
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** November 20, 2024

SITE: 212 E Main
APPLICANT: Technology Associates EC,
Inc. on behalf of DISH wireless LLC
REQUEST: Site Design Review and CUP
for Wireless Communication Facility

PLANNING DIVISION COMMENTS

NOTE: The pre-application is optional as it relates to federal shot clocks, but we do highly recommend it for the smoothest application process.

Summary: Despite the fact that the proposed Wireless Communication Facility (WCF) is to be collocated at an existing site with several other carriers, the City of Ashland's Land Use Ordinance (LUO) still requires a Conditional Use Permit (CUP).

In addition, because the building is individually listed on the National Register of Historic Places, and that the installation of the equipment requires a building permit the LUO also requires Site Design Review (see 18.5.2.020.B.3), as such the project will also require Historic Commission Review. Due to the nature of the proposed WCF many of the standards that are required to be responded to will not be applicable, however they still need findings addressing them.

The applicant can expect extensive focus on the specific details of both the existing and proposed FRP screens at the Historic Commission Review. It would be well advised for the application to include close up photos of the existing screens as well as additional information about the fabrication of the new ones. The application notes that the 'screen is by others,' a final application will need more information than simply "PAINTED & TEXTURED TO MATCH EXISTING BUILDING". There should be very specific detail with how both the existing and proposed screens relate to the architectural details and if there will be any changes at all, or if it will be a perfect facsimile of the existing façade.

Because the application for the WCF is proposed to be collocated some of the most challenging elements of the LUO application process are not applicable including a 'collocation feasibility study' to seek relief from the collocation standard. To make a finding satisfying that the project "can" be collocated simply site the building plans demonstrating locations for the relevant equipment.

A note on appeal procedures since there is a high likelihood that an appeal may occur. This is a Type I application. Appeal hearings on Type I decisions made by the Staff Advisor shall be de novo hearings before the Planning Commission (18.5.1.050.G.3). Hearings on appeals of Type I decisions follow the Type II public hearing procedures, pursuant to section 18.5.1.060, subsections A – E, except that the decision of the Planning Commission is the final decision of the City on an appeal of a Type I decision. A decision on an appeal is final the date the City mails the adopted and signed decision. Appeals of Commission decisions must be filed with the State Land Use Board of Appeals, pursuant to ORS 197.805 - 197.860 (18.5.1.050.G.4).

General Comments: The iconic Ashland Springs Hotel is Ashland’s most prominent historic resource, and is individually listed on the National Register of Historic Places. Because the application involves the addition of mechanical equipment, an exterior change to a historic resource which requires a building permit and an alteration to the approved WCF installation already in place, land use approval to modify the existing Site Review and Conditional Use Permit approvals are required. From a broad perspective, both of these approvals consider how the addition proposed impacts the existing building’s ability to satisfy applicable approval criteria and associated design standards while preserving its historic significance, and for planning staff, the primary issues will be with the placement and screening of the generator, and avoiding any adverse impacts to the existing historic resource or surrounding neighborhood.

Ashland’s Land Use Ordinance recognizes that WCF installations by nature have an impact that affects not only neighboring properties but the community as a whole, and our standards are accordingly intended to see that the visual and aesthetic impacts are mitigated to the greatest extent possible. Based on recent applications, even projects involving architecturally-integrated installations on existing buildings may encounter significant public opposition and staff would strongly advise applicants to carefully consider and address all of the application requirements and approval criteria.

Historic Review: The Ashland Springs Hotel itself is a historic resource that is listed not only locally, but at the state and national levels as well. Any alteration of the structure will be looked at carefully by local, state and national regulators in terms of preserving the character of the historic resource and its prominence within Ashland’s historic downtown. Prior to making application with the city, the applicants should contact the State Historic Preservation Office and National Register of Historic Places to obtain required approvals for the proposal; evidence of these approvals will need to be provided with the application submittal and Ashland’s Historic Commission will consider any federal or state requirements during their review.

Site Review Permit: Site Review approval typically considers the building design and site planning in terms of the applicable review criteria and design standards and focuses on a broad range of issues. For a modification of existing approvals, the written findings should explain in narrative how the modifications proposed relate to the applicable criteria and design standards (i.e. *these findings don’t need to respond to the existing building as it relates to Site Review generally, but should speak to the standards relative to the modifications proposed if the addition removes landscaping, alters parking or access, or otherwise changes the way the building may relate to the applicable standards, etc.*)

Conditional Use Permit: Conditional Use Permit approval considers the broad range of impacts of the proposal and requires a demonstration that the proposal conforms with all applicable standards, that the proposal is similar in bulk and scale to the impact area, that it is architecturally compatible, and that it satisfies “***other factors found to be relevant by the Hearing Authority.***” Quantifiable impacts are considered in comparison against the target use of the zone, which is in this case “*The general retail commercial uses listed in 18.32.020 B., developed at an intensity of 1.00 gross floor to area ratio, complying with all ordinance requirements,*” but the approval does allow for more subjective considerations of architectural compatibility, etc.

On the following pages are the Approval Criteria / Design standards that need to be addressed with written findings. Below the approval criteria / design standards are the required submittal materials for a complete application. These are lightly edited and annotated where appropriate.\

WRITTEN FINDINGS

Conditional Use Permit

AMC 18.5.4.050

A. Approval Criteria. A Conditional Use Permit shall be granted if the approval authority finds that the application meets all of the following criteria, or can be made to conform through the imposition of conditions.

1. That the use would be in conformance with all standards within the zoning district in which the use is proposed to be located, and in conformance with relevant Comprehensive plan policies that are not implemented by any City, State, or Federal law or program.
2. That adequate capacity of City facilities for water, sewer, electricity, urban storm drainage, paved access to and throughout the development, and adequate transportation can and will be provided to the subject property.
3. That the conditional use will have no greater adverse material effect on the livability of the impact area when compared to the development of the subject lot with the target use of the zone, pursuant with subsection [18.5.4.050.A.5](#), below. When evaluating the effect of the proposed use on the impact area, the following factors of livability of the impact area shall be considered in relation to the target use of the zone.
 - a. Similarity in scale, bulk, and coverage.
 - b. Generation of traffic and effects on surrounding streets. Increases in pedestrian, bicycle, and mass transit use are considered beneficial regardless of capacity of facilities.
 - c. Architectural compatibility with the impact area.
 - d. Air quality, including the generation of dust, odors, or other environmental pollutants.
 - e. Generation of noise, light, and glare.
 - f. The development of adjacent properties as envisioned in the Comprehensive Plan.
 - g. Other factors found to be relevant by the approval authority for review of the proposed use.
4. A conditional use permit shall not allow a use that is prohibited or one that is not permitted pursuant to this ordinance.
5. For the purposes of reviewing conditional use permit applications for conformity with the approval criteria of this subsection, the target uses of each zone are as follows.
 - I. HC, NM, and SOU. The permitted uses listed in chapters [18.3.3](#) Health Care Services, [18.3.5](#) North Mountain Neighborhood, and [18.3.6](#) Southern Oregon University District, respectively, complying with all ordinance requirements.

Site Design Review

AMC 18.5.2.050

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](#). (Ord. 3147 § 9, amended, 11/21/2017)

Wireless Communication Facility AMC 18.4.10.040

All wireless communication facilities shall be located, designed, constructed, treated, and maintained in accordance with the following standards.

A. General Provisions.

1. All facilities shall be installed and maintained in compliance with the requirements of the Building Code. At the time of building permit application, written statements from the Federal Aviation Administration (FAA), the Aeronautics Section of the Oregon Department of Transportation, and the Federal Communication Commission (FCC) confirming that the proposed wireless communication facility complies with regulations administered by that agency or that the facility is exempt from regulation.
2. All associated transmittal equipment must be housed in a building, above or below ground level, which must be designed and landscaped to achieve minimal visual impact with the surrounding environment.
3. Wireless communication facilities shall be exempted from height limitations imposed in each zone.
4. Wireless communication facilities shall be installed at the minimum height and mass necessary for its intended use. A submittal verifying the proposed height and mass shall be prepared by a licensed engineer.
5. Lattice towers are prohibited as freestanding wireless communication support structures.

6. Signage for wireless communication facilities shall consist of a maximum of two non-illuminated signs, with a maximum of two square feet each, stating the name of the facility operator and a contact phone number.
7. The applicant is required to remove all equipment and structures from the site and return the site to its original condition, or condition as approved by the Staff Advisor, if the facility is abandoned for a period greater than six months. Removal and restoration must occur within 90 days of the end of the six-month period.
8. All new wireless communication support structures shall be constructed so as to allow other users to collocate on the facility.

B. Preferred Designs. The following *preferred designs are a stepped hierarchy*, and the standards shall be applied in succession from subsection a to e, with the previous standard exhausted before moving to the following design alternative. For the purpose of chapter [18.4.10](#), feasible is defined as capable of being done, executed or effected; possible of realization. A demonstration of feasibility requires a substantial showing that a preferred design can or cannot be accomplished.

1. Collocation. Where possible, the use of existing wireless communication facilities sites for new installations shall be encouraged. Collocation of new facilities on existing facilities shall be the preferred option. Where technically feasible, collocate new facilities on pre-existing structures with wireless communication facilities in place or on pre-existing towers.
2. Attached to Existing Structure. If (a) above is not feasible, wireless communication facilities shall be attached to pre-existing structures, when feasible.
3. Alternative Structure. If (a) or (b) above are not feasible, alternative structures shall be used with design features that conceal, camouflage, or mitigate the visual impacts created by the proposed wireless communication facilities.
4. Freestanding Support Structure. If (1), (2), or (3) listed above are not feasible, a monopole design shall be used with the attached antennas positioned in a vertical manner to lessens the visual impact compared to the antennas in a platform design. Platform designs shall be used only if it is shown that the use of an alternate attached antenna design is not feasible.
5. Lattice towers are prohibited as freestanding wireless communication support structures.

C. Collocation Standards.

1. The collocation feasibility study shall meet all of the following requirements.
 - a. Document that alternative sites have been considered and are technologically unfeasible or unavailable.
 - b. Demonstrate that a reasonable effort was made to locate collocation sites that meet the applicant's service coverage area needs.
 - c. Document the reasons collocation can or cannot occur.
2. Relief from collocation under this section may be granted at the discretion of the approval authority if the application and independent third party analysis demonstrate collocation is not feasible because one or more of the following conditions exist at prospective collocation sites.
 - a. A significant service gap in coverage area.
 - b. Sufficient height cannot be achieved by modifying existing structure or towers.
 - c. Structural support requirements cannot be met.
 - d. Collocation would result in electronic, electromagnetic, obstruction, or other radio

frequency interference.

D. Landscaping. The following standards apply to all wireless communication facilities with any primary or accessory equipment located on the ground and visible from a residential use or the public right-of-way.

1. Vegetation and materials shall be selected and sited to produce a drought resistant landscaped area.
2. The perimeter of the wireless communication facilities shall be enclosed with a security fence or wall. Such barriers shall be landscaped in a manner that provides a natural sight obscuring screen around the barrier to a minimum height of six feet.
3. The outer perimeter of the wireless communication facilities shall have a ten foot landscaped buffer zone ten feet in width.
4. The landscaped area shall be irrigated and maintained to provide for proper growth and health of the vegetation.
5. One tree shall be required per 20 feet of the landscape buffer zone to provide a continuous canopy around the perimeter of the wireless communication facilities. Each tree shall have a caliper of two inches, measured at breast height, at the time of planting.

E. Visual Impacts.

1. Wireless communication facilities shall be located in the area of minimal visual impact within the site which will allow the facility to function consistent with its purpose.
2. Wireless communication facilities, in any zone, must be set back from any residential zone a distance equal to twice its overall height. The setback requirement may be reduced if, as determined by the approval authority, it can be demonstrated through findings of fact that increased mitigation of visual impact can be achieved within of the setback area. Underground accessory equipment is not subject to the setback requirement.
3. Antennas attached to a pre-existing or alternative structure shall be integrated into the existing building architecturally and to the greatest extent possible shall not exceed the height of the pre-existing or alternative structure.
4. Antennas attached to a pre-existing or alternative structure shall have a non-reflective finish and color that blends with the color and design of the structure to which it is attached.
5. All wireless communication support structures must have a non-reflective finish and color that will mitigate visual impact, unless otherwise required by other government agencies.
6. Exterior lighting for a wireless communication facility is permitted only when required by a federal or state authority.
7. Should it be deemed necessary by the approval authority for the mitigation of visual impact of the wireless communication facility, additional design measures may be required. These may include, but are not limited to: additional camouflage materials and designs, facades, specific colors and materials, masking, and shielding techniques.

PLANS AND EXHIBITS

Conditional Use Permit: AMC 18.5.4.040

A. General Submission Requirements. Information required for Type I or Type II review, as applicable (see sections [18.5.1.050](#) and [18.5.1.060](#)), including but not limited to a written statement or letter explaining how the application satisfies each and all of the relevant criteria and standards.

B. Plan Submittal. ... *Satisfied by submittal requirements below.*

Site Design Review **AMC 18.5.2.040**

The following information is required for Site Design Review application submittal, except where the Staff Advisor determines that some information is not pertinent and therefore is not required.

A. General Submission Requirements. Information required for Type I or Type II review, as applicable (see sections [18.5.1.050](#) and [18.5.1.060](#)), including but not limited to a written statement or letter explaining how the application satisfies each and all of the relevant criteria and standards.

B. Site Design Review Information. In addition to the general information required for Site Design Review, the applicant shall provide the following information.

1. Basic Plan Information. Plans and drawings shall include the project name, date, north arrow, scale, and names and addresses of all persons listed as owners of the subject property on the most recently recorded deed. The scale of site and landscaping plans shall be at least one inch equals 50 feet or larger, and of building elevations one inch equals ten feet or larger.
2. Site Analysis Map. The site analysis map shall contain the following information.
 - a. Vicinity map.
 - b. The property boundaries, dimensions, and area of the site shall be identified.
 - c. Topographic contour lines at 5-foot intervals or less, except where the Staff Advisor determines that larger intervals will be adequate for steeper slopes.
 - e. Zone designation of the and adjacent to the proposed development, including lands subject to overlay zones including but not limited to lands subject to Detail Site Review, Downtown Design Standards, Historic District, Pedestrian Place, Physical and Environmental Constraints, and Water Resource Protection Zones overlays (see part [18.3](#) Special Districts and Overlays).
 - f. The location and width of all public and private streets, drives, sidewalks, pathways, rights-of-way, and easements on the site and adjoining the site.
 - g. The location and size of all public and private utilities, on and adjacent to the subject site, including:
 - i. Water lines;
 - ii. Sewer lines, manholes and cleanouts;
 - iii. Storm drainage and catch basins; and
 - iv. Fire hydrants.
 - h. Site features, including existing structures, pavement, drainage ways, rock outcroppings, areas having unique views, and streams, wetlands, drainage ways, canals and ditches.
 - i. The location, size, and species of trees six inches DBH or greater, including trees located on the subject site and trees located off-site that have drip lines extending into the subject site.
3. Proposed Site Plan. The site plan shall contain the following information.
 - a. The proposed development site, including boundaries, dimensions, and gross area.
 - b. Features identified on the existing site analysis maps that are proposed to remain on the site.

- c. Features identified on the existing site map, if any, which are proposed to be removed or modified by the development.
 - d. The location and dimensions of all proposed public and private streets, drives, rights-of-way, and easements.
 - e. The location and dimensions of all existing and proposed structures, utilities, pavement, and other improvements, including:
 - i. Connection to the City water system and meter locations;
 - ii. Connection to the City sewer system;
 - iii. Connection to the City electric utility system and meter locations;
 - iv. New and/or replaced fire hydrants and vault locations;
 - v. The proposed method of drainage of the site; and
 - vi. The opportunity-to-recycle site and solid waste receptacle, including proposed screening.
 - f. Location of drainage ways and public utility easements in and adjacent to the proposed development.
 - g. Setback dimensions for all existing and proposed structures.
 - h. The location and dimensions of entrances and exits to the site for vehicular, pedestrian, and bicycle access.
 - i. The location and dimensions of all parking and vehicle circulation areas (show striping for parking stalls), including accessible parking by building code.
 - j. Pedestrian and bicycle circulation areas, including sidewalks, internal pathways, pathway connections to adjacent properties, and any bicycle lanes or trails.
 - k. Outdoor recreation spaces, common areas, plazas, outdoor seating, street furniture, and similar improvements.
 - l. Location of outdoor lighting.
 - m. Location of mail boxes, if known.
 - n. Locations of bus stops and other public or private transportation facilities.
 - o. Locations, sizes, and types of signs.
4. Architectural drawings. Architectural drawings, as applicable.
- a. Exterior elevations of all proposed buildings, drawn to a scale of one inch equals ten feet or greater; such plans shall indicate the material, color, texture, shape, and design features of the building, and include mechanical devices not fully enclosed in the building.
 - b. Exterior elevations of other proposed structures, including fences, retaining walls, accessory buildings, and similar structures.
 - c. The elevations and locations of all proposed signs for the development.
 - d. For non-residential developments proposed on properties located in a Historic District, section drawings including exterior walls, windows, projections, and other features, as applicable, and drawings of architectural details (e.g., column width, cornice and base, relief and projection, etc.) drawn to a scale $\frac{3}{4}$ of an inch equals one foot or larger.
5. Preliminary Grading and Drainage Plan. A preliminary grading and drainage plan prepared by an engineer shall be submitted with the application for Site Design Review where a development site is $\frac{1}{2}$ of an acre or larger as deemed necessary by the Staff Advisor. The

preliminary grading plan shall show the location and extent to which grading will take place, indicating general changes to contour lines, slope ratios, slope stabilization proposals, and location and height of retaining walls, if proposed, and temporary and permanent erosion control measures. Surface water detention and treatment plans may also be required, in accordance with chapter [18.4.6](#) Public Facilities.

6. Erosion Control Plan. An erosion control plan addressing temporary and permanent erosion control measures, which shall include plantings where cuts or fills (including berms), swales, storm water detention facilities, and similar grading is proposed. Erosion control plans in Hillside Lands shall also conform to section [18.3.10.090](#) Development Standards for Hillside Lands.

7. Landscape and Irrigation Plans.

- a. Landscape and irrigations plans shall include the following information.
 - i. The location, size, and species of the existing and proposed plant materials, and any other pertinent features of the proposed landscaping and plantings.
 - ii. A tree protection and removal plan consistent with chapter [18.4.5](#) for sites with trees that are to be retained, protected, and removed.
 - iii. At time of building permit submittals, an irrigation plan including a layout of irrigation facilities.
- b. When water conserving landscaping is required pursuant to section [18.4.4.030](#), the landscape plan shall contain the following additional information.
 - i. Information from proposed site plan.
 - ii. Landscape contact person, including address and telephone number.
 - iii. Identification of cut and fill areas.
 - iv. Location of underground utilities and all transformer and utility meter locations.
 - v. Slopes exceeding ten percent and grade changes in root zones of plants to be retained on site.
 - vi. Inventory of existing plant materials on site identifying that will remain and will be removed.
 - vii. Composite plant list including quantity, size, botanical name, common name, variety, and spacing requirements of all proposed plant material.
 - viii. Mulch areas labeled according to material and depth.
 - ix. Shrub and tree planting and staking detail.
 - x. Root barrier design, installation specifications, and details.
 - xi. Design and installation specifications of any proposed tree grates.
- c. When water conserving landscaping is required pursuant to section [18.4.4.030](#), the irrigation plan included with the building permit submittals shall contain the following additional information.
 - i. Information from proposed site plan.
 - ii. Irrigation contact person, including address and telephone number.
 - iii. For lots with a landscaped area greater than 5,000 square feet, a grading plan and topographic map showing contour intervals of five feet or less.
 - iv. Identification of water source and point of connection including static and operating

pressure.

v. If Talent Irrigation District (TID) is used, list the size and type of filtration method.

vi. Area of irrigated space in square feet.

vii. Size, type, brand, and location of backflow device, as well as make, model, precipitation rate, and location of sprinkler heads.

viii. Layout of drip system showing type of emitter and its outputs, as well as type of filtration used.

ix. Piping description including size schedule or class, type of mounting used between piping and sprinkler heard, depth of proposed trenching, and provisions for winterization.

x. Size, type, brand, and location of control valves ad sprinkler controllers.

xi. Size, type, depth, and location of materials for under paving sleeves.

xii. Type and location of pressure regulator.

xiii. Type and location of rain sensor.

xiv. Monthly irrigation schedule for the plant establishment period (6 – 12 months) and for the first year thereafter.

xv. Water schedule for each zone from the plan.

8. **Narrative.** Letter or narrative report documenting compliance with the applicable approval criteria contained in section [18.5.2.050](#). Specifically, the narrative shall contain the following.

a. For commercial and industrial developments:

i. The square footage contained in the area proposed to be developed.

ii. The percentage of the lot covered by structures.

iii. The percentage of the lot covered by other impervious surfaces.

iv. The total number of parking spaces.

v. The total square footage of all landscaped areas.

Wireless Communication Facility AMC 18.4.10.030

In addition to the submittals required in by chapter [18.5.2](#) Site Design Review, the following items shall be provided as part of the application for a wireless communication facility.

A. A photo of each of the major components of a similar installation, including a photo montage of the overall facility as proposed.

B. Exterior elevations of the proposed wireless communication facility at a scale of at least one inch equals ten feet.

C. A set of manufacturer's specifications of the support structure, antennas, and accessory buildings with a listing of materials being proposed including colors of the exterior materials.

D. A site plan indicating all structures, land uses, and zoning designation within 150 feet of the site boundaries, or 300 feet if the height of the structure is greater than 80 feet.

E. A map that includes the following information.

1. The coverage area of the proposed wireless communication facility.

2. A map showing the existing and approved wireless communication facility sites operated by the applicant, and all other wireless communication facilities within a five mile radius of the

proposed site.

F. Details and specifications for exterior lighting.

G. A collocation feasibility study that adequately indicates collocation efforts were made and states the reasons collocation can or cannot occur addressing the collocation standards in [18.4.10.040.C](#).

H. For applications requesting approval of installation of new wireless communication facilities that are not collocated on a structure used by one or more wireless communications providers, the applicant shall submit, along with the standard application fee, an additional fee to reimburse the City for the cost of having the application materials reviewed by an independent contractor. The contractor must provide objective advice based on professional qualifications and experience in telecommunication/radio frequency engineering, structural engineering, assessment of electromagnetic fields, telecommunications law, and other related fields of expertise. The fee for this independent analysis of application materials shall be in an amount established by resolution of the City Council.

I. A copy of the lease agreement for the proposed site showing that the agreement does not preclude collocation.

J. Documentation detailing the general capacity of the tower in terms of the number and type of antennas it is designed to accommodate.

K. Any other documentation the applicant feels is relevant to comply with the applicable design standards.

L. Documentation that the applicant has held a local community meeting to inform members of the surrounding area of the proposed wireless communication facility. Meeting documentation shall include all of the following.

1. A copy of the mailing list to properties within 300 feet of the proposed facility.
2. A copy of the notice of community meeting, mailed one week prior to the meeting.
3. A copy of the newspaper ad placed in a local paper one week prior to the meeting.
4. A summary of issues raised during the meeting.

OTHER CITY OF ASHLAND DEPARTMENT COMMENTS

BUILDING: Please contact the Building Division for any building codes-related questions at 541-488-5305.

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

ENGINEERING: 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: See comments at the end of this file. Please contact David Shepherd from the Fire Department for any Fire Department-related information at 541-552-2219 or via e-mail to shepherd@ashland.or.us.

WATER AND SEWER SERVICE: “If the project requires additional water services or upgrades to existing services the Ashland Water Department will excavate and install in the city right-of-way all water services up to and including the meter on domestic and commercial water lines. If a fire line is required the water department will also only install a stub out to the location where the double check detector assembly (DCDA) complete with a Badger® brand cubic foot bypass meter should be placed in a vault external to the building. The vault and the DCDA device housed in it are the responsibility of the property owner and should be placed at the property line. Fees for these installations are paid to the Water Department and are based on a time and materials quote to the developer or contractor. Meter sizes and fire line diameters will need to be provided to the Water Department at the time of a quote being requested. Please Contact Steve Walker at [541-552-2326](tel:541-552-2326) or e-mail walkers@ashland.or.us with any questions regarding water utilities.”

ELECTRIC SERVICE: No comments at this time. If any upgrades to existing service are necessary, please have applicant contact the Electric Department @ 552.2389.

PROCEDURE

A CUP is subject to a “Type I” procedure which includes an administrative decision made following public notice and a public comment period. Type I decisions provide an opportunity for appeal to the Planning Commission as provided in AMC 18.5.1.050.G. *The decision of the Planning Commission is the final decision of the City on an appeal of a Type I decision.*

APPLICATION MATERIALS: The application is required to include 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.*

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>

Narrative Submittal Requirements:

Applicants are advised that in addition to required plans, written findings addressing how the ordinance criteria are satisfied in narrative format are required. The applicable criteria are included below. The Ashland Land Use Ordinance in its entirety may be accessed on-line at:

<https://ashland.municipal.codes/LandUse>

- o **Conditional Use Permit** **AMC 18.5.4.050**
- o **Site Design Review** **AMC 18.5.2.050**
- o **Wireless Communication Facility** **AMC 18.4.10.040**

Plan Requirements:

While we can receive physical materials we have transitioned to an electronic review procedure. Please submit clear, reproducible copies. It is most common these days for complete applications to be PDFs, however they must be scalable if printed out.

- o **Conditional Use Permit:** *satisfied by Site Design Review*
- o **Site Design Review** **AMC 18.5.2.040**
- o **Wireless Communication Facility** **AMC 18.4.10.030**

FEES: Site Design Review and Conditional Use Permit **\$1,315.50**

NOTE: All applications received are reviewed and must be found to be complete before being processed or scheduled at a Planning Commission meeting. Applications will not be accepted without a complete application form signed by the applicant(s) and property owner(s), all required materials and full payment. Applications are reviewed for completeness in accordance with ORS 227.178.

For further information, please contact:

Aaron Anderson, *Senior Planner*

City of Ashland, Department of Community Development

Phone: 541-552-2052 or e-mail: aaron.anderson@ashland.or.us

November 20, 2024

Date