
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 18, 2024

SITE: 201 S. Mountain Ave
Ashland High School
APPLICANT: Christopher Brown
REQUEST: Site Design Review

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 very supportive of the District team’s efforts to making renovations, additions, and safety enhancements to the Science and Humanities Buildings. Specifically, the seismic upgrades and accessibility improvements will be of significant benefit to the students and faculty occupying these buildings, and we look forward to assisting in the land use process.

From the building official:

Ground-mounted photovoltaic systems ten (10) feet or greater in height measured to the highest point of the installations and any ground-mounted system where public access is permitted under the structure shall meet the requirements of Chapter 16 of the current adopted Oregon Structural Specialty Code and referenced standards.

Chapter 3111 OSSC covers requirements for solar. Chapter 16 OSSC covers Structural and scopes the ASCE 7-16 Standard for engineering requirements.

From the Electric Department:

Please contact Electric Department to discuss Solar and Transformer lead times.

SITE DESIGN REVIEW

For non-residential uses any building addition requires Site Design Review approval. Due to the nature of the proposed development, and the applicability of the related design standards (building orientation, etc.), staff has limited comments relating to the proposal.

The proposed solar / parking garage and a portion of the Science building falls within the local Historic District overlay, however many of these related standards are also difficult to apply.

If there are outstanding landscaping issues from the previous land use approvals these should be addressed in a final application.

Generally speaking, if there are existing non-conformities with these standards such as site landscaping or the placement of parking and circulation between a building and the street, the standards would seek to have the non-conformities addressed to a degree proportional to any addition proposed (i.e. *if a building addition of ten percent were involved, non-conformities for ten percent of the site would need to be addressed.*)

Site Design Review requires that the following criteria and the associated standards from the Ashland Municipal Code (AMC) be addressed.

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

Trees: All actions which involve any site disturbance are required to provide a tree inventory and tree protection plan. All trees on the property, and on adjacent properties within 15 feet of the property line, would need to be identified and details of protective measures such as fencing that would protect them during proposed site disturbance shown. Any trees to be removed would need to be clearly identified, and if necessary Tree Removal Permits requested.

Sign Regulations (18.4.7.060.B): Signage in residential zones is strictly limited by code, and the school district has a Conditional Use Permit for a sign program to address signage comprehensively in terms of the schools' public purpose. Any modifications to the existing sign program would need to be addressed as part of the application.

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.

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 CITY OF ASHLAND DEPARTMENT COMMENTS

BUILDING: *No comments at this time.* Please contact the Building Division for any building codes-related questions at 541-488-5305.

CONSERVATION: For more information on available water conservation programs, or any financial or technical assistance available for the construction of Earth Advantage/Energy Star buildings, please contact the conservation department at 541-552-5306 or via e-mail to conserve@ashland.or.us.

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

FIRE: *No comments at this time.* Please contact Mark Shay from the Fire Department for any Fire Department-related information at 541-552-2217 or via e-mail to mark.shay@ashland.or.us

WATER AND SEWER SERVICE: *No comments at this time.* Please contact the Water Department at 541-488-5353 with any questions regarding water utilities.

ELECTRIC SERVICE: *Electric Approves.* **Please contact Electric Department to discuss Solar and Transformer lead times.** If any upgrades to existing service are necessary, please contact Rick Barton in the Electric Department at 541-552-2082.

APPLICATION REQUIREMENTS

PROCEDURE

Site Design Review permits are typically subject to a “Type I” procedure which provides for an administrative decision made following public notice and a public comment period. Type I decisions provide an opportunity for appeal to the Planning Commission.

APPLICATION REQUIREMENTS

Submittal Information.

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

- a. The information requested on the application form at <http://www.ashland.or.us/Files/Zoning%20Permit%20Application.pdf>.
- b. Plans and exhibits required for the specific approvals sought (see below).
- c. A written statement or letter explaining how the application satisfies each and all of the relevant criteria and standards in sufficient detail (see below).
- d. Information demonstrating compliance with all prior decision(s) and conditions of approval

- for the subject site, *as applicable*.
- e. The required fee (see below).

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>

Written Statements

Please provide two copies of a 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 or Planning Commission with the basis for approval of the application:

- o **Site Design Review** **AMC 18.5.2.050**

Plans & Exhibits Required

Please provide two sets of exhibits (plans or drawings) addressing the submittal requirements from the sections of the Ashland Municipal Code listed below. These exhibits are used to copy the Planning Commission packets and for notices that are mailed to neighbors. Please provide two copies on paper no larger than 11-inches by 17-inches and reproducible copies that are drawn to a standard architect’s or engineer’s scale.

- o **Site Design Review:** **AMC 18.5.2.040**
- o **Tree Preservation & Protection Plan:** **AMC 18.4.5.030**
- o **Tree Removal (if applicable):** **AMC 18.5.7.030**

FEES:	Site Design Review - \$1,315.50 + ½% of labor & materials valuation	
	Exceptions	\$ 0
	Tree Removal Permit	\$ 0

NOTE: *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. The first fifteen COMPLETE applications submitted are processed at the next available Planning Commission meeting.*

For further information, please contact:

Aaron Anderson, Senior Planner
 City of Ashland, Department of Community Development
 Phone (541) 552-2052 or e-mail aaron.anderson@ashland.or.us

December 18, 2024
 Date



AF&R Pre-Application Report

PreApp/Land Development Review Inspection Result

Inspected by

Mark Shay

Completed at

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Address	Suite	City	State	Zip
201 S MOUNTAIN AVE	--	ASHLAND	OR	97520
Business Name				
Ashland High School				

This project is approved with the conditions noted below. This plan review is based on information provided only. Fire department comments are based upon the 2022 Oregon Fire Code as adopted by the Ashland Municipal Code, and Ashland Land Use Laws. This plan review shall not prevent the correction of errors or violations that are found to exist during construction.

Information:

ITEM: LD File #:

RESULT: PREAPP-2024-00445

ITEM: Applicant:

RESULT: Chris Brown

ITEM: Site Name:

RESULT: Ashland High School

ITEM: LD Description:

RESULT: Proposed exterior seismic building retrofit, quad landscape, and parking lot solar array improvements.

Ad-hoc violations:

✘ Correction Required

ITEM: Any of the areas within 30-feet of buildings need to adhere to AMC9.04.022 and not use prohibited flammable plants.

CODE: AMC - 9.04.022 - Responsibility of Owner – Prohibited Flammable Plants - The owner of any lot or parcel of land within the limits of the City of Ashland shall not permit species identified on the prohibited flammable plant list to be newly planted on their property within a general fuel modification area as defined in AMC 18.3.10.100.B. It shall be the duty of an owner to cut down and remove any new seedlings and volunteer plants of listed prohibited flammable plants as often as needed to prevent them from posing an increased fire hazard. (Ord. 3159 § 1, added, 09/18/2018)

This project/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. 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 Mark Shay. He may be contacted at (541) 552-2217 or mark.shay@ashland.or.us.

Ashland Fire & Rescue, 455 Siskiyou Blvd, Ashland OR 97520

541-482-2770 www.ashland.or.us