

---

*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**  
April 10, 2024

**SITE:** 1896 Ashland St.  
**APPLICANT:** Spartan  
**REQUEST:** residential site design review

## **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.*

**Generally:** Staff is excited about a project that redevelops the property and simultaneously providing needed housing. This is also the first project to utilize the Transit Triangle (TT) Overlay standards (18.3.14) since their adoption in 2018.

**Review Procedure:** Due to the Size of the project a Type II procedure, which is a hearing before the planning commission, will be required. Public notice is required at least 20 days prior to the hearing. (AMC 18.5.2.030.E )

### **Transit Triangle.**

**Dimensional standards** – Staff agree that because the corner lot has a narrower frontage facing ashland that the regulator front yard is to the north, and that the proposed setbacks comply with TT and R-2 standards.

Mixed use is allowed up to 60 SF / Dwelling unit.

Density: Base density for the R-2 zone is  $0.59 \times 13.5 = 7.96$ , however Transit Triangle provides “Maximum residential density is regulated by the FAR under the TT overlay option. The maximum dwelling units per acre of the base zones do not apply under the TT overlay option.”

- Far requirement is between 0.5 – 1.25
- Proposed development = 29,040 (max allowed 32,125)

A final application should be sure to address AMC 18.4.6.040.K “Ashland Street Corridor.”

**18.3.14.060.B.1. Detailed Site Review Standards.** Lots with frontage on Ashland Street shall be subject to the building placement, orientation, and design standards in section 18.4.2.040, including the *detailed site review standards*. The area subject to this section shall be 150 feet in depth and the width of the subject lot. The depth of the regulated area shall be measured perpendicular to the lot line that parallels Ashland Street.

18.3.14.060.B.4. Building Mass. Building facades within 25 feet of a residential zone or

facing a street shall meet one of the following standards to reduce building mass. This standard applies along the perimeter of the development and shall not apply between buildings or lots within a development. See minimum side or rear yard requirement for buildings abutting a residential zone in table 18.3.14.050.

- a. Incorporate a step-back of ten feet for that portion of a building which is over 25 feet or two stories in height, whichever is greater. The building step-back requirement does not apply to parapets. See Figure 18.3.14.060.B.4.a.
- b. Buildings over 25 feet or two stories in height shall incorporate offsets, jogs, or other distinctive changes on building facades within 25 feet of a residential zone or facing a street.

Note that in approving the TT allowances the PC felt the lack of open space necessitated outdoor patio space for the dwellings as an alternative, which was part of the intention of requiring a 10' step back for the 3<sup>rd</sup> story. Staff feel that the application should address adequacy of outdoor amenities.

**Pedestrian Connection to existing park.** Please note that if the property has adjacency to the existing park then the pedestrian walk way shall connect as required.

18.4.3.090.B.1. Continuous Walkway System. Extend the walkway system throughout the development site and connect to all future phases of development, and to existing or planned off-site adjacent sidewalks, trails, parks, and common open space areas to the greatest extent practicable. The developer may also be required to connect or stub walkway(s) to adjacent streets and to private property for this purpose.

The application will need to address:

- **18.4.2.040.C. Detailed Site Review Standards and**
- **18.4.2.040.D Additional Standards for Large Scale Projects**

Including

18.4.2.040.D.2 Detail Site Review Plaza Space Standards.

**Frontage Improvements:** With Site Design Approval the applicant would be expected to complete city standard neighborhood street improvements (six-inch curbs, gutters, seven- to eight-foot park row planting strips with irrigated street trees and five- to six-foot sidewalks) along both frontages as well as extending any necessary utilities.

18.5.2.050 Approval Criteria - An application for Site Design Review shall be approved if the proposal meets the criteria in subsections A, B, C, and D below. The approval authority may, in approving the application, impose conditions of approval, consistent with the applicable criteria.

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.

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

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.

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

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

1. There is a demonstrable difficulty meeting the specific requirements of the Site Development and Design Standards due to a unique or unusual aspect of an existing structure or the proposed use of a site; and approval of the exception will not substantially negatively impact adjacent properties; and approval of the exception is consistent with the stated purpose of the Site Development and Design; and the exception requested is the minimum which would alleviate the difficulty;
2. There is no demonstrable difficulty in meeting the specific requirements, but granting the exception will result in a design that equally or better achieves the stated purpose of the Site Development and Design Standards; or
3. There is no demonstrable difficulty in meeting the specific requirements for a cottage housing development, but granting the exception will result in a design that equally or better achieves the stated purpose of section 18.2.3.090.

Standard PW comments at end of document, however I would like to highlight the following:

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.

7. Street Cut Moratorium – There is currently a rebuild/overlay project on this section of Ashland Street that will be finishing up in the next couple of months. Once this project is deemed substantially complete and accepted by the City, a five-year moratorium will be placed on any asphalt cuts within the improved portion of Ashland Street, which includes the entire frontage of this property. The proposed project should plan on all new utility connections being made to the existing mainlines in Park Street or use an existing lateral/service from Ashland Street and not plan to cut Ashland Street to install any new laterals/services.

**Neighborhood Outreach:** Projects involving changes to established neighborhood patterns can be a concern for neighbors; staff always recommend that applicants approach the affected neighbors, make them aware of the proposal, and try to address any concerns as early in the process as possible. Notices are sent to neighbors within a 200-foot radius of the property. In the past, neighbors in the vicinity have shown interest in previous actions, participating in a mediation process to establish the current zoning and limit residential use of the E-1 properties and participating heavily in subsequent land use applications – it would be advisable to engage them as early in the process as possible.

**Written Findings/Burden of Proof:** 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 at this time*”. Please contact the Building Division for any further information at 541-488-5305.

**CONSERVATION:** This project may be able to be built more sustainably with financial and/or technical assistance from the City's Earth Advantage and/or Energy Star programs. For more information, please contact Dan Cunningham at 541-552-2063 or via e-mail to: [dan.cunningham@ashland.or.us](mailto:dan.cunningham@ashland.or.us) .

**ELECTRIC SERVICE:** Please contact Electric to discuss three Phase service, Transformer location and load requirements. Rick Barton [rick.barton@ashland.or.us](mailto:rick.barton@ashland.or.us) 541-552-2082

**ENGINEERING:** No comments at this time. Please contact Karl Johnson of the Engineering Division for any further Public Works or Engineering-related information at (541) 552-2415 or via e-mail to [karl.johnson@ashland.or.us](mailto:karl.johnson@ashland.or.us) .

**FIRE DEPARTMENT:** *See comments at the end of this document.* Please contact Division Chief Ralph Sartain of Ashland Fire & Rescue for information on any applicable Fire Department requirements at 541-552-2229 or via e-mail to [ralph.sartain@ashland.or.us](mailto:ralph.sartain@ashland.or.us) .

**WATER AND SEWER SERVICE:** Please contact Steve Walker of the Water Quality Division for any further information at 541-552-2326 or via e-mail to [walkers@ashland.or.us](mailto:walkers@ashland.or.us) .

---

**APPLICATION MATERIALS:** The application is required to include scalable, legible drawings of the proposal (i.e. plan requirements) as well as written findings addressing the applicable approval criteria in accordance with the Ashland Land Use Ordinance (ALUO), Chapter 18 of the Ashland Municipal Code. The following section includes the requirements for plans and approval criteria which are applicable to the proposal as described in the pre-application submittals. When more than one planning approval is required for the proposal, multiple sections of the ALUO may apply. *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.

Ashland's Municipal Code (AMC) including the Land Use Ordinance (AMC Ch. 18) can be reviewed in its entirety on-line at: <https://ashland.municipal.codes/LandUse>

**APPLICATION REQUIREMENTS**

Findings will be required to be provided for the following approval criteria:

Site Design Approval Criteria	AMC 18.5.2.050
Detail Site Review	AMC 18.4.2.040.C
Additional Standards for Large Projects	AMC 18.4.2.040.D

A Complete application will contain all of the following required materials:

Site Design Submission Requirements.	AMC 18.5.2.040
--------------------------------------	----------------

.....  
**NEXT APPLICATION DEADLINE:** Complete application required at least 45 days prior to Planning Commission meeting to allow adequate noticing per state requirements.

**PLANNING COMMISSION MEETING:** Second Tuesday of each month

**FEES:**

<b>Planning Action:</b>	
<b>Residential Site Review</b>	<b>\$1,271.25 + \$84.50 per unit</b>

**NOTE:** 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:** April 10, 2024  
Aaron Anderson, Senior Planner Date  
City of Ashland, Department of Community Development  
Phone (541) 552-2052 or e-mail [aaron.anderson@ashland.or.us](mailto:aaron.anderson@ashland.or.us)

## Public Works Conditions of Approval

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 Plane Coordinate System (NAD83-89).
- Drawings sizes shall comply with ANSI-defined standards for page width and height. Review drawings MUST be submitted in B size (11x17). Bidding and construction documents MUST 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 MUST also be submitted. Drawings MUST 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. Sidewalk Improvements – The applicant proposed sidewalks must be reviewed and permitted by the City of Ashland Engineering Department. The proposal must take into account the upgrades that have been made to the existing sidewalk along the Ashland Street frontage and will need to connect to the existing handicap ramp near the mid-point of the property.
5. Public Pedestrian Access – An updated handicap access ramp will be required at the intersection Ashland Street and Park Street. Where handicap access ramps are required as part of a proposed project, the ramps shall meet current United States Access Board Public Rights-of-Way Accessibility Guidelines (PROWAG) and shall be designed in accordance with the current Oregon Department of Transportation design guidance. Use of the ODOT Standard Drawings for curb ramps as guidance for design is recommended however a curb ramp detail sheet, similar to ODOT DET 1720-Example of Minimum Sidewalk Ramp Details, is required for each curb ramp corner that is being proposed. Referencing standard drawings for curb ramps in plans in lieu of curb ramp detail sheets is no longer acceptable. An ODOT ADA Curb Ramp Design Checklist shall also be completed and submitted with the civil design drawings. If the following items are not submitted with the civil design drawings the City of Ashland Engineering Department will view the submittal as incomplete.

Required ADA submittals:

- a. ODOT ADA Curb Ramp Design Checklist
  - b. Curb Ramp Detail, similar to ODOT DET 1720, for each proposed curb ramp
6. Right of Way – No additional right of way dedication, beyond that necessary to comply with City Street Standards, will be required at this time. A permanent pedestrian access easement will be necessary where the proposed sidewalk is not inside the existing right of way.
  7. Street Cut Moratorium – There is currently a rebuild/overlay project on this section of Ashland Street that will be finishing up in the next couple of months. Once this project is deemed substantially complete and accepted by the City, a five-year moratorium will be placed on any asphalt cuts within the improved portion of Ashland Street, which includes the entire frontage of this property. The proposed project should plan on all new utility connections being made to the existing mainlines in Park Street or use an existing lateral/service from Ashland Street and not plan to cut Ashland Street to install any new laterals/services.
  8. Sanitary Sewer - Any proposed connections should be made to the existing 6-in water main in Park Street. The applicant proposed improvements must be reviewed, approved and permitted by the City of Ashland Engineering Department.
  9. Water - The property is currently served by the 8-in water main in Ashland Street however if any new services are needed the connection should be made to the existing 6-in water main in Park 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.

10. Storm Drainage - The property is currently served by a 12-in storm sewer main in Ashland Street. Any new connections should be made to the existing catch basin on the northeast corner of the property or to the 15-in storm sewer main in Park Street. City of Ashland Engineering Department must review an engineered storm drainage plan.

#### Storm Water Facility Design Requirements

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/stormwater-quality-documents-information>

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

11. 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.

12. 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.

13. 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.

14. 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.

# Inspection Report

## PreApp/Land Development Review Inspection Result

**Inspection Status**

In Progress

**Inspected by**

Mark Shay

**Completed at**

03/28/2024 12:00:00

<b>Address</b>	<b>Suite</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
1882 ASHLAND ST	--	ASHLAND	OR	97520
		<b>Business Name</b>		<b>Building Type</b>
		--		Parking Lot

### Address Identification:

✓ Pass

**ITEM:** Address Numbers Provided?

---

### Water Supply:

✓ Pass

**ITEM:** Fire Hydrants Provided?

---

✓ Pass

**ITEM:** Fire Flow Requirements Provided - Commercial Buildings?

---

### REMARK:

Fire flow is 1000 gpm based on a 29,040 square foot type VA building with the reduction for the building being fully sprinklered.

---

✗ Correction Required

**ITEM:** Fire Hydrant Location Proximity to Fire Department Connection within Limits?

---

### REMARK:

FDC to be mounted at an approved location, approved by AF&R.

---

**CODE:** AF&R - AF&R 9 - 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 - 912.2 - Location. - With respect to hydrants, driveways, buildings and landscaping, fire department connections shall be so located that fire apparatus and hose connected to supply the system will not obstruct access to the buildings for other fire apparatus. The location of fire department connections shall be approved by the fire code official.

---

**Fire Department Road Access:**

✓ Pass

**ITEM:** Fire Department Road Access to Buildings and Facilities Provided?

---

✓ Pass

**ITEM:** Fire Apparatus Access Road Design Provided?

---

✓ Pass

**ITEM:** Road Grade within Limits?

---

✓ Pass

**ITEM:** Fire Apparatus Access Roads – Commercial/Industrial?

---

✓ Pass

**ITEM:** Fire Apparatus Access Roads – Multifamily?

---

✓ Pass

**ITEM:** Fire Apparatus Access Roads - 1 & 2 Family Development?

---

✓ Pass

**ITEM:** Aerial Apparatus Access Road(s) Provided?

---

**REMARK:**

Proposed parking lot at the rear of the building to serve as the designated aerial access.

---

## Additional Fire Code Considerations:

✓ Pass

**ITEM:** Fire Sprinkler System Requirements Accounted For?

---

✓ Pass

**ITEM:** Fire Alarm System Requirements Accounted For?

---

✗ Correction Required

**ITEM:** Smoke Detection System Requirements Accounted For?

---

### REMARK:

Provide smoke alarms per OFC 907.2.11

---

**CODE:** OFC - 907.2.11 - Single- and multiple-station smoke alarms. - Listed single- and multiple-station smoke alarms complying with UL 217 shall be installed in accordance with Sections 907.2.11.1 through 907.2.11.7 and NFPA 72. In accordance with Section 907.5.2.1.3.2, Section 29.5.10 of NFPA 72 shall only apply to sleeping rooms of Group R-1 and R-2 occupancies required by Sections 907.2.8 and 907.2.9 to have a fire alarm system. User note: For existing devices, readers should also consult Section 901.6, Inspection, Testing and Maintenance, and the Oregon smoke detection law located in Oregon Revised Statutes (ORS) 479.250 through 479.300.

---

✗ Correction Required

**ITEM:** Carbon Monoxide Alarm Requirements Accounted For?

---

### REMARK:

Provide carbon monoxide detectors per OFC 915.1

---

**CODE:** OFC - 915.1 - General. - Carbon monoxide detection shall be installed in new buildings in accordance with Sections 915.1.1 through 915.6. Carbon monoxide detection shall be installed in existing buildings in accordance with ORS 105.838 and ORS 476.725, and where applicable, Section 1103.9. ORS 105.838, ORS 105.842, ORS 476.725 and OAR 837-047- 0100 are not part of this code but are reprinted or paraphrased here for the reader's convenience: ORS 105.838 establishes that a person may not convey fee title to one- and two-family dwellings or multifamily housing containing a carbon monoxide source unless one or more properly functioning carbon monoxide alarms are installed. ORS 105.842 establishes that a person may not remove or tamper with a carbon monoxide alarm installed in one- and two-family dwellings or multifamily housing. ORS 476.725 establishes minimum standards for carbon monoxide alarms in one- and two-family dwellings or multifamily housing. OAR 837-047-0100 establishes minimum standards for the design, inspection, testing, placement and location and maintenance of carbon monoxide alarms in one- and two-family dwellings, manufactured dwellings and multifamily housing.

---

## ✘ Correction Required

### ITEM: Portable Fire Extinguishers Requirements Accounted For?

**CODE:** OFC - 906.1 - Where required. - Portable fire extinguishers shall be installed in all of the following locations: 1. In new and existing Group A, B, E, F, H, I, M, R-1, R-2, R-4 and S occupancies. Exceptions: 1. In Group R-2 occupancies, portable fire extinguishers shall be required only in locations specified in Items 2 through 6 where each dwelling unit is provided with a portable fire extinguisher having a minimum rating of 1- A:10-B:C. 2. In Group E occupancies, portable fire extinguishers shall be required only in locations specified in Items 2 through 6 where each classroom is provided with a portable fire extinguisher having a minimum rating of 2- A:20-B:C. 3. In storage areas of Group S occupancies where forklift, powered industrial truck or powered cart operators are the primary occupants, fixed extinguishers, as specified in NFPA 10, shall not be required where in accordance with all of the following: 3.1. Use of vehicle-mounted extinguishers shall be approved by the fire code official. 3.2. Each vehicle shall be equipped with a 10-pound, 40A:80B:C extinguisher affixed to the vehicle using a mounting bracket approved by the extinguisher manufacturer or the fire code official for vehicular use. 3.3. Not less than two spare extinguishers of equal or greater rating shall be available on-site to replace a discharged extinguisher. 3.4. Vehicle operators shall be trained in the proper operation, use and inspection of extinguishers. 3.5. Inspections of vehicle-mounted extinguishers shall be performed daily. 2. Within 30 feet (9144 mm) distance of travel from commercial cooking equipment and from domestic cooking equipment in Group I-1; I-2, Condition 1; and R-2 college dormitory occupancies. 3. In areas where flammable or combustible liquids are stored, used or dispensed. 4. On each floor of structures under construction, except Group R-3 occupancies, in accordance with Section 3316.1. 5. Where required by the sections indicated in Table 906.1. 6. Special-hazard areas, including but not limited to laboratories, computer rooms and generator rooms, where required by the fire code official. Exception: Portable fire extinguishers are not required at normally unmanned Group U occupancy buildings or structures where a portable fire extinguisher suitable to the hazard of the location is provided on the vehicle of visiting personnel where approved by the fire code official.

**AF&R - AF&R 12 - Fire Extinguishers -** Provide minimum rated 2A:10BC fire extinguisher(s) in all areas of the occupancy so that there is no location in the structure with more than 75 feet of travel distance from a fire extinguisher. The fire extinguisher(s) shall be mounted on the wall at approximately 48 inches above the floor.

## ✘ Correction Required

### ITEM: Fire Safety During Construction and Demolition Requirements Accounted For?

**CODE:** OFC - 3301.1 - Scope. - Where required by the fire code official, this chapter shall apply to structures in the course of construction, alteration or demolition, including those in underground locations. Compliance with NFPA 241 is required for items not specifically addressed herein.

## ✘ Correction Required

### ITEM: Wildfire Hazard Mitigation Requirements Accounted For?

**CODE:** AF&R - AF&R 16 - Vegetation Requirements - 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](http://www.ashlandfirewise.org). Contact Ashland Fire & Rescue Forestry Division for a fuel break inspection. ORSC - 2021 - R327.4 - Wildfire Hazard Zone Ignition-Resistant Construction Requirements - This house/subdivision is located in the wildfire hazard zone and the homes are required to be built with ignition-resistant materials/features according to Oregon Residential Specialty Code section R327.4. For more information, visit: [www.ashland.or.us](http://www.ashland.or.us).

AF&R - AF&R 15 - Wildfire Hazard Areas - Roofing - 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

AF&R - AF&R 14 - Wildfire Hazard Areas - Fuel Breaks - On lands designated in the Wildfire Lands Overlay, a "Fuel Break" as defined in Ashland Municipal Code, section 18.3.10.100 is required.

OFC - 304.1.2 - Vegetation. - Weeds, grass, vines or other growth that is capable of being ignited and endangering property, shall be cut down and removed by the owner or occupant of the premises. Vegetation clearance requirements in wildland-urban interface areas shall be in accordance with the International Wildland-Urban Interface Code.

---

## Inspection Signatures

Inspector Signature

Confirmed

---

Mark Shay

--

Fire Marshal

--

[mark.shay@ashland.or.us](mailto:mark.shay@ashland.or.us)



**FEES EFFECTIVE:**  
**July 1, 2023**

## RESIDENTIAL SYSTEMS DEVELOPMENT CHARGES

The purpose of the systems development charge (SDC) is to impose an equitable share of the public costs of capital improvements upon those developments that create the need for or increase the demands on capital improvements.

SDCs are collected to help pay for growth related improvements in the following areas: water supply, distribution and treatment, sewer collection and treatment, transportation, storm water collection, and parks and recreation\open space acquisition.

**If you are building a new structure or adding onto an existing one, the following fees will be assessed along with standard Plan Review, Building Permit, Community Development and Engineering fees. The Plan Review fee is due at application and rest are due at the time of building permit issuance.**

### WATER AND SEWER SDC

If you are adding additional habitable space (any heated space), water and sanitary sewer SDCs will be charged.

To calculate water SDC, multiply **\$2.8389** by the total of the additional habitable space being created (any heated space). To calculate sewer SDC, multiply **\$2.3316** by the total of the additional habitable space being created (any heated space)

### STORM/IMPERVIOUS SURFACE SDC

If you are adding roof area, driveway or any other impervious surface (concrete paths/decks, swimming pools, etc) you will be assessed for storm water collection.

To calculate, multiply **\$0.1894** by the total square footage of the impervious surfaces.

### PARKS AND RECREATION SDC

The Parks and Recreation SDC is charged only for the creation of new units of the following categories:

Single Family	\$1,041.20/unit
Multi-Family	\$ 814.86/unit
Units less than 500 sq ft	\$ 611.15/unit
Tourist Room	\$ 487.76/room

### TRANSPORTATION SDC

The Transportation SDC is based on the land use category for each project and is charged for each new dwelling unit.

	Under 500 sq.ft.	501 sq.ft. – 800 sq.ft.	Over 800 sq. ft.
Single Family Dwelling/Townhome	\$2,635.73	\$3,953.60	\$5,271.47
Apartment/Condominium/ARU	\$2,043.65	\$3,065.48	\$4,087.31



## City of Ashland Estimated Building Permit & SDC fees for Single Family Residences

Square Footage	Valuation <sup>1</sup>	Structural Permit Fee <sup>2</sup>	Plan Check Fee	Fire Plan Check Fee	Comm Dev Fee <sup>3</sup>	Eng Fee <sup>3</sup>	School Excise Tax <sup>4</sup>	Transp SDC	Parks SDC	Impv. Surface SDC	Water SDC	Sewer SDC	Total
500	\$83,685	\$662	\$431	\$262	\$1,004	\$628	\$535	\$2,636	\$611	\$95	\$1,462	\$1,166	\$9,492
1000	\$167,370	\$1,013	\$659	\$401	\$2,008	\$1,255	\$1,070	\$5,271	\$1,041	\$189	\$2,924	\$2,332	\$18,163
1100	\$184,107	\$1,080	\$702	\$428	\$2,209	\$1,381	\$1,177	\$5,271	\$1,041	\$208	\$3,217	\$2,565	\$19,279
1200	\$200,844	\$1,147	\$746	\$454	\$2,410	\$1,506	\$1,284	\$5,271	\$1,041	\$227	\$3,509	\$2,798	\$20,393
1300	\$217,581	\$1,214	\$789	\$481	\$2,611	\$1,632	\$1,391	\$5,271	\$1,041	\$246	\$3,801	\$3,031	\$21,508
1400	\$234,318	\$1,281	\$833	\$507	\$2,812	\$1,757	\$1,498	\$5,271	\$1,041	\$265	\$4,094	\$3,264	\$22,623
1500	\$251,055	\$1,348	\$876	\$534	\$3,013	\$1,883	\$1,605	\$5,271	\$1,041	\$284	\$4,386	\$3,497	\$23,738
1600	\$267,792	\$1,415	\$920	\$560	\$3,214	\$2,008	\$1,712	\$5,271	\$1,041	\$303	\$4,679	\$3,731	\$24,854
1700	\$284,529	\$1,482	\$963	\$587	\$3,414	\$2,134	\$1,819	\$5,271	\$1,041	\$322	\$4,971	\$3,964	\$25,968
1800	\$301,266	\$1,549	\$1,007	\$613	\$3,615	\$2,260	\$1,926	\$5,271	\$1,041	\$341	\$5,263	\$4,197	\$27,083
1900	\$318,003	\$1,616	\$1,050	\$640	\$3,816	\$2,385	\$2,033	\$5,271	\$1,041	\$360	\$5,556	\$4,430	\$28,198
2000	\$334,740	\$1,683	\$1,094	\$666	\$4,017	\$2,511	\$2,140	\$5,271	\$1,041	\$379	\$5,848	\$4,663	\$29,313
2100	\$351,477	\$1,750	\$1,137	\$693	\$4,218	\$2,636	\$2,247	\$5,271	\$1,041	\$398	\$6,141	\$4,896	\$30,428
2200	\$368,214	\$1,817	\$1,181	\$719	\$4,419	\$2,762	\$2,354	\$5,271	\$1,041	\$417	\$6,433	\$5,130	\$31,544
2300	\$384,951	\$1,884	\$1,224	\$746	\$4,619	\$2,887	\$2,461	\$5,271	\$1,041	\$436	\$6,725	\$5,363	\$32,657
2400	\$401,688	\$1,951	\$1,268	\$773	\$4,820	\$3,013	\$2,568	\$5,271	\$1,041	\$455	\$7,018	\$5,596	\$33,774
2500	\$418,425	\$2,018	\$1,312	\$799	\$5,021	\$3,138	\$2,675	\$5,271	\$1,041	\$474	\$7,310	\$5,829	\$34,888
2600	\$435,162	\$2,085	\$1,355	\$826	\$5,222	\$3,264	\$2,782	\$5,271	\$1,041	\$492	\$7,603	\$6,062	\$36,003
2700	\$451,899	\$2,152	\$1,399	\$852	\$5,423	\$3,389	\$2,889	\$5,271	\$1,041	\$511	\$7,895	\$6,295	\$37,117
2800	\$468,636	\$2,219	\$1,442	\$879	\$5,624	\$3,515	\$2,996	\$5,271	\$1,041	\$530	\$8,187	\$6,528	\$38,232
2900	\$485,373	\$2,285	\$1,486	\$905	\$5,824	\$3,640	\$3,103	\$5,271	\$1,041	\$549	\$8,480	\$6,762	\$39,346
3000	\$502,110	\$2,352	\$1,529	\$932	\$6,025	\$3,766	\$3,210	\$5,271	\$1,041	\$568	\$8,772	\$6,995	\$40,462
3100	\$518,847	\$2,419	\$1,573	\$958	\$6,226	\$3,891	\$3,317	\$5,271	\$1,041	\$587	\$9,065	\$7,228	\$41,276
3200	\$535,584	\$2,486	\$1,616	\$985	\$6,427	\$4,017	\$3,424	\$5,271	\$1,041	\$606	\$9,357	\$7,461	\$42,691
3300	\$552,321	\$2,553	\$1,660	\$1,011	\$6,628	\$4,142	\$3,531	\$5,271	\$1,041	\$625	\$9,650	\$7,694	\$43,807
3400	\$569,058	\$2,620	\$1,703	\$1,038	\$6,829	\$4,268	\$3,638	\$5,271	\$1,041	\$644	\$9,942	\$7,929	\$44,923
3500	\$585,795	\$2,687	\$1,747	\$1,064	\$7,030	\$4,393	\$3,745	\$5,271	\$1,041	\$663	\$10,234	\$8,161	\$46,036

**Note: These calculations are based on estimated average costs - specific project costs will fluctuate.**

- 1 Valuation is calculated as square footage X \$167.37 for a single family residence.
- 2 Temporary Power, if needed, is a separate permit, at an additional fee. Utility Connection fees, Plumbing/Mechanical/Electrical fees, and State Surcharge fees are **not** included.
- 3 Community Development and Engineering Development fees are 1.2% and .75% of valuation, respectively.
- 4 School Excise Tax is \$1.07 per sq ft for residential.

**FEES EFFECTIVE:**  
**July 1, 2023**



## **COMMERCIAL SYSTEMS DEVELOPMENT CHARGES (SDCs)**

The purpose of the systems development charge (SDC) is to impose an equitable share of the public costs of capital improvements upon those developments that create the need for or increase the demands on capital improvements.

SDCs are collected to help pay for growth related improvements in the following areas: water supply, distribution and treatment, sewer collection and treatment, transportation, storm water collection, and parks and recreation/open space acquisition.

**If you are building a new structure or adding onto an existing one, the following fees will be assessed along with standard building permit fees and are due at the time of building permit issuance.**

### **WATER SDC**

The water SDC is based on required water meter size. The meter fee schedule is as follows:

.625 x .75	<b>\$ 5,311</b>	2 inch	<b>\$ 61,965</b>
.75 inch	<b>\$ 8,852</b>	3 inch	<b>\$ 106,224</b>
1 inch	<b>\$ 17,704</b>	4 inch	<b>\$ 221,299</b>
1.5 inch	<b>\$ 28,325</b>	6 inch	<b>\$ 318,670</b>

### **SANITARY SEWER SDC**

The Sanitary Sewer SDC is based on fixture units. The State Building Code determines the number of fixture units of each plumbing fixture unit. You will be credited for any existing fixtures being removed. Please note on your plans any existing fixtures being removed so they can be credited accordingly.

To calculate, see the attached sheet to determine the number of plumbing fixture units and multiply the total number of fixture units by **\$358.69**.

### **STORM SEWER SDC**

If you are adding roof area, driveway or any other impervious surface (concrete walkways/decks, swimming pools, etc, you will be assessed for storm water collection.

To calculate, multiply **\$0.1894** by the total square footage of the impervious surfaces.

### **PARK AND RECREATION SDC**

The Parks and Recreation SDC is charged on new residential development, with the exception of tourist accommodation rooms (hotel/motel/B&B)

To calculation, multiply each tourist accommodation room by **\$487.76**

### **TRANSPORTATION SDC**

The Transportation SDC is based on the land use category for each project. Rates and land use categories are listed on the attached sheet

CITY OF ASHLAND  
DEPT OF COMMUNITY DEVELOPMENT  
51 WINBURN WAY, ASHLAND, OR 97520

Phone: 541-488-5305 Fax: 541-488-6006  
www.ashland.or.us



COMMERCIAL  
SYSTEMS DEVELOPMENT CHARGES  
(SDCs)

---

**Fixture Unit Reference Guide**  
Effective 7/20/2007

The following is a partial list of the most common commercial fixtures and their fixture unit counts for standard, public use and for assembly use (schools, auditoriums, etc) Complete specifications can be found in the Uniform Plumbing Code.

	<u>Public</u>	<u>Assembly</u>
Bathtub or Bath/Shower	4.0	
Clothes Washer	4.0	
Dishwasher	1.5	
Drinking Fountain	.5	.75
Lavatory	1.0	1.0
Kitchen, domestic	1.5	
Laundry sink	1.5	
Service/Mop Basin	3.0	
Shower	2.0	
Urinal 1.0 GPF	4.0	
Water Closet (1.6 GPF)	2.5	3.5



# TRANSPORTATION SYSTEM DEVELOPMENT CHARGES



ITE Code	Description	Unit of Measure	Rate (Effective July 1, 2023)
90	PARK & RIDE LOT WITH BUS SERVICE	PER PARKING SPACE	\$1,568.96
110	GENERAL LIGHT INDUSTRIAL	PER TGSF	\$2,770.30
130	INDUSTRIAL PARK	PER TGSF	\$1,881.60
140	MANUFACTURING	PER TGSF	\$2,194.26
150	WAREHOUSING	PER TGSF	\$971.16
151	MINI WAREHOUSE	PER TGSF	\$842.89
154	HIGH-CUBE/SHORT-TERM STORAGE WAREHOUSE	PER TGSF	\$782.18
160	DATA CENTER	PER TGSF	\$553.14
210	SINGLE FAMILY DWELLING/TOWNHOME	PER DU	\$5,271.47
210.5	SINGLE FAMILY DWELLING LESS THAN 500 SQ FT	PER DU	\$2,635.73
210.75	SINGLE FAMILY DWELLING, 501-800 SQ FT	PER DU	\$3,953.60
220	APARTMENTS/CONDOS	PER DU	\$4,087.31
220.5	APARTMENTS/CONDOS LESS THAN 500 SQ FT	PER DU	\$2,043.65
220.75	APARTMENTS/CONDOS, 501-800 SQ FT	PER DU	\$3,065.48
225	OFF-CAMPUS STUDENT APARTMENT	PER BEDROOM	\$1,759.08
240	MANUFACTURED HOUSING		\$2,792.06
251	SENIOR HOUSING DETACHED	PER DU	\$2,384.36
252	SENIOR HOUSING ATTACHED	PER DU	\$2,065.98
253	CONGREGATE CARE FACILITY	PER DU	\$1,128.06
310	HOTEL/MOTEL	PER ROOM	\$4,667.94
411	CITY PARK	PER ACRE	\$435.19
430	GOLF COURSE	HOLES	\$16,964.21
444	THEATER	SEATS	\$982.61
491	TENNIS	PER COURT	\$15,473.13
495	COMMUNITY CENTER	PER TGSF	\$16,093.84
520	ELEMENTARY SCHOOL	PER STUDENT	\$1,055.89
522	MIDDLE SCHOOL/JUNIOR HIGH SCHOOL	PER STUDENT	\$1,189.89
530	HIGH SCHOOL	PER STUDENT	\$1,133.77
536	PRIVATE SCHOOL (K-12)	PER STUDENT	\$1,384.58
540	JUNIOR/COMMUNITY COLLEGE	PER STUDENT	\$642.47
550	UNIVERSITY/COLLEGE	PER STUDENT	\$871.51

## TRANSPORTATION SYSTEM DEVELOPMENT CHARGES



560	PLACE OF WORSHIP	PER TGSF	\$3,881.17
565	DAY CARE CENTER	PER STUDENT	\$1,004.36
590	LIBRARY	PER TGSF	\$40,234.05
610	HOSPITAL	PER TGSF	\$5,986.09
710	GENERAL OFFICE BUILDING	PER TGSF	\$5,438.68
720	MEDICAL-DENTAL OFFICE	PER TGSF	\$19,433.33
731	DEPARTMENT OF MOTOR VEHICLES	PER TGSF	\$6,259.80
732	US POST OFFICE		\$58,041.15
813	FREE-STANDING DISCOUNT SUPERSTORE	PER TGSF	\$20,100.99
816	HARDWARE/PAINT STORE	PER TGSF	\$3,776.96
817	NURSERY (GARDEN CENTER)	PER TGSF	\$38,028.35
820	SHOPPING CENTER/RETAIL	PER TSFGLA	\$8,432.29
841	AUTOMOBILE SALES	PER TGSF	\$15,546.44
850	SUPERMARKET	PER TGSF	\$15,502.91
851/853	CONVENIENCE MARKET	PER TGSF	\$62,741.16
854	DISCOUNT SUPERMARKET	PER TGSF	\$25,878.66
857	DISCOUNT CLUB	PER TGSF	\$14,705.84
862	HOME IMPROVEMENT SUPERSTORE	PER TGSF	\$9,956.58
880	PHARMACY/DRUGSTORE W/OUT DRIVE THRU WINDOW	PER TGSF	\$16,600.05
881	PHARMACY/DRUGSTORE WITH DRIVE THRU WINDOW	PER TGSF	\$23,163.33
911	WALK-IN BANK	PER TGSF	\$14,246.60
912	DRIVE-IN BANK	PER TGSF	\$24,018.81
931	QUALITY RESTAURANT	PER TGSF	\$13,576.65
932	HIGH TURNOVER RESTAURANT	PER TGSF	\$19,419.59
934	FAST FOOD RESTAURANT WITH DRIVE-THRU	PER TGSF	\$71,006.24
936	COFFEE/DONUT WITHOUT DRIVE-THROUGH	PER TGSF	\$57,272.71
937	COFFEE/DONUT WITH DRIVE-THROUGH	PER TGSF	\$50,392.19
944	GASOLINE/SERVICE STATION	PER VEH.FUEL.POS.	\$22,092.53
945	GAS/SERVICE STATION W/CONVENIENCE MKT	PER VEH.FUEL.POS.	\$14,907.40