



## Community Development Department

P.O. Box 970 ▪ 414 E First Street ▪ Newberg, Oregon 97132

503-537-1240 ▪ Fax 503-537-1272 ▪ [www.newbergoregon.gov](http://www.newbergoregon.gov)

### **Pre-application meeting notes**

**Project:** Fairfield Inn

**Meeting Date:** October 23, 2019

#### **Applicant:**

Hawkins Companies (for Escape Lodging Company)

Brandon Whallon

855 Broad Street, Suite 300

Boise, ID 83702

208-376-8522

BWhallon@HCOLLC.com

#### **Site Information:**

Address: No site address

Parcel: 3216 1900 and 2002

Zoning: C-2 (Community Commercial District)

Size: 1.95 acres

#### **Proposal**

Construct a four story, 79 room hotel with site improvements. The building will be approximately 42,885 square feet. Eighty (80) parking spaces are proposed.

**General Comment:** The pre-application notes provided are preliminary based on the information provided by the applicant and may not cover all of the development issues or requirements for the project. When a complete application is received and a full review is conducted, it may be determined that additional requirements to meet the Municipal Code or the Public Works Design and Construction Standards exist.

### **Planning Comments**

Cheryl Caines, Senior Planner, 503-554-7744 or [cheryl.caines@newbergoregon.gov](mailto:cheryl.caines@newbergoregon.gov)

#### **Zoning and allowed uses:**

The site is in the C-2 (Community Commercial District). A hotel is a permitted uses in the C-2 zone - see the Use Table in 15. 305.020 for allowed uses.

The site is also within the Airport Overlay (AO) Subdistrict – Airport Inner Horizontal Surface (NMC 15.340), which has no practical effect as the height limit is 150 feet.

#### **Process:**

Type II Design Review. Decision made by the Community Development Director. Two week appeal period. If appealed then it would go to the Planning Commission.

- **Timing:** Typical review time is 4-6 weeks after the application is deemed complete.
- **Public notice requirements:** Applicant must mail notice to properties within 500 feet and post sign on site. There are examples in the application packet. The applicant provides draft notice for mailing and posting and is responsible for obtaining mailing labels and mailing/posting notice.
- Please submit **three (3) copies** for completeness review. Once deemed complete, staff will request additional copies to route for review (city departments/other agencies)
- A **detailed application submittal list** is found in the application packet and in code section 15.220.030.B. These include an application, plans, and narrative addressing the approval criteria and applicable standards. Additional materials or information may be requested during the review.

***Development standards:***

- **Setbacks (NMC 15.410):** Front yard – 10 feet (along any street frontage). Interior yards 0 feet.
- **Height (NMC 15.415):** no height limit in C-2 zone.
- **Lot/Parking Coverage (NMC 15.405):** does not apply.
- **Landscaping (NMC 15.420):** 15% minimum overall landscaping. Parking lot trees required every seven spaces (in a parking lot island). Landscape areas can do double duty as stormwater swales. If a drive aisle or parking area is near a property line then there is a landscape buffer requirement (10 feet interior width adjacent to street property line and 5 feet interior width adjacent to interior property lines). A parking or loading area providing 10 or more spaces shall be improved with defined landscaped areas totaling no less than 25 square feet per parking space. Please show the calculations in the application. Street trees are required. See 15.420.010(B) for all landscaping related standards.
- **Trash enclosure (NMC 15.220.030.B.12):** Need a masonry/cement trash enclosure to contain dumpsters. Design and location need to be approved by Waste Management, including if inside the building. Local contact for Waste Management: Dave Huber, District Manager, Newberg Operation (503-462-0508 or [dhuber@wm.com](mailto:dhuber@wm.com)).
- **Exterior lighting:** light trespass limited to 0.5 foot-candles at the property line. Shielded exterior lights (see code section 15.425). Please provide a lighting plan.
- **Parking:** Vehicle and bike parking required. The number of spaces is based on use and square footage of proposed and existing uses. Hotels require one (1) space for every guest room. A hotel with 79 guest rooms requires at least 79 spaces. Bike parking required at one (1) space for every 10,000 gross square feet. At least four (4) spaces are required for a building that is 42,885 square feet. See additional comments below regarding parking. No more than 30% of the parking spaces can be compact.
- **Design compatibility:** Compatible with other buildings in the area. Provide elevations with materials called out.
- **Traffic study:** Will be required if the trip generation is higher than 40 trips in the PM peak hour (use ITE Trip Generation manual for estimates).
- **Vision Clearance:** At the intersection of private drive and street. (NMC 15.410.060).
- **Signage:** Sign permit and building permit are required. Sign standards are found in NMC 15.435. Vision clearance applies to freestanding signs near entrances. Proposed sign appears to be within the VC area.

**Additional Planning Comments:**

- Site is still made up of two tax lots (3216 1900 and a portion of 2002). A lot line adjustment was approved in October 2017 (ADJP17-0005). The survey was recorded but assessor’s data still shows original configuration. Double check that deeds were files. Provide copy.
- Seventeen of the 18 spaces on tax lot 2022 are required for the office building at 901 N Brutscher Street per land use approval DR-124-99. Provide a joint use parking agreement or show that 901 N Brutscher does not need this parking based on uses through a modification.

**Building Comments**

Newberg utilizes the 2019 IBC.

Electrical permitting is done through Yamhill County. All other permits are issues by City of Newberg.

Contacts:

- Brooks Bateman, Building Official, 503-537-1209, [brooks.bateman@newbergoregon.gov](mailto:brooks.bateman@newbergoregon.gov)
- Corey Bingham, Plans Examiner, 503-537-1286, [corey.bingham@newbergoregon.gov](mailto:corey.bingham@newbergoregon.gov)

**Engineering Comments**

Kristin Svicarovich, Engineering Associate, PE, 503-537-1282, [Kristin.svicarovich@newbergoregon.gov](mailto:Kristin.svicarovich@newbergoregon.gov)

**Street:** N Brutscher Street is a classified as a Major Collector. Information regarding existing right-of-way and cross-section can be seen below.

Roadway	Functional Classification	Existing Right-of-way	Existing Pavement Width	Minimum Right-of-way	Minimum Pavement Width	Typical Cross-Section (per Transportation System Plan)
Brutscher Street	<b>Major Collector</b> (57-feet to 80-feet)	Approx. 60-feet	Approx. 46-feet	60-feet  For typical section per TSP.	36-feet	<ul style="list-style-type: none"> <li>• 1-foot from back of walk to right-of-way</li> <li>• 5-foot sidewalk</li> <li>• 5.5-foot planter*</li> <li>• 0.5-foot curb</li> <li>• 6-foot bike lane</li> <li>• 12-foot travel lane</li> <li>• 12-foot travel lane</li> <li>• 6-foot bike lane</li> <li>• 0.5-foot curb</li> <li>• 5.5-foot planter*</li> <li>• 5-foot sidewalk</li> <li>• 1-foot from back of walk to right-of-way</li> </ul>

\*5-foot minimum per NMC 15.505.030(G)(8)

If more than \$30,000 of improvements are made to the property, street improvements can be required, see NMC 12.05.090.

The majority of frontage improvements have been completed along the property. The applicant will be responsible for repairs to any sidewalks that are not ADA compliant, installation of street trees, and verification of adequate street lighting along the property frontage. A lighting analysis will need to be

performed to verify that the City's street lighting standards are being met, and if they're not the applicant is required to upgrade street lighting to meet the City's standard. Street lighting standards can be found in the Public Works Design and Construction Standards in section "5.17 Street Lighting, Trees, Names and Signage"

<https://www.newbergoregon.gov/engineering/page/2015-newbergs-public-works-design-construction-standardsn>

The City is planning on paving Brutscher Street in the near future. We've put the paving on hold for now knowing that this project is on the horizon and we'd like to prevent having new pavement cut into due to the required utility extensions to serve this property. Please keep the City apprised of this project's schedule.

**Wastewater:** The City's GIS shows a there is a wastewater line near the north end of the applicant's property. West of the manhole in Brutscher Street there is an 8-inch line, which transitions to a 6-inch line as it continues to the east along north end of the project site.

There is also a 10-inch wastewater line south of the property in Brutscher Street which is available for connection. The line would need to be extended north to the applicant's property. A connection to this line will require a capacity analysis of the Fernwood pump station.

The City's preference would be to connect to the northern sewer line, however either way a service connection to the property will be required. Under both scenarios the applicant will be required to evaluate the capacity of the proposed sewer connection.

**Water:** There is a 12-inch ductile iron water line along Brutscher Street. There appears to be an existing 2-inch and ¾"-inch meters to the property. Water must be taken from Brutscher Street water line. The east-west line along the southern property boundary is not available for a water connection. The applicant will need to verify meter size requirements for their development. Fire flow testing will be required.

Coordination with TVF&R will be required to determine the number of hydrants needed for this project. Any onsite hydrants will need to be located in a public utility easement.

**Stormwater:** There is an existing 18-inch stormwater line north of the property in Brutscher Street that terminates in a manhole near the northern entrance driveway to Fred Meyer.

There is an existing 12-inch stormwater line south of the property in Brutscher Street that terminates in a manhole near the southern entrance driveway to Fred Meyer.

The City's preference would be to connect to the southern stormwater line, however an extension of the mainline in Brutscher Street would likely be required in order make a connection.

If more than 500 square feet of new impervious area is created on either partitioned property it will require stormwater treatment. Water quality and detention need to be provided per the Public Works Design and Construction Standards, Section 4. A Stormwater Report will need to include a downstream analysis.

**Erosion and Sedimentation Control (ESC):** The site is over 1-acre, a 1200-C permit will be required.

**Other Utilities:** Any new connection the property will need to be undergrounded (all existing utilities appear to be undergrounded). See NMC 15.430.010 for exception provisions.

## Other Notes:

- Narrative will need to be provided that addresses whether or not the 40 trips per p.m. peak hour threshold is met. If the threshold is met than a traffic study will be required.

*Traffic Analysis. A traffic analysis shall be submitted for any project that generates in excess of 40 trips per p.m. peak hour. A traffic analysis may be required for projects below the 40 trips per p.m. peak hour threshold when the development's location or traffic characteristics could affect traffic safety, access management, street capacity or a known traffic problem or deficiency. The traffic analysis shall be scoped in conjunction with the city and any other applicable roadway authority.*

Using ITE Trip Code #310 for Hotel it appears that approximately 48 PM peak hour trips will be created. The consultant team will need to verify this and determine if they exceed the 40 PM peak hour trip threshold. Coordinate with the engineering department to identify study intersections to be included in the traffic analysis.

- The applicant will be required to verify adequate sight distance is achieved, see section 5.23 Intersection Sight Distance in the Public Works Design and Construction standards.
- In reviewing the fees put together by the applicant the following items were noted:
  - The "Transportation Utility Fee" should be using "Hotel" at \$4.52 per room instead of "Motel" at \$3.12 per room
  - The applicant can apply for credits for any existing water meters on site that are being removed/upgraded. Ex. If the site has an existing 2-inch meter, and the development determine it needs a 3-inch meter, the applicant only pays the SDC for the difference between the existing 2-inch and the requested 3-inch.

The Engineering Department also administers/assigns System Development Charges (SDCs) for the following utilities:

- Transportation System Development Charge
- Water System Development Charge
- Wastewater System Development Charge
- Stormwater System Development Charge
- Non-Potable System Development Charge

**\*ALL SDC FEES ARE APPROXIMATE (rounded to the nearest \$50) AND SUBJECT TO CHANGE – See City’s Current Fees for exact costs.** SDC fees can be financed - contact City Engineer, Kaaren Hofmann at 503-537-1223 or [kaaren.hofmann@newbergoregon.gov](mailto:kaaren.hofmann@newbergoregon.gov) with questions.

**\*Transportation SDC** – Transportation SDC are based on the land use and the associated trip rate.

- $\text{Transportation SDC} = \text{Unit} \times \text{ITE Trip Rate} \times 1.68 \times \$3,750$
- ITE Trip Rate is based on the PM Peak Hour using the “Trip Generation Manual, 10<sup>th</sup> Edition” published by the Institute of Transportation Engineers.

**\*Water SDC** – Water SDCs are based on the meter size.

- 5/8” – 3/4” Meter      \$5,450
- 1” Meter                      \$9,250
- 1.25” Meter                \$13,600
- 2” Meter                      \$17,800

**\*Wastewater SDC** – Wastewater SDCs are based on fixture units which are defined in the Uniform Plumbing Code.

- For the first 18 fixture units      \$6,750
- Per each fixture unit over 18      \$400

**\*Stormwater SDC** – Stormwater SDCs are based on net new impervious surface areas on the property.

- Single Family                              1 EDU (Equivalent Dwelling Unit) = \$400
- Other Than Single Family               $\text{Impervious Area}/2877 = \#EDU \times \$400$

**\*Non-Potable SDC** – Water SDCs are based on the meter size.

- 3/4” Meter                      \$3,600
- 1” Meter                        \$6,100
- 1.25” Meter                \$8,950
- 1.5” Meter                      \$11,800

### **Additional Fees:**

- Planning: Type 2 design review application fee (0.6% of total project cost – does not include work within the public right-of-way), plus Engineering review fees (\$397.28 for the first acre and \$226.93 each additional acre), plus 5% technology fee.
- Public Improvement Permit: 5% of cost of public improvements.
- Engineering: erosion control permit fees
- Building permit fees: Based on valuation. Please see the fee handbook.



October 31, 2019

Cheryl Caines  
City of Newberg  
414 E. First Street  
Newberg, OR 97132

**Re: Pre-Application Meeting, Newberg Fairfield Inn Project  
Tax Lot I.D: R3216 01900**

Dear Cheryl,

Thank you for the opportunity to review the proposed site plan surrounding the above-named development project. These notes are provided regarding the pre-application meeting held on **October 23, 2019** and are based on the current New Construction Guide version 4.2C. There may be more or less requirements needed based upon the final project design, however, Tualatin Valley Fire & Rescue will endorse this proposal predicated on the following criteria and conditions of approval.

### **FIRE APPARATUS ACCESS:**

1. **FIRE APPARATUS ACCESS ROADS:** Access roads shall be provided for every facility, building, or portion of a building hereafter constructed or moved into or within the jurisdiction. Access roads are not required to be modified for commercial buildings that undergo a change in occupancy, change in use, or conversion from agricultural or equine exempt to non-exempt unless there is a change to the structure's square footage or building footprint. (OFC 503.1.1)
2. **FIRE ACCESS ROAD DISTANCE FROM BUILDINGS:** The access shall extend to within 150 feet of all portions of the exterior wall of the first story of the building as measured by an approved route around the exterior of the building or facility. (OFC 503.1.1)
3. **DEAD ENDS AND ROADS IN EXCESS OF 150 FEET (TURNAROUNDS):** Dead end fire apparatus access roads or roads in excess of 150 feet in length shall be provided with an approved turnaround. (OFC 503.2.5 & Figure D103.1)
4. **ADDITIONAL ACCESS ROADS – COMMERCIAL/INDUSTRIAL HEIGHT:** Buildings exceeding 30 feet in height or three stories in height shall have at least two separate means of fire apparatus access. (D104.1)
5. **ADDITIONAL ACCESS ROADS – COMMERCIAL/INDUSTRIAL SQUARE FOOTAGE:** Buildings or facilities having a gross building area of more than 62,000 square feet shall have at least two approved separate means of fire apparatus access. Exception: Projects having a gross building area of up to 124,000 square feet that have a single approved fire apparatus access road when all buildings are equipped throughout with approved automatic sprinkler systems. (OFC D104.2)
6. **AERIAL FIRE APPARATUS ROADS:** Buildings with a vertical distance between the grade plane and the highest roof surface that exceeds 30 feet in height shall be provided with a fire apparatus access road constructed for use by aerial apparatus with an unobstructed driving surface width of not less than 26 feet. For the purposes of this section, the highest roof surface shall be determined by measurement to the eave of a pitched roof, the intersection of the roof to the exterior wall, or the top of the parapet walls, whichever is greater. Any portion of the building may be used for this measurement, provided that it is accessible to firefighters and is capable of supporting ground ladder placement. (OFC D105.1, D105.2)

7. **AERIAL APPARATUS OPERATIONS:** At least one of the required aerial access routes shall be located within a minimum of 15 feet and a maximum of 30 feet from the building, and shall be positioned parallel to one entire side of the building. The side of the building on which the aerial access road is positioned shall be approved by the Fire Marshal. Overhead utility and power lines shall not be located over the aerial access road or between the aerial access road and the building. (D105.3, D105.4)
8. **MULTIPLE ACCESS ROADS SEPARATION:** Where two access roads are required, they shall be placed a distance apart equal to not less than one half of the length of the maximum overall diagonal dimension of the area to be served (as identified by the Fire Marshal), measured in a straight line between accesses. (OFC D104.3)
9. **FIRE APPARATUS ACCESS ROAD WIDTH AND VERTICAL CLEARANCE:** Fire apparatus access roads shall have an unobstructed driving surface width of not less than 20 feet (26 feet adjacent to fire hydrants (OFC D103.1)) and an unobstructed vertical clearance of not less than 13 feet 6 inches. (OFC 503.2.1 & D103.1)
10. **NO PARKING SIGNS:** Where fire apparatus roadways are not of sufficient width to accommodate parked vehicles and 20 feet of unobstructed driving surface, "No Parking" signs shall be installed on one or both sides of the roadway and in turnarounds as needed. Signs shall read "NO PARKING - FIRE LANE" and shall be installed with a clear space above grade level of 7 feet. Signs shall be 12 inches wide by 18 inches high and shall have red letters on a white reflective background. (OFC D103.6)
11. **NO PARKING:** Parking on emergency access roads shall be as follows (OFC D103.6.1-2):
  1. 20-26 feet road width – no parking on either side of roadway
  2. 26-32 feet road width – parking is allowed on one side
  3. Greater than 32 feet road width – parking is not restricted**Note:** For specific widths and parking allowances, contact the local municipality.
12. **PAINTED CURBS:** Where required, fire apparatus access roadway curbs shall be painted red (or as approved) and marked "NO PARKING FIRE LANE" at 25 foot intervals. Lettering shall have a stroke of not less than one inch wide by six inches high. Lettering shall be white on red background (or as approved). (OFC 503.3)
13. **FIRE APPARATUS ACCESS ROADS WITH FIRE HYDRANTS:** Where a fire hydrant is located on a fire apparatus access road, the minimum road width shall be 26 feet and shall extend 20 feet before and after the point of the hydrant. (OFC D103.1)
14. **SURFACE AND LOAD CAPACITIES:** Fire apparatus access roads shall be of an all-weather surface that is easily distinguishable from the surrounding area and is capable of supporting not less than 12,500 pounds point load (wheel load) and 75,000 pounds live load (gross vehicle weight). Documentation from a registered engineer that the final construction is in accordance with approved plans or the requirements of the Fire Code may be requested. (OFC 503.2.3)
15. **TURNING RADIUS:** The inside turning radius and outside turning radius shall not be less than 28 feet and 48 feet respectively, measured from the same center point. (OFC 503.2.4 & D103.3)
16. **ACCESS ROAD GRADE:** Fire apparatus access roadway grades shall not exceed 15%. Alternate methods and materials may be available at the discretion of the Fire Marshal (for grade exceeding 15%).
17. **ANGLE OF APPROACH/GRADE FOR TURNAROUNDS:** Turnarounds shall be as flat as possible and have a maximum of 5% grade with the exception of crowning for water run-off. (OFC 503.2.7 & D103.2)
18. **ANGLE OF APPROACH/GRADE FOR INTERSECTIONS:** Intersections shall be level (maximum 5%) with the exception of crowning for water run-off. (OFC 503.2.7 & D103.2)



19. **AERIAL APPARATUS OPERATING GRADES:** Portions of aerial apparatus roads that will be used for aerial operations shall be as flat as possible. Front to rear and side to side maximum slope shall not exceed 10%.
20. **GATES:** Gates securing fire apparatus roads shall comply with all of the following (OFC D103.5, and 503.6):
  1. Minimum unobstructed width shall be not less than 20 feet (or the required roadway surface width).
  2. Gates shall be set back at minimum of 30 feet from the intersecting roadway or as approved.
  3. Electric gates shall be equipped with a means for operation by fire department personnel
  4. Electric automatic gates shall comply with ASTM F 2200 and UL 325.
21. **ACCESS DURING CONSTRUCTION:** Approved fire apparatus access roadways shall be installed and operational prior to any combustible construction or storage of combustible materials on the site. Temporary address signage shall also be provided during construction. (OFC 3309 and 3310.1)
22. **TRAFFIC CALMING DEVICES:** Shall be prohibited on fire access routes unless approved by the Fire Marshal. (OFC 503.4.1). Traffic calming measures linked here:

## **FIREFIGHTING WATER SUPPLIES:**

23. **COMMERCIAL BUILDINGS – REQUIRED FIRE FLOW:** The minimum fire flow and flow duration shall be determined in accordance with OFC Table B105.2. The required fire flow for a building shall not exceed the available GPM in the water delivery system at 20 psi residual. (OFC B105.3)  
**Note:** OFC B106, Limiting Fire-Flow is also enforced, except for the following:
  - The maximum needed fire flow shall be 3,000 GPM, measured at 20 psi residual pressure.
  - Tualatin Valley Fire & Rescue does not adopt Occupancy Hazards Modifiers in section B105.4-B105.4.1
24. **FIRE FLOW WATER AVAILABILITY:** Applicants shall provide documentation of a fire hydrant flow test or flow test modeling of water availability from the local water purveyor if the project includes a new structure or increase in the floor area of an existing structure. Tests shall be conducted from a fire hydrant within 400 feet for commercial projects, or 600 feet for residential development. Flow tests will be accepted if they were performed within 5 years as long as no adverse modifications have been made to the supply system. Water availability information may not be required to be submitted for every project. (OFC Appendix B)
25. **WATER SUPPLY DURING CONSTRUCTION:** Approved firefighting water supplies shall be installed and operational prior to any combustible construction or storage of combustible materials on the site. (OFC 3312.1)

## **FIRE HYDRANTS:**

26. **FIRE HYDRANTS – COMMERCIAL BUILDINGS:** Where a portion of the building is more than 400 feet from a hydrant on a fire apparatus access road, as measured in an approved route around the exterior of the building, on-site fire hydrants and mains shall be provided. (OFC 507.5.1)
  - This distance may be increased to 600 feet for buildings equipped throughout with an approved automatic sprinkler system.
  - The number and distribution of fire hydrants required for commercial structure(s) is based on Table C105.1, following any fire-flow reductions allowed by section B105.3.1. Additional fire hydrants may be required due to spacing and/or section 507.5 of the Oregon Fire Code.
27. **FIRE HYDRANT(S) PLACEMENT:**
  - Existing hydrants in the area may be used to meet the required number of hydrants as approved. Hydrants that are up to 600 feet away from the nearest point of a subject building that is protected with fire sprinklers may contribute to the required number of hydrants. (OFC 507.5.1)
  - Hydrants that are separated from the subject building by railroad tracks shall not contribute to the required number of hydrants unless approved by the Fire Marshal.

- Hydrants that are separated from the subject building by divided highways or freeways shall not contribute to the required number of hydrants. Heavily traveled collector streets may be considered when approved by the Fire Marshal.
  - Hydrants that are accessible only by a bridge shall be acceptable to contribute to the required number of hydrants only if approved by the Fire Marshal.
28. **PRIVATE FIRE HYDRANT IDENTIFICATION:** Private fire hydrants shall be painted red in color. Exception: Private fire hydrants within the City of Tualatin shall be yellow in color. (OFC 507)
29. **FIRE HYDRANT DISTANCE FROM AN ACCESS ROAD:** Fire hydrants shall be located not more than 15 feet from an approved fire apparatus access roadway unless approved by the Fire Marshal. (OFC C102.1)
30. **REFLECTIVE HYDRANT MARKERS:** Fire hydrant locations shall be identified by the installation of blue reflective markers. They shall be located adjacent and to the side of the center line of the access roadway that the fire hydrant is located on. In the case that there is no center line, then assume a center line and place the reflectors accordingly. (OFC 507)
31. **PHYSICAL PROTECTION:** Where fire hydrants are subject to impact by a motor vehicle, guard posts, bollards or other approved means of protection shall be provided. (OFC 507.5.6 & OFC 312)
32. **CLEAR SPACE AROUND FIRE HYDRANTS:** A 3-foot clear space shall be provided around the circumference of fire hydrants. (OFC 507.5.5)
33. **FIRE DEPARTMENT CONNECTION (FDC) LOCATIONS:** FDCs shall be located within 100 feet of a fire hydrant (or as approved). Hydrants and FDC's shall be located on the same side of the fire apparatus access roadway or drive aisle, fully visible, and recognizable from the street or nearest point of the fire department vehicle access or as otherwise approved. (OFC 912.2.1 & NFPA 13)
- Fire department connections (FDCs) shall normally be located remotely and outside of the fall-line of the building when required. FDCs may be mounted on the building they serve, when approved.
  - FDCs shall be plumbed on the system side of the check valve when sprinklers are served by underground lines also serving private fire hydrants.

## BUILDING ACCESS AND FIRE SERVICE FEATURES

34. **EMERGENCY RESPONDER RADIO COVERAGE:** In new buildings where the design reduces the level of radio coverage for public safety communications systems below minimum performance levels, a distributed antenna system, signal booster, or other method approved by TVF&R and Washington County Consolidated Communications Agency shall be provided. (OFC 510, Appendix F, and OSSC 915) <http://www.tvfr.com/DocumentCenter/View/1296>.
- Emergency responder radio system testing and/or system installation is required for this building. Please contact me (using my contact info below) for further information including an alternate means of compliance that is available. If the alternate method is preferred, it must be requested from TVF&R prior to issuance of building permit.
  - Testing shall take place after the installation of all roofing systems; exterior walls, glazing and siding/cladding; and all permanent interior walls, partitions, ceilings, and glazing.
35. **KNOX BOX:** A Knox Box for building access may be required for structures and gates. See Appendix B for further information and detail on required installations. Order via [www.tvfr.com](http://www.tvfr.com) or contact TVF&R for assistance and instructions regarding installation and placement. (OFC 506.1)
36. **FIRE PROTECTION EQUIPMENT IDENTIFICATION:** Rooms containing controls to fire suppression and detection equipment shall be identified as "Fire Control Room." Signage shall have letters with a minimum of 4 inches high with a minimum stroke width of 1/2 inch, and be plainly legible, and contrast with its background. (OFC 509.1)

37. **PREMISES IDENTIFICATION**: 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, including monument signs. These numbers shall contrast with their background. Numbers shall be a minimum of 4 inches high with a minimum stroke width of 1/2 inch. (OFC 505.1)

If you have questions or need further clarification, please feel free to contact me at **(503)259-1409**.

Sincerely,



Ty Darby  
Deputy Fire Marshal II

Cc: file