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 2, 2021

SITE: 251 Granite St.
APPLICANT: Asher Homes
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 property is located at 251 Granite Street is split-zoned, with the bulk of the property in the R-1-10 zoning district but a small portion near the envelope in the WR zone. The property is within the Hillside Lands Overlay Zone, and development will require a Physical and Environmental (P&E) Constraints Review Permit if it involves development disturbance of lands with slopes of 25 percent or more.

Physical & Environmental (P&E) Constraints Review Permit: While the narrative provided notes that the home is proposed entirely within the approved building envelope and is to be limited to lands of less than 25 percent slope, the site plan provided appears to illustrate the footprint extending into hillside lands with slopes of 25 percent or more. If home construction will involve any development disturbance of hillside lands with slopes of 25 percent or greater, with determination based on a slope analysis as required in AMC 18.3.10.040.K, a P&E permit will be necessary. A P&E Permit would need to address:

- A topographic map with slope analysis as required in: https://ashland.municipal.codes/LandUse/18.3.10.040.K
- Geotechnical studies as required in https://ashland.municipal.codes/LandUse/18.3.10.090.A.4 ... and, if slopes of 35 percent or more are disturbed, https://ashland.municipal.codes/LandUse/18.3.10.110.D
- The approval criteria for a Hillside Development P&E Permit found at: https://ashland.municipal.codes/LandUse/18.3.10.050
- The Development Standards for Hillside Lands found at: https://ashland.municipal.codes/LandUse/18.3.10.090
- (*If slopes of 35 percent or more are to be disturbed…*) The Development Standards for Severe Constraints Lands found at: https://ashland.municipal.codes/LandUse/18.3.10.110

If the proposal ultimately require a P&E Permit, the applicant should schedule a follow-up pre-application meeting to discuss building designs relative to the above standards once drawings are developed.

Split-Zoning & Lot Coverage: The property is split zoned, with the bulk of the property in the R-1-10 zone which allows 40% lot coverage and a a small portion in the WR zone, which allows only seven percent coverage. The lot coverage is looked at for each individually zoned portion, and the final

application would need to demonstrate compliance with the standards and identify all coverage other than natural landscaping.

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.

Parking, Access & Circulation: Because the property is served by a driveway of more than 50 feet in length, three (3) off-street parking spaces are required. These spaces are required to be placed so that cars can turn and exist to the street in a forward manner.

Conservation Density Bonus: As a condition of the original subdivision approval creating the lots, all new residences must comply with the provisions of the City's Conservation density bonus program which requires that homes meet the minimum requirements for certification as an Earth Advantage® home, as approved by the Ashland Conservation Division under the City's Earth Advantage® program adopted by Resolution #2006-06 (see https://ashland.municipal.codes/LandUse/18.3.9.050.B.1). For any further information, please contact please contact Conservation Analyst Dan Cunningham at 541-552-2063 or e-mail to dan.cunningham@ashland.or.us .

Previous Approval: Development of the property would be subject to the requirements of previous land use approvals (PA-97-087, PA-98-041, and PA-2015-01894) including building envelopes, tree protection plans, easements/trail locations, conditions of approval, etc.

Tree Preservation, Protection & Removal: All land use actions must include a Tree Preservation and Protection Plan which identifies all trees greater than six-inches d.bh. 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.

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 (*whether a P&E Permit is ultimately required or not).* These would include **t**hat 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.)*

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 R-1-10 zoning district, see "Unified Standards for Residential Zones" at: https://ashland.municipal.codes/LandUse/18.2.5.030
- For the WR zoning district, see the "Woodland Residential Zone" at: https://ashland.municipal.codes/LandUse/18.2.5.030.B

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 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

APPICATION REQUIREMENTS

Procedural Handling

If required, a P&E permit is a "Type I" procedure which allows for an administrative decision with notice to neighbors. Type I decision 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:

- **Physical & Environmental Constraints: https://ashland.municipal.codes/LandUse/18.3.10.050**
- **Development Standards for Hillside Lands: https://ashland.municipal.codes/LandUse/18.3.10.090**
- **Development Standards for Severe Constraint Lands: https://ashland.municipal.codes/LandUse/18.3.10.110**
- **Development Standards for Wildfire Lands: https://ashland.municipal.codes/LandUse/18.3.10.100**
- **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 copes 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.

- **Physical & Environmental Constraints: https://ashland.municipal.codes/LandUse/18.3.10.040**
- **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**
- **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:

June 2, 2021
Date

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

FIRE DEPARTMENT COMMENTS: This project could be approved as submitted by Fire with the home being equipped with a residential fire sprinkler system.

Fire Department comments below are based upon the 2019 Oregon Fire Code as adopted by the Ashland Municipal Code, and Ashland Land Use Laws:

- ***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 8-in sanitary sewer main on the property. 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 Granite 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 8-in storm sewer main on the property. City of Ashland Engineering Department must review an engineered storm drainage plan.*

   <u>Storm Water Facility Design Requirements</u>
   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, but the applicant proposed improvements 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-Built" Drawings** - 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.*