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*The comments of this pre-application 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.*

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**ASHLAND PLANNING DEPARTMENT  
PRE-APPLICATION CONFERENCE  
COMMENT SHEET**

November 23, 2022

**SITE:** SOU/1250 Ashland St  
**APPLICANT:** ACOM for Verizon  
**REQUEST:** Site Review/WCF

**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.

**Summary:** Wireless Communication Facilities (WCF) attached to existing structures on the Southern Oregon University campus require Site Design Review approval and must address the WCF requirements in <https://ashland.municipal.codes/LandUse/18.4.10>. Ashland's WCF standards include a stepped hierarchy of preferred designs, and an application would first need to demonstrate that collocation on an existing facility elsewhere is not feasible. Since the approval of the now expired installation for Verizon on this building, there has been another approval for a WCF on a stadium light standard at the stadium on campus. This new WCF, which is approved but not yet installed, would need to be considered in the collocation study.

As before, if the height of the screening panels will exceed 40 feet in the SO zone, a Conditional Use Permit would also be required. Conditional Use Permits consider the adverse material impacts of the proposed use in comparison to the target use of the zone, considering items including architectural compatibility.

**To Be Deemed Complete:** In terms of the materials provided for the pre-application conference, the following additional items would need to be provided/addressed before the final application could be considered to be complete and processed:

- The final application needs to include plans, written findings addressing the applicable criteria and standards, a zoning permit application, the required fee and an initial deposit to cover the cost of third-party review of a collocation study as discussed more completely below.
- The application will need to consider collocation on sites where existing WCF's are already in place and include a collocation study. This study will need to address the recently approved, but not yet installed, wireless installation on a light standard at the stadium elsewhere on campus.
- The application submittal will need to include a signed copy of the site lease demonstrating that collocation is not precluded.
- The final application materials will need to include photos of the major components in a

WCF on SOU Campus  
July 6, 2022

similar installation and a montage or photo-simulation of the entire proposed WCF.

- The final application will need to include documentation detailing the general capacity of the tower in terms of the number and type of antennas it is designed to accommodate, and any other documentation the applicant feels is relevant to comply with the applicable design standards.
- 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.
- Details and specifications for exterior lighting.
- 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. *(This should include specs and decibel levels for any generator.)*
- 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.
- The final application needs to include documentation that the required local community meeting has been conducted.

### **Generally:**

- In Ashland, Wireless Communication Facilities (WCF) are regulated through section 18.4.10 of the Ashland Municipal Code (<https://ashland.municipal.codes/LandUse/18.4.10>). In the SO zone, WCF which are attached to an existing structure are subject to Site Design Review which is detailed in section 18.5.2 of the Ashland Municipal Code (<https://ashland.municipal.codes/LandUse/18.5.2>). In addition to the submittal requirements (<https://ashland.municipal.codes/LandUse/18.5.2.040>) and approval criteria for Site Design Review (<https://ashland.municipal.codes/LandUse/18.5.2.050>), WCF are also subject to the specific submittal requirements in section 18.4.10.030 (<https://ashland.municipal.codes/LandUse/18.4.10.030>) and specific design standards in section 18.4.10.040 (<https://ashland.municipal.codes/LandUse/18.4.10.040>). The submittal requirements, approval criteria and design standards are likely to be closely scrutinized, and it would be in the applicant's best interest to address each and every item in clear, concise and complete detail.
- Ashland's Land Use Ordinance recognizes that Wireless Communication Facility installations by nature have an impact that affects not only neighboring properties but the community as a whole, and as such city standards seek to have visual and aesthetic impacts mitigated to the *greatest extent possible*.
- The standards include a stepped hierarchy of installation options, and the feasibility of each preceding step must first be exhausted before moving to the next step. Collocation of wireless equipment on existing facilities is required in most cases. New wireless facilities are only permissible after an independent, third-party review of the applicant's analysis determines collocation is not feasible because one or more of the following conditions exist at prospective collocation sites: a) significant service gap in coverage area; b) sufficient height cannot be achieved by modifying existing structure or tower; c) structural support requirements cannot be met; or d) collocation would result in electronic, electromagnetic,

obstruction, or other radio frequency interference. The study would be required to consider wireless communication facilities both in the City of Ashland and the surrounding county.

- The city has an independent, third-party reviewer on retainer. Applicants are required to pay an initial deposit, along with the application submittal and application fee, to pay for the costs of the independent, third-party review.

**Site Design Review Permit:** Site Design Review approval considers the underlying zoning; any overlays or special districts; applicable design standards; availability of city facilities; and any requested exceptions. Written findings will should explain in a narrative form how the proposal relates to all of the applicable criteria and design standards. *(These findings don't need to respond to the existing building as it relates to Site Design Review generally in terms of building design, parking, landscaping, etc. but should speak to the standards relative to the modifications proposed such as whether the WCF will involve modifications to existing screening measures, how radio cabinetry is to be placed, screened, and treated to minimize visual impacts, etc.)* The Site Design Review criteria are listed in blue below:

- 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 Facilities Submittal Requirements (AMC 18.4.10.030):** The submittal requirements for the Wireless Communication Facilities component of the application are in blue below:

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.*

## **Wireless Communication Facilities Design Standards (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 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.*

**Conditional Use Permit:** A conditional use permit is required because the building height limit in the SO zone is 40 feet, and with the added screening panels here the height will exceed this height. A conditional use permit considers the adverse material impacts of the proposal in comparison to the target use of the zone. [Here the conditional use permit would consider the height due to the screening wall, rather than the WCF installation itself.]

**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. (For SO zone, permitted uses do include wireless facilities installed in accordance with AMC 18.4.10.)*

**Landscaping.** WCF with any primary or accessory equipment located on the ground and visible from a residential use or the public right-of-way are required to provide landscaping selected and sited to produce a drought resistant landscaped area. 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. The outer perimeter of the wireless communication facilities shall have ten-foot landscaped buffer zone ten feet in width. The landscaped area shall be irrigated and maintained to provide for proper growth and health of the vegetation. 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.



**Local Community Meeting Required:** The submittal requirements include that the applicant provide documentation that a local community meeting was held prior to submitting the application to inform members of the surrounding area of the proposed wireless communication facility. Meeting documentation shall include: 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.

**Independent/Third-Party Review:** 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. This independent third party reviewer provides objective review and 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 is established by resolution of the City Council. Currently, the initial deposit required with an application for a new wireless communication facility that is not collocated is \$5,000 and shall be used by the City for the costs of expert review of the application. If anytime during the planning application process the account balance is less than \$1,000, the Applicant shall upon notification by the City replenish the account so the balance is at least \$5,000. The maximum total consultant fees to be charged to the Applicant shall be \$10,000 and any unused portion of fee will be refunded.

**Owner Sign-Off:** To be considered complete, the final application submittal will need to include a zoning permit application signed by the owner for the application to be deemed completed. The application form is available on-line at:

[https://www.ashland.or.us/SIB/files/Comm%20Dev/Forms%2C%20Brochures%2C%20Handouts/Zoning Permit Application FY21-22.pdf](https://www.ashland.or.us/SIB/files/Comm%20Dev/Forms%2C%20Brochures%2C%20Handouts/Zoning%20Permit%20Application%20FY21-22.pdf)

**Prior Approval on Site, Now Expired:** The previous approval, which has now expired, included conditions of approval:

- That a screening wall matching the existing partial screening wall, with FRP paneling at antenna areas, be extended around the full perimeter of the building roof as was proposed by the applicants in the previous application.
- That the proposed equipment cabinet, battery cabinet and antennas not extend above the level of the screen wall.
- That vertical conduit attached to the building façade shall be painted to match the existing building.
- That there shall be no new exterior lighting in conjunction with the proposal.
- That no associated equipment, other than the existing power transformers and generator, shall be placed on the ground.
- That prior to use of the proposed wireless communications facility (WCF), the applicants shall paint, texture or otherwise treat the proposed screening wall in a non-reflective finish and color to match the existing screening wall.

If a new application were to be approved here, similar conditions would likely be included.

**Building Code Requirements:** The Building Division has indicated that mechanical and electrical permits will be required. The applicants should consult with Building Official Steven Matiaco to verify potential building and fire code issues; he can be reached at 541-488-5305 or via e-mail to [steven.matiaco@ashland.or.us](mailto:steven.matiaco@ashland.or.us).



## OTHER DEPARTMENTS' COMMENTS

**BUILDING DEPARTMENT:** Mechanical and electrical permits will be required. Please obtain any required permits and inspections and pay associated fees related to the final work proposed. Applicants should contact the Building Division for information on permit and inspection requirements at 541-488-5305.

**CODE COMPLIANCE:** *No comments provided.* For any Land Use Code Compliance-related information, please contact Code Compliance at (541) 488-5305.

**CONSERVATION DIVISION:** *No comments provided.* For any information on Conservation Programs, please contact Dan Cunningham at 541-552-2063 or via e-mail to: [dan.cunningham@ashland.or.us](mailto:dan.cunningham@ashland.or.us).

**PUBLIC WORKS DEPARTMENT:** *No comments provided.* Please contact Karl Johnson of the Engineering Division for any 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:** *The Fire Department had no project specific comments, but provided the attached general comments.* Please contact Fire Chief/Fire Marshall Ralph Sartain for any Fire Department-related information at 541-552-2229 or via e-mail to: [ralph.sartain@ashland.or.us](mailto:ralph.sartain@ashland.or.us).

**WATER AND SEWER SERVICE:** *No comments provided.* Please contact Steve Walker of the Water Department for any further information at 541-552-2326 or via e-mail to [steve.walker@ashland.or.us](mailto:steve.walker@ashland.or.us).

**ELECTRIC DEPARTMENT:** SOU is “*primary metered.*” Please contact Rick Barton in the Electric Department to discuss service requirements, fees, etc. at 541-552-2082 or via e-mail to [rick.barton@ashland.or.us](mailto:rick.barton@ashland.or.us).

**OREGON DEPARTMENT OF TRANSPORTATION (ODOT):** ODOT does not have comments on this proposal based on our evaluation criteria. Thank you for keeping us in the loop! For any additional ODOT-related information, please contact:

**Micah Horowitz, AICP** | Senior Transportation Planner  
ODOT Region 3 | Southwest Oregon

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## ZONING DISTRICT REQUIREMENTS

For details on the requirements of the Southern Oregon (SO) University District zoning, see <https://ashland.municipal.codes/LandUse/18.3.6>.

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**PROCEDURE:** In the Southern Oregon University District, the installation of wireless communication facilities attached to an existing structure requires a Site Design Review permit. Site Design Review is subject to a “Type I” procedure, pursuant to section [18.5.1.050](#), and applications may be processed administratively, with a decision by the Staff Advisor, notice to all properties within 200 feet, and the potential for a *de novo* appeal to the Planning Commission.

**Application Requirements (AMC 18.5.1.050).**

1. [Application Form and Fee.](#) Applications for Type I review shall be made on forms provided by the Staff Advisor. One or more property owners of the property for which the planning action is requested, and their authorized agent, as applicable, must sign the application. The application shall not be considered complete unless the appropriate application fee accompanies it.
2. [Submittal Information.](#) The application shall include all of the following information.
  - a. The information requested on the application form (see [https://www.ashland.or.us/SIB/files/Comm%20Dev/Forms%2C%20Brochures%2C%20Handouts/Zoning\\_Permit\\_Application\\_FY21-22.pdf](https://www.ashland.or.us/SIB/files/Comm%20Dev/Forms%2C%20Brochures%2C%20Handouts/Zoning_Permit_Application_FY21-22.pdf)).
  - b. Plans and exhibits required for the specific approvals sought.
  - c. A written statement or letter explaining how the application satisfies each and all of the relevant criteria and standards in sufficient detail.
  - d. Information demonstrating compliance with all prior decision(s) and conditions of approval for the subject site, as applicable.
  - e. The required fee (see below and [https://www.ashland.or.us/SIB/files/Comm%20Dev/Forms%2C%20Brochures%2C%20Handouts/FY22-23\\_Planning\\_Fees.pdf](https://www.ashland.or.us/SIB/files/Comm%20Dev/Forms%2C%20Brochures%2C%20Handouts/FY22-23_Planning_Fees.pdf)).

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 (AMC). 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. The Ashland Land Use Ordinance is available in its entirety on-line at:

**Plan Requirements**

Readable, scalable copies of the plans below formatted to print on paper no larger than 11-inches by 17-inches are required. These plans are used to prepare Planning Commission packets as well as the notices mailed to neighbors and for staff review. Please submit plans that are clear, readable and formatted to print to a standard scale (engineer or architect).

- Plans and materials required for Site Review as detailed in AMC 18.5.2.040.**
- A Tree Protection Plan as detailed in AMC 18.4.5.030** *(if there are trees on the subject property or on adjacent properties within 15 feet of the property line).*
- Required submittals for a Wireless Communication Facility as detailed in AMC 18.4.10.030.**

**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.

- Written findings addressing the criteria detailed in AMC 18.5.2.050 for Site Design Review approval.**
- Written findings addressing the approval criteria for a Tree Removal Permit as detailed in AMC 18.5.7.040** *(if significant trees are proposed for removal).*
- Written findings addressing the design standards for Wireless Communications Facilities detailed in chapter 18.4.10.040.**



<b>NEXT APPLICATION DEADLINE:</b>		1 <sup>st</sup> Friday of each month
<b>PLANNING COMMISSION MEETING:</b>		2 <sup>nd</sup> Tuesday of each month
<b>FEES:</b>	Site Design Review	\$1,120.25 + ½ % valuation
	Conditional Use Permit	\$1,120.25
	Independent Review of WCF Application	\$5,000.00**

**NOTES:**

- Applications subject to administrative approval (i.e. not requiring a public hearing) are not subject to submittal deadlines which relate to the scheduling and noticing required for public hearings. Deadline days are provided for reference only.
- 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 or further processed. 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.

*\*\* The initial deposit required with an application for a new wireless communication facility that is not collocated is \$5,000 and shall be used by the City for the costs of expert review of the application. If anytime during the planning application process the account balance is less than \$1,000, the Applicant shall upon notification by the City replenish the account so the balance is at least \$5,000. The maximum total consultant fees to be charged to the Applicant shall be \$10,000 and any unused portion of fee will be refunded.*

**For further information, please contact:**

Derek Severson, *Senior Planner*

Phone: 541-552-2040 or e-mail: [derek.severson@ashland.or.us](mailto:derek.severson@ashland.or.us)

November 23, 2022

Date

Aaron Anderson, *Senior Planner*

Phone: 541-552-2052 or e-mail: [aaron.anderson@ashland.or.us](mailto:aaron.anderson@ashland.or.us)