
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 DIVISION
PRE-APPLICATION CONFERENCE
COMMENT SHEET**
December 2, 2020

SITE: 192 N. Mountain Av.
APPLICANT: KDA
REQUEST: Annexation, Outline Plan, Site Review, Cottages, WRPZ, Potential Comp Plan Amendment

PLANNING DIVISION COMMENTS

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

Summary: Staff are generally supportive of the request. For staff, a key issue will be in addressing the Transportation System Plan's envisioned extension of Kirk Lane (Project R30) as a connection from Fordyce through to North Mountain Avenue and demonstrating that the street system proposed provides for equal or superior connectivity in the vicinity.

ANNEXATION

Annexations are a discretionary legislative decision by the City Council, and are not subject to quasi-judicial constraints or the 120-day rule. The city's annexation criteria generally require that:

- That the subject property be located within the City's Urban Growth Boundary.
- That the proposed zoning for the annexed area be in conformance with the Comprehensive Plan Map designation and that the project, if proposed concurrently, is an allowed use.
- That the land is currently contiguous to the present city limits.
- That, for residential annexation, a plan shall be provided demonstrating that the development of the property will occur at a minimum of 90 percent of the base density of the property – less any reductions for natural features, topography, access limitations, or similar physical constraints – and that the owner sign and record an agreement ensuring that future development will occur in accord with this minimum density.
- That the proposal meet the affordability requirements set forth in AMC 18.5.8.050.G. (*Note recent code changes will alter the current criteria.*)
- That one or more of the standards in AMC 18.5.8.050.H, which includes demonstration that there is less than a five-year supply of vacant and re-developable land in the proposed land use classification within the current city limits. (*Note recent code changes will alter the current criteria.*)
- That adequate city facilities for water, sewer, electricity, and urban storm drainage can and will be provided.
- That adequate transportation can and will be provided including facilities necessary to accommodate motor vehicles, bicycles, pedestrians and transit.

- Demonstration of adequate transportation typically requires a Transportation Impact Analysis (TIA) to fully assess the impacts of development on the surrounding street system.
- Adequate transportation should also carefully consider controlled access/access management requirements.
- As discussed above, the current TSP (See figure 10-3 and Project R-30) includes a specific identification of Kirk Lane for a future street extension between Fordyce and North Mountain, and any discussion of transportation and connectivity should address the proposal in light of the TSP.
- The TSP identifies a future transit route along North Mountain Avenue along the project frontage, and the application should consider appropriate transit amenities in consultation with RVTD.
- The TSP envisions a future bikeway on the northside of the railroad tracks in this vicinity which should be addressed in the application in addressing adequate transportation (i.e. dedication, improvement and connectivity to subdivision circulation system.)
- Staff believe it might also be helpful to illustrate the proximity to nearby parks on the site plan (i.e. North Mountain Park, the Railroad Park and Garfield Park are all nearby, as is the Central Ashland Bikepath).

POTENTIAL COMPREHENSIVE PLAN AMENDMENT

A zone change would not be required provided that the property is proposed to be annexed consistent with its Comprehensive Plan designation (Single Family).

The Transportation System Plan (TSP) identifies an extension of Kirk Lane (Project R30) as the specific route for a connection from Fordyce through to North Mountain Avenue and demonstrating that the street system proposed provides for equal or superior connectivity in the vicinity. Staff will look into this further with the Public Works Director, however it may require a Comprehensive Plan change (i.e. the TSP is adopted as an official document in support of the Comprehensive Plan). It would be advisable for the applicant to speak with the Public Works Director as well about: how a recommendation from the Transportation Commission can be obtained given limitations on advisory commission meetings during COVID-19, the history of the Kirk Lane extension identified in the current TSP and the status of any TSP updates that may be underway, and any issues relating to the TSP's identification of a bikeway on the northside of the railroad tracks as part of the Central Ashland Bikepath.

PERFORMANCE STANDARDS OPTIONS SUBDIVISION

The application would need to speak to the applicable criteria and standards for subdividing the property under the Performance Standards Options chapter (AMC 18.3.9). This chapter provides a greater measure of flexibility in regard to many of the development standards, but seeks greater efforts to identify and protect significant natural features on the property and incorporate them as amenities to future residents, and to use this flexibility in seeking a project that is more compatible with the natural environment and surrounding neighborhood.

COTTAGE HOUSING DEVELOPMENT

Cottage Housing Development would require Site Design Review and Outline Plan Subdivision approvals, and would need to demonstrate compliance with the Cottage Housing Development Standards in AMC 18.2.3.090. A follow-up pre-application to consider a specific cottage housing proposal would be needed. *(In staff's view, the cottage housing portion of the project may be best if located interior to the site, along the railroad tracks or adjacent to North Mountain Avenue - rather than on the north or east perimeter.)*

SITE DESIGN REVIEW

Cottage Housing Development or Attached Units would require Site Design Review. An application would need to respond to the approval criteria for Site Design Review as well as to the applicable Multi-Family Site Development and Design Standards.

WATER RESOURCES

Beach Creek is classified as an Intermittent and Ephemeral Stream on the city's Water Resource Protection Zones map, and has a Water Resource Protection Zone (WRPZ) which extends 30 feet upland of the stream's centerline. The creek and its WRPZ, as well as any wetlands on site, would be subject to the requirements of the Water Resources Protection Zone Ordinance (AMC 18.3.11).

New public or private accesses and utilities within the WRPZ's would be subject to Limited Activities and Uses Permits under AMC 18.3.11.060. It appears that the driveways for Lots 30 and 31 are within the WRPZ, as well as parts of Lots 3 and 29, and the public street system. For public facilities, these generally include a required, *"finding that no other reasonable, alternate location outside the Water Resource Protection Zone exists. This ordinance, the Comprehensive Plan, Transportation System Plan, adopted utility master plans, and other adopted documents shall guide this determination."* For private installations, there's similarly a requirement that the facility is proposed *"to provide a means of access to an otherwise inaccessible or landlocked property where no other reasonable, alternate location outside the Water Resource Protection Zone exists."* The WRPZ does not provide for placement of new structures within the WRPZ's without a reduction. The final application should clearly identify the creek corridor, stream centerline and an identified WRPZ relative to proposed improvements.

TREE REMOVAL & PROTECTION

Tree Removal: On vacant properties zoned for residential use, the removal of significant trees as defined in AMC 18.6.1 requires a Tree Removal Permit. Tree removal would also be considered in light of the Water Resources Protection Zones ordinance, the Performance Standards Options chapter, and more broadly in terms of the discretion in Annexations, and any tree removal should be carefully considered.

Tree Preservation/Protection: A tree protection plan is required with the application to ensure that trees are protected during site disturbance (including demolition, construction, driveway/parking installation, staging of materials, etc. This plan is required to 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 properties within 15 feet of the property line as well, including any existing street trees.

Recent Code Changes: There have been recent code changes with regard to Open Space (adopted 11/17) and affordability (adopted 12/1) which will likely affect the proposal. The new regulations and associated council communications are linked below, and will likely affect affordability and five-year supply criteria for annexation as well as the definition, amount and treatment of the open space areas.

- **Open Space Code Changes (Adopted/Second Reading 11/17 - in effect 30 days thereafter)**
[https://www.ashland.or.us/SIB/files/111720 Amendments to Open Space Standards CCFinal\(1\).pdf](https://www.ashland.or.us/SIB/files/111720%20Amendments%20to%20Open%20Space%20Standards%20CCFinal(1).pdf)
- **Affordability Code Changes (Adopted/Second Reading 12/1 - in effect 30 days thereafter)**
[https://www.ashland.or.us/SIB/files/111720 Amendments to Open Space Standards CCFinal\(1\).pdf](https://www.ashland.or.us/SIB/files/111720%20Amendments%20to%20Open%20Space%20Standards%20CCFinal(1).pdf)

Neighborhood Outreach: Staff always recommends that applicants approach the 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 subject property.

Site Visits: Depending on local and statewide restrictions relative to the pandemic, staff may reach out as the application nears the hearing process to arrange site visits for the Planning Commission and City Council, or to arrange an alternative means for the decision makers to familiarize themselves with 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 ORDINANCE REQUIREMENTS: See AMC Table 18.2.5.030.A. – Standards for Urban Residential Zones. The subject property is planned to be annexed as Single Family Residential, and the surrounding area is largely zoned R-1-5, a single family residential zoning with a 5,000 square foot minimum lot size.

OTHER CITY OF ASHLAND DEPARTMENT COMMENTS

BUILDING: *"No comments provided at this times."* Please contact Building Official Steven Matiaco in the Building Division for any building codes-related questions at 541-488-5305.

CONSERVATION: For more information on available water conservation programs, including any available appliance rebates or assistance with landscaping and irrigation system requirements, please contact the Conservation Division Water Conservation Specialist at 541-552-2062. For information on any financial or technical assistance available for the construction of Earth Advantage/Energy Star buildings, please contact Conservation Analyst/Inspector Dan Cunningham at 541-552-2063 or via e-mail to dan.cunningham@ashland.or.us

ENGINEERING: Please see comments at the end of this document. Please contact Karl Johnson of the Engineering Division for any Public Works/Engineering-related information (i.e. utilities, streets, stormwater, etc.) at 541-552-2415 or via e-mail to karl.johnson@ashland.or.us .

FIRE: Please see comments at the end of this document. Please contact Ralph Sartain from the Fire Department for any Fire Department-related information at 541-552-2229 or via e-mail to ralph.sartain@ashland.or.us.

WATER AND SEWER SERVICE: *"If the project requires additional water services or upgrades to existing services, the Ashland Water Department will excavate and install in the city right-of-way all water services up to and including the meter on domestic and commercial water lines. If a fire line is required the Water Department will 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 at 541-552-2326 or (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 SERVICE: Please contact Dave Tygerson in the Electric Department for service requirements and connect fee information at (541) 552-2389 or via e-mail to tygersod@ashland.or.us. Dave will arrange an on-site meeting, and develop a preliminary electrical service plan for the site. Please allow additional time to accommodate scheduling of this on-site meeting and preparing the preliminary plan. Submittals will not be deemed complete without a preliminarily approved plan from the Electric Department.

OREGON DEPARTMENT OF TRANSPORTATION (ODOT):“*This proposal should not significantly affect ODOT facilities.*” For any ODOT-related information, please contact Micah Horowitz, AICP; ODOT Region 3 | Senior Transportation Planner; 100 Antelope Road, White City, OR 97503; p: 541.774.6331 | c: 541.603.8431 | e: micah.horowitz@odot.state.or.us

PROCEDURE

Annexation is subject to a “Type III” legislative procedure which requires a recommendations from the Planning Commission through a public hearing process and a decision by Council adopted by ordinance to annex the property. As a legislative decision, an annexation would be subject to appeal by LUBA.

APPLICATION REQUIREMENTS

Submittal Information.

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

1. Application Form and Fee. Legislative applications shall be made on forms provided by the Staff Advisor. <http://www.ashland.or.us/Files/Zoning%20Permit%20Application.pdf> .
2. Submittal Information. The application shall contain all of the following information.
 - a. The information requested on the application form.
 - b. A map and/or plan, as applicable, addressing the appropriate criteria and standards in sufficient detail for review and decision.
 - c. A written statement or letter explaining how the application satisfies each and all of the relevant criteria and standards in sufficient detail.
 - d. Information demonstrating compliance with all prior decision(s) and conditions of approval for the subject site, as applicable.
 - e. The required fee, except when the City initiates the request.
 - f. Other information the Staff Advisor deems necessary to provide a complete application.

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

The adopted Transportation System Plan (TSP) is available on-line in its entirety at: http://ashlandtsp.com/system/datas/191/original/Final%20TSP_2013-04-23.pdf

Written Statements

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

- **Annexation:** **AMC 18.5.8.050**
- **Comprehensive Plan Amendment*:** **AMC 18.5.9.020**
- **Outline Plan:** **AMC 18.3.9.040.A.3**
- **Site Design Review** **AMC 18.5.2.050**
- **Cottage Housing Development** **AMC 18.2.3.090.C**
- **WRPZ:** **AMC 18.3.11.060.D**
- **Tree Removal Permits(s):** **AMC 18.5.7.040**

Plans & Exhibits Required

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

- **Annexation:** **AMC 18.5.8.020**
- **Comprehensive Plan Amendment*:** **AMC 18.5.9.020**
- **Outline Plan:** **AMC 18.3.9.040.A.2**
- **Site Design Review** **AMC 18.5.2.040**
- **WRPZ:** **AMC 18.3.11.060**
- **Tree Protection Plan:** **AMC 18.4.5.030**
- **Tree Removal Permit:** **AMC 18.5.7.030**

PLANNING APPLICATION FEES

Annexation	\$4, 388
Comprehensive Plan Amendment*	\$2,917.25
Outline Plan	\$2,190.75 + \$143.25/lot
Site Design Review	\$1,092 + \$72.50/unit
WRPZ Limited Use Permit	\$1,092
Cottage Housing Development	\$(Inc. w/SDR/Outline Plan)
Tree Removal Permits(s)	\$0

NOTE:

Annexations require additional timelines and noticing due to state requirements, and are typically scheduled at the first Planning Commission at least 45-days after a completeness determination.

The fees above were due to see an annual increase for inflation in July, but this has been delayed due to the COVID-19 pandemic. Council will be reviewing a fee update resolution in the near future, and the application would be subject to the fees adopted and in place at the time of submittal.

Applications are accepted on a first come-first served basis. All applications received are reviewed and must be found to be complete before being processed or scheduled at a Planning Commission meeting.

Applications will not be accepted without a complete application form signed by the applicant(s) and property owner(s), all required materials and full payment. Applications are reviewed for completeness in accordance with ORS 227.178.

For further information, please contact:

Derek Severson, *Senior Planner*

City of Ashland, Department of Community Development

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

December 2, 2020

Date

Ashland Public Works & Engineering

Pre Application Comments

1. **Engineered Plans** - Where public improvements are required or proposed, the applicant's engineer shall submit design plans for approval of all public improvements identified on the approved plan or as specified in conditions of approval. One set of these civil plans MUST be submitted DIRECTLY to the Public Works/Engineering Department. All design plans must meet the City of Ashland Public Works Standards. Engineered construction plans and specifications shall be reviewed and signed by the Public Works Director, prior to construction. All public facilities within the development will be designed to the City of Ashland Engineering Design Standards for Public Improvements. The engineered plans shall also conform to the following:

- If drawings are submitted to the City of Ashland digitally, they shall be true scale PDF drawings. If AutoCAD drawings are also submitted, they shall be compatible with the AutoCAD release being used by the City at that time and shall be located and oriented within the Oregon State Plain Coordinate System (NAD83-89).
- Drawings sizes shall comply with ANSI-defined standards for page width and height. Review drawings may be submitted in B size (11x17). Bidding and construction documents may also be printed at B size; however, all final as-constructed drawings must be submitted to scale on D-size (24x36) Mylar. Digital files of the as-constructed drawings shall also be submitted. Drawings shall be drawn such that reduction of plans from full size (D sized) to half size (B sized) can be done to maintain a true scale on the half-sized plans.

2. **TIA (Transportation Impact Analysis)** –The City of Ashland feels that this project may meet at least one of the thresholds at which a TIA is required. The applicant shall have a Registered Engineer submit evidence that a TIA should not be required if the thresholds are not met.

All land use actions that either propose direct or indirect access to a State highway or a boulevard will need to provide the City of Ashland with the information outlined below. The governing jurisdiction will then inform ODOT of the intended land use action and provide pertinent review material. These guidelines are intended to ensure that developments do not negatively impact the operation and/or safety of the roadway.

A. Applicants must submit a preliminary site plan for review to the City of Ashland, prior to the pre-application conference. At a minimum, the site plan shall illustrate:

1. The location of existing access point(s) on both sides of the road within 500 feet in each direction for Category 4 segments or 5 lane boulevards, and 300 feet for Category 5 segments and 3 lane arterials;
2. Distances to neighboring constructed public access points, median openings, traffic signals, intersections, and other transportation features on both sides of the property (this should include the section of roadway between the nearest upstream and downstream collector);
3. Number and direction of site access driveway lanes to be constructed, as well as an internal signing and striping plan;

4. *All planned transportation features on the State highway/boulevard (such as auxiliary lanes, signals, etc.);*
 5. *Trip generation data or appropriate traffic studies (See the following section for the state's traffic impact study requirement thresholds.);*
 6. *Parking and internal circulation plan;*
 7. *Plat map showing property lines, right of way, and ownership of abutting properties;*
 8. *A detailed description and justification of any requested access variances;*
- B. *Proposed land use actions, new developments, and/or redevelopment accessing a State highway/boulevard, directly or indirectly (via collector or local streets), will need to provide traffic impact studies to the respective local reviewing jurisdiction(s) and ODOT if the proposed land use meets one or more of the following traffic impact study thresholds. A traffic impact study will not be required of a development that does not exceed the stated thresholds.*
1. **Trip Generation Threshold:** *50 newly generated vehicle trips (inbound and outbound) during the adjacent street peak hour;*
 2. **Mitigation Threshold:** *Installation of any traffic control device and/or construction of any geometric improvements that will affect the progression or operation of traffic traveling on, entering, or exiting the highway;*
 3. **Heavy Vehicle Trip Generation Threshold:** *20 newly generated heavy vehicle trips (inbound and outbound) during the day;*

All traffic impact studies will need to be prepared by a registered professional engineer in accordance with ODOT's development review guidelines.

C. *Traffic Impact Study Requirements*

1. *The following is a summary of the Oregon State Highway minimum requirements for a traffic report. ODOT views the following requirements as the minimum considerations to be dealt with by Professional Traffic Engineering Consultants in their analysis of traffic impacts resulting from new developments adjacent to State highways.*
2. *The analysis shall include alternates other than what the developer originally submits as a proposal for access to state highways, city streets, and county roads.*
3. *The analysis of alternate access proposals shall include:*
 - (i) *Existing daily and appropriate design peak hour counts by traffic movements, at intersections which would be affected by traffic generated by the development (use traffic flow diagrams).*
 - (ii) *Projected daily and appropriate design peak hour volumes for these same intersections, and at the proposed access points after completion of the development. If the development is to be constructed in phases, projected traffic volumes at the completion of each phase should be determined.*

- (iii) *Trip Generation shall be calculated using the Institute of Transportation Engineers' manual "TRIP GENERATION 5th Edition" or other, more current, and/or applicable information.*
 - (iv) *A determination of the need for a traffic signal based on warrants in the "Manual on Uniform Traffic Control Devices."*
4. *The recommendations made in the report should be specific and shall be based on a minimum level of service "D" when the development is in full service. As an example, if a traffic signal is recommended, the recommendations should include the type of traffic signal control and what movements should be signalized. If a storage lane for right turns or left turns is needed, the recommendations should include the amount of storage needed. If several intersections are involved for signalization, and an interconnect system is considered, specific analysis should be made concerning progression of traffic between intersections.*
 5. *The internal circulation of parking lots must be analyzed to the extent that it can be determined whether the points of access will operate properly.*
 6. *The report shall include an analysis of the impacts to neighboring driveway access points and adjacent streets affected by the proposed new development driveways.*
 7. *The report should include a discussion of bike and pedestrian usage and the availability of mass transit to serve the development.*
3. **Street Improvement** –*The applicant proposed improvements must be reviewed and permitted by the City of Ashland Engineering Department.*
 4. **Public Pedestrian Access** – *A handicap access ramp will be required at all proposed intersections. The ramps shall meet current United States Access Board Guidelines (PROWAG) and shall be designed in accordance with the current Oregon Department of Transportation design guidelines. The design shall include all grades as presented on the ODOT Detail 1720 and must be submitted to and approved by the City of Ashland Engineering Department.*
 5. **Right-of-Way** – *Right of way dedication would be necessary to provide facilities meeting the "adequate transportation" criteria for annexation would be required.*
 6. **Sanitary Sewer** - *The property is currently served by a 10-in sanitary sewer main in N. Mountain Avenue, an 8-in in Village Park Drive, an 8-in in Old Willow Lane, and 8-in in Kirk Lane and an 8-in in Orchid Street. The applicant proposed improvements must be reviewed, approved and permitted by the City of Ashland Engineering Department.*
 7. **Water** - *The property is currently served by a 6-in water main in N. Mountain Avenue, an 8-in in Village Park Drive, an 8-in in Old Willow Lane, and 8-in in Kirk Lane and an 8-in in Orchid 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.*
 8. **Storm Drainage** - *The property is currently served by Beach Creek which flows through the property and a 12-in storm sewer main in the northeast corner of the property. City of Ashland Engineering Department must review an engineered storm drainage plan.*

Storm Water Facility Design Requirements

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

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

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

9. **Erosion & Sediment Control** - *The following requirements shall be met:*

- *All ground disturbances exceeding 1,000 square feet shall implement an Erosion and Sediment Control Plan (ESCP).*
- *A 1200-C permit will be secured by the developer where required under the rules of the Oregon State DEQ. City of Ashland Engineering Department must receive a copy of this permit before any construction shall begin.*
- *Erosion Prevention and Sediment control measures that meet the minimum standards set forth by the City of Ashland Public Works/Engineering Standard Drawing CD282 must be in place before any construction related to the project begins.*
- *Pollution, track out, and sediment dumping into storm water are strictly prohibited per AMC 9.08.060.*
- *Drainage from automotive use areas shall be limited to oil concentrations of 10 mg/l by a pre-approved means.*
- *Trash storage areas shall be covered or provide additional storm water treatment by an approved means.*
- *Off-street parking areas shall conform to Ashland Municipal Code 18.4.3.080.B.5, including provisions to minimize adverse environmental and microclimatic impacts.*

10. **Driveway Access** – *The applicant proposed improvements must be reviewed and permitted by the City of Ashland Engineering Department.*

11. **Permits** – *Any construction or closure within the public right of way will require a Public Works permit and before any work in the right of way commences all necessary permits MUST be obtained*

12. **As-Builts** - *Where public improvements are required or completed, the developer shall submit to the City of Ashland, reproducible as-built drawings and an electronic file of all public improvements constructed during and in conjunction with this project. Field changes made during construction shall be drafted to the drawings in the same manner as the original plans with clear indication of all modifications (strike out old with new added beside). As-built drawings shall be submitted prior to final acceptance of the construction, initiating the one-year maintenance period.*

13. **Addresses** – *Any new addresses must be assigned by City of Ashland Engineering Department.*

14. **Signage & 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.*

15. **Street Names** – Any new street names must be approved by the City of Ashland Engineering Department and Planning Department.

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

Date: November 13, 2020
Project Address: 192 North Mountain Avenue
Permit Number: PreApp-2020-00237
Project Description: Annexation & Subdivision
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:

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 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.

OFC 503.2.1 Fire Apparatus Access -Single Residential Lot-If the furthest point on the structure is greater than 150' from the street, the entire length of the private drive or street must meet fire apparatus access. Fire apparatus access shall be 15 feet clear width, with the center 12 feet being constructed of an all-weather driving surface. Fire apparatus access must support 60,000 pounds, no parking, have a maximum slope of 10 percent, and have vertical clearance of 13' 6". The required width of a fire apparatus access road shall not be obstructed in any manner, including parking of vehicles. With the installation of fire sprinklers, 200' of the driveway is allowed to have an 18 percent slope. Inside turning radius is at least 20 feet and outside turning radius is at least 40 feet and must be indicated on site plans submitted for building permits. Fire apparatus access is required to be signed as "No Parking-Fire Lane". Final plat needs to indicate that the private drive is fire apparatus access and must state that it cannot be modified without approval of Ashland Fire & Rescue.

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 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 K & L

D105.1 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 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.

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.

AMC Accessory Residential Units in Wildfire Hazard Areas - Accessory Residential Units on land zoned RR in the Wildfire Hazard Areas are required to install a residential fire sprinkler system.

Construction General Information/Requirements

Development shall comply with access and water supply requirements in accordance with the Oregon Fire Code in effect at the time of development submittal. Fire apparatus access roads are required to be installed prior to the time of construction. The approved water supply for fire protection (fire hydrants) is required to be installed prior to construction when combustible material arrives at the site.

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

Design and installation shall meet the Oregon requirements of the International Fire, Building, Mechanical Codes and applicable NFPA Standards.

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