
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 DEPARTMENT
PRE-APPLICATION CONFERENCE
COMMENT SHEET**
September 7, 2022

SITE: Kestrel Park Apartments
APPLICANT: KDA Homes, LLC
REQUEST: Outline Plan for 14 lots
Site Design Review
Exceptions (?)

PLANNING STAFF COMMENTS:

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

This is the third time staff have reviewed a pre-application for this property. Many of these remarks are similar to those received in the past.

Generally: Staff are generally supportive and look forward to seeing the continued build-out of the North Mountain Neighborhood. As the applicant works to prepare final submittal materials, key items which should be considered include:

Parking: Any single-family home requires at least two parking spaces. Lot 36 for example is problematic as it is a duplex.

ROW dedication required to be 48' wide. This was mentioned in previous pre-apps.

There is no requirement to provide on street parking bays in the NM plan.

DuplexTwo dwellings on one lot in any configuration including either in attached or detached structures. Two attached dwellings in a stand-alone structure that is included in a multifamily development of three or more units shall be considered multifamily dwellings and shall not be considered a duplex.

Bottom line: Multifamily parking ratios will not need to be used...

Concerns regarding the grade change and functioning between Quinn and Stoneridge.

Potential concern regarding repetitive façade for six plex

Area six buildings responding to grade – all parking is shown as same FFE

Check building/garage setbacks.

Accessory Residential Units & Parking: Units proposed as accessory residential units (ARU's) as defined in AMC 18.6.1.030.D (under ' Dwelling') are not required to provide additional off-street parking as provided in House Bill 2001. *For long-term livability, the applicant may wish to provide as much on-street parking as possible.*

- In the North Mountain Neighborhood NM zones, the maximum gross habitable floor area (GHFA) of the accessory residential unit must not exceed 750 square feet GHFA. Second-story accessory residential units constructed above a detached accessory building must not exceed 500 square feet GHFA.
- One accessory residential unit is allowed per lot, and the maximum number of dwellings shall not exceed two per lot.
- Accessory residential units are not subject to the maximum density or minimum lot area requirements of the zone.
- The proposal shall conform to the applicable dimensional standards in chapter 18.2.5, Standards for Residential Zones, including but not limited to lot coverage, setbacks, and building height.

On-Street Parking Credits - On-street parking credits may be used to reduce the off-street parking requirement by up to 50 percent as provided in AMC 18.4.3.060.A. These credits are discretionary, and the Planning Commission carefully considers them in light of likely on-street demand at build-out of the surrounding neighborhood.

TSP

In a November 2021 memo from Fleury to Council it noted the following:

12. Nevada Street Bridge discussion

- a. Public Works, the Transportation Commission and City Council spent months discussing the bridge connection project defined in the TSP. It was ultimately postponed, to be re-evaluated in a TSP update.

(see [https://www.ashland.or.us/SIB/files/TSP_FINAL\(1\).pdf](https://www.ashland.or.us/SIB/files/TSP_FINAL(1).pdf))

At this point, it seems like this is something we should keep on our radar screen - i.e. making sure that the Transportation Commission and Council are aware that the NM Neighborhood Plan was originally approved on the basis that this bridge would occur AND all development under the plan since has had to sign in favor of an LID. We should make sure this is included in any future discussions.

EVAC PLAN

- **Building a bridge connecting E. Nevada St and N. Mountain Ave over Bear Creek would reduce evacuation time, but only by 10 minutes.**

(see https://www.ashland.or.us/Files/Ashland_Evacuation_Study_Summary_Final.pdf)

The Nevada Street bridge was considered in the Evacuation Plan, and essentially determined to have a minimal reduction in evacuation time (10 minutes when we are talking between 80-190 minute evacuation times.)

Site Design Review (AMC 18.5.2.050): The construction of attached (common wall) single-family dwellings (e.g., townhomes, condominiums, rowhouses) in any zoning district requires Site Design Review approval and must demonstrate compliance with the following criteria in blue...

A. Underlying Zone. The proposal complies with all of the applicable provisions of the underlying zone (part 18.2), including but not limited to: building and yard setbacks, lot area and dimensions, density and floor area, lot coverage, building height, building orientation, architecture, and other applicable standards.

- The underlying NM zoning here is not addressed in part 18.2's AMC Table 18.2.5.030; the dimensional standards relating to NM-overlay zones are listed in AMC Table 18.3.5.060.
- **Mechanical Equipment Placement:** As provided in AMC 18.2.4.020.B, mechanical equipment shall not be located between the main structure on the site and any street adjacent to a front or side yard, and every attempt shall be made to place such equipment so that it is not visible from adjacent public streets. Mechanical equipment and associated enclosures, not taller than allowed fence heights, may be located within required interior side or rear yards, provided such installation and operation is consistent with other provisions of this ordinance or the Ashland Municipal Code, including but not limited to noise attenuation.

B. Overlay Zones. The proposal complies with applicable overlay zone requirements (part 18.3).

The requirements of the underlying NM zone here are detailed in AMC Table 18.3.5.060. Some items of particular note:

- **AMC 18.3.5.030.C Supplemental Approval Criteria.** In addition to the criteria for approval required by other sections of this ordinance, applications within the NM district shall also meet all of the following criteria: 1) The application demonstrates conformity to the general design requirements of the North Mountain Neighborhood Plan, including density, transportation, building design, and building orientation; and 2) the application complies with the specific design requirements as provided in the North Mountain Neighborhood Design Standards.
- AMC 18.3.5 also includes NM neighborhood-specific residential Site Design standards which are discussed with the Site Design standards below.

C. Site Development and Design Standards. The proposal complies with the applicable Site Development and Design Standards of part 18.4, except as provided by subsection E, below.

- **Elevation Drawings:** Given that Site Design Review considers the building designs relative to general design standards for orientation, etc. as well as neighborhood-specific standards, the applicant should request a follow-up pre-application meeting to

review building designs prior to submitting a formal application.

- **Building Orientation:** Generally, dwelling units are to have their primary orientation to the street, and when located within 20 feet of the street to have the primary entrance opening toward the street with a walkway connection. Within the NM neighborhood, dwellings shall be designed with a primary elevation oriented towards a street. Such elevation shall have a front door, framed by a simple porch or portico, porch, or other design feature clearly visible from the street to promote natural surveillance of the street as illustrated in Figure [18.3.5.100.A.2](#).
- **Repetitive Elevations:** The NMNP standards generally seek to avoid repetitive elevations and floorplans.
- **Garages:** In addition to the setback requirements of section [18.3.5.060](#), the following garage and accessory structure setbacks are required, in order to promote an attractive streetscape where garages and accessory structures are visually subordinate to single-family dwellings or primary structures.
 - Where no alleys are present, garages shall be located a minimum of 15 feet behind the primary façade and a minimum of 20 feet from the sidewalk. See Figure [18.3.5.100.A.4.a](#).
 - Garages and accessory structures adjacent to an internal property line (i.e., neighbor’s residence) shall maintain a minimum first floor side yard setback of four feet and a second floor setback of six feet, excluding dormers. See Figure [18.3.5.100.A.4.b](#).
 - No side yard setback is required where garages adjoin along a common property line.
 - Garage or accessory structures, including accessory residential units, fronting and or accessed from the alley shall have a minimum rear yard setback of four feet. See Figure [18.3.5.100.A.4.d](#).
 - The maximum allowed width of a garage opening is 22 feet. Expansion of the garage’s depth is allowed and should be considered for additional storage needs.
 - Common wall garages (i.e., adjacent garage openings), and dwellings with more than one garage opening, where the total width of adjacent garage openings exceeds 22 feet, shall have at least one garage opening recessed behind the other(s) by not less than three feet.
- **Terracing:** Grading for new homes and accessory structures is to be minimized and building designs are to respond to the natural grade, to the extent practicable. Terracing should be incorporated into the design of each lot’s development, as illustrated in Figure [18.3.5.100.A.5.a](#). Terraces help ease transition between the public and private space. (**Note:** *In determining whether grading is minimized and building designs are practicable, this standard shall not be interpreted so as to preclude permitted housing at planned densities.*)
- **Porches:** Porches are to be provided where practicable. Porches are to be large enough to serve as functional outdoor rooms - a minimum of six feet in depth

and eight feet in width - deep enough to allow a person to stand while the door is opening and large enough to allow at least one person to sit facing the street.

- **Driveways:** Within the NM neighborhood design standards, driveways for one dwelling and duplexes are to be no greater than nine feet wide, measured at the sidewalk. Where no alley is present and garages for multiple dwellings share a common wall (e.g., townhomes), a common driveway 12 feet in width may be used but shall serve as a shared drive for paired garages. See Figure [18.3.5.100.A.7](#). (If driveways are not shared, AMC 18.4.3.080.C.3.a requires that “*In no case shall driveways be closer than 24 feet as measured from the bottom of the existing or proposed apron wings of the driveway approach.*”)
- **Open Space Requirements:** For Residential Site Design Review, eight percent of the site is required to be provided in open space as detailed in AMC 18.4.4.070. For projects with a base density of more than ten units, this can be split four percent as common open space and four percent as private open space.
- **Landscape/Irrigation Plan:** The final Site Design Review application submittals will need to include a Landscape Plan which addresses the requirements of AMC 18.5.2.040.B.7 and AMC 18.4.4.030. A final irrigation plan can be deferred until building permit submittal.
- The final application will need to include demonstration of compliance with the solar access standards in AMC 18.4.8.

D. City Facilities. *The proposal complies with the applicable standards in section 18.4.6 Public Facilities, and that adequate capacity of City facilities for water, sewer, electricity, urban storm drainage, paved access to and throughout the property, and adequate transportation can and will be provided to the subject property.*

E. Exception to the Site Development and Design Standards. *The approval authority may approve exceptions to the Site Development and Design Standards of part 18.4 if the circumstances in either subsection 1, 2, or 3, below, are found to exist.*

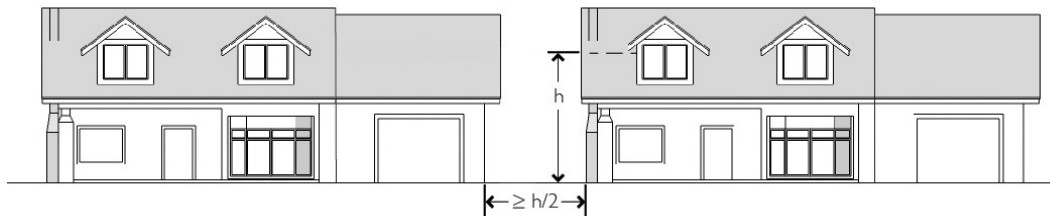
- 1. There is a demonstrable difficulty meeting the specific requirements of the Site Development and Design Standards due to a unique or unusual aspect of an existing structure or the proposed use of a site; and approval of the exception will not substantially negatively impact adjacent properties; and approval of the exception is consistent with the stated purpose of the Site Development and Design; and the exception requested is the minimum which would alleviate the difficulty;*
- 2. There is no demonstrable difficulty in meeting the specific requirements, but granting the exception will result in a design that equally or better achieves the stated purpose of the Site Development and Design Standards; or*

3. *There is no demonstrable difficulty in meeting the specific requirements for a cottage housing development, but granting the exception will result in a design that equally or better achieves the stated purpose of section 18.2.3.090. (Ord. 3147 § 9, amended, 11/21/2017)*

Performance Standards Options Development/Outline Plan Approval (AMC 18.3.9.040.A.5): The creation of more than three lots within the NM- zoning requires subdivision through the Performance Standards Options Chapter (AMC 18.3.9). Performance Standards development is a two-step process involving a quasi-judicial Outline Plan approval process followed by administrative Final Plan approval. The approval criteria for Outline Plan approval are below:

a. *The development meets all applicable ordinance requirements of the City.*

- As detailed in AMC 18.3.5.030.A.2, in addition to the submittal requirements for Final Plan approval listed in Chapter 18.3.9, the applicant shall provide typical elevations incorporating the architectural elements described in the North Mountain Neighborhood Design Standards for all proposed buildings.
- **Setbacks & Separation (18.3.9.070):** For Performance Standards Options developments, properties are required to meet the front yard setback for the underlying zone (*here 10-25 feet*), the perimeter setbacks of the parent parcel, solar setbacks and to provide the required separation between buildings (*one-half the height of the tallest building, up to a maximum required separation of 12 feet*).



Note: Maximum required building separation is 12 feet.

Figure 18.3.9.070.B. Building Separation

- b. *Adequate key City facilities can be provided including water, sewer, paved access to and through the development, electricity, urban storm drainage, police and fire protection, and adequate transportation; and that the development will not cause a City facility to operate beyond capacity.*
- c. *The existing and natural features of the land; such as wetlands, floodplain corridors, ponds, large trees, rock outcroppings, etc., have been identified in the plan of the development and significant features have been included in the common open space, common areas, and unbuildable areas.*

- d. *The development of the land will not prevent adjacent land from being developed for the uses shown in the Comprehensive Plan.*
- e. *There are adequate provisions for the maintenance of common open space and common areas, if required or provided, and that if developments are done in phases that the early phases have the same or higher ratio of amenities as proposed in the entire project.*
 - The final application materials should make clear any anticipated phasing.
- f. *The proposed density meets the base and bonus density standards established under this chapter.*
- g. *The development complies with the street standards.*
 - The North Mountain Neighborhood Master Plan has overlay-specific street standards which are detailed in AMC 18.3.5. Nandina, Stoneridge, Patton and Nestbox Way within the parent subdivision are all “Neighborhood Access Streets” and would be subject to the standard cross-section below, except as modified with the parent subdivision approval:

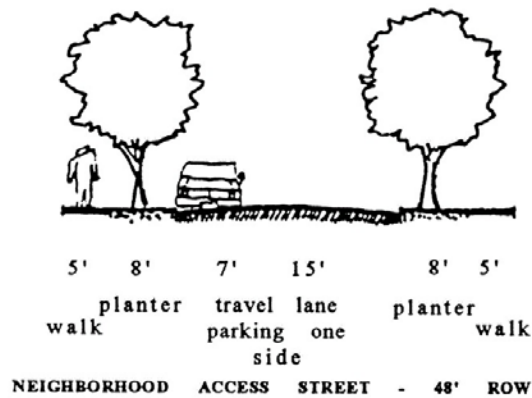


Figure 18.3.5.100.C.2. Neighborhood Access Street

Note: *It appears that the eight-foot planter called for includes the standard curb width. The curb width should be considered in cross-sections.*

The parent parcel’s Outline Plan approval noted that where any sidewalk improvements to meet standards were outside of the right-of-way, easements or additional dedications would be required to provide the full standard cross-section improvements.

The Outline Plan approval also noted specifically that curbside sidewalk installation in Areas 5 & 6 would require exceptions and did not – *at least at that stage* – appear to be merited.

As noted in the Fire Department comments, staff will need to have further discussions with Fire relative to aerial truck access requirements as they relate to street standards.

- Alleys were discussed at Outline Plan and the Commission determined that they needed to be installed to the full NMNP standard cross-section below, **including the full four-foot width shoulders:**

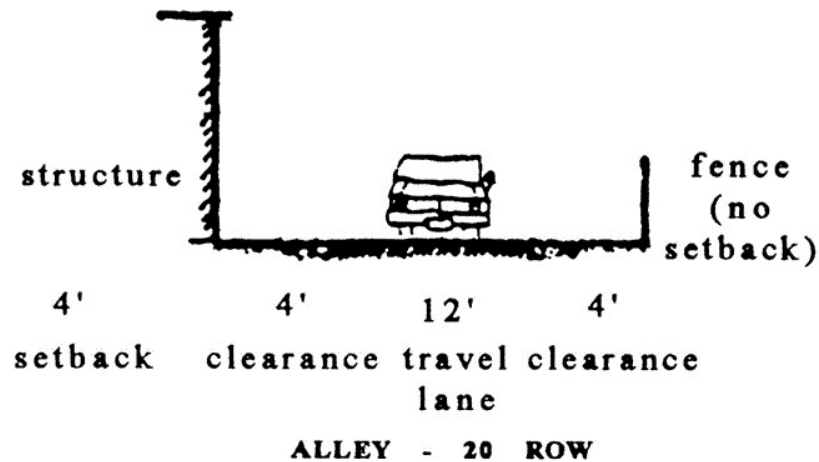


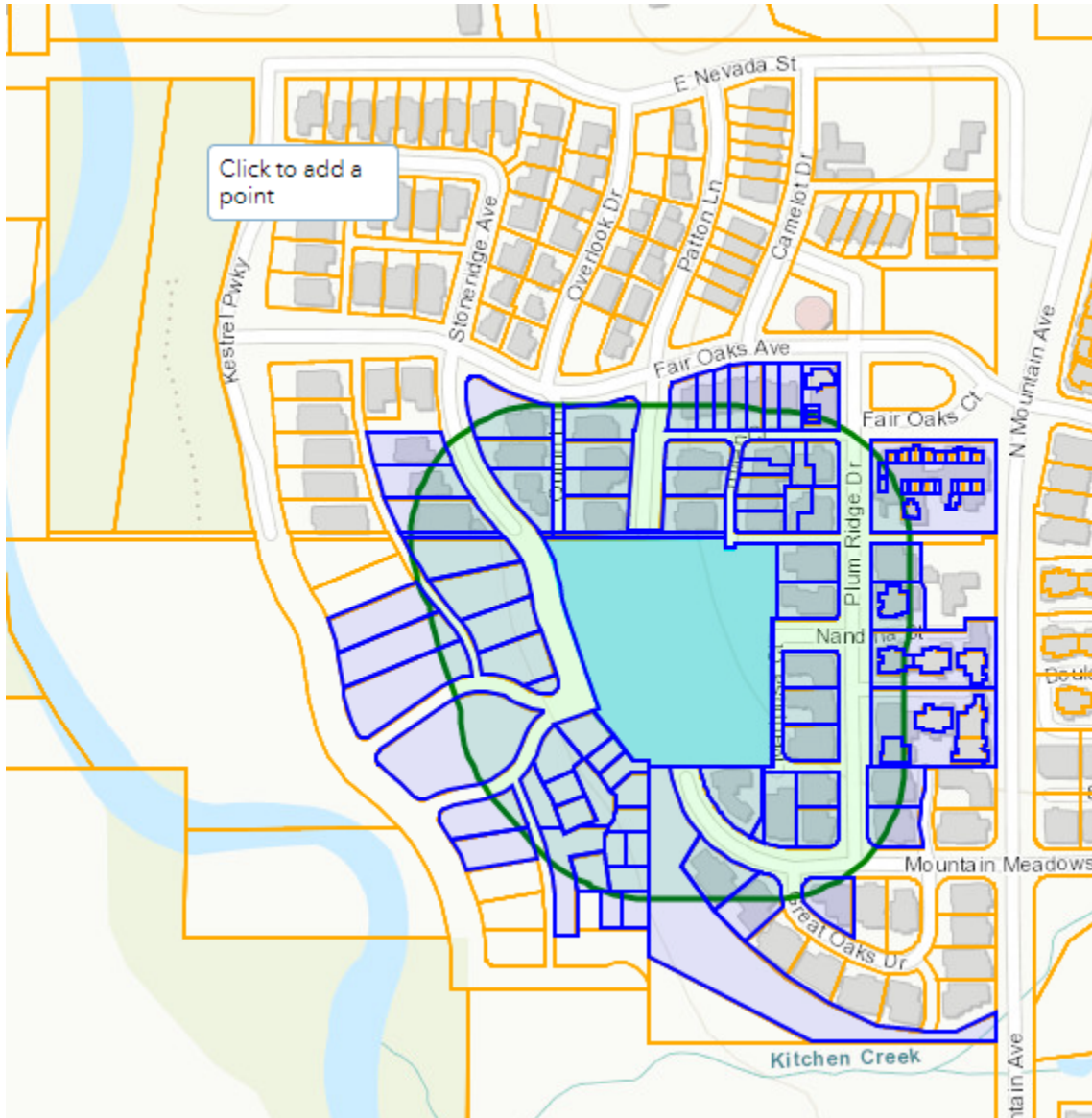
Figure 18.3.5.100.C.3. Alley

- h. The proposed development meets the common open space standards established under section 18.4.4.070. Common open space requirements may be satisfied by public open space in accordance with section 18.4.4.070 if approved by the City of Ashland.*

Nevada Street Bridge LID: As required in the original Kestrel Park subdivision approval, all properties within the subdivision will need to sign in favor of a future Local Improvement District (LID) for the future construction of a bridge across Bear Creek at Nevada Street to address emergency vehicle access and evacuation needs for the neighborhood.

Aerial Truck Access – The Fire Marshal has previously indicated that depending on the final building heights proposed, aerial truck access with a 26-foot unobstructed road width may be required. No additional comments have been provided with the current submittal, and in staff's view it would be advisable to consult with the Fire Marshal prior to moving too much further in the design process.

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.

OTHER DEPARTMENTS' COMMENTS

BUILDING: No comments provided. Please contact Building Official Steven Matiaco in the Building Division for any building codes-related information at (541) 488-5305.

PUBLIC WORKS/ENGINEERING: *See comments at the end of this document.* Please contact Karl Johnson of the Engineering Division for any further information at (541) 552-2415 or via e-mail to karl.johnson@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 only install a stub out to the location where the double check detector assembly (DCDA) or reduced pressure detector assembly (RPDA) complete with a Badger® brand cubic foot bypass meter should be placed in a vault external to the building. The vault and the DCDA or RPDA 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. The Ashland Water Department is also requiring new projects to comply with all current cross connection rules and regulations, this may require backflow prevention devices to be placed at the potential hazard or just behind the meter or connection for premises isolation depending on the degree of hazard, type of intended use of the facility or even the geographical location of the building or facility. Please Contact Steve Walker by phone at 541-552-2326 or via e-mail to walkers@ashland.or.us to discuss the intended use of the facility or property and any potential cross connection hazards associated with it or for any questions regarding water connections."*

ELECTRIC: *Please contact Rick Barton in the Electric Department to discuss development plans, electrical service requirements and fee information at (541) 552-2389 or via e-mail to rick.barton@ashland.or.us. Applicant will need to provide completed residential service applications (forms provided separately). Rick will arrange an on-site meeting to assess available and needed infrastructure and develop a conceptual service plan to be incorporated into the applicant's final utility plans, and applications will not be deemed complete without an Electric Department-approved conceptual service plan. Please allow additional time to schedule and conduct the on-site meeting and for preparation of the service plan.*

FIRE: No additional comment provided. See Fire Department comments from May, 2021 at the end of this document. Please contact Fire Marshal Ralph Sartain at (541) 552-2229 or via e-mail to ralph.sartain@ashland.or.us for any additional information of Fire Department requirements.

CONSERVATION: For 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 .

UNDERLYING ZONE PROVISIONS (See AMC Table 18.3.5.060)

Table [18.3.5.060](#) contains lot and development standards, including density, minimum dimensions, area, coverage, structure height and other provisions that control the intensity, scale, and location of development for the NM-R-1-7.5, NM-R-1-5, NM-MF, and NM-C.

Table 18.3.5.060. North Mountain Neighborhood Dimensional Standards

	North Mountain Neighborhood Zones [¶]			
	NM-R-1-7.5	NM-R-1-5	NM-MF	NM-C
Residential Density (dwelling units/acre) ¹	3.6 du/ac	5 du/ac	12 du/ac	20 du/ac

¹Density is computed by dividing the total number of dwelling units by the acreage of the project, including land dedicated to the public. Fractional portions of the answer shall not apply towards the total density, except that units less than 500 square feet gross habitable floor area shall count as .75 units in the NM-MF and NM-C zones. Accessory residential units and duplexes are not subject to the density requirements of the zone in the NM-R-1-7.5 and NM-R-1-5 zones, see sections [18.2.3.040](#) and [18.2.3.110](#).

Standard Yards – Minimum (feet)

Front – Standard	10 ft minimum/ 25 ft maximum	10 ft minimum/ 25 ft maximum	10 ft minimum/ 25 ft maximum	<i>No minimum yard requirements, except as required for parking, landscaping and building design requirement in chapters 18.4.2, 18.4.3, and 18.4.4.</i>
Front – Unenclosed Porch	5 ft	5 ft	5 ft	
Front – Garage ²	15 ft from building face / 20 ft from sidewalk	15 ft from building face / 20 ft from sidewalk	15 ft from building face / 20 ft from sidewalk	
Side – Standard ³	5 ft per building story	5 ft per building story	5 ft per building story	
Side – Adjacent to Street	10 ft	10 ft	10 ft	
Side – Single-Story, Detached	3 ft	3 ft	3 ft	

	North Mountain Neighborhood Zones ¹			
	NM-R-1-7.5	NM-R-1-5	NM-MF	NM-C
Garage and Accessory Buildings ⁴				
Rear – Standard	10 ft per building story	10 ft per building story	10 ft per building story	
Rear – Upper Floor Dormer Space	15 ft	15 ft	15 ft	
Rear - Single-Story, Detached Garage and Accessory Buildings Adjacent to Alley	4 ft	4 ft	4 ft	
Rear – Two-Story Accessory Buildings Adjacent to Alley	4 ft	4 ft	4 ft	

²No greater than 50 percent of the total lineal building façade facing the street can consist of garage, carport, or other covered parking space.

³No additional side yard is required for half-stories and upper floor dormer space.

⁴No side yard is required for accessory buildings sharing a common wall.

Solar Access	Solar access setback required pursuant to chapter 18.4.8 Solar Access.			No solar access setback required.
Lot Coverage – Maximum (% of lot area)	45%	50%	75%	80%

1 Zones: NC = Neighborhood Commercial; MU = Mixed Use; OE = Office Employment; CI = Compatible Industrial; OS = Open Space.

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APPLICATION DETAILS

Procedure: Applications involving Outline Plan review under the Performance Standards Option are required to be processed through a “Type II” quasi-judicial procedure and require that the decision be reached through a public hearing before the Planning Commission.

Application Requirements: As detailed in chapter 18.5.1.060, Type II applications shall include the required application materials detailed below. Type II decisions are made by the Planning Commission through a public hearing, and are subject to appeal “on-the-record” to Council.

1. ***Application Form and Fee.*** Applications for Type II review shall be made on forms provided by the Staff Advisor. One or more property owners of the property for which the planning action is requested, and their authorized agent, as applicable, must sign the application. The required application fee must accompany the application for it to be considered complete.
2. ***Submittal Information.*** The application shall include all of the following information.
 - a. The information requested on the application form (see https://www.ashland.or.us/SIB/files/Comm%20Dev/Forms%2C%20Brochures%2C%20Handouts/Zoning_Permit_Application_FY21-22.pdf).
 - b. Plans and exhibits required for the specific approvals sought, explained below.
 - c. A written statement or letter explaining how the application satisfies each and all of the relevant criteria and standards in sufficient detail (i.e. narrative findings).
 - d. Information demonstrating compliance with all prior decision(s) and conditions of approval for the subject site, as applicable.
 - e. The required fees detailed below, and posted on-line here: https://www.ashland.or.us/SIB/files/Comm%20Dev/Forms%2C%20Brochures%2C%20Handouts/2021-07-01_PlanningFees.pdf

PLAN & EXHIBIT REQUIREMENTS: *If providing hard copies, two (2) copies of the plans below 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 - please submit clear, readable, reproducible copies.*

- **Materials required for Outline Plan approval as required in chapter 18.3.9.040.A.2**
- **Materials required for Site Design Review as required in chapter 18.5.2.040.**
- **A Tree Preservation & Protection Plan as required in chapter 18.4.5.030 (if applicable to the final proposal).**

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. The Ashland Land Use Ordinance in its entirety may be accessed on-line at:

<https://ashland.municipal.codes/LandUse>

- Written findings addressing the criteria from chapter 18.3.9.040.A.3 for Outline Plan approval.
- Written findings addressing the criteria from chapter 18.5.2.050 for Site Design Review.
- Written findings addressing the criteria from chapter 18.4.6.020.B for an Exception to Street Standards (if applicable to the final proposal).

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UPCOMING APPLICATION DEADLINES:	First Friday of each month
UPCOMING PC MEETINGS:	Second Tuesday of each month, 7:00 p.m.
UPCOMING TREE COMM. MEETINGS:	Thursday before PC, 6:00 p.m.
FEES:	
Outline/Final Plan (Type II):	\$2,247.50 + \$150/lot
Site Review (Type I):	\$1,120.25 + \$ 74.50/unit
Exception (if applicable)	\$ 0
Tree Removal Permit (if applicable)	\$ 0

NOTES:

- Fees typically increase annually based on Council resolution, but have been delayed this year due to COVID-19. Applications are subject to fees in place at submittal.
- Applications are accepted on a first come-first served basis.
- 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.
- All applications received are reviewed for completeness by staff in accordance with ORS 227.178, and must be found to be complete before being processed or scheduled at a Planning Commission meeting.

For further information, please contact:

Aaron Anderson, Senior Planner

City of Ashland, Department of Community Development

Phone: 541-552-2052 or e-mail: aaron.anderson@ashland.or.us

September 7, 2022

Date

**Ashland Fire & Rescue (AF&R)
Pre-Application Comments**

NO ADDITIONAL COMMENTS PROVIDED FOR CURRENT SUBMITTAL

Date: May 5th, 2021
Project Address: Kestrel Park Apartment
Permit Number: PreApp-2021-00271
Project Description: Proposal to Build 42 Unit Apartment Complex
AF&R Contact: Fire Marshal Ralph Sartain
Phone: 541-552-2229
E-mail: 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:

- The fire hydrant locations are approved as proposed.
- Aerial apparatus access is required, which includes 26-foot wide roads in the immediate vicinity of the structures (see below) for structures exceeding 24 feet in height.

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 Access – Structures exceeding 24 feet in height above the lowest level of fire apparatus access are required to provide access roads capable of accommodating fire department aerial apparatus. These access roads are required to be 26 feet in width in the immediate vicinity of the building. OFC Appendix D 105 as amended by **AMC 15.28.070 Q & LD105.1** Where the vertical distance between the grade plane and the highest roof surface exceeds 30 feet (9144 mm), approved aerial fire apparatus access roads shall be provided. For purposes of this section, the highest roof surface shall be determined by measurement to the eave of a pitched roof, the intersection of the roof to the exterior wall, or the top of parapet walls, whichever is greater.

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

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 2A1 0BC 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 affect at the time of development submittal. Fire apparatus access roads are required to be installed prior to the time of construction. The approved water supply for fire protection (fire hydrants) is required to be installed prior to construction when combustible material arrives at the site.

Specific fire protection systems may be required in accordance with the Oregon Fire Code. This plan review shall not prevent the correction of errors or violations that are found to exist during construction. This plan review is based on information provided only.

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 .

Ashland 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. **Street Improvement** – No additional street improvements, beyond those necessary to comply with City Street Standards, will be required at this time. The applicant proposed improvements must be reviewed and permitted by the City of Ashland Engineering Department.
3. **Public Pedestrian Access** – A handicap access ramp will be required at all new intersections. Where handicap access ramps are required as part of a proposed project, the ramps shall meet current United States Access Board Public Rights-of-Way Accessibility Guidelines (PROWAG) and shall be designed in accordance with the current Oregon Department of Transportation design guidance. Use of the ODOT Standard Drawings for curb ramps as guidance for design is recommended however a curb ramp detail sheet, similar to ODOT DET 1720-Example of Minimum Sidewalk Ramp Details, is required for each curb ramp corner that is being proposed. Referencing standard drawings for curb ramps in plans in lieu of curb ramp detail sheets is no longer acceptable. An ODOT ADA Curb Ramp Design Checklist shall also be completed and submitted with the civil design drawings. If the following items are not submitted with the civil design drawings the City of Ashland Engineering Department will view the submittal as incomplete.

Required ADA submittals:

 - a. ODOT ADA Curb Ramp Design Checklist
 - b. Curb Ramp Detail, similar to ODOT DET 1720, for each proposed curb ramp
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 Patton Lane & Nandina Street. 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 Patton Lane & Nandina 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.
7. **Storm Drainage** - The property is currently served by a 12-in storm sewer main in Nandina 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.

8. **Erosion & Sediment Control** - The following requirements shall be met:
 - All ground disturbances exceeding 2,500 square feet shall implement an Erosion and Sediment Control Plan (ESCP).
 - A 1200-C permit will be secured by the developer where required under the rules of the Oregon State DEQ. City of Ashland Engineering Department must receive a copy of this permit before any construction shall begin.
 - Erosion Prevention and Sediment control measures that meet the minimum standards set forth by the City of Ashland Public Works/Engineering Standard Drawing CD282 must be in place before any construction related to the project begins.
 - Pollution, track out, and sediment dumping into storm water are strictly prohibited per AMC 9.08.060.
 - Drainage from automotive use areas shall be limited to oil concentrations of 10 mg/l by a pre-approved means.
 - Trash storage areas shall be covered or provide additional storm water treatment by an approved means.
 - Off street parking areas shall conform to Ashland Municipal Code 18.4.3.080.B.5, including provisions to minimize adverse environmental and microclimatic impacts.
9. **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.
10. **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
11. **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.

12. **Addresses** – *Any new addresses must be assigned by City of Ashland Engineering Department.*
13. **Sign & Traffic Control Devices** – *Sign installation and visibility must be maintained to the requirements of the Manual of Uniform Traffic Control Devices (MUTCD). The applicant proposed signage must be reviewed and approved by the City of Ashland Engineering Department.*
14. **Street Names** – *Any new street names must be approved by the City of Ashland Engineering Department and Planning Department.*