



Planning Commission Meeting Agenda

ASHLAND PLANNING COMMISSION STUDY SESSION MEETING AGENDA

Tuesday, January 28, 2025

Note: Anyone wishing to speak at any Planning Commission meeting is encouraged to do so. If you wish to speak, please rise and, after you have been recognized by the Chair, give your name and complete address for the record. You will then be allowed to speak. Please note the public testimony may be limited by the Chair.

I. CALL TO ORDER

7:00 p.m., Civic Center Council Chambers, 1175 E. Main Street

II. ANNOUNCEMENTS

1. Staff Announcements
2. Advisory Committee Liaison Reports

III. PUBLIC FORUM

Note: To speak to an agenda item in person you must fill out a speaker request form at the meeting and will then be recognized by the Chair to provide your public testimony. Written testimony can be submitted in advance or in person at the meeting. If you wish to discuss an agenda item electronically, please contact PC-public-testimony@ashland.or.us by January 28, 2025 to register to participate via Zoom. If you are interested in watching the meeting via Zoom, please utilize the following link: <https://zoom.us/j/95653566652>

IV. OTHER BUSINESS

- A. Introduction of the Commission & Committee Handbook with City Manager Sabrina Cotta
- B. Introduction of the Accessory Dwelling Unit Guide and Pre-Approved Plans
- C. Presentation by Derek Sherrell, That ADU Guy

V. OPEN DISCUSSION

VI. ADJOURNMENT

Next Meeting Date: February 11, 2025

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please email planning@ashlandoregon.gov. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title 1).

OTHER BUSINESS

**Introduction of the Commission & Committee
Handbook with City Manager Sabrina Cotta**

Memo

DATE: January 28, 2025
TO: Planning Commission
FROM: Brandon Goldman, Community Development Director
RE: Introduction of the Commission & Committee Handbook

City Manager Sabrina Cotta will be present at the upcoming Planning Commission Study Session to introduce the new *Commission & Committee Handbook*. This resource has been developed to provide appointed officials with clear guidelines and expectations while serving the City of Ashland. It outlines responsibilities, parliamentary procedures, and ethical standards to ensure effective and compliant participation in City affairs. Sabrina will highlight how this handbook serves as a vital tool for navigating your role and collaborating effectively with fellow commission and committee members.

Additionally, the session will include a brief overview of key workplace policies and the City's social media policy. These documents, attached for your reference, are applicable to your role as an appointed public official and aim to clarify responsibilities while interacting on behalf of the City. The social media policy emphasizes the importance of separating personal views from official duties and adhering to established content guidelines to maintain professionalism. These resources will support your ongoing efforts to represent the City responsibly and transparently.

COMMUNITY DEVELOPMENT DEPARTMENT

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Commission & Committee Handbook

This handbook is subject to change as policies are amended or modified. The City does not give legal advice. This handbook is not intended to be legal advice. Version 1 (1/23/2025)



Welcome

Thank you for volunteering to serve the City of Ashland. Advisory Commissions and Committees play a critical role in providing recommendations and advice to City Council and City Management on various matters of public interest and administrative functions. The City hopes you find this handbook helpful in understanding your role on the Commission or Committee as well as the role of the staff liaison. You will also find information on conflicts of interest, laws that apply to public bodies and parliamentary procedures. The time you spend on a commission or committee is appreciated and the expertise you bring to the Commission or Committee is valued. We are ***Better Together***.

RESPONSIBILITIES AND ROLES

RESPONSIBILITIES OF COMMISSIONS AND COMMITTEES

All Commissions and Committees should regularly solicit public testimony under guidelines established by the City Council and Ashland Municipal Code. Public forums should be held for issues with major public impact. Though this Handbook refers to Commission and Committees, the outlined policies and procedures apply to:

- ✓ **Commissions and Committees-** advisory bodies outlined in ORS and/or AMC to provide recommendations to Council or APRC.
- ✓ **Ah Hoc Committees-** temporary advisory group focused on a specific topic with the express goal of providing a recommendation for action to Council and/ or Ashland Parks and Recreation Commission (APRC).
- ✓ **Management Advisory Committees (MAC)-** Committees developed by the City Manager or City Staff on a specific topic to provide subject matter expertise. MACs may be temporary or on-going.
- ✓ **Subcommittees-** temporary group to a specified committee on a particular area or topic. Limited to three-members, a subcommittee only has the authority to gather information for the full committee. It may determine when to meet and what procedures it will use to gather and report information but may make no decisions. Subcommittees must

make notes of their meetings available to staff liaisons to include in agenda packets for the full committee when the full committee is considering a report or recommendation coming from the subcommittee.

ROLE OF THE CHAIR

The Chair is the main facilitator (i.e. Presiding Officer) who runs the meetings, maintains order, and keeps the group on topic. Their duties include:

- ✓ Open the meeting on time and call the meeting to order
- ✓ Announce in proper sequence the business on the agenda
- ✓ Recognize members who are entitled to the floor and ensure all voices are heard
- ✓ State and put to a vote all legitimate questions that arise during the meeting. If a motion is out of order, the Chair should rule it out of order
- ✓ Protect the members from frivolous or delaying motions by refusing to recognize them
- ✓ Enforce the rules regarding debate and keep order
- ✓ Expedite business in a way compatible with the rights of the members
- ✓ Decide all questions of order
- ✓ Respond to inquiries of members
- ✓ Declare the meeting adjourned

ROLE OF THE BOARDS AND COMMISSION MEMBERS

Members of the committee, commission, or board (including the Chair) engage in discussion, propose motions, and vote on decisions.

- ✓ Members should make every effort to attend every meeting and be on time.
- ✓ Members will notify staff five (5) in advance of a meeting for known absences.
- ✓ Members may attend two (2) meetings a year using video conference technology.
- ✓ It is recommended that Commission members keep a separate email for committee work due to public records request and retention purposes.
- ✓ Effective members understand the rules of procedure as well as parliamentary procedure and abide by them.
- ✓ Members should address all remarks through the Chair.
- ✓ Members should use their parliamentary knowledge in a constructive manner, rather than hindering or obstructing the business of the meeting

- ✓ Members should be knowledgeable and familiar with the issues before them so they can participate in the meeting by:

1. Introducing motions;
2. Seconding another member's motion;
3. Debating the issue according to the rules or asking questions of information regarding issues; and
4. Voting

a. A member may vote but cannot be forced to do so. A member should not vote on questions of direct personal or pecuniary interest not common to other members.

b. A member may change a vote before the chair announces the result of the vote. After the result is announced, a majority of the Board or Commission must vote to allow the change.

c. A member may request a rising vote by calling "Division" when a voice vote or show of hands is in doubt.

All Commission and Committee members are responsible for ensuring they conduct themselves in a manner that leaves no question as to when they are representing themselves as a City Commission member and when they are representing themselves as a private citizen. It is the responsibility of the Commission or Committee member to be familiar with the City's social media policy. All Commission and Committee members are responsible for adhering to the guidelines outlined in this handbook, the City's Electronic Media and Technology Usage Policy (if applicable), Workplace Fairness Act Policy, Workplace Violence Prevention Policy and the City's Social Media Policy. Any violation of these guidelines and policies may result in immediate removal from the Commission or Committee.

COMMITTEE MEMBER VS COMMUNITY MEMBER

When you are serving on an advisory body, it is important to realize that you have a committee member hat and a community member hat. Both hats are on when you are actively engaged in committee work. When you are not at a

committee meeting, however, it is important to delineate which hat you are wearing.

- When you are speaking at a public meeting, make it clear if you are speaking as a community member or as a representative of your committee. Being a “representative of your committee” means that the committee has given you permission to show-up and speak on behalf of the group as a whole. If you haven’t received permission, speak only as a community member.
- When your committee has made a decision (i.e. voted on a motion), it is your responsibility to support that decision, even if you disagree with it. You can speak against it privately as a community member but, when representing the committee, you need to positively represent the decisions of the body as a whole.

RECOMMENDATION PROCESS

Defining Annual Focus Areas

The unique mission of advisory committees is typically defined by the group’s enacting ordinance and/or by the City Council when they form an ad hoc group. Typically, this mission is a general scope, and the advisory body determines what specific topics they want to work on within that scope. There are two pathways that an advisory body defines its focus:

- A. Council Request.** City Council may make a specific request of an advisory body to weigh in on a specific topic.
- B. Annual Work Plan.** Advisory bodies create an annual work plan that is reviewed and approved by City Council every December. The work plan outlines the focus areas for the year and may include specific projects (such as painting utility boxes) and policy areas (such as reducing the use of natural gas in homes). The process of drafting, reviewing, and approving an annual work plan ensures that the advisory body is working on specific topics that City Council would like to see move forward.

C. Bringing Recommendations to Council

When an advisory body is ready to make a recommendation to City Council, the group should make a motion to “recommend [*adoption, implementation, etc.*] to Council.” This signals that you feel the recommendation is ready for Council to review and take action. Once this motion is made, it is the responsibility of the Council Liaison to request that it is put on a future City Council agenda. When they make that request, the City Manager will figure out what type of meeting is best for the recommendation (study session or general meeting) and will schedule it. The advisory body will be asked to attend the meeting to present their recommendation and why they are recommending it.

Actions that Council Can Take

Once City Council receives a recommendation, they can take any of the following actions:

1. Adopt the policy or action right then-and-there or give staff the direction to prepare the item appropriately for adoption.
2. Direct staff to take additional actions (like refining it, making changes, putting it in ordinance form, etc.) and then bring it back for consideration;
3. Send the recommendation back to the advisory body to do further work or refinement;
4. Decline to move forward.

Once a recommendation goes to City Council and City Council takes an action on that recommendation – **it is no longer in the hands of the advisory body** (unless it has been referred back to you!).

INFORMATION REQUESTS

You’re going to need information to help with your discussions as an advisory body. Your staff liaison and council liaison will be able to share a significant amount of institutional knowledge, but questions may come up that they don’t know the answer to. Below is the best process for making information requests, when your staff or council liaison do not have the answer:

- **If you want information as an individual, you can submit a [public records request](#).** This helps staff (a) get the request to the right person and manage staff time, and (b) ensures that your request is fulfilled within a reasonable time frame, typically two weeks.

- **If the advisory body wants information that is beyond the scope/knowledge of your liaisons, the advisory body can make a formal request via motion.** The staff liaison will then track down the info and share at the next committee meeting. This helps ensure that we are using staff time to gather information that is pertinent to the advisory body as a whole.

COMMUNICATION

COMMUNICATIONS TO COUNCIL

The Council relies on various Commissions and Committees to increase the variety of viewpoints and talents brought to bear on City problems. By concentrating on specific areas, Commission and Committee members can expand their level of expertise and can conduct detailed analyses that Council itself may not have the time to pursue.

It is expected that Commission and Committees will adopt positions of advocacy within their specific spheres of interest. However, the Council's role is to take into consideration the many varied, and sometimes conflicting public needs, and render its judgment of what will best serve the public good. The Council must weigh the effect of any given recommendation alongside other City goals, programs, and competing interests.

GENERAL COMMUNICATION GUIDELINES

- ✓ No serial meetings. Serial meetings are defined as a majority of members of a public body having a series of smaller gatherings or communications that result in a majority of the body collectively taking action even if a majority is never part of any one communication. (email guidelines provided by staff liaison)
 - o All emails to Commission and Committee members from the staff liaison will be by blind copy to ensure no reply all (equals serial meeting).
 - o It is encouraged that all Commission and committee members retain a separate email for Commission and Committee work as that work is subject to public records requests.
- ✓ Treat everyone with respect.

- ✓ Agree to Disagree.
- ✓ Resolve issues and move on, don't re-live the same issues.
- ✓ Share information freely.
- ✓ Keep a balance of "air time" in meetings to avoid domination of ideas.
- ✓ Deal directly and respectfully if a conflict occurs.
- ✓ Share responsibility for information or decisions that come from a meeting.
- ✓ Openly support decision, once it has been made.
- ✓ Encourage and support team members at all levels.
- ✓ Query participants frequently: ask for input and feedback on issues.
- ✓ Be flexible and open for change.
- ✓ Be aware of others discomfort/anxiety.
- ✓ Take responsibility for your feelings, biases and attitudes and know how they can impact your ability to treat others with respect or make the right decision.
- ✓ Have a sense of humor; be able to laugh at the funny moments.

STAFF LIAISONS

STAFF LIAISONS TO COMMISSION AND COMMITTEES

Each Commission and Committee has at least one staff person assigned to the group as a Staff liaison. Staff liaisons assure their Commission or Committee is aware of laws and administrative processes affecting proposed policy and operational recommendations. The Staff Liaison is responsible for ensuring the Commission or Committee is not doing anything to create liability issues for the City. If the Staff Liaison feels that there may be an issue, they shall report it to the City Manager.

The staff liaison's main responsibility is assisting their Commission or Committee in its roles and responsibilities as outlined by ordinance and completion of the Council approved annual workplan.

Other responsibilities include the following:

- ✓ Assist with professional and technical questions.
- ✓ Properly notice meetings.

- ✓ Prepare and distribute Board and Commission letters, reports, agendas and/or minutes.
- ✓ Maintain public records created by the Board or Commission, including minutes or action summaries, reports, recommendations and letters, as required by State law.
- ✓ Notify Board or Commission members of upcoming meetings.
- ✓ Maintain current contact information for the Board or Commission members.
- ✓ Provide the communication framework that fosters collaboration while still acting within the confines of public meeting law.

RELATIONSHIP BETWEEN STAFF AND COMMISSION OR COMMITTEE

If a Commission or Committee desires information or a report that will require more than two hours of staff liaison time, the chairperson will make a request of the City Manager or Department Director approval prior to pursuing the project. The chairperson should inform the staff person with regard to the urgency of the referral. Following this procedure will prevent staff from being diverted from priority projects.

STAFF LIAISON TIME COMMITMENT

The assigned staff liaison is the sole point of contact for the assigned Commission or Committee. Commission or Committee members may not reach out to other staff members. The staff liaison on average will dedicate no more than four hours a week to work on regular Commission or Committee directed needs. Commission and Committees may not initiate grants or dictate City funds be expended. A Commission or Committee may bring forth a recommendation for grant pursual or fund expenditure through the staff liaison to the City Manager for consideration.

The meeting of the Commission or Committee is at the discretion of staff and can be moved as operationally necessary. Staff liaisons will make it a priority to schedule Commission or Committee meetings at regular intervals at the same time and location.

ETHICS AND CONFLICTS OF INTEREST

GOVERNMENT ETHICS

By being a member of a commission or committee, you are a public official per Oregon Law. Public office is a public trust. This concept is enforced through state law in provisions that prohibit public officials from using their positions to enrich themselves, their families or businesses with which they or their close relatives are associated. An overview of the provision of the government ethics laws will be covered in this section.

For more information, please refer to the Government Standards & Practices Manual or contact the Oregon Government Ethics Commission (www.oregon.gov/ogec).

ACTUAL AND POTENTIAL CONFLICTS OF INTEREST

Public officials may face situations in which their actions may, or will, result in pecuniary benefit for themselves, their relatives, or businesses with which they or their relatives are associated. In such cases, the state ethics law describes the proper response. The response depends upon whether the conflict is an **actual** conflict or a **potential** conflict. Keep in mind, however, that under no circumstances may an official use their office for the purpose of benefiting the official, a relative or an associated business.

ACTUAL CONFLICT OF INTEREST

An actual conflict of interest exists when a public official is faced with acting, deciding or recommending an action, and the effect of that action certainly **would** be to the private pecuniary benefit or detriment of the official, the official's relative, or any business with which the person or a relative of the person is associated.

Example: A Councilmember owns one of two well-digging companies in the City. The Council is voting upon whether to adopt a proposed ordinance that would impose licensing fees on well-digging companies. His vote will certainly have the effect of a financial detriment or benefit upon his company.

Example: A systems operation official approves an employment agreement with a technical support company that employs her son. The approval would be to the pecuniary benefit of a business with which her relative is associated.

ORS 244.040(6) also states "No person shall attempt to represent or represent a client for a fee before the governing body of a public body of which the person is a member".

Example: The member of the Planning Commission is prohibited from appearing before that same Planning Commission to represent a client for a fee, but a business partner of the Planning Commission member could represent the same client for a fee.

POTENTIAL CONFLICT OF INTEREST

A potential conflict of interest exists when a public official is faced with acting, deciding or recommending an action, and the effect of that action **could** be to the private pecuniary benefit or detriment of the official, the official's relative, or any business with which the person or a relative of the person is associated.

Example: If the public official as an independent contractor performs services for a business that comes before the public body upon which the official sits, a potential conflict exists. The decisions of the public body could result in private pecuniary benefit to the official.

CONFLICT OF INTEREST EXCEPTIONS

Actions affecting an entire class do not create a conflict of interest. In other words, no conflict exists if the public official's action would affect other members of a large class of people in the same way it would affect the public official. For example, if the City Council was voting to adopt a City-wide tax cut for retail businesses, Councilmembers who owned retail businesses would not have a conflict because of the exception.

However, if the Council was voting to adopt a tax cut for software companies, and a Councilmember owned one of only three software companies in the City, the Councilmember would have an actual conflict of interest for which the "class" exemption would not apply. In this case, three software companies would not be considered a large enough class to gain the exemption.

Other exceptions include the following:

1. Membership in a particular class required by law as a prerequisite to holding office does not give rise to a conflict of interest. For example, a commission which recommends fees for the use of certain chemicals requires that one of its positions be filled by a representative of a company which uses such substances. That person is not faced with conflict when deliberating upon the amount of a fee.

2. No conflict exists when the pecuniary benefit or detriment arises out of unpaid membership in or membership on the board of directors of a nonprofit corporation which is tax-exempt under section 501(c) of the Internal Revenue Code.

METHODS OF HANDLING ACTUAL OR POTENTIAL CONFLICTS OF INTEREST

In every case in which a public official is met with an actual or potential conflict of interest, the official must disclose the conflict. Elected or appointed officials serving on a board or commission must publicly announce the nature of the conflict. The conflict must be recorded in the official minutes of the public body.

A public official need only announce a conflict of interest once during the course of the particular meeting, even though discussion or action may be interrupted. When faced with an actual conflict of interest, a public official must, after disclosing the conflict, refrain from participating as a public official in any discussion or debate on the issue out of which the actual conflict arises or from voting on the issue.

The public official should make certain that the minutes reflect that the public official did not participate in the discussion or vote.

Rule of Necessity: If the official's vote is necessary to meet a requirement of minimum number of votes to take official action, then the official is eligible to vote, but not to participate as a public official in any discussion or debate on the issue out of which the actual conflict arises.

CAVEAT: If voting under the "rule of necessity" would violate the code of ethics (for example, where a vote would constitute "using" the office to obtain financial gain or avoid financial detriment), then the public official may not vote.

When faced with a potential conflict of interest, a public official must announce publicly the nature of the potential conflict prior to taking any action thereon in the capacity of a public official. Following the declaration of the conflict, the official may discuss and vote on the matter.

CAVEAT: A public official may not take official action after declaring a potential conflict of interest if such action would violate any provision of the code of ethics.

MEETING AND RECORDS LAW

OREGON PUBLIC MEETINGS LAW

The Public Meetings Law, ORS 192.610–192.690, was enacted by the Oregon Legislature in 1973 and establishes state policy the public is entitled to know how public organizations operate. Almost all deliberations and decisions of public bodies are open to attendance by interested persons.

The Public Meetings Law apply not only to the state, but also the cities and counties despite any conflicts with their charters, ordinances or other rules. The Public Meetings Law applies to meetings of the “governing body of a public body.” A “public body” is the state or local government council, board, commission, bureau, committee, subcommittee or advisory group.

PUBLIC MEETING

Public Meetings Law defines a meeting as the convening of any governing body “for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter”.

QUORUM REQUIREMENTS

A quorum is reached by the presence of 51% of the number of members of the governing body. A gathering of less than a quorum is not a meeting under the meetings law. The law applies to committees, subcommittees and other advisory groups that are charged by the Council with making recommendations. The recommendations must be the result of formal votes taken at meetings at which a quorum was present.

Before calling the meeting to order, it is the duty of the Chair to know whether a quorum is present. If there is not a quorum, the meeting is called to order, the absence of a quorum is announced, and the meeting either may be adjourned, or may continue only for the purpose of discussing study session items.

Members who are present may use the time for discussion, but no action may be taken. In the absence of a quorum, adjourning and rescheduling the meeting is generally best practice, but there may be situations where proceeding forward just on the study session items may be appropriate. Please confer with the staff liaison for guidance before moving forward without a quorum.

A VOTE FOR A DECISION MAY NOT BE TAKEN IN THE ABSENCE OF A QUORUM.

A recess may be called to provide time to call absent members in hope of obtaining a quorum for an important meeting. A motion may be made to fix the time to which to adjourn, which provides for a continuation of business scheduled for the meeting. The requirement of a quorum serves to protect against an unrepresented action taken by a small number of individuals on behalf of the entire meeting body. Any actions taken without a quorum can be declared null and void at the next meeting.

NOTICE OF MEETINGS

All Commission and Committee meetings will be noticed 72 hours in advance. Staff liaisons are responsible for the noticing of meetings.

MEETING MINUTES

Minutes must be kept of all standing and ad-hoc commission and committees. The staff liaison will either assign responsibility to a commission member or committee member to take minutes or be responsible for the taking of the minutes. Minutes shall include members present; motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition, results of all votes and the vote of each member by name, the substance of any discussion on any matter, and a reference to any document discussed at the meeting. The City Recorder shall dictate the style of minutes the City produces.

OREGON PUBLIC RECORDS LAW

Oregon Public Records Law represents the public's right to information. Under these laws, the written record of public business is available to any person, regardless of the person's identity, motive, or need, with some important exceptions. Thus, the basic **assumption** of Public Records Law is that every document is subject to a public record request and will be disclosed. Only records that fall under limited categories will be withheld from public disclosure. The burden to prove the exception applies falls on the public body or public official, not on the person asking for the record. Exceptions to Public Records Law are known as "exemptions." Despite the lengthy catalogue of exemptions contained in Public Records Law, it must always be viewed in favor of disclosure, unless the law expressly prohibits disclosure.

Public Records Law (ORS 192.311 to 192.478) applies to all “public bodies,” including governing bodies, officers, departments, commissions, etc. Based on the above definition, all City Councils are subject to the Public Records Law and the Law will by extension apply to all departments, committees and agencies of the City.

RECORDS COVERED BY PUBLIC RECORDS LAW

Public Records Law applies to “...every state officer, agency, department, division, bureau, board and commission; every county and City governing body, school district, special district, municipal corporation, and any board, department, commission, Council or agency thereof, and any other public agency of this state.” A “public record” is **“any writing that contains information relating to the conduct of the public’s business...prepared, owned, used or retained by a public body regardless of physical form or characteristics.”** In ORS 192.311(5)(a), “writing” is broadly defined to incorporate all formats, from handwriting to electronic. Handwritten notes taken during Council meetings and all forms of electronic communications including e-mails, so long as the record contains information relating to the conduct of public business are considered public records.

RECORDS RETENTION REQUIREMENTS

Oregon Public Records Law requires that public records must be retained as set forth in the Secretary of State’s Record Retention Manual. This manual sets the retention periods based on the information contained within the public record, NOT based on the medium of the record. Nearly every record has a retention period, ranging from one year to permanent. The City Recorder is the City’s resource person for questions regarding retention of public records.

DISCLOSURE OBLIGATIONS AND PROCEDURES

Public Records Law requires a designated records officer and a public records disclosure policy. The City Recorder is the City’s public records officer and has an established policy for records requests. The records request form is available online on the City’s website at <https://ashlandoregon.gov/>.

PUBLIC RECORDS EXEMPTIONS

ORS 192.345 and 192.355 outline the exemptions to Public Records Law. Section 192.501 outlines “conditional exemptions”, noting records may be withheld from

disclosure “unless the public interest requires disclosure.” The City’s decision to apply a conditional exemption must indicate that the need for confidentiality outweighs the public interest in disclosure. Conditional exemptions include, but are not limited to, records pertaining to litigation, trade secrets, criminal investigations, personnel examinations, private business operations, real estate appraisals (prior to acquisition or sale), employee relations or personnel discipline actions.

ORS 192.355 lists additional conditional exemptions for records such as internal advisory communications, information of a personal nature and confidential submissions.

The exemptions are stated in absolute terms and do not require a balancing of interest because the state legislature has already determined that the confidentiality interests outweigh public disclosure interests as a matter of law.

PARLIAMENTARY PROCEDURE

Parliamentary Procedure is the basic method of conducting business. Business is brought before an assembly by means of a motion. The Committee shall replicate the motion format outlined in AMC Chapter 2.04.040(c), and the general governance structure outlined by Roberts Rules of Order, Newly Revised.

BASIC PRINCIPLES

1. All members must receive a notice of the meeting no less than 72 hours prior to the meeting through the City’s adopted noticing process
2. There must be quorum present at the meeting
 - If you can not attend a meeting the Commission or Committee member will notify the staff liaison five days in advance of the meeting
 - Staff Liaisons will perform a quorum check three days prior to the meeting
 - o If there is no quorum the Chair, with the assistance of the Staff Liaison will determine if the meeting will be cancelled or held for discussion purposes (no decision shall be made without a quorum)
3. There can be only one main motion or resolution before the assembly at a time
4. Motions have a definite and logical order of precedence
5. Every member has the right to express his/her opinion fully and freely without interruption, and must be given the opportunity to do so

6. A question must be decided by taking a vote, decided by the majority, and that vote becomes the decision of the assembly; a subject, once decided, may not be presented again in the same form
7. Action cannot be taken outside the scope of the organization's object or purpose

QUORUM

Before calling the meeting to order, it is the duty of the Chair to know whether a quorum is present. See the Oregon Public Meetings Law Section of this handbook for additional information regarding quorum.

MOTIONS

A motion is the means by which business is brought before an assembly. A motion is sometimes referred to as "the question". The following steps are essential in handling a motion.

TO OBTAIN THE FLOOR

1. Address the Chair by proper title
2. Receive recognition from the Chair
3. State the motion by saying "I move that..."
4. Another member seconds the motion
5. Chair repeats the motion and then says
"It has been moved and seconded that (motion)...Is there any discussion?"
6. Members discuss the motion
7. When discussion ceases, Chair requests the roll call
8. Chair announces the result of the vote

A motion is a formal proposal and once made and seconded, the Chair places the question before the meeting body by restating the motion. Exact wording is of the utmost importance in recording motions and amendments. Motions require a second before being opened for discussion or being put to a vote. If there was no second to the motion, the motion dies.

TYPES OF MOTIONS

Main Motion: A main motion is a motion brought before the body for its consideration on a particular subject. Only one main motion can be considered at a time.

Amendment: There are three basic processes of an amendment:

- (1) Insert a word or add words
- (2) Strike out words or a paragraph
- (3) Combine both of these.

An amendment needs a second and is debatable. It needs a majority vote to pass. To amend a pending motion is the most widely used form of a subsidiary motion. An amendment must be germane or closely related to the subject of the main motion.

Second Amendment: A secondary amendment must relate to the primary amendment and cannot introduce a totally different subject. The second amendment must be made by motion and seconded. After discussion, Chair takes the vote on the second amendment first; announces the vote; and proceeds to take the vote on the primary amendment; and then takes the vote on the main motion as amended if the amendments pass.

Previous Question: Previous question is the motion used to bring the body to an immediate vote on one or more pending questions. It closes debate and stops further amendment. It is out of order when another has the floor. It must be seconded and is not debatable and non-amendable. Previous question requires a two-thirds vote (super majority). If a motion for the previous question fails to gain the two-thirds vote, debate continues as if the motion had not been made.

Division of the Assembly: When a member doubts the correctness of a vote taken by voice, he or she may call for division of the assembly by calling out "Division". No second is needed, and the Chair must immediately take the vote again and ask the member to either raise their hands or to rise.

Reconsider: A motion to reconsider is in order during the meeting after a motion has been acted upon, either at the same meeting or the next meeting. It must be made by a member who voted on the prevailing side, i.e. if a motion fails to pass, reconsideration must be moved by one who voted against the motion. It is debatable and requires a majority vote.

Point of Order: When a member believes the parliamentary rules are being violated, he or she can make a “point of order” by calling upon the Chair to request the parliamentarian for the rule which the Chair should enforce.

Division of the Question: If a question contains more than one part, each of which could stand as a separate question, a motion may be made to divide the question and vote on each part separately. The motion to divide requires a second and may be amended but is not debatable.

Lay on the Table: The motion to “lay on the table” enables the Board or Commission to lay the pending question aside temporarily in such a way that (1) there is no set time for taking the matter up again; and (2) its consideration can be resumed at the will of the majority. By adopting the motion to “lay on the table”, a majority has the power to halt consideration of the question immediately without debate.

This motion takes precedence over all subsidiary motions. It is out of order when another has the floor. It must be seconded and is non-debatable and non-amendable, but it is appropriate for the maker of the motion to explain the reasons for the motion. It requires a majority vote.

Take from the Table: When a matter is taken from the table, everything is in the same condition as it was when laid on the table. A motion that has been taken from the table can be laid on the table again when an unforeseen matter requires immediate attention. If a matter is laid on the table, it remains there until taken from the table or until the close of the next regular meeting. If not taken up by that time, the motion dies.

To consider another motion on the same subject, it is necessary first to take the question from the table and then move the new proposal as a substitute or to make whatever other motion is appropriate to the cases.

Adjourn: This means to close the meeting immediately. It requires a second and it is non-debatable and non-amendable. It requires a majority vote. Members should not leave their seats until this motion is made. If an hour has been set by adoption of the Board or Commission, no motion to adjourn is necessary when the hour arrives. The Chair declares the meeting adjourned. When it appears

there is no further business, the Chair can ask if there is any further business to be considered, instead of waiting for a motion. If there is no response, the Chair can say, "Since there is no further business, the meeting is adjourned."

Fix the Time to Which to Adjourn: The object of this motion is to set the time and place for another meeting to continue business of the session with no effect on when the present meeting will adjourn. It is appropriate to use this motion when there are no existing provisions for another meeting. It must be seconded and is debatable. It can be amended and a vote on it can be reconsidered.

AMENDING A MOTION

Changing the wording of a motion is amending it. Sometimes, starting over can eliminate the need to amend a motion. However, if the matter becomes more complex or significant time has been spent considering alternatives, following the rules for amending a motion ensure a fair and orderly process for making and deciding on a comprehensive motion. The main motion and some secondary motions can be amended. Here are some rules to remember:

- ✓ The motion to amend requires recognition and a second and must be stated by the Chair. It is debatable and may be amended. The amendment must be voted on; then another amendment is in order, each acted on in order. The fact that the amendment has been acted on does not mean that the main motion is also acted on. After all amendments are acted on, the final vote is on the main motion as amended.
- ✓ If the amendment has failed to carry, it cannot be made again.
- ✓ An amendment improves the main motion. The purpose is to express more clearly and definitely the intent of the motion; therefore an amendment cannot change one form into another.
- ✓ An amendment is debatable in all cases except where the motion to be amended is un-debatable.
- ✓ An amendment is out of order if it nullifies the proposition or if it makes it dilatory.
- ✓ An amendment is out of order if it strikes out words NOT consecutive or if it strikes out and inserts in separate places.
- ✓ No amendment is in order that increases the modification of the rule to be amended.
- ✓ The word "Substitute" is used correctly when referring to a paragraph not to a word. A completely reworded motion is a substitute.

WAYS TO AMEND A MOTION

- ✓ By adding words at the end
- ✓ By inserting a word or consecutive words
- ✓ By striking out a word or consecutive words
- ✓ By striking out a word or consecutive words and inserting a word or consecutive words
- ✓ By substitution (replacing the motion with a similar motion)

Correct way to state amendment:

"I move to amend the motion by (one of the ways listed above)..."

MOTIONS NOT SPECIFICALLY CLASSIFIED

There are some motions that are not specifically classified. The ones most commonly used are:

- ✓ *To make a nomination:* This is a motion not formally moved, but an assumed motion "That...be elected." A member rises and, without recognition, says, "I nominate..." No second is required but as an assumed motion, it is debatable.
- ✓ *To fill a blank:* This is closely related to the motion to amend. While there can be only one primary and one secondary amendment pending at the same time, there are times when a number of choices would have more advantages, such as, selecting a date, time, place, amount, number of persons, or names, or places.
- ✓ A member may move that a blank be spent for books: or a blank may be created by a motion to strike out a date, time, place, amount, number, names, etc. and insert a blank. If the motion to strike out and insert a blank has carried, then any number of members may suggest, without a second, a different date, time, amount, etc. Each suggestion can be debated if necessary. When all suggestions have been made, a vote is taken on the suggestions until one suggestion receives a majority vote, then that suggestion is placed in the blank and the remaining suggestions are not voted upon. The motion with the blank filled is then considered.
- ✓ 3. *Call up the motion to reconsider.* If the Chair neglects to announce the reconsideration of a motion, any member may 'call up' the consideration by rising and obtaining the floor and saying, "I call up the motion to

reconsider the vote taken on the motion (state the motion)..." No second is necessary. The Chair then proceeds to state the motion by saying, "The motion to reconsider the vote on (state the motion)...is called up. Those in favor of reconsidering the vote on the motion will please say Aye." pause "Those opposed will please say no." If the Ayes have it, the motion is open to debate (if it is a debatable motion). After debate, a vote is taken on the motion that was reconsidered.

Commission or Committee	Guiding Documents
City Council	Charter, Ashland Municipal Code, Comprehensive Plan, Land Use Code
Ashland Parks & Recreation Commission	Charter, Ashland Municipal Code, Comprehensive Plan, Land Use Code

Ashland Senior Advisory Committee (ASAC)	Charter, Ashland Municipal Code, Comprehensive Plan, Land Use Code
Recreation Division Advisory Committee (RDAC)	Charter, Ashland Municipal Code, Comprehensive Plan, Land Use Code
Trails Advisory Committee (TAC)	Charter, Ashland Municipal Code, Comprehensive Plan, Land Use Code
Planning Commission	Ashland Municipal Code, Comprehensive Plan, Land Use Code
Climate & Environment Policy Advisory Committee (CEPAC)	Ashland Municipal Code, Climate & Energy Action Plan (CEAP)
Historic Preservation Advisory Committee (HPAC)	Ashland Municipal Code,
Housing & Human Services Advisory Committee (HHSAC)	Ashland Municipal Code
Public Arts Advisory Committee (PACC)	Ashland Municipal Code
Social Equity and Racial Justice Advisory Committee (SERJAC)	Ashland Municipal Code
Transportation Advisory Committee (TAC)	Ashland Municipal Code, Transportation Plan

City of Ashland Social Media Policy

Purpose:

The City of Ashland (the "City") recognizes that social media is a valuable communication tool. The City's purpose in maintaining social media is to provide an informal voice of the City – to provide news alerts and information, and to listen to residents and visitors about issues affecting the City.

Definitions:

1. "Social Media": refers to interactive platforms that combine technology and social interaction for content sharing, often in collaboratively; any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, Internet websites, Internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, YouTube, Google+, and Flickr.
2. "Authorized User": means any employee who has received authorization from the City Manager or the City Manager's designee to post city business matters on a social media platform. To ensure a clear delineation between policy goals and information pertaining to City operations, no Board Members are permitted to be authorized users.
3. "Board Member": means an elected official, including council members, commission members, member of a board, commission, or committee established in the City of Ashland per either code or resolution.
4. "Personal social media account": means a social media account that is used by an employee, elected official or appointed commission or committee, or Board Member exclusively for personal purposes and is unrelated to any business purpose of the city and is not provided for or paid for by the city.

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5. "Confidential Information": includes, but is not limited to, anything that is exempted from public disclosure under any applicable state or federal law, and specifically those exempted public records outlined in ORS Chapter 192 (Records; Public Reports and Meetings), which includes information pertaining to litigation or matters where litigation is reasonably likely to occur.

Content Guidelines, What Not to do:

Only Authorized Users may create and manage official social media accounts. Authorized Users are managed by the city manager's office, which includes day-to-day oversight, managing content development and scheduling, and social media campaigns and other duties. New social media sites or engagements created on behalf of the City must be approved by the office of City Management and are subject to periodic monitoring to ensure compliance and professionalism. Employees authorized to post content on Ashland's social media channels should read and apply this social media policy in conjunction with any social media guidebooks, legal updates, and/or trainings.

The City reserves the right to monitor all posts made on City controlled social media sites and to restrict or remove content that is in violation of this social media policy or any applicable law.

1. Record retention: Authorized Users may not post original content to social media unless that content is preserved and retained according to Oregon Public Records Law (see ORS Chapter 192).
2. City Prohibited Content: The following content is not permitted on City social media.
 - a. Confidential information
 - b. Copyrighted or intellectual property that the City does not have permission to use.
 - c. Offensive language, including the use of profanity, obscenities or vulgarities.

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- d. Sexual content or links to sexual content
- e. Content that is offensive and that promotes, fosters, or perpetuates discrimination toward race, gender, ethnicity, nationality, religion, sexual orientation, disability, or other protected characteristic.
- f. Illegal conduct or the encouragement of illegal activity
- g. Information that may tend to compromise the safety or security of the public or public services,
- h. Statements promoting or opposing election petitions, candidates, political committees or ballot measures in violation of restrictions on political campaigning by public employees, which includes any links advocating an election issue. Dissemination of neutral information is encouraged.
- i. Any form of harassment, bullying, or intimidation, or threats of violence.
- j. Misinformation or misleading information
- k. Posting irrelevant or repetitive messages or advertisements.
- l. Personnel matters regarding the Authorized User or others.

3. Moderation Policy: The City acknowledges and respects the right to free speech. At the same time, if the City chooses to allow for a comment section, there are limited situations where the City has a legitimate interest in maintaining a reasonable level of decorum on social media channels. Whereas section 2 above outlines the guidelines for what an Authorized User can post, this section is more restricted as it limits what citizens can comment on. If a comment violates this policy, the comment is subject to disablement and the commentator might be subject to a temporary block if the behavior repeats itself.

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The Authorized User must consult with the City's legal department in the moderation of comments. The following comments are prohibited:

- a. Threats of imminent violence or call to act illegally
- b. Defamation. A statement of opinion is not defamation. Defamation is generally defined as a false assertion of fact that damages a person's reputation.
- c. Content that is profane, obscene, or pornographic
- d. Personal identifiable information not meant to be public, such as someone's home address, phone number, or social security number.
- e. Copyright violations. Content that infringes on copyright, trademarks or the intellectual property of others (not including links to).
- f. Malware.
- g. Solicitation content.
- h. Disruptive, repetitive, or off-topic comments
- i. Content that perpetuates discrimination on the basis of race, religion, ethnicity, age, or gender.

Additionally, the City does not intend to create a public forum on social media and reserves the right to disable comments for certain posts where it is not seeking engagement or where the nature of the posts might jeopardize public meeting laws.

Before deleting any comment, the City, through the Authorized User, will take the following actions: (1) determine whether or not the comment is protected speech, with consultation of the City Attorneys office; (2) save a copy of the comment; (3) notify the poster that their comment violates City policy; (4) provide the poster with a copy of the City's policy, a copy of their comment and a brief explanation for why their comment was deleted.

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The Authorized User should use the following disclaimer for social media platforms where the comments are enabled: *Comments posted to this page will be monitored. The City reserves the right to remove inappropriate comments, as defined in the City of Ashland social media policy. Comments posted to this site by a user other than the City represent the views of that user only and do not reflect the policies of the City. The City takes no responsibility and assumes no liability for comments made by third parties on the City's social media sites. The City does not support or endorse comments made by users other than the City.*

Content Guidelines – What to do!

1. Ashland Branding: In order to properly identify the City to its citizenry for the long-term goal of building community trust and spirit, all accounts must use official City branding, font requirements, and (when possible) include relevant City contact information.
2. Accuracy, Transparency, and Professionalism: Ensure all information shared is accurate, timely, and relevant to the community. Strive to ensure that content is void for any spelling, grammar, or citation errors. If an error is mistakenly posted, the Authorized User should quickly make any correction or clarification as needed.

Personal use of social media:

Only Authorized Users are allowed to use social media *on behalf of* the City in management-approved sites. Board Members (as defined), employees, elected officials and commission and committee members should not use their personal social media accounts to speak *on the City's behalf*.

For those Board Members who want to comment on City business, the best approach is to keep two accounts entirely separate – one private and one public. For the public account, the Board Member should know

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that the public account is subject to the First Amendment and should either disable comments altogether or be extremely cautious in moderating content (i.e. restricting comments/blocking people). If a Board Member has a public page, posters are granted some degree of First Amendment protections and moderating content on a public page may open the Board Member to a First Amendment claim.

If an employee, Board Member, elected official, commission or committee member mentions City goings-on on their personal social media, that person should be clear their opinions are their own and that they do not represent the City or City business. See *Lindke v. Freed*, 601 US 187 (2024).

Here are some ways to keep clear that a private account of a Board Member does not represent the City:

- Include a disclaimer that comments are personal only and do not reflect the City.
- Do not include official City contact information on a personal page
- Do not make any City business announcements on a personal page that would normally be presented in a public meeting.
- If comments it is difficult to keep comments at a minimum on a personal page, consider a public page.

Public Meetings:

Board Members are encouraged to not communicate with another Board Member on social media regarding substantive board matters within the jurisdiction of the board. Simultaneous postings, comments, or tweets by a quorum of Board Members on the same subject within a certain time frame may constitute a serial communication and violate Oregon's public meeting law.

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ADMINISTRATIVE POLICY

LAST MODIFICATION: May 14, 2012

Policy No. 2006.10.19

ORIGINATING DEPARTMENT: Administration

SUBJECT: Electronic Media & Technology Usage Policy

PURPOSE: The purpose of this policy is to establish policy guidelines to protect the City of Ashland's electronic processing and communication systems; to establish an understanding of acceptable uses; to protect information generated by or stored on any computer or communication system; and to protect the City's investment in technology.

STATEMENT OF POLICY: Technology is a business tool to be used in accordance with generally accepted business practices, current laws, and consistent with other applicable City Policies. All technology systems (computers and communication systems) furnished by the City are owned by the City of Ashland.

Any user who is unclear about what is or is not permissible may contact the Information Technology Director for clarification. If unsatisfied with an interpretation, the user may seek an opinion from the City Attorney, City Administrator or Human Resource Director.

As technology advances, the City will increasingly rely upon electronic resources in conducting its business. Employees have access to multiple forms of electronic media and technology systems (computers, e-mail, telephones, radios, voice mail, fax machines, on-line services and the internet) to assist in the performance of their official duties.

The City encourages the responsible use of electronic media because information technology makes communication more efficient and effective. Information technology also serves as a source of valuable information about government, vendors, customers, new products or services. With the rapidly changing nature of electronic media, this policy cannot establish rules to cover every possible situation. Instead, it expresses the City's philosophy and sets forth general principles to be applied to the use of electronic media and services.

SCOPE: This policy applies to all users of Electronic media and/or communication systems including but not limited to employees, elected officials, appointed officials, contractors, consultants, and other non-employees that use this equipment. The City's Electronic media system includes all city owned or city purchased computer terminals (whether network or individual), software and hardware (CPU's, memory devices and storage devices), copiers, printers, fax machines, hand-held data or computing devices, cellular phones and devices, office telephones, etc. For purposes of this policy an electronic record or communication includes any data or information in any form processed or stored within the City Electronic Information Processing System whether generated directly or indirectly.

Further simplified, this policy applies to all electronic media and services which are:

- Accessed on or from City premises
- Accessed using City electronic media equipment, or via City-paid access methods and/or
- Used in a manner which identifies the individual with the City.

This policy DOES NOT apply to data transmissions made by customers of the Ashland Fiber Network who are acting in their private capacity and who, other than the use of City equipment installed solely because they are a customer of Ashland Fiber Network, are not otherwise using City owned or City purchased equipment.

GUIDELINES:

1. Use of the City's computer and communication systems shall be for the purpose of delivering City services and shall be professional and business-like in nature. **Limited personal use is allowed provided that it meets the guidelines set forth herein.** Employees must demonstrate personal responsibility to ensure that limited personal use does not impact their job performance or the efficiency of City services. Abuse of this privilege will result in appropriate disciplinary action. Computer and communication systems may not be used for any purpose or reason that may violate City policy, local, state, or federal laws, public policy, or other inappropriate purposes, including but not limited to:
 - a. Any use that violates the City's Anti-Harassment and Discrimination policies, including but not limited to transmitting, retrieving, viewing or storing communications or images that are discriminatory or harassing in nature, or which are derogatory to any individual or group, or which are obscene or pornographic in nature, or which are defamatory or threatening, or "chain letters" which use coercion to obtain a response.
 - b. Conducting non-City related business which results in personal financial gain or advantage.
 - c. Unauthorized soliciting or proselytizing others for commercial ventures, religious or political causes or other non-City business related matters.
 - d. Disrupting or threatening to disrupt the efficient operation of City network and/or connected systems (for example, sabotage or introducing a computer virus);
 - e. Overloading the efficient operation of City network and/or connected systems (for example, instant messenger, Internet radio, etc.);
 - f. Unauthorized use, monitoring, or accessing of any computer or communication system's files or activities for the purpose of idle curiosity or obtaining data or information that has no business-related purpose; and
 - g. Forging of any City computer or communication systems file, log, messages, or recording.



- h. The email system shall not be used to plan for or coordinate work slowdowns or strikes, or to incite employees or otherwise disrupt the work environment.
 - i. The email system shall not be used for campaigning for union issues or running for office.
 - j. No use of the computer or email system shall interfere with the City's business or impair employee's performance.
2. Unauthorized installation, removal, or altering of any software/hardware may be a violation of copyright law, City policy or procedure and as such is prohibited. Such actions could result in criminal prosecution and/or disciplinary action in accordance with City rules and regulations.
3. No City-owned or authorized hardware or software may be borrowed, copied, or transferred without prior approval from the IT Director.
4. No privately owned devices may be connected to the City's system without the authorization of the person's department head or the City Administrator.

GENERAL USE OF E-MAIL SYSTEM:

1. Whenever a City Official or Employee possesses "confidential" information, the Official or Employee has an obligation to take all reasonable and necessary steps to protect the confidentiality of the information, and minimize the likelihood of inadvertent transmission of the confidential information to unintended recipients. If an Official or Employee has any question regarding the implementation of this section, contact the City Attorney's office. Once it has been determined that the transmission is confidential under Oregon public records law, the subject line should contain the word "confidential."

The body of the email should read:

"The content of this email transmission (and attachments if appropriate) is confidential under the provisions of Oregon Public Records law (list the specific ORS citation that addresses confidentiality whenever possible). It is intended to help the recipient(s) in their work on behalf of the City of Ashland. Recipients should not disclose or forward this email unless authorized by the sender. If you have questions about the confidentiality of this message, please contact me at (541) XXX-XXXX. Thank you." The message will include the appropriate City or Departmental phone number.

2. No employee shall attempt to disguise the origin of any E-Mail, unless authorized by the Chief of Police for a criminal investigation.
3. No Official or Employee shall access another Official or Employee's E-Mail unless authorized by: (1) the other Official or Employee, or (2) the other Employee's Department Head, or (3) the City Administrator.
4. State and federal law prohibit the electronic transmission of social security numbers over the internet unless the connection is secure or the Social Security number is encrypted except under certain limited exemptions. Social Security numbers should not be transmitted unless the user has verified with the City Attorney's Office that such use is permissible.



5. Any Employee who discovers potential criminal activity involving the use of any E-Mail shall immediately report the activity to the Employee's supervisor. The supervisor shall immediately report the activity to their department head, who shall report the activity to the Human Resources Department or City Attorney.
6. E-mail messages sent from the City's e-mail system are a representation of both the City and the composer. As such, they will be composed in a professional manner and will not include personalization such as non-approved graphics, "emoticons", clip-art, etc.

All e-mails will include the following message at the end of the e-mail:

"This email transmission is official business of the City of Ashland, and it is subject to Oregon Public Records law for disclosure and retention. If you have received this message in error, please contact me at (541) XXX-XXXX. Thank you." The message will include the appropriate City or Departmental phone number.

PERSONAL, PRIVILEGED AND CONFIDENTIAL INFORMATION:

All employees at one time or another may receive, or have reason to access personal, privileged and/or confidential information. That information may concern other employees, City of Ashland operations, other organizations and or patrons with whom we do business. This information may include information such as employee phone number, social security number, salary, benefits, address, etc.

Everyone covered by this policy carries the obligation of ensuring that this information remains confidential and is not disclosed, even to other City of Ashland employees. This is true regardless of whether you are actively employed, on leave or employment with the City of Ashland terminates for any reason. Employees who disclose such sensitive information will be disciplined accordingly.

If your employment with the City of Ashland terminates, for any reason, you must promptly return to the City of Ashland all confidential documents and other materials in your possession. You are not permitted to retain copies of any such documents or materials.

All work performed or created within the scope of your employment with the City of Ashland is the intellectual property of the City. Any information obtained through the course of employment (business information, trade secrets, etc.) may not be shared even upon termination of employment. Employees who disclose such sensitive information will be disciplined in accordance with City Rules and Regulations and/or criminal prosecution.

RESPONSIBILITIES:

1. **The IT Department** (with input from the City Attorney), shall:
 - a. Interpret licensing and copyright requirements for hardware and software used by the City of Ashland;
 - b. Purchase, install, and uninstall all software and hardware;
 - c. Store all original software media.



2. **The IT Director** in collaboration with user departments shall:
 - a. Establish and maintain policies and procedures for computer and communication system security, privacy and use;
 - b. Develop and maintain, in collaboration with departments, an information technology strategic plan that will guide future investments in technology.
 - c. Approve all hardware and software for use on City-owned technology systems;
 - d. Ensure compliance of copyright and licensing requirements;
 - e. Make information available to users regarding computer and communication system security, privacy, and use; and
 - f. Ensure that scheduled backups and purges of all essential data files are completed in accordance with the City of Ashland's Records Retention Schedule.
3. **Department Heads** shall:
 - a. Ensure that all employees under their direct supervision comply with all policies and procedures regarding technology and communication system use;
 - b. When timing is appropriate, initiate account deletion after an employee leaves;
 - c. Immediately notify IT when an employee changes job responsibilities so that their computer software load can be reevaluated and changed if needed.
4. **All City Employees or users** of City electronic media and/or communication systems shall comply with the provisions of this policy, and shall take all reasonable precautions to protect from illegal copying, downloading, theft, or other abuses of City-owned hardware and software. New employees shall be made aware of this policy as a part of their orientation and will be asked to sign an acknowledgement form indicating they have read and understand the information.

SECURITY:

1. Each user with access to the City's computer network, voice mail, or other electronic communication system shall be assigned a user name and password for security purposes. While this cannot guarantee privacy, confidentiality or data security, it is an important component of the City's overall system protection. Technology users are responsible for all computer use under their user name and shall maintain the confidentiality of their password. Passwords must not be shared. Passwords control access to files, register a permanent record of the entries made, and are the means by which users are held accountable for their system entries. If a user suspects his/her password has been compromised, they should call the IT Help Desk for assistance



2. Information Technology staff may require a user to temporarily change their password for installation, diagnostic, repair, replacement, upgrade, or maintenance purposes. Once completed, the user is to immediately change it back to a unique and secure password.
3. Computers will be locked via the operating system, either manually, each time users leave their desks for any period of time, or automatically, using a password protected screen saver. Computers should be shut down at the end of each workday. This helps to protect the security of the system from unauthorized use.
4. Users will ensure that all computer assets (computers, monitors, laptop computers, printers, etc) that are assigned to or regularly used by them are maintained and used in a manner consistent with their function and such that the possibility of damage and/or loss is minimized.
5. Computer equipment will not be removed from City premises without the prior authorization of the IT Director or Department Head except for portable equipments such as laptops or PDAs assigned to the individual employee.
6. Whenever possible all portable computing equipment (laptop computers other handheld computers etc.) will be maintained under the direct supervision of the user that they are issued to. The equipment must never be left unattended in locations such as airports and hotel lobbies. When equipment must be left unsupervised, it must be made as inconspicuous as possible (i.e. do not leave the computer sitting on the seat of an unattended vehicle). Wherever practical, the computer shall be secured with the supplied security device(s).

PRIVACY:

1. **No employee has a personal right to privacy to any information stored or created on the City's computer or telephone system including, but not limited to email.**
2. The City reserves the right, with Department Head approval, to enter, search, monitor, copy, or retrieve any information, including but not limited to, stored or deleted files, records, voice and text messages, faxes, internet logs, and audio from any computer or communication system without notice. Should such action be warranted, Human Resources shall be notified immediately by the Department Head.
3. Information received or transmitted by any computer or communication system, whether deleted or not, may be logged, recorded, or otherwise monitored and is subject to disclosure based on the provisions of Oregon Public Records Law and/or approval of the City Administrator or City Attorney.

RECORDS MANAGEMENT:

1. Routine e-mail messages are not intended to be retained as public records in the ordinary course of City business. Preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the City in the ordinary course of business are exempt from disclosure as public records, provided that the public interest in withholding those records outweighs the public interest in disclosure.



2. In accordance with the City's Records Retention Schedule, e-mail messages that are more than 60 days old will be electronically purged by IT from the e-mail server on a weekly basis, whether deleted by the user or not. E-mail messages that are required to or intended to be retained for long-term storage will either be e-mailed to the user's laserfiche file (example: doej@laserfiche.ashland.or.us) or placed in the appropriate subject file in hard copy. Such e-mail messages will be subject to the City's Record Retention Schedule and may become public records unless exempt from disclosure under other applicable provisions of the Public Records Act (e.g., personnel files, attorney-client communications, deliberative process etc.). Some examples of documents that would constitute public records and be required to be retained include, but are not limited to:
 - a. Complaints received from the public and responses thereto.
 - b. Any email which is evidence of any official action taken as part of assigned job duties—i.e. granting an extension of time to perform some required task, notifying someone of deficiencies in an application or other filing, approving a change order or extra work; giving notice of a meeting or event;
 - c. Comments received from a citizen regarding a matter that is scheduled before the council for a public hearing where the person is unable to attend and has requested those comments be retained as part of the record, or where council, or other board or commission member, is required to disclose such ex-parte communication.

Any questions as to whether a document is required to be retained under Oregon Public Records Law should be directed to the City Recorder or the City Attorney.

By default, sent e-mail messages are electronically purged weekly from the e-mail server on the 60th day after they are sent.

By default, deleted e-mail messages are electronically purged weekly from the email server on the 7th day after they are deleted. Employees may elect to set their computers to electronically delete deleted emails when they log out of the system each day.

Voicemail messages are electronically deleted on the 30th day after receipt.

SUPPORT:

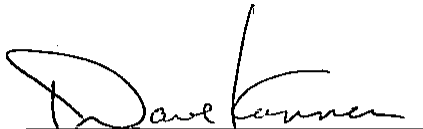
Information Technology and Computer Services support is available by calling (541) 552-2400.

VIOLATIONS:

1. Violation of any provision in this policy will be reviewed on a case-by-case basis and may result in revocation of privileges, discipline in accordance with City Policies.
2. Failure on the part of any elected official, contractor, consultant, or non-employee to comply with the provisions of this policy will constitute grounds for revocation of privileges, termination of their contract.

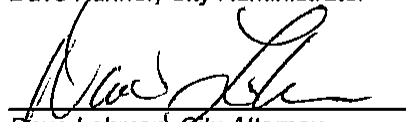


Approved:


Dave Kanner, City Administrator

Date: 5/14/12

Reviewed as to form:


Dave Lohman, City Attorney

Date: 5/14/12

ADMINISTRATION/PERSONNEL

20 East Main Street
Ashland, Oregon 97520
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ADMINISTRATIVE POLICY

LAST MODIFICATION: November 01, 2019

Policy No. 2019.11.01

ORIGINATING DEPARTMENT: Administration

SUBJECT: Workplace Fairness Act Policy * **Note: This Policy Replaces Previous City Policy # 2005.03.08 Titled Harassment and Non-Discrimination.**

PURPOSE: This sets forth the City's policy as it relates to harassment, discrimination, and related retaliation in the workplace.

STATEMENT OF POLICY:

The City of Ashland is proud of its tradition of providing a work environment in which all individuals are treated with respect and dignity. Everyone has the right to work in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including sexual harassment. At the City of Ashland harassment and discrimination, whether verbal, physical or environmental, is unacceptable and will not be tolerated.

Definition of Sexual and Gender-Based Harassment

For purposes of this policy, sexual harassment is defined as unwelcome or unwanted advances, requests for sexual favors and any other verbal, visual, or physical conduct of a sexual nature, disparaging or demeaning remarks/treatment about an individual's gender identity or sexual orientation when:

- (1) Submission to or rejection of sexual or gender-based harassment is a factor in decisions affecting hiring, evaluation, retention, promotion, or other aspects of employment; or
- (2) This conduct interferes with an individual's employment or creates an intimidating, hostile or offensive work environment.

Please note that even unwelcome conduct of such a nature that occurs off-duty can violate our policy, if that conduct has the purpose or effect of creating a hostile or offensive work environment or unreasonably interferes with another employee's work performance. Also, unwelcome conduct by someone who is not a City employee, such as a volunteer, supplier, independent contractor's employees, etc., violates our policy against harassment, if that conduct creates an offensive work environment or unreasonably interferes with work. Consequently, this type of conduct should be reported as described below.

Examples of sexual and gender-based harassment may include, but are not limited to:

- Unwanted sexual advances;
- Demands for sexual favors in exchange for favorable treatment or continued employment;
- Threats and demands to submit to sexual requests in order to obtain or retain any employment benefit;

- Verbal conduct such as epithets, derogatory or obscene comments, slurs or sexual invitations, sexual jokes, propositions, suggestive, insulting, obscene comments or gestures or other verbal abuse of a sexual nature;
- Graphic, verbal commentary about an individual's body, sexual prowess, or sexual deficiencies;
- Flirtations, advances, leering, whistling, touching, pinching, assault, coerced sexual acts, blocking normal movements;
- Visual conduct such as derogatory or sexual posters, photographs, cartoons, drawings or gestures or other displays in the work place of sexually suggestive objects or pictures;
- Conduct or comments consistently targeted at only one gender, even if the content is not sexual;
- Use of City computers, fax machines or other resources to access, send or receive sexually explicit jokes or other communications with a sexual content
- Retaliation for having reported or threatened to report sexual harassment.

Harassment is initially evaluated based on whether the behavior in question is **perceived by the receiver** as unwelcome or unacceptable conduct of a sexual, racial, or other prohibited nature. Such behavior is unacceptable in the workplace itself and in other work-related settings such as business trips, court appearances and business-related social events.

Definition of racial, ethnic, age, religious, disability-related, and other types of harassment

Other forms of harassment prohibited by this policy are defined to include unwelcome conduct of a racial, religious, ethnic, age, disability-related or other nature involving a person's status as a member of a legally protected group or use of legally protected employment rights. Again, such conduct violates the City's policy when:

- (1) Submission to or rejection of this conduct is used as a factor in decisions affecting hiring, evaluation, retention promotion or other aspects of employment; or
- (2) This conduct interferes with an individual's employment or creates an intimidating, hostile or offensive work environment.

Again, please note that even unwelcome conduct of such a nature that occurs off-duty can violate our policy, if that conduct has the purpose or effect of creating a hostile or offensive work environment or unreasonably interfering with another employee's work performance. Also, unwelcome conduct of a racial, ethnic, etc. nature by someone who is not a City employee, such as a volunteer, supplier, independent contractor's employees, etc., violates our policy against harassment, if that conduct creates an offensive work environment or unreasonably interferes with work. Consequently, this type of conduct should be reported as described below.

Examples of these types of harassment include, but are not limited to:

- Making racial slurs
- Telling offensive racial or ethnic jokes
- Engaging in racial name calling
- Making derogatory comments about a person's physical or mental limitations
- Mimicking or belittling a person with physical or mental limitations
- Using profanity of a religious nature that is offensive



- Making negative stereotypical comments about a person's religious faith or absence of faith
- Using the City's computers, fax machines or other resources to send or receive messages or pictures which are racially or ethnically offensive
- Displaying pictures, posters or printed material that depicts members of religious faiths in a derogatory manner
- Imitating or making belittling comments about a person's weight or physical attributes
- Demeaning a person based on age, veteran's status or exercising legally-protected employment right(s)
- Other verbal, graphic, or physical conduct of a racial, religious, ethnic, age or disability-related nature which creates an offensive work environment for another employee or unreasonably interferes with another employee's work

Harassment will initially be evaluated based on whether the behavior in question is **perceived by the receiver** as unwelcome or unacceptable conduct of a sexual, racial, or other prohibited nature. Such behavior is unacceptable in the workplace itself and in other work-related settings such as business trips, court appearances and business-related social events.

Definition of Discrimination

For purposes of this policy, discrimination is defined as any derogatory conduct towards any individual in the workplace based on legally prohibited factors, such as race, color, religion, sex, sexual orientation, age, marital status, national origin, mental or physical disability or other protected status or activities, in accordance with applicable laws.

Dissemination of Policy

This policy will be provided to all employees, supervisors, and elected officials, and its existence will be displayed prominently at the place of employment. All employees are responsible for knowing of its existence and substance, and of their responsibility for compliance. Additionally, all supervisors and managers are responsible not only for knowing of its existence and substance, but for compliance and enforcement of the policy. This policy will be provided at all new hire orientations and acknowledged with a sign off at the orientation meeting. Any employee disclosing information regarding prohibited discrimination or harassment will be provided a copy of this policy.

Human Resources will be available to answer all questions about the policy and its implementation.

Individuals Covered Under the Policy

The prohibitions outlined in this policy cover all individuals in the workplace (all employees, supervisors, elected officials and contractors working on-site and/or interacting with employees). City of Ashland will not tolerate, condone, or allow harassment or discrimination, whether engaged in by fellow employees, supervisors, customers, or other non-employees who conduct business with the City. The City encourages reporting of all incidents of harassment which create an offensive work environment or unreasonably interfere with an employee's work performance, regardless of who the offender may be, or of the offender's relationship to the City.



This policy applies to employees, elected officials, public officials, contractors, volunteers, interns, and managers.

Employee Responsibilities

Each employee is responsible for preventing prohibited harassment and discrimination through the following acts:

- (1) Refraining from participation in, or encouragement of, actions that could be perceived as harassment;
- (2) Reporting acts of harassment;
- (3) Assisting any employee who confides that they have been a victim of harassment or discrimination by encouraging him or her to report it;
- (4) Cooperating with harassment, discrimination, and retaliation investigations; and
- (5) Documenting any alleged incidents involving discrimination or harassment.

Manager and Supervisor Responsibilities

Each manager and supervisor will be responsible for preventing acts of prohibited harassment and discrimination, these responsibilities include:

- (1) Monitoring the work environment daily for signs that sexual harassment or discrimination may be occurring;
- (2) Documenting any and all alleged incidents involving discrimination or harassment;
- (3) Counseling all employees on the types of prohibited behavior, and the procedures for documenting, reporting, and resolving complaints of sexual harassment or discrimination;
- (4) Stopping any observed acts that may be considered harassment or discrimination and taking appropriate steps to intervene, whether the involved employees are within the line of supervision;
- (5) Taking immediate action to limit the work contact between the employees where there has been a complaint of harassment or discrimination pending investigation;
- (6) Enforcing non-retaliation prohibitions, including conducting follow-up contacts with employees who report harassment or discrimination to ensure that there has been no retaliation has occurred and transmitting documentation of such contacts to the Human Resources Manager;
- (7) Promptly reporting any incidents of potential discrimination, harassment, or retaliation to Human Resources and following any directives or guidance issued by Human Resources or the City Administrator regarding investigatory roles and other enforcement responsibilities; and
- (8) Cooperating with harassment, discrimination, and retaliation investigations.

Each manager or supervisor shall help any employee who comes to him or her with a complaint of harassment or discrimination by documenting and promptly filing a complaint with Human Resources.



Reporting a Complaint

Employees who feel they have been subject to harassment or discrimination are encouraged to confront the offending employee and ask the person to stop the behavior politely but firmly. If the harassment or discrimination continues, or if the employee believes some employment consequence may result from the confrontation, or if the employee is not comfortable confronting the harasser, the employee should go to his or her supervisor, Personnel Department, Department Head, or the City Administrator. In addition, the employee may report a complaint to BOLI's Civil Rights Complaint Process at www.oregon.gov/BOLI or other available channels of legal resources.

The employee may also have a representative present. The following steps have been established for filing and handling complaints of any employee based on alleged acts of harassment, discrimination, or retaliation:

- (1) Any employee may file a complaint by communicating directly with his or her supervisor, Department Head, Human Resources, or the City Administrator. Multiple options for filing a complaint are available to allow the employee opportunity to select a person with whom he or she feels comfortable. Added resources for reporting a complaint can be found in Appendix A.

An employee has 5 years from an alleged incident to bring a report forward and request an investigation be conducted and/or pursue legal action. This is effective October 1, 2020.

An employee may file a complaint orally by meeting in person with the City Administrator, or by sending it in writing in an envelope marked "Confidential." All complaints will be acknowledged in writing within 15 days of receipt of the complaint.

- (2) Once reported, the City Administrator's office will proceed with an investigation. Investigations may be conducted by the City Administrator, Human Resources, or another person designated by the City Administrator. Confidentiality will be maintained during the investigation to the extent practical.

If the employee who has been accused of violating harassment, discrimination or retaliation prohibitions wishes to have a representative present at any discussion between the employee and the City Administrator or person designated by the City Administrator to conduct the investigation, the employee's request will be honored and a representative will be given the opportunity to be present. All such discussions will be held in private, away from the employee's work area.

- (3) Based on the facts developed, the City Administrator or person designated by the City Administrator to conduct the investigation will render a decision in writing as soon as possible after completion of the investigation. The decision shall say whether there is a finding of either discrimination, harassment, or retaliation based on the nature of the complaint. The results of the investigation will be shared with the person complaining and the person(s) accused, as determined appropriate by the City Administrator.
- (4) New laws effective October 1, 2020 say that an employee may not be requested or required to enter into a non-disclosure or non-disparagement agreement that would prevent the employee from disclosing or discussing conduct that constitutes unlawful discrimination, including sexual assault.

However, an employee may request such provisions in an agreement. If an employee makes such a request, the employee has seven days to revoke the agreement.



New laws allow employers to enter into settlement, separation or severance agreements that include provisions that would prohibit an employee from disclosing or discussing such conduct or that would prohibit an employee from seeking reemployment with employer as a term or condition of agreement.

Investigating A Complaint

Confidentiality

Any allegations of harassment, discrimination or retaliation brought to the attention of the City will be promptly investigated. Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.

Investigation Process

In pursuing the investigation, the investigator will try to take the wishes of the complainant under consideration, but will thoroughly investigate the matter, keeping the complainant informed as to the general progress of the investigation.

All employees can be assured that such complaints will be taken seriously and will be investigated and dealt with as discreetly as possible. All employees must fully cooperate with harassment, discrimination, and retaliation investigations. All employees further must provide truthful information in such investigations and to follow "no contact" and other directives issued by the investigator. Failure to do so will subject an employee to disciplinary action, up to and including termination.

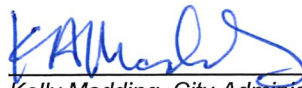
If the investigation determines that any employee was involved in harassing, retaliatory or discriminatory behavior toward another individual in the workplace they will be subject to disciplinary action up to and including termination. This policy applies to employees, elected officials, public officials, contractors, volunteers, interns, and managers.

As required by recent legislation effective January 1, 2020, the employer will follow up with the victim of reported harassment every 3 months for one year to determine whether harassment has stopped or if the victim has experienced retaliation, unless the victim refuses this action in writing.

No retaliation

Retaliation is against the law and will not be permitted at the City of Ashland. This includes retaliation against employees who file a harassment or discrimination complaint, or assist in investigating harassment or discrimination charges, or who report harassing behavior directed at persons other than the employee. This policy also prohibits retaliation against employees who complain that they are victims of employment related discrimination. Any employee found to have engaged in retaliatory action or behavior will be subject to disciplinary action, up to and including termination.

Approved:


Kelly Madding, City Administrator

Date: 12/13/19

Reviewed as to form:


David Lohman, City Attorney

Date: 12/16/19



APPENDIX A**HUMAN RESOURCES**

Fax: 541-488-5311

City of Ashland

552-2110

Tina Gray, HR Director
grayt@ashland.or.us

552-2101

Marisa Lehnerz, Senior HR Analyst
lehnerzm@ashland.or.us

552-2060

The BOLI Civil Rights Complaint Process can be accessed by going to:
https://www.oregon.gov/boli/CRD/Pages/C_Crcompl.aspx

The following resources can be found at www.oregon.gov/BOLI under the Oregon Civil Rights Division page:

[Americans with Disabilities Act Home Page](#)[Equal Employment Opportunity Commission \(EEOC\)](#)[US Dept of Labor - Family Medical Leave Act \(FMLA\) overview](#)

Added counseling and support services can be accessed as follows:

RBH – Employee Assistance Program

This program is free and confidential to all employees and dependents covered by their health plan.
Phone: 24-hours 1-866-750-1327

www.MyRBH.com

Access code: ashland



ADMINISTRATIVE POLICY

LAST MODIFICATION: May 14, 2012

Policy No. 2007.10.09

ORIGINATING DEPARTMENT: Administration

SUBJECT: Workplace Violence Prevention Policy

PURPOSE: This sets forth the City's policy as it relates to hazards of workplace violence or aggression, prevention and related retaliation in the workplace.

STATEMENT OF POLICY:

Each individual who works for the City of Ashland has the right to work in a professional atmosphere that promotes equal opportunities within a safe environment and prohibits workplace violence or aggression. At the City of Ashland violence or aggression in the workplace is unacceptable and will not be tolerated.

Most important is the safety and security of our employees. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on City of Ashland property will not be tolerated. Violations of this policy will lead to disciplinary action which may include dismissal.

Definition of Workplace Violence

To ensure a safe workplace and to reduce the risk of violence, all employees of the City of Ashland should review and understand all provisions of this workplace violence policy. For purposes of this policy, workplace violence is defined as violent acts that result in substantial physical or emotional harm:

- (1) Any physical assault, threatening behavior or verbal abuse occurring in the workplace by employees.
- (2) Threats and threatening behavior are physical, verbal, or written acts that express or are perceived as expressing, intent to cause physical or psychological harm, or both, against an individual or individuals, or cause damage to property.
- (3) Violence or violent behavior is the actual carrying out of threatening behavior.

Please note that even unwelcome conduct of such a nature that occurs off-duty can violate our policy, if that conduct has the purpose or effect of creating a hostile or offensive work environment or unreasonably interfering with another employee's work performance. Also, unwelcome conduct by someone who is not a City employee, such as a volunteer, supplier, independent contractor's employees, etc., violates our policy against harassment, if that conduct creates an offensive work environment for you or unreasonably interferes with your work. Consequently, even this type of conduct should be reported as described below.

Examples of workplace violence may include, but are not limited to:

- Injuring another person physically
- Engaging in behavior that creates a reasonable fear of injury to another person
- Engaging in behavior that subjects another individual to extreme emotional distress
- Possessing, brandishing, or using a weapon that is not required by the individual's position while on city premises or engaged in city business
- Intentionally damaging property
- Psychological trauma such as threats, threatening to injure an individual or to damage property
- Committing injurious acts motivated by, or related to, domestic violence or sexual harassment, obscene phone calls
- Retaliating against any employee who, in good faith, reports a violation of this policy

Definition of other types of inappropriate behaviors in the workplace

Other types of inappropriate workplace violence that are prohibited by this policy are defined to include indicators that increase risk of violent behavior. Again, such conduct violates the City's policy when:

- (1) Unwelcome name-calling, obscene language, and other abusive behavior;
- (2) Physically touching another employee in an intimidating or threatening manner.

Examples of potentially violent behavior include, but are not limited to:

- Direct or veiled threats of harm;
- Intimidating, belligerent, harassing, bullying, or other inappropriate and aggressive behavior;
- Numerous conflicts with supervisors and other employees;
- Bringing a weapon to the workplace, brandishing a weapon in the workplace, making inappropriate references to guns, or fascination with weapons;
- Statements showing fascination with incidents of workplace violence, statements indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace homicides;
- Statements indicating desperation (over family, financial, and other personal problems) to the point of contemplating suicide;
- Drug/alcohol abuse; and
- Extreme changes in behavior



Determining Risk Factors for Workplace Violence

- Type I** **Criminal Act:** This type of violence involves verbal threats, threatening behavior or physical assaults by an assailant who has no legitimate relationship to the workplace.
- Type II** **Recipient of Service:** The person causing the violence is either a recipient or object of a service provided by via the workplace. He/she is a current or former client or customer.
- Type III** **Employment Relationship:** The person has an employment-related involvement with the workplace. This can either be someone who has a direct relationship, a current or former employee, or someone who has a relationship to a current or former employee.

Dissemination of Policy

This policy will be disseminated to all employees, supervisors, and elected officials, and its existence will be displayed prominently at the place of employment. All employees are responsible for knowing of its existence and substance, and of their responsibility for compliance. Additionally, all supervisors and managers are responsible not only for knowing of its existence and substance, but for compliance and enforcement of the policy. The Human Resource Department will be available to answer all questions about the policy, or its implementation.

Individuals Covered Under the Policy

The prohibitions outlined in this policy cover all individuals in the workplace (all employees, supervisors, elected officials and contractors working on-site and/or interacting with employees). City of Ashland will not tolerate, condone or allow harassment or discrimination, whether engaged in by fellow employees, supervisors, customers, or other non-employees who conduct business with the City. The City encourages reporting of all incidents of harassment which create an offensive work environment or unreasonably interfere with an employee's work performance, regardless of who the offender may be, or of the offender's relationship to the City.



Employee Responsibilities

Each employee is responsible for assisting in the prevention of workplace aggression and/or violence through the following acts by refraining from participating in, or encouraging the following actions. Employees will report acts of workplace violence to their supervisor or Human Resources:

- Unwelcome name-calling, obscene language, and other abusive behavior.
- Intimidation through direct or veiled verbal threats.
- Throwing objects in the workplace regardless of the size or type of object being thrown or whether a person is the target of the thrown object.
- Physically touching another employee in an intimidating, malicious, or sexually harassing manner which includes such acts as hitting, slapping, poking, kicking, pinching, grabbing, pushing, etc.
- Physically intimidating others including such acts as obscene gestures, getting “in your face,” and fist-shaking.

Manager and Supervisor Responsibilities

Each manager and supervisor will be responsible for preventing acts of prohibited workplace violence and aggression, these responsibilities includes:

- (1) Monitoring the work environment on a daily basis for signs that workplace violence or aggression may be occurring;
- (2) Counseling all employees on the types of prohibited behavior, and the procedures for reporting and resolving complaints of workplace violence or aggression;
- (3) Stopping any observed acts that may be considered violence or aggression and taking appropriate steps to intervene, whether or not the involved employees are within the line of supervision;
- (4) Taking immediate action to limit the work contact between the employees where there has been a complaint of workplace violence or aggression pending investigation;
- (5) Enforcing non-retaliation prohibitions, including conducting follow-up contacts with employees who report workplace violence or aggression to ensure that no retaliation has occurred and transmitting documentation of such contacts to the Human Resources Manager;
- (6) Promptly reporting any incidents of potential workplace violence or aggression to Human Resources and complying with any directives or guidance issued by the Human Resources Director, Department Head or the City Administrator with regard to investigatory roles and other enforcement responsibilities; and
- (7) Cooperating with workplace violence or aggression and retaliation investigations.

Each manager or supervisor shall assist any employee who comes to him or her with a complaint of workplace violence or aggression by documenting and promptly filing a complaint with the Human Resources Department.



Reporting a Complaint

Employees who feel they have been subject to workplace violence or aggression are encouraged to politely but firmly confront the offending employee and ask the person to stop the behavior. If the violence or aggression continues, or if the employee believes some employment consequence may result from the confrontation, or if the employee is not comfortable confronting the offender, the employee should go to his or her supervisor, Department Head, Human Resources Department, or the City Administrator. However, employees may file a complaint with staff as stated below. The employee may also have a representative present. The following steps have been established for filing and handling complaints of any employee based on alleged acts of workplace violence or aggression:

- (1) Any employee may file a complaint by communicating directly with his/her supervisor, Department Head, Human Resource Director, or the City Administrator. Multiple options for presenting a complaint are made available with the intent of giving the employee the opportunity to select a person with whom he or she feels comfortable.

An employee may file a complaint orally by meeting in person with the City Administrator, or by submitting it in writing in an envelope marked "Confidential." All complaints will be acknowledged in writing within 15 days of receipt of the complaint.

- (2) Once reported, the City Administrator's office will proceed with an investigation. Investigations may be conducted by the City Administrator, the Human Resources Manager or another person, as designated by the City Administrator. Confidentiality will be maintained as far as the City determines it is practicable.

If the employee who has been accused of violating the workplace violence policy wishes to have a representative present at any discussion between the employee and the City Administrator or person designated by the City Administrator to conduct the investigation, the employee's request will be honored and a representative will be given the opportunity to be present. All such discussions will be held in private, away from the employee's work area.

- (3) On the basis of the facts developed, the City Administrator or person designated by the City Administrator to conduct the investigation will render a decision in writing as soon as possible after completion of the investigation. The decision shall state whether or not there is a finding of either discrimination, harassment or retaliation, as appropriate based on the nature of the complaint. The results of the investigation will be shared with the person complaining and the person(s) accused, as determined appropriate by the City Administrator.

Investigating the Complaint

Confidentiality

Any allegations of workplace violence or aggression brought to the attention of the City will be promptly investigated. Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.



Investigation Process

In pursuing the investigation, the investigator will try to take the wishes of the complainant under consideration, but will thoroughly investigate the matter, keeping the complainant informed as to the general progress of the investigation.

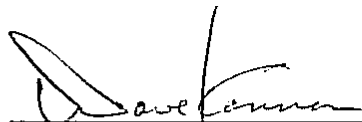
All employees can be assured that such complaints will be taken seriously and will be investigated and dealt with as discreetly as possible. All employees are required to fully cooperate with workplace violence or aggression investigations. All employees are further required to provide truthful information in such investigations and to comply with “no contact” and other directives issued by the investigator. Failure to do so will subject an employee to disciplinary action, up to and including termination.

If the investigation determines that any employee was involved in workplace violence or aggressive behavior toward another individual in the workplace, (including employees, elected officials, contractors and managers) they will be subject to disciplinary action up to and including termination.

No retaliation

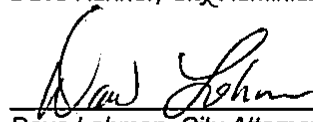
Retaliation is against the law and will not be permitted at the City of Ashland. This includes retaliation against employees who file a workplace violence or aggression complaint, or assist in investigating workplace violence or aggression charges, or who report violent behavior directed at persons other than the employee. This policy also prohibits retaliation against employees who complain that they are victims of employment related violence. Any employee found to have engaged in retaliatory action or behavior will be subject to disciplinary action, up to and including termination.

Approved:


Dave Kanner, City Administrator

Date: 5/14/12

Reviewed as to form:


Dave Lohman, City Attorney

Date: 5/14/12



OTHER BUSINESS

Introduction of the Accessory Dwelling Unit Guide and Pre-Approved Plans

Memo

DATE: January 28, 2025
TO: Planning Commission
FROM: Brandon Goldman, Community Development Director
RE: Introduction of the Accessory Dwelling Unit Guide and Pre-Approved Plans

Introduction

The City of Ashland is pleased to introduce the newly developed *Accessory Dwelling Unit (ADU) Guide* and six pre-approved ADU plans. These resources are now available to the community at no cost, supporting property owners in creating ADUs efficiently and affordably. The guide and plans aim to reduce barriers to needed housing, a priority identified by the City Council and supported by the Planning Staff and the Development Process Management Advisory Committee.

Purpose of the Program

This program seeks to address housing challenges by:

- Increasing housing supply and diversity through streamlined processes.
- Offering cost-saving measures by eliminating the need for extensive design and permitting processes for ADUs.
- Supporting multigenerational living, aging in place, and additional income opportunities for homeowners.

The ADU Guide provides a comprehensive roadmap for property owners who may not know where to begin. It highlights critical considerations such as property assessment, zoning compliance, utility connections, and construction costs. By addressing these factors upfront, the guide simplifies the development process and helps ensure projects will align with city regulations and building permit submittal requirements.

Free Pre-Approved ADU Plans

The City offers six pre-approved ADU designs, ranging from compact units like "The Dogwood" (364 sq. ft.) to larger options like "The Sherrell" (880 sq. ft., 2-bed, 2-bath). These plans have been reviewed for compliance with Oregon Residential Specialty Code, ensuring they meet local building standards. Property owners can select a plan during a consultation with the Planning Division, streamlining their project from inception to permitting.

COMMUNITY DEVELOPMENT DEPARTMENT

51 Winburn Way
Ashland, Oregon 97520
ashlandoregon.gov

Tel: 541.488.5305
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TTY: 800.735.2900



Website and Resources

To enhance accessibility, the City's website is being updated with an ADU-dedicated resource page. This page will include:

- The ADU Guide.
- Access to the pre-approved plans.
- Links to Valuable resources such as financing options, energy efficiency incentives, and Fair Housing guidance.

Conclusion

The ADU Guide and pre-approved plans represent Ashland's commitment to addressing housing needs through innovative, community-focused solutions. These tools are designed to make ADU development more accessible, fostering sustainable and inclusive growth while preserving neighborhood character.

COMMUNITY DEVELOPMENT DEPARTMENT

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CITY OF ASHLAND

ACCESSORY DWELLING UNIT GUIDE



The Barn Cabin, photo credit D. Sherrel



Photo credit T.Stott



Photo credit R.Romagnoli

VARIATIONS

- Detached in the backyard
- Attached addition to the primary dwelling
- Above a garage
- Conversion of existing floorspace, garage, or basement

ALSO KNOWN AS:

- Accessory Residential Unit
- Second Unit
- Garage Apartment
- In-Law Quarters
- Granny Flats

TYPICAL HOUSEHOLD

These units are ideal for smaller households, single adults, two adults, or adult and children with a lower housing budget and less needs for square footage and allow households to accommodate additional relatives on-site.

FITTING INTO THE NEIGHBORHOOD

ADUs can create additional rental opportunities in our community without changing the character or quality of life of existing single dwelling neighborhoods.



CITY OF ASHLAND

ACCESSORY DWELLING UNIT GUIDE

An Accessory Dwelling Unit (ADU), also known as an Accessory Residential Unit (ARU) is a secondary, self-contained housing unit within or on the same property as a primary residence, typically designed for independent living with its own kitchen, bathroom, and entrance.

Ashland is dedicated to facilitating the development of Accessory Dwelling Units (ADUs) within the city, recognizing their valuable contribution to the local housing landscape. The city has implemented policies that streamline the process for property owners, making it easier to create ADUs.

Ashland supports ADU development by permitting them outright in all residential zones. This means that property owners in residential areas do not need to go through a complex Planning Action process. Instead, they can proceed directly with obtaining building permits for their ADUs. This expedited approach significantly reduces bureaucratic hurdles and expedites the development process, making ADU projects achievable for many property owners in the city.

Why is Ashland interested in increasing the number of ADUs in our community?

- **Increased and Diverse Housing Supply:** ADUs help address housing shortages by providing additional, affordable, and flexible living options without the need for significant land development.
- **Economic and Financial Benefits:** ADUs allow homeowners to generate rental income, support local economies, and increase property values, contributing to overall economic health.
- **Sustainable and Efficient Land Use:** ADUs promote efficient use of existing residential lots, reduce environmental footprints, and support sustainable living practices.
- **Support for Multigenerational and Aging Populations:** ADUs provide versatile living arrangements for multigenerational families, enable seniors to age in place, and offer housing for caregivers.
- **Community Stability and Inclusivity:** By offering more affordable housing options, ADUs help retain long-term residents, contribute to a stable and diverse population, and enhance community inclusivity.

By encouraging the development of ADUs through simplified permitting processes and emphasizing their residential use, Ashland aims to enhance housing options, promote affordability, and support the diverse needs of its residents. ADUs cannot be used as travelers' accommodations within Ashland's single-family zones, ensuring the focus remains on providing needed housing for our full-time residents. These efforts align with the city's commitment to sustainable and inclusive housing development while maintaining the character of its neighborhoods.

Getting Started

Overview of the Process

Designing an Accessory Dwelling Unit (ADU) to fit on your property in Ashland involves careful planning and consideration of various factors. While the city can provide free plans that have been reviewed for building code compliance, customizing your ADU design may be necessary to meet your specific needs, property constraints, or design preferences. Here are the steps to design an ADU:

1. **Assess Your Property:** Begin by evaluating your property to identify potential locations for the ADU. Some considerations include:
 - a. zoning regulations;
 - b. siting and setback requirements;
 - c. existing infrastructure (water, sewer, electric capacity);
 - d. vehicular and pedestrian access;
 - e. any physical constraints such as existing trees, riparian areas, floodplains, wetlands, or steep slopes;
 - f. Existing structure locations including buildings, decks, and garages;
 - g. Potential conversion of existing floor areas within the primary home or garage into an ADU.
2. **Determine Your Goals:** Clearly define the purpose of your ADU. Are you building it for rental income, housing a family member, or another purpose? Understanding your goal will help answer design questions, such as layout, amenities, and accessibility features, ensuring the ADU meets your specific needs.
3. **Design your ADU:** The City of Ashland offers free ADU plans that meet local building codes, making them a great starting point. If these pre-approved plans don't quite fit your needs, you can work with an architect or designer

who understands Ashland's regulations and the State Building Code to create custom plans tailored to your goals. This customization process allows you to tailor the ADU to your specific property constraints, and your personal expectations from layout and amenities to aesthetics.

4. **Budget and Financing:** Your design solution and local economic factors will drive the budget for your project. Once you have a budget determined, consider your financing options (i.e., using savings, obtaining a Home Equity Line of Credit (HELOC), opting for cash-out refinancing, or securing new construction or renovation loans). Each financing method has its benefits and drawbacks; so, determine your budget and choose the option that best aligns with your financial resources. It's crucial that your budget and available financing align to ensure the project remains financially feasible and includes a contingency fund for any unexpected expenses. Consulting with design professionals and financial advisors or lenders can provide tailored advice for your situation.
5. **Construction:** Unless you are personally experienced in construction and development, have the available time, and are familiar with building code requirements, consider hiring a licensed and reputable general contractor. A professional contractor ensures your ADU is built according to approved plans, adheres to local building codes and regulations, and avoids potential issues, delays, and additional costs.
6. **Utilities and Infrastructure:** Coordinate with utility providers (electric, gas, water, sewer) to connect your ADU to the necessary services. Ensure compliance with utility connection requirements, including any building code mandates for the separation of utilities between the primary residence and the ADU. Proper coordination and compliance will help prevent future complications and ensure your ADU operates smoothly and legally.
7. **Landscaping and Access:** Create a landscape plan that provides a detailed illustration of fuel clearance areas for fire safety, indicates all trees to be retained, removed or planted, and details gardens, green spaces, accessible pathways, hardscaping, patios, and other landscaping features. This ensures that the function and aesthetics of the property's outdoor spaces are thoroughly considered and documented.
8. **Submit for Permits:** Once you have selected your pre-approved ADU plans and prepared a site plan, or finalized your custom ADU plans, submit them to the City for approval and obtain the necessary building permits. Your design professional or general contractor may also handle the permit submission on your behalf. Once your final ADU plan is submitted to the City Building

Department, they will review your application, calculate the building and SDC fees (explained later in this document), and check that everything meets building codes and local zoning regulations. Once everything is in order, they'll issue a building permit, and construction on your ADU can begin.

9. **Inspections:** As construction progresses, you or your contractor will need to schedule inspections with the City at different stages of the build to make sure everything is up to code and meets safety standards. Once the construction is finished and all inspections are passed, you'll be able to get a Certificate of Occupancy, which means your ADU is ready to be used as planned.

Assess your Property and Prepare a Site Plan

A site plan is a detailed drawing or diagram that provides a bird's-eye view of a property, showing the arrangement and layout of structures (existing and proposed), landscaping, parking areas, utilities, easements, and other important elements. It is a crucial tool in the design and development of properties, helping to visualize how various components fit together within a specific area. In the context of an Accessory Dwelling Unit (ADU) or any construction project, a site plan is used to identify:

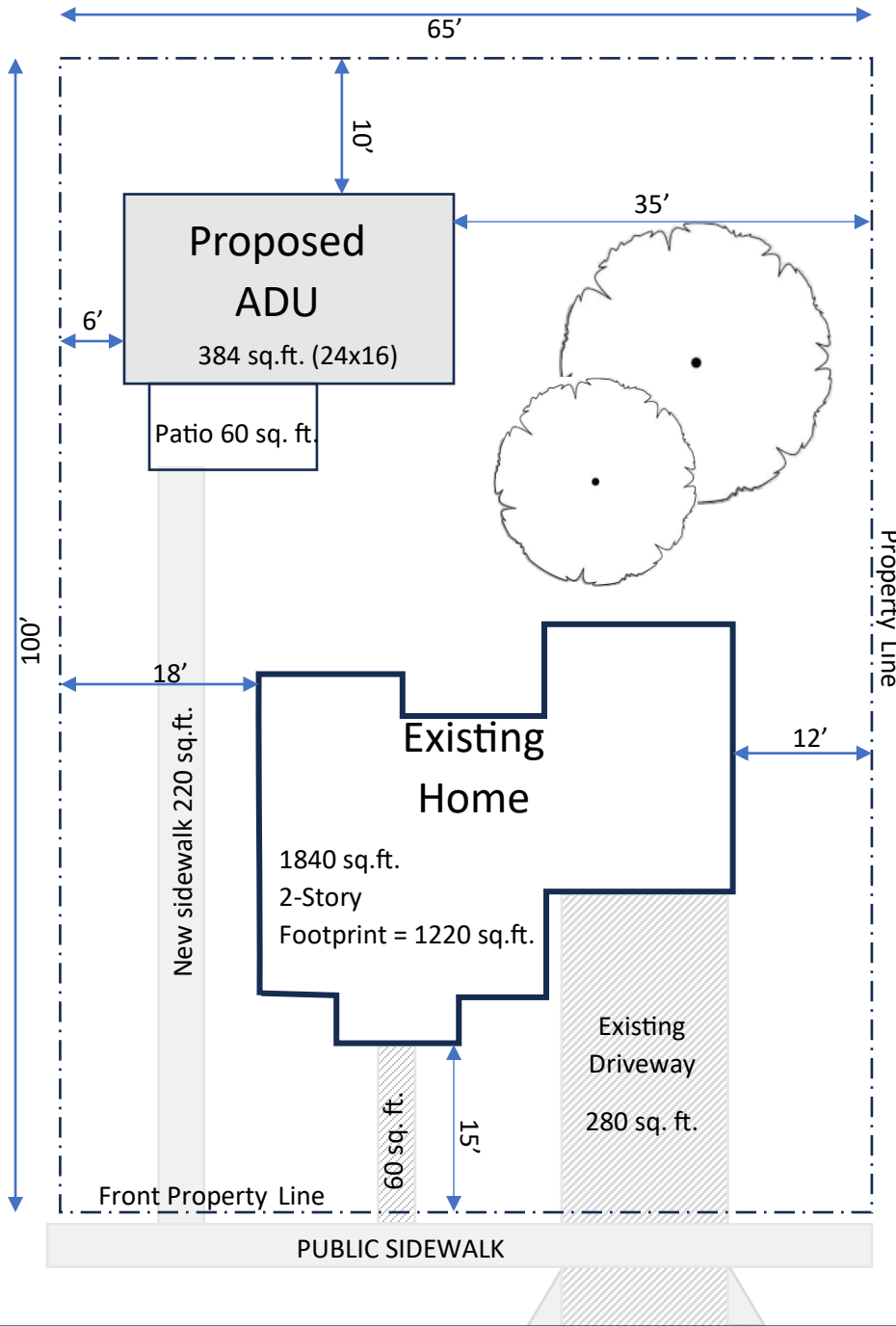
- **Building Placement:** The site plan shows the exact location of the ADU or other buildings on the property, including setbacks from property lines and neighboring structures, as well as the location of any easements. While a property survey is not always necessary, it can be helpful for designing your site plan and identifying your property lines.
- **Solar Orientation:** When siting a new building, it must be positioned to minimize shading on neighboring properties in accordance with the Solar Access Ordinance ([AMC 18.4.8](#)), and should consider the benefits of passive natural lighting and onsite energy opportunities. Key considerations, such as roof orientation, building height, and the distance from the north property line, should be addressed early in the design process. These factors are crucial in ensuring that the new structure does not excessively shade adjacent properties, maintaining optimal sunlight exposure for all.
- **Access and Circulation:** Site plans illustrate driveways, walkways, and pathways, showing how people and vehicles can access and move around the property safely.
- **Landscaping Plan:** A landscape plan is a detailed illustration that shows both existing and proposed vegetation and hardscaping elements. It ensures that the final development is functional, attractive, and safe. A well-designed

landscape plan helps create a beautiful outdoor space while maintaining safety and functionality.

When planning your landscape, it's important to be Firewise. To protect your property and enhance safety, consider the following:

- o Remove highly flammable plants within 30 feet of the building and replace them with fire-resistant varieties.
 - o Keep vegetation trimmed and clear of dead leaves or debris.
 - o Regularly prune trees and bushes to prevent fire from spreading through canopies.
 - o More information regarding Firewise landscaping can be found on the City website:
 - <https://ashlandoregon.gov/919/Best-Practices-for-Fire-Resistant-Landsc>
- **Identify Utilities:** Utility Plans typically accompany a site plan to highlight the placement of both existing and proposed utility connections, such as water, electricity, gas, and sewer lines, ensuring that these essential services are accessible and compliant with local regulations. Early in the design process it is recommended that you verify the condition and serviceability of existing utilities to determine if any upgrades or relocations will be necessary for your project.

Sample Site Plan



Property Address: 123 Example Street

Ashland, OR, 97520

Lot Coverage:

Total Property Area = 6500 sq. ft.

Existing Home (footprint) = 1220 sq. ft.

Existing Impervious Surface = 340 sq. ft.

Proposed ADU = 384 sq. ft.

Proposed Impervious Surface = 280 sq. ft.

Total Lot Coverage = 2224 sq. ft.

Percent Lot Covered = 34.2%

Solar Calculations:

Refer to Ashland Land Use Ordinance Chapter 18.4.8 for **Solar Setbacks**, as site specific solar calculations are required on site plan:

<https://ashland.municipal.codes/LandUse/18.4.8>



Prepared By:



Example Scale 1" = 10'

PUBLIC STREET

Preparing your Building Design

When designing an Accessory Dwelling Unit (ADU), homeowners can choose between utilizing pre-approved plans or customizing a design. Pre-approved plans offer a cost-effective and expedited approval process with templates that meet local building codes, ensuring compliance through a comprehensive review. While they may lack the customization options available when working with a designer or architect, pre-approved plans provide a convenient solution for those seeking a functional and code-compliant ADU design.

Customizing a design allows for tailored solutions that complement the primary residence and meet specific needs. This process involves collaborating with an architect or designer who understands local regulations, ensuring compliance with zoning laws and building codes. Comprehensive construction documents, including architectural plans, structural details, electrical and plumbing layouts, and visualizations of the project, are essential, along with all required submissions for the issuance of a building permit.

Energy Efficiency Incentives

The City of Ashland offers incentives and rebates for incorporating energy-efficient elements into ADUs, such as solar power, heating and cooling systems, and induction cooktops. These programs promote sustainability and help reduce utility costs for residents. In addition to the city's incentives, local, state, and federal programs may also offer additional incentives for qualifying conservation efforts. For more information on available residential incentives, visit the city's website at:

<https://ashlandoregon.gov/584/Residential-Incentives>

ADUs in Ashland's Historic Neighborhoods

Ashland is home to four National Register Historic Districts, each showcasing unique architectural styles and neighborhood character. Applicants considering Accessory Dwelling Units (ADUs) in these districts are encouraged to design their ADUs to be compatible with their historic neighborhood. Incorporating simple historic details—such as roof pitch, window trim, siding type, or other architectural elements—can help ensure that new buildings reinforce the integrity and charm of these prized areas.

To assist applicants in achieving a historically sensitive design, the Ashland Historic Preservation Advisory Committee (HPAC) offers free consultations by appointment on Thursday afternoons. Early in the design process, applicants are welcome to meet with HPAC's knowledgeable members to receive a no-cost evaluation and valuable

guidance. Their expertise can help streamline the design process while preserving Ashland's rich historic character.

By thoughtfully integrating historic design details, property owners can contribute to the beauty and cohesiveness of Ashland's National Register Districts while creating a functional and attractive ADU.

Plan Submittal

Before submitting your plans, thoroughly review all documents to avoid errors or omissions that could lead to delays. Once ready, submit them to the City of Ashland's Building Department for review and permit issuance.

Steps to Prepare for Building Permit Submission:

- Select Option 1— Select from the pre-approved ADU plans available free of charge through the Ashland ADU Program. These plans are listed at the end of this guide. If you intend to modify any of these plans, please coordinate with the original architect or designer.
- Select Option 2—Customize a Design: Tailor the ADU to your specific needs and preferences by working with an experienced designer or architect familiar with local zoning and building codes.
- Obtain comprehensive construction drawings detailing all aspects of the ADU
- Complete a detailed site plan including building locations, property lines, lot coverage, and utility locations.
- Include energy-efficient and accessibility features, if proposed.
- Complete a Residential Building Permit Submittal form.
 - <https://ashlandoregon.gov/DocumentCenter/View/116/Residential-Building-Permit-Application-Submittal-Package-PDF>
- Review and double-check all documents for accuracy before submission.

Preparing Your Budget

Building an ADU can be challenging because it involves several costs. Unexpected costs can disrupt your budget, but a careful evaluation can help mitigate surprises and challenges. By considering construction costs (including labor and materials), permitting fees, System Development Charges, utility connection fees, School Construction Excise Taxes, and the future impact on your property taxes, you can better plan and manage your budget effectively.

Most of the money goes into designing and building the ADU, which makes up about 92.5% of the total cost. Market forces, which are beyond the City's control, determine these costs including materials and labor. Building permit fees make up around 1.5% of the total project cost, and System Development Fees (SDCs) make up approximately 6% of the project costs.

If you plan to use your ADU as a rental, researching expected rents for similar units in your area, along with average vacancy rates, can help you estimate the potential annual revenue it may generate. This information is valuable in determining how much income your ADU could bring in to offset loan payments, maintenance costs, and other expenses, giving you a clearer picture of its financial impact.

Construction Costs

Determining construction costs for your Accessory Dwelling Unit (ADU) is a critical step in the development process. Collaborating with professionals such as architects, designers, or contractors can be immensely beneficial in providing accurate estimates for the overall construction expenses. These estimates typically encompass various components, including foundation work, utility extensions, and the construction itself.

- **Foundation Work (if required):** The foundation serves as the base of your ADU and is a fundamental aspect of construction. Costs associated with foundation work can vary depending on factors like soil conditions and the complexity of the design.
- **Utility Extensions:** Extending utilities to your ADU, such as electrical, plumbing, and HVAC systems, is essential to ensure functionality and comfort. The cost of utility extensions will depend on the proximity of existing utilities and the complexity of the connections.
- **Construction Costs:** The bulk of your construction expenses will involve materials, labor, and other construction-related costs. The size of your ADU, as well as the level of customization and the materials used, will significantly impact these costs.

As a general guideline, construction costs for ADUs in the City of Ashland can typically range from approximately \$150 per square foot for conversion of an existing portion of your home or garage, to between \$250 and \$500 per square foot for new construction. Smaller, more straightforward ADUs and those incorporated into existing buildings tend to fall toward the lower end of this range, while larger dwellings with high-end finishes and amenities, or those located in physically constrained areas may fall toward the higher end.

Collaborating with professionals in the design and construction industry is necessary to obtain accurate cost estimates tailored to your specific ADU project. Architects, designers, and contractors can provide valuable insights and help you make informed decisions about the design, current and projected costs and availability of materials, and ultimately assist in ensuring that your ADU project aligns with your budget and goals. Additionally, talking to friends and neighbors who have recently completed an ADU (ideally within the last few years) can provide practical advice and real-world cost information. Note: keep in mind that comparisons with older ADU projects will be less informative as their experience may no longer be relevant due to changes in construction costs and regulations over time.

City Permitting Fees

When considering the development of an Accessory Dwelling Unit (ADU) in the City of Ashland, it's essential to factor in additional fees that can impact your budget. The City fees which impact the budget include Building Permit Fees and System Development Charges (SDCs).

Building Permit Fees: Building permits are required for the construction or renovation of ADUs in Ashland. The cost of these permits varies depending on the size and complexity of your ADU project. To find detailed information about the current fee schedule for Residential Building Permit Fees in Ashland, please refer to the City of Ashland's fee schedule:

<https://ashlandoregon.gov/DocumentCenter/View/274/Building-Permit-Fee-Schedule-PDF>

System Development Charges (SDCs): SDCs are one-time fees assessed by the city to cover the cost of expanding public infrastructure and services to accommodate new developments. In Ashland, the structure of SDCs is designed to incentivize the creation of smaller dwellings. Specifically, for ADUs:

- Units under 500 sq. ft. receive a 50% discount of the required SDCs.
- Units between 500 sq. ft. and 800 sq. ft. receive a 25% discount of the required SDCs.
- Units over 800 sq. ft. are charged 100% of the SDCs for the dwelling.

This tiered approach to SDCs promotes the development of smaller ADUs, which typically have proportionately lower rents and are thus more affordable to renters. Consequently, the City's incentive for small ADUs supports greater affordability.

To find detailed information about the current Residential SDC fee schedule, please refer to the City of Ashland Residential SDC Handout:

<https://or-ashland.civicplus.com/DocumentCenter/View/2145/FY24-25-Residential-SDC-Handout-PDF>

Before proceeding with your ADU project, it's crucial to check the most up-to-date fee information on the City of Ashland's official website, or consult with the City of Ashland Planning Division to ensure that you have a clear understanding of the specific fees and incentives that apply to your project size and scope.

Utility Fees

Utility connection fees are a crucial aspect of the overall cost considerations when developing an Accessory Dwelling Unit (ADU) in the City of Ashland. In Ashland, there are multiple utility providers, each with its associated connection fees:

- **Electric Service:** Your new ADU will require its own electric meter, which will incur connection fees. These fees vary based on the complexity of the required electrical work. A licensed electrician can evaluate your existing electrical service to determine if you have enough capacity or if a service upgrade is needed for an additional dwelling. More information on Electrical Service Requirements is available online here:
<https://ashlandoregon.gov/DocumentCenter/View/170/Electric-Service-Requirements-PDF>
For current information on electric meter connection fees, please contact the Electric Department at 541-488-5357 during regular business hours.
- **Gas Service:** For natural gas service for heating, cooking, or other uses in your ADU, Avista serves as the primary gas utility provider in Ashland. Avista may charge connection fees for establishing new gas service or modifying existing connections to accommodate your ADU. The specific fees will depend on factors like the proximity to existing gas lines and the extent of the required work. The installation of gas service may not be necessary in your ADU as electrical appliances and heating and cooling systems can be both cost-effective and environmentally beneficial. Additionally, to maintain indoor air quality, specific gas appliances may be inappropriate in some circumstances. Therefore, it is important to verify with the Ashland Conservation Division and Building Division if the intended appliances are compliant with local law relating to indoor air quality. This ensures that your ADU meets all safety and environmental regulations.

- **Water and Sewer Connections:** ADUs often have the advantage of connecting to the existing water and sewer lines on a property, eliminating the need for costly and time-consuming installation of new utility lines. This streamlined approach not only simplifies the development process but also enhances the sustainability and cost-efficiency of the project. However, it's essential to be aware that separating utility services for the ADU may create the potential for future land division, allowing the ADU to become an independent property on its own lot. This consideration is significant, as it can impact property ownership and land use in the long term, offering flexibility for property owners to adapt to changing needs and regulations.

When planning your ADU project, it is essential to engage with these utility providers to determine the precise connection fees applicable to your specific project. Keep in mind that utility connection fees are typically separate from other utility-related costs, and they should be included in your overall budgeting and planning.

Furthermore, utility providers may have specific requirements and regulations governing the connection process, including permitting and adherence to safety standards. Consulting with these utility providers and, if necessary, collaborating with experienced contractors familiar with utility connections will help ensure a smooth and compliant installation process for your ADU's utilities.

ADU City Fee Estimates July 2024– June 2025

Square Footage	Plan Check Fees	Building Permit Fees*	Community Development & Engineering Fees	School Excise Tax	System Development Charges (SDCs)	TOTAL
500	\$473	\$1,786	\$1,885	\$534	\$5,927	\$10,605
800	\$626	\$2,144	\$3,019	\$855	\$9,279	\$15,923
1000	\$727	\$2,379	\$3,774	\$1,069	\$10,236	\$18,185
*Includes minimum required mechanical, plumbing, and electrical fixtures. Fees do not include Utility Provider connection fees. <i>SDCs are based on habitable square footage and will vary depending on the specific size and amenities of your ADU, as such the above provides ballpark estimates of units with a single bathroom and based on the square footages above.</i>						

Renting your ADU

In Ashland's Single-Family Zones, it's important to note that Accessory Dwelling Units (ADUs) cannot be utilized as vacation rentals and cannot be rented for intervals of

less than 30 days. This regulation is significant because it aims to prioritize the availability of full-time resident housing within the city. By restricting short-term rentals and promoting longer-term occupancy, the community seeks to ensure that ADUs contribute to the long-term housing supply, addressing the need for affordable, stable, and sustainable housing options for residents. This approach helps maintain the residential character of established neighborhoods while supporting the goal of fostering a vibrant and stable community.

When setting rental amounts in Oregon, it's important to follow state landlord-tenant laws and stay compliant. Several organizations can help landlords understand local rental market trends, navigate rent control rules and limits on rent increases, and stay up to date with any legal changes. They also provide guidance on ensuring a rental application process that is fair and free of discrimination. These groups offer valuable support for setting fair, competitive rental rates while maintaining legal compliance.

The City of Ashland provides the following list of rental owner organizations and service providers for informational purposes only; this is not an endorsement of any specific provider. These organizations can assist first-time landlords by providing model rental or lease agreements that comply with Oregon's landlord-tenant and fair housing laws. They can help ensure your renter application process, rental terms, rent collection, security deposits, late fees, and other provisions are clear and legally sound.

- **Southern Oregon Rental Owners Association (SOROA):** Provides resources, education, and support for landlords, including legal requirements and best practices for renting properties. - soroa.net/
- **Oregon Rental Housing Association (ORHA):** A statewide organization that offers resources and legal guidance to rental property owners, with local chapters that can assist landlords in Rogue Valley. - oregonrentalhousing.com/
- **Fair Housing Council of Oregon (FHCO):** Provides education and assistance on fair housing laws, which can help landlords understand their legal obligations. - fhco.org/
- **Local Property Management Companies:** Many property management companies in the Rogue Valley offer consultations and services that include ensuring compliance with local and state rental laws.

Fair Housing

If you plan to use your Accessory Dwelling Unit (ADU) as a rental property, it's essential to familiarize yourself with Fair Housing laws. Fair Housing laws are federal regulations designed to prevent discrimination in housing based on factors such as **race, color, national origin, religion, sex, sexual orientation, gender, disability, and familial status**. These laws apply to all rental housing, including ADUs, and aim to ensure that every prospective tenant has an equal opportunity to secure housing without facing discrimination.

Here are some best practices for renting a unit in compliance with Fair Housing laws:

- **Advertise Without Discrimination:** When advertising your rental unit, avoid discriminatory language or preferences in your listings. Ensure that your advertisements are inclusive and do not discourage individuals based on protected characteristics.
- **Tenant Application Process:** Treat all applicants fairly and equally. Create clear and consistent criteria for screening tenants. Use the same criteria for everyone, regardless of their background. Make choices based on objective factors like credit history, rental history, income, and, when relevant, criminal background. Avoid making subjective judgments that could be discriminatory.
- **Reasonable Accommodations:** Be open to providing *reasonable accommodations* or modifications for individuals with disabilities. Engage in a dialogue with tenants to address their specific needs and ensure equal access to your rental property.
- **Document Everything:** Maintain thorough and well-documented records of your rental application process, communications with tenants, and any accommodation requests. These records can be crucial in demonstrating your compliance with Fair Housing laws if questions arise.
- **Educate Yourself:** Stay informed about Fair Housing laws, including federal, state, and local regulations. Attend training sessions or workshops to better understand your responsibilities as a landlord.
- **Respond to Complaints Promptly:** If a tenant or applicant raises concerns related to Fair Housing, take their complaints seriously and address them promptly. Investigate and resolve any potential issues to prevent further discrimination.

For more information about Fair Housing visit :

- o Fair housing Council of Oregon <https://fhco.org>

Summary

If you choose to build an ADU, the City of Ashland is committed to simplifying and enhancing your experience. This guide supports that intention, but if you have suggestions for improving the process, our pre-approved plans, or other development issues, we'd like to hear from you.

Building an ADU can be a rewarding endeavor that not only adds value to your property but also contributes to the community by providing more housing options for our residents. The City of Ashland is here to support you every step of the way, ensuring the process is as smooth and efficient as possible.

A complete set of the selected free pre-approved ADU plans are made available to Ashland property owners after a 30-minute consultation with the Ashland Planning Division. During this meeting, a planner will review your particular site and provide valuable guidance on the permit application process, helping you understand zoning requirements, building codes, and any other considerations for your ADU project. This step helps ensure that the plans you choose are compatible with your property and the city's regulations, saving you time and potential setbacks later on. If you're interested in selecting a pre-approved ADU plan, simply contact the Community Development Department to schedule your consultation. This process is a helpful way to kickstart your project with expert advice and streamline the approval process, making it easier to move forward with your plans.

We believe that by working together, we can create a more sustainable, inclusive, and vibrant community. Whether you are utilizing our pre-approved plans or customizing your own design, our goal is to make your ADU project a positive and successful experience. Let's build a brighter future for Ashland, one ADU at a time!

City of Ashland Pre-Approved Free ADU Plans:

<http://ashlandoregon.gov/ADU>

	"The Barn" 564 Square Feet These plans, designed by Derek Sherrell, were provided by ThatADUGuy for use in Ashland's ADU program
	"The Sherrel" 880 Square Feet – 2 bed – 2 bath These plans, designed by Derek Sherrell, were provided by ThatADUGuy for use in Ashland's ADU program
	"The Joel" 567 Square Feet Available with either a gable or shed roof. These plans were provided by the City of Eugene for use in Ashland's ADU program
	"The Dogwood" 364 Square Feet These plans, designed by Architect Carlos Degado, were provided by the City of Medford for use in Ashland's ADU program.
	"The Magnolia" 600 Square Feet These plans, designed by Architect Carlos Degado, were provided by the City of Medford for use in Ashland's ADU program.
	"The Beech" 660 Square Feet These plans, designed by Architect Carlos Degado, were provided by the City of Medford for use in Ashland's ADU program.
	"The Myrtle" 364 Square Feet ADU above a single car garage These plans, designed by Architect Carlos Degado, were provided by the City of Medford for use in Ashland's ADU program.

THESE PLANS ARE PROVIDED AS A COURTESY BY THE CITY OF ASHLAND FOR APPLICATION AND PERMITTING PURPOSES ONLY. THESE PLANS WERE NOT DESIGNED BY THE CITY OF ASHLAND AND THE CITY BEARS NO RESPONSIBILITY FOR THE PLANS OR RESULTING STRUCTURE, THE PLANS HAVE BEEN REVIEWED FOR MINIMUM OREGON RESIDENTIAL SPECIALTY CODE COMPLIANCE. BY USING THE PLANS, THE USER AGREES TO RELEASE THE CITY OF ASHLAND FROM ANY AND ALL CLAIMS, LIABILITIES, SUITS, AND DEMANDS ON ACCOUNT OF ANY INJURY, DAMAGE, OR LOSS TO PERSONS OR PROPERTY, INCLUDING INJURY OR DEATH, OR ECONOMIC LOSSES, ARISING OUT OF THE USE OF THESE CONSTRUCTION DOCUMENTS.

City Contacts

Ashland Community Development Department

51 Winburn Way

Ashland, OR 97520

Phone: [541-488-5305](tel:541-488-5305)

Building Division: Email: building@ashlandoregon.gov

Planning Division : Email : planning@ashlandoregon.gov

Historic Preservation Advisory Committee review board consultation:
call 541-488-5305 for an appointment

Ashland Climate, Energy & Conservation Division:

<https://ashlandoregon.gov/376/Climate-Energy-Conservation>

Ashland Public Works & Engineering Department

Phone: 541-488-5587

Email: publicworksinfo@ashlandoregon.gov

Ashland Electric Department

Phone: 541-552-2389 for New Construction and/or Service

Email: electric@ashlandoregon.gov

Ashland Fire Department

Phone: [541-482-2770](tel:541-482-2770)

Email: fire@ashlandoregon.gov

Additional Resources

City of Ashland Residential Building Permit Submittal Form online:

<https://ashlandoregon.gov/DocumentCenter/View/116/Residential-Building-Permit-Application-Submittal-Package-PDF>

City of Ashland Commonly Asked Questions About Obtaining Permits (PDF):

<https://ashlandoregon.gov/DocumentCenter/View/174/Commonly-Asked-Questions-About-Obtaining-Permits-PDF>

International Code Council Benefits of Building Permits:

<https://or-ashland.civicplus.com/DocumentCenter/View/220/Benefits-of-Building-Permits-PDF>

State of Oregon Building Code

2023 Oregon Residential Specialty Code:

<https://codes.iccsafe.org/content/ORRC2023P1>

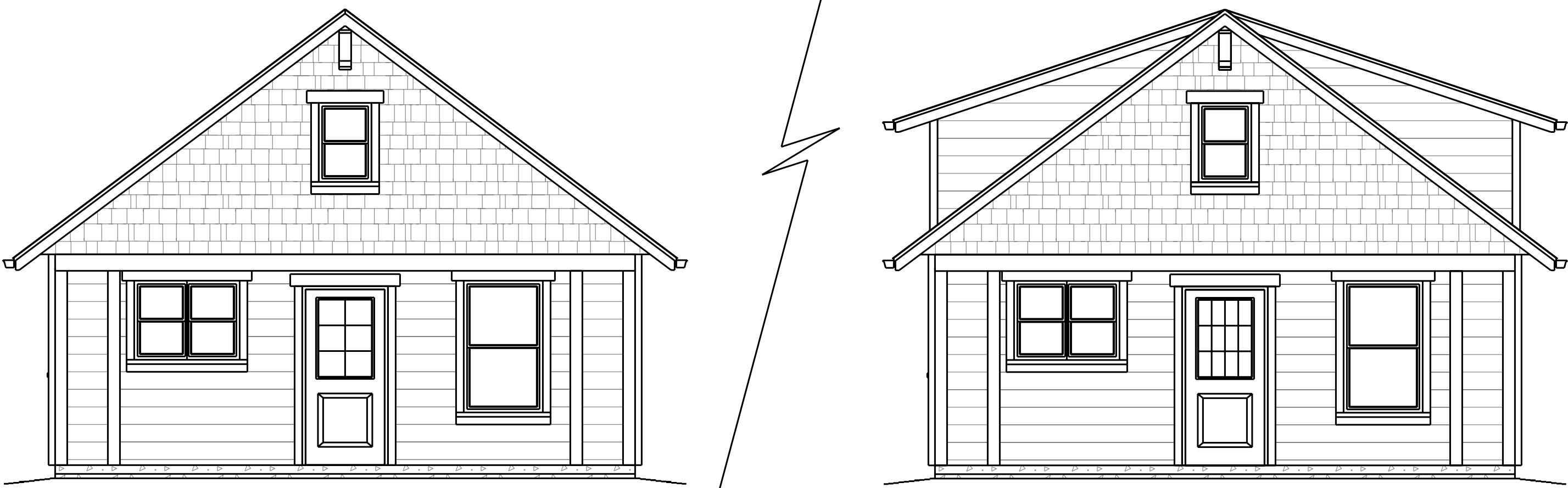
All codes and standards – Building Code Division:

<https://www.oregon.gov/bcd/codes-stand/Pages/adopted-codes.aspx>

AREA MAP

FRONT ELEVATION

DRAWING INDEX



OREGON ENERGY CODE SUMMARY 2021

BUILDING CODE SUMMARY

PLANNING SUMMARY

- [X] New Construction. All conditioned spaces within residential buildings must comply with Table N1101.1(1) and one additional measure from Table N1101.1(2)
- [] Additions. Additions to existing buildings or structures may be made without making the entire building or structure comply if the new additions comply with the requirements of this chapter. (N1101.3)
- [] Large additions. Additions that are equal to or more than 600 square feet (55m2) in area shall be required to comply with Table N1101.1(2).
- [] Small additions. Additions that are less than 600 square feet (55m2) in area shall be required to select one measure from Table N1101.1(2) or comply with Table N1101.3.
- [] Exception: Additions that are less than 225 square feet (20.9m2) in area shall not be required to comply with Table N1101.1(2) or Table N1101.3.

TABLE N1101.1(1) PRESCRIPTIVE ENVELOPE REQUIREMENTS

BUILDING COMPONENT	STANDARD BASE CASE		LOG HOMES ONLY	Equiv. Value
	Required Performance	Equiv. Value	Required Performance	
Wall insulation-above grade	U-0.059 ^a	R-21 intermediate ^a	Note d	Note d
Wall insulation-below grade ^a	C-0.063	R-15 ^b / R-21	C-0.063	R-15/ R-21
Flat ceilings ^c	U-0.021	R-49	U-0.027	R-49 A ^a
Vaulted ceilings ^a	U-0.033	R-30 Rafter or R-30A Scissor Truss	U-0.027	R-38A ^a
Underfloors	U-0.033	R-30	U-0.033	R-30
Slab edge perimeter ^m	F-0.520	R-15	F-0.520	R-15
Heated slab interior ^l	n/a	R-10	n/a	R-10
Windows ⁱ	U-0.27	U-0.27	U-0.27	U-0.27
Skylights	U-0.50	U-0.50	U-0.50	U-0.50
Exterior doors ^k	U-0.20	U-0.20	U-0.54	U-0.54
Exterior doors w/≥2.5 ft glazing ^l	U-0.40	U-0.40	U-0.40	U-0.40

TABLE N1101.1(2) ADDITIONAL MEASURES

Selected item number: 1

- (1) High-efficiency HVAC system:^a

[] a. Gas-fired furnace or boiler with minimum AFUE of 94% or

[] b. Air-source heat pump HSPF of 10.0/ 14.0 SEER cooling or

[] c. Ground source heat pump COP of 3.5 or Energy Star
- (2) High-efficiency water heating system:

[] a. Natural gas/propane, water heater with minimum UEF .90 or

[] b. Electric heat pump water heater with minimum 2.0 COP or

[] c. Natural gas/propane tankless/stantaneous heater with minimum 0.80 UEF and Drain Water Recovery Unit installed on minimum of one shower/tub -shower.
- (3) Wall Insulation upgrade:

[] Exterior walls-U-0.45/R-21 conventional framing with R-5.0 continuous insulation.
- (4) Advanced envelope

[] Windows-U0.21 (Area weighted average), and

Flat ceiling-U-0.017/R-40 and

Framed floors-U0.26/R-30 or slab edge insulation to F-0.48 or less (R-10 for 48", R-15 for 36", R-5 fully insulated slab)
- (5) Ductless heat pump:

[] For dwelling units with all-electric provide:

Ductless heat pump of minimum HSPF 10 in primary zone replaces zonal electric heat sources, and

Programmable thermostat for all heaters in bedrooms
- (6) High efficiency thermal envelope UA^c

[] Proposed UA is 8 percent lower than the code UA
- (7) Glazing area:

[] Glazing area, measured as the total framed openings is less than 12 percent of conditioned floor area.
- (8) 3 ACH₅₀ air leakage control and efficient ventilation:

[] Achieve a maximum of 3.0 ACH₅₀ whole-house air leakage when third-party tested and provide a whole-house ventilation system including heat recovery with a minimum sensible heat recovery efficiency of not less than 66 percent.

For Sl: 1 inch=25.4 mm, 1 square foot = 0.0929 m², 1 degree = 0.0175 rad.
a. As allowed in Section N1104.1, thermal performance of a component may be adjusted provided that overall heat loss does not exceed the total resulting from conformance to the required U-value standards. Calculations to document equivalent heat loss shall be performed using the procedure and approved U-values contained in Table N1104.1(1).
b. R-values used in this table are nominal for the insulation only in standard wood framed construction and not for the entire assembly.
c. Wall insulation requirements apply to all exterior wood framed, concrete or masonry walls that are above grade. This includes cripple walls and rim joist areas. Nominal compliance with R-21 insulation in intermediate Framing (N1104.2) with insulated headers.
d. The wall component shall be a minimum solid log or timber wall thickness of 3.5 inches (89 mm).
e. Below-grade wood, concrete or masonry walls include all walls that are below grade and do not include those portions of such wall that extend more than 24 inches (609.6 mm) above grade. R-21 insulation in framed cavity. R-15 continuous insulation.
f. Insulation levels for ceilings that have limited attic/rafter depth such as corners, bay windows or similar architectural features totaling not more than 150 square feet (13.9 m²) in area may be reduced to not less than R-21.
g. Vaulted ceiling surface area exceeding 50 percent of the total heated space floor area shall have a U-factor no greater than U-0.026 (equivalent to R-38 rafter or scissor truss with R-38 advanced framing).
h. A* Advanced frame construction. See Section N1104.6.
i. Heated slab interior applies to concrete slab floors (both on and below grade) that incorporate a radiant heating system within the slab. Insulation shall be installed underneath the entire slab.
j. Sliding glass doors shall comply with window performance requirements. Windows exempt from testing in accordance with Section N1111.2, Item 3 shall comply with window performance requirements if constructed with thermal break aluminum or wood, or vinyl, or fiberglass frame and double-pane glazing with low-emissivity coatings of 0.10 or less.
k. Buildings designed to incorporate passive solar elements may include glazing with a U-factor greater than 0.35 by using Table N1104.1(1) to demonstrate equivalence to building envelope requirements.
l. A maximum of 28 square feet of exterior door area per dwelling unit can have a U-factor of 0.54 or less.
m. Glazing that is either double pane with low-e coating on one surface, or triple pane shall be deemed to comply with this requirement.
n. Minimum 24-inch horizontal or vertical below grade.

For Sl: 1 inch=25.4 mm, 1 square foot = 0.0929 m², 1 degree = 0.0175 rad.
a. As allowed in Section N1104.1, thermal performance of a component may be adjusted provided that overall heat loss does not exceed the total resulting from conformance to the required U-value standards. Calculations to document equivalent heat loss shall be performed using the procedure and approved U-values contained in Table N1104.1(1).
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f. Insulation levels for ceilings that have limited attic/rafter depth such as corners, bay windows or similar architectural features totaling not more than 150 square feet (13.9 m²) in area may be reduced to not less than R-21.
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m. Glazing that is either double pane with low-e coating on one surface, or triple pane shall be deemed to comply with this requirement.
n. Minimum 24-inch horizontal or vertical below grade.

N1105.2 installation of ducts.
All new duct systems or new portions of duct systems exposed to unconditioned spaces, and buried ductwork within insulation that meets the exception to Section N1105.3, shall be insulated to minimum R-8.

Exceptions:

1. The replacement or addition of a furnace, air conditioner or heat pump shall not require existing ducts to be insulated to current code.
2. Exhaust and intake ductwork.

N1105.3 installation of ducts.
All new duct systems and air handling equipment and appliances shall be located fully within the building thermal envelope.

Exceptions:

1. Ventilation intake ductwork and exhaust ductwork.
2. Up to 5 percent of the length of an HVAC system ductwork shall be permitted to be located outside of the thermal envelope.
3. Ducts deeply buried in insulation in accordance all of the following.

3.1. Insulation shall be installed to fill gaps and voids between the duct and the ceiling, and a minimum of R-19 insulation shall be installed above the duct between the duct and unconditioned attic.

3.2. Insulation depth marker flags shall be installed on the ducts every 10 feet (3048 mm) or as approved by the building official.

BUILDING CODE: 2021 OREGON RESIDENTIAL SPECIALTY CODE,
2021 OREGON PLUMBING SPECIALTY CODE,
2020 OREGON ELECTRICAL SPECIALTY CODE,
2019 OREGON MECHANICAL SPECIALTY CODE
2019 OREGON STRUCTURAL SPECIALTY CODE

CONSTRUCTION TYPE: TYPE V B – WOOD FRAMED

OCCUPANCY TYPE: R – RESIDENTIAL

STRUCTURAL LOADS: FLOOR LOAD: 40PSF LL, 12 PSF DL,
10 PSF PARTITION
ROOF LOAD: 25 PSF SNOW (1810' ELEVATION)
15PSF DL

BUILDING PLANNING DATA:

1. SEISMIC DESIGN CATEGORY (SDC) FROM TABLE R301.2(1): D0

2. BASIC WIND SPEEDS FROM FIGURE R301.2(4): 100 m.p.h.

3. EXPOSURE CLASSIFICATION FROM SECTION R301.2.1.4: B

4. WIND LOADS FROM TABLE 301.2(1) AND TABLE R301.2(2): 18 psf

5. WEIGHTS OF MATERIALS PER SECTION R301.2.2.2.1:

(A) ROOF/CEILING ASSEMBLY: DEAD 15 P.S.F. LIVE 25 P.S.F.-SNOW LOAD

(B) EXTERIOR WALL BRACED LINE: 15 P.S.F.

(C) INTERIOR WALL BRACED LINE: 10 P.S.F.

(D) FLOOR ASSEMBLY: 15 P.S.F. 40 P.S.F.

HEADER SPANS:
HEADER SPANS PER TABLE R502.5(1) & R502.5(2)
PAGE 5-7 / 5-8 OF CHAPTER 5, 2011 RESIDENTIAL CODE BOOK
AND SCHEDULE ON ROOF PLAN

ATTIC VENTING:
1/150 TOTAL NET FREE VENTILATING AREA
1/300 PROVIDED AT LEAST 50% AND NOT
MORE THAN 80% VENTILATION AREA PROVIDED
W/ VENT OPENINGS LOCATED IN UPPER PORTION
OF SPACE AT LEAST 3" ABOVE EAVES OR CORNICE
VENTS W/ BALANCE PROVIDED BY EAVE OR CORNICE VENTS

FOUNDATION VENTING:
THE MINIMUM NET AREA OF VENTILATION OPENINGS SHALL NOT BE LESS THAN 1 SQUARE FOOT (0.0929 M2) FOR EACH 150 SQUARE FEET (14 M2) OF UNDER-FLOOR SPACE AREA, UNLESS THE GROUND SURFACE IS COVERED BY A CLASS 1 VAPOR RETARDER MATERIAL. WHEN A CLASS 1 VAPOR RETARDER MATERIAL IS USED, THE MINIMUM NET AREA OF VENTILATION OPENINGS SHALL NOT BE LESS THAN 1 SQUARE FOOT (0.0929 M2) FOR EACH 1,500 SQUARE FEET (140 M2) OF UNDER-FLOOR SPACE AREA. ONE SUCH VENTILATING OPENING SHALL BE WITHIN 3 FEET (914 MM) OF EACH CORNER OF THE BUILDING.

Complete the Planning Summary below:

PROPERTY DESCRIPTION:
ZONING DESIGNATION:
ASSESSOR'S PARCEL NUMBER:

LOT COVERAGE SUMMARY:

PROPOSED BUILDING FOOTPRINT: 528 S.F.
PROPOSED TOTAL LOT COVERAGE:

TOTAL LOT AREA: S.F.
TOTAL ALLOWED LOT COVERAGE: (% S.F.)
TOTAL EXISTING LOT COVERAGE: (% S.F.)
TOTAL PROPOSED LOT COVERAGE:

GHFA TOTAL FOR PROPOSED ADU RESIDENCE:

GHFA MAIN FLOOR:
GHFA UPPER FLOOR:

OFF STREET PARKING SUMMARY

H.T OF (N) ROOF: 17'-9 11/16"
TYPE: TRUSS ROOF
SLOPE OF ROOF: 4/12 & 9/12

DISCLAIMER

ALL DIMENSIONS MUST BE VERIFIED BY THE BUILDER AND/OR OWNER. POSSESSION AND USE OF THESE PLANS, BY A BUILDER AND/OR OWNER SIGNIFIES THAT THEY, THE BUILDER AND/OR OWNER, HAVE ACCEPTED SOLE RESPONSIBILITY FOR COMPLIANCE WITH ALL STATE AND APPLICABLE LOCAL CODES AND LAWS GOVERNING THIS PROPOSED CONSTRUCTION. FURTHER, SUCH BUILDER AND/OR OWNER HAVE ACCEPTED SOLE RESPONSIBILITY FOR SAFE CONSTRUCTION PRACTICES, THE STRUCTURAL INTEGRITY OF THE PROJECT AND, IN THE EVENT OF AN ACCIDENT OR ANY DEVIATION FROM THESE PLANS NULLIFIES AND ABSOLVES, THE ABOVE MENTIONED DESIGN FIRM AND ITS EMPLOYEES, OF ANY RESPONSIBILITY THAT EXISTS.

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DWG INDEX #:

SCALE: 1/4" = 1'-0"

A0.0 COVER PAGE INFORMATION

DEREK SHERRELL
ThatADUGuy.com
@ThatADUGuy
@ThatADUGuy

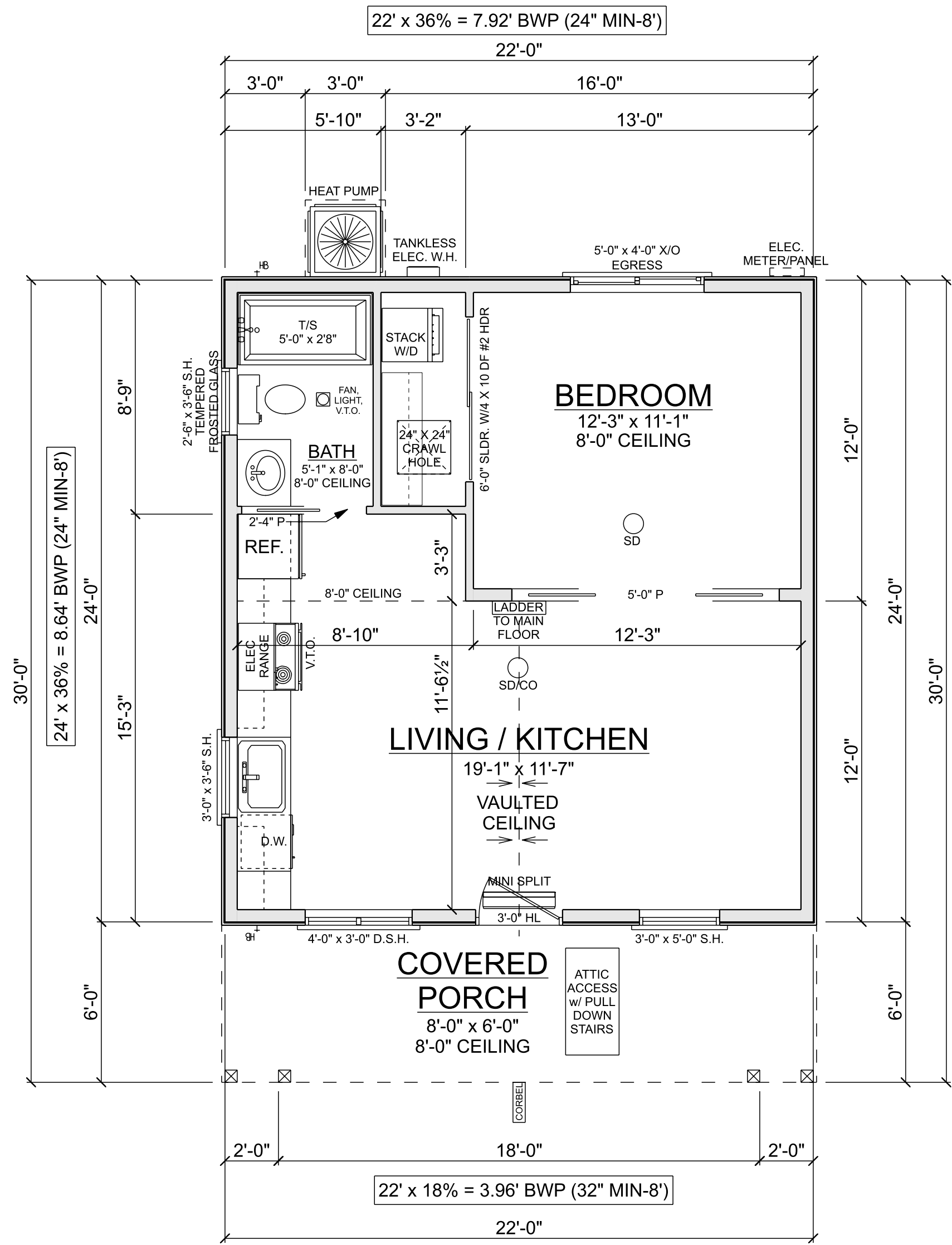


PROJECT OWNER:

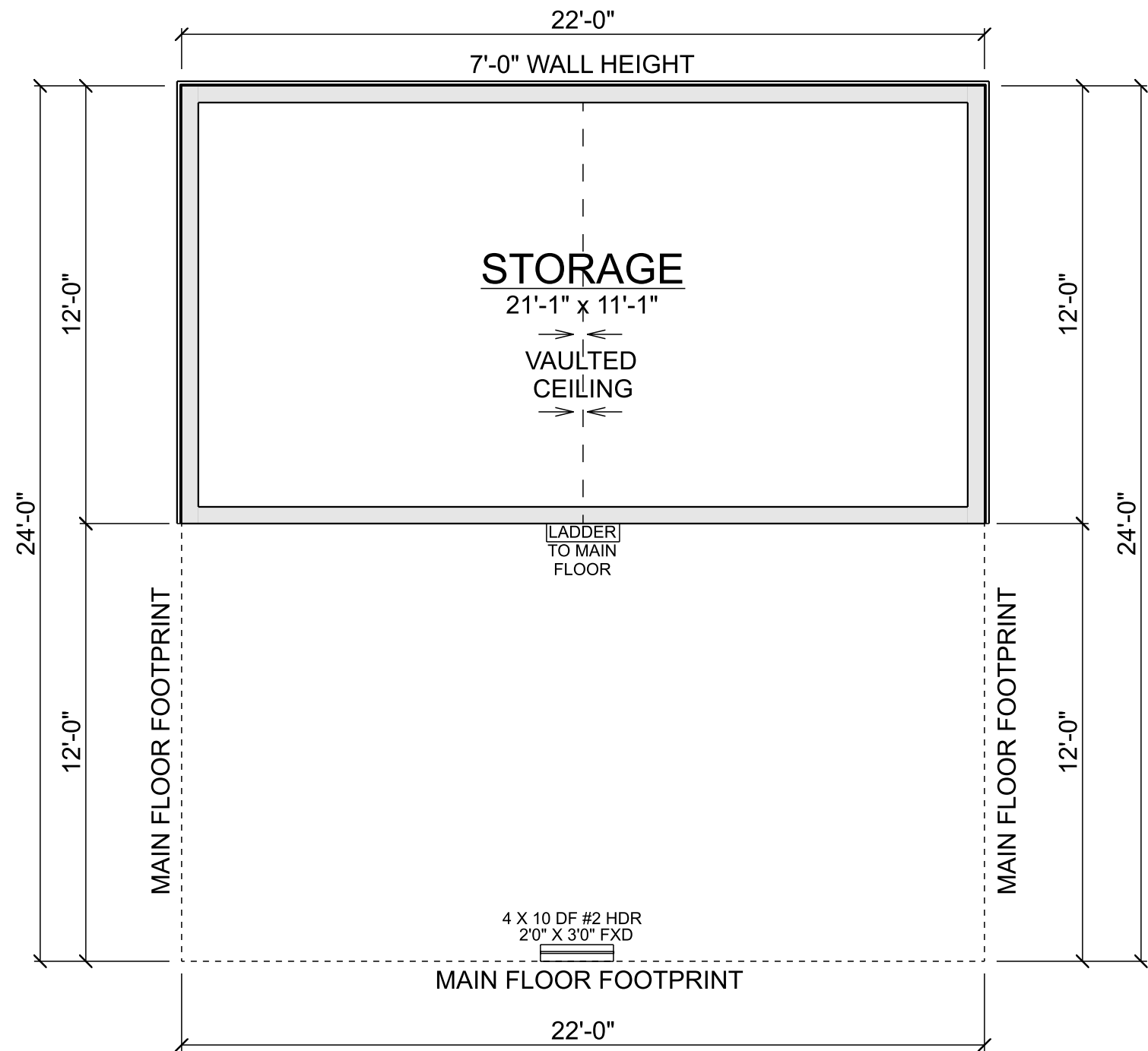
CLIENT:

PROJECT:

SHEET 1 OF 8



MAIN FLOOR PLAN - OPTION A
SCALE: 1/4" = 1'-0"



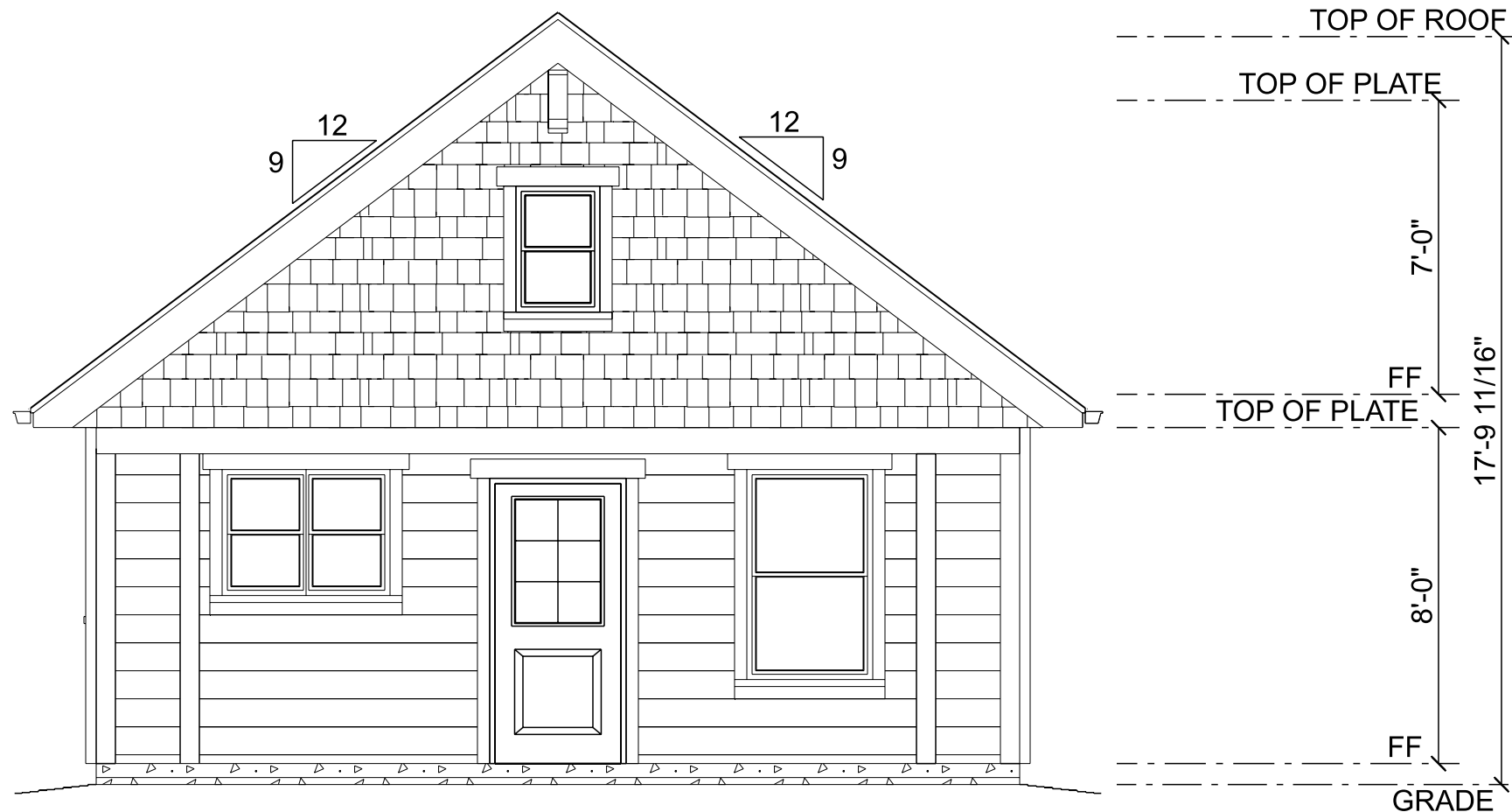
LOFT - OPTION A
SCALE: 1/4" = 1'-0"

EXISTING S.F. NOTES:

MAIN FLOOR:
LIVING S.F.: 528

UPPER FLOOR:
STORAGE.: 264

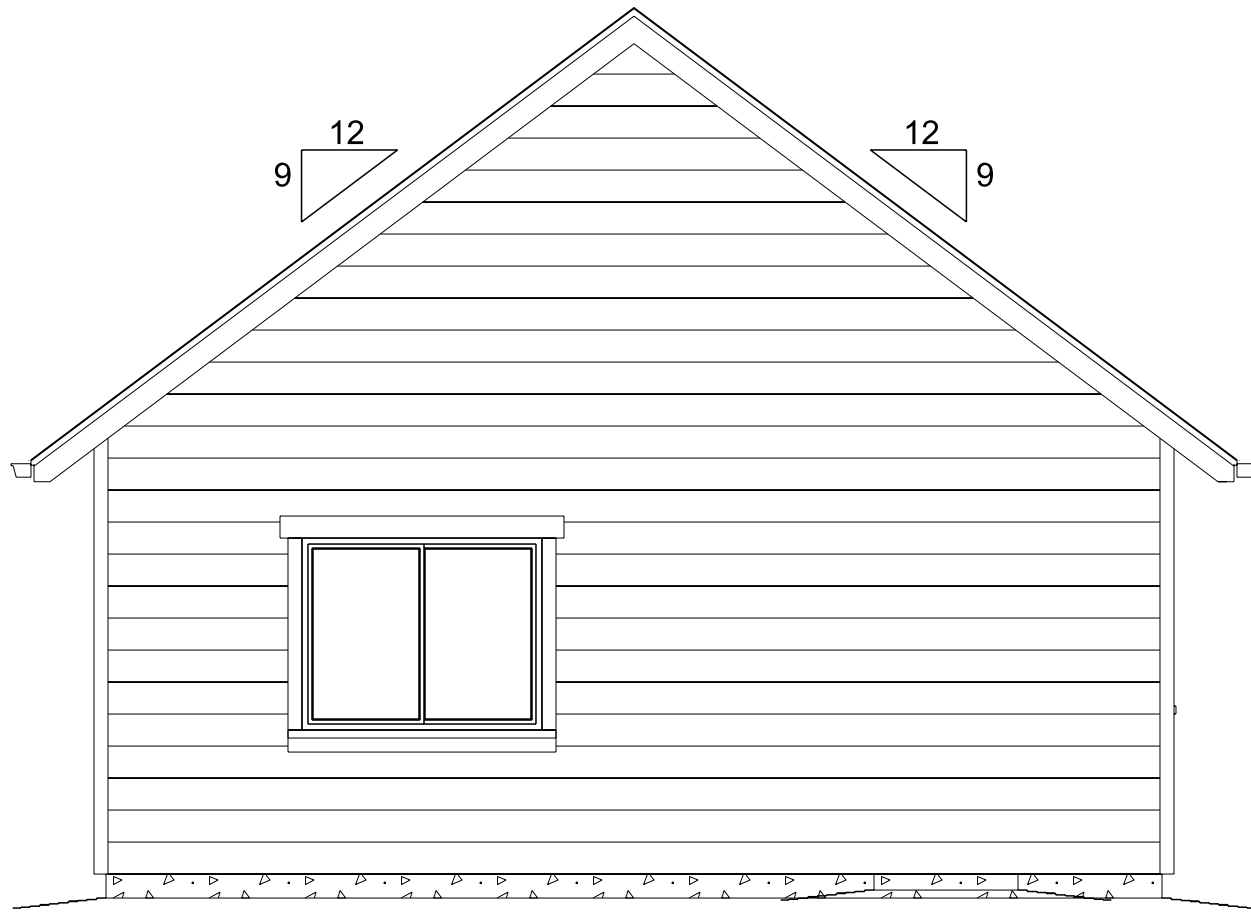
TOTAL LIVING S.F.: 528



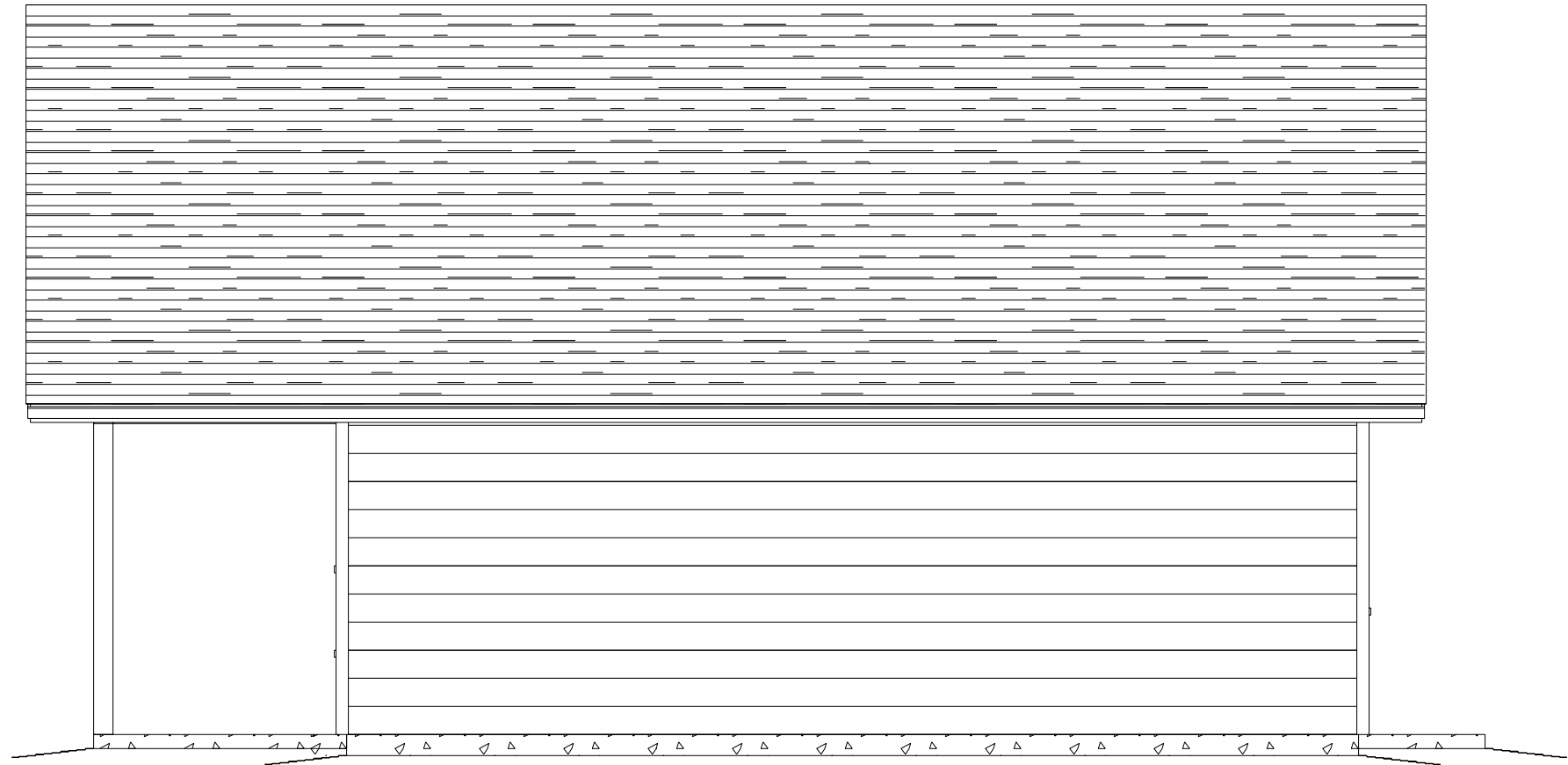
FRONT ELEVATION - OPTION A
SCALE: 1/4" = 1'-0"



LEFT ELEVATION - OPTION A
SCALE: 1/4" = 1'-0"



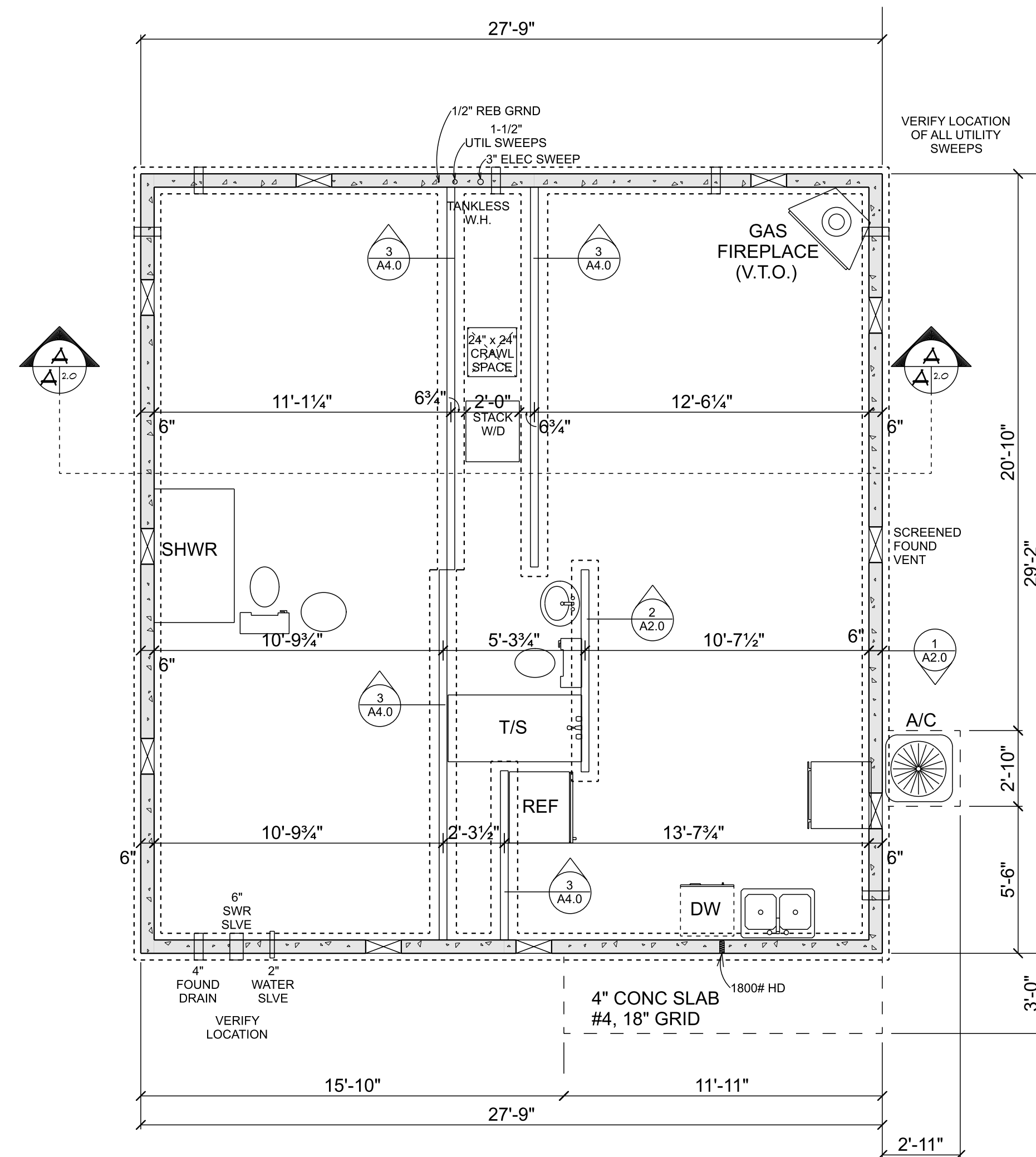
REAR ELEVATION - OPTION A
SCALE: 1/4" = 1'-0"



RIGHT ELEVATION - OPTION A
SCALE: 1/4" = 1'-0"

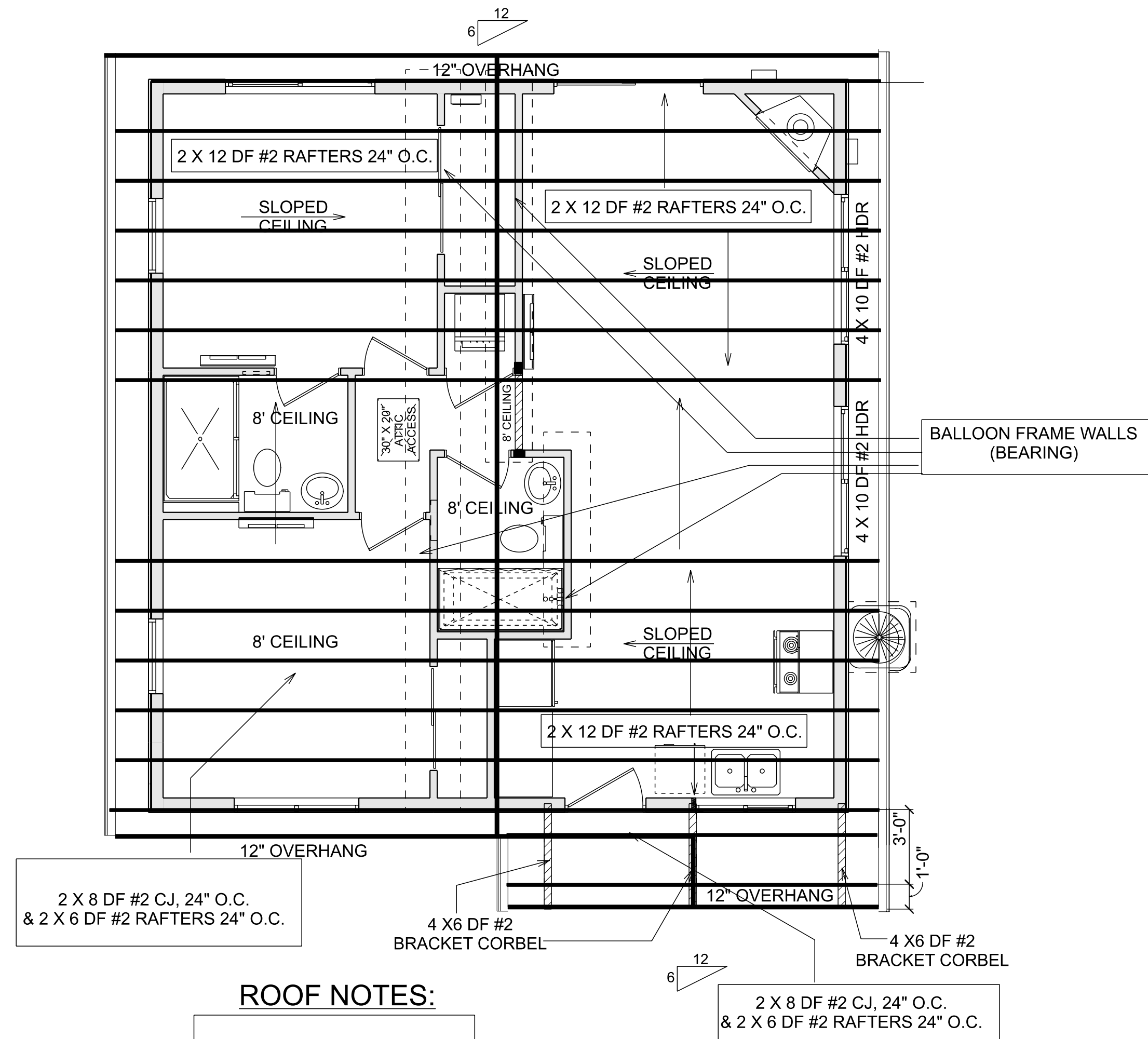
PROJECT:	CLIENT:	PROJECT OWNER:	DEREK SHERRELL ThatADUGuy.com @ThatADUGuy @ThatADUGuy		A1.0 EX. FLOOR PLAN - OPT. A		SCALE: 1/4" = 1'-0"		DWG INDEX #:	
			ThatADUGuy.com @ThatADUGuy @ThatADUGuy		A1.0 EX. FLOOR PLAN - OPT. A		CHECKED BY:		SHEET 3 OF 8	
			ThatADUGuy.com @ThatADUGuy @ThatADUGuy		A1.0 EX. FLOOR PLAN - OPT. A		DATE:		A1.0 EX. FLOOR PLAN - OPT. A	



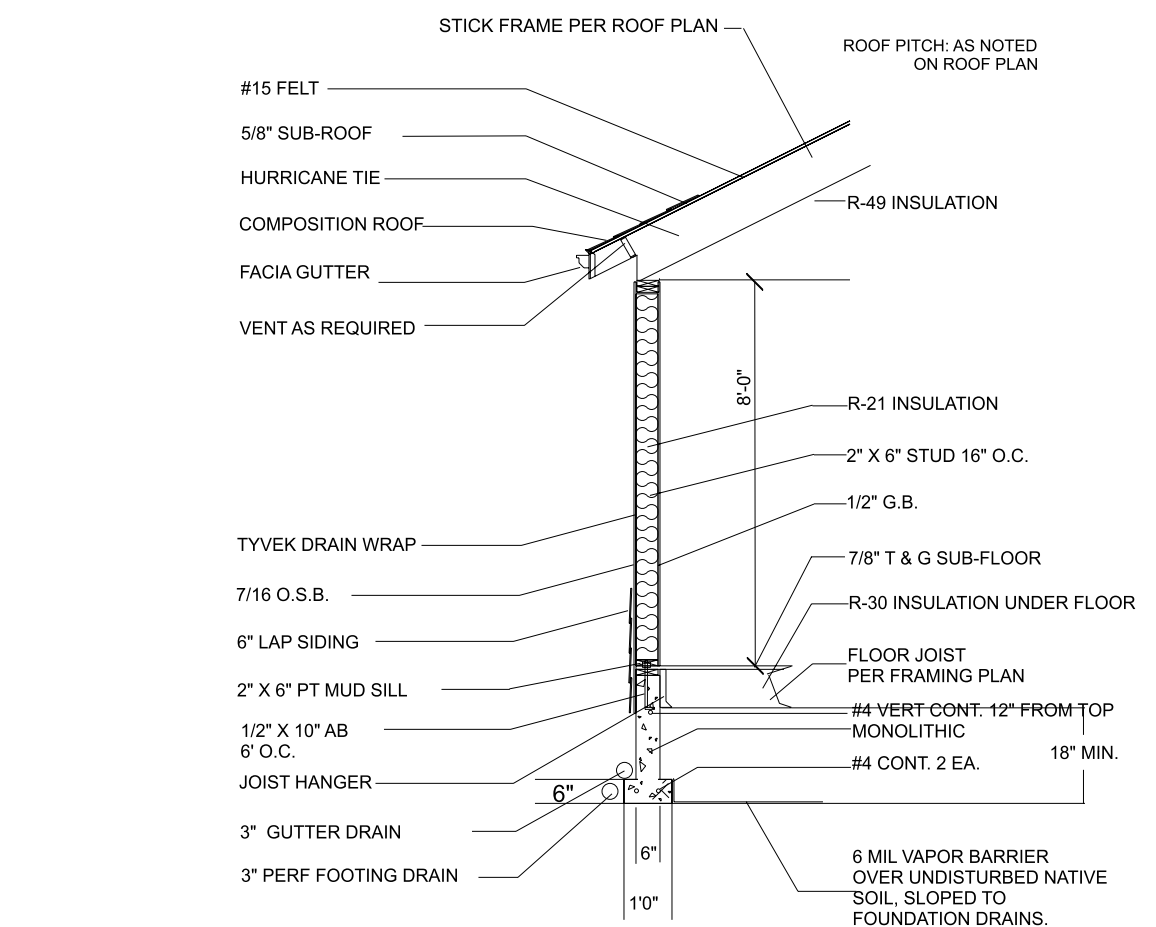


FOUNDATION PLAN

SCALE: 1/4" = 1'-0"

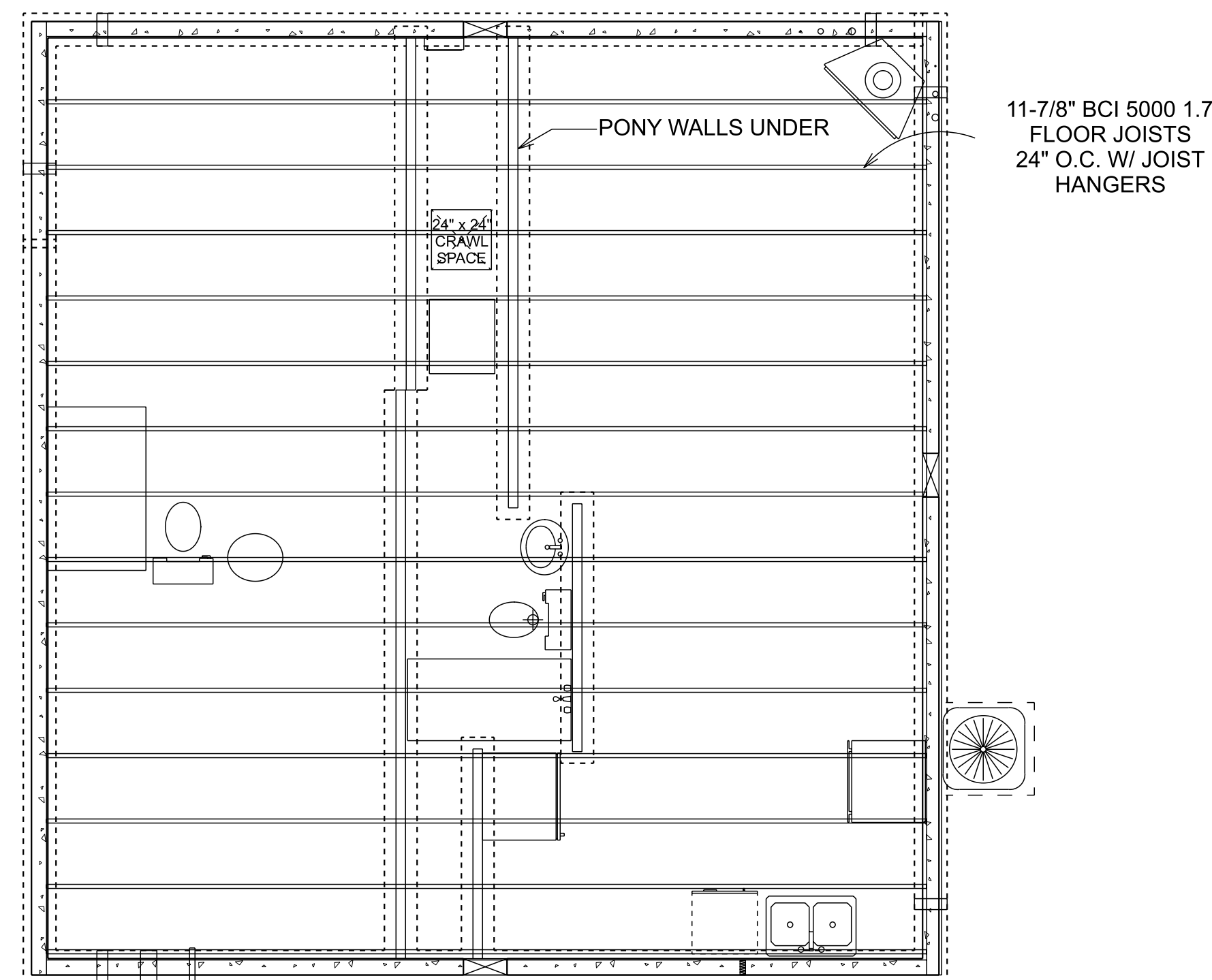


ROOF PLAN
SCALE: 1/4" = 1'-0"



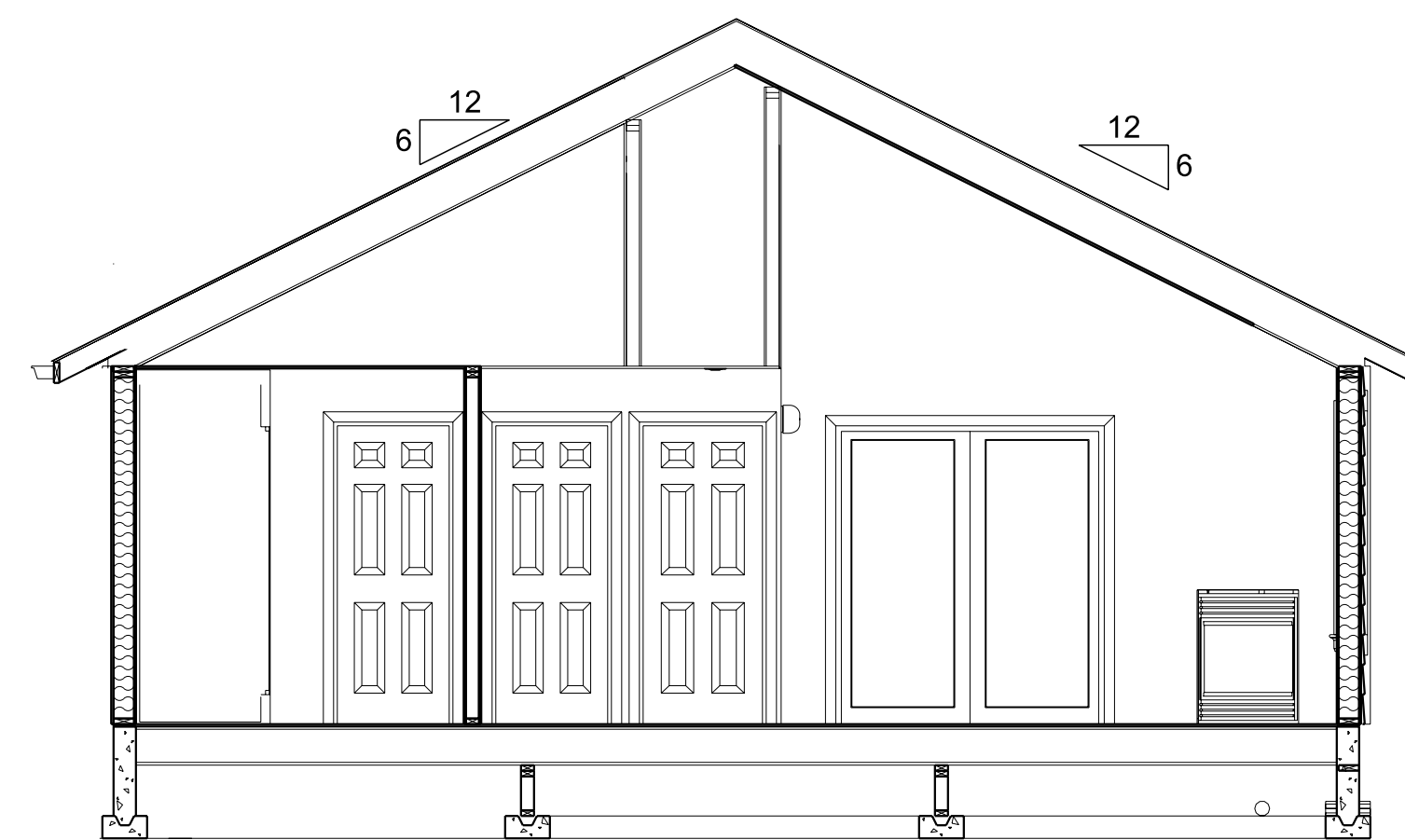
1
A2.0

EXT WALL, 9' SS, HUNG JOISTS
SCALE: 1/4" = 1'-0"

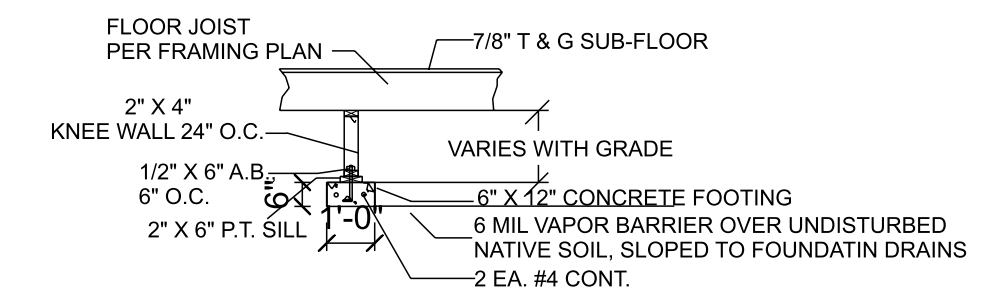


FLOOR FRAMING

SCALE: 1/4" = 1'-0"



 **CROSS SECTION A**
SCALE: 1/4" = 1'-0"



2
A2.0

SS PONY WALL

SCALE: 1/4" = 1'-0"



SHED ROOF OPTION



GABLE ROOF OPTION



These Plans were provided to the City of Ashland thanks to the generosity of the City of Eugene to assist in the development of Accessory Dwelling Units Statewide.

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FLOOR PLAN NOTES

1.

Exterior walls located less than 3 feet from a property line must be 1-hour fire-resistance rated, with no openings allowed. [R302.1]
2.

Permanent heating facilities capable of maintaining a room temperature of not less than 68°F shall be provided. Portable space heaters shall not be used to meet this requirement. [R303.10]
3.

Habitable rooms shall have a floor area of not less than 70 square feet and not less than 7 feet in any horizontal dimension. [R304]
4.

Habitable rooms and hallways shall have a minimum 7-foot ceiling height. Bathrooms and laundry rooms shall have a ceiling height of not less than 6 feet 8 inches. Refer to R305 for sloped ceiling allowances.
5.

Tempered or other safety glazing complying with the impact test requirements of R 308.3 must be installed in hazardous locations identified in R308.4, including:
 - glazing in doors;
 - glazing in the plane of a door where the glazing is within 24" of the door
 - glazing in a wall perpendicular to a door where the glazing is within 24" of the hinge side of an in-swinging door.
 - glazing that is greater than 9 square feet in area and within 36" horizontally from a walking surface, if the bottom edge is less than 18" above the floor and the top edge is more than 36" above the floor.
 - glazing in guards and railings.
 - glazing in tub/shower walls or enclosures where the glazing is less than 60" above the standing surface and within 60" horizontally of the edge of the tub or shower.
6.

Every sleeping room shall have not less than one operable emergency egress opening [R310.1]. Emergency egress openings shall have a net clear opening of not less than 5.7 sq ft. The net clear opening height shall be not less than 24" and the net clear opening width shall be not less than 20" [R310.2.1 See Exceptions]. Minimum sill height for egress openings shall not exceed 44" [R310.2.2].
7.

A landing is required on the exterior side of the exterior egress door [R311.3]. The width of the landing shall not be less than the door served and the dimension in the direction of travel not be less than 36". The landing shall be not more than 1½" below the top of the threshold if the door swings out over the landing. The landing shall be not more than 8" below the top of the threshold if the door does not swing over the landing [R311.3.1].
8.

Smoke and Carbon Monoxide Alarms. [R314 and R315]
 - Smoke alarms listed in accordance with UL 217 shall be installed in each bedroom and out side of each separate sleeping area in the immediate vicinity of the bedrooms.
 - Smoke alarms shall be hard-wired with battery backup. Multiple smoke detectors shall be interconnected so that activation of one alarm will activate all alarms.
 - Smoke alarms must be installed in accordance with the manufacturer's instructions and shall be located to comply with the following:

1

At least 3 feet horizontally from a door to a bathroom containing a tub or shower.

2

Ionization smoke alarm with alarm-silencing switch: at least 10 feet horizontally from permanent Cooking appliance.

3

Ionization smoke alarm w/o alarm-silencing switch: at least 20 feet horizontally from permanent cooking appliance.

4

Photoelectric smoke alarm: at least 6 feet horizontally from permanent cooking appliance..
9.

All rooms containing a tub and/or shower shall be provided with an 80 cfm minimum exhaust fan controlled by a dehumidistat timer or similar means of automatic control. The exhaust air must be discharged outside of the building. [R303.3] [M1505.5]
10.

Minimum shower compartment area: 1,024 sq. in.; shall also be capable of encompassing a 30" circle. [OPSC 408.6].
11.

Showers shall be equipped with control valves of the pressure balance, thermostatic mixing or the combination pressure balance/thermostatic mixing valve type with maximum mixed water setting of 120 degrees Fahrenheit. [OPSC 408.3].
12.

Water heaters shall be anchored to resist horizontal movement. (i.e. earthquake strapping) [M1307.2, OPSC 507.2] 59)
13.

Combustion air is required for solid fuel burning appliances, per manufacturer's instructions. [M1701.1]
14.

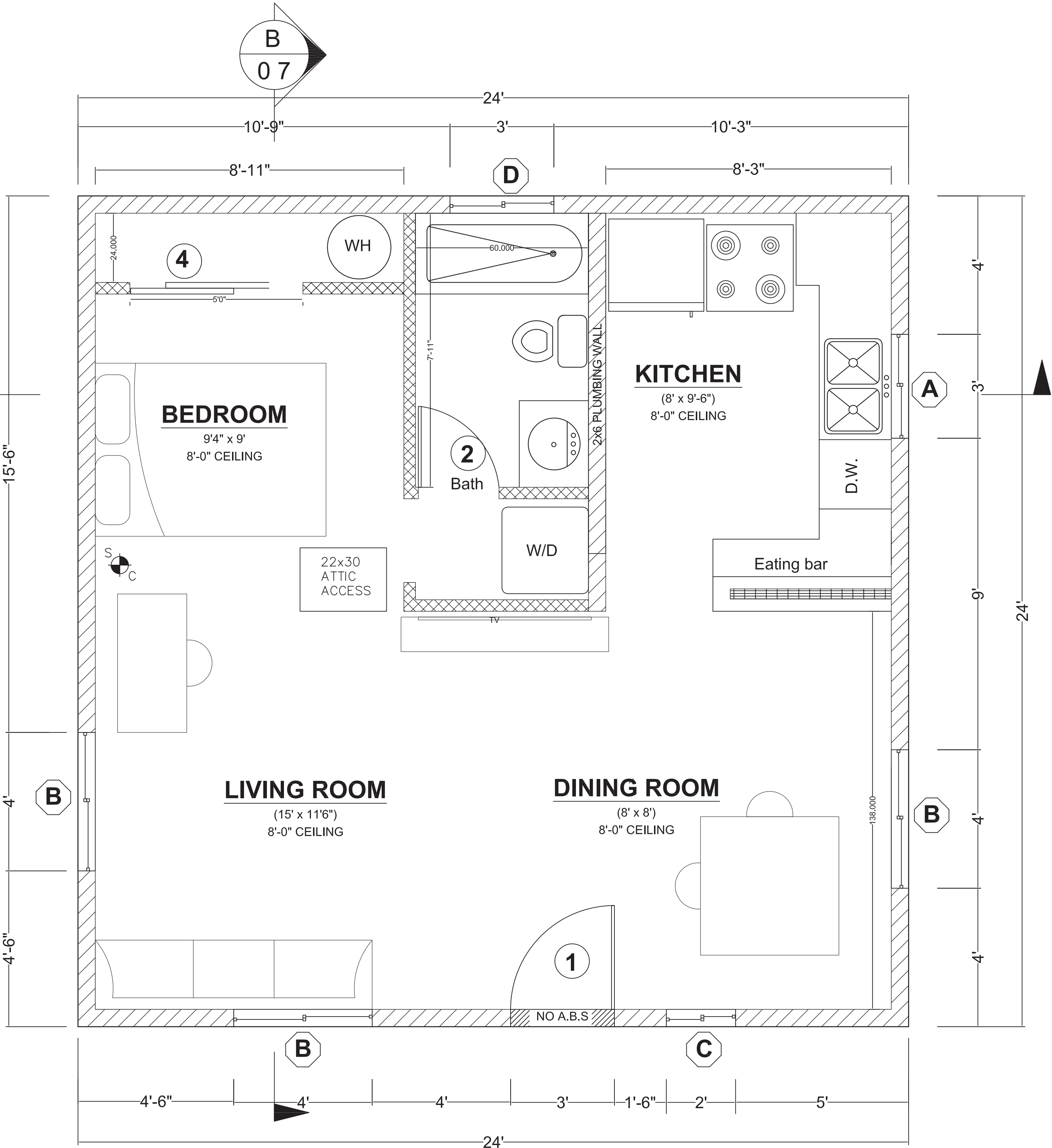
Range exhaust installation per manufactures installation instruction.
15.

A whole-house mechanical ventilatio system must be provided. The whole-house ventilation system must be balanced (exhaust air equal to make-up air). [R303.4 and M1505.4]

Whole House ventilation system proposed:
___ HRV or ERV

___ Other (describe) _____

By using these standard plans, the user agrees to release the City of Eugene from any and all claims, liabilities, suits, and demands on account of any injury, damage, or loss to persons or property, including injury or death, or economic losses, arising out of the use of these construction documents. The use of these plans does not eliminate or reduce the user's responsibility to verify any and all information.



WALL LEGEND

- 2x6 WALL
- 2x4 WALL
- 2x4 PONY WALL

WINDOW SCHEDULE				
MARK	DIMENSION	TYPE	TEMPERED	NOTES
(A)	3'-0" x 3'-0"	SLIDING		
(B)	4'-0" x 4'-0"	SLIDING		
(C)	2'-0" x 4'-0"	FIXED	Y	
(D)	3'-0" x 1'-0"	SLIDING		

Exterior windows shall be tested by an approved independent laboratory and bear a label identifying the manufacturer, thermal performance including the U-factor and approved inspection agency to indicate compliance with AAMA/WDMA/CSA 101/ I.s.2/A440. [R609.3; N1104.4.1]

Labels shall remain attached to the windows until the building inspector inspects and verifies the labeling. [N1104.4.1]

DOOR SCHEDULE				
MARK	DIMENSION	TYPE	TEMPERED	NOTES
(1)	3'-0" x 6'-8"	SWINGING		1-3/8" SOLID CORE
(2)	2'-8" x 6'-8"	SWINGING		
(3)		BI-FOLD		LAUNDRY ROOM
(4)	5'-0" x 6'-8"	SLIDING		5FT CLOSET

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Proposed ADU: 364 sq ft
ADU Porch: sq ft
Living space main house: sq ft
Adu above garage: sq ft
garage: sq ft
main house front porch: sq ft

Lot size: sq ft
Lot coverage: sq ft
% of coverage: %

Dead Loads: Roof 17 PSF, Floor 15 PSF
Live Loads: Snow 25 PSF, Floor 40 PSF
Lateral Loads: Seismic Zone D1
Wind 120 MPH Exposure B

Energy compliance: 2017 Energy code
Envelope enhancement measure 2
Exterior Walls - Min. R 23 Insulation
Floors - Min. R38 insulation
Roof - Min. R49 insulation
Windows - Min. U-0.28
Conservation Measure D
High efficiency water heater
(gas/propane) minimum UEF0.85 /
Electric Heat Pump Tier 1
for Northern Climate

Attic Ventilation: 1 sq ft per 300 sq ft of Area
Crawl space Ventilation: 1 sq ft per 150 sq ft of Area
50% high & low

- Included
- Cover Page
 - Site Plan
 - Main Floor Plan
Main floor plan, window & door schedule
 - Exterior Elevations
 - Foundation Plan
 - Building Details
 - Floor & Roof framing plans
 - Joist & Rafter Calc's.

DISCLAIMER
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PROJECT NAME:
ADU 364

SITE ADDRESS:



5077 Table Rock Road
Central Point OR 97502
541-664-1214

Cover

DRAWN BY: JWL

SCALE : N.T.S.

DATE : 03-17-2021

Dogwood

364 sq ft - Studio

Shear Wall Schedule

Mark#	Sheathing Grade	Edge Nailing	Sole Plate Nailing	Sill plate Bolts #5
W6 (1)	7/16" APA-Rated OSB or equivalent (1)	6" O.C. (2)	6" O.C. (3)	1/2" x 10" J-Bolts @ 6' o.c. (4)
W4	7/16" APA-Rated OSB or equivalent (1)	4" O.C. (2)	4" O.C. (2)	1/2" x 10" J-Bolts @ 16" o.c. (4)

- Notes
- Unless otherwise noted, all exterior walls are to be "W6" with 16" o.c. framing.
 - Shear Walls are to be blocked at all plywood panel edges and sheathing is to extend from bottom plate to top plate.
 - Plywood panel edges to receive 3x or (2)2x spliced together w/ 16d @ 12" o.c
 - Nails to be 0.131" Dia. x 2-1/2". Edge nailing to follow schedule and field nailing to be max 12" o.c.
 - Pre-manufactured wall panels are to be connected at corners & ends using 16d min. nails as called out at sole plate nailing.
 - Sill plates, to be 2x PT. or equivalent w/ 1/4" x 3" x 3" Bearing plate Washers at each bolt.
 - 1/2" x 6" concrete screw anchors may be used in place of J-bolts.
To comply with 2008 ORSC wall bracing or continuously sheathed method

Lumber
2x studs and plate DF#2/BTR S-Dry
3x-4x timbers DF#2/BTR GRN. To be 19% MC or less before enclosure
6x or larger timbers DF#1/BTR GRN. To be 19% MC or less before enclosure\ EWP - Products to be as per plan.

R314.3.1 Near cooking appliances.
Smoke alarms shall not be installed in the following locations unless it is in conflict with R314.3.
1. Ionization smoke alarms shall not be installed less than 20 feet horizontally from a permanently installed cooking appliance.
2. Ionization smoke alarms with alarm-silencing switch shall not be installed less than 10 feet horizontally from a permanently installed cooking appliance.
3. Photoelectric smoke alarms shall not be installed less than 6 feet horizontally from a permanently installed cooking appliance.

Main Floor

3/4" = 1'

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PROJECT NAME:

DOGWOOD

SITE ADDRESS:

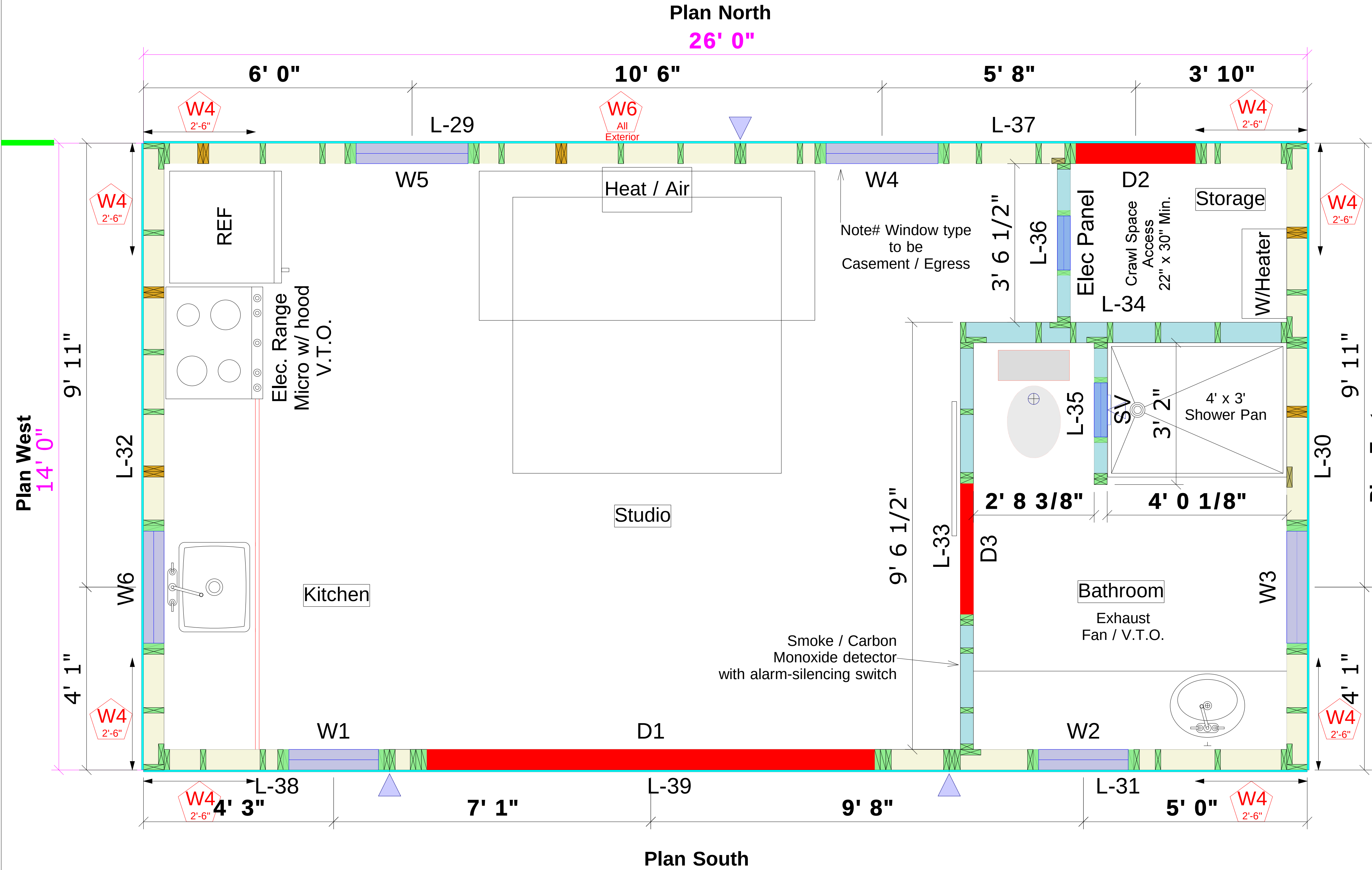
DOGWOOD



5077 Table Rock Road
Central Point OR 97502
541-664-1214

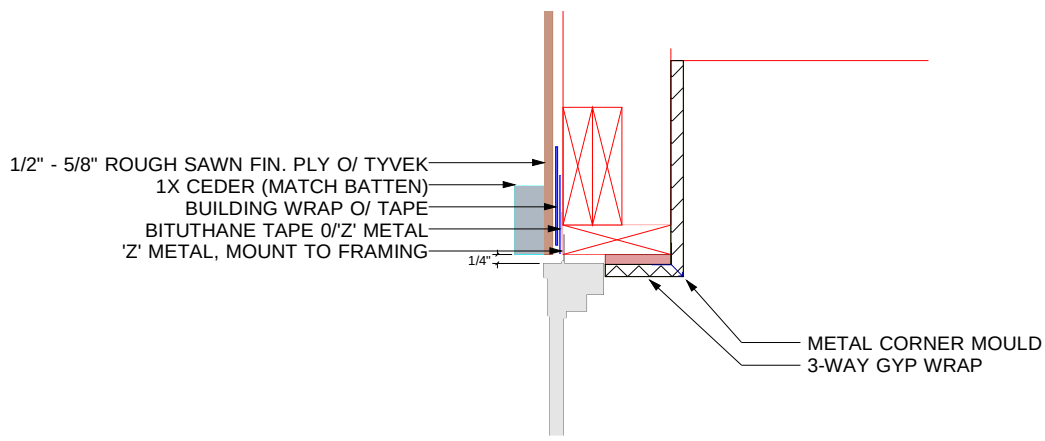
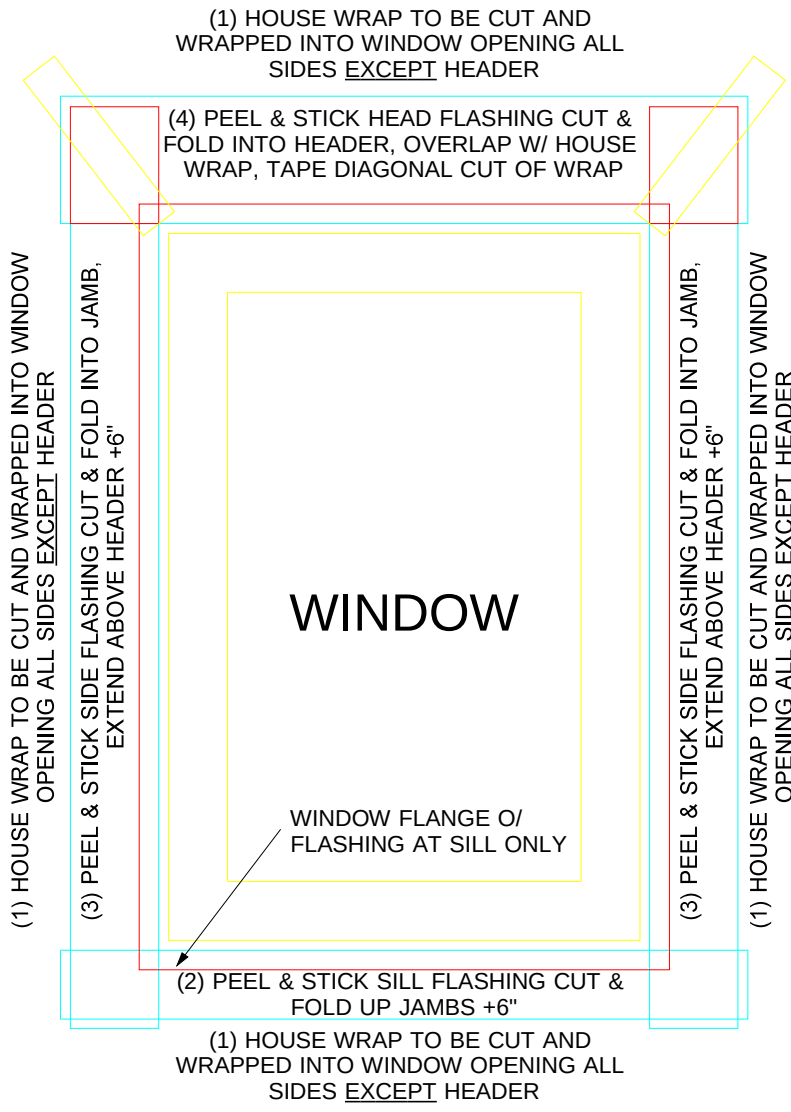
Main Floor Plan

Rev. : 11-17-2021
DRAWN BY: JWJ
SCALE : 3/4" = 1'
DATE : 03-17-2021



Window & Door Schedule

Tag	Width	Height	R/O width	R/O height	R/O Head height	Type	Comments
W1	2'-0"	4'-6"	2'-0"	4'-6"	8'-0"	Fixed	Tempered
W2	2'-0"	4'-6"	2'-0"	4'-6"	8'-0"	Casement	
W3	2'-6"	4'-6"	2'-6"	4'-6"	8'-0"	Fixed	Tempered
W4	2'-6"	3'-8"	2'-6"	3'-8"	6'-8"	Casement	Egress
W5	2'-6"	3'-8"	2'-6"	3'-8"	6'-8"	Casement	Egress
W6	2'-6"	4'-6"	2'-6"	4'-6"	8'-0"	Casement	
D1	10'-0"	8'-0"	10'-0"	8'-0"	8'-0"	Double Swing	Keyed Entry
D2	2'-6"	6'-8"	2'-8"	6'-9-1/2"	6'-9-1/2"	Exterior	Keyed
D3	3'-0"	6'-8"	2'-11"	6'-7"	6'-7"	Barn	



VINYL WINDOW HEAD DETAIL

WINDOW FLASHING DETAIL



Proposed ADU: 660 sq ft
ADU Porch: sq ft
Living space main house: sq ft
Adu above garage: sq ft
garage: sq ft
main house front porch: sq ft

Lot size: sq ft
Lot coverage: sq ft
% of coverage: %

Dead Loads: Roof 17 PSF, Floor 15 PSF
Live Loads: Snow 25 PSF, Floor 40 PSF
Lateral Loads: Seismic Zone D1
Wind 120 MPH Exposure C

Energy compliance: 2017 Energy code
Envelope enhancement measure 2
Exterior Walls - Min. R 23 Insulation
Floors - Min. R38 insulation
Roof - Min. R49 insulation
Windows - Min. U-0.28
Conservation Measure D
High efficiency water heater
(gas/propane) minimum UEF0.85 /
Electric Heat Pump Tier 1
for Northern Climate

Attic Ventilation: 1 sq ft per 300 sq ft of Area
Crawl space Ventilation: 1 sq ft per 150 sq ft of Area
50% high & low

Included

- Cover Page
- Site Plan placeholder
- Main Floor Plan
- Exterior Elevations
- Interior Elevations & Door/Window Schedule
- Foundation Plan
- Building & Concrete Details
- Floor Framing Plan
- Roof framing Plans

Joist & Rafter Calc's.

Magnolia

- ADA - 1 Bedroom

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PROJECT NAME:
ADU 660 - ADA

SITE ADDRESS:

DRAWN BY: **JWL**
SCALE : **N.T.S.**
DATE : **04-09-2021**



5077 Table Rock Road
Central Point OR 97502
541-664-1214

Cover



Beech

660 sq ft - 1 Bedroom

Proposed ADU: 660 sq ft
ADU Porch: 72 sq ft
Living space main house: _____ sq ft
Adu above garage: _____ sq ft
garage: _____ sq ft
main house front porch: _____ sq ft

Lot size: _____ sq ft
Lot coverage: _____ sq ft
% of coverage: _____ %

Dead Loads: Roof 17 PSF, Floor 15 PSF
Live Loads: Snow 25 PSF, Floor 40 PSF
Lateral Loads: Seismic Zone D1
Wind 120 MPH Exposure C

Energy compliance: 2017 Energy code
Envelope enhancement measure 2
Exterior Walls - Min. R 23 Insulation
Floors - Min. R38 insulation
Roof - Min. R49 insulation
Windows - Min. U-0.28
Conservation Measure D
High efficiency water heater
(gas/propane) minimum UEF0.85 /
Electric Heat Pump Tier 1
for Northern Climate

Attic Ventilation: 1 sq ft per 300 sq ft of Area
Crawl space Ventilation: 1 sq ft per 150 sq ft of Area
50% high & low

Included

Cover Page

Site Plan placeholder

Main Floor Plan

Exterior Elevations

Interior Elevations & Door/Window Schedule

Foundation Plan

Building & Concrete Details

Floor Framing Plan

Roof framing Plans

Joist & Rafter Calc's.

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PROJECT NAME:
ADU 660

SITE ADDRESS:

DRAWN BY: **JWL**
SCALE : **N.T.S.**
DATE : **04-09-2021**



5077 Table Rock Road
Central Point OR 97502
541-664-1214

Cover



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Myrtle

Studio w/ Garage below

Proposed ADU: 364 sq ft
Garage: 364 sq ft
ADU Porch: 72 sq ft
Living space main house: _____ sq ft
Adu above garage: _____ sq ft
garage: _____ sq ft
main house front porch: _____ sq ft

Lot size: _____ sq ft
Lot coverage: _____ sq ft
% of coverage: _____ %

Dead Loads: Roof 17 PSF, Floor 15 PSF
Live Loads: Snow 25 PSF, Floor 40 PSF
Lateral Loads: Seismic Zone D1
Wind 120 MPH Exposure C

Energy compliance: 2017 Energy code
Envelope enhancement measure 2
Exterior Walls - Min. R 23 Insulation
Floors - Min. R38 insulation
Roof - Min. R49 insulation
Windows - Min. U-0.28
Conservation Measure D
High efficiency water heater
(gas/propane) minimum UEF0.85 /
Electric Heat Pump Tier 1
for Northern Climate

Attic Ventilation: 1 sq ft per 300 sq ft of Area
Crawl space Ventilation: 1 sq ft per 150 sq ft of Area
50% high & low

Included

Cover Page

Site Plan

placeholder

Main Floor Plan

Main floor plan, window & door schedule

Garage Plan

Exterior Elevations

Foundation Plan

Building Details

Floor & Roof framing plans

Deck & Stair Plan

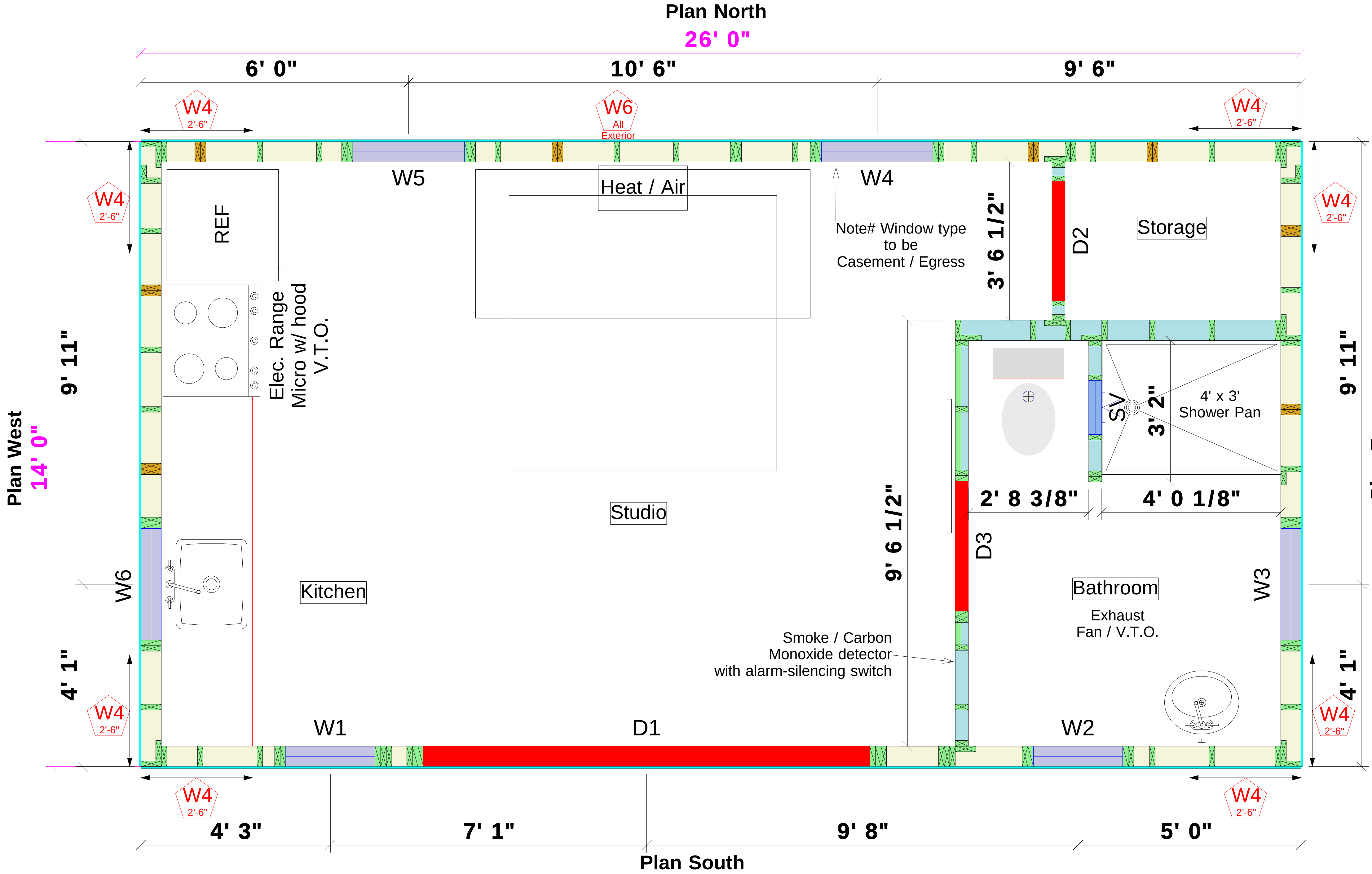
Joist & Rafter Calc's.



5077 Table Rock Road
Central Point OR 97502
541-664-1214

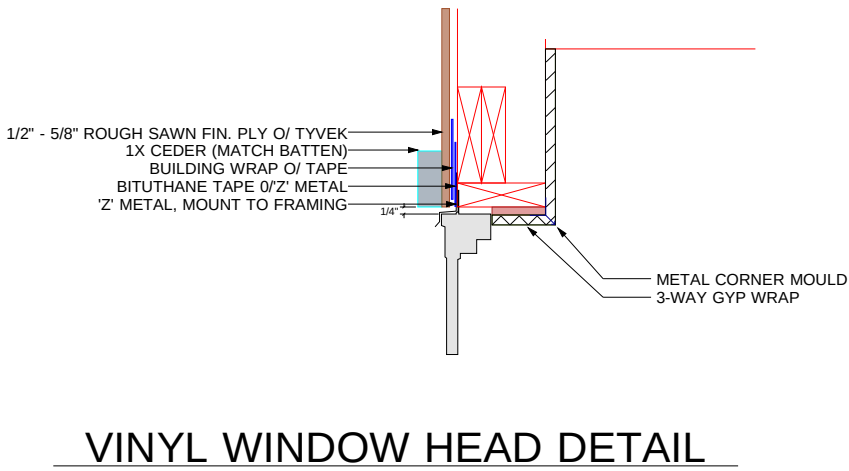
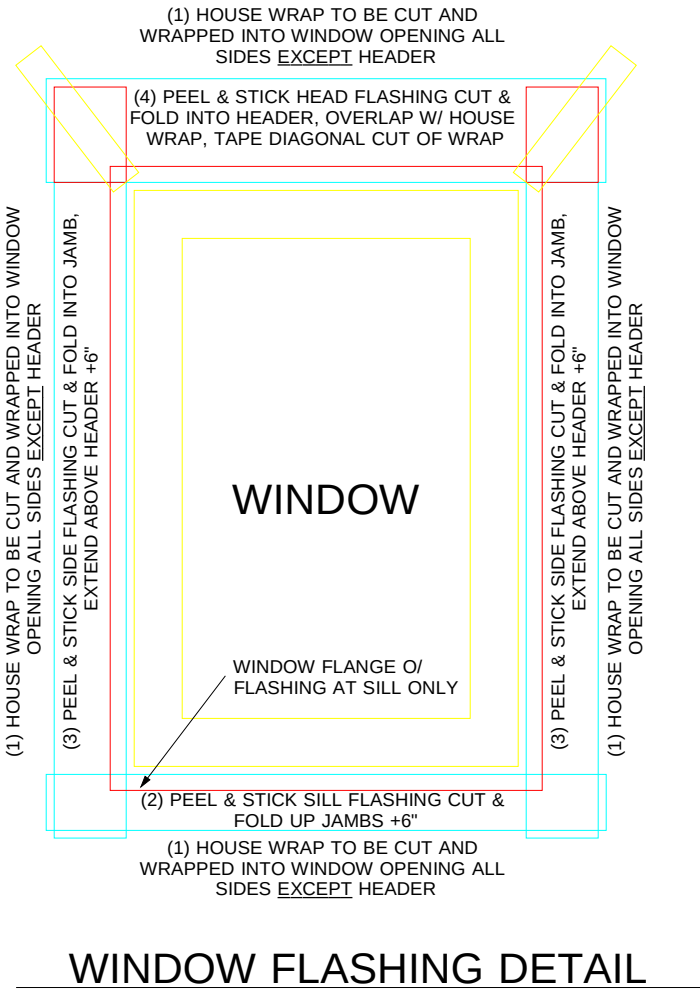
Cover

PROJECT NAME:	Myrtle	Rev. : 10-28-2021
SITE ADDRESS:		DRAWN BY: JWL
		SCALE : N.T.S.
		DATE : 04-07-2021



Window & Door Schedule

Tag	Width	Height	R/O width	R/O height	R/O Head height	Type	Comments
W1	2'-0"	4'-6"	2'-0"	4'-6"	8'-0"	Fixed	Tempered
W2	2'-0"	4'-6"	2'-0"	4'-6"	8'-0"	Casement	
W3	2'-6"	4'-6"	2'-6"	4'-6"	8'-0"	Fixed	Tempered
W4	2'-6"	3'-8"	2'-6"	3'-8"	6'-8"	Casement	Egress
W5	2'-6"	3'-8"	2'-6"	3'-8"	6'-8"	Casement	Egress
W6	2'-6"	4'-6"	2'-6"	4'-6"	8'-0"	Casement	
D1	10'-0"	8'-0"	10'-0"	8'-0"	8'-0"	Double Swing	Keyed Entry
D2	2'-6"	6'-8"	2'-8"	6'-10-1/2"	6'-10-1/2"	Swing	
D3	3'-0"	6'-8"	2'-11"	6'-7"	6'-7"	Barn	
D4	2'-8"	6'-8"	2'-10"	6'-10-1/2"	6'-10-1/2"	Swing	Keyed
D5	9'-0"	7'-0"	9'-3"	7'-2"	7'-2"	Garage	Remote control



Shear Wall Schedule

Mark#	Sheathing Grade	Edge Nailing	Sole Plate Nailing	Sill plate Bolts #5
W6 (1)	7/16" APA-Rated OSB or equivalent (1)	6" O.C. (2)	6" O.C. (3)	1/2" x 10" J-Bolts @ 6' o.c. (4)
W4	7/16" APA-Rated OSB or equivalent (1)	4" O.C. (2)	4" O.C. (2)	1/2" x 10" J-Bolts @ 16" o.c. (4)

Notes

1. Unless otherwise noted, all exterior walls are to be "W6" with 16" o.c. framing.

2. Shear Walls are to be blocked at all plywood panel edges and sheathing is to extend from bottom plate to top plate.

3. Plywood panel edges to receive 3x or (2)2x spliced together w/ 16d @ 12" o.c

4. Nails to be 0.131" Dia. x 2-1/2". Edge nailing to follow schedule and field nailing to be max 12" o.c.

5. Pre-manufactured wall panels are to be connected at corners & ends using 16d min. nails as called out at sole plate nailing.

6. Sill plates, to be 2x PT. or equivalent w/ 1/4" x 3" x 3" Bearing plate Washers at each bolt.

7. 1/2" x 6" concrete screw anchors may be used in place of J-bolts.

To comply with 2008 ORSC wall bracing or continuously sheathed method

Lumber

2x studs and plate DF#2/BTR S-Dry

3x-4x timbers DF#2/BTR GRN. To be 19% MC or less before enclosure

6x or larger timbers DF#1/BTR GRN. To be 19% MC or less before enclosure\

EWP - Products to be as per plan.

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Main Floor

3/4" = 1'

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PROJECT NAME:

Myrtle

SITE ADDRESS:

Rev. : 10-28-2021

DRAWN BY: JWL

SCALE : 3/4" = 1'

DATE : 04-07-2021

PACWALL MINI

Accessory Dwelling Units

5077 Table Rock Road
Central Point OR 97502
541-664-1214

Main Floor Plan