
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** June 22, 2022

SITE: 1070 Tolman Creek Rd.
APPLICANT: Arkitek for ASD
REQUEST: Site Review for Bellview
Elementary Modular Bldg.
ADA paths, Landscaping

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 supportive of the application, and in staff's view, the key issues with the application be in responding to the Site Development and Design Standards' "Building Placement, Orientation and Design Standards" with regard to the orientation standards calling for public entrance oriented to and accessible from the street and in protecting the established trees at the south end of the campus from development disturbance.

PROCEDURAL HANDLING

Site Design Review for structures less than 10,000 square feet in residential zones is subject to a "Type I" procedure which provides for an administrative decision by the Staff Advisor with the potential for appeal to the Planning Commission.

SITE DESIGN REVIEW

For non-residential uses where there is any building addition or the expansion of a parking lot, relocation of parking on site, or any other change that alters or affects circulation onto an adjacent property or public right-of-way, Site Design Review approval is required.

If there are any existing non-conformities with the city's development and design standards such as site landscaping or the placement of parking and circulation between a building and the street, the standards would generally seek to have the non-conformities addressed to a degree proportional to any addition proposed (i.e. *if a building addition of 1,680 square feet is being added to a campus that currently has 48,064 square feet of building area, the standards would seek to have non-conformities addressed for 3½-percent of the site*).

Site Design Review requires that the following criteria and the associated standards from the Ashland Municipal Code (AMC) be addressed. Criteria are in **blue** below, with staff comments in **black**.

- 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.

- The subject property is zoned Single Family Residential (R-1-5). As detailed in Table 18.2.2.030 Uses Allowed by Zone”, public schools are an outright permitted use in R-1 zones, subject to Site Design Review based on the Basic Site Review Standards for Non-Residential Development in AMC 18.4.2.040.

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

- The Bellview Elementary School site is within the Physical & Environmental Constraints and Water Resources Protection overlay zones. As long as the proposal does not result in disturbance of floodplain corridor lands or water resource protections zones it would not be subject to the regulations applicable to either overlay zone.

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.

- **Building Placement, Orientation & Design:** The final proposed building designs should respond to the Building Placement, Orientation and Design Standards in AMC 18.4.2.040 and written findings would need to be provided to demonstrate compliance or request any necessary exceptions. In the "Building Placement, Orientation and Design Standards" for non-residential development in AMC 18.4.2.040, buildings are to have a primary orientation to the street, with an entrance oriented to the street and accessed from the sidewalk and generally located within 20 feet of the sidewalk. For corner lots, the standards seek orientation to the corner or higher order street. As initially proposed, an Exception to the Site Development & Design Standards would be required to have a blank wall to the street and the entrance oriented internally. This is a prominent location at the first stop coming into town on the boulevard from the south, and an exception in a gateway location like this will be looked at very closely by the Staff Advisor or Planning Commission. Alternative designs that could better orient the building to the streetscape or place it in a less-prominent location on site would avoid an Exception. *The alternate site plan provided addresses the orientation issue.*
- **Parking, Access & Circulation:** If the purpose of the addition is to more efficiently accommodate the existing student body and will not increase the number of students or staff or alter site parking and circulation, there should be no need for additional parking.
- **Street Standards & Controlled Access:** As with parking, if the purpose of the addition is to more efficiently accommodate the existing student body and will not increase the number of students or staff or alter the site circulation as it relates to surrounding streets, there should be no need for additional frontage improvements.
- **Landscaping, Lighting & Screening:** The application would need to address the standards for landscaping, lighting and screening as relates to the proposed landscape repairs.
- **Tree Preservation/Protection:** If there is going to be any site work or construction, a tree inventory and protection plan is required to ensure that trees are protected during site disturbance (including demolition, construction, driveway/parking installation, staging of materials, etc.) This plan is to address all trees on the property over six-inches in diameter at breast height (d.b.h.) and all trees that are located on adjacent properties within 15 feet of the property line as well, including any existing street trees and should speak to the

condition of existing trees, their ability to tolerate the proposed development, and any measures proposed to minimize impacts and insure their long-term viability. *(The area addressed in the plan could be limited to 15 feet beyond the limits of disturbance of the proposed work.)* A tree removal permit is required for the removal of any “significant” trees. Ashland’s Tree Commission will meet via Zoom to review the Tree Preservation/Protection/Removal plans and provide an advisory recommendation.

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.

- Plans and narrative would need to be provided to address this standard and demonstrate that adequate city facilities including utilities, storm drainage, paved access, and adequate transportation, are available and will be provided to the site with the proposal.

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.

Perimeter Fencing: The final application would need to address any proposed perimeter fencing in terms of the fencing regulations in AMC 18.4.4.060. Generally, fences, walls, hedges, and screen plantings shall not exceed the following heights.

- a. **Front Yard.** In any required front yard, not more than 3 ½ feet in height. *(By code, the narrower frontage of a corner lot is considered to be the front yard for setback and yard purposes.)*
- b. **Rear and Side Yard.** In any rear or side yard, not more than 6 ½ feet in height.
- c. **Street-Side Yard.** In any rear or side yard abutting a public street, except alleys, not more than four feet in height where located within ten feet of said street.

Fencing meeting the “deer fencing” allowance could be installed to an eight-foot height.

Sign Regulations (AMC 18.4.7.060.B): The school district has a Conditional Use Permit for a master sign permit program to address signage comprehensively in terms of the schools’ public

purpose. Any modifications to the existing sign program would need to be addressed in terms of the Conditional Use Permit criteria and the allowances for government signage when it furthers the school's public purpose, 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, published on-line and in the local paper, and posted on all publicly visible frontages of the 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: "I don't see any issues with permanent use of a modular building. Classrooms only require a 40 lb. live load, which is in line with standard residential floor loading requirements. Fire separation distances from other structures on the same lot are far enough away that the area does not need to be included as a non-separated use, so this should not trigger any sprinkler requirements. Fire fighter access looks ok, but I will defer to the Fire department on sprinklering and monitoring requirements. A manual fire alarm system out of 907.2.3 OSSC will be required with emergency voice alarm communication system per 907.5.2.2, and it shall be monitored in accordance with 907.6 OSSC and NFPA72. You may want to reach out Fire for their comment. Accessibility requirements will need to be met for accessible routes, restrooms, and other features. Being that it is a modular, they will need to consider the accessible restrooms thresholds, clear openings at doorways, and any built in furnishes required to be accessible prior to the build. For natural lighting, the minimum net glazed area shall be not less than 8 percent of the floor area of the room served. Emergency backup lighting is required at exit doors. That is all I can think of for now, other than the disclaimer that it will need to meet current building codes." Please contact Building Official Steven Matiaco in the Building Division for any information on building or demolition permitting or 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, or 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 document.* Please contact Fire Marshal Ralph Sartain of the Fire Department for any Fire Department-related information at 541-552-2229 or via e-mail to ralph.sartain@ashland.or.us.

WATER AND SEWER SERVICE: If there is a need to modify the water service to the property, please contact Steve Walker in the Water Department by phone at [541-552-2326](tel:541-552-2326) or e-mail walkers@ashland.or.us to discuss the intended use of the facility or property, any potential cross connection hazards associated with it or for any questions regarding water connections and service fees.

ELECTRIC SERVICE: If there is a need to modify the electrical service to the property, please contact Rick Barton in the Electric Department for electrical service requirements and fee information. Rick can arrange a site visit with the applicants' team to consider service requirements on-site and develop an approved electrical service plan. Please allow extra time in your design schedule for scheduling and conducting a site meeting, for Rick to prepare and provide a service plan, and for your team to incorporate the approved service plan into design drawings. Applications will not be deemed complete without an approved electrical service plan. Rick Barton can be reached in the Electric Department at (541) 552-2082 or via e-mail to rick.barton@ashland.or.us.

OREGON DEPARTMENT OF TRANSPORTATION (ODOT): *No comments at this time.* For any further information from ODOT, please contact Micah Horowitz, AICP, Development Review Planner with ODOT Southwestern Region via e-mail to Micah.HOROWITZ@odot.state.or.us or by phone at (541) 774-6331.

TALENT IRRIGATION DISTRICT(TID): *No comments at this time.*

APPLICATION REQUIREMENTS

PROCEDURE

Generally, Site Design Review for structures less than 10,000 square feet in a Residential Zone are subject to a Type I procedure which provides for an administrative decision subject to appeal to the Planning Commission.

APPLICATION REQUIREMENTS.

1. Application Form and Fee. Applications for Type I review shall be made on forms provided by the Staff Advisor (see https://www.ashland.or.us/SIB/files/Comm%20Dev/Forms%2C%20Brochures%2C%20Handouts/Zoning_Permit_Application_FY21-22.pdf). 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
 - b. Plans and exhibits required for the specific approvals sought, as detailed below.
 - 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 & https://www.ashland.or.us/SIB/files/Comm%20Dev/Forms%2C%20Brochures%2C%20Handouts/2021-07-01_PlanningFees.pdf .)

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 written narrative explaining how the application meets the approval criteria from the sections of the Ashland Municipal Code listed below. This written narrative provides the Staff Advisor or Planning Commission with the basis for approval of the application:

- **Site Design Review** **AMC 18.5.2.050**
- **Tree Removal (if applicable)** **AMC 18.5.7.040**

Plans & Exhibits Required

Please provide electronic plans/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 electronic plans formatted to print to scale on paper no larger than 11-inches by 17-inches. Scale should be a standard architect's or engineer's scale with a graphic scale bar for reference.

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

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APPLICATION DEADLINE: (There are no deadlines for Type I application)
Planning Commission Meetings: 7:00 p.m. on the 2nd Tuesday
Tree Commission Meetings: 6:00 p.m. Thursday before PC

FEES:	Site Design Review	\$1,120.25 + ½ percent of the labor/materials valuation
	Exceptions	\$ 0
	Tree Removal Permit	\$ 0

NOTE: *Application fees typically increase July 1 based on the CPI; applications are subject to the fee in place at submittal. 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: June 22, 2022
 Derek Severson, Senior Planner Date
 City of Ashland, Department of Community Development