



HPAC Committee Agenda

Note: Anyone wishing to speak at any HPAC 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. **Times noted for each item are approximate...**

March 5, 2025

AGENDA

(4:00) CALL TO ORDER: Meeting held via Zoom at:

Join Zoom Meeting:

READING OF LAND ACKNOWLEDGEMENT

"We acknowledge and honor the aboriginal people on whose ancestral homelands we live, —the Ikirakutsum Band of the Shasta Nation, including the original past indigenous inhabitants, as well as the diverse Native communities who make their home here today. We also recognize and acknowledge the Shasta village of K'wakhakha — "Where the Crow lights"—that is now the Ashland City Plaza."

I. **(4:05) APPROVAL OF AGENDA**

II. **(4:10) APPROVAL OF MINUTES**

Minutes of February 5, 2025

III. **(4:15) PUBLIC FORUM**

IV. **(4:30) LIASON REPORTS**

A. Council Liaison – Jeff Dahle

B. Staff Liaison – Derek Severson

VI. **(4:45) DISCUSSION ITEMS**

A. City Manager's Office to discuss Committee Handbook, changes to ordinance, and State public meetings law.

B. Review Board – April

C. Historic Preservation Week

VII. **(5:30) PLANNING ACTION REVIEW**

PLANNING ACTION: PA-TI-2025-00259

SUBJECT PROPERTY: 500 A Street

APPLICANT & OWNER: Terrain Landscape Architecture/Kaplan Trust

DESCRIPTION: A request for Site Design Review approval for Site improvements for the existing building at 500 A Street. Many of the proposed changes and improvements to the façade were previously approved under a commercial building which was exempt from a Planning Action. This application completes the remainder of the proposed improvements to the landscape and architectural improvements to the exterior including a new exterior stairway, architectural awnings, and a secondary entry arbor. **COMPREHENSIVE**

PLAN DESIGNATION: Employment; **ZONING:** E-1;

MAP: 39-1E-09-AB; **TAX LOT:** 6500

(6:00) ADJOURNMENT

DRAFT MINUTES FEBRUARY 2025



HPAC Committee Minutes (Draft)

February 5, 2025

4:00PM – 6:00PM

Community Development/Engineering Services Building – 51 Winburn Way

CALL TO ORDER

Scharen called the zoom meeting to order at 4:03

Commissioner's Present:	Council Liaison:
Repp	Jeff Dahle
Scharen	Planning Commission Liaison:
Brouillard	Lisa Verner - Absent
Bonetti	Staff Present:
Emery	Derek Severson; Planning Manager
Repp	Regan Trapp; Admin Support
Whitford	
Committee Members Absent:	Shostrom
	Skibby

READING OF LAND ACKNOWLEDGEMENT

Land Acknowledgement was read by Scharen.

"We acknowledge and honor the aboriginal people on whose ancestral homelands we live, – the Ikirakutsum Band of the Shasta Nation, including the original past indigenous inhabitants, as well as the diverse Native communities who make their home here today. We also recognize and acknowledge the Shasta village of K'wakhakha – "Where the Crow lights"—that is now the Ashland City Plaza."

(4:05) APPROVAL OF AGENDA (5 min)

- Committee suggested amendments to Agenda.

(4:10) APPROVAL OF MINUTES (5 min)

- Historic Committee meeting of January 8, 2025

Repp/Brouillard m/s to approve the minutes of January 8, 2025. ALL AYES. Motion passed.

(4:15) PUBLIC FORUM (15 min)

There was no one in the audience wishing to speak.

(4:30) LIAISON REPORTS (5 min)

Councilor Dahle gave a liaison report. Items discussed were:

- See Click fix is working! Please use this when there is anything you need to report in the Community.

Severson gave the staff report. Items discussed were:

- Shostrom intends to resign from the Committee.



HPAC Committee Minutes (Draft)

- Scott Fleury does not feel the Community Center will be available for the HPW presentation. Pioneer Hall may be done in time, and staff will look into reservations to use this building.
- State of the City volunteer award to Tom Giordano.
- New Ordinance of the Commissions and Committees will be discussed with HPAC in March.

(4:55) DISCUSSION ITEMS (10 min)

- Review Board Assignments – March (**See attachment A**)
- **Lumina Café 27 N Main color change to red/gold**– Confirm that they are not changing the architectural details.

Burgundy color blends well with the existing palette for the block, and the bolder color benefits the varied colors of the streetscape.

The committee feels strongly that while the colors shown are fine, it is important to retain the historic architectural detail on the building face (corbels, etc.) and it may be worthwhile to consider a third color to articulate details.

B. Pre-Application review: 500 A Street

The applicant's representative, Carlos Delgado, gave a short presentation regarding the project via zoom. (**See attachment B**)

Recommendations for 500 A Street application:

- The committee's review was favorable of the application.

C. Historic Preservation Week – Week of May 11th – 17th

- o Review nominations
- o Finalize schedule of events
 - May 16th – awards ceremony at Pioneer Hall with party to follow.
 - Walking tours
 - Self-guided tour at Mountain View Cemetery
 - Map II event?
 - Something to recognize Holly Theater restoration?
- o Subcommittee/Assignments –
 - Scharen, Repp and Bonetti will work on the planning for Historic Preservation Week.
 - Severson will check on usage of Pioneer Hall for the week.
 - Trapp to investigate the finals on the all the projects on the list and see who is complete.

D. Map II Project – Status of Map II project subcommittee?

E. GIS/ Wayfinding project – Transportation Committee – Can HPAC weigh in on this project?

ADJOURNMENT

Next meeting is scheduled for February 5, 2025, at 5:06pm via Zoom.

There being no other items to discuss, the meeting adjourned at pm

Respectfully submitted by Regan Trapp



March 2025

HPAC Review Board

Meet at 3:00pm - Lithia Room

Every other week

****Staff to email if there is anything to review on the off weeks****

<u>DATE</u>	<u>COMMITTEE MEMBERS ATTENDING</u>		
March 6th	Whitford	Repp	Brouillard
March 20th	Emery	Bonetti	Scharen(?)



City of Ashland Planning Division

51 Winburn Way • Ashland, OR 97520

Phone (541) 488-5305 • Fax (541) 488-6066

Email: Planning@ashlandoregon.gov

DESCRIPTION OF PROJECT

Project Description _____

SITE IMPROVEMENTS, INCLUDING AT-GRADE COURTYARD PAVING, PLANTING AND IRRIGATION, FENCES AND GATES, AND LOW WALLS. MODIFICATION OF SIDEWALKS TO IMPROVE TREE GROWTH IS ALSO PROPOSED. PROPOSED EXTERIOR RENOVATION TO THE COMMERCIAL BUILDING, REPLACEMENT OF DOOR AND VESTIBULE AT 'A' STREET WITH WINDOW AND WALLS, EXTERIOR STAIR MODIFICATION, ADDITION OF COVERED BACK ENTRY AND ARBOR, AND CONSTRUCTION OF A ROOF DECK WITH PERGOLA.

APPLICANT

Name PIPER VON CHAMIER,
TERRAIN LANDSCAPE ARCHITECTURE Phone (541) 500-4776 E-Mail PIPER@TERRAINARCH.COM

Address 310 OAK ST, SUITE 3 City ASHLAND Zip 97520

PROPERTY OWNER

Name KAPLAN TRUST, JULIE AND JORY ET AL Day Time Phone _____

Address 452 STRAWBERRY LN City ASHLAND Zip 97520

DESCRIPTION OF PROPERTY

Street Address 500 'A' STREET Assessor's Map No. 39 1E 09AB Tax Lot(s) 5500

SUBMITTAL REQUIREMENTS

To request a pre-application conference, **submit this form with true scale PDF drawings to Planning@ashlandoregon.gov.** The application will need to include plans addressing the application submission requirements including site and landscaping plans drawn to a standard scale and formatted to print to scale on paper no larger than 11-inches by 17-inches.

1. **Completed Application.**
2. **Narrative** – Provide a written description of proposal and request. (If in Historic District, provide pictures of existing structures, elevations of proposed structures and details of planned exterior design features and materials)
3. **Site Plan** – The site plan should contain all applicable elements in the Site Plan Checklist (see page 2) plus any other information pertinent to this proposal. The site plan will be checked to insure all applicable information is included at the time the pre-application date is set.
4. **Additional information** - Provide in the narrative or with the site plan:
 - 1) Number of acres in development
 - 2) Total gross square footage of all structures
 - 3) Number of stories on each structure
 - 4) Indicate number of and square footage of:
 - a) Dwelling Units (include the units by the number of bedrooms in each unit – e.g. 10 1-bedroom, 25 2-bedroom, etc)
 - b) Office Spaces
 - c) Retail Units
 - d) Other Spaces



City of Ashland Planning Division

51 Winburn Way • Ashland, OR 97520

Phone (541) 488-5305 • Fax (541) 488-6066

Email: Planning@ashlandoregon.gov

5) Percentage of lot coverage by:

- | | |
|----------------------------|--|
| a) Structures | e) Landscaping |
| b) Streets & Roads | f) Number of parking spaces |
| c) Parking Areas/Driveways | g) Total square footage of landscaped areas. |
| d) Recreation Areas | h) Other pertinent information of the proposed development |

5. **LEED® Certification** – Indicate whether project will be pursuing LEED® certification.

6. **Submittal Fee - \$200.00**

PRE-APPLICATION SITE PLAN CHECKLIST

		YES	NO	N/A
1.	Project Name	X		
2.	Owner Name	X		
3.	Site Address and Map & Taxlot Number	X		
4.	Vicinity Map - with street names and locations of all existing and proposed streets within or on the boundary of the proposed development			
5.	Scale & North Arrow	X		
6.	Lot Layout with approximate dimensions for all lot lines	X		
7.	Zoning Designations in proposed development and surrounding properties	X		
8.	Location & Use of all proposed and existing building, fences and structures	X		
9.	Indicate which buildings are to remain and which are to be removed	X		
10.	Location of all landscaped areas. Indicate existing trees, size, species, and approximate drip line (outer branch location). Identify trees to be removed.	X		
11.	Location and size of all public utilities in and adjacent to the proposed development including water line and meter size, sewer lines, storm drain lines, nearest fire hydrant.	X		
12.	Locations of drainage ways or public utility easements in and adjacent to proposed development.	X		
13.	Location, size and use of all contemplated and existing public areas	X		
14.	Approximate topography (slope) of the site	X		
15.	Location of all parking areas and individual and handicap parking spaces, ingress and egress on the site and on-site circulation	X		
16.	Use designation for the areas not covered by buildings (e.g. loading, storage, vacant, open space, etc.)	X		
17.	Elevations of the building(s)	X		
18.	Construction materials – wood frame, masonry, etc. (If project is in a Historic District provide pictures of existing structures and indicate proposed exterior materials for siding, windows, trim and roofing)	X		



City of Ashland Planning Division

51 Winburn Way • Ashland, OR 97520

Phone (541) 488-5305 • Fax (541) 488-6066

Email: Planning@ashlandoregon.gov

PRE-APPLICATION BUILDING INFORMATION

Please attempt to indicate the following (Note: if information is not known please leave blank)

1. Current Building Occupancy Type (select one):

Assembly = More than 50 occupants

Theaters, Restaurants, Nightclubs, Taverns and Bars, Community Halls, Art Galleries, Places of Worship, Arenas, Bleachers, etc.

Business = Less than 50 occupants

Professional Service Office, Barber and Beauty Salons, Training and Skill Development not within a school or academic program, Bank, Print Shop, etc.

Educational

Schools K-12th Grade, Religious Educational Rooms and Auditoriums, Day Care Facilities

Factory

(F- Occupancy's include, among others, the use of a building or structure or portion thereof, for assembling, disassembling, fabricating, finishing, manufacturing, packaging, repair or processing operations that are not classified as Group H-Hazardous or Group S-Storage Occupancy's

High Hazard

H-Occupancy's includes, among others, the use of a structure, or a portion thereof, that involves the manufacturing, processing, generation or storage of materials that constitute a physical or health hazard in quantities allowed in control areas complying with section 414 of the Oregon Structural Specialty Code.

Institutional

I-Occupancy's includes, among others, the use of a building or structure or a portion thereof for more than 16 persons, excluding staff, who reside on a 24 hr. basis in a supervised environment and receive custodial care. Detoxification Facilities, Hospitals, Medical Care, Nursing Homes, Congregate Living Facilities, Social Rehabilitation Facilities, Assisted Living Facilities, Alcohol and Drug Centers, Correction Centers, Jails, Reformatories, Adult and Child Day Care Facilities.

Mercantile

Department Stores, Drug Stores, Markets, Motor Fuel-Dispensing Facilities, Retail or Wholesale Stores, Sales Rooms.

Residential

Single Family Residence, Hotels, Motels, Apartment Houses, Vacation Time Shares, Congregate Living Facilities (more than 16 occupants), Assisted Living Facilities (with or without a Memory Care Endorsement), Residential Treatment Facilities, etc.

2. Is a Change of Occupancy being requested? If yes, please indicate the proposed Occupancy Type:

Assembly

NO CHANGE

High Hazard

Business

Institutional

Educational

Mercantile

Factory

Residential

3. If Residential please indicate which type (select one):

R-1 Occupancy

Hotels (transient), Motels (transient), Boarding Houses (transient) with more than 10 occupants.

R-2 Occupancy

Apartment Houses, Congregate Living Facilities (non-transient) with more than 16 occupants, Dormitories, Hotels (non-transient), Motels (non-transient), Vacation Time Share Properties, Boarding Houses (non-transient) with more than 16 occupants, etc.



City of Ashland Planning Division

51 Winburn Way • Ashland, OR 97520

Phone (541) 488-5305 • Fax (541) 488-6066

Email: Planning@ashlandoregon.gov

R-3 Occupancy

Detached One and Two Family Dwellings and Townhouses, Adult Care Facilities (six or fewer persons of any age less than 24 hrs.), Adult Foster Homes as defined in ORS Chapter 443, or Family Child Care Homes located in a private residence as defined in the Oregon Structural Specialty Code section 310.2. Buildings that do not contain more than two dwelling units, Boarding Houses (non-transient), Child Care Facilities that provide accommodations for six or fewer persons of any age for less than 24 hrs., Congregate Living Facilities (non-transient) with 16 or fewer occupants, Lodging Houses, etc.)

R-4 Occupancy

This occupancy shall include buildings, structures or portions thereof for more than five but not more than 16 persons, excluding staff, who reside on a 24-hr. basis in a supervised residential environment and receive custodial care, Congregate Living Facilities, Halfway Houses, Social Rehabilitation Facilities, Alcohol and Drug Centers Assisted Living Facilities (with or without a Memory Care Endorsement), Residential Care Facilities (with or without a Memory Care Endorsement), Residential Treatment Facilities, Group Homes and Facilities, etc.)

4. **Type of Building Construction:**

Types I and II construction are those types of construction in which the building elements listed in Table 601 of the Oregon Structural Specialty Code are of noncombustible materials. Type III construction is that type of construction in which the exterior walls are of noncombustible materials and the interior building elements are of any material permitted by the Oregon Structural Specialty Code. Type IV Construction (Heavy Timber) is that type of Construction in which the exterior walls are of noncombustible materials and the interior building elements are of solid or laminated wood without concealed spaces. Type V Construction is that type of construction in which the structural elements, exterior walls and interior walls are of any materials permitted by the Oregon Structural Specialty Code.

Type I
Type II
Type III

Type IV
Type V

5. **Is the building equipped or proposed to be equipped with a Fire Protection System? (e.g., Fire Sprinklers or Fire Alarms)**

Yes

No

Any questions regarding the pre-application conference or the formal land use application submittal can be directed to the Ashland Planning Division at (541) 488-5305. The City of Ashland Land Use Code can be found online at <https://ashland.municipal.codes/LandUse> and selecting the desired section.

200 Clear Crk #C • Ashland OR 97520
541.552.9502
info@CarlosDelgadoArchitect.com

COMMERCIAL RENOVATION

JULIE & JORY KAPLAN
500 'A' STREET
ASHLAND OR 97520

ASSESSOR'S MAP NO. 391E 09AB TAX LOT NO. 5500

A1.1



11X17 SHEETS ARE HALF SCALE



Carlos Delgado
ARCHITECT
200 Clear Crk #C • Ashland OR 97520
541.552.9502
info@CarlosDelgadoArchitect.com

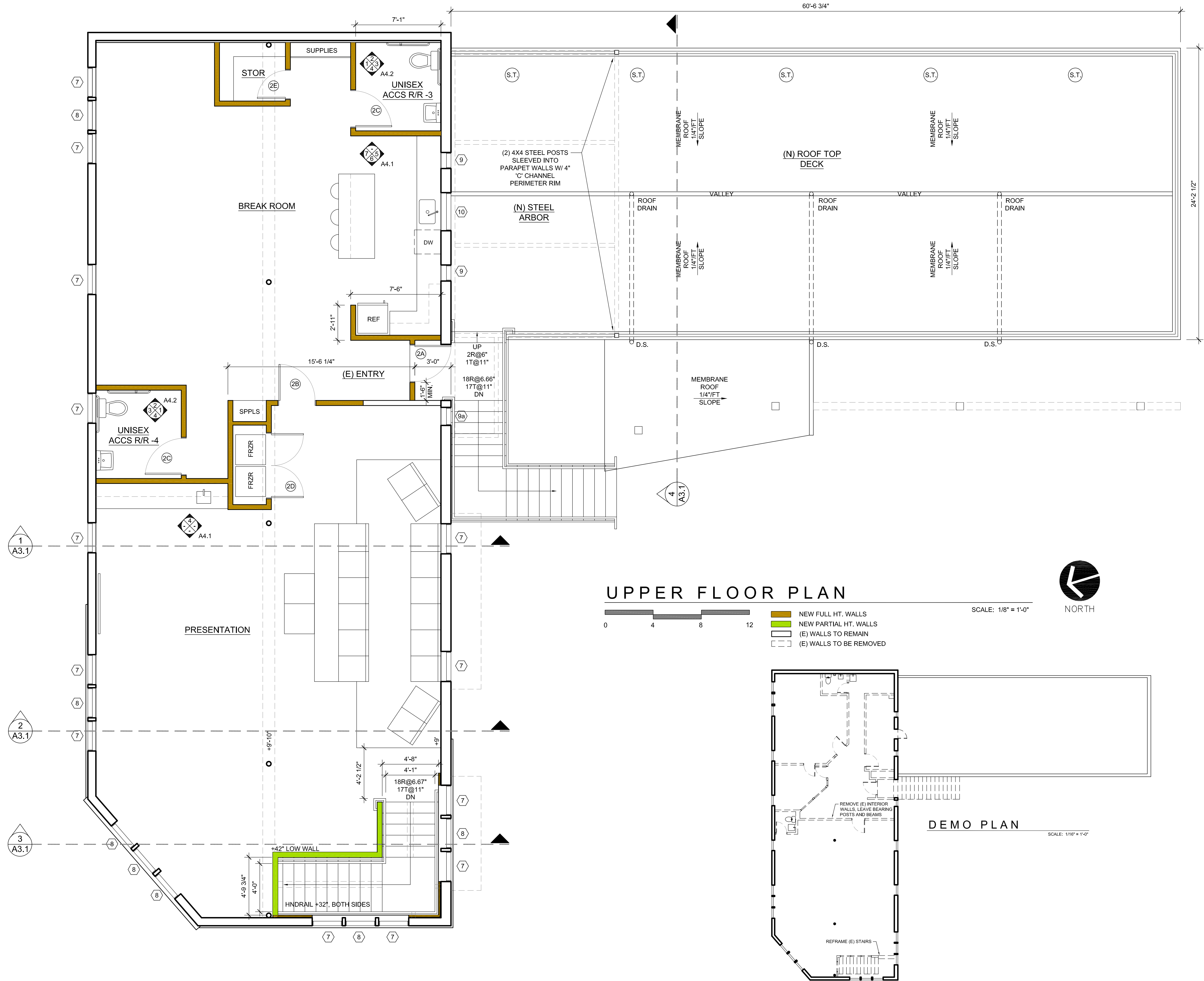
DESCRIPTION	DATE

COMMERCIAL RENOVATION
JULIE & JORY KAPLAN
500 'A' STREET
ASHLAND OR 97520
ASSESSOR'S MAP NO. 391E 09AB TAX LOT NO. 5500

NOT FOR CONSTRUCTION

DRAWN : CHECKED :
TS CD
DATE :
12/10/24
PROJECT :
KAPLAN_24
SHEET :
A1.2

11X17 SHEETS ARE HALF SCALE





Carlos Delgado
ARCHITECT

200 Clear Crk #C • Ashland, OR 97520
541.552.9502
info@CarlosDelgadoArchitect.com

DATE	
DESCRIPTION	

COMMERCIAL RENOVATION

JULIE & JORY KAPLAN
500 'A' STREET
ASHLAND, OR 97520
ASSESSOR'S MAP NO. 391E 09AB TAX LOT NO. 5500

NOT FOR CONSTRUCTION

DRAWN : CHECKED:
TS CD

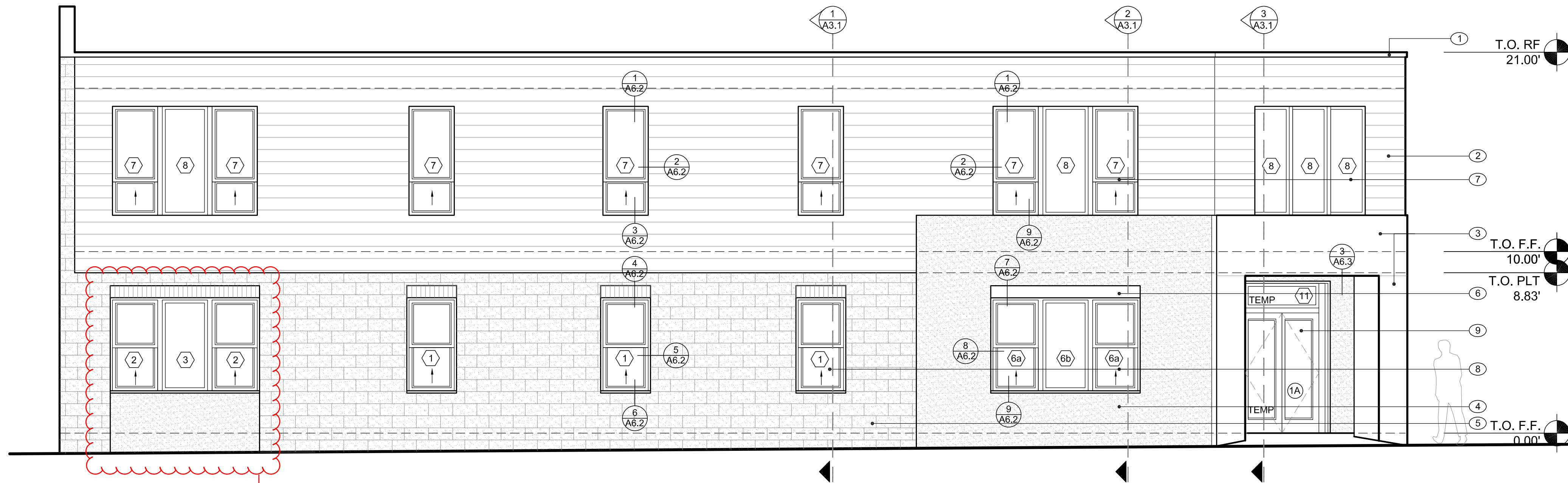
DATE:
12/10/24

PROJECT:
KAPLAN_24

SHEET:

A2.1

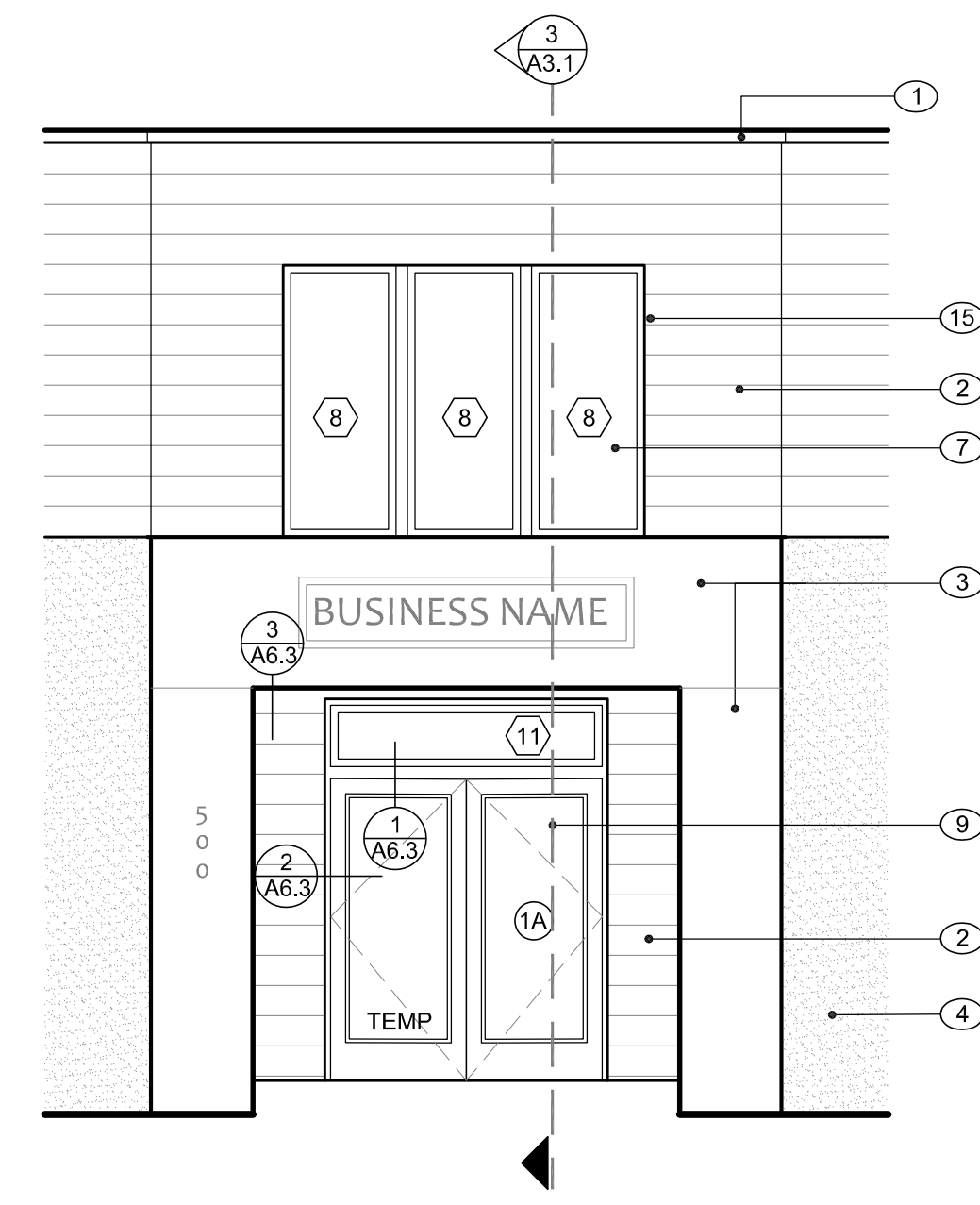
11X17 SHEETS ARE HALF SCALE



NORTH ELEVATION

VIEW FROM 'A' STREET

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



N/W ELEVATION

CORNER VIEW FROM 'A' & '4TH'

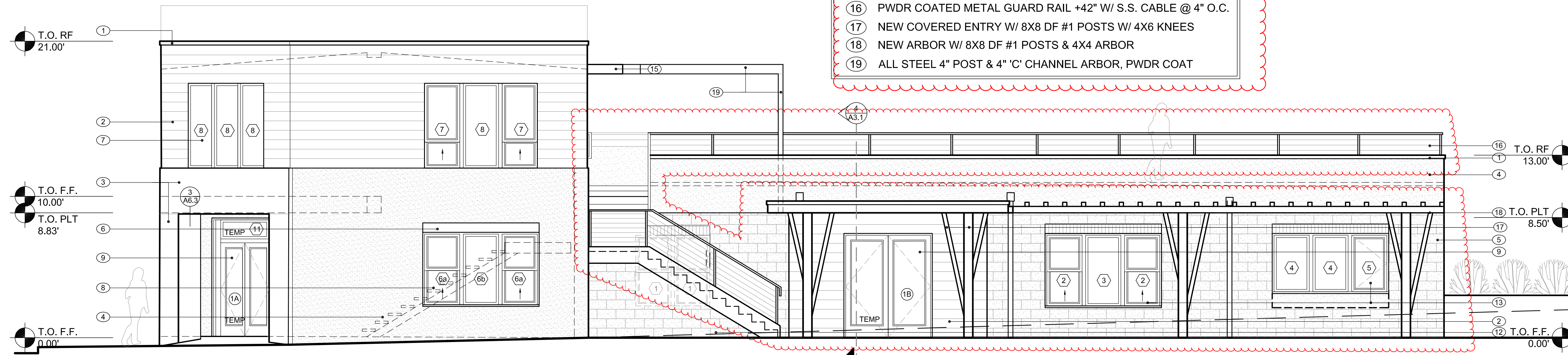
SCALE: 1/4" = 1'-0"

ELEVATION KEY NOTES

- 1 NEW PARAPET FLASHING, ONE TONE DARKER THAN SIDING
- 2 NEW 1X6 CEDAR SHIP LAP SIDING, W/ WHITE WASH STAIN
- 3 NEW STORE FRONT SMOOTH FINISH STUCCO PLINTH
- 4 NEW BUILT OUT TEXTURED STUCCO CORNER, (3) SIDES
- 5 EXISTING SPLIT FACE BLOCK, PAINTED WHITE
- 6 NEW SMOOTH FINISH STUCCO LINTEL
- 7 REPLACEMENT VINYL WINDOWS, 12" TALLER, BLACK EXT.
- 8 REPLACEMENT VINYL WINDOWS, BLACK EXT.
- 9 NEW WOOD CLAD FRENCH DOOR, W/ TRNSM, BLACK EXT.
- 10 EXISTING DOOR TO REMAIN AS IS
- 11 RELOCATED ELECT PANEL
- 12 NEW POURED CONC. STAIR W/ HAND RAIL @ +32" / MTCH #16
- 13 REPLACEMENT VINYL WINDOWS, BLCK, PATCH W/ STUCCO
- 14 EXISTING PROP. LINE SPLIT FACE BLOCK. TO REMAIN AS IS
- 15 8"DP X 30"WIDTH BOLT ON ALUM. LOUVERED AWNING
- 16 PWDR COATED METAL GUARD RAIL +42" W/ S.S. CABLE @ 4" O.C.
- 17 NEW COVERED ENTRY W/ 8X8 DF #1 POSTS W/ 4X6 KNEES
- 18 NEW ARBOR W/ 8X8 DF #1 POSTS & 4X4 ARBOR
- 19 ALL STEEL 4" POST & 4" 'C' CHANNEL ARBOR, PWDR COAT

PROPOSED FACADE CHANGE:
REPLACE EXISTING DOORS
WITH NEW WINDOWS - ALL
NEW WALLS/WINDOWS ON
NORTH ELEVATION
PREVIOUSLY APPROVED
UNDER BUILDING PERMIT
BD-NR-2024-00309

PROPOSED EXTERIOR
STAIRWAY, AWNINGS,
ARBOR, AND GUARDRAIL: -
ALL NEW WALLS/WINDOWS,
DOORS ON WEST ELEVATION
PREVIOUSLY APPROVED
UNDER BUILDING PERMIT
BD-NR-2024-00309



WEST ELEVATION

VIEW FROM '4TH' STREET

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



Carlos Delgado
ARCHITECT

200 Clear Crk #C • Ashland OR 97520
541.552.9502
info@CarlosDelgadoArchitect.com

DESCRIPTION	DATE

COMMERCIAL RENOVATION

JULIE & JORY KAPLAN
500 A STREET
ASHLAND OR 97520
ASSESSOR'S MAP NO. 391E 09AB TAX LOT NO. 5500

NOT FOR CONSTRUCTION

DRAWN : CHECKED:
TS CD

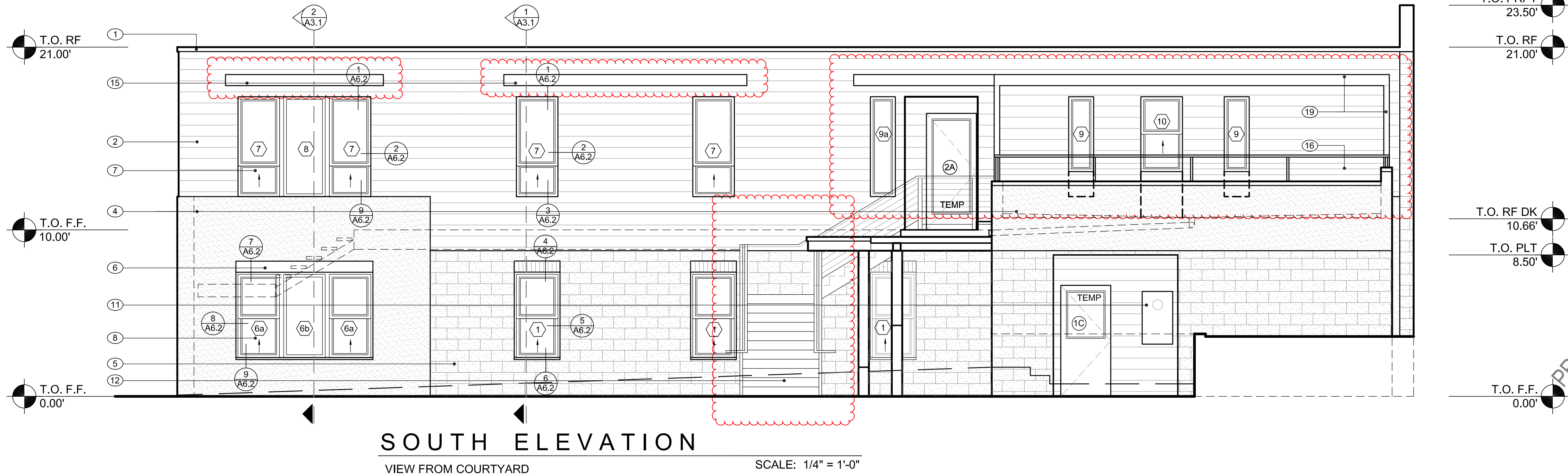
DATE :
12/10/24

PROJECT :
KAPLAN_24

SHEET :

A2.2

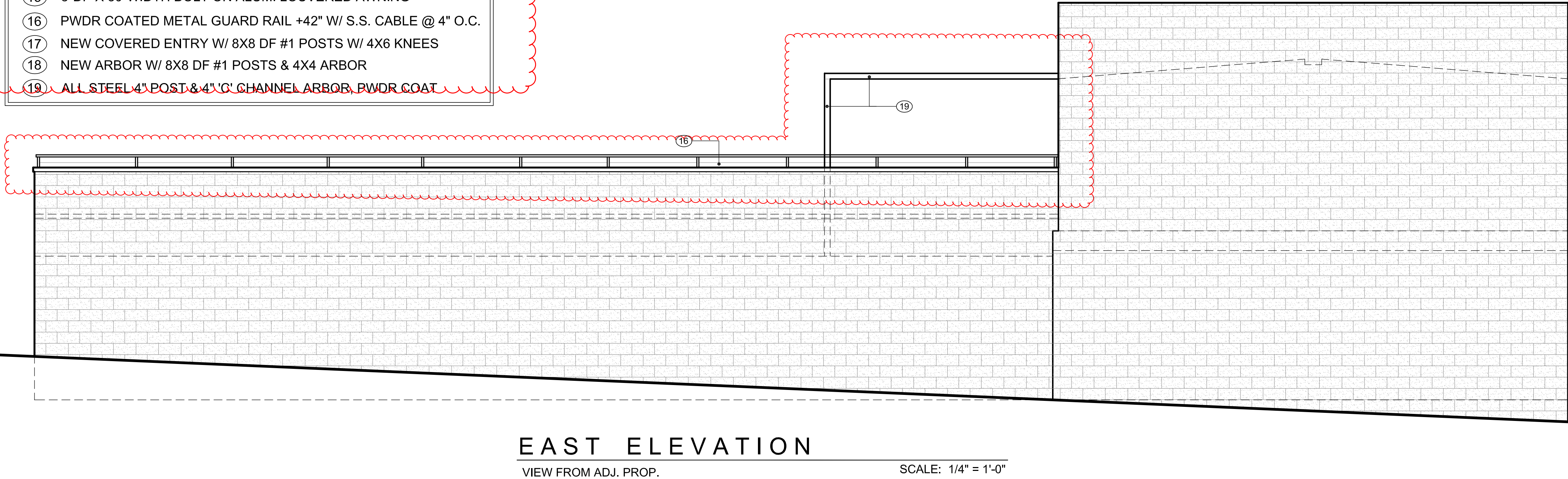
11X17 SHEETS ARE HALF SCALE



ELEVATION KEY NOTES

- NEW PARAPET FLASHING, ONE TONE DARKER THAN SIDING
- NEW 1X6 CEDAR SHIP LAP SIDING, W/ WHITE WASH STAIN
- NEW STORE FRONT SMOOTH FINISH STUCCO PLINTH
- NEW BUILT OUT TEXTURED STUCCO CORNER, (3) SIDES
- EXISTING SPLIT FACE BLOCK, PAINTED WHITE
- NEW SMOOTH FINISH STUCCO LINTEL
- REPLACEMENT VINYL WINDOWS, 12" TALLER, BLACK EXT.
- REPLACEMENT VINYL WINDOWS, BLACK EXT.
- NEW WOOD CLAD FRENCH DOOR, W/ TRNSM, BLACK EXT.
- EXISTING DOOR TO REMAIN AS IS
- RELOCATED ELECT PANEL
- NEW POURED CONC. STAIR W/ HAND RAIL @ +32" / MTCH #16
- REPLACEMENT VINYL WINDOWS, BLCK, PATCH W/ STUCCO
- EXISTING PRPT. LINE SPLIT FACE BLOCK, TO REMAIN AS IS
- 8"DP X 30"WIDTH BOLT ON ALUM. LOUVERED AWNING
- PWDR COATED METAL GUARD RAIL +42" W/ S.S. CABLE @ 4" O.C.
- NEW COVERED ENTRY W/ 8X8 DF #1 POSTS W/ 4X6 KNEES
- NEW ARBOR W/ 8X8 DF #1 POSTS & 4X4 ARBOR
- ALL STEEL 4" POST & 4" C CHANNEL ARBOR, PWDR COAT

PROPOSED EXTERIOR STAIRWAY,
AWNINGS, ARBOR, AND GUARDRAIL:
- ALL NEW WALLS/WINDOWS,
DOORS ON SOUTH ELEVATION
PREVIOUSLY APPROVED UNDER
BUILDING PERMIT BD-NR-2024-00309





Carlos Delgado
ARCHITECT

200 Clear Ctr #C • Ashland, OR 97520
541.552.9502
info@CarlosDelgadoArchitect.com

PRELIMINARY

DESCRIPTION	DATE

COMMERCIAL RENOVATION

JULIE & JORY KAPLAN
500 'A' STREET
ASHLAND, OR 97520

ASSESSOR'S MAP NO. 391E 09AB TAX LOT NO. 5500

PRELIMINARY

NOT FOR CONSTRUCTION

DRAWN : TS
CHECKED : CD

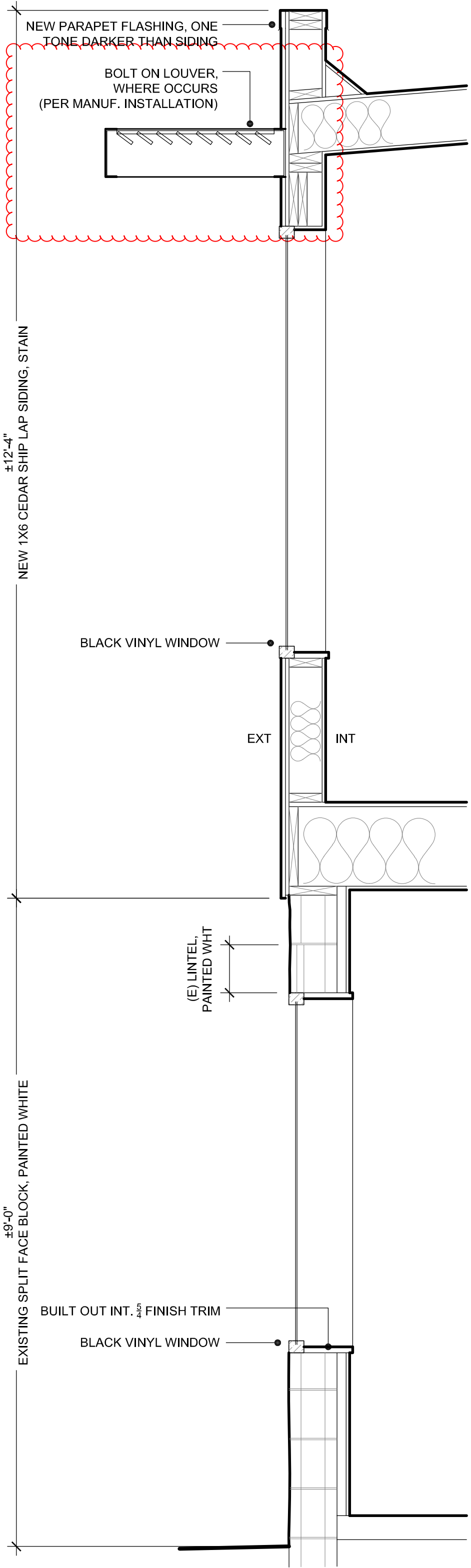
DATE : 12/10/24

PROJECT : KAPLAN_24

SHEET :

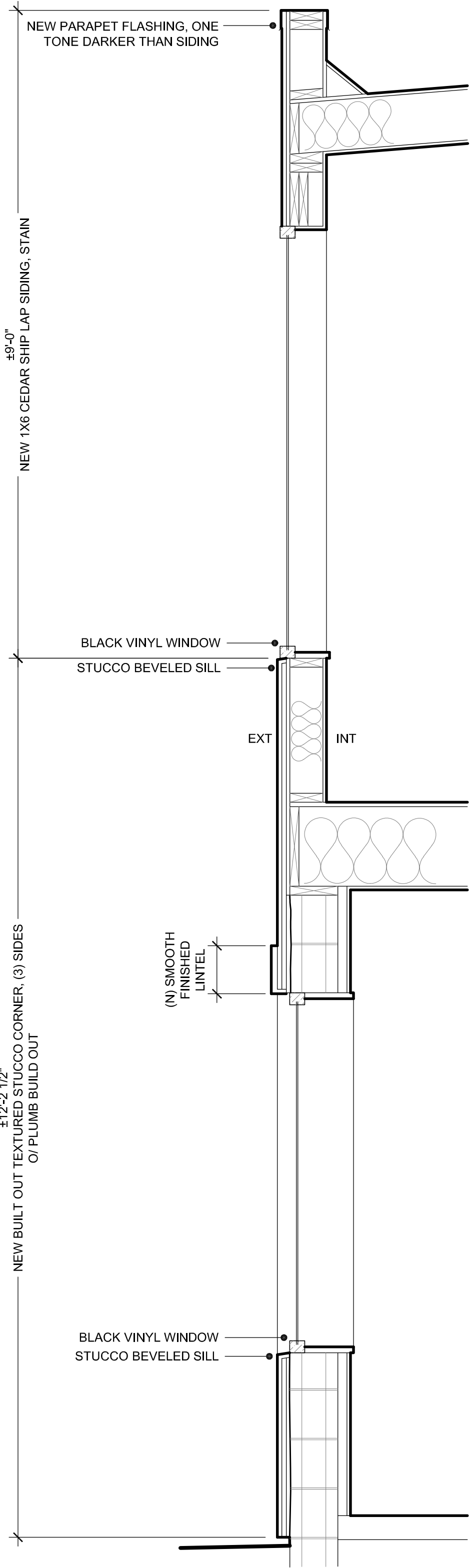
A3.1

11X17 SHEETS ARE HALF SCALE



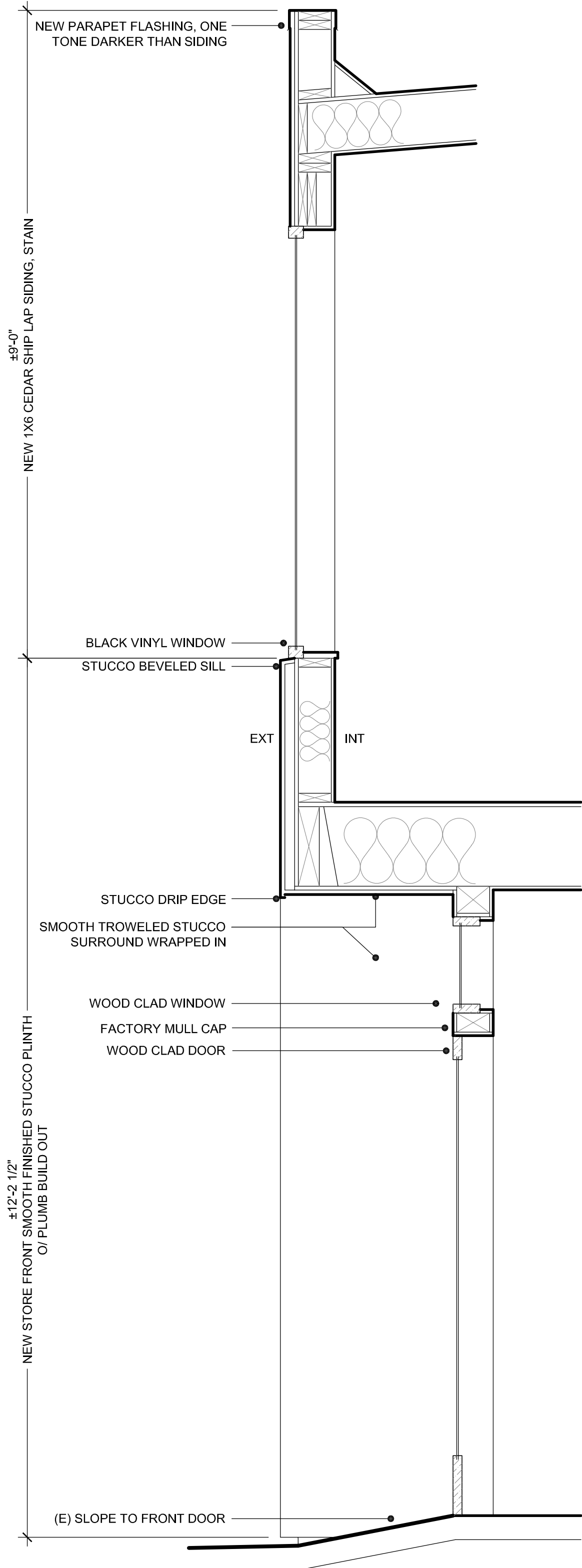
① BUILDING SECTION

SCALE: 3/4" = 1' - 0"



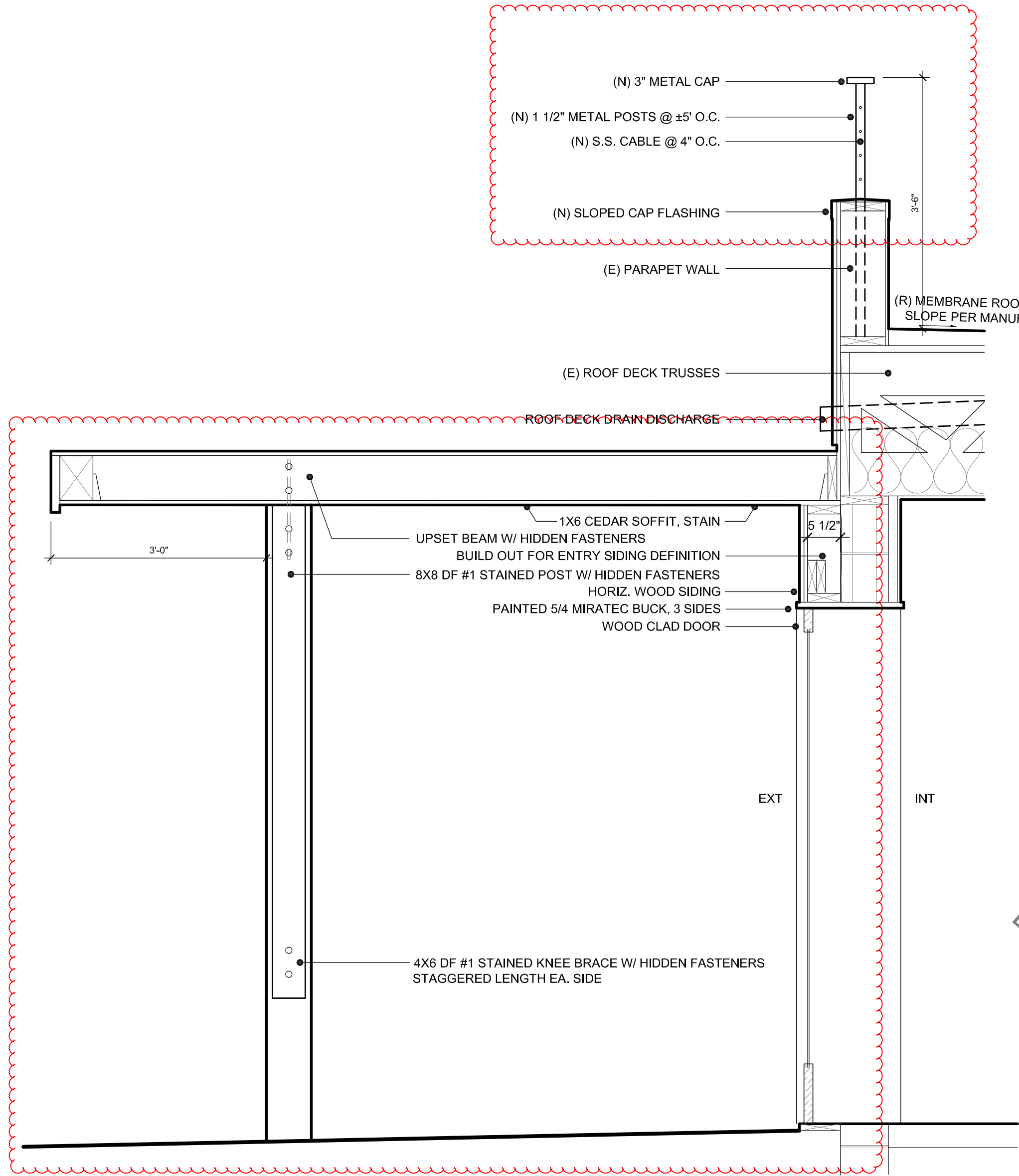
② BUILDING SECTION

SCALE: 3/4" = 1' - 0"



③ BUILDING SECTION

SCALE: 3/4" = 1' - 0"



④ BUILDING SECTION

SCALE: 3/4" = 1' - 0"



Carlos Delgado
ARCHITECT
200 Clear Ck #C • Ashland OR 97520
541.552.9502
info@CarlosDelgadoArchitect.com

APPLICATION MAP

274 FOURTH STREET
ASHLAND, OREGON 97520

PRELIMINARY

LEGEND

- EXISTING PROPERTY LINE
- PROPOSED PROPERTY LINE
- PROPOSED EASEMENT LINE
- EDGE PAVEMENT
- WATER LINE
- GAS LINE
- WATER METER
- GAS METER
- ELECTRIC JUNCTION BOX
- ELECTRIC METER
- OVERHEAD UTILITY (ELECTRIC, FIBER OPTIC, TELEPHONE)
- UNDERGROUND ELECTRIC
- OVERHEAD INTER NET CABLE
- POWER POLE
- DECIDUOUS TREE AS INDICATED
- SCALED LIMB TO APPROXIMATE DRIP LINE
- PARKING EASEMENT

AREA SUMMARY

PARCEL: 7,032±SQFT
BUILDING: 3,630±SQFT

LAND SURVEYOR: FRED A. FRANTZ, PLS
TERRASURVEY, INC.
274 FOURTH STREET
ASHLAND, OREGON 97520
(541) 482-6474

SITE: 274 FOURTH STREET
ASHLAND, OREGON
MAP NO. 39-1E-09AB
TAX LOT NO. 5500

ZONING: E-1

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JULY 16, 2005
FRED A. FRANTZ
No. 50077
Renewal 12-31-23

DATE: 11-07-21
SCALE: 1"= 10'
CONTOUR INTERVAL IS 1 FOOT

0 10 20 30

TERRASURVEY, INC.

PROFESSIONAL LAND SURVEYORS
274 FOURTH STREET
ASHLAND, OREGON 97520
(541) 482-6474
terram@bisp.net
JOB NO. 1170-18

PRELIMINARY

COMMERCIAL RENOVATION
JULIE & JORY KAPLAN
500 A STREET
ASHLAND OR 97520
ASSESSOR'S MAP NO. 391E 09AB TAX LOT NO. 5500

NOT FOR CONSTRUCTION

DRAWN : CHECKED:
TS CD

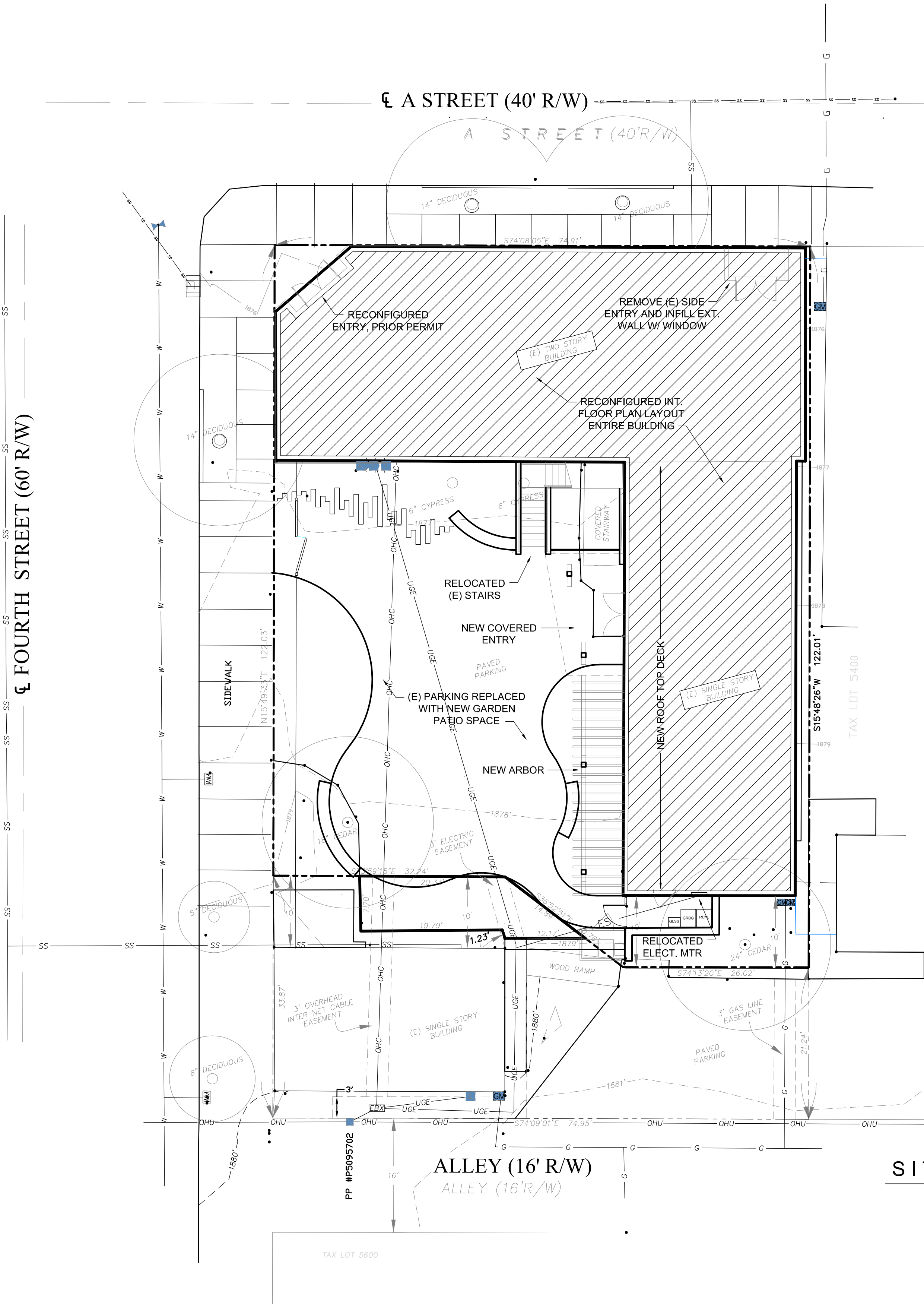
DATE :
12/10/24

PROJECT :
KAPLAN_24

SHEET :

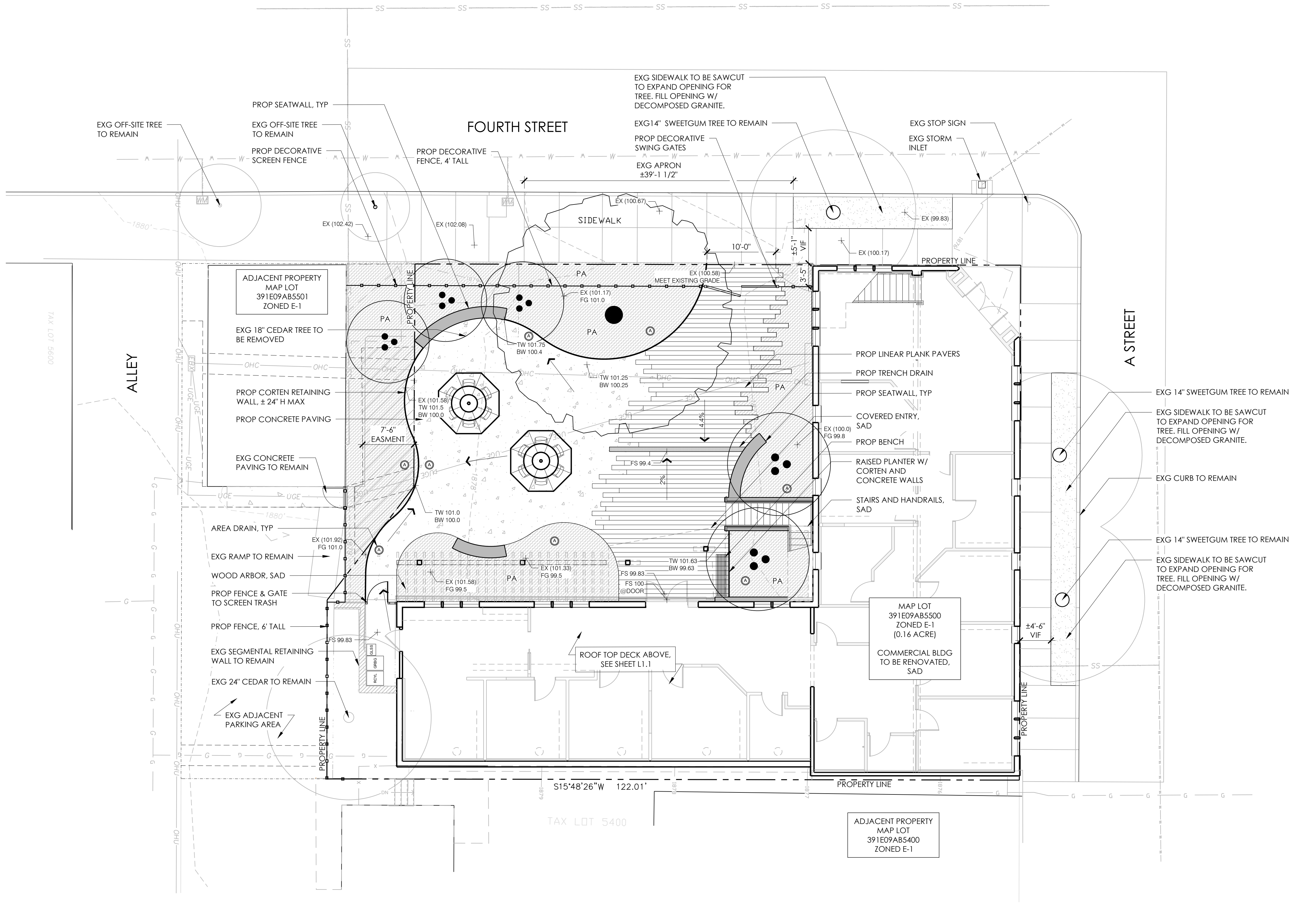
AS1.0

11X17 SHEETS ARE HALF SCALE



SITE PLAN

1" = 10'-0"



LANDSCAPE NARRATIVE

Site improvements are planned for the property in conjunction with an exterior renovation of the existing commercial building. An existing paved parking area that currently slopes toward the building will be removed and the grades adjusted to improve the drainage on site. The new courtyard space is proposed to be screened from Fourth Street by decorative fences and gates, and paved with unit pavers and concrete. Low, corten steel planter walls and edging will outline the planting areas. Seatwalls and benches will provide seating opportunities at the edges of the new planting.

At the existing sidewalks, removal of concrete is proposed. Concrete will be replaced with decomposed granite to increase the available growing space and health of the existing street trees.

As part of the building renovations, a roof top deck space will be developed. A metal pergola is proposed to provide some protection from the elements, and faux planting is proposed for visual screening.

PROJECT DATA	
ADDRESS	500 'A' STREET
ASSESSORS MAP NO. / TAXLOT(S)	39 1E 09AB / 5500
ACREAGE	0.16 Acre
ZONING	E-1 (EMPLOYMENT DISTRICT) RESIDENTIAL OVERLAY
PARKING SPACES	ON-STREET ONLY
CONSTRUCTION TYPE	TYPE VB CONSTRUCTION, NO AUTOMATIC SPRINKLERS
BUILDING OCCUPANCY	BUSINESS
LOT COVERAGE	N/A
LANDSCAPE AREA (15% MIN)	21% (1,500 SQ FT)

PROJECT DIRECTORY

PROPERTY OWNER

Kaplan Trust, Julie et al
452 Strawberry Lane
Ashland, OR 97520
530.510.0383

LANDSCAPE ARCHITECT /
APPLICANT

Terrain Landscape Architecture
Piper von Chamier, RLA
310 Oak St. Suite 3
Ashland, OR 97520
541.500.4776
piper@terrainarch.com

ARCHITECT

Carlos Delgado Architect
Carlos Delgado
200 Clear Creek, #C
Ashland, OR 97520
541.552.9502
carlos@carlosdelgadoarchitect.com

SURVEYOR

Terrasurvey, Inc
Fred Frantz, PLS
274 Fourth St
Ashland, OR 97520
541.482.6474
terrain@bisp.net

STRUCTURAL ENGINEER

Structural Solutions, Inc.
Jason Prins, PE, SE
305A Shafer Ln.
Jacksonville, OR 97530
541.608.8117
jason@structuralsolutionsinc.net

BUILDING CONTRACTOR

Travis Curtis Construction
Travis Curtis
1709 E Jackson St.
Medford, OR 97504
541.227.8966

LANDSCAPE CONTRACTOR

TBD

DISAPPEARING ACT SITE IMPROVEMENTS

500 'A' STREET
ASHLAND, OR 97520

DRAFT

REVISIONS
DATE DESCRIPTION

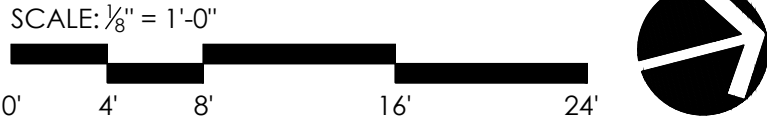
-
-
-
-

PRE-APP

LANDSCAPE
SITE PLAN

L1.0

PROJECT NO. 2431
12/05/2024
TEAM: Pvc, EG





DISAPPEARING ACT SITE IMPROVEMENTS

500 'A' STREET
ASHLAND, OR 97520

DRAFT

REVISIONS
DATE DESCRIPTION

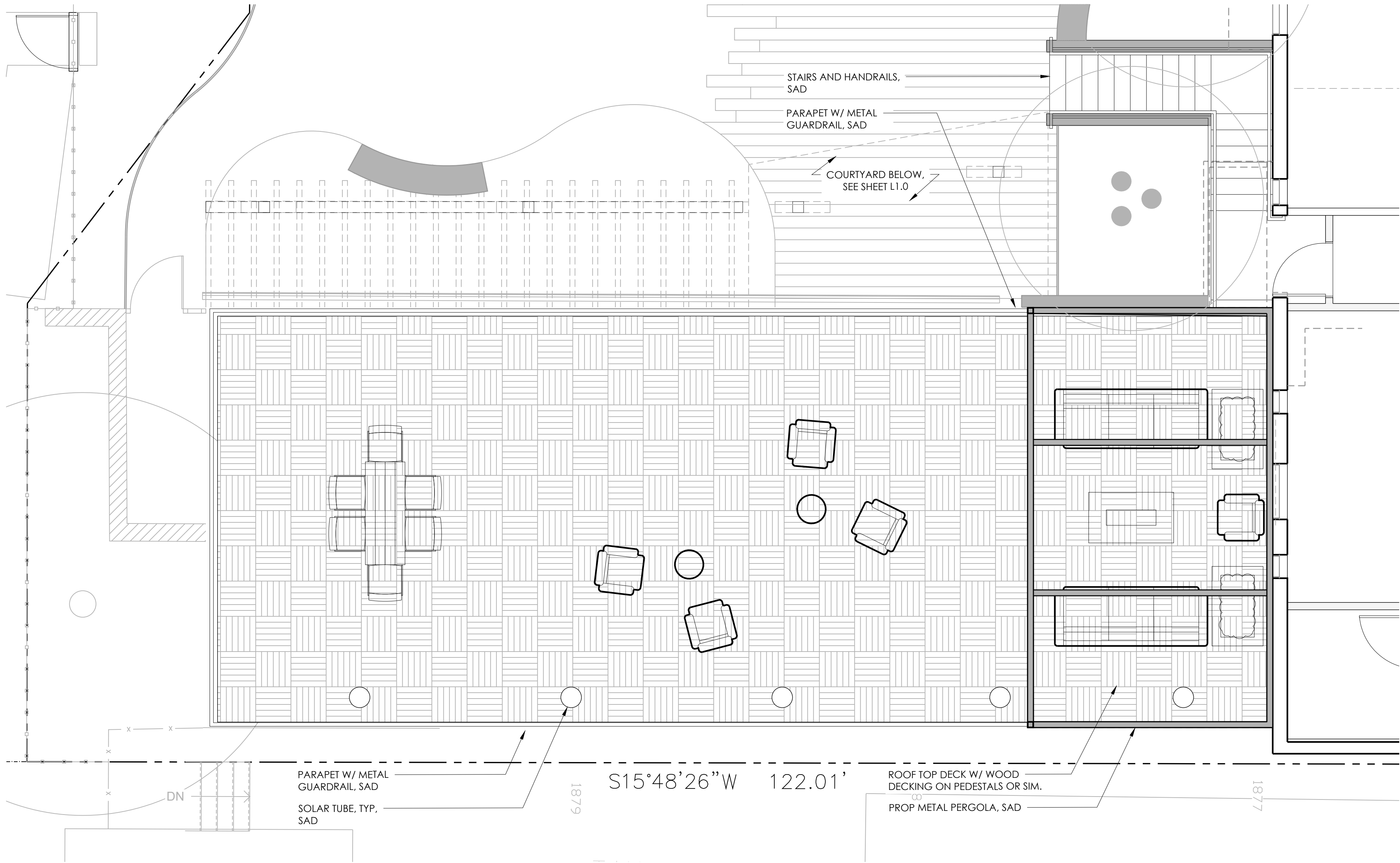
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100

PRE-APP

ROOF TOP DECK
SITE PLAN

L1.1

PROJECT NO. 2431
12/05/2024
TEAM: P+V, EG



Commercial Renovation
500 A Street
Ashland ,OR 97520

APPENDIX 1 – IMAGES of PROPOSED EXTERIOR RENOVATION



IMAGE 1 - CORNER of FOURTH and A STREET ELEVATION – existing



IMAGE 2 - PROPOSED CORNER ELEVATION



Commercial Renovation
500 A Street
Ashland ,OR 97520

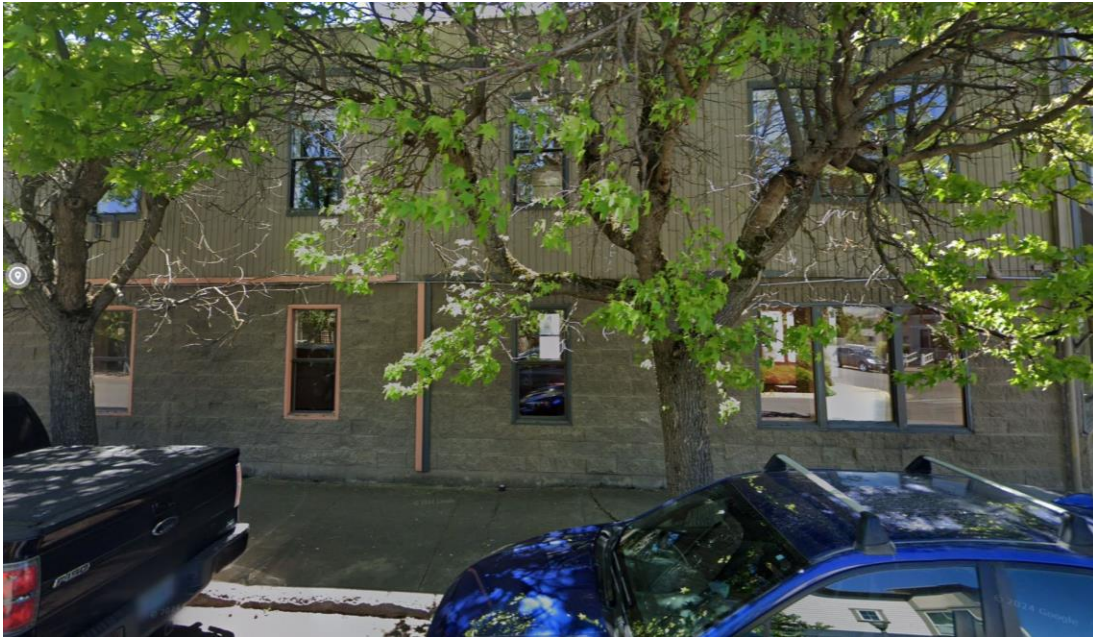


IMAGE 3 - A STREET ELEVATION – existing structure



IMAGE 4 - PROPOSED A STREET ELEVATION



Commercial Renovation
500 A Street
Ashland ,OR 97520



IMAGE 5 - EXISTING 4th STREET ELEVATION



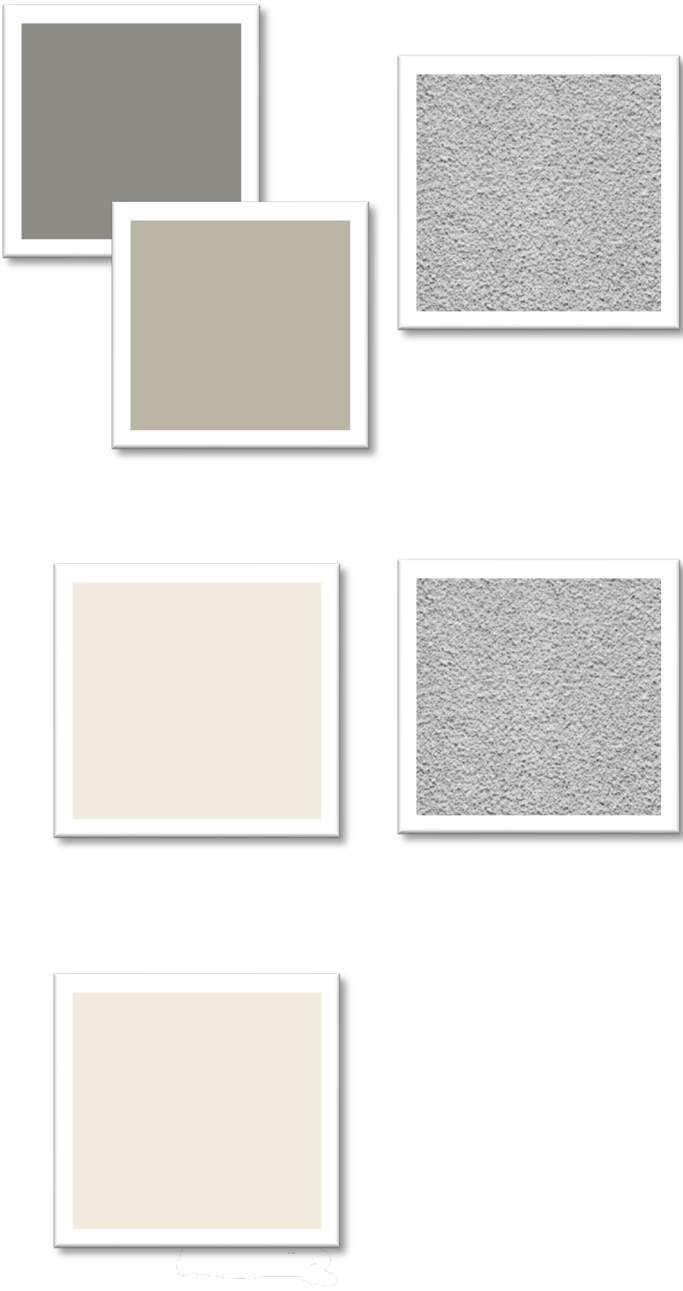
IMAGE 6 - PROPOSED 4th STREET ELEVATION



Commercial Renovation
500 A Street
Ashland ,OR 97520

APPENDIX 2 – MATERIAL and COLOR SUBMITTAL

EXTERIOR FINISHES	
(N) SIDING	STUCCO
NEW Manufacturer: TBD Series/Model #: Heavy Dash Texture	
Option #1 Finish/Color: Sherman Williams Classic French Gray – SW0077	
Option #2 Finish/Color: Sherman Williams Silver Gray – SW0049	
NOTES: General stucco overlay G.C. to provide 2'x2' sample of each texture for approval by architect	
(N) SIDING	STUCCO
NEW Manufacturer: TBD Series/Model #: Medium Texture Finish/Color: Sherman Williams Classic Light Buff – SW0050	
NOTES: Overlay at corner entry G.C. to provide 2'x2' sample of each texture for approval by architect	
(E) SIDING	Existing Masonry (to be painted)
Manufacturer: Sherman Williams Series/Model #: Classic Light Buff – SW0050 Finish/Color:	
NOTES: G.C. to provide sample for approval by architect	



Commercial Renovation
500 A Street
Ashland ,OR 97520

EXTERIOR FINISHES

(N) SIDING HORIZONTAL WOOD

NEW

Manufacturer: Nakamoto Forestry
Series/Model #: Pika-Pika
Finish/Color: Alkyd Oil White
 Select Grade

NOTES: G.C. to provide 2'x2' sample
 for approval by architect



EXTERIOR DOOR & WINDOW FINISH

NEW

Manufacturer: Milgard
Series/Model #: Vinyl
Finish/Color: Black

NOTES: G.C. to provide sample
 for approval by architect



APRIL REVIEW BOARD



April 2025

HPAC Review Board

Meet at 3:00pm – Lithia Room

Every other week

****Staff to email if there is anything to review on the off weeks****

<u>DATE</u>	<u>COMMITTEE MEMBERS ATTENDING</u>		
April 3rd			
April 17th			

*Call 541-488-5305 to verify there are items on the agenda to review

HISTORIC PRES WEEK 2025

PastForward
May 11-17, 2025

Permit number	Permit Address	Group Assign	Permit description	Approval state	Final date	Owner Last Name
2nd Dwelling						
BD-R-2024-01097 & BD-R-2024-01061	153-155 Alida		2nd unit (SFR)	Final	8/16/2024	
BD-R-2024-01121	449 W Hersey (348 N Main cottages)		New ARU for Cottage 5 on lot addressed as 348 N Main	Final	10/18/2024	Sainz
ADDITION						
BD-R-2023-00984 & BD-R-2024-01123/01124	104 S First		Window upgrade, insulation, interior remodel	Final	11/22/2024	Erickson
COMMERCIAL						
BD-NR-2022-02211 & BD-NR-2024-00153	48 Fifth/599 E Main		TI at church sanctuary/TI to convert church to office space	Finaled	10/4/2024	Livni
BD-NR-2024-00289	201 S Mountain		Selective upgrades to 7 buildings on AHS campus	TCO		Jackson County SD 5
BD-NR-0024-00264	38 E Main		Removal of planter box and window/Replace with roll-up door at Martoli's	Finaled	2/27/2024	Martolis
CIVIC						
STRUCT-2024-00213	51 Winburn		Alice Peil Walkway	Finaled		
BD-NR-2024-00274	59 Winburn		Community Center			
BD-NR-2024-00275	73 Winburn		Pioneer Hall			
INDIVIDUAL						

**COMMITTEE HANDBOOK CHANGES & STATE
PUBLIC MEETINGS LAW**



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:

- Council Request.** City Council may make a specific request of an advisory body to weigh in on a specific topic.
- 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.

ADMINISTRATION

20 East Main Street
Ashland, Oregon 97520
ashland.or.us

Tel: 541.488.6002
Fax: 541.488.5311



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.

ADMINISTRATION

20 East Main Street
Ashland, Oregon 97520
ashland.or.us

Tel: 541.488.6002
Fax: 541.488.5311



- 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.

ADMINISTRATION

20 East Main Street
Ashland, Oregon 97520
ashland.or.us

Tel: 541.488.6002
Fax: 541.488.5311



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.

ADMINISTRATION

20 East Main Street
Ashland, Oregon 97520
ashland.or.us

Tel: 541.488.6002
Fax: 541.488.5311



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

ADMINISTRATION

20 East Main Street
Ashland, Oregon 97520
ashland.or.us

Tel: 541.488.6002
Fax: 541.488.5311



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.

ADMINISTRATION

20 East Main Street
Ashland, Oregon 97520
ashland.or.us

Tel: 541.488.6002
Fax: 541.488.5311



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:

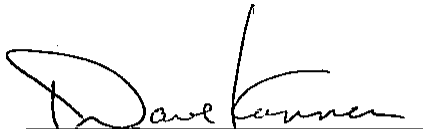
Information Technology and Computer Services support is available by calling (541) 552-2400.

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.

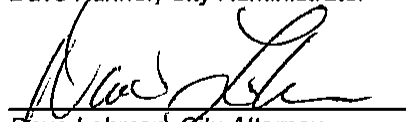


Approved:


Dave Kanner, City Administrator

Date: 5/14/12

Reviewed as to form:


Dave Lohman, City Attorney

Date: 5/14/12



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.

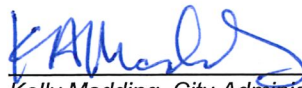
If the investigation determines that any employee was involved in harassing, retaliatory or discriminatory behavior toward another individual in the workplace they will be subject to disciplinary action up to and including termination. This policy applies to employees, elected officials, public officials,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

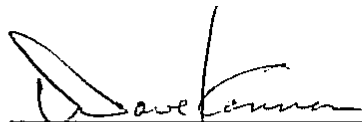
All employees can be assured that such complaints will be taken seriously and will be investigated and dealt with as discreetly as possible. All employees are required to fully cooperate with workplace violence or aggression investigations. All employees are further required to provide truthful information 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

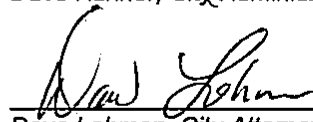
Retaliation is against the law and will not be permitted at the City of Ashland. This includes retaliation against employees who file a workplace violence or aggression complaint, or assist in investigating workplace violence or aggression charges, or who report violent behavior directed at persons other 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



Updates to Public Meetings Law

Effective 10/01/2024

Governing bodies subject to Public Meetings Law:

- Decision-Making – City Council, APRC, Planning Commission
- Advisory – All of the Council's & Parks Advisory Committees

Does not apply to

- Fact Gathering Bodies, Management Advisory Committees (MACs), Boards, Ad Hoc committees

Notice Requirements

- No less than 48 Hours advance notice for a regular meeting
- On the governing body's website **or** on a publicly accessible website hosted by a third party **and** linked to the governing body's website
- For us-- Posted on the City's Calendar of Events, and Agenda posted on the City's website.
 - City Council, Planning and Parks Commission Meetings are also noticed on Ashland.news.
- Content of Notice:
 - Date, Time, Location
 - Electronic link or telephone access information
 - Agenda
 - Name, phone number and email address of a person to contact to request as interpreter or for other communication aids.

Meeting Locations

- Shall be open to the public
- Accessible to persons with disabilities
- The governing body shall provide members of the general public an opportunity to access and attend meetings, excluding executive sessions, by telephone, video or other electronic or virtual means
 - You do not need to create a zoom link for each meeting. You do need to offer the option to the public with advance notice.
- **If** public testimony is allowed, it must be allowed in the following ways
 - In-person and electronically via phone or video **and**
 - Written electronically (in advance of the meeting is fine)

Minutes:

Written minutes are the official recordings of meetings for the City of Ashland. If video recordings are taken, then they must be kept for one year after the minutes are prepared.

- The minutes do not need to be a verbatim transcript and the recordings do not need to include a full recording of the meeting
- They shall give "a true reflection of the matters discussed at the meeting and the views of the participants"

- They shall include all members of the governing body present
- All motions, proposals, resolutions, orders, ordinances, and measures proposed and their disposition
- The results of all votes and the vote of each member by name
- The substance of any discussion on any matter

Grievance Process

- The written grievance shall be submitted to the public body within 30 calendar days from the date of the meeting where the alleged violation occurred. The written grievance shall identify:
 - The governing body that allegedly violated the Public Meetings Law
 - The date of the meeting where the alleged violation occurred
 - The specific facts and circumstances that the person asserts amount to a violation of the Public Meetings Law
 - The date of the grievance
 - The name and contact information of the person submitting the grievance.
- The public body shall accept grievances that are filed through in-person delivery during regular business hours, by first-class mail, and by email
- A public body shall post on its website the person (City Recorder) and contact information to whom a grievance may be submitted and the regular business hours during which in-person grievances will be accepted.
- The public body's written response to the grievance shall be submitted to the person who made the grievance within 21 calendar days from the date the grievance was received by the public body and shall satisfy the other requirements in ORS 192.705(2).
- As required by ORS 192.705(3), at the same time the public body responds to a grievance, it shall submit a copy of the grievance and its response to the Commission. The submission of the grievance and response to the commission can be made by mail or by e-mail at the e-mail address identified on the Commission's website.

Serial Communications Prohibited

A quorum of the members of a governing body shall not, outside of a meeting conducted in compliance with the Public Meetings Law, use a series of communications of any kind, directly or through intermediaries, for the purpose of deliberating or deciding on any matter that is within the jurisdiction of the governing body.

Members cannot communicate using any one or a combination of the following methods of communication.

- In-person;
- Telephone calls;
- Videos, videoconferencing, or electronic video applications;
- Written communications, including electronic written communications, such as email, texts, and other electronic applications;

NOTICE OF APPLICATION
500 A STREET

NOTICE OF APPLICATION

PLANNING ACTION: PA-T1-2025-00259

SUBJECT PROPERTY: 500 A Street

APPLICANT & OWNER: Terrain Landscape Architecture / Kaplan Trust

DESCRIPTION: A request for Site Design Review approval for Site improvements for the existing building at 500 A Street. Many of the proposed changes and improvements to the façade were previously approved under a commercial building which was exempt from a Planning Action. This application completes the remainder of the proposed improvements to the landscape and architectural improvements to the exterior including a new exterior stairway, architectural awnings, and a secondary entry arbor.

COMPREHENSIVE PLAN DESIGNATION: Employment; **ZONING:** E-1;

MAP: 39-1E-09-AB; **TAX LOT:** 6500

NOTE: The Ashland Historic Commission will review this Planning Action on **Wednesday, March 5, 2025 at 4:00 PM** at 51 Winburn Way.

NOTICE OF COMPLETE APPLICATION: February 21, 2025

DEADLINE FOR SUBMISSION OF WRITTEN COMMENTS: March 7, 2025



COMMUNITY DEVELOPMENT DEPARTMENT

51 Winburn Way
Ashland, Oregon 97520
ashland.or.us

Tel: 541.488.5305
Fax: 541.552.2050
TTY: 800.735.2900

The Ashland Planning Division Staff has received a complete application for the property noted on Page 1 of this notice.

A copy of the application, including all documents, evidence and applicable criteria are available online at "What's Happening in my City" at <https://gis.ashland.or.us/developmentproposals/>. Copies of application materials will be provided at reasonable cost, if requested. Application materials may be requested to be reviewed in-person at the Ashland Community Development & Engineering Services Building, 51 Winburn Way, via a pre-arranged appointment by calling (541) 488-5305 or emailing planning@ashland.or.us.

Any affected property owner or resident has a right to submit written comments within the 14-day comment period to planning@ashland.or.us or to the City of Ashland Planning Division, 51 Winburn Way, Ashland, Oregon 97520 prior to 4:30 p.m. on the deadline date shown on Page 1.

Ashland Planning Division Staff determine if a land use application is complete within 30 days of submittal. Upon determination of completeness, a notice is sent to surrounding properties within 200 feet of the property submitting the application. After the comment period and not more than 45 days from the application being deemed complete, the Planning Division Staff shall make a final decision on the application. A notice of decision is mailed to the same properties within 5 days of decision. An appeal to the Planning Commission of the Planning Division Staff's decision must be made in writing to the Ashland Planning Division within 12 days from the date of the mailing of final decision. (AMC 18.5.1.050.G)

The ordinance criteria applicable to this application are attached to this notice. Oregon law states that failure to raise an objection concerning this application, by letter, or failure to provide sufficient specificity to afford the decision maker an opportunity to respond to the issue, precludes your right of appeal to the Land Use Board of Appeals (LUBA) on that issue. Failure to specify which ordinance criterion the objection is based on also precludes your right of appeal to LUBA on that criterion. Failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow this Department to respond to the issue precludes an action for damages in circuit court.

If you have questions or comments concerning this request, please feel free to contact Aaron Anderson at 541-488-5305 or planning@ashland.or.us.

In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Administrator's office at 541-488-6002 (TTY phone number 1-800-735-2900). 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 I).

SITE DESIGN AND USE STANDARDS

18.5.2.050

The following criteria shall be used to approve or deny an application:

- A. **Underlying Zone:** The proposal complies with all of the applicable provisions of the underlying zone (part 18.2), including but not limited to: building and yard setbacks, lot area and dimensions, density and floor area, lot coverage, building height, building orientation, architecture, and other applicable standards.
- B. **Overlay Zones:** The proposal complies with applicable overlay zone requirements (part 18.3).
- C. **Site Development and Design Standards:** The proposal complies with the applicable Site Development and Design Standards of part 18.4, except as provided by subsection E, below.
- D. **City Facilities:** The proposal complies with the applicable standards in section 18.4.6 Public Facilities and that adequate capacity of City facilities for water, sewer, electricity, urban storm drainage, paved access to and throughout the property and adequate transportation can and will be provided to the subject property.
- E. **Exception to the Site Development and Design Standards:** The approval authority may approve exceptions to the Site Development and Design Standards of part 18.4 if the circumstances in either subsection 1 or 2, below, are found to exist.
 1. There is a demonstrable difficulty meeting the specific requirements of the Site Development and Design Standards due to a unique or unusual aspect of an existing structure or the proposed use of a site; and approval of the exception will not substantially negatively impact adjacent properties; and approval of the exception is consistent with the stated purpose of the Site Development and Design; and the exception requested is the minimum which would alleviate the difficulty.; or
 2. There is no demonstrable difficulty in meeting the specific requirements, but granting the exception will result in a design that equally or better achieves the stated purpose of the Site Development and Design Standards.

COMMUNITY DEVELOPMENT DEPARTMENT

51 Winburn Way
Ashland, Oregon 97520
ashland.or.us

Tel: 541.488.5305
Fax: 541.552.2050
TTY: 800.735.2900





Planning Division
51 Winburn Way, Ashland OR 97520
541-488-5305 Fax 541-488-6006

ZONING PERMIT APPLICATION

FILE # _____

DESCRIPTION OF PROJECT TENANT AND SITE IMPROVEMENTS

DESCRIPTION OF PROPERTY _____ Pursuing LEED® Certification? ☐ YES ☐ NO

Street Address 500 A ST. ASHLAND, OREGON

Assessor's Map No. 39 1E 09 AB Tax Lot(s) 5500

Zoning E-1 Comp Plan Designation EMPLOYMENT

APPLICANT

Name TERRAIN LAND ARCHT 541-500-4776 Phone PIPER@TERRAINARCH.COM E-Mail

Address 500 A STREET, #3 City ASHLAND Zip 97520

PROPERTY OWNER

Name Jory & Julie Kaplan Phone 503-510-0585 E-Mail joryjulie@gmail.com

Address 452 Strawberry Ln City Ashland Zip 97520

SURVEYOR, ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT, OTHER

Title PRINCIPAL Name PIPER VON CHAMIER 541-500-4776 Phone PIPER@TERRAINARCH.COM E-Mail

Address 500 A STREET, #3 City ASHLAND Zip 97520

Title PRINCIPAL Name CARLOS DELGADO 541-552-9502 Phone carlos@carlosdelgadoarchitect.com E-Mail

Address 200 CLEAR CREEK DRVE, City ASHLAND Zip 97520
STE C

I hereby certify that the statements and information contained in this application, including the enclosed drawings and the required findings of fact, are in all respects, true and correct. I understand that all property pins must be shown on the drawings and visible upon the site inspection. In the event the pins are not shown or their location found to be incorrect, the owner assumes full responsibility. I further understand that if this request is subsequently contested, the burden will be on me to establish:

- 1) that I produced sufficient factual evidence at the hearing to support this request;
- 2) that the findings of fact furnished justifies the granting of the request;
- 3) that the findings of fact furnished by me are adequate; and further
- 4) that all structures or improvements are properly located on the ground.

Failure in this regard will result most likely in not only the request being set aside, but also possibly in my structures being built in reliance thereon being required to be removed at my expense. If I have any doubts, I am advised to seek competent professional advice and assistance.

Applicant's Signature _____

Date 2/6/2025

As owner of the property involved in this request, I have read and understood the complete application and its consequences to me as a property owner.

Property Owner's Signature (required) _____

Date 2/6/25

(To be completed by City Staff)

Date Received _____ Zoning Permit Type _____ Filing Fee \$ _____

OVER →



Planning Division
51 Winburn Way, Ashland, OR 97520
541-488-5305

Commercial Site Review Valuation Estimate

Street Address: 500 A Street

Description of Project: Tenant Improvements and Site Improvements

Applicant: Piper von Chamier, Terrain Landscape Architecture

Property Owner: Jory Kaplan

Valuation Estimate Prepared by: Travis Curtis, Travis Curtis Construction

Estimator Phone: 541-227-8966 Estimator Email: traviscurtisconstruction@yahoo.com

DESCRIPTION:	VALUATION:
Excavation & Earthwork	\$ 20,000
Landscaping	\$ 30,000
Parking Area(s) & Driveways	\$ 7,960
Sidewalks/Patios/Walkways	\$ 120,000
New Construction – Materials & Labor Total*	\$ 670,000
TOTAL PROJECT VALUATION:	\$ 874,960

Commercial Renovation and Site improvement
500 A Street
Ashland ,OR 97520

Feb 6, 2025

Planning Application Submittal – Findings of Fact – Site Design Review approval for tenant improvement and site improvement

ADDRESS: 500 A St, Assessor's Map 39 1E 09 AB Tax Lot 5500
Zoning: E-1 Employment District

Owner

Jory Kaplan
452 Strawberry Lane
Ashland, OR 97520
530.510.0383

Architect

Carlos Delgado
Carlos Delgado Architect LLC
200 Clear Creek Drive, Ste C
Ashland, Oregon 97520
541 552 9502

Landscape Architect and Planning

Piper von Chamier
Terrain Landscape Architecture
310 Oak Street
Ashland, OR 97520
541.500.4776

ATTACHMENTS

Project Narrative & Findings(8.5 x 11)

Appendix 1_Photos and images proposed façade w/material and color submittal (8.5x11)

A0.1_Architectural Site Plan with Planning Summary and Building Code data (11x17)

A2.1_Exterior Elevations (11x17)

A2.2_Exterior Elevations (11x17)

A3.1_Exterior Elevation facade sections (11x17)

L0.1_Tree Removal and Protection Plan

L1.0_Landscape Plan

L1.1_Roof Top Plan

L3.0_Grading and Drainage Plan

L4.0_Planting Plan

L6.0_Precedents and Concept Renderings

Commercial Renovation and Site improvement
500 A Street
Ashland ,OR 97520

Project Description

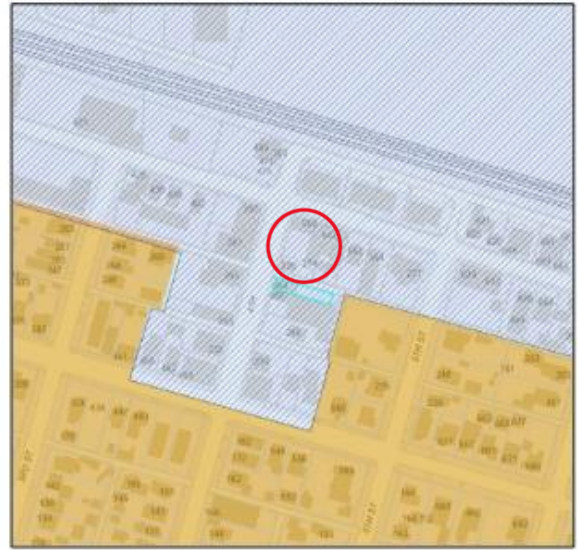
The proposal seeks to allow for the improvement of a 1989 2 story non-historic/non-contributing masonry and wood-framed building of 6,204 SF.

The proposal to use the property as a business use. For efficiency of construction – the majority of the proposed changes and improvements to the façade were submitted previously to this application and approved by the planning department. This application completes the remainder of the proposed improvements to the landscape and architectural improvements to the exterior including a new exterior stairway, architectural awnings, and a secondary entry arbor. There will be no substantial alterations to the exterior of the structure or the functions of the property that would be impacted by the proposed use.

A tree removal permit will be necessary to remove one 18" Cedar tree that's directly adjacent to the existing parking lot. This is a volunteer Cedar tree and it lies within the footprint of the new grading and walls. Several new site trees are proposed and graphically represented per the landscape plans included in this submittal. One 24" Cedar will be retained and protected on the south side of the existing building. Three existing Liquidambar trees will be retained and protected along the sidewalk of 4th and A Streets. New street trees will be planted along 4th Street where the existing curb cut will be removed and replaced with curb, sidewalk, and park row.

The existing asphalt parking lot, which is currently sloping to the building, will be removed and regraded to direct the water flow away from the buildings. The parking area will be replaced with an outdoor paved and decomposed granite courtyard, including new concrete seat walls, corten steel retaining walls, new plantings, trees, and paved spaces for gathering. A perimeter fence will be included in the design to secure the courtyard during closed hours and to provide a sense of privacy from the surrounding streetscape.

Commercial Renovation and Site improvement
500 A Street
Ashland ,OR 97520
EXISTING Property Description



The subject property is property is a 7,032 square foot lot that was platted as part of the Railroad Addition Subdivision. The lot has and existing 2 story structure: 75-feet of frontage on A Street, 13 feet of frontage on the corner intersection of A and Fourth Street, and 21 feet of frontage on Fourth Street. There is a single story structure of 60 feet frontage setback 48 feet from Fourth street that creates a 2 sided “courtyard” open to Fourth Street. No changes are proposed to the massing on the building.

Required Findings addressing the following Ashland Land Use Ordinance Sections

- | | |
|-------------------|---|
| 18.4.2.020 | Site Design Review |
| | B. Overlay Zones – Historic District Overlay |
| 18.4.2.040 | C. Detailed Site Review Zone |
| 18.4.2.050 | Historic District Development |
| | B. Historic District Design Standards. |
| 18.4.4 | Landscape, Lighting, and Screening |
| 18.4.5 | Tree Preservation and Protection |
| 18.4.6 | D. City Facilities |
| 18.4.8 | Solar Access |
| 18.5.7 | Tree Removal Permits |

Commercial Renovation and Site improvement

500 A Street

Ashland ,OR 97520

18.4.2.020

Site Design Review

B. Overlay Zones – Historic District Overlay

Height:

No changes to the existing building height are proposed

Scale:

No changes to the existing building scale are proposed

Materials:

The design with the cement stucco finish is intended to have a sense of solidity and complement the existing concrete building but not mimic the pattern of block but rather complement the block by proposing a cementitious surface of stucco for the improvement of the entry and elements to break up the linearity of the facade. The window openings will express depth of the new façade as well as complement the masonry openings in the existing building.

Mass:

The mass has no changes proposed

Roof:

No changes to the existing roof are proposed.

Base or Platform:

No changes to the existing base are proposed

Form:

No changes to the existing form are proposed

Additions:

No additions are proposed except for articulating arbors and entry accentuation

National Listing:

N/A – the building is not included in the National Listing.



18.4.2.050 C. Detailed Site Review Standards.

1. Orientation and Scale:

- a. Developments shall have a minimum FAR of 0.50.

The proposed FAR will be the same as existing FAR of 0.88 (6,204 SF / 7,032 SF)

- b. Building frontages greater than 100 feet in length shall have offsets, jogs, or have other distinctive changes in the building façade.

The longest frontage on the building is 63 feet along the northern frontage on A Street with a 14 foot diagonal frontage on the corner connecting to Fourth Street. Currently there is an offset entry on the far east end of the A street frontage on the first floor that will be replaced with a window and wall but expressed with a material change. Compensating for this will be an improvement for a clearly delineated entry on the corner with a 2 ft min offset and accentuated material change.

- c. Any wall that is within 30 feet of the street, plaza, or other public or common open space shall contain at least 20 percent of the wall area facing the street in display areas, windows, or doorways. Windows must allow view into working areas, lobbies, pedestrian entrances, or display areas. Blank walls within 30 feet of the street are prohibited. Up to 40 percent of the length of the building perimeter can be exempted for this standard if oriented toward loading or service areas..

The existing street frontage along A Street and 4th Street contains 42% windows and doors on the wall area. The proposed renovation is an improvement of enlarging the upper story windows resulting in a 47% area of windows on the frontage.

- d. Buildings shall incorporate lighting and changes in mass, surface or finish to give emphasis to entrances.

The existing corner entry at the intersection of A Street and 4th street is proposed to be improved by accentuating the corner entry with a change in material, massing, and lighting. – this has been previously approved by Historic Preservation Advisory Committee under separate permit.

- e. Infill or buildings, adjacent to public sidewalks, in existing parking lots is encouraged and desirable.

The existing parking lot will be infilled with a landscaped courtyard, including new planting areas, trees, circulation nodes, and exterior gathering areas.

- f. Buildings shall incorporate arcades, roofs, alcoves, porticoes, and awnings that protect pedestrians from the rain and sun.

There is a proposed new awning over the entrance door at 4th street, in addition to a trellis system along the frontage of the building parallel to 4th street.

2. Streetscape.

- a. Hardscape (paving material) shall be utilized to designate “people” areas. Sample materials could be unit masonry, scored and colored concrete, grasscrete, or combinations of the above.

Portions of the concrete sidewalk adjacent to the existing mature street trees (one tree on 4th Street and two trees along A Street) will be removed and replaced with decomposed granite, similar to the surrounding streetscapes, to allow for more permeable paving at the trees’ roots. Along 4th Street, the existing 39’ wide curb cut will be removed and replaced with a smaller standard 12’ wide curb cut. A new curb, street trees, and tree wells are proposed along 4th Street where the existing curb cut will be removed, See landscape plans for the extent of concrete removal, curb cut replacement, and proposed to new street trees and paving.

- b. A building shall be set back not more than five feet from a public sidewalk unless the area is used for pedestrian activities such as plazas or outside eating areas, or for a required public utility easement. This standard shall apply to both street frontages on corner lots. If more than one structure is proposed for a site, at least 65 percent of the aggregate building frontage shall be within five feet of the sidewalk.

N/A – no changes in the setback are proposed. The existing building abuts to the existing sidewalk

3. Buffering and Screening.

- a. Landscape buffers and screening shall be located between incompatible uses on an adjacent lot. Those buffers can consist of either plant material or building materials and must be compatible with proposed buildings.

There are no incompatible uses with the adjacent lots.

- b. Parking lots shall be buffered from the main street, cross streets, and screened from residentially zoned land.

The existing parking lot is proposed for removal and replaced with a landscape courtyard, thus parking lot buffers are not required.

4. Building Materials.

- a. Buildings shall include changes in relief such as cornices, bases, fenestration, and fluted masonry, for at least 15 percent of the exterior wall area.

The proposed changes to the building include change of materials, added architectural elements of metal awnings, posted arbors, and elements of massing to improve the linearity of the first floor base encompass more than 69% of the exterior wall area

- b. Bright or neon paint colors used extensively to attract attention to the building or use are prohibited. Buildings may not incorporate glass as a majority of the building skin.

No bright or neon paint colors or glass as a majority of the façade are proposed

18.4.2.050

Historic District Development

C. Rehabilitation Standards for Existing Buildings and Additions.

- a. Historic architectural styles and associated features shall not be replicated in new additions or associated buildings.

N/A – Alterations to the façade have been approved by Historic Preservation Advisory Committee under separate permit

- b. Original architectural features shall be restored as much as possible, when those features can be documented.

N/A – Alterations to the façade have been approved by Historic Preservation Advisory Committee under separate permit

- c. Replacement finishes on exterior walls of historic buildings shall match the original finish. Exterior finishes on new additions to historic buildings shall be compatible with, but not replicate, the finish of the historic building.

N/A – Alterations to the façade have been approved by Historic Preservation Advisory Committee under separate permit

- d. Diagonal and vertical siding shall be avoided on new additions or on historic buildings except in those instances where it was used as the original siding.

N/A – Alterations to the façade have been approved by Historic Preservation Advisory Committee under separate permit

- e. Exterior wall colors on new additions shall match those of the historic building.

N/A – Alterations to the façade have been approved by Historic Preservation Advisory Committee under separate permit

- f. Imitative materials including but not limited to asphalt siding, wood textured aluminum siding, and artificial stone shall be avoided.

N/A – Alterations to the façade have been approved by Historic Preservation Advisory Committee under separate permit

Commercial Renovation and Site improvement
500 A Street
Ashland ,OR 97520

g. Replacement windows in historic buildings shall match the original windows. Windows in new additions shall be compatible in proportion, shape and size, but not replicate original windows in the historic building.

N/A – Alterations to the façade have been approved by Historic Preservation Advisory Committee under separate permit

h. Reconstructed roofs on historic buildings shall match the pitch and form of the original roof. Roofs on new additions shall match the pitch and form of the historic building, and shall be attached at a different height so the addition can be clearly differentiated from the historic building. Shed roofs are acceptable for one-story rear additions.

N/A – No alterations to the roof are proposed in this application.

i. Asphalt or composition shingle roofs are preferred. Asphalt shingles which match the original roof material in color and texture are acceptable. Wood shake, woodshingle, tile, and metal roofs shall be avoided.

N/A – No alterations to the roof are proposed in this application.

j. New porches or entries shall be compatible with, but not replicate, the historic character of the building.

N/A - No new porches or entries are proposed in this application. A covering is proposed at the 4th street entrance, which tie into the existing design of the building.

k. New detached buildings shall be compatible with the associated historic building and shall conform to the above standards.

N/A – No new detached buildings are proposed in this application.

l. The latest version of the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings shall be used in clarifying and determining whether the above standards are met.

18.4.4.030 Landscape and Screening

A. General Landscape Standard. All portions of a lot not otherwise developed with buildings, accessory structures, vehicle maneuvering areas, parking, or other approved hardscapes shall be landscaped pursuant to this chapter.

All design standards have been met.

B. Minimum Landscape Area and Coverage. All lots shall conform to the minimum landscape area standards of the applicable zoning district (see Tables [18.2.5.030.A](#) through [C](#) for residential zones and Table [18.2.6.030](#) for non-residential zones). Except as otherwise provided by this chapter, areas proposed to be covered with plant materials shall have plant coverage of not less than 50 percent coverage within one year and 90 percent coverage within five years of planting.

All design standards have been met.

C. Landscape Design and Plant Selection

All design standards have been met.

D. Tree Preservation, Protection, and Removal. See chapter [18.4.5](#) for tree protection and preservation and chapter [18.5.7](#) for tree removal permit requirements.

E. Street Trees. The purpose of street trees is to form a deciduous canopy over the street. The same effect is also desired in parking lots and internal circulation streets; rows of street trees should be included in these areas where feasible.

All design standards have been met.

F. Parking Lot Landscaping and Screening. Parking lot landscaping, including areas of vehicle maneuvering, parking, and loading, shall meet the following requirements.

The existing parking lot is being removed and replaced with a landscaped courtyard, thus parking lot standards are not applicable.

G. Other Screening Requirements. Screening is required for refuse and recycle containers, outdoor storage areas, loading and service corridors, mechanical equipment, and the City may require screening in other situations, pursuant with the requirements of this ordinance.

Garbage and recycling collection is located on the south side of the building and will be screened with a solid metal fence. There are two existing mechanical units on the roof and they will be screened with materials that match the exterior of the building.

H. Irrigation. Irrigation systems shall be installed to ensure landscape success. If a landscape area is proposed without irrigation, a landscape professional shall certify the

Commercial Renovation and Site improvement

500 A Street

Ashland ,OR 97520

area can be maintained and survive without artificial irrigation. Irrigation plans are reviewed through a ministerial process at the time of building permit submittals.

An irrigation system will be installed and an irrigation plan will be included with the building permit set.

I. Water Conserving Landscaping.

1. Landscape Design Standards

All design standards have been met and a water conserving landscape is being proposed. All plants are water wise, will be meet coverage standards, no natural turf is being proposed, soils will be amended, and mulch will be installed (but not within 5' of the building)

2. Irrigation System Design Standards

An irrigation system will be installed and an irrigation plan will be included with the building permit set. Irrigation system will meet design standards

J. Mainenance. All landscaping shall be maintained in good condition, or otherwise replaced by the property owner; dead plants must be replaced within 180 days of discovery. Replacement planting consistent with an approved plan does not require separate City approval.

Maintenance standards will be met.

18.4.4.030 Recycling and Refuse Disposal Areas

A. Recycling. All newly constructed residential units, either as part of an existing development or as a new development, shall provide an opportunity-to-recycle site in accord with the following standards.

This is a commercial property and thus a site of equal or greater size adjacent to or with access comparable to the refuse receptacle to accommodate materials collected by the local sanitary service franchisee under its on-route collection program for purposes of recycling. Garbage and recycling will be located on the south side of the building and behind a solid screen.

B. Service Area. Recycling and refuse disposal areas shall be located to provide truck access and shall not be placed within any required front yard or required landscape area. ***Garbage and Recycling containers will be brought to the curb for truck access and pick up.***

C. Screening. Recycle and refuse disposal area screening shall be provided pursuant to section [18.4.4.030.G.1.](#)



Commercial Renovation and Site improvement
500 A Street
Ashland ,OR 97520

A solid metal screen will surround the garbage and recycling area at the south side of the existing building.

18.4.4.050 Outdoor Lighting

C. Standards. As a guideline, lighting levels shall be no greater than necessary to provide for pedestrian safety, property/business identification, and crime prevention. All outdoor lighting, except streetlights, shall comply with the following standards.

All design standards have been met. Most of the proposed lighting is low level landscape lighting for safety and illuminating walkways. Any exterior building fixtures will be directed downward and have full shielding. No fixtures will obstruct public ways, driveways, or walkways.

18.4.4.060 Fences and Walls

B. Design Standards. Fences, walls, hedges, and screen planting shall meet the following standards, where height is measured pursuant to subsection [18.4.4.060.B.2](#).

All design standards have been met. The fence along 4th street will have a maximum height of 4' tall. The fence abutting the adjacent property to the south will have a maximum height of 6' tall. All new fencing is proposed to be metal. Landscape walls within the property will have a maximum height of 24".

18.4.5.030 Tree Protection

A. Tree Protection Plan. A tree protection plan shall be approved by the Staff Advisor concurrent with applications for Type I, Type II, and Type III planning actions. If tree removal is proposed, a Tree Removal Permit pursuant to chapter [18.5.7](#) may be required.

A tree protection Plan is included with this application.

B. Tree Protection Plan Submission Requirements. In order to obtain approval of a tree protection plan, an applicant shall submit a plan to the City, which clearly depicts all trees to be preserved and/or removed on the site. The plan must be drawn to scale and include the following:

These measures will be specified and will be provided with a graphic response in the Landscape design plans Sheets L0.1

C. Tree Protection Measures Required.

These measures will be specified and will be provided with a graphic response in the Landscape design plans Sheet L0.1

D. Inspection. A tree protection and removal plan shall be requested prior to commencing with any work other than the installation of the erosion control measure.

Chapter 18.4.6 City Facilities

The facilities that serve the project are sufficient for the proposed development (refer to Sheet AS1.0 – the tie -ins will all be in 4th Street: 6 in sanitary, 4" water, and 8" storm service exist.

Chapter 18.4.8 SOLAR ACCESS

N/A - No increase in building height is proposed in this application.

Chapter 18.5.7 TREE REMOVAL PERMITS

A. General Submission Requirements.

There is a total of 1 tree proposed for removal on this property., which requires a Type I review. The tree proposed for removal lies within the excavation and development of the proposed new courtyard. There are 4 trees proposed as mitigation, and 4 existing trees will be preserved and protected. Please see graphic response Sheets L0.1 Tree Protection and Removal Plan which identifies trees to be removed and preserved.

18.5.7.040 Approval Criteria

B. Tree Removal Permit.

Removal of the proposed tree will not greatly effect the urban tree canopy. Preservation of existing trees and planting new trees on the property will provide shade, greenery, expand species diversity, and also provide absorption of stormwater.

18.5.7.050 Mitigation Required

A. Replanting On Site.

A landscape plan mitigates tree removal to the extent possible, see Landscape design plan Sheet L1.0 and Sheet L4.0.

VICINITY MAP	ABBREVIATIONS	LEGEND	DRAWING INDEX	PROJECT DIRECTORY
PROJECT LOCATION 	A.B. A.B.P. ACoust. ADJ. A/C AFF A.H. A.C. B.O.F. BM. BLDG. B.P. CAB. CLG. CTR. CL. COL. CONC. C.M.U. CONT. C.J. CSK. D.L. DP. DIA. DM. DBL. D.S. DWG. D.F. E.A. E.S. E.W. ELEC. ELEV. ENCL. E.N. EO. EXH. EXIST. (E) EXP. E.J. EXT. F.G. FIN. F.F. F.O. FLR. GALV. GA. G.D. G.L. G.L.B. GYP.BD. HDW. HDR. HGT. H.V.A.C. HC H.M. HORIZ. H.B. K.D. LAM. LT. L.L. MFR. MECH. M.I.W. MTL. M.C. (N) N.C. N.T.S. OBS. O.C. O. O.H. P.R. PL. P.LAM. PLYWD. P.T. P.L. R REFR. REG. REINF. REQD. R.H. RD. RM R.O. R.B. S.J. SECT. SHT. SIM. SLIDING S.C. SOLID CORE SPKR. SPEC. SO. S.S. STD. STL. STRUCT. SUSP. TEL. TEMP. T&G T.J. T.O. TYP. W.R. W.P. WWM W/ W/O WD. ANCHOR BOLT ALTERNATE BRACE PANEL ACOUSTICAL ADJUSTABLE AIR CONDITIONER ABOVE FINISH FLOOR AIR HANDLER ASPHALT CONCRETE BOTTOM OF FOOTING BEAM BUILDING BRACE PANEL CABINET CEILING CENTERLINE COLUMN CONCRETE CONCRETE MASONRY UNIT CONTINUOUS CONTROL JOINT COUNTERSINK DEAD LOAD DEEP DIAMETER DIMENSION DOUBLE DOWN SPOUT DRAWING DRINKING FOUNTAIN EACH EACH SIDE EACH WAY ELECTRIC ELEVATION ENCLOSURE EDGE NAILING EQUAL EXHAUST EXISTING EXPANSION ESPANSION JOINT EXTERIOR FIBERGLASS FINISH FINISH FLOOR FACE OF ... FLOOR GALVANIZED GAUGE GARBAGE DISPOSAL GLASS GLUE LAM BEAM GYP SUM WALL BOARD HARDWARE HEADER HEIGHT HEATING VENTILATING & AIR CONDITIONING HOLLOW CORNER HOLLOW METAL HORIZONTAL HOSE BIBB KILN DRIED LAMINATED LIGHT LIVE LOAD MANUFACTURER MECHANICAL MAKE IT WORK METAL MOISTURE CONTENT NEW NOT IN CONTRACT NOT TO SCALE OBSOLETE ON CENTER OVER OVERHEAD PAIR PLASTIC OR PLATE PLASTIC LAMINATE PLYWOOD PRESSURE TREATED PROPERTY LINE RADIUS REFRIGERATOR REGISTER REINFORCING REQUIRED RIGHT HAND ROOF DRAIN ROOM ROUGH OPENING RUBBER BASE SAWN JOINT SECTION SHEET SIMILAR SOLID CORE SPEAKER SPECIFICATIONS SQUARE STAINLESS STEEL STANDARD STEEL STRUCTURAL SUSPENDED TELEPHONE TEMPERED OR TEMPORARY TONGUE & GROOVE TOOLED JOINT TOP OF ... TYPICAL WATER RESISTANT WEATHER PROOF WELDED WIRE MESH WITH WITHOUT WOOD			

ELEVATION

FINISH ELEVATION TAG

ASSEMBLY TYPES
(FLOOR, WALLS, ROOF)

BUILDING SECTION

SECTION DETAIL

REVISION

DOOR NUMBER

WINDOW NUMBER

EQUIPMENT ID TAG

ROOM NAME

ELEVATION KEY NOTE

INTERIOR ELEVATIONS

BUILDING SECTIONS

NEW WOOD STUD
FRAME CONSTR. - FULL HT.

NEW WOOD STUD
FRAME CONSTR. - PARTIAL HT.

ONE-HOUR RATED AREA
SEPARATION WALLS

SHEAR WALLS

HOLD-DOWNS

HD5A

A0.1

INDEX, SYMBOLS, ABBREVIATIONS,
VICINITY MAP, PLOT PLAN

AS1.0

SITE PLAN

A1.1

MAIN FLOOR, & ROOF DECK PLAN

A1.2

UPPER FLOOR PLAN

A2.1

EXTERIOR ELEVATIONS

A2.2

EXTERIOR ELEVATIONS

A3.1

BUILDING SECTIONS

OWNER:

JULIE & JORY KAPLAN
500 'A' STREET
ASHLAND OR 97520
530.510.0383

ARCHITECT:

CARLOS DELGADO ARCHITECT
200 CLEAR CREEK DR., #C
ASHLAND, OR 97520
541.552.9502

CONTRACTOR:

TRAVIS CURTIS CONST.
TRAVIS CURTIS
1709 E. JACKSON ST.
MEDFORD, OR 97504
541.227.8966

LANDSCAPE ARCHITECT:

TERRAIN LANDSCAPE ARCHITECTURE
310 OAK ST.
ASHLAND, OR 97520
541.500.4776

STRUCTURAL ENGINEER:

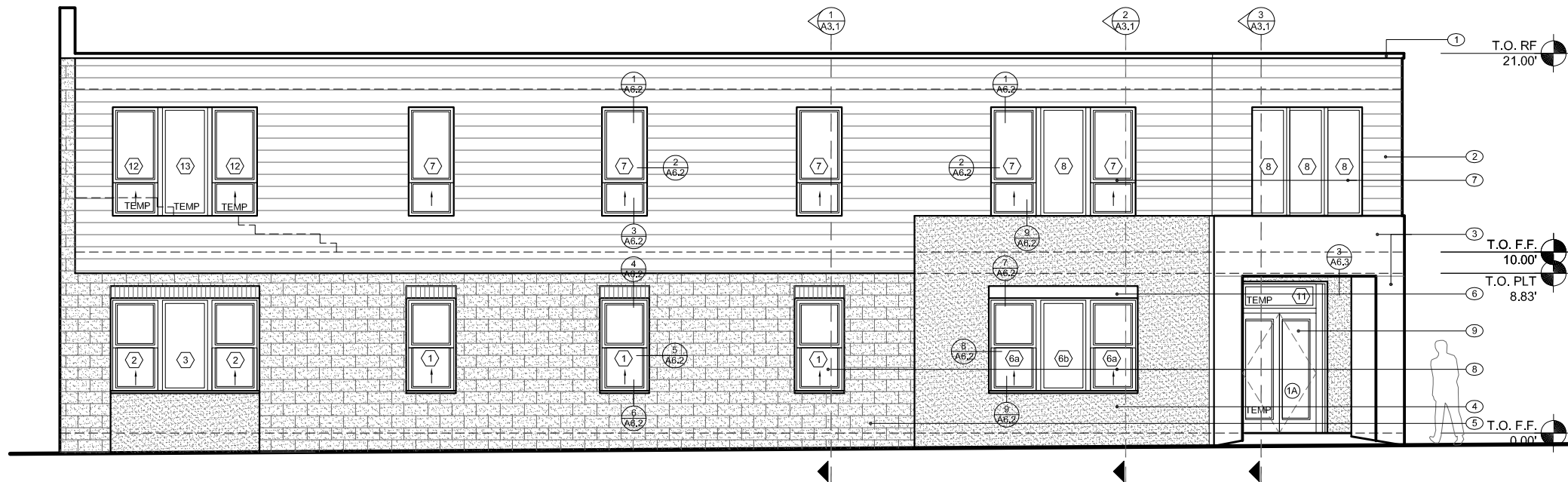
STRUCTURAL SOLUTIONS INC.
3559 NATIONAL DR. #103
MEDFORD OR 97504
541.608.8117

PLANNING SUMMARY																																				
PROPERTY DESCRIPTION: ZONING DESIGNATION: E1 / RESIDENTIAL OVERLAY ASSESSOR'S PARCEL NUMBER: 39-1E-09AB; T.L.# 5500 500 'A' ST., ASHLAND, OREGON 97520 LOT COVERAGE SUMMARY: - N/A (REFER TO LANDSCAPE ARCH, SHEETS) CONDITIONED SPACE SUMMARY: GHFA TOTAL STRUCTURE: 6,204 SF SOLAR SUMMARY: - N/A - NO EXTERIOR HEIGHT ALTERATIONS																																				
SITE PLAN - REDUCED (REFER TO AS1.0)																																				
APPLICATION MAP 274 FOURTH STREET ASHLAND, OREGON 97520 LEGEND EXISTING PROPERTY LINE PROPOSED PROPERTY LINE PROPOSED EXISTENT LINE ONE-PAYMENT WATER LINE 4" WATER 6" WATER 8" WATER ELECTRIC JUNCTION BOX ELECTRIC METER OVERHEAD UTILITY (ELECTRIC, POWER, OPTIC, TELEPHONE) UNDERGROUND ELECTRIC OVERHEAD WATER NET CABLE POWER POLE DECIDUOUS TREE AS INDICATED SCALE LINE TO APPROXIMATE GRIP LINE PARKING EASEMENT AREA SUMMARY PARCEL: 2,828 SQ FT BUILDING: 2,828 SQ FT LAND SURVEYOR: TERRY A. FRANKS, PLS TERRASURVEY, INC. 274 FOURTH STREET ASHLAND, OREGON 97520 (541) 482-6474 DATE: 11-07-21 SCALE: 1" = 10' CONTOUR INTERVAL: 10 FEET TERRASURVEY, INC. PROFESSIONAL LAND SURVEYORS 274 FOURTH STREET ASHLAND, OREGON 97520 (541) 482-6474 terrasurvey.net JOB NO. 1159-18 REGISTERED PROFESSIONAL LAND SURVEYOR NO. 1159-18 REMOVED BY TC ON 11/17/21 REMOVED BY TC ON 11/17/21 SITE PLAN 1" = 100'																																				
BUILDING CODE DATA																																				
CODE - 2022 OSSC TYPE VB CONSTRUCTION - NO NFPA13 AUTOMATIC SPRINKLERING PER SECTION 903 OCCUPANCY BUSINESS B SECTION 504 - BUILDING HEIGHT & NUMBER OF STORIES B OCCUPANCY / TYPE VB - SM- 27,000 SF = 60 FEET ALLOWABLE / 3 STORIES SECTION 601 - FIRE RESISTANCE RATING REQTS TYPE VB - 0 HOURS FOR ALL BUILDING ELEMENTS SECTION 602 - FIRE RESISTANCE RATING BASED ON FIRE SEPARATION DISTANCE B OCCUPANCY DISTANCE OF 0 FEET FROM EAST PROP LINE = 1 HOUR RATING REQD. TABLE 705.8 - MAX AREA OF EXTERIOR WALL OPENINGS BASED ON FIRE SEPARATION DISTANCE & DEGREE OF OPENING PROTECTION 0 TO LESS THAN 5 FEET - NOT PERMITTED TABLE 1004.5 OCCUPANT LOAD	FLOOR / USE	USE	L.F.	AREA	# OCC'S	CUMUL LOAD	EXITS REQD	EXITS PROVIDED		--	---------	------	----------	---------	------------	------------	----------------		FIRST FLOOR BUSINESS	GROUP B	150	3,640 SF	25	49	1	2		SECOND FLOOR BUSINESS / VOCATIONAL EDUC < 50 OCC	GROUP B	50	1,200 SF	24	1	1	2	TABLE 1006.2.1 MAX COMMON PATH OF TRAVEL DISTANCE B MAX DISTANCE W/O SPRINKLRS = 75 FEET (MAXIMUM IN PROJECT = 56 FEET.) SECTION 2902 MINIMUM PLUMBING FACILITIES - TABLE

DESCRIPTION	DATE

NOT FOR CONSTRUCTION

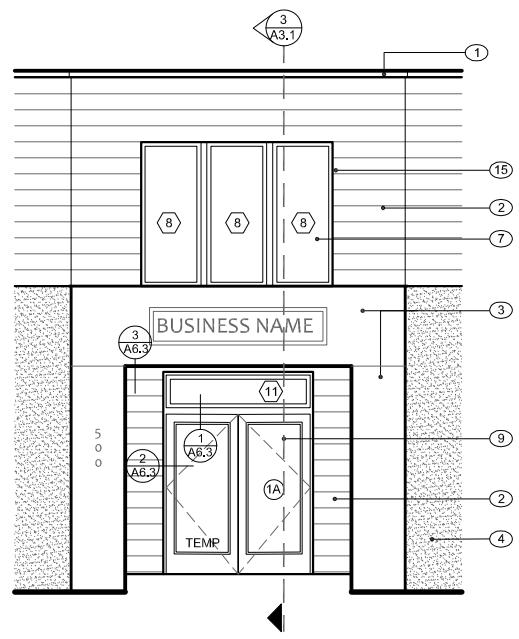
11X17 SHEETS ARE HALF SCALE



NORTH ELEVATION

VIEW FROM 'A' STREET

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



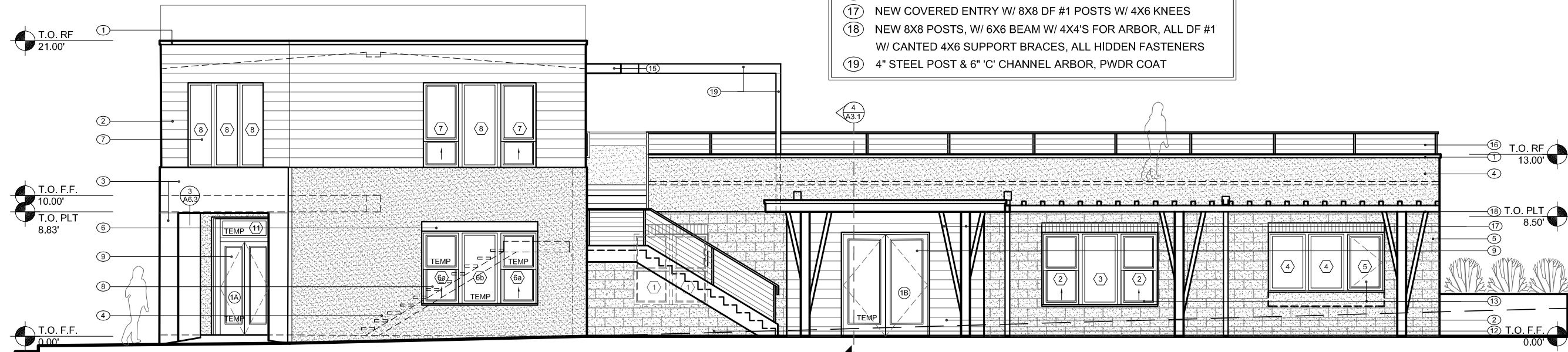
NW ELEVATION

CORNER VIEW FROM 'A' & '4TH'

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

ELEVATION KEY NOTES

- 1 NEW PARAPET FLASHING, ONE TONE DARKER THAN SIDING
- 2 NEW 1X6 CEDAR SHIP LAP SIDING, W/ WHITE WASH STAIN
- 3 NEW STORE FRONT SMOOTH FINISH STUCCO PLINTH
- 4 NEW BUILT OUT TEXTURED STUCCO CORNER, (3) SIDES
- 5 EXISTING SPLIT FACE BLOCK, PAINTED WHITE
- 6 NEW SMOOTH FINISH STUCCO LINTEL
- 7 REPLACEMENT VINYL WINDOWS, 12" TALLER, BLACK EXT.
- 8 REPLACEMENT VINYL WINDOWS, BLACK EXT.
- 9 NEW WOOD CLAD FRENCH DOOR, W/ TRNSM, BLACK EXT.
- 10 EXISTING DOOR TO REMAIN AS IS
- 11 RELOCATED ELECT PANEL
- 12 NEW POURED CONC. STAIR W/ HAND RAIL @ +32" / MTCH #16
- 13 REPLACEMENT VINYL WINDOWS, BLCK, PATCH W/ STUCCO
- 14 EXISTING PROP. LINE SPLIT FACE BLOCK, TO REMAIN AS IS
- 15 8"DP X 30"WIDTH BOLT ON ALUM. LOUVERED AWNING
- 16 PWDR COATED METAL GUARD RAIL +42" W/ S.S. CABLE @ 3" O.C.
- 17 NEW COVERED ENTRY W/ 8X8 DF #1 POSTS W/ 4X6 KNEES
- 18 NEW 8X8 POSTS, W/ 6X6 BEAM W/ 4X4'S FOR ARBOR, ALL DF #1 W/ CANTED 4X6 SUPPORT BRACES, ALL HIDDEN FASTENERS
- 19 4" STEEL POST & 6" 'C' CHANNEL ARBOR, PWDR COAT



WEST ELEVATION

VIEW FROM '4TH' STREET

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



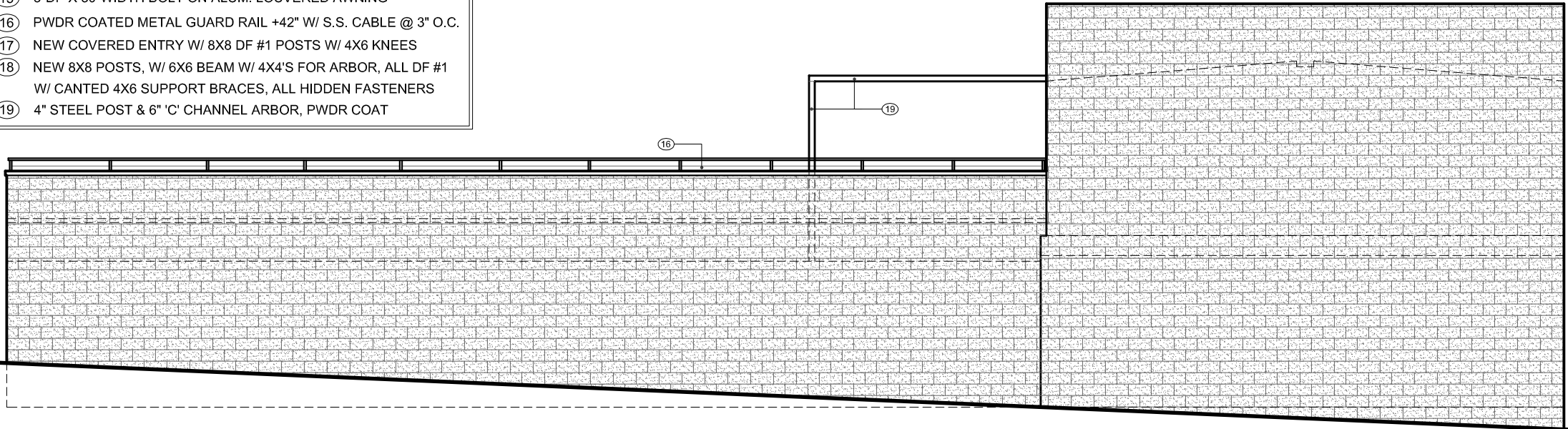
SOUTH ELEVATION

VIEW FROM COURTYARD

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

ELEVATION KEY NOTES

- 1 NEW PARAPET FLASHING, ONE TONE DARKER THAN SIDING
- 2 NEW 1X6 CEDAR SHIP LAP SIDING, W/ WHITE WASH STAIN
- 3 NEW STORE FRONT SMOOTH FINISH STUCCO PLINTH
- 4 NEW BUILT OUT TEXTURED STUCCO CORNER, (3) SIDES
- 5 EXISTING SPLIT FACE BLOCK, PAINTED WHITE
- 6 NEW SMOOTH FINISH STUCCO LINTEL
- 7 REPLACEMENT VINYL WINDOWS, 12" TALLER, BLACK EXT.
- 8 REPLACEMENT VINYL WINDOWS, BLACK EXT.
- 9 NEW WOOD CLAD FRENCH DOOR, W/ TRNSM, BLACK EXT.
- 10 EXISTING DOOR TO REMAIN AS IS
- 11 RELOCATED ELECT PANEL
- 12 NEW POURED CONC. STAIR W/ HAND RAIL @ +32" / MTCH #16
- 13 REPLACEMENT VINYL WINDOWS, BLCK, PATCH W/ STUCCO
- 14 EXISTING PROP. LINE SPLIT FACE BLOCK, TO REMAIN AS IS
- 15 8"DP X 30"WIDTH BOLT ON ALUM. LOUVERED AWNING
- 16 PWDR COATED METAL GUARD RAIL +42" W/ S.S. CABLE @ 3" O.C.
- 17 NEW COVERED ENTRY W/ 8X8 DF #1 POSTS W/ 4X6 KNEES
- 18 NEW 8X8 POSTS, W/ 6X6 BEAM W/ 4X4'S FOR ARBOR, ALL DF #1 W/ CANTED 4X6 SUPPORT BRACES, ALL HIDDEN FASTENERS
- 19 4" STEEL POST & 6" 'C' CHANNEL ARBOR, PWDR COAT



EAST ELEVATION

VIEW FROM ADJ. PROP.

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

DESCRIPTION	DATE

COMMERCIAL RENOVATION

JULIE & JORY KAPLAN
500 'A' STREET
ASHLAND OR 97520
ASSESSOR'S MAP NO. 391E 09AB TAX LOT NO. 5500

NOT FOR CONSTRUCTION

DRAWN : CHECKED:
TS CD

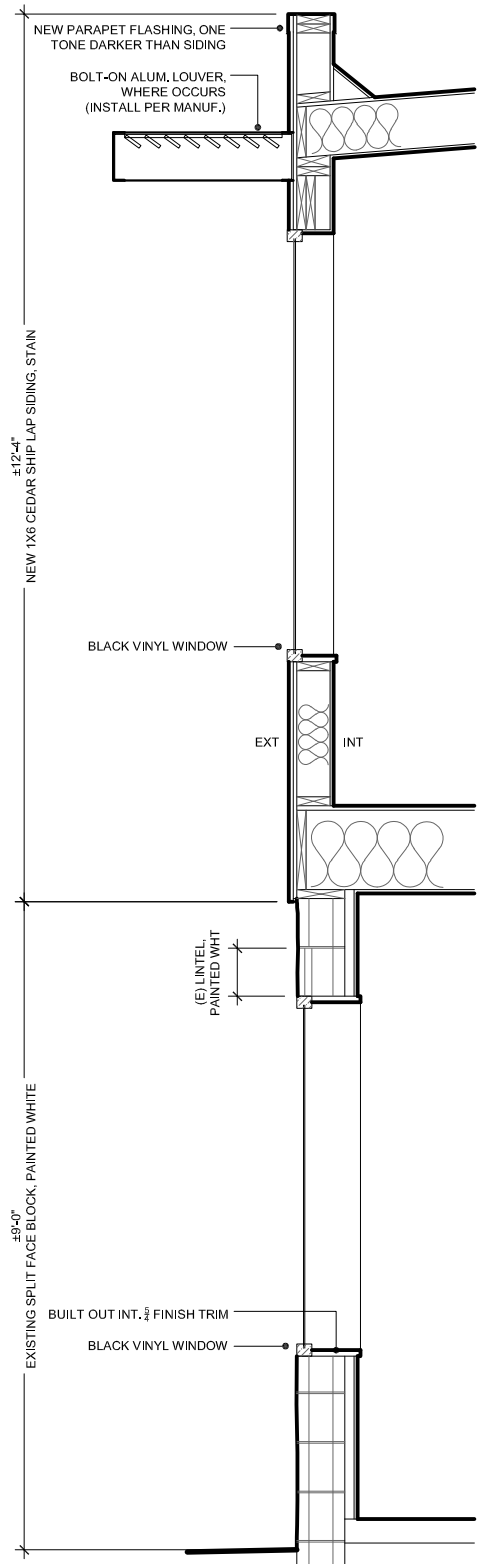
DATE :
02/06/25

PROJECT :
KAPLAN_24

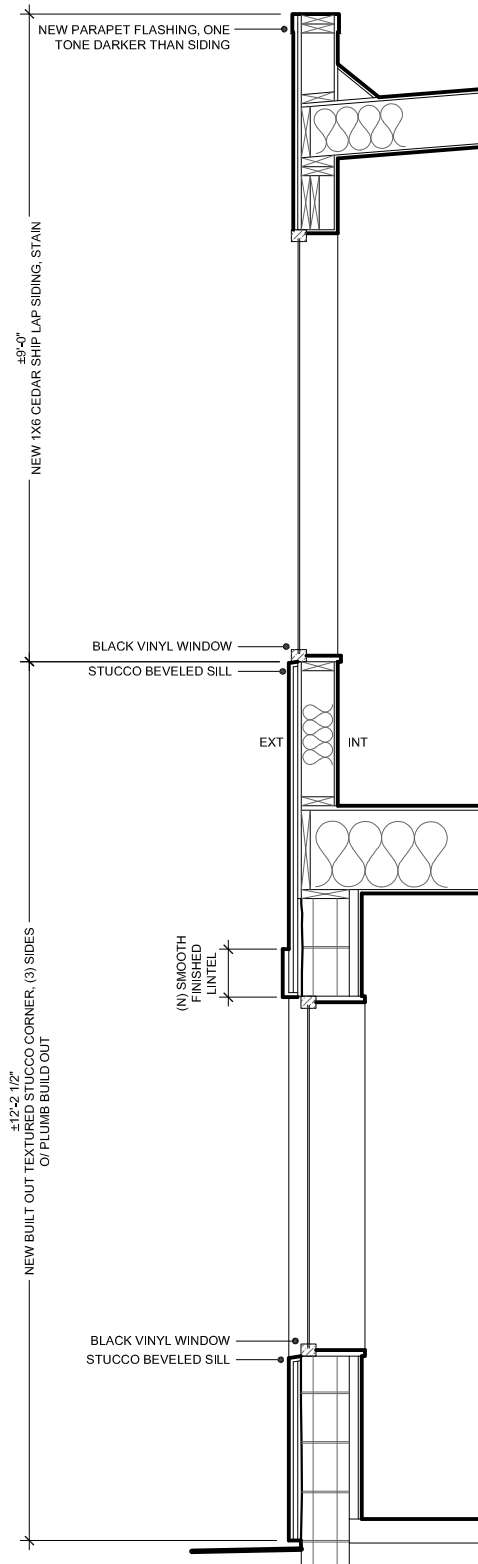
SHEET :

A2.2

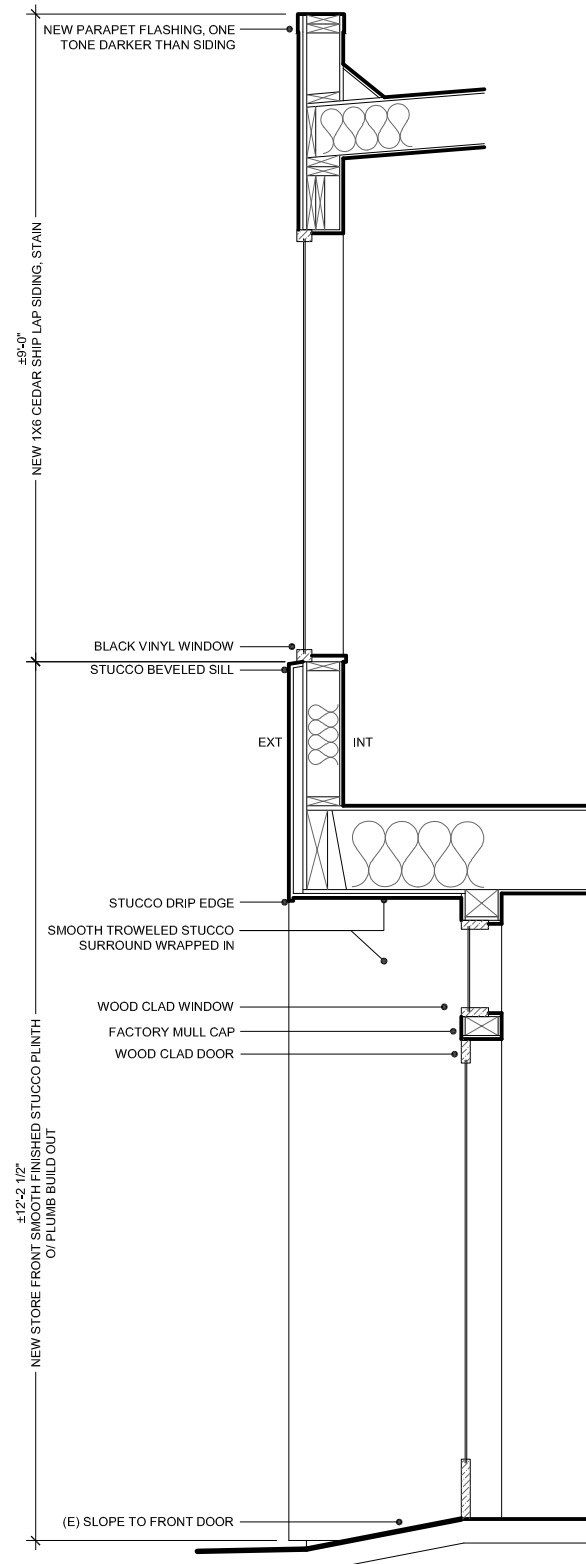
11X17 SHEETS ARE HALF SCALE



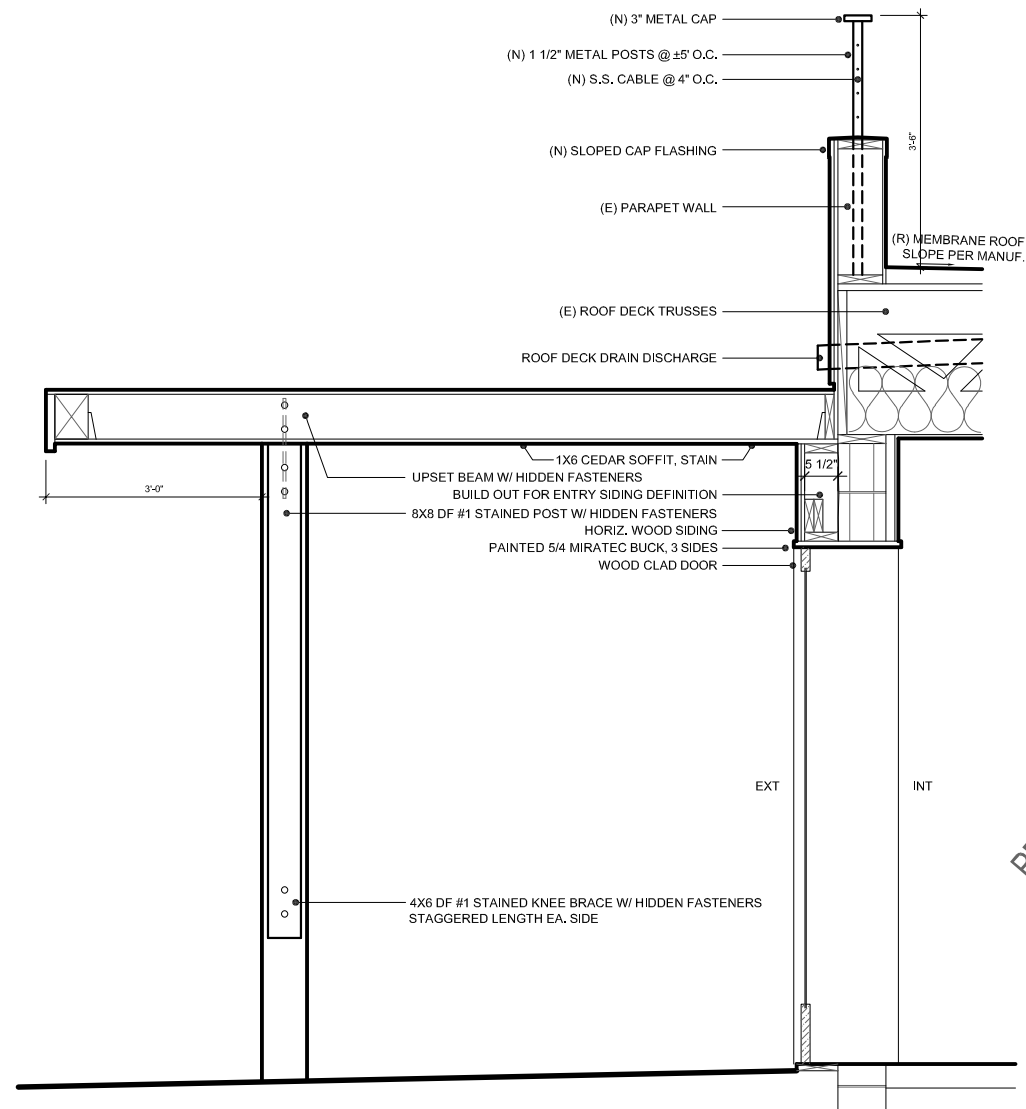
① BUILDING SECTION
SCALE: 3/4" = 1' - 0"



② BUILDING SECTION
SCALE: 3/4" = 1' - 0"



③ BUILDING SECTION
SCALE: 3/4" = 1' - 0"



④ BUILDING SECTION
SCALE: 3/4" = 1' - 0"

11X17 SHEETS ARE HALF SCALE

DESCRIPTION	DATE
-	-
-	-
-	-
-	-
-	-

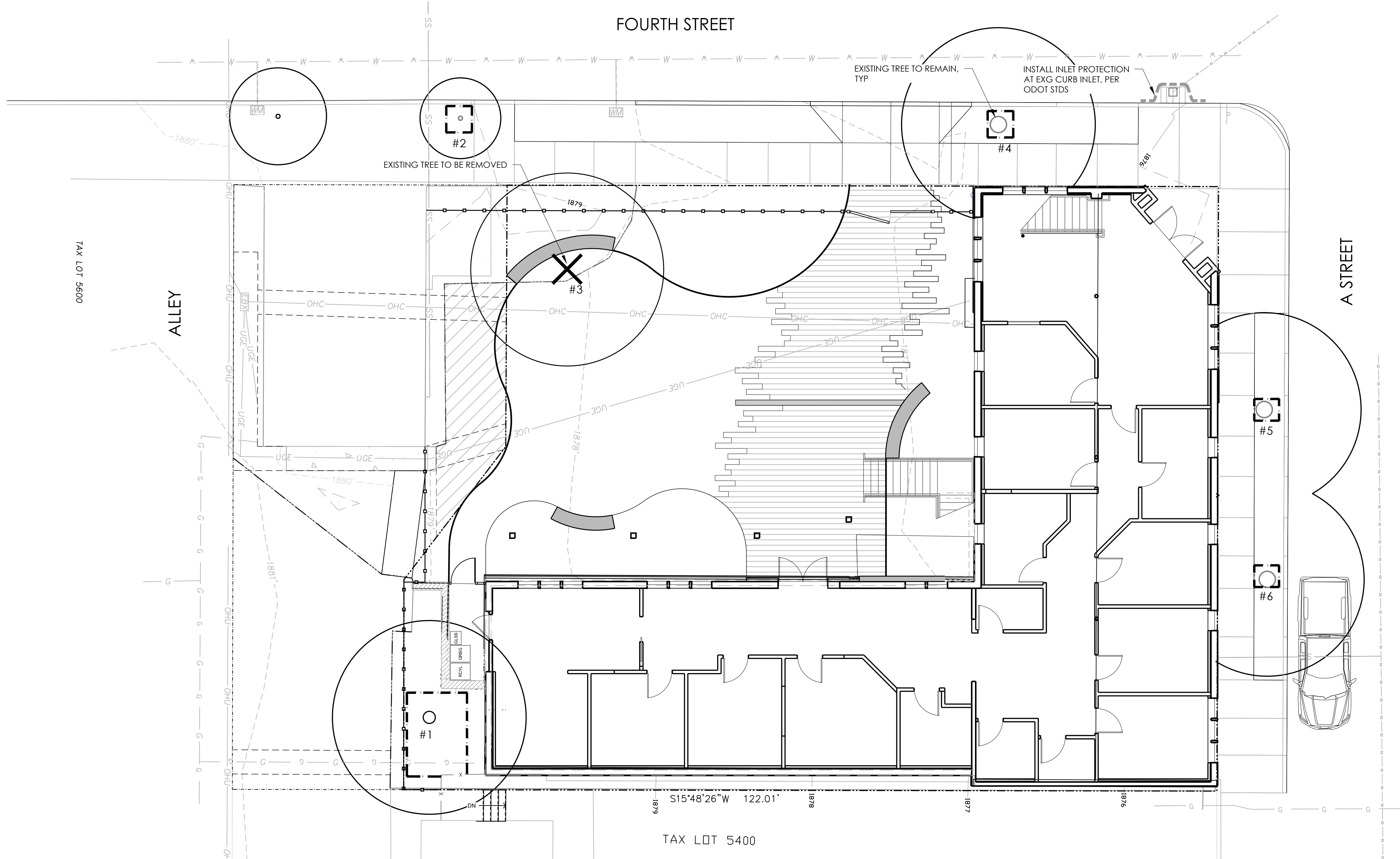
NOT FOR CONSTRUCTION

DRAWN : TS
CHECKED : CD

DATE :
02/06/25

PROJECT :
KAPLAN_24

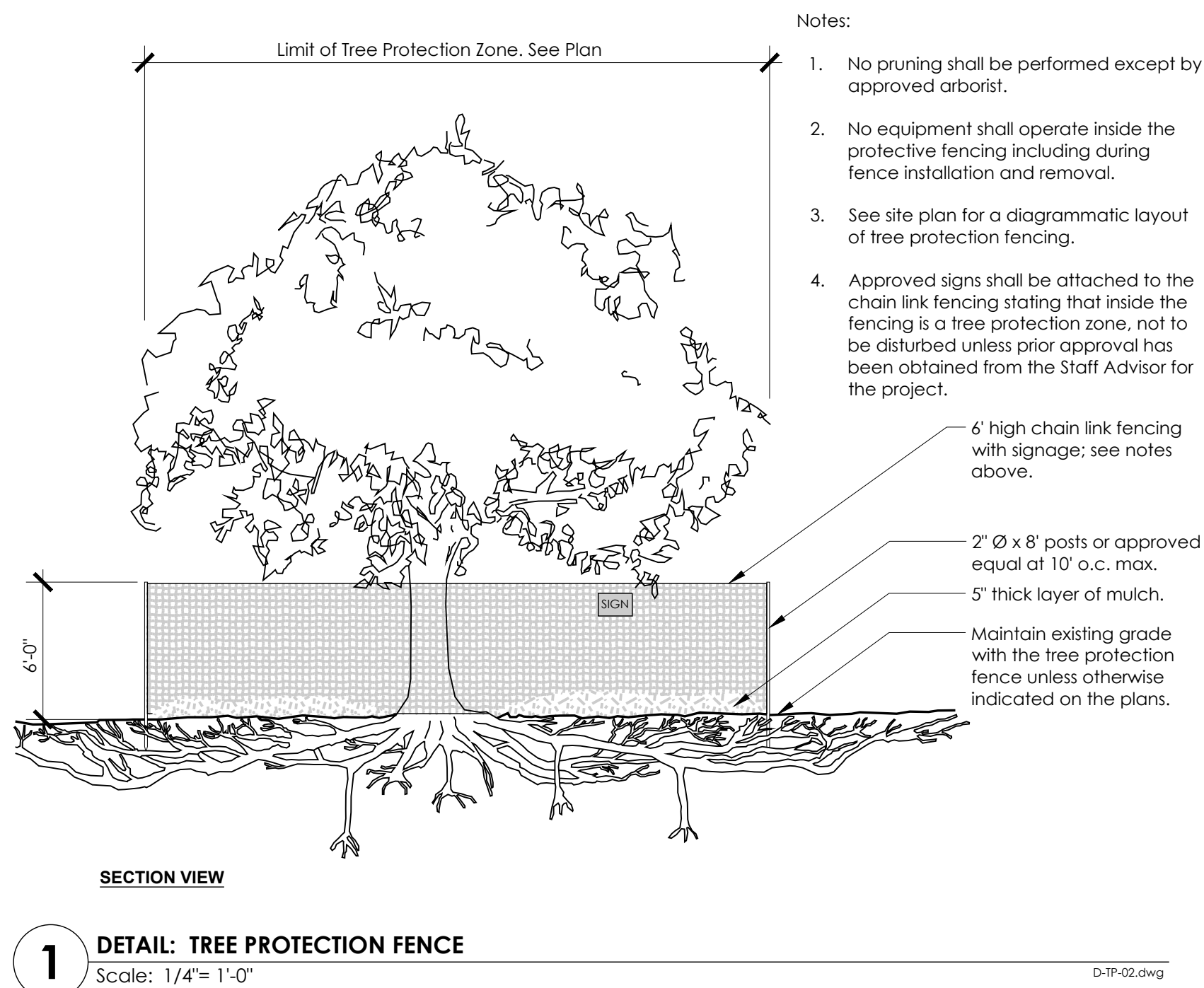
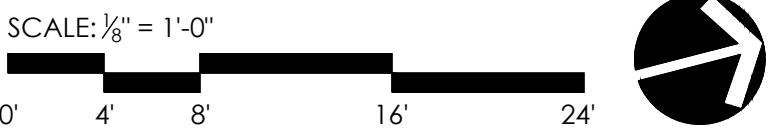
SHEET :
A3.1



EXISTING TREE INVENTORY			
TREE #	TREE TYPE	DBH	REMOVE / PRESERVE
1	CEDAR	24"	PRESERVE
2	OFF SITE DECIDUOUS TREE - FOR REFERENCE ONLY	5"	PRESERVE
3	CEDAR	18"	REMOVE
4	LIQUIDAMBAR STYRACIFLUA - SWEETGUM	14"	PRESERVE
5	LIQUIDAMBAR STYRACIFLUA - SWEETGUM	14"	PRESERVE
6	LIQUIDAMBAR STYRACIFLUA - SWEETGUM	14"	PRESERVE

NOTE: TREE LOCATIONS AND SIZES ARE BASED ON SITE SURVEY BY TERRASURVEY, INC. 11-07-2021, WITH SPECIES INFORMATION ADDED AS OBSERVED 09-21-2024.

TREE PROTECTION & EROSION CONTROL PLAN LEGEND	
SYMBOL	DESCRIPTION
	TREE TO REMAIN APPROXIMATE DBH TRUNK AND DRIPLINE SHOWN
	TREE TO REMOVE
	TREE PROTECTION FENCE SEE DETAIL 1, THIS SHEET
	CURB INLET PROTECTION, COMPOST FILTER SOCK OR WATTLE PER ODOT STD DETAIL RD1010



TREE PROTECTION AND REMOVAL NOTES

- PRIOR TO DELIVERING EXCAVATION EQUIPMENT OR COMMENCING ANY CONSTRUCTION ACTIVITIES ON THE SITE, THE GENERAL CONTRACTOR SHALL CONTACT THE LANDSCAPE ARCHITECT FOR A PRE-CONSTRUCTION MEETING WITH THE LANDSCAPE ARCHITECT AND EXCAVATION SUPERVISOR PRIOR TO COMMENCING ANY WORK ON THE SITE. THE LANDSCAPE ARCHITECT SHALL BE NOTIFIED BY THE CONTRACTOR 48 HRS. IN ADVANCE FOR ALL SITE VISITS REQUESTED. CONTRACTOR SHALL OBTAIN WRITTEN APPROVAL FROM THE OWNER'S REPRESENTATIVE THAT CONSTRUCTION MAY BEGIN AFTER ALL OF THE DESCRIBED FENCING IS IN PLACE. FENCING SHALL REMAIN IN PLACE UNTIL THE PROJECT IS COMPLETED.
- FENCES MUST BE ERECTED TO PROTECT TREES TO BE PRESERVED AS SHOWN IN DIAGRAM. FENCING SHALL BE 6' TALL TEMPORARY CHAIN LINK PANELS INSTALLED WITH METAL CONNECTIONS TO ALL PANELS AREA INTEGRATED, THESE FENCES SHALL BE INSTALLED SO THAT IT DOES NOT ALLOW PASSAGE OF PEDESTRIANS AND/OR VEHICLES THROUGH IT. FENCES DEFINE A SPECIFIC PROTECTION ZONE FOR EACH TREE OR GROUP OF TREES. FENCES ARE TO REMAIN UNTIL ALL SITE WORK HAS BEEN COMPLETED. FENCES MAY NOT BE RELOCATED OR REMOVED WITHOUT THE PERMISSION OF THE LANDSCAPE ARCHITECT.
- CONSTRUCTION TRAILERS, TRAFFIC AND STORAGE AREAS MUST REMAIN OUTSIDE FENCED TREE PROTECTION ZONES AT ALL TIMES. SEE DETAIL #1 "TREE PRESERVATION FENCING" FOR ADDITIONAL REQUIREMENTS.
- ALL PROPOSED UNDERGROUND UTILITIES AND DRAIN OR IRRIGATION LINES SHALL BE ROUTED OUTSIDE THE TREE PROTECTION ZONE. IF LINES MUST TRANSVERSE THE PROTECTION AREA, THEY SHALL BE TUNNELED OR BORED UNDER THE TREE ROOTS. NOTIFY THE LANDSCAPE ARCHITECT IMMEDIATELY IF ANY PROJECT PLANS CONFLICT WITH THIS REQUIREMENT.
- NO MATERIALS, EQUIPMENT, SPOIL, OR WASTE OR WASHOUT WATER MAY BE DEPOSITED, STORED, OR PARKED WITHIN THE TREE PROTECTION ZONE (FENCED AREA).
- NOTIFY THE LANDSCAPE ARCHITECT IF TREE PRUNING IS REQUIRED FOR CONSTRUCTION CLEARANCE.
- IF INJURY SHOULD OCCUR TO ANY TREE DURING CONSTRUCTION, NOTIFY THE LANDSCAPE ARCHITECT IMMEDIATELY. ALL DAMAGE CAUSED BY CONSTRUCTION TO EXISTING TREES SHALL BE COMPENSATED FOR BY THE OFFENDING PARTY, BEFORE THE PROJECT WILL BE CONSIDERED COMPLETE.
- WATERING SCHEDULE: WATERING PROTECTED TREES SHALL FOLLOW THESE STANDARDS, HOWEVER PERIODS OF EXTREME HEAT, WIND, RAINFALL OR DROUGHT MAY REQUIRE MORE OR

- LESS WATER THAN RECOMMENDED IN THESE NOTES.
- MOST SPECIES: 1 TIME PER MONTH DURING IRRIGATION SEASON (USUALLY MARCH THROUGH SEPTEMBER)
 - QUERCUS/OAK: DEEP WATER IN MAY AND SEPTEMBER. DO NOT WATER DURING OTHER MONTHS. FOR OAKS ALREADY IN THE VICINITY OF IRRIGATED CONDITIONS, AUTOMATIC SPRINKLERS OR REGULAR WATERING SHALL NOT BE ALLOWED TO SPRAY ON OR WITHIN 3 FEET OF THE TRUNK. THE WATER SHALL NOT BE ALLOWED TO POOL OR DRAIN TOWARDS THE TRUNK.
 - WATERING METHOD: HAND WATERING SYSTEMS, RECOMMENDED FOR TREES THAT ARE PART OF A DEVELOPMENT PROJECT THAT MUST BE WATERED TO INSURE TREE SURVIVAL DURING THE COURSE OF CONSTRUCTION UNTIL AUTOMATIC IRRIGATION IS INSTALLED.
- EROSION CONTROL DEVICES SUCH AS SILT FENCING, DEBRIS BASINS, AND WATER DIVERSION STRUCTURES SHALL BE INSTALLED ON THE UPHILL SIDE OF THE TREE PROTECTION ZONE TO PREVENT SILTATION AND/OR EROSION WITHIN THE TREE PROTECTION ZONE.
 - BEFORE GRADING, PAD PREPARATION, OR EXCAVATION FOR THE FOUNDATIONS, FOOTINGS, WALLS, OR TRENCHING, ANY TREES WITHIN THE SPECIFIC CONSTRUCTION ZONE SHALL BE ROOT PRUNED 1 FOOT OUTSIDE THE TREE PROTECTION ZONE BY CUTTING ALL ROOTS CLEANLY AT A 90 DEGREE ANGLE TO A DEPTH OF 24 INCHES. ROOTS SHALL BE CUT BY MANUALLY DIGGING A TRENCH AND CUTTING EXPOSED ROOTS WITH A SAW, VIBRATING KNIFE, ROCK SAW, NARROW TRENCHER WITH SHARP BLADES, OR OTHER APPROVED ROOT-PRUNING EQUIPMENT.
 - ANY ROOTS DAMAGED DURING GRADING OR CONSTRUCTION SHALL BE EXPOSED TO SOUND TISSUE AND CUT CLEANLY AT A 90 DEGREE ANGLE TO THE ROOT WITH A SAW. PLACE DAMP SOIL AROUND ALL CUT ROOTS TO A DEPTH EQUALING THE EXISTING FINISH GRADE WITHIN 4 HOURS OF CUTS BEING MADE.
 - IF TEMPORARY HAUL OR ACCESS ROADS MUST PASS OVER THE ROOT AREA OF TREES TO BE RETAINED, A ROAD BED OF 6 - 8 INCHES OF WOOD MULCH OR GRAVEL SHALL BE CREATED TO PROTECT THE SOIL. THE ROAD BED MATERIAL SHALL BE REPLENISHED AS NECESSARY TO MAINTAIN A MIN. 6 INCH DEPTH.
 - SPOIL FROM TRENCHES, BASEMENTS, OR OTHER EXCAVATIONS SHALL NOT BE PLACED WITHIN THE TREE PROTECTION ZONE, EITHER TEMPORARILY OR PERMANENTLY.
 - NO BURN PILES OR DEBRIS PILES SHALL BE PLACED WITHIN THE TREE PROTECTION ZONE. NO ASHES, DEBRIS, OR GARBAGE MAY BE DUMPED OR BURIED WITHIN THE TREE PROTECTION ZONE.

- MAINTAIN FIRE-SAFE AREAS AROUND FENCED AREA. ALSO, NO HEAT SOURCES, FLAMES, IGNITION SOURCES, OR SMOKING IS ALLOWED NEAR MULCH OR TREES.
- DO NOT RAISE THE SOIL LEVEL WITHIN THE DRIP LINES TO ACHIEVE POSITIVE DRAINAGE, EXCEPT TO MATCH GRADES WITH SIDEWALKS AND CURBS. AND IN THOSE AREAS, FEATHER THE ADDED TOPSOIL BACK TO EXISTING GRADE AT APPROXIMATELY 3:1 SLOPE.
- REMOVE THE ROOT WAD FOR EACH TREE THAT IS INDICATED ON THE PLAN AS BEING REMOVED.
- EXCEPTIONS TO THE TREE PROTECTION SPECIFICATIONS MAY ONLY BE GRANTED IN EXTRAORDINARY CIRCUMSTANCES WITH WRITTEN APPROVAL FROM THE LANDSCAPE ARCHITECT PRIOR TO ANY WORK COMMENCING.
- AS A PROTECTIVE MEASURE TO COMPENSATE FOR CONSTRUCTION IMPACTS, TWO TO SIX WEEKS PRIOR TO CONSTRUCTION, ALL RETAINED TREES SHOWN ON THIS PLAN SHALL RECEIVE AN APPLICATION OF MYCOAPPLY ALL PURPOSE SOLUBLE PER MANUFACTURER'S INSTRUCTIONS. THIS MYCORRHIZAE PRODUCT IS A SPECIALLY FORMULATED NATURAL ROOT BIOSTIMULANT WHICH ENHANCES THE ABSORPTIVE SURFACE AREA OF THE TREES' ROOT SYSTEMS. THIS PROMOTES AND IMPROVES NUTRIENT AND WATER UPTAKE CAPABILITIES OF THE REMAINING ROOT STRUCTURE. DISTRIBUTE MYCOAPPLY EVENLY WITHIN THE ACTIVE ROOT ZONE OF RETAINED TREES. APPLY 30 GALS. OF SOLUTION PER TREE 6" DBH AND GREATER. A MINIMUM OF 4" BELOW SOIL SURFACE IN QUANTITIES OF 1/2 GALLON AT EACH POINT OF APPLICATION. LOCATE THE ACTIVE ROOT ZONES WITH LANDSCAPE ARCHITECT PRESENT. MYCOAPPLY IS AVAILABLE FROM MYCORRHIZAL APPLICATION, INC., PHONE (541) 476-3985.

TYPICAL EROSION & SEDIMENT CONTROL NOTES

- SCHEDULE GRADING AND EXCAVATION WORK FOR DRY WEATHER ONLY.
- STABILIZE ALL DENUDED AREAS, INSTALL AND MAINTAIN TEMPORARY EROSION CONTROLS (SUCH AS EROSION CONTROL FABRIC OR BONDED FIBER UNTIL VEGETATION IS ESTABLISHED.
- SEED OR PLANT VEGETATION FOR EROSION CONTROL ON SLOPES OR WHERE CONSTRUCTION IS NOT IMMEDIATELY PLANNED.
- PROTECT STORM DRAIN INLETS, GUTTERS, DITCHES, AND DRAINAGE COURSES WITH APPROPRIATE BMPs, SUCH AS GRAVEL BAGS, FIBER ROLLS, BERMS, ETC.
- PREVENT SEDIMENT FROM MIGRATING OFFSITE BY INSTALLING AND MAINTAINING SEDIMENT CONTROLS, SUCH AS FIBER ROLLS, SILT FENCES, OR SEDIMENT BASINS.
- KEEP EXCAVATED SOIL ON THE SITE WHERE IT WILL NOT COLLECT INTO THE STREET.
- TRANSFER EXCAVATED MATERIALS TO DUMP TRUCKS ON THE SITE, NOT IN THE STREET.



DISAPPEARING ACT SITE IMPROVEMENTS

500 'A' STREET
ASHLAND, OR 97520

NOT FOR
CONSTRUCTION

REVISIONS		
#	DATE	DESCRIPTION
-		
-		
-		
-		

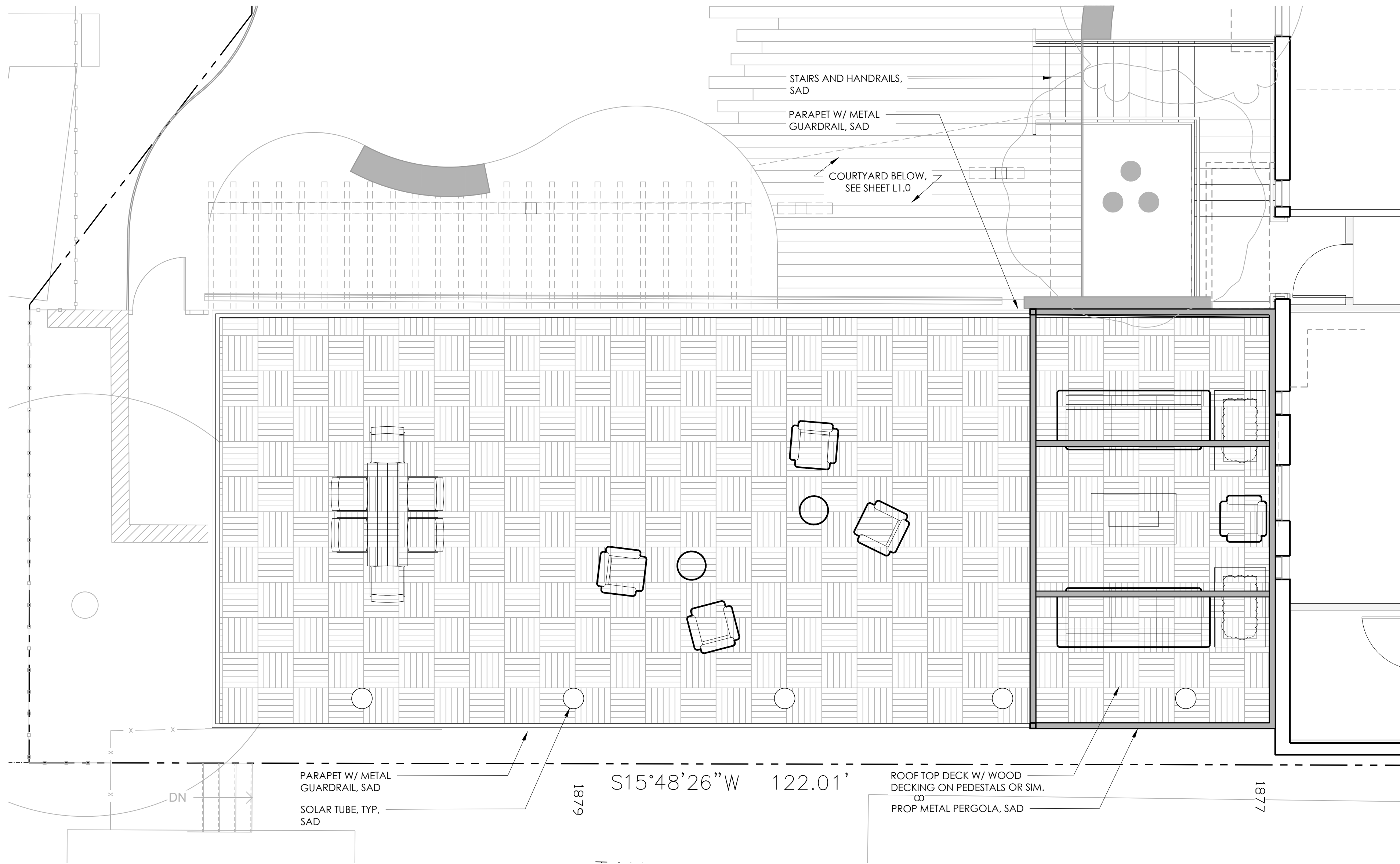
SITE DESIGN REVIEW

TREE PROTECTION &
EROSION CONTROL
PLAN
L0.1

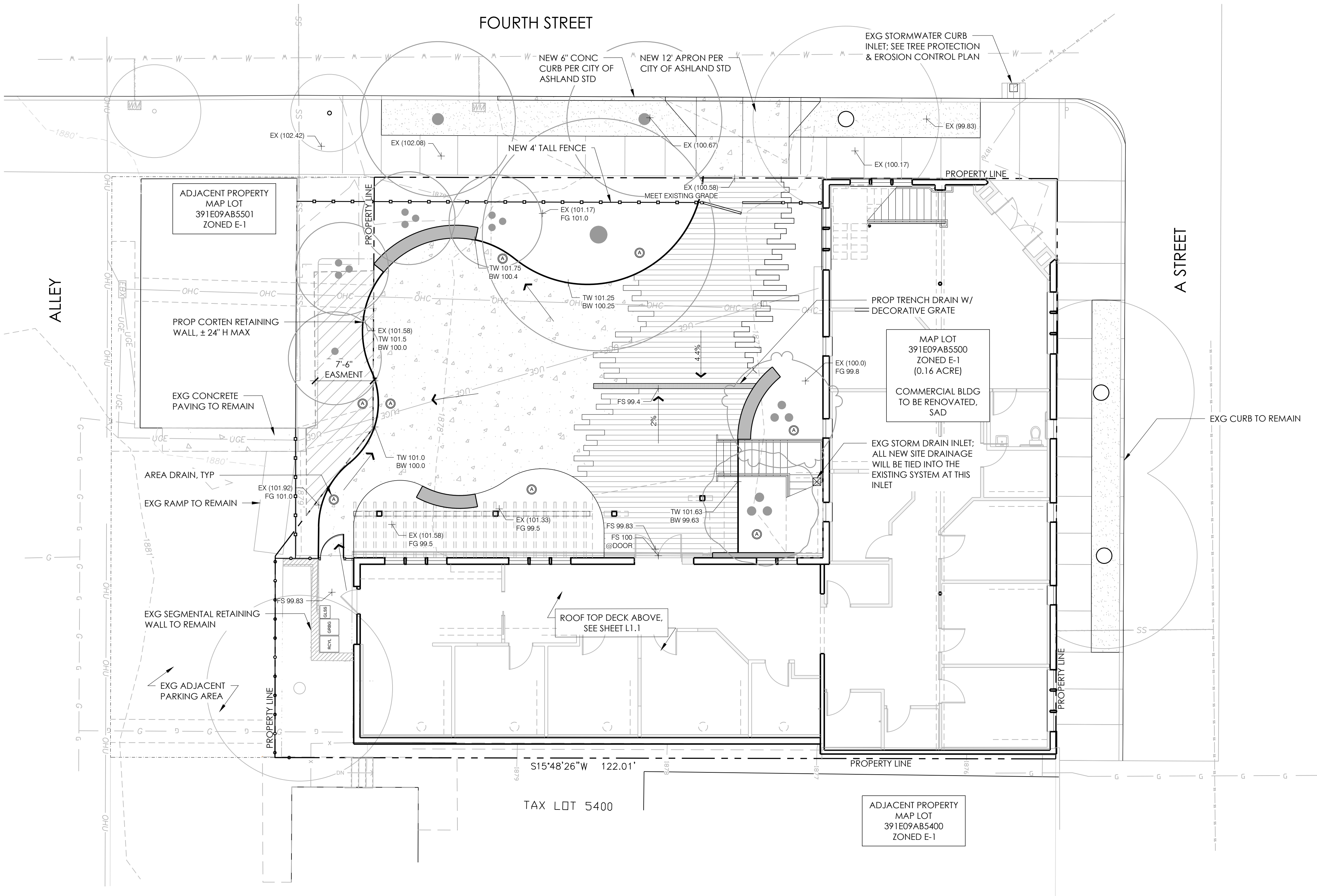
PROJECT NO. 2431
02/07/2025
TEAM: Pvc, EG



TEAM: PvC, EG



REVISIONS		
#	DATE	DESCRIPTION



PRELIMINARY GRADING & DRAINAGE LEGEND

SYMBOL	DESCRIPTION
EX (XXX.XX)	EXISTING ELEVATION
FS XXXX.XX	PROPOSED ELEVATION
2%	DIRECTION OF SLOPE / FLOW
FFE	FINISH FLOOR ELEVATION
FS	FINISH SURFACE
FG	FINISH GRADE
TW BW	TOP OF WALL / BOTTOM OF WALL
	TRENCH DRAIN, NDS OR EQUAL W/ DECORATIVE GRADE
	AREA DRAIN, NDS OR EQUAL W/ ATRIUM GRATES IN PLANTING AND FLUSH GRATES IN PAVING
	EXISTING STORM DRAIN INLET, APPROX. LOCATION

NOTES:
ELEVATIONS ARE BASED ON TOPOGRAPHIC SITE SURVEY BY TERRASURVEY, INC.
DATED 11-07-2021.

SH
EXISTING DRAINAGE PATTERN TO BE MAINTAINED. STORMWATER WILL BE COLLECTED
WITH NEW AREA DRAINS / TRENCH DRAIN, AND HARD PIPED TO AN EXISTING INLET.
EXISTING INLET TIES TO EXISTING 8" STORM DRAIN LINE ON 4TH STREET.



TERRAIN
LANDSCAPE ARCHITECTURE
310 Oak Street, Suite 3
Ashland, Oregon 97520
541.500.4776
TERRAINARCH.COM

DISAPPEARING ACT SITE IMPROVEMENTS

500 'A' STREET
ASHLAND, OR 97520

NOT FOR CONSTRUCTION

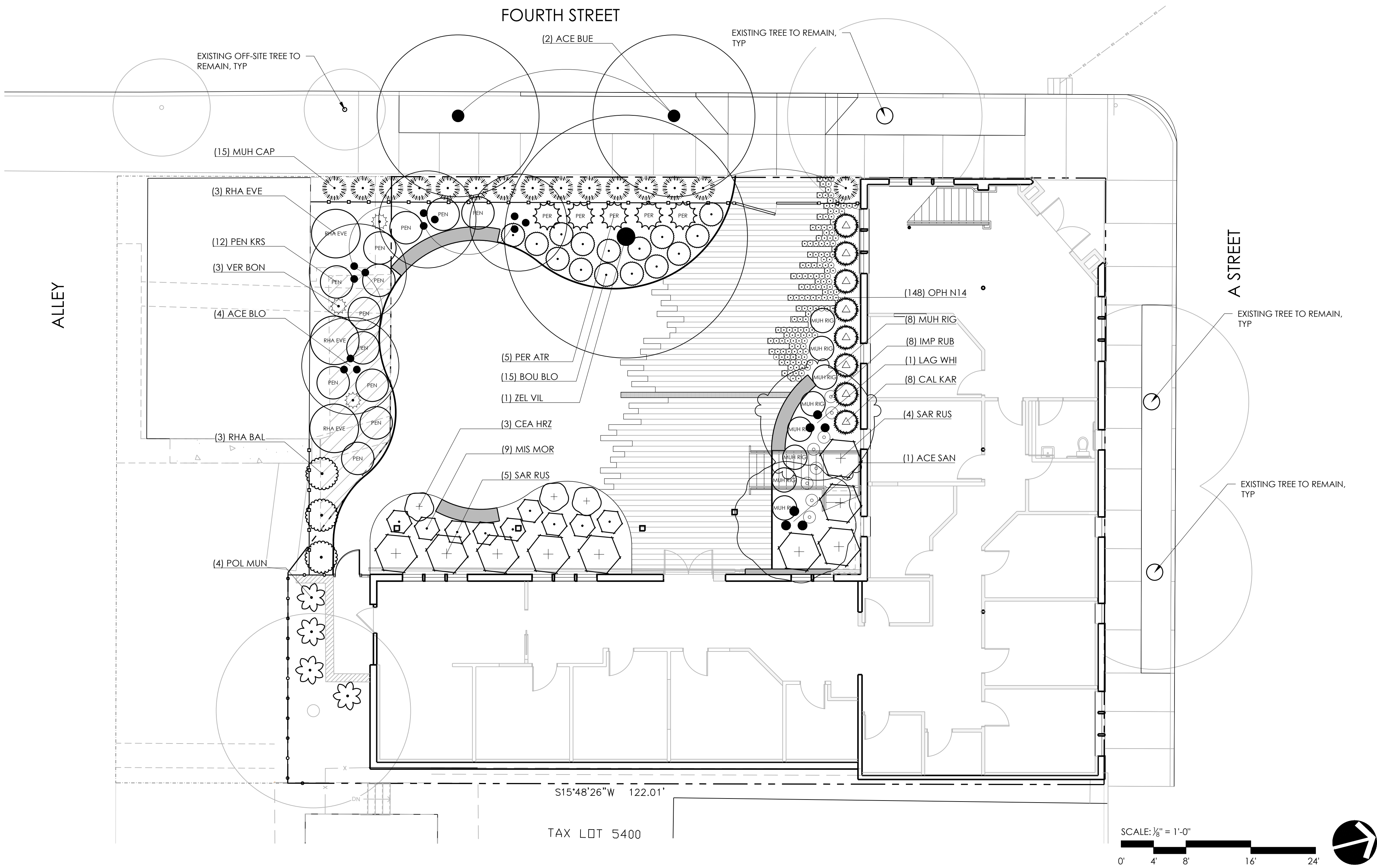
REVISIONS
DATE DESCRIPTION
-
-
-
-

SITE DESIGN REVIEW

LANDSCAPE
GRADING &
DRAINAGE PLAN

L3.0

PROJECT NO. 2431
02/07/2025
TEAM: Pvc, EG



PLANTING & IRRIGATION NOTES:

1. PLANT MATERIAL LOCATIONS SHOWN ARE DIAGRAMMATIC AND MAY BE SUBJECT TO CHANGE IN THE FIELD BY THE LANDSCAPE ARCHITECT. PLANT LOCATIONS ARE TO BE ADJUSTED IN THE FIELD AS NECESSARY TO SCREEN UTILITIES BUT NOT TO BLOCK WINDOWS, SIGNS, NOR IMPEDE ACCESS.
2. TREE PLANTING AND INSTALLATION WITHIN RIGHT OF WAY IS SUBJECT TO CITY OF ASHLAND CODES AND STANDARDS.
3. TREES ARE MEANT TO ALIGN WITH EACH OTHER UNLESS INDICATED OTHERWISE.
4. TREES NEED TO BE STAKED IN LOCATION AND APPROVED BY LANDSCAPE ARCHITECT BEFORE PLANTING. TREES AT BUILDING FACADE ARE NOT TO BLOCK WINDOWS AND MAY BE ADJUSTED IN THE FIELD.
5. ALL GROUNDCOVER PLANTING AREAS ARE EXPECTED TO UNIFORMLY COVER THE PLANTING AREA IN TWO (2) YEARS. ALL SHRUB PLANTING AREAS ARE EXPECTED TO UNIFORMLY COVER THE PLANTING AREA IN FIVE (5) YEARS.
6. FINISH GRADE OF ALL SHRUB AREAS ON SITE SHALL BE 1-1/2 INCHES BELOW ADJACENT PAVING OR HEADER.
7. ALL LANDSCAPE PLANTING AREAS SHALL RECEIVE CLEAN, SANDY LOAM TOPSOIL TO A MINIMUM DEPTH OF 12" OR AS NOTED ON THE PLAN.
8. MATURE COMPOST SHALL BE ADDED TO THE TOPSOIL OF LANDSCAPING AREAS AT A RATE OF THREE CUBIC YARDS OF COMPOST PER 1,000 SQUARE FEET OF LANDSCAPING AREA TO BE PLANTED.
9. ALL PROPOSED STREET AND SITE TREES WILL HAVE A MINIMUM OF (2) CUBIC FEET OF SOIL VOLUME FOR EACH SQUARE FOOT OF TREE CANOPY AT MATURITY.
10. TYPICAL PLANTING AREAS SHALL RECEIVE 3" OF UNSETTLED ORGANIC MULCH.
11. PARK ROWS / PLANTER STRIPS CONTAINING STREET TREES WILL BE MULCHED WITH 3" OF DECOMPOSED GRANITE.
12. A SOIL ANALYSIS SHOULD BE PERFORMED DETERMINING THE SOIL TEXTURE, ORGANIC MATTER, ESSENTIAL NUTRIENTS, SOIL INFILTRATION RATE, MEASURE OF PH AND TOTAL SOLUBLE SALTS. ALL AMENDMENT RECOMMENDATIONS SHALL BE ORGANIC AND NON-SYNTHETIC AND BASED ON RECYCLED WATER USE. TOP SOIL SHALL BE STOCKPILED ON SITE AS SPACE ALLOWS, SEE SPECIFICATIONS FOR ADDITIONAL REQUIREMENTS.
13. ALL PLANT GROUPS ARE DESIGNED FOR LOW TO MODERATE WATER USE, AND LAID OUT BY WATER ZONES DEPENDING ON WATER NEEDS. ALL PLANTING IS WATERED BY DRIP, BUBBLERS OR SUB-SURFACE IRRIGATION.
14. PLANT MATERIAL LOCATED WITHIN VEHICULAR SIGHT TRIANGLES SHALL BE LESS THAN 3 FEET ABOVE GRADE. TREE CANOPY SHALL BE MAINTAINED AT 6 FEET ABOVE GRADE. SEE SPECIFICATIONS FOR ADDITIONAL REQUIREMENTS.
15. THE IRRIGATION SYSTEM WILL PROVIDE A FULLY AUTOMATIC IRRIGATION CONTROLLER.
16. THE PROPOSED IRRIGATION SYSTEM WILL CONSIST OF LOW VOLUME DISTRIBUTION.

PLANT SCHEDULE

SYMBOL	CODE	BOTANICAL NAME	COMMON NAME	SIZE	IRRIGATION	QTY	REMARKS
TREES							
	ACE BUE	ACER BUERGERIANUM	TRIDENT MAPLE	2" CAL	BUBBLER	2	STREET TREE, PER ASHLAND RECOMMENDED STREET TREE GUIDE
	ACE BLO	ACER PALMATUM 'BLOODGOOD'	BLOODGOOD JAPANESE MAPLE	1-1/2" CAL	BUBBLER	4	SPECIMEN TREES
	ACE SAN	ACER PALMATUM 'SANGO-KAKU'	CORAL BARK JAPANESE MAPLE	1-1/2" CAL	BUBBLER	1	
	LAG WHI	LAGERSTROEMIA INDICA X FAURIEI 'NATCHEZ'	NATCHEZ CRAPE MYRTLE MULTI-TRUNK	1-1/2" CAL		1	
	ZEL VIL	ZELKOVA SERRATA 'VILLAGE GREEN'	VILLAGE GREEN JAPANESE ZELKOVA	1-3/4" CAL	BUBBLER	1	

SHRUBS

	BOU BLO	BOUTELOUA GRACILIS 'BLONDE AMBITION'	BLONDE AMBITION BLUE GRAMA	1 GAL	DRIP	15	FULL, MATCHED PLANTS
	CAL KAR	CALAMAGROSTIS X ACUTIFLORA 'KARL FOERSTER'	KARL FOERSTER FEATHER REED GRASS	1 GAL	DRIP	8	FULL, MATCHED PLANTS
	CEA HRZ	CEANOTHUS GRISEUS HORIZONTALIS 'DIAMOND HEIGHTS'	DIAMOND HEIGHTS CARMEL CREEPER	4" POT	DRIP	3	FULL, MATCHED PLANTS
	IMP RUB	IMPERATA CYLINDRICA 'RUBRA'	JAPANESE BLOOD GRASS	1 GAL	DRIP	8	FULL, MATCHED PLANTS
	MIS MOR	MISCANTHUS SINENSIS 'MORNING LIGHT'	MORNING LIGHT EULALIA GRASS	1 GAL	DRIP	9	FULL, MATCHED PLANTS
	MUH CAP	MUHLENBERGIA CAPILLARIS	PINK MUHLY GRASS	1 GAL	DRIP	15	FULL, MATCHED PLANTS
	MUH RIG	MUHLENBERGIA RIGENS	DEER GRASS	1 GAL	DRIP	8	FULL, MATCHED PLANTS
	OPH N14	OPHIPOGON JAPONICUS 'NANUS'	DWARF MONDO GRASS	4" POT		148	
	PEN KRS	PENNISETUM ORIENTALE 'KARLEY ROSE'	KARLEY ROSE FOUNTAIN GRASS	1 GAL	DRIP	12	
	PER ATR	PEROVSKIA ATRIPLICIFOLIA	RUSSIAN SAGE	1 GAL	DRIP	5	FULL, MATCHED PLANTS
	POL MUN	POLYSTICHUM MUNITUM	WESTERN SWORD FERN	1 GAL	DRIP	4	FULL, MATCHED PLANTS
	RHA EVE	RHAMNUS CALIFORNICA 'EVE CASE'	EVE CASE COFFEEBERRY	5 GAL	DRIP	3	FULL, MATCHED PLANTS
	RHA BAL	RHAPHIOLEPIS INDICA 'BALLERINA'	BALLERINA INDIAN HAWTHORN	1 GAL	DRIP	3	FULL, MATCHED PLANTS
	SAR RUS	SARCOCOCCA RUSCIFOLIA	FRAGRANT SWEETBOX	5 GAL	DRIP	9	FULL, MATCHED PLANTS
	VER BON	VERBENA BONARIENSIS	TALL VERBENA	1 GAL	DRIP	3	FULL, MATCHED PLANTS



DISAPPEARING ACT SITE IMPROVEMENTS

500 'A' STREET
ASHLAND, OR 97520

NOT FOR
CONSTRUCTION

REVISIONS		
#	DATE	DESCRIPTION
-		
-		
-		
-		

SITE DESIGN REVIEW

PLANTING PLAN

L4.0

PROJECT NO. 2431
02/07/2025
TEAM: P+V, EG



7 PRECEDENT IMAGES: 24" MAX CORTEN STEEL PLANTER WALL
Scale: NTS



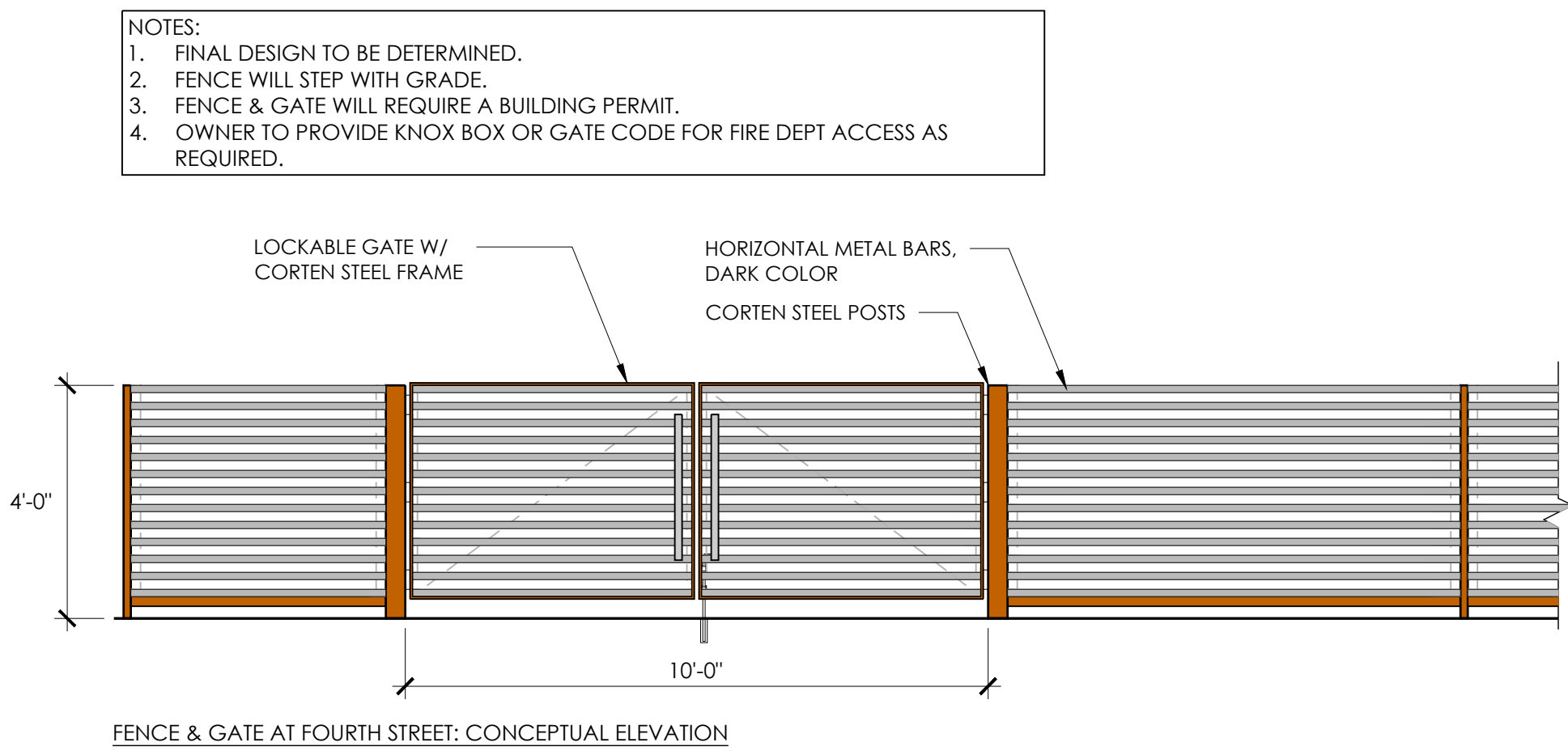
6 PRECEDENT IMAGE: 24" MAX CONCRETE SEATWALL
Scale: NTS



5 PRECEDENT IMAGE : 6' TALL SOLID REFUSE SCREEN FENCE
Scale: NTS



4 ELEVATION + PRECEDENT IMAGE: 4' TALL DECORATIVE SCREEN FENCE
Scale: NTS



3 CONCEPT RENDERING: CORTEN PLANTER WALLS AND PAVED PLAZA
Scale: NTS



2 CONCEPT RENDERING: PLAZA SPACE AND PLANTING
Scale: NTS



1 CONCEPT RENDERING: VIEW INTO PLAZA FROM OUTSIDE FENCE
Scale: NTS

REVISIONS		
#	DATE	DESCRIPTION
-		
-		
-		

Commercial Renovation
500 A Street
Ashland ,OR 97520

APPENDIX 1 – IMAGES of PROPOSED EXTERIOR RENOVATION



IMAGE 1 - CORNER of FOURTH and A STREET ELEVATION – existing



IMAGE 2 - PROPOSED CORNER ELEVATION



Commercial Renovation
500 A Street
Ashland ,OR 97520

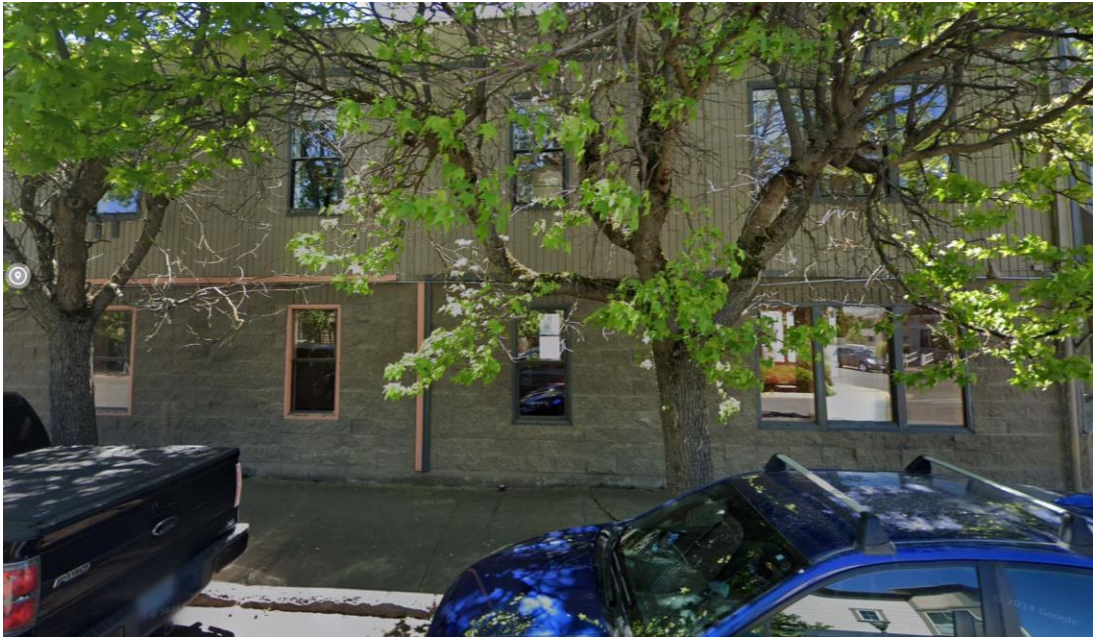


IMAGE 3 - A STREET ELEVATION – existing structure



IMAGE 4 - PROPOSED A STREET ELEVATION



Commercial Renovation
500 A Street
Ashland ,OR 97520



IMAGE 5 - EXISTING 4th STREET ELEVATION



IMAGE 6 - PROPOSED 4th STREET ELEVATION



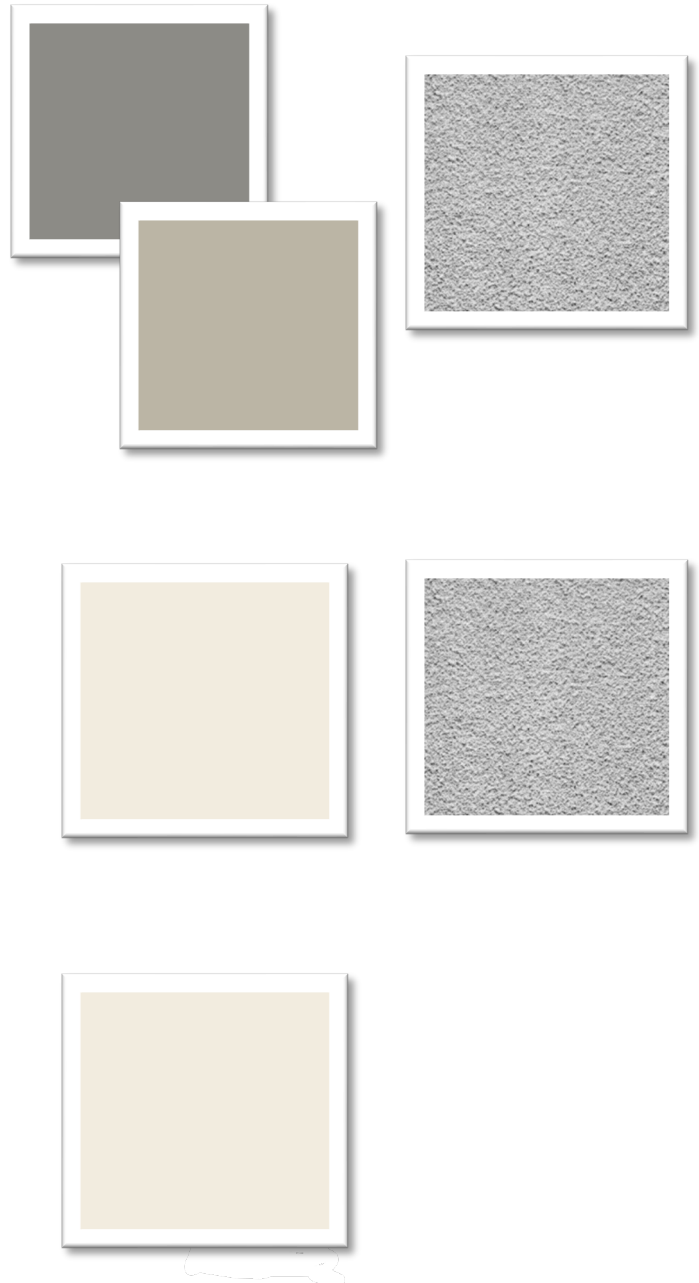
Commercial Renovation

500 A Street

Ashland ,OR 97520

APPENDIX 2 – MATERIAL and COLOR SUBMITTAL

EXTERIOR FINISHES	
(N) SIDING	STUCCO
NEW Manufacturer: Series/Model #:	TBD Heavy Dash Texture
Option #1 Finish/Color:	Sherman Williams Classic French Gray – SW0077
Option #2 Finish/Color:	Sherman Williams Silver Gray – SW0049
NOTES:	General stucco overlay G.C. to provide 2'x2' sample of each texture for approval by architect
(N) SIDING	STUCCO
NEW Manufacturer: Series/Model #: Finish/Color:	TBD Medium Texture Sherman Williams Classic Light Buff – SW0050
NOTES:	Overlay at corner entry G.C. to provide 2'x2' sample of each texture for approval by architect
(E) SIDING	Existing Masonry (to be painted)
Manufacturer: Series/Model #: Finish/Color:	Sherman Williams Classic Light Buff – SW0050
NOTES:	G.C. to provide sample for approval by architect



Commercial Renovation
500 A Street
Ashland ,OR 97520

EXTERIOR FINISHES

(N) SIDING HORIZONTAL WOOD

NEW

Manufacturer: Nakamoto Forestry
Series/Model #: Pika-Pika
Finish/Color: Alkyd Oil White
Select Grade

NOTES: G.C. to provide 2'x2' sample
for approval by architect



EXTERIOR DOOR & WINDOW FINISH

NEW

Manufacturer: Milgard
Series/Model #: Vinyl
Finish/Color: Black

NOTES: G.C. to provide sample
for approval by architect



HPAC

MembershipList - Web

Commissioner Name	Term	E-Mail
Bill Emery	4/30/26	bill@ashlandhome.net
Dale Shostrom	4/30/27	shobro@jeffnet.org
Sam Whitford	4/30/27	skwhippet@charter.net
Terry Skibby	4/30/25	terriskibby@gmail.com
Eric Bonetti	4/30/26	ashlandoregon@gmail.com
Shelby Scharen	4/30/26	shelby@scharendesignstudio.com
Katy Repp	4/30/26	Kaylynnrepp@gmail.com
Mark Brouillard	4/30/26	mtbrouillard@msn.com
Lisa Verner Planning Commission Liaison		lisaverner815@icloud.com
Jeff Dahle Council Liaison		jeff.dahle@council.ashland.or.us
Derek Severson Staff Liaison		Derek.Severson@ashland.or.us
Regan Trapp Admin Support		regan.trapp@ashland.or.us