HPAC Committee Minutes (Draft)

March 5, 2025
4:00PM – 6:00PM
Community Development/Engineering Services Building – 51 Winburn Way

4:00PM CALL TO ORDER

Scharen called the meeting to order at 3:57

Commissioners Present:	Council Liaison:
Whitford	Jeff Dahle – Present via Zoom
Scharen	Planning Commission Liaison:
Brouillard	Lisa Verner -Present via Zoom
Skibby – Present via Zoom	Staff Present:
Emery	Derek Severson; Planning Manager
Repp	Regan Trapp; Admin Support
	SERJAC Liaison:
	Victoria Sage – Present via Zoom
Committee Members Absent:	Bonetti
	Shostrom

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 February 5, 2025.

Whitford/Brouillard m/s to approve the minutes of. ALL AYES. Motion passed.

(4:15) PUBLIC FORUM (15 min)

There was no one in the audience wishing to speak.

HPAC Committee Minutes (Draft)

(4:30) LIAISON REPORTS (5 min)

Councilor Dahle gave the liaison report.

- The council approved the pre-packaged ADU plans, and it has been posted on the City website.
- All City projects on Winburn are on track for opening around Fall 2025.

Brouillard/TAC update – The TSP Update will be starting this spring and is anticipated to take about two years. An RFP has been issued, and consultant selection is to follow shortly. Planning will work closely with Public Works on the public engagement process for this project as part of our grant match, and there will be a focused effort to engage the Planning Commission and Advisory Committees."

Severson gave the staff report.

- Pre-approved ADU plans available
    - The committee would like to look further into which ADU plans they would recommend for placement in the historic districts.
- GIS Wayfinding project – What is the Committee's role in this?
- Free training on public meeting law on March 20th - available for all committee members. Check your email!

(4:45) DISCUSSION ITEMS (10 min)

A. City Manager Cotta was present to speak on the changes to the ordinance and state meeting law. **(See Attachment A)**

- What does this committee look like moving forward with all the changes at the State level?
- Repp mentioned that with all the changes, the Committee should look into having meetings only when there are important action items on the agenda. Skibby disagreed and went on to say that the Committee should keep their regular meetings as assigned. The work that is done on the Committee is important to the history of Ashland.

B. Review Board – April **(See attachment B)**

C. Historic Preservation Week – Nominations and events

- Historic photo contest
- Saturday May 17th – Awards and party
- Walking tours
- The committee (Repp, Scharen, Bonetti) will reach out to Travel Ashland and the Chamber (playwright walk) to work together on events for Historic Preservation Week.

- Award assignments and photos -Committee members to conduct site visits/take photos and email to Severson and Trapp.
    - 48 Fifth/599 E Main – Brouillard
    - Alice Peil Walkway – Scharen
    - 153-155 Alida – Whitford
    - 201 S. Mountain – Repp
    - Pioneer Hall – Staff to take photos

(5:30) PLANNING ACTION REVIEW

PLANNING ACTION: PA-T1-2025-00259 **(See attachment C)**
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 facade were previously approved under a commercial building which was exempt from 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

There was no conflict of interest or ex-parte contact indicated by the Committee

Severson gave staff report for PA-T1-2025-00259.

The applicants were not present.

Repp/Brouillard m/s to approve PA-T1-2025-00259 as submitted. ALL AYES. Motion Passed.

ADJOURNMENT

Next meeting is scheduled for April 2, 2025, at 6:00pm at, 51 Winburn Way
There being no other items to discuss, the meeting adjourned at 5:22pm
Respectfully submitted by Regan Trapp

ATTACHMENT A

Memo

DATE: March 5, 2025
TO: Historic Preservation Advisory Committee
FROM: Derek Severson, Planning Manager
RE: Introduction of the Commission & Committee Handbook

The City Manager's office (City Manager Sabrina Cotta and Deputy City Manager Jordan Rooklyn) will be present at the upcoming Historic Preservation Advisory Committee (HPAC) meeting to discuss recent ordinance changes and introduce the new *Commission & Committee Handbook*. This resource has been developed to provide appointed officials with clear guidelines and expectations while serving the City of Ashland. It outlines responsibilities, parliamentary procedures, and ethical standards to ensure effective and compliant participation in City affairs. The discussion will highlight how this handbook serves as a vital tool for navigating your role and collaborating effectively with fellow commission and committee members.

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

COMMUNITY DEVELOPMENT DEPARTMENT
51 Winburn Way
Ashland, Oregon 97520
ashlandoregon.gov
Tel: 541.488.5305
Fax: 541.552.2050
TTY: 800.735.2900

ATTACHMENT A

Commission & Committee Handbook

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

Welcome

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

RESPONSIBILITIES AND ROLES

RESPONSIBILITIES OF COMMISSIONS AND COMMITTEES

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

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

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

ROLE OF THE CHAIR

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

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

ROLE OF THE BOARDS AND COMMISSION MEMBERS

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

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

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

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

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

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

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

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

COMMITTEE MEMBER VS COMMUNITY MEMBER

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

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

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

RECOMMENDATION PROCESS

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

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

C. Bringing Recommendations to Council

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

Actions that Council Can Take

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

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

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

INFORMATION REQUESTS

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

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

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

COMMUNICATION

COMMUNICATIONS TO COUNCIL

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

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

GENERAL COMMUNICATION GUIDELINES

- ✓ No serial meetings. Serial meetings are defined as a majority of members of a public body having a series of smaller gatherings or communications that result in a majority of the body collectively taking action even if a majority is never part of any one communication. (email guidelines provided by staff liaison)
    - All emails to Commission and Committee members from the staff liaison will be by blind copy to ensure no reply all (equals serial meeting).
    - 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 respectively 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
        - 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 Justic Advisory Committee (SERJAC)	Ashland Municipal Code
Transportation Advisory Committee (TAC)	Ashland Municipal Code, Transportation Plan

ATTACHMENT A

CITY OF ASHLAND
Better Together
ADMINISTRATION

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.

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.

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.

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.

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

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 Members 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.

ATTACHMENT A

CITY OF ASHLAND

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.

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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.

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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.

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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.

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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

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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.

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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.

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Approved: _____ Date: 5/14/12
Dave Kanner, City Administrator

Reviewed as to form: _____ Date: 5/14/12
Dave Lohman, City Attorney

ATTACHMENT A

CITY OF ASHLAND

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;

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- 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

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- 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.

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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.

ATTACHMENT A

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.

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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: _____ Date: 12/13/19
Kelly Madding, City Administrator

Reviewed as to form: _____ Date: 12/16/19
David Lohman, City Attorney

ATTACHMENT A

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

ATTACHMENT A

CITY OF 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.

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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

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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.

ATTACHMENT A

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.

ATTACHMENT A

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.

ATTACHMENT A

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

ATTACHMENT A

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 contract 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;

ATTACHMENT B

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

DATE	COMMITTEE MEMBERS ATTENDING		
April 3rd	Repp	Brouillard	Emery
April 17th	Whitford	Scharen	

ATTACHMENT C

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
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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

ATTACHMENT C

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.

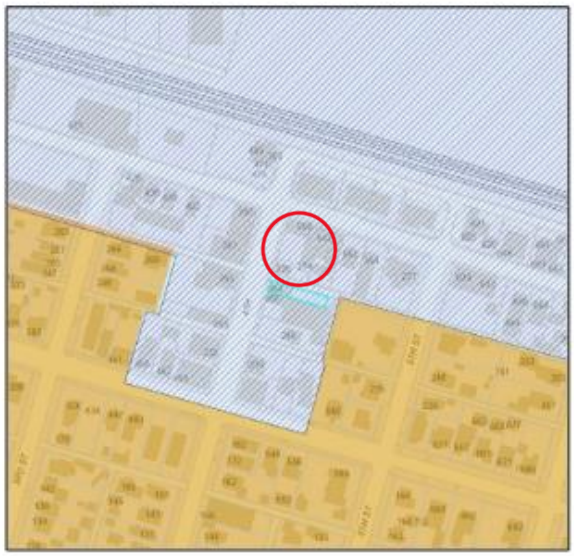
A tree removal permit will be necessary to remove one 18" Cedar tree that's directly adjacent to the existing parking lot. This is a volunteer Cedar tree and it lies within the footprint of the new grading and walls. Several new site trees are proposed and graphically represented per the landscape plans 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.

ATTACHMENT C

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**

ATTACHMENT C

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 mimick 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.

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

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

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.

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

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

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.

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 illumating 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.

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

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.

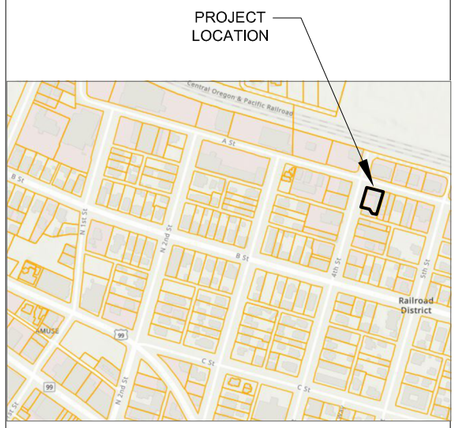
18.5.7.050 Mitigation Required

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.

ATTACHMENT C

VICINITY MAP



ABBREVIATIONS

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

LEGEND

ELEVATION	FINISH ELEVATION TAG
R1	ASSEMBLY TYPES (FLOOR, WALLS, ROOF)
C / A3.2	BUILDING SECTION
3 / 6	SECTION DETAIL
1	REVISION
2	DOOR NUMBER
2	WINDOW NUMBER
A	EQUIPMENT ID TAG
ROOM	ROOM NAME
1	ELEVATION KEY NOTE
3 / A3.2	INTERIOR ELEVATIONS
1 / A3.1	BUILDING SECTIONS
	NEW WOOD STUD FRAME CONSTR. - FULL HT.
	NEW WOOD STUD FRAME CONSTR. - PARTIAL HT.
	ONE-HOUR RATED AREA SEPARATION WALLS
2	SHEAR WALLS
HD5A	HOLD-DOWNS

DRAWING INDEX

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

PROJECT DIRECTORY

OWNER:	JULIE & JORY KAPLAN 500 'A' STREET ASHLAND OR 97520 530.510.0383
ARCHITECT:	CARLOS DELGADO ARCHITECT 200 CLEAR CRK 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

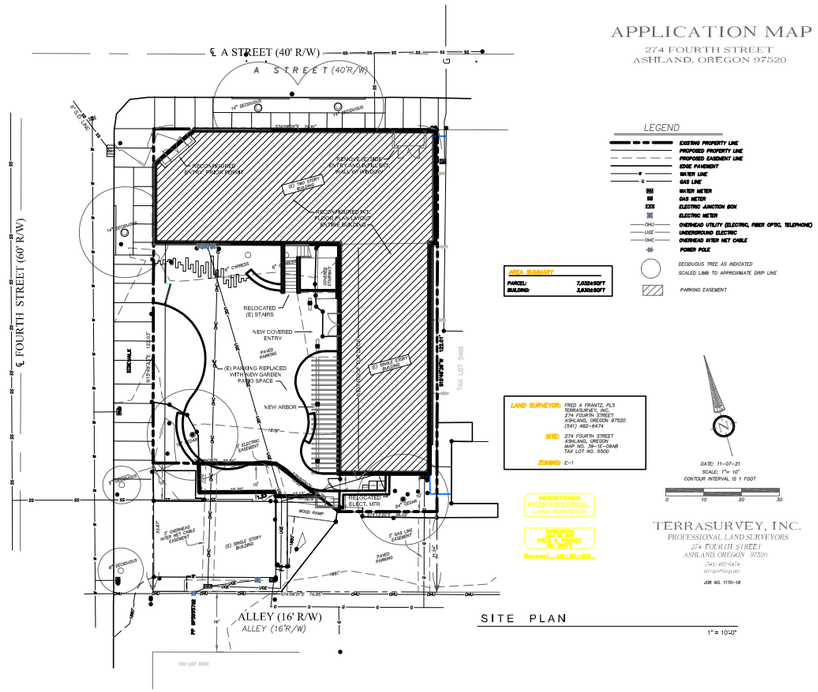
LOT COVERAGE SUMMARY: - N/A (REFER TO LANDSCAPE ARCH. SHEETS)

CONDITIONED SPACE SUMMARY:

GHFA TOTAL STRUCTURE: 6,204 SF

SOLAR SUMMARY: - N/A - NO EXTERIOR HEIGHT ALTERATIONS

SITE PLAN - REDUCED (REFER TO AS1.0)



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 REQT.

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 REQ'D	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	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 2902.1

OCCUPANCY	DESCRIPTION	WATER CLOSETS MALE**	WATER CLOSETS FEMALE**	LAVATORIES MALE**	LAVATORIES FEMALE**	DRINKING FOUNTAINS
	EDUCATIONAL VOCATIONAL	1 / 50		1 / 50		NA
	REQUIRED	1		1		
	PROVIDED	2		2		

PRELIMINARY

REGISTERED ARCHITECT CARLOS DELGADO ASHLAND,OREGON 4460 STATE OF OREGON

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

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

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

11X17 SHEETS ARE HALF SCALE

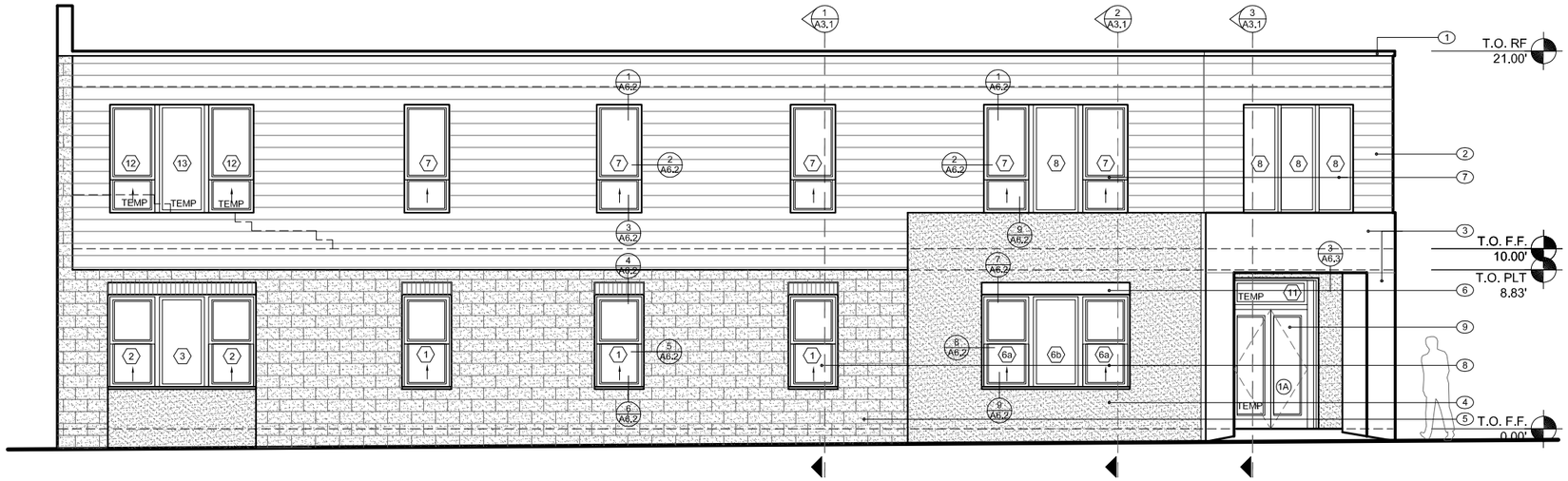
DRAWN : CHECKED:
TS CD

DATE :
02/06/25

PROJECT :
KAPLAN_24

SHEET :
A0.1

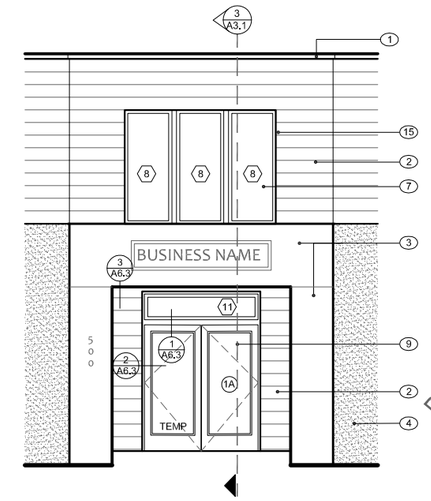
ATTACHMENT C



NORTH ELEVATION

VIEW FROM 'A' STREET

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



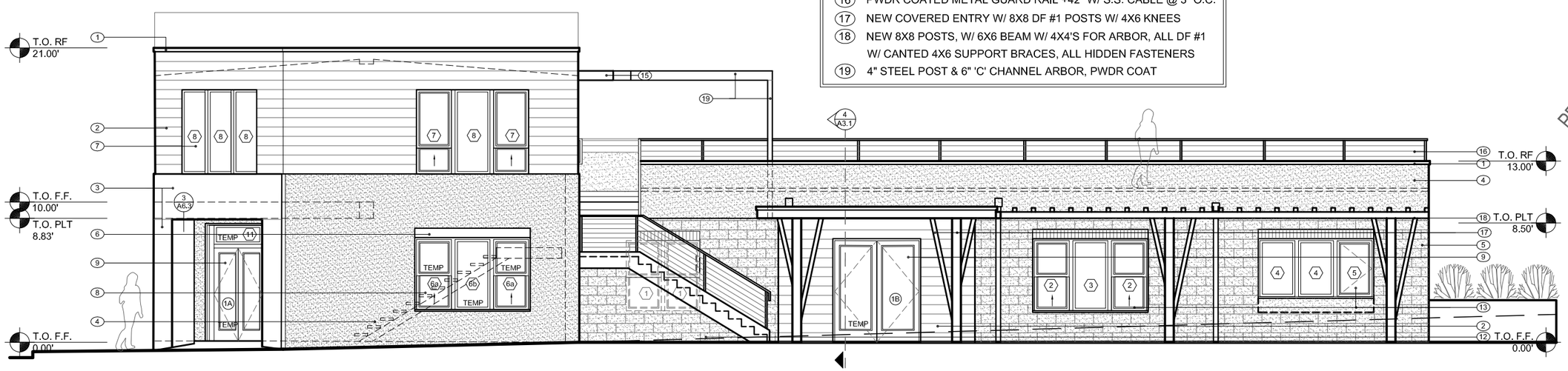
N/W ELEVATION

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 @ 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"

PRELIMINARY

PRELIMINARY

11X17 SHEETS ARE HALF SCALE

REGISTERED ARCHITECT
CARLOS DELGADO
ASHLAND, OREGON
4460
STATE OF OREGON

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 CONSTRUCTIO

DRAWN : CHECKED:
TS CD

DATE :
02/06/25

PROJECT :
KAPLAN_24

SHEET :
A2.1

ATTACHMENT C

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.
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15. 8"DP X 30"WIDTH BOLT ON ALUM. LOUVERED AWNING
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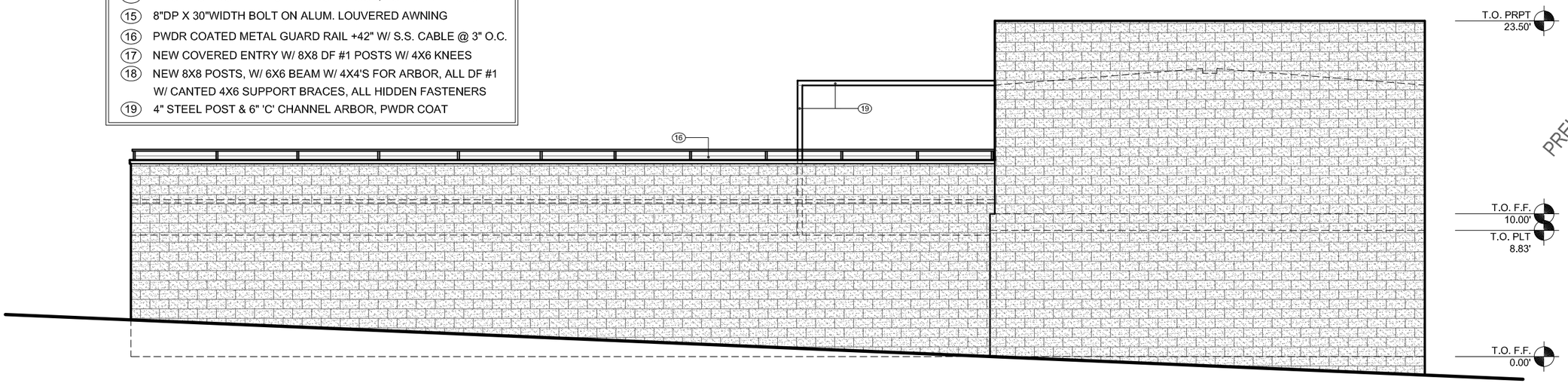
17. NEW COVERED ENTRY W/ 8X8 DF #1 POSTS W/ 4X6 KNEES
18. NEW 8X8 POSTS, W/ 6X6 BEAM W/ 4X4'S FOR ARBOR, ALL DF #1 W/ CANTED 4X6 SUPPORT BRACES, ALL HIDDEN FASTENERS
19. 4" STEEL POST & 6" 'C' CHANNEL ARBOR, PWDR COAT



EAST ELEVATION

VIEW FROM ADJ. PROP.

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

PRELIMINARY

PRELIMINARY

11X17 SHEETS ARE HALF SCALE

REGISTERED ARCHITECT
CARLOS DELGADO
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4460
STATE OF OREGON

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DESCRIPTION	DATE
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-	-
-	-

COMMERCIAL RENOVATION

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

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

NOT FOR CONSTRUCTIOI

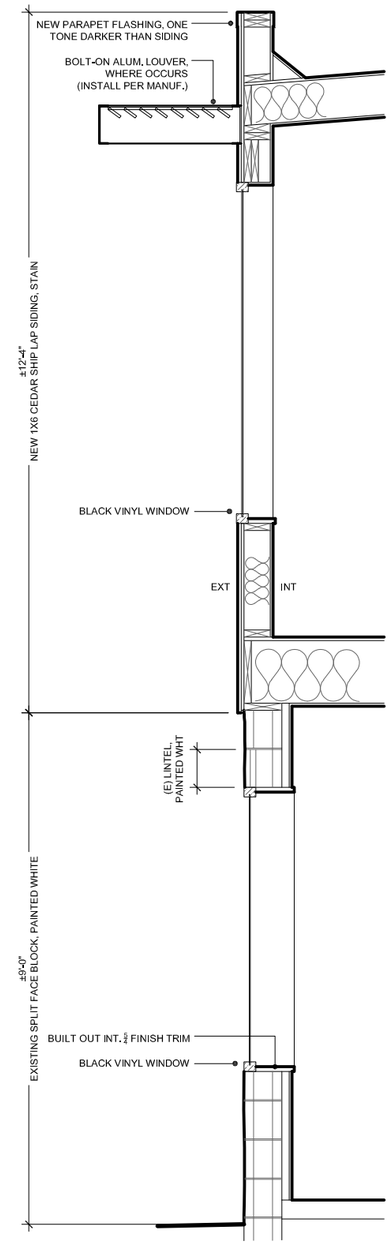
DRAWN : CHECKED:
TS CD

DATE :
02/06/25

PROJECT :
KAPLAN_24

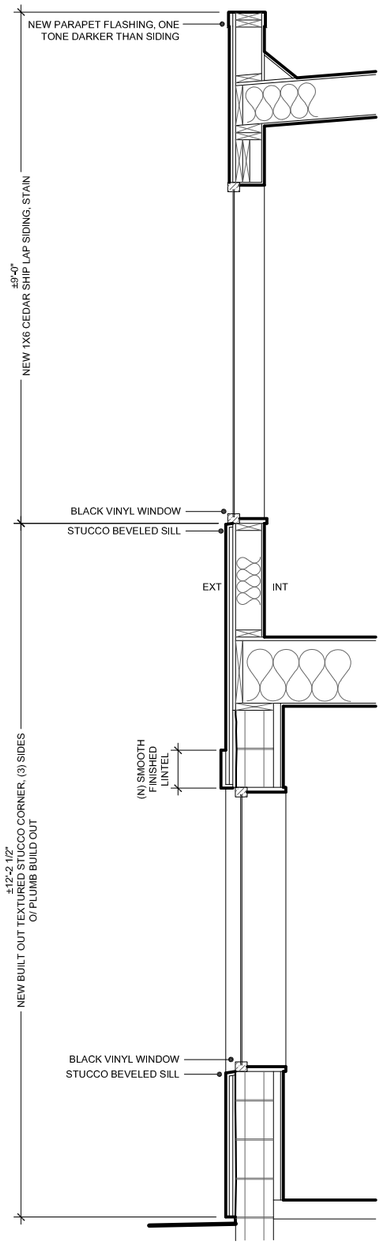
SHEET :
A2.2

ATTACHMENT C



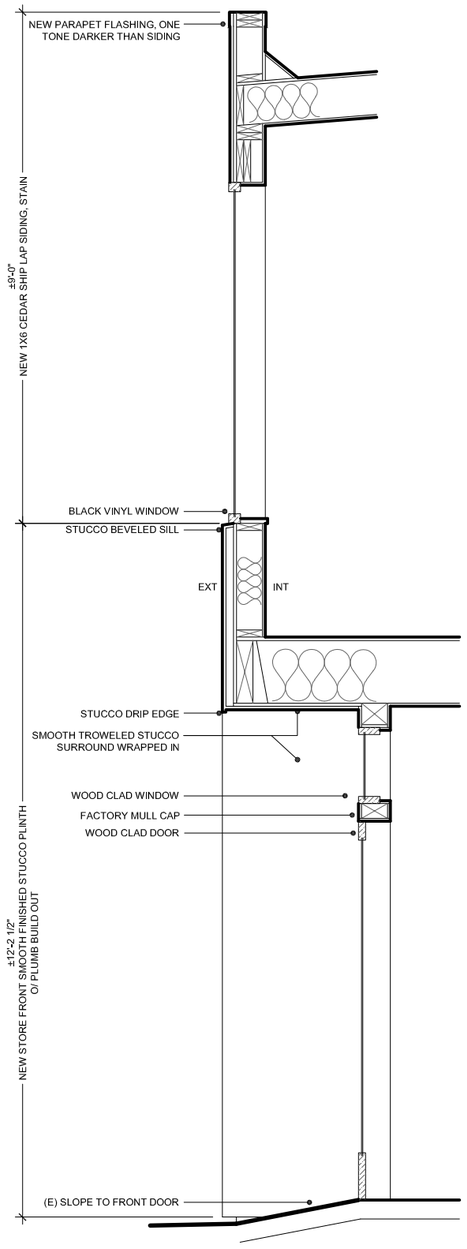
1 BUILDING SECTION

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



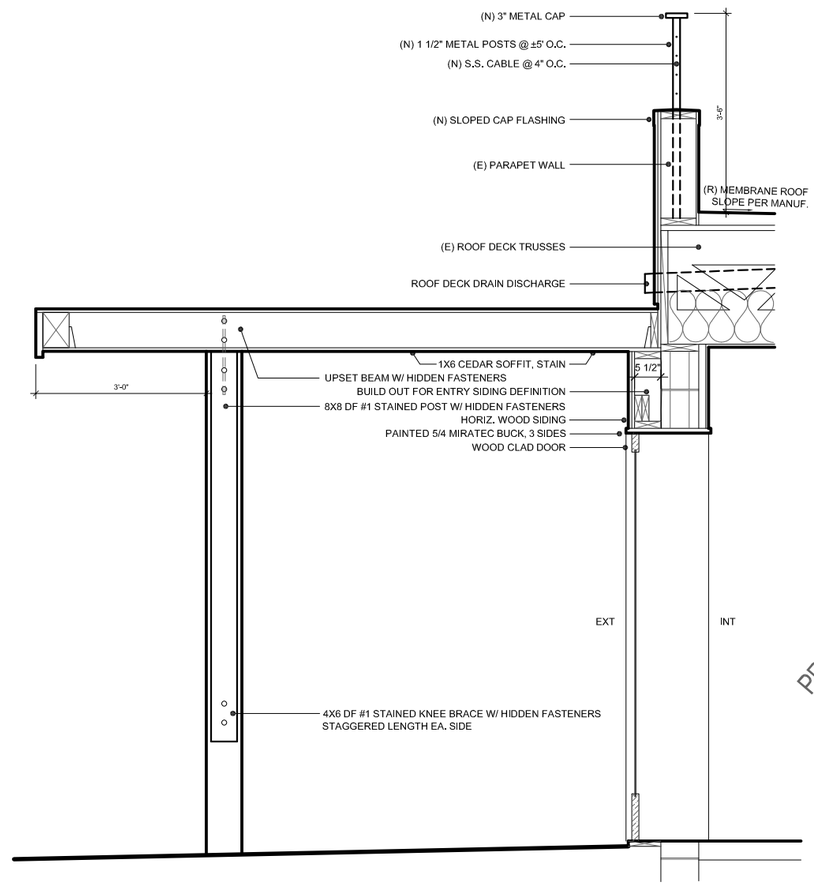
2 BUILDING SECTION

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



3 BUILDING SECTION

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



4 BUILDING SECTION

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

PRELIMINARY

PRELIMINARY

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4460
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DESCRIPTION	DATE
-	-
-	-
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-	-
-	-

COMMERCIAL RENOVATION

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

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

NOT FOR CONSTRUCTION

11X17 SHEETS ARE HALF SCALE

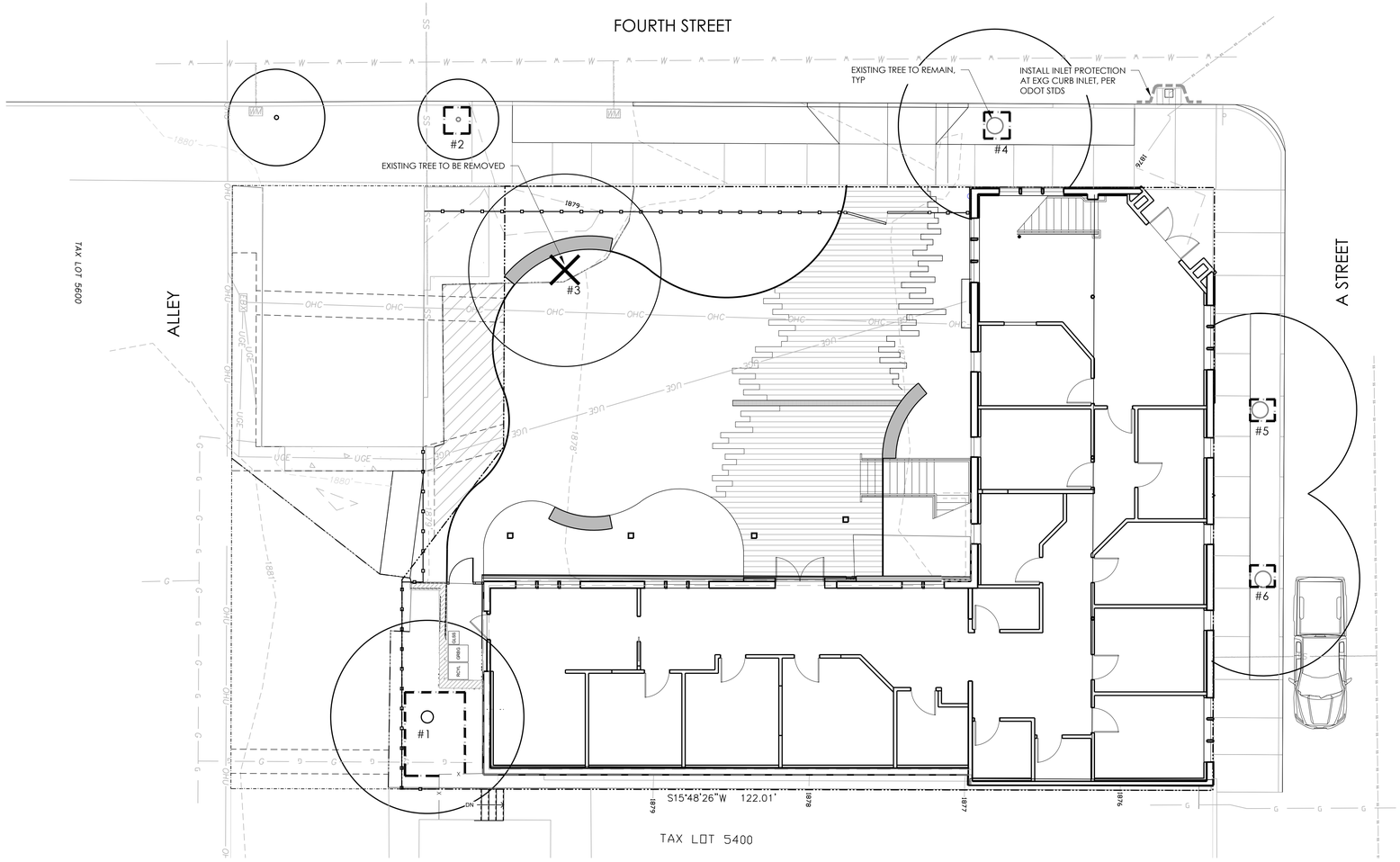
DRAWN : CHECKED:
TS CD

DATE :
02/06/25

PROJECT :
KAPLAN_24

SHEET :
A3.1

ATTACHMENT C



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

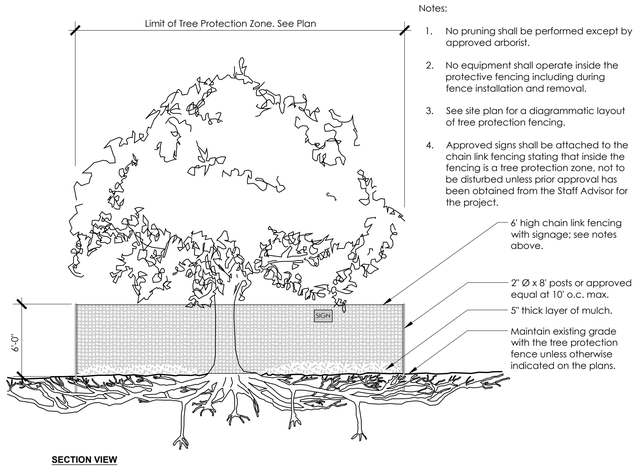
NOTE: TREE LOCATIONS AND SIZES ARE BASED ON SITE SURVEY BY TERRASURVEY, INC. 11-07-2021, WITH SPECIES INFORMATION ADDED AS OBSERVED 09-21-2024.

TREE PROTECTION & EROSION CONTROL PLAN LEGEND

SYMBOL	DESCRIPTION
#4	TREE TO REMAIN APPROXIMATE DBH TRUNK AND DRIPLINE SHOWN
#3	TREE TO REMOVE
	TREE PROTECTION FENCE SEE DETAIL 1, THIS SHEET
	CURB INLET PROTECTION, COMPOST FILTER SOCK OR WATTLE PER ODOT STD DETAIL RD1010

SCALE: 1/8" = 1'-0"

0' 4' 8' 16' 24'



Notes:

1. No pruning shall be performed except by approved arborist.
2. No equipment shall operate inside the protective fencing including during fence installation and removal.
3. See site plan for a diagrammatic layout of tree protection fencing.
4. Approved signs shall be attached to the chain link fencing stating that inside the fencing is a tree protection zone, not to be disturbed unless prior approval has been obtained from the Staff Advisor for the project.

1 DETAIL: TREE PROTECTION FENCE
Scale: 1/4"= 1'-0"
D-TP-02.dwg

TREE PROTECTION AND REMOVAL NOTES

1. 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.
2. 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.
3. 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.
4. 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.
5. NO MATERIALS, EQUIPMENT, SPOIL, OR WASTE OR WASHOUT WATER MAY BE DEPOSITED, STORED, OR PARKED WITHIN THE TREE PROTECTION ZONE (FENCED AREA).
6. NOTIFY THE LANDSCAPE ARCHITECT IF TREE PRUNING IS REQUIRED FOR CONSTRUCTION CLEARANCE .
7. 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.
8. 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.
   A. MOST SPECIES: 1 TIME PER MONTH DURING IRRIGATION SEASON (USUALLY MARCH THROUGH SEPTEMBER)
   B. 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.
   C. 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.
9. 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.
12. 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.
13. 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.
14. 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.
15. SPOIL FROM TRENCHES, BASEMENTS, OR OTHER EXCAVATIONS SHALL NOT BE PLACED WITHIN THE TREE PROTECTION ZONE, EITHER TEMPORARILY OR PERMANENTLY.
16. 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.
17. MAINTAIN FIRE-SAFE AREAS AROUND FENCED AREA. ALSO, NO HEAT SOURCES, FLAMES, IGNITION SOURCES, OR SMOKING IS ALLOWED NEAR MULCH OR TREES.
18. 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.
19. REMOVE THE ROOT WAD FOR EACH TREE THAT IS INDICATED ON THE PLAN AS BEING REMOVED.
20. 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.
21. 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

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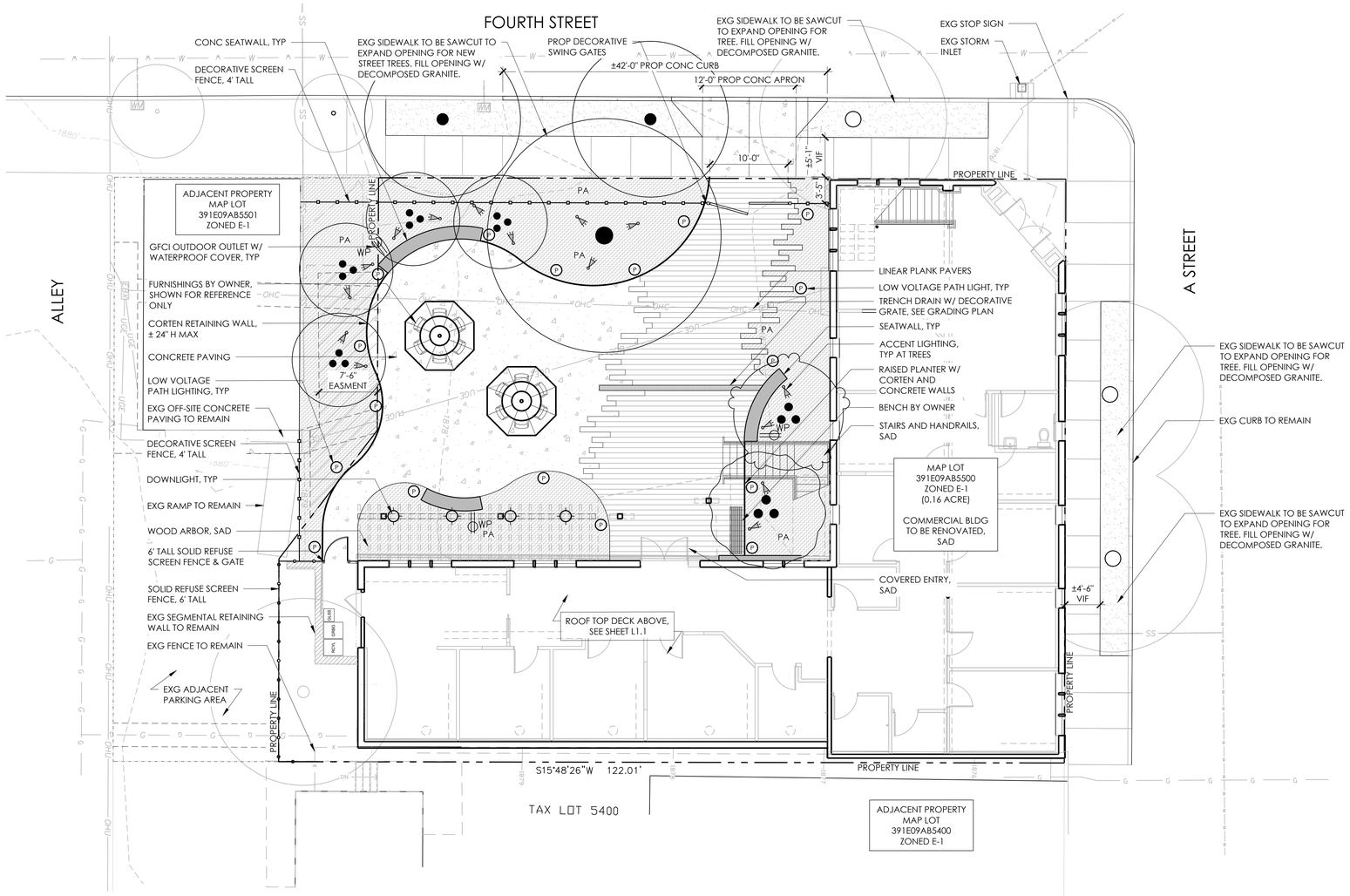
SITE DESIGN REVIEW

TREE PROTECTION & EROSION CONTROL PLAN

L0.1

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

ATTACHMENT C



SCALE: 1/8" = 1'-0"

0' 4' 8' 16' 24'

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
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541.500.4776
piper@terrainarch.com

ARCHITECT
Carlos Delgado Architect
Carlos Delgado
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carlos@carlosdelgadoarchitect.com

SURVEYOR
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STRUCTURAL ENGINEER
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Jacksonville, OR 97530
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jason@structuralsolutionsinc.net

BUILDING CONTRACTOR
Travis Curtis Construction
Travis Curtis
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Medford, OR 97504
541.227.8966

LANDSCAPE CONTRACTOR
TBD

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DISAPPEARING ACT SITE IMPROVEMENTS
500 'A' STREET
ASHLAND, OR 97520

NOT FOR CONSTRUCTION

REVISIONS

#	DATE	DESCRIPTION
-		
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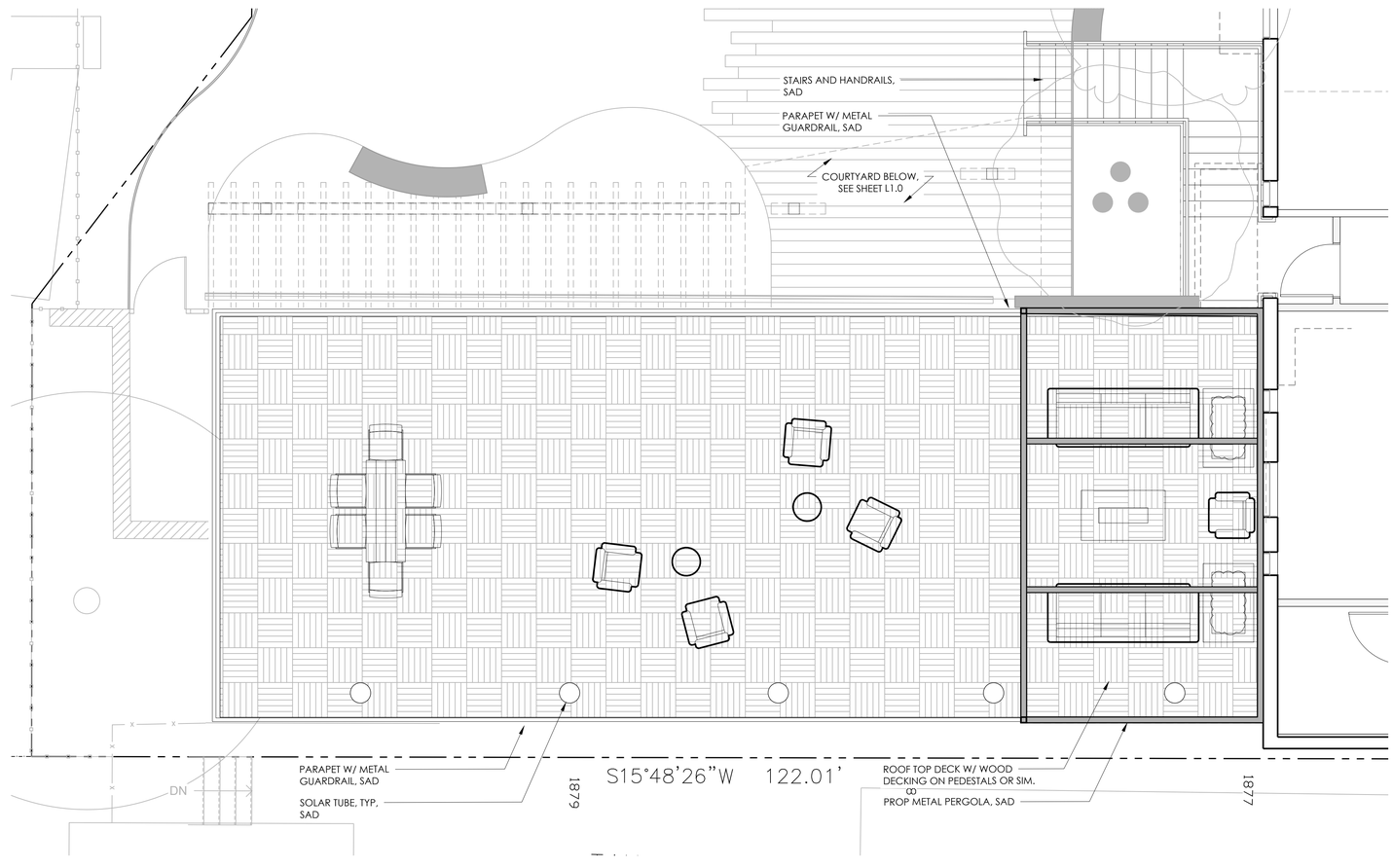
SITE DESIGN REVIEW

LANDSCAPE SITE PLAN

L1.0

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

ATTACHMENT C



SCALE: ¼" = 1'-0"

0' 2' 4' 8' 12'

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500 'A' STREET
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REVISIONS

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-		
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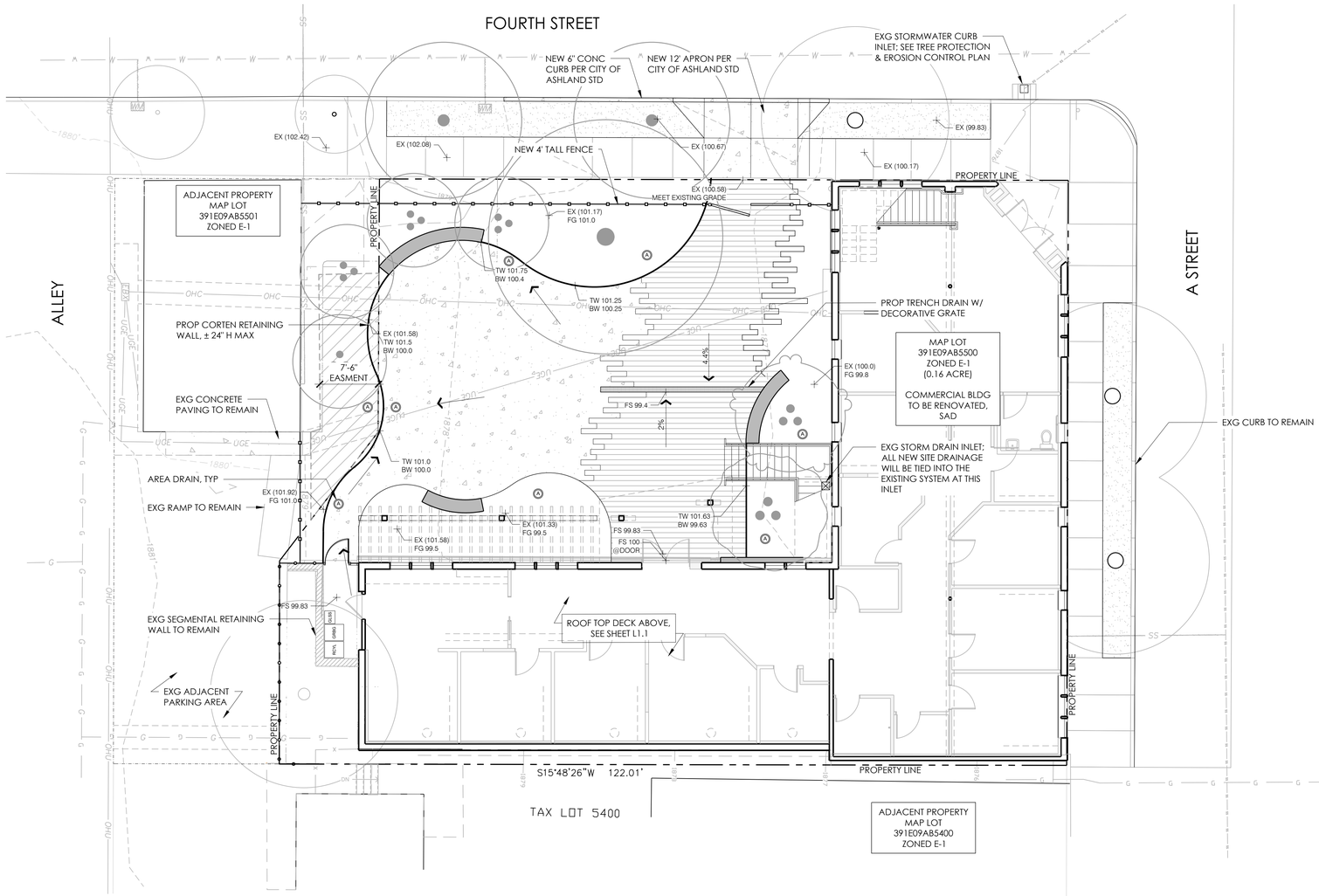
SITE DESIGN REVIEW

ROOF TOP DECK SITE PLAN

L1.1

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

ATTACHMENT C



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 GRATE
	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.

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.

SCALE: ⅛" = 1'-0"
0' 4' 8' 16' 24'

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SITE DESIGN REVIEW

LANDSCAPE GRADING & DRAINAGE PLAN

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02/07/2025
TEAM: PvC, EG

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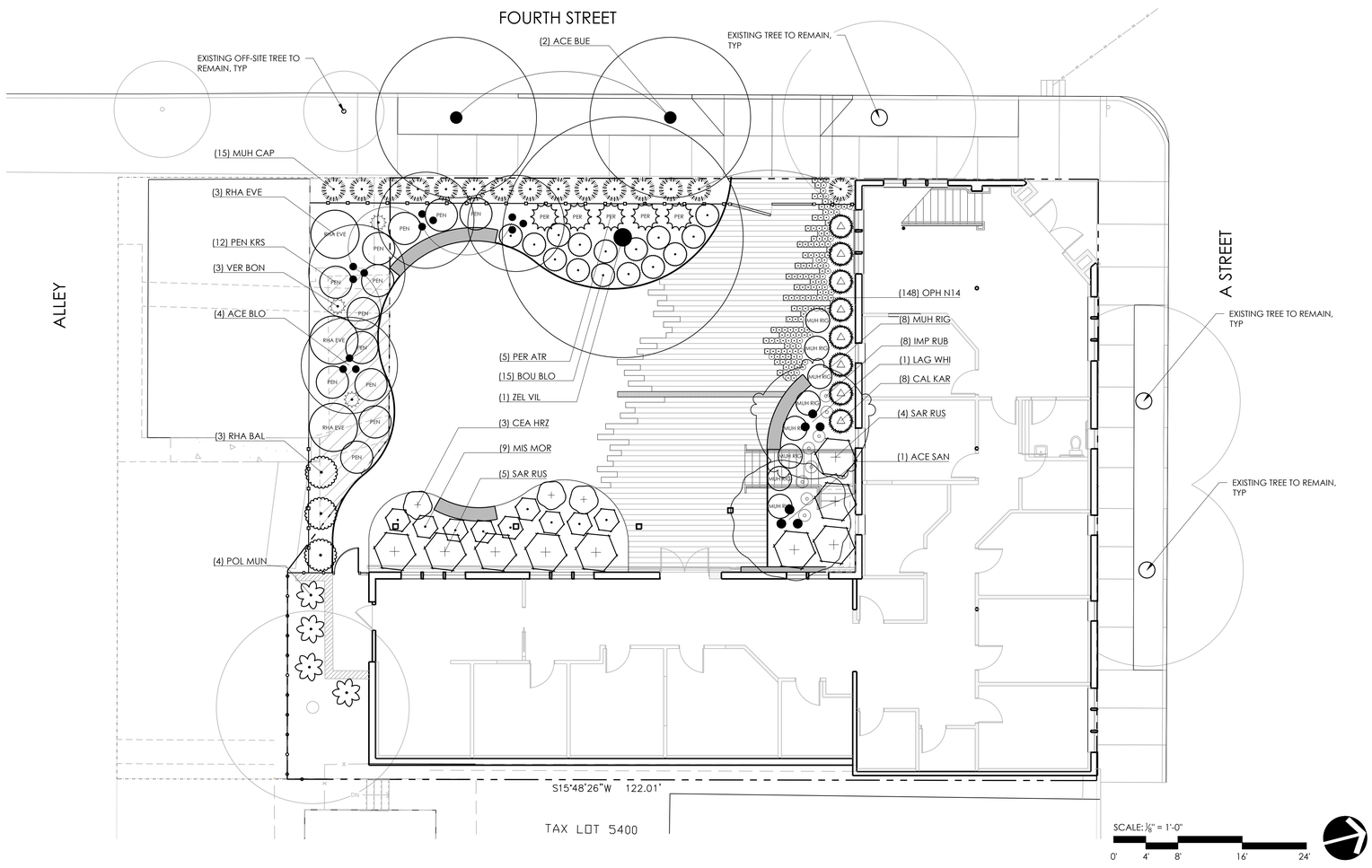

PLANTING & IRRIGATION NOTES:

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	OPHIOPOGON 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

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SITE DESIGN REVIEW

PLANTING PLAN

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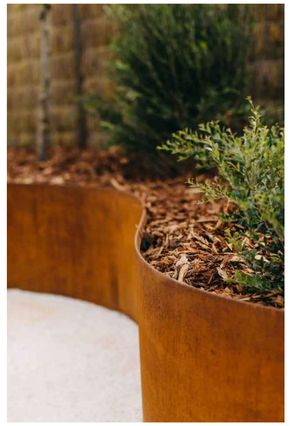
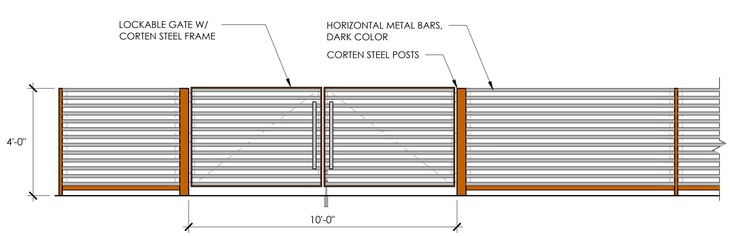


7 PRECEDENT IMAGES: 24" MAX CORTEN STEEL PLANTER WALL
Scale: NTS

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

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

NOTES:
1. FINAL DESIGN TO BE DETERMINED.
2. FENCE WILL STEP WITH GRADE.
3. FENCE & GATE WILL REQUIRE A BUILDING PERMIT.
4. OWNER TO PROVIDE KNOX BOX OR GATE CODE FOR FIRE DEPT ACCESS AS REQUIRED.



FENCE & GATE AT FOURTH STREET: CONCEPTUAL ELEVATION

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

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SITE DESIGN REVIEW

CONCEPT RENDERINGS & PRECEDENT IMAGES

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APPENDIX 1 – IMAGES of PROPOSED EXTERIOR RENOVATION

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

IMAGE 2 - PROPOSED CORNER ELEVATION

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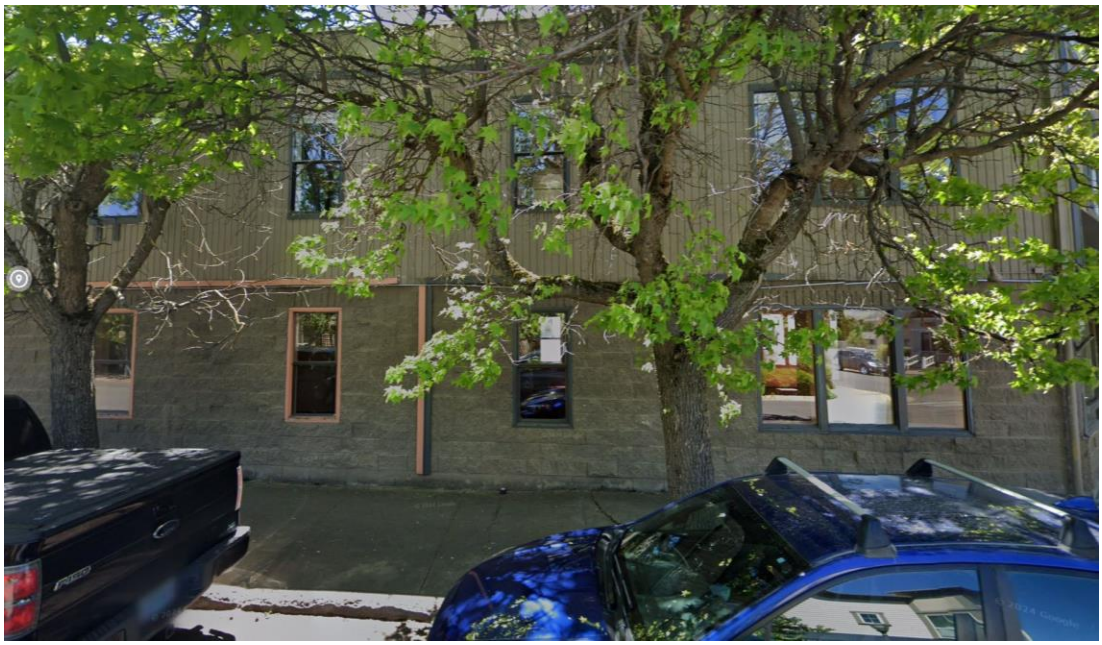

IMAGE 3 - A STREET ELEVATION – existing structure

IMAGE 4 - PROPOSED A STREET ELEVATION

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IMAGE 5 - EXISTING 4th STREET ELEVATION

IMAGE 6 - PROPOSED 4th STREET ELEVATION

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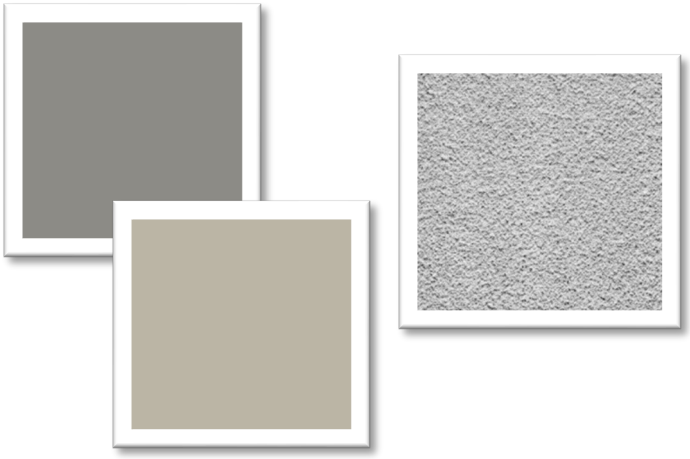
APPENDIX 2 – MATERIAL and COLOR SUBMITTAL

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 #:	
Finish/Color:	Classic Light Buff – SW0050
NOTES:	G.C. to provide sample for approval by architect

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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