the site; an inspection schedule for the project; and the location of all irrigation canals and major irrigation pipelines. *The geo-tech should also address whether necessary inspections were completed with the driveway construction and whether the driveway was installed in keeping with the original recommendations.*

Utilities: When the lot for 440 Glenview was created, conditions included that the applicants sign in favor of a future local improvement district (LID) for Glenview Drive, that the applicants sign an agreement to pay their full share of any future utility installations in Glenview Drive, and that only temporary utilities be installed to Terrace Street with the understanding that the property would be required to connect to utilities in Glenview Drive when they become available. The final application should make clear how utility installations will be routed on site relative to slopes, trees, available easements, etc. and address site disturbance due to trenching and necessary re-vegetation/slope stabilization.

Tree Preservation, Protection & Removal: All land use actions must include a Tree Preservation and Protection Plan (see AMC 18.4.5.030) which identifies all trees greater than six-inches d.b.h. on the property, and on adjacent properties within 15-feet of the property line and details prescribed protection measures for trees to be preserved. Trees to be removed would be considered in light of the Tree Removal Permit approval criteria, as well as the Development Standards for Hillside Lands and the previous Tree Protection Plan associated with the property.

- For single family residential property, any removal of trees over 18-inches in diameter or greater would be considered in light of the criteria in AMC 18.5.7.040.
- For hillside properties, the removal of three or more living trees of over six-inches diameter at breast height (d.b.h.), or the removal of five percent of the total number of trees (*living or dead*) over six-inches d.b.h., whichever is greater, on any lot within five year period; any form of commercial logging; or the removal of one or more living conifers greater than two feet d.b.h., or living broadleaf trees greater than one foot d.b.h. is regulated on Hillside and Severe Constraints Lands and must be addressed in terms of the Physical & Environmental Constraints Review Permit criteria.
- The tree plan should include assessment of the trees' present conditions as well as any impacts from the driveway construction.
- In the 2015 approval, the Tree Commission had concerns in that site fencing prohibited Commission access to look at trees' conditions. It would be worthwhile here to make arrangements to have the site available for Commissioner site visits during a limited window prior to a Commission meeting to enable their review and comment.

Wildfire Lands: The property is within the Wildfire Lands Overlay, and would need to address the requirements of <https://ashland.municipal.codes/LandUse/18.3.10.100>. These would include that a General Fuel Modification Area fuel reduction plan addressing the requirements in AMC 18.3.10.100.B be provided for the review and approval of the Fire Marshal prior to bringing combustible materials onto the property, and that any new landscaping proposed shall comply with the wildfire standards and not include plants listed on the Prohibited Flammable Plant List adopted with Resolution #2018-028. *(Applicants should also be aware that new local building codes are being adopted for the Wildfire Lands overlay zone. These new codes will take effect beginning in October. Any questions regarding the new codes should be referred to the Building Official, Steven Matiaco, at (541) 488-5305.)*

Solar Access “Standard A”: The final application materials will need to include demonstration that the proposed home will cast no more shadow on the property to the north than would be cast by a six-foot fence constructed on the north property line.

Neighborhood Outreach: Projects involving changes to established neighborhood patterns can be a concern for neighbors; staff always recommends that applicants approach the affected neighbors, make them aware of the proposal, and try to address any concerns as early in the process as possible. Notices are typically sent to neighbors within a 200-foot radius of 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.

ZONING DISTRICT REQUIREMENTS

- For the RR-.5 zoning district, see the “Rural Residential Zone” at: <https://ashland.municipal.codes/LandUse/18.2.5.030.C>

OTHER DEPARTMENTS’ COMMENTS:

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

CONSERVATION: For information on available conservation programs, including construction of Earth Advantage/Energy Star buildings, please contact Conservation Analyst/Inspector Dan Cunningham at 541-552-2063 or via e-mail to dan.cunningham@ashland.or.us

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

FIRE: 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: If the project requires additional water services or upgrades to existing services the Ashland Water Department will excavate and install in the city right of way all water services up to and including the meter on domestic and commercial water lines. If a fire line is required, the water department will also only install a stub out to the location where the double detector check assembly complete with a Badger brand cubic foot bypass meter should be placed in a vault external to

the building. The vault and the DCDA device housed in it are the responsibility of the property owner and should be placed at the property line. Fees for these installations are paid to the water department and are based on a time and materials quote to the developer or contractor. Meter sizes and fire line diameters will need to be provided to the Water Department at the time of a quote being requested. Please Contact Steve Walker at [541-552-2326](tel:541-552-2326) or e-mail walkers@ashland.or.us with any questions regarding water utilities.

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 preliminary approved plan from the Electric Department.

OREGON DEPARTMENT OF TRANSPORTATION (ODOT): “*ODOT does not have comments on this proposal. Thank you for keeping us in the loop!*” For any additional 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

APPLICATION REQUIREMENTS

Procedural Handling

A P&E permit is a “Type I” procedure which allows for an administrative decision with notice to neighbors. Type I decisions can be appealed to the Planning Commission. For further procedural details, see:

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

Submittal Information.

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

- a. The information requested on the application form at <http://www.ashland.or.us/Files/Zoning%20Permit%20Application.pdf> .
- b. Plans and exhibits required for the specific approvals sought (see below).
- c. A written statement or letter explaining how the application satisfies each and all of the relevant criteria and standards in sufficient detail (see below).
- d. Information demonstrating compliance with all prior decision(s) and conditions of approval for the subject site, *as applicable*.
- e. The required fee (see below).

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

Written Statements

Please provide electronic copies of a written statements explaining how the application meets the approval criteria from the sections of the Ashland Municipal Code listed below. These written statements provide the Staff Advisor and/or Planning Commission with the basis for approval of the application:

- o **Physical & Environmental Constraints:** <https://ashland.municipal.codes/LandUse/18.3.10.050>
- o **Development Standards for Hillside Lands:** <https://ashland.municipal.codes/LandUse/18.3.10.090>
- o **Development Standards for Severe Constraint Lands:** <https://ashland.municipal.codes/LandUse/18.3.10.110>
- o **Development Standards for Wildfire Lands:** <https://ashland.municipal.codes/LandUse/18.3.10.100>
- o **Tree Removal Permit (if applicable)** <https://ashland.municipal.codes/LandUse/18.5.7.040>

Plans & Exhibits Required

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

- o **Physical & Environmental Constraints:** <https://ashland.municipal.codes/LandUse/18.3.10.040>
- o **Tree Preservation and Protection:** <https://ashland.municipal.codes/LandUse/18.4.5.030.A> and <https://ashland.municipal.codes/LandUse/18.3.10.090.D>
- o **Tree Removal:** <https://ashland.municipal.codes/LandUse/18.5.7.030.A>

Planning Application Fees* (see

P&E Permit (if applicable)	\$1,092*
Exception (if applicable)	\$ 0*
Tree Removal Permit (if applicable)	\$ 0* if part of another app.

**fees are adjusted annually by the Council in July, applications will be subject to fees in place at the time of 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 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:

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

June 9, 2021
 Date

ASHLAND FIRE & RESCUE COMMENTS: 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

Due to access issues including narrow roads and steep grades, and a long hose reach for firefighters to connect to a fire hydrant, an alternate method of protection is required (home fire sprinklers).

General Comments

- **Addressing** - Building numbers or addresses must be at least 4 inches tall, be of a color that is in contrast to its background and shall be plainly visible and legible from the street fronting the property. Additional directional signage may be necessary to guide emergency responders down a driveway, path or through a gate. All premises identification, street signs and building numbers, must be in place with temporary signs when construction begins and permanent signage prior to issuance of any occupancy. OFC 505
- **Fire Apparatus Access Approach** -The angle of approach at the point where the public road transitions to the private fire apparatus access road must meet the City of Ashland Engineering Department specifications. OFC 503.2.8
- **Fire Apparatus Access -Single Residential Lot**-If the furthest point on the structure is greater than 150' from the street, the entire length of the private drive or street must meet fire apparatus access. Fire apparatus access shall be 15 feet clear width, with the center 12 feet being constructed of an all-weather driving surface. Fire apparatus access must support 60,000 pounds, no parking, have a maximum slope of 10 percent, and have vertical clearance of 13' 6". With the installation of fire sprinklers, 200' of the driveway is allowed to have an 18 percent slope. Inside turning radius is at least 20 feet and outside turning radius is at least 40 feet and must be indicated on site plans submitted for building permits. Fire apparatus access is required to be signed as "No Parking-Fire Lane". Final plat needs to indicate that the private drive is fire apparatus access and must state that it cannot be modified without approval of Ashland Fire & Rescue.
- **Firefighter Access Pathway** – An approved footpath around the structure is required so that all exterior portions of the structure can be reached with the fire hose. Any changes in elevation greater than two feet in height (such as retaining walls) require stairs. The stairs shall be an all-weather surface and meet the requirements as specified in the Oregon Structural Specialty Code. OFC 503.1.1
- **Fire Hydrant Distance to Structures** - Hydrant distance is measured from the hydrant, along a driving surface, to the approved fire apparatus operating location. Hydrant distance shall not exceed 300 feet. Hydrant distance can be increased to 600 feet if approved fire sprinkler systems are installed.
- **Fire Hydrants Clearance** - Hydrants must have 3 feet of clearance extending from the center nut of the hydrant all the way around. Fences, landscaping and other items may not obstruct the hydrant from clear view. Hydrants must be shown on site plan when submitting for building permits.
- **Fire Sprinkler System** – If access to site exceeds 10 % the installation of a residential system will be required. The installation of a fire sprinkler system may be an acceptable means to mitigate deficiencies related to other fire requirements such as fire flow, hose reach, fire lane width fire apparatus turn-around, distance to fire hydrants, and fire department work areas. OFC 503.1.1
- **Gates and Fences** – Obstructions such as gates, fences, or any other item which would block or reduce the required fire apparatus access width must be shown on the plans and approved by Ashland Fire and Rescue.
- **Wildfire Hazard Areas** – On lands designated in the Wildfire Lands Overlay, a “Fuel Break” as defined in Ashland Municipal Code, section 18.3.10.100 is required.
- **Wildfire Hazard Areas** - All structures shall be constructed or re-roofed with Class B or better non-wood roof coverings, as determined by the Oregon Structural Specialty Code. No structure shall be constructed or re-roofed with wooden shingles, shakes, wood-product material or other combustible roofing material, as defined in the City's building code. AMC 18.3.10.100
- **Vegetation** – existing and intentionally planted vegetation is required to meet AMC 18.3.10.100B(2)

General Fuel Modification Area Standards. The Fire Wise landscaping brochure provides diagrams and examples of how to meet these requirements. www.ashlandfirewise.org. Contact Ashland Fire & Rescue Forestry Division for a fuel break inspection.

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

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

PUBLIC WORKS/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 Improvement** – No additional street improvements, beyond those necessary to comply with City Street Standards, will be required at this time.
3. **Right of Way** – No additional right of way dedication, beyond that necessary to comply with City Street Standards, will be required at this time.
4. **Sanitary Sewer** - The property is currently served by a 6-in sanitary sewer main in Terrace Street. The applicant proposed improvements must be reviewed, approved and permitted by the City of Ashland Engineering Department.
5. **Water** - The property is currently served by a 12-in water main in Terrace 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.
6. **Storm Drainage** - The property is currently served by a roadside ditch in Glenview Drive as well as an 8-in storm sewer main in Terrace Street. City of Ashland Engineering Department must review an engineered storm drainage plan.

Storm Water Facility Design Requirements

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

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

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

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