



## COUNTY OF SISKIYOU

**PUBLIC HEALTH & COMMUNITY DEVELOPMENT DEPARTMENT**  
**Building ♦ Environmental Health ♦ Office of Emergency Services**  
**Personal Health ♦ Planning**  
806 South Main Street · Yreka, California 96097  
Phone: (530) 841-2100 · Fax: (530) 841-4076  
[www.co.siskiyou.ca.us/phs](http://www.co.siskiyou.ca.us/phs)

**TERRY BARBER**  
DIRECTOR

**STEPHEN PERLMAN, M.D.**  
HEALTH OFFICER

February 25, 2011

Rob Hayes-St Clair  
JH Ranch Mountain Resort  
402 Office Park Drive, Suite 310  
Birmingham, AL 35223

RE: JH Ranch  
Z-11-01, Planned Development Plan Amendment (PDPA) Application  
Review for Completeness

Dear Rob,

Thank you for the submittal of the PDPA application for the JH Ranch Mountain Resort. Since the application was submitted on January 31, 2011, County staff has been reviewing the application to determine whether or not additional information is necessary to consider the application complete and ready for the formal review process to begin. Upon review of the application, staff believes that additional clarification and information is necessary to consider the application complete. The purpose of this additional information is: (1) to allow staff to prepare the required analysis to develop subsequent recommendations concerning the project; (2) to inform the community about the project; and (3) to provide the necessary information by which the Planning Commission and Board of Supervisors can make an informed decision. For your convenience, I have prepared the following list:

- I. Water Supply Overview – The PDPA contains a general overview of the water supply infrastructure and its capacity. Please provide an additional description of the infrastructure components (wells and tanks) and please review the submitted maps to ensure that all water infrastructure is clearly labeled on the plans. It is my understanding that this water system falls under regulatory authority of the State's Division of Drinking Water and Environmental Management. A discussion of this agency's responsibility and the Ranch's current permit is necessary.

In the PDPA narrative, it is stated that current water storage can provide water for 560 persons. Upon review of the operations, it was noted that there are two times throughout the year when there would be some 250 (225 students and 25 staff) persons from the group retreats (Section 6.1.3) overlapping with the 475

**BUILDING**  
**Michael Crawford,**  
**Deputy Director**  
Telephone: (530) 841-2100

**ENVIRONMENTAL HEALTH**  
**Michael L. Moses,**  
**Deputy Director**  
Telephone: (530) 841-2100

**EMERGENCY SERVICES**  
**Robert L. Rowley,**  
**Deputy Director**  
Telephone: (530) 841-2155

**PERSONAL HEALTH**  
**Terri Funk,**  
**Deputy Director**  
Telephone: (530) 841-2100

**PLANNING**  
**Greg Plucker,**  
**Deputy Director**  
Telephone: (530) 841-8203



persons (325 students, 120 volunteer staff, and 30 full time staff) from the student leadership program. This would represent a maximum occupancy of 725 persons during these overlap periods. Please provide a narrative that relates and explains if the water system is able to meet peak demand while ensuring the protection of the public health and safety of the Ranch's users at the identified occupancy levels. In addition, does the stated water storage capacity assume 100 percent drawdown of the water tanks or is any storage being retained in the tanks for emergency fire flow demands?

In the water supply narrative, it is important to include a discussion of any surface water use. At issue is whether the Ranch is consuming surface water as part of its operations and whether there are any adjudicated water rights. This question has already been asked by a surrounding resident and I believe that it is important to discuss and include in the PDPA application.

- II. Sewer Disposal Overview – The PDPA contains a general overview of the sewer infrastructure and its capacity. It would be helpful if additional information describing the overall infrastructure components is provided. In addition, please review the submitted maps to ensure that all of the sewer infrastructure is clearly labeled on the plans. (It may be helpful to combine all of the utilities on a single plan for clarity). Please provide a summary of the maximum daily waste water flows that occurred over the last several years and compare this information against the design capacity of the system.

In the PDPA narrative, it is stated that the current on-site sewage treatment facility has the current capacity of treating waste from 412 persons. As previously noted, there are two times throughout the year when there would be some 725 persons at the Ranch. In addition, during the student leadership program, there are weeks at a time when there is projected to be 475 persons (325 students, 120 volunteer staff, and 30 full time staff) at the Ranch. Please provide information on how the system is able to accommodate the peak loading period verses the stated capacity.

- III. Environmental Studies

Upon review of the environmental studies (in particular the noise and traffic studies) that were submitted as part of the application, County staff believes that additional information is required in order to fully analyze the current operations.

For example, the noise study was only conducted on a single day during the student leadership period. We believe that the noise study should have been conducted for a longer period of time and should have also included other potential noise generating periods, such as when the Parent/Child-Husband/Wife-Cloud Nine program was occurring to analyze the noise from the greatest traffic generating period or during non-Ranch retreats to determine if



non-Ranch retreats were generating additional noise over what the Ranch generates.

With regards to the traffic study, County staff believes that additional information should have been collected that would have helped address speed concerns and answered more completely the percentage of increase of traffic that the Ranch was producing. Also, in developing the traffic study monitoring program, it should have been developed to answer questions such as bicycle usage during the student leadership programs, private vehicle day trips during the Parent/Child-Husband/Wife-Cloud Nine programs, and the increase in utility and support traffic (such as food delivery, mail, refuse disposal, UPS, FED EX, etc).

As previously requested, the traffic study should also discuss any road way constraints, such as narrow or severe turns along French Creek that might impact traffic conditions and safety. In addition, please provide specific locational information on the number of parking spaces that are available for the various uses at the Ranch. The PDPA narrative only provides a general reference to the availability of parking.

In order to ensure that we obtain the necessary information as efficiently as possible, I believe that we should wait until after the upcoming community meeting to fully develop the scope of work of any additional monitoring. In this matter, we will have the benefit of learning any public questions that may be appropriate to include in the updated studies. Finally, we will need to discuss the best way to manage the preparation of the subsequent studies and reports. To avoid any appearance of bias, the County should manage the additional studies; possibly using SHN or a separate third party consultant.

#### IV. Emergency Shelter Plan

A concern that has been expressed in the past is what would happen should there be a forest fire given the limited road access to the Ranch. I believe that the PDPA should include an emergency evacuation plan to address these concerns. Section 2.4.4 could be expanded to describe this plan which could take advantage of the large meadow areas in the Ranch. In addition, the Ranch could incorporate in this plan provisions for other community members who might also be trapped by a forest fire.

#### V. Section 3.1.2 Outdoor Lighting

Please include reference to County Code Section 10-6.5602 that specifies that exposed sources of light, glare, or heat shall be shielded so as not to be directed outside their premises. Also, please mention that during the building permit plan check process, exterior lighting will be reviewed against this standard by County



staff prior to permit issuance.

VI. Section 3.2 Architectural Design Standards

The statement that the County Code allows a 50-foot building height is not completely correct. The maximum height standard is typically 35 feet for dwellings and 20 feet for accessory structures. On one-acre or larger lots, the maximum height standard is 40 feet for dwellings and 30 feet for accessory structures. In the C-R district, the height limit is 50-feet. It is recommended that these standards are clarified. In addition, allowing taller structures that are part of recreational/educational programs (such as the rope course) can be accommodated. I would also suggest that the reference to the over height variance be removed from this section. No such variance is being proposed and this would be duplicative with what the County Code currently allows. For clarity, in Section 5.2 Modification and Replacement of Structures, provisions could be added that specifies that dwellings and accessory structures be subject to the development standards of the RR district and that development in the Commercial Resort area be subject to the standards of the C-R zoning district. In this section, you could add that deviations from these standards are subject to the existing County Code variance requirements to clarify in the future how such requires would ne handled.

VII. Section 4.0 Development Areas

In order to maintain flexibility to installing needed infrastructure, it is recommended that utilities (sewer, water, etc.) infrastructure systems be an allowed use in all PD zones.

Also, under the maintenance area, it is important to discuss refuse collection and disposal. I suggest incorporating a discussion about how refuse is collected, managed, and disposed. Any additional traffic associated with this disposal should be included in the traffic study. Please note that we have previously received a complaint indicating that refuse was being burned on-site. It is my understanding that all refuse is being compacted and hauled to an approved land fill facility. It is important to clarify this issue and how all users, including non-Ranch uses, are disposing of refuse.

VIII. Section 4.2 Area B: Housing

In order to ensure that the appropriate building occupancy requirements can be determined, a general description of how the homes that are being used for single staff, family staff, board members, and overnight guests is needed. Please provide a general description of the accommodations including sleeping arrangements, living areas, and whether meals are prepared in the homes or whether meals are provided at the dining pavilion.



In staff's previous correspondence, we requested that that PDPA include a discussion of how Scott River Lodge was being used in conjunction with the Ranch's operation, in addition to all other properties and homes outside the existing PD district. For example, on the Ranch's website it states, "JH Ranch will be using the (Scott River) Lodge facilities and grounds as optional housing to host its Husband & Wife programs". Also, two of the previously filed use permit applications included 5 properties north of the lodge that were proposed to be used for a number activities that were associated with the Ranch's operations. One of the reasons for the PDPA application was to establish a zoning designation that would allow the properties to be used as described in the use permit applications. The current PDPA did not include a discussion of the lodge or these properties. Information which specifically discusses the use of other properties (including services and transportation to and from the Ranch) should be discussed.

In our previous correspondence, we also asked about the use of off-site housing as private residences by persons connected with the Ranch's activities. As discussed, we believe that it is important to include a discussion about these residences to ensure that the entirety of the Ranch's operations is discussed.

IX. Section 4.4 Area D: Program Activities

The PDPA proposes to rezone a parcel currently zoned TP-B-80 (timber preserve zone). Pursuant to the County Code and the Z'berg-Warren-Keene-Collier forest Taxation Reform Act of 1976 (Section 51100 et seq. of the Government Code of the State), uses on this parcel are strictly regulated and will remain so for a period of ten years after the date of rezoning. Recreational and/or educational uses not interfering with the growing and harvesting of timber, may be permitted. This section of the PDPA should specifically mention the ten-year zoning restriction requirement on the subject parcel.

X. Section 5.0 Development Interpretation and Amendments

In the sub-sections of this section there is reference to modifications, replacements, and changes to buildings and uses. The performance standard that is being used is current utility capacity. The County believes that this not the most appropriate performance standard. For example, utility provisions can change which would allow occupancy increases which do not address other potential impacts that an increased occupancy may have. Overall, we believe that there are more appropriate performance standards that could be used to determine the appropriateness of potential changes. These could include overall occupancy, traffic, and noise.



Table 4.0 specifically lists housing occupancy levels and these levels could be used as a performance standard. In addition, we also believe that traffic volumes could be used as a performance standard. From the traffic data based on past operations, maximum daily traffic generation standards could be developed. Finally, we know what the General Plan noise standards are and performance criteria could be developed to implement these standards.

Overall, we believe that the performance standards that are being proposed to allow future changes should be developed so that they directly relate to potential impacts on the surrounding community.

Please also note that the PDPA should clearly indicate that the performance criteria should apply to all users of the Ranch's facilities. For example, when the facility is being rented out to non-Ranch programs, those users would also be subject to the performance standards.

XI. Section 6.0 Program Overview

In this section there is mention of the Volunteer Intercession Program. Please provide details on this program including when it is occurring, the occupancy numbers, how services are provided, the location of housing, and any staffing requirements.

With regards to the use of off-site facilities and activities, it would be helpful if additional information could be provided; such as, the number of trips per week, how the transportation is being provided, and the specific location of the trips and activities. Also, please provide a copy of any USF&WS permit that has been issued. At issue here is that we have received information that alleges that off-site trips have occurred in violation of the applicable USF&WS permits. Specific information that details what is permitted to occur on Federal land would be helpful to resolve this issue and avoid any speculation in the absence of the actual permits.

XII. Section 6.1.4 Staffing

Towards the end of the first sentence under the Transportation Section there appears to be a typo that reads "one two".

XIII. Schedule Illustrations

In reviewing the information that has been included in the PDPA, it was somewhat difficult understanding the summer schedule giving the variety of uses and different schedules. I believe that it would be beneficial to develop a graphical representation of the schedule. From my understanding of the 2010 and 2011 schedules, I have attached two figures which represent my



understanding of the 2010 and 2011 summer schedules. If these schedules are accurate, I can use this information to help explain the summer schedules and activities. Alternatively, if you believe that there is a better way to graphically represent the summer schedules, you may wish to develop your own schedules. This information is available in Microsoft project.

#### XIV. Monitoring Provisions

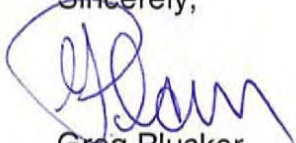
We have previously discussed the need to develop some sort of monitoring program. At issue is how future activities at the Ranch would be monitored to ensure compliance with any entitlement provisions and/or conditions (contingent upon approval of course). Given the history of the Ranch and neighborhood concerns, I suspect that monitoring and verification of future operations and activities will be an important issue.

It was previously suggested that some sort of third party monitoring be conducted and that the results of the monitoring be submitted to the Planning Department on an annual basis. The monitoring could include a minimum term subject to an extension should additional data or compliance verification be required. This was just one idea, but the important point is to ensure that there is a system that can be utilized which measures and confirms compliance.

That above list represents the additional information that staff has identified that we believe is needed in order to complete the initial analysis of the PDPA. As discussed, we believe that holding a community meeting would be important to make sure that any project analysis considers all issues that may be presented or voiced by the surrounding community during the entitlement process. We believe that it is important to understand all of the potential issues at the earliest possible time so that these matters can be fully analyzed and discussed and County staff has identified the community meeting as a tool to achieve this information. The subsequent analysis will be used to inform the public about the project and will ultimately be used by the Planning Commission and Board of Supervisors to make an informed decision.

I thank you for your efforts to complete the subject application and look forward to working with you to complete the application submittal requirements in order to move the project forward. Once you have reviewed the above information, please give me a call to discuss any specific questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Greg Plucker', is written over a circular stamp that is partially visible.

Greg Plucker  
Deputy Director of Planning  
County of Siskiyou

JH Ranch Summer 2010 Operational Summary

Attachment XVI-3

ID		Task Name	May 23, '10	May 30, '10	Jun 6, '10	Jun 13, '10	Jun 20, '10	Jun 27, '10	Jul 4, '10	Jul 11, '10	Jul 18, '10	Jul 25, '10	Aug 1, '10	Aug 8, '10	A
			SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	S
1		Parent and Child													
2		Session 1													
3		Session 2													
4		Session 3													
5		Session 4													
6		Session 5													
7		Husband and Wife													
8		Session 1													
9		Session 2													
10		Session 3													
11		Session 4													
12		Session 5													
13		Cloud 9													
14		Session 1													
15															
16		Challenge													
17		Session 1													
18		Session 2													
19		Second Wind													
20		Session 1													
21		Session 2													
22		Trac II													
23		Session 1													
24		Session 2													
25		Group Retreats													
26		Session 1													
27		Session 2													

Project: 2010 Schedule.mpp  
Date: Fri 2/25/11

Task



Progress



Summary



External Tasks



Deadline



Split



Milestone



Project Summary



External Milestone





JH Ranch Summer 2011 Operational Summary

Attachment XVI-3

ID		Task Name	May 22, '11	May 29, '11	Jun 5, '11	Jun 12, '11	Jun 19, '11	Jun 26, '11	Jul 3, '11	Jul 10, '11	Jul 17, '11	Jul 24, '11	Jul 31, '11	Aug 7, '11	A
			SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	S
1		Parent and Child													
2		Session 1													
3		Session 2													
4		Session 3													
5		Session 4													
6		Session 5													
7		Husband and Wife													
8		Session 1													
9		Session 2													
10		Session 3													
11		Session 4													
12		Session 5													
13		Cloud 9													
15		Session 1													
16															
17		Challenge													
18		Session 1													
19		Session 2													
20		Second Wind													
21		Session 1													
22		Session 2													
23		Trac II													
24		Session 1													
25		Session 2													
26		Group Retreats													
27		Session 1													
28		Session 2													

Total of 250 guests.  
Total of 150 staff.

Use of 80 to 90  
individual cars.

Husband and Wife  
Session also use Scott  
River Lodge.

Total of 325 guests and 150  
staff for an occupancy of 475  
persons.

Bussed to the Ranch.

Group Retreat Sessions add  
another 225 guests and 25  
staff.

One day overlap each session  
(twice a year) - total 550 guests  
and 175 staff for a total  
occupancy of 725 persons.

Project: 2011 Schedule  
Date: Mon 2/28/11

Task



Progress



Summary

External Tasks



Deadline



Split



Milestone



Project Summary



External Milestone

