
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**
January 19, 2022

SITE: 160 Lithia Way
APPLICANT: Ray Kistler for Irvine
REQUEST: Commercial Site Review,
Conditional Use Permits (2), Variance (?),
Exception, Tree Removal

PLANNING STAFF COMMENTS

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

Summary: Staff are generally supportive of the proposal and look forward to seeing an application come through. Plaza space, which was a significant part of the discussion in 2012, is no longer required within the C-1-D district. The proposed parking does not include a required owner/manager space and would trigger a Variance as proposed. The key issues identified by staff in reviewing the pre-application are detailed below:

Site Design Review: The final application materials would need to address the following approval criteria in AMC 18.5.2.050 for Site Design Review and the applicable Site Design Standards including the Standards for Basic Site Review for Commercial Development, Detail Site Review, Additional Standards for Large Scale Projects, Downtown Design Standards, Historic District Development Standards and Street Tree Standards.

- 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.
- **Building Height:** Within the C-1-D zone, buildings greater than 40 feet and less than 55 feet are permitted with the approval of a Conditional Use Permit. Conditional Use Permits, discussed later in this document, are a discretionary approval and consider the adverse material impacts of the proposal in comparison to the target use of the zone which in this case would be commercial retail developed at a 1.0 Floor Area Ratio and complying with all ordinance requirements. A Conditional Use Permit request will give added weight to the consideration of the Historic District Development Standards.
- B. **Overlay Zones:** The proposal complies with applicable overlay zone requirements (part 18.3).

- The subject property is within the Detail Site Review, Downtown Design Standards and Historic District overlay zones, and the final application will need to respond to the applicable design standards for each in addition to the approval criteria and Basic Site Review standards.
- 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.
- **Parking:** The off-street parking requirement for Hotel/Motel Use is one space per guest unit, plus one space for the owner/manager. Seven hotel units would require eight parking spaces. On-street parking credits are not available in or near the C-1-D zone, so the application would need to request a Variance, propose a viable parking management strategy or reduce the number of units in response to available parking.
 - **Building Designs:** A Site Design Review application will need to include detailed, scalable elevation drawings of all four sides of the building addressing the applicable design standards. Generally, the design standards call for:
 - *Building shall have their primary orientation to the street and not a parking area, and automobile circulation and parking are not allowed between buildings and the street. Parking is to be located behind buildings or to one side, with access via alleys where available.*
 - *Building facades are to occupy a large majority of a projects street frontages, and designs with gaps through driveway aprons, parking areas or vehicle aisles are to be avoided. This standard applies to both frontages for corner lots.*
 - *Building entrances are to be oriented to the street and accessed from a public sidewalk. Entrances are to be clearly visible, functional and open to the public during all business hours.*
 - *Building entrances are to be within 20 feet of the right of way.*
 - *Public sidewalks and street trees are to be provided along the street frontage.*
 - *Landscaping and recycle/refuse disposal areas are to be provided.*
 - *Noise and glare standards are to be addressed.*
 - **Additionally, within the Detail Site Review zone the following standards apply (paraphrased):**
 - *Buildings shall have a minimum floor area ratio of 0.50. Sites of one-half acre or more in size may propose a shadow plan to address the floor area ratio.*
 - *Buildings greater than 100 feet in length shall have off-sets, jogs or other distinctive changes in the building façade.*
 - *Any wall within 30 feet of the street, plaza or other public open space shall contain at least 20 percent of the wall area facing the street in display areas, windows or doorways.*
 - *Buildings shall incorporate lighting, changes in mass, surface or finish to give emphasis to entries.*
 - *Infill of buildings adjacent to public sidewalks in existing parking lots is encouraged and desirable.*

- *Buildings shall incorporate arcades, roofs, alcoves, porticoes, and awnings that protect pedestrians from rain and sun.*
 - *Parking lots (including circulation areas) are to be buffered from the main street, cross streets and screened from residentially-zoned land.*
 - *Building shall include changes in relief such as cornices, bases, fenestration and fluted masonry for at least 15 percent of the exterior wall area.*
 - *Bright or neon colors used extensively to attract attention to the building or use are prohibited and buildings are not to incorporate glass as a majority of the building skin.*
 - *Large building masses are to be divided into heights and sizes that relate to the human scale with changes in mass or direction, sheltering roofs, or with a distinct pattern of division on surfaces, windows, trees and small scale lighting.*
 - *Plaza space was a point of discussion on the last application for the subject property, however with recent code changes within the Downtown Design Standards Overlay there is no longer a requirement to provide plaza space*
- **Historic District Development Standards:** These standards speak generally to Transitional Areas, Height, Scale, Massing, Setback, Roofs, Rhythm of Openings, Base or Platform, Form, Entrances, and Imitation of Historic Features. The application would need to respond to the applicable standards through the final building designs and the associated narrative submittals.
 - **Downtown Design Standards:** These standards speak to Height, Setback, Width, Openings, Horizontal & Vertical Rhythms, Roof Forms, Materials and Awnings, Marquees & Other Pedestrian Shelters. *Generally, these standards seek to have the majority of the façade at a zero setback from the sidewalk and specifically indicate that recesses or projects to create upper floor balcony space are to be avoided, and creating such upper floor space would require an Exception. The standards include an example of a possible design exception illustrated in Figure 18.4.2.060.C.11. The criteria for an Exception are detailed in “E” below.*
- 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.
- **Frontage Improvements:** As was the case in 2012, required frontage improvement standards are determined by street classification; in this instance, Lithia Way is classified as a boulevard, and is required to have ten-foot sidewalks and five-foot tree wells because it is in the Downtown Design Standards Zone. The application should detail how the sidewalk improvements proposed will address the street design standards while providing appropriate transitions to the existing sidewalks to the East and West. (**Notes:**1) *Within the Downtown Historic District, there is a city standard that all sidewalks shall be installed in cement colored “San Diego Buff.”* 2) *Lithia Way is also a state highway under ODOT jurisdiction and improvements will require review and permitting by ODOT.*)
- 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 or 2, 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.; or
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.

Conditional Use Permit: Exceeding 40 feet in height and proposing hotel/motel use will each trigger Conditional Use Permits. Conditional Use Permits are a discretionary approval and consider the adverse material impacts of the proposal in comparison to the target use of the zone which in this case would be commercial retail developed at a 1.0 Floor Area Ratio and complying with all ordinance requirements. A Conditional Use Permit request will give added weight to the consideration of the Historic District Development Standards (HDDS) and the recommendation of the Historic Commission.

- **Building Height:** The impacts of the proposed additional height would be considered in light of the target use and applicable standards, including:
 - **Historic District Development Standards “Height”:** *Recommended: Construct new buildings to a height within the range of historic building heights on and across the street. **Avoid:** New construction that varies in height (i.e., too high or too low) from historic buildings in the vicinity.*
 - **Downtown Design Standards “Height”:** *Building height shall vary from adjacent buildings, using either stepped parapets or slightly dissimilar overall height to maintain the traditional staggered streetscape appearance as illustrated in Figures [18.4.2.060.C.1](#), 5, and 10. Avoid treatment shown in Figure [18.4.2.060.C.3](#). An exception to this standard would be buildings that have a distinctive vertical division/façade treatment that visually separates it from adjacent buildings. Multi-story development is encouraged in the downtown as illustrated in Figures [18.4.2.060.C 1](#), 5, 6, and 10.*
 - **Historic Commission:** Where a proposal requires land use approval such as a Site Design Review or Conditional Use Permit, the authority exists in the law for the Planning Commission to require modifications in the design to match the applicable standards. Within the Historic District Overlay and the Downtown Design Standards Overlay zones, the Historic Commission advises both the applicant and the city decision makers. It would be advisable to present the proposal to the Historic Commission for their design feedback at a regular monthly meeting prior to submitting a formal land use application or finalizing designs. Applicants can contact the Planning front office at 541-488-5305 to schedule a time on the Commission’s monthly agenda.
- **Hotel/Motel Use:** The impacts of the proposed hotel/motel units would be considered in light of the target use and applicable standards, and would typically focus on the parking and traffic impacts of transient occupants to surrounding uses as well as other potential impacts such as noise, light, glare, etc.

The criteria for a Conditional Use Permit approval are as follows:

1. *That the use would be in conformance with all standards within the zoning district in which the use is proposed to be located, and in conformance with relevant Comprehensive plan policies that are not implemented by any City, State, or Federal law or program.*
2. *That adequate capacity of City facilities for water, sewer, electricity, urban storm drainage, paved access to and throughout the development, and adequate transportation can and will be provided to the subject property.*
3. *That the conditional use will have no greater adverse material effect on the livability of the impact area when compared to the development of the subject lot with the target use of the zone, pursuant with subsection 18.5.4.050.A.5, below. When evaluating the effect of the proposed use on the impact area, the following factors of livability of the impact area shall be considered in relation to the target use of the zone.*
 - a. *Similarity in scale, bulk, and coverage.*
 - b. *Generation of traffic and effects on surrounding streets. Increases in pedestrian, bicycle, and mass transit use are considered beneficial regardless of capacity of facilities.*
 - c. *Architectural compatibility with the impact area.*
 - d. *Air quality, including the generation of dust, odors, or other environmental pollutants.*
 - e. *Generation of noise, light, and glare.*
 - f. *The development of adjacent properties as envisioned in the Comprehensive Plan.*
 - g. *Other factors found to be relevant by the approval authority for review of the proposed use.*
4. *A conditional use permit shall not allow a use that is prohibited or one that is not permitted pursuant to this ordinance.*
5. *For the purposes of reviewing conditional use permit applications for conformity with the approval criteria of this subsection, the target uses of each zone are as follows.*
 - e. ***C-1-D.** The general retail commercial uses listed in chapter 18.2.2 Base Zones and Allowed Uses, developed at an intensity of 1.00 gross floor to area ratio, complying with all ordinance requirements.*

Variance (Parking): As noted above, the off-street parking requirement for Hotel/Motel Use is one space per guest unit, plus one space for the owner/manager. Seven hotel units would require a total of eight off-street parking spaces. On-street parking credits are not available in or near the C-1-D zone, so the application would need to request a Variance, propose a *viable* parking management strategy or reduce the number of hotel units in response to available parking. The criteria for a Variance are listed below:

1. *The variance is necessary because the subject code provision does not account for special or unique physical circumstances of the subject site, such as topography, natural features, adjacent development, or similar circumstances. A legal lot determination may be sufficient evidence of a hardship for purposes of approving a variance.*
2. *The variance is the minimum necessary to address the special or unique physical circumstances related to the subject site.*
3. *The proposal's benefits will be greater than any negative impacts on the development of the adjacent uses and will further the purpose and intent of this ordinance and the Comprehensive Plan of the*

City.

4. *The need for the variance is not self-imposed by the applicant or property owner. For example, the variance request does not arise as result of a property line adjustment or land division approval previously granted to the applicant.*

Tree Preservation/Protection: If there are trees of six-inches in diameter or greater on or adjacent to the property... all planning actions are required to include a tree preservation/protection plan in accordance with chapter 18.4.5.030; this is intended to ensure that trees including street trees are protected during all site disturbance (*including demolition, construction, driveway/parking installation, staging of materials, etc.*) This plan must address all trees on the property over six-inches in diameter at breast height (d.b.h.) and all trees that are located on adjacent property within 15 feet of the property line as well. Street Trees are required at a spacing of one per 30 feet of frontage. The application should show which existing trees are to be retained to meet this standard, and the location of new trees to be installed.

Tree Removal Permits: The removal of trees greater than six-inches in diameter at breast height within the C-1 zone requires Tree Removal Permits, and must address the approval criteria of AMC 18.5.7 which are further detailed in the application requirements at the end of this document.

Neighborhood Outreach: Staff always recommends that applicants approach affected neighbors, particularly those who are likely to receive notice of an application, in order to make them aware of the proposal and to try to address any concerns that may arise as early in the process as possible. Notices are typically sent to neighboring property owners within a 200-foot radius of the perimeter of the subject property. (*The neighbor to the west, Bob Kendrick, had continued interest in the previous project from the initial land use application through building permitting, and it would be advisable to engage with him early in the process.*)

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 DEPT: No comments received. Please contact Building Official Steven Matiaco in the Building Division for information relative to building code issues, excavation and building permits, inspection requirements and/or demolitions at 541-552-2073.

CODE COMPLIANCE: For any Land Use Code Compliance-related information, please

contact Andrew Barrow in the Planning Department at 541-488-5305.

CONSERVATION: For information on Conservation Programs, including any currently available financial or technical assistance, please contact Dan Cunningham at 541-552-2063 or via e-mail to: dan.cunningham@ashland.or.us .

PUBLIC WORKS & ENGINEERING (Utilities, Sewer, Stormwater, Transportation Streets): See attached comments at the end of this document. Please contact Karl Johnson, EIT/Assistant Engineer, of the Public Works/Engineering Division for any further utilities, sewer, stormwater or transportation-related information at 541-488-5347 or e-mail karl.johnson@ashland.or.us.

FIRE DEPARTMENT: See attached comments at the end of this document. Please contact Division Chief & Fire Marshal Ralph Sartain for any further information on Fire Code requirements as they relate to this project. He may be contacted at (541) 552-2229 or via e-mail to ralph.sartain@ashland.or.us.

WATER: *"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 or reduced pressure detector 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 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 prior to the design of water connections to the City system at 541-552-2326 or steve.walker@ashland.or.us to discuss the intended use of the facility and property regarding meter and hydrant placement and also potential cross connection hazards associated with the project. "

ELECTRIC SERVICE: *If changes to the electric service are necessary...* Prior to submitting a land use application, the applicants will need to arrange an on-site meeting with Rick Barton in the Electric Department to develop a revised electric service plan. Rick will provide a plan detailing the Electric Department-required facilities to serve the project; this approved plan will need to be incorporated into the final submittals for the project, and submittals will not be deemed complete without an Electric Department-approved plan. Please allow the necessary extra time for scheduling an on-site meeting and the subsequent preparation of a service plan. Rick's contact information is: Phone (541) 552-2082 or E-Mail: Rick.Barton@ashland.or.us .

OREGON DEPARTMENT OF TRANSPORTATION (ODOT): *Please find ODOT comments below:*

- I. *The applicant will be required to provide and receive ODOT approval of a site drainage plan which meets ODOT standards. The applicant should reference ODOT Hydraulics Manual Chapter 4, Appendix C for study requirements:
<https://www.oregon.gov/odot/GeoEnvironmental/Pages/Hydraulics-Manual.aspx>*
- II. *The applicant will need to obtain an ODOT misc./utility permit prior to any disturbance within the state ROW. Please direct the applicant to contact Julee Scruggs at Julee.Y.SCRUGGS@odot.state.or.us or 541.864.8811 to discuss.*

For any additional ODOT-related information, please contact:

Micah Horowitz, AICP
Senior Transportation Planner
ODOT Region 3 | Southwest Oregon
p: 541.774.6331 | c: 541.603.8431
e: micah.horowitz@odot.oregon.gov

TALENT IRRIGATION DISTRICT (TID): *TID has indicated that they have no concerns. For any additional TID-related information, please e-mail tid@talentid.org.*

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UNDERLYING ZONE PROVISIONS (18.2.6.030)

ZONING: C-1-D (Commercial/Downtown) subject to Basic Site Design Review, Detail Site Review, Additional Standards for Large Scale Projects, Downtown, and Historic District.

LANDSCAPING REQUIREMENTS: There is no standard landscaping requirement in the C-1-D zone, however parking areas and service stations are required to meet the standards of chapters [18.4.3](#) Parking, Access, and Circulation, and [18.4.4](#) Landscaping, Lighting, and Screening.

MAXIMUM HEIGHT: 40 feet. Buildings greater than 40 ft and less than 55 ft are permitted in C-1-D zone with approval of a Conditional Use Permit. (*Parapets may be erected up to five feet above the maximum building height; see also, [18.4.4.030.G.4](#) for mechanical equipment screening requirements, and [18.5.2.020](#) for Site Design Review for mechanical equipment review process.*)

PARKING, ACCESS, AND CIRCULATION: All uses within the C-1-D zone, except for hotel, motel, and hostel uses, are exempt from the off-street parking requirements of this section.

SETBACKS: There are no setback requirements, except where abutting a residential district in which case a minimum ten-foot side yard and/or a ten-foot-per-story rear yard requirement applies. Solar access requirements do not apply in the C-1-D district. See also section [18.2.4.030](#) Arterial Street Setback.

LOT COVERAGE: There is no minimum lot area, width or depth, or maximum lot coverage; or minimum front, side or rear yard, except as required to comply with the special district and overlay zone provisions of part [18.3](#) or the site development and design standards of part [18.4](#).

SIGNS: As per **LUO 18.4.7.080**. All existing and proposed signage must be identified in the Site Review application submittals; a separate sign permit will be required prior to installation.

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PROCEDURAL HANDLING

Procedure: The application will be considered a “Type II” quasi-judicial procedure. Buildings greater than 2,500 square feet in the Downtown Design Standards Overlay or Conditional Use Permits involving new buildings require a Type II approval with a public hearing before the Planning Commission. See:

[https://www.ashland.or.us/SIB/files/Comm%20Dev/Forms%2C%20Brochures%2C%20Handouts/Flowchart_Type_II_FY21-22\(1\).pdf](https://www.ashland.or.us/SIB/files/Comm%20Dev/Forms%2C%20Brochures%2C%20Handouts/Flowchart_Type_II_FY21-22(1).pdf)

for further explanation of the Type II process and timeline.

Application Requirements: As detailed in chapter 18.5.1.060, Type II applications shall include the required application materials detailed below. Type I decisions are made by the Staff Advisor, following public notice. Type I decisions provide an opportunity for appeal to the Planning Commission. Required submittal materials include:

1. **Application Form and Fee.** Applications for Type II review shall be made on forms provided by the Staff Advisor. One or more property owners of the property for which the planning action is requested, and their authorized agent, as applicable, must sign the application. The required application fee must accompany the application for it to be considered complete.
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 (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 (see below).
 - e. The required fee (see below &

https://www.ashland.or.us/SIB/files/Comm%20Dev/Forms%2C%20Brochures%2C%20Handouts/2021-07-01_PlanningFees.pdf).

PLAN & EXHIBIT REQUIREMENTS: *Copies of the plans detailed below formatted to print to scale on paper no larger than 11" x 17". Note: These copies may be used for the Planning Commission packets and for the notices mailed to neighbors - please submit clear, readable, reproducible documents.*

- Copies of the plans required for Site Review as required in AMC 18.5.2.040.**
- Plans required for a Conditional Use permit in AMC 18.5.4.040**
- A Tree Protection Plan as required in AMC 18.4.5.030 (if applicable).**
- Plans required for a Tree Removal Permit as required in AMC 18.5.7.030 (if applicable).**

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 AMC 18.5.2.050 for Site Design Review approval.**
- Written findings addressing the criteria from AMC 18.5.4.050 for Conditional Use Permit approval.**
- Written findings addressing the criteria from AMC 18.5.7.040.B for Tree Removal Permit (if applicable to the final proposal).**

NEXT APPLICATION DEADLINE*:	First Friday of each month
PLANNING COMMISSION MEETING:	Second Tuesday of the following month at 7:00 p.m.
HISTORIC COMMISSION MEETING:	Wednesday before the Planning Commission at 6:00 p.m.
FEES:	
Site Review, Type II	\$ 2,247.50 + ½ % of valuation
Exceptions	\$ 0
Conditional Use Permit, Type II	\$ 2,247.50
Variance (<i>if applicable</i>)	\$ 2,247.50
Tree Removal	\$ 0

NOTES: Applications are accepted on a first come-first served basis. All applications received are reviewed by staff, and must be found to be complete before being 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 within 30 days from application date in accordance with ORS 227.178. The first fifteen COMPLETE applications submitted are processed at the next available Planning Commission meeting.

For further information, please contact:

Derek Severson, *Senior Planner*

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

January 19, 2022

Date

Ashland Fire & Rescue
455 Siskiyou Boulevard
Ashland, OR 97520
541.482.2770

**Ashland Fire & Rescue
Pre-Application Comments**

Date: 12/2/2021
Project Address: 160 Lithia Way
Permit Number: PreApp-2021-00308
Project Description: New 4-story mixed use building (residential/commercial)
AF&R Contact: Ralph Sartain
541-552-2229
ralph.sartain@ashland.or.us

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

Specific Comments:

- **Aerial Apparatus** – Lithia Way is acceptable to serve as the required aerial apparatus access road.
- **Fire Sprinkler Main Issue:** To protect the building, NFPA 13 Section 6.1.4 states the following: Underground piping shall be permitted to extend into the building through the slab or wall not more than 24 inches.
- **OFC/OSSC Section 905.3 Standpipe System Requirement:** A standpipe system in accordance with NFPA 14 is required for this occupancy, including the occupiable roof area.
- **OFC/OSSC Section 907.2.8 Fire Alarm System Requirement:** A fire alarm system is required for this occupancy.

General Comments:

Reference Description

- **OFC 505.1 Addressing** - New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Where required by the fire code official, address numbers shall be provided in additional approved locations to facilitate emergency response. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall be a minimum of 4 inches (101.6 mm) high with a minimum stroke width of 0.5 inch (12.7 mm). Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole, or other sign or means shall be used to identify the structure. Address numbers shall be maintained.

- **AMC Fire Apparatus Access - Shared Access Easement**-If a fire apparatus access road crosses onto or over another property owner's parcel, an easement must be obtained to provide access for fire apparatus. Easement language needs to include wording that indicates that the shared access easement may not be modified, removed, or obstructed in any way without prior written approval from Ashland Fire and Rescue.
- **AMC Fire Apparatus Access - Commercial** -If the furthest point on the structures is greater than 150' from the street, the entire length of the private drive or street must meet fire apparatus access. Fire apparatus access shall have a 20-foot-wide driving surface, must support 60,000 pounds, have a maximum slope of 15 percent, and have vertical clearance of 13' 6". Inside turning radius is at least 20 feet and outside turning radius is at least 40 feet and must be indicated on site plans submitted for-building permits. Fire apparatus access is required to be signed as "No Parking-Fire Lane". Final plat needs to indicate that the private drive is fire apparatus access and must state that it cannot be modified without approval of Ashland Fire & Rescue.
- **AMC Aerial Ladder Fire Apparatus Access Roads** – Where the vertical distance between the grade plane and the highest roof surface exceeds 24 feet, approved aerial fire apparatus access roads shall be provided. For the purposes of this section, the highest roof surface shall be determined by measurement to the eave of a pitched roof, the intersection of the roof to the exterior wall, or the top of parapet walls, whichever is greater. Overhead utility and power lines shall not be located within the aerial fire apparatus access roadway or between the aerial fire access road and the building. These access roads are required to be 26 feet in width in the immediate vicinity of the building. OFC Appendix D 105 as amended by AMC 15.28.070 Q & R.
- **D105.2** Aerial fire apparatus access roads shall have a minimum unobstructed width of 26 feet (7925 mm), exclusive of shoulders, in the immediate vicinity of the building or portion thereof.
- **D105.3** Proximity to building. At least one of the required access routes meeting this condition shall be located within a minimum of 15 feet (4572 mm) and a maximum of 30 feet (9144 mm) from the building and shall be positioned parallel to one entire side of the building. The side of the building on which the aerial fire apparatus access road is positioned shall be approved by the fire code official.
- **D105.4** Obstructions. Overhead utility and power lines shall not be located over the aerial fire apparatus access road or between the aerial fire apparatus road and the building. Other obstructions shall be permitted to be placed with the approval of the fire code official.
- **OFC 503.1.1 Firefighter Access Pathway** – An approved footpath around the structure is required so that all exterior portions of the structure can be reached with the fire hose. Any changes in elevation greater than two feet in height (such as retaining walls) require stairs. The stairs shall be an all-weather surface, and meet the requirements as specified in the Oregon Structural Specialty Code. OFC 503.1.1
- **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.
- **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. The 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 2A10BC 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
Pre-Application Comments**

Date: January 19, 2022
Project Address: 160 Lithia Way
Permit Number: PreApp-2021-00308
Project Description: Commercial Property
AF&R Contact: Karl Johnson
541-488-5347
karl.johnson@ashland.or.us

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. **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 Lithia Way. The applicant proposed improvements must be reviewed, approved and permitted by the City of Ashland Engineering Department. There may also be existing private sanitary sewer laterals crossing this lot from the properties that front on E Main Street to the south of

this property. Applicant should be aware of this and may need to work with those property owners to maintain sanitary sewer to these lots.

5. **Water** - The property is currently served by a 4-in water main in Lithia Way. City of Ashland Water Department shall tap existing water main and install any new water services and water meter boxes that are proposed by development. City of Ashland Water Department must be contacted for availability, placement and costs associated with the installation of the new water service. Service & Connection Fees will also be required for any new water services installed as part of this project.
6. **Storm Drainage** - The property is currently served by a 6-in storm sewer main in Lithia Way. 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 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.

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
 - ODOT will need to review and approve any improvements in the ODOT right-of-way. City of Ashland must obtain a copy of any ODOT approvals and/or permits that are granted before any work in the ODOT right-of-way begins.
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.
12. **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.