



Council Study Session Meeting Agenda

ASHLAND CITY COUNCIL STUDY SESSION AGENDA

Monday, March 3, 2025

Council Chambers, 1175 E Main Street

Live stream via rvtv.sou.edu select RVTV Prime.

HELD HYBRID (In-Person or Zoom Meeting Access)

Public testimony will be accepted for both general public forum items and agenda items.

If you would like to submit **written testimony** or if you wish to **speak electronically** during the meeting, please complete the online [Public Testimony Form](#) no later than **10 a.m. the day of the meeting**.

5:30 p.m. Study Session

I. PUBLIC FORUM

15 minutes – Public input or comment on City business not included on the agenda

II. ADU Program Update

a. ADU Pre-approved Plan Program Update

III. Fire Update

a. Fire Update: Single Roles, FEMA Grant and Paid Leave OT Impacts

IV. Revision to AMC 9.04 Weeds and Noxious Vegetation

a. Revision to AMC 9.04 Weeds and Noxious Vegetation

V. ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Alissa Kolodzinski at 541.488.5307 (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.

***Agendas and minutes for City of Ashland Council, Commission and Committee meetings may be found at the City website, ashlandoregon.gov,





Council Study Session

Date: March 3, 2025

Agenda Item	ADU Pre-approved Plan Program Update
From	Brandon Goldman, Director of Community Development
Contact	brandon.goldman@ashland.or.us

SUMMARY

This update announces the completion of the ADU Program Guide, the availability of free pre-approved ADU building plans, and the launch of ashlandoregon.gov/ADU. These efforts are intended to streamline the process for property owners interested in adding an ADU, reducing both costs and barriers to development.

POLICIES, PLANS & GOALS SUPPORTED

- **Ashland Comprehensive Plan Housing Element:** Encourages the availability of adequate numbers of housing units at price ranges and rent levels commensurate with the financial capabilities of Oregon households, allowing for flexibility in housing location, type, and density.
- **Ashland Housing Production Strategy (HPS):** Identifies and describes actions and implementation steps to support the development of housing, address housing affordability challenges, and encourage the development of affordable rental housing.

BACKGROUND AND ADDITIONAL INFORMATION

Community Development Staff previously recommended the creation of an ADU Guide and Free Plan Program as a way to streamline permitting and encourage the development of additional housing units.

The City Council, concurring with recommendations from the Ad-Hoc Development Process Management Advisory Committee, supported this effort and directed Staff to proceed with development of such a program.

Thanks to the generosity of local designers, architects, and the Cities of Medford and Eugene, the City of Ashland can now offer free ADU plans that have been reviewed and approved by the Ashland Building Division. Providing these build-ready plans free of charge to Ashland residents has the potential to save property owners \$2,000 or more in upfront costs for a basic pre-designed building plan. However, a greater value of this program is in removing perceived hurdles to ADU development by offering clear guidance, site planning assistance, and a free consultation with Planning staff before initiating a project.

The ADU Guide is designed to assist property owners in evaluating the feasibility of an ADU on their property before incurring significant costs. It provides clear, step-by-step information covering:

- **Site suitability** – considerations for setbacks, lot coverage, solar access, and utility connections.
- **Design options** – different ADU configurations, including detached, attached, above-garage, and conversions of existing space.
- **Permitting process** – requirements for obtaining building permits, system development charges (SDCs), and zoning compliance.
- **Financing, insurance, and tax implications–**
 - Financing options such as home equity loans, construction loans, and personal savings.
 - Considerations for homeowners' insurance adjustments when adding a second dwelling unit.
 - Potential tax implications, including reassessment of property value and rental income taxation.
- **Construction considerations –**
 - Foundation and site work – Costs vary based on lot conditions, grading, and required excavation.
 - Utility connections – Evaluating existing infrastructure and determining whether upgrades to water, sewer, or electric service are required.
 - Building materials and labor costs – Understanding cost variations based on material choices, sustainability features, and market conditions.





Council Study Session

- Contractor selection – Importance of hiring licensed professionals to ensure compliance with building codes and avoiding costly mistakes.
- Project timeline and inspections – Typical timeframes for permitting, construction phases, and required City inspections.
- **Sustainability and energy efficiency** – available incentives for energy-efficient construction and Firewise landscaping requirements.
- **Historic district considerations** – guidance for properties within Ashland's historic districts to ensure compatibility with neighborhood character.
- **Rental regulations** – Guidance regarding the Fair Housing Act, State landlord tenant law, and clarification that ADUs in single-family zones cannot be used for short-term rentals.

While many property owners may still choose to work with an architect or designer for a customized plan, opting for pre-designed plans can significantly reduce the overall cost of an ADU project, as custom architectural services often start at higher price points. Additionally, using the standardized plans offered by the City will expedite the permitting process given they have now been approved as in compliance with Building Code and are ready to issue, potentially leading to further savings in time and money.

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

FISCAL IMPACTS

The Community Development Department Planning Division is dedicating staff time to provide free consultations to property owners considering building an ADU. These consultations will help the property owner better consider project feasibility, compliance with site-specific constraints, and alignment with zoning and building code requirements. Based on past inquiries regarding ADUs, Staff currently anticipate 15-20 such consultation appointments in a given year.

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

No motion needed – Informational update only.

REFERENCES & ATTACHMENTS

1. Ashland ARU Guide_01292025_Final



CITY OF ASHLAND

ACCESSORY DWELLING UNIT GUIDE



The Barn Cabin, photo credit D. Sherrel



Photo credit T.Stott



Photo credit R.Romagnoli

VARIATIONS

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

ALSO KNOWN AS:

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

TYPICAL HOUSEHOLD

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

FITTING INTO THE NEIGHBORHOOD

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



CITY OF ASHLAND

ACCESSORY DWELLING UNIT GUIDE

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

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

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

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

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

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

Getting Started

Overview of the Process

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

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

tailor the ADU to your specific property constraints, and your personal expectations from layout and amenities to aesthetics.

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

building codes and local zoning regulations. Once everything is in order, they'll issue a building permit, and construction on your ADU can begin.

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

Assess your Property and Prepare a Site Plan

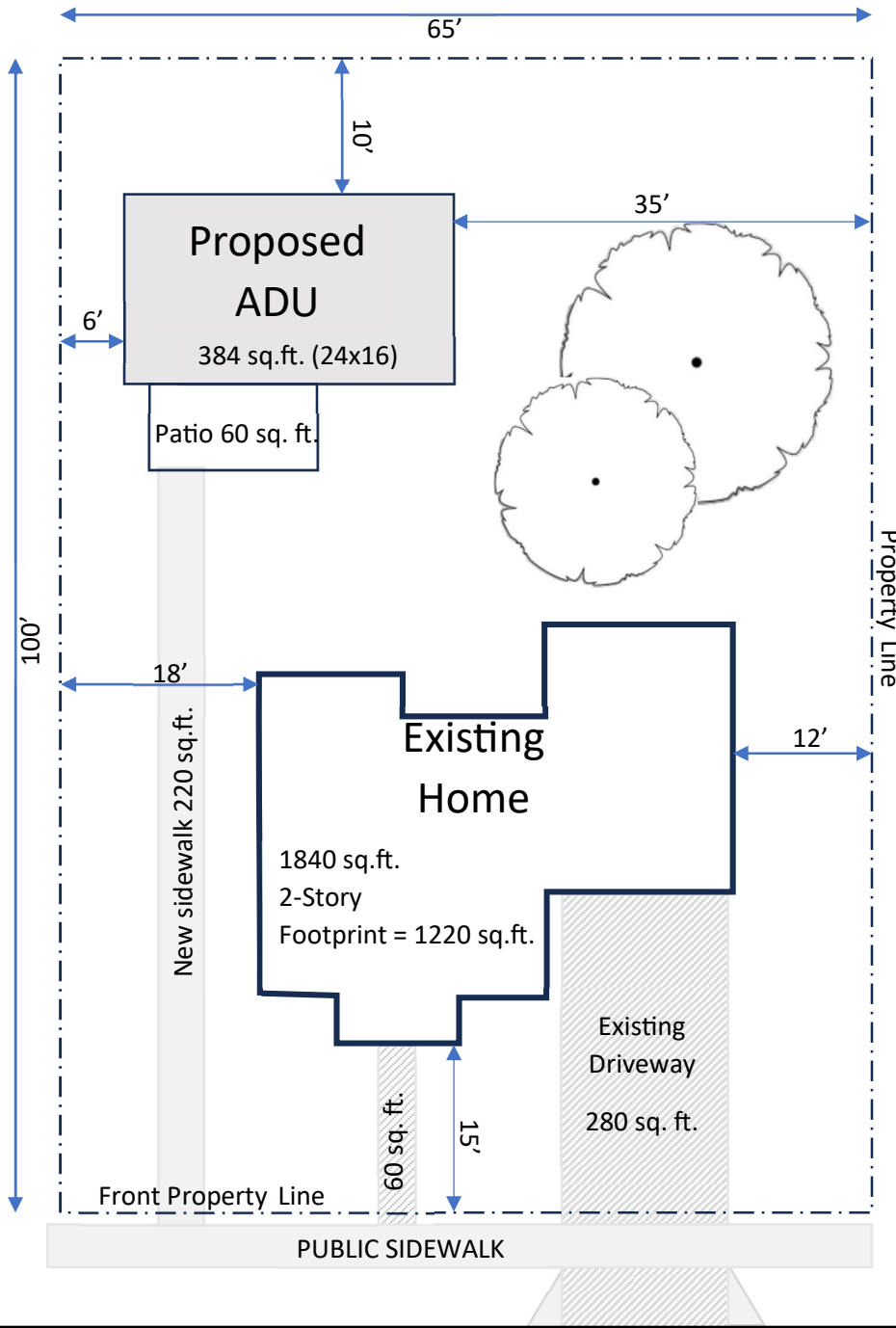
A site plan is a detailed drawing or diagram that provides a bird's-eye view of a property, showing the arrangement and layout of structures (existing and proposed), landscaping, parking areas, utilities, easements, and other important elements. It is a crucial tool in the design and development of properties,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

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

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

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

Sample Site Plan



Property Address: 123 Example Street

Ashland, OR, 97520

Lot Coverage:

Total Property Area = 6500 sq. ft.

Existing Home (footprint) = 1220 sq. ft.

Existing Impervious Surface = 340 sq. ft.

Proposed ADU = 384 sq. ft.

Proposed Impervious Surface = 280 sq. ft.

Total Lot Coverage = 2224 sq.ft.

Percent Lot Covered = 34.2%

Solar Calculations:

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

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



Prepared By:



Example Scale 1" = 10'

PUBLIC STREET

Preparing your Building Design

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

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

Energy Efficiency Incentives

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

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

ADUs in Ashland's Historic Neighborhoods

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

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

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

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

Plan Submittal

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

Steps to Prepare for Building Permit Submission:

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

Preparing Your Budget

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

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

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

Construction Costs

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

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

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

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

City Permitting Fees

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

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

<https://ashlandoregon.gov/DocumentCenter/View/2143/FY24-25-Building-Permit-Fee-Schedule-PDF>

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

- Units under 500 sq. ft. receive a 50% discount of the required SDCs.
- Units between 500 sq. ft. and 800 sq. ft. receive a 25% discount of the required SDCs.

- Units over 800 sq. ft. are charged 100% of the SDCs for the dwelling.

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

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

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

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

Utility Fees

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

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

relating to indoor air quality. This ensures that your ADU meets all safety and environmental regulations.

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

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

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

ADU City Fee Estimates July 2024– June 2025

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

Other Financial Considerations

Insurance

Adding an Accessory Dwelling Unit (ADU) to your property may impact your homeowner's insurance policy. An ADU can increase the overall value of your home, and if used as a rental, it may require additional liability coverage. Homeowners should contact their insurance provider to discuss potential changes to their policy, ensuring adequate coverage for the new unit, tenants (if applicable), and any structural modifications. Properly updating your policy can help avoid coverage gaps and unexpected liabilities.

Property Taxes

Property taxes may increase due to the added value of an Accessory Dwelling Unit (ADU). Property tax assessments are based on the total valuation of both land and improvements, meaning a newly constructed or converted ADU will likely result in a reassessment and higher annual property taxes. The exact amount of the increase depends on the assessed value determined by the Jackson County Assessor's Office. Homeowners are encouraged to reach out to the Assessor's Office to understand the potential tax implications and plan for any financial adjustments accordingly.

Renting your ADU

In Ashland's Single-Family Zones, it's important to note that Accessory Dwelling Units (ADUs) cannot be utilized as vacation rentals and cannot be rented for intervals of less than 30 days. This regulation is significant because it aims to prioritize the availability of full-time resident housing within the city. By restricting short-term rentals and promoting longer-term occupancy, the community seeks to ensure that ADUs contribute to the long-term housing supply, addressing the need for affordable, stable, and sustainable housing options for residents. This approach helps maintain the residential character of established neighborhoods while supporting the goal of fostering a vibrant and stable community.

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

valuable support for setting fair, competitive rental rates while maintaining legal compliance.

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

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

Fair Housing

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

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

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

For more information about Fair Housing visit :

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

Summary

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

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

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

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

City of Ashland Pre-Approved Free ADU Plans:

<http://ashlandoregon.gov/ADU>

	"The Barn" 528 Square Feet These plans, designed by Derek Sherrell, were provided by ThatADUGuy for use in Ashland's ADU program
	"The Sherrel" 812 Square Feet – 2 bed – 2 bath These plans, designed by Derek Sherrell, were provided by ThatADUGuy for use in Ashland's ADU program
	"The Joel" 576 Square Feet Available with either a gable or shed roof. These plans were provided by the City of Eugene for use in Ashland's ADU program
	"The Dogwood" 364 Square Feet These plans, designed by Architect Carlos Degado, were provided by the City of Medford for use in Ashland's ADU program.
	"The Magnolia" 660 Square Feet These plans, designed by Architect Carlos Degado, were provided by the City of Medford for use in Ashland's ADU program.
	"The Beech" 660 Square Feet These plans, designed by Architect Carlos Degado, were provided by the City of Medford for use in Ashland's ADU program.
	"The Myrtle" 364 Square Feet ADU above a single car garage These plans, designed by Architect Carlos Degado, were provided by the City of Medford for use in Ashland's ADU program.

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

City Contacts

Ashland Community Development Department

51 Winburn Way

Ashland, OR 97520

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

Building Division: Email: building@ashlandoregon.gov

Planning Division : Email : planning@ashlandoregon.gov

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

Ashland Climate, Energy & Conservation Division:

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

Ashland Public Works & Engineering Department

Phone: 541-488-5587

Email: publicworksinfo@ashlandoregon.gov

Ashland Electric Department

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

Email: electric@ashlandoregon.gov

Ashland Fire Department

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

Email: fire@ashlandoregon.gov

Additional Resources

City of Ashland Residential Building Permit Submittal Form online:

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

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

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

International Code Council Benefits of Building Permits:

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

State of Oregon Building Code

2023 Oregon Residential Specialty Code:

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

All codes and standards – Building Code Division:

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



Council Study Session

Date: March 3, 2025

Agenda Item	Fire Update: Single Roles, FEMA Grant and Paid Leave OT Impacts
From	Ralph Sartain, Fire Chief, Mariane Berry, Finance Director, Sabrina Cotta
Contact	ralph.sartain@ashland.or.us, mariane.berry@ashland.or.us, sabrina.cotta@ashland.or.us

SUMMARY

Staff will provide an update on 1) Single Roles, 2) FEMA Grant, and 3) Paid Leave Overtime Impacts.

POLICIES, PLANS & GOALS SUPPORTED

N/A

BACKGROUND AND ADDITIONAL INFORMATION

SINGLE ROLES

This update will discuss where we were and are currently creating the EMS division and single-role EMS practitioners. It will also address some future needs.

Volume Slide:

AF&R closed out 2024 averaging 16.2 calls for service per day. As all of our EMS systems continue to get busier, calls for service can be delayed as there are no units to respond. In 2012, AF&R would have this occur once every 15.2 days when our call volume averaged 9.39 Calls per day.

This chart has two very significant data points. The first is the cross-over from 2014 to 2016, which shows that the staffing model and call volume could no longer be maintained. The second is July 2023, when AF&R averaged .77 days between calls for service when no unit was available. July 2023 was significant as this is when we deployed our first Single-Role EMS Unit. By December, this trajectory continued positively upward as we increased our time between no units available to once every 1.71 days.

After staying true to our promise and staffing the Single-Role program, we closed 2024 out by increasing the time between no units available to 3.17 days. The data demonstrates that the business plan and Single-Role model are working, as discussed with our City Management, Council, and Budget Committee. Following the business plan and adding single-role staff will allow our firefighting force to remain in Ashland while deploying a robust EMS system to meet community needs.

Priority Slide:

It shows that the change to the EMS dispatching software is working, and calls are routed appropriately. IE, the fire truck does not always respond with the ambulance.

Transporting Slide

Our primary destination hospital is now Rogue Regional, where in 2024, we transported 41.6 % of the time, an increase from 2020 when we transported 38.1%. In 2024, AF&R transported to Providence Medford Medical 6.3 % of the time, up from 2020, when it was 3.4 %.

AF&R continues to notice the most significant increase in transports to 3 Rivers Campus in Grants Pass, 5 % of the time, and an increase in transports to our alternate destinations, from 1.1 % in 2020 to 6.2 % in 2024.

Call Volume Projection Slide

When we built out our call volume projects for our business model, we chose a high and a low trend based on historical data. After 2024, we are trending towards the high side of our chart. This is our projected call volume for the next eight years, both at the low and high call volume projections.



Council Study Session

Call History 12 Years Slide

To determine the proper placement of our single-role practitioners, we analyzed the data to determine where and what hours we are busiest and where they will make the most impact. The following chart shows that while call volume is increasing, the call bell curve over twelve years has remained the same. This is the primary driver to keep the staff on 12-hour shifts and deploy additional resources as needed to meet the curve.

What's Coming: We have been working with Jackson County and our fellow EMS providers for a comprehensive rewrite of the ASA. The group has recommended a final project to the state, and we are waiting for approval to get it before the Count Commissioners:

ASA becomes ASP, EMS Basic Ambulances are allowed with paramedic intercepts if needed, alternative destinations are permitted, community paramedicine is required.

Budget:

Staff will also discuss the EMS Single Roles in the budget and its impact to Ambulance Revenue.

FEMA GRANT

The FEMA-PDM grant period is set to expire on March 31, 2024. Staff have submitted a grant extension request to Oregon Emergency Management who has approved the request and submitted it to FEMA for final approval. If FEMA approves the extension request, the grant period will be extended until April 2027. AF&R staff are working on closing out current grant funded projects in the event the extension is not granted. If the extension is granted, staff will re-engage actively pursuing new eligible properties for participation in the grant.

PAID LEAVE OREGON - OT IMPACT

Paid Leave Oregon (PLO) is a state-mandated program effective July 1, 2023 that provides paid family, medical, and safe leave to eligible workers in Oregon. Eligible employees can take up to 12 weeks of paid leave per year, which can be intermittent or consecutive days/weeks. The City of Ashland offers an equivalent PLO plan approved by the State which contributes 100% of the employee rate. Employees' other leave banks remain unimpacted by PLO and employees have the option to have a portion of the hours paid out annually.

Due to state-mandated minimum staffing for firefighters and the impact of Paid Leave Oregon, Ashland Fire & Rescue (AFR) has experienced an increase in overtime costs of 30% from FY23 to FY24. Staff will provide an update of this impact on the budget.

FISCAL IMPACTS

N/A

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

None this is informational only at this time

REFERENCES & ATTACHMENTS

1. AFR Update - Study Session



City Council Study Session

Presentation Slides

City Council

Study Session

March 3, 2025 at 5:30 pm

Live Stream

RVTV.sou.edu

RVTV Prime

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Better Together

Study Session

Single Role Program Update/Paid Leave OT Impacts/FEMA Grant Update

Summary

Update of Single Role Program by Chief Sartain

Update of the current FEMA Grant by Deputy Chief – Fire Marshal Shay

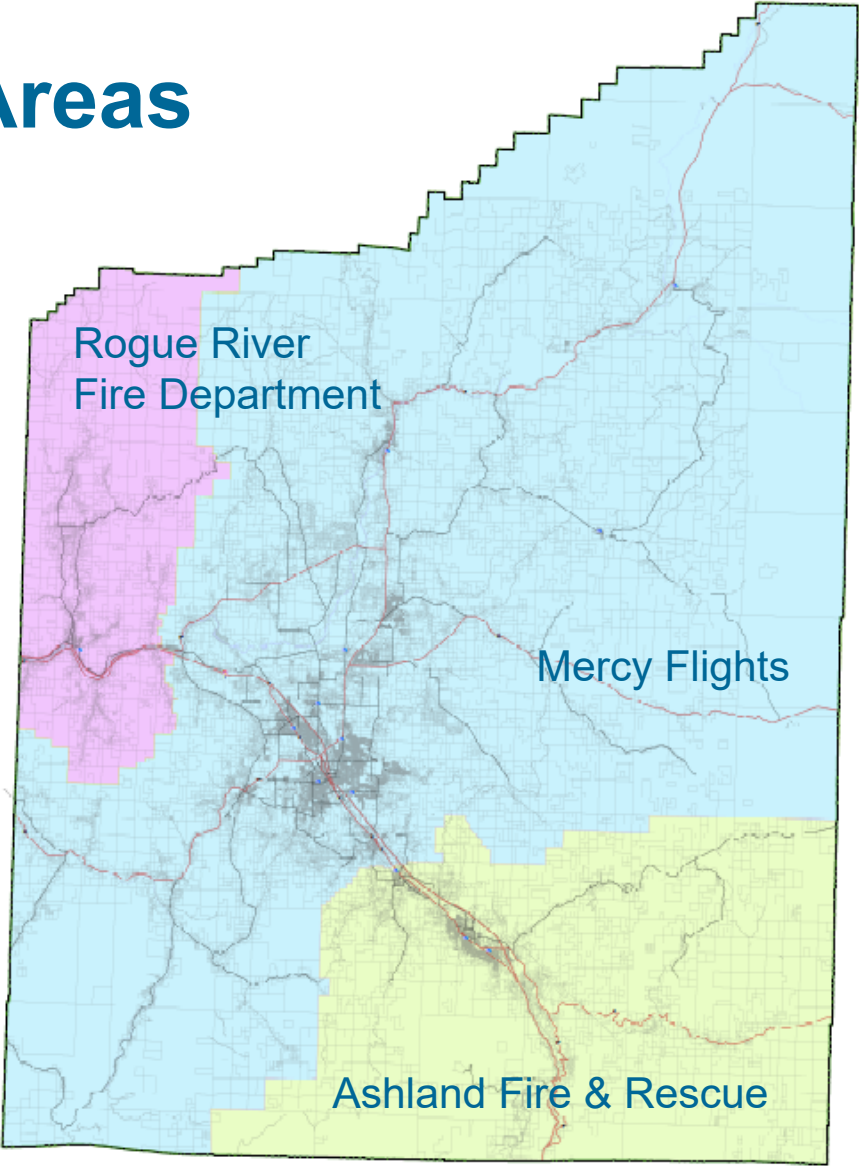
Update on Paid Leave Oregon Overtime Impacts by Finance Director
Berry

This is an informational presentation



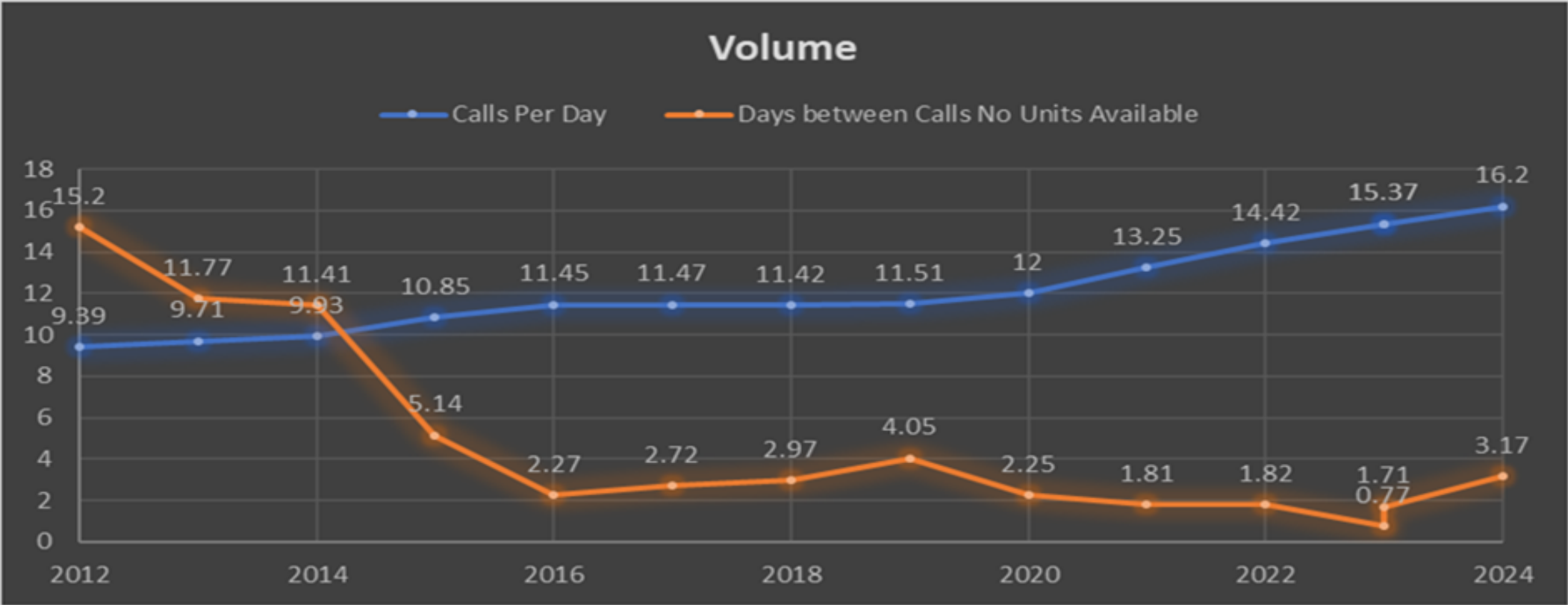
Ambulance Service Areas

Jackson County



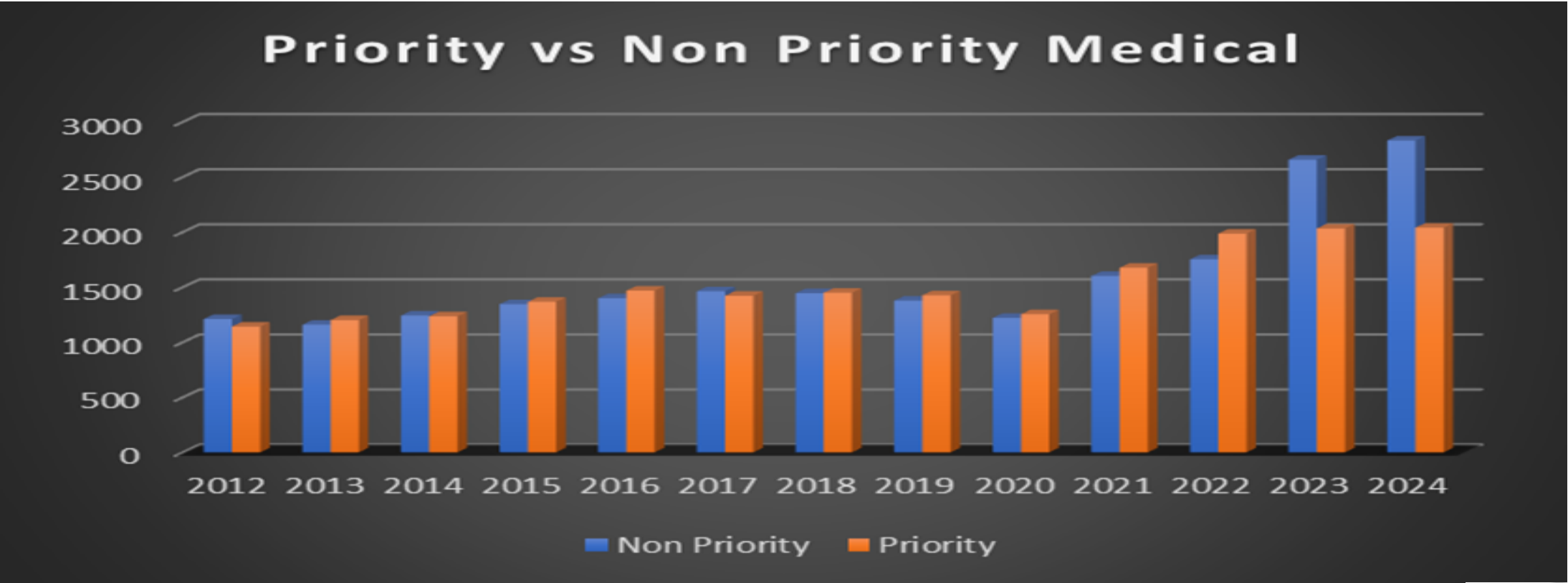
Study Session

Single Role Program Update



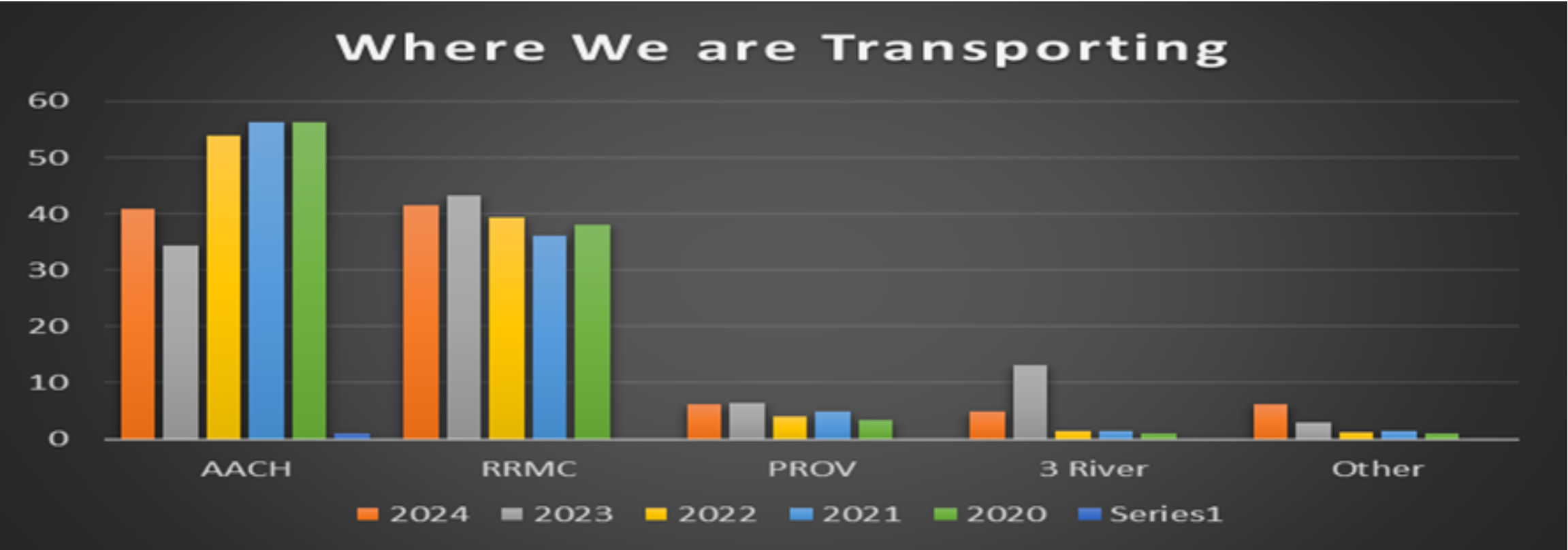
Study Session

Single Role Program Update



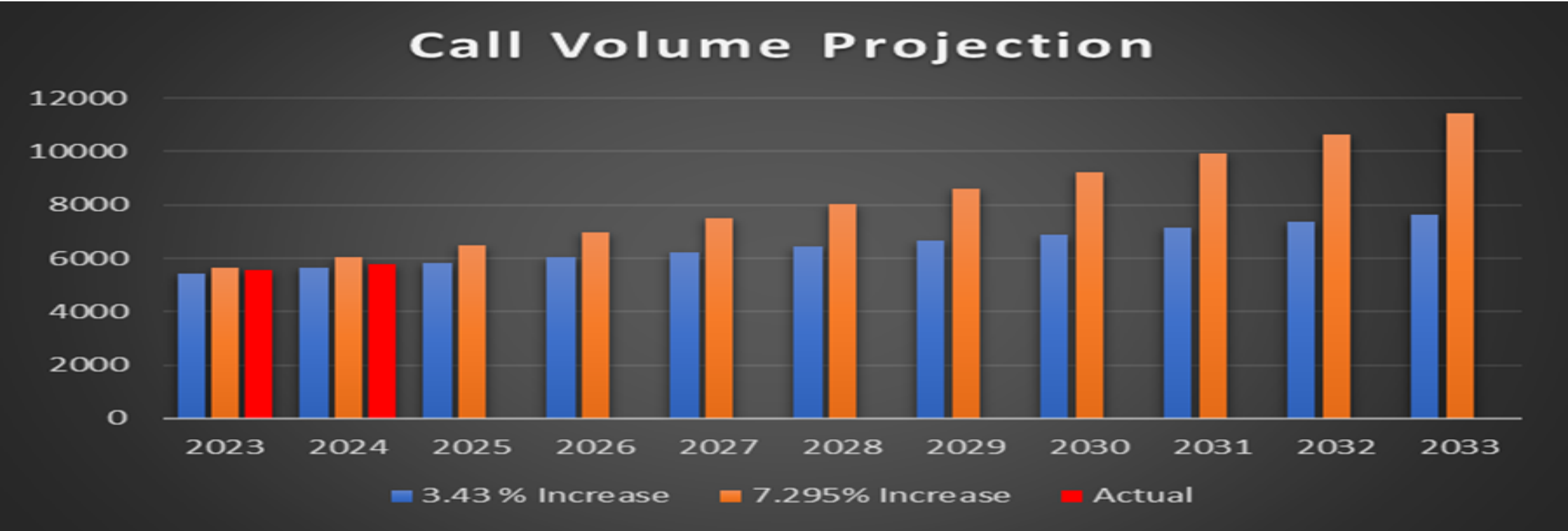
Study Session

Single Role Program Update



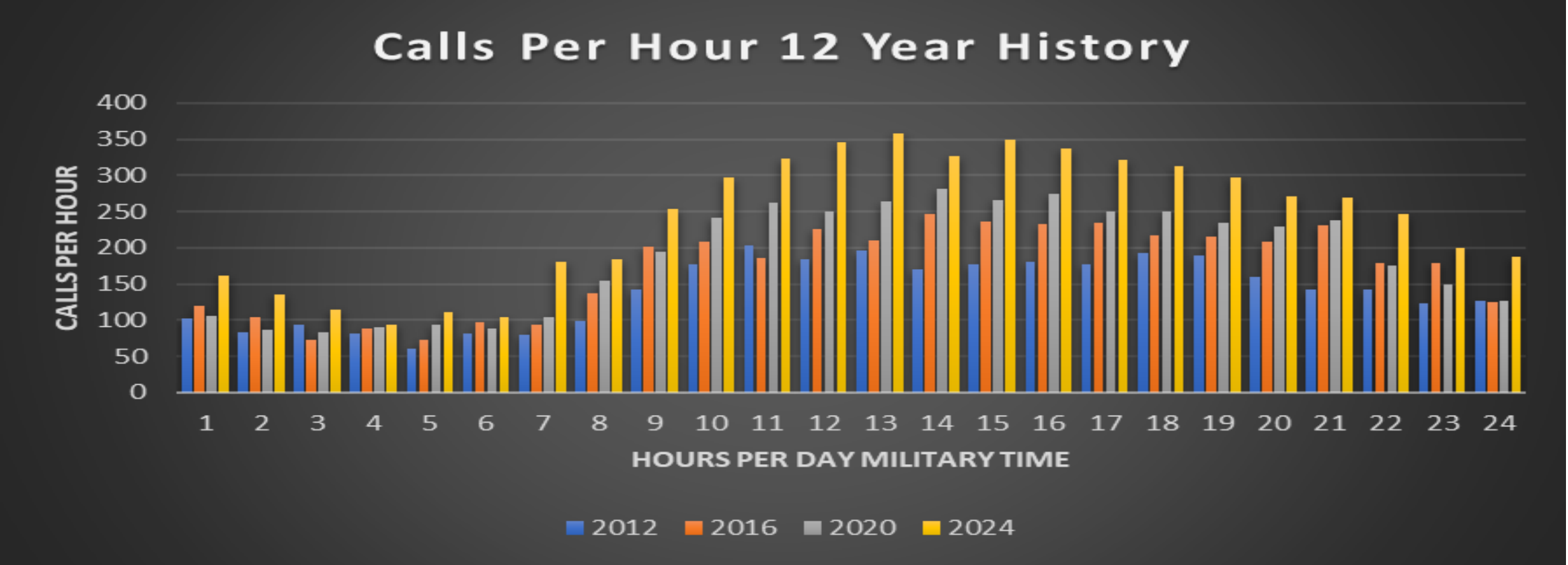
Study Session

Single Role Program Update



Study Session

Single Role Program Update



Study Session

FEMA Grant Update

- Current grant period set to expire March 31, 2024
- Grant extension request has been submitted
- Awaiting FEMA approval
- Staff is closing out projects under current grant period





Thank you



Council Study Session

Date: March 3, 2025

Agenda Item	Revision to AMC 9.04 Weeds and Noxious Vegetation
From	Mark Shay, Fire Marshall
Contact	mark.shay@ashland.or.us

SUMMARY

Staff is proposing changes to Ashland Municipal Code 9.04 (An Ordinance Relating to Weeds and Noxious Vegetation). The proposed changes are an effort to align the ordinance with current practices, provide additional time for compliance prior to fire restrictions and correct grammatical errors.

POLICIES, PLANS & GOALS SUPPORTED

The Council priority of Wildfire risk reduction and CEAP (Climate Energy Action Plan) execution.

BACKGROUND AND ADDITIONAL INFORMATION

AMC 9.04 (Weeds and Noxious Vegetation) was last amended in 2018. The attached proposed revisions to the ordinance are designed to reflect current procedures, accommodate for earlier fire seasons and provide grammatical corrections. Each year AF&R personnel enforce AMC 9.04.020, which provides specific dates for the removal of non-complaint weeds. This enforcement effort reduces wildfire fuels by reducing or eliminating weeds that are not compliant with the referenced AMC. Revision of the dates for the summer season as defined in AMC 9.04 will provide greater opportunity for residents to comply prior to the implementation of fire restrictions.

FISCAL IMPACTS

None

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

None

REFERENCES & ATTACHMENTS

1. AMC 9.04_2025 Revisions

ORDINANCE NO. 3257

AN ORDINANCE AMENDMENT RELATING TO WEEDS AND NOXIOUS VEGETATION; AMENDING AMC 9.04

Annotated to show deletions and additions to the Ashland Municipal Code sections being modified. Deletions are ~~bold lined through~~, and additions are **bold underlined**.

WHEREAS, weeds and noxious vegetation constitute a fire hazard to persons and property within the city; and

WHEREAS, the weed abatement ordinance was originally adopted in 1951 and revisions to the code are necessary to facilitate the removal of weeds and noxious vegetation;

THE PEOPLE OF THE CITY OF ASHLAND DO ORDAIN AS FOLLOWS:

SECTION 1. Amending AMC 9.04 to comply with current city practices and revise the dates for summer season as defined in the ordinance.

9.04.002 Purpose

The purpose of this chapter is to reduce the risk of damage to property and persons by fire due to weeds, and to reduce hazards to public health, agriculture, recreation, and wildlife by controlling the growth of weeds and noxious vegetation. Ashland Fire and Rescue and the City's Code Compliance Officers intend to prioritize enforcement and abatement under this chapter based upon the degree of fire risk or other hazard caused by the violation and the availability of resources. (Ord. 3159 § 1, amended, 09/18/2018; Ord. 3009, added, 04/20/2010)

9.04.005 Definitions

- A. Code Compliance Officer: all individuals designated as such pursuant to AMC 1.08.005, including specifically the Fire Chief.
- B. Fire Chief: the City of Ashland Fire Chief or ~~his/her~~ **their** authorized designee.
- C. Fire hazard: a written determination from the Fire Chief that the quality, condition, and/or location of vegetation creates a risk of fire.
- D. Noxious vegetation: all vegetation listed on the noxious weed list promulgated by the Oregon Department of Agriculture's Plant Division.
- E. Owner: owner of real property, agent of the owner, and/or occupant of any lot or parcel of land. In the case of property subject to foreclosure as a result of bankruptcy or default of the legal owner, the City may deem the "Owner" to be the person, other than the legal owner, who has a primary lien, security, or mortgage interest in possession or control of the property or who is the deed of trust beneficiary of the property.
- F. Prohibited flammable plants: all vegetation listed on the prohibited flammable plant list as approved by resolution of the City Council.

G. Summer season: between May **15 1st** and ~~September 30~~ **October 1st** of any year, or the end of fire season as declared by the Oregon Department of Forestry, whichever is later.

H. Weed:

1. Vegetation, grass, shrubbery, and round wood that is less than 1/4 inch in diameter and more than four inches (4") high, and
2. Vegetation that is a:
 - a. Health hazard, such as providing harborage for vermin;
 - b. Fire hazard due to the quantity and/or location; or
 - c. Traffic hazard because it impairs the view of a public thoroughfare or otherwise makes use of the thoroughfare hazardous. (Ord. 3159 § 1, amended, 09/18/2018; Ord. 3116, amended, 2015; Ord. 3009, added, 04/20/2010)

9.04.010 Weeds Declared Nuisance

The growth or maintenance of weeds upon lots and parcels of land, and abutting rights-of-way in the City during the summer season, or at any other time of year when deemed a fire, health or traffic hazard, is declared to be a nuisance. (Ord. 3159 § 1, amended, 09/18/2018; Ord. 3009, amended, 04/20/2010)

9.04.011 Prohibited Flammable Plants Declared Nuisance

The planting of species identified on the prohibited flammable plant list within a general fuel modification area in the City is declared to be a nuisance. (Ord. 3159 § 1, added, 09/18/2018)

9.04.012 Noxious Vegetation Declared Nuisance

The growth or maintenance of noxious vegetation upon lots and parcels of land, and abutting rights-of-way in the City at any time is declared to be a nuisance. (Ord. 3159 § 1, amended, 09/18/2018; Ord. 3009, added, 04/20/2010)

9.04.015 Exemptions to Nuisance

A. The term “weed” does not include vegetation that constitutes an agricultural crop or decorative residential landscaping, unless that vegetation is a fire, health, or traffic hazard.

B. It shall not be a violation of this chapter for property owners to maintain wetland or upland native vegetation in its natural state either on their property or in common areas when required to do so pursuant to the requirements of state law, city ordinance or land use approval. Nothing herein prohibits a property owner from preserving native vegetation in its natural state in excess of the requirements of state law or city ordinance, provided the owner prepares and implements a management plan for maintenance of the natural area and said plan is approved and on file with the community development department.

C. It shall not be a violation of this chapter for property owners to maintain prohibited flammable plants which were established prior to the effective date of the ordinance codified in this chapter on their property or in common areas, unless the plants are subject to removal through implementation of an approved fuel prevention and control plan or general fuel modification area on file with the Community Development Department. (Ord. 3159 § 1, amended, 09/18/2018; Ord. 3009, added, 04/20/2010)

9.04.020 Responsibility of Owner – Removal of Weeds

The owner of any lot or parcel of land within the limits of the City of Ashland shall cut and/or remove weeds growing thereon, and on adjacent and abutting rights-of-way, between May ~~15th~~ **1st** and June ~~15th~~ **1st** of each year. It shall be the duty of an owner to continue to cut and remove the weeds throughout the summer season, or any other time of year when deemed a fire, health, or traffic hazard. (Ord. 3159 § 1, amended, 09/18/2018; Ord. 3009, amended, 04/20/2010)

9.04.022 Responsibility of Owner – Prohibited Flammable Plants

The owner of any lot or parcel of land within the limits of the City of Ashland shall not permit species identified on the prohibited flammable plant list to be newly planted on their property within a general fuel modification area as defined in AMC 18.3.10.100.B. It shall be the duty of an owner to cut down and remove any new seedlings and volunteer plants of listed prohibited flammable plants as often as needed to prevent them from posing an increased fire hazard. (Ord. 3159 § 1, added, 09/18/2018)

9.04.024 Responsibility of Owner – Removal of Noxious Vegetation

The owner of any lot or parcel of land within the limits of the City of Ashland shall not permit noxious vegetation to grow upon their property and on adjacent and abutting rights-of-way. It shall be the duty of an owner to cut down or to destroy and remove all noxious vegetation as often as needed to prevent it from becoming a fire, health or traffic hazard, from becoming unsightly, or maturing, spreading, and going to seed. (Ord. 3159 § 1, amended, 09/18/2018; Ord. 3009, added, 04/20/2010)

9.04.028 Abatement Process

The Uniform Abatement Process set forth in chapter AMC 2.31 shall apply to nuisances identified in this Chapter and may be used to abate continuing violations. Notwithstanding any other AMC provisions, a code compliance officer may order the minimum abatement necessary to abate a fire, health or traffic hazard (e.g., creation of an adequate fire break to protect adjacent property from fire exposure). Abatement of the nuisance shall not prohibit the City from seeking any other remedy or sanction provided by law. (Ord. 3159 § 1, amended, 09/18/2018; Ord. 3009, added, 04/20/2010)

9.04.030 Violation Penalty

Any person who violates any provision of this Chapter is subject to Section 1.08.020 of the Ashland Municipal Code. Any violation of this section is a Class I violation. (Ord. 3159 § 1, amended, 09/18/2018; Ord. 3137, amended, 2017; Ord. 3025, amended, 08/03/2010; Ord. 3009, amended, 04/20/2010)

9.04.040 Notice to Abate - Contents

In case of failure or neglect of any such agent, owner or occupant to cut weeds and grass and shrubbery as herein provided, the ~~City Recorder~~ **Code Compliance Officer** shall cause to be served on such agent, owner, and/or occupant a notice, describing the property with convenient certainty by its legal description or by the street number of the house, requiring such owner or agent and/or occupant to cut said weeds, grass, and shrubbery within ten (10) days from the service thereof, or that the City will require the same to be done, and the cost thereof charged as

a lien against said property. (Ord. 3159 § 1, amended, 09/18/2018; Ord. 1141 § 4, amended, 1951)

9.04.050 Notice to Abate – Service – Removal by City – Lien

Such notice shall be served upon such owner, agent, and/or occupant in person if found upon said premises or within the City, and in case said owner, agent, and/or occupant cannot be found in person within the City after reasonable diligence and inquiry, such notice shall be posted in a conspicuous place upon said premises, and a copy thereof mailed to the last known post office address of such owner, agent, or occupant, if any such address is known, and return of service shall be filed with the Recorder; and if at the end of ten (10) days from the giving of such notice, such owner, agent, and/or occupant has failed and neglected to cut and remove such vegetation, the Fire Chief **(or authorized designee)** shall cause the same to be done and shall file with the **Council City Recorder and Finance Department** a verified itemized statement of the expenditure occasioned thereby, and the Recorder shall cause notice to be served upon the owner, agent, or occupant in the manner hereinbefore described, such statement will be considered and determined by the **Council City Recorder** and a lien declared upon the property involved. **Appeals shall be filed with the municipal court no more than 10 days following the placement of said lien, in accordance with AMC 2.30. the time of which meeting shall be specified in the notice, more than ten (10) days from the giving of the same, and the Council shall at such meeting hear any objections to such statement, and by ordinance determine the correctness of the same, and declare such corrected amount a lien upon the property benefitted and instruct the Recorder to enter the same upon the City docket of liens in the same manner and with the same effect that street improvement liens and sewer liens are entered, and said lien shall have the same force and effect as such street improvement and sewer liens, and shall be certified to the county assessor in the same manner.** (Ord. 3159 § 1, amended, 09/18/2018; Ord. 1141 § 5, amended, 1951)

SECTION 2. Severability. Each section of this ordinance, and any part thereof, is severable, and if any part of this ordinance is held invalid by a court of competent jurisdiction, the remainder of this ordinance shall remain in full force and effect.

SECTION 3. Codification. Provisions of this Ordinance shall be incorporated in the City Code and the word “ordinance” may be changed to “code”, “article”, “section”, “chapter” or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any Whereas clauses and boilerplate provisions (i.e. Sections 3-5) need not be codified and the City Recorder is authorized to correct any cross-references and any typographical errors.

The foregoing ordinance was first read by title only in accordance with Article X, Section 2(C) of the City Charter on the _____ day of _____, 2025, and duly PASSED and ADOPTED this _____ day of _____, 2025.

PASSED by the City Council this _____ day of _____, 2025.

ATTEST:

Alissa Kolodzinski, City Recorder

SIGNED and APPROVED this _____ day of _____, 2025.

Tonya Graham, Mayor

Reviewed as to form:

Douglas M. McGearry, Acting City Attorney