



Planning Commission Minutes

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

June 10, 2025 REGULAR MEETING Minutes

I. **CALL TO ORDER:**

Chair Verner called the meeting to order at 7:00 p.m. at the Civic Center Council Chambers, 1175 E. Main Street. Commissioner Perkinson attended the meeting via Zoom.

Commissioners Present:

Kerry KenCairn
Lisa Verner
Gregory Perkinson
Russell Phillips
John Maher
Susan MacCracken Jain

Staff Present:

Brandon Goldman, Community Development Director
Derek Severson, Planning Manager
Aaron Anderson, Senior Associate Planner

Absent Members:

Eric Herron

Council Liaison:

None

II. **ANNOUNCEMENTS**

1. Staff Announcements:

Community Development Director Brandon Goldman made the following announcements:

- The Climate Friendly Areas modifications had their second reading at Council on June 3rd, and the Economic Opportunity Analysis (EOA) Ordinance had its first reading. The Council determined to fill the vacant Council seat from a pool of candidates and selected Derek Sherrell.
- At the June 17th Council meeting, the EOA will have its second reading and the Council will hear an appeal on the Commission's approval of 231 Granite Street.
- At the June 24th Planning Commission meeting the Commission will consider adoption of the SOU Master Plan.
- At the July 15th Council meeting, the Council will consider the Hamilton Creek floodplain map amendments and the Request for Proposals for the remaining six affordable units on the city-owned lots in the Beach Creek Subdivision.
- At the August 5th Council meeting, the Council will conduct a hearing and first reading of the ordinance for the Grand Terrace Annexation

2. Advisory Committee Liaison Reports





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- Commissioner MacCracken Jain announced there would be a dedication event for the newest Playwright's Walk Plaque on Sunday, June 22nd at 2:00 p.m. at the Railroad Park on A Street, and noted that she has invitations for anyone interested. She explained that this plaque would honor the "Say Their Names" memorial & Black Lives Matter, and would tie in to Juneteenth celebrations.

III. **CONSENT AGENDA**

Approval of Minutes

- May 13, 2025 Regular Meeting Minutes

Commissioner Phillips suggested that in the "Staff Announcements" on page 1, it should refer to the May 27th meeting rather than the April 29th meeting.

MacCracken Jain/Phillips m/s to approve the Consent Agenda as amended. Voice vote: All AYES. Motion passed 6-0.

IV. **PUBLIC FORUM** – None

V. **TYPE II PUBLIC HEARING**

PLANNING ACTION: PA-T2-2025-00056

SUBJECT PROPERTY: 120 Westwood Street

PROPERTY OWNERS: Ian and Amie Crisp

APPLICANTS: Rogue Planning & Development

DESCRIPTION: A request for a variance to the maximum allowed lot coverage to allow for an addition to the existing garage. **COMPREHENSIVE PLAN DESIGNATION:** Low Density Residential;

ZONING: RR-.5; **MAP:** 39 1E 08 BA; **TAX LOTS:** 904

Ex Parte Contact

No ex parte contact was disclosed, Chair Verner stated that she conducted a site visit.

Staff Presentation

Senior Planner Aaron Anderson presented the staff report, outlining the request for a variance to lot coverage to allow the construction of a small addition to an existing garage to the property that currently exceeds the permitted lot coverage. He concluded that the Planning Commission could make findings that the approval criteria had been met and that the request is reasonable given the improvement in the nonconforming situation as well as the planning history and surrounding development patterns (see attachment #1).





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Questions of Staff

Commissioners discussed lot coverage, and whether requiring the removal of impervious surface proposed as appropriate or necessary.

Applicant Presentation

Amy Gunter of Rogue Planning and Development Services, LLC gave the applicants' presentation. She explained that the space being added was for project cars which are not driven regularly, and as such didn't require paved access to the driveway bay. She emphasized that the applicants would support not being required to remove impervious already in place. She further noted that the applicants were concerned with requiring a deed restriction relative to cover as it would have the potential to impact future sales. She requested that the condition be removed or amended to avoid impacting the ability to sell the property.

Questions of the Applicant

Commissioner MacCracken Jain asked if other alternatives were considered to reduce coverage, including removal of the curved driveway. Ms. Gunter responded that the driveway surface has a decorative design that would disrupt the appearance of the property, and further noted that this decorative treatment has been in place for over 25 years. She suggested that the removals proposed made the most sense.

Commissioner Maher asked about other properties' coverage compliance. Ms. Gunter responded that she had calculated all other properties within the subdivision and found that they were at well over 20 percent coverage.

Commissioner KenCairn suggested that most of the hardscape to be removed puts gaps in site circulation that weren't practical for the functional use of the property. The property owner responded that they in fact wanted to reduce the impervious coverage as proposed.

Chair Verner closed the Public Hearing at the Public Record at 7:34 p.m.

Discussion and Decision

There was discussion of whether to include deed restriction relative to the second kitchen discussed in the staff report. Mr. Anderson confirmed there is already a deed restriction to not install a kitchen, and the applicant had provided photos demonstrating that the second kitchen had been removed. Staff stated that they are confirming with the Building Official whether a formal inspection would be needed, but that no additional conditions with regard to the kitchen are needed.

Commissioner Perkinson suggested allowing applicants to work with Staff to adjust the language for a lot coverage deed restriction.



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Commissioner KenCairn suggested allowing the Variance and capping the lot coverage percentage at the 50.5 percent proposed.

Commissioners Phillips/Maher m/s to approve application with conditions to require: 1) All conditions of the applicant; 2) Require a deed restriction to memorialize this planning approval with lot coverage to be limited to 50.5 percent, and 3) That prior to final project approval, the applicants' proposed removal of hardscape material shall be completed and verified by the Staff Advisor. Roll call vote: All AYES. Motion passed 6-0.

VI. UNFINISHED BUSINESS

Transportation System Plan Public Engagement Plan

Mr. Severson provided some brief background.

Commissioner MacCracken Jain requested that the Public Arts Advisory Committee be added to the "City Bodies" list of stakeholders.

There was discussion of why the Ashland School District and Willow Wind were noted separately. Mr. Severson explained that both were noted by the Transportation Commission specifically, and Mr. Goldman added that Willow Wind is located outside the city limits and the urban growth boundary and might not otherwise be included.

Commissioner Phillips questioned how success would be measured. Mr. Severson responded that success would be measured both by demonstrating that typically underserved members of the community were involved in the process, and that their input was incorporated into the Transportation System Plan. He added this would likely be documented through a report attached to the Plan.

Mr. Goldman noted that a joint meeting of the Transportation Advisory Committee and Planning Commission would likely occur in January or February.

VII. OPEN DISCUSSION – None

VIII. ADJOURNMENT

Meeting adjourned at 7:57 p.m.

*Submitted by,
Michael Sullivan, Executive Assistant*







120 Westwood – Variance

**PLANNING
COMMISSION**

JUNE 10, 2025

120 Westwood

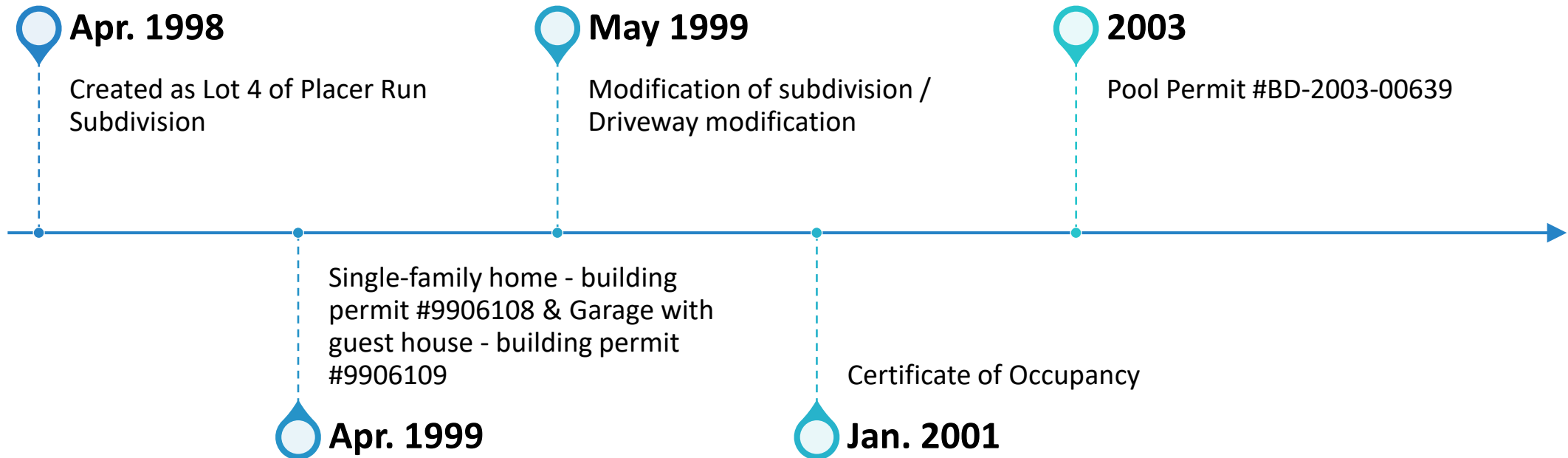
Variance to lot coverage

The application is a request for a **Variance** to allow the construction of a small addition to an existing garage.

The property currently exceeds allowed lot coverage

The property is zoned RR-.5 (half acre min, 20% lot coverage)

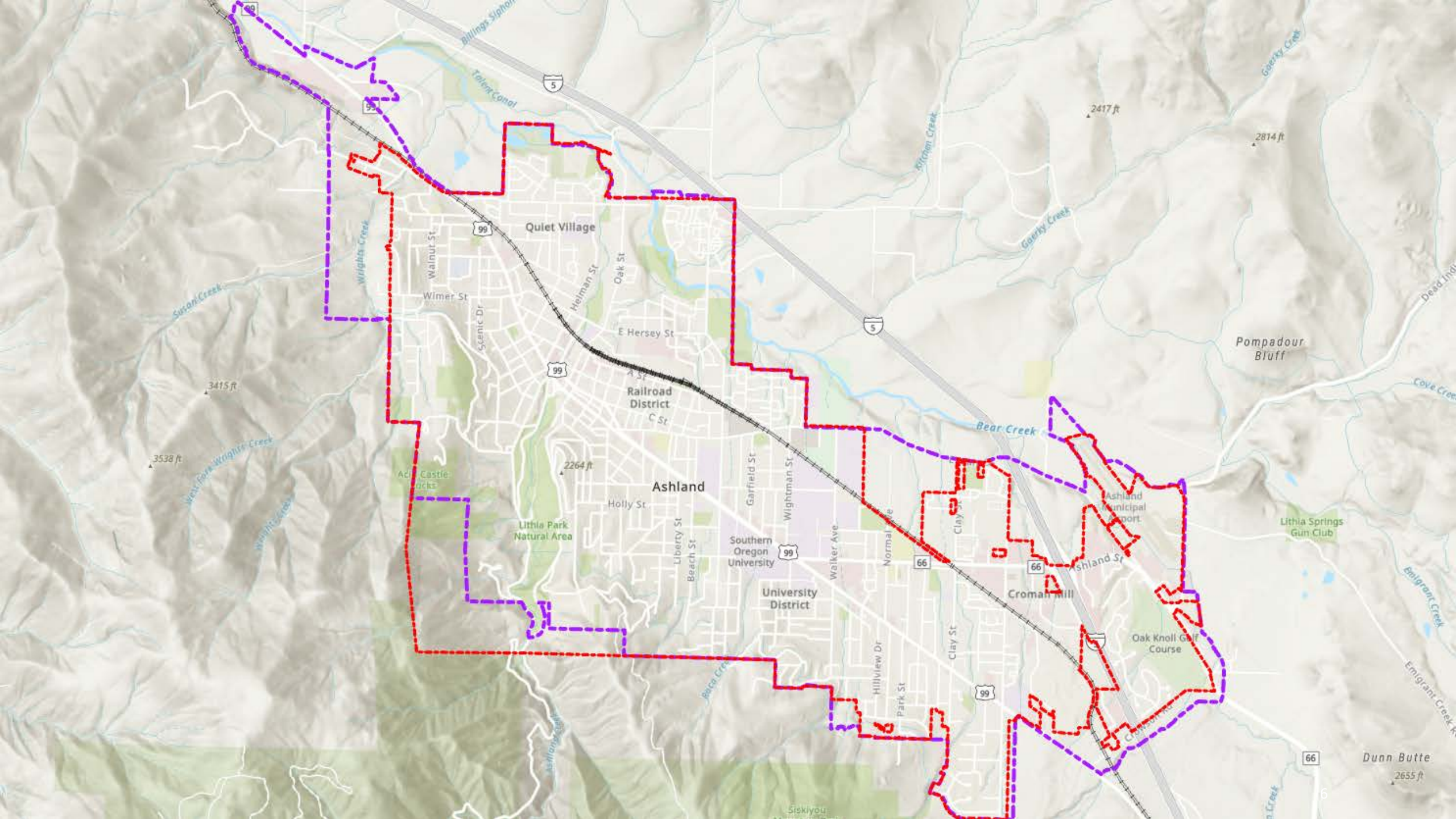
Background

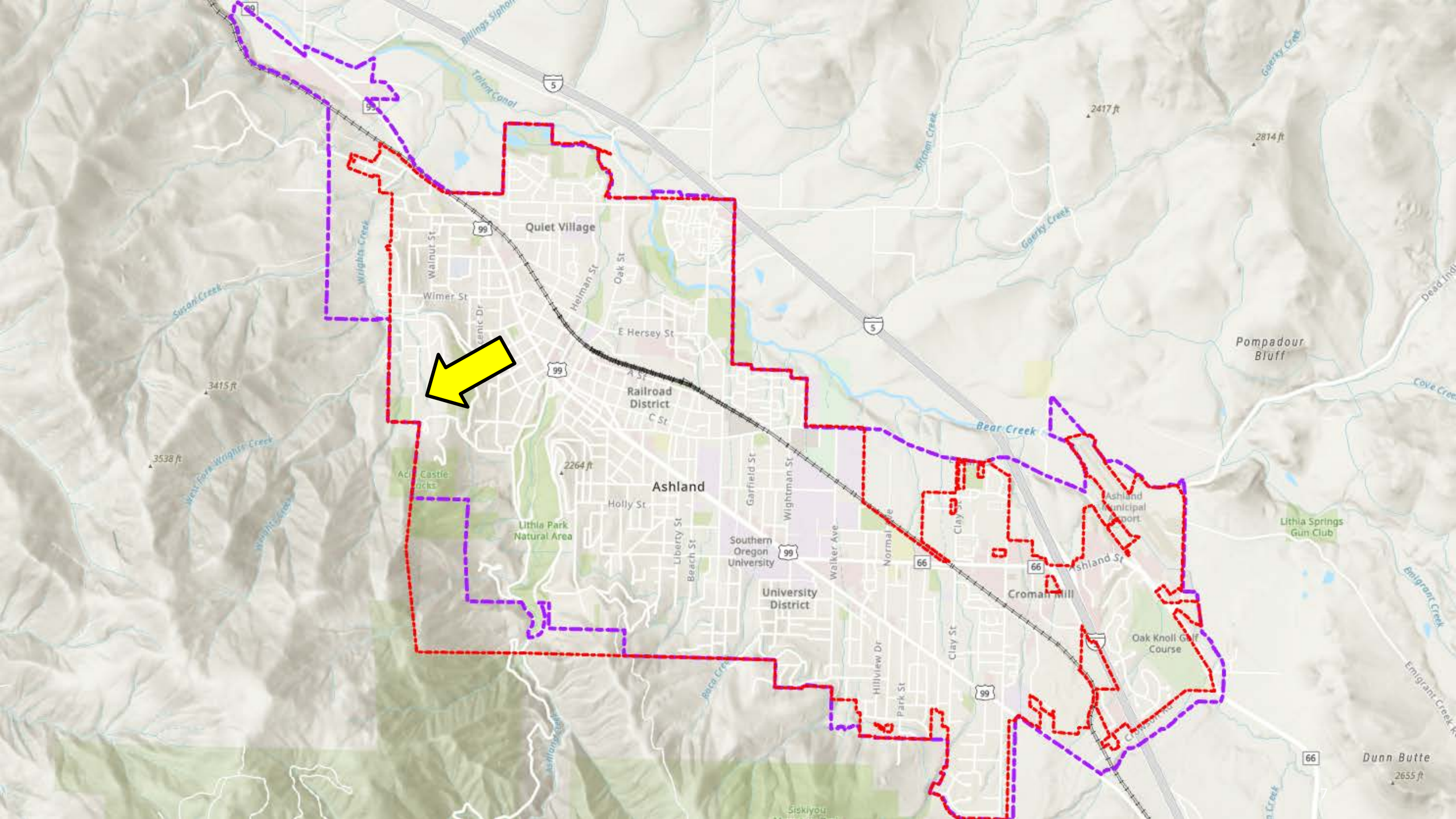


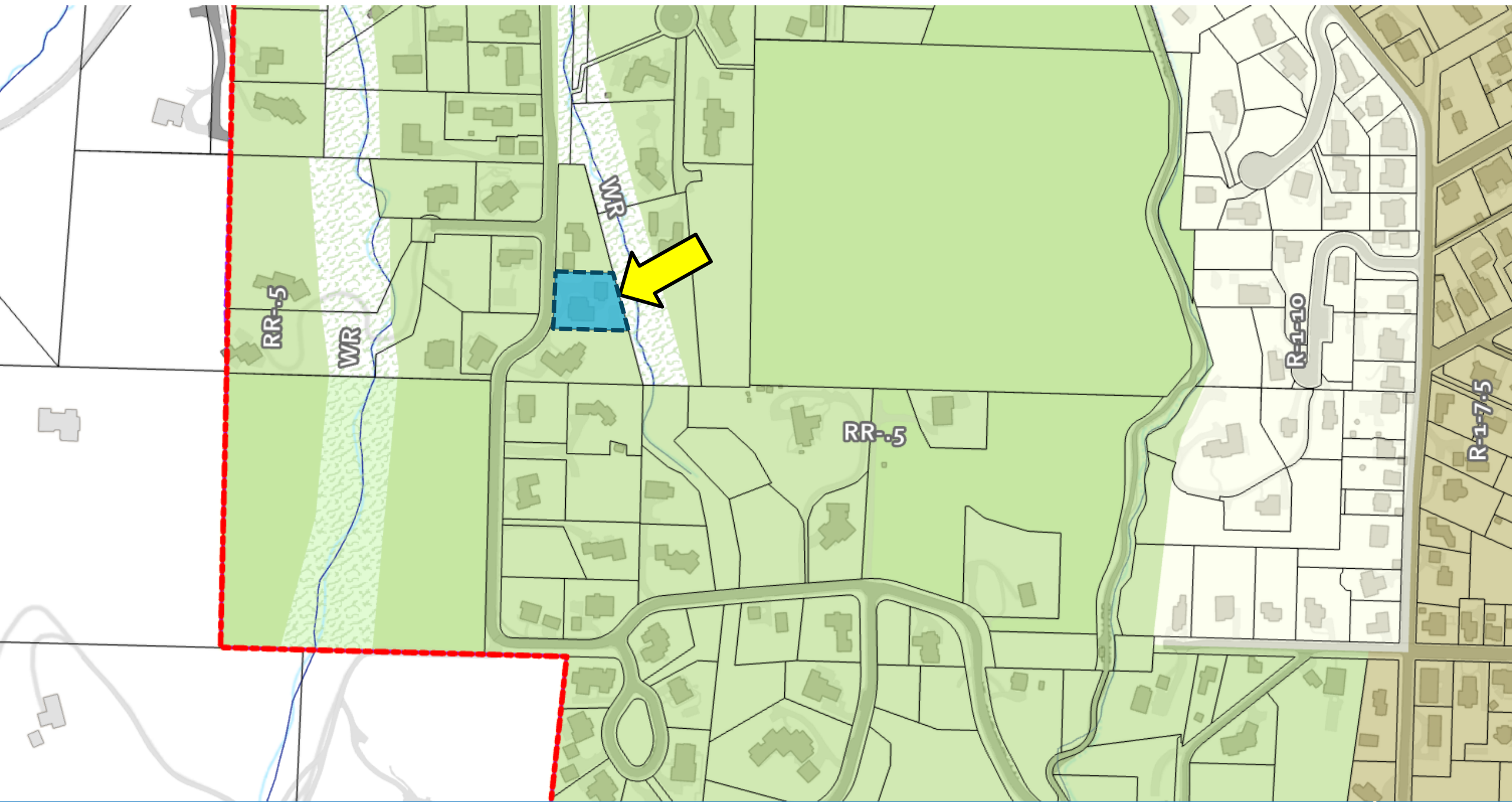
RR-.5 Allowed Lot Coverage

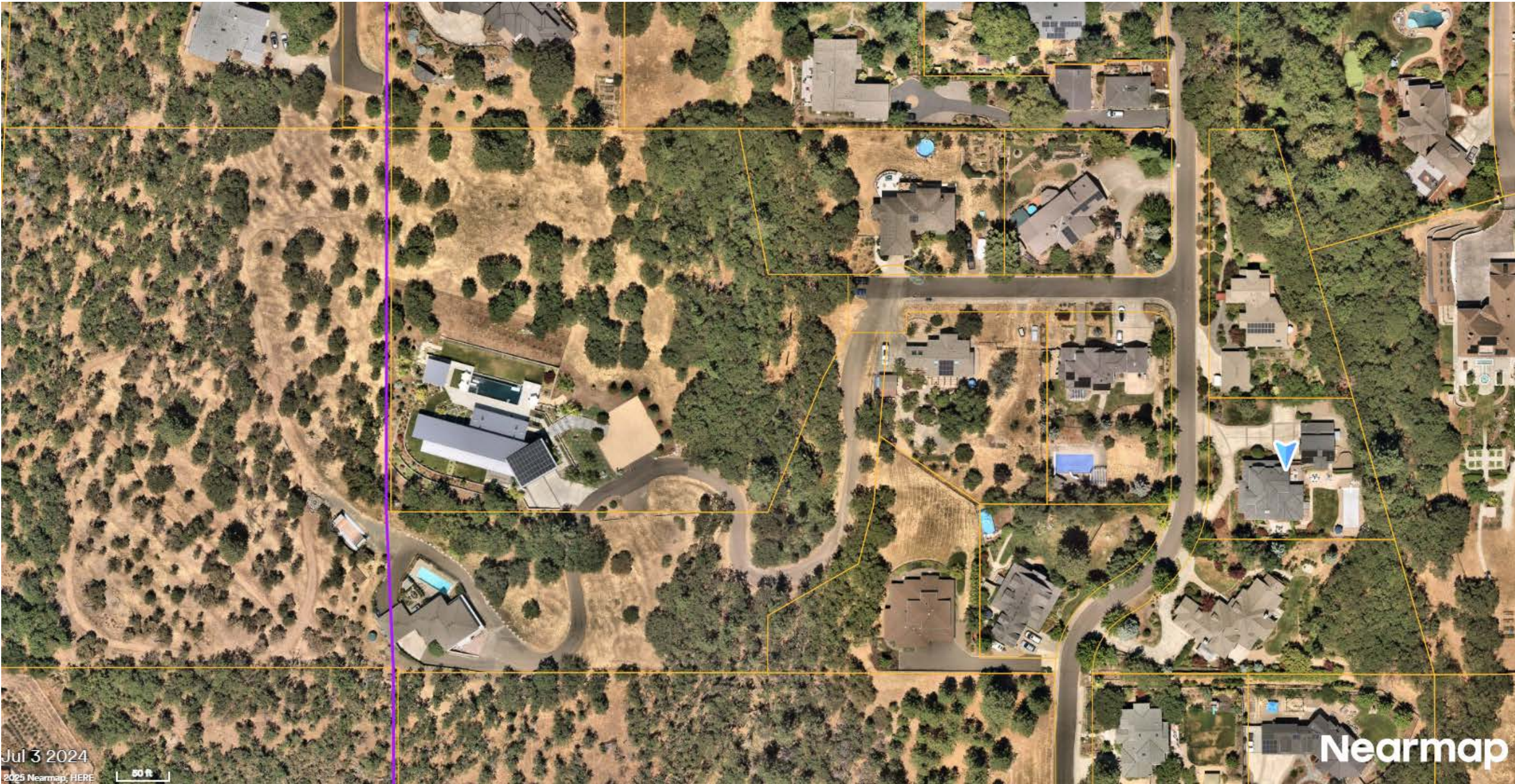
20%

120 WESTWOOD COVERAGE		
	Lot Coverage	Impervious S.F.
Allowed Coverage	20%	4,356
Existing Coverage	54.8%	11,946
* SFR Permit	26.8%	5,844
* Garage & Guest Space Permit	5.8%	1,262
* Second Curbcut	5.5%	1,200
* Pool Permit	6.9%	1,500
* <i>Unaccounted For in Permitting</i>	9.8%	2,140
Proposed Coverage	50.49%	10,997
Hardscaping to be removed	-4.36%	-949
Garage Addition		322









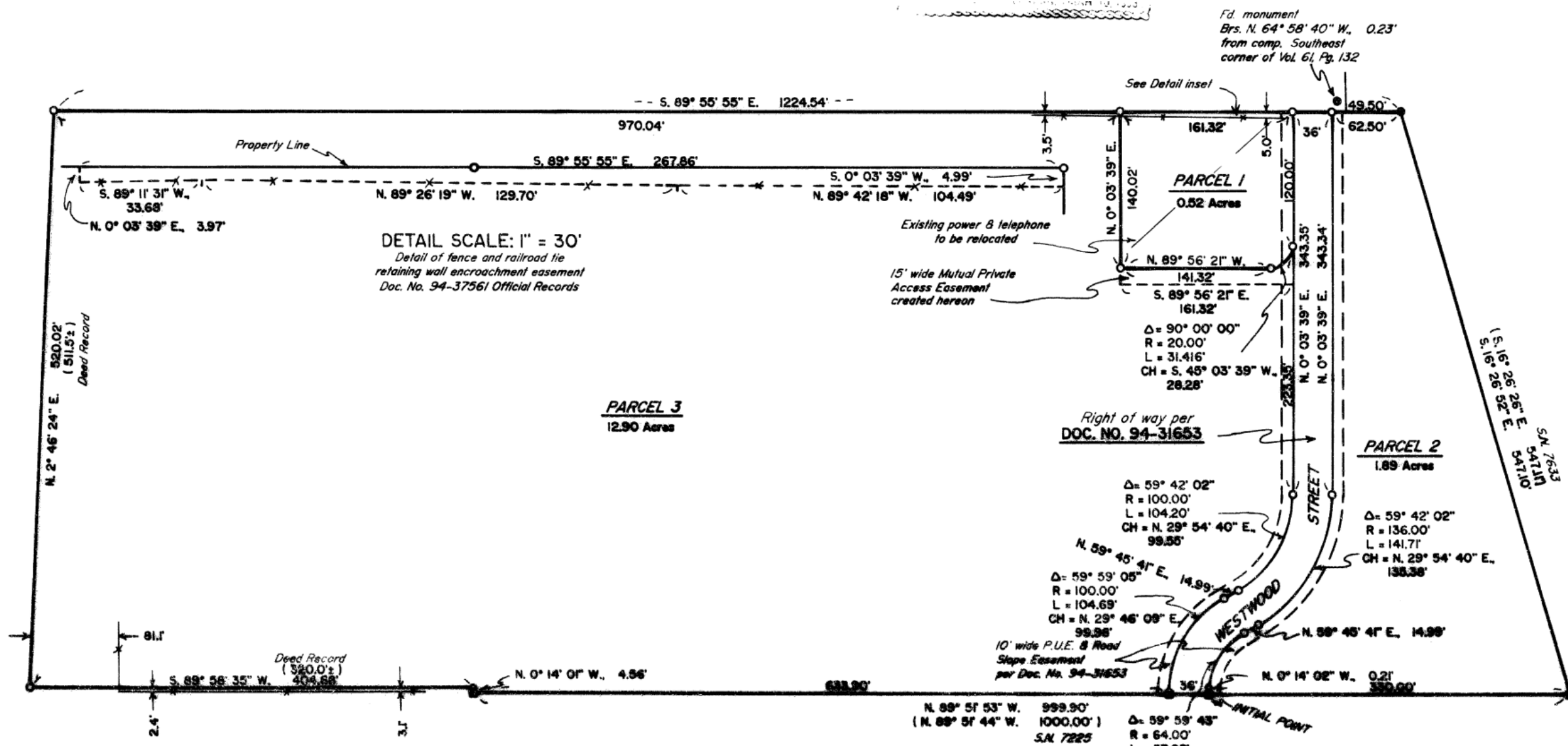
Jul 3 2024

© 2025 Nearmap, HERE

50 ft

Nearmap





PLACER RUN SUBDIVISION

LOCATED in the NW 1/4 & NE 1/4 of Section 8, T. 39 S., R. 1 E., W.M.,
in the City of Ashland, Jackson County, Oregon.

For

Anna Hassell

25 WESTWOOD STREET
ASHLAND, OREGON 97520

DATE: February 17, 1998

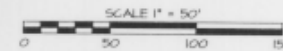
SURVEYED BY:

EAGLE-EYE SURVEYING CORPORATION
23 NORTH IVY STREET
MEDFORD, OREGON 97501
PHONE (541) 776-2913

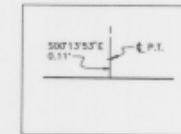


I, RUSSELL D. BRAUGHTON, REGISTERED
PROFESSIONAL LAND SURVEYOR NO. 2657
CERTIFY THAT THIS IS AN EXACT
COPY OF THE FINAL PLAT.

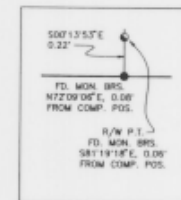
I. Russell D. Braughton



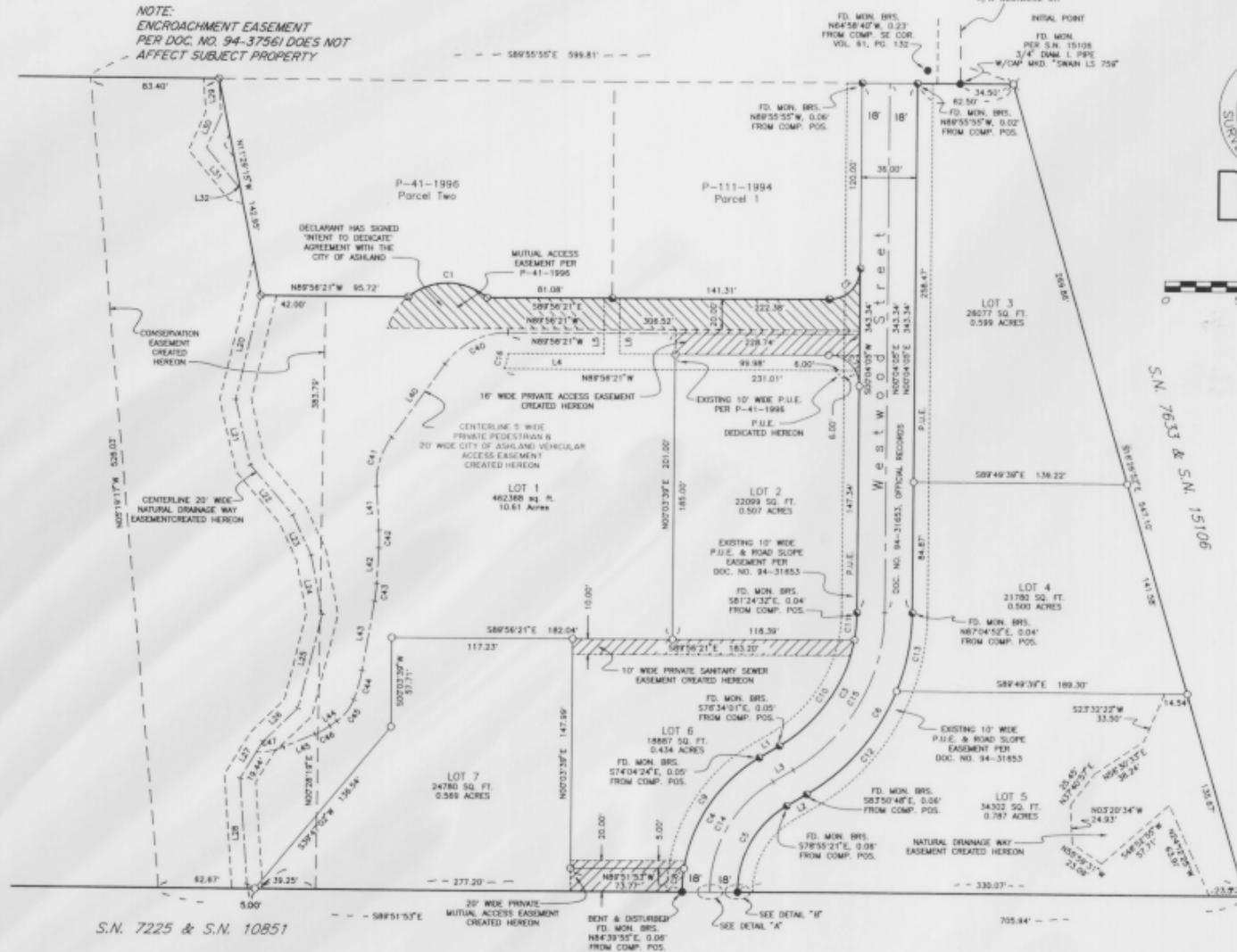
NOTE:
SEE SHEET 2 FOR
LEGEND, CURVE & LINE DATA TABLES



Detail A



Detail B



S.N. 7225 & S.N. 10851



23 North Ivy Street
Medford, OR 97501
(541) 776-2313



BASIS OF BEARINGS:

CENTER LINE OF SECTION 8, AS DERIVED FROM THE JACKSON COUNTY SURVEYOR'S 1988 N.O.A.A. NET, ON FILE IN THE JACKSON COUNTY SURVEYOR'S OFFICE. THE REFERENCE BEARING FOR THIS SURVEY WAS TAKEN FROM THE EAST - WEST CENTERLINE OF SECTION 8 AS SHOWN ON S.N. 10852.

A REPLAT OF LOTS 1 & 7, PLACER RUN SUBDIVISION

PLACER RUN SUBDIVISION PHASE 2

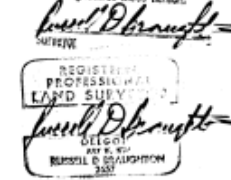
LOCATED in Lots 1 & 7 of PLACER RUN SUBDIVISION
and situated in the NW 1/4 of Section 8, T. 39 S., R. 1 E., W.M.,
In the City of Ashland, Jackson County, Oregon.

for

Anna Hassell
525 Westwood Street
Ashland, Oregon 97520

July 30, 2000

I certify that this is an exact photocopy
of the original plat, excepting therefrom
those not signatures made herein.



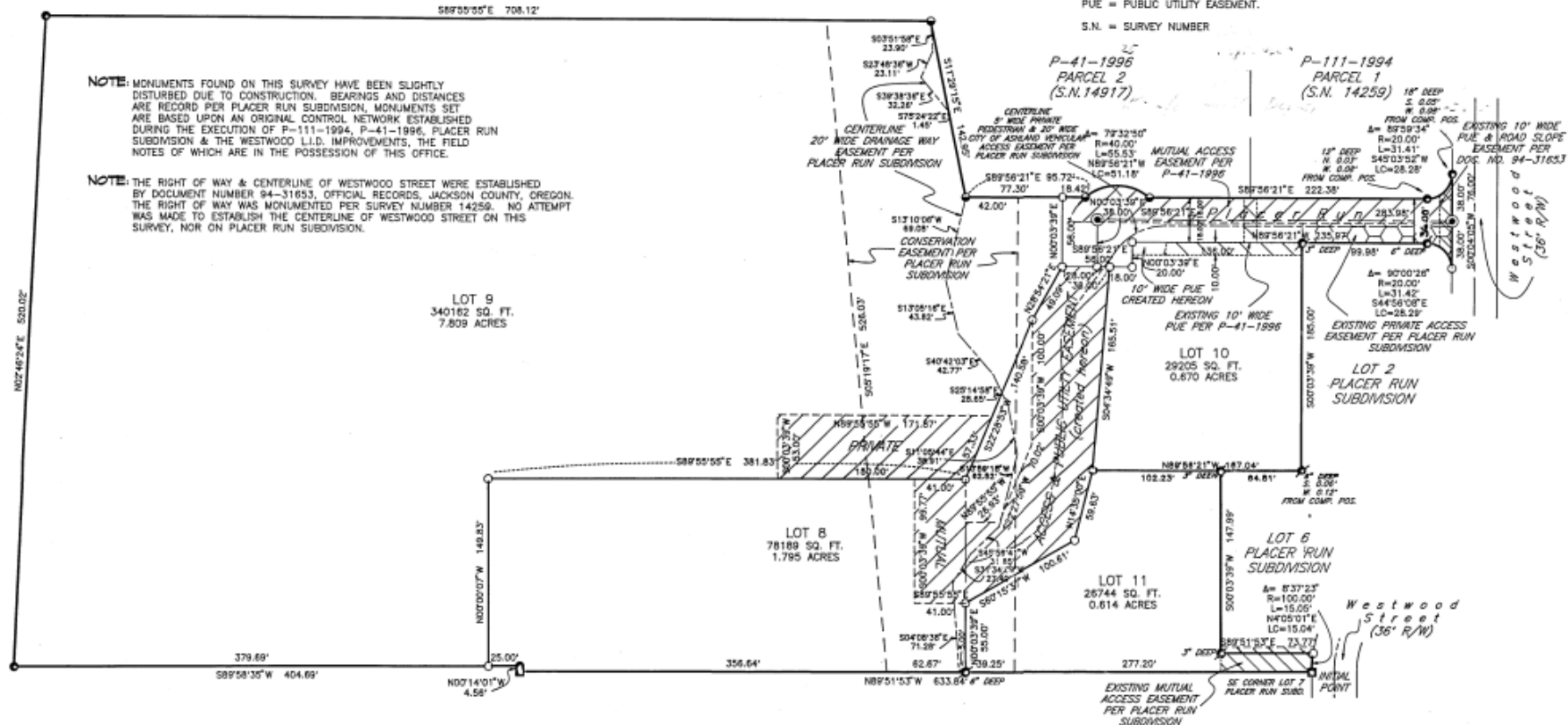
EXPIRES 12/31/01

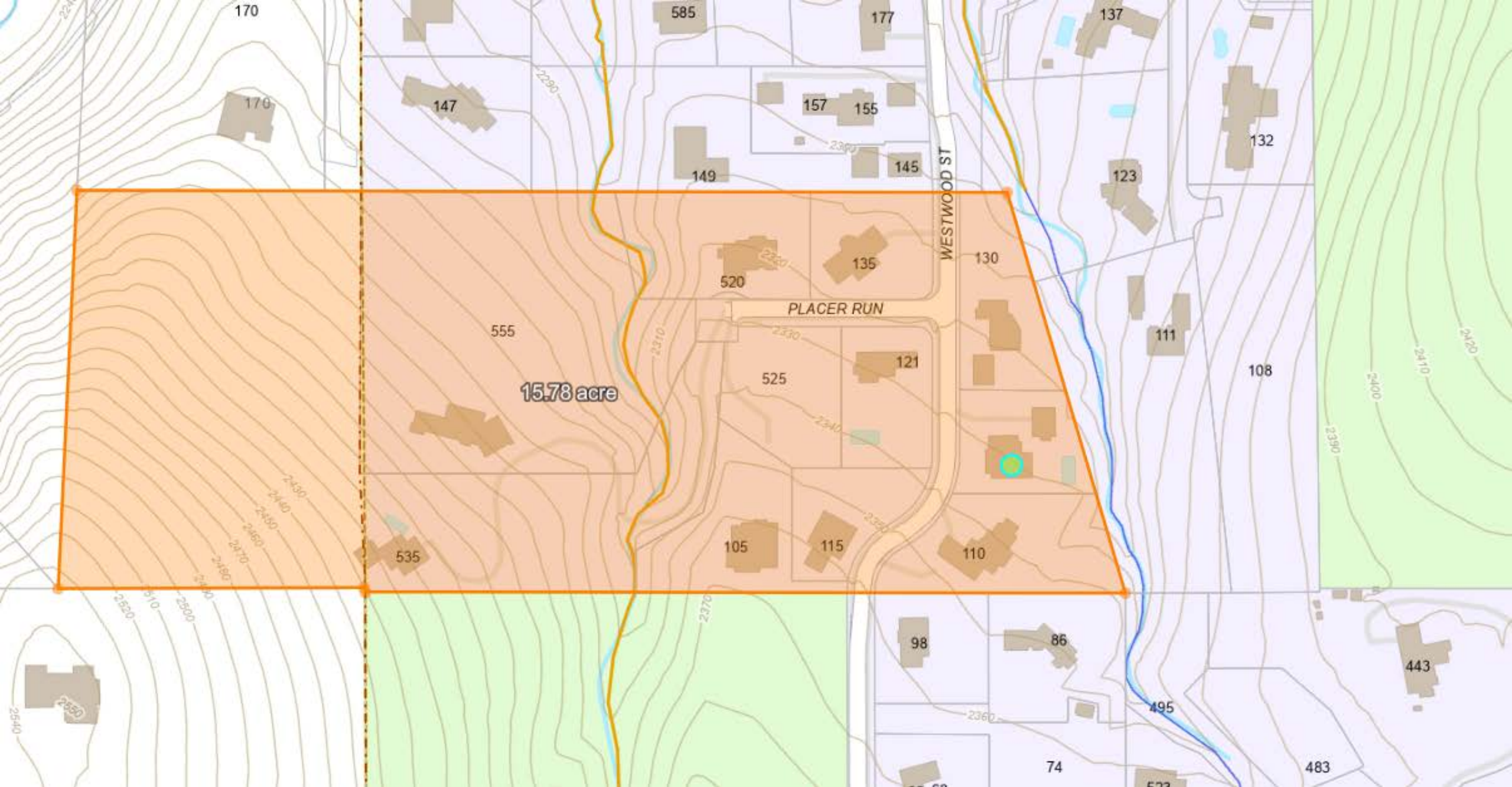
LEGEND

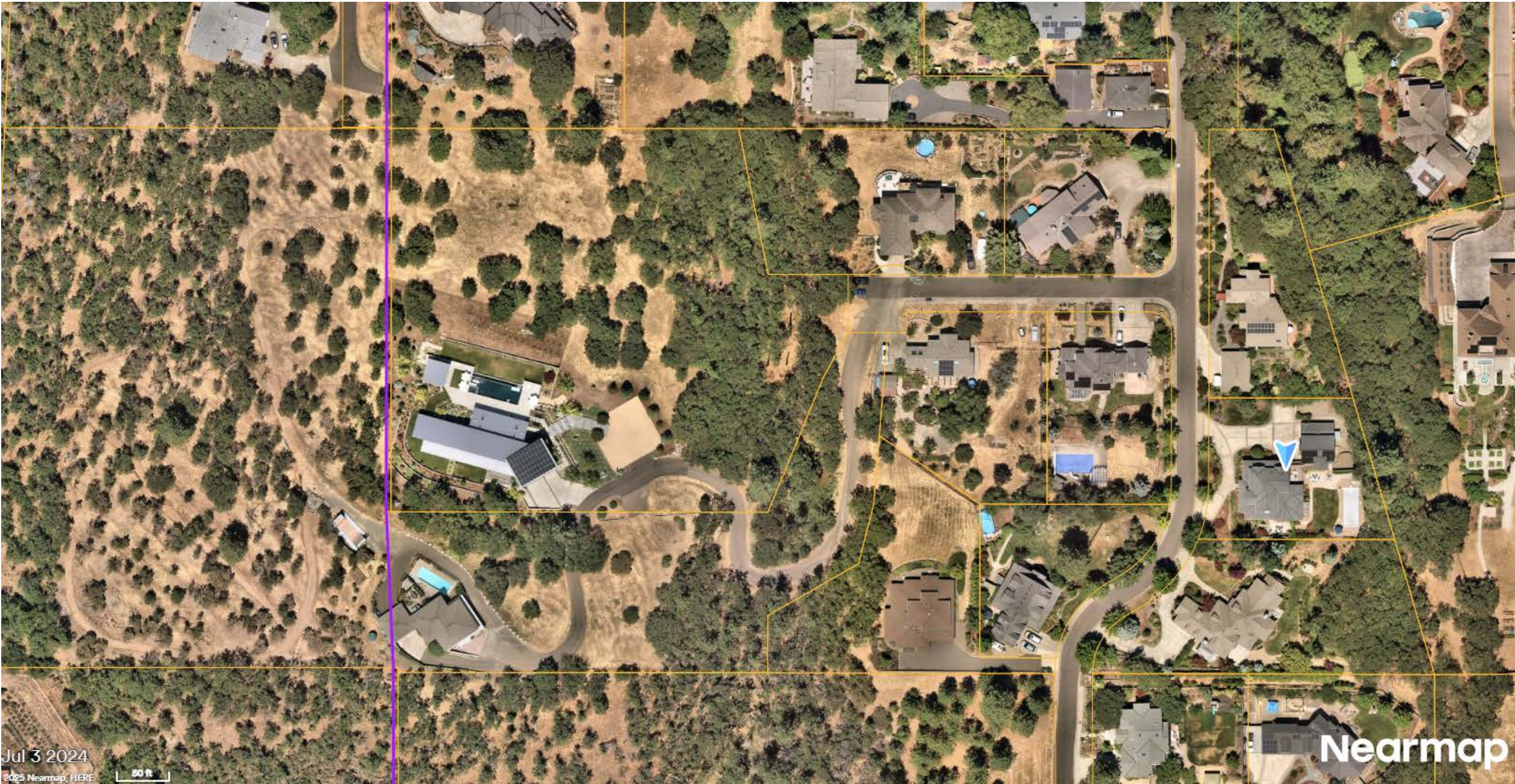
- ⊙ INDICATES 1" IRON PIPE W/ BRASS CAP IN WELL MKD. 'LS-2657'
- INDICATES A 5/8" DIAM. PIN PER S.N.10851 FD. AS NOTED.
- INDICATES A 5/8" DIAM. PIN PER S.N. 14259 FD. AS NOTED.
- INDICATES A 5/8" DIAM. PIN PER S.N. 14917 FD. AS NOTED.
- INDICATES A 5/8" DIAM. PIN PER S.N. 15706 FD. AS NOTED.
- INDICATES A 5/8" X 30" STEEL PIN W/ RED PLASTIC CAP MKD. 'R. BRAUGHTON-LS 2657' SET 1"-3" EXPOSED, UNLESS NOTED OTHERWISE.
- DOC. NO. = DOCUMENT NUMBER, OFFICIAL RECORDS, JACKSON COUNTY, OREGON.
- PUE = PUBLIC UTILITY EASEMENT.
- S.N. = SURVEY NUMBER

NOTE: MONUMENTS FOUND ON THIS SURVEY HAVE BEEN SLIGHTLY DISTURBED DUE TO CONSTRUCTION. BEARINGS AND DISTANCES ARE RECORDED PER PLACER RUN SUBDIVISION. MONUMENTS SET ARE BASED UPON AN ORIGINAL CONTROL NETWORK ESTABLISHED DURING THE EXECUTION OF P-111-1994, P-41-1996, PLACER RUN SUBDIVISION & THE WESTWOOD L.L.D. IMPROVEMENTS, THE FIELD NOTES OF WHICH ARE IN THE POSSESSION OF THIS OFFICE.

NOTE: THE RIGHT OF WAY & CENTERLINE OF WESTWOOD STREET WERE ESTABLISHED BY DOCUMENT NUMBER 94-31653, OFFICIAL RECORDS, JACKSON COUNTY, OREGON. THE RIGHT OF WAY WAS MONUMENTED PER SURVEY NUMBER 14259. NO ATTEMPT WAS MADE TO ESTABLISH THE CENTERLINE OF WESTWOOD STREET ON THIS SURVEY, NOR ON PLACER RUN SUBDIVISION.





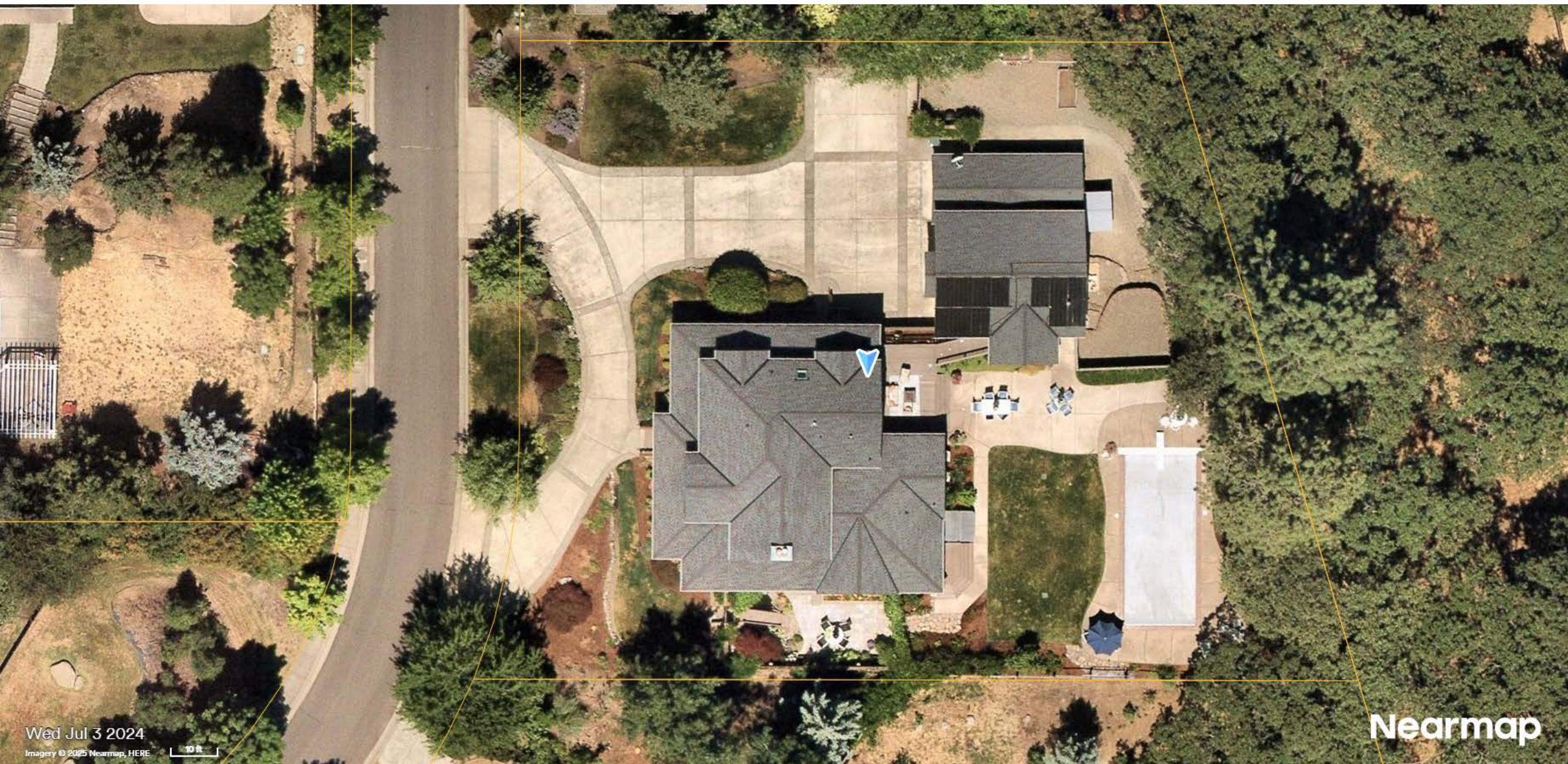


Jul 3 2024

© 2025 Nearmap, HERE



Nearmap



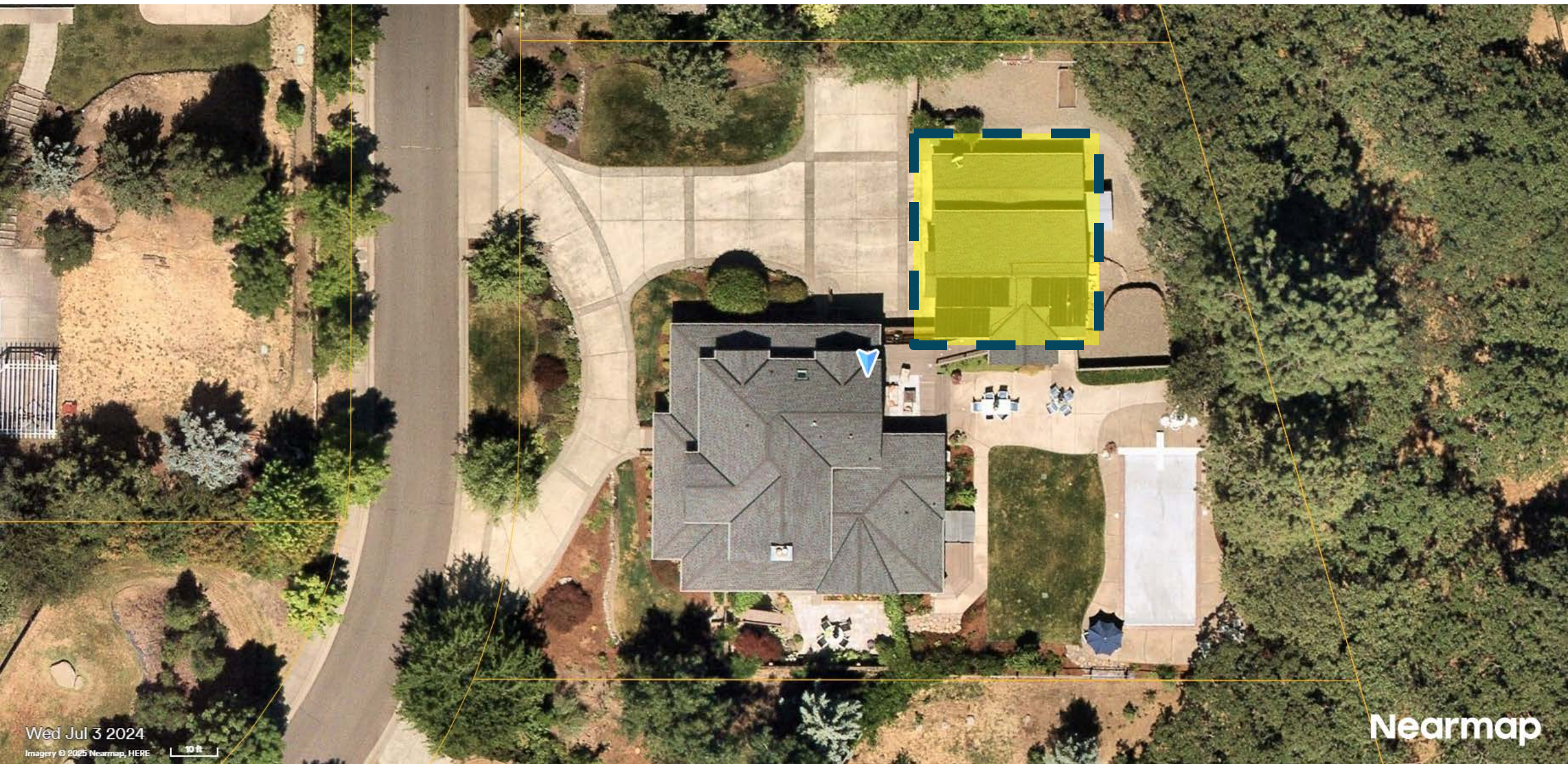
Wed Jul 3 2024

Imagery © 2025 Nearmap, HERE

10 ft

Nearmap



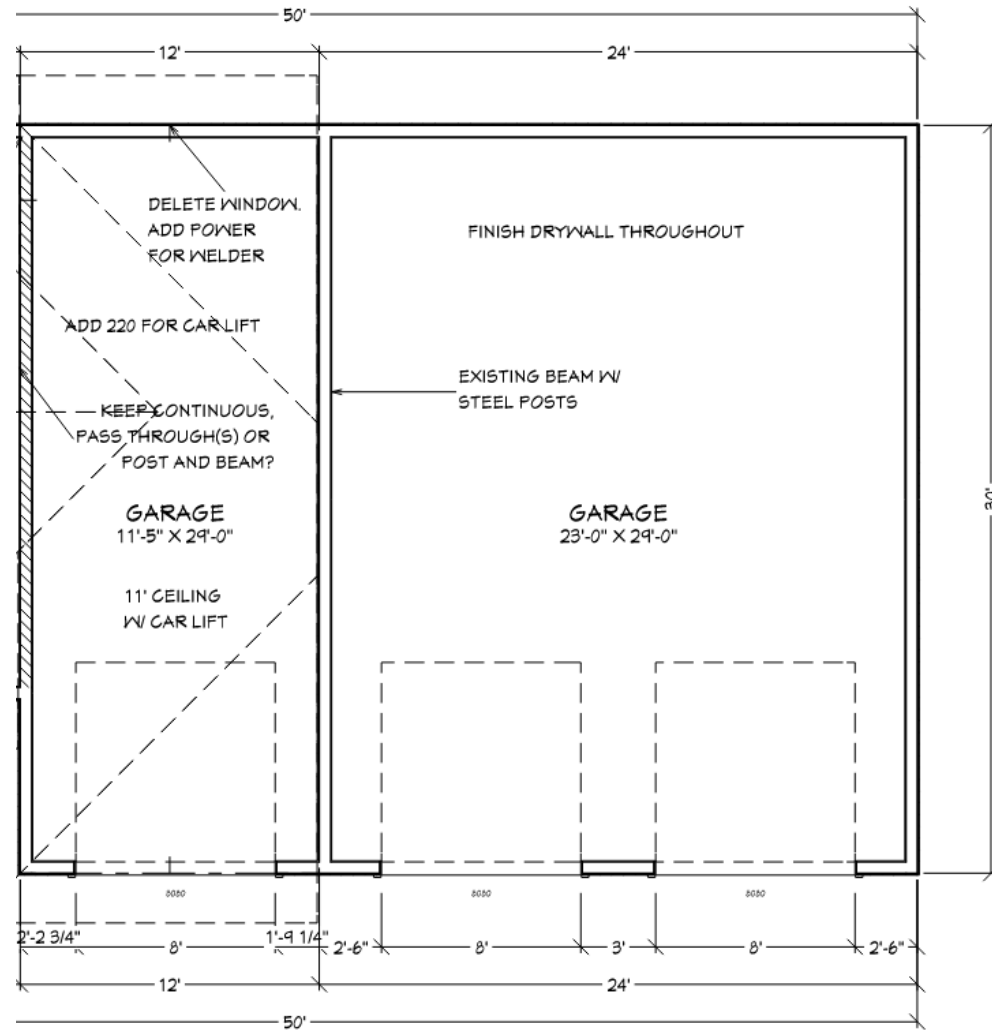


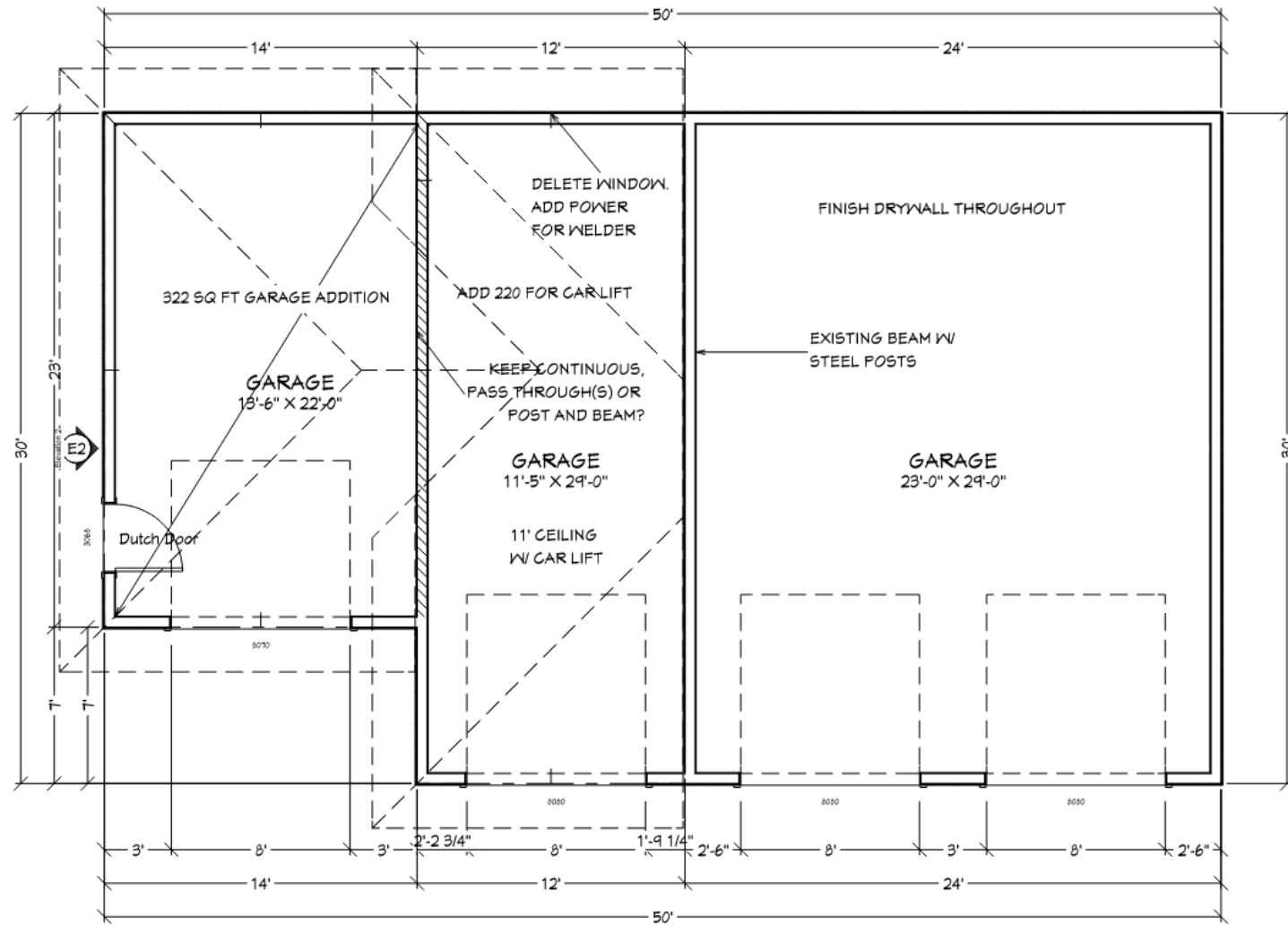
Wed Jul 3 2024

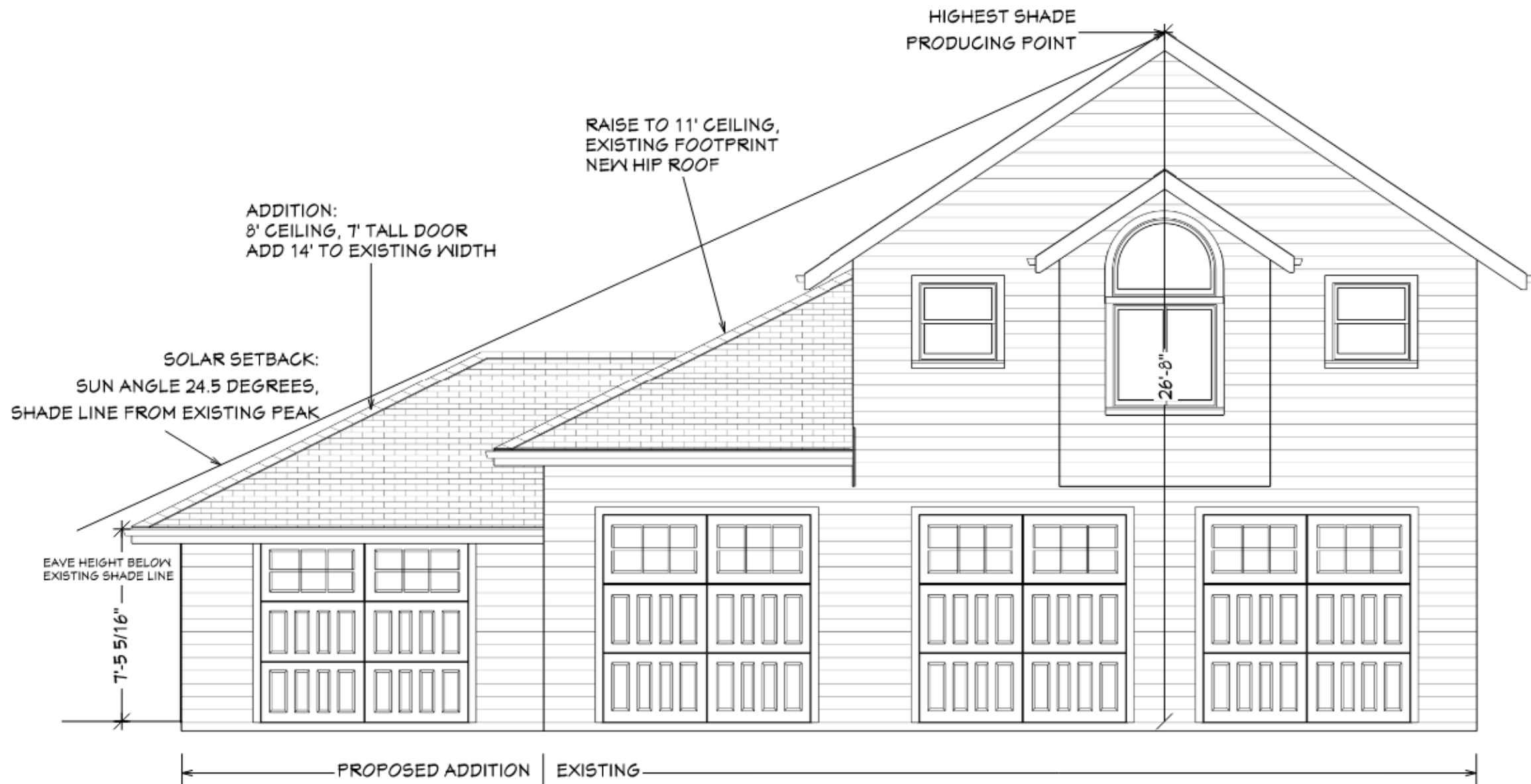
Imagery © 2025 Nearmap, HERE



Nearmap







RR-.5 Allowed Lot Coverage

20%

120 WESTWOOD COVERAGE		
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Proposed Coverage	50.49%	10,997
Hardscaping to be removed	-4.36%	-949
Garage Addition		322



Conclusion and Recommendation

Staff conclude that the Planning Commission can make findings that the approval criteria have been met and that the request is reasonable given the improvement in the nonconforming situation as well as the planning history and surrounding development patterns.



Questions?

Approval Criteria

ANNEXATION, OUTLINE PLAN, LIMITED ACTIVITIES & USES
PERMIT

Approval Criteria

AMC 18.5.5.050

Variance

A. The approval authority through a Type I or Type II procedure, as applicable, may approve a variance upon finding that it meets all of the following criteria.

- 1. The variance is necessary because the subject code provision does not account for special or unique physical circumstances of the subject site, such as topography, natural features, adjacent development, or similar circumstances. A legal lot determination may be sufficient evidence of a hardship for purposes of approving a variance.
- 2. The variance is the minimum necessary to address the special or unique physical circumstances related to the subject site.
- 3. The proposal's benefits will be greater than any negative impacts on the development of the adjacent uses and will further the purpose and intent of this ordinance and the Comprehensive Plan of the City.
- 4. The need for the variance is not self-imposed by the applicant or property owner. For example, the variance request does not arise as result of a property line adjustment or land division approval previously granted to the applicant.

B. In granting a variance, the approval authority may impose conditions similar to those provided for conditional uses to protect the best interests of the surrounding property and property owners, the neighborhood, or the City as a whole.

