



Council Business Meeting Agenda

ASHLAND CITY COUNCIL BUSINESS MEETING AGENDA

Tuesday, July 15, 2025

Council Chambers, 1175 E Main Street

Live stream via RVTV Prime at rvtv.sou.edu or broadcast on Spectrum 180 & 181.

Public comment is welcome on public forum topics and agenda items.

To **speak electronically** during the meeting or to submit **written comments** in advance, please complete the online [Public Comment Form](#) by 10 a.m. the day of the meeting.

I. EXECUTIVE SESSION 4:30 - 5:30 pm

To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing pursuant to ORS 192.660 (2)(i).

II. City Council Training Session and Informational Meeting 5:30 - 6:00 pm

Pursuant to ORS 192.360(1)(m) the City Council will receive training on Public Records, Public Meetings Law, and Government Ethics by the City Attorney. There will be no discussion as this is an informational session only.

III. BUSINESS MEETING 6:00 pm

IV. CALL TO ORDER

- a. Land Acknowledgement**

V. PLEDGE OF ALLEGIANCE

VI. ROLL CALL

VII. MAYOR'S / CHAIR OF THE COUNCIL ANNOUNCEMENT

VIII. APPROVAL OF MINUTES

- a. Minutes of June 16, 2025 – Study Session Meeting
- b. Minutes of June 17, 2025 - Business Meeting

IX. CONSENT AGENDA

- a. Approval of Amendments to Emergency Communications of Southern Oregon (ECISO) User Agreements with Ashland Police and Ashland Fire
- b. Resolution 2025-23 Changing the Name of Houck Way to Hagen Way
- c. Approval of Liquor License for Oregon CVS Pharmacy and ZI Spice
- d. Adoption of Findings and Conclusions of Law - 231 Granite Street PA-T2-2024-00053

X. SPECIAL PRESENTATIONS

- a. Guanajuato Sister-City Visit Summary

XI. PUBLIC FORUM

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

XII. PUBLIC HEARING

- a. First Reading of ORD 3270, Removing AMC 4.32 - Alarm Systems
- b. Public Hearing and First Reading of ORD 3267, 3268, and 3269 to adopt the SOU 2025 Facilities Master Plan Amendment



Council Business Meeting Agenda

- c. Public Hearing and First Reading of ORD 3261 An Ordinance Amending the Officially Adopted Physical and Environmental Constraints Map Removing the Locally Adopted Ashland Modified Floodplain from Hamilton Creek (Planning Action #PA-T3-2025-000012)

XIII. ORDINANCES, RESOLUTIONS AND CONTRACTS

XIV. UNFINISHED BUSINESS

- a. Resolution 2025-24 Amending Miscellaneous Fees Book

XV. NEW BUSINESS

- a. Affordable Housing RFP Award-Beach Creek Properties

XVI. CITY MANAGER REPORT

XVII. OTHER BUSINESS FROM COUNCIL MEMBERS/REPORTS FROM COUNCIL LIAISONS

XVIII. ADJOURNMENT

If you need special assistance to participate in this meeting, please contact Alissa Kolodzinski at recorder@ashlandoregon.gov or 541.488.5307 (TTY phone number 1.800.735.2900). Notification at least three business days before the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting in compliance with the Americans with Disabilities Act.

* Items on the Agenda not considered due to time constraints are automatically continued to the next regularly scheduled Council meeting [AMC 2.04.030.(D)(3)]

**** LAND ACKNOWLEDGEMENT**

We acknowledge and honor the aboriginal people on whose ancestral homelands we work—the Ikirakutsum Band of the Shasta Nation, as well as the diverse and vibrant Native communities who make their home here today. We honor the first stewards in the Rogue Valley and the lands we love and depend on: Tribes with ancestral lands in and surrounding the geography of the Ashland Watershed include the original past, present and future indigenous inhabitants of the Shasta, Takelma, and Athabaskan people. We also recognize and acknowledge the Shasta village of K'wakhakha - "Where the Crow Lights" - that is now the Ashland City Plaza.

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

**ASHLAND CITY COUNCIL
STUDY SESSION MINUTES
Monday, June 16, 2025**

Mayor Graham called the meeting to order at 5:37 p.m. (Citizen's Budget Committee held 5:30–5:35 pm)

Council Present: Mayor Graham, Councilors Bloom, Dahle, Hansen, Kaplan and Sherrell.

Council Absent: DuQuenne

Staff Present:

Sabrina Cotta	City Manager
Johan Pietila	City Attorney
Alissa Kolodzinski	City Recorder
Tighe O'Meara	Police Chief

I. Call to Order

II. Reports and Presentations

a. APD Annual Report

O'Meara presented the Ashland Police Department's annual report (see agenda packet). The update included use of force incidents, crime clearance rates, and recent statistical information:

- There was a notable increase in use of force incidents from 11 to 43 due to changes in data capture methods, such as now recording incidents where firearms were displayed but not used. Increased staffing levels and jail lodgings also contributed to the increase. Despite this, use of force incidents occurred in less than 2% of cases. All incidents involved suspects identified as white, with approximately 30 males and 13 females.
- There was a slight increase in Part I Crimes (homicide, rape, robbery, aggravated assault, burglary, auto theft, arson, and larceny) from 342 to 387, and violent crimes (homicide, rape, robbery and aggravated assault) rose from 29 to 40. However, the clearance rate for violent crimes remained high at 80%, well above the national average of 42–43%.
- The Enhanced Law Enforcement Area (ELEA) downtown and the new ELEA on the Ashland Street business corridor showed a steady to slightly decreasing trend in quality-of-life issue calls for service downtown. In 2024, there were 204 ELEA violation convictions in the municipal court, with 8 people expelled from the downtown area.
- Data on officer-initiated stops showed demographic data generally in line with Ashland's population, but there were limitations in data collection methods, such as not identifying individuals as multiracial. There was a slight decrease in calls for service in parks, with ordinance-related complaints most common in Garfield Park and Lithia Park.

Council members sought clarification on use-of-force incidents, crime rates, and enforcement in the night lawn area. Discussions highlighted the need for more detailed information on specific issues

like the night lawn program. Staffing levels were also discussed as currently the Police Department is two positions short of being fully staffed—an improvement from recent years.

Public comments were heard from two individuals regarding concern about an increase in prohibited camping citations in the night lawn area and a request for increased transparency and opportunities for direct engagement between city officials and residents, such as an annual town hall.

Council members acknowledged the police department's work and the annual report's comprehensive nature, and discussed potential areas for future focus, including enhanced incident tracking and improved data collection methods.

b. Strategic Planning Processes & Next Steps

Cotta presented an overview of the proposed strategic planning process for the City (see attached):

- \$80,000 is allocated in the budget for this process that includes both public engagement and document drafting pieces.
- Goals for the process include defining community goals and priorities, guiding resource allocation, addressing challenges, promoting coordination within the community and among major institutions, and enhancing quality of life.
- Ideas for focus areas include climate resilience, economic development, homeless services, and city service levels.

Council members suggested additional areas for consideration such as transportation, housing affordability and diversity, and organizational structure.

There was extensive discussion about the scope and timeline of the strategic plan. Cotta proposed a 10-15 year timeframe for the plan, with annual check-ins to allow for adjustments. Council members considered how to address both the long-term vision and immediate fiscal concerns. The council discussed the community engagement aspect of the process including partnering with local schools and the university to reach diverse demographics, holding neighborhood-based focus groups, and leveraging existing community organizations.

Cotta suggested a timeline for the process with public engagement occurring in fall and winter followed by drafting and adoption in spring and summer of 2026. Council members generally agreed with this timeline, emphasizing the importance of thorough community engagement. The council also discussed an implementation process for the strategic plan and suggested regular progress reviews and the formation of a community-based implementation committee.

Cotta noted that the city was interested in finding a local consultant to assist with the strategic planning process, and some council members suggested prioritizing affordability to maximize the budget for community engagement activities. Council members expressed general support for the

strategic planning process with suggestions for its execution, including leveraging social media for community outreach and ensuring a balance between visioning and practical implementation.

III. Adjournment of Study Session

The meeting was adjourned at 7:36 p.m.

City Recorder Alissa Kolodzinski

Mayor Tonya Graham



Strategic Planning Process

June 16, 2025

Background

Strategic Planning

Budget

- 25/27BN \$80,000
- Public Engagement & Drafting

Process

- Defines Goals & Priorities
- Guides the allocation of resources
- Addresses challenges
- Promotes coordination
- Enhances the quality of life of the community





Quality of Life

- Climate Resilience
- Economic Development
- Homeless Services
- City Service levels to include:
 - Police
 - Fire
 - Parks

What topic area is missing?



Fiscal Sustainability

- Revenue versus Service levels
 - Future of Food and Beverage Tax
- Regional opportunities for collaboration
 - Police
 - Fire
- Future of City Facilities

What topic area is missing?

Partners

Partners
Community
Elected & Appointed Officials
SOU
ASD
OSF
Chamber
Travel Ashland
City Staff
Major Employers & Businesses

Who are we missing?



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Timeline

Timeframe	Step
Summer 2025	Contract with consultant
Fall/ Winter 2025	Public Engagement
Spring/ Summer	Drafting & Adoption
Post adoption	Performance measures
Annually	Check-ins

Any issues with the timeline?



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Additional Questions

- Any qualities of the consultant you are interested in?
- What outcomes are you looking for with this process?
- Anything else staff should know?



**ASHLAND CITY COUNCIL
BUSINESS MEETING MINUTES
Tuesday, June 17, 2025**

I. 5:00 P.M. Executive Session

Mayor Graham and Councilors Bloom, Dahle, Kaplan, Hansen and Sherrell were present. Johan Pietila, City Attorney, led the discussion.

- a. To consider the employment of a public officer, employee, staff member, or individual agent pursuant to ORS 192.660 (2)(a).

This section was postponed due to lack of time.

- b. To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed pursuant to ORS 192.660 (2)(h).

6:00 PM Business Meeting

Council Present: Mayor Graham, Councilors Bloom, Dahle, Hansen, Kaplan, and Sherrell. DuQuenne appeared via Zoom at 6:39.

Council Absent: None

Staff Present:

Sabrina Cotta	City Manager
Johan Pietila	City Attorney
Alissa Kolodzinski	City Recorder
Brandon Goldman	Community Development Director
Derek Severson	Planning Manager

II. CALL TO ORDER

Graham called the meeting to order at 6:06 p.m.

- a. Land Acknowledgement**

Dahle offered the land acknowledgment.

III. PLEDGE OF ALLEGIANCE

Hansen led the pledge of allegiance.

IV. ROLL CALL

V. MAYOR'S/ CHAIR OF THE COUNCIL ANNOUNCEMENT

- On June 22nd at Railroad Park is a Juneteenth celebration and unveiling of the Lorraine Hansberry playwright's plaque as part of the playwright walk.
- A delegation from Ashland is visiting the City's sister city in Guanajuato, Mexico soon and returning for July 4th festivities.
- Graham read a proclamation declaring June 16-22, 2025, as National Pollinator Week.

VI. APPROVAL OF MINUTES

- a. Minutes of the June 2, 2025 – Study Session Meeting
- b. Minutes of the June 3, 2025 – Business Meeting

Decision:

Hansen moved to accept the minutes as-is for both the June 2 study session and June 3 business meeting. Seconded by Bloom.

Roll Call Vote: Dahle, Bloom, Kaplan, Hansen, Sherrell, DuQuenne voted yes. The motion passed.

VII. CONSENT AGENDA

- a. APD Contract for Records Management System
- b. Surplus three vehicles for the Public Works Fleet Division
- c. Surplus 2023 Van Ambulance
- d. Committee Member Appointments
- e. Award of Construction Contract – Water Treatment Plant Offsite Improvements

Decision:

Dahle moved to approve the consent agenda as-is. Seconded by Bloom.

Roll Call Vote: Dahle, Bloom, Kaplan, Hansen, Sherrell, DuQuenne voted yes. The motion passed.

VIII. SPECIAL PRESENTATIONS

Counselor Derek Sherrell was sworn in as the new City Councilor, taking the oath of office and pledging to faithfully perform the duties of his position.

IX. PUBLIC FORUM –

Concerns were raised about the budget amendment process and potential constitutional issues with the proposed Enhanced Law Enforcement Area ordinance. A call was made to establish an ad hoc committee for future financial challenges, focusing on healthcare costs and social service budget cuts. Challenges in filing emergency management system complaints and a need for better transparency and communication from city officials were highlighted. Effective committee collaboration on cultural initiatives was praised. Concerns about camping citations and civil expulsions called for clearer reporting and increased accountability.

X. PUBLIC HEARING

- a. PA-Appeal-2025-00021 – An appeal on the record of the Planning Commission's approval of PA-T2- 2024-00053, a Physical and Environmental (P&E) Constraints Review Permit to allow the construction of a new single-family dwelling on Hillside Lands/Severe Constraints Lands at 231 Granite Street, including an Exception to the Development Standards for Hillside Lands, a Tree Removal Permit to remove 74 trees, and a Variance to the flag drive standards.

Mayor Graham opened the public hearing for PA-Appeal-2025-00021, an appeal of the Planning Commission's approval of a permit to construct a single-family dwelling on hillside lands at 231 Granite Street.

Goldman and Severson presented an overview of the appeal (see attached). The Planning Commission initially approved the development application for a single-family dwelling on hillside lands on March 12th and subsequently adopted their findings on April 22nd. The appellants, dissatisfied with the decision, submitted 25 grounds for appeal on May 2nd, contesting the approval on issues that included adherence to hillside development standards and matters related to a variance for the driveway grade of the proposed project. The council's role in this on-the-record

appeal was to determine if there was substantial evidence supporting the Planning Commission's decision or if errors in law were committed.

Pietila advised that the council uphold the procedural rules by excluding the late-submitted materials from consideration. This matter was challenged by the appellant's representative, who argued that the exclusion limited the ability to fully articulate their position. However, it was clarified that the established code explicitly required adherence to submission deadlines to manage appeal proceedings properly and ensure fairness in the process.

Councilor Bloom moved to disallow the appellant's written arguments submittals which were not timely submitted and exclude them from the record and from consideration by the council tonight. Seconded by Dahle.

Roll Call Vote: Dahle, Bloom, Kaplan, Hansen, Sherrell, DuQuenne voted yes. The motion passed.

The appellant's attorney, Liam Sherlock, objected to the exclusion of their written materials and argued the driveway grade variance should not have been allowed. Sherlock emphasized that the appellant's contention rested on the Planning Commission improperly applying exceptions to the ordinance, expanding its terms without authority. He further elaborated that the Planning Commission's findings were not supported by substantial evidence, stating that the proposal did not avoid disturbing hillside lands with slopes greater than 35 percent when less restrictive land was available for development.

On behalf of the applicant, Attorney Chris Hearn defended the Planning Commission's decision by asserting that the lot was a legally established building lot, created with an existing driveway easement since 1996. Hearn maintained that the pre-existing legal nonconforming use status of the driveway justified the variance. He argued that stringent denial of development would effectively render the lot unbuildable and further emphasized the positive impact of offering a public trail easement, pointing to the value it would add to the community. Acknowledging the need for improved clarity, Hearn suggested that the council might consider remanding the issue back to the Planning Commission solely for the crafting of more detailed and specific findings, without reopening the entire hearing process, to strengthen and clarify the basis of the approval for any potential appeals to LUBA.

Decision:

After discussion and amendment, the following motions was adopted:

Councilor Kaplan moved to affirm and remand planning application PA-T2-2024-0053 to the Ashland Planning Commission, contingent on the applicant providing an extension to the 120-day rule, in order to adopt specific findings without reopening the public record. Seconded by Councilor Dahle.

Roll Call Vote: Dahle, Bloom, Kaplan, Hansen, Sherrell, DuQuenne voted yes. The motion passed as amended.

XI. ORDINANCES, RESOLUTIONS AND CONTRACTS

a. Second Reading of Ordinance 3265 adopting the 2025 Economic Opportunity Analysis

Cotta introduced the second reading of the ordinance adopting the 2025 Economic Opportunity Analysis, noting it was presented for first reading at the previous meeting and now needed a final motion to adopt.

Decision:

Bloom moved to approve second reading of ordinance number 3265 titled "An ordinance adopting the 2025 Economic Opportunities Analysis as a technical support document to the Economy Element of the City of Ashland's Comprehensive Plan" and to approve the accompanying findings of fact and conclusions of law. Seconded by Kaplan.

Roll Call Vote: Dahle, Bloom, Kaplan, Hansen, Sherrell, DuQuenne voted yes. The motion passed.

Recess taken from 7:42 to 7:50

- b. Second Reading of Ordinance 3264 Creating Section 13.40 of the Ashland Municipal Code Establishing Recreational Immunity Protections**

City Manager Cotta introduced the second reading of this ordinance, noting it had its first reading on June 3rd and now needed a final motion to adopt.

Decision:

Bloom moved to approve second reading of ordinance 3264 as presented. Seconded by Hansen.

Roll Call Vote: Kaplan, Dahle, Bloom, Hansen, Sherrell, DuQuenne voted yes. The motion passed.

- c. A Resolution of the City of Ashland Clarifying Certain Conditions of Employment for Management, Confidential, and Non-Represented Employees and Repealing Resolution 2022-26.**

Cotta provided background on the proposed management resolution affecting 99 non-union city employees in 70 positions. It was clarified (due to misinformation that had been circulating) that the resolution applied to both supervisory and non-supervisory staff across many departments. Cotta explained the process for the recently completed compensation and class study used to determine market-competitive wages. Taylor addressed questions about the salary comparisons in the recent compensation and class study, which involved 32 comparators from various jurisdictions, including both competitors and collaborators. It was emphasized that the study accounted for Ashland's distinctive roles like utilities. The turnover rate of 17% in 2022 decreased to 8% in both 2023 and 2024. Taylor noted ongoing efforts to hire new employees weekly and fill open positions, resulting in a stronger staffing level compared to previous years when higher turnover was driven by neighboring communities offering more competitive wages.

There was extensive council discussion about the timing and communication of the proposed changes. Some councilors expressed discomfort with moving forward so soon after difficult budget decisions. The importance of fully understanding the financial implications was expressed and a desire to consider the City's long-term financial forecast before proceeding. Additionally, the need for effective communication to prevent misinformation was highlighted to avoid causing misunderstandings about the resolution.

Citizen spoke during public comment in opposition to the wage increases, arguing they were inappropriate given recent fee increases for residents.

Decision:

After discussion and amendment the following motions was adopted:

Kaplan moved to table resolution number 2025-22 until the first business meeting in August.

Seconded by Bloom.

Roll Call Vote: Councilors Dahle, Bloom, Kaplan, Sherrell, DuQuenne voted yes; Councilor Hansen voted no. The motion passed as amended.

XII. UNFINISHED BUSINESS

XIII. NEW BUSINESS

XIV. CITY MANAGER REPORT

XV. OTHER BUSINESS FROM COUNCIL MEMBERS/REPORTS FROM COUNCIL LIAISONS

Councilor Bloom announced that the Early Learning Ad Hoc Committee completed grant application materials now on the city website, urging childcare providers to apply.

Councilor Kaplan shared updates from the Climate and Environmental Policy Advisory Committee focusing on electrification incentives and Recology's waste characterization study and mentioned the Housing and Human Services Advisory Committee's plans for the community resources fair and reviewing affordable housing proposals.

Councilor Hansen reported that the Transportation Advisory Committee was readying the transportation system planning process with community involvement opportunities.

Mayor Graham stated that applications for the 2200 site ad hoc committee had closed and appointments would be made by mid-July.

Councilor Hansen highlighted the successful community event in Lithia Park organized by the city and EPIC group.

XVI. ADJOURNMENT

The meeting was adjourned at 8:45 p.m.

City Recorder Alissa Kolodzinski

Mayor Tonya Graham



231 Granite Street Appeal Hearing

CITY COUNCIL
JUNE 17, 2025



The application proposes the construction of a new single-family residential home on a vacant parcel at 231 Granite Street. Because the property is on “Hillside Lands” and involves the disturbance of slopes greater than 25 percent, a **Physical & Environmental Constraints Review Permit** is required. Because Hillside Lands with slopes greater than 35 percent are also being disturbed, some additional standards for “Severe Constraints Lands” come into play. The proposal involves one **Exception to the Development Standards for Hillside Lands** to allow a downhill wall height greater than 20 feet.

The application also includes a **Variance to the Flag Drive Standards in AMC 18.5.3.060.J** for both grade and length, and Tree Removal Permits to remove a total of 74 trees.



- 231 Granite Street is a legal lot of record that was created in its current shape and size of 2.182 acres prior to the City’s hillside development ordinance.
- Much of the property is located on slopes greater than 25%, with portions of the sloped area being 35% or greater. This triggered Physical & Environmental Constraints Review permit requirements, including severe constraints standards.
- Although the site contains severe constraint lands, it is acknowledged to be developable for a single-family home or duplex consistent with the underlying zoning pursuant to AMC 18.3.10.090.A1.a.
- Due to it being an existing lot of record, the lot is considered to be buildable for two dwelling units, though only one is proposed.

Appeal Issues

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Appeal Issues

*Compliance
with
P&E Criteria*

- A. The Planning Commission improperly construes the applicable law and makes a decision that is not supported by adequate findings or substantial evidence in approving a **Physical Constraints Review Permit** without addressing or demonstrating compliance with the requirements of **18.3.10.050.A.**
- B. The Planning Commission improperly construes the applicable law and makes a decision that is not supported by adequate findings or substantial evidence in approving a **Physical Constraints Review Permit** without addressing or demonstrating compliance with the requirements of **18.3.10.050.B.**
- C. The Planning Commission improperly construes the applicable law and makes a decision that is not supported by adequate findings or substantial evidence in approving a **Physical Constraints Review Permit** without addressing or demonstrating compliance with the requirements of **18.3.10.050.C.**

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Appeal Issues

Development Standards for Hillside Lands

- D. The Planning Commission improperly construes the applicable law and makes a decision that is not supported by adequate findings or substantial evidence by approving **development of unbuildable slopes greater than 35% in violation of 18.3.10.090.A.1 and 2.**
- E. The Planning Commission improperly construes the applicable law and makes a decision that is not supported by adequate findings or substantial evidence in **concluding that the parcel has inadequate buildable area less than or equal to 35% under 18.3. 10.090.A. 1.a when much of the property is comprised of 25% to 30% slopes.**
- F. The Planning Commission improperly construes the applicable law and makes a decision that is not supported by adequate findings or substantial evidence by **approving the proposed development within a partition without the geotechnical study required by 18.3.10.090.A.4.**
- G. The Planning Commission improperly construes the applicable law and makes a decision that is not supported by adequate findings or substantial evidence by **allowing terracing for purposes other than developing a building pad and vehicular access including landscaping, a pool and spa, and an outdoor kitchen and lounge contrary to 18.3.10.090.B.8.a.**

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Appeal Issues

Development Standards for Hillside Lands

- H. The Planning Commission improperly construes the applicable law and makes a decision that is not supported by adequate findings or substantial evidence **by allowing the applicant to develop a pad for a swimming pool and spa contrary to 18.3.10.090.A.8.c.**
- I. The Planning Commission improperly construes the applicable law and makes a decision that is not supported by adequate findings or substantial evidence **by approving a building envelope which is not located and sized to preserve the maximum number of trees on site as required by 18.3. 10.090.D.3.b.**
- J. The Planning Commission improperly construes applicable law and makes a decision that is not supported by adequate findings or substantial evidence **by approving an exception to the wall height requirements at 18.3.10.090.E.2.c without addressing or demonstrating compliance with the requirements of 18.3.10.090.H.**

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Appeal Issues

Driveway Standards

- K. The Planning Commission improperly construes the applicable law and makes a decision that is not supported by adequate findings or substantial evidence **by allowing the driveway grade for the new driveway to exceed 20% contrary to 18.4.3.080.D.8.**
- L. The Planning Commission improperly construes the applicable law and makes a decision that is not supported by adequate findings or substantial evidence **by approving a variance to allow an average flag drive grade over 20% when 18% is the maximum grade allowed for flag drive variances by 18.5.3.060.F.**
- M. The Planning Commission improperly construes the applicable law and makes a decision that is not supported by adequate findings or substantial evidence **by approving a variance that allows the applicant to exceed the 15% maximum grade for a flag drive where the cumulative length of such variances exceeds 200 feet contrary to 18.5.3.060.F.**

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Appeal Issues

Driveway Variance

- N. The Planning Commission improperly construes the applicable law and makes a decision that is not supported by adequate findings or substantial evidence **by allowing an overlength flag drive without the turnaround required by 18.5.3.060.J.**
- O. The Planning Commission improperly construes the applicable law and makes a decision that is not supported by adequate findings or substantial evidence **in approving a variance to 18.5.3.060.F without addressing or demonstrating compliance with the requirements of 18.5.5.050.**
- P. The Planning Commission improperly construes the applicable law and makes a decision that is not supported by adequate findings or substantial evidence **in determining that the lot configuration, site topography and existing natural features are unique circumstances warranting a variance under 18.5.5.050.A.1.**

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Appeal Issues

Compliance With Variance Criteria

- Q. The Planning Commission improperly construes the applicable law and makes a decision that is not supported by adequate findings or substantial evidence in holding that the proposed variance is the minimum necessary variance under **18.5.5.050.A.2**.
- R. The Planning Commission improperly construes the applicable law and makes a decision that is not supported by adequate findings or substantial evidence by relying on determinations made by a former Ashland planning director in place of the required findings under the variance provisions in section **18.5.5.050**.
- S. The Planning Commission improperly construes **18.5.5.050.A.3** and makes a decision that is not supported by adequate findings or substantial evidence in holding that the proposal's benefits are greater than the negative impacts and will further the purpose and intent of the Ashland Land Use Ordinance and the Comprehensive Plan of the City when in fact the opposite is true.

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Appeal Issues

Variance Self-Imposition & Tree Removal Permit

- T. The Planning Commission improperly construes the applicable law and makes a decision that is not supported by adequate findings or substantial evidence **by holding that the proposed variance under 18.5.5.050.A.4 was not the result of a self-imposed hardship**.
- T. The Planning Commission improperly construes applicable law and makes a decision that is not supported by adequate findings or substantial evidence **by approving a tree removal permit without addressing or demonstrating compliance with each of the criteria set forth in 18.5.7.040**.
- U. The Planning Commission improperly construes applicable law and makes a decision that is not supported by adequate findings or substantial evidence **by failing to analyze the impact of tree removal within 200 feet of the property as required by 18.5.7.040.B.2.c**.

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Appeal Issues

Tree Protection
Conclusory Findings
Fire Condition

- W. The Planning Commission improperly construes applicable law and makes a decision that is not supported by adequate findings or substantial evidence by failing to consider required tree protection measures as set forth under **18.4.5.030.C.1** and **18.4.5.030.C.6**.
- X. The Planning Commission errs by adopting conclusory findings that do not address the relevant criteria or explain how the facts found demonstrate compliance with those criteria, and which improperly incorporates by reference materials which do not support the decision of approval and are internally inconsistent.
- Y. The Planning Commission improperly construes the applicable law and makes a decision that is not supported by adequate findings or substantial evidence by imposing a condition requiring future development to conform to the requirements of the Ashland Fire Department where the applicant has not demonstrated such a condition to be feasible.

13

Settlement of the Record

*Appellants' June 13th
Submittal*

18.5.1.060.1.5.a. "Written arguments shall be submitted no less than ten days prior to the Council consideration of the appeal. Written and oral arguments on the appeal shall be limited to those issues clearly and distinctly set forth in the notice of appeal; similarly, oral argument shall be confined to the substance of the written argument."

Mailed Appeal Hearing Notice: Written arguments shall be received in the Planning Department **on or before 4:30 p.m., June 6, 2025.**

Appellant's 36-page written argument submittal was received by Planning after close of business on Friday, June 13th.

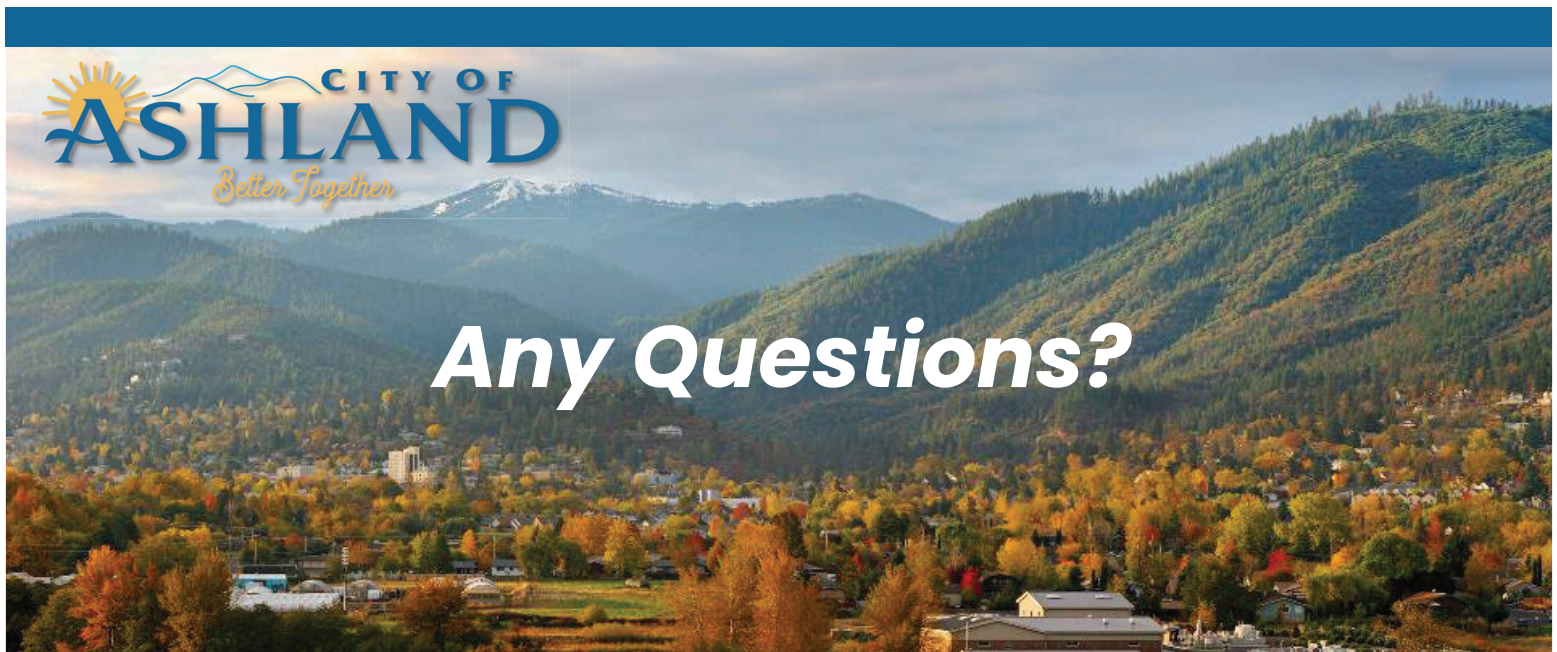
14

AMC 18.5.1.060.I.5.b

Scope of Appeal Deliberations

- ☐ Upon review, and except when limited reopening of the record is allowed, the **Council** *shall not re-examine issues of fact and shall limit its review to determining whether there is **substantial evidence** to support the findings of the Planning Commission, or to determining if **errors in law** were committed by the Commission.*
- ☐ Review shall in any event be limited to *those issues clearly and distinctly set forth* in the notice of appeal.
- ☐ No issue may be raised on appeal to the Council that was not raised before the Commission with sufficient specificity to enable the Commission and the parties to respond.

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Potential Motions to Settle The Record

I move to disallow the appellants' written argument submittals which were not timely submitted and exclude them from the record and from consideration by the Council tonight.

OR

I move to allow the appellants' written argument submittals for inclusion in the record and consideration by the Council tonight.

17

Recommended Motion

*Reject Appeal,
Affirm Decision
&
Adopt Findings*

*I move to affirm the decision of the Planning Commission and reject the appeal with a finding that there is substantial evidence in the record to support the Planning Commission's decision **on all counts, to find** that the Planning Commission did not commit any errors of law, and to **direct staff to prepare written findings incorporating** the Planning Commission's Findings of Fact as the City Council's own **at the July 15 meeting.***

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Potential Motion

*Support Appeal,
Reverse Decision
&
Provide Detail for
Findings*

I move to overturn the decision of the Planning Commission, approve the appeal, and deny the application for PA-T2-2024-00053, finding that the Planning Commission's decision is not supported by substantial evidence and/or contains errors in the application of the approval criteria. I further direct staff to prepare written findings for adoption by the City Council, specifying the basis for this decision [Include detail for specific assignments of error as discussed in deliberation], including the identified deficiencies in the Planning Commission's findings and conclusions."

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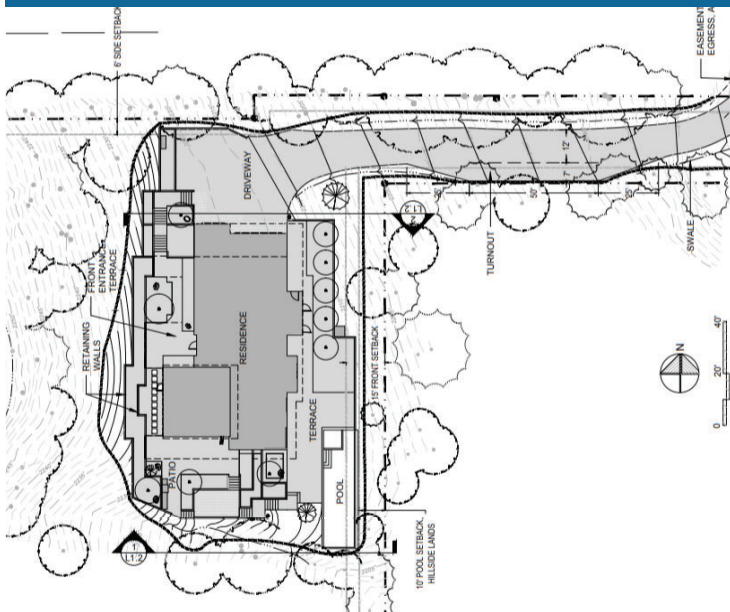




231 Granite Street Appeal Hearing

CITY COUNCIL
JUNE 17, 2025

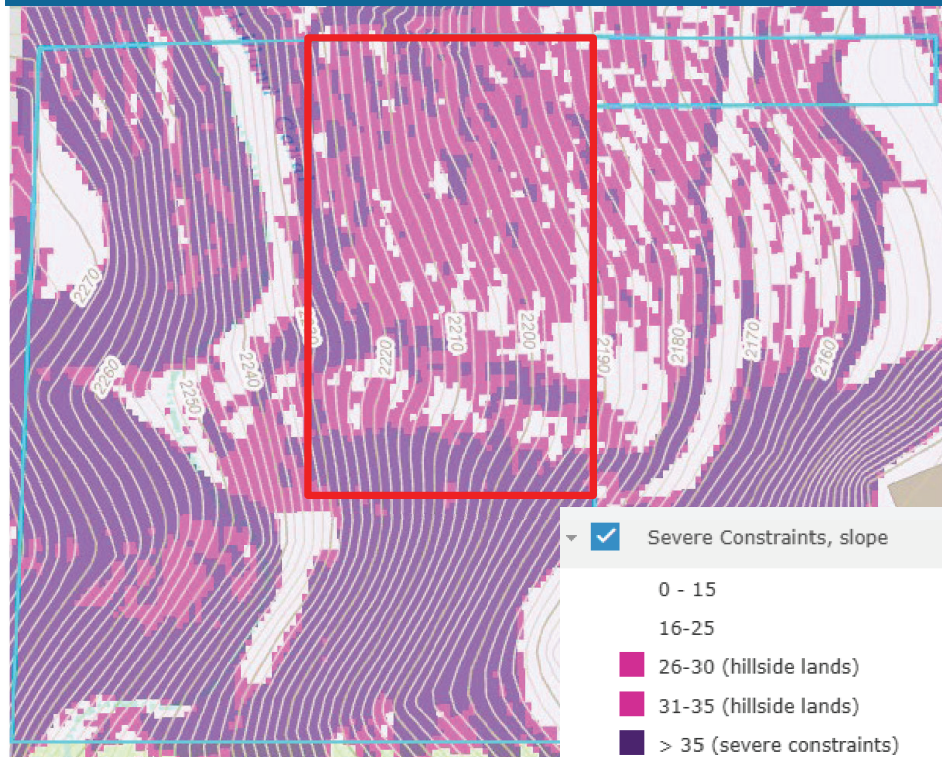




Proposal

231 Granite Street

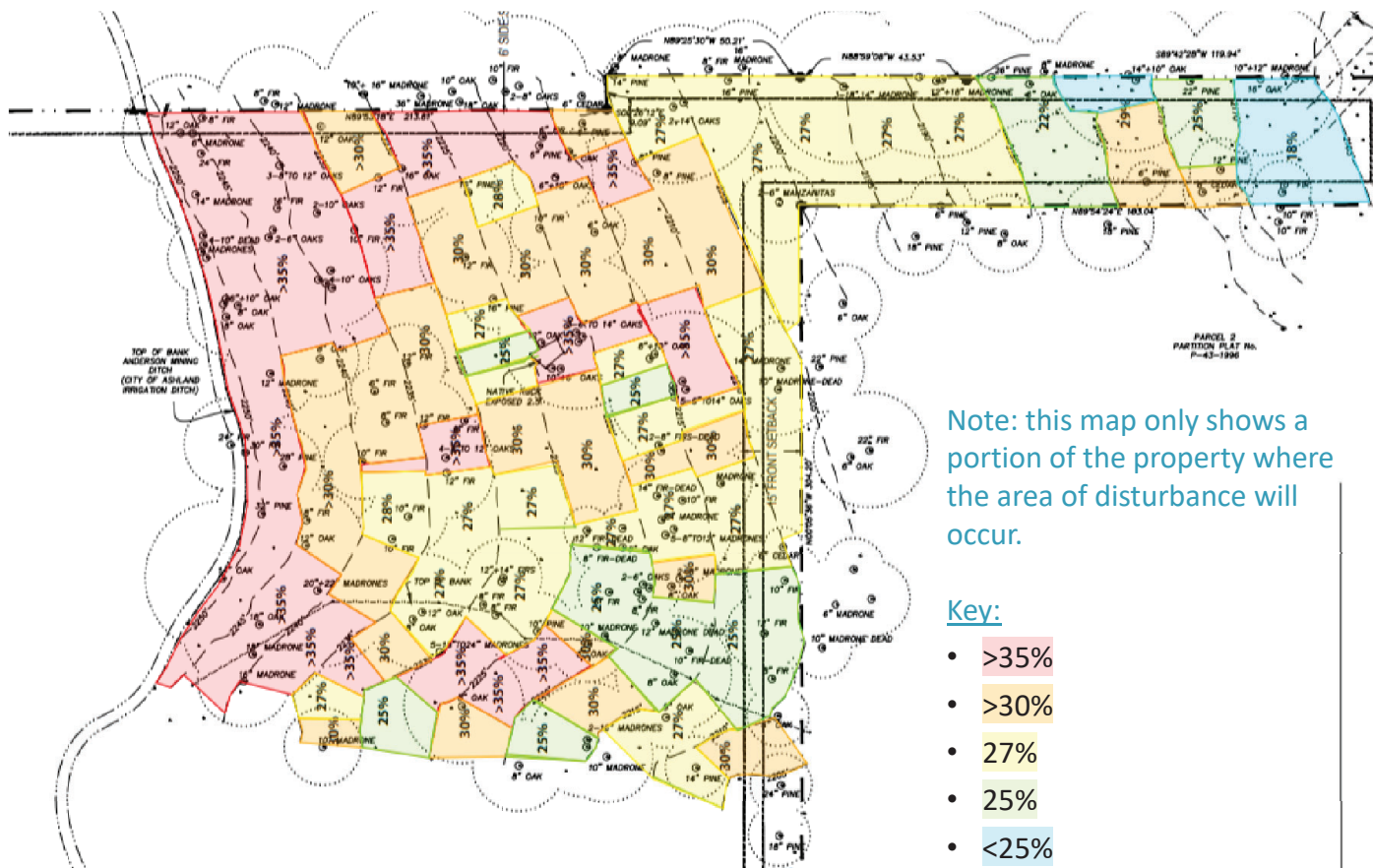
231 Granite Street



Slope Summary

- Current average slopes on lot: 27%
- Driveway average slopes: 23%
- Building envelope average slopes: 27%

Approximate site disturbance shown in Red Outline to the left. The building envelope is located within the lowest slopes on the property and closest to the flag drive in the Northeast corner of the property.



Note: this map only shows a portion of the property where the area of disturbance will occur.

Key:

- >35%
- >30%
- 27%
- 25%
- <25%

Property Background



image 1 - PROPOSED NORTH EAST ELEVATION

L1 is the height from natural grade to the top of the roof. Whereas L2 is the wall height from natural grade.



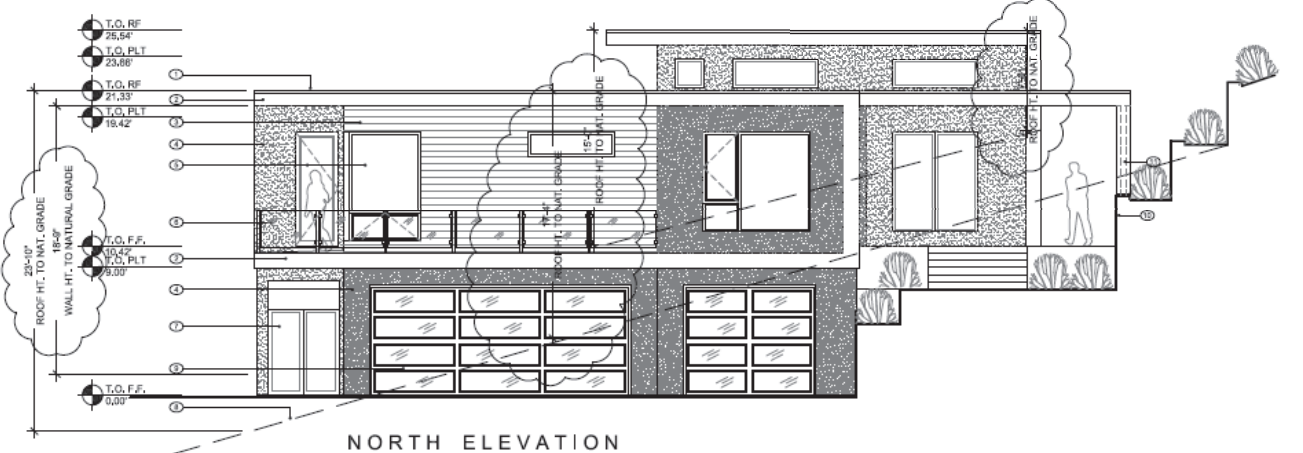
image 2 - PROPOSED SOUTH EAST ELEVATION





Exception

- The standards require that downhill building walls greater than 20 feet provide a six-foot step-back. As proposed, the eastern façade is 23' 10" high without the required six-foot step-back. (AMC 18.3.10.090.E.2.c).



27



Proposed Driveway Variance

A request for a Type 2 Variance to the flag drive standards. The allowed maximum grade of a flag drive is 15% without a variance, or up to 18% with a Type 1 Variance.

Request is to vary from the following criteria

18.5.3.060.F. Flag drive grades shall not exceed a **maximum grade** of 15 percent. Variances may be granted for flag drives for grades in excess of 15 percent but **no greater than 18 percent**; provided, that the **cumulative length** of such variances across multiple sections of the flag drive **does not exceed 200 feet**. Such variances shall be required to meet all the criteria for approval in chapter 18.5.5, Variances.

28



Proposed Driveway Variance

A request for a Type 2 (hearing) Variance to the flag drive standards. The allowed maximum grade of a flag drive is 15% without a variance, or up to 18% with a Type 1 (ministerial) Variance.

Summary

- **Driveway average slopes:** 23 percent
- **Driveway length:** 197 feet from beginning of flag drive
- **Portion of driveway in 35% slopes:** Less than 100 feet



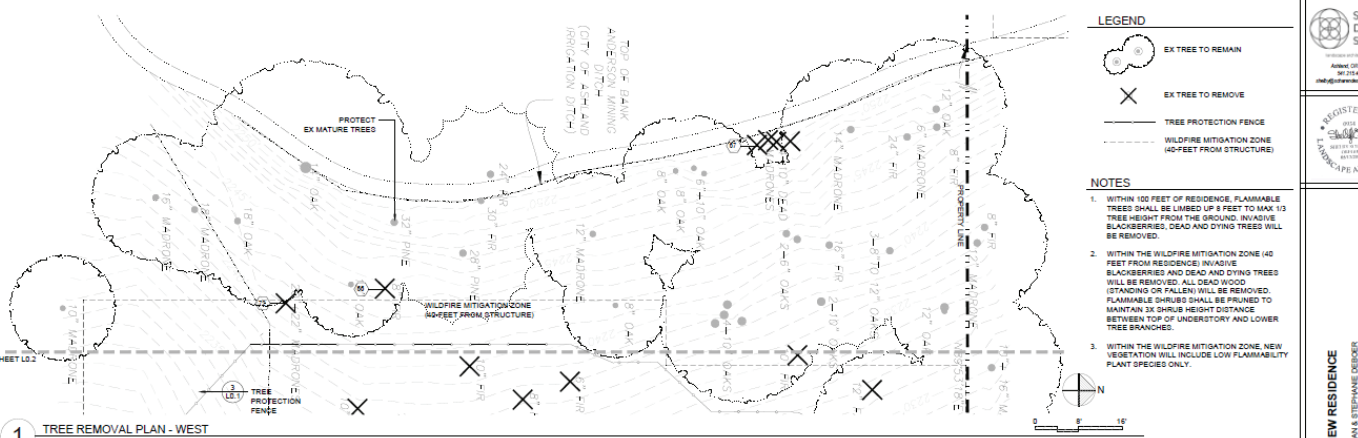
Staff Exhibit S-2: Looking up the flag drive (to the West) from the East end.



Tree Removal Proposal

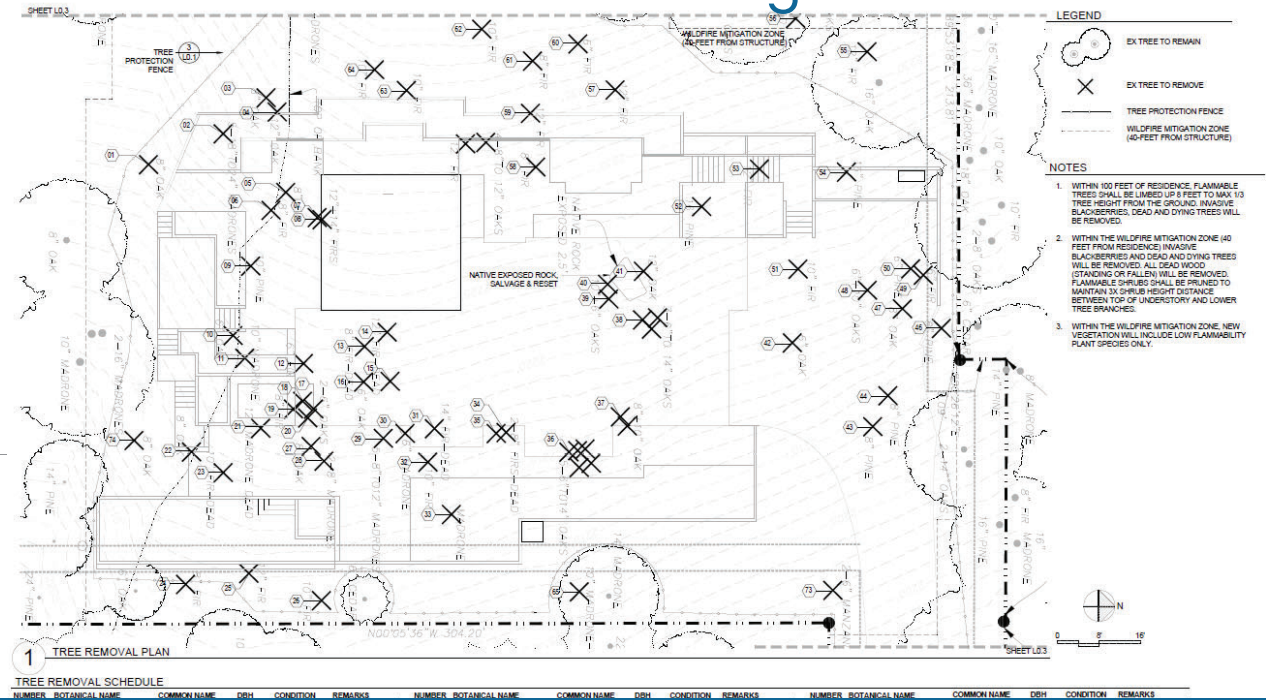
- A Tree Removal Permit for a total of 74 trees, 9 identified as 'significant' trees by definition, and 8 dead trees (AMC 18.5.7.040 & AMC 18.3.10.090.D).

**Several trees are < 6-inches in diameter at breast height (DBH) in size and therefore unregulated*





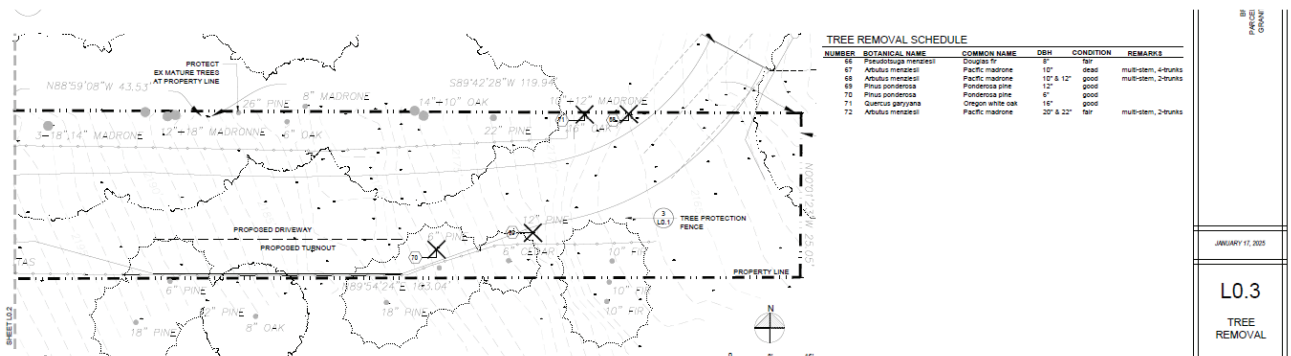
Before the Commission tonight...



31

Tree Removal Proposal

The Tree Management Advisory Committee (TMAC) reviewed the application for 231 Granite Street on March 6th at their monthly meeting. The TMAC expressed concern with the loss of so many trees, but they recognized that all trees proposed for removal were either within the building envelope or very close to required excavation. The most significant tree near the project, a 36" madrone, is on an adjacent property and it appears that the tree protection plan provides adequate protection to the Critical root zone. The TMAC recognizes that there is little they can do to influence the size of the home, but did note that pools are discouraged in Hillside Development. Mitigation plantings were not discussed in detail.



32



Council Business Meeting

Date: July 15, 2025

Agenda Item	Approval of Amendments to Emergency Communications of Southern Oregon (ECSO) User Agreements with Ashland Police and Ashland Fire
Department	Police
From	Dan Moulin, Deputy Chief

TIME ESTIMATE

CATEGORY

Action Needed - Motion to approve an action

SUMMARY

Staff is seeking approval of amendments to the City of Ashland's contracts with Emergency Communications of Southern Oregon (ECSO) for the provision of emergency dispatch services. These amendments extend our contract through June 30, 2026, for Ashland Police Department and Ashland Fire & Rescue.

POLICIES, PLANS & GOALS SUPPORTED

N/A

BACKGROUND AND ADDITIONAL INFORMATION

Prior to 2003, the City of Ashland maintained an in-house 911 dispatch center. Since 2003, the City has contracted with an outside agency to provide consolidated dispatch services. From 2003 to 2009, the City contracted with the City of Medford. In approximately 2009, Medford dispatch operations combined with the County's dispatch operations, and together they became Emergency Communications of Southern Oregon (ECSO). All 911 calls in Jackson County go to ECSO, and all emergency services (except for Oregon State Police) are dispatched by ECSO. Having one regional dispatch center, as we have with ECSO, represents the most cost-effective and efficient way to handle emergency and first responder communications.

The Ashland Police Department and Ashland Fire & Rescue contract with ECSO for emergency dispatch services. There is no viable option other than ECSO available to fulfill this role. The language of the contract for 2025-2026 remains the same. As such, staff is seeking Council's approval of an amendment for both the police department and the fire department contracts with ECSO. The approval of this amendment extends the City's contracts with ECSO through June 30, 2026.

Previous user fees for police and fire combined:

FY26 \$775,264.19 (proposed)

FY25 \$752,683.68

FY24 \$730,760.86

FY23 \$709,206.56

FY22 \$688,812.20

FY21 \$668,749.71

FY20 \$668,749.71

FISCAL IMPACTS

The total fiscal impact to the city is \$775,264.19.

- The contract between the police department and ECSO will cost the city \$537,346.59 and is budgeted for in the current budget.



Council Business Meeting

- The contract between the fire department and ECSO will cost the city is \$237,917.60 and is budgeted for in the current budget.

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

I move to approve the amendments to the ECSO contract for the provision of emergency dispatch services.

REFERENCES & ATTACHMENTS

1. Amendment to User Agreement Ashland Police
2. Amendment to User Agreement Ashland Fire
3. Exhibit C - FY 25-26 User Fees



Amendment No. 7 to
ECSO User Agreement

This AMENDMENT No. 7 to the ECSO User Agreement dated October 18, 2018 (the “contract”) between Ashland Police (“Agency”) and Emergency Communications of Southern Oregon (“ECSO”) is effective July 1, 2025.

AMENDMENT

1. Defined terms used but not defined in this Amendment are as defined in the Contract.
2. Exhibit “C” of the Contract is hereby deleted and replaced by Exhibit C attached hereto.

Except as expressly modified by this Amendment, the terms and conditions of the Contract remain in full force and effect.

EMERGENCY COMMUNICATIONS
OF SOUTHERN OREGON

Ashland Police

By: _____

By: _____

Date: June ____, 2025

Title: Director

Title: _____

Amendment No. 7 to
ECSO User Agreement

This AMENDMENT No. 7 to the ECSO User Agreement dated October 18, 2018 (the “contract”) between Ashland Fire (“Agency”) and Emergency Communications of Southern Oregon (“ECSO”) is effective July 1, 2025.

AMENDMENT

1. Defined terms used but not defined in this Amendment are as defined in the Contract.
2. Exhibit “C” of the Contract is hereby deleted and replaced by Exhibit C attached hereto.

Except as expressly modified by this Amendment, the terms and conditions of the Contract remain in full force and effect.

EMERGENCY COMMUNICATIONS
OF SOUTHERN OREGON

Ashland Fire

By: _____

By: _____

Date: June ____, 2025

Title: Director

Title: _____

EXHIBIT "C"

Agency	FY 25/26 User Fees	Quarterly
Ashland PD	\$ 537,346.59	\$ 134,336.65
Butte Falls PD	\$ 8,010.25	\$ 2,002.56
Central Point PD	\$ 332,665.21	\$ 83,166.30
Eagle Point PD	\$ 172,692.71	\$ 43,173.18
JCSO	\$ 1,561,644.34	\$ 390,411.09
Jacksonville PD	\$ 78,430.20	\$ 19,607.55
Medford PD	\$ 1,638,625.59	\$ 409,656.40
Phoenix PD	\$ 83,698.06	\$ 20,924.52
Rogue River PD	\$ 42,256.75	\$ 10,564.19
Talent PD	\$ 102,427.28	\$ 25,606.82
SOU	\$ 16,618.40	\$ 4,154.60
Airport Fire	\$ 16,618.40	\$ 4,154.60
Applegate Fire	\$ 55,227.09	\$ 13,806.77
Ashland Fire	\$ 237,917.60	\$ 59,479.40
Butte Falls Fire	\$ 3,994.63	\$ 998.66
Evans Valley Fire	\$ 27,597.72	\$ 6,899.43
FD #3	\$ 489,011.93	\$ 122,252.98
FD# 5	\$ 182,089.35	\$ 45,522.34
Greensprings Fire	\$ 8,010.25	\$ 2,002.56
Jacksonville Fire	\$ 33,431.35	\$ 8,357.84
Lake Creek Fire	\$ 8,010.25	\$ 2,002.56
Medford Fire	\$ 792,548.37	\$ 198,137.09
Prospect Fire	\$ 8,010.25	\$ 2,002.56
Rogue River Fire	\$ 79,331.08	\$ 19,832.77
Shady Cove Fire	\$ 55,130.38	\$ 13,782.60
BLM	\$ 8,010.25	\$ 2,002.56
BLM - Law	\$ 8,010.25	\$ 2,002.56
Butte Falls Fire	\$ 3,994.63	\$ 998.66
Butte Falls Police	\$ 8,010.25	\$ 2,002.56
Crater Lake National Park	\$ 18,823.25	\$ 4,705.81
Greensprings Fire	\$ 8,010.25	\$ 2,002.56
Jackson County Airport	\$ 16,618.40	\$ 4,154.60
Jackson County Roads	\$ 8,010.25	\$ 2,002.56
Jackson County Services	\$ 8,010.25	\$ 2,002.56
Lake Creek Rural Fire	\$ 8,010.25	\$ 2,002.56
ODF	\$ 8,010.25	\$ 2,002.56
Community Justice	\$ 8,010.25	\$ 2,002.56
Prospect Fire	\$ 8,010.25	\$ 2,002.56
SOU	\$ 16,618.40	\$ 4,154.60
US Forest Service	\$ 8,010.25	\$ 2,002.56



Council Business Meeting

Date: July 15, 2025

Agenda Item	Resolution 2025-23 Changing the Name of Houck Way to Hagen Way
Department	Public Works
From	Scott Fleury, Director

TIME ESTIMATE

Consent.

CATEGORY

Ordinance/Resolution - a motion is needed to adopt the ORD. or RESO.

SUMMARY

Before the Council is a request to approve Resolution 2025-23, which authorizes a roadway name change from the current subdivision plat name of Houck Way to Hagen Way in the Beach Creek Subdivision.

POLICIES, PLANS & GOALS SUPPORTED

N/A

BACKGROUND AND ADDITIONAL INFORMATION

During the planning and development process for the new Beach Creek Subdivision, a proposed street name for a short section of roadway was originally called out as "Houck Way". During the review process by the City, including emergency services and the Emergency Communications of Southern Oregon (ECSO), it was recommended to change the name to Hagen Way for clarity. When the final subdivision plat was developed and submitted for approval and recording, Houck Way was still labeled on the subdivision plat and not caught by staff in their review prior to final recording at the County.

In order to resolve the issue from a utility billing, emergency service provider, and county assessment perspective, staff recommends resolving the issue through a formal name change resolution process as outlined in the Ashland Municipal Code (AMC) section 13.024. This will eliminate confusion and allow the County Assessor to finalize and correlate their addressing and ECSO information to what the City has already developed internally.

Currently, there are two developed homes on this stretch of roadway with no additional development underway. The addresses are internally and externally identified as Hagen Way addresses. As such, Public Works does not feel a formal public hearing on the matter is warranted.

Planning, Public Works, Police, Fire and ECSO (911) all support the name change.

AMC 13.24.010 (2) - Criteria for Naming or Renaming a Street:

After a prominent person who:

- Achieved prominence as a result of his or her significant, positive contribution to the history of the world, United States, the State of Oregon, Southern Oregon, or the City of Ashland.
- Is a real person, and
- Has been deceased for at least five years.

Ken Hagen was a former City Councilor who passed away in 1998. He promoted a healthy environment for community members, encouraging alternative forms of transportation for everyone.



Council Business Meeting

AMC 13.24.020 - Procedure for Change of Street Name

The following procedure shall be used in considering changes in street names:

- A. A person who desires a street name change shall submit a written request together with the application fee to the engineering division of the public works department. The request shall state the reasons for the proposed name change and shall include a scale diagram of the street.
- B. Any proposed name change must meet the requirements of AMC 13.24.010.
- C. The public works department shall consider the request and may schedule a public hearing before the City council. If a hearing is scheduled:
 1. Notice of the public hearing shall be mailed to the owners of property fronting the street and the fire, police and community development departments.
 2. The scope of the hearing shall be limited to the change of the street name.
 3. No recommendation for a name change shall be made unless the council finds that a public need for the change exists, confusion will be eliminated, or it is desirable for the convenience of the general public. The council shall have complete legislative discretion to change the name of any street in the City.
- D. Street name changes shall be made by resolution.

FISCAL IMPACTS

The only fiscal impact is staff time associated with development of the street name change resolution.

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

I move to approve Resolution 2025-23 "A Resolution Changing the Name of Houck Way to Hagen Way".

REFERENCES & ATTACHMENTS

1. Resolution 2025-23 Changing the Name of Houck Way to Hagen Way

RESOLUTION NO. 2025-23

A RESOLUTION CHANGING THE NAME OF HOUCK WAY TO HAGEN WAY

RECITALS:

- A. Houck Way is a short street that intersects Wheeldon Way and Village Park Drive in the Beach Creek Subdivision. The Council determines it is in the best interest of the city to officially designate Houck Way as Hagen Way to support emergency service access.
- B. The street name change meets the requirements of Municipal Code § 13.24.040 which permits the Council to rename a street to eliminate confusion.
- C. The street name change meets the requirements of Municipal Code § 13.24.010 (2) which allows names After a prominent person who:
 - a. Achieved prominence as a result of his or her significant, positive contribution to the history of the world, United States, the State of Oregon, Southern Oregon, or the City of Ashland.
 - b. Is a real person, and
 - c. Has been deceased for at least five years.

THE CITY OF ASHLAND HEREBY RESOLVES AS FOLLOWS:

SECTION 1. Pursuant to Ashland Municipal Code §13.24.040 the name of Houck Way is changed to Hagen Way.

SECTION 2. This resolution is effective upon adoption.

This resolution was duly PASSED and ADOPTED this _____ day of _____, and takes effect upon signing by the Mayor.

Alissa Kolodzinski, City Recorder

SIGNED and APPROVED this _____ day of _____, 2025.

Tonya Graham, Mayor

Reviewed as to form:

Johan Pietila, City Attorney



Council Business Meeting

Date: July 15, 2025

Agenda Item	Approval of Liquor License for Oregon CVS Pharmacy and Zi Spice
Department	City Recorder
From	Alissa Kolodzinski, City Recorder

TIME ESTIMATE

CATEGORY

Action Needed - Motion to approve an action

SUMMARY

This is a request for approval of a liquor license application for Oregon CVS Pharmacy LLC, DBA CVS Pharmacy #11691 located at 2341 Ashland Street and Razia Shaikah DBA Zi Spice, located at 376 East Main Street.

POLICIES, PLANS & GOALS SUPPORTED

AMC Chapter 6.32 Liquor License Review

BACKGROUND AND ADDITIONAL INFORMATION

The CVS Pharmacy application is for an Additional Location for Existing License – Off-Premesis Sales
The Zi Spice application is for a New license – Full on Premises, Commercial

The Planning, Police, and Fire departments have reviewed the applications and recommended approval of the liquor licenses. The businesses comply with the City's land use requirements and have a Business License.

FISCAL IMPACTS

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

REFERENCES & ATTACHMENTS

1. received - OLCC Change of Ownership - CVS_Redacted
2. Received - OLCC New - Zi Spice_Redacted





Local Government Recommendation – Liquor License

Per OAR 845-005-0304(3): The Commission requires an applicant for issuance of a new license issued under ORS chapter 471, to provide written notice of the application to the local government in the form of a complete, accurate, and legible Commission form.

The local government is as follows:

- (a) If the address of the premises proposed to be licensed is within a city's limits, the local government is the city.
- (b) If the address of the premises proposed to be licensed is not within a city's limits, the local government is the county.

INSTRUCTIONS:

Step 1: Applicant completes all of Section 1 (including top of Page 2).

Step 2: Applicant submits both pages of the form to the appropriate local government. NOTE: The local government may require additional forms and/or fees.

Step 3: Local government completes at least Section 2 and returns all pages of the form, or a copy thereof, to the applicant. The local government is allowed up to 45 days to complete Section 3.

Step 4: Applicant takes the form with at least Sections 1 and 2 completed and includes it with their CAMP application to meet the Local Government Recommendation document requirement. Submissions that do not have at least Sections 1 and 2 completed will not be accepted.

Step 5: The local government issues its final recommendation in Section 3 and returns the completed form to the applicant. If the applicant has already submitted their initial application via CAMP, they hold on to the final recommendation and provide it to their investigator, when requested. If they have not already submitted their application, they upload the fully completed Local Government Recommendation form with their initial application submission.

Applicants within the city of Portland ONLY: After completing the attached form, please follow these steps to complete the Local Government Recommendation process:

- Apply via the [City of Portland website](#).
- Once you have completed the application with the City of Portland, you will receive an email notifying you that your application has been accepted, usually within two business days. The email will contain an attachment titled "ABC Public Notice."
- Upload the ABC Public Notice document with your CAMP application to meet the Local Government Recommendation document requirement.

NOTE: This document only provides proof of submission. Once you receive your final recommendation from the City of Portland, you will need to provide that to your assigned OLCC investigator.



Local Government Recommendation – Liquor License

Annual Liquor License Types

Off-Premises Sales	Brewery-Public House
Limited On-Premises Sales	Brewery
Full On-Premises, Caterer	Distillery
Full On-Premises, Commercial	Grower Sales Privilege
Full On-Premises, For Profit Private Club	Winery
Full On-Premises, Non Profit Private Club	Wholesale Malt Beverage & Wine
Full On-Premises, Other Public Location	Warehouse
Full On-Premises, Public Passenger Carrier	

Section 1 – Submission – To be completed by Applicant:

License Information

Legal Entity/Individual Applicant Name(s): Oregon CVS Pharmacy, LLC

Proposed Trade Name: CVS PHARMACY #11691

Premises Address: 2341 Ashland Street

Unit:

City: Ashland

County: Jackson

Zip: 97520

Application Type: ☐ New License Application ☒ Change of Ownership ☐ Change of Location

License Type: Off Premises Sales

☒ Additional Location for an Existing License

Application Contact Information

Contact Name: Michelle Draper

Phone: [REDACTED]

Mailing Address: [REDACTED]

City: Wilmington

State: DE

Zip: 19801

Email Address: [REDACTED]

Business Details

Please check all that apply to your proposed business operations at this location:

☐ Manufacturing/Production☒ Retail Off-Premises Sales☐ Retail On-Premises Sales & Consumption

If there will be On-Premises Consumption at this location:

☐ Indoor Consumption☐ Outdoor Consumption☐ Proposing to Allow Minors

Section 1 continued on next page



Local Government Recommendation – Liquor License

Section 1 Continued – Submission - To be completed by Applicant:

Legal Entity/Individual Applicant Name(s): Oregon CVS Pharmacy, LLC

Proposed Trade Name: CVS PHARMACY #11691

IMPORTANT: You MUST submit this form to the local government PRIOR to submitting to OLCC.
Section 2 must be completed **by the local government** for this form to be accepted
with your CAMP application.

Section 2 – Acceptance - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name: Ashland

Optional Date Received Stamp

Date Application Received: 06.17.2025

Received by: Kerrick Gooden

Section 3 – Recommendation - To be completed by Local Government:

- ☐ **Recommend this license be granted**
- ☐ **Recommend this license be denied** (Please include documentation that meets [OAR 845-005-0308](#))
- ☐ **No Recommendation/Neutral**

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.



Local Government Recommendation – Liquor License

Per OAR 845-005-0304(3): The Commission requires an applicant for issuance of a new license issued under ORS chapter 471, to provide written notice of the application to the local government in the form of a complete, accurate, and legible Commission form.

The local government is as follows:

- (a) If the address of the premises proposed to be licensed is within a city's limits, the local government is the city.
- (b) If the address of the premises proposed to be licensed is not within a city's limits, the local government is the county.

INSTRUCTIONS:

Step 1: Applicant completes all of Section 1 (including top of Page 2).

Step 2: Applicant submits both pages of the form to the appropriate local government. NOTE: The local government may require additional forms and/or fees.

Step 3: Local government completes at least Section 2 and returns all pages of the form, or a copy thereof, to the applicant. The local government is allowed up to 45 days to complete Section 3.

Step 4: Applicant takes the form with at least Sections 1 and 2 completed and includes it with their CAMP application to meet the Local Government Recommendation document requirement. Submissions that do not have at least Sections 1 and 2 completed will not be accepted.

Step 5: The local government issues its final recommendation in Section 3 and returns the completed form to the applicant. If the applicant has already submitted their initial application via CAMP, they hold on to the final recommendation and provide it to their investigator, when requested. If they have not already submitted their application, they upload the fully completed Local Government Recommendation form with their initial application submission.

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- Apply via the [City of Portland website](#).
- Once you have completed the application with the City of Portland, you will receive an email notifying you that your application has been accepted, usually within two business days. The email will contain an attachment titled "ABC Public Notice."
- Upload the ABC Public Notice document with your CAMP application to meet the Local Government Recommendation document requirement.

NOTE: This document only provides proof of submission. Once you receive your final recommendation from the City of Portland, you will need to provide that to your assigned OLCC investigator.



Local Government Recommendation – Liquor License

Annual Liquor License Types

Off-Premises Sales	Brewery-Public House
Limited On-Premises Sales	Brewery
Full On-Premises, Caterer	Distillery
Full On-Premises, Commercial	Grower Sales Privilege
Full On-Premises, For Profit Private Club	Winery
Full On-Premises, Non Profit Private Club	Wholesale Malt Beverage & Wine
Full On-Premises, Other Public Location	Warehouse
Full On-Premises, Public Passenger Carrier	

Section 1 – Submission – To be completed by Applicant:

License Information

Legal Entity/Individual Applicant Name(s): Razia Shaikh

Proposed Trade Name: Zi Spice

Premises Address: 376 E. Main Street

Unit:

City: Ashland

County: Oregon

Zip: 97520

Application Type: ☒ New License Application ☐ Change of Ownership ☐ Change of LocationLicense Type: Full On-Premises, Commercial ☐ Additional Location for an Existing License

Application Contact Information

Contact Name: Razia Shaikh

Phone: [REDACTED]

Mailing Address: [REDACTED]

City: Ashland

State: Oregon

Zip: 97520

Email Address: [REDACTED]

Business Details

Please check all that apply to your proposed business operations at this location:

☐ Manufacturing/Production☒ Retail Off-Premises Sales☒ Retail On-Premises Sales & Consumption

If there will be On-Premises Consumption at this location:

☒ Indoor Consumption☒ Outdoor Consumption☐ Proposing to Allow Minors

Section 1 continued on next page



Local Government Recommendation – Liquor License

Section 1 Continued – Submission - To be completed by Applicant:

Legal Entity/Individual Applicant Name(s): Razia Shaikh

Proposed Trade Name: Zi Spice

IMPORTANT: You MUST submit this form to the local government PRIOR to submitting to OLCC.
Section 2 must be completed **by the local government** for this form to be accepted
with your CAMP application.

Section 2 – Acceptance - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name: Ashland

Optional Date Received Stamp

Date Application Received: 6.17.2025

Received by: Kerrick Gooden

Section 3 – Recommendation - To be completed by Local Government:

- ☐ **Recommend this license be granted**
- ☐ **Recommend this license be denied** (Please include documentation that meets [OAR 845-005-0308](#))
- ☐ **No Recommendation/Neutral**

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.



Council Business Meeting

Date: July 15, 2025

Agenda Item	Adoption of Findings and Conclusions of Law - 231 Granite Street PA-T2-2024-00053
Department	Community Development
From	Brandon Goldman, Director of Community Development

TIME ESTIMATE

Consent Item

CATEGORY

Action Needed - Motion to approve an action

SUMMARY

The adoption of written findings by the Council will formalize the decision in the 231 Granite Street appeal, which the Council considered at its June 17, 2025 meeting.

POLICIES, PLANS & GOALS SUPPORTED

The City of Ashland's Comprehensive Plan includes policies relevant to the Council's consideration of the appeal.

6.10 Goals and Policies - DIVERSITY OF HOUSING TYPES (6.10.01)

(1) Goal: Ensure a range of different dwelling types that provide living opportunities for the total cross section of Ashland's population.

- **Policy 1:** Provide for a mix of housing types that are attractive and affordable to a diversity of ages, incomes, household sizes, and household types.

BACKGROUND AND ADDITIONAL INFORMATION

At the June 17, 2025 meeting the Council conducted an appeal hearing on the record of this action. Following the conclusion of the hearing, the Council rejected the appeal and reaffirmed the Planning Commission decision, however the matter was remanded to the Planning Commission to adopt more detailed written findings. As provided in [AMC 18.5.1.060.I.5.c.](#), with the remand to the Commission, the Commission decision shall be the final decision of the City, unless the Council calls the matter up pursuant to AMC 18.5.1.060.J.

The attached findings also speak specifically to the settlement of the record, and the exclusion appellants' written arguments, which were not timely submitted, from the record and from consideration in the decision.

FISCAL IMPACTS

There are no direct fiscal impacts to the city related to the appeal of the planning action.

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

Staff recommend that the Council adopt the proposed findings. A potential motion would be:

"I move to adopt the written findings for Planning Action #PA-APPEAL-2025-00021 for 231 Granite Street as presented."

REFERENCES & ATTACHMENTS

1. Granite_231_PA-APPEAL-2025-00021_Council Remand Appeal Findings



THE CITY OF ASHLAND
BEFORE THE CITY COUNCIL

July 15, 2025

IN THE MATTER OF PLANNING ACTION #PA-APPEAL-2025-00021, AN)
APPEAL OF PLANNING ACTION #PA-T2-2024-00053, A PHYSICAL AND)
ENVIRONMENTAL (P&E) CONSTRAINTS REVIEW PERMIT FOR THE)
CONSTRUCTION OF A NEW SINGLE-FAMILY RESIDENTIAL HOME)
ON A VACANT PARCEL AT 231 GRANITE STREET. IN ADDITION TO)
THE P&E PERMIT, THE DEVELOPMENT REQUIRES A VARIANCE TO)
FLAG DRIVE STANDARDS OF AMC 18.5.3.060.F FOR BOTH MAXIMUM)
DRIVEWAY GRADE AND LENGTH, A TREE REMOVAL PERMIT FOR)
THE REMOVAL OF 74 TREES INCLUDING NINE SIGNIFICANT TREES,)
AND AN EXCEPTION TO THE DEVELOPMENT STANDARDS FOR)
HILLSIDE LANDS.)

**FINDINGS,
CONCLUSIONS,
AND ORDERS**

OWNER: BRYAN & STEPHANIE DEBOER
APPLICANT: CARLOS DELGADO,
ARCHITECT
APPLICANTS' REPRESENTATIVE: CHRIS HEARN
HEARN DAVIS HEARN
ANDERSON & SELVIG
APPELLANTS: LEONARD EISENBERG
KENT MCLAUGHLIN
PAMELA MCLAUGHLIN
APPELLANTS' REPRESENTATIVE: ZACK P. MITTGE
HUTCHINSON COX

RECITALS:

- 1) The subject property is Tax Lot #1800 of Assessor's Map 39 1E 08 DA and has a site address of 231 Granite Street. The property is zoned Rural Residential (RR-.5), a rural residential zoning with a ½-acre minimum lot size and is 2.182 acres.
- 2) The application is an appeal on the record of the Planning Commission's March 11, 2025 approval of a Physical & Environmental Constraints Review Permit, Variance to the Flag Drive Standards of AMC 18.5.3.060.F for both maximum driveway grade and length, a Tree Removal Permit to remove 74 trees including nine significant trees, and an Exception to the Development Standards for Hillside Lands to allow the construction of a new single family residence on the vacant property at 231 Granite Street.

- 3) The relevant approval criteria include those for a Physical & Environmental Constraints Review Permits as set out in [AMC 18.3.10.050](#), an Exception to the Development Standards for Hillside Lands as set out in [AMC 18.3.10.090.H](#), a Variance as set out in [AMC 18.5.5.050](#), and for Tree Removal Permits as set out in [AMC 18.5.7.040](#). These are set out in full in the Planning Commission Findings, Conclusions & Orders referenced above, and for parsimony are not repeated here.
- 4) The Planning Commission, following proper public notice, held a public hearing on March 11, 2025. The meeting was conducted in person and electronically via Zoom. Public testimony was received, and exhibits were presented. Prior to the closing of the public hearing, members of the public requested that the hearing be continued. As provided under ORS 197.767.6.a-e, the Planning Commission voted to close the hearing but leave the public record open to allow for new information from parties of record for seven days (until March 18 at 4:30 p.m.), rebuttal from parties of record for the next seven days (until March 25 at 4:30 p.m.), and for a final seven days, only the applicant could provide their final legal arguments, but not new evidence, in response to all previously submitted information (until April 1 at 4:30 p.m.). The Planning Commission reconvened for deliberation on April 8, 2025, at 7:00 p.m. The Chair provided her summation of all conditions of approval recommended by the Staff Advisor and Commissioners and through public comments contained within the whole record. Following deliberations, the Planning Commission approved the application subject to a number of modified conditions pertaining to the appropriate development of the site. On April 22, 2025, the Planning Commission adopted Findings, Conclusions and Orders addressing the relevant approval criteria and conditions of approval.
- 5) On May 2, 2025, an appeal of the Planning Commission's decision was timely filed by Leonard Eisenberg and Kent and Pamela McLaughlin, represented by Attorney Zack P. Mittge of Hutchinson Cox. The appeal challenges the Planning Commission's April 22, 2025, approval of Planning Action #PA-T2-2024-00053 and did not request that the record be re-opened. The 25 grounds for appeal included in the appellants' Notice of Appeal are detailed below:
 - a. The Planning Commission improperly construes the applicable law and makes a decision that is not supported by adequate findings or substantial evidence in approving a Physical Constraints Review Permit without addressing or demonstrating compliance with the requirements of 18.3.10.050.A.
 - b. The Planning Commission improperly construes the applicable law and makes a decision that is not supported by adequate findings or substantial evidence in approving a Physical Constraints Review Permit without addressing or demonstrating compliance with the requirements of 18.3.10.050.B.
 - c. The Planning Commission improperly construes the applicable law and makes a decision that is not supported by adequate findings or substantial evidence in approving a Physical Constraints Review Permit without addressing or demonstrating compliance with the requirements of 18.3.10.050.C.

- d. The Planning Commission improperly construes the applicable law and makes a decision that is not supported by adequate findings or substantial evidence by approving development of unbuildable slopes greater than 35% in violation of 18.3.10.090.A.1 and 2.
- e. The Planning Commission improperly construes the applicable law and makes a decision that is not supported by adequate findings or substantial evidence in concluding that the parcel has an inadequate buildable area less than or equal to 35% under 18.3. 10.090.A. 1.a when much of the property is comprised of 25% to 30% slopes.
- f. The Planning Commission improperly construes the applicable law and makes a decision that is not supported by adequate findings or substantial evidence by approving the proposed development within a partition without the geotechnical study required by 18.3.10.090.A.4.
- g. The Planning Commission improperly construes the applicable law and makes a decision that is not supported by adequate findings or substantial evidence by allowing terracing for purposes other than developing a building pad and vehicular access including landscaping, a pool and spa, and an outdoor kitchen and lounge contrary to 18.3.10.090.B.8.a.
- h. The Planning Commission improperly construes the applicable law and makes a decision that is not supported by adequate findings or substantial evidence by allowing the applicant to develop a pad for a swimming pool and spa contrary to 18.3.10.090.A.8.c.
- i. The Planning Commission improperly construes the applicable law and makes a decision that is not supported by adequate findings or substantial evidence by approving a building envelope which is not located and sized to preserve the maximum number of trees on site as required by 18.3. 10.090.D.3.b.
- j. The Planning Commission improperly construes applicable law and makes a decision that is not supported by adequate findings or substantial evidence by approving an exception to the wall height requirements at 18.3.10.090.E.2.c without addressing or demonstrating compliance with the requirements of 18.3.10.090.H.
- k. The Planning Commission improperly construes the applicable law and makes a decision that is not supported by adequate findings or substantial evidence by allowing the driveway grade for the new driveway to exceed 20% contrary to 18.4.3.080.D.8.
- l. The Planning Commission improperly construes the applicable law and makes a decision that is not supported by adequate findings or substantial evidence by approving a variance to allow an average flag drive grade over 20% when 18% is

the maximum grade allowed for flag drive variances by 18.5.3.060.F.

- m. The Planning Commission improperly construes the applicable law and makes a decision that is not supported by adequate findings or substantial evidence by approving a variance that allows the applicant to exceed the 15% maximum grade for a flag drive where the cumulative length of such variances exceeds 200 feet contrary to 18.5.3.060.F.
- n. The Planning Commission improperly construes the applicable law and makes a decision that is not supported by adequate findings or substantial evidence by allowing an overlength flag drive without the turnaround required by 18.5.3.060.J.
- o. The Planning Commission improperly construes the applicable law and makes a decision that is not supported by adequate findings or substantial evidence in approving a variance to 18.5.3.060.F without addressing or demonstrating compliance with the requirements of 18.5.5.050.
- p. The Planning Commission improperly construes the applicable law and makes a decision that is not supported by adequate findings or substantial evidence in determining that the lot configuration, site topography and existing natural features are unique circumstances warranting a variance under 18.5.5.050.A.1.
- q. The Planning Commission improperly construes the applicable law and makes a decision that is not supported by adequate findings or substantial evidence in holding that the proposed variance is the minimum necessary variance under 18.5.5.050.A.2.
- r. The Planning Commission improperly construes the applicable law and makes a decision that is not supported by adequate findings or substantial evidence by relying on determinations made by a former Ashland planning director in place of the required findings under the variance provisions in section 18.5.5.050.
- s. The Planning Commission improperly construes 18.5.5.050.A.3 and makes a decision that is not supported by adequate findings or substantial evidence in holding that the proposal's benefits are greater than the negative impacts and will further the purpose and intent of the Ashland Land Use Ordinance and the Comprehensive Plan of the City when in fact the opposite is true.
- t. The Planning Commission improperly construes the applicable law and makes a decision that is not supported by adequate findings or substantial evidence by holding that the proposed variance under 18.5.5.050.A.4 was not the result of a self-imposed hardship.
- u. The Planning Commission improperly construes applicable law and makes a decision that is not supported by adequate findings or substantial evidence by approving a tree removal permit without addressing or demonstrating compliance

with each of the criteria set forth in 18.5.7.040.

- v. The Planning Commission improperly construes applicable law and makes a decision that is not supported by adequate findings or substantial evidence by failing to analyze the impact of tree removal within 200 feet of the property as required by 18.5.7.040.B.2.c.
 - w. The Planning Commission improperly construes applicable law and makes a decision that is not supported by adequate findings or substantial evidence by failing to consider required tree protection measures as set forth under 18.4.5.030.C.1 and 18.4.5.030.C.6.
 - x. The Planning Commission errs by adopting conclusory findings that do not address the relevant criteria or explain how the facts found demonstrate compliance with those criteria, and which improperly incorporates by reference materials which do not support the decision of approval and are internally inconsistent.
 - y. The Planning Commission improperly construes the applicable law and makes a decision that is not supported by adequate findings or substantial evidence by imposing a condition requiring future development to conform to the requirements of the Ashland Fire Department where the applicant has not demonstrated such a condition to be feasible.
- 6) In accordance with Ashland Municipal Code (AMC) 18.5.1.060.I, the City Council's review of a Type 2 decision on appeal is confined to the record of the proceeding before the Planning Commission. As detailed in AMC 18.5.1.060.I.6, the record includes: the notice of appeal, written and oral arguments submitted by the parties to the appeal; copies of all required notices and any correspondence sent or received by the city; all materials considered by the hearings body including the application and all materials submitted with it; documentary evidence, exhibits and materials submitted during the hearing or at other times when the record before the Planning Commission was open; recorded testimony; all materials submitted by the Staff Advisor to the hearings body regarding the application including the Staff Report dated March 11, 2025; the minutes of the hearing, and the final written decision of the Commission including the Findings, Conclusions and Orders which were dated April 22, 2025. By their reference these are hereby incorporated herein as if set out in full. As required by the Ashland Municipal Code, the City Council is to consider the specific grounds of appeal as outlined in the appellants' submittal and detailed below and make a decision following the public hearing. The Council's review is limited to determining whether there is substantial evidence in the record to support the Planning Commission's findings or whether the Commission committed procedural or legal error in its decision.
- 7) The City Council, following proper public notice, held a public hearing on June 17, 2025, at which time oral testimony was received from staff, the appellant, and the applicant. The appellant and the applicant were each provided ten minutes for oral arguments, which were to be confined to the substance of timely-submitted written arguments as

provided in AMC 18.5.1.060.I.5.a. No new evidence was accepted into the record. Following the close of the public hearing, the City Council determined that there was substantial evidence in the record to support the decision of the Planning Commission with regard to each of the 25 grounds for appeal, and that no procedural or legal errors had been made. The Council affirmed the decision of the Planning Commission and rejected the appeal, however at the applicants' request the action was remanded back to the Planning Commission to revisit their findings.

EXHIBITS

For the purposes of reference to these Findings, the attached index of exhibits, data, and testimony will be used.

Staff Exhibits lettered with an "S"

Proponent's Exhibits, lettered with a "P"

Opponent's Exhibits, lettered with an "O"

Hearing Minutes, Notices, Miscellaneous Exhibits lettered with an "M"

CONCLUSIONS OF LAW

- 1) The City Council finds that pursuant to AMC 18.5.1.060.I.5 written and oral arguments by all parties of record on the appeal shall be limited to those issues clearly and distinctly set forth in the Notice of Appeal, and written arguments shall be provided no less than days prior to the appeal hearing. Oral argument shall be confined to the substance of timely-provided written argument.
- 2) The City Council notes that with regard to oral arguments, AMC 18.5.1.060.I.5.a provides that:

Oral Argument. Oral argument on the appeal shall be permitted before the Council. Oral argument shall be limited to ten minutes for the applicant, ten for the appellant, if different, and three minutes for any other party who participated below. A party shall not be permitted oral argument if written arguments have not been timely submitted. Written arguments shall be submitted no less than ten days prior to the Council consideration of the appeal. Written and oral arguments on the appeal shall be limited to those issues clearly and distinctly set forth in the notice of appeal; similarly, oral argument shall be confined to the substance of the written argument.

The City Council finds that parties are defined as the applicant, persons who participated in the public hearing orally or in writing, or persons who were entitled to receive notice of the action but did not receive notice due to an error. As such, the applicants and the appellants are parties of record pursuant to AMC 18.5.1.060.

The City Council further finds that on June 6, 2025, the city received the applicants' written arguments for appeal from their attorney Chris Hearn, dated June 6, 2025. This submittal was received prior to the published deadline of 4:30 p.m. on June 6, 2025, as specified in the city's public notice and in AMC 18.5.1.060.I.5. The City Council finds that the June 6, 2025, submittal from Chris Hearn, applicants' attorney, was timely filed in accordance with AMC 18.5.1.060.I.5.

On June 13, 2025, the city received an appeal hearing statement from attorneys Zack P. Mittge and William H. Sherlock, dated June 12, 2025. This submittal was received after the published deadline of 4:30 p.m. on June 6, 2025, as specified both in the city's public notice and AMC 18.5.1.060.I.5. The City Council finds that the written Appeal Hearing Statement submittal from Hutchinson Cox was not timely filed in accordance with AMC 18.5.1.060.I.5.

In this instance, the public hearing on the appeal was scheduled for June 17, 2025, and the public notice of the hearing to the parties including the appellants cited a clear deadline for the submission of written arguments no later than 4:30 p.m. on Friday, June 6, 2025. The appellants provided written arguments on Friday, June 13, 2025, at 4:45 p.m., fully one week after the noticed deadline and only four days prior to the appeal hearing.

The Council specifically interprets the provisions of AMC 18.5.1.060.I.5.a to provide that the "*no less than ten days prior to the Council consideration of the appeal*" deadline strictly applies to all parties to the appeal. Appellants' counsel asserted that the intended purpose of the written argument deadline was to prevent other members of the public who had participated in the Planning Commission hearing process from also participating in oral argument at the Council appeal unless they had timely submitted written arguments, and that the "*no-less-than-ten-days-prior*" deadline was not intended to apply to the named appellants who had actually filed the Notice of Appeal. The Council rejects this assertion, finding that the deadline from AMC 18.5.1.060.I.5.a is intended to apply to all parties in order to provide adequate time to fully consider the arguments provided in light of the whole record of the original decision. On that basis, and consistent with due process and the fairness of the proceedings, the Council rejects the appellants' written argument submittal of June 13, 2025, in its entirety as having not been timely submitted as required in AMC 18.5.1.060.I.5.a. This submittal is excluded from the record and thus may not be considered in the settlement of the record or in reaching a decision on the appeal.

- 3) The Council finds that while the appellants identified 25 alleged errors, none rise to the level of reversible error, nor do they undermine the substantial evidence supporting the Commission's decision.

- 4) The City Council finds that the Planning Commission’s decision was supported by substantial evidence in the record and did not involve legal or procedural errors.
- 5) The City Council concurs with the Planning Commission’s findings, conclusions, and conditions of approval as adopted on April 22, 2025. However, the Council directs that the matter be remanded to the Planning Commission solely for the purpose of preparing more specific detailed findings, rather than conclusory statements, in support of the Planning Commission's approval as allowed in AMC 18.5.1.060.I.5.c.

Now, therefore, the City Council of the City of Ashland finds and concludes as follows:

DECISION

Based on the record of the Public Hearings on this matter, the City Council excludes the appellants’ Appeal Hearing Statement dated June 12, 2025 from the record due to its untimely submittal, affirms the April 22, 2025 decision of the Planning Commission approving PA-T2-2024-00053 and rejects the appeal as that there is substantial evidence contained within the whole record to support the Planning Commission’s decision. The City Council further finds that the Planning Commission did not commit any errors of law. The City Council remands the action to the Planning Commission solely for the preparation of specific findings in support of the Commission’s decision; as provided in AMC 18.5.1.060.I.5.c, where the Council elects to remand a decision to the Planning Commission, the Planning Commission decision shall be the final decision of the City, unless the Council calls the matter up pursuant to AMC 18.5.1.060.J.

City Council Approval

July 15, 2025
Date



Council Business Meeting

Date: July 15, 2025

Agenda Item	First Reading of ORD 3270, Removing AMC 4.32 - Alarm Systems
Department	Finance
From	Mariane Berry, Finance Director, Tighe O'Meara, Police Chief

TIME ESTIMATE

5 minutes

CATEGORY

Action Needed - Motion to approve an action

SUMMARY

Approval to remove Chapter 4.32 Alarm Systems from the Ashland Municipal Code.

POLICIES, PLANS & GOALS SUPPORTED

Council Priorities:
Efficient and Effective Government

BACKGROUND AND ADDITIONAL INFORMATION

The Alarm section of the Municipal Code is outdated and no longer necessary as the City does not inspect for adherence to the requirements in the Code nor charge the false alarm fee outlined in the code. Applications for alarm permits are very few throughout the year, and more time is spent processing them than needed.

Revenues for alarm permits have ranged from \$350-\$650 annually in the last few years.

FISCAL IMPACTS

Cost savings as the staff time to process the applications outweighs the revenue generated.

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

I move to approve the First Reading of the removal of Chapter 4.32 Alarm Systems from the Ashland Municipal Code, and send Ordinance #3270 for the Second Reading.

REFERENCES & ATTACHMENTS

1. ORD 3270 Repealing AMC 4.32 Alarm Systems



ORDINANCE NO. 3270

AN ORDINANCE REPEALING AMC CHAPTER 4.32 ALARM SYSTEMS

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

WHEREAS, Article 2. Section 1 of the Ashland City Charter provides:

Powers of the City. The City shall have all powers which the constitutions, statutes, and common law of the United States and of this State expressly or impliedly grant or allow municipalities, as fully as though this Charter specifically enumerated each of those powers, as well as all powers not inconsistent with the foregoing; and, in addition thereto, shall possess all powers hereinafter specifically granted. All the authority thereof shall have perpetual succession.

WHEREAS,

WHEREAS,

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

SECTION 1. The following Chapter 4.32 Alarm Systems is repealed:

4.32.010 — Definitions

As used in this ordinance, unless the context otherwise requires:

A. Agent means a natural person, other than a burglar alarm salesperson, who is designated by the principal to be responsible for the premises protected by an alarm system during the principal's absence or unavailability. The term "agent" does not include any person who receives any salary, fee, bonus or other valuable consideration for performing the duties of an agent unless such person is a bona fide employee of the principal having substantial duties paramount and not directly related to his/her capacity as agent.

B. Alarm system means a device or system of interconnected devices, including hardware and related appurtenances, designed to give warning of activities indicative of felony or criminal conduct.

C. Annunciator means that part of an alarm system, other than an automatic dialer, which communicates the fact that the system has been triggered.

D. Audible annunciator means an annunciator which gives alarm by means of a bell, siren, buzzer or similar sound producing device mounted at some location other than wholly within a building; or which, when activated, is clearly audible at a distance of fifty (50) feet or more outside of any building in which it is mounted.

E. Automatic dialer means a device which is programmed to select a telephone number and deliver a warning message or signal over standard telephone lines using telephone voice communication equipment.

F. Chief means the Chief of Police of the City of Ashland, or a police officer under the Police Chief's jurisdiction designated by the Police Chief to exercise any power or duty conferred under this chapter.

G. Department means the City of Ashland Police Department.

H. City of Ashland telephone line means a telephone line which rings or terminates on the premises of the City of Ashland.

I. False alarm means any activation of an alarm system upon or following which communication is made to the Department that an alarm has been triggered, except alarms resulting from one of the following causes:

1. Criminal activity or unauthorized entry;
2. Earthquake causing structural damage to the protected premises;
3. Hurricane winds causing structural damage to the protected premises;
4. Flooding of the protected premises due to overflow of natural drainage;
5. A lightning bolt causing physical damage to the protected premises;
6. Fire causing structural damage to the protected premises verified by the fire department;
7. Telephone line malfunction verified in writing to the Department by at least a first line telephone company supervisor within seven (7) days of the occurrence; or
8. Electrical service interruption verified in writing to the Department by the local power company manager within seven (7) days of the occurrence.

If the alarm, when communicated to the Department before an officer is dispatched to investigate, is clearly identified to the Department as resulting from authorized entry, authorized system test, or other noncriminal cause, it shall not be considered a false alarm. If police units, responding to an alarm and checking the protected premises according to standard Department operating procedure, do not discover any evidence of unauthorized entry or criminal activity, there shall be a rebuttable presumption that the alarm is false. Entries in the Police Department "Daily Bulletin" shall be prima facie evidence of the facts stated therein with regard to alarms and responses.

J. On-premises annunciator means an annunciator which is designed to give warning only to a person or persons on the protected premises, and which is neither an "audible" or "remote" annunciator as those terms are defined in this section.

K. Principal means the person, firm or corporation whose premises are protected by an alarm system. In the event that a building having more than one tenant is protected by a single alarm system, the term "principal" means the building owner.

L. Protected premises mean all of that contiguous area, including buildings, protected by a single alarm system and under common ownership and use.

M. Remote annunciator means an annunciator located at a terminal on the premises of an alarm company, or other location not a part of the protected premises.

N. Sensor means that part of an alarm system which is designed to detect the happenings of some event or existence of some condition indicative of criminal activity or unauthorized entry.

O. Visual annunciator means an annunciator installed entirely on the protected premises and which gives inaudible warning by means of a flashing light or other visible signal.

P. Fiscal year means July 1 through June 30. (Ord. 2533, amended, 1989; Ord. 2401 § 1, amended, 1986)

~~4.32.020 ——— Classification of Alarm Systems~~

~~Alarm systems shall be classified as follows:~~

~~A. A Class I alarm system is one which incorporates a remote annunciator installed on the premises of the Department in the Communications Center.~~

~~B. A Class II alarm system is one which incorporates an automatic dialer programmed to select a City of Ashland telephone line.~~

~~C. A Class III alarm system is one which incorporates a remote annunciator installed at a place other than the premises of the City, and which does not incorporate an automatic dialer.~~

~~D. A Class IV alarm system is one which incorporates an automatic dialer not programmed to select a City of Ashland telephone line.~~

~~E. A Class V alarm system is one in which the only annunciator is an audible annunciator located at the protected premises, and which does not incorporate an automatic dialer.~~

~~F. Exempt alarm systems are:~~

- ~~1. Alarm systems owned, maintained and monitored by any government law enforcement agency to protect their premises; and~~
- ~~2. Alarm systems protecting property of the City of Ashland. (Ord. 3023, amended, 08/03/2010)~~

~~4.32.030 ——— Class I Alarm Systems~~

~~Class I alarm systems are prohibited.~~

~~4.32.040 ——— Class II Alarm Systems~~

~~Class II alarm systems are prohibited.~~

~~4.32.050 ——— Class III Alarm Systems~~

~~A. Any person reporting to the police on any alarm from a Class III alarm system shall give the following information:~~

- ~~1. The alarm system permit number, and the principal or business name;~~
- ~~2. The type of premises (warehouse, residence, etc.) and the name, if any, by which the premises are known;~~
- ~~3. The address of the protected premises, which shall be repeated a second time at the end of the message;~~
- ~~4. The name and telephone number of some responsible person having access to the protected premises; and~~
- ~~5. The type of criminal activity indicated, (e.g. burglary in progress, robbery, etc.).~~

~~B. If the Class III alarm system incorporates an audible annunciator, it shall be subject to the requirements specified in Section 4.32.070.~~

~~4.32.060 ——— Class IV Alarm Systems~~

~~A. Any person reporting to the police on any alarm from a Class IV alarm system shall give the information specified in Section 4.32.050.A.~~

~~B. No Class IV alarm system shall be programmed to select any telephone line the user of which has not previously given consent for such programming.~~

~~C. If the Class IV alarm system incorporates an audible annunciator, it shall be subject to the requirements specified in Section 4.32.070.~~

~~4.32.070 ——— Class V Alarm Systems~~

~~A. Each Class V alarm system shall be so programmed that each audible annunciator will automatically silence within fifteen minutes after being activated, and will not sound again unless a new act or circumstance triggers a sensor.~~

~~B. No test of a Class V alarm system shall be conducted between the hours of 8:00 p.m. of any day and 7:00 a.m. of the following day.~~

~~C. The application for a Class V alarm system permit shall list the name and phone number of at least one responsible person (other than the principal or a member of the principal's household) having access to the premises who may be notified and assist the police in the event the alarm is activated. The principal shall immediately notify the Police Chief of any changes in this information.~~

~~D. The Police Chief may, by written notice, require the posting of the information required by subsection (c) on the protected premises.~~

~~4.32.080 Alarm System Requirements, Generally~~

~~A. No alarm system shall be installed, used or maintained in violation of any of the requirements of this code, or of any applicable statute, law or administrative regulation of the United States of America, the State of Oregon or any administrative rule-making body thereof.~~

~~B. The holder of an alarm system permit shall be responsible for the training and re-training of all employees, family members and other persons who may make regular use of the protected premises and who may, in the normal course of their activities, be in a position to accidentally trigger a sensor. Such training shall include procedures and practices to avoid accidental alarms, and steps to follow in the event the system is accidentally triggered.~~

~~C. The holder of an alarm permit shall, at all times, be responsible for the proper maintenance and repair of the system, and for the repair or replacement of any component, method of installment, design feature or like condition which may give rise to a false alarm.~~

~~4.32.090 Permits Required~~

~~A. It shall be unlawful for any person to use or maintain any alarm system without a current valid permit therefore.~~

~~B. City police may refuse to respond to an alarm from a system without a permit.~~

~~C. No permit shall be required for an exempt alarm system as defined in Section 4.32.020.F, and the provisions of this chapter shall not apply to such systems.~~

~~D. Violation of this provision shall be an infraction. Each day during which the violation is maintained or continued shall be deemed a separate infraction.~~

~~4.32.100 Permit Application~~

~~Each application for an alarm system permit shall be made on a form prescribed by the Finance Director and shall contain the following information:~~

~~A. The name, address and telephone number of the principal of the protected premises~~

~~B. The type of premises (home, office, variety store, etc.), and any business name by which the premises is known.~~

~~C. The address of the protected premises, including, if it is in a residential, commercial or industrial complex (office building, apartment house, shopping center, etc.), and any name by which the complex is commonly known.~~

~~D. The names, addresses and telephone numbers, including home phone number, of all agents.~~

~~E. The number and type of annunciators and automatic dialers which the alarm system incorporates, the location of all remote annunciators, and the names and phone numbers of all persons or businesses which are or may be preselected for automatic dialer contact.~~

~~F. The application shall be accompanied by the fee prescribed under Section 4.32.120. (Ord. 3023, amended, 08/03/2010)~~

~~4.32.110 Issuance of Permit~~

~~Upon receipt of the Finance Director of the permit application and fee, the Police Chief shall undertake whatever investigation is deemed necessary. If it appears to the Police Chief that the proposed system will comply with the provisions of this chapter, the Finance Director shall be advised and shall issue to the applicant a permit bearing an identifying number, specifying the class of alarm system for which it is issued, and setting forth the expiration date of the permit. The City shall not, by the issuance of any alarm system permit, be obligated to respond or accord any priority to an alarm from such system.~~

~~4.32.120 Permit Fees~~

~~The fees for alarm system permits and renewals shall be as follows:~~

Class III	\$25.00
Class IV	\$25.00
Class V	\$10.00

~~4.32.130 Term of Permit and Renewal~~

~~A. Class III and IV alarm system permits shall expire on June 30th of the fifth (5th) calendar year following the year of issue.~~

~~B. Class V alarm systems permits have no expiration date and shall be valid until terminated or suspended.~~

~~C. An alarm system permit of any class shall automatically terminate upon any change of principal, class of system or protected premises. No permit may be transferred to another principal, different class of system or protected premises. No refunds will be given on termination or suspension of any permit for any reason.~~

~~D. Renewal permits shall be dated July 1st. The renewal permit will not be issued until the fee is paid and a late charge of \$5.00 per month will be assessed on all permit holders who do not pay the renewal fee prior to the expiration of their existing permit. The renewal application shall contain the principal's signed statement that there have been no changes in principal, protected premises or class of alarm system. A suspended permit may be renewed only as provided in Section 4.32.170.~~

~~4.32.140 Inspection of Alarm Systems~~

~~Prior to issuing an alarm system permit, and at any time thereafter during the term thereof, the Police Chief may inspect any alarm system for which a permit is required. Such inspection shall be for the purpose of ascertaining that information furnished by the applicant or permittee is correct, and that the system is maintained in conformance with the provisions of this chapter.~~

~~4.32.150 Current Information Required~~

~~Within ten (10) days following any change of circumstances which renders obsolete any of the information submitted pursuant to Section 4.32.100, the permittee shall file an amended application setting forth the currently accurate information. No additional fee shall be required unless the change has terminated the permit as provided in Section 4.32.130.~~

~~4.32.160 False Alarm Fee~~

~~A. As a condition of any alarm system permit issued under the provisions of this chapter, the permittee shall pay to the City of Ashland, within thirty (30) days of invoice, for false~~

~~alarms generated by the permittee's alarm system a fee according to the following schedule:~~

~~First 6 false alarms in a calendar year—\$15 per alarm;~~

~~Next 4 false alarms in a calendar year—\$30 per alarm;~~

~~All false alarms in excess of 10 in a calendar year—\$50 per alarm~~

~~The Finance Department shall notify the Police Chief monthly of any permittee who does not pay promptly.~~

~~B. Any person who has been assessed a false alarm fee may appeal such charge by giving written notice to the Police Chief within 30 days of invoice assessing such charge. Upon receipt of the appeal notice, the Police Chief shall appoint one or more supervisory officers to investigate the circumstances of the alarms upon which the appeal is based. The investigators shall notify the appellant of a time certain, not less than two (2) weeks nor more than four (4) weeks following the date upon which the appeal was filed, at or before such time certain the appellant shall file, in writing with the investigator, whatever factual information the appellant deems relevant in support of the appeal. If the investigator determines the charge to have been made in error the Police Chief shall order the invoice cancelled and notify the appellant and the Finance Director of such determination, which shall be final. If the investigator determines the charge to be proper, a full report of the findings shall be presented, together with any information filed by the appellant, to the Police Chief. The Investigator's determination shall be filed with the Police Chief within forty-five (45) days of the time the appeal was filed. The Police Chief shall make a final determination on the disputed charges and mail notice thereof to the appellant within sixty (60) days after the filing of the appeal. If the Police Chief determines that any of the disputed charges are valid, the permit holder shall pay such charges within thirty (30) days after notice of the final decision of the Police Chief is mailed. Such decision shall be final and not subject to further appeal, notwithstanding the provisions of any other ordinance governing appeals.~~

~~4.32.170 — Suspension of Permits~~

~~A. The following shall be grounds for suspension, by the Police Chief, of any permit issued pursuant to this chapter:~~

- ~~1. Any false or incomplete statement made on the permit application.~~
- ~~2. Programming of an automatic dialer to select any City of Ashland telephone line.~~
- ~~3. Failure to pay a false alarm fee within the time required by Section 4.32.160.~~
- ~~4. Maintenance, installation or use of the alarm system in violation of any applicable law, ordinance or regulation, including the requirements of this chapter.~~
- ~~5. Failure to provide current information as required in Sections 4.32.050, 4.32.060, 4.32.070 and 4.32.150.~~
- ~~6. Testing or deliberate activation of a Class V alarm system other than as authorized in Section 4.32.070.~~

~~B. If the Police Chief determines that there is cause for the suspension of a permit, a notice of suspension shall be mailed to the principal, stating that the suspension will be effective thirty (30) days after the date of mailing, unless a notice of appeal is filed with the City Recorder on or before the effective date.~~

~~4.32.180 — Appeal of Suspension Orders~~

~~A. Any person who is sent a notice of suspension under AMC 4.32.170 may appeal the suspension action to the City Council by giving written notice to the City Recorder within~~

~~thirty (30) days after mailing of the notice of suspension. The filing of a notice of appeal shall stay the suspension until disposition of the appeal by the Council.~~

~~B. The City Manager shall place the appeal on the City Council agenda to be heard within thirty (30) days of the date of filing. At the hearing, the appellant and the Police Chief shall be given an opportunity to present whatever facts or arguments they deem relevant to the suspension of the permit; provided, however, that the City Council shall not review any dispute concerning the validity of the false alarm charges. (Ord. 3192 § 70, amended, 11/17/2020)~~

~~4.32.190 — Reinstatement After Suspension~~

~~Except as otherwise provided herein, a principal whose alarm system permit has been suspended may have the permit reinstated upon payment of a reinstatement fee as follows:~~

~~First suspension within \$ 50
last 3 years~~

~~Second suspension \$100
within last 3 years~~

~~Third suspension within \$200
last 3 years~~

~~After the fourth suspension within a three year period, the principal shall not be eligible for reinstatement or renewal for a period of five (5) years from the date of last suspension, whereupon the principal may apply for a new permit at the regular fee.~~

~~4.32.200 — Notices~~

~~A. Notice or billing from the City to any permit holder shall be deemed to have been given or rendered on the date such notice or billing is deposited in the U.S. Mail, first class postage, prepaid, addressed to the permit holder at the address shown in the City's permit records. A certificate signed by the person who mailed the notice shall be prima facie evidence of the facts stated therein with respect to such notice.~~

~~B. Notice to the City or payment under this ordinance shall be effective when received at the appropriate City office.~~

~~4.32.210 — Fire Alarms~~

~~A. Except for fire alarms protecting property of the City of Ashland, fire alarm annunciators shall not be located on City premises and the City shall not monitor such alarms.~~

~~B. No person shall install, activate, maintain, or use a fire or smoke alarm which incorporates or activates an automatic dialer programmed to select a telephone line which rings or terminates on the premises of the City of Ashland. Violation of this subsection shall be an infraction.~~

~~4.32.220 — Enforcement and Penalties~~

~~A. Use of a prohibited alarm system (AMC 4.32.030, 4.32.040 and 4.32.210) is a Class I violation.~~

~~B. Failure to comply with the provisions of this Chapter, not addressed in (A) above, including use of an alarm system without a permit, shall be considered a Class III violation subject to the penalties provided in Chapter 1.08.010 of this code. (Ord. 3023, amended, 08/03/2010)~~

4.32.230 ——— Police Supervision Fees

~~The hourly fee for extraordinary police supervision service shall be as follows:~~

~~A. For regular police officers, one and one half (1/2) times the established salary rate plus twenty percent (20%) for fringe benefits. (Ord. 2591, amended, 1990)~~

SECTION 2. Codification. Provisions of this Ordinance shall be incorporated in the City Code and the word “ordinance” may be changed to “code”, “article”, “section”, “chapter” or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any Whereas clauses and boilerplate provisions (i.e. Sections 3-5) need not be codified and the City Recorder is authorized to correct any cross-references and any typographical errors.

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

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

ATTEST:

Alissa Kolodzinski, City Recorder

SIGNED and APPROVED this _____ day of _____, 2025.

Tonya Graham, Mayor

Reviewed as to form:

Johan Pietila, City Attorney



Council Business Meeting

Date: July 15, 2025

Agenda Item	Public Hearing and First Reading of ORD 3267, 3268, and 3269 to adopt the SOU 2025 Facilities Master Plan Amendment
Department	Community Development
From	Brandon Goldman, Director of Community Development, Derek Severson, Planning Manager

TIME ESTIMATE

1 hour

CATEGORY

Ordinance/Resolution - a motion is needed to adopt the ORD. or RESO.

SUMMARY

The City Council will hold a public hearing and first reading to consider adoption of the Southern Oregon University 2025 Facilities Master Plan Amendment through three ordinances: Ordinance #3267 amending the Comprehensive Plan to incorporate the Master Plan as a supporting document; Ordinance #3268 amending various sections of the Ashland Municipal Code to ensure consistency with the Master Plan; and Ordinance #3269 amending the Zoning and Comprehensive Plan maps accordingly.

POLICIES, PLANS & GOALS SUPPORTED

Ashland Comprehensive Plan – The Economy Element

Policy (7.07.03.6) The City shall work with the College to encourage the growth of research and graduate programs. The City shall encourage the establishment of the Asian Studies facility, and other such facilities that provide a bridge to the international marketplace.

Ashland Comprehensive Plan – Public Services Element

Goal (9.07.03): To make maximum effort toward utilization of present and future educational and recreational facilities and resources through public, private and city cooperation.

BACKGROUND AND ADDITIONAL INFORMATION

Southern Oregon University is proposing an amendment to the City of Ashland's Comprehensive Plan to adopt a new Facilities Master Plan. This legislative amendment is intended to guide future development of the university campus and includes proposed zoning changes for surplus university-owned properties identified on the attached map. These properties may be sold into private ownership. Upon adoption of the Master Plan amendment, the zoning designations for these properties will be updated as shown on the map. While still owned by SOU, the properties will remain subject to the SOU Master Plan and the Special Overlay (SO) zoning. However, once transferred to private ownership, the properties will be regulated under the base zoning designations established through this amendment.

Oregon's Statewide Planning Goal 2 "*Land Use Planning*" as well as Chapter 197 of the Oregon Revised Statutes requires that the planning activities of state agencies, including colleges and universities, be coordinated with cities to ensure compatibility with both the local comprehensive plan and land use regulations.

- In June of 2010, the Ashland City Council adopted the "[Southern Oregon University Campus Master Plan Update](#)" as prepared by Southern Oregon University with amendments by the City of Ashland.
- In February of 2000, the Ashland City Council adopted the "*Southern Oregon University Campus Master Plan – 2000-2010*" as prepared by Southern Oregon University with amendments by the City of Ashland.





Council Business Meeting

- In August 1990, the Ashland City Council adopted the “*Southern 2000 Campus Master Plan*” as prepared by Southern Oregon State College with amendments by the City of Ashland.

Master plans of this nature are typically prepared on a ten-year planning horizon. SOU began conversations with Planning staff about updating their current Master Plan prior to 2020, but this process was delayed due to the pandemic. The University team has now submitted an application to update their Master Plan looking primarily to address planned projects, changes to the campus since the last update, and issues that are foreseen to arise over the planning horizon.

AMC 18.5.9.020 provides the “Applicability and Review Procedure” for Plan Amendments and Zone Changes. Because the proposal is legislative in nature, the Land Use Ordinance speaks to achieving conformance with the Comprehensive Plan or meeting “*other changes in circumstances or conditions*” and does not require that the application demonstrate that specific approval criteria are satisfied.

Current Application

The SOU Facilities Master Plan is referred to by Chapter 18.3.6 ‘Southern Oregon University District’ of the Ashland Land Use Ordinance. Chapter 18.3.6 Southern Oregon University District includes the land use regulations specific to the City of Ashland’s ‘SO’ zoning designation. The SOU Facilities Master Plan establishes the permitted and conditional uses in the SO zoning district. Chapter 18.3.6 permits those uses directly or indirectly related to the educational functions of SOU that are indicated and in conformance with the adopted SOU Facilities Master Plan, while uses that are not agreed upon in advance in the adopted SOU Facilities Master Plan require Conditional Use Permit approval.

The Ashland Comprehensive Plan identifies the Southern Oregon University (SOU) land use classification as areas designed to provide for the unique needs of SOU. As outlined in the Comprehensive Plan, the boundary of the SOU zoning district was mutually approved by SOU and the City. The campus boundary encompasses approximately 164-acres that are roughly split north and south by Siskiyou Boulevard. This Master Plan update does not propose an expansion of the existing Southern Oregon University campus boundary and its corresponding City of Ashland SO zoning designation, however this amendment does include proposed zone changes for properties identified on the attached map that may be sold into private ownership by Southern Oregon University. With adoption of this Master Plan amendment, the zoning for these properties will be changed as noted on the attached map, however they would remain subject to the SOU Masterplan and SO zoning overlay while under university ownership. Once under private ownership, these properties would be subject to the zoning regulations of the underlying zoning proposed here.

The Master Plan update includes an evaluation of the overall structure of the campus, providing descriptions for proposed and recommended projects that the University would likely undertake over the next ten-year cycle. The plan includes design guidelines for future development, for both buildings and open spaces, which would be in addition to as well as complement existing City of Ashland site design standards. The Master Plan proposes a number of code changes with regard to the campus, including:

- **AMC 15.04.216** – As proposed, the city’s Demolition/Relocation Ordinance would no longer apply to university properties.
- **AMC 18.3.6** – Revisions would clarify that the SO zone is subject to the Water Resource Protection Zones regulations in AMC 18.3.11 and that areas within 50-feet of privately owned property would be subject to “Type II” Site Design Review with a public hearing before the Planning Commission rather than to a Conditional Use Permit, and that any construction greater than 70 feet in height would be subject to a Conditional Use Permit (*currently, any construction greater than 40 feet in height requires a Conditional Use Permit*).
- **AMC 18.4.7** – As proposed, Southern Oregon University would not be subject to the sign regulations of AMC 18.4.7 but would be subject to a campus master sign program incorporated in the proposed Master Plan. (*Planning Commissioners supported this change.*)





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- **AMC 18.5.2.030** – The proposal would clarify that any new building on campus greater than 15,000 square feet shall be reviewed through a “Type II” procedure with a public hearing at the Planning Commission. *(Planning Commissioners supported this change, clarifying that 15,000 square feet should be applied to the gross habitable floor area rather than the footprint.)*
- **AMC 18.5.7.020** – The proposal would exempt tree maintenance and removal on campus from the city’s Tree Removal Permit process, but would require that SOU provide annual updates to the Planning Division through the Tree Management Advisory Committee similar to the handling of tree removals on Parks properties. *(Planning Commissioners were supportive of this change provided that the University relied on licensed professional arborists for tree removals.)*

Specific Considerations

The staff report presented to the Planning Commission discussing the proposed Master Plan adoption along with the associated code and map amendments is attached as an exhibit here to inform tonight’s discussion.

Planning Commission Recommendation

The Master Plan amendment proposed has been presented by the University team as a “light update” and deals with a number of items to address issues identified by staff and the University team after years of working through the 2010 Master Plan. At the June meeting of the Planning Commission, staff posed a number of questions to the Commission as they considered the current request. Those questions, and the Commission’s general responses and recommendations for each are below:

- Currently, any project within 50 feet of private property is subject to a Conditional Use Permit, which allows more discretion in considering compatibility with the surrounding neighborhood. As proposed here, these projects would be subject to a Type II Site Design Review procedure, with notice to properties within 200 feet, a public hearing before the Planning Commission, and the potential for appeal to the Council. Are Commissioners comfortable with this less discretionary review procedure?

In their recommendations to the Council, Planning Commissioners suggested that a Type II Conditional Use Permit procedure was preferred for any project within 50 feet of private property. This would retain a more discretionary procedure and require that the proposal be considered through a public hearing. Planning Commissioners also recommended that any project of 15,000 or more square feet of gross habitable floor area (GHFA) be subject to Type II Site Design Review.

- Is the Commission comfortable with exempting solar arrays over parking lots from land use review when they meet specific design requirements detailed in the Master Plan?

Planning Commissioners recommended that solar arrays over parking lots meeting specific design requirements as presented in the draft ordinance be exempted from the land use process and instead be subject to administrative approval in conjunction with building permit review.

- Is the Commission agreeable with the proposed height allowances in the Master Plan? Most structures would be four stories, the Cascade replacement would be five (5) stories, and the University District property at Walker Avenue and Ashland Street could be up to nine stories/110 feet. Any building over 70 feet would require Conditional Use Permit approval. Planning Commissioners believed that height allowances in alignment with the recently adopted Climate Friendly Areas regulations were more appropriate.

The Planning Commission recommended that a 50-foot height be outright permitted, heights up to 60’ feet be outright permitted with the inclusion of 25% affordable housing, with greater heights to require a Conditional Use Permit, and further suggested that the height for the University District property bounded by Ashland/Walker/Webster/Stadium Streets be limited to no more than nine-stories or 110 feet under the Conditional Use Permit process.



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- Does the Commission support exemption from the maximum parking requirements in AMC 18.4.3 for the Cascade redevelopment or University District sites?

Through the course of the Planning Commission hearing, it became clear that this was no longer a part of the University's proposal.

- Does the Commission support exemption from parking lot landscaping standards based on the University's planned placement of solar canopies over parking lots? Would the Commission prefer that exempted parking lots provide parking lot trees in movable planters which would remain in place until solar arrays are installed?

Based on discussion during the hearing, the Commission recommended that it be made clear that the installation of solar arrays over existing parking lots would not trigger parking lots to be upgraded to new standards. The Commission recommended that any newly constructed parking lots be required to comply with parking lot standards.

- Does the Commission support exempting the University from the Tree Removal Permit process similarly to the exemption granted to the Parks Department?

Planning Commissioners recommended that the University be exempted from the Tree Removal Permit process in a manner similar to the treatment of the Parks Department in the code, provided that the University used licensed professional arborists for tree removal.

- In response to concern from neighbors over the lack of transparency with neighbors of the properties proposed for sale, Planning Commissioners also recommended that with Master Plan adoption, the University be required to establish a standard of direct communication with neighbors prior to the construction of new buildings, the sale of university property or the adoption of Master Plan updates.

Council Discussion Questions

Key questions in considering adoption of the Master Plan update include:

- Do Councilors support the University's proposed zone changes for properties that are likely to be sold in the near future?
- Are Councilors in agreement with the Planning Commission's recommendation that projects within 50 feet of private property should be subject to a Type II Conditional Use Permit, which allows for more discretionary considerations of neighborhood compatibility?
- Do Councilors agree with the Planning Commission's recommendation to exempt solar arrays over parking lots from land use review when they meet specific design standards? This would allow solar arrays to be approved at the staff level in conjunction with the review of building permits. The Planning Commission also indicated that construction of solar arrays over parking lots would not trigger other parking lot upgrades, but that new parking lots should be subject to current parking lot design standards.
- Are Councilors agreeable with the Planning Commissioners' recommendation to keep height allowances in line with the Climate Friendly Areas (50 feet outright, up to 60 feet permitted outright with the inclusion of affordable housing, with any additional height subject to a Conditional Use Permit and a 110-foot height limit (with a Conditional Use Permit) for projects on the site bounded by Walker Avenue, Ashland Street, Stadium Street and Webster Street?
- *Are Councilors in favor of exempting the University from Tree Removal Permitting requirements, provided that the University uses licenses professional arborists for tree removal? The current code definition for an arborist is someone licensed by the State of Oregon Landscape Contractors Board or Construction Contractors Board and certified as an arborist through the International Society of Arboriculture or American Society of Consulting Arborists.*
- Do Councilors believe there should be a requirement for neighborhood notice by the University when land use actions are proposed? The Planning Commission suggested this occur with new buildings,



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sales or master plan updates. Such a notice could simply duplicate notices required to be provided by the city under state law, which would provide neighbors with notice of items requiring a land use action in advance of an application being submitted.

FISCAL IMPACTS

Adoption and implementation of this Master Plan update has no direct fiscal impact to the city. However, to quote the Economy Element of the Comprehensive Plan, “... *it is likely that ... [Southern Oregon University] will remain a motor of economic growth for the city through generation of payroll, local purchases by employees and students, enhancement of student abilities to find or make jobs for themselves in Ashland, and as an incubator for innovations and as a favorable attraction for education-intensive firms that may be considering the move to Ashland.*”

This Master Plan update incorporates zone changes intended to enable the sale of some University properties to help address budget shortfalls which the University must address in the current fiscal year, and as such will have an indirect but positive impact to the city in alleviating shortfalls affecting a “*motor of economic growth for the city*” while also providing additional land to support needed private housing development near campus. Upon transfer of surplus property to private ownership, these surplus properties will become subject to property taxation, generating new revenue for the City and other taxing districts. The amount of this revenue will depend on the scale and timing of future development or redevelopment of the properties.

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

Staff recommends that the Council adopt the updated Master Plan, approve first reading of the associated ordinances and move them forward to second reading. The ordinances provided tonight incorporate the recommendations of the Planning Commission.

Potential Motion

I move to approve the updated Master Plan, approve the First Reading of the following ordinances:

- **Ordinance #3267**, an ordinance amending the City of Ashland Comprehensive Plan to adopt and incorporate the Southern Oregon University 2025 Facilities Master Plan Amendment as a supporting document to the City of Ashland Comprehensive Plan; and
- **Ordinance #3268**, an ordinance amending AMC 15.04.210-.216, AMC 18.3.6, AMC 18.4.7, AMC 18.5.2.020, AMC 18.5.2.030 and AMC 18.5.7.020 to be consistent with the Southern Oregon University 2025 Facilities Master Plan Amendment; and
- **Ordinance #3269**, an ordinance amending the adopted Zoning and Comprehensive Plan maps to be consistent with the Southern Oregon University 2025 Facilities Master Plan Amendment.

And to move each Ordinance above to Second Reading on August 19, 2025, and to direct staff to prepare written findings for adoption in conjunction with the second reading.

(Please detail any specific changes or conditions to be added in the motion. As currently provided, all ordinances incorporate the recommendations of the Planning Commission from the June 24, 2025 hearing.)

REFERENCES & ATTACHMENTS

1. PA-L-2025-00016_SOU Masterplan Staff Report
2. 00_0_Staff Exhibit S-1_Zone Changes
3. 00_1_SOU Master Plan Update_06242025_PC ORD 3267 AMENDED
4. 00_2_SOU Master Plan Update_07082025_PC ORD 3268 AMENDED
5. 00_3_SOU Master Plan Update_06242025_PC ORD 3269 AMENDED
6. 01_Siskiyou_1250_PA-L-2025-00016_SOU Master Plan cover letter 4 4 25





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7. 02_Siskiyou_1250_PA-L-2025-00016_SOU Master Plan draft findings 4 4 25
8. 03_Siskiyou_1250_PA-L-2025-00016_SOU MP AMC changes 2 18 25
9. 04_Siskiyou_1250_PA-L-2025-00016_101824-Resolution-Real-Property-Sales-Final
10. 06_Siskiyou_1250_PA-L-2025-00016_SOU MASTER PLAN FINAL 4 04 25-
11. 07_SOU Solar Response from Electric
12. COMPPLAN_MAP_new
13. ZONING_MAP_new
14. 07082025_public_comments combined



**ASHLAND PLANNING DEPARTMENT
STAFF REPORT**

Before the Planning Commission – June 24, 2025

PLANNING ACTION:	PA-L-2025-00016
APPLICANT:	Southern Oregon University
LOCATION:	The Southern Oregon University District
ZONE DESIGNATION:	SO (Southern Oregon University)
COMP. PLAN DESIGNATION:	Southern Oregon University District
ORDINANCE REFERENCES:	15.04.210-.216 Demolition or Relocation of Structures
	18.3.6 Southern Oregon University District
	18.4.7 Signs
	18.5.2 Site Design Review
	18.5.7 Tree Removal Permits
	18.5.9 Comprehensive Plan, Zoning & Land Use Ordinance Amendments
	18.6.1 Definitions
APPLICATION DATE:	April 4, 2025
DLCD NOTICE:	May 6, 2025 (49 days in advance)
PUBLIC MEETING NOTICE:	June 3, 2025 (21 days in advance)
MEETING DATE:	June 24, 2025

120-DAY DEADLINE: (*Legislative actions are not subject to 120-day limits)

DESCRIPTION: Ashland’s Planning Commission and City Council will conduct public hearings to consider a legislative amendment to the Southern Oregon University Facilities Master Plan. This amendment includes proposed zone changes for properties identified on the attached map that may be sold into private ownership by Southern Oregon University. With adoption of this Master Plan amendment, the zoning for these properties will be changed as noted on the attached map, however they would remain subject to the SOU Masterplan and SO zoning overlay while under SOU-ownership. Once under private ownership, these properties would be subject to the zoning regulations of the underlying zoning proposed here.

I. Introduction

Background & History of Applications

Oregon’s Statewide Planning Goal 2 “Land Use Planning” as well as Chapter 197 of the Oregon Revised Statutes requires that the planning activities of Southern Oregon University be coordinated with the City of Ashland to ensure compatibility with both the City’s Comprehensive Plan and the local Land Use Ordinances.

- In June of 2010, the Ashland City Council adopted the “[Southern Oregon University Campus Master Plan Update](#)” as prepared by Southern Oregon University with amendments by the City of Ashland.
- In February of 2000, the Ashland City Council adopted the “*Southern Oregon University Campus Master Plan – 2000-2010*” as prepared by Southern Oregon University with amendments by the City of Ashland.
- In August 1990, the Ashland City Council adopted the “*Southern 2000 Campus Master Plan*” as prepared by Southern Oregon State College with amendments by the City of Ashland.

Master plans of this nature are typically prepared on a ten-year planning horizon. SOU began conversations with Planning staff about updating their current Master Plan prior to 2020, but this process was delayed due to the pandemic. The University team has now submitted an application to update their Master Plan looking primarily to address planned projects, changes to the campus since the last update, and issues that are foreseen to arise over the planning horizon.

Current Application

The SOU Facilities Master Plan is referred to by Chapter 18.3.6 ‘Southern Oregon University District’ of the Ashland Land Use Ordinance. Chapter 18.3.6 Southern Oregon University District includes the land use regulations specific to the City of Ashland’s ‘SO’ zoning designation. The SOU Facilities Master Plan establishes the permitted and conditional uses in the SO zoning district. Chapter 18.3.6 permits those uses directly or indirectly related to the educational functions of SOU that are indicated and in conformance with the adopted SOU Facilities Master Plan, while uses that are not agreed upon in advance in the adopted SOU Facilities Master Plan require Conditional Use Permit approval.

The Ashland Comprehensive Plan identifies the Southern Oregon University (SOU) land use classification as areas designed to provide for the unique needs of SOU. As outlined in the Comprehensive Plan, the boundary of the SOU zoning district was mutually approved by SOU and the City. The campus boundary encompasses approximately 164-acres that are roughly split north and south by Siskiyou Boulevard. This Master Plan update does not propose an expansion of the existing Southern Oregon University campus boundary and its corresponding City of Ashland SO zoning designation, however this amendment does include proposed zone changes for properties identified on the attached map that may be sold into private ownership by Southern Oregon University. With adoption of this Master Plan amendment, the zoning for these properties will be changed as noted on the attached map, however they would remain subject to the SOU Masterplan and SO zoning overlay while under university ownership. Once under private ownership, these properties would be subject to the zoning regulations of the underlying zoning proposed here.

The Master Plan update includes an evaluation of the overall structure of the campus, providing descriptions for proposed and recommended projects that the University would likely undertake over the next ten-year cycle. The plan includes design guidelines for future development, for both buildings and open spaces, which would be in addition to as well as complement existing City of Ashland site design standards. The Master Plan proposes a number of code changes with regard to the campus, including:

- **AMC 15.04.216** – As proposed, the city’s Demolition/Relocation Ordinance would no longer apply to university properties.
- **AMC 18.3.6** – Revisions would clarify that the SO zone is subject to the Water Resource Protection Zones regulations in AMC 18.3.11 and that areas within 50-feet of privately owned property would be subject to “Type II” Site Design Review with a public hearing before the Planning Commission rather than to a Conditional Use Permit, and that any construction greater than 70 feet in height would be subject to a Conditional Use Permit (*currently, any construction greater than 40 feet in height requires a Conditional Use Permit*).
- **AMC [18.4.7](#)** – As proposed, Southern Oregon University would not be subject to the sign regulations of AMC 18.4.7 but would be subject to a campus master sign program incorporated in the proposed Master Plan.
- **AMC [18.5.2.030](#)** – The proposal would clarify that any new building on campus greater than 15,000 square feet shall be reviewed through a “Type II” procedure with a public hearing at the Planning Commission.
- **AMC [18.5.7.020](#)** – The proposal would exempt tree maintenance and removal on campus from the city’s Tree Removal Permit process, but would require that SOU provide annual updates to the Planning Division through the Tree Management Advisory Committee similar to the handling of tree removals on Parks properties.

II. Specific Considerations

The adoption of an amendment to the Southern Oregon University Master Plan as a supporting document to the Comprehensive Plan is a legislative amendment subject to a “[Type III](#)” procedure. As a legislative action, there are no specific approval criteria as there would be for a quasi-judicial application. The Land Use Ordinance suggests that it is:

“... necessary from time to time to make legislative amendments in order to conform with the Comprehensive Plan or to meet other changes in circumstances or conditions. The Type III procedure applies to the creation, revision, or large-scale implementation of public policy requiring City Council approval and enactment of an ordinance; this includes adoption of regulations, zone changes for large areas, zone changes requiring comprehensive plan amendment, comprehensive plan map or text amendment, annexations (see chapter [18.5.8](#) for annexation information), and urban growth boundary amendments.”

In staff’s assessment, there are a number of specific areas that merit consideration in looking at adoption of the Master Plan amendment.

- **Cascade Housing Complex Replacement:** The 194,000 square foot Cascade student housing complex has been demolished, and the plan speaks to the possibility of redeveloping the site to a “*a maximum of five stories including residential living, educational instruction space and mixed-use... including; the establishment of common areas, classrooms, medical offices, daycare, support uses (e.g. haircare, nailcare), and retirement living and/or medical facilities.... Alternatively, the design of a new facility could have a lower architectural profile creating an expansive footprint.*” The Master Plan envisions this development being completed through an as-yet-undetermined public/private partnership similar to the new Shasta and McLoughlin dormitories, and no additional details are provided. Development of the site would be subject to a Site Design Review applications and other land use actions necessary based on the final details of the proposal.

- **“Zoning If Transferred” Map:** The University is looking at selling some surplus properties. Under current regulations, even if sold these properties remain “SO”-zoned and would be subject to the Master Plan and require Conditional Use Permits to develop privately. As proposed here, the identified surplus properties would have their zoning designations changed with the Master Plan amendment to align with the surrounding neighborhoods (R-1-7.5 on Roca, R-3 along Henry, and R-2 on Mountain near Siskiyou). They would remain subject to the Master Plan and SO overlay zone regulations while under university-ownership but if transferred to private ownership would be governed by their underlying zoning proposed here. (*This approach is similar to the HC overlay zone, where properties not being developed for Healthcare can be considered under R-2 zoning regulations*). See that attached Staff Exhibit S-1 “Zoning for Transferred Properties” for more specific details.
- **Site Design Review Requirements:** Under existing requirements, projects on campus that meet the thresholds for Site Design Review (*i.e. new buildings and additions*) are subject to Site Design Review to consider compliance with applicable criteria and standards, including the University’s design standards, and traffic impact analyses where triggered. This proposed Master Plan amendment presents the opportunity to determine what building size will trigger a public hearing (*i.e. a “Type II” procedure*) and what will be subject to administrative review (*i.e. a “Type I” procedure, with the possibility for appeal*). The University proposed that buildings greater than 15,000 square feet automatically require Type II review which is the same standard applied in C-1, E-1 and M-1 zones.

Current requirements call for any project within 50 feet of private property to obtain a Conditional Use Permit, which provides some measures of discretionary review to consider neighborhood compatibility. The University has proposed to alter this requirement to instead require Type II Site Design Review, which would involve a public hearing before the Planning Commission with the potential for appeal to the Council.

Another key consideration is whether solar array installations over parking lots will be subject to Site Design Review. Southern Oregon University continues to be a leader in generating solar energy and intends to install solar arrays over its parking lots. Solar carports or canopies are one item from a menu of required parking lot treatments in AMC 18.4.3.080.B.5.a and in staff’s view, it would be appropriate to exempt such installations from Site Design Review and allow administrative approval in conjunction with building permit review provided that: 1) the installations are generally consistent with the solar array design illustrated in the plan; 2) do not exceed a height of 25 feet; 3) do not impair emergency vehicle access or circulation on site; 4) comply with the solar access ordinance where abutting privately owned properties to the north; and 5) obtain building and electric permits from the City of Ashland.

- **Maximum Parking Requirements:** As currently regulated, there are no longer any minimum off street parking requirements in the city, however the city's regulations with regard to a maximum limit on off-street parking were retained. As presently regulated, the maximum parking requirements apply to the University campus as well although they would be looked at in a broader campus-wide context rather than in terms of individual parking lots. Staff would appreciate Commission guidance on whether any specific sites (i.e. the Cascade Complex or the site at the corner of Walker Avenue and Ashland Street merit exclusion from the parking maximums.
- **Height Limits/Design Standards:** The master plan as provided speaks to building height allowances in a number of areas:
 - The Master Plan generally envisions a four-story building for campus construction, with some other site-specific allowances.
 - Redevelopment of the Cascade site is noted as five stories.
 - "As tall as the highest building in Ashland" is the proposed limit for the University District site at the corner of Ashland Street and Walker Avenue. *(The tallest building in Ashland is the Ashland Springs Hotel, which is nine stories and approximately 110 feet tall.)*
 - Any building higher than 70 feet would be subject to a Conditional Use Permit. *(Currently, any building higher than 40 feet is subject to a Conditional Use Permit.)*

Are Commissioners comfortable with these height allowances, particularly with regard to the University District site?

- **Zoning & Design Guidelines Water Resource Protection Zones:** The Farm/Center for Sustainability south of Science Works includes both a mapped wetland and a piped reach of creek with an associated Water Resource Protection Zone. Similarly, there are properties on Roca Street containing sections of Roca Creek. As Ashland's Water Resource Protection Zones Ordinance (AMC 18.3.11) implements state law for the protection of water resources, staff believe strongly that the Southern Oregon University District should be recognized in AMC 18.3.6 as being subject to the Water Resources Protection Zones Ordinance.
- **Signage:** Ashland's sign regulations typically consider signage appropriate for a business in a single location largely tied to how the business relates to the streetscape. There are some conditional allowances for signage installed for public purposes that have been used to allow master sign programs for the school system, Southern Oregon University and the Oregon Shakespeare Festival (which is on publicly-owned property and has a pedestrian circulation system closely tied to the downtown). In staff's assessment, the sign regulations as written don't readily align with regulation at the campus scale, and the Master Plan amendment proposes to incorporate a sign program to address sign regulations at the campus level rather than requiring that every change to signage that goes beyond the parameters of current regulations needs a Conditional Use Permit.

- **Demolition/Relocation of Buildings (AMC 15.04.210-.216):** Currently, SOU is subject to the Demolition/Relocation Review ordinance which includes demolition debris diversion requirements to limit materials being landfilled, and the standards and criteria for older buildings which generally call for a demonstration that rehabilitation is not financially feasible before demolition is allowed. Given that the University is subject to state requirements for demolition and considerations of the feasibility of rehabilitation typically occur at the state legislature, SOU has proposed that future demolitions not also be subject to separate local regulation under AMC 15.04.210-.216. As proposed, the University would commit to following the city’s Demolition Debris Diversion requirements to minimize material going to the landfill. In staff’s view, this proposal seems reasonable.
- **Trees, Tree Protection & Tree Removal:** The removal of significant trees by the city on its own lands requires a Tree Removal Permit, whereas the Tree Ordinance (AMC 18.5.7) exempts the Parks Department from similar requirements based on its having an arborist on staff who oversees on-going tree management and reports to the City and its Tree Management Advisory Committee annually on tree removals. This Master Plan amendments seeks a similar arrangement for the University, either by having an arborist on staff or relying on a contract arborist. Staff would appreciate Commission guidance here; is the Commission open to allowing similar latitude to that given to the Parks Department, which has a full-time arborist on staff who also acts as a liaison to the Tree Management Advisory Committee, if the University is relying on contract arborists?
- **Parking Lot Treatment:** New parking lot standards are a state requirement under the Climate Friendly & Equitable Communities (CFEC) rulemaking, and include requirements for tree canopy coverage with specific planting & irrigation standards under ANSI 300 *or the installation of solar carports*. With the Master Plan amendment, the University has indicated the desire to not be held to the new parking lot standards as they intend to ultimately install solar canopies over all parking lots for power generation. Would the Commission be open to providing a blanket exemption from the parking lot design requirements in anticipation of future solar carports or requisite shading? Should temporary planters with trees be required to provide shade in the interim, before solar installations occur?

III. Procedural Requirements/Approval Criteria

Legislative Amendments

AMC 18.5.9.020 provides the Applicability and Review Procedure for Plan Amendments and Zone Changes. Because the proposal is legislative in nature, the Land Use Ordinance speaks to achieving conformance with the Comprehensive Plan or meeting “other changes in circumstances or conditions” and does not require meeting specific approval criteria.

IV. Conclusion and Recommendations

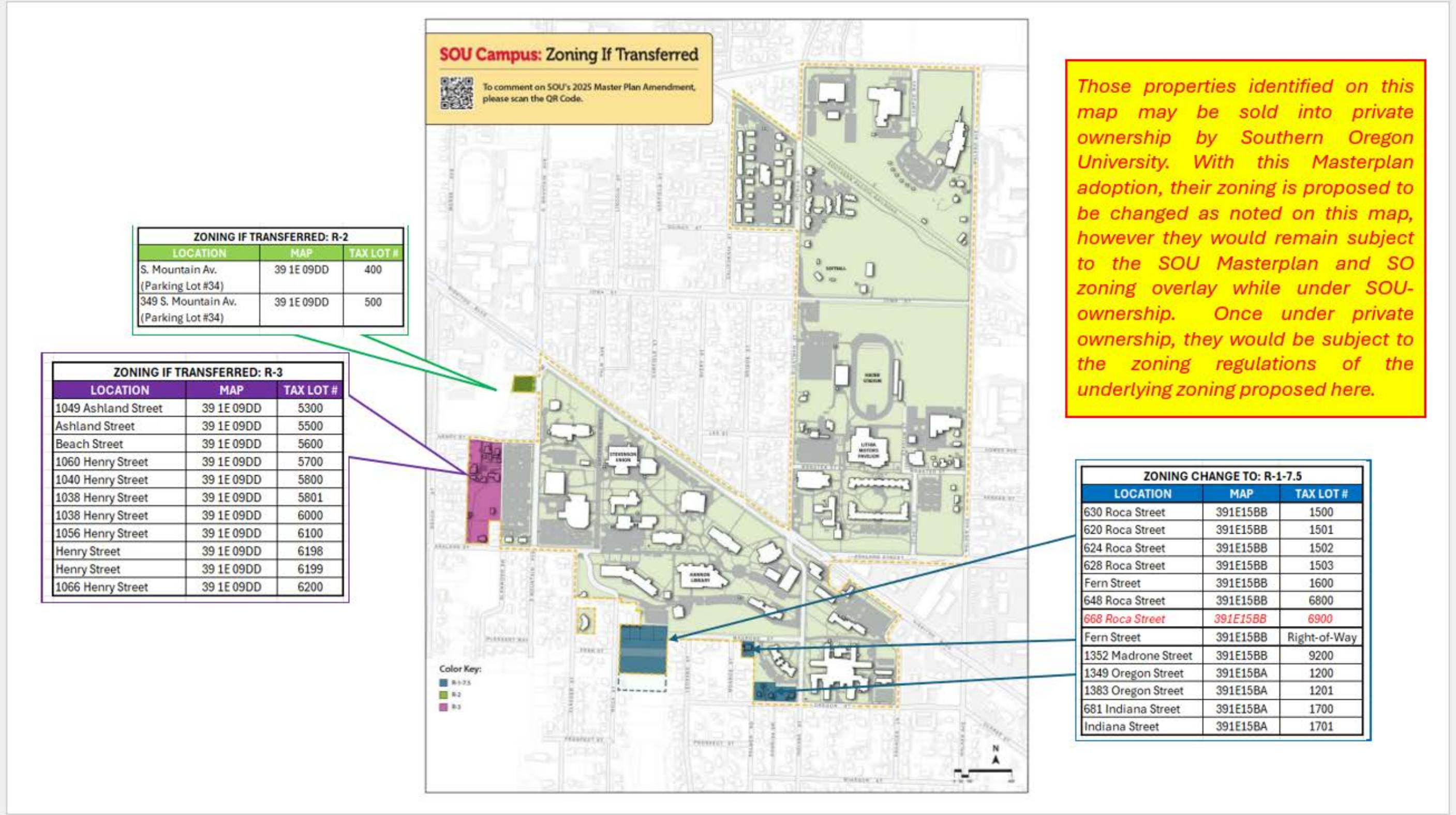
The Master Plan amendment proposed has been presented by the University team as a “light update”. Where the 2010 Master Plan included a substantial shift of the student population across Siskiyou Boulevard to the newly proposed North Campus Village, with substantial

changes to the pedestrian circulation and the associated traffic controls on a state highway and construction of new dormitories, a dining hall and replacements of the theater and MacNeil Pavilion, the Master Plan proposed here is in many ways more about housekeeping items to address issues identified by staff and the University team in implementing the 2010 Master Plan. Staff are generally very supportive of the proposal, and hope that the Commission will weigh in on specific questions including:

- Currently, any project within 50 feet of private property is subject to a Conditional Use Permit, which allows more discretion in considering compatibility with the surrounding neighborhood. As proposed here, these projects would be subject to a Type II Site Design Review procedure, with notice to properties within 200 feet, a public hearing before the Planning Commission, and the potential for appeal to the Council. Are Commissioners comfortable with this less discretionary review procedure?
- Is the Commission comfortable with exempting solar arrays over parking lots from land use review when they meet specific criteria?
- Is the Commission agreeable with the proposed height allowances in the Master Plan? Most structures would be four stories, the Cascade replacement would be five (5) stories, and the University District property at Walker Avenue and Ashland Street could be up to nine stories/110 feet. Any building over 70 feet would require Conditional Use Permit approval.
- Does the Commission support exemption from the maximum parking requirements in AMC 18.4.3 for the Cascade redevelopment or University District sites?
- Does the Commission support exemption from parking lot landscaping standards based on the University's planned placement of solar canopies over parking lots? Would the Commission prefer that exempted parking lots provide parking lot trees in movable planters which would remain in place until solar arrays are installed?
- Does the Commission support exempting the University from the Tree Removal Permit process similarly to the exemption granted to the Parks Department?

Staff recommends that the Commission forward a favorable recommendation to the Council with regard to the proposed Master Plan amendment, including the "Zoning for Transferred Properties" zoning map amendments, and that the Commission articulate any desired adjustments to the Master Plan, or associated codes and maps, based on responses to the questions above.

Staff Exhibit S-1. Zoning for Transferred Properties



ORDINANCE NO. 3267

AN ORDINANCE AMENDING THE CITY OF ASHLAND COMPREHENSIVE PLAN TO ADOPT AND INCORPORATE THE SOUTHERN OREGON UNIVERSITY 2025 FACILITIES MASTER PLAN AMENDMENT AS A SUPPORTING DOCUMENT TO THE CITY OF ASHLAND COMPREHENSIVE PLAN.

(SOU 2025 Facilities Master Plan Amendment: Planning Action #PA-L-2025-00016)

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

WHEREAS, Oregon’s Statewide Planning Goal 2 “Land Use Planning”, Chapter 197 of the Oregon Revised Statutes and Chapter 660, Division 30 of the Oregon Administrative Rules require that the planning activities of universities, as state agencies, be coordinated with local Comprehensive Plans and Land Use Ordinances; and

WHEREAS, the City of Ashland and Southern Oregon University recognize that coordinated master planning is mutually beneficial; and

WHEREAS, Southern Oregon University has prepared master plans for adoption by the City of Ashland since 1990 to guide the strategic development of the university within the broader context of the city and ensure that the University’s land use actions are consistent with local regulations and statewide land use planning goals; and

WHEREAS, Ashland Municipal Code (AMC) 18.5.9.020.B permits legislative amendments to meet changes in circumstances and conditions; the City Council finds it is necessary to adopt the Southern Oregon University 2025 Facilities Master Plan Amendment as a roadmap to guide the strategic development of the public university’s facilities and land use over the next decade, and to adopt new Zoning and Comprehensive Plan Maps and associated land use regulations to align with the Southern Oregon University 2025 Facilities Master Plan Amendment.

WHEREAS, Article 2. Section 1 of the Ashland City Charter provides: The City shall have all powers which the constitutions, statutes, and common law of the United States and of this State expressly or impliedly grant or allow municipalities; as fully as though this Charter specifically enumerated each of those powers, as well as all powers not inconsistent with the foregoing; and, in addition thereto, shall possess all powers hereinafter specifically granted. All the authority thereof shall have perpetual succession.

WHEREAS, the above referenced grant of power has been interpreted as affording all legislative powers home rule constitutional provisions reserved to Oregon Cities. City of Beaverton v. International Ass'n of Firefighters, Local 1660, Beaverton Shop 20 Or. App. 293; 531 P 2d no, 734 (1975); and

WHEREAS, the City of Ashland Planning Commission considered the amendment of the City of Ashland’s Comprehensive Plan to adopt and incorporate the Southern Oregon University 2025 Facilities Master Plan Amendment as a supporting document; to amend the Zoning Map and Comprehensive Plan Map; and to amend the Ashland Municipal Code and Land Use Ordinances to align with the Southern Oregon University 2025 Facilities Master Plan Amendment at a duly advertised public hearing on June 24, 2025, following deliberations, recommended approval of the amendments; and

WHEREAS, the City Council of the City of Ashland conducted a duly advertised public hearing on the above-referenced amendments on July 15, 2025; and

WHEREAS, the City Council of the City of Ashland, following the close of the public hearing and record, deliberated and conducted first and second readings approving adoption of this Ordinance in accordance with Article 10 of the Ashland City Charter; and

WHEREAS, the City Council of the City of Ashland has determined that in order to protect and benefit the health, safety and welfare of existing and future residents of the City, it is necessary to amend the Ashland Municipal Code and Land Use Ordinance in manner proposed, that an adequate factual base exists for the amendments, the amendments are consistent with the comprehensive plan, that the proposed zoning map and land use code amendments are consistent with City of Ashland approval criteria for land use ordinance and zoning map amendments as set forth in AMC 18.5.9.020.B and are consistent with the City of Ashland Comprehensive Plan, with other City policies, and with the Oregon Statewide Planning Goals and OAR 660-030-0070, and that such amendments are fully supported by the record of this proceeding.

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

SECTION 1. The above recitations are true and correct and are incorporated herein by this reference.

SECTION 2. The City of Ashland Comprehensive Plan, Chapter II, [INTRODUCTION AND DEFINITIONS 2.04.15] is hereby amended to read as follows:

SOUTHERN OREGON UNIVERSITY (2.04.15)

These areas are designated to provide for the unique needs of Southern Oregon University (SOU). It is applied to areas that are located within the mutually approved SOU boundary **and under University ownership. It is implemented by the Land Use Ordinance, but the actual rezoning of the property cannot occur until it is actually owned or controlled by the University. The SOU 2025 Facilities Master Plan Amendment is incorporated into the City of Ashland Comprehensive Plan in the Comprehensive Plan Appendix.**

SECTION 3. The City of Ashland Comprehensive Plan, Chapter II, [INTRODUCTION AND DEFINITIONS 2.04.15] is hereby supported with the adoption and incorporation into the **Comprehensive Plan Appendix** of the document entitled “*Southern Oregon University 2025*

Facilities Master Plan Amendment” attached hereto as **Exhibit A**, as said plan is amended with conditions by the Planning Commission and City Council attached hereto as **Exhibit B**, said exhibits being attached hereto and incorporated herein by this reference.

SECTION 4. Severability. The sections, subsections, paragraphs and clauses of this ordinance are severable. The invalidity of one section, subsection, paragraph, or clause shall not affect the validity of the remaining sections, subsections, paragraphs and clauses.

SECTION 5. Codification. Provisions of this Ordinance shall be incorporated in the City Code and the word "ordinance" may be changed to "code", "article", "section", or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any Whereas clauses and boilerplate provisions, and text descriptions of amendments (i.e., Section 2) need not be codified and the City Recorder is authorized to correct any cross-references and any typographical errors.

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

Alissa Kolodzinski, City Recorder

SIGNED and APPROVED this _____ day of _____, 2025.

Tonya Graham, Mayor

Reviewed as to form:

Johan Pietila, City Attorney

Exhibit A

See attached “Southern Oregon University 2025 Facilities Master Plan Amendment”

Exhibit B

Conditions of Approval [PA-L-2025-00016]

Added by the Planning Commission and City Council through the public hearing process

The Planning Commission recommended adoption of the Southern Oregon University 2025 Facilities Master Plan Amendment including the zoning map amendment and zone changes for properties to be transferred and associated ordinance amendments, subject to the following adjustments:

- 1) That any project within 50 feet of private property shall require a Type II Conditional Use Permit.
- 2) That the construction of solar arrays over parking lots shall be exempt from land use review when proposed in a manner consistent with the standards detailed in the Facilities Master Plan. The construction of solar arrays over parking lots shall not trigger upgrades to the parking lots, however new parking lots shall comply with parking lot design requirements.
- 3) That maximum heights within the SO zone shall be in alignment with those in Ashland's Climate Friendly Areas (CFAs). A 50 foot height shall be allowed as an outright permitted use, with anything over 50 feet up to a maximum of 110 feet for the property bounded by Walker Avenue, Ashland Street, Webster Street and Stadium Street to require a Conditional Use Permit.
- 4) The projects with a gross habitable floor area (GHFA) of 15,000 square feet or more shall be subject to a Type II Site Design Review.
- 5) That properties within the SO zone shall be exempt from Tree Removal Permits provided that the work is completed by a licensed professional arborist, with the University to provide an annual report on tree-related activities on campus to the City and Tree Management Advisory Committee.
- 6) That properties within the SO zone shall be exempted from the sign ordinance and subject to the sign program put forth in the Facilities Master Plan.
- 7) That the University shall establish a standard of direct communication with neighbors before the construction of new buildings, sale of university property or future Master Plan updates.
- 8) That properties within the SO zone shall be subject to the Water Resources Protection Zones Ordinance.

ORDINANCE NO. 3268

AN ORDINANCE AMENDING AMC 15.04.210-.216, AMC 18.3.6, AMC 18.4.7, AMC 18.5.2.020, AMC 18.5.2.030 & AMC 18.5.7.020 TO BE CONSISTENT WITH THE SOUTHERN OREGON UNIVERSITY 2025 FACILITIES MASTER PLAN AMENDMENT.

(SOU 2025 Facilities Master Plan Amendment: Planning Action #PA-L-2025-00016)

Annotated to show **deletions** and **additions** to the code sections being modified.
Deletions are **~~bold strikethrough~~** and additions are **bold underlined**.

WHEREAS, Oregon’s Statewide Planning Goal 2 “Land Use Planning”, Chapter 197 of the Oregon Revised Statutes and Chapter 660, Division 30 of the Oregon Administrative Rules require that the planning activities of universities, as state agencies, be coordinated with local Comprehensive Plans and Land Use Ordinances; and

WHEREAS, the City of Ashland and Southern Oregon University recognize that coordinated master planning is mutually beneficial; and

WHEREAS, Southern Oregon University has prepared master plans for adoption by the City of Ashland since 1990 to guide the strategic development of the university within the broader context of the city and ensure that the University’s land use actions are consistent with local regulations and statewide land use planning goals; and

WHEREAS, Ashland Municipal Code (AMC) 18.5.9.020.B permits legislative amendments to meet changes in circumstances and conditions; the City Council finds it is necessary to adopt the Southern Oregon University 2025 Facilities Master Plan Amendment as a roadmap to guide the strategic development of the public university’s facilities and land use over the next decade, and to adopt new Zoning and Comprehensive Plan Maps and associated land use regulations to align with the Southern Oregon University 2025 Facilities Master Plan Amendment.

WHEREAS, Article 2. Section 1 of the Ashland City Charter provides: Powers of the City. The City shall have all powers which the constitutions, statutes, and common law of the United States and of this State expressly or impliedly grant or allow municipalities; as fully as though this Charter specifically enumerated each of those powers, as well as all powers not inconsistent with the foregoing; and, in addition thereto, shall possess all powers hereinafter specifically granted. All the authority thereof shall have perpetual succession.

WHEREAS, the above referenced grant of power has been interpreted as affording all legislative powers home rule constitutional provisions reserved to Oregon Cities. City of Beaverton v. International Ass'n of Firefighters, Local 1660, Beaverton Shop 20 Or. App. 293; 531 P 2d no, 734 (1975); and

WHEREAS, the City of Ashland Planning Commission considered the amendment of the City of Ashland’s Zoning Map and Comprehensive Plan Map to align with the Southern Oregon

University 2025 Facilities Master Plan Amendment as a supporting document to the Comprehensive Plan; and to amend the Ashland Municipal Code Section AMC 15.04.210-.216 and the Land Use Ordinances AMC 18.3.6, AMC 18.4.7, AMC 18.5.2.030 & AMC 18.5.7.020 to align with the Southern Oregon University 2025 Facilities Master Plan Amendment at a duly advertised public hearing on June 24, 2025, following deliberations, recommended approval of the amendments; and

WHEREAS, the City Council of the City of Ashland conducted a duly advertised public hearing on the above-referenced amendments on July 15, 2025; and

WHEREAS, the City Council of the City of Ashland, following the close of the public hearing and record, deliberated and conducted first and second readings approving adoption of this Ordinance in accordance with Article 10 of the Ashland City Charter; and

WHEREAS, the City Council of the City of Ashland has determined that in order to protect and benefit the health, safety and welfare of existing and future residents of the City, it is necessary to amend the Ashland Municipal Code and Land Use Ordinance in manner proposed, that an adequate factual base exists for the amendments, the amendments are consistent with the comprehensive plan, that the proposed zoning map and land use code amendments are consistent with City of Ashland approval criteria for land use ordinance and zoning map amendments as set forth in AMC 18.5.9.020.B and are consistent with the City of Ashland Comprehensive Plan, with other City policies, and with the Oregon Statewide Planning Goals and OAR 660-030-0070, and that such amendments are fully supported by the record of this proceeding.

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

SECTION 1. The above recitations are true and correct and are incorporated herein by this reference.

SECTION 2. Section 15.04.210 [Demolition or Relocation of Structures] of the Ashland Land Use Ordinance is hereby amended as follows:

AMC 15.04.210

- C. No demolition or relocation permit is required:
1. For structures of less than 500 square feet in size.
 2. For relocation of a structure upon the same lot.
 3. To demolish a building declared to be dangerous under the Uniform Code for the Abatement of Dangerous Buildings pursuant to AMC [15.04.010.B](#).
 - 4. For any demolition within the SO district. Southern Oregon University shall be exempt from this ordinance, but shall comply with the demolition provisions within the adopted Southern University 2025 Facilities Master Plan Amendment.**

SECTION 3. Section 18.3.6 [Southern Oregon University District] of the Ashland Land Use Ordinance is hereby amended as follows:

18.3.6.020 Applicability

A. This chapter applies to properties designated as SO on the Zoning Map. The Southern Oregon University (SOU) district implements **the Southern Oregon University 2025 Facilities Master Plan Amendment** ~~Campus Master Plan Update for Southern Oregon University dated April 12, 2010,~~ with all conditions added by the Planning Commission and City Council, as adopted and incorporated into the Comprehensive Plan by **Ordinance No. 3267 on August 5, 2025** ~~Ordinance No. 3014 on June 1, 2010.~~ It can be applied to all areas now or hereinafter owned by the State of Oregon acting by and through the State Board of Higher Education, and located within the SOU **district** boundary, as shown on the SOU **2025 Facilities Master Plan Amendment**, adopted by SOU and approved by the City. **The District shall not apply to properties identified on the Zoning If Transferred Map and transferred by SOU and no longer owned by SOU.**

B. This chapter, together with chapters [18.5.2](#) Site Design Review, 18.4.3 Parking, Access, and Circulation, and **18.3.11 Water Resource Protection Zones** are the only portions of this ordinance to be effective within the SOU zone; except that areas within 50 feet of privately owned land are subject to **a Type II Conditional Use Permit review process.** In addition, the creation or vacation of public streets or public ways shall be subject to mutual agreement between the City and SOU and all other applicable laws. **Prior to the sale of university property, or to the submittal of applications to the city for the construction of new buildings or the amendment of the Southern Oregon University Facilities Master Plan, the University shall provide written notice to neighboring property owners of record within 200 feet of the project and provide written evidence of such notice to the city with the application submittal.**

B. Wireless Communication Facilities authorized pursuant to chapter [18.4.10](#) Wireless Communication Facilities.

18.3.6.040 Conditional Uses

Uses subject to approval of a conditional use permit, per chapter [18.5.4](#), are as follows.

A. Any use, site design, or construction or alteration of same not agreed upon in advance by the City and SOU in the SOU **2025 Facilities Master Plan Amendment.**

B. ~~Any construction over 40 feet in height~~ Construction that exceeds 50 feet in height, except for buildings up to 60 feet in height where at least 25% of the total residential units are provided as affordable housing or student housing.

C. Wireless Communication Facilities not permitted outright and authorized pursuant to chapter [18.4.10](#) Wireless Communication Facilities.}

SECTION 4. Section 18.4.7.040 [Exempted Signs] of the Ashland Land Use Ordinance is hereby amended as follows:

18.4.7.040 Exempted Signs

The following signs and devices shall not be subject to the provisions of this chapter. All of the following exempted signs shall be subject to the other regulations contained in chapter [18.4.7](#) relative to the size, lighting, or spacing of such signs.

N. Southern Oregon University. Signs on properties within the Southern Oregon University District on lands owned by the University shall be exempted from this chapter, and shall follow the guidelines for Signage on Campus contained within the Southern Oregon University 2025 Facilities Master Plan Amendment.

SECTION 5. Section 18.5.2.020 [Review Procedures] of the Ashland Land Use Ordinance is hereby amended as follows:

C. Exempt from Site Design Review. The following types of uses and projects are exempt from site design review:

1. Detached single-family dwellings and associated accessory structures and uses.
2. Accessory residential units meeting the requirements of subsection [18.2.3.040](#) and duplexes meeting the requirements of section [18.2.3.110](#).
3. Land divisions and property line adjustments, which are subject to review under chapter [18.5.3](#).
4. The following mechanical equipment:
 - a. Private, noncommercial radio and television antennas not exceeding a height of 70 feet above grade or 30 feet above an existing structure, whichever height is greater, and provided no part of such antenna shall be within the setback yards required by this chapter. A building permit shall be required for any antenna mast or tower over 50 feet above grade or 30 feet above an existing structure when the same is constructed on the roof of the structure.

- b. Not more than three parabolic disc antennas, each under one meter in diameter, on any one lot or dwelling unit.
- c. Roof-mounted solar collection devices in all zones, with the exception of E-1 and C-1 zoned properties located within designated historic districts. The devices shall comply with solar setback standards described in chapter [18.4.8](#) and the height standards of the respective zoning district.
- d. Roof-mounted solar collection devices on E-1 and C-1 zoned properties located within designated historic districts if the footprint of the structure is not increased, the plane of the system is parallel to the slope of the roof and does not extend above the peak height of the roof or existing parapets, or is otherwise not visible from a public right-of-way. The devices shall comply with solar setback standards described in chapter [18.4.8](#) and height requirements of the respective zoning district.
- e. Installation of mechanical equipment other than those exempted in subsections a-d, above, and which is not visible from a public right-of-way, except alleys, or adjacent residentially zoned property and consistent with other provisions of the ordinance codified in this section, including solar access in chapter [18.4.8](#), and noise and setback requirements of subsection [18.2.4.020.B](#). See also screening standards for mechanical equipment in subsection [18.4.4.030.G.4](#).
- f. Routine maintenance and replacement of existing mechanical equipment in all zones. (Ord. 3229 § 9, amended, 12/19/2023; Ord. 3199 § 25, amended, 06/15/2021; Ord. 3155 § 15, amended, 07/17/2018)

5. Solar Arrays Over Parking Lots in the SO-zone. Solar arrays over parking lots shall be exempt from Site Design Review, and subject to ministerial approval in conjunction with building permit issuance, where they meet the following standards:

- a. The proposed solar array is consistent with the solar array design illustrated and described in the adopted SOU 2025 Facilities Master Plan Amendment.**
- b. The proposed solar array does not exceed a height of 25 feet.**
- c. The proposed solar array complies with the Solar Access Ordinance in Chapter 18.4.8 where abutting privately-owned property to the north.**
- d. The proposed solar array does not impede emergency vehicle access or circulation.**
- e. Permits (structural and electrical) shall be obtained from the City of Ashland Building Division.**

SECTION 6. Section 18.5.2.030 [Review Procedures] of the Ashland Land Use Ordinance is hereby amended as follows:

18.5.2.030 Review Procedures

A. Type I Review. Except as provided by [18.5.2.030](#), subsections B - G, below, applications for Site Design Review are subject to the Type I procedure, pursuant to section [18.5.1.050](#).

B. C-1, E-1, HC, and M-1 Zones. In the C-1, E-1, HC, and M-1 zones, but not within the Downtown Design Standards or Detail Site Review overlays, new structures or additions greater than 15,000 square feet in gross floor area, or greater than 50 percent of an existing building's gross floor area are subject to Type II review.

C. Downtown Design Standards Overlay. In the Downtown Design Standards overlay, new structures or additions greater than 2,500 square feet in gross floor area, or greater than ten percent of an existing building's gross floor area are subject to Type II review.

D. Detail Site Review Overlay. In the Detail Site Review overlay, new structures or additions greater than 10,000 square feet in gross floor area, or longer than 100 feet in length or width are subject to Type II review.

E. Residential Site Review. Residential structures or additions greater than 10,000 square feet in gross floor area, other than single-family homes or accessory uses on individual lots, are subject to Type II review.

F. Croman Mill District. In the Croman Mill district, new structures or additions greater than 15,000 square feet in gross floor area are subject to Type II review.

G. Landscape and Irrigation Plan Amendments. Minor amendments to landscape and irrigation plans approved pursuant to chapter [18.4.4](#) to improve fire safety, public safety, water conservation, or energy efficiency may be processed as Ministerial or Type I actions.

H. Southern Oregon University District Site Review. In the SO District, new structures or additions greater than 15,000 square feet in gross habitable floor area (GHFA) are subject to Type II review. All other development subject to Site Design Review shall be reviewed as a Type I review for compliance with the current Southern Oregon University 2025 Facilities Master Plan Amendment development standards.

SECTION 7. Section 18.5.7.020 [Applicability and Review Procedure] of the Ashland Land Use Ordinance is hereby amended as follows:

AMC 18.5.7.020 Applicability and Review Procedure

C. Exempt from Tree Removal Permit. The following activities are exempt from the requirement for a tree removal permit in subsections [18.5.7.020.A](#) and [B](#), above:

1. Those activities associated with the establishment or alteration of any park under the Ashland Parks and Recreation Commission. However, the Parks and Recreation Department shall provide an annual plan in January to the Tree Commission outlining proposed tree

removal and topping activities, and reporting on tree removal and topping activities that were carried out in the previous year.

2. Removal of trees in single-family residential zones on lots occupied only by a detached single-family dwelling and associated accessory structures including an accessory residential unit, or by a duplex, where the property is less than twice the minimum lot size or otherwise ineligible to be partitioned or subdivided, except as otherwise regulated by chapter [18.3.10](#), Physical and Environmental Constraints Overlay, and chapter [18.3.11](#), Water Resources Protection Zones (Overlays).
3. Removal of trees in multifamily residential and health care zones on lots occupied only by a detached single-family dwelling and associated accessory structures including an accessory residential unit, or by a duplex, where the property cannot be further developed with additional dwelling units other than an accessory residential unit or a duplex, except as otherwise regulated by chapter [18.3.10](#), Physical and Environmental Constraints Overlay, and chapter [18.3.11](#), Water Resources Protection Zones (Overlays).
4. Removal of trees less than six inches DBH in any zone, excluding those trees located within the public right-of-way or required as conditions of approval with landscape improvements for planning actions.
5. Removal of trees less than 18 caliper inches in DBH on any public school lands, **Southern Oregon University**, and other public land, excluding heritage trees.
6. Removal of trees within the wildfire lands area of the City, as defined on adopted maps, for the purposes of wildfire fuel management consistent with the fuel modification area standards in section [18.3.10.100](#), and in accord with the requirements of chapter [18.3.10](#), Physical and Environmental Constraints Overlay, and chapter [18.3.11](#), Water Resources Protection Zones (Overlays).
7. Removal of dead trees.
8. Those activities associated with tree trimming for safety reasons, as mandated by the Oregon Public Utilities Commission, by the City's Electric and Telecommunication Utility. However, the Utility shall provide an annual plan to the Tree Commission outlining tree trimming activities and reporting on tree trimming activities that were carried out in the previous year. Tree trimming shall be done, at a minimum, by a journeyman tree trimmer, as defined by the Utility, and will be done in conformance and to comply with OPUC regulations.
9. Removal of street trees within the public right-of-way subject to street tree removal permits in AMC [13.16](#).
10. Those activities associated with tree trimming or removal at the airport, within the Airport (A) overlay zone for safety reasons, as mandated by the Federal Aviation Administration. The

Public Works Department shall provide an annual report to the Tree Commission outlining tree trimming activities and reporting on tree trimming activities that were carried out in the previous year.

11. Those activities associated with the tree removal and maintenance of trees within the SO zone consistent with the current Southern Oregon University 2025 Facilities Master Plan Amendment when conducted by a licensed and certified arborist. However, Southern Oregon University shall provide an annual plan from its staff arborist or a contract arborist in January to the Tree Commission outlining proposed tree removal and topping activities, and reporting on tree removal and topping activities that were carried out in the previous year.

SECTION 8. Severability. The sections, subsections, paragraphs and clauses of this ordinance are severable. The invalidity of one section, subsection, paragraph, or clause shall not affect the validity of the remaining sections, subsections, paragraphs and clauses.

SECTION 9. Codification. Provisions of this Ordinance shall be incorporated in the City Code and the word "ordinance" may be changed to "code", "article", "section", or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any Whereas clauses and boilerplate provisions, and text descriptions of amendments (i.e., Section 2) need not be codified and the City Recorder is authorized to correct any cross-references and any typographical errors.

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

ATTEST:

Alissa Kolodzinski, City Recorder

SIGNED and APPROVED this _____ day of _____, 2025.

Tonya Graham, Mayor

Reviewed as to form:

Johan Pietila, City Attorney

ORDINANCE NO. 3269

AN ORDINANCE AMENDING THE ADOPTED ZONING AND COMPREHENSIVE PLAN MAPS TO BE CONSISTENT WITH THE SOUTHERN OREGON UNIVERSITY 2025 FACILITIES MASTER PLAN AMENDMENT.

(SOU 2025 Facilities Master Plan Amendment: Planning Action #PA-L-2025-00016)

WHEREAS, Oregon’s Statewide Planning Goal 2 “Land Use Planning”, Chapter 197 of the Oregon Revised Statutes and Chapter 660, Division 30 of the Oregon Administrative Rules require that the planning activities of universities, as state agencies, be coordinated with local Comprehensive Plans and Land Use Ordinances; and

WHEREAS, the City of Ashland and Southern Oregon University recognize that coordinated master planning is mutually beneficial; and

WHEREAS, Southern Oregon University has prepared master plans for adoption by the City of Ashland since 1990 to guide the strategic development of the university within the broader context of the city and ensure that the University’s land use actions are consistent with local regulations and statewide land use planning goals; and

WHEREAS, Ashland Municipal Code (AMC) 18.5.9.020.B permits legislative amendments to meet changes in circumstances and conditions; the City Council finds it is necessary to adopt the Southern Oregon University 2025 Facilities Master Plan Amendment as a roadmap to guide the strategic development of the public university’s facilities and land use over the next decade, and to adopt new Zoning and Comprehensive Plan Maps and associated land use regulations to align with the Southern Oregon University 2025 Facilities Master Plan Amendment.

WHEREAS, Article 2. Section 1 of the Ashland City Charter provides: Powers of the City. The City shall have all powers which the constitutions, statutes, and common law of the United States and of this State expressly or impliedly grant or allow municipalities; as fully as though this Charter specifically enumerated each of those powers, as well as all powers not inconsistent with the foregoing; and, in addition thereto, shall possess all powers hereinafter specifically granted. All the authority thereof shall have perpetual succession.

WHEREAS, the above referenced grant of power has been interpreted as affording all legislative powers home rule constitutional provisions reserved to Oregon Cities. City of Beaverton v. International Ass'n of Firefighters, Local 1660, Beaverton Shop 20 Or. App. 293; 531 P 2d no, 734 (1975); and

WHEREAS, the City of Ashland Planning Commission considered the amendment of the City of Ashland’s Zoning Map and Comprehensive Plan Map to align with the Southern Oregon University 2025 Facilities Master Plan Amendment as a supporting document to the Comprehensive Plan; and to amend the Ashland Municipal Code and Land Use Ordinances to align with the Southern Oregon University 2025 Facilities Master Plan Amendment at a duly

advertised public hearing on June 24, 2025, following deliberations, recommended approval of the amendments; and

WHEREAS, the City Council of the City of Ashland conducted a duly advertised public hearing on the above-referenced amendments on July 15, 2025; and

WHEREAS, the City Council of the City of Ashland, following the close of the public hearing and record, deliberated and conducted first and second readings approving adoption of this Ordinance in accordance with Article 10 of the Ashland City Charter; and

WHEREAS, the City Council of the City of Ashland has determined that in order to protect and benefit the health, safety and welfare of existing and future residents of the City, it is necessary to amend the Ashland Municipal Code and Land Use Ordinance in manner proposed, that an adequate factual base exists for the amendments, the amendments are consistent with the comprehensive plan, that the proposed zoning map and land use code amendments are consistent with City of Ashland approval criteria for land use ordinance and zoning map amendments as set forth in AMC 18.5.9.020.B and are consistent with the City of Ashland Comprehensive Plan, with other City policies, and with the Oregon Statewide Planning Goals and OAR 660-030-0070, and that such amendments are fully supported by the record of this proceeding.

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

SECTION 1. The above recitations are true and correct and are incorporated herein by this reference.

SECTION 2. The officially adopted City of Ashland Comprehensive Plan Map, adopted July 1, 2008 to guide development of the City to ensure the best use of financial, natural, and energy resources, and to serve as a guide for City planning, in conjunction with the Comprehensive Plan's goals and policies, is hereby amended to redesignate 26 properties totaling approximately 6.58 acres within the current Southern Oregon University District which have been identified by the University for disposition. With this redesignation and associated rezoning, these properties will be rezoned as noted in the attached maps. These properties will remain subject to regulation under the Southern Oregon University District zoning overlay while under University ownership, but with sale to non-University owners will be subject to regulation under the underlying zoning proposed herein. These amendments are reflected on the revised Comprehensive Plan Map, attached hereto as Exhibit A, and made a part hereof by this reference.

SECTION 3. The officially adopted City of Ashland Zoning Map, adopted and incorporated by Ashland Municipal Code Section 18.1.2.070 to delineate official zoning boundaries is hereby amended to rezone 26 properties totaling approximately 6.58 acres within the current Southern Oregon University District zoning overlay which have been identified by the University for disposition. These properties will be rezoned as noted in the attached map but will remain subject to regulation under the Southern Oregon University District zoning overlay while under University ownership. With sale to non-University owners, they will be subject to regulation under the underlying zoning proposed herein. These amendments are reflected on the revised Zoning Map, attached hereto as Exhibit B, and made a part hereof by this reference.

SECTION 4. Severability. The sections, subsections, paragraphs and clauses of this ordinance are severable. The invalidity of one section, subsection, paragraph, or clause shall not affect the validity of the remaining sections, subsections, paragraphs and clauses.

SECTION 5. Codification. Provisions of this Ordinance shall be incorporated in the City Code and the word "ordinance" may be changed to "code", "article", "section", or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any Whereas clauses and boilerplate provisions, and text descriptions of amendments (i.e., Section 2) need not be codified and the City Recorder is authorized to correct any cross-references and any typographical errors.

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

Alissa Kolodzinski, City Recorder

SIGNED and APPROVED this _____ day of _____, 2025.

Tonya Graham, Mayor

Reviewed as to form:

Johan Pietila, City Attorney

Exhibit A

Amended Comprehensive Plan Map

Exhibit B

Amended Zoning Map

April 4, 2025

Brandon Goldman
City of Ashland, Community Development Director
51 Winburn Way
Ashland OR. 97520

RE: Southern Oregon University 2025-35 Facilities Master Plan and Zone changes

Dear Director Goldman,

Please find attached our application for the 2025-35 Master Plan together with the fee of \$6,172. Our packet also includes the Master Plan document (which itself includes a chapter addressing development code provisions as the last Master Plan did), proposed Findings addressing the Type III Legislative adoption of the Master Plan, Zone changes and Comprehensive Plan amendments. I have also included some proposed changes to relevant provisions of the AMC per our past discussions to clarify where the Master Plan relates to certain sections of the LDO.

Our team looks forward to the joint study session on April 22nd to discuss this proposal in more detail with the Council and the Planning Commission. If you have any questions or we need to update anything before that date, please do not hesitate to call.

This has been a very positive and collaborative process to date and I know everyone on the SOU team has appreciated the open process and engagement by you and your staff.

Sincerely,

Alan Harper, Planner / Master Plan Coordinator

SOU 2025-35 Facilities Master Plan – Proposed Findings of Fact

April 4, 2025

Subject Property: 1250 Siskiyou Blvd.
Entire SOU Campus / owned properties

Applicants and Owners:
Southern Oregon University

Pre-application conference report – February 19, 2025

Request for Type III approval – Legislative Code Amendments and Zone Changes

Project Summary:

This request is for the review and integration of the SOU 2025-35 Facilities Master Plan by the City as part of its legislative code and for the rezoning and change to the Comprehensive Plan map of certain property which may be or have been transferred from SOU ownership to third parties. By Administrative Rule, Oregon universities periodically update their facilities master plans and coordinate with their respective cities. SOU and Ashland are somewhat unique in the long-standing working relationship outlining future development of the SOU campus and coordinating standards for that development within campus as part of the City development code. The SOU campus properties are subject to AMC 18.3.6, which implements the Facilities Master Plan.

The 2025-35 Master Plan replaces the 2010-2020 Master Plan and is intended to be the basis for development of identified projects during the next ten years. After many meetings with City staff, this Master Plan and related legislative changes seek to address issues identified since the adoption of the last Master Plan as well as outline future projects.

SOU has sought input and communicated with stakeholders, the City and our community. We have created a web site to take input, conducted multiple open-forums for stakeholder input, met with City staff multiple times, had a formal pre-application conference and presented this application to the City Transportation Advisory Committee. Every avenue of input has been valuable and has informed modifications to the Master Plan, following each round of input.

Higher education and college campuses must constantly evolve. SOU continues to work tirelessly to build a solid foundation and to also innovate. These goals are reflected in the 2025-35 Master Plan. This Master Plan identifies those projects that have a degree of certainty – need, funding and design – while also outlining Future Development opportunities and some base standards to apply to those yet defined projects. Part of maintaining a solid foundation for the University financial stability and this may include the sale of certain properties, thus this Master Plan identifies those lots considered for potential sales and proposes changes to the underlying

zoning and Comprehensive Map designation, while maintaining the SO District overlay until those properties are sold.

Legislative Change, Zone Change and Comprehensive Plan Map Amendment.

SOU is seeking a modification of the applicable AMC provisions related to the 2025-35 Master Plan. These include modifications to AMC 18.3.6, which addresses the SO District and implements the Master Plan, and to other sections of the AMC which address issues identified in this round of Master Plan changes. These include, AMC 15.04.216 (demolition), 18.5.7.020 (tree removal) and 18.5.2.030 (side design review process). Attached are specific proposed code changes as per staff's request. SOU is also requesting a zone change and Comprehensive Map amendment for several lots identified in the Master Plan which have been or may be transferred out of SOU ownership.

These changes require a Type III Legislative Process pursuant to AMC 18.5.9.020B. Legislative changes are appropriate to address changes in circumstance and conditions as well as address needs in the community. The SOU Master Plan was previously drafted and adopted in 2010. The 2025-35 Master Plan clarifies and addresses many issues unique to the management and development of the college campus and facilities; these include, tree removal, building demolition, signage, and the site design review for new projects depending on size and impacts. Specific projects outlined in the 2025-35 Master Plan embrace critical new areas of study such as Digital Media and Sustainability, they will enhance Athletics offerings and pedestrian connectivity through the Athletics zone and they also lay the framework for innovation and community building, such as a new Cascade Housing Community and Native Nations Gathering spaces. All of this important work requires the adoption of this 2025-35 Master Plan.

Sharp drops in enrollment and the integration of on-line learning have substantially changed SOU. As outlined in the SOU Board of Trustees Resolution (attached) dated October 18, 2024, there is a significant need to protect the financial strength of the University and the Trustees have approved the sale of certain property, further identified in the 2025-35 Master Plan. This change in circumstance and need of the University leads to the changing of those certain properties from SO zoning and SOU Comprehensive Map designations to residential zones, while maintaining the SO District designation until the time the lots may be sold. In conjunction, those lots rezoned to either R-2 or R-3 will have a new Comprehensive Map designation of Multi-Family Residential and those lots rezoned to be R-1-8 will have a Comprehensive Map designation of Single Family Residential.

While much of this area to be rezoned was previously identified as suitable for development of some sort of housing by the University in prior Master Plans, there is no ability for the University to do so currently and has a significant need for the funds from a sale. At the same time, the community (the State and the nation) has a significant need for new housing. The 2021 Housing Capacity Analysis (ECONorthwest) highlights the community needs for substantially more multi-family development to address the needs and demographics of our population through 2041. While the impacts and the number of units maybe similar to what the University could have developed under the current standards, the ability to address this pressing need in the near future will only happen if transferred to a private party.

Conclusion and Decision

SOU has provided all the necessary materials to support the adoption of the 2025-35 Facilities Master Plan, related Legislative changes and zone change / Comprehensive Map amendments as proposed. There is a significant need and changes in circumstances since the previous Master Plan which require the adoption of these actions.

SOU – code changes related to the 2025-35 Master Plan:

Process and Type I or II review existing code:

18.5.2.030

A. Type I Review. Except as provided by [18.5.2.030](#), subsections B - G, below, applications for Site Design Review are subject to the Type I procedure, pursuant to section [18.5.1.050](#).

B. C-1, E-1, HC, and M-1 Zones. In the C-1, E-1, HC, and M-1 zones, but not within the Downtown Design Standards or Detail Site Review overlays, new structures or additions greater than 15,000 square feet in gross floor area, or greater than 50 percent of an existing building's gross floor area are subject to Type II review.

C. Downtown Design Standards Overlay. In the Downtown Design Standards overlay, new structures or additions greater than 2,500 square feet in gross floor area, or greater than ten percent of an existing building's gross floor area are subject to Type II review.

D. Detail Site Review Overlay. In the Detail Site Review overlay, new structures or additions greater than 10,000 square feet in gross floor area, or longer than 100 feet in length or width are subject to Type II review.

E. Residential Site Review. Residential structures or additions greater than 10,000 square feet in gross floor area, other than single-family homes or accessory uses on individual lots, are subject to Type II review.

F. Croman Mill District. In the Croman Mill district, new structures or additions greater than 15,000 square feet in gross floor area are subject to Type II review.

G. Landscape and Irrigation Plan Amendments. Minor amendments to landscape and irrigation plans approved pursuant to chapter [18.4.4](#) to improve fire safety, public safety, water conservation, or energy efficiency may be processed as Ministerial or Type I actions.

H. Southern Oregon University District Site Review. In the SO District, new structures or additions greater than 15,000 square feet in gross floor area (footprint of building) are subject to Type II review. All other development shall be reviewed as a Type I review for compliance with the current University Master Plan development standards.

18.5.7.020

C. Exempt from Tree Removal Permit. The following activities are exempt from the requirement for a tree removal permit in subsections [18.5.7.020.A](#) and [B](#), above:

1. Those activities associated with the establishment or alteration of any park under the Ashland Parks and Recreation Commission. However, the Parks and Recreation Department shall provide an annual plan in January to the Tree Commission outlining proposed tree removal and topping activities, and reporting on tree removal and topping activities that were carried out in the previous year.
2. Removal of trees in single-family residential zones on lots occupied only by a detached single-family dwelling and associated accessory structures including an accessory residential unit, or by a duplex, where the property is less than twice the minimum lot size or otherwise ineligible to be partitioned or subdivided, except as otherwise regulated by chapter [18.3.10](#), Physical and Environmental Constraints Overlay, and chapter [18.3.11](#), Water Resources Protection Zones (Overlays).
3. Removal of trees in multifamily residential and health care zones on lots occupied only by a detached single-family dwelling and associated accessory structures including an accessory residential unit, or by a duplex, where the property cannot be further developed with additional dwelling units other than an accessory residential unit or a duplex, except as otherwise regulated by chapter [18.3.10](#), Physical and Environmental Constraints Overlay, and chapter [18.3.11](#), Water Resources Protection Zones (Overlays).
4. Removal of trees less than six inches DBH in any zone, excluding those trees located within the public right-of-way or required as conditions of approval with landscape improvements for planning actions.
5. Removal of trees less than 18 caliper inches in DBH on any public school lands, Southern Oregon University, and other public land, excluding heritage trees.
6. Removal of trees within the wildfire lands area of the City, as defined on adopted maps, for the purposes of wildfire fuel management consistent with the fuel modification area standards in section [18.3.10.100](#), and in accord with the requirements of chapter [18.3.10](#), Physical and Environmental Constraints Overlay, and chapter [18.3.11](#), Water Resources Protection Zones (Overlays).
7. Removal of dead trees.
8. Those activities associated with tree trimming for safety reasons, as mandated by the Oregon Public Utilities Commission, by the City's Electric and Telecommunication Utility. However, the Utility shall provide an annual plan to the Tree Commission outlining tree trimming activities and reporting on tree trimming activities that were carried out in the previous year. Tree trimming shall be done, at a minimum, by a journeyman tree trimmer, as defined by the Utility, and will be done in conformance and to comply with OPUC regulations.
9. Removal of street trees within the public right-of-way subject to street tree removal permits in AMC [13.16](#).

10. Those activities associated with tree trimming or removal at the airport, within the Airport (A) overlay zone for safety reasons, as mandated by the Federal Aviation Administration. The Public Works Department shall provide an annual report to the Tree Commission outlining tree trimming activities and reporting on tree trimming activities that were carried out in the previous year.

11. Those activities associated with the tree removal and maintenance of trees within the SO zone consistent with the current Southern Oregon University Master Plan. However, SOU shall provide an annual plan from its staff arborist or contract arborist in January to the Tree Commission outlining proposed tree removal and topping activities, and reporting on tree removal and topping activities that were carried out in the previous year.

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Demo Code

15.04.216

A. For demolition or relocation of structures erected more than forty-five (45) years prior to the date of the application:

1. The applicant must demonstrate that either subsection [A.1.a](#) or [A.1.b](#) of this section applies:

a. The structure cannot be rehabilitated or reused on site as part of any economically beneficial use of the property. In determining whether an economically beneficial use can be made of the property, the Demolition Review Committee may require the applicant to:

(1) Furnish an economic feasibility report prepared by an architect, developer, or appraiser, or other person who is experienced in rehabilitation of buildings that addresses the estimated market value of the property on which the building lies, both before and after demolition or removal; or

(2) Market the property utilizing a marketing plan approved by the Demolition Review Committee or by advertising the property in the Ashland Daily Tidings or Medford Mail Tribune at least eight (8) times and at regular intervals for at least ninety (90) days and by posting a for sale sign on the property, four (4) to six (6) square feet in size and clearly visible from the street, for the same ninety (90) day period.

b. The structure proposed for demolition is structurally unsound despite efforts by the owner to properly maintain the structure.

2. In addition to subsection [A.1.a](#) or [A.1.b](#) of this section, the applicant must also:

a. Submit a redevelopment plan for the site that provides for a replacement or rebuilt structure for the structure being demolished or relocated. The replacement or rebuilt structure must be a minimum of 1,000 square feet, unless the structure being demolished or relocated is less than 1,000 square feet. If the structure is less than 1,000 square feet, the replacement structure must be a minimum of 500 square feet. The redevelopment plan must indicate in sufficient detail the nature, appearance and location of all replacement or rebuilt structures. No replacement structure is required, however, if:

(1) The applicant agrees to restrict the property to open space uses and a finding is made that such restriction constitutes a greater benefit to the neighborhood than redevelopment would; or

(2) The structure being demolished or relocated is a nonhabitable accessory structure.

b. Demonstrate, if the application is for a demolition, the structure cannot be practicably relocated to another site.

3. If a permit is issued and the redevelopment plan:

a. Requires a site review permit, no demolition or relocation may occur until the site review permit has been issued, unless the site is restricted to open space uses as provided in subsection [A.2](#) of this section.

b. Does not require a site review permit, no demolition or relocation may occur until the building permit has been issued for the replacement or rebuilt structure, unless the site is restricted to open space uses as provided in subsection [A.2](#) of this section.

4. The Demolition Review Committee may require the applicant to post with the City a bond, or other suitable collateral as determined by the City Manager, ensuring the safe demolition of the structure and the completed performance of the redevelopment plan.

B. For demolition or relocation of structures erected less than forty-five (45) years from the date of the application:

1. The applicant:

a. Has the burden of proving the structure was erected less than forty-five (45) years from the date of the application. Any structure erected less than forty-five (45) years from the date of the application, which replaced a structure demolished or relocated under this section, shall be considered a structure subject to the standards in this section.

b. Must submit a redevelopment plan for the site that provides for a replacement or rebuilt structure being demolished or relocated. The replacement or rebuilt structure must be a minimum of 1,000 square feet, unless the structure being demolished or relocated is less than 1,000 square feet. If the structure is less than 1,000 square feet, the replacement structure must be a minimum of 500 square feet. The redevelopment plan must indicate in sufficient detail the nature,

appearance and location of all replacement or rebuilt structures. No replacement structure is required, however, if:

- (1) The applicant agrees to restrict the property to open space uses and a finding is made that such restriction constitutes a greater benefit to the neighborhood than redevelopment would; or
- (2) The structure being demolished or relocated is a nonhabitable accessory structure.

2. If a permit is issued and the redevelopment plan:

- a. Requires a site review permit, no demolition or relocation may occur until the site review permit has been issued, unless the site is restricted to open space uses as provided in this subsection B.
- b. Does not require a site review permit, no demolition or relocation may occur until a building permit has been issued for the structure or structures to be replaced or rebuilt, unless the site is restricted to open space uses as provided in this subsection B.

C. For any demolition approved under this section, the applicant is required to salvage or recycle construction and demolition debris, in accordance with a demolition debris diversion plan that complies with the requirements adopted by the Demolition Review Committee. The applicant shall submit such a plan with the application for demolition.

D. For any demolition within the SO district, SOU shall comply with the demolition provisions within the adopted Master Plan.

18.3.6 Southern Oregon University District

18.3.6.020

A. This chapter applies to properties designated as SO on the Zoning Map. The Southern Oregon University (SOU) district implements the Campus Master Plan Update for Southern Oregon University dated***, 2025, with all conditions added by the Planning Commission and City Council, as adopted and incorporated into the Comprehensive Plan by Ordinance No. *** on ****. It can be applied to all areas now or hereinafter owned by the State of Oregon acting by and through the State Board of Higher Education, and located within the SOU boundary, as shown on the SOU Plan, adopted by SOU and approved by the City. The District shall not apply to properties transferred by SOU and no longer owned by SOU.

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B. This chapter, together with chapters [18.5.2](#) Site Design Review, 18.4.3 Parking, Access, and Circulation, and [18.3.11 Water Resource Protection Zones](#) are the only portions of this ordinance to be effective within the SOU zone; except that areas within 50 feet of privately owned land are subject to [a Type II Site Plan review process](#). In addition, the creation or vacation of public streets or public ways shall be subject to mutual agreement between the City and SOU and all other applicable laws.

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Deleted: chapter [18.5.4](#) Conditional Use Permits

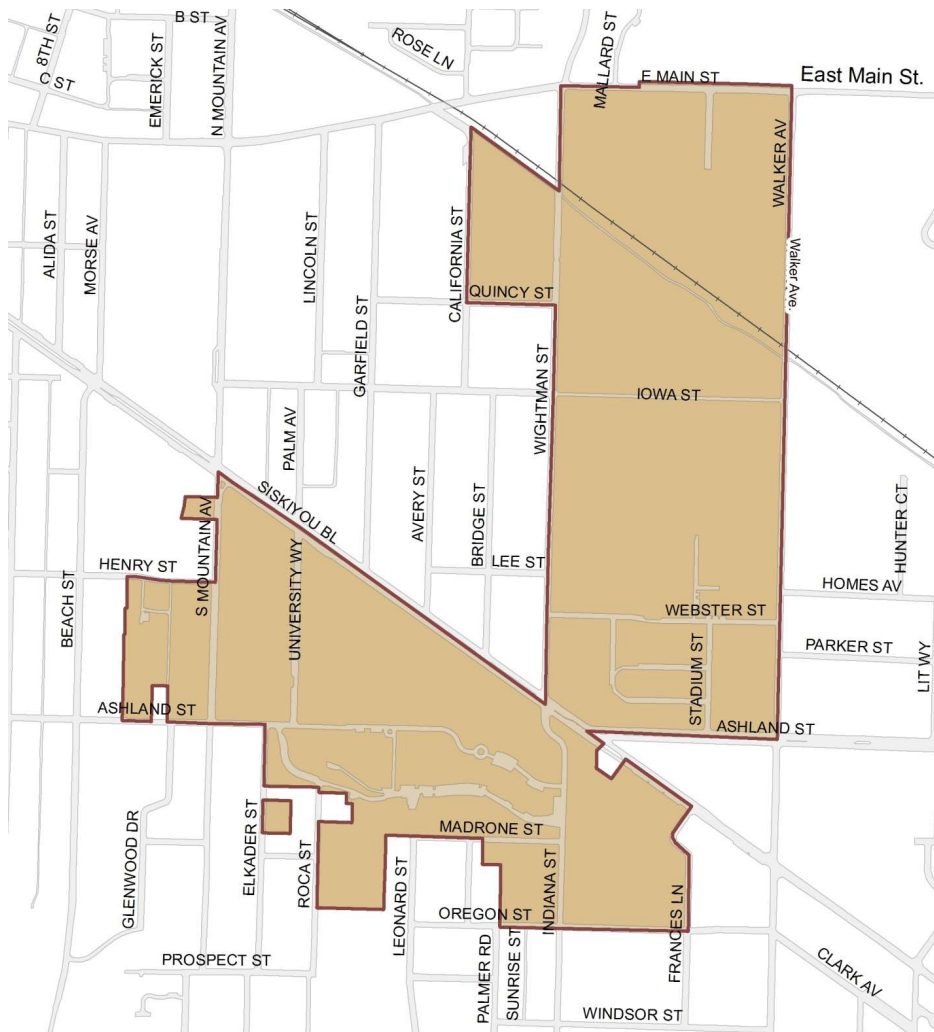


Figure 18.3.6.020. Southern Oregon University District

18.3.6.030 Permitted Uses

Permitted uses are as follows.

A. Uses permitted outright are all those which are directly ~~and indirectly~~ related to the educational functions of SOU, provided that such uses are indicated and located in conformance with the adopted and City approved SOU ~~Master Plan~~.

Deleted: , and are greater than 50 feet from privately owned property

B. Wireless Communication Facilities authorized pursuant to chapter ~~18.4.10~~ Wireless Communication Facilities.

18.3.6.040

Uses subject to approval of a conditional use permit, per chapter ~~18.5.4~~, are as follows.

A. Any use, site design, or construction or alteration of same not agreed upon in advance by the City and SOU in the SOU ~~Master Plan~~.

Deleted: B. Any use, site design, or construction within 50 feet of privately owned property.

~~B.~~ Any construction over ~~70~~ feet in height.

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~~C.~~ Wireless Communication Facilities not permitted outright and authorized pursuant to chapter ~~18.4.10~~ Wireless Communication Facilities.}

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Southern Oregon University
Board of Trustees

RESOLUTION

Delegation of Authority for the Sale of Real Property

Whereas, Southern Oregon University (SOU), on July 1, 2015, became an independent university with its own governing Board of Trustees.

Whereas, the State of Oregon has substantially changed its investment in Oregon universities and their ability to obtain funding for capital construction during the last decade;

Whereas, SOU has experienced a shift in student population over the past decade, including a significant number of students taking online courses that do not require the same level of academic facilities;

Whereas, upon an evaluation of current real estate owned by SOU, it has determined that there are specific properties in the university's portfolio that have no near-term or long-term plans to be used by the university;

Whereas, the university is facing a one-time revenue downturn related to the failure of the Federal Government's Free Application for Federal Student Aid (FAFSA) systems update, which has adversely impacted our ability to recruit new students;

Whereas, SOU has the lowest financial reserves of any university in the State of Oregon and has less than twenty-five days of operating expenses, which places the SOU in an insecure financial condition;

Whereas, Oregon Revised Statute 352.113 (2) provides that the Board of Trustees may authorize the disposal of real property;

Whereas, the Board of Trustees may delegate the disposal of real property to the President of the University or his designee in accordance with the Bylaws and Board Statement of Delegation of Authority.

Now, therefore, the Board of Trustees of Southern Oregon University approves the following:

1. Resolved, the Board of Trustees authorizes the President or his designee to dispose of and sell for the financial benefit of the university the properties listed in Attachment A to this resolution;

2. Be it further resolved that the President or his designee is authorized to negotiate and enter into transactions they believe will be in the best interests of the university in disposing of properties in Attachment A;
3. Be it further resolved that the President or his designee may take all necessary direct, indirect, and ancillary actions necessary to facilitate the sale of the property, including but not limited to working with the City of Ashland, Jackson County, and any neighboring or impacted landowners regarding land use designations, property line adjustments, and property vacations that may be required to facilitate a sales transaction;
4. It is further resolved that any proceeds generated by the sale of the properties listed in Attachment A may only be used to close the current year budget gap of any approved budget by the Board of Trustees and for university-ending fund balance reserves.

VOTE:

Barry	Yes
Chavez	Yes
Clough	Yes
Franks	Yes
Lee	Yes
Medina	Absent
Mendoza	Absent
Santos	Yes
Schepmann	Absent
Sharma	Yes
Shelby	Yes
Taitano	Yes
Thalden	Yes
Thorndike	Absent

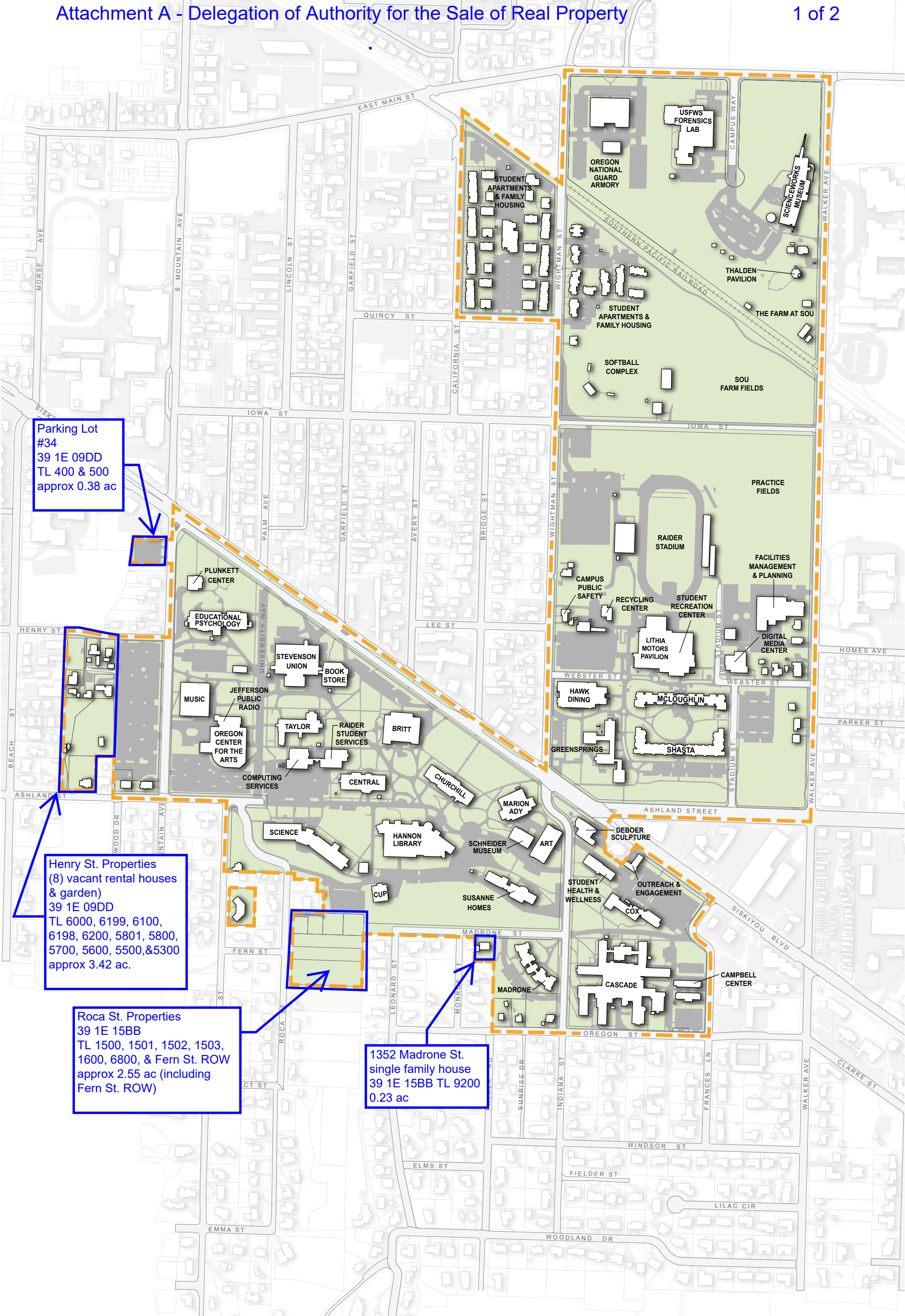
DATE: October 18, 2024

Recorded by,



Sabrina Prud'homme

University Board Secretary



	ADDRESS	TAX LOT	ACCOUNT #	ACREAGE
<u>PARKING LOT #34</u>				
Parking Lot #34	S Mountain Avenue	391E09DD 400	1-007530-1	0.20
Parking Lot #34	349 S Mountain Ave	391E09DD 500	1-007531-9	0.18
Total Parking Lot #34 Acreage				0.38
<u>HENRY STREET PROPERTIES</u>				
Single Family Home (Rental)	1049 Ashland St	391E09DD 5300	1-007579-8	0.46
Vacant (Garden)	Ashland St	391E09DD 5500	1-007581-1	1.08
Vacant (Garden)	Beach St	391E09DD 5600	1-007582-0	0.46
Single Family Home	1060 Henry St	391E09DD 5700	1-007583-8	0.24
Single Family Home	1040 Henry St	391E09DD 5800	1-007584-6	0.33
Single Family Home	1038 Henry St	391E09DD 5801	1-007585-2	0.14
Vacant Lot	1038 Henry St	391E09DD 6000	1-007587-9	0.28
Single Family Home	1056 Henry St	391E09DD 6100	1-007589-5	0.19
Right of Way	Henry St	391E09DD 6198	1-098869-0	0.01
Right of Way	Henry St	391E09DD 6199	1-098868-9	0.03
Single Family Home	1066 Henry St	391E09DD 6200	1-007590-1	0.22
Total Henry Street Acreage				3.44
<u>ROCA STREET PROPERTIES</u>				
Vacant Lot	630 Roca St	391E15BB 1500	1-008887-0	0.22
Vacant Lot	620 Roca St	391E15BB 1501	1-082901-6	0.13
Vacant Lot	624 Roca St	391E15BB 1502	1-082902-4	0.16
Vacant Lot	628 Roca St	391E15BB 1503	1-082903-2	0.25
Vacant Lot	Fern St	391E15BB 1600	1-008888-8	0.45
Vacant Lot	648 Roca St	391E15BB 6800	1-008938-1	0.89
Total Roca Street Acreage				2.10
<u>1352 MADRONE</u>				
Single Family Home (Rental)	1352 Madrone	391E15BB 9200	1-008962-4	0.23
Total Madrone Street Acreage				0.23



FACILITIES MASTER PLAN AMENDMENT

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SOU's Land Acknowledgment

We acknowledge that Southern Oregon University is located within the ancestral homelands of the **Shasta, Takelma, and Latgawa** peoples who lived here since time immemorial. These Tribes were displaced during rapid Euro-American colonization, the Gold Rush, and armed conflict between 1851 and 1856. In the 1850s, discovery of gold and settlement brought thousands of Euro-Americans to their lands, leading to warfare, epidemics, starvation, and villages being burned. In 1853 the first of several treaties were signed, confederating these Tribes and others together – who would then be referred to as the Rogue River Tribe. These treaties ceded most of their homelands to the United States, and in return they were guaranteed a permanent homeland reserved for them. At the end of the Rogue River Wars in 1856, these Tribes and many other Tribes from western Oregon were removed to the Siletz Reservation and the Grand Ronde Reservation. Today, the [Confederated Tribes of Grand Ronde Community of Oregon](#) and the [Confederated Tribes of Siletz Indians](#) are living descendants of the Takelma, Shasta, and Latgawa peoples of this area. We encourage YOU to learn about the land you reside on, and to join us in advocating for the inherent sovereignty of Indigenous people.

Chapter 1—Introduction

Substantial changes have occurred in higher education since the adoption of the Southern Oregon University Master Plan in 2010. In 2013, the Oregon University System and the Chancellor’s Office were eliminated by the Oregon Legislature and each university became self-governed with an independent board of trustees. The state also created a Higher Education Coordinating Commission. These changes substantially altered the funding model for higher education in Oregon as well as the model for capital construction for Oregon’s Technical and Regional Universities (TRUs).

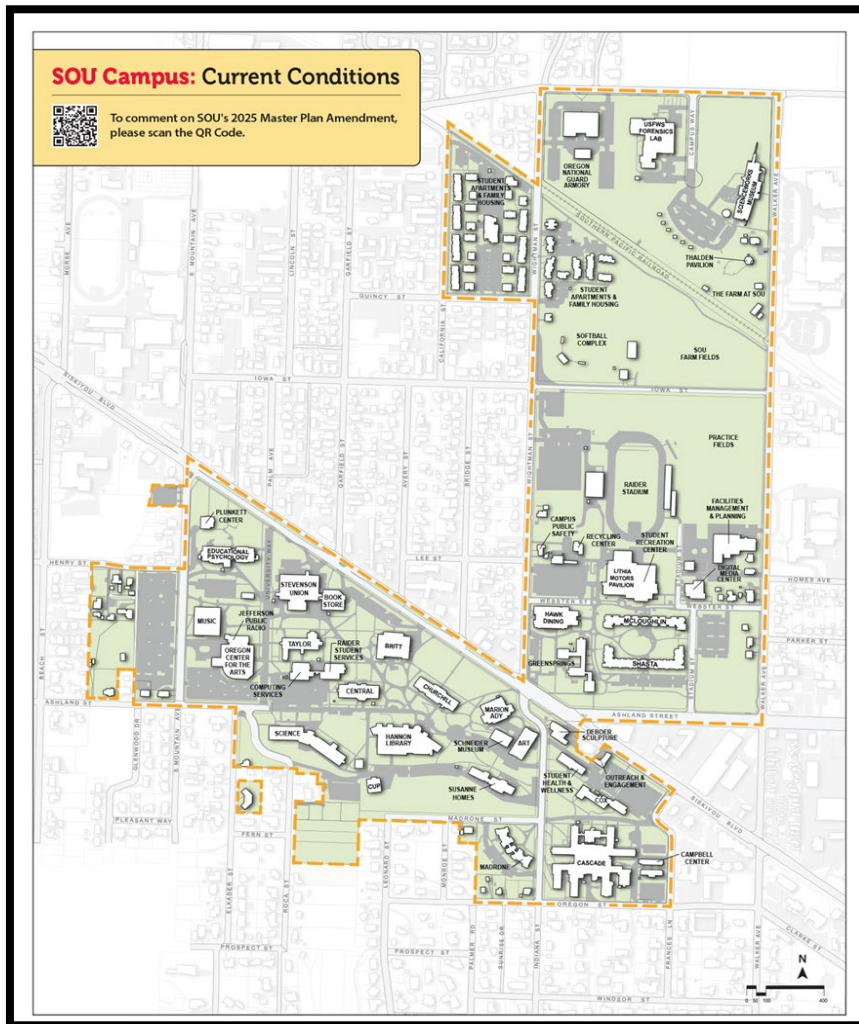
This 2025-35 Southern Oregon University Campus Facilities Master Plan (2025-35 Master Plan) is an update from the 2010-2020 SOU Master Plan and is prepared as a guide for campus facility development that is likely to occur during this cycle. This Facilities Master Plan seeks to embrace the current economic realities faced by SOU. With the State of Oregon’s support of public universities and the reality that student tuition cannot continue to climb, this plan also addresses SOU’s desire to create non-traditional revenue and cost containment methods for the long-term stability of SOU as well as put in place opportunities for SOU to build its reserve to face difficult times as we recently did during the pandemic.

SOU has intentionally not undergone extensive Visioning and Imagining exercises, as was done leading into the 2010-2020 Plan. This 2025-2035 Master Plan is designed to update changes from the 2010 plan that have occurred on campus as well as identify those projects which the University believes will occur in this cycle. Some Future Development areas are identified for desired projects which are, as yet, undefined and unfunded. The eventual design and use of these Future Development areas and potential projects, will likely require additional discussions and better development of the campus needs that each will address. It is anticipated that in the future, prior to the next iteration of a campus Facilities Master Plan, SOU will engage stakeholders and the community again, in a new strategic Visioning process. This 2025-35 Master Plan is broken down into sections that address the main facilities elements of the SOU campus, each with a map (See, Appendix A) identifying existing and future facilities:

- Capital Improvements generally;
- Academic Facilities;
- Housing Facilities;
- Athletic Facilities and
- Sustainability Infrastructure.

Understanding the 2025-35 Facilities Master Plan Maps

The maps are integral parts of this Master Plan. They both aide in the understanding of the future development of campus facilities and also help identify what is known about each project. To capture where we are going in the next decade, it is at times important to understand where we are today. Below is the map of the existing SOU campus:



Additionally, this Master Plan addresses some zoning and development code issues (See Appendix A, Map 6, Zoning if Transferred) which will help SOU and the City work together in the upcoming ten years.

This plan has been created by a Project Team tasked with identifying the facility needs that fit the goals and clear objectives of the University over this next ten-year period. This Facilities Master Plan supersedes the previous 2010-2020 Plan. In many ways, this 2025-35 Master Plan reflects where the University knows it is headed, while also anticipating the unknown demands on our campus, and provides the flexibility to respond to opportunities during this next ten-year period.

Who We Are

Southern Oregon University is a regionally-engaged learning community committed to being the educational provider of choice for learners throughout their lives.



WE INSPIRE curiosity and creativity, compel critical thinking, foster discovery, and cultivate bold ideas and actions.

WE ACHIEVE student success, professional preparation, and civic engagement through service excellence, evolving technologies, and innovative curriculum.

WE FOSTER access, equity, inclusion and diversity in thought and practice.

WE PREPARE our learners to be responsible, engaged citizens in our democracy.

WE PROMOTE economic vitality, sustainability, cultural enrichment, and social well-being in our region, the state, the nation, and the world.

Purpose of the Master Plan

The 2025 Master Plan serves several purposes. It is a guide to facility development, it anticipates student and faculty needs, and it creates certainty of process and understanding between SOU and the City of Ashland. This Master Plan supports the evolving academic and professional development needs of students by identifying facilities such as the Creative Industries Project and The Farm; it anticipates housing needs for the future such as the redevelopment of the Cascade future development area; and it fosters our culture and values by engaging tribal communities, celebrating and supporting our thriving Athletics programs, and embracing sustainability and renewable resources.

The Project Team conducted interviews with many stakeholders including Athletics staff; the SOU Native Nations Liaison; Sustainability Director; Facilities Management; University Housing staff; the Deans of Arts and Communication including Center for the Arts; Education, Leadership, Health, and Humanities; Social Sciences; Science and Business; Honors College; and the Dean of Undergraduate Studies and the University Library.

Outreach

The Project Team held two comment forums, both on-campus events, that were held on October 3, 2024 and October 10, 2024 to present the basic elements of this 2025-35 Master Plan. The goal of these sessions was to communicate the known projects for the next ten years, facilities challenges facing the University and the potential disposal of some University-owned property. During these forums participants could ask questions and concerns. SOU stakeholders and the surrounding community were invited by email and flyers. Based on stakeholder and community feedback, the Project Team included additional future development projects to the Master Plan and clarified the labeling and presentation of several items.

In addition to these forums, SOU created a website in order to make it easy for any interested party to submit comments to the Project Team. Examples of this successful outreach include the addition of more family housing for students on the map as well as refined places for public art.



The Project Team has also worked with Associated Students of Southern Oregon University (ASSOU) Leadership to discuss changes in the 2025-35 Master Plan.

Internal Comment Example

“The Hawk could improve the consistency and quality of offerings. The dorms could have maintenance promptly repair broken laundry machines. The dorm HVAC could be better explained to students and adjustments supported. The fire alarms could be monitored and false alarms fined to improve sleep quality for students.”

External Comment Example

“It would be helpful to have more than a map to look at and guess the intention. Could some text be added to the website to explain the maps? Is student population increasing? Decreasing? What majors are seeing greater/less interest? Providing some context around the uni’s patterns and goals would help us provide better feedback.”

City of Ashland Goals

Statewide planning Rules (OAR 660-30) direct State institutions such as SOU to coordinate with local jurisdictions on campus facilities. This recognizes the unique longevity, growth, and renovation needs for University facilities and the unique role of a university campus within any city. The City of Ashland has created a zoning designation for the SOU campus properties (Southern Oregon University District) that governs the use and development of this area. The specific provisions of that use and development, contained in this Master Plan, are intended to govern how the campus grows and functions. Once adopted by the City of Ashland, the provisions in [Chapter 7] of this Master Plan become the primary governing rules for SO -zoned property, including the future zoning of some property should it be transferred out of University System ownership.

In addition to the use and development provisions, the City works in partnership with SOU to create effective transportation systems, infrastructure and services. Together, both SOU and the City work together to benefit the surrounding businesses and community as a whole.

SOU’s direct academic programs involve over 5,000 individuals and create a large positive economic impact. Our graduates provide a workforce multiplier for the region and we offer many other campus outreach programs.

Contributing to Ashland and the Rogue Valley

Youth Programs/Summer Camps

SOU hosts and provides programming for more than 5,000 youth through our Youth Programs and Summer Camps, which include summer youth classes, the Black Youth Summer Institute, Konaway Nika Tillicum for Native American/Indigenous students, Summer ACADEMY, and Academia Latina.

Oregon Center for the Arts at SOU

The OCA at SOU educates students, artist-practitioners, and scholars in a learning environment that cultivates SOU's values of creativity, collaboration, discovery and diversity. Cumulatively, among music, theater, special events, concerts and others events, more than 16,000 members of the community stepped onto SOU for a cultural connection, including:

- 10,500 theater goers
- 1,300 musical concert series attendees
- 3,800 chamber music concert attendees

SOU Community Preschool

The Community Preschool at SOU provides a play-based environment for community members where experiential learning is encouraged. Its play-based curriculum bridges theory into practice and is guided by professional staff through careful observation and planning based on children's strength, interests and needs.

Employer for the Community

SOU employs nearly 750 faculty, classified and unclassified staff and administrators, making it one of the largest employers in Jackson County.

Hannon Library

The 122,830 square foot Hannon Library offers access to an ever-growing number of resources for instructional, research, and general information needs. The collections complement the educational programs of SOU and include materials in a variety of formats. Students and community members have access to 340,000 print volumes and 115,000 e-books, 296,000 government publications, and 1,689 periodical, serial, and newspaper subscriptions.

Jefferson Public Radio

JPR is a regional public radio broadcasting network serving over a million potential listeners in a 60,000 square-mile area in Southern Oregon and Northern California. JRP is owned by SOU and is headquartered on the Ashland Campus.

Schneider Museum of Art

The Schneider Museum of Art is a vital force in the intellectual life of Southern Oregon University that promotes an understanding of the visual arts within a liberal arts education. SMA serves both an academic and community audience and builds a challenging environment that engages with the visual arts through exhibitions and programs supporting interdisciplinary study, research and discourse. The museum is open year-round and The museum's permanent collection is primarily focused on works on paper from the twentieth century and beyond, and includes artists Mark Tobey, David Siqueiros, Jack McLarty, George Inness, and Alexander Calder. Other works in the collection: lithographs by William Hogarth, Pre-Columbian ceramics from Costa Rica, Native American baskets, and woven artifacts from New Guinea.

SOU Food Pantry

The SOU Food Pantry ensures that SOU students have food and other basic necessities to alleviate the effects of hunger and poverty, easing the burden on the greater Ashland community.

The Osher Lifelong Learning Institute (OLLI)

OLLI at SOU is a member-driven educational community of more than 1700 adults, primarily aged 50 and older who live in the Ashland area. OLLI brings its participants into connection with courses, activities, events and excursions each year during SOU's fall, winter and spring terms.

History

Southern Oregon University began as Ashland Academy in 1872, and went through several changes prior to being an official state normal school in 1887. The school was closed due to lack of funding in 1890-95 but reopened in 1899. In 1904, the school became a full state school but funding was again eliminated in 1909, leading to the facility being closed. Finally, in 1926 the school was reestablished in its current location.



The initial school facility was Churchill Hall, followed by Britt Hall in 1936 and Susanne Homes 1947 (original section). In 1939 three state normal schools were designated Colleges of Education by the state.

Naming Heritage

In 1956, the Southern Oregon College of Education became Southern Oregon College, and in 1975 the name changed to Southern Oregon State College. The current moniker of Southern Oregon University was adopted in 1997. Throughout that time, while the name had changed,

the mission of serving the educational needs of our students and helping make Ashland a vibrant community remained steadfast.

Bright Future

This 2025-35 Master Plan looks to a bright future honoring this legacy and charting a course to serve the students of a new era. Each section of this Master Plan addresses elements of campus and charts a path forward: Educational/Academic Facilities, Housing, Athletics, Sustainability, Future Development Areas, and Zoning and Development Standards.

A Master Plan is by its nature a forward-looking document but it is also an opportunity to reflect on the 2010-2020 Master Plan and identifies certain elements (completed, continuing, and discontinued), which will inform decisions for this next period of time. Each section of this Master Plan identifies some significant changes that have occurred in the past fifteen years such as upgrades to Churchill Hall and the Performing Arts / JPR Building, the creation of the Lithia Motors Pavilion and creation of Raider Village (Shasta Hall and McLoughlin Hall).

Changes Since 2010 Master Plan

Some projects identified in the 2010-2020 Master Plan have not been pursued and are now considered to be non-viable. These include the Arboretum, Faculty Housing facilities, and the stand-alone Jefferson Public Radio facility. Other priorities from that previous Master Plan have provided significant benefits to the SOU community, such as the pedestrian crossing upgrades along Siskiyou Blvd. and the SOU Solar Initiative. Solar power generation has continued through this past decade and is a significant part of SOU's ongoing success (see Sustainability, Chapter 5).



Some larger ideas discussed in the past, such as creating a special overlay zoning district with the City of Ashland, tentatively titled the "University District," or the construction of Faculty Housing, are no longer included. This idea of an overlay zoning district was discussed in the

Spotlight: Improved Safety

In 2012, as part of the North Campus Village ("NCV") residence halls project, SOU commissioned a traffic engineering study to analyze the vehicle and pedestrian traffic flow along and across Siskiyou Blvd and Ashland Street within the SOU campus boundaries. The consultants recommended installation of a new diagonal crosswalk at the major Siskiyou-Indiana-Wightman intersection as well as the installation of pedestrian-activated flashing crossing signals at other select locations along Siskiyou Blvd and Ashland St.

As part of the NCV construction project, SOU upgraded the traffic signals and installed the diagonal crosswalk at Siskiyou-Indiana-Wightman. As recommended by the traffic study, SOU also installed pedestrian-activated flashing crossing signals at Siskiyou Blvd & University Ave, Siskiyou Blvd & Garfield St, Siskiyou Blvd & Bridge St, Ashland St & Stadium St, and Siskiyou Blvd & Frances Lane.

Since the signalization and crosswalk improvements, pedestrian safety along Siskiyou has improved dramatically, with only 17 incidents down from 47 Motor Vehicle/Pedestrian incidents (as reported by Ashland Police Department) over this 12-year period.

2000 Master Plan and again is referenced in the 2010-2020 Master Plan. The potential benefits of providing for a pattern of development and redevelopment of property near or adjacent to the University is something that the University looks forward to discussing in the future, but is beyond the scope of a Facilities Master Plan.

By its nature, the creation of a University District zoning overlay will impact not only the University but our neighbors, so a larger process of engagement is critical and should be done through the leadership of the City. In 2018 the City did create the Transit Triangle District, which encompassed some of the area

bordering the University. Current discussions with the City indicated that this Transit Triangle District may evolve into a Climate Friendly Area, consistent with the state-wide Climate Friendly and Equitable Community Rules adopted by the State of Oregon. Faculty Housing was an approved element of the 2010-20 Master Plan but funding and design never occurred and has been removed. Related issues such as identifying the appropriate land use zone for property transferred by the University to a private party is addressed as part of the process of legislative adoption for this Master Plan by the City (“Zoning if Transferred” Map, Appendix A.)

Transportation System

Since the 2010-20 Master Plan the University has seen a significant reduction in enrollment, a significant increase in on-line or hybrid learning and a corresponding reduction in transportation impacts and needs. In recent years there has been a reduction in requested parking passes and no new parking facilities created. It is possible to get a discount for having a carpooling parking pass and the SOU community can get RVTD passes (free for faculty, staff, and discounted for students). RVTD reports increases in SOU pass usage. In light of current needs, no new or altered vehicle system elements (parking, roads or access points) are proposed to be changed.

Consistent with our goals of sustainability and multi-modal transportation, SOU continues to encourage bicycle use. There are 13 covered bike parking locations on campus providing 260 spots. Understanding that the primary use of bicycles by the SOU community and that the center of campus is encouraged to be ‘walkable’, these bike shelters are located primarily around the perimeter of the academic campus and at residence halls. The most recent residence halls (Shasta and McLoughlin) have included bike hangers in each room to provide this option to student bike owners. This is a recognition of security preferences and value of today’s bike. We will continue to review the needs of bike users and update our policies (currently evaluating how to address e-bikes in regard to safety and security) to reflect changing usage and equipment. This will also include working to add secure bike parking to the new Creative Industries project on the west side of campus that would be open to the public for visitors to that side of campus, including for theater or concert events.

Pedestrian connectivity and safety continue to be a focus for SOU (See Spotlight on Pedestrian Safety Crossing Siskiyou.) Facilities staff continue to work tirelessly to maintain the quality of pathways throughout campus as those are impacted by weather, landscaping and ordinary wear and tear. One significant project outlined in this Master Plan is within the Athletics core of campus - an improved pedestrian way from Raider Village to the new Softball Complex. This will connect the elements of the campus sporting facilities to the main residence and dining hub providing a comfortable and well signed spine through the north end of campus.

SOU prides itself in being a walk friendly and bike friendly campus and will continue to build on existing programs and initiatives through the length of this Master Plan.

Chapter 2—Academic Facilities

Where We Have Been

The 2010-20 Facilities Master Plan identified several SOU buildings in need of upgrades & re-investment. Churchill, Britt, Central, McNeal, Science, Theater Arts, and Cascade were identified on that list. SOU has been able to address all of these buildings since 2010 and has also made significant improvements to Taylor Hall. A Map of Academic Facilities and supporting buildings is attached as Appendix A and a full list of facilities and information about each is set forth in Appendix B.



Significant Changes to SOU Buildings Since 2010

Academic Buildings	Reno Dates	Work Scope	Notes
Churchill Hall	2011	Seismic upgrade and complete systems replacement (HVAC, plumbing, electrical), new fire & life safety systems, ADA upgrades, new windows, new interior finishes throughout	
Britt Hall	2019-24 (4 phases)	Seismic upgrade and complete systems replacement (HVAC, plumbing, electrical), new fire & life safety systems, ADA upgrades, new roof, new interior finishes throughout	
Central Hall	2022-current	Seismic upgrade and complete systems replacement (HVAC, plumbing, electrical), new fire & life safety systems, ADA upgrades, new interior finishes, new roof, exterior refurbish	Upper floor TI buildout scheduled for 2025
McNeal	2017-18	Building replaced by the new Lithia Motors Pavilion and Student Recreation Center	
Science Building	2015-16	Seismic upgrade and complete systems replacement (HVAC, plumbing, electrical), new fire & life safety systems, ADA upgrades, new windows, new roof, exterior waterproofing, all new interior finishes and equipment	
Theater Arts (Oregon Center for the Arts)	2017-18	Interior renovations to the existing building. Building additions to add new program spaces and faculty offices. New interior finishes	A new wing was added to the existing building for new JPR studios & offices.
Taylor Hall	2013 & 2022	Replacement of all windows, new exterior finishes, renovation of public restrooms, ADA upgrades, upgrades to lobbies & corridors, Anthropology dept. renovation	
North Campus Village (New Res Halls)	2011-12	Two all-new residence halls (Shasta & McLoughlin-700 beds) and a new Dining/Kitchen facility (Hawk Dining) were constructed on the north campus	Replacement of Cascade was envisioned in the 2010 MP
Cascade Complex	2024	Abatement & hazardous materials removal in progress. Complete demolition to be completed in 2025	Replacement of the Cascade complex was anticipated in the 2010 MP



Where We Are Going

This Master Plan anticipates significant work (beyond maintenance and repair) to several existing buildings in this 2025-35 cycle:

Academic Buildings	Anticipated dates	Work Scope	Notes
Music (Creative Industries)	2025-27	Complete renovation of the existing building and an approx. 10,000 sq. ft. addition for a new teaching theater, new ADA restrooms & support spaces	
Education-Psychology	2025-27	Exterior rehabilitation (new windows & doors, skylights, exterior waterproofing, interior renovations	No change in building footprint anticipated
Digital Media Center (DMC)	2027-28	Interior renovations and an approx. 4,000 sq. ft. addition	
Susanne Homes	Future Dev TBD	Partial demolition of the west wing, complete renovation of original building.	
The Farm Administration Building	Future Dev TBD	Demolition of old the farmhouse (155 Walker Ave). Construction of a new multi-purpose building for food prep, education, and administration	

SPOTLIGHT: The Farm at SOU

Located at the far north end of the SOU campus, adjacent to the ScienceWorks Hands-on Museum, The Farm at SOU is a center for sustainability. The student-led organic farm produces healthy, sustainably harvested food for the SOU community. It is a hub for education, student and faculty research and community outreach to Ashland and the entire Rogue Valley. Our projects are inspiring a generation of ecologically-committed leaders who promote a vision of living and working sustainably in community and on the land. The Farm at SOU is and was conceived as a learning laboratory where students from all disciplines can dream big. Student research and projects on this site have already included work on K-12 curriculum to teach watershed restoration, research on solar technologies in agricultural landscapes, the role of visual art in environmental activism, and research on soil water retention. The Farm hosts Farm to School programs through a collaboration with Rogue Valley Farm to School.

As shown on the Academic Facilities Map in Appendix A, The Farm has significant investment and anticipated development.

Pending projects include the new farmhouse (2,200 sq. ft), classrooms, exhibition space, offices, restrooms, a pollinator garden, and a commercial kitchen.

These improvements have been designed and will be incorporated around the existing Thalden Pavilion. Together with the Ashland School District and ScienceWorks, SOU commissioned plans for the phases of improving The Farm which are incorporated into this Master Plan and attached as Appendix A.

The Farm currently employs up to 12 students at one time. The Farm is critical to two SOU degrees as well as a Certificate in Environmental Horticulture and Horticultural Business. In addition to restoration ecology, hydrology, soil science, and agroecology, the following courses are taught exclusively at The Farm:

- Sustainable Food Systems: The Land
- Sustainable Food Systems: The Harvest
- Sustainable Food Systems: The Planting
- Propagation, Integrated Pest Management
- Irrigation Management
- Greenhouse Management

Creative Industries

The Creative Industries represent a dynamic economic and occupational subsector that encompasses a broad spectrum of activities focused on culture, entertainment, arts, and information. This project will transform the existing Music Building into a state-of-the-art collaborative learning environment, equipping students with professional-grade facilities and tools to thrive in the Creative Industries economy.

The renovation will include a seismic upgrade, full replacement of mechanical, electrical, and plumbing systems, new life-safety systems (fire alarms and sprinklers), substantial ADA accessibility improvements, and energy efficiency enhancements. A key component of the project is a 10,000-square-foot expansion, featuring a new teaching studio and support facilities to enhance hands-on learning opportunities.

This upgraded facility will enable students to integrate creativity and innovation into their educational experiences and career pathways. SOU's Creative Industries curriculum emphasizes STEM competencies while prioritizing creative production and storytelling. Students will be

prepared for diverse careers across music, performing arts, film and video, digital media, design, software development, television, radio, video gaming, eSports, virtual and augmented reality, product design, fashion, architecture, advertising, strategic communication, publishing, journalism, and more.

The skills cultivated within this program are not only essential for success in creative fields but also applicable across numerous economic sectors, highlighting the versatility and adaptability of creative development and production. This project is a critical step in preparing students to lead and innovate in the fast-evolving Creative Industries landscape.

Education-Psychology Building Renovation

Education-Psychology Building is a 47,000 sq. ft. 3-story academic building that was constructed in 1973. The facility is home to the Education and Psychology departments and houses numerous classrooms, faculty offices and the community pre-school. The facility is substantially unchanged since it was constructed 52 years ago.

SOU will rehabilitate the Ed-Psych “exterior envelope” over the next 2-3 years. Work scope will include new roofing, replacing the existing skylights, replacing exterior doors and windows, re-sealing patio decks and stair landings, and re-pointing and re-sealing the exterior brick veneer.

The building footprint will remain unchanged. The building appearance will be substantially unchanged after this envelope rehabilitation project is completed

Digital Media Center

SOU’s current Digital Media Center (DMC) is a vital hub for Creative Industries development and media literacy education in Southern Oregon. The DMC boasts unparalleled production resources in the region, including a sound recording booth, an equipment check-out facility, and a 1,000-square-foot multi-cam studio equipped with an LED lighting grid and green screen. These facilities have established the DMC as a key partner for local news organizations, K-12 media educators, and Southern Oregon Public Broadcasting Service (SOPBS).

As part of the Creative Industries Project, many current DMC functions will be merged into the new facility. Once the Creative Industries space is online, the existing DMC building will be repurposed for other academic and athletic uses, maximizing the value of SOU’s infrastructure.



Southern Oregon University

Susanne Homes Building

Susanne Homes, constructed in two phases (1947 and 1958), is another example of SOU's evolving campus needs. Originally designed as a dormitory to foster independent student living, its decades-old infrastructure—including obsolete and failing plumbing systems, steam heating, single-pane windows, community restrooms, and undersized electrical service—can no longer support student housing. Since 2018, the building has been partially occupied by the Honors College and SOU Service Center.

A high-level architectural review suggests that the 1958 addition should be demolished, while the original 1947 wing has potential for renovation into academic space. Although design and funding for a renovation have not yet begun, the deteriorating infrastructure necessitates future planning.

SOU's ability to fund academic structures largely relies on State bonding approved by the Oregon Legislature for maintenance, repairs, new construction, demolition, and substantial remodels. With significant deferred maintenance across campus, SOU has strategically allocated available funds to prioritize safe and effective learning environments. While the rising costs of renovation reflect the evolving nature of higher education and increasingly complex building operations, SOU remains committed to addressing these challenges.

Beyond maintenance, SOU has embraced innovation to meet the needs of modern students, offering flexible modalities such as online synchronous and asynchronous classes. These advancements require significant investment in physical spaces and technology to support delivery. Despite these shifts, SOU upholds the value of in-person instruction and human interaction, ensuring that the majority of courses continue to foster direct engagement in well-maintained and technologically advanced learning spaces.





Chapter 3—Athletics

Student-athletes play a substantial role in the fabric of SOU. With over 450 student-athletes, our athletic programs are key to SOU's recruitment and retention of students. Our student-athletes maintain higher-than-average grade point averages and tend to be some of our most involved students in both on- and off-campus activities.

SOU has a vision to provide student-athletes, alumni, donors, and fans with competitive facilities and outstanding game-day experiences.

A significant part of making this vision a reality was replacing McNeal Pavilion with the current Lithia Motors Pavilion and renovating Raider Stadium. These were key initiatives of the 2010 Master Plan which have been achieved.

Where We Have Been

The aging McNeal Pavilion was SOU's marquee athletics facility for nearly sixty years and was replaced with a state-of-the-art three-story building. The \$22 million secured by SOU in 2012, however, was based on renovating, not replacing, the pavilion. When architects and engineers determined that a full replacement was necessary for safety reasons, the state allocation was simply not enough to construct a new facility and house all necessary programs. SOU's national championship football program, among others, like track and field, was without a locker room in the current plan. The "finished" 100,000 square-foot Lithia Motors Pavilion was not large enough to accommodate all the needs of a growing athletic program for men and women competing in thirteen sports (now nineteen), as well as academic offices and classrooms. To mitigate space issues, SOU simultaneously renovated Raider Stadium. This ensured that SOU



could remain competitive in the recruitment of student-athletes and compliant with federally mandated Title IX requirements for gender equity.

The new Lithia Motors Pavilion is now providing both competition space and locker room space for men's and women's indoor sports (basketball, volleyball, and wrestling), men's and women's soccer, office space for athletic administration, as well as other academic programs. The building also continues to house the Bob Riehm Arena offering 1,400 seats for spectators attending SOU basketball, volleyball, and wrestling competitions. There are also four classrooms for students enrolled in the Outdoor Adventure Leadership Program and Health and Physical Education.

The Raider Stadium renovation project ensured that outdoor sports (in particular football and track and field/cross country) had coach offices, locker rooms for the men's and women's teams, meeting and conference areas, a training room, and a weightlifting area for all programs. Improvements have extended beyond the Stadium to Wightman Street, where three dilapidated tennis courts have been converted into sand volleyball courts used by our new Beach Volleyball team. The continued rehabilitation of this area may include upgrades to make the remaining space multi-functional for other similar sports such as Pickleball.





Where We Are Going

As shown on the Athletic Facilities Map, our facilities will continue to be centered around the Lithia Motors Pavilion. The vision for the SOU Athletics District includes a new pedestrian mall that flows seamlessly between Raider Village, the Lithia Motors Pavilion, and Raider Stadium and it will extend to connect to the Softball Complex. This proposed pedestrian walkway and plaza space will use pavers and other natural materials to unite the Athletics District and direct the SOU community to athletic events.

Proposed Improvements during this Master Plan include a Softball Complex (Spotlight below), a small expansion to the Lithia Motors Pavilion, a Practice Building, and upgraded facilities for concessions and food trucks.

This Master Plan anticipates the continued growth and success of our Athletics programs. We have identified areas that will serve this growth and where future development will take place.

SOU does anticipate the use of Future Development Areas shown on the Athletics Map, to be developed under the Design and Development Guidelines and will be in furtherance of our educational Mission. The full design, programming, and funding of such areas are as-yet undetermined. One example of a need that may be addressed with such future development is that our current roster of 110 wrestlers, between our men's and women's teams, would benefit from a potential new facility (labeled as Future Development), located between the Lithia Motors Pavilion and the Beach Volleyball courts. Similarly, we appreciate and embrace the passionate Raider fans who attend events at Raider Stadium and want to make this an amazing experience for attendees. This is why the development of a tailgating area has been identified for Future Development, but because there is no current design, timing, or funding for the project, it has been designated for Future Development.

SOU also anticipates needed upgrades for Raider Stadium. This facility was built in the 1980s and needs additional renovations. An assessment of every aspect—from bleachers to bathrooms to the press box—will be undertaken to move forward with making this facility the center of a quality game-time or graduation experience.

The Athletics District is an exciting hub of student life and community engagement with SOU. Investments in these facilities will continue to pay off, creating academic opportunities and top-notch venues for our student-athletes.



SPOTLIGHT: Softball Complex

Since the reintroduction of softball as an intercollegiate sport and the field conversion from baseball to softball, the SOU softball program has won several Conference Championships and three National Titles (2019, 2021 and 2023). The SOU softball program is one of the most popular sports with fans, SOU alumni, and community members.

Historically an underutilized baseball field, this portion of the Athletics District was revived in 2001 and the outfield and dirt infield were modified to softball field dimensions. The distance from the dugouts to the playing field remains at baseball field distances.

There is a seating capacity of 500 in the existing bleachers. The bleachers and press box have not been changed or upgraded since being installed or slightly improved in 2001 for the softball field conversion. The previous concession stand building has been converted to the team's locker room.

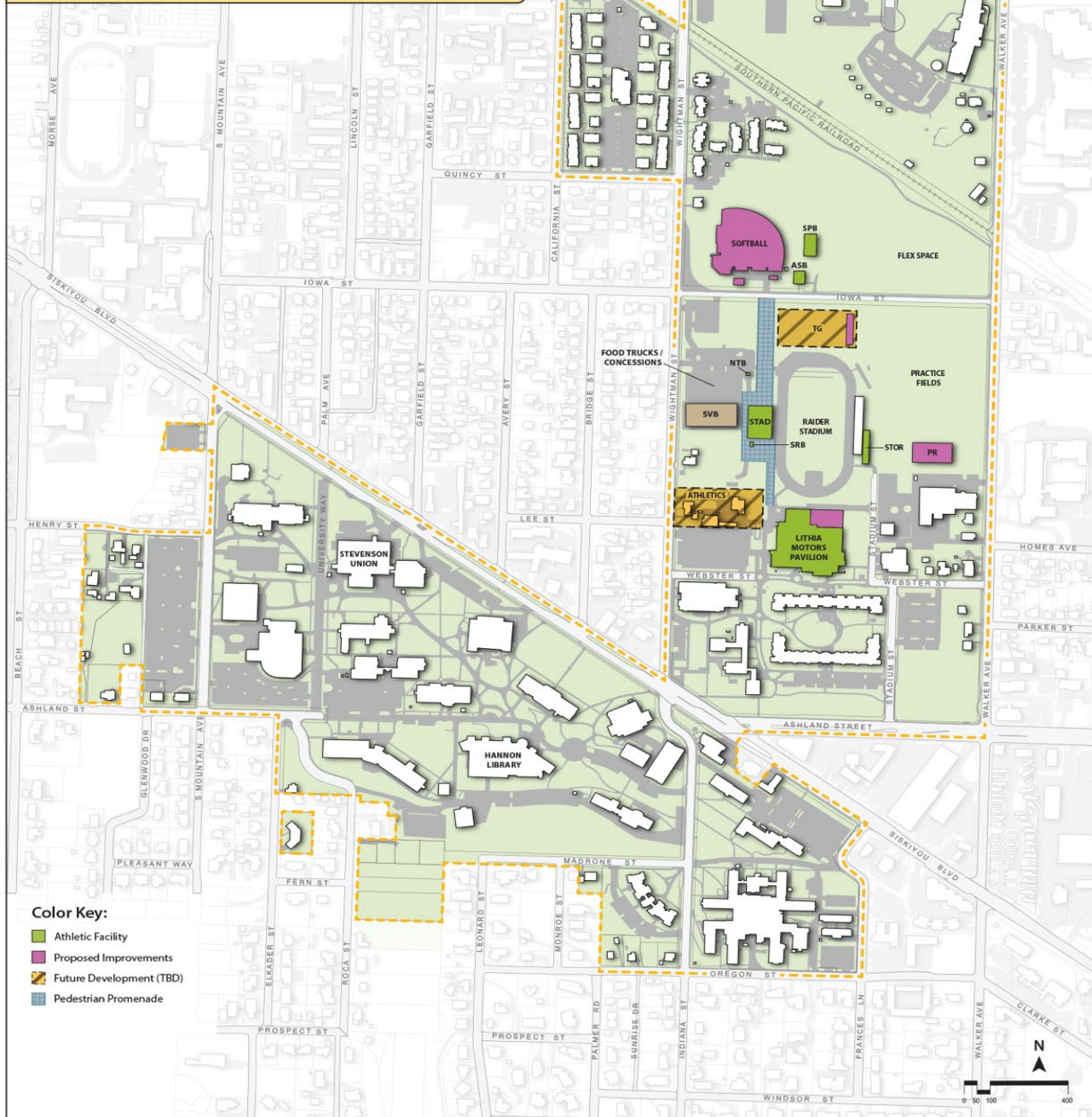
The City-approved plans for the new Softball Complex include new ADA facilities, increased seating capacity, a new entry plaza connecting the Softball Complex to Raider Village, new dugouts, concession facilities, a press box, and a renovated field to NCAA standards, including appropriate lighting and a scoreboard.



SOU Campus: Athletic Facilities



To comment on SOU's 2025 Master Plan Amendment, please scan the QR Code.



Color Key:

- Athletic Facility
- Proposed Improvements
- Future Development (TBD)
- Pedestrian Promenade

Building Key:

- ASB Athletics Services Building
- NTB North Ticket Booth
- PR Practice Building
- SPB Softball Practice Building
- STAD Stadium Facility
- SRB Stadium Retail Booth
- STOR Stadium Storage Facility
- SVB Sand Volleyball
- TG Tailgate Area / Food Trucks





Chapter 4—Housing

While SOU continues to modernize its curriculum and offer modalities like online learning, we strongly believe there is tremendous value to having in-person learning. We offer a variety of housing types and styles on campus including family housing. If SOU did not offer on-campus housing, there be further strain on local market rate housing which already has extremely low vacancy rates and, due to Ashland’s limited public transportation, may price some students out of having a collegiate in-person learning experience.

Our campus housing provides a socially rich and academically supported experience. Living on campus gives the advantage of being closer to classes and participating in SOU activities. Living on campus leads to making more friends, having better success in any course of study, and creating a tremendous sense of community.

In addition to creating a strong experience, living on campus reduces the impacts created by commuting to SOU and also helps to alleviate some of the demand on housing surrounding campus. As shown on Housing Facilities Map in Appendix A, we currently have 962 unrestricted beds available for housing in residence halls and 178 seasonally available beds in Greensprings. SOU also has 166 apartments at SAFH ranging from studios to four bedroom units, as shown on the Housing Map.

Where We Have Been

The on-campus residence hall experience has changed significantly over the years. The modern housing experience reflects more privacy, independence, and better amenities than units built decades ago. Aging facilities such as Cascade and Greensprings have come with a host of issues. Cascade was approved for demolition as part of the last Master Plan and will be completed in 2025. Greensprings continues to suffer infrastructure challenges as a result of its age and initial design. One of the most significant developments during the past fifteen years was the creation of Raider Village and construction of Shasta and McLoughlin Halls. These additions have been critical to providing housing that meets the current expectations and needs of our students.

McLoughlin Hall

SOU broke ground on Raider Village in April 2012 and officially opened in fall of 2013. McLoughlin Hall is part of Raider Village and features a suite design with both single and double rooms available. It's primarily a community for returning and transfer students but is open to all students. McLoughlin Hall is also home to the Multicultural Community on the second floor. The purpose of this Multicultural Themed Housing Community is to provide a space for students of different cultures and backgrounds to live, study, and intentionally engage with and explore their unique histories.



Shasta Hall

Shasta Hall is part of Raider Village and features a semi-suite design with both single and double rooms available. This is primarily a first-year community, but open to all students. Shasta Hall is also home to The Garden



(LGBTQIA+) Community on the 2nd floor. The purpose of The Garden (LGBTQIA+) Themed Housing community is to provide a safe space for LGBTQIA+ students and allies to live, study, and engage together.

Greensprings

The Greensprings complex is currently used for seasonal housing because of the deferred maintenance challenges impacting these facilities. The failure of critical infrastructure in the 1960s structures has limited its current use. The physical limitations include a lack of air-conditioning, no ADA-compliant amenities, and outdated electrical and plumbing systems. The layout of units, ceiling height, and outdated resident common areas are also sub-optimal and not what current students desire. We believe that prior to 2035 we may no longer be able to house students at any time of year due to the failing facilities which include heating for the building.



We recognize that this facility is located at the heart of campus and could meet many future needs if funding became available. Various options are being explored, including keeping the existing concrete structures and creating new interior spaces and infrastructure. A critical first step will be understanding the seismic condition of the current buildings and suitability for renovation. With such substantial work pending and no current plans beyond the current use, the rehabilitation of Greensprings is included as part of this 2025-35 Master Plan.

Where We Are Going

Student Apartments and Family Housing

Student Apartments & Family Housing serves members of the SOU community who would benefit from this living situation. This is also an area that we heard addressed many times during our listening sessions with the community and SOU stakeholders. As a result of these conversations, a Future Development Area for expanding the Student Apartment and Family Housing has been added to the Housing Map. It is designated as Future Development because

SPOTLIGHT: Cascade Future Development Area

As part of the 2010-20 Master Plan, the Cascade Complex was identified as having significant limitations and in need of massive renovation if it were to continue to serve as a residence hall. The scope of deficiencies and cost of even minimal upgrades made it unsustainable to continue its historic use. SOU discontinued use of Cascade as a residence hall in 2012. The building was used as flex space to support numerous capital renovations to other buildings on campus.

Aspen, Baker, and Cedar also functioned as SOU Conference space until the heating hot water infrastructure failed in late 2023. As part of the approval process for Shasta and McLoughlin Halls, Cascade was identified for demolition, with those facilities as replacements. The assessments and process for demolition are underway and this area is identified for future development. Funding for demolition was allocated to SOU in 2022, through the American Rescue Plan Act (ARPA) and will be completed in 2025. With the completion of the demolition of the old Cascade facility comes the opportunity to create something innovative and special. The options for the future of this area are vast, and discussed under the Future Development section of this Master Plan.

there is no current design or funding for this project. But it has clearly been identified as a need, being the type of housing most in demand with an extensive waiting list for available units. These units provide a flexible and economical option for members of the SOU community and particularly older students and those with families.

University District Lot

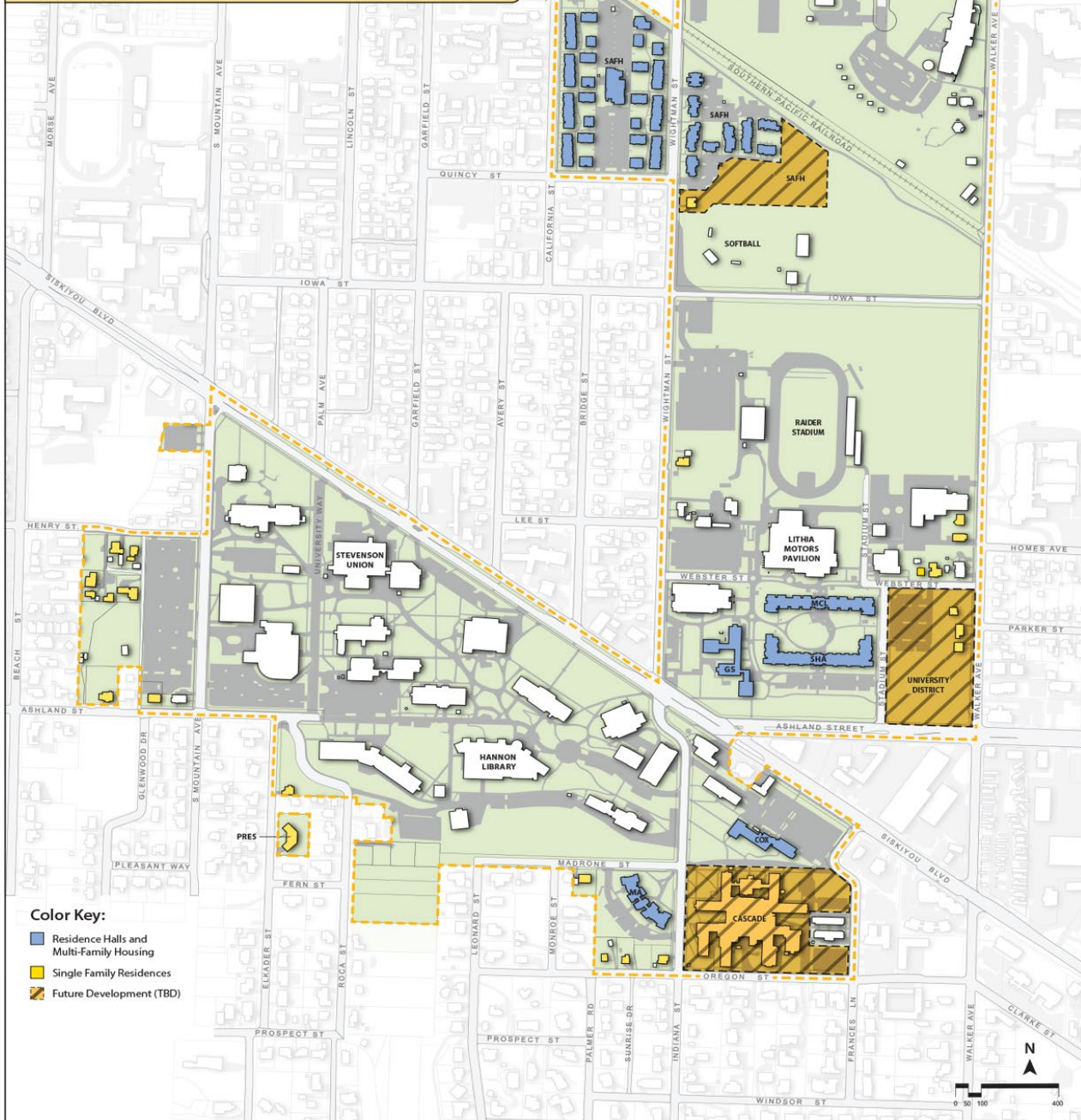
We also expect that the University District Future Development project will include housing facilities. The development of this important gateway to the SOU campus is too undefined in scope, design, or funding to discuss in detail. At some time in the future, should this project advance, we expect

that there will be more opportunities to discuss the design and uses of this area. While being the most undefined of all potential projects identified in this Master Plan, we could see a housing component at this site should SOU grow to the extent that this project is likely.

SOU Campus: Housing Facilities



To comment on SOU's 2025 Master Plan Amendment, please scan the QR Code.



Building Key:

HOUSING

COX	Cox Residence Hall
GS	Greensprings Residence Hall
MCL	McLoughlin Residence Hall
MA	Madrone Residence Hall
PRES	President's Residence
SAFH	Student Apartments and Family Housing
SHA	Shasta Residence Hall

HOUSING TYPE	QUANTITY	NOTES
Residence Halls		
Total Beds Available	962	Unrestricted
Greensprings Beds Available	178	Seasonal (4 Months)
Student Apartments and Family Housing		
Studios	8	
One Bedroom	5	
Two Bedroom	97	
Three Bedroom	52	
Four Bedroom	4	
Single Family Residences		
Total Houses	23	13 Rented



Chapter 5—Future Development Areas

Generally

As shown on the Capital Improvements Map, there are areas that SOU anticipates will be developed for certain uses in the future. At this time, because there is no specific design nor funding, these projects are identified as “Future Development.” The University anticipates more discussion as the design of projects in these areas evolves, but it would be the intent of the University to develop projects within the approved Development and Design Guidelines contained in this 2025-35 Master Plan. These designated parts of campus are identified on both the Capital Improvements Map as well as the Maps for each type of use anticipated (Housing, Athletics, etc.)

Housing- Future Development

Faculty housing is no longer anticipated to be a project undertaken by the University. Land identified as potential faculty housing in the 2010-20 Master Plan is now targeted for rezoning and potential sale. While this is no longer a part of the Master Plan, the idea of housing for members of the SOU community, of all ages, continues to be an integral part of SOU’s mission.

Student Apartments and Family Housing (SAFH)

One of the key comments during the open forums on this Master Plan (from student leadership) was an identification that the most in-demand housing for students is Family Housing, which is available at the complex of apartment housing located at the north-west extension of SOU. It is an excellent resource for a member of the SOU community, making higher education possible while having a working spouse and children. Identified on the Housing Map as SAFH – Student Apartments and Family Housing – this area imagines an expansion of the existing SAFH development. The University has identified this as an area that could meet this need and would be compatible with the adjacent new Softball Complex.

Cascade Housing Complex

Surrounding the Campbell Center (where the Osher Lifelong Learning Institute (OLLI) program is housed), the Cascade project is one of the most exciting projects on the horizon at SOU. It is identified as a Future Development because the design and funding models are just now beginning to be developed. The Cascade building was identified in the 2010-20 Master Plan as



an aging facility, where demolition was a likely outcome for this resource and it is currently in the process of being demolished. The removal of this old facility will make way for a new housing facility and creates an opportunity for a new campus dynamic.

Retirement today looks very different than it did just decades ago. As people transition

from full-time careers, today's active and engaged retirees are looking for dynamic places to live, learn, and play. Across the nation, communities and campuses are embracing a cohort of older people who want to be part of a college environment. A new facility on the Cascade site could provide a living environment where everyone is involved in not just OLLI courses, but other campus academic courses, concerts, art installations, and athletic events. The educational opportunities for a new residence are limitless. Similar in many ways to the newest student housing (McLoughlin and Shasta residence halls), SOU envisions that this project would be a public/private partnership. It has the potential to generate revenue and welcome a whole new demographic of SOU students and community members. It is easy to imagine a facility that is not just for living but incorporates educational spaces where students are engaged with and learning from older students and residents. Residents are anticipated to be part of the SOU community, just as students living in Shasta Hall or student and their families living in SAFH apartments are today.



The University expects that development partners would work within the Design and Development Guidelines within this Master Plan and with the City of Ashland. Determining the viability, programming, and design for this facility is a top priority for the University.

Academic Facilities- Future Development

Native Nations Gathering Space, Native Gardens, Learning Garden

Southern Oregon University, in this 2025-2035 Master Plan, identifies several spaces on campus to honor and respect the history and land stewardship of the Indigenous people who lived here since time immemorial.

We know that our community benefits from the sharing and fostering of the deep cultural traditions and teachings made available to us by Indigenous communities. As a University, we actively look for ways to continuously develop this connection and recognition. The 2025-35 Master Plan is just one way in which we illustrate this commitment. In partnership with Native students, Native community members and our Native Nations Liaison, the University has identified three Future Development Areas to intentionally create space: The Learning Garden, the Native Garden, and the Native Nations Gathering Space.

The Learning Garden is proposed to be located in the heart of the Educational and Academic core of campus while the Native Garden is proposed to be located near The Farm at SOU. Both of these projects will foster Indigenous Traditional Ecological Knowledge (ITEK), implementing and promoting biodiversity, soil health, and ecosystem resiliency. Each area will feature hands-on learning and engagement through workshops, demonstrations, and cultural events.

The Native Nations Gathering Space is designated for a location within the North Campus Zone, which contains most of the residential and recreational elements of campus. While there are no current plans for specific development within this envelope, this space is envisioned to enhance the partnership and collaboration between the SOU community and the local Indigenous communities.



Athletics- Future Development

Field House

Between the Lithia Motors Pavilion and Raider Stadium, Athletics has identified an area for a future facility. The popularity of certain programs with student athletes justifies considering where growth for indoor programming might occur. There is currently no design nor funding for this project.



Tailgate area

Fantastic game day experiences are an important way for Ashland and all Raider fans to come to campus and be part of SOU. Located between Raider Stadium and the new Softball Complex, this area is identified for creating a place for game day experiences. Temporary food carts and concessions are existing uses and are will be connected by a new pedestrian mall, but this specific area is reserved for a more dynamic experiential area expanding and enhancing these offerings.

Mixed Use / Other – Future Development

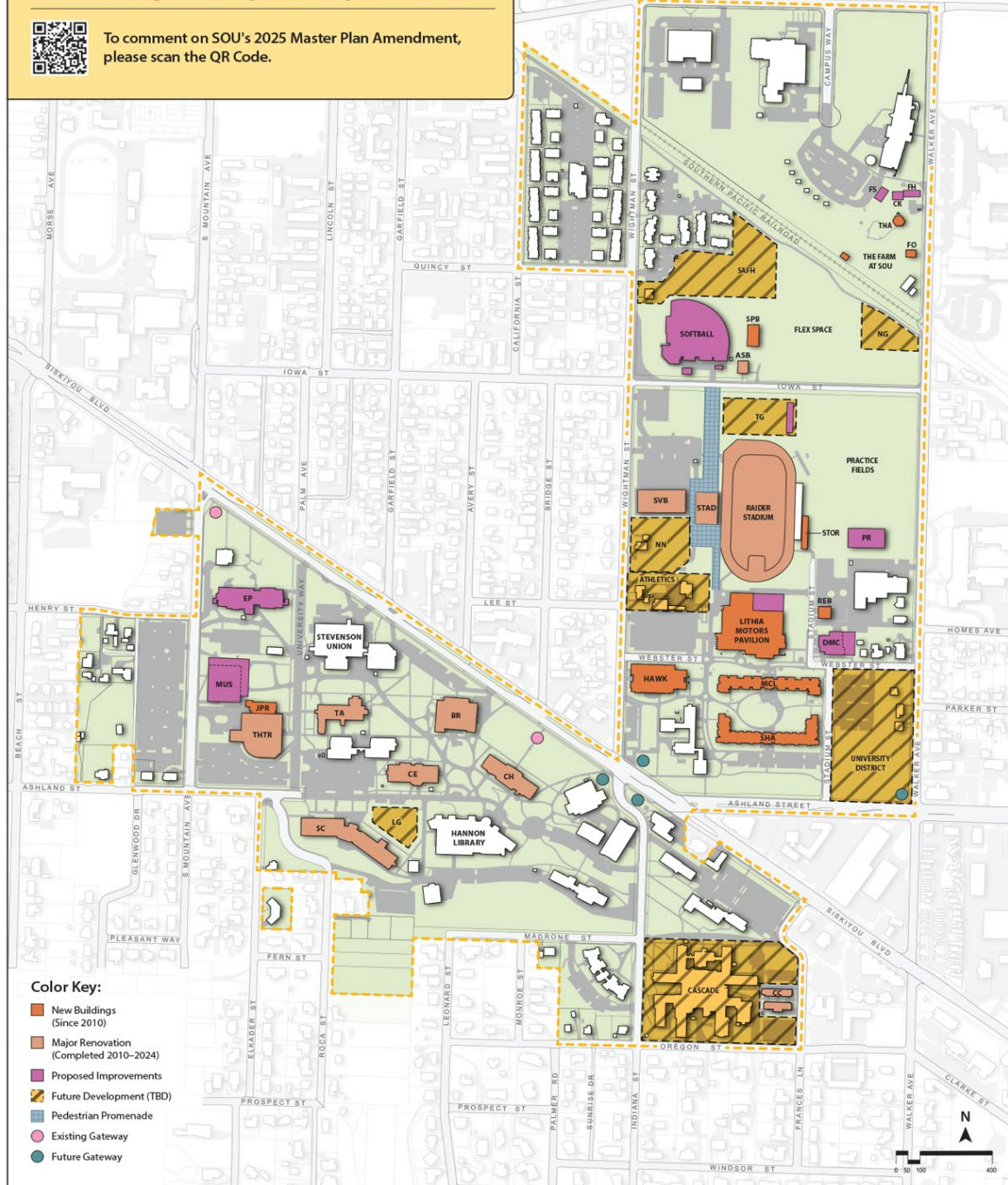
University District Property

After the potential new Cascade project, the University District Property is the most dynamic and far-reaching. This property is truly a blank slate on the edge of campus. Located at the corner of Walker Avenue and Ashland Street, this area, when developed, will become a significant gateway and signature feature of the SOU community. It is easy to imagine a project here embracing campus needs for housing, support services, academic space, or other retail opportunities that would transition from adjacent commercial uses to campus residence halls. With the widest range of potential, SOU believes it should have the widest range of development options and standards. The City has indicated that new zoning standards related to responsible infill and density may be appropriate here – if Ashland is to preserve its current boundaries, creative infill will be required, which the City has chosen to pursue in many elements of its Development Code. As such, the Design and Development standards in this Master Plan have specific provisions addressing flexibility in the development of this University District property.

SOU Campus: Capital Improvements



To comment on SOU's 2025 Master Plan Amendment, please scan the QR Code.



Color Key:

- New Buildings (Since 2010)
- Major Renovation (Completed 2010–2024)
- Proposed Improvements
- Future Development (TBD)
- Pedestrian Promenade
- Existing Gateway
- Future Gateway

Building Key:

ASB	ATHLETICS SERVICES BUILDING	HAWK	HAWK DINING	SHA	SHASTA RESIDENCE HALL
BR	BRITT HALL	JPR	JEFFERSON PUBLIC RADIO	SPB	SOFTBALL PRACTICE BUILDING
CC	CAMPBELL CENTER (OLLI)	LG	LEARNING GARDEN	STAD	STADIUM FACILITY
CE	CENTRAL HALL	MCL	MCLOUGHLIN RESIDENCE HALL	STOR	STADIUM STORAGE FACILITY
CH	CHURCHILL HALL	MUS	MUSIC BUILDING / CREATIVE INDUSTRIES	SVB	SAND VOLLEYBALL
CK	COMMERCIAL KITCHEN / PROCESSING	NG	NATIVE GARDEN / GREENHOUSE	TA	TAYLOR HALL
DMC	DIGITAL MEDIA CENTER	NN	NATIVE NATIONS GATHERING SPACE	TG	TAILGATE AREA / FOOD TRUCKS
EP	EDUCATION / PSYCHOLOGY	PR	PRACTICE BUILDING	THA	THALDEN PAVILION
FH	NEW FARMHOUSE	REB	RECREATION EQUIPMENT BUILDING	THTR	THEATRE (OREGON CENTER FOR THE ARTS)
FO	FARM OPERATIONS	SAFH	STUDENT APARTMENTS AND FAMILY HOUSING		
FS	FARM STORAGE	SC	SCIENCE BUILDING		



Chapter 6—Sustainability

SOU has an extensive history of environmental initiatives and sustainability practices. Climate and Sustainability have only become more important to our communities and to our world over the past fifteen years since the last Master Plan was approved. As part of the 2010 Master Plan, SOU outlined certain goals relating to achieving carbon net zero, developing a strong economy, ensuring sustainable use of natural resources, and preserving those resources. As discussed in that 2010 Master Plan, SOU adopted its own Climate Action Plan and related goals. See <https://sustainability.sou.edu/climate-action/>. SOU is a GOLD-rated university under the Sustainability Tracking Assessment & Rating System (STARS), a program run by the Association for the Advancement of Sustainability in Higher Education.

In 2019 Southern Oregon University received the national “Excellence and Innovation Award” from the American Association of State Colleges and Universities for developing “a comprehensive and impactful sustainability program by collaborating across operations, academics, and engagement.” This outstanding partnership continues as Southern Oregon University uses our land, buildings, and infrastructure as a living laboratory for hands-on learning in multiple disciplines including: hydrology, land use planning, restoration, sustainability management, climate and energy, project management, and art installation. Campus projects are intimately connected to the curriculum. Our students leave SOU knowing they can make a difference in the world, because they already have made a difference using the SOU campus as their lab.



In addition to the positive environmental impacts, SOU is also hoping our sustainability measures and goals will help to mitigate future costs. Our solar generation and energy efficiency goals, for example, will allow us to stabilize future costs and mitigate our need to raise fees to meet the continuously rising energy costs.

Where We Have Been

Transportation

SOU currently has 16 vehicle charging ports (8 double stations) on campus. These charging stations are located both at residential buildings and adjacent to workplace buildings. There are plans to continue to expand the number of electric vehicle charging ports on campus.

Recycling Program and Center

A recycling program with an on-campus recycling center for glass, plastics, paper, cardboard, and cans was founded by students in 2011 as part of a capstone project focused on diverting waste from landfill. This is supported by indoor and outdoor central collection points. Minimizing waste production and supporting reuse is our priority. Having a recycling center on campus helps ensure that the highest quality materials for recycling leave the campus. We also recycle a number of other materials and products including ink toner and cartridges, batteries, lamps, lightbulbs, electronic appliances and equipment, books, plants, oil, furniture, wood, scrap metal, marker pens, regular pens, and spray cans.



Energy Efficiency

SOU's proactive approach includes upgrading to energy-efficient lighting, boilers, and HVAC systems and installing new meters to better track energy consumption.

SOU upgraded the mechanical equipment at the Central Plant Building on campus in 2019. Boilers 1 and 2 were replaced with high-efficiency Hurst boilers with high-efficiency Riello Burners. Boilers 3 and 4 had the burners replaced with the same high-efficiency Riello Burners. A new Riello control system was installed to operate the boilers more efficiently. A new water softener system was installed to help reduce chemical usage. The existing 800-ton and 500-ton centrifugal chillers were replaced with two 800-ton, higher-efficiency centrifugal chillers. The roof-mounted, three-cell cooling tower was replaced with a larger-capacity, high-efficiency, two-cell cooling tower. One of the two existing condenser water pumps was replaced with a larger-capacity pump.

The operation of the HVAC system for each campus building on the University's direct digital control (DDC) system is scheduled based on the building occupancy information. When a building is not occupied, the temperature controls go into "unoccupied" status, with a lower setback temperature during the heating season and a higher setback temperature during the cooling season. HVAC systems are also upgraded during renovation projects across campus.

LED lighting became the SOU campus standard in 2016 and all new construction and renovation projects since 2016 have incorporated LED lighting. Projects with lighting retrofits throughout the building include the Theatre Building, The Lithia Motors/SRC, Britt Hall, and the Recycling Center. Other renovation projects with partial LED retrofits include the Music Building, Taylor Hall, the Science Building, the Osher Lifelong Learning Institute, and Raider Stadium. SOU has been gradually replacing exterior campus lighting with LED fixtures and more than half of the campus has been retrofitted with LED since 2016.

Solar

For a small public university, solar is a strong story for SOU. Ideally located in the Rogue Valley, the focus on solar energy dates back to 2000. The analysis of potential solar energy production was a significant goal of the 2010-20 Master Plan.

SOU currently has ten solar arrays on campus, totaling 696 kW of solar capacity, plus an array at the Higher Education Center in Medford and a pole-mounted array installed last year by a



nonprofit on land leased from SOU. SOU's first solar array was installed on its Library in 2000. This 6kw solar array has 24 solar panels. In January 2019, SOU expanded and added an additional 55.65 kW of solar to the site, increasing the system's capacity to 62.37 kW.

In 2013, students allocated \$85,000 from the student Green Fund to install a 32 kW solar array on the Stevenson Union.

In 2014, McLoughlin Hall and Shasta Hall both had solar panels added to their roof spaces.

McLoughlin Hall has a 73.7kW solar photovoltaic (PV) system and solar thermal panels. Shasta Hall incorporates an 82.5 kW.

In October 2018, the Student Recreation Center/Lithia Motors Pavilion added a 63 kW solar PV system to its facilities. The solar array contributes to the SRC/Lithia Motors Pavilion's LEED Gold Certification as one of its many green building features.

Designed with solar energy in mind, SOU's Recreation Storage Building boasts a south-facing roof with an optimal tilt to maximize the region's solar resource. The building showcases a 24.14 kW system. This was SOU's first net zero building, generating more electricity than it uses. Two more solar arrays came online in 2021, The Farm Storage with a 15,48 kW array and the Stadium Storage building with a 49.68kW array. Both net zero buildings mark a total of 3 net zero buildings on campus. In June 2024, SOU installed a 241 kW solar array in addition to the existing one on Lithia' Motors Pavilion, making it the largest solar array in the City of Ashland.

Clean renewable energy is supported by numerous programs such as Oregon's Clean Energy Targets greenhouse gas emission reduction targets as well as City of Ashland Climate and Energy Action Plan. Solar Arrays are an ideal form of clean energy in the Rogue Valley with the abundance of sunlight and SOU has taken the initiative of working to become the first publicly funded university to generate on campus 100% of its electrical usage. Solar Array locations are identified on the Photovoltaic Array Map (see Appendix A) and design standards are included in the Zoning and Design Guidelines chapter of this Master Plan.

Stormwater, Fire Resiliency, and Biodiversity

SOU has a long history of pursuing and achieving distinction relating to our efforts in managing landscaping and biodiversity. We continue to earn recognition as a Tree Campus USA—an honor we've held since 2014—and SOU was the first Bee Campus USA in 2014.



Our landscape planning relies heavily on ecological design practices, incorporating regionally-adapted, native, and drought-tolerant plant species. Our ongoing lawn conversion projects aim to increase plant biodiversity, continue to attract a greater number of bird and pollinator species as well as transition to a more drought-tolerant campus in recognition of the changing climate.

In 2019, a student project, funded by the Student Green Fund, led to the creation of a self-sustaining bioswale in parking lot 36, effectively managing stormwater and significantly reducing contaminants in

local waterways. Additionally, it serves as a practical model for eco-friendly water management, enhancing the campus's landscape and providing educational opportunities in environmental

science. There is also a stormwater drainage project at parking lot 4. Together these projects show our ability to innovate, educate and be environmentally conscious all at the same time.

Our projects capture stormwater and incorporate drought-tolerant, native plant species. Our irrigation development projects serve the long-term goal of reducing our irrigation water use through data-driven and sensor-based technologies. Low-volume/high-efficiency sprinklers, weather-based control systems, and lawn-replacement projects all contribute to operate with the least possible impact to our local watershed.



Where we are going

Sustainability is more than just a design feature or construction element at SOU; it is part of the culture. We continue to set goals that illustrate this commitment and pave the way for our future, both environmentally and as a cost-containment measure. Some of these key goals are set forth below.

Transportation system goals

- Achieve a 100% electric campus fleet
- Expand the number of electric vehicle charging stations on campus
- Improve commuter transport-related greenhouse gas

Recycling Program and Center goals

- Enhance waste reduction and recycling on campus to minimize landfill waste
- Foster awareness and participation in waste reduction and SOU's recycling programs

Energy Efficiency Goals

- Achieve 100% daytime electricity use through renewable electricity generation on campus by 2035
- Improve energy efficiency by 25% within 10 years (base year 2022)
- Reduce Scope 1 and Scope 2 emissions by 50% by 2033 (base year 2022)

Solar Energy Goals

SOU has the goal to generate 100% of its daytime electricity use on campus by solar and be the first public university to do so. It is aiming to have this in place by 2035. See Appendix A for the location of existing and proposed arrays. The future development as outlined in this Master Plan will not only address energy efficiency but will create shading of parking areas and improve water conservation.

Stormwater, Fire Resiliency, and Biodiversity Goals



- SOU's landscape and biodiversity is managed in a way that helps prepare for the changing climate, including transitioning to more drought-tolerant areas as well as ensuring fire resilience.
- To continue to enhance pollinator areas and maintain our certification for Bee Campus USA
- To explore rainwater capture and use, specifically as part of any new solar canopy system.
- To continue to care for the trees on campus and maintain certification for Tree Campus USA.
- SOU will continue to pursue its Climate Action Plan published 2010 and updated in

2021/2022 <https://sustainability.sou.edu/climate-action/>. The City of Ashland's Climate and Energy Action Plan, published in 2017, includes an assessment of Ashland's changing climate. We anticipate that during this 2025-2035 Master Plan, efforts towards climate change resiliency will only intensify.

Sustainability lies at the heart of our vision for the future of this campus, driving environmental stewardship, social responsibility, and economic resilience. By integrating innovative green infrastructure, fostering inclusive and equitable community engagement, and optimizing resource efficiency, we aim to create a campus that not only reduces its ecological footprint but also enriches the lives of its students, faculty, staff and surrounding community. Southern



Oregon University (SOU) has long embraced sustainability as a core principle, weaving it into every aspect of campus operations, academics, and community engagement. The achievements outlined in this Master Plan reflect SOU's commitment to environmental stewardship, innovation, and leadership in addressing the challenges of our changing climate. From energy efficiency and solar power expansion to sustainable landscaping, waste reduction, and the transformative learning experiences provided by The Farm, SOU has established itself as a pioneer in sustainable higher education.

Through strategic investments in sustainable practices, we are preparing for a future that balances growth with environmental integrity, enhances social well-being, and promotes long-term financial stability. This master plan commits to leading by example, cultivating a culture of sustainability that extends beyond our campus borders and inspires change at local, national, and global levels.



Looking forward, this Master Plan builds on that legacy with ambitious yet attainable goals to enhance energy efficiency, achieve carbon net zero, expand renewable energy use, and foster a campus culture centered on resilience, ecological responsibility, and social equity. At the heart of these efforts is a commitment to social justice—ensuring that sustainability initiatives empower all members of our campus and surrounding community, reduce environmental disparities, and promote inclusivity. By aligning our actions with the principles of equity, SOU aims to create solutions that serve the most vulnerable populations, address systemic inequities, and amplify the voices of historically marginalized groups.

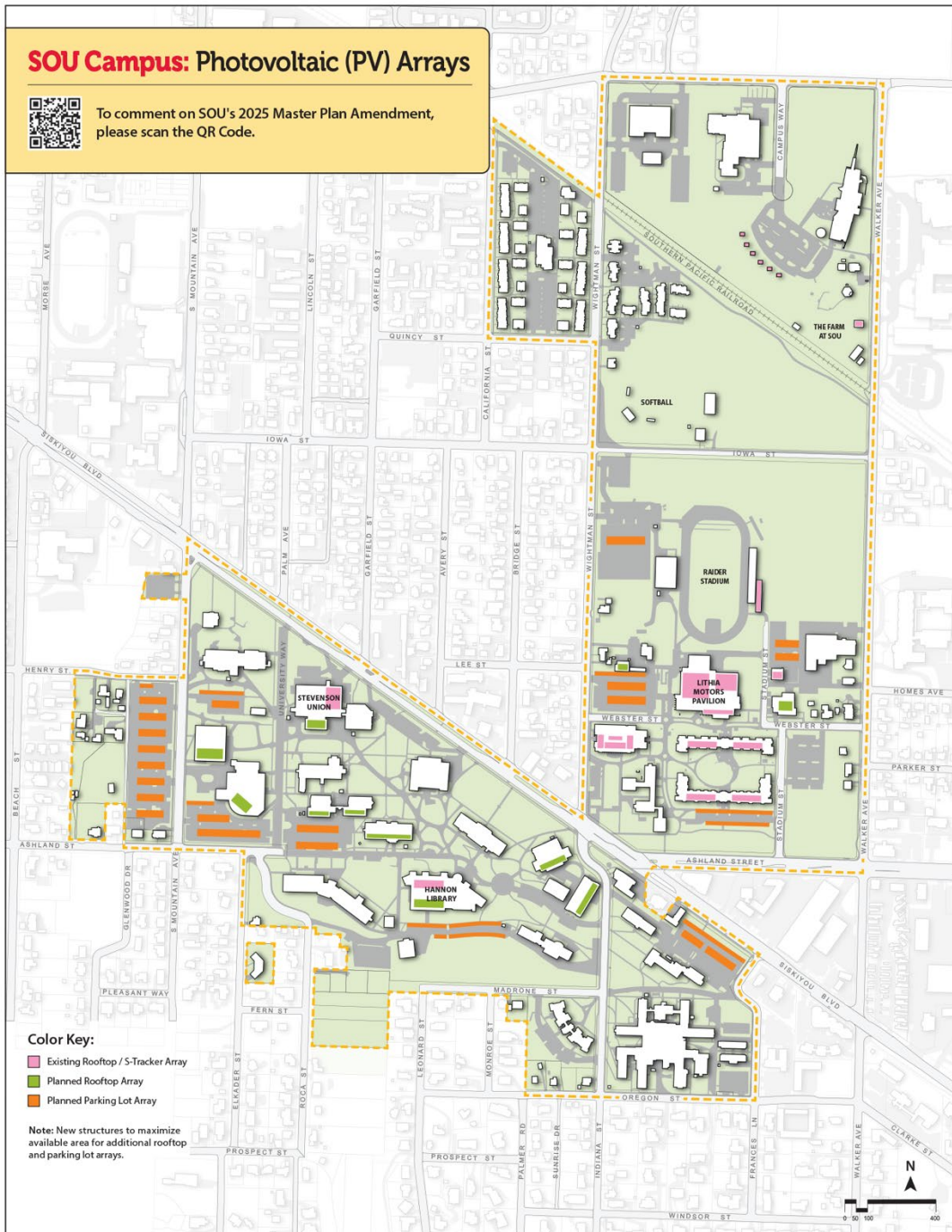
Whether through curriculum that equips students to tackle social and environmental challenges, partnerships with local organizations, or a focus on community resilience, SOU prioritizes a holistic approach to sustainability. These efforts underscore our belief that environmental justice and social justice are inextricably linked, and that a truly sustainable future is one where all people thrive.

Together, we can ensure that this campus thrives as a model for sustainable development—a place where innovation, creativity and education fuel a more equitable and resilient world. This Master Plan embodies SOU's enduring commitment to shaping a more sustainable, equitable, and just world.

SOU Campus: Photovoltaic (PV) Arrays



To comment on SOU's 2025 Master Plan Amendment, please scan the QR Code.



Chapter 7—Zoning and Design Guidelines

The design guidelines for development under this Facilities Master Plan update are intended to serve several goals:

- Provide for buildings at a density appropriate both to a significant university and to the scale of the Ashland community;
- Ensure that the scale and articulation of buildings enhance the ‘sense of place’ of the campus and support walking within the campus environment;
- Provide direction and certainty to the future development within the SO Zone;
- Express the permanence and long-term role of the University in the community.

Application of Master Plan Development Standards

The design guidelines in this Master Plan apply within the SO zone and have been adopted by Ordinance. These guidelines apply to projects and uses related to the educational function of the University and those accessory uses such as Athletic facilities, Housing facilities, Offices, Classrooms and a variety of other facilities described and anticipated in this Master Plan. Development of the SOU campus shall comply with the provisions of the Southern Oregon University District Overlay in the Ashland Municipal Code (AMC) 18.3.6.

Zoning

Property owned by the University is currently zoned SO and the uses and development of this property are addressed in AMC 18.3.6. In the past, property that is transferred from University ownership into private ownership has been required to go through the often challenging process of legislatively amending the zoning designation for that specific lot and the related land use maps of the City. SO zoning uses and standards, as addressed in City Code and in this Master Plan, are not appropriate once property is transferred to private ownership. To address this future contingency, SOU is seeking to rezone certain property as part of this Master Plan. These lots will obtain a new residential zone designation but still be subject to the SO District overlay and standards until such a time as the property is no longer owned by the University.

The University has identified properties that are under-utilized (listed on the Zoning if Transferred Map), which could conceivably be transferred in the next ten years. Adoption of this 2025-35 Master Plan by the City is a Type IV, legislative approval process, so it is the process necessary to address the potential zoning of property that may be transferred to private parties. Rezoning these lots will provide certainty of future zoning and allow the City



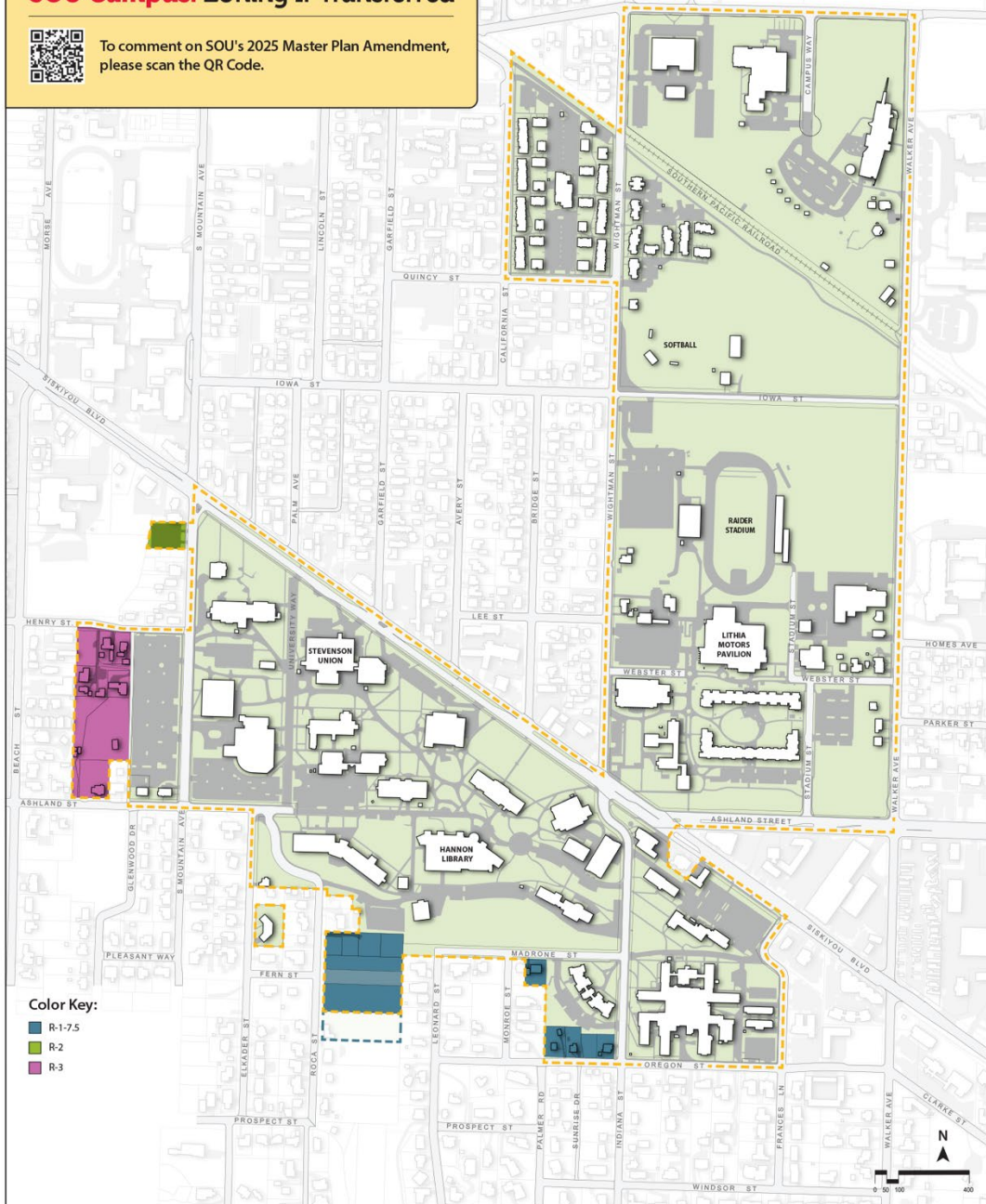
the opportunity to evaluate appropriate zoning of all parcels at one time, rather than lot by lot. This process is also an opportunity to address one lot which is currently zoned SO but has already been transferred from the University to a private party on Roca Street (668n Roca St.) and who are joining in the application for review of this Master Plan solely for the purposes of the proposed change in zoning from SO to R 1.75, consistent with other similarly situated lots adjacent to it.

The zoning of properties identified on the Zoning If Transferred Map will, upon completion of a transfer of any designated lot from the University / State of Oregon to a private party, will no longer be subject to the SO District overlay. (which by its terms applies only to University owned property.)

SOU Campus: Zoning If Transferred



To comment on SOU's 2025 Master Plan Amendment, please scan the QR Code.



ZONING IF TRANSFERRED: R-1-7.5

LOCATION	MAP	TAX LOT
Roca St.	39 1E 15BB	1500
"	"	1501
"	"	1502
"	"	1503
"	"	1600
"	"	6800
"	"	Fern St R.O.W.
Madrone St.	39 1E 15BB	9200
Oregon St.	39 1E 15BA	1200
"	"	1201
"	"	1700
"	"	1701

ZONE CHANGE PENDING: R-1-7.5

LOCATION	MAP	TAX LOT
668 Roca St.	39 1E 15BB	6900

ZONING IF TRANSFERRED: R-2

LOCATION	MAP	TAX LOT
Parking Lot 34	39 1E 09DD	400
"	"	500

ZONING IF TRANSFERRED: R-3

LOCATION	MAP	TAX LOT
Henry St.	39 1E 09DD	5300
"	"	5500
"	"	5600
"	"	5700
"	"	5800
"	"	5801
"	"	6000
"	"	6100
"	"	6198
"	"	6199
"	"	6200



Site Design Review

Projects as outlined in this 2025-35 Master Plan are anticipated to follow the standards of this Chapter. The City of Ashland has various levels of land use site plan review. For projects expressed in this Master Plan, within the areas identified on the applicable Maps, and within the design parameters of this Chapter and Master Plan, the following review process levels apply:

For projects 15,000 SF or less - Type I review

For projects greater than 15,000 - Type II review

Project Design Standards

Development density within a university campus is a complex issue, with advantages and disadvantages at both ends of the spectrum.

All new construction and major renovations by the University will strive to meet a minimum of Silver LEED standards. For projects serving the University built and operated by private partner, the University will encourage the builder to meet the LEED Silver standards.

Several factors specific to SOU support campus development at medium densities:

- SOU is relatively land-locked, and both the cost of land and the fact that the campus is surrounded by established neighborhoods limit the potential for expansion of the campus. Any future growth of campus will likely need to be accommodated within this limited land area.
- The nature of academic programs warrants durable construction at a scale that is cost effective and supports individual academic programs under one roof.
- Creating a cohesive campus community that is dense enough to support short walking distances – and ultimately improved transit – requires a density higher than low residential densities.

However, the University also recognizes that the land is located within a community with existing neighborhoods and that its developments ought to be of a compatible scale with those neighboring uses. This is recognized by the SO Zoning provisions calling for Type II or CUP approval processes for projects with potentially significant impacts to surrounding properties.

Building Massing and Orientation

Thoughtful orientation of buildings supports several important development goals. Orientation of entries to the pedestrian circulation system increases the walkable nature of the campus. A generally east-west orientation can help support energy efficiency in building design. And the treatment of building scale – how it is articulated and expressed – can help larger institutional

buildings be compatible with nearby residential uses. To accomplish the goals described above, the following guidelines apply to new campus construction and major renovations under this Master Plan.

Maximum Building Height

New construction will be limited to four story construction, except as specifically noted in this 2025-35 Master Plan document. Specific height in feet will be dependent on specific construction types.

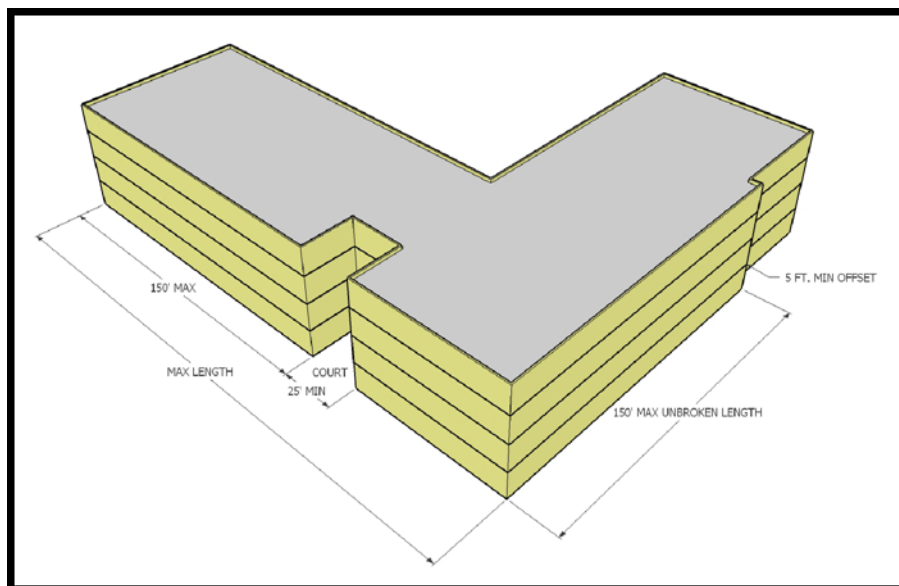
In areas adjacent to existing residential neighborhoods, building height will typically be lower in order to make an appropriate transition to the surrounding context. However, in order to create a campus that is compact, walkable, and more supportive of transit, single story buildings are strongly discouraged in all campus areas.

Maximum Building Size

In order to avoid potentially monotonous conditions, individual buildings shall be limited in overall length and footprint [i.e. ground area covered] as follows [See Figure 16]:

- 300' maximum length for academic buildings
- 250' maximum length for residential buildings
- 45,000 SF maximum footprint for buildings with retail uses open to the public
- No SF maximum footprint for academic or residential buildings

Figure 16: Building Length and Articulation Guidelines



Building Articulation

For any building longer than 200 feet, the plan shall include design elements to prevent unbroken wall lengths greater than 150 feet. These elements shall be an offset or 'jog' in the plan or a significant recessed entry or court of at least 25' in width.

Building Entries

Buildings that face a major street shall have a significant entry facing the street. Buildings facing the main campus open space shall have a major pedestrian entry facing that open space. Where a building faces both a significant street and the main campus open spaces, entries shall be provided to both. Entries shall be strongly articulated and clearly understandable as entries.

Development Along Siskiyou Boulevard

Any development or redevelopment along the south side of Siskiyou Boulevard shall seek to reinforce a strong relationship between the campus and the boulevard, through an appropriate combination of the following strategies:

- Development of a strongly articulated façade and pedestrian entries facing Siskiyou Boulevard.
- Minimization of service functions on the Siskiyou Boulevard face of the building, and enhanced screening of these functions where they exist.
- Improved, consistent and significant signage acknowledging that visitors have entered the campus.

Building Orientation

Wherever consistent with other design goals, such as street orientation, align buildings with the longer dimension in the east-west configuration, to improve potential for building design to capture energy savings related to passive solar management.

Setbacks

Where campus development occurs across a street from off-campus private housing, buildings shall be set back from the public right-of-way by at least 15 feet, to provide a buffering landscape.

Where campus development is across from commercial development and includes ground-floor non-residential uses, buildings shall be allowed and encouraged to be sited at the back of

the public right-of-way, to encourage a pedestrian-oriented urban streetscape pattern but also balanced with the historical pattern of campus development and building placement.

Materials and Character

Materials and construction systems shall be selected for long-term durability, and shall be generally consistent with existing campus buildings. While there is not a clear established palette of materials for campus buildings, preference should be given to materials similar to the more significant buildings on campus – such as Churchill Hall and Hannon Library – including red brick, concrete, and stucco. Scale, materials, and massing should be used to create an appropriate transition from the campus to adjacent neighborhoods. Rooftop mechanical equipment will be screened from street view.

Lighting

Integrate architectural lighting as cohesive elements of building designs in order to contribute to the atmosphere of the built environment and enhance safety. Exterior lighting will promote safe pedestrian environments along roadways, at intersections, and in public spaces.

Signage on Campus

SOU requires an effective system of visual communication that projects a uniform institutional identity, while at the same time integrating well with the present and future campus environment.

Good signage provides a harmonious and aesthetically pleasing arrangement in the following three areas of design:

1. **Communication:** What signs say, to whom, and for what purpose; how they say it; where the signs are located and how well signs communicate.
2. **Graphic Design:** How typography, maps, diagrams, iconic and coded symbols, and colors are used to organize information and emphasize messages to help create an overall visual identity.
3. **Sign Design:** How signs are fabricated and installed, their size and shape, how they are maintained and integrated within the campus physical environment and how they work within the City of Ashland.

All SOU signage shall be requested, designed and installed by Facilities Services to ensure all sign standards are followed. The SOU Sign Plan contained within this Master Plan governs the signs placed on property within the SO District overlay. All signs and sign structures shall comply with the standards identified in this Master Plan. When consistent with this Master Plan,

signage may be installed; any sign not within the size, display, or location standards in this Master Plan must have prior approval of the City of Ashland.

Signs that already exist upon adoption of the sign plan will continue to be approved signs. If an existing sign is replaced, then the sign plan policies apply. All signs shall be installed in a manner that does not damage existing buildings or structures or alter character defining features of buildings or structures. Additional care should be taken with the installation of signs on historic structures. Permanent signs required by building code shall be installed consistent with applicable regulations, standards, and guidelines. Signage along ODOT jurisdiction roadways will comply with any applicable standards and process prior to installation.

All other sign requests not included in this document must be submitted to SOU Facility Services for review and approval prior to installation. Any signs that exceed size limits or specific location standards shall be submitted to the City of Ashland for review and approval by the City.

Maximum Sign Sizes

Building Identification: 10 square feet.

Scoreboards: Any replacement of existing scoreboards may be the size of the current scoreboards at the Raider Stadium scoreboard and as approved for the Softball Complex.

Reader / Information boards: 9'-9" maximum height as described in this Master Plan. Display features, if visible from ODOT jurisdiction/roadway, shall comply with all applicable ODOT standards and shall go through any applicable ODOT approval process prior to installation.

Panel Boards; (3 feet square)

Sandwich Boards; (3 feet square)

Directional Signs; (ODOT Standards)

You are Here; (5 feet square unless otherwise placed in approved locations.)

Sign Area Calculations

Sign area shall include the entire area within a single perimeter composed of squares or rectangles.

When signs are constructed of individual elements, the area of all sign elements, which together convey a single, complete message, shall be considered as a single sign. The sign area is determined by calculating the area enclosed by the smallest single rectangle that will enclose the outside dimensions of the background panel or surface. The sign area is also determined by



calculating the area enclosed by the smallest single rectangle that will enclose the outside dimensions of the sign display.

SOU Banner Plan

The SOU Banner Plan, as established by the SOU Facilities department, identifies the parameters for artwork, message, and placement to guarantee that banners are used for SOU-appropriate information and represent the University with an overall institutional message. Any banners visible from an ODOT Right-of-Way must also comply with the applicable ODOT regulations.

As temporary signage, banners meeting the SOU Banner Plan may, upon prior approval by Facilities, be installed for an established limited period of time. The University uses outdoor lamp post banners to create a sense of place and as a method of celebrating SOU achievements and the University's strategic mission. Nothing in this chapter permits the use of the public Right-of-Way facilities for signage without prior approval of the City.

Sign Graphic Standards

The graphic standards for SOU signage will provide uniformity throughout campus. Message design, nomenclature, and application will be standardized according to this Master Plan (see SOU Graphic Identity Guidelines). Message legibility is considered from the perspective of a variety of users: visitors, university community, vendors and service visitors, people with vision impairment and people with mobility impairment, and other users. SOU may revise and change the graphic design, logo, and messaging within any sign provided that specifications on size, display or location in this Master Plan are still met.

SOU Graphic Identity Guidelines:

SOU Signage Design Standards

- SOU logo (horizontal configuration) must appear in white field at top of sign.
- Main purpose of sign appears in white on burgundy field separated from white field by black band. Color field CMYK formula is 12 cyan, 95 magenta, 59 yellow, 54 black.
- Typeface (font) required for SOU signage is Futura, which is available in multiple weights for flexible applications.
- Wayfinding arrows must appear exactly as shown above, and may be rotated in increments of 45 degrees to indicate direction.
- Lowest edge of any pole mounted sign must be at least 24" above ground level. Top of sign maximum 60" above ground level.
- SOU Marketing and Facilities Management Planning must be consulted prior to the creation of any new signage. Every effort will be made to address special circumstances or concerns.

Monument / Gateway Signs

At the gateways to campus, the primary entry and directional signs should be consistent in scale and materials. The base or backdrop for these monument signs should be constructed of durable materials and selected for compatibility with existing campus architecture. The preferred composition shall include steel, natural stone, concrete, or masonry, sited to blend with the natural topography. Earthen berms may be used to blend the sign base into the natural grade where adjacent slopes warrant their use. The entry portals to the campus are an important part of the wayfinding experience and appropriate design of these gateways should enhance the sense of arrival for SOU visitors. There are five (5) identified gateways, two existing and three potential future gateways, as identified on the Master Plan Educational Facilities Map.

Smart Kiosks

SOU may place electronic smart kiosks internally and externally facing which will have the ability to change a digital screen for purposes like, way finding, campus information, campus events, security, and emergency purposes. The smart kiosks will be similar in design but not limited to the design and size of the kiosk.

Kiosks for gateway entry, direction or informational signs within campus will be the Smart City Kiosk (Smart City Kiosk with 55" Display and Speakers from Peerless-AV. 84.1 x 35.4 x 9.9" / 2137 x 899 x 252 mm) or similar.



Sign Locations

Signs will be placed in standard locations where they can easily be found. Wherever possible, signs will be placed together in a unified system to avoid clutter to the landscape. Site signage will be located so as not to become an obstacle or to conflict with exit signs or pedestrian traffic.

Signs will be placed to allow safe pedestrian clearance, vertically and laterally. Sandwich boards shall not be placed on the sidewalk along Siskiyou Blvd. **No sign shall be placed within the public Right-of-Way (including sidewalks) or within the areas adjacent to intersections defined by the City of Ashland as a "Clear Vision Triangle."**

Site location should avoid conflict with door openings or vehicular operations. Signs will be located wherever possible in the “natural line of vision.” Consideration of those with limited head mobility and reduced peripheral vision will be given. Interior signage will be placed where it can easily be found, with consideration for tactile signs where possible.

Certain permitted signage, such as scoreboards or electronic reader boards, shall be allowed only in areas identified in this 2025-35 Master Plan. Any signage that is not in compliance with this Master Plan shall be approved by the City of Ashland through the normal process for obtaining a sign permit.

Sign Requests

Requests for signs can be made through the SOU Marketing Department.

Food Trucks

The perpetual operation of food trucks and seating may occur within the designated area for food trucks in this Master Plan (See, Maps). Temporary operation of food trucks and seating or the operation of a food truck and accessory seating lasting no more than 72 hours (including set-up and take-down) are permitted in the SO zone. Food truck vendors shall obtain a business license, register for, and pay applicable food and beverage tax, and receive any requisite inspections from the Building and Fire Departments and the Jackson County Environmental Public Health Department.

Tree Preservation and Removal

Climate change in the Rogue Valley has applied extreme stress to many of SOU’s legacy trees, including campus Douglas Fir, Ponderosa Pine, Sequoia, Ash & Oak species. Drought, prolonged excessive heat, the flat-headed fir borer, the emerald ash borer and the pine beetle have put unprecedented strain on SOU’s tree population. Despite our best efforts and practices, some of SOU’s trees do fall ill and die or become so unsafe that they must be removed. The decision to remove a tree is not taken lightly. SOU adheres to the following principles when deciding the fate of a tree:

- Identify the affliction;
- Contract with a licensed arborist to confirm diagnosis and recommend a care plan;
- Implement an appropriate care plan to be performed by SOU landscapers or a licensed arborist. Appropriate personnel will be decided on a case-by case basis jointly between the SOU Landscape Supervisor and contracted arborist;
- Selectively prune & remove dead or dying branches to boost afflicted tree’s survival chances;

- If a tree has died, it shall be removed as quickly as possible by SOU landscapers or a licensed arborist. Appropriate personnel will be decided on a case-by-case basis jointly between the SOU Landscape Supervisor and contracted arborist;
- SOU will replant a minimum of (1) tree for each tree that is removed.

Healthy trees shall be maintained wherever possible but can be removed if:

- The tree is unavoidably within the footprint of a remodeled or newly constructed building;
- The tree is causing significant damage to a building or infrastructure that cannot be economically remediated, other than through tree removal;
- The tree is deemed unsafe by a licensed arborist.

SOU shall have a certified arborist on staff or have a contract arborist (two year minimum agreement) who will maintain a comprehensive list of all significant trees as defined by Ashland Municipal Code 18.6.1.030, and who will document the reason for the removal of any such tree. The arborist shall maintain all supporting documentation demonstrating the need for removal.

The staff or contract arborist will deliver to the City an annual report (similar to what is provided at the time of this Master Plan by the City Parks Department) and documentation to the City. SOU will remove significant trees only upon consultation with licensed arborist (either on staff or contract). SOU will maintain records of any significant tree removal and arborists consultation and recommendations. The annual report will summarize significant tree removals on campus. Locations shall be marked on a campus map and an accompanying spreadsheet shall detail: location, species, cause of death (if applicable), reason for removal, actions taken for replacement.

Parking Lot Trees

The 2010 SOU Campus Master Plan established that: “Parking areas shall be shaded by deciduous trees, buffered from adjacent non-residential uses and screened from non-residential uses” and that new parking areas comply with City standards for parking lot shading and landscaping.

With SOU’s commitment to becoming the 1st publicly funded university to generate enough solar power to completely offset our daytime electrical consumption (estimated at 7.2GW), SOU will be installing parking lot canopies with solar arrays. This is consistent with the recently adopted Climate Initiatives adopted by the State and being implemented at the City level. Pursuing this Sustainability goal requires a change in SOU’s practices to prepare our parking lots

to be solar canopy ready. Parking lot design moving forward will prioritize maximum solar exposure to the South and limit tree plantings in traditional planter wells that used to be distributed throughout a parking lot. New parking facilities will comply with State and City standards for the number, location and maintenance of trees within parking areas and / or the creation of solar arrays.



Solar Arrays

Solar Arrays are supported by the Oregon Climate Initiative. SOU has taken the initiative of becoming the first publicly funded university to completely offset its electrical usage with solar power generation. Solar Array locations are identified on the Photovoltaic (PV) Array Map below (and in Appendix A) and equipment as described generally herein may be installed as rooftop or parking lot canopies. It is anticipated that while the technology of solar energy capture may evolve even through the duration of this Master Plan, SOU may continue to install similar equipment in these locations. Further, solar is anticipated to be an option on any new facilities, new development, or new parking areas on campus and is hereby approved to be installed in those locations consistent with the standards of this Master Plan.



Arrays within the areas identified on the Photovoltaic (PV) Map and meeting the following standards are permitted:

- painted steel canopies
- max length: approx. 120 ft
- max width: approx. 45 ft.
- max height: approx. 25 ft.

Demolition or Relocation of Buildings

As an enduring university institution, SOU has continually adapted to the needs of the community and its students. The combination of perpetual ownership and public benefit mission has

required an evolution of facilities, including the demolition and replacement of buildings. A university campus of this size is substantially different from the development and ownership of other individually owned lots within the City. As such, the provisions of Demolition and Relocation Standards of AMC 15.04 will generally not apply to redevelopment within the SO District overlay, except it is required to salvage or recycle construction and demolition debris. Prior to Demolition of facilities, SOU shall submit a plan for the salvage or recycling of construction and demolition debris to the City of Ashland Demolition Review Committee for conformance with City standards, which will reasonably approve or modify this Plan in accordance with those standards.

Art Installations

SOU believes that art in public places promotes visually diverse and culturally rich environments that enhance public spaces and contribute to the lives of Ashland’s residents and



visitors. Selection of art for permanent installation on Campus will be made by a SOU Arts Selection Committee. The installation of permanent artwork on Campus shall follow the guidelines of Art in Public Places legislation.

Temporary installations of artwork are an important part of the University culture and contribute to an environment of innovation and growth. Temporary installations of art shall be located in designated areas established in this Master Plan (see Academic Facilities Map) pursuant to approval by the SOU Arts Section Committee.

Water Resource Protection Zones

Nothing in this Master Plan exempts property within the SO District from the standards of AMC 18.3 as it implements State policy, providing that SOU may work with the City and state and federal agencies such as DSL or the Army Corps. to identify applicable Water Resources.

Future Development Areas – Special Standards

This 2025-35 Master Plan contemplates several distinct areas of Future Development, as shown on the Capital Improvements Map: The University District lot, the Cascade Housing Facility redevelopment, expanded Family Housing, a Native Nations Facility and Gardens, as well as a new Athletics Field House and Tailgating area. Unlike other designated projects which have a fixed scope, purpose, and funding – the University anticipates these general projects to happen in the area shown but does not currently have project designs. As discussed in more detail in

the chapter on Future Development, these projects will either be built to the standards of this Chapter or pursuant to a Conditional Use Permit, pursuant to City Code.

University District Lot – Corner of Walker St. and Ashland St.

The University and the City share common goals of in-fill, increased density, and efficient development where possible. The City has promoted higher density and innovative development in many ways such as with its Transit Triangle district and its Cottage Cluster ordinance. The University anticipates that the University District Lot and privately owned property surrounding will create a focal hub of living and working in Ashland, centrally located between the historic downtown and larger commercial / employment areas to the south of town (such as the Croman area). Building height is limited to the height of the tallest existing building in Ashland. While these standards differ from surrounding current development, the option of vertical development could contribute to this node of Ashland. Parking needs, if any will be evaluated on a campus-wide basis.

Cascade Housing

For the Cascade Future Development Area. While not intended to substantially alter the nature of the surrounding neighborhood the density may be higher than the density of the prior Cascade Complex which was approximately 194,000 square feet of student housing. A maximum of five stories including residential living, educational instruction space and mixed-use is allowed including; the establishment of common areas, classrooms, medical offices, daycare, support uses (e.g. haircare, nailcare), and retirement living and/or medical facilities which may or may not be required to be licensed by the State of Oregon. Parking needs, if any will be evaluated on a campus-wide basis. Alternatively, the design of a new facility could have a lower architectural profile creating an expansive footprint.

Student Apartment and Family Housing

The existing demand for units with the existing Student Apartment and Family Housing area is very high. The University and the City share a common value in addressing the housing crisis facing all members of the Ashland community. Adequate housing stock is a national, state and local issue but it is acute to Ashland because of the livability here and the demands of both the University and the tourism industry. The City has promoted higher density and innovative housing development. Expansion of the SAFH units, as shown on the Housing Map may be a maximum of four-story housing units. Residential living and mixed-use is allowed including; the establishment of common areas, classrooms, daycare, and support uses (e.g. laundry, university services, and counseling). Maximum parking standards for this intensity of residential use shall be followed for this project.

Native Nations

The Native Nations Future Development Area reflects a desire to create a meeting and programming space for Native Nations activities for the campus and to liaise with the community at large. The University envisions a remodel of the existing single-family residential home or a new facility to accommodate the meeting and programming needs. A maximum of a three-story building may be considered that would meet with the character of the surrounding university athletic property and the multi-family housing that is being built near it. Parking needs, if any will be evaluated on a campus-wide basis.

Learning Garden

For the Learning Garden area identified in Attachment A, Map 2, Capital Improvements, LG the University desires to create an educational space and gathering space for projects will foster Indigenous Traditional Ecological Knowledge (ITEK), implementing and promoting biodiversity, soil health, and ecosystem resiliency. This area will feature hands-on learning and engagement through workshops, demonstrations, and cultural events. The university envisions a new facility to accommodate the meeting and programming needs. A maximum of three-story building may be installed with both indoor and outdoor spaces and meet with the architecture of the academic buildings surrounding it. No minimum or maximum parking on-site shall be required.

Native Garden & Greenhouse

For the Native Garden & Greenhouse area identified in Attachment A, Map 2, Capital Improvements, NG, the University desires to create an educational gardening space with a greenhouse to jumpstart a vision for Indigenous Traditional Ecological Knowledge (ITEK), implementing and promoting biodiversity, soil health, and ecosystem resiliency. This area is currently raw land that is planted and has water and electricity. The university envisions a new facility to accommodate the meeting and programming needs. A greenhouse will be installed and outdoor gardens will be planted. The university may install adjacent parking. No minimum or maximum parking on-site shall be required.

Conclusion

Like all development codes, these Design Guidelines will provide specific standards and direction to the University and its stakeholders. Renovation, development and wayfinding will all be improved by having this understanding with the City. While Master Plans cannot capture

all the future changes that may occur on a dynamic campus, it will provide the base standards for a new decade of success and positive growth.





2025 Facilities Master Plan Amendment Acknowledgments

We would like to acknowledge the following individuals and groups for their help in compiling this plan.

CONSULTANTS

Alan Harper, Land Use Consultant
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Hathaway Larson, LLP, Legal

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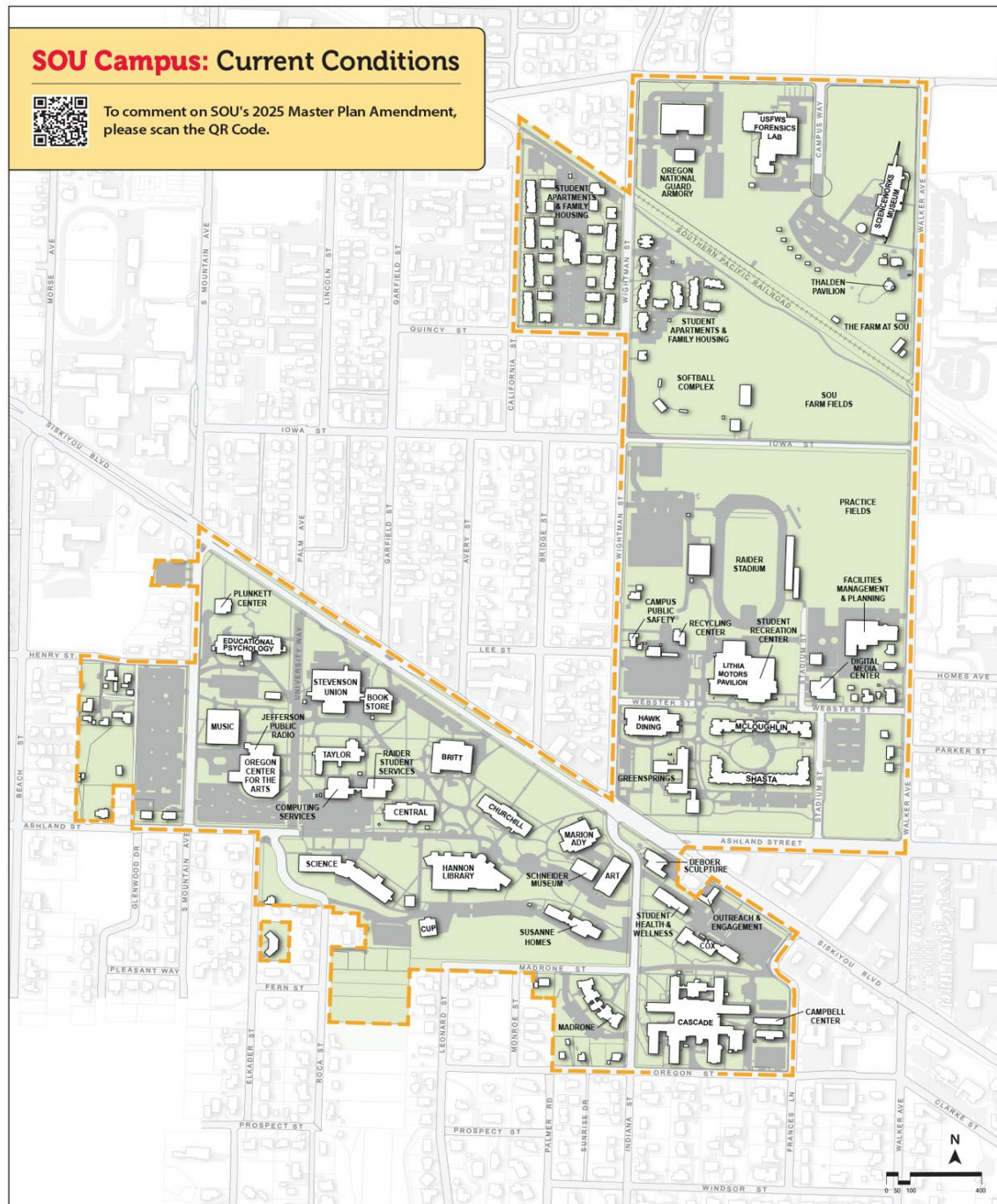
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SPECIAL THANK YOU TO

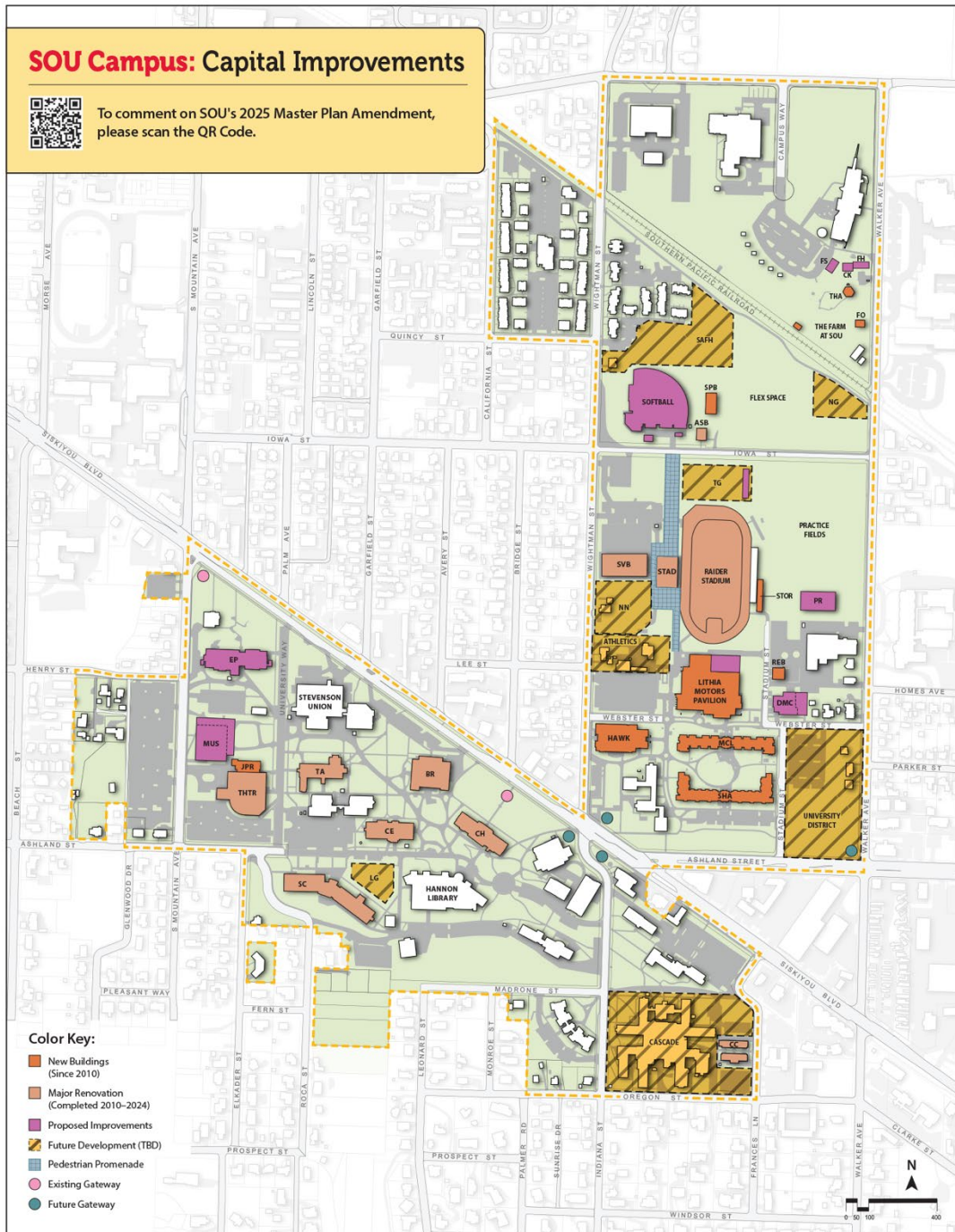
Faculty & Staff
Associated Students of Southern Oregon University (ASSOU)
Tiana Gilliland, President ASSOU
Dr. Vince Smith, Dean School of Science & Business
Becs Walker, Director of Sustainability
Kenwani'cahee Kravitz, Native Nations Liaison
Patricia Syquia, Attorney for the office of General Counsel

Appendix A — Maps

1) Current Conditions



2) Capital Improvements



3) Academic Facilities



Building Key:

INSTRUCTIONAL

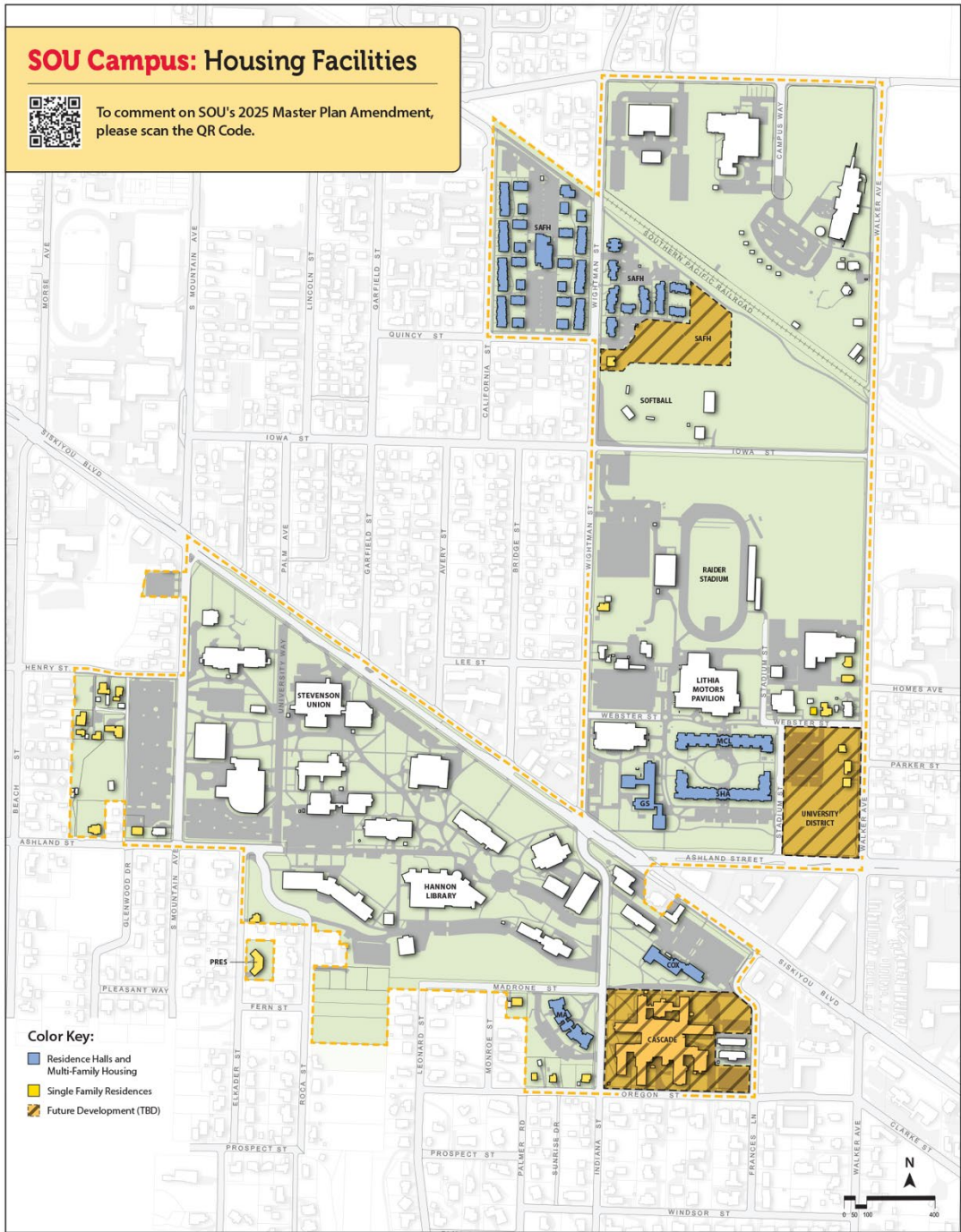
AB	Art Building	MUS	Music Building / Creative Industries
DB	Art East (DeBoer Sculpture)	NG	Native Garden / Greenhouse
BR	Britt Hall	SCH	Schneider Art Museum
CC	Campbell Center (OLLI)	SC	Science Building
CE	Central Hall	SCG	Sours Life Sciences Greenhouse
CH	Churchill Hall	SUS	Susanne Homes Hall
CS	Computing Services	TA	Taylor Hall
DMC	Digital Media Center	THA	Thalden Pavilion
EP	Education / Psychology	THTR	Theatre (Oregon Center for the Arts)
FO	Farm Operations		
LG	Learning Garden		
MA	Marion Ady		

SUPPORT

ASB	Athletics Services Building	MOT	Motor Pool Shop
BKS	Book Store	NTB	North Ticket Booth
CPS	Campus Public Safety	OFC	Offices (521 South Mountain)
CUP	Central Utility Plant	PLC	Plunkett Center
ECP	Extended Campus Programs	REB	Recreation Equipment Building
FA	Farm Admin Building	REC	Recycling Center
FMP	Facilities Management & Planning	SPB	Softball Practice Building
HAWK	Hawk Dining	SRB	Stadium Retail Booth
HAZ	Hazardous Materials Storage Building	STAD	Stadium Facility
IRR	Irrigation Filter Building	STOR	Stadium Storage Facility
JPR	Jefferson Public Radio	SHWC	Student Health & Wellness Center
MOD	Modular Office Building		



4) Housing Facilities



Building Key:

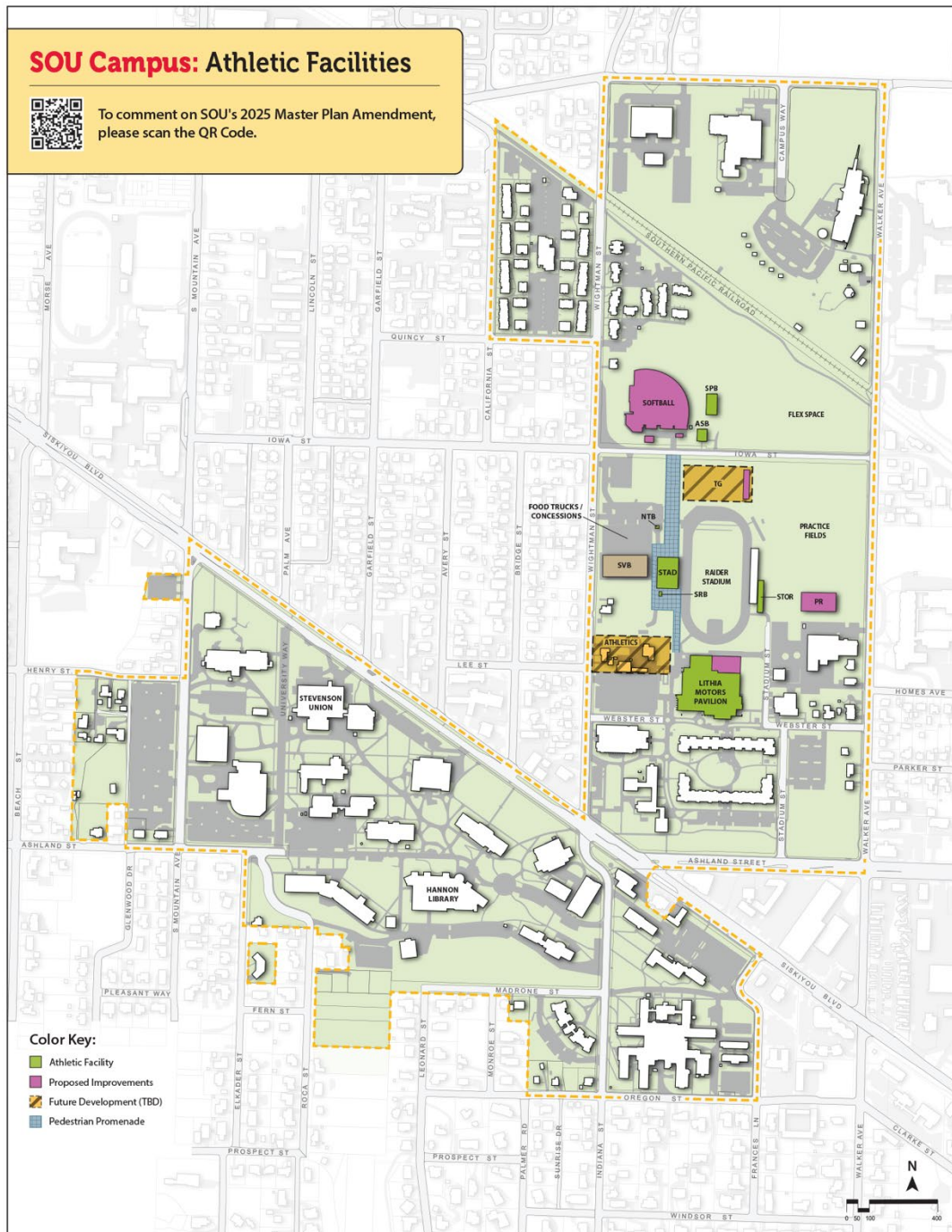
HOUSING

COX	Cox Residence Hall
GS	Greensprings Residence Hall
MCL	McLoughlin Residence Hall
MA	Madrone Residence Hall
PRES	President's Residence
SAFH	Student Apartments and Family Housing
SHA	Shasta Residence Hall

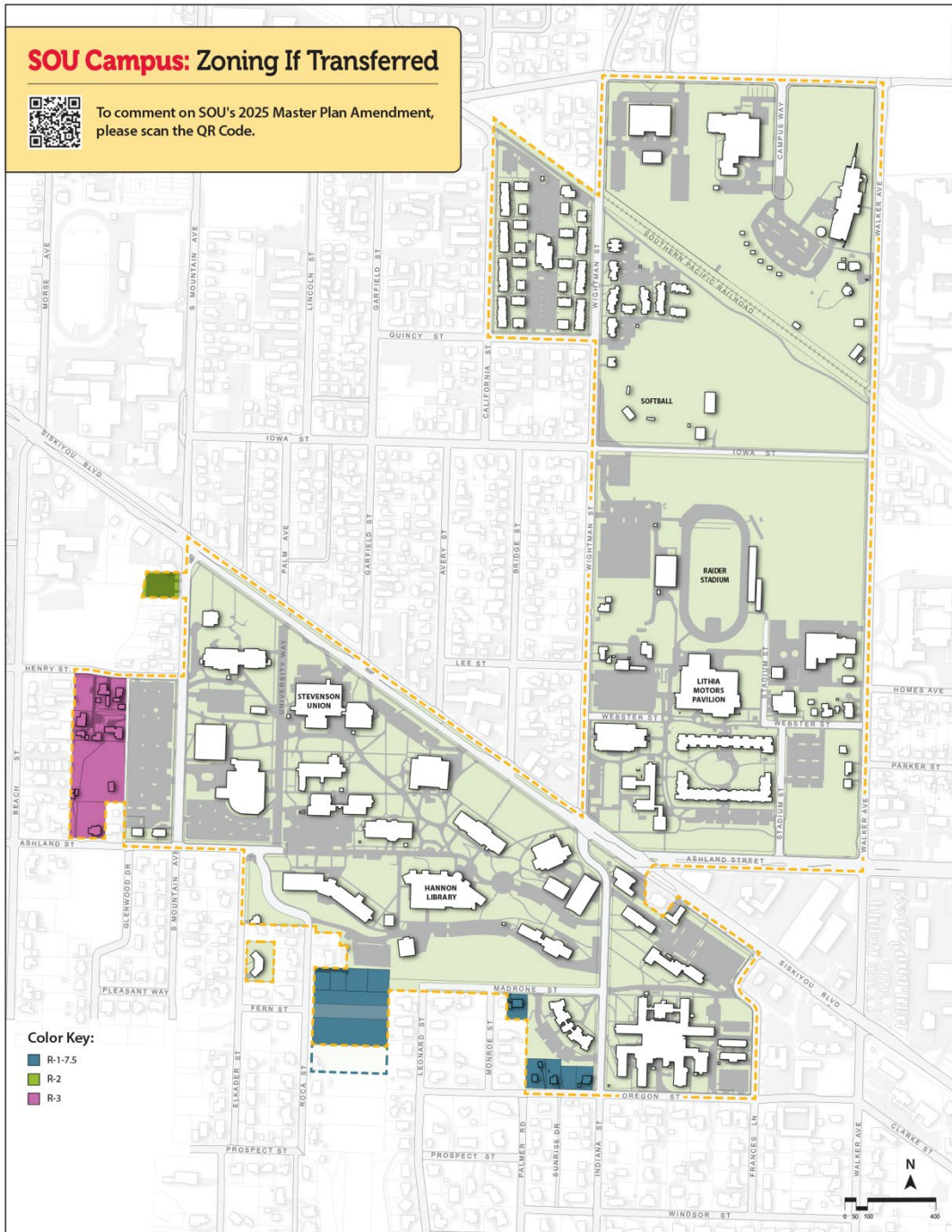
HOUSING TYPE	QUANTITY	NOTES
Residence Halls		
Total Beds Available	962	Unrestricted
Greensprings Beds Available	178	Seasonal (4 Months)
Student Apartments and Family Housing		
Studios	8	
One Bedroom	5	
Two Bedroom	97	
Three Bedroom	52	
Four Bedroom	4	
Single Family Residences		
Total Houses	23	13 Rented



5) Athletic Facilities



6) Zoning if Transferred



ZONING IF TRANSFERRED: R-1-7.5

LOCATION	MAP	TAX LOT
Roca St.	39 1E 15BB	1500
"	"	1501
"	"	1502
"	"	1503
"	"	1600
"	"	6800
"	"	Fern St R.O.W.
Madrone St.	39 1E 15BB	9200
Oregon St.	39 1E 15BA	1200
"	"	1201
"	"	1700
"	"	1701

ZONE CHANGE PENDING: R-1-7.5

LOCATION	MAP	TAX LOT
668 Roca St.	39 1E 15BB	6900

ZONING IF TRANSFERRED: R-2

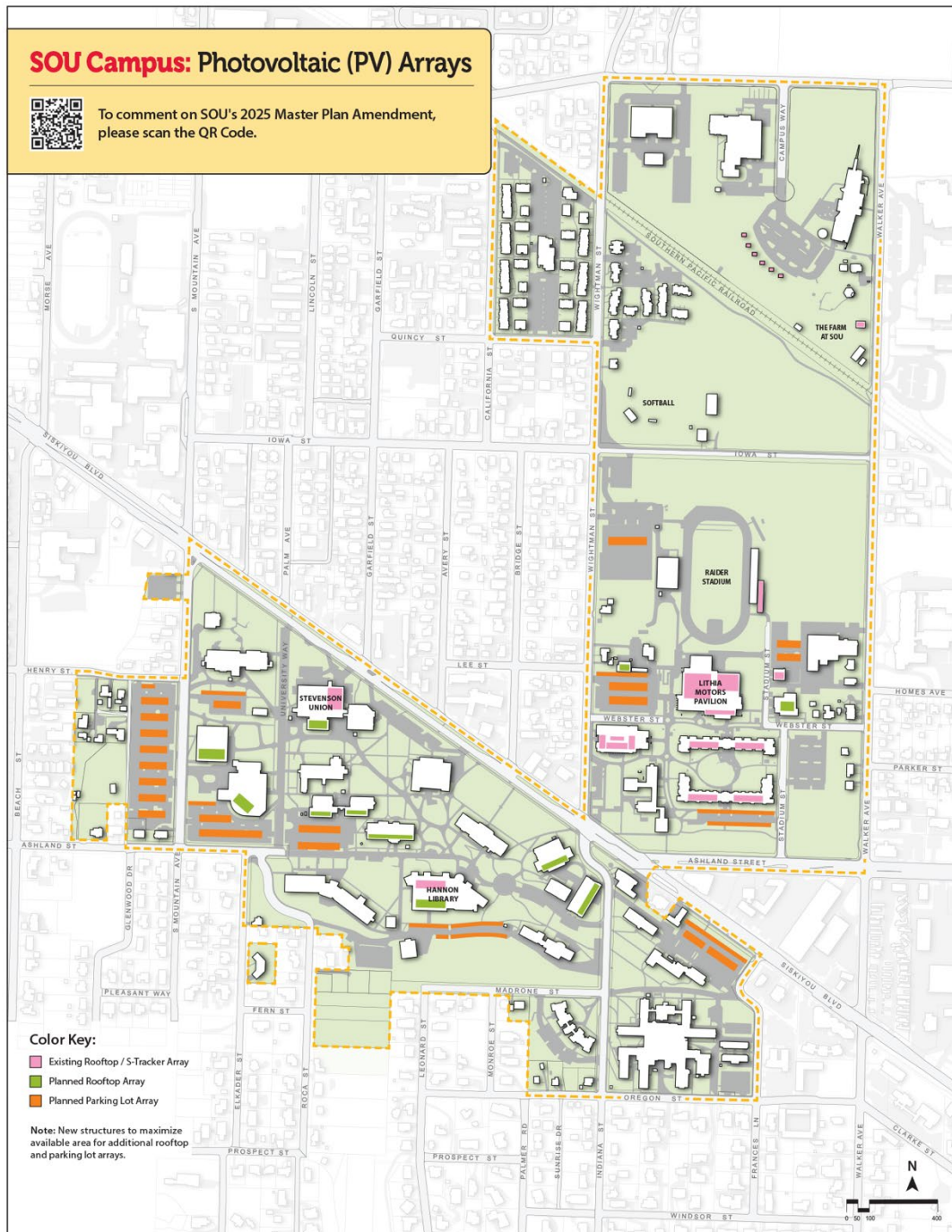
LOCATION	MAP	TAX LOT
Parking Lot 34	39 1E 09DD	400
"	"	500

ZONING IF TRANSFERRED: R-3

LOCATION	MAP	TAX LOT
Henry St.	39 1E 09DD	5300
"	"	5500
"	"	5600
"	"	5700
"	"	5800
"	"	5801
"	"	6000
"	"	6100
"	"	6198
"	"	6199
"	"	6200



7) Photovoltaic EV Arrays



Appendix B — Campus Facilities Details

Education & General (E & G) Buildings

Institution	Building ID	Building Name	Primary Building Use	Building GSF	% E & G	Year Built	Last Renovation	Master Plan Notes
SOU	B0035	ART BUILDING	Classrooms, Offices, Studios	19,254	100	2000		HVAC Upgrades scheduled 2025
SOU	B0128	ART EAST (DEBOR SCULPTURE)	Offices, Studios, Shops	6,870	100	1961	1997	
SOU	B0002	BRITT HALL	Classrooms, Offices	49,969	100	1936	2022-2024	Complete Building Renovation
SOU	B0182	CAMPBELL CENTER (OLLI)	Classrooms, Offices	5,311	100	1967	2019	
SOU	B0153	CAMPUS PUBLIC SAFETY	Offices, Storage	2,241	100	1958		Building in Poor Condition, Possible redevelopment of Site
SOU	B0012	CASCADE COMPLEX	Residence Halls	194,467	100	1964	1992(kitch-Din)	Complex to be demolished in 2025
SOU	B0013	CENTRAL HALL	Classrooms, Offices	56,544	100	1950	2022-2025	Complete Renewal to be completed 2025
SOU	B0018	CENTRAL HEAT PLANT	Utilities	9,918	100	1957	2019	
SOU	B0001	CHURCHILL HALL	Classrooms, Offices	36,098	100	1926	2011	Complete Building Renovation in 2012
SOU	B0006	COMPUTING SERVICES	Classrooms, Offices	32,770	100	1990		
SOU	B0056	DIGITAL MEDIA CENTER (DMC)	Classrooms, Offices	8,385	100	2003		Renovation & Small Addition planned for this MP cycle
SOU	B0020	EDUCATION/ PSYCHOLOGY	Classrooms, Offices	47,266	100	1973		Major Renovation planned in this MP cycle
SOU	B0191	EXTENDED CAMPUS PROGRAMS	Offices	2,384	100	1958		Building in Poor Condition, Possible redevelopment of Site
SOU	B0191	FACILITIES MANAGEMENT & PLANNING	Shops, Offices, Storage	34,375	100	1994		
SOU	B0222	FARM AT SOU - ADMIN BUILDING	Offices	1,612	100	1939		possible replacement in this MP cycle
SOU	B0222	FARM AT SOU - OPERATIONS BUILDING	Maintenance, Produce coolers	640	100	2019		
SOU	B0019	HANNON LIBRARY	Stacks, Classrooms, Offices	127,210	100	1967	2003	
SOU	B0060	HAZARDOUS WASTE STORAGE BUILDING	Storage	220	100	2007		
SOU	B0025	IRRIGATION FILTER BUILDING	Utilities	100	100	1970		
SOU	B0037	JEFFERSON PUBLIC RADIO (JPR)	Offices & Studios	6,468	100	2018		
SOU	various	JPR-REMOTE TRANSMITTER SITES	Utilities	2,356	100	various		
SOU	B0015(LITHIA), B0036(SRC)	LITHIA PAVILION-STUDENT REC CENTER	Gyms, Classrooms, Offices	94,021	100	2018		
SOU	B0009	MARION ADY	Classrooms, Offices, Studios	36,431	100	1958	2000	HVAC upgrades Planned for 2025
SOU	B0059	MEDFORD HIGHER EDUCATION CENTER	Classrooms, Offices, Labs	68,510	0.5	2008		
SOU	B0220	MODULAR OFFICE BUILDING	Offices	1,792	100	2011		

continues ...

Institution	Building ID	Building Name	Primary Building Use	Building GSF	% E & G	Year Built	Last Renovation	Master Plan Notes
SOU	B0154	MOTOR POOL SHOP	Vehicle Maintenance	2,420	100	1958		Possible redevelopment of site in this MP cycle
SOU	B0027	MUSIC BUILDING	Recital Hall, Classrooms, Offices	45,461	100	1970		Major Renovation-addition planned for this MP cycle
SOU	B0221	HAWK DINING	Food Service, Dining Hall	24,324	10	2012		
SOU	B0179	PLUNKETT CENTER	Offices	6,378	50	1890	1985	
SOU	B0016	PRESIDENTS RESIDENCE (610 ELKADER)	Residence	5,285	30	1950		
SOU	B033B	RECREATION EQUIPMENT BUILDING	Storage	3,391	1	2019		
SOU	B0155	RECYCLING CENTER	Trash Sorting & Recycling	960	1	1958	2019	
SOU	B0029	SCHNEIDER ART MUSEUM	Galleries, Offices	6,035	1	1985		Possible expansion or replacement in this MP cycle
SOU	B0010	SCIENCE BUILDING	Classrooms, Offices, Labs	80,998	1	1958	2016	
SOU	B0031	SOURS LIFE SCIENCES GREENHOUSE	Greenhouse	2,162	1	1980	2018	
SOU	B0033AB	STADIUM STORAGE FACILITY	Storage	1,920	33	2021		
SOU	B0014	STUDENT HEALTH & WELLNESS CENTER	Offices, Counseling, Clinical	11,016	100	1964		
SOU	B0005	SUSANNE HOMES HALL	Classrooms, Offices	39,163	100	1947		Possible renovation/adaptive reuse in this MP cycle
SOU	B0004	TAYLOR HALL	Classrooms, Offices	45,867	100	1965	2020	
SOU	B0028	THEATRE (OREGON CENTER FOR THE ARTS)	Performance, Shops, Offices	51,346	100	1981	2018	
SOU	B0118	521 SOUTH MOUNTAIN	Tutoring, Offices	2,436	100	1950		former rental house
				1,164,466				
Auxiliaries								
	B6852	STEVENSON UNION	Mtg rooms, food service, offices	95,600	0	1972		Possible renovation in this MP cycle
	B6837	STADIUM FACILITY	Weight rm, lockers, offices, seating	26,173	0	1983		
	B1917	ATHLETICS SERVICES BUILDING	Softball team room. Toilet rooms	1,380	0	1985		
		SOFTBALL PRACTICE BUILDING	Batting cages, storage	3,391	0	2014		
	B1916	NORTH TICKET BOOTH	Ticket sales	98	0	1983		
				126,642				
Residence Halls								
	B6858	COX HALL	Conference housing	43,826	0	1958		
	B6826	GREENSPRINGS	Residence Halls	84,799	0	1968		

continues . . .

Institution	Building ID	Building Name	Primary Building Use	Building GSF	% E & G	Year Built	Last Renovation	Master Plan Notes
	B6865	MADRONE HALL	Residence Hall	38,444	0	2005		
		SHASTA HALL	Residence Hall	106,582	0	2005		
		MCCLOUGHLIN HALL	Residence Hall	89,729	0	2013		
				363,380				
SAFH Multi-Family Housing Complex								
	B6686	Family Housing Unit #2	Apartments	4,308	0	1990		
	B6683	Family Housing Unit #22	Apartments	4,308	0	1990		
	B6822	Family Housing Unit #13	Apartments	2075	0	1990		
	B4624	Family Housing Unit #6	Apartments	10,298	0	1990		
	B6821	Family Housing Unit #12	Apartments	10,398	0	1990		
	B4754	Family Housing Unit #18	Apartments	10,398	0	1990		
	B4679	Old Mill Village Unit H	Apartments	4008	0	1996		
	B6688	Family Housing Unit #4	Apartments	6732	0	1990		
	B6685	Family Housing Unit #1	Apartments	3,419	0	1990		
	B6819	Family Housing Unit #10	Apartments	5,280	0	1990		
	B6861	Family Housing Unit #16	Apartments	5,280	0	1990		
	B4849	Old Mill Village Unit C	Apartments	4,008	0	1996		
	B4678	Old Mill Village Unit G	Apartments	4,008	0	1996		
	B6860	Family Housing Unit #15	Apartments	7,790	0	1990		
	B6849	Old Mill Village Unit F	Apartments	6,680	0	1996		
	B6847	Old Mill Village Unit D	Apartments	2,906	0	1996		
	B4750	Old Mill Village Unit A	Apartments	4,008	0	1996		
	B4752	Old Mill Village Unit B	Apartments	5,526	0	1996		
	B6848	Old Mill Village Unit E	Apartments	5,708	0	1996		
	B4753	Old Mill Village Unit I	Apartments	5,600	0	1996		
	B4755	Family Housing Unit #19	Apartments	2,458	0	1990		
	B4625	Family Housing Unit #7	Apartments	2,458	0	1990		
	B6682	Family Housing Unit #21	Apartments	8,548	0	1990		
	B6818	Family Housing Unit #9	Apartments	8,548	0	1990		
	B6680	Family Housing Unit #20	Apartments	3,632	0	1990		
	B6687	Family Housing Unit #3	Apartments	3,632	0	1990		
	B4623	Family Housing Unit #5	Apartments	3,632	0	1990		
	B6726	Family Housing Unit #8	Apartments	3,632	0	1990		

continues ...

Institution	Building ID	Building Name	Primary Building Use	Building GSF	% E & G	Year Built	Last Renovation	Master Plan Notes
	B6820	Family Housing Unit #11	Apartments	3,640	0	1990		
	B4677	Family Housing Unit #14	Apartments	3,640	0	1990		
	B1915	Family Housing Unit #17	Apartments	3,640	0	1990		
	B1919	FH Maintenance Bldg	Shop + Storage	2,020	0	1990		
	B6684	FH Community Bldg	mtg rooms, daycare, laundry, Offices	8,501	0	1990	Addition/remodel 2004	
				170,719				
Houses (rentals & vacant)								
	B1507	1555 Webster St	house	1,630	0			SOU acquired 1966
	B2011	381 Walker Ave	house	1,124	0			SOU acquired 1970
	B2192	1049 Ashland St	house	2,200	0	1900		
	B1887	1066-1066 1/2 Henry St	house + converted garage	1,428	0			SOU acquired 1973
	B1920	1038 Henry St	house	1,529	0			SOU acquired 1979
	B2279	393 Walker Ave	house	1,144	0			SOU acquired 1970
	B1881	1077 Ashland St	house	2,200	0	1940		
	B2010	1060 Henry St	house	1,396	0	1935		
	B2278	1551 Webster St	house	765	0			SOU acquired 1969
	B1884	380 Wightman St	house	3,128	0			SOU acquired 1979
	B1888	1040 Henry St	house	633	0	1950		
	B1889	1058 Henry St	house	754	0	1950		
	B1882	697 Indiana St	house	2,180	0			SOU acquired 1969
	B1933	580 Elkader	house	1,056	0	1961		
	B1883	164 Wightman St	house	798	0	1950		
	B1892	435 Walker Ave	house	850	0			SOU acquired 1966
	B2283	455 Walker Ave	house	2,710	0			SOU acquired 1966
	B1513	1352 Madrone St	house	1,333	0			SOU acquired 1973
	B1922	421 Walker Ave	house	1,732	0			SOU acquired 1966
		1349 Oregon St	house	667	0	1948		
		1383 Oregon St	house	2,296	0			SOU acquired 1964
	B1923	1056 Henry St	house	1,396	0	1890		
	B1891	467 Walker Ave	house	2,224	0			SOU acquired 1966
				35,173				
	Summary	Square Footage						
	E&G Buildings	1,164,466						
	Auxiliaries	126,642						
	Residence Halls	363,380						
	Family Housing Complex	170,719						
	Houses	35,173						
	SOU total(gsf)	1,860,380						

END

Appendix C — The Farm Design and Site Plan Documents





 SOUTHERN OREGON STATE UNIVERSITY 1200 UNIVERSITY AVENUE ASTORIA, OREGON 97103	
CONSULTANT:	
	
SCU SUSTAINABLE FARM SOUTHERN OREGON UNIVERSITY	
1100 Webster Ave. Astoria, OR 97103	
Reception	Date
Date	S. O. State
City	Address
County	Phone
State	
SCHEMATIC DESIGN	
Drawing Title	
MANAGER	
Drawing Date	
L 6	

[illegible]



PHASE 3 IMAGERY



ARCHITECT
HARRIS, LLP
SUSTAINABILITY, LLC

DATE: 1/1/18

PROJECT: SOUTHERN OREGON UNIVERSITY
SOUTHERN OREGON UNIVERSITY
155 Walker Ave
MADISON, OR 97103

REVISIONS

NO.	DATE	DESCRIPTION
1	01/01/18	SCHEMATIC DESIGN

SCHEMATIC DESIGN

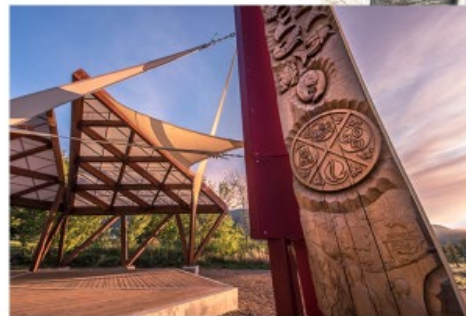
Drawing Title: IMAGERY

Drawing No: L 8

155 Walker Ave



- Classroom/Lab
- Offices
- Sustainability Demonstration (ScienceWorks)
- Equipment Storage
- Commercial Kitchen
- Restrooms
- 3,960 Square feet





Becs Walker <walkerr6@sou.edu>

SOU's solar goals and impact on City's infrastructure

9 messages

Becs Walker <walkerr6@sou.edu>

Fri, May 16, 2025 at 2:40 PM

To: Thomas McBartlett III <thomas.mcbartlett@ashland.or.us>

Cc: James McNamara <mcnamaraj@sou.edu>

Hi Tom,

Another question completely separate from my previous email today!

SOU presented the draft SOU Master Plan to the City Council and Planning Commission and Councillor Bob Kaplan asked a question about the impact of our increasing solar on Ashland's Electric infrastructure.

I've re-familiarised myself with the Electric Master Plan and feel we are aligned by generating more electricity which will help meet demands and this is also in line with CEAP. Do you anticipate any specific issues with grid infrastructure or is this a more general issue as the electric master plan indicates by recommending the Ashland Substation be expanded to a City Owned substation?

Here is a link to the Master Plan <https://sou.edu/master-plan/>

Thanks Tom!

Becs

--

Becs Walker
 Director of Sustainability, SOU Finance and Administration
 Campus Operations Director, Institute for Applied Sustainability

Office 224, Science Hall
 Southern Oregon University
 cell 541-841-6796



Check out the latest on Sustainability at SOU <https://sustainability.sou.edu/news/>



Thomas McBartlett III <thomas.mcbartlett@ashland.or.us>

Tue, May 20, 2025 at 12:58 PM

To: Becs Walker <walkerr6@sou.edu>

Cc: James McNamara <mcnamaraj@sou.edu>

I don't foresee any conflicts.

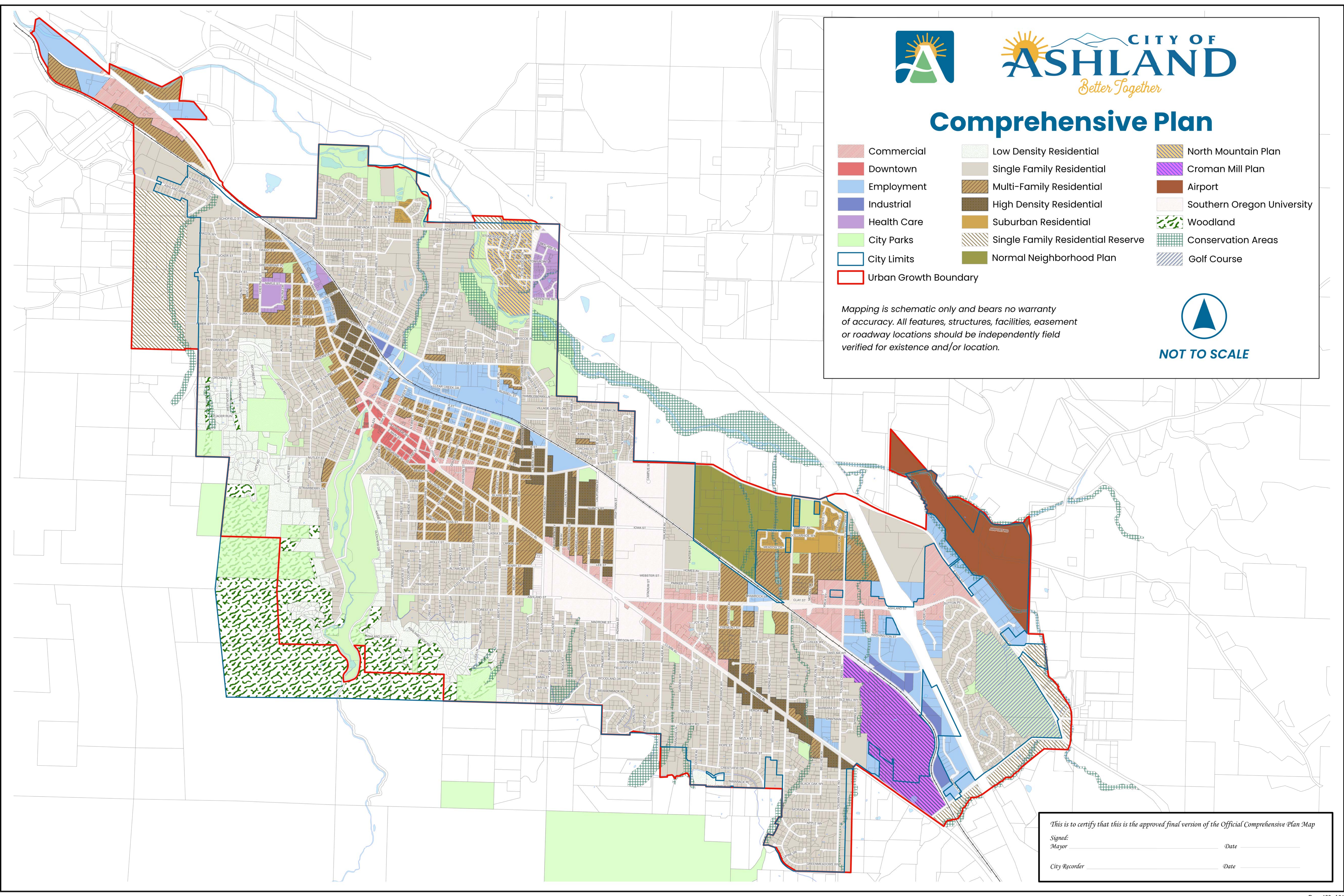
Regards,

Tom McBartlett, Director of Electric

City of Ashland

Email: thomas.mcbartlett@ashlandoregon.gov

Phone: 541.552.2314



CITY OF
ASHLAND
Better Together

Comprehensive Plan

- | | | |
|-----------------------|-----------------------------------|----------------------------|
| Commercial | Low Density Residential | North Mountain Plan |
| Downtown | Single Family Residential | Croman Mill Plan |
| Employment | Multi-Family Residential | Airport |
| Industrial | High Density Residential | Southern Oregon University |
| Health Care | Suburban Residential | Woodland |
| City Parks | Single Family Residential Reserve | Conservation Areas |
| City Limits | Normal Neighborhood Plan | Golf Course |
| Urban Growth Boundary | | |

Mapping is schematic only and bears no warranty of accuracy. All features, structures, facilities, easement or roadway locations should be independently field verified for existence and/or location.



NOT TO SCALE

This is to certify that this is the approved final version of the Official Comprehensive Plan Map

Signed: _____ Date _____
Mayor

City Recorder _____ Date _____

CITY OF

ASHLAND

Better Together

Zoning Map

- City Limits

CFA Overlay

P-overlay

Airport Overlay

Freeway Overlay

Residential Overlay

North Mountain Zone

Urban Growth Boundary

C-1

C-1-D

E-1

HC

M-1

NM

Croman Zone

R-1-10

R-1-3.5

R-1-5

R-1-7.5

R-2

R-3

RR-.5

RR-1

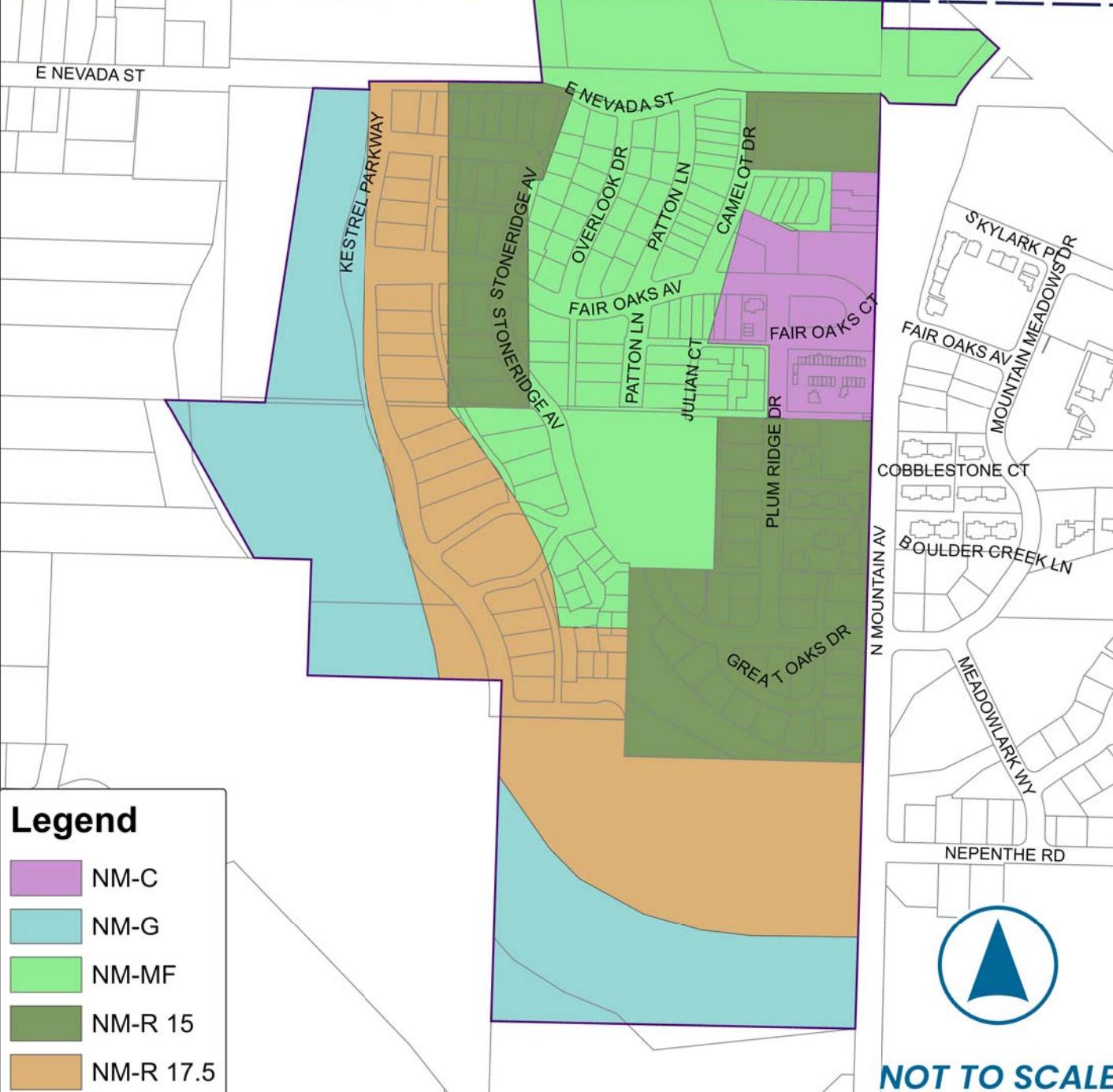
SO

WR

WR-20

NOT TO SCALE

Mapping is schematic only and bears no warranty of accuracy. All features, structures, facilities, easement or roadway locations should be independently field verified for existence and/or location.
- North Mountain Zoning Overlay Detail



Legend

NM-C

NM-G

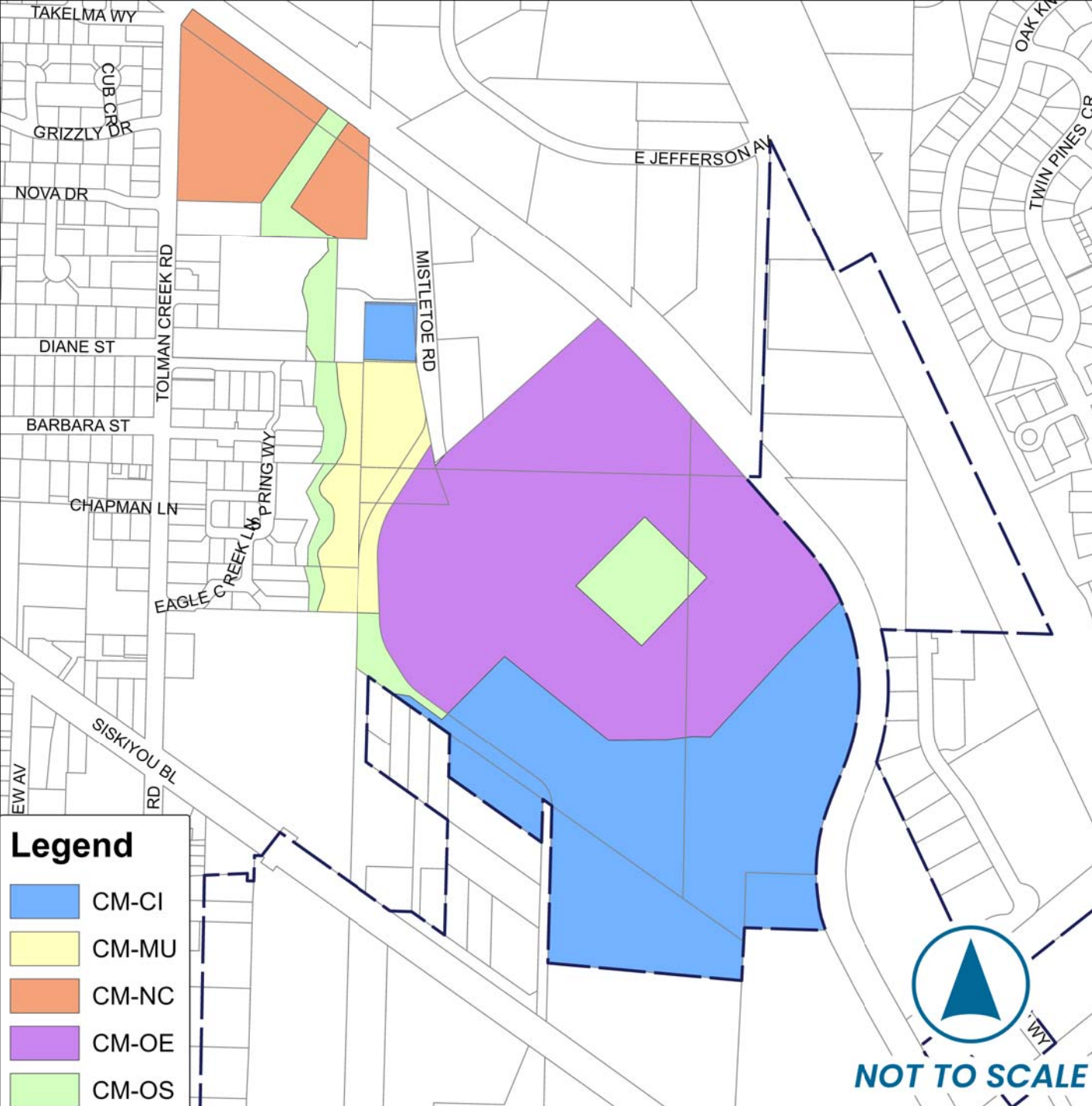
NM-MF

NM-R 15

NM-R 17.5

NOT TO SCALE

Croman Mill Zoning Overlay Detail



Legend

CM-CI

CM-MU

CM-NC

CM-OE

CM-OS

NOT TO SCALE

This is to certify that this is the approved final version of the Official Comprehensive Plan Map

Signed:

Date

City Recorder

Date

Page 191 of 317

Michael Sullivan

From: noreply@civicplus.com
Sent: Tuesday, June 24, 2025 3:02 PM
To: planning
Subject: Online Form Submittal: Contact Planning Commission

Follow Up Flag: Follow up
Flag Status: Flagged

[EXTERNAL SENDER]

Contact Planning Commission

Full Name	alyse emdur
Phone	646-263-0096
Email Address	a.emdur@gmail.com
Subject	R3 zoning of SOU lots comprising Roca Park
Type of Testimony	In person
Message	My home at 1280 Madrone street directly touches the proposed R3 lots. My five year old child regularly plays in Roca Park with her friends on the other side of the canyon. We meet other families there every spring/ and summer to play in the creek, every fall to pick apples, and every winter to sled down its hill. Frisbee golfers are an important part of this neighrbohood, as is the valued wildlife that calls it home. Losing Roca Park would adversely affect the quality of life in our neighborhood. Roca Park is highly valued for, Recreational use: - Frisbee golf course (used daily) - Neighborhood walkers and hikers - Dog walkers - Kids outdoor play - Community gatherings - Winter sledding Wildlife corridor: deer, bears, turkey, diverse insects and birds Neighborhood walkability- The park acts as a foot traffic thruway from east and west sides of the canyon. Why I am against R3 zoning of the lots comprising Roca Park- Fire Danger- R3 Multi units will increase Fire danger and evacuation concerns near this steep canyon

Noise pollution- The geography of Roca Canyon is unique in that it amplifies sound. Sound travels far distances and echoes loudly through our canyon. R3 zoning with potential for multi unit density will greatly increase loud noise moving through narrow roca canyon

Light pollution- R3 zoning will add light pollution to this wildlife corridor, disturbing wildlife

Attachment 1	<i>Field not completed.</i>
Attachment 2	<i>Field not completed.</i>
Attachment 3	<i>Field not completed.</i>

Email not displaying correctly? [View it in your browser.](#)

My name is Jeannine Grizzard, I live on Roca St. Within SOU's permit application, the April 4th "Proposed Finding of Fact" states: *"SOU has sought input and communicated with stakeholders, the City and our community. We have created a web site to take input, conducted multiple open-forums for stakeholder input, etc."*

I live at 698 Roca Street, which is one house away from the Disc Golf Park that occupies the Roca properties that are proposed in the application to be rezoned ~~for multi-family apartments~~ and sold to a commercial developer. I am known to university management, having dialogued numerous times about the sale of 668 Roca St, which lies between me and the Park. I am a significant stakeholder, and yet no one from SOU reached out to advise me of open forums or a website.

Which leads to my primary point: removal of the Disc Golf Course at Roca Park is a decision that impacts not just Roca Street, or Ashland, but the entire Valley, and yet this is a notably unpublicized conversation. Where is the newspaper headline: "SOU Proposes to Sell Disc Golf Course for Commercial Housing"? Where is the public poll on a City website? There are other courses, but according to OregonDiscGolf.com only two are year round and public: SOU Roca Park and The Cove at Emigrant Lake, and online reviews for The Cove are largely poor.

The City of Ashland has a proclaimed goal of wanting to attract younger residents. A big part of attracting and retaining them is not just housing but the free recreation that goes with it: our parks, bike trails, and this disc golf course. Putting an end to it conflicts with the City's professed goals.

On a personal note: I've lived in my house 19 years. At least three of us, in the distance I can toss a ball to, have remodeled our houses with our own hands. We are dug in. Apartments next door is a significant compromise to our quality of life and property value. I was sold my house in 2006 based on an Arboretum that SOU fundraised for off of my neighbors.

I suggest that SOU's proposed permit be divided: the Henry Street properties separated from the Roca Street properties. Sell and develop the Henry Street ones first, since they are closer to commercial areas. See if the multi-family housing units are built and occupied in our emerging economy. Then return, if necessary, with a proposal for Roca Street in a few years. But for now at least, hold off until proper advertising can be undertaken so that community stakeholders can actually weigh in on the import of the Disc Golf Course—which is also the best kid snow hill in winter. Thank you for your attention.

And my husband, Jim Fritz, at end stage hospice asks: "Will this destroy our redwood?" The massive one in Roca Park.

Michael Sullivan

From: Jeannine Grizzard <grizzardj@gmail.com>
Sent: Tuesday, June 24, 2025 12:27 PM
To: Michael Sullivan
Subject: Jeannine Grizzard Remarks

[EXTERNAL SENDER]

Hello Michael: Here are my remarks. They are little more than 3 minutes. Will it be okay?

My name is Jeannine Grizzard, I live on Roca St. Within SOU's permit application, the April 4th "Proposed Finding of Fact" states: *"SOU has sought input and communicated with stakeholders, the City and our community. We have created a web site to take input, conducted multiple open-forums for stakeholder input (met with City staff, etc.)"*

I live at 698 Roca Street, which is one house away from the Disc Golf Park that occupies the Roca properties that are proposed in the application to be rezoned for multi-family apartments and sold to a commercial developer. I am known to university management, having dialogued numerous times about the sale of 668 Roca St, which lies between me and the Park. I am a significant stakeholder, and yet no one from SOU reached out to advise me of open forums or a website.

Which leads to my primary point: removal of the Disc Golf Course at Roca Park is a decision that impacts not just Roca Street, or Ashland, but the entire Valley, and yet this is a notably unpublicized conversation. Where is the newspaper headline: "SOU Proposes to Sell Disc Golf Course for Commercial Housing—Public to Weigh In"? Where is the public poll on a City website? There are other courses, but according to OregonDiscGolf.com only two are year round and public: SOU Roca Park and The Cove at Emigrant Lake, and

online reviews for The Cove are largely poor.

The City of Ashland has a proclaimed goal of wanting to attract younger residents; speaking frankly, people who can do service jobs in hospitality, healthcare, maintenance, retail. A big part of attracting and retaining such residents is not just housing but the free recreation that goes with it: our parks, bike trails, and this disc golf course. Putting an end to it conflicts with the City's professed goals.

On a personal note: I've lived in my house 19 years. At least three of us, in the distance I can toss a ball to, have remodeled our houses with our own hands. We are older now and dug in. Apartments next door is a significant compromise to our quality of life and property value. I was sold my house in 2006 based on an Arboretum that SOU fundraised for off of my neighbors.

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Dear City of Ashland Planning Commissioners,

My husband and I bought our dream house just 3 months ago on Leonard St. We fell in love with Roca Park. As luck would have it, our property line rests just up against this park and by the steep area that runs down the canyon to the creek. My ultimate hope is to save Roca Park which I understand has been a beloved greenspace in the community for many years.

This park was a big reason why we wanted this house so much. We wanted to own a place where we could easily walk to a cafe and get groceries, and also walk right out our door and into nature. A little about us: We are avid outdoor enthusiasts (hikers, frisbee players, bikers, etc...), who are enchanted by a near daily occurrence of wild deer and turkey and the occasional bear that uses Roca Park and our backyard to rest, seek refuge, and get a drink of water. We're excited to construct our backyard in a way that works in harmony with the wildlife of this area.

I was devastated to learn that the University wishes to sell a number of parcels of land that make up Roca Park. While I understand the University is likely between a rock and a hard place and they are doing what they feel they need to do, selling these parcels - especially as zone R3 - would negatively affect our neighborhood in massive ways. It would:

- displace and disrupt our wildlife, leaving them to find new routes and homes.
- increase the noise and light pollution, especially for those living right next to the park like us.
- affect so many Ashlanders who visit Roca Park daily with their kids and dogs, not to mention the frisbee golfers who come here to play the only course in Ashland that I know about.
- decrease the value of our property, and those surrounding Roca Park. A property we just purchased, without realizing there would be a proposal for development of the park right away...
- potentially reroute my husband and my daily walk down to the coffee house across from the University. We love walking and biking, and the potential rerouting would lead us to using our car more often, and decrease our neighborhood's walkability score (also devaluing our recently purchased property).
- change the vibe and culture of SOU: They're well known for their artsy, outdoorsy, and community-oriented surroundings. Having grown up in the University town of Madison, WI, R3 zone development increased noise and light pollution, and increased the amount of waste and unsavory behavior in and around my neighborhood, permanently changing the vibe forever.

It is my ultimate hope that we can fully preserve Roca Park greenspace as it is, and find another way to help the University out. If this is not possible, I would feel better about finding a way to extend the already existing conservation zone to at least protect the frisbee golf, wildlife passage, and walking trails on the east side of roca creek. And if development must happen, I'd rather settle for zoning that helps preserve the character of our neighborhood, which as far as I know is under the umbrella of R1.

Thank you for your consideration,



Amy Swan

Michael Sullivan

From: noreply@civicplus.com
Sent: Tuesday, June 24, 2025 2:36 PM
To: planning
Subject: Online Form Submittal: Contact Planning Commission

Follow Up Flag: Follow up
Flag Status: Flagged

[EXTERNAL SENDER]

Contact Planning Commission

Full Name	Chris Swan
Phone	<i>Field not completed.</i>
Email Address	chris@chrisswan.com
Subject	SOU property salw
Type of Testimony	Written
Message	Hello, I am writing to express my concerns with changing the zoning of the properties that are currently Roca Park as part of the sale of SOU's property and proposed changes. As a home owner in the area, I am concerned about several aspects. The first is increasing fire risk, of a denser group of possible housing which may lead to increased fire risk. Also fire evacuation risk, by the potential of more cars with these changes at the exit points of the surrounding streets. Other concerns I have is the reduction in green space, in an area that sees a lot of wildlife accessing the space. Increased noise from the new housing, is another major concern as it will introduce many more people into a quiet neighborhood. With all these potential negatives, it's hard to not also see this as creating a negative impact to the property values of the homes in the neighborhood as well. Future homebuyers interested in the neighborhood will be less interested, and the decline in value impacting long time residents by portraying influencing mortgage refinancing options.

While changing neighborhoods is somewhat unavoidable, I hope that the changes that are considered work to maintain the current feel of the neighborhood, allow wildlife access to green spaces and the creek, and minimize fire risk, without compromising evacuation routes by inducing more traffic or people.

If SOU must sell, please consider R1 zoning, to minimize impact to the existing neighborhood.

Thank you,

Chris Swan
Ashland resident and home owner

Attachment 1	SOU property sale zoning.txt
Attachment 2	<i>Field not completed.</i>
Attachment 3	<i>Field not completed.</i>

Email not displaying correctly? [View it in your browser.](#)



Council Business Meeting

Date: July 15, 2025

Agenda Item	Public Hearing and First Reading of ORD 3261 An Ordinance Amending the Officially Adopted Physical and Environmental Constraints Map Removing the Locally Adopted Ashland Modified Floodplain from Hamilton Creek (Planning Action #PA-T3-2025-000012)
Department	Community Development
From	Brandon Goldman, Director of Community Development, Aaron Anderson, Senior Planner

TIME ESTIMATE

20 minutes

CATEGORY

Ordinance/Resolution - a motion is needed to adopt the ORD. or RESO.

SUMMARY

Request Council approval of an ordinance modifying the officially adopted maps for the local Ashland Modified Floodplain to be consistent with the original studies conducted and City Council approvals, correcting an error. The amendment would remove the local Ashland Modified Floodplain along Hamilton Creek between Mistletoe Road & Interstate-5 at East Main Street. This amendment would not change the Federal Emergency Management Agency (FEMA) flood zones and the related flood administration regulations.

POLICIES, PLANS & GOALS SUPPORTED

The Ashland Land Use Ordinance

- Physical & Environmental Constraints Chapter 18.3.10

The Ashland Comprehensive Plan

- Section IV: Environmental Resources
 - 4.17 Goal - To protect life and property from flooding and flood hazards and manage the areas subject to flooding to protect the public's interest.
 - Policies
 - 1) The City shall continue to participate in the National Flood Insurance Program, complying with all applicable standards.
 - 2) Apply special physical and environmental restrictions to all areas of Ashland which are identified as flood-prone, streams in the federal study, and other significant drainage ways.
 - 3) All existing natural drainage ways as identified on the physical and environmental constraints map shall be left in a natural state or modified only after City approval.

BACKGROUND AND ADDITIONAL INFORMATION

On February 11th, 2025, Staff brought a request to the Planning Commission to make a motion to initiate a planning action as allowed by AMC 18.5.8.040 to amend to the officially adopted maps of the Ashland Modified Floodplain. The reason for this amendment is that it came to Staff's attention that the stretch of Hamilton Creek, while shown on the official maps since 2010, was adopted in error. The Planning Commission passed a motion directing staff to return with this application. The amendment impacts 12 properties within the city limits and two properties that are within the Urban Growth Boundary (UGB) but outside of the City. Opportunities for Housing Resources, & Assistance (OHRA) operates at 2350 Ashland St. in the former Super 8 Motel. The property has both the FEMA A flood zone as well as the Ashland Modified Floodplain. OHRA has





Council Business Meeting

plans to expand and construct additional facilities in areas shown to be covered in the adopted Ashland Modified Floodplain. In preparation for those additions, OHRA have been in contact with Staff who advised that a map amendment was required. In preparing for an application of a map amendment OHRA's land use consultant did extensive research into the history of the Hamilton Creek portion of the Ashland Modified Floodplain and discovered that the adopted map was amended in error. Rather than have OHRA apply for a map amendment for a single property, Staff asked the Planning Commission to initiate the amendment to address the full extent of the erroneously mapped area.

Hamilton Creek

The P&E Map has been updated three times in recent history, 2008, 2010, and then again in 2017. The stretch of Hamilton Creek is not shown on the 2008 map, but starting in 2010 Hamilton Creek is shown to have the "Ashland Modified Floodplain" as well as the 2017 map. Based on the research from OHRA's land use consultant and hydrological engineer, as well as meta-data recorded to the GIS file, Staff believe that the Hamilton Creek section of the Ashland Modified Flood plain was added to the official map following the approval of the 2008 map at the request of the Planning Department. Subsequent updates addressing the official maps in 2010 (with the adoption of the Water Resource Protection Zones) and again in 2017 (updating the FEMA maps) did include Hamilton Creek, but this was not discussed in the findings or staff reports. Therefore, it appears to be a graphical error to have Hamilton Creek included as subject to the Ashland Modified Floodplain regulations.

Hydrological Engineering Report

Research into the history of the adopted maps by OHRA's consultants included an Engineering Hydraulics Report prepared by RogueTech Civil Engineering. The report details the methods for determining peak flows and then used a hydraulic model that was developed using the U.S. Army Corps of Engineers (USACE) HEC-RAS version 6.6. This report shows that even with the culvert under Ashland Street completely blocked the modeled Base Flood Elevation (BFE) for Hamilton Creek is well below the high bank, as such the extent of the "Ashland Modified Floodplain" far exceeds the area that is at risk of inundation during a base flood event, even under the most dire conditions (culvert blocked).

FISCAL IMPACTS

The removal of the locally adopted flood plain on this stretch of Hamilton Creek is a regulatory action and will not have any fiscal impact to the City.

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

Recommendation

The Planning Commission forwarded a unanimous recommendation to the City Council to approve the removal of the locally adopted flood plain along this stretch of Hamilton Creek.

Staff recommend that the Council approve the first reading of Ordinance #3261 and schedule second reading.

Potential Motion

"I move to approve first reading of Ordinance #3261 "Amending the officially adopted Physical and Environmental Constraints Map removing the locally adopted Ashland Modified Floodplain from Hamilton Creek" and move to second reading on August 5th, 2025."

REFERENCES & ATTACHMENTS

1. HamiltonCreek_ORD3261_StaffReport
2. HamiltonCreek_ORD3261
3. HamiltonCreek_ORD3261_exhibitA

**ASHLAND PLANNING DEPARTMENT
STAFF REPORT**

Before the Planning Commission – April 8, 2025

PLANNING ACTION: PA-T3-2025-00012
APPLICANT: City of Ashland

LOCATION: The regulated portion of Hamilton Creek
ZONE DESIGNATION: Various
COMP. PLAN DESIGNATION: Various

ORDINANCE REFERENCES: 18.3.10 Physical and Environmental Constraints
18.5.9 Comp Plan, Zoning & LUO Amendments
18.6.1 Definitions

APPLICATION DATE: February 12, 2025
DLCD NOTICE: February 28, 2025 *39 days in advance*
PUBLIC MEETING NOTICE: March 13, 2025 *26 days in advance*
MEETING DATE: April 8, 2025

120-DAY DEADLINE: (*Type III applications not subject to 120-day limits)

PROPOSAL: A request to modify the officially adopted maps for the locally adopted Ashland Modified Floodplain to be consistent with the original studies conducted and City Council Approvals. The amendment would remove the Local Ashland Modified Floodplain along Hamilton Creek from Mistletoe Road downstream to Interstate-5. This amendment would have no change on the Federal Emergency Management Agency (FEMA) flood zones and the related flood administration regulations.

I. Introduction

1) The current application

On February 11th Staff brought a request to the Planning Commission to make a motion to initiate a planning action as allowed by AMC 18.5.8.040 to amend to the officially adopted maps of the Ashland Modified Floodplain. The reason for this amendment is that it came to Staff's attention that the stretch of Hamilton Creek, while shown on the official maps since 2010, was adopted in error. The Planning Commission passed a motion, and staff took action to return with this application. The amendment impacts 12 properties within the city limits and two properties that are within the UGB but outside of the City.

2) Background

Opportunities for Housing Resources, & Assistance (OHRA) operates at 2350 Ashland St. in the former Super 8 Motel. The property has both the FEMA A flood zone as well as the Ashland Modified Floodplain. OHRA has plans to expand and construct additional facilities in areas

shown to be covered in the adopted Ashland Modified Floodplain. In preparation for those additions, OHRA have been in contact with Staff who advised that a map amendment was required. In preparing for an application of a map amendment OHRA's land use consultant did extensive research into the history of the Hamilton Creek portion of the Ashland Modified Floodplain and discovered that it was adopted in error. Rather than have OHRA apply for a map amendment, Staff asked the Planning Commission to initiate the amendment.

II. National Flood Insurance Program (NFIP)

The National Flood Insurance Program (NFIP) is a program that helps protect property owners from flood damage. It was established in 1968 by the National Flood Insurance Act. The NFIP is managed by the Federal Emergency Management Agency (FEMA). The NFIP has two main policy goals: (1) to provide access to primary flood insurance, thereby allowing for the transfer of some of the financial risk from property owners to the federal government, and (2) to mitigate and reduce the nation's comprehensive flood risk through the development and implementation of floodplain management standards.

1) NFIP Primer

Ashland is a participating member of the National Flood Insurance Program (NFIP). The NFIP, was the result of market failure in the private insurance industry because the only people who would buy flood insurance were those who were most likely to suffer flood losses. In 1968 the federal government created the NFIP, but at first flood insurance was not mandatory and few communities joined. In 1973 the Flood disaster protection act was passed which made flood insurance mandatory as a condition of any federally backed loan. In addition to access to Fannie Mae & Freddie Mac loans, a community must participate in the NFIP for their residents to have the ability to purchase flood insurance. This provided a strong incentive to join the program and by 1975 over 15,000 communities were participating.

As communities joined in the program, but before FEMA had produced maps, the community's obligation was to ensure that 'development' was 'reasonably safe from flooding' CFR 60.3[a][3]. This is why the issuance of building permits in many communities coincided with participation in the NFIP, because any development now needed to be permitted to be in compliance with the NFIP to ensure that the proposed development was 'reasonably safe from flooding.'

As Flood Boundary Maps (1975) were made available, followed in 1981 with the introduction of Flood Insurance Rate Maps (FIRMS) and their accompanying Flood Insurance Studies (FIS), flood regulations were then limited to special flood hazard areas (SFHAs) designated by different flood zones.

2) FEMA Flood zones

The NFIP approaches the goal of reducing comprehensive flood risk primarily by requiring participating communities to collaborate with FEMA to develop and adopt flood maps called Flood Insurance Rate Maps (FIRMS) which are also accompanied with a Flood Insurance Study (FIS). Flood hazard areas identified on the Flood Insurance Rate Map are identified as a Special Flood Hazard Area (SFHA). SFHA are defined as the area that will be inundated by the flood event having a 1-percent chance of being equaled or exceeded in any given year. The 1-percent

annual chance flood is also referred to as the base flood or 100-year flood. FIRMs provide the basis for identifying properties whose owners are required to purchase flood insurance and establishing floodplain management standards that communities must adopt and enforce as part of their participation in the NFIP.

Locally there are two main flood zones or SFHA's; These are "A" and "AE."

- Zone A – Approximate areas with a 1% annual chance of flooding. Because detailed analyses are not performed for such areas; no base flood elevations are provided
- Zone AE - The base floodplain (1% annual chance of flooding) where base flood elevations are provided based on Hydraulic and Hydrologic (H&H) modeling.

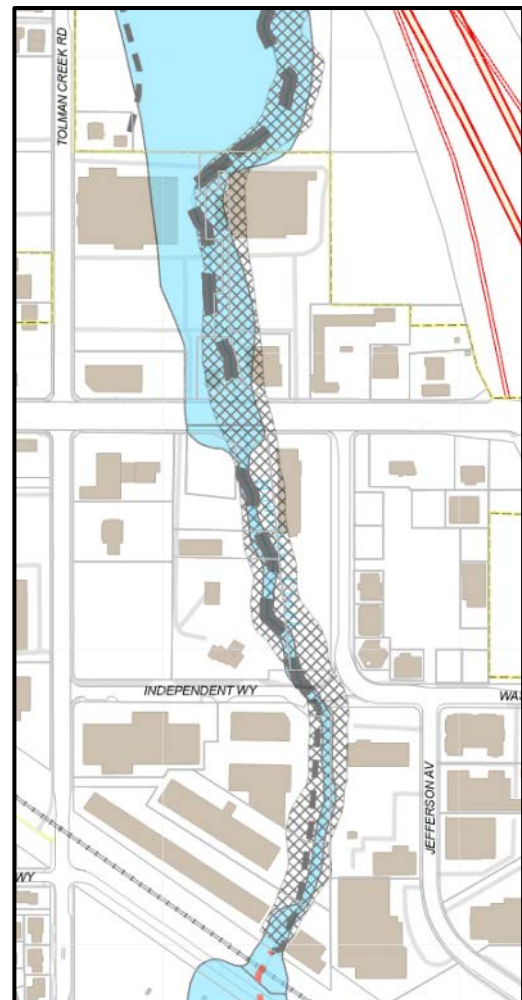
Hamilton Creek has a FEMA zone A designation, so it only identifies approximate areas of flood hazard and is not supported by hydrological modeling of any type.

3) Ashland Modified Floodplain

Shown at right is the stretch of Hamilton Creek from the railroad to City limits with both the FEMA A zone in blue, and the locally adopted flood zone shown in hatched overlay.

The NFIP is focused on minimum federal standards, but rewards communities for standards that exceed the federal minimum in the name resiliency. To that end, the City of Ashland has adopted a number of standards that exceed the federal minimum including adopting flood plan maps that far exceed FEMA's as well as freeboard* requirements. The purpose of adopting more stringent flood zones than the FEMA maps was to prevent flood losses based on local historical knowledge of flooding in the city of Ashland. To that end, in 1989 Ashland adopted the 'Ashland Modified Floodplain' which, at the time of adoption, was limited to Ashland, Bear and Clay Creeks.

The Ashland Modified Floodplain was based on local studies involving analysis of historic flooding and determined flood elevations associated with the floodplain. Originally studied and adopted were Ashland, Clay and Bear Creeks. Hamilton Creek was not studied in detail and a draft map was inadvertently included by a GIS technician during the conversion to



* In the context of FEMA and floodplain management, "freeboard" refers to an additional height above the Base Flood Elevation (BFE) used as a factor of safety to determine the level at which a building's lowest floor must be elevated or floodproofed

digital mapping. The Hamilton Creek portion of the Ashland Modified Flood Zone first appeared on the officially adopted maps in 2010.

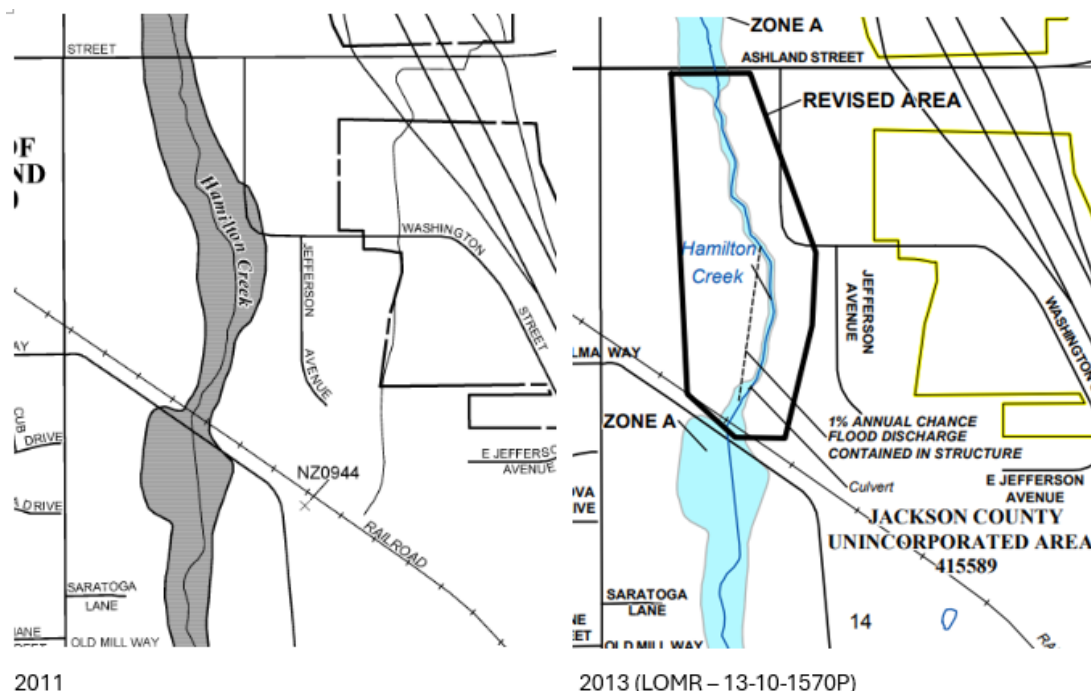
Since Ashland adopted the modified floodplain there have continued to be floods that have brought damage to the city, most recently the 1997 flood. However, regulation of the expanded floodplain beyond the FEMA flood zone has significantly limited recent flood losses.

4) FIS and FIRM Revision History

In December of 1980 the first Flood Insurance Study for the area was published. Since that time there have been five significant revisions to the FIS/FIRMs in 1990, 1993, 2002, 2011 and 2017. The Federal Emergency Management Agency (FEMA) may revise and republish part or all of this FIS report at any time. In addition, FEMA may revise part of this FIS report by the Letter of Map Revision process, which does not involve republication or redistribution of the FIS report.

A Letter of Map Revision (LOMR) is FEMA's modification to an effective Flood Insurance Rate Map (FIRM). Letter of Map Revisions are generally based on the implementation of physical measures that affect the hydrologic or hydraulic characteristics of a flooding source and thus result in the modification of the existing regulatory floodway, the effective Base Flood Elevations (BFEs), or the Special Flood Hazard Area (SFHA). An approved LOMR officially revises the Flood Insurance Rate Map (FIRM).

As it relates to the present application in October of 2013 a LOMR was applied for and approved in March of 2014 (Case No.: 13-10-1570P). Shown below is the comparison of the 2011 FIRM and the map associated with the LOMR where the base flood is shown to be contained in a large culvert and then restricted tightly to the deeply incised channel. The fifth revision to the FIS included the LOMR change in the 2017 FIRM panel and continues to show the regulated A zone as shown in the 2013 LOMR application.



III. Proposed Amendment

1) Official Maps

The Land Use ordinance provides the following

18.3.10.070 Official Maps

A. The City Council shall adopt official maps denoting the above-identified areas. Substantial amendments of these maps shall be a Type III procedure in section 18.5.1.070.

B. Minor amendments of the maps to correct mapping errors when the amendments are intended to more accurately reflect the mapping criteria contained in this chapter or in the findings of the Council in adopting an official map may be processed as a Type I procedure in section 18.5.1.050.

Because the removal of the entire stretch of Hamilton Creek is a substantial amendment Staff initiated a Type-III planning action. Presuming that the Planning Commission recommends approval, staff will bring the application to the City Council for the adoption of an ordinance to formally modify the official maps.

2) Introduction of Hamilton Creek

The P&E Map has been updated three times in recent history, 2008, 2010, and then again in 2017. The stretch of Hamilton Creek is not shown on the 2008 map, but then starting in 2010 Hamilton Creek is shown to have the “Ashland Modified Floodplain” as well as the 2017 map. Based on the research from their land use consultant, as well as meta data recorded to the GIS file, Staff believe that the Hamilton Creek section of the Ashland Modified Flood plain was added sometime following the approval of the 2008 map at the request of the Planning Department.

Subsequent updates addressing the official maps in 2010 (with the adoption of the Water Resource Protection Zones) and again in 2017 (updating the FEMA maps) did include Hamilton Creek, but this was not discussed in the findings. Therefore, it appears to be a graphical error to have Hamilton Creek covered by the Ashland Floodplain and was introduced beginning in late 2008 or early 2009.

3) Hydrological Engineering Report

In addition to research into the history of the adopted maps OHRA has also undertaken an Engineering Hydraulics Report prepared by RogueTech Civil Engineering. The full report is 68 pages and by its reference is incorporated herein as if set out in full. The report details the methods for determining peak flows and then used a Hydraulic model that was developed using the U.S. Army Corps of Engineers (USACE) HEC-RAS version 6.6.

The report provides the following:

“RogueTech performed an engineering hydraulic analysis to provide a Base Flood Elevation (BFE) Determination for the property located at 2350 Ashland Street along Hamilton Creek in Ashland, Oregon. A small area on the southern end of the subject

property" is within a FEMA Special Flood Hazard Area (SFHA) Zone A, which is an approximated flood zone without published BFEs and not based on a detailed hydraulic study. In addition, the western edge and most of the southern portion of the subject property is within the City of Ashland's Modified Floodplain Overlay. The City of Ashland's Modified Floodplain Overlay is also approximated and not based on a detailed hydraulic study. RogueTech's hydraulic analysis was performed to determine the flood zone area resulting from determined BFEs for comparison with both FEMA's SFHA Zone A, and the City's Modified Floodplain Overlay. Results of the hydraulic analysis show that the flood zone resulting from the determined BFE's is smaller than FEMA's SFHA Zone A, and the City's Modified Floodplain Overlay."

Shown below is the modeled BFE with the Ashland Street culvert blocked during a base flood event, and includes the Ashland Modified Floodplain.



This report shows that even with the culvert under Ashland Street completely blocked the modeled Base Flood Elevation (BFE) is well below the high bank, as such the extent of the “Ashland Modified Floodplain” far exceeds the area that is at risk of inundation during a base flood event even under the most dire conditions (culvert blocked).

The report concluded that:

“The results of this Base Flood Elevation determination conclude that when the culvert is operating as it was at the time of this report, the modeled flood zone area is comparable, but smaller than the FEMA SFHA Zone A; it is much smaller than the City of Ashland’s Modified Floodplain Overlay.” And that, “The topographic analysis required for the model shows that the City’s Modified Floodplain Overlay as mapped, would result in inconsistent and irregular water surfaces that are much higher than could actually occur, and are physically impossible to occur.” [emphasis added]

4) Conclusion

When considering both the legislative history as well as the engineering report provide staff believe that the correct course of action is to amend the officially adopted maps removing the ‘Ashland Modified Floodplain from this portion of Hamilton Creek.

IV. Procedural – Approval Criteria

1) Plan Amendments and Zone Changes

AMC 18.5.9.020 provides the Applicability and Review Procedure for Plan Amendments and Zone Changes. Because the proposal is legislative in nature approval criteria are not required.

Applications for Plan Amendments and Zone Changes are as follows:

A. Type II. The Type II procedure is used for applications involving zoning map amendments consistent with the Comprehensive Plan map, and minor map amendments or corrections. Amendments under this section may be approved if in compliance with the Comprehensive Plan and the application demonstrates one or more of the following:

1. The change implements a public need supported by the Comprehensive Plan.
2. A substantial change in circumstances has occurred since the existing zoning or Plan designation was proposed, necessitating the need to adjust to the changed circumstances.
3. Circumstances relating to the general public welfare exist that require such an action.
4. Proposed increases in residential zoning density resulting from a change from one zoning district to another zoning district will provide 25 percent of the proposed base density as affordable housing consistent with the approval standards set forth in section 18.5.8.050.G.
5. Increases in residential zoning density of four units or greater on commercial, employment, or industrial zoned lands (i.e., Residential

Overlay) will not negatively impact the City's commercial and industrial land supply as required in the Comprehensive Plan, and will provide 25 percent of the proposed base density as affordable housing consistent with the approval standards set forth in section 18.5.8.050.G.

6. The total number of affordable units described in subsection 18.5.9.020.A.4 or 18.5.9.020.A.5, above, shall be determined by rounding down fractional answers to the nearest whole unit.

7. A deed restriction, or similar legal instrument, shall be used to guarantee compliance with affordable criteria for a period of not less than 60 years for units qualified as affordable rental housing, or 30 years for units qualified as affordable for-purchase housing. Subsections 18.5.9.020.A.4 and 18.5.9.020.A.5 do not apply to Council-initiated actions.

B. Type III. It may be necessary from time to time to make legislative amendments in order to conform with the Comprehensive Plan or to meet other changes in circumstances or conditions. The Type III procedure applies to the creation, revision, or large-scale implementation of public policy requiring City Council approval and enactment of an ordinance; this includes adoption of regulations, zone changes for large areas, zone changes requiring comprehensive plan amendment, comprehensive plan map or text amendment, annexations (see chapter 18.5.8 for annexation information), and urban growth boundary amendments. The following planning actions shall be subject to the Type III procedure.

1. Zone changes or amendments to the Zoning Map or other official maps, except where minor amendments or corrections may be processed through the Type II procedure pursuant to subsection 18.5.9.020.A, above.
2. Comprehensive Plan changes, including text and map changes or changes to other official maps.
3. Land Use Ordinance amendments.
4. Urban Growth Boundary amendments.

V. Conclusion and Recommendations

Staff recommend that the Planning Commission recommend to the city council that they approve the removal of the locally adopted flood plain along Hamilton Creek as it was adopted in error.

ORDINANCE NO. 3261

AN ORDINANCE AMENDING THE OFFICIALLY ADOPTED PHYSICAL AND ENVIRONMENTAL CONSTRAINTS MAP REMOVING THE LOCALLY ADOPTED ASHLAND MODIFIED FLOODPLAIN FROM HAMILTON CREEK (Planning Action #PA-T3-2025-000012)

WHEREAS, Article 2. Section 1 of the Ashland City Charter provides:

Powers of the City The City shall have all powers which the constitutions, statutes, and common law of the United States and of this State expressly or impliedly grant or allow municipalities, as fully as though this Charter specifically enumerated each of those powers, as well as all powers not inconsistent with the foregoing; and, in addition thereto, shall possess all powers hereinafter specifically granted. All the authority thereof shall have perpetual succession.

WHEREAS, the above referenced grant of power has been interpreted as affording all legislative powers home rule constitutional provisions reserved to Oregon cities. City of Beaverton v. International Association of Firefighters, Local 1660, Beaverton Shop 20 Or. App. 293; 531 P 2d 730, 734 (1975); and

WHEREAS, the Ashland Land Use Ordinance includes Chapter 18.3.10 Physical and Environmental Constraints Overlay, which regulates hillside and floodplain development and requires that the City Council to adopt official maps, and approve substantial amendments to them; and

WHEREAS, Ashland has a locally adopted floodplain on Ashland, Bear, Clay, and Hamilton Creeks. These are shown on the official ‘Physical and Environmental Constraints map for Floodplain Corridor Lands’ which was last updated in 2017 by Ordinance 3139; and

WHEREAS, Staff discovered that the Hamilton Creek portion of the Ashland floodplain was added to the digital maps in error between 2008 and 2010 and asked the Planning Commission to initiate a planning action to correct the error; and

WHEREAS, the City of Ashland Planning Commission considered the removal of Hamilton Creek from the locally adopted Ashland Floodplain from the Officially adopted ‘Physical and Environmental Constraints map for Floodplain Corridor Lands’ at a duly advertised public hearing on April 8, 2025, and following deliberations, recommended approval of the amendment; and

WHEREAS, on May 1st, 2025, planning action PA-T1-2025-00258 approved a minor amendment to the ‘Physical and Environmental Constraints map for Floodplain Corridor Lands’ with regard to the course of Kitchen Creek through the property at 755 North Mountain Avenue. The proposed amendment would update the mapping of Kitchen Creek to more accurately reflect the actual course of Kitchen Creek on the ground; and

WHEREAS, the City Council of the City of Ashland conducted a duly advertised public hearing on the above-referenced amendments on May 20, 2025; and

WHEREAS, the City Council of the City of Ashland, following the close of the public hearing and record, deliberated and conducted first and second readings approving adoption of the Ordinance in accordance with Article 10 of the Ashland City Charter; and

WHEREAS, the City Council of the City of Ashland has determined that in order to protect and benefit the health, safety and welfare of existing and future residents of the City, it is necessary to amend the Physical and Environmental map in manner proposed, that an adequate factual basis exists for the amendments, the amendments are consistent with the comprehensive plan and that such amendments are fully supported by the record of this proceeding.

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

SECTION 1. The above recitals are true and correct and are fully incorporated herein by this reference.

SECTION 2. The official ‘Physical and Environmental Constraints map for Floodplain Corridor Lands’ Map is hereby amended to replace the 2017 ‘Physical and Environmental Constraints map for Floodplain Corridor Lands’, attached hereto as Exhibit A, as an official City map and made a part hereof by this reference.

SECTION 4. Severability. Each section of this ordinance, and any part thereof, is severable, and if any part of this ordinance is held invalid by a court of competent jurisdiction, the remainder of this ordinance shall remain in full force and effect.

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

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

ATTEST:

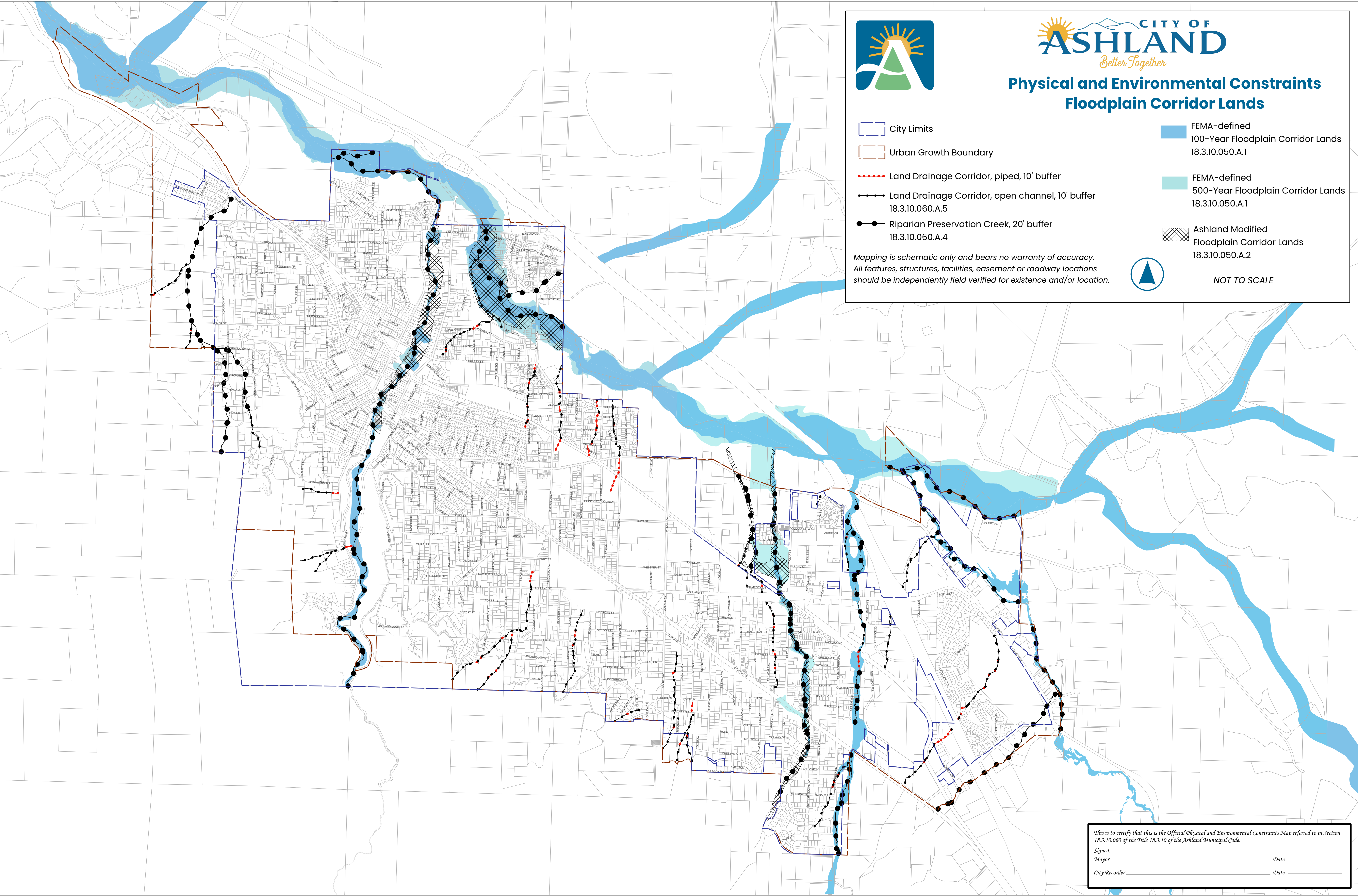
Alissa Kolodzinski, City Recorder

SIGNED and APPROVED this _____ day of _____, 2025.

Tonya Graham, Mayor

Reviewed as to form:

Johan Pietila, City Attorney



CITY OF
ASHLAND
Better Together

Physical and Environmental Constraints Floodplain Corridor Lands

- City Limits
 - Urban Growth Boundary
 - Land Drainage Corridor, piped, 10' buffer
 - Land Drainage Corridor, open channel, 10' buffer 18.3.10.060.A.5
 - Riparian Preservation Creek, 20' buffer 18.3.10.060.A.4
 - FEMA-defined 100-Year Floodplain Corridor Lands 18.3.10.050.A.1
 - FEMA-defined 500-Year Floodplain Corridor Lands 18.3.10.050.A.1
 - Ashland Modified Floodplain Corridor Lands 18.3.10.050.A.2
- Mapping is schematic only and bears no warranty of accuracy.
All features, structures, facilities, easement or roadway locations
should be independently field verified for existence and/or location.
- NOT TO SCALE

This is to certify that this is the Official Physical and Environmental Constraints Map referred to in Section 18.3.10.060 of the Title 18.3.10 of the Ashland Municipal Code.

Signed: _____ Date _____

Mayor _____ Date _____

City Recorder _____ Date _____



Council Business Meeting

Date: July 15, 2025

Agenda Item	Resolution 2025-24 Amending Miscellaneous Fees Book
Department	Finance
From	Mariane Berry, Finance Director

TIME ESTIMATE

less than 10 minutes

CATEGORY

Ordinance/Resolution - a motion is needed to adopt the ORD. or RESO.

SUMMARY

Reviewing and approving amendments to the City's FY26 Miscellaneous Fees and Charges document.

POLICIES, PLANS & GOALS SUPPORTED

Administrative/Governance Goal

"To ensure ongoing fiscal ability to provide desired and required services at an acceptable level."

BACKGROUND AND ADDITIONAL INFORMATION

The Miscellaneous Fees & Charges Schedule for Fiscal Year 2026 was adopted on May 20, 2025. Since adoption, staff have identified several needed updates and corrections. This resolution implements those recommended corrections through the adoption of an updated Miscellaneous Fees & Charges Schedule, as outlined below.

Note, at the Council meeting on May 20, 2025, Council directed staff to bring back a revised fee structure, reviewed by the Parks Commission, that takes into account "affordability and possible lower rates for cleaning, shared cleaning, and potential longer use" for the use of the Community Center and Pioneer Hall. The Parks Commission is still receiving public input and reviewing a proposed fee structure for the use of those buildings. Once a fee structure is recommended by the Parks Commission, an additional amendment to the Miscellaneous Fees & Charges Schedule will come before City Council.

Recommended updates to the Miscellaneous Fees & Charges Schedule are highlighted in YELLOW in the attached document, and primary changes are summarized as such:

- **Credit Card Processing Fees:** This rate is dictated by the credit card processing company and is a pass-through fee for all non-utility billing charges.
- **Marijuana Dispensary Permit Fees:** The amounts in the text for the Initial Application fee were updated from \$40.00 and \$80.00 to \$42.10 and \$82.10
- **Liquor Licenses - Temporary/Special Event Liquor License:** this was broken out into two fees, one in City Recorder and one in Fire. Incorporated both fees into one line under the City Recorder. No change to the total dollar amount.
- **Fire Miscellaneous Fees and Charges:** The fees below were originally adjusted by CPI-U, but are determined by a third party:





Council Business Meeting

- AF&R ambulance membership- basic annual - Changed from \$67.75 to \$66.00
- AF&R ambulance membership-plus annual - Changed from \$125.20 to \$131.00
- Advanced life support transport – per patient (per current rate schedule) - Changed from \$1,551.00 to \$1,591.33
- Basic life support transport – per patient (per current rate schedule) - Changed from \$1,351.00 to \$1,386.13

- **Public Works/Engineering Inspection and Permits:** The following existing fees were missing from the schedule and were added:
 - Street or Alley Excavation Permit - Age of Street
 - Less than 5 years \$7.00/linear foot
 - Between 5 and 10 years \$6.00/linear foot
 - Between 10 and 15 years \$4.00/linear foot
 - Over 15 years \$2.00/linear foot

 - Sidewalk Dining
 - Base fee (50 sq. ft. included) \$250.00
 - Over 50 sq. ft. \$6.00 per sq. ft.

- **Ashland Airport Fees:** The fees below were increased by CPI-U but needed to be changed to reflect the amount adopted by the Airport Committee:
 - Monthly tie-downs
 - Small Changed from \$54.00 to \$55.00
 - Large Changed from \$66.00 to \$75.00

 - Overnight tie-downs
 - Small Changed from \$7.50 to \$10.00
 - Large Changed from \$11.50 to \$20.00

- **Parks Facility Rentals**
 - Pioneer Hall & Community Center facility rental fees are set to TBD.

FISCAL IMPACTS

Regular review and updating of fees and charges provides Departments with the ability to maintain the intended ratio of cost recovery for the services each Department provides to their customers and the public. This also ensures that the revenues projected in the biennial budget are achieved to appropriately offset the approved and appropriated expenditures of each Department.

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

I move to approve Resolution No. 2025-24, "A Resolution Adopting Miscellaneous Fees & Charges Schedule and Repealing Prior Fee Resolution 2025-09."

REFERENCES & ATTACHMENTS



Council Business Meeting

1. Council Communication on Miscellaneous Fees May 20, 2025
2. Resolution 2025-24 Misc Fees & Repealing 2025-09
3. FY26 Misc Fees & Changes Workbook draft 07.10.25





Council Business Meeting

Date: May 20, 2025

Agenda Item	Resolution Adopting Miscellaneous Fees for Fiscal Year 2026
Department	Finance
From	Mariane Berry, Finance Director

TIME ESTIMATE

10 minutes

CATEGORY

Resolution - a motion is needed to adopt the resolution.

SUMMARY

This resolution is to consider scheduled updates as well as new fees contained in the City's Miscellaneous Fees and Charges document. The majority of the Fees remain unchanged, with some new fees and all others increasing by an inflationary adjustment. A motion is needed.

POLICIES, PLANS & GOALS SUPPORTED

Administrative/Governance Goal

"To ensure ongoing fiscal ability to provide desired and required services at an acceptable level."

BACKGROUND AND ADDITIONAL INFORMATION

The City charges for a variety of services provided to the public. The Miscellaneous Fees and Charges are updated and reviewed on an annual basis with the intent of providing an efficient way for Council to review and approve fees and charges as a whole. More complicated and specific rates, fees and charges such as Utility rates and Systems Development Charges are not included in the Miscellaneous Fees and Charges and are handled in separate Council actions. The adoption of the current fees and charges does not limit the Council's ability to create or adjust fees during the next year.

In addition to providing Council the efficiency in the review and approval of fees and charges, the proposed attached fee booklet provides the public with one document that includes all miscellaneous fees and charges of the different Departments of the City. These fees would be effective July 1, 2025.

The inflationary adjustment for the bulk of the fees is based on the Consumer Price Index All Urban Consumers (CPI-U), West Region, with the exception of Public Works who uses ENR (Engineering News-Record Construction Industry Index) and CPI-U All for the Airport, as general industry practice.

The following are attached:

1. Resolution 2025-09
2. Draft Miscellaneous Fee Booklet with Prior Year Comparisons
3. Miscellaneous Fee Booklet (clean version)
4. Memos from Departments whose fees changed beyond inflationary increases

FISCAL IMPACTS

Regular review and updating of fees and charges provides Departments with the ability to maintain the intended ratio of cost recovery for the services each Department provides to their customers and the public. This also ensures that the revenues projected in the biennial budget are achieved to appropriately offset the approved and appropriated expenditures of each Department.





Council Business Meeting

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

I move approval of the Resolution No. 2025-09 titled, "A Resolution Adopting Miscellaneous Fees & Charges Schedule and Repealing Prior Fee Resolution 2024-14."

REFERENCES & ATTACHMENTS

1. 2025-09 Misc Fees Repealing 2024-14
2. FY26 Misc Fees & Changes Workbook with Prior Year
3. FY26 Misc Fees & Changes Workbook
4. CommDev_MiscFees_Memo_05122025
5. Finance_MiscFees_Memo
6. Parks_FeesMemo5.14.25forCouncil



RESOLUTION NO. 2025-24

A RESOLUTION ADOPTING A MISCELLANEOUS FEES AND CHARGES SCHEDULE AND REPEALING RESOLUTION NO 2025-09.

RECITALS:

- A. The City of Ashland sets its fees and charges by resolution; and
- B. Miscellaneous fees and charges for the City are set forth in Resolution No.2025-09; and
- C. It is necessary to adjust the City's fees and charges annually to cover the full costs of providing the services involved.

THE CITY OF ASHLAND HEREBY RESOLVES AS FOLLOWS:

SECTION 1. There are hereby established, and there shall be collected, fees and charges as set forth in "Exhibit A," which is attached hereto and incorporated herein by this reference.

SECTION 2. This resolution repeals Resolution No 2025-09 and supersedes any other resolution to the extent such resolution enacts fees and charges of the type set forth herein.

SECTION 3. This resolution is effective upon adoption.

Alissa Kolodzinski, City Recorder

SIGNED and APPROVED this 15th day of July 2025.

Tonya Graham, Mayor

Reviewed as to form:

Johan Pietila, City Attorney



MISCELLANEOUS FEES AND CHARGES

Effective July 1, 2025

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Note: Fees not determined by a third-party are adjusted by an annual inflationary factor such as the Consumer Price Index. These adjustments are already integrated into this fee book.

Citywide Miscellaneous Fees and Charges

Copy Fees

Fee Description	2025/2026 Fee
Black and White Copies	
Letter/Legal - Single Sided	\$0.25
Letter/Legal - Double Sided	\$0.45
Tabloid - Single Sided	\$0.45
Tabloid - Double Sided	\$0.85
Color Copies	
Letter/Legal	\$1.55
Tabloid	\$3.10

Credit Card Processing Fee

Fee Description	2025/2026 Fee
Credit Card Processing Fee (excluding utility billing) – approx. 3.5%, subject to change	As negotiated by credit card company

Rates and Charges Set by Separate Resolutions

System Development Charges (SDCs)

Parks and Recreation SDCs Resolution
Transportation SDCs Resolution
Sewer SDCs Resolution
Storm SDCs Resolution
Water SDCs Resolution

Utility Rates and Fees

Ashland Forest Resiliency Surcharge Resolution
Public Safety Support Fee Resolution
AFN Utility Fees Resolution
Electric Rates Resolution
Wastewater (Sewer) Rates Resolution
Storm Drain Fees Resolution
Transportation Fees Resolution
Water Rates Resolution

Research Fee

A. The City will charge a research fee based on the average of hourly wages from the various salary schedules. For the fiscal year 2025, the hourly research fee will be **\$58.00**, billed in 15-minutes increments. The fee is calculated using the hourly wage, excluding the cost of benefits.

The City will establish a fee in its annual fee resolution that is reasonably calculated to reimburse the City for the cost of making public records available, including locating the requested records, reviewing the records to delete exempt material, redacting protected information, supervising a person's inspection of original documents to protect the integrity of the records, compiling, or tailoring a record, to meet the person's request.

The City may charge for search time even if it fails to locate any records responsive to the requestor or if the records located are subsequently determined to be exempt from disclosure. Copies of documents provided by a routine file search of 15-20 minutes or less will be charged at a copy rate established in the annual fee resolution.

B. The City may charge a fee to reimburse the costs associated with the time spent by the City Attorney in reviewing public records, redacting exempt and non-exempt materials, and determining the application of ORS 192.505.

C. The minimum fee is \$25. Any research estimate above \$25 will be provided in writing to the requester in advance. The requester must confirm in writing that they want the City to proceed with making records available before the work is done.

D. Prepayment is required if the amount of the request is greater than \$25. If the actual charges are less than the prepayment, an overpayment shall be refunded.

Finance Miscellaneous Fees and Charges

Fee Description	2025/2026 Fee
Non-Sufficient Funds Check Fee	\$35.95
Administrative Billing Charge	Up to 10% per billing

Business License Fee

Fee Description	2025/2026 Fee
Initial Business License Application Fee	
First two employees ¹	\$123.15
Each additional employee	\$5.15
A prorated fee of \$10 per month, or portion of month, remaining in the fiscal year from the date of the application with a minimum fee of \$25 is applicable to all business except for rental properties with fewer than two dwellings, pursuant to AMC 6.04.020 A.	
Temporary Business License Application Fee	\$25.65
Renewal Application Fee	
First two employees ¹	\$76.95
Each additional employee	\$10.30
Late Application Fee	\$25.65
Late Renewal Fee (30 days past due)	10% (\$25 minimum)
Reprint Business License	\$10.30

¹**Definition of Employee** (Pursuant to AMC 6.04.020.F): Any individual who performs service for another individual or organization having the right to control the employee as to the services to be performed and as to the manner of performance. Employee also means a licensed real estate salesperson or associate real estate broker who engages in professional real estate activities only as an agent of a real estate broker or organization.

Marijuana Dispensary Permit Fees

Fee Description	2025/2026 Fee
Initial Application - July 1 through June 30	\$82.10
Applicant shall pay a prorated fee of \$10 for each month, or portion of a month, remaining in the fiscal year, from the date of the application with a minimum fee of \$42.10 and a \$82.10 maximum.	
Permit Renewal Fee - Due July 1	\$61.60
Late Application Fee (after start of business)	\$25.65
Late Renewal Fee (30 days past due)	10% (\$25 minimum)

Utility Billing Miscellaneous Fees and Charges

Fee Description	2025/2026 Fee
Administrative Fees	
Notification of pending termination	\$10.30
Returned check charge	\$35.95
Reconnection Charge	
During business hours	\$30.80
After hours or on holidays	\$128.25
Service Connection	
During business hours	\$10.30
After hours or on holidays	\$128.25

Parking Fees

Fee Description	2025/2026 Fee
Charging Fees for Electric Vehicles - Per kWh	\$0.25
Paid Parking Fees (where applicable)	
City structure or lot:	
6:00 am - 6:00 pm (or segment)	\$2.75
6:00 pm - 2:00 am (per hour)	\$2.75
6:00 am - 2:00 am (maximum)	\$14.00
Parking Permit (where applicable)	
6:00 am - 6:00 pm Monday - Saturday (unless otherwise posted)	\$40.00
Other Downtown Parking Area Fees	
Short-term (<30 minutes) from a marked business vehicle with flashers	No charge
Daily parking permit (orange)	
First day or fraction of day	\$14.00
Additional days (limited to five) - per day	\$2.75

No charge on Sunday or federal holidays.

- Applicable permits/licenses must be current
- Limit of two permits per business address at a time
- Each permit is good for one parking space
- Not applicable to handicapped or short-term spaces equal to or less than 15 minutes, green loading zones, fire or other restricted areas.

Parking Fines and Fees (City-wide)

Fee Description	2025/2026 Fee
Basic Fine	
Overtime, improper parking, non-payment	\$30.00
Additional Fines	
More than three or four parking tickets in a year	\$35.00
More than five parking tickets in a year	\$70.00
Handicap space violation	\$190.00 or state law
Disabling boot, boot removal (available as negotiated by the City with tow company for 24-hour availability)	\$117.00

City Recorder Miscellaneous Fees and Charges

Fee Description	2025/2026 Fee
Audio/Video & Large Formatted Documents	
USB Flash Drive (Each department will determine cost basis of document)	\$10.30
Liquor Licenses	
Temporary/Special Event Liquor License (includes Fire license fee)	\$35.00
New Outlet/New Liquor License	\$100.00
Change of ownership license	\$75.00
Annual renewal	\$35.00
Lien Searches - Routine	\$35.00
Elections (Resolution 2009-05)*	
Required deposit for Citizen Initiative	\$800.00
Annexation	
Processing fee for County	\$300.00
Research Fee	
See page 2	\$58.00

* Deposit will be held by the City of Ashland until after the election and, in the case the referred or proposed measure is defeated at such election, the entire cost of holding the election on such measure shall be paid from such deposit, and if any balance remains after payment of such election expense, such balance shall be returned to the proposer of any such measure. In the event any such initiative or referendum is enacted at the election held thereon, the entire amount of such deposit shall be returned to the proposer of such measure, and the expenses of the election shall be paid by the City of Ashland.

Planning and Community Development Misc. Fees and Charges

Administrative Action Fees

Fee Description	2025/2026 Fee
Pre-Application Conference	\$205.20
Final Plat Review	
Partitions	\$175.70+\$13.60/lot
Subdivisions	\$446.30+\$37.20/lot
Sign Permits	
New Sign	\$175.95+\$3.10/lot
Portable Sign	\$37.20
Replacement Sign	\$37.20+\$3.10/lot
Temporary Event Food Truck/Cart Permit - Per Event	\$34.15
Food Truck/Cart Permit	\$446.30
Address Request Fee - Per Address #	\$50.30
Street Name Approval Fee - Per Street	\$128.25
Street Tree Removal Permit	\$102.60
Home Occupation Permits	\$37.20
Zoning Permit (fence, accessory structure, etc.)	\$37.20
Land Use Approval Extension Request	\$446.30
Lot Line Adjustments	\$446.30
Any Other Administrative Action	\$446.30

Type I Reviews

Fee Description	2025/2026 Fee
Tree Removal Permit (no other actions)	\$102.60
Solar Setback Variance	\$1,349.60
Amendments to Conditions	\$1,349.60
Physical & Environmental Constraints Permit	\$1,349.60
Conditional Use Permit (Type I only)	\$1,349.60
Variance (Type I only)	\$1,349.60
Residential Site Review	\$1,349.60+\$89.55
Final Plan Performance Standards	\$1,349.60+\$89.55
Land Partitions	\$1,349.60+\$89.55
Commercial Site Review ¹ (see next page)	\$1,349.60+0.5% (.005) of project value
Any Other Type I Review	\$1,349.60
Independent Review of Wireless Communication Facilities ² (see next page)	\$5,000.00
Administrative Senate Bill 1537 Adjustment	\$1,349.60

Middle Housing Reviews

Fee Description	2025/2026 Fee
Middle Housing Land Divisions	\$1,349.60
Middle Housing Land Division Appeal ¹	\$307.80

¹A middle housing land division appeal must be filed within 14 days of mailing of the notice of the decision and be accompanied by a \$300.00 deposit toward the cost of an appeal hearing before a referee. This deposit shall be refunded if the appellant materially improves their position from the Staff Advisor's decision. The appeal referee shall assess the cost of the appeal in excess of the initial deposit for costs, up to a maximum of \$500.00, against an appellant who does not materially improve their position from the decision of the Staff Advisor.

Type II Reviews

Fee Description	2025/2026 Fee
Conditional Use Permit (Type II only)	\$2,827.65
Variance (Type II only)	\$2,827.65
Outline Plan/Preliminary Plat for Subdivisions	\$2,827.25+\$180.60/lot
Final Plan with Outline/Performance Standards Subdivision	\$3,607.10+180.60/lot
Commercial Site Review ¹	\$2,827.65+.5% (.005) of project value
Any Other Type II Review	\$2,827.65
Independent Review of Wireless Communication Facilities ²	\$5,000.00

¹Project value includes the estimated valuation of all structures (per State of Oregon Building Code), as well as all related project site improvements, such as grading, paving, landscaping, bioswales, etc.

²The initial deposit required with an application for a new wireless communication facility that is not collocated is \$5,000 and shall be used by the City for the costs of expert review of the application. If at any time during the planning application process the account balance is less than \$1,000, the Applicant shall upon notification by the City replenish the account, so the balance is at least \$5,000. The maximum total consultant fees to be charged to the Applicant shall be \$15,000, and any unused portion of fee will be refunded.

Type III Reviews

Fee Description	2025/2026 Fee
Zone/Comprehensive Plan Map Change	\$3,606.80
Comprehensive Plan Change	\$3,606.80
Annexation	\$5,425.75
Urban Growth Boundary Amendment	\$5,425.75
Any other Type III Review	\$3,606.80

Legislative Amendments

Fee Description	2025/2026 Fee
Comprehensive Plan Map/Large Zoning Map Amendment	\$6,331.85
Land Use Ordinance Amendment	\$6,331.85
Comprehensive Plan Amendment	\$6,331.85
City Sponsored Legislation (Council Directive)	\$0.00

Other Planning/Community Development Fees

Fee Description	2025/2026 Fee
Appeals	
Appeal for initial public hearing (Building Appeals Board/Demolition Review Board/Planning Commission)	\$153.90
Appeal for final decision of City	\$333.45
Solar Access Permits	\$64.15+14.65/lot
Community Development Fee	
This fee is charged concurrently with Building Permit Fees at the time of building permit application for all building permits requiring a plan review. Fee shall not exceed \$30,000 per building permit for the Ashland School District.	1.2% of new construction per building code definition of valuation
Copy Fees/Prepared Documents	
Site Design & Use Standards	\$5.00
Street Tree Guide	\$5.00
Transportation Element	\$5.00
Downtown Plans (2001, 1998)	\$5.00
Street Standards Guide	\$5.00
Comprehensive Plan/Land Use Code	\$40.00
Marijuana/Hemp/Psilocybin Land Use Compatibility Statement (LUCS)	\$240.85
Zoning Verification Letter (ZVL)	\$53.10
1200-C Permit Verification	\$53.10

Research Fee

Electronic documents that can be located by a routine file search of 15 minutes or less will be provided at no charge. Record requests that exceed 15 minutes of staff time to complete will be charged a minimum \$25 research fee (see section 1, page7). Prepayment and written approval to proceed is required before any research work is done by staff.

Building Miscellaneous Fees and Charges

Permit Fees for Commercial and Residential

In accordance with OAR 918-050-0100: "Residential construction permit fees shall be calculated using the following methodologies. (c) Effective January 1, 2009, a structural permit fee for new construction and additions shall be calculated using the ICC Building Valuation Data Table current April 1 of each year, multiplied by the square footage of the dwelling unit to determine the valuation. The valuation shall then be applied to the municipality's fee schedule to determine the permit fee. The plan review fee shall be based on a pre-determined percentage of the permit fee set by the municipality. (A) The square footage of a dwelling, addition, or garage shall be determined from outside exterior wall to outside exterior wall for each level. (B) The square footage of a carport, covered porch, or deck shall be calculated separately at fifty percent of the value of a private garage from the ICC Building Valuation Data Table current as of April 1. (C) Permit fees for an alteration or repair shall be calculated based on the fair market value as determined by the Building Official, and then applying the valuation to the municipality's fee schedule

Commercial construction permit fees shall be calculated using the following methodologies. (c) A structural permit fee shall be calculated by applying the valuation to the municipality's fee schedule with a set minimum fee. Valuation shall be the greater of either. (A) The valuation based on the ICC Building Valuation Table current as of April 1 of each year, using the occupancy and construction type as determined by the Building Official, multiplied by the square footage of the structure; or (B) The value as stated by the applicant and approved by the building official. (C) When the construction or occupancy does not fit the ICC Building Valuation Data Table, the valuation shall be determined by the Building Official with input from the applicant."

Building Permit Fees

Fee Description	2025/2026 Fee
Total Value of Work Performed	
\$1.00 to \$500.00	\$92.35 per hour
\$501.00 to \$2,000.00	\$92.35 for the first \$500.00 plus \$10.30 for each additional \$1,000.00 or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$112.85 for the first \$2,000.00 plus \$8.25 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$301.65 for the first \$25,000.00 plus \$8.25 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$506.80 for the first \$50,000.00 plus \$5.15 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 and up	\$763.30 for the first \$100,000.00 plus \$4.15 for each additional \$1,000.00 or fraction thereof

Plan Review Fee for Commercial and Residential

Fee Description	2025/2026 Fee
Plan Review Fee	A plan review fee equal to 65% of the structural permit fee shall be due at application
Fire and Life Safety Plan Review <i>(When applicable)</i>	40% of structural permit fee
Additional Plan Review required by changes, additions, or revisions	\$92.35 per hour (1/2-hour minimum) Plus valuation increase based on tables
Special Inspection Agreement (QAA) Review Fee	\$92.35 per hour
Foundation Only	\$282.15 + 10% of the total building permit fee for each phase of work. Not to exceed \$1,538.85 for each phase.
Residential Deferred Submittal Fee	65% of the structural permit fee calculated using the total valuation of the deferred portion + \$100.00 per deferred item
Commercial Deferred Submittal <i>(Payable at building plan review and is addition to plan review of deferred work)</i>	65% of the structural permit fee calculated using the total valuation of the deferred portion + \$100.00 per deferred item
Phased Permit Fee	\$282.15 + 10% of the total building permit fee for each phase of work. Not to exceed \$1,538.85 for each phase.
Shell Building and Tenant Improvement Spaces	Permit fee for the construction of the shell building is based on 80% the valuation determined by building valuation data. The tenant improvement permit fee is based on 20% of the valuation.
Foundation Only	\$282.15 + 10% of the total building permit fee for each phase of work. Not to exceed \$1,538.85 for each phase.

Miscellaneous Fees for Commercial

Fee Description	2025/2026 Fee
Commercial Fire Sprinkler/ Fire Suppression/Fire Alarm	Total value of work performed (structural permit fee)
Commercial Fire Sprinkler/ Fire Suppression/Fire Alarm Review	65% of structural permit fee

Note: See appendix for methodology for calculation of valuation for all permit fees utilizing valuation/value of work

Inspection Fees for Commercial and Residential

Fee Description	2025/2026 Fee
Re-inspection Fee - Per Hour, 1/2 Hour Min.	\$92.35
Inspections Outside Normal Business Hours - Per Hour, Per Inspector, 1 Hour Min.	\$133.40
Temporary Certificate of Occupancy and Reapplication Fee(s)	\$51.30 per discipline/permit. Renewal required every 30 days
Site Observation-Inspection - Per Hour, 1 Hour Min. (e.g. pre permit consultation)	\$92.35
Without additional work done - per hour, \$150 min	\$92.35
Special inspection report - per hour	\$66.70
Re-issued Certificate of Occupancy	No Charge

Demolition Fees

Fee Description	2025/2026 Fee
Demolition Review Fee (<i>non-exempt structures</i>)	\$369.35
Demolition Permit Fee - Per Building, 1 Hour Min. (Permit fee for verifying utilities have been safely removed and capped off)	\$92.35
Demolition Capping off Sewer, Water, Rain Drain - Per Hour, 1 Hour Min.	\$92.35

Residential Plumbing Permit Fees

Fee Description	2025/2026 Fee
New Residential	
1 bathroom/kitchen (includes: first 100 feet of water/sewer lines; hose-bibs ice maker; under floor low-point drains; and rain-drain packages)	\$410.40
2 bathrooms/1 kitchen	\$512.95
3 bathrooms/1 kitchen	\$589.90
Each additional bathroom (over 3)	\$51.30
Each additional kitchen (over 1)	\$51.30
Remodel / Alterations	
Remodel / Alterations (minimum fee)	\$76.95
Each fixture, appurtenance, and first 100 ft. of piping	\$20.55
Minimum fee (when purchased as a bathroom unit(s) - includes the first 100 ft. of water service, sanitary & storm)	\$76.95
Piping or private storm drainage systems exceeding the first 100 ft.	\$22.60
Backflow assembly	\$25.65
Re-pipe water supply	\$92.35
Alternate water heating systems (coils, heat pumps, etc)	\$61.60
Solar	\$61.60
Swimming pool piping	\$51.30

Residential Plumbing Permit Fees, Continued

Fee Description	2025/2026 Fee
Residential Fire Sprinkler <i>(includes plan review)</i>	
0-2,000 square feet	\$205.20
2,001-3,600 square feet	\$256.50
3,601-7,200 square feet	\$359.10
7,201+ square feet	\$461.70
Manufactured Dwelling or Pre-Fab	
Connections to building sewer and water supply - per space	\$51.30
RV and Manufactured Dwelling Parks	
Installation fee	\$153.90
State fee	\$30.80
Factory manufactured awning/carport	Fee based on valuation of installation cost and system equipment. Refer to structural permit fees.
Each additional 10 spaces	
	\$102.60

Commercial Plumbing Permit Fees

Fee Description	2025/2026 Fee
Commercial, Industrial, and Dwellings Other than One- or Two-family	
Minimum fee	\$76.95
Each fixture	\$41.05
Swimming pool piping	\$61.60
Piping - per foot	\$0.80
Plumbing plan review	30% of permit fee
Sanitary Services	
First 100 feet	\$0.80
Each additional 100 Feet or fraction thereof	\$0.80
Storm Services	
First 100 feet	\$0.80
Each additional 100 Feet or fraction thereof	\$0.80
Water Services	
First 100 feet	\$0.80
Each additional 100 Feet or fraction thereof	\$0.80

Commercial Plumbing Permit Fees, Continued

Fee Description	2025/2026 Fee
Commercial Fire Sprinkler (including plan review)	
<i>Fee based on valuation of installation cost and system equipment</i>	
\$1.00 to \$500.00	\$92.35 per hour
\$501.00 to \$2,000.00	\$92.35 for the first \$500.00 plus \$10.30 for each additional \$1,000.00 or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$112.85 for the first \$2,000.00 plus \$8.25 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$301.65 for the first \$25,000.00 plus \$8.25 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$506.80 for the first \$50,000.00 plus \$5.15 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 and up	\$763.30 for the first \$100,000.00 plus \$4.15 for each additional \$1,000.00 or fraction thereof
Fire sprinkler/fire suppression/fire alarm plan review	65% of structural permit fee
Minimum permit fee	\$92.35
Miscellaneous	
Minimum fee	\$92.35
Specialty fixtures	\$41.05
Re-inspection (no. of hrs. x fee per hour)	\$92.35/hr. (1/2 hr. minimum)
Special requested inspections (no. of hrs. x fee per hour)	\$92.35
Medical Gas Piping	
Minimum fee	\$51.30
Valuation \$500 to \$2,000	\$51.30 + \$5.15 per \$1000 of valuation
Valuation \$2,001 to \$25,000	\$128.25 + \$18.50 per \$1000 of valuation
Valuation \$25,001 to \$50,000	\$554.00 + \$14.40 per \$1000 of valuation
Valuation \$50,001 to \$100,000	\$913.05 + \$9.25 per \$1000 of valuation
Valuation greater than \$100,000	\$1,374.75 + \$8.25 per \$1000 of valuation
Rainwater Harvesting System	
<i>Fee based on valuation of work to be performed.</i>	
Minimum fee	\$76.95
Valuation \$1 to \$500	\$76.95 for the first \$500 plus \$9.25 for each additional \$100 or fraction thereof, to and including \$2,000
Valuation \$2,001 to \$25,000	\$215.45 for the first \$2,000 plus \$10.30 per \$1,000, or fraction thereof, to and including \$25,000
Valuation \$25,001 to \$50,000	\$451.40 for the first \$25,000 plus \$10.30 per \$1,000, or fraction thereof, to and including \$50,000
Valuation \$50,001 to \$100,000	\$707.90 for the first \$50,000 plus \$9.25 per \$1,000, or fraction thereof, to and including \$100,000
Valuation greater than \$100,000	\$1,169 for the first \$100,000 plus \$9.25 per \$1,000 or fraction thereof

Commercial Mechanical Permit Fees

Fee Description	2025/2026 Fee
Commercial Mechanical Permit Fees	
Valuation \$1 to \$500	\$92.35/minimum
Valuation \$501 to \$100,000	\$92.35 for the first \$2,000.00 plus \$10.30 for each additional \$1,000.00 or fraction thereof.
Valuation \$100,000+	\$1,070.00 plus \$10.00 for each additional \$1,000.00 or fraction thereof.
Deferred submittals + fees	\$100.00 each item plus 65% of mechanical permit fee of deferred submittal valuation.
Plan review fee	25% of permit fee
Miscellaneous Fees	
Re-inspection	\$92.35
Specially requested inspection (per hour)	\$66.70
Regulated equipment (un-classed)	\$51.30

Residential Mechanical Permit Fees

Fee Description	2025/2026 Fee
Mechanical Permit Minimum Fee	\$76.95
Furnace/Burner including ducts & vents	
Up to 100k BTU/hr.	\$20.55
Over 100k BTU/hr.	\$20.55
Heaters/Stoves/Vents	
Unit heater	\$20.55
Wood/pellet/gas stove/flue	\$20.55
Repair/alter/add to heating appliance or refrigeration unit or cooling system/absorption system	\$20.55
Evaporated cooler	\$20.55
Vent fan with one duct/appliance vent	\$20.55
Hood with exhaust and duct	\$20.55
Floor furnace including vent	\$20.55
Gas Piping	
One to four outlets (any number of outlets)	\$20.55
Air-handling Units, including Ducts	
Up to 10,000 CFM	\$20.55
Over 10,000 CFM	\$20.55

Residential Mechanical Permit Fees, Continued

Fee Description	2025/2026 Fee
Compressor/Absorption System/Heat Pump	
Up to 3 hp/100K BTU	\$20.55
Up to 15 hp/500K BTU	\$20.55
Up to 30 hp/1,000 BTU	\$20.55
Up to 50 hp/1,750 BTU	\$35.95
Over 50 hp/1,750 BTU	\$46.20
Incinerator	
Domestic incinerator	\$20.55

Electrical Permit Fees

Fee Description	2025/2026 Fee
Residential per unit, service included	
1,000 sq. ft. or less	\$138.50
Each additional 500 sq. ft. or portion thereof	\$25.65
Limited energy	\$32.85
Each manufactured home or modular dwelling service or feeder	\$51.30
Multi-family residential	\$35.95
Residential and Commercial—Services or Feeders/Installation, Alteration, Relocation	
200 amps or less	\$97.50
201 to 400 amps	\$118.00
401 to 600 amps	\$194.95
601 to 1,000 amps	\$256.50
Over 1,000 amps or volts	\$564.25
Reconnect only	\$76.95
Temporary Services or Feeders	
200 amps or less	\$76.95
201 to 400 amps	\$102.60
401 to 600 amps	\$153.90
601 to 1000 amps	\$256.50
Over 1,000 amps or volts	\$461.70
Branch Circuits: New, Alteration, Extension Per Panel	
Branch circuits with purchase of a service or feeder	\$6.20
Branch circuits without purchase of a service or feeder:	
First branch circuit	\$66.70
Each additional branch circuit	\$7.70

Electrical Permit Fees, Continued

Fee Description	2025/2026 Fee
Miscellaneous Fees: service or feeder not included	
Each pump or irrigation circuit	\$66.70
Each sign or outline lighting	\$66.70
Signal circuit(s) or low voltage system, alteration or extension (each system)	\$66.70
Subdivision lighting per pole in addition to service	\$41.05
Swimming pool (panel, 3 circuits and bonding)	\$92.35
Specially requested inspection (per hour)	\$92.35
Each additional inspection over the allowable in any of the above, for those not covered under residential inspection caps (per inspection) - per hour, 1/2 hour min.	\$92.35
Special inspection - per hour, 1/2 hour min.	\$92.35
Reinspection - per hour, 1/2 hour min.	\$92.35
Field review-change of use - per hour, 1/2 hour min.	\$92.35

Residential Restricted Energy Electrical Permit Fees

Fee Description	2025/2026 Fee
Fee for All Systems¹, Including:	\$25.65
Audio and stereo systems	
Burglar alarm system	
Doorbell	
Garage-door opener	
Heating, ventilation, & air-conditioning systems	
Landscape lighting & sprinkler controls	
Landscape irrigation controls	
Outdoor landscape lighting	
Vacuum Systems	
Each Additional Inspection	\$25.65

¹For new construction, this permit fee covers all systems listed or can be sold separately.

Renewable Energy Systems

Fee Description	2025/2026 Fee
Renewable Energy Systems	
5 KVA or less	\$102.60
5.01 KVA to 15 KVA	\$102.60
15.01 KVA to 25 KVA	\$160.05
25.01 KVA and above	\$160.05 plus \$6.45/KVA for each additional

Renewable Energy Systems, Continued

Fee Description	2025/2026 Fee
Engineered Systems (Separate Electrical application required)	
Plan Review	65% of Building Permit
Re-Inspection Fee - per hour, 1/2 hour minimum	\$92.35
Wind generation systems in excess of 25 KVA:	
25.01 KVA to 50 KVA	\$209.30
50.10 KVA to 100 KVA	\$481.15
<i>For wind generations systems that exceed 100 KVA the permit fee shall be calculated in accordance with OAR 918-309-0040</i>	
Solar generation systems in excess of 25 KVA, per KVA	\$6.45
The permit charge will not increase beyond the calculation for 100 KVA. Permits issued under this sub-section include three inspections. Additional inspections will be billed at an hourly rate.	

Building Permit Reinstatement Fee

Fee Description	2024/2025 Fee	2025/2026 Fee	\$ Δ	% Δ
A building permit expires after a period of 180 days from the date of issue with no inspection activity.				
To reactivate an expired permit, a fee of \$50.00 per construction discipline is required (Building, Plumbing, Mechanical, Electrical).				
If the sum of the original permit fee subject to reinstatement is less than \$50.00, a reinstatement fee equal to half of the value of the original permit fee shall be accessed for permit reinstatement.				

Grading/Excavation Fees

Fee Description	2025/2026 Fee
Grading Fees	
Plan Review Fee - per hour	\$92.35
50 cubic yards or less	No Fee
51-100 cubic yards	\$128.25
101-1,000 cubic yards	\$205.20
1,001-10,000 cubic yards	\$410.40
10,001-100,000 cubic yards	\$512.95 for the first 10,001 cubic yards plus \$51.30 for each additional 10,000 cubic yards or fraction thereof
Additional plan review required for changes, additions, or revisions to approved plans - per hour, 1/2 hour minimum	\$92.35
Permit Fees	
50 cubic yards or less	No fee
51-100 cubic yards	\$102.60
101-1,000 cubic yards	\$102.60 for first 101 yards plus \$35.95 for each additional 100 cubic yards or fraction thereof

Other Building Fees

Fee Description	2025/2026 Fee
Investigation Fees	
Investigation Fee A - Low effort to determine compliance. Per hour.	\$92.35
Investigation Fee B - Medium effort to gain compliance. Stop work order posted. Applicant obtains required permits within 10 business days. Per hour, \$150 minimum.	\$92.35
Investigation Fee C - High effort to gain compliance. Applicant failed to meet deadline or has had more than one documented violation in 12 months for starting work without permits. Per hour, \$250 minimum.	\$92.35

State of Oregon Surcharge - ORS 455.210(4)

State of Oregon permit surcharge is 12% of structural, plumbing, mechanical and electrical components of the overall building permit.

Building Permit Refund Policy

The City of Ashland Community Development Department offers partial refunds for building permits that have been issued, have had no inspections performed and have not yet expired (six months from issue date). Refunds for permits that have expired are limited to any Systems Development Charges (SDC's) that were part of the permit fees.

How to Request a Refund

Submit a letter of refund request signed by applicant/owner with a mailing address for the refund check to the Community Development Department at 51 Winburn Way. The refund will be processed within 30 days of the date of the request letter.

The following fees are not refundable

- Building Plan Check Fee
- Fire Protection Review Fee
- 50% of Community Development Fee (maximum equal to Building Plan Check Fee)
- 50% of Engineering Development Fee (maximum equal to Building Plan Check Fee)

The remainder of the permit fees are refundable. A \$50.00 administrative fee will be subtracted from the eligible refund amount for costs associated with the refund process.

Fire Miscellaneous Fees and Charges

Fee Description	2025/2026 Fee
Report Fees	
Non-patient pre-hospital care reports	
10 pages or less	\$20.55
Each additional page	\$0.30
Fire incident reports	
10 pages or less	\$12.35
Over 10 pages	\$15.40
Patient report	
10 pages or less	\$41.05
Each additional page	\$0.30
Mailing cost	Actual Cost
Fire Investigation and Fire Marshal Reports	
Narrative report	
10 pages or less	\$20.55
Each additional page	\$0.30
Photos - each	\$1.05
Photo log	\$20.55
Investigation drawings/chart - each	\$20.55
Research Fee	Page 2
Cost Recovery Fees (MVC, Haz-Mat, Rescue)	
Level 1 MVC - Assessment and stabilization	
First hour	\$538.60
Each additional hour	\$266.75
Level 2 MVC – Level 1 plus fluid clean-up	
First hour	\$564.25
Each additional hour	\$312.90
MVC with Extrication (requires use of extrication equipment)	
First hour	\$1,641.45
Each additional hour	\$820.75
Hazardous Material Incidents	
Level 1 – Incident command, isolate and deny entry, evacuations if needed	\$872.05
Haz-Mat 8 activation with AF&R engine standby - per hour	\$497.60
Haz-Mat 8 activation with AF&R ambulance standby - per hour	\$369.35
Victim Rescues	
Engine response - per engine, per hour	\$512.95
Technical rescue team - per person, per hour	\$169.30

Fire Miscellaneous Fees and Charges, Continued

Fee Description	2025/2026 Fee
Emergency Medical Services	
AF&R ambulance membership- basic annual	\$66.00
AF&R ambulance membership-plus annual	\$131.00
Emergency medical service fee – aid call per patient	\$448.00
Advanced life support transport – per patient (per current rate schedule)	\$1,591.33
Basic life support transport – per patient (per current rate schedule)	\$1,386.13
Ambulance mileage rate – per mile (per current rate schedule)	\$23.91
Ambulance waiting time, per 1/2 hour	\$56.45
Ambulance stand by - per hour, 2 hour minimum	\$123.15
On scene coordinator - per hour	\$61.60
Extra attendant - each	\$56.45
Emergency Medical Services/Standby Fees	
Structure engine standby for events - per hour	\$497.60
Brush engine standby for events - per hour	\$312.90
Fire and Life Safety Division standby - per hour	\$112.85

Fire Marshal Review Fees

Fee Description	2025/2026 Fee
Plan Checks	
Any building permit	24% of the Building Division Structural Permit Fee and Plan Check Fee
Condominium	24% of the Building Division Structural Permit Fee and Plan Check Fee
Survey Plat Review Fees	
Partition plats	\$109.80
Condominium plats	\$236.00
Subdivision plats	\$236.00
Other	
All hydrant flow requests. To be charged to the developer or installer	\$153.90
False alarm charge	\$256.50
First Aid/CPR Classes - Per Person Cost	
Basic Life Support (BLS) for Healthcare Providers CPR Class	\$71.85
Heart Saver CPR & First Aid Class	\$71.85
Heart Saver CPR Class	\$46.20
Family and Friends CPR Class	\$7.20

Fire Marshal Review Fees, Continued

Fee Description	2025/2026 Fee
Inspection Fees	
<i>Initial Inspection (Re-inspection Included)</i>	
Travelers Accommodation	\$41.05
Occupancy Type "B"	\$0.00
0-1,000 sf.	\$41.05
1,001-3000 sf.	\$76.95
Occupancy Type "A, E, M, S"	
0-3,000 sq ft	\$76.95
Occupancy Type "F, H, I"	
0-3,000 sq ft	\$128.25
3,001-10,000 sq ft	\$205.20
10,001-20,000 sq ft	\$256.50
Over 20,000 sq ft	\$307.80
Occupancy Type "A, B, E, M, S"	
3,001-10,000 sq ft	\$128.25
10,001-20,000 sq ft	\$179.55
Over 20,000 sq ft	\$230.85
Occupancy Type "R, SR"	
3 to 10 Units	\$76.95
11 to 40 Units	\$128.25
41 to 70 Units	\$179.55
Over 70 Units	\$256.50
Non-compliance after 2nd inspection: inspection fee +	Base Fee +\$102.60
Non-compliance after 3rd inspection: inspection fee +	Base Fee +\$205.20
Non-compliance after 4th inspection / subsequent inspections: inspection fee +	Base Fee +\$410.40
Operational Permits	
Fireworks public display	\$153.90
Exhibits and trade shows	\$153.90
Fumigation and thermal insecticide fogging	\$307.80
Vehicles or equipment in assembly buildings	\$51.30
Pyrotechnic and special effects	\$76.95
Open flame	\$76.95
Haunted houses	\$51.30
Marijuana processing	\$512.95
Fire performances (per event)	\$76.95
Temporary membrane structures, tents and canopies	
200-400 sq ft	\$51.30
Above 400 sq ft	\$128.25
Hydrostatic test	\$76.95
Underground flush test	\$76.95
Hood system trip test	\$76.95
Fire acceptance test	\$153.90
Egress light test	\$153.90
Above ground lp tank install	\$76.95

Fire Marshal Review Fees, Continued

Fee Description	2025/2026 Fee
Operational Permits, Continued	
Above ground lp tank removal	\$153.90
Commercial lp usage less than 500 gallons	\$76.95
Underground fuel tank install	\$307.80
Underground fuel tank removal	\$512.95
Construction and Use Permits	
Compressed gas	\$153.90
Flammable and combustible liquid storage	\$153.90
Hazardous materials storage	\$307.80
Hazardous materials production	\$307.80
Industrial ovens	\$153.90
High piled combustible storage	\$153.90
Permits not specifically mentioned but required by fire code	\$51.30 - \$512.95 depending on staff hours and complexity
Pre application comments	\$25.65
After hours and weekend inspections	\$153.90
Fire Systems Cover Up/ Acceptance Test Inspections	
0-3,000 sq ft	\$76.95
3,001 to 10,000 sq ft	\$128.25
10,001 to 20,000 sq ft	\$179.55
20,001 to 40,000 sq ft	\$359.10
40,001 to 80,000 sq ft	\$718.15
Above 80,000 sq ft	\$1,025.90
Weed Abatement	
Staff time	See page 2
Mailing cost	Actual Cost
Weed abatement by contractor	Actual Cost
Other	
T-shirt	\$35.00
Sweatshirts	\$55.00
Misc. apparel items	Prices vary

Electric Miscellaneous Fees and Charges

Fee Description	2025/2026 Fee
Banners - Each	\$128.25
Temporary Service Drop	
Single phase underground temp 300 amps or less	\$253.40
Single phase overhead temp 300 amps or less	\$302.65
Three phase	Actual Cost
Street Light	
Install of light shroud	\$82.10

Electric Meter Charges

Fee Description	2025/2026 Fee
Meter Tests for Accuracy	
Once in twelve months	No Charge
Two or more times in twelve months	\$180.60
Meter repairs/replacement (damaged by customer)	Actual Cost
Non-Radio Frequency Meter Charges	
Conversion from radio frequency (RF) to non-RF meter	No Charge
Monthly Fee to manually read Non RF meter	No Charge
Service Calls	
Once in twelve months	No Charge
Two or more times in twelve months	\$208.30
Other hours or holidays	\$310.85
Service Connection for Applicant	
De-energize service	\$260.60
Scheduled Work After Hours	Actual Cost
Unauthorized Connection	\$220.60

Electric Line Extension Charges

Fee Description	2025/2026 Fee
New Single-Family Residential Service	
Overhead service in existing developed areas from distribution line to and including meter.	\$595.05
Overhead service upgrade or increased service for 300 amps or less	\$595.05
Replacement of service from overhead to underground, 300 amps or less. Customer provides all trenching, conduit, backfilling and compaction as directed by the City.	\$1,248.55
Underground residential service of 300 amps or less. Customer provides conduit, trenching, back fill, compaction as directed by the City.	\$715.05
Underground Distribution Installation Charges	
Per lot less house service and engineering fees.	\$1,216.75
Subdivisions of 0 to 20 engineering fee per lot	\$175.45
Subdivisions of 21+ engineering fee per lot	\$265.75
Three phase subdivision as required by City per lot	\$265.75
Any Overhead/Underground Service Over 300 Amps	Actual Cost
Commercial, Institutional and Industrial Service	Actual Cost
Blower Door Leak Test (<i>Gas heat customers only</i>) *	\$76.95
Duct Leak Test (<i>Gas heat customers only</i>) *	\$128.25
**Electric heat customers = no fee	

IT Miscellaneous Fees and Charges

Fee Description	2025/2026 Fee
Installation Fees	
Basic installation - Pre-wired CATV outlets only. (Additional charges for parts and supplies apply)	\$20.00
Add Trap ("filter")	\$10.00
New customer cable modem activation	\$10.00
Cable modem (refurbished 90 –day replacement warranty)	\$50.00
Additional materials	\$10.00
Over-and-beyond regular installation including multi outlets, outlet plates, additional wiring, replacement of customer damaged outlets.	
Wi max standard installation	\$200.00
Disconnect Fees	
Disconnect	\$50.00
Remove trap ("filter")	\$10.00
Truck Roll	\$35.00
Field Technician Hourly Rate	
Non-standard work such as advancing troubleshooting, non-standard outlets, fishing wire inside walls, etc.	\$55.00
Consulting and Technical Support Hourly Rate	
For support issues not related to AFN infrastructure, performance, and reliability. Minimum charge one hour.	\$85.00
Non-City Employee Staff Screening	
Charge for each vendor employee submitted for authorization to access AFN and City Service Center facilities.	\$150.00
Fiber Service Installation	
Overhead served connections	Individual Business Case (IBC) & quote
Underground served connections	IBC & quote
Ethernet	
Transit @ 100 Mbps	IBC & quote
Transit @ 1000 Mbps	IBC & quote
Static IP Address - Per Month, Each	\$5.00
Maximum of 5 Static Internet Protocol (IP) addresses*	
Minimum level of service for static IP and Quality of Service (QoS) is "CHOICE" or higher service tier.	
QoS Fee - Per Month	\$3.50
VOIP (phone) enhancement available with AFN Choice or higher service level through AFN certified modems.	

IT Miscellaneous Fees and Charges, Continued

Fee Description	2025/2026 Fee
Business Augmented Upload Package (additional 5 Mbps) - Per Month	\$15.00
Available exclusively for AFN Direct Small Office/Home Office (SOHO) or Small Business. Must have current City of Ashland business license.	
<i>*Additional fee added to base AFN Direct retail rates on specific packages.</i>	
SOHO business augmented upload package - per month. Maximum SOHO upload speed with augmented upload service at up to 9 Mbps.	\$80.00
Small Business augmented upload package - per month. Maximum Small Business upload speed with augmented upload service at up to 10 Mbps.	\$100.00
Non-return of Customer Premise Equipment (CPE) Devices	\$300.00
CPE's must be returned on disconnect date of AFN services.	
Cable TV (CATV) Seasonal Reconnects & Disconnects	
Disconnects & reconnects - per visit	\$10.00
Service change - per visit	\$10.00
Install HBO filter - per visit	\$10.00
CATV House Amp Fee - Each	\$35.00
Utility Billing Lobby Signage Fee - Per Month	\$100.00
Cable Modem Rental - Per Month	\$5.00
Non-Return of Rented Modem at Closing of Account - Each	\$50.00
Cable Modem Purchase - Each	\$50.00
<i>* Resolution 2010-28 (Section 2, page 38) grants Information Technology management ability to set promotional rates.</i>	
Fiber services	
Fiber Essentials - Wholesale	\$40.00
Fiber Essentials - Retail	\$50.00
Fiber Advanced - Wholesale	\$48.00
Fiber Advanced Retail	\$60.00
Fiber Ultimate - Wholesale	\$75.00
Fiber Ultimate - Retail	\$90.00
Fiber Multi-gig - Wholesale	\$90.00
Fiber Multi-gig - Retail	\$120.00
Fiber Ultimate Promotional - Wholesale	\$60.00
Fiber Ultimate Promotional - Retail	\$70.00
Router setup - Wholesale	\$25.00
Router setup - Retail	\$50.00
Router monthly fee - Wholesale	\$4.75
Router monthly fee -Retail	\$6.49
Mesh unit monthly fee - Wholesale	\$1.49
Mesh unit monthly fee - Retail	\$3.49

Police Miscellaneous Fees and Charges

Fee Description	2025/2026 Fee
Police Reports	
10 pages or less	\$12.35
Over 10 pages	\$15.40
Research Fee	See page 2
Visa Letters	\$19.50
Fingerprint Cards	
First card	\$35.95
Each additional card	\$10.30
Photographs (CD)	\$19.50
Audio Recordings¹	\$19.50
Mobil Audio Video Recordings (MAV)¹	\$19.50
Body Camera Video¹	\$19.50
Impound/Tow Fee - Cash Only	\$107.75
Vehicles for Hire - Per Ordinance 3160	
Permit fee for transportation network company	\$5,129.50
Permit fee for taxi or limousine company	\$512.95
Permit for vehicle for hire drivers	
New	\$61.60
Renewal	\$61.60

¹Any audio or video recording requiring extensive redaction, more than 30 minutes, shall be charged at a rate outlined under Research Fee. Refer to section 1, pg. 7.

Public Works Miscellaneous Fees and Charges

Fee Description	2025/2026 Fee
Engineering Development Fee	0.75% of Valuation

This fee is charged concurrently with Building Permit Fees at the time of building permit applications. The fee applies to all new residential dwelling units and commercial developments. Remodels, additions and accessory buildings are not assessed this fee.

Public Works - Fee Inflators

Fee Description
March CPI - Used for Plat & Plan Checks, PW & Engineering Inspections, Permits and Cemetery Fees
March 2025 CPI value = 313.250 (New)
March 2024 CPI value = 312.332 (Old)
$(313.250 - 312.332) / 312.332 = 0.29\%$
March ENR - Used for Sewer and Water Connection Fees
March 2025 ENR value = 13782.50 (New)
March 2024 ENR value = 13532.01 (Old)
$(13782.50 - 13532.01) / 13532.01 = 1.85\%$
January CPI - Used for Airport Fees
January 2025 CPI value = 317.671 (New)
January 2024 CPI value = 308.417 (Old)
$(317.671 - 308.417) / 308.417 = 2.99\%$

Public Works / Engineering Inspections & Permits

Fee Description	2025/2026 Fee
Subdivision Construction Inspection/Public Works Improvement Inspection	5% Engineer Fee (5% of the public improvement cost)
Street or Alley Excavation Permit	
Base fee	\$250.00
Age of street:	
Less than 5 years	\$7.00/linear foot
Between 5 and 10 years	\$6.00/linear foot
Between 10 and 15 years	\$4.00/linear foot
Over 15 years	\$2.00 linear foot
Encroachment Permit	\$250.00
Miscellaneous Construction Permit (Construction of curb, sidewalk, driveway apron, etc.)	\$83.00
Dust Suppression Permit	\$83.00
Driveway Painting Permit (Includes a can of paint)	\$19.00
Right-of Way Closure	
Street	\$250.00
Sidewalk: >72 hours	\$83.00
Sidewalk: <72 hours	\$19.00
Parking Space: >72 hours	\$83.00
Parking Space: <72 hours	\$19.00
Block Party	\$19.00
Sidewalk Dining	
Base fee (50 sq. ft. included)	\$250.00
Over 50 sq. ft.	\$6.00 per sq. ft.
Functional Item – Annual Renewal	\$83.00
Special Event Permit	
Base fee	\$130.00
Events that require City staff overtime	Actual Cost
Street Painting Permit	\$19.00
Loaned Functional Item, Pennant Application Fee	\$169.00
Publication Box per Publication - Annual Renewal	\$35.00
Bike Rack Purchase	\$165.00

Public Works / Engineering Inspections & Permits, Continued

Fee Description	2025/2026 Fee
Special Vehicle Permit-Initial Fee	
Initial Fee	\$346.00
Annual Renewal	\$134.00
Penalty for No Permit	150% of permit cost
Street or Alley Vacation	\$837.00
An administrative fee of 25% will be assessed on all permit refunds. Refunds will not be issued if requested later than one year following the application date.	

Sanitary Sewer Connection Fees

Fee Description	2025/2026 Fee
Sanitary Sewer Mainline Video Inspection - Min Charge (Cost based on time and materials)	\$406.00

Water Connection Fees

Fee Description	2025/2026 Fee
Installation of Water Services	
The installation of all new water services and taps regardless of size will be charged on a time and materials basis.	Actual Cost
Utility Locates	
First utility locate at an address	No Charge
Additional locates at same address	\$88.00
Water Meter Re-Read	
Once in 12 months	No Charge
Each additional re-read in 12 months	\$41.00
Water Meter Field Test	\$63.00
Water Meter Bench Test	
3/4" or 1" Water Meter	\$139.00
1 1/2" or 2" Water Meter	\$260.00
Larger Meters	Actual Cost
Water Pressure Check	
Water pressure check once in 12 months	No Charge
Each additional pressure check in 12 months	\$49.00
Water Chlorination Test - Subdivision Retest Upon Failure (Cost based on time and materials)	\$822.00
Water Pressure Test - Subdivision Retest Upon Failure (Cost based on time and materials)	\$497.00

Cemetery Fees, Sales of Liners, Markers

Fee Description	2025/2026 Fee
Sales of grave spaces or burial plots, liners and markers: fees split, 40% to the cemetery fund and 60% to the cemetery trust fund.	
Grave Space	
Lawn and monument sections	\$647.00
Baby Land	\$204.00
Niches (bronze)	\$547.00
Urn garden	\$204.00
Crypt	\$1,367.00
Concrete Cemetery Box, Including Setting	\$547.00
Concrete Liners	Cost plus 10%
Final Inscriptions - Minimum Charge	\$191.00
Niche Vases	\$184.00
Grave Markers	Wholesale cost X 2.5 not to exceed \$753.00
Grave Marker Setting, Concrete Base	\$204.00
Monticello Burial Vault (Sealed Concrete)	\$1,505.00

Sexton Fees

Fee Description	2025/2026 Fee
Opening and Closing Graves	
Ground	\$547.00
Double-deep	\$614.00
Infant	\$204.00
Opening and Closing Crypts	\$547.00
Opening Closed Crypts	\$547.00
Opening and Closing Niches	\$140.00
Opening Closed Niche	\$140.00
Inter Cremains in Grave Spaces	\$204.00
Scattering of Cremains	\$140.00
Disinterment (Paid in advance)	\$1,367.00
Saturday, Sunday or Holiday Burial	\$546.00

Sexton Fees, Continued

Fee Description	2025/2026 Fee
Grave Setup Rental - Per Occurrence	\$139.00
Tent Rental - Per Day	\$67.00
Perpetual Care Lots, Sold Before 1927	\$140.00
Vases	
Galvanized	\$55.00

Cemetery fees will be subject to a 1.5% finance charge per month if not paid within 60 days of use. All above services will be sold pre-need in installments, interest free, with a minimum payment of one-twelfth of the total sale.

Ashland Airport Fees

Fee Description	2025/2026 Fee
Lease Type A - City Owned - Rentals	
T-hangars	
Without doors	\$248.00
¹ With vintage doors	\$311.00
¹ With contemporary doors	\$391.00
Helicopter hangar	\$311.00
Box hangars	
With reversionary stack door -per sq. ft./month	\$0.32
"Shell rental" (privately built, City owned) -per sq. ft./month	\$0.37
"Amenities" for any City Owned Hangar	
Office space (inside dimension) -per sq. ft./month	\$0.31
Bathroom (building footprint - outside wall dimension) -per sq. ft./month	\$0.03
Heat (any upgraded head source including gas and electric -per sq. ft./month	\$0.01
Monthly tie-downs	
Small	\$55.00
Large ²	\$75.00
Overnight tie-downs	
Small	\$10.00
Large ²	\$20.00
Tie Down Rental Policy	
All parties utilizing tied down parking are required to provide written consent to the Airport deeming the owner of any stored or parked aircraft as the last FAA registered owner of that aircraft. After an unpermitted failure to pay required rent or the aircraft becomes inoperable either mechanically or by regulation, and any such condition exceeds a ninety (90) day period for storage or parking, the Ashland Airport has the authority to treat the aircraft as a nuisance under AMC Chapter 2.31 Uniform Violation Abatement Process. Any appeal to the Ashland Airport taking such action is subject to AMC 2.30 Uniform Administrative Appeals Process.	
Lease Type B - Ground Lease - City Owned Hangars	
Ground lease - no minimum footage - per sq. ft., per year	\$0.254

Ashland Airport Fees, Continued

Fee Description	2025/2026 Fee
Lease Type C - Ground Lease - Privately Owned Hangars	
Privately owned ground lease minimum footage 60'x40' - per sq. ft., per year	\$0.597
Hangar Reservation Fees	
T-hangar - basic fee	\$103.00; and 75.00 is applied to first months' rent
Ground lease space	\$2,060.00 - Non-refundable space reservation fee*
Reservation fees are valid for a period of 1 year at which time can be renewed for an additional 12 months if progress is shown towards development of a hangar onsite.	
Specialized Aviation Service Operations (SASO) Fee (Annual)	
The square footage of the hangar multiplied by 1.6, multiplied by the current B Ground Lease fee rate. A Hanger keeper will have the square footage of the hangar multiplied by 1.0, multiplied by the current B Ground Lease fee rate.	
Mobile Service Providers (MSP) Airport User Fee (Annual)	
Basic Fee	
First two employees	\$361.00
Each additional employee	\$26.00
Temporary MSP (90 days max, non-renewable)	\$103.00
Freight Operation	
(Follows Medford International Airport adjustments annually)	
Tariff Rate	\$5.45/1,000 lbs.

¹An additional electrical surcharge of \$5.00 per month will be added to this amount.

²Large aircraft defined as a single engine turbo-prop or multi-engine aircraft with a gross certified aircraft weight of 6000 lbs. or greater

Parks and Recreation Miscellaneous Fees and Charges

Picnic and Facility Rentals and Special Events

Fee Description	2025/2026 Fee
Group Picnic Rentals	
Cotton Memorial Area - 4-hour rental	\$125.00
Madrone Area - 4-hour rental	\$75.00
Root Memorial - 4-hour rental	\$75.00
Hillside Picnic Area - 4-hour rental	\$75.00
Sycamore Grove - 4-hour rental	\$75.00
North Mountain Park Pavilion - 4-hour rental	\$75.00
Lawn below Upper Duck Pond	\$75.00
Butler Band Shell - 8-hour rental	
Under 200 people	\$250.00
Over 200 people	\$500.00
Garden Way Pavilion - 4-hour rental	\$75.00
Private Use/Rental Tennis/Pickleball Courts - 1 hour rental	\$20.00
Ashland Japanese Garden	
Private Event Rental - 3 hours rental	
Off season, Monday-Thursday	\$750.00
Off season, Friday-Sunday	\$1,000.00
Busy season, Monday-Thursday	\$1,250.00
Busy season, Friday-Sunday	\$1,500.00
<i>Busy season = April - July and October</i>	
<i>Off season = November - March, August and September</i>	
Deposits-Refundable Credit Card Only	
Picnic areas	\$75.00
Butler Band Shell	\$150.00
Buildings security	\$150.00
Japanese Garden	\$150.00
Special Event Fees	
Special event application fee	\$130.00
Street closure fee	\$150.00
Park booth fee (per booth)	\$30.00
Exclusive Use Fee-Impact Fee/Per site location /per 8 hours	\$150.00
Alcohol Fee (non-refundable)	
Not for profit	\$500.00
All other	\$1,000.00

Picnic and Facility Rentals and Special Events, Continued

Fee Description	2025/2026 Fee
General Building Reservations	
The Grove - full facility	
Weekdays - per hour	\$100.00
Weekends - per hour	\$175.00
The Grove Otte/Petterson OR Gym	
Weekdays - per hour	\$40.00
Weekends - per hour	\$60.00
Hunter Park Senior Center - Single Room	
Weekdays - per hour	\$40.00
Weekends - per hour	\$60.00
Ashland Senior Center - full facility (excluding kitchen & office)	
Weekends only - per hour	\$120.00
Community Programming Partner Fee	\$20.00
Pioneer Hall*	
Weekdays - per hour	TBD
Weekends - per hour	TBD
Pioneer Hall Cleaning Fee (nonrefundable)	TBD
Community Center*	TBD
Weekdays-per hour	TBD
Weekends-per hour	TBD
Community Center Cleaning Fee (nonrefundable)	
Miscellaneous equipment fee	\$100.00
Electricity use fee - per 4 hours	\$25.00

Field Usage

Fee Description	2025/2026 Fee
Field Usage	
Tournaments - per day per team	\$50.00
Ball field lights - per hour	\$34.00
Facility Usage	
1 day per week/season (each organization)	\$300.00
2 days per week/season (each organization)	\$450.00
3-4 days per week/season (each organization)	\$600.00
5-7 days per week/season (each organization)	\$750.00

* Buildings are currently not in use. Fees to be determined after a rental policy is established by Parks.

Calle Seating

Fee Description	2025/2026 Fee
Calle Seating	
8-month Season	
Artisans	
2 weekend days per week - per sq. ft.	\$6.99
Restaurant Seating	
7 days per week - per sq. ft.	\$10.36
5 days per week - per sq. ft.	\$6.48
9.5-month Season	
Artisans	
2 weekend days per week - per sq. ft.	\$6.99
Restaurant Seating	
7 days per week - per sq. ft.	\$12.30
5 days per week - per sq. ft.	\$7.69

Daniel Meyer Pool Fees

Fee Description	2025/2026 Fee
Daniel Meyer Pool	
Admission	
Youth	\$3.00
Adult	\$4.50
Lap swim	
Youth	\$3.00
Adult	\$4.50
Water Aerobics/Water Polo	
Youth	\$5.00
Adult	\$5.00
Swim lessons (8 class session)	
Per 8 class lesson 1 to 4 ratio	\$48.00
Per 8 class lesson 1 to 6 ratio	\$55.00
Cost is dependent on the age of the child and the length of the lesson.	
Senior only sessions	\$3.00
Private lessons	\$30.00
Open swim/lap swim punch card	
Youth/Senior 10 punch	\$27.00
Youth/Senior 20 punch	\$54.00
Adult 10 punch	\$40.50
Adult 20 punch	\$81.00
Water aerobics punch card (20 punch only)	\$90.00

Recreation Programs & Community Gardens

Fee Description	2025/2026 Fee
Youth Recreation Programs	
60/40 up to 80/20 split w/ instructor and APRC	
Adult Recreation Programs	
60/40 up to 80/20 split w/ instructor and APRC	
Senior Recreation Programs & Services	
Senior Activity Classes	60/40 up to 80/20 split w/ instructor and APRC (activity fees range from \$2-10/class)
TouchPass lost card replacement	\$2.00
Community Garden Fees	
10x10	\$45.00
10x12	\$54.00
10x20	\$80.00
20x20	\$100.00
4x12 - depending on location	\$22.00 to \$29.00
Refundable deposit	\$50.00
Nature Center School Programs	
K-2/half day	\$150.00
3-5/ full day	\$225.00

Ashland Rotary Centennial Ice Rink

Fee Description	2025/2026 Fee
General Admission	
Youth	\$4.00
Adult	\$5.00
Skate Rental	\$3.00
Hockey Admission	
Youth	\$5.00
Adult	\$9.00
Skating Private Lesson - 30 Minutes	\$28.00
Group Rental Rate - Per Person (8-30 ppl)	\$8.00
Ashland Rotary Centennial Ice Rink Discounts	
Special event	
Youth	\$2.00
Adult	\$4.00
Cheap skate-rental	\$1.00
Student night admission (includes skate rental)	\$6.00
Recreation skate gift card	\$6.00
Ice Rink Multi-Pass	
Youth punch card-all programs (5-13)	\$35.00
Adult punch card-all programs (14+)	\$45.00
School groups - (per group of 30)	\$100.00

Oak Knoll Golf Course

Fee Description	2025/2026 Fee
Annual Passes¹	
Single	
Annual payment (7 days)	\$1,199.00
Single Annual (M-F only) No Holidays	\$859.00
Multi Round Card (10/9 hole rounds, expires 1 year from purchase)	\$179.00
Name Change: Senior/Vet (55+) – single	
Senior/Vet Annual payment (7 days)	\$1,099.00
Senior/Vet (M-F only) No Holidays	\$799.00
Couple/domestic partner	
Couple/Domestic Partner Annual payment	\$1,399.00
Couple/Domestic Partner (M-F only) No Holidays	\$999.00
Family + 1 – couple plus one (17 and under) in household	
Annual payment	\$1,574.00
Family + 1 (17 and under) in household (M-F only) No Holidays	\$1,174.00
Junior-single (17 and under)	\$199.00
Snowbird (for 6 months) – single	\$750.00
Daily Adult Fees (Ages 18 +)	
9 holes walk	\$20.00
18 holes walk	\$32.00
Senior & Veteran 9 holes walk	\$18.00
Senior & Veteran 18 holes walk	\$28.00
Cart Fees - Per Person, Year-Round	
9 holes (per seat)	\$10.00
18 holes (per seat)	\$15.00
Daily Junior Fees (Ages 8 to 17)	
9 holes - year-round	\$8.00
18 holes - year-round	\$15.00
Driving Range - One Token (35 balls)	
	\$4.00
Oak Knoll Golf Course Wedding Fees	
November-February - full day	\$750.00
November-February - half day	\$400.00
March-October - full day	\$1,500.00
March-October - half day	\$800.00
Credit Card Processing Fee	3%

The Director has authority to modify rates for marketing and market conditions no less than 20% below standard rates



Council Business Meeting

Date: July 15, 2025

Agenda Item	Affordable Housing RFP Award-Beach Creek Properties
Department	Community Development
From	Linda Reid, Housing Program Manager, Brandon Goldman, Director of Community Development

TIME ESTIMATE

30 Minutes

CATEGORY

Action Needed - Motion to approve an action

SUMMARY

The Council is requested to determine whether to award or not award the six dedicated Beach Creek lots for affordable housing development based on the recommendation of the Housing and Human Services Advisory Committee following the RFP process.

POLICIES, PLANS & GOALS SUPPORTED

Comprehensive Plan, Housing Element, Policy 12: Cooperate with for-profit and non-profit affordable housing providers in locating low- and moderate-income units in Ashland.

Housing Production Strategy 'Strategy A': Evaluate participating in or establishing a land bank.

Ashland Municipal Code 18.5.8.G.2 : 2. As an alternative to providing affordable units per section [18.5.8.050.G.1](#), above, the applicant may provide title to a sufficient amount of buildable land for development complying with subsection [18.5.8.050.G.1.b](#), above, through transfer to a non-profit (IRC 501(3)(c)) affordable housing developer or public corporation created under ORS [456.055](#) to [456.235](#).

BACKGROUND AND ADDITIONAL INFORMATION

At the regular business meeting on August 20, 2024, the City Council accepted the dedication of six residential lots to fulfill the remaining affordable housing obligation from the Beach Creek Annexation (Planning Action PA-T3-2021-00003). The annexation required a total of eight deed-restricted affordable housing units. Two lots were previously dedicated to Rogue Valley Habitat for Humanity during Phase I of the subdivision and have been developed. The remaining six lots, four of which (Lots 43, 45, 46, and 47) have existing land use approvals for a cottage housing development, will allow for the construction of six additional affordable ownership units, and potentially two accessory dwelling units.

At the time of the dedication, Council directed staff to develop a Request for Proposals (RFP) to identify a qualified non-profit housing provider to develop the six lots. Staff collaborated with the Housing and Human Services Advisory Committee (HHSAC) to prepare the RFP, incorporating committee recommendations before presenting it to Council for approval. The Council reviewed and approved the RFP's issuance with amendments on February 18, 2025, and staff issued it on May 1, 2025. The RFP was posted on the City's website and social media, and shared with interested non-profit housing providers. The submission period remained open for 45 days.

One application was received in response to the RFP from Trusted Homes. Prior to the close of the RFP period, staff had discussions with other local non-profit housing providers who indicated they were either at capacity with existing projects or were not in a position to respond due to uncertainties related to their federal funding streams. On June 26, 2025, the Housing and Human Services Advisory Committee reviewed the Trusted Homes proposal and voted to recommend awarding the Beach Creek lots to Trusted Homes for the development of affordable ownership housing over the next three years.





Council Business Meeting

FISCAL IMPACTS

An award of the Beach Creek property to Trusted Homes, as recommended by the Housing and Human Services Advisory Committee, would include the City retaining ownership of the lots until such time as Trusted Homes is able to secure a funding award from the State to finance the development of affordable housing. The anticipated timeframe for application and award is estimated to be approximately one year from now. During that time the City would be required to pay any homeowners' association (HOA) dues assessed on the City owned lots. The HOA will not be able to assess dues until the HOA is formed. Once formed the HOA dues are estimated at \$58 per lot per month, however this amount does not include any special assessments. The City would also be responsible for the costs to maintain the six lots in weed-free condition.

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

Move to award the Beach Creek properties to Trusted Homes for the development of affordable ownership housing in conformance with the Affordable Housing Planning requirements for the Beach Creek Subdivision, and direct the City Manager to enter into a transfer agreement for the properties, contingent upon Trusted Homes securing a funding award from the State to finance the development.

If no action is taken at this time, the City would continue to maintain ownership of the properties until such time as a new RFP were issued and awarded, or the properties were otherwise disposed of above as surplus City property.

REFERENCES & ATTACHMENTS

1. Trusted_Homes_Beach_Creek_Proposal
2. Ashland_Beach_Creek_RFP
3. 2025-6-26-HHSAC-Draft Minutes

TRUSTED HOMES & TAYLORED ELEMENTS CONSTRUCTION



06/16/2025

PROPOSAL TO BUILD PERMANENTLY AFFORDABLE HOMES AT THE BEACH CREEK SUBDIVISION

Trusted Homes and Taylored Elements Construction (both Ashland based organizations) submit this proposal to the City of Ashland to build 6-8 permanently affordable homes at the Beach Creek subdivision using an innovative Community Land Trust model. This model guarantees high quality home sales at or below 80% AMI and maintains permanent affordability through a 99-year land lease.

PREPARED FOR :
The City of Ashland

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I. PROPOSAL SUMMARY

Trusted Homes is an Ashland based Community Land Trust (CLT) established for the purposes of building and stewarding permanently affordable housing in Ashland and the Rogue Valley. In partnership with Taylored Elements Construction serving as General Contractor, Trusted Homes proposes the development of between 6-8 permanently affordable homes at the Beach Creek Subdivision. By using a Community Land Trust model, we will be able to secure available funding to build high quality homes for sale to residents earning at or below 80% of Area Median Income. **These residences will remain permanently affordable for future Ashland residents through a 99-year land lease with the nonprofit, which controls future sale price.** This is above and beyond the 30-year restriction imposed by the City of Ashland.

By partnering with Taylored Elements Construction, a well-known local builder, we have the experience needed to complete this project by the end of 2027, providing the Ashland community with 6-8 enduring affordable units of housing.

Proposal overview:

- 6 units in Phase 1 with possibility for 2 more as part of a Phase 2
- Available at 80% of AMI or below
- **Permanent affordability** guaranteed through a 99-year land lease between the homeowner and Trusted Homes
- High standards of sustainability, meeting Earth Advantage Platinum qualifications and including installed solar panels
- Taylored Elements Construction's experienced team has built numerous homes and commercial spaces in the Rogue Valley
- Anticipated home sales beginning in Spring 2027
- Livability standards meeting age in place qualifications to accommodate lifelong comfort
- Homeowner support programs pre and post mortgage to ensure mortgage readiness and reduce the risk of foreclosure

The low cost of these homes will be subsidized by the State of Oregon's Local Innovation Fast Track (LIFT) fund, which is specifically designed to support new homes built for permanent affordability on CLT property. The LIFT funding is the key to bridging the gap between the cost to build and the income limited sales price. Trusted Homes is a competitive applicant for this funding given the size of the project, our physical location in Jackson County (which has been underrepresented in previous awards), and our status as a rural community.

Trusted Homes Community Land Trust is an Oregon public benefit nonprofit corporation. Our application for tax-exempt status (under 501(c)(3) of the Internal Revenue Code) is currently pending with the IRS. In the interim, the organization is fiscally sponsored by the First United Methodist Church of Ashland.

II. DEVELOPER TEAM INFORMATION AND EXPERIENCE

A. Contact Information

Lead Organization Operating Name: Trusted Homes Fiscal Sponsor Legal Name: First United Methodist Church of Ashland Primary Proposal Contact: Jessica Therkelsen Contact Email: ashlandlandtrust@gmail.com Contact Phone: 805-448-1398 Mailing Address: 1467 Siskiyou Blvd # 145, Ashland, OR 97520	Role: Trusted Homes will serve as the project lead, ensuring that all elements of the project are met, including affordability requirements, and ensuring homeowners are ready to purchase at time of project completion. Ultimately, the land will stay under the ownership of Trusted Homes in perpetuity.
Developer Operating Name: Taylored Elements Construction Primary Proposal Contact: Kyle Taylor Contact Email: kyle@tayloredelements.com Contact Phone: 541-690-1617 Mailing Address: 1679 Jackson Rd, Ashland, OR 97520	Role: Taylored Elements Construction will serve as the General Contractor and Developer of this project, ensuring all elements of the building process meet financial, timeline, and quality expectations.

B. Trusted Homes’ Background and Key Personnel

ABOUT

Trusted Homes is a new Oregon non-profit that provides permanently affordable homeownership opportunities for those who contribute to the fabric of the Southern Oregon economy and community. Trusted Homes envisions sustainable, equitable communities where everyone can afford to live where they work and play. Trusted Homes was founded in 2024, in part, at the urging of the City of Ashland and in response to the City’s housing production strategy, which specifically names the need for a local CLT.

Trusted Homes’ financial supporters include the City of Ashland and Jackson Care Connect. Members of the Board of Directors include a CLT resident, the co-founder of Options for Housing, Resources & Assistance (OHRA), and a former Oregon Housing and Community Services employee. Informal and formal advisers include several local residential developers, the former Executive Director of Southern Oregon Land Conservancy, and affordable homeownership experts. **Our primary technical consultant is the former Executive Director of Rooted Homes, a CLT based in Bend, Oregon, that is now on the kind of steep growth trajectory Trusted Homes plans to follow.**

FOCUS

Trusted Homes’s mission is to expand opportunities for homeownership in Southern Oregon by building and managing permanently affordable homes through the Community Land Trust model (see below). Trusted Homes brings the following essential components to this partnership:

- **Resident-driven design** – engage local homebuyers to provide data that will support site and home design, as well as consult on achievable price points of homes
- **Apply for and steward awarded subsidy** – Trusted Homes can serve as the lead applicant (or co-applicant) to OHCS for LIFT and any other applicable homeownership subsidies and manage all compliance

- **Ensure appropriate homebuyers are ready for purchase** – Trusted Homes will manage all homebuyer selection, PSA, and home closings
- **Long-term homeowner stewardship** – Trusted Homes will manage the resale of the homes, with associated resale restrictions, as well as maintaining the HOA and all compliance

THE COMMUNITY LAND TRUST MODEL

One of over 300 CLTs in the United States, Trusted Homes is following a tested, proven model. CLT homeowners own their home outright and can secure a traditional mortgage; the non-profit CLT owns the land under the house and leases it back to the homeowner through a 99-year renewable land lease. The CLT secures an initial subsidy (from public and private sources), which significantly reduces the home's cost to the original buyer and passes it on permanently to future buyers through the CLT's ownership of the land and a covenant providing a cap on appreciation that can be realized by the buyer. The terms are structured to ensure that the home resells to another income-qualified homebuyer. The original homeowner receives a fair return on their initial investment while helping future generations access affordable homes.

KEY PERSONNEL AND BOARD MEMBERSHIP

Personnel	Board of Directors	Board Committee Members	Advisors (non voting)
Jessica Therkelsen, Executive Director	Leigh Madsen, Board Chair	Diane Garcia, Former ED of Southern Oregon Land Conservancy	Tonya Graham, Mayor of Ashland
Jackie Keogh, Expert Consultant	Barbara Featherstone, Board Treasurer	Barry Braden, Chair of First United Methodist Church of Ashland Admin Council	Mark Knox, Local Developer
	Linda Adams, Board Secretary	Jacob Cook, Project Coordinator, Jackson County	Rich Rohde, Local Housing Expert
	Michael Duffy, Board Member and CLT Homeowner		Brandon Goldman, City of Ashland
	Alex Campbell, Board Member		Linda Reid, City of Ashland

Jessica Therkelsen is a lawyer with over 15 years of experience leading nonprofit organizations. She has worked with teams of advocates all over the world to design and implement programs that benefit displaced persons. Jessica is committed to building a CLT with the lasting power to steward these homes in perpetuity.

Jackie Keogh, our primary technical consultant, is a leading expert in CLTs and the former Executive Director of Rooted Homes, a CLT based in Bend, Oregon.

C. Taylored Elements Construction Background and Key Personnel

ABOUT

Taylored Elements Construction (TEC) has been building in southern Oregon since 2004, initially focused on remodels and renovations, moving into development and new construction. Currently TEC has 15 employees and is running 25 projects simultaneously.

Affordable housing is key for our area to maintain its workforce. Although TEC has not participated in any deed restricted affordable projects, the post Alameda fire rehabilitation has proven that TEC is capable of building in quantity, with quality. Having rebuilt a 20-unit project in Phoenix as well as another 22 in Talent, TEC is well versed in cost sensitive building techniques.

TEC has a very strong relationship with Evergreen Federal bank as a construction lender, having closed hundreds of units with them. TEC has worked with Evergreen on single family homes, cottages, commercial, multi-family and industrial projects. Although TEC has worked well with many other institutions, and continues to maintain relationships with Banner Bank, Rogue Credit Union, Umpqua Bank and others, Evergreen is the preferred lending partner.

RECENT AND CURRENT EXPERIENCE

TEC's building portfolio boasts a diverse array of endeavors in general contracting, investment, and real estate ventures. Among the notable accomplishments located in Ashland:

- **West Village:** Nearing completion, this project encompasses the development and construction of 42 single-family homes, slated for completion by Fall 2025.
- **Jackson Self Storage:** Completed in 2023, this project involved the development and construction of a 240-unit self-storage facility, providing valuable storage solutions for the community.
- **Helman Heights:** Completed in 2020, Helman Heights resulted in the development and construction of 8 single family homes, each including a design detail featuring repurposed materials from the original 1900's home on the site.
- **Historical Preservation:** Taylored Elements has received Historic Preservation Awards for their work on several historical buildings in Ashland, including Paddington Station and Dewey Street.

Taylored Elements Construction has been a long-standing member of the Builders Association of Southern Oregon (BASO) and Kyle Taylor currently serves as the Assistant Vice President on the Board.

KEY PERSONNEL

President, Kyle Taylor, got his real building education while working as a carpenter and laborer for a local custom-building company, then turning that into custom finish carpentry and renovations. Big picture-minded and a glass three quarters full spirit Kyle has allowed TEC to be versatile and nimble throughout many different market conditions and project types.

VP Finance / Controller Laura Harper has been with TEC for almost eight years. Having spent over 15 years in the finance industry, Laura brings organization, detail and a firm grasp of financial reasoning to the organization.

Superintendent Kyler Smith joined the team at TEC in 2020 and has become invaluable. Kyler runs the day-to-day new construction division of TEC. Working to ensure weekly budget updates, contract management and delivering accurate scheduling, Kyler has the pulse on the projects.

Project Coordinator Mel Manzi is a certified interior decorator with a great eye for beauty. An artist herself, Mel contributes to the projects greatly with her ability to marry function with form. Mel, along with her talents in design, is extremely well organized and maintains our online portals for clients and material ordering.

III. Description of Permanently Affordable Housing Project

A. Project Overview

The developers propose construction of 4 cottages using 2-bedroom, 2-bathroom layouts, and 2 single family homes using 3-bedroom, 2-bathroom layouts. As a second phase, we propose working with owners of the two single-family homes on the construction of Accessory Dwelling Units on their properties, with their support and participation.

The reason for splitting this project into two phases is due to the strict affordability requirements and the use of bedroom size as a means of determining sales price. We would like to sell the homes at the correct price for the initial occupancy. If we immediately add ADUs, the bedroom calculation changes and increases the sales price, which might put the properties out of reach for target communities. Homeowners would later have a choice to work with the nonprofit developer (Trusted Homes) on a joint plan to build ADUs for sale, or for the purposes of rental income.

The level of affordability offered on these homes will be 80% of AMI with the opportunity to further reduce sales price based on the mix of dwelling units using the current Department of Housing and Urban Development Area Median Incomes for the Medford-Ashland Metropolitan Service Area. *As of 2023, the average family in Ashland would need to earn 192% of Median Family Income to be able to afford the average sales price of a home in Ashland.* We are filling an identified need for workforce housing.¹

The period of affordability will be 99 years, which will renew with each subsequent home sale and will be enforced through a land lease between the nonprofit CLT (Trusted Homes) and the homeowner. Resale restrictions will be named specifically in the land lease, as guided by the Model Land Lease produced by Grounded Solutions, the national coalition of community land trusts.

The homes will be built for sustainability meeting Earth Advantage Platinum standards, including installed solar panels. Earth Advantage Platinum certification signifies the highest level of energy efficiency and sustainability for a home, representing the most resource-efficient and healthy option available. It goes beyond basic energy efficiency standards by considering healthy indoor air quality, water conservation, sustainable materials, and land use. Platinum-certified homes are designed for maximum performance and efficiency, often including features like zero-energy designs with solar power integration.

All units will be built with fire resiliency and age in place standards in mind.

B. Overview and Explanation of Project Development Schedule

The timing of this build is heavily influenced by the timing of the State of Oregon's Local Innovation Fast Track (LIFT) fund, which is specifically designed to support new homes built for permanent affordability on CLT property. The LIFT funding is the key to bridging the gap between the cost to build and the income limited sales price. Trusted Homes is a competitive applicant for this funding given the size of the project, our physical location in Jackson County, and our status as a rural community. Thus, the project is timed for a Spring 2026 LIFT application, which awards in April or May 2026, at which point vertical construction can begin.

¹ City of Ashland Housing Production Strategy, Page 17 (2023).

PROJECT TIMELINE

Dates	Phase	Actions	Benchmarks
July 2025 - May 2026	Pre-development	City of Ashland maintains ownership of the property	By December 2025
		Trusted Homes & City of Ashland finalize a signed Professional Services Agreement and/or a Disposition & Developer Agreement	
		Developer partners secure financing	By December 2025
		Developer partners secure Oregon State funding through the Local Innovation Fast Track (LIFT) Program	Application in Feb/Mar Award in April/May
		Trusted Homes builds homeowner outreach program in conjunction with local housing and culturally responsive organizations	At least 2 homeowner prep sessions by May 2026
May 2026	Ownership Transfer	City of Ashland transfers ownership to developers after confirmation of receipt of LIFT funds	Transfer in May 2026
June 2026- April 2027	Construction & Homeowner Identification	Onsite construction begins in accordance with LIFT timeline requirements	June 2026
		Construction is phased over 10 months	Completed by April 2027
		Homeowner education and outreach programs begin alongside construction	At least 3 CLT education sessions before April 2027
		Mortgage readiness support programs begin in conjunction with local financial institutions	At least 3 sessions of financial workshops before April 2027
		Additional public marketing outreach, including meeting with local realtors & distributing information via local news & local partners	At least one realtor session; news coverage
May - July 2027	Sale of Homes & Transfer to CLT Model	Pre-approved home buyers at 80% of AMI or below are selected with specific attention to individual risk factors, in accordance with fair housing laws	All 6 homes are sold by end of summer 2027
		At point of sale to home buyer, the deed to the land issues to Trusted Homes and the deed to the home issues to the home buyer	Spring 2027
		99-year land lease with named resale restrictions is entered into at point of sale.	Spring 2027
July 2027 and beyond	Stewardship by Trusted Homes	Trusted Homes maintains relationship with home owner, ensuring ongoing property maintenance, supporting HOA, and working with homeowners to reduce risk of foreclosure	Ongoing community support activities

CITY PROCESSES

Because these homes will be built in a preexisting subdivision, many of the approval processes have already taken place. Development partners expect to engage in standard building permit processes. The City of Ashland has imposed a resale restriction covenant on all of these units, requiring sales prices at 80% AMI or lower for 30 years. Trusted Homes will extend the period of affordability to 99 years, restarting at each resale of the property.

C. Project Data

This project will consist of building 4 homes in a cottage cluster, and 2 single family homes of a larger size. Single family homes may include a garage as a part of the final design (subject to an inclusive design process), which is not included in floor area calculations, as per industry standard.

	Gross Floor Area	Beds	Number of Units	Affordability Level	Anticipated Sales Price
Cottage Cluster	800	2	4	80%	\$200,200
Single Family Homes	1523	3	2	80%	\$245,750

D. Project Subsidies and Financing

Trusted Homes proposes the donation of all six lots from the City of Ashland to our nonprofit in furtherance of the City's affordable housing goals. The compelling reason for this donation is because our model of shared equity homeownership is **one of the only ways to guarantee permanent affordability** within the home buying market. By permanently removing the properties from market rate prices, we can guarantee economically diverse homes long into Ashland's future.

In addition, by donating the properties at no cost, Trusted Homes will be able to begin predevelopment immediately as we will not need to wait to fundraise for the cost of the lots. The Affordable Housing Land Acquisition Revolving Loan Program (LAP) in Oregon is currently halted due to low funds and cannot be accessed at this time. In addition, with this purchase price waiver, Trusted Homes will endeavor to offer the homes at a price **below 80% of AMI** (for instance, at 75% of AMI where feasible).

If the City of Ashland finds that it absolutely requires a purchase price, Trusted Homes proposes a fee to the City at point of sale to the homeowner. This, however, may raise the cost of construction and reduce our ability to lower purchase price and support homeowner outreach programs.

The key funding for this project will be the **State of Oregon's Local Innovation Fast Track (LIFT)** fund, which is specifically designed to support new homes built for permanent affordability on CLT property. The LIFT funding is the key to bridging the gap between the cost to build and the income limited sales price. Trusted Homes is a competitive applicant for this funding given the size of the project, our physical location in Jackson County, and our status as a rural community.

HIGH LEVEL PROJECT BUDGET

Building these homes to meet an 80% or less affordability requirement means that the sales prices are typically much lower than the cost of construction. The job of Trusted Homes is to secure the subsidies that overcome

this gap to ensure we can meet affordability requirements. Based on current Area Median Income for Jackson County and pricing the homes at 80% of Family Median Income (as set by the City of Ashland), the project budget will resemble the following. If we are able to secure more subsidies from the State LIFT program, we will be able to lower some or all sales price points.

Total Sales Expectations:

Type	Max Affordable Sales Price for 80% AMI (current)	Quantity	Totals
Cottages (2 bed)	\$200,200	4	\$800,800
Single Family Residences (3 bed)	\$245,750	2	\$491,500
		Total Sales:	\$1,292,300

Note: Sales prices are subject to change based on updated Area Median Income calculations and based on total subsidies received

Estimated Cost to Build:

Type	Per Unit	Quantity	Totals
Cottages (2 bed)	\$214,400 (800sf x \$268)	4	\$857,600
Single Family Residences (3 bed)	\$373,135 (1523sf x \$245)	2	\$746,270
		Total Cost:	\$1,603,870

Note: Cost to build is an estimate based on existing plans and prices, and considering inflation over the course of a year. Numbers are subject to change based on market fluctuations.

Estimated Administrative and Contingency Costs:

Type	Total
10% contingency (due to market volatility)	\$160,387
Legal Fees	\$20,000
Potential Realtor Fees (if used)	\$38,769
Marketing Fees	\$5,000
Accounting Fees	\$2,000
Misc Admin Supplies	\$2,000
Total Additional Costs:	\$228,156

Note: Contingency costs are built into this budget because of extreme market volatility.

Required Subsidy to the Project: \$539,726 (difference between sales price and cost to build + admin)

Type	LIFT Subsidy Per Unit	Quantity	Totals
Cottages	\$14,200	4	\$56,800
Single Family Residences (3 bed)	\$127,385	2	\$254,770
Contingency & Admin			\$228,156
		Total Subsidy:	\$539,726

Note: These numbers are subject to change based on inflation and market fluctuations

Description of Sources of Financial Support

Source of Support	Type of Support	Amount
City of Ashland	Provides all lots at no cost to the Community Land Trust, Trusted Homes	Free lots
	System development fees are waived	Fees waived
State of Oregon	Provides significant per unit support through the LIFT program (application in February 2026, disbursement after May 2026)	Roughly \$539,726 to support these homes built in the CLT model
Private Financing	Provides construction financing to bridge the period between receipt of LIFT funds and sale to homeowner	Roughly \$2M
Private Philanthropy (foundation & individual)	Supports core operations of the Community Land Trust related to the development of the homeowner pipeline, including community design, mortgage readiness, financial education, & income qualification	\$75,000 a year over two years

E. Stewardship, Homeownership Support & Property Management

According to the Community Land Trust Technical Manual, a nationally recognized standard used by Trusted Homes, a CLT has three basic goals:

- *“to preserve the affordability of its homes, for the intended income level, from one owner to the next – and to see that only income-eligible purchasers benefit from this affordability;*
- *to see that the owners of those homes are secure – that they are not displaced by foreclosure or other economic events;*
- *to see that the physical quality of those homes is preserved from one owner to the next.”²*

Trusted Homes takes these responsibilities seriously and is building the infrastructure to steward these homes and many more in perpetuity.

HOMEOWNERSHIP SUPPORT

Trusted Homes’s homeownership program services will include culturally-responsive community engagement; group information sessions; homebuyer selection through a housing lottery; income verification and education and counseling services through local partners; selected homebuyer support through closing; and post-purchase support. Trusted Homes’s Homebuyer Policies and Ground Lease Agreements are being written to align with national CLT standards.

Trusted Homes will provide year-round culturally-responsive community engagement with the goal to increase mortgage-readiness and drive its priority population to public information sessions. Trusted Homes will have both a staff person managing this work, as well as a volunteer committee to ensure outreach is reflective of the priority

² *Community Land Trust Technical Manual*, National Community Land Trust Network, Chapter 23: CLT Post-Purchase Stewardship (2011).

population served. Members of the Organizing Committee have working relationships with several local culturally responsive organizations, housing experts, and a realtor specializing in affordable homeownership.

At least one year before homebuyers close on a Trusted Homes property, Trusted Homes will commence sessions to provide information on the Community Land Trust model, the homebuying process, program requirements, the specifics of Trusted Homes properties for sale, and also provide an opportunity for homebuyers to meet with approved lenders.

ONGOING MAINTENANCE & MANAGEMENT

Maintenance of a CLT home is very important as we preserve a community resource for future residents. Trusted Homes will utilize typical maintenance protocols including annual discussions of needed repairs with homeowners and the development of property specific maintenance funds. The most successfully maintained CLT properties have a strong link between the homeowner and the nonprofit, ensuring open transparent communication and quick problem identification and solution.

IV. References

Please find below references for Taylored Elements Construction:

- Multi-Family:**
Ben Brecheisen.....541-941-5850
Brian Heimann.....541-499-2028
Brandt Cullen.....503-545-8325
- Single-Family:**
Bruce Smith.....925-334-0255
Cheryl Bentley.....831-515-2651
Paul Schultz.....541-324-1620

Please find below references for Trusted Homes:

- Mark Knox.....541-821-3752
Diane Garcia.....541-601-5696

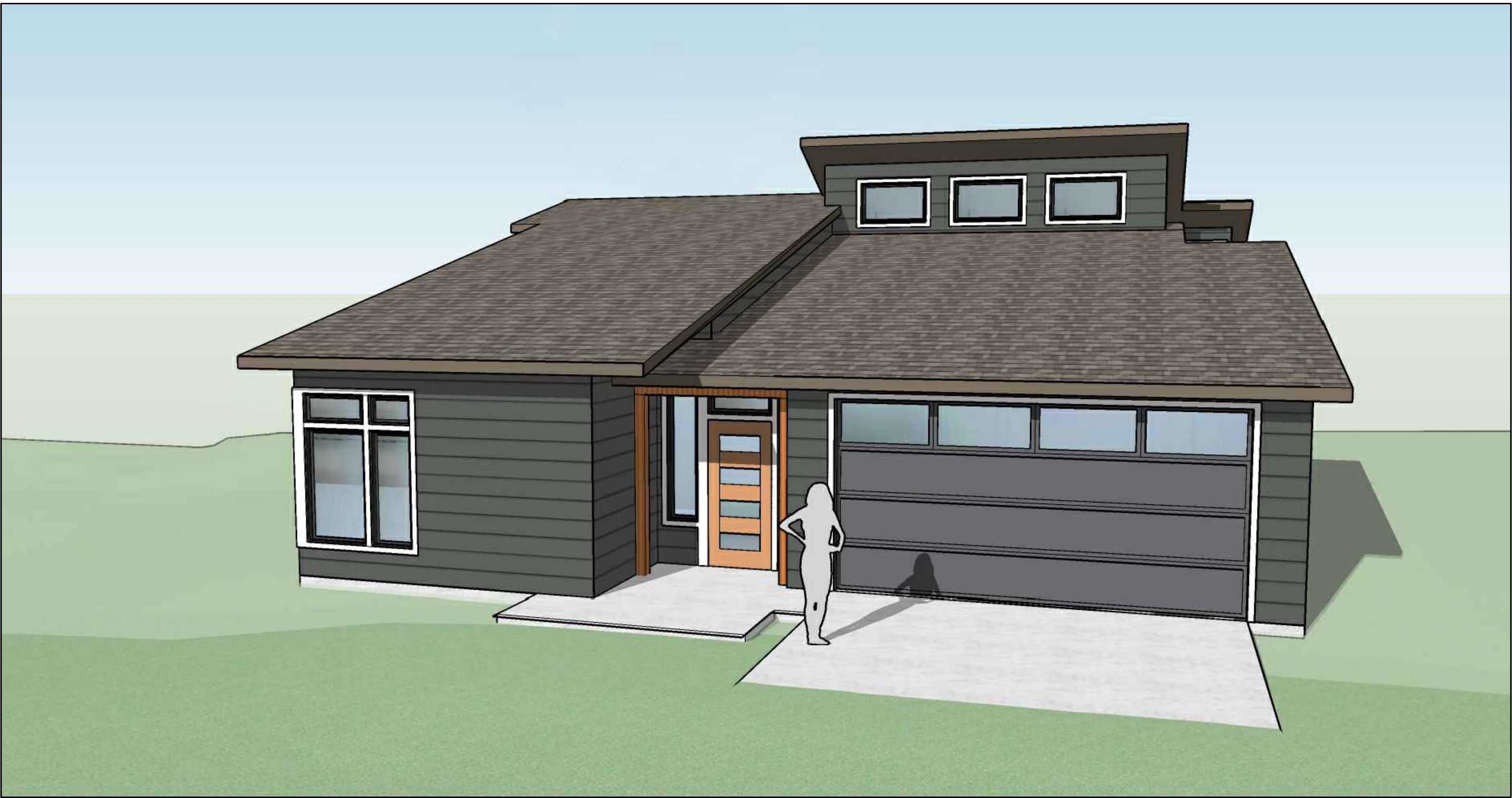
APPENDICES

Explanation of Attached Construction Estimate (see attached)

The provided construction estimates are based on recent or current constructions projects engaged in by Taylored Elements Construction and include attention to inflation given the timespan before proposed building. The estimate for the cottages is based on a similar build with an 827 square foot size. This is slightly larger than the required 800 square foot size required by the Ashland Cottage Ordinance, but will be easily adjusted to the correct sizing if awarded this project.

Conceptual Site & Floor Plans (see attached)

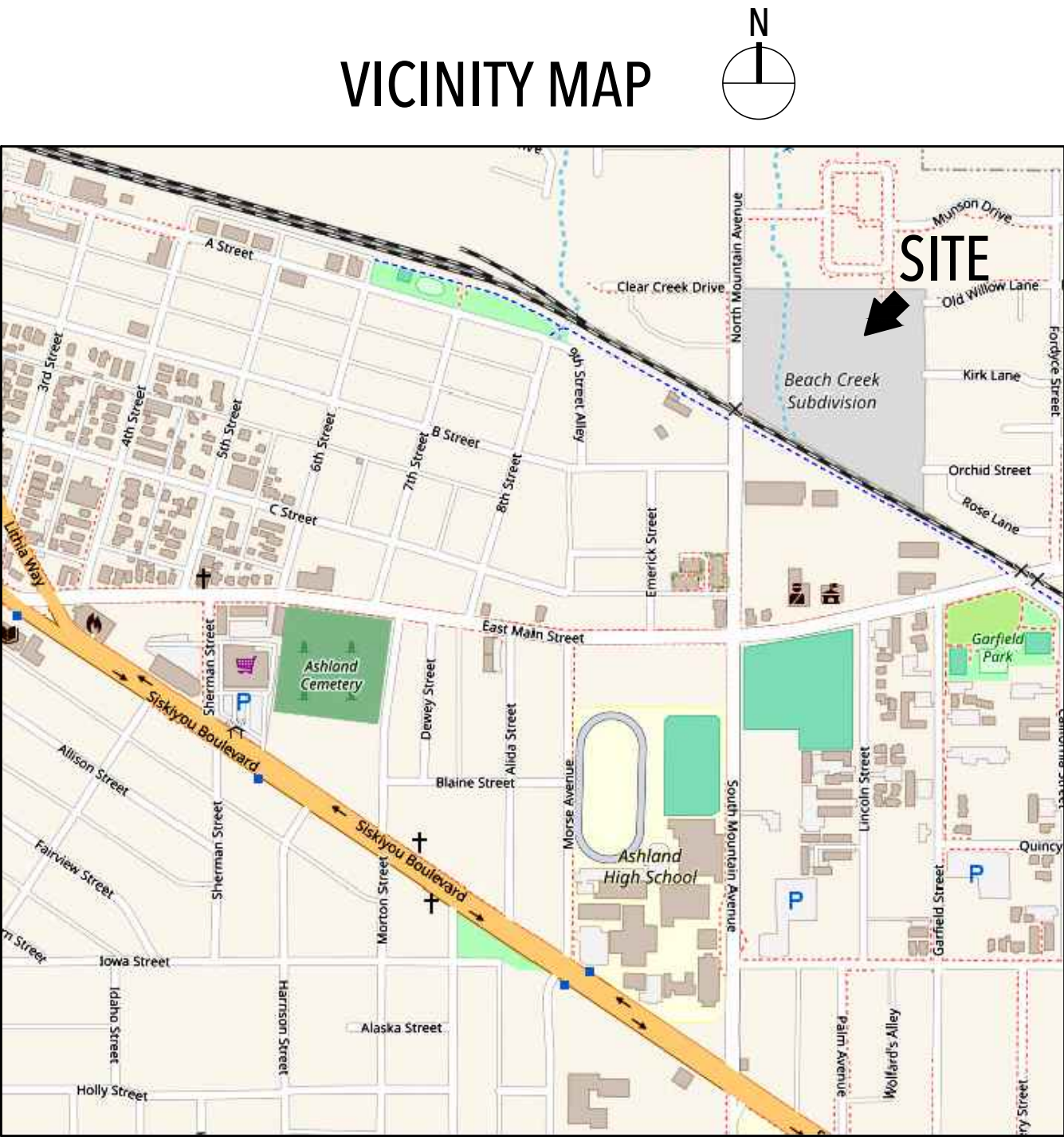
The provided conceptual site plans and floor plans are accurate relating to the Beach Creek subdivision OR substantially similar developments. They may see some variations based on the specifics of each lot.



Beach Creek Subdivision, Ashland, OR 97520

1259 Hagen Way (Lot 7)

PRELIMINARY
DO NOT BUILD



PROJECT INFORMATION

SITE & BUILDING DATA:	
Location	MAP 38 2E TAX LOT 8600
Lot Size	4779.2 s.f.
Zoning	EFU
Occupancy	Single Family Residence
Elevation	Approx. 1860.75 ft. V.I.F.
Seismic	Design Category D
Wind	Basic Wind Speed = 96 MPH
Frost Line	12"
Soil	Assumed 1500 PSF bearing pressure
LOT 7 FLOOR AREA:	
Total Heated	1523.5 s.f.
Garage/Storage	385.5 s.f.
Footprint	1909.0 s.f.
LOT COVERAGE:	
Lot Size	4779.2 s.f.
Impervious Surfaces:	2344.2 s.f. (49.0%)
Landscape Area:	2435.0 s.f. (51.0%)
IMPERVIOUS AREA:	
House Footprint:	1909.0 s.f.
Driveway:	323.5 s.f.
Front Porch:	66.0 s.f.
Walkway:	45.7 s.f.
Total Impervious:	2344.2 s.f.

BUILDING REQUIREMENTS & SPECS:

ENERGY EFFICIENCY:

Baseline (minimum) Values (see add'l. values per energy form):

Exterior Walls: R-21 Advanced Framing

Flat Ceilings: R-49

Framed Floors: R-30

Windows: U-0.30

Exterior Doors: U-0.20

HVAC: Heat Pump to be selected by owner

Water Heater: To be selected by owner

One "additional measure" will be selected from TABLE N1101.1(2) ADDITIONAL MEASURES by owner to comply with the 2021 energy code

DESIGN LOADS (PSF):

	L.L.	/	Bal. Snow	/	Unbal. Sn.	/	D.L.	/	Total
Floor	40						15		55
Roof	40		25		40		15		55
Decks	40		25		40		15		55

GENERAL NOTES:

CODE BASE:

This project is to be built in accordance with applicable Oregon Building Codes:

- General: 2021 ORSC (Oregon Residential Specialty Code)
- Note: Chapters 12-24 of the 2021 ORSC governs Mechanical.
- Note: Chapter 11 of the 2021 ORSC governs Energy Efficiency.
- Note: Chapter 3, Section R327 of the 2021 ORSC governs Wildfire Hazard Mitigation.
- Plumbing: 2014 OPSC (Chapters 25 - 33)
- Electrical: 2014 OESC (Chapters 34 - 42)
- Also see sheet structural engineer's design data

Confirm dimensions in the field. Dimensions shown are to rough framing unless noted otherwise. Written dimensions take precedence over scaled dimensions. Verify scaled dimensions with the designer. Any discrepancies or omissions shall immediately be brought to the attention of the general contractor and the designer. If any sealed structural drawings and details are added to these plans by a professional engineer, those structural drawings and specifications take precedence over architectural drawings and details. Any discrepancies shall immediately be brought to the attention of the structural engineer, the general contractor and the designer.

Provide blocking as required for handrails, equipment, shelving, built-ins or other attachments shown on drawings.

See Specifications on Sheet A2.2 for additional requirements.

SHEET INDEX

A 0.0	PROJECT DATA
A1.0	SITE PLAN & SOLAR CALCULATIONS
A2.1	FOUNDATION & ROOF PLANS
A3.1	FLOOR & LATERAL PLANS
A3.2	WINDOW SCHEDULE
A4.0	ELEVATIONS
A5.0	SECTIONS



LINDEMANN DESIGN LLC

ASSOCIATE DESIGNERS:



Adam L. Miller Design



RLA Design LLC



DEL NERO DESIGNS LLC



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REVISIONS

NO.	DATE	EVENT / NOTE
A	8/29/2023	PRELIMINARIES

Beach Creek Subdivision
1208 Hagen Way

ASHLAND, OR 97520

© LINDEMANN DESIGN LLC

OWNER:

KDAHomes
plan, develop, build

541-944-1921 Dave Decarlow
541-821-3752 Mark Knox

604 Fair Oaks Court Ashland, Oregon 97520
kda-homes.com 08 #208490

DRAWING TITLE:

PROJECT DATA

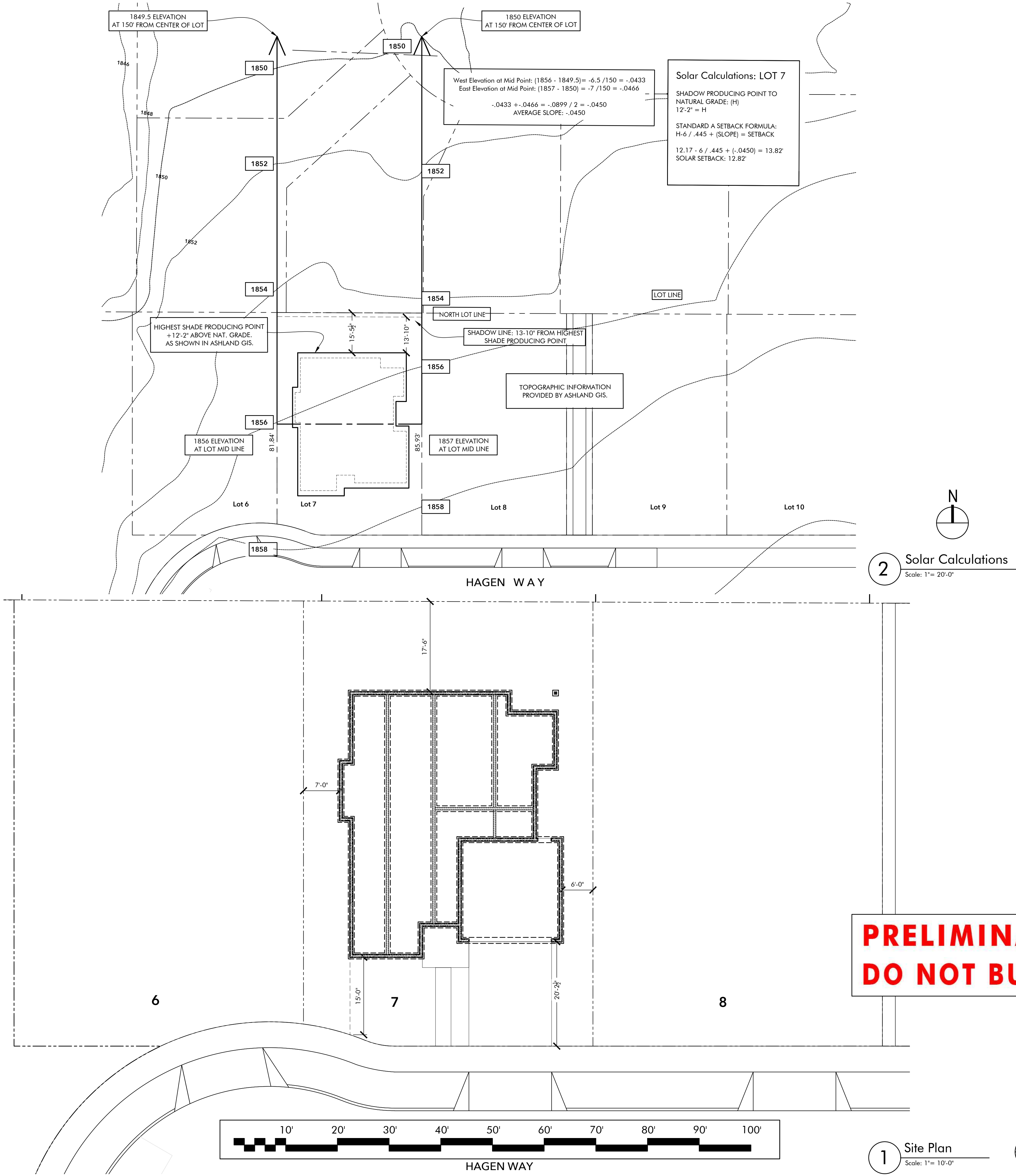
DRAWN BY:

Adam Miller | 541.513.8957
Richard Anderson | 541.301.1497
Cassandra del Nero | 541.905.5134

SHEET NO. A0.0

1 OF 7 SHEETS

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SPECIFICATIONS

1.0 GENERAL REQUIREMENTS

1.1 Contractor(s) shall perform his (their) work in conformance with locally current edition of all building codes, ordinances, laws and other regulations and standards of each and every governmental agency and bureau having jurisdiction over project. Contractor shall obtain and pay for all permits, licenses, and fees required by city, county, and state regulations. All laws, ordinances and regulations shall be complied with and necessary expenses for compliance shall be included in the contract.

1.2 Contractor shall be responsible for all conditions and dimensions affecting their work prior to commencing construction. Contractor shall notify the Designer and/or Engineer immediately of discrepancies found within the construction documents. Contractor is solely responsible for accuracy of lines and levels, for accuracy of constructed details, for confirming and coordinating all quantities and dimensions, for selecting fabrication processes, for techniques of assembly and performance of all work in a safe and satisfactory manner.

1.3 Contractor shall be responsible for the coordination of all work, including that of its subcontractors. Contractor agrees to bind every subcontractor to these requirements by terms of their contract as such terms are applicable to subcontractor's work.

1.4 Contractor shall be responsible for the daily removal of all debris accumulated as a result of their operation. All scrap, debris, and other excess material shall be lawfully removed from the site, and shall at no time allow accumulation to become a hazard to normal construction activities, nor a barrier to access by the building official and any other parties entitled to enter the site for official business.

1.5 Contractor shall guarantee all work, materials, and products for a minimum period as required by Oregon state law after date of acceptance of work. Furthermore, all guarantees and warranties shall conform to the applicable requirements of the codes and laws of the State of Oregon.

1.6 The following may be included at the Owner's option in the Contract for Construction as agreed between the Owner and Contractor:

- Contractor shall arrange for and secure any required tests and/or inspections, and arrange for payment of required fees as requested by Owner.
- Contractor shall provide and maintain bonds and insurances as required by Owner.
- Contractor shall protect and hold harmless the Owner and/or Owner's agent from any liability whatsoever from any injury resulting from the project, including loss of property, until the completion of the project.
- Any proposal for substitutions by Contractor contrary to drawings and specifications shall be submitted to Owner for approval or denial.
- Contractor shall provide supervision of the work during construction. A skilled superintendent shall be on job regularly to verify that all work is done properly and according to drawings and specifications. It shall be his responsibility to meet with each trade or subcontractor before work is to begin and review the job to be done. Before any work proceeds into the next phase, superintendent shall inspect work to see that it is in readiness for next phase or trade.
- Contractor shall review and approve all product data and samples prior to submission to Owner and/or Designer, and shall determine and review for accuracy: field measurements, field construction criteria, conformance with specifications, jurisdiction requirements, and coordination with construction documents as is customary and prudent.
- Owner may order extra work or make changes by altering, adding to or deducting from the work, the contract (sum/fee/amount) being adjusted to the mutual satisfaction of Owner and Contractor.

1.7 Contractor shall provide to the Owner certified properly executed waivers of liens by Contractor and all subcontractors and suppliers as required by statute.

1.8 SHOP DRAWINGS: Contractor shall review all shop drawings and affix his/her signature to such documents prior to submitting them to Designer; Designer will review shop drawings for conformance to the design intent of the Drawings as to installed appearance and utility only, not for dimensional accuracy nor structural integrity.

1.9 Designer will not be responsible for nor have control nor charge over the acts or omissions, construction means, methods, techniques, sequences or procedures, or for safety precautions and programs of the Contractor, subcontractors, nor any of their agents or employees, nor any other persons performing any of the work.

1.10 Work shall be constructed according to these working drawings and specifications and addenda as agreed upon between Owner and Contractor. The term "Contractor" refers to any contractor licensed to perform their services in the State of Oregon who may enter into a legal contract directly with the Owner. "Subcontractor" refers to those having a legal contract for the work with the General Contractor, or hired by any other subcontractor.

1.11 Drawings and specifications are intended to show and describe details for a complete construction. Parts and details not fully shown or described shall be executed according to standard first class trade practices, and in similar manner and spirit of details which are shown on drawings or described in specifications. If contractor finds any details which in his opinion are unsound or not waterproof, it shall be his/her duty to notify the Designer in writing of his opinion. If work is performed as detailed, it will be assumed that there has been no objection to the detail.

1.12 Figured dimensions shall be followed in preference to scale, and detail drawings in preference to small scale drawings. Contractor shall check accuracy of all dimensions in field prior to any work being constructed or materials or products fabricated or installed. Specifications and written notes and schedules on drawings shall be followed in preference to information furnished in the form of line drawings.

1.13 Detailed drawings furnished by Designer during construction to be approved by Contractor or Owner are to be considered explanatory and not as modifications of drawings and specifications unless specifically noted as such by the Designer. Notes, figures and details on said detail drawings shall be followed and executed as part of these general notes.

1.14 Contractor shall erect and properly maintain at all times as required by conditions and progress of work, all necessary protective devices, and other safeguards for the protection of workmen and the public. Barricades shall be constructed and located as shall be determined by local authorities and codes. Drainage shall be controlled to mitigate any off-site erosion or migration of silt onto adjacent public or private property.

1.16 At all times during construction or erection of project or its component parts, prior to completion of the structural frame or placement and permanent connection of component members to the structural frame, Contractor shall provide, or require framing and fabrication contractor to provide, install and maintain properly designed and constructed temporary bracing of adequate strength to prevent dislocation, distortion, cracking, detachment or any other damage to the work or any of its component parts due to normal and foreseeable wind and seismic forces.

1.17 Contractor shall insure that all glass, tile, plaster, painted surfaces, and floors are thoroughly cleaned of adhesive, staining, or corrosive materials, and left in a broom clean condition for acceptance by Owner.

1.18 All work and installations shall be as per the currently adopted version of the Oregon Residential Specialty Code.

2.0 SITE WORK

2.1 No soils report has been provided; the Designer has not reviewed any such report, and has assumed that standard code minimum bearing values apply. Contractor making excavations shall obtain a copy of any existing report, and shall prepare excavations and footings in strict conformance with its recommendations. If drawings do not reflect such conformance, Contractor shall immediately notify the Designer and Structural Engineer of changes required.

2.2 Where excavations are made to depth greater than indicated in drawings, or by a soils report, such additional depth shall be filled with concrete as specified for footings.

2.3 Fill materials shall be free from debris, vegetable matter and other foreign deleterious substances. Conform to current applicable state and local codes.

2.4 Compact back fill for trenches in accordance with any applicable soils reports recommendations and civil drainage or dewatering plans.

2.5 Water shall be removed from foundation excavation prior to placing of concrete. Care shall be taken and schedule planned so as not to dry out underlying natural soils.

3.0 CONCRETE

3.1 Concrete mixes, formwork, reinforcing, and placement of inserts and bolts shall be as shown, described or detailed on structural drawings, general or engineering notes, and these specifications.

3.2 All bolts, inserts, reinforcing steel, wire mesh, holdown anchors and other inserts shall be secured by the building official prior to placing and inspection of concrete. During placement of concrete, ensure securement and accurate location of bolts, inserts, reinforcing, anchors and other hardware until hardening of concrete.

3.3 Work concrete into all forms, into all corners, around reinforcement and embedded items.

3.4 Mix and Placement:

3.4.1 The minimum ultimate strength of concrete at 28 days shall be $f'_{c}=2500$ PSI unless otherwise noted on Structural Engineering plans.

3.4.2 Cement: ASTM C150 (Type II) unless alkaline soils are present (refer also to Structural Drawings, Specifications, and Calculations).

3.4.3 All concrete unless otherwise noted in the Structural Drawings, Specifications, and Calculations shall be regular weight hard rock type (150 #CF). Aggregates shall conform to ASTM C33 with proven shrinkage characteristics of less than .005.

3.4.4 Concrete shall not free fall more than six feet. Pump or place as directly within forms as possible.

3.4.5 Concrete shall be maintained in a moist condition for a minimum of ten (10) days after placement, or per alternate proven curing methods used as specified in the current edition of the Manual of Practice of the American Concrete Institute.

3.4.6 Bolts embedded in concrete to be ASTM A307.

4.0 METALS

4.1 Structural steel shall conform to ASTM A36 and shall be fabricated and erected in accordance with the AISC Specifications and Code of standard Practice as amended.

4.2 Bolts shall conform to ASTM A325 unless noted otherwise (Use A307 for bolts embedded in concrete or masonry).

4.3 Reinforcing Steel:

4.3.1 Reinforcing steel shall be deformed steel conforming to the requirements of ASTM A615, (deformations shall be in accordance with ASTM A305) as follows: Grade 40 (#3 and #4 bar) unless otherwise noted on plans.

4.3.2 Bars shall be clean of rust, paint, grease or other materials likely to impair bond. Bends shall be made cold.

4.3.3 Prior to placing concrete, reinforcing steel and embedded items shall be well secured in position.

4.4 All lumber connectors attached to structural steel shall be as per Simpson Strong-Tie, or approved equal of equal or greater load carrying capacity. Connectors shall be shop welded per manufacturers recommendations.

5.0 CARPENTRY AND LUMBER

5.1 Framing lumber: Conform with provisions of the West Coast Lumber Inspection Bureau, No. 16 Standard Grading Rules for West Coast Lumber, and each piece shall bear the grade stamp of approved grading agency.

5.2 Framing lumber species: Unless otherwise noted below, any approved species may be used. Manufactured members of equivalent rating may be used; provide certification.

5.3 Framing lumber grades: The following grades shall be the minimum acceptable grades, unless otherwise noted herein or on drawings:

Item	Minimum Grade
Studs:	Stud Grade
Structural Joists and Planks:	2 inches to 4 inches thick, nominal; No. 2 (Douglas Fir)
Beams and Stringers:	5 inches and thicker; No. 1 (Douglas Fir)
Posts and Timbers:	5 inches by 5 inches and larger; No. 1 (Douglas Fir)

5.4 Plywood sheathing shall be APA grade stamped, including panel index where applicable. Use exterior type, min. CC grade where plywood is to be exposed to weather during construction. All plywood shall be manufactured with exterior type glue. All plywood shall conform to U.S. product standard PS 174.

5.5 Nailing, pattern, connectors, and location shall be as specified in the structural engineering drawings. Sheathing grades and nailing shall be approved by building inspector prior to covering.

5.6 Miscellaneous materials:

5.6.1 Wood in contact with concrete or masonry within 6 inches of earth: Pressure treated D.Fir.

5.6.2 Framing Hardware: Provide Simpson Timber Company "Strongtie" connectors or other approved. All substitutes shall bear ICBO approval. All hardware shall be galvanized or rust inhibitive shop painted. Nails for connectors be as recommended by the manufacturer.

5.6.3 Nails shall be common. Nailing shall be per Chapter 23 of the Uniform Building Code unless noted otherwise on the plans and details. All nails exposed to weather shall be galvanized.

5.7 Maximum moisture content for all structural members shall not exceed 19% unless noted otherwise herein or on plans.

5.8 During construction, ensure that materials and assemblies are installed in such manner that there is complete retardation of active, direct and indirect moisture and weather elements from entering interior inhabited and uninhabited spaces through, around, over and under building components. Sequence construction activities to allow for installation of waterproofing and dampproofing materials and products specified or shown on drawings as necessary to provide a watertight, moistureright, and weathertight building envelope.

5.9 All lumber permanently exposed to weather shall be fully treated with an anti-fungal and water repellent formulation; use only galvanized nails, fasteners, and connectors except as otherwise provided herein.

6.0 ELECTRICAL DESIGN REQUIREMENTS

6.1 All 15 and 20 amp receptacles to be tamper resistant per OESC 406.12.

6.2 Arc fault circuit interrupters shall be provided for all circuits described in OESC 210.12 (A)(1)(6).

6.3 Ground fault circuit interrupters shall be provided for all circuits described in OESC 210.8 (A)(1)(10).

6.4 Convenience outlets shall be spaced along walls (generally 6' from any point) and kitchen countertops (generally 24" from any point) per spacing requirements of OESC 210.52.



LINDEMANN DESIGN LLC

ASSOCIATE DESIGNERS:



Adam L. Miller
Design



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REVISIONS

NO.	DATE	EVENT / NOTE
A	8/29/2023	PRELIMINARIES

Beach Creek
Subdivision
1208 Hagen Way

ASHLAND, OR 97520

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OWNER:



plan, develop, build

541-944-1921 Dave Decarlow

541-821-3752 Mark Knox

604 Fair Oaks Court Ashland, Oregon 97520
kda-homes.com OR #203490

DRAWING TITLE:

SITE PLAN & SOLAR
CALCULATIONS

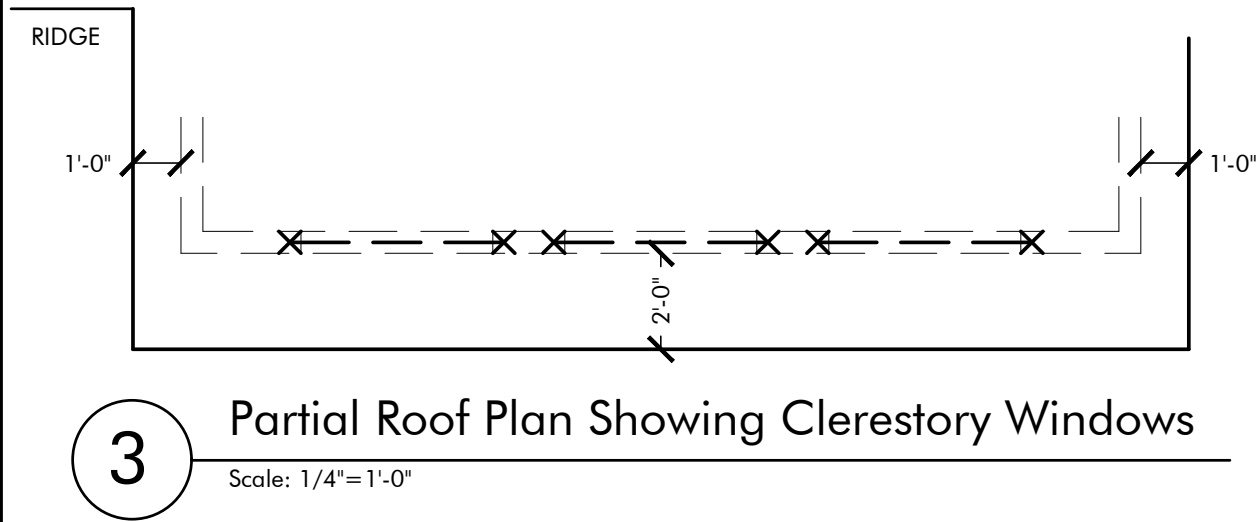
DRAWN BY:

Adam Miller | 541.513.8957
Richard Anderson | 541.301.1497
Cassandra del Nero | 541.905.5134

SHEET NO.
A1.0
2 OF 7 SHEETS



4 3D View of Roof
Not to Scale

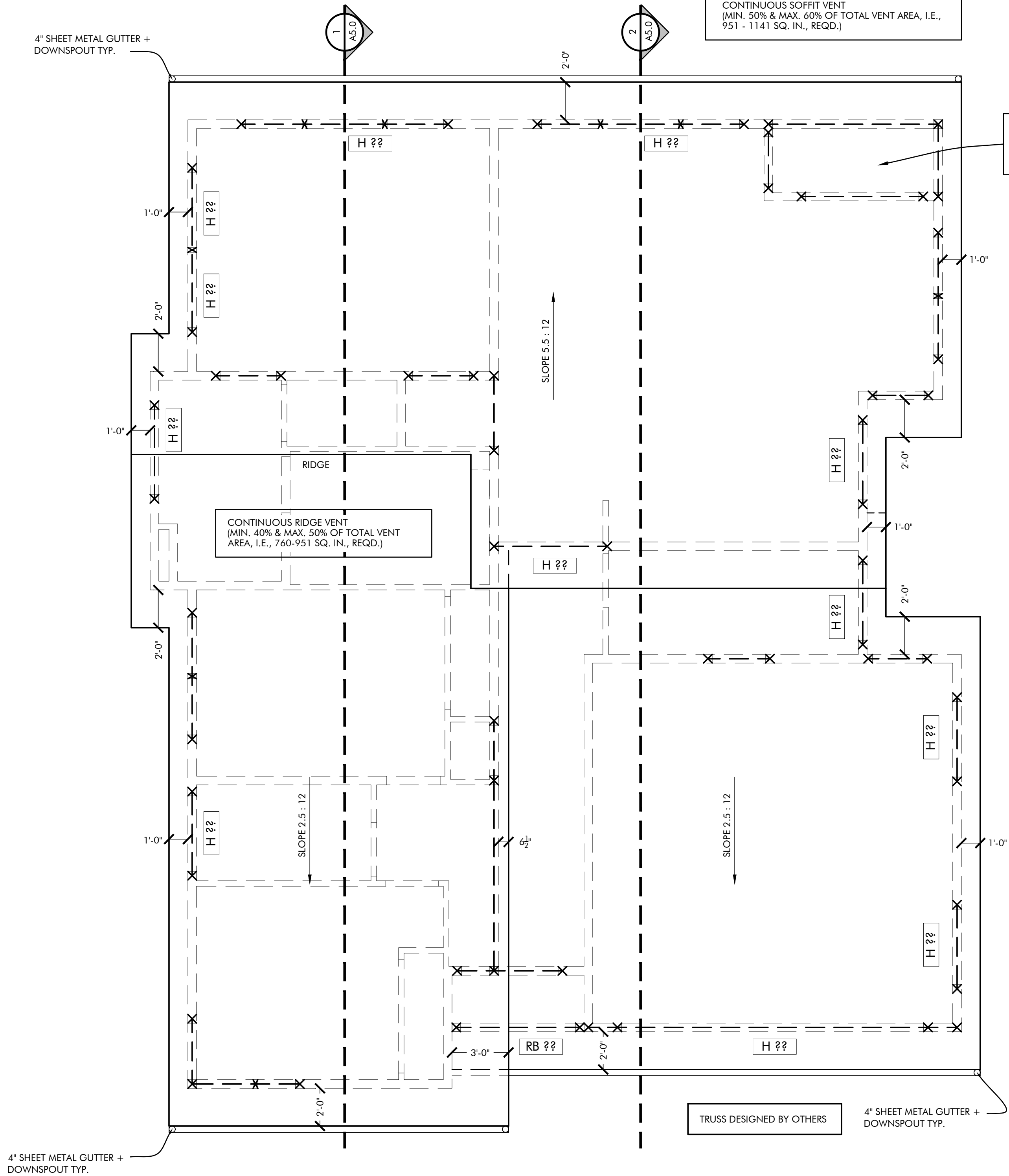


3 Partial Roof Plan Showing Clerestory Windows
Scale: 1/4"=1'-0"

ROOF VENT:
CALC: 1978.5 s.f. / 150 = 13.2 s.f.
MIN. NET VENTILATION AREA
(1901 sq. in.) PROVIDE MIN. 1"
SPACE BETWEEN INSL'TN. & SHTH'G.

CONTINUOUS SOFFIT VENT
(MIN. 50% & MAX. 60% OF TOTAL VENT AREA, I.E.,
951 - 1141 SQ. IN., REQD.)

ROOF DIAPHRAGM:
UNBLOCKED 8" OSB
SHEATHING W/8d NAILS @
6" O.C. EDGES & 12" O.C.
FIELD, TYPICAL

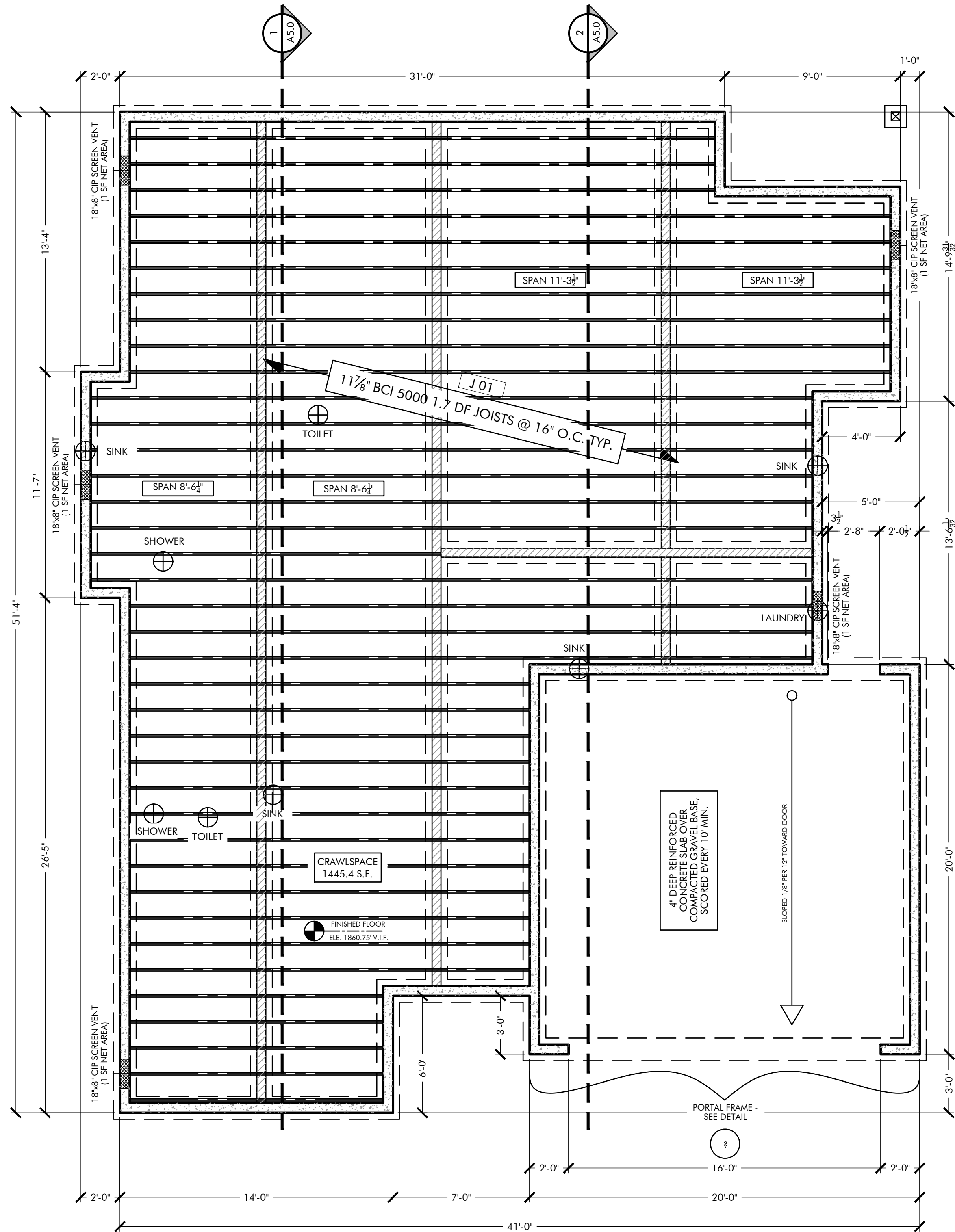


2 Roof Plan
Scale: 1/4"=1'-0"

PRELIMINARY
DO NOT BUILD

FOUNDATION VENTILATION NOTE:
1445.4 s.f. under floor area / 1,500" = .96 s.f. (118 sq. in.) net ventilation
opening. Provide cross ventilation per R408.1.

* PER R408.1, Cover ground surface with 6-mil black polyethylene sheeting with
joints lapped 12" at seams and extending up the foundation walls 12".



1 Foundation Plan
Scale: 1/4"=1'-0"

WILDFIRE HAZARD MITIGATION NOTES:

Attic Vents (Per ORSC Section R327.4.4):

Eave, Soffit, and Cornice Vents less than 12' above grade or surface:

All vents shall have screening made of corrosion resistant metal mesh with minimum 1/16" and maximum 1/8" grid *and* be designed to resist flame and ember intrusion (ASTM E2886).

Overhanging Projections (Per ORSC R327.4.6.1, R327.4.6.2, R327.4.6.3)

All enclosed roof eaves, soffits, cornices, exterior patio/porch ceilings and floor projections less than 12' above grade or the surface below shall be covered with either non-combustible material, ignition-resistant material, ASTM E2957 compliant, one layer of minimum 5/8" ext. type X applied behind the exterior covering, or 1-hour fire resistive exterior wall assembly (Gable and overhangs are exempt).

WILDFIRE HAZARD MITIGATION NOTES:

Underfloor Vents (Per ORSC Section R327.4.4):

All Vents:

All vents shall have screening made of corrosion resistant metal mesh with minimum 1/16" and maximum 1/8" grid or be designed to resist flame and ember intrusion (ASTM E2886).

Walking Surfaces (Per ORSC Section R327.4.7)

Deck, porch, and balcony walking surfaces greater than 30" and less than 12' above grade on the surface below shall be constructed of minimum 2" nominal lumber for decks <= 200 sq. ft., non-combustive, ignition-resistant conforming to ASTM E84 or UL 723, exterior fire retardant treated wood, meets ASTM E2632 and ASTM 2726 criteria, or meets ASTM E2632 with ignition-resistant wall covering.



LINDEMANN DESIGN LLC

ASSOCIATE DESIGNERS:

ALM Adam L.
DESIGN Miller Design

RLA Design
LLC

DEL NERO DESIGNS
LLC

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REVISIONS

NO.	DATE	EVENT / NOTE
A	8/29/2023	PRELIMINARIES

Beach Creek
Subdivision
1208 Hagen Way

ASHLAND, OR 97520

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OWNER:

KDAHomes
plan, develop, build

541-944-1921 Dave Decarlow

541-821-3752 Mark Knox

604 Fair Oaks Court, Ashland, Oregon 97520
kda-homes.com

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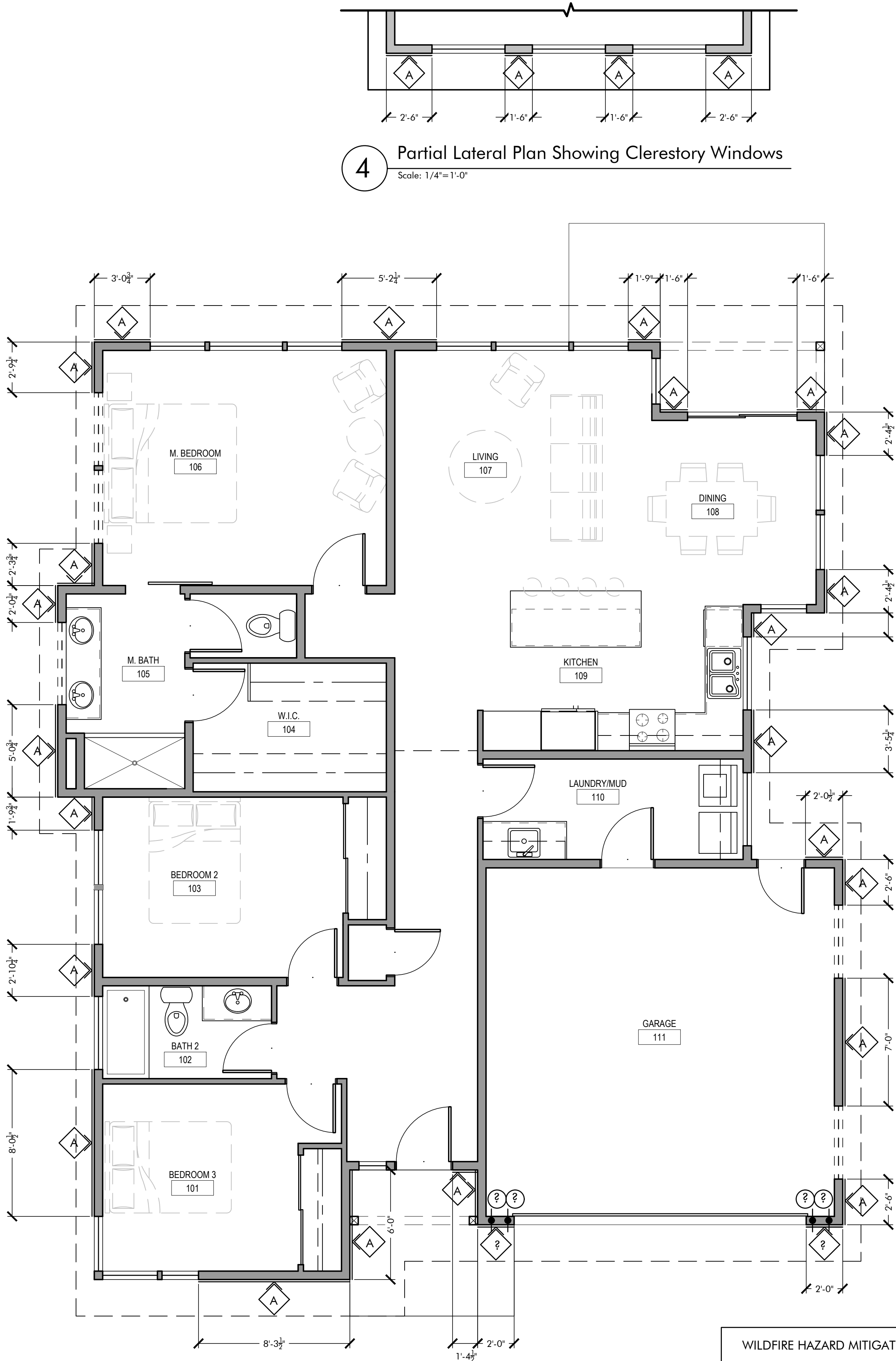
FOUNDATION &
ROOF PLAN

DRAWN BY:

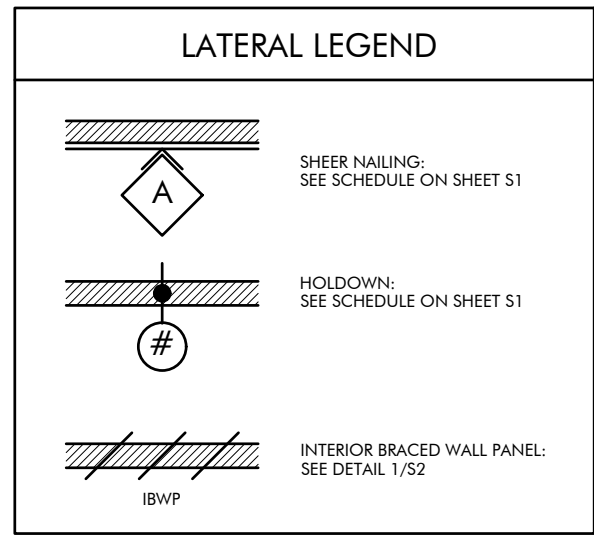
Adam Miller | 541.513.8957
Richard Anderson | 541.301.1497
Cassandra del Nero | 541.905.5134

SHEET NO.
A2.0

3 OF 7 SHEETS



4 Partial Lateral Plan Showing Clerestory Windows
Scale: 1/4"=1'-0"



2 Lateral Plan
Scale: 1/4"=1'-0"

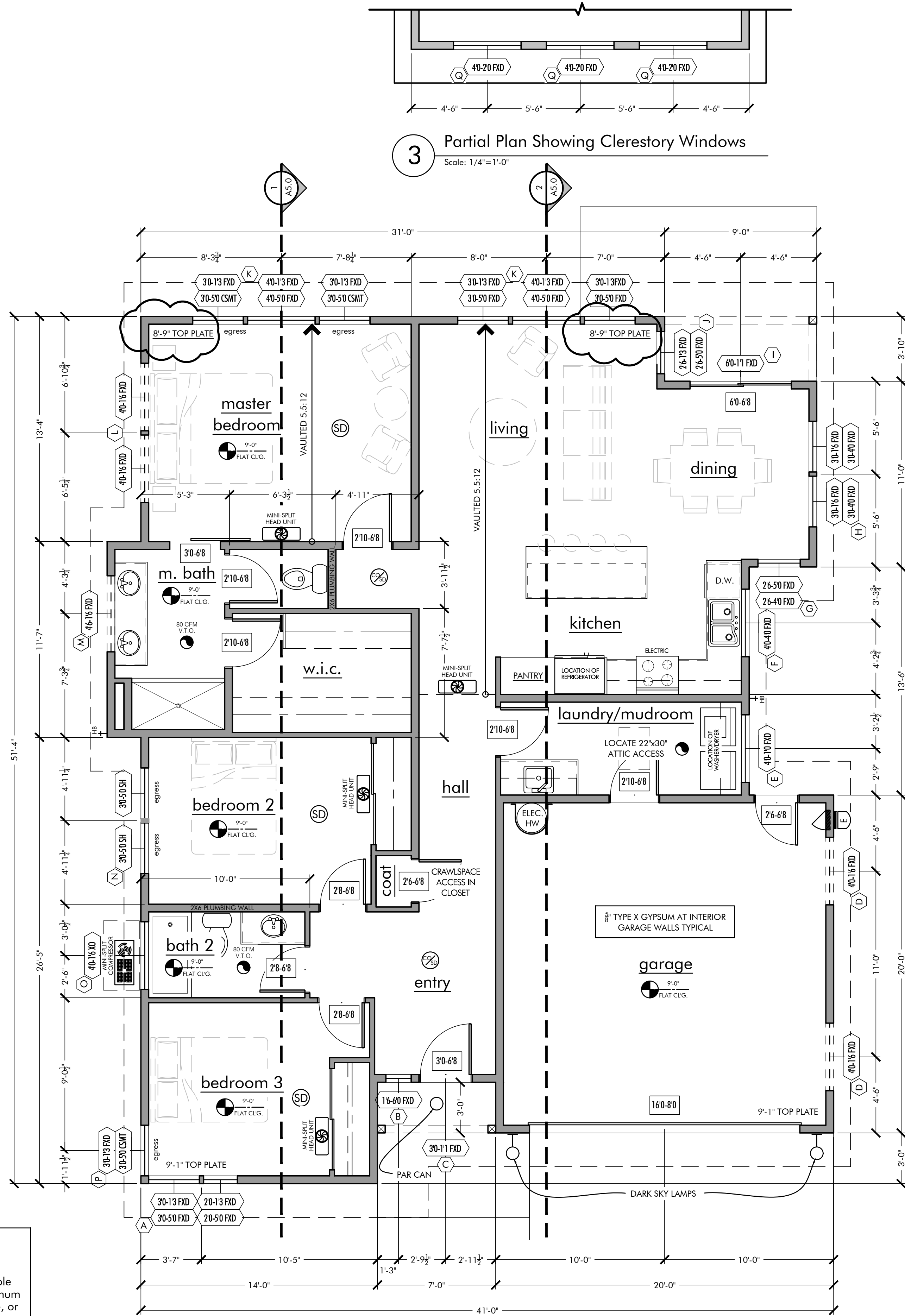
WILDFIRE HAZARD MITIGATION NOTES:

Underfloor Protection (Per ORSC Section R327.4.6.4)
Underfloor area of elevated structures shall be enclosed or meet non-combustible material, ignition-resistant material, ASTM E2957 compliant, one layer of minimum 5/8" exterior grade type X applied behind the exterior covering of the underside, or 1-hour fire resistive exterior wall assembly.

Windows, Doors, Skylights Glazing (Per ORSC Section R327.4.8):
Exterior windows, windows within exterior doors, and skylights shall be tempered glass, multilayered glazed panels (typical dual pane), glass block, or have a minimum fire-resistant rating of 20 minutes.

NOTE:
For HVAC requirements refer to Chapter 11 of the ORSC 2021 governing Energy Efficiency.

**PRELIMINARY
DO NOT BUILD**



3 Partial Plan Showing Clerestory Windows
Scale: 1/4"=1'-0"

NOTE:
ALL TOP PLATES ARE 9'-1" U.N.O.

1 Floor Plan
Scale: 1/4"=1'-0"



LINDEMANN DESIGN LLC

ASSOCIATE DESIGNERS:
ALM DESIGN Adam L. Miller Design

RLA Design LLC

DEL NERO DESIGNS LLC

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NO.	DATE	EVENT / NOTE
A	8/29/2023	PRELIMINARIES

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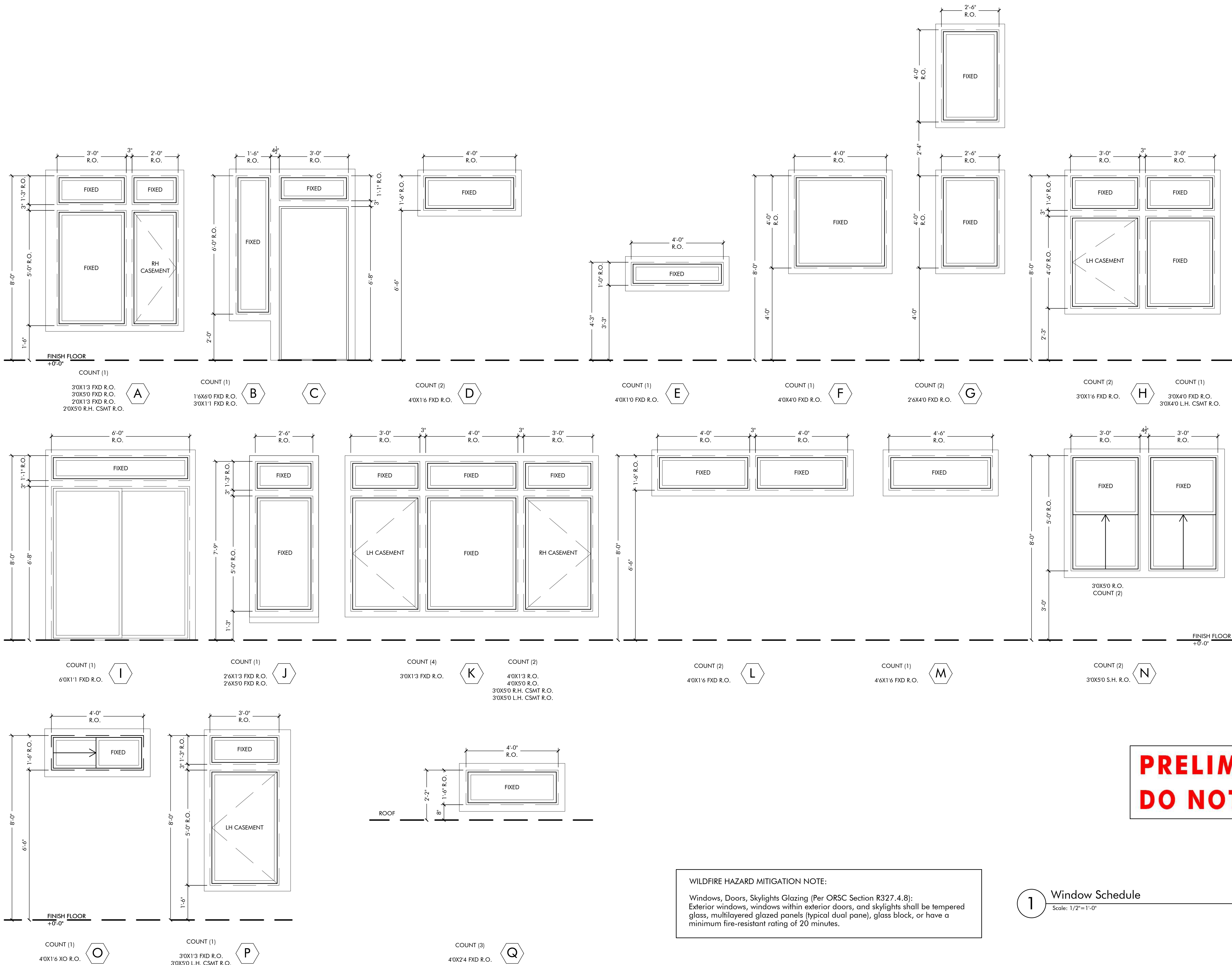
OWNER:
KDAHomes
plan, develop, build

541-944-1921 Dave Decarlow
541-821-3752 Mark Knox
604 Fair Oaks Court, Ashland, Oregon 97520
kda-homes.com 03 #20460

DRAWING TITLE:
FLOOR & LATERAL PLANS

DRAWN BY:
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Richard Anderson | 541.301.1497
Cassandra del Nero | 541.905.5134

SHEET NO. A3.1
4 OF 7 SHEETS



LINDEMANN DESIGN LLC

ASSOCIATE DESIGNERS:

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DESIGN

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DEL NERO DESIGNS LLC

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NO.	DATE	EVENT / NOTE
A	8/29/2023	PRELIMINARIES

Beach Creek Subdivision
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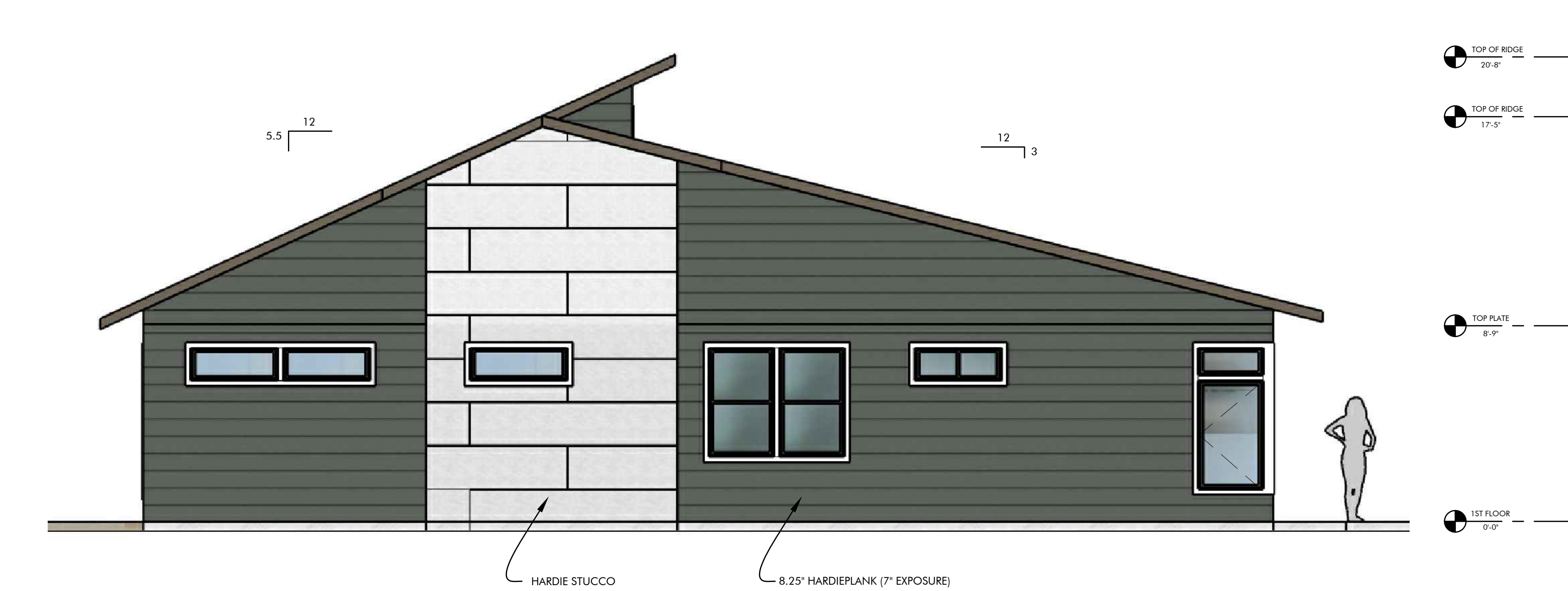
604 Fair Oaks Court Ashland, Oregon 97520
kda-homes.com 03 #20680

DRAWING TITLE:

WINDOW SCHEDULE

DRAWN BY:
Adam Miller | 541.513.8957
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Cassandra del Nero | 541.905.5134

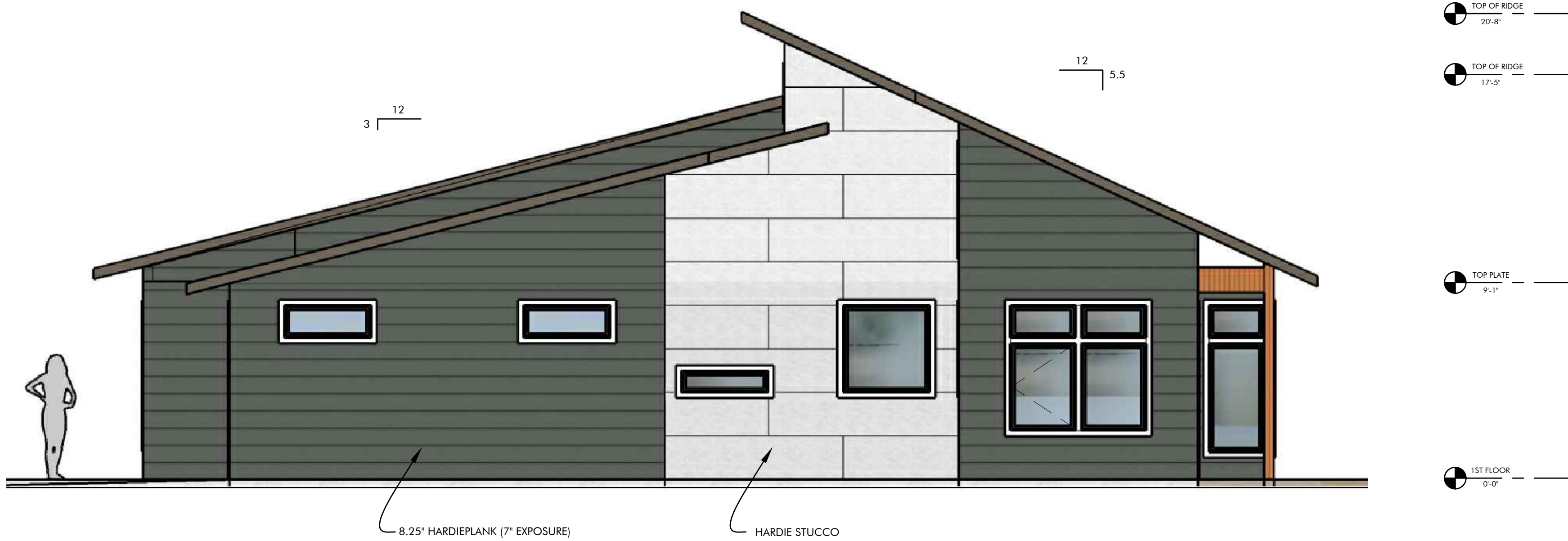
SHEET NO.
A3.2
5 OF 7 SHEETS



4 East Elevation
Scale: 1/4"=1'-0"



3 North Elevation (Rear)
Scale: 1/4"=1'-0"



2 West Elevation
Scale: 1/4"=1'-0"



1 South Elevation (Front)
Scale: 1/4"=1'-0"

*WILDFIRE HAZARD MITIGATION NOTES:

Roofing (Per ORSC Section R327.4.3):
Roofing shall be asphalt, slate, metal, tile, clay, concrete, or equivalent minimum Class B. Wood, Shingle, or shake materials are prohibited. Cap off or fire block spaces between roofing and roof deck to prevent flame and ember intrusion and provide galvanized valley flashing where valley flashing is installed.

Exterior Wall Covering (Per ORSC Section R327.4.5)
Wall covering materials shall be noncombustible, ignition-resistant, heavy timber, log wall, or wall assemblies tested in accordance with ASTM E2707. Alternatively, one layer of minimum 5/8 inch exterior grade type X applied behind the exterior wall covering or cladding or 1-hour fire restive exterior wall assembly. Exterior wall coverings shall extend from the top of the foundation to the roof, and terminate at 2 inch nominal solid wood blocking between rafters at all roof overhangs, or in case of closed eaves or soffits, shall terminate at underside of enclosure.

**PRELIMINARY
DO NOT BUILD**



LINDEMANN DESIGN LLC

ASSOCIATE DESIGNERS:

ALM Adam L.
DESIGN Miller Design

RLA Design
LLC

DEL NERO DESIGNS
LLC

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REVISIONS

NO.	DATE	EVENT / NOTE
A	8/29/2023	PRELIMINARIES

Beach Creek
Subdivision
1208 Hagen Way

ASHLAND, OR 97520

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OWNER:

KDAHomes
plan, develop, build

541-944-1921 Dave Decarlow
541-821-3752 Mark Knox

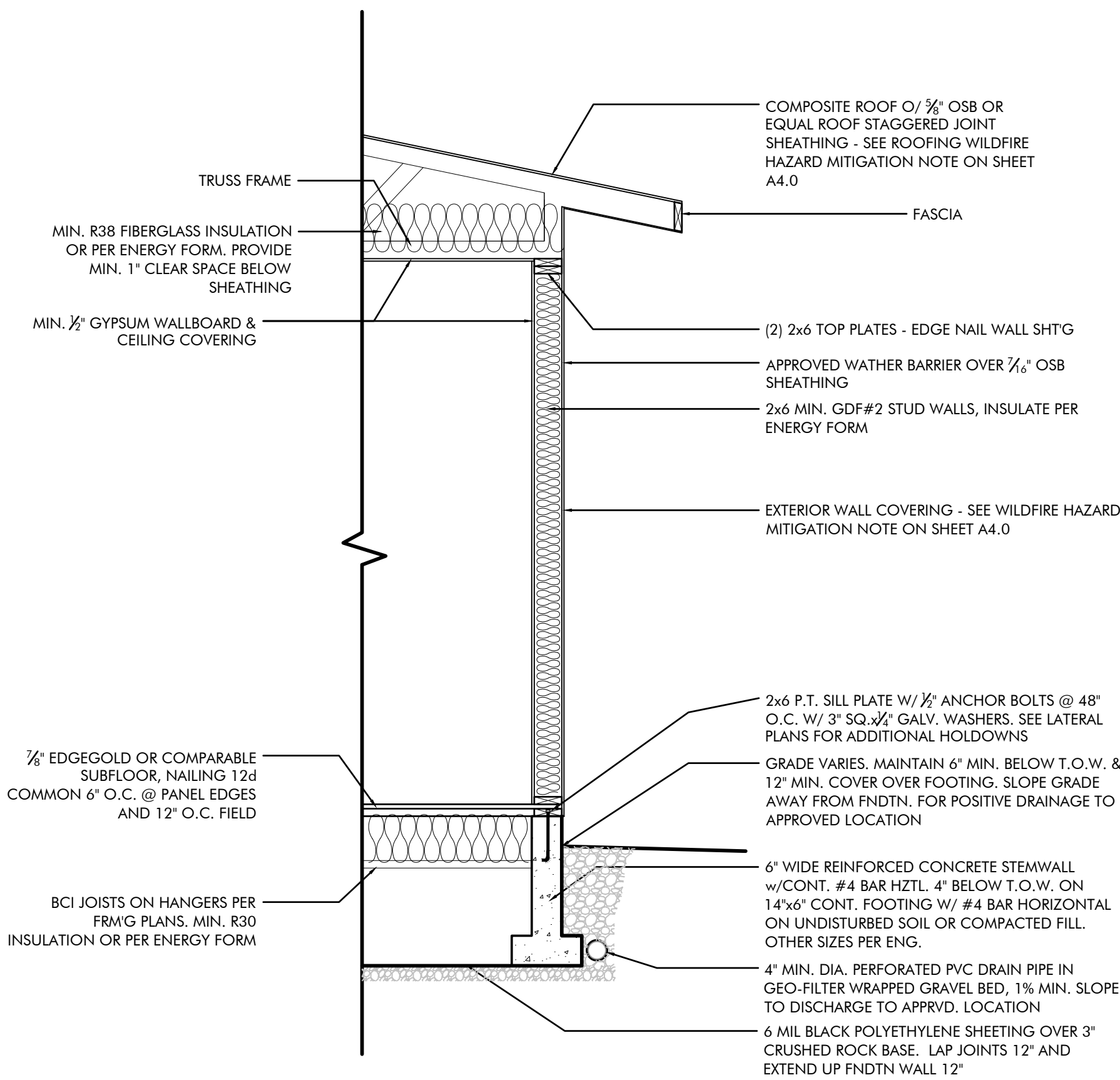
604 Fair Oaks Court, Ashland, Oregon 97520
kda-homes.com 08 #208490

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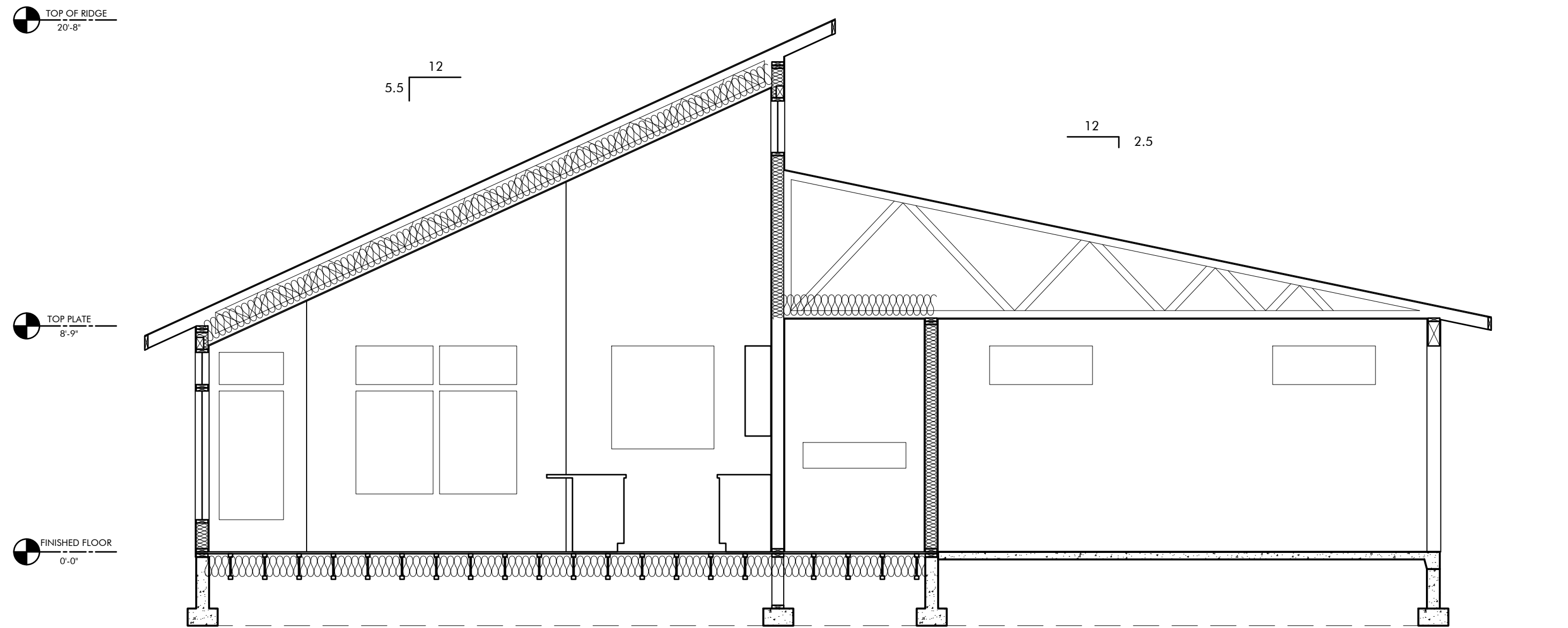
ELEVATIONS

DRAWN BY:
Adam Miller | 541.513.8957
Richard Anderson | 541.301.1497
Cassandra del Nero | 541.905.5134

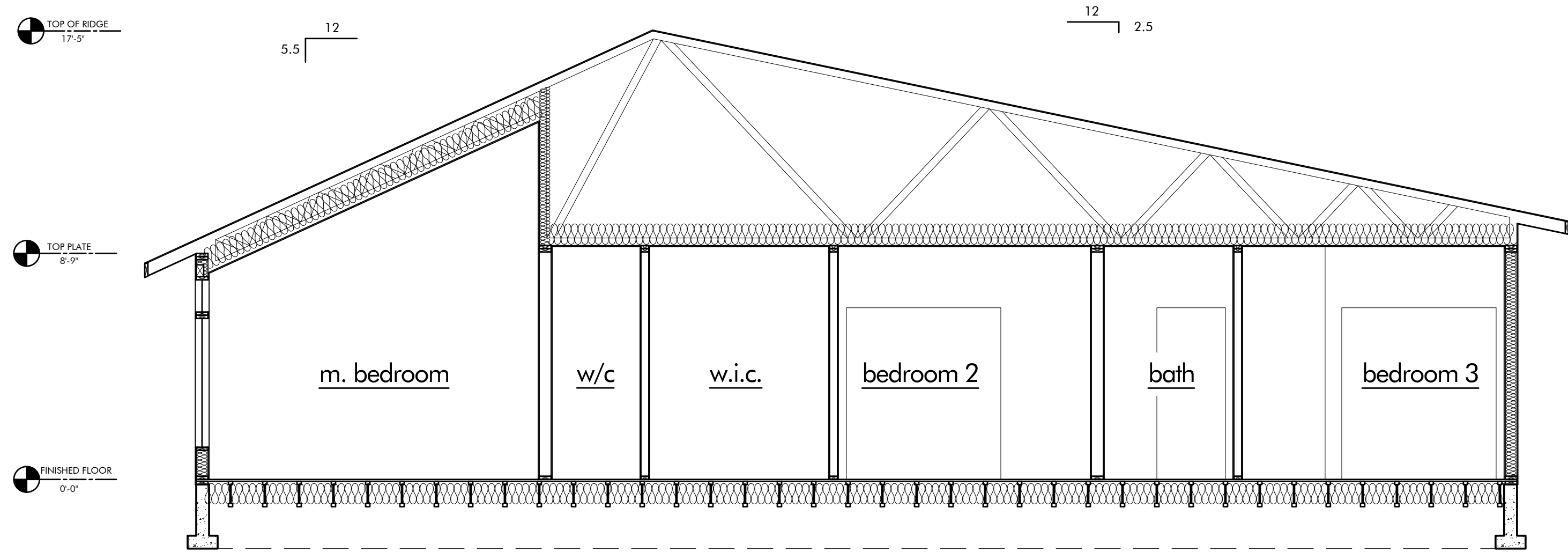
SHEET NO.
A4.0
6 OF 7 SHEETS



3 Typical Wall Section
Scale: 1/2"=1'-0"



2 Section One
Scale: 1/4"=1'-0"



1 Section Two
Scale: 1/4"=1'-0"

WILDFIRE HAZARD MITIGATION NOTES:

Rain Gutters (Per ORSC Section R327.4.3.1):
Non-combustible materials with provisions to prevent the accumulation of leaves and debris in the gutters (Non-combustible corrosion resistant metal screening).

Attic Vents (Per ORSC Section R327.4.4):
Eave, Soffit, and Cornice Vents less than 12' above grade or surface:
All vents shall have screening made of corrosion resistant metal mesh with minimum 1/16" and maximum 1/8" grid *and* be designed to resist flame and ember intrusion (ASTM E2886).

Overhanging Projections (Per ORSC R327.4.6.1, R327.4.6.2, R327.4.6.3)
All enclosed roof eaves, soffits, cornices, exterior patio/porch ceilings and floor projections less than 12' above grade or the surface below shall be covered with either non-combustible material, ignition-resistant material, ASTM E2957 compliant, one layer of minimum 5/8" ext. type X applied behind the exterior covering, or 1-hour fire resistive exterior wall assembly (Gable and overhangs are exempt).

**PRELIMINARY
DO NOT BUILD**



LINDEMANN DESIGN LLC

ASSOCIATE DESIGNERS:

ALM Adam L. Miller Design
DESIGN

RLA Design LLC

DEL NERO DESIGNS LLC

KAS Associates, Inc. ENGINEERING SERVICES

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• kas@kasinc.com • www.kasinc.com •

REVISIONS

NO.	DATE	EVENT / NOTE
A	8/29/2023	PRELIMINARIES

Beach Creek Subdivision
1208 Hagen Way

ASHLAND, OR 97520

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OWNER:

KDAHomes
plan, develop, build

541-944-1921 Dave Decarlow
541-821-3752 Mark Knox
604 Fair Oaks Court Ashland, Oregon 97520
kda-homes.com 08 #203490

DRAWING TITLE:

SECTIONS

DRAWN BY:
Adam Miller | 541.513.8957
Richard Anderson | 541.301.1497
Cassandra del Nero | 541.905.5134

SHEET NO.
A5.0
7 OF 7 SHEETS



VICINITY MAP



PROJECT INFORMATION

ADDITIONAL CONTACTS:

Surveyor Polaris Land Surveying
(541) 482-5009
Civil Engineer KAS & Associates, Inc.
Scott Pingle
(541)479-5801
kas@kasinc.com

SITE & BUILDING DATA:

Location MAP 39 1E 04 AC TAX LOT 2000
Lot Size See Below
Zoning NM
Occupancy Single Family Residence
Elevation Approx. 1757.5 ft.
Seismic Design Category D
Wind Basic Wind Speed = 96 MPH
Frost Line 12"
Soil Assumed 1500 PSF bearing pressure

BUILDING FLOOR AREA (Lot 22):

Total Heated 837.5 s.f.
Front Porch 77.29 s.f.

LOT 23 COVERAGE:

Lot Area: 2420.39 s.f.
Impervious Surfaces: 1006.86 s.f. (41.6%)
Landscape Area: 1413.53 s.f. (58.4%)

IMPERVIOUS AREA:

House Footprint 837.5 s.f.
Front Porch 77.29 s.f.
Walkway/Pavers/Steps 92.07 s.f.
TOTAL IMPERVIOUS 1006.86 s.f.

BUILDING REQUIREMENTS & SPECS:

ENERGY EFFICIENCY:

BASELINE (minimum) VALUES (see add'l. values per energy form):
Exterior Walls: R-21 Advanced Framing
Flat Ceilings: R-49
Framed Floors: R-30
Windows: U-0.30
Exterior Doors: U-0.20
HVAC: Ductless Mini-split Heat Pumps (head units to locate in conditioned space)

BTU REQUIREMENTS:

EACH UNIT:
Range/Oven 65,000 BTUs
On Demand Water Heater 200,000 BTUs
TOTAL 265,000 BTUs

DESIGN LOADS (PSF):

	LL	/	Bal. Snow	/	Unbal. Sn.	/	D.L.	/	Total
Floor	40						15		55
Roof	40		25		40		15		55
Decks	40		25		40		15		55

GENERAL NOTES:

CODE BASE:
This project is to be built in accordance with applicable Oregon Building Codes.
• General: 2017 ORSC (Oregon Residential Specialty Code)
Note: Chapters 12-24 of the 2017 ORSC governs Mechanical.
Note: Chapter 11 of the 2017 ORSC governs Energy Efficiency.
• Plumbing: 2014 OPSC (Chapters 25 - 33)
• Electrical: 2014 OESC (Chapters 34 - 42)
• Also see sheet structural engineer's design data

Confirm dimensions in the field. Dimensions shown are to rough framing unless noted otherwise. Written dimensions take precedence over scaled dimensions. Verify scaled dimensions with the designer. Any discrepancies or omissions shall immediately be brought to the attention of the general contractor and the designer.
If any sealed structural drawings and details are added to these plans, those structural drawings and specifications take precedence over architectural drawings and details. Any discrepancies shall immediately be brought to the attention of the structural engineer, the general contractor and the designer.
Provide blocking as required for hand rails, equipment, shelving, built-ins or other attachments shown on drawings.
See Specifications on Sheet A2.2 for additional requirements.

SHEET INDEX

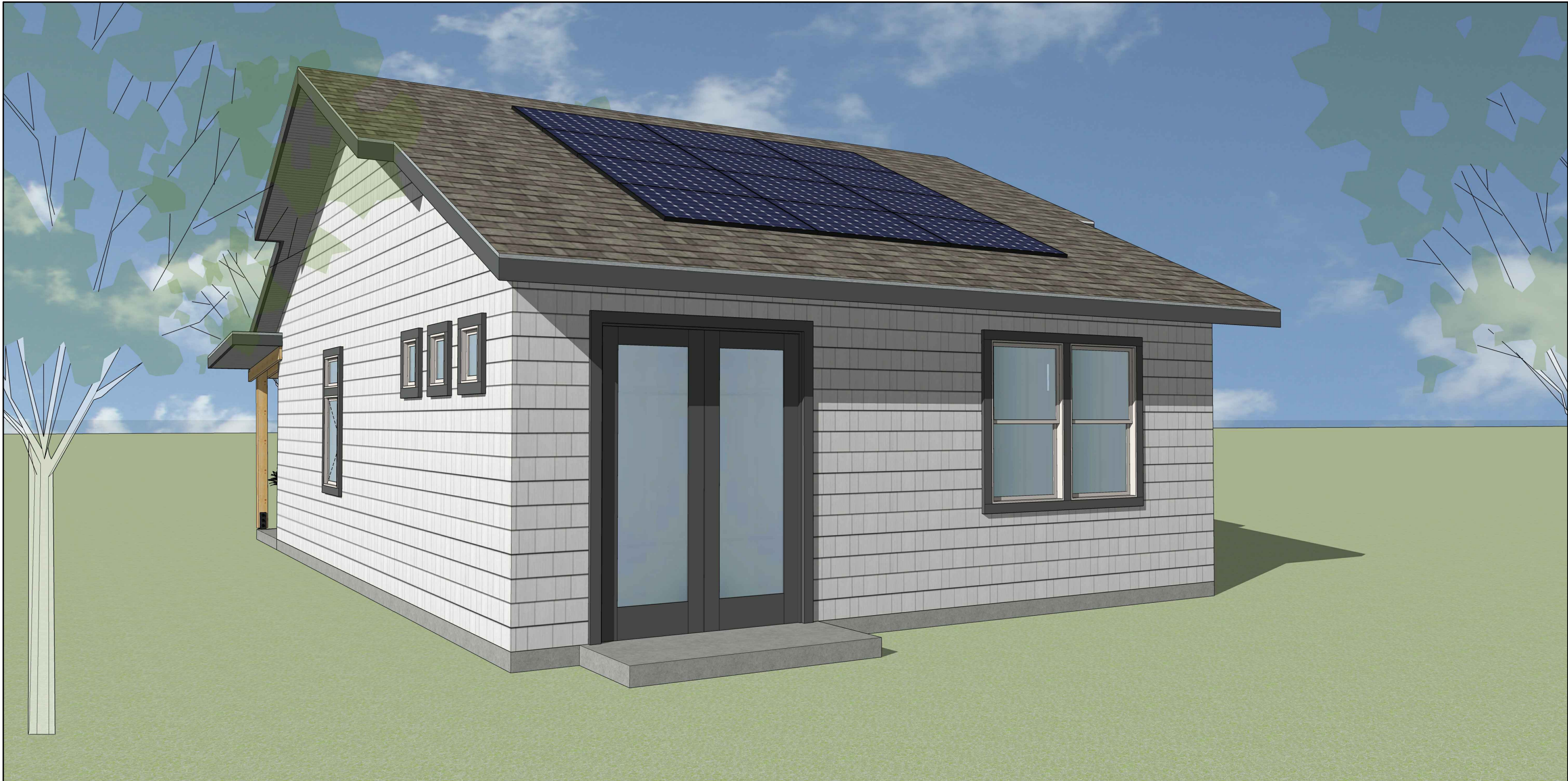
A0.0	COVER / PROJECT DATE
A1.0	SITE PLAN
A2.0	FOUNDATION/ROOF PLAN
A3.1	FLOOR/LATERAL PLAN
A3.2	WINDOW SCHEDULE/SECTIONS
A4.0	ELEVATIONS

DEVELOPMENT MAP



424 Nandina, Ashland OR 97520
Kestrel Park Cottages Lot 22

SEE NOTATION FOR ACTUAL SIDING TYPE AND COLOR ON SHEET A4.0



LINDEMANN DESIGN LLC

ASSOCIATE DESIGNERS:

ALM Adam L. Miller Design
DESIGN

RLA Design LLC

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REVISIONS

NO.	DATE	EVENT / NOTE
A	1/21/2021	PRELIMINARIES
B	3/8/2021	SUBMIT FOR PLAN CHECK

424 Nandina
(Lot 22)

ASHLAND, OR 97520

SINGLE FAMILY DWELLING
© LINDEMANN DESIGN LLC

OWNER:

KDAHomes
plan, develop, build

541-944-1921 Dave Decarlow
541-821-3752 Mark Knox
604 Fair Oaks Court Ashland, Oregon 97520
kda-homes.com (203) 423692

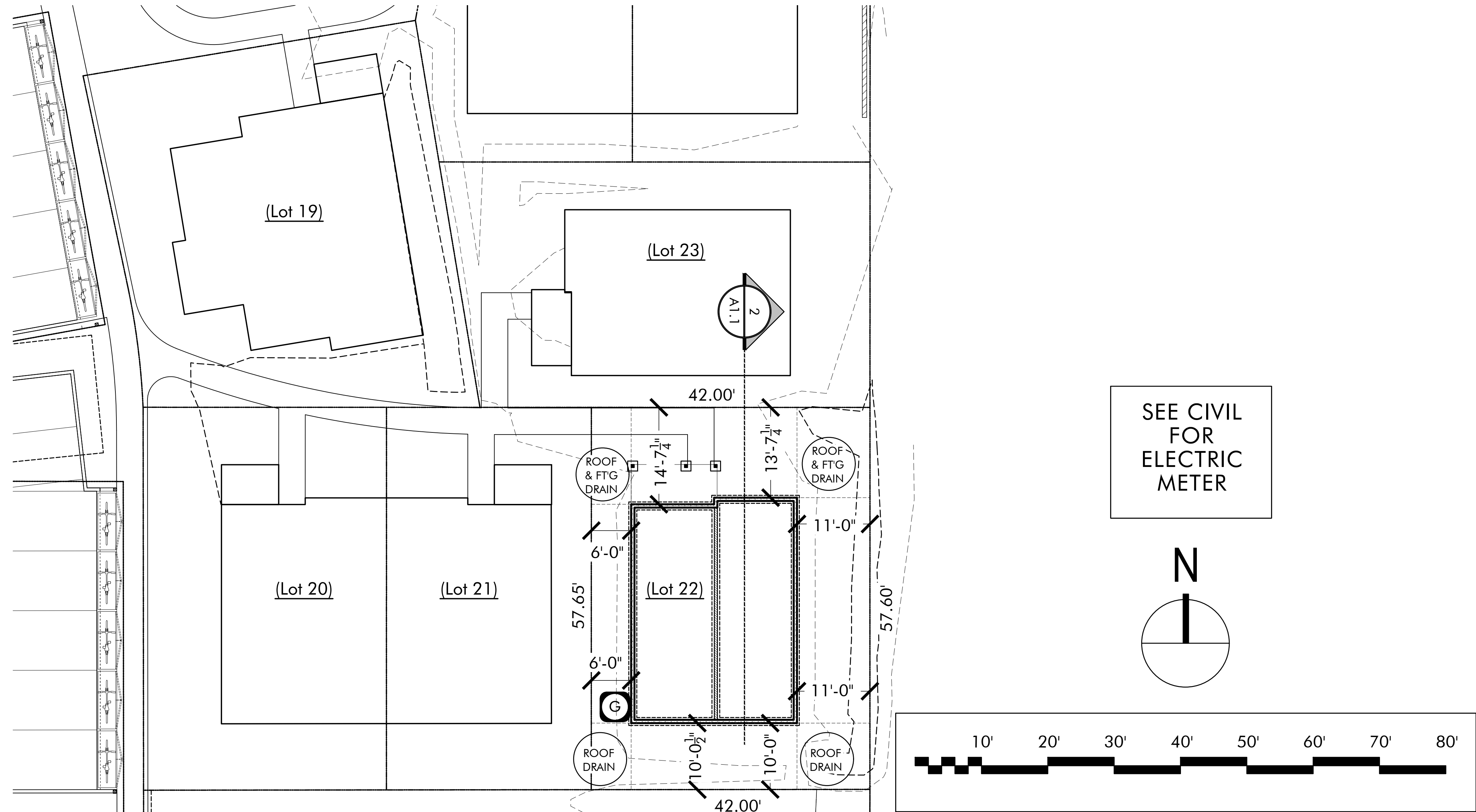
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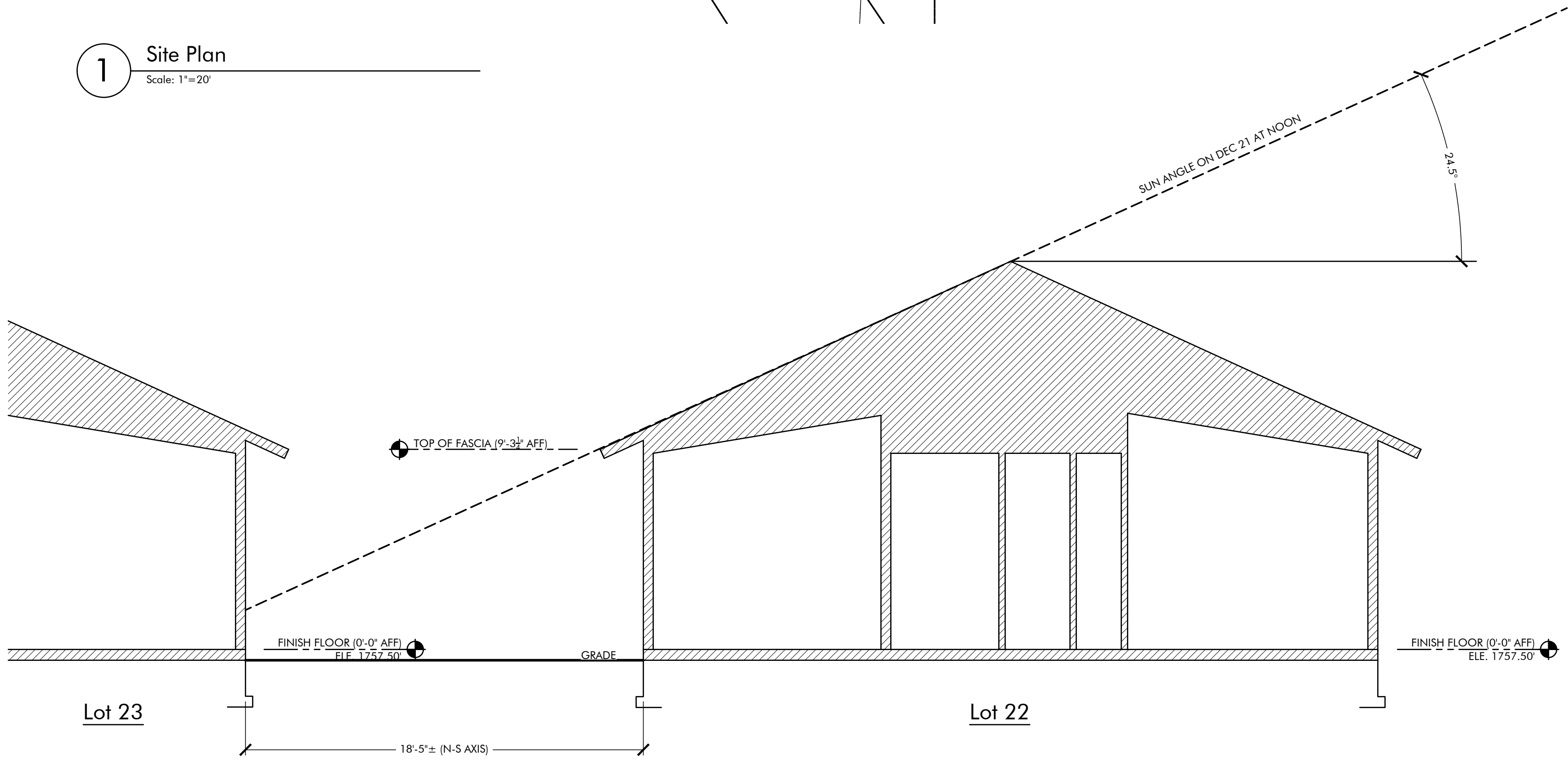
DRAWN BY:
Rick Lindemann | 503.866.4742
Adam Miller | 541.513.8957
Richard Anderson | 541.301.1497

SHEET NO.
A0.0

1 OF 6 SHEETS



1 Site Plan
Scale: 1"=20'



2 Solar Setback
Scale: 1/4"=1'-0"

SPECIFICATIONS

1.0 GENERAL REQUIREMENTS

1.1 Contractor(s) shall perform his (their) work in conformance with locally current edition of all building codes, ordinances, laws and other regulations and standards of each and every governmental agency and bureau having jurisdiction over project. Contractor shall obtain and pay for all permits, licenses, and fees required by city, county, and state regulations. All laws, ordinances and regulations shall be complied with and necessary expenses for compliance shall be included in the contract.

1.2 Contractor shall be responsible for all conditions and dimensions affecting their work prior to commencing construction. Contractor shall notify the Designer and/or Engineer immediately of discrepancies found within the construction documents. Contractor is solely responsible for accuracy of lines and levels, for accuracy of constructed details, for confirming and coordinating all quantities and dimensions, for selecting fabrication processes, for techniques of assembly and performance of all work in a safe and satisfactory manner.

1.3 Contractor shall be responsible for the coordination of all work, including that of its subcontractors. Contractor agrees to bind every subcontractor to these requirements by terms of their contract as such terms are applicable to subcontractor's work.

1.4 Contractor shall be responsible for the daily removal of all debris accumulated as a result of their operation. All scrap, debris, and other excess material shall be lawfully removed from the site, and shall at no time allow accumulation to become a hazard to normal construction activities, nor a barrier to access by the building official and any other parties entitled to enter the site for official business.

1.5 Contractor shall guarantee all work, materials, and products for a minimum period as required by Oregon state law after date of acceptance of work. Furthermore, all guarantees and warranties shall conform to the applicable requirements of the codes and laws of the State of Oregon.

1.6 The following may be included at the Owner's option in the Contact for Construction as agreed between the Owner and Contractor:

- Contractor shall arrange for and secure any required tests and/or inspections, and arrange for payment of required fees as requested by Owner.
- Contractor shall provide and maintain bonds and insurances as required by Owner.
- Contractor shall protect and hold harmless the Owner and/or Owner's agent from any liability whatsoever from any injury resulting from the project, including loss of property, until the completion of the project.
- Any proposal for substitutions by Contractor contrary to drawings and specifications shall be submitted to Owner for approval or denial.
- Contractor shall provide supervision of the work during construction. A skilled superintendent shall be on job regularly to verify that all work is done properly and according to drawings and specifications. It shall be his responsibility to meet with each trade or subcontractor before work is to begin and review the job to be done. Before any work proceeds into the next phase, superintendent shall inspect work to see that it is in readiness for next phase or trade.
- Contractor shall review and approve all product data and samples prior to submission to Owner and/or Designer, and shall determine and review for accuracy: field measurements, field construction criteria, conformance with specifications, jurisdiction requirements, and coordination with construction documents as is customary and prudent.
- Owner may order extra work or make changes by altering, adding to or deducting from the work, the contract (sum/fee/amount) being adjusted to the mutual satisfaction of Owner and Contractor.

1.7 Contractor shall provide to the Owner certified properly executed waivers of liens by Contractor and all subcontractors and suppliers as required by statute.

1.8 SHOP DRAWINGS: Contractor shall review all shop drawings and affix his/her signature to such documents prior to submitting them to Designer; Designer will review shop drawings for conformance to the design intent of the Drawings as to installed appearance and utility only, not for dimensional accuracy nor structural integrity.

1.9 Designer will not be responsible for nor have control nor charge over the acts or omissions, construction means, methods, techniques, sequences or procedures, or for safety precautions and programs of the Contractor, subcontractors, nor any of their agents or employees, nor any other persons performing any of the work.

1.10 Work shall be constructed according to these working drawings and specifications and addenda as agreed upon between Owner and Contractor. The term "Contractor" refers to any contractor licensed to perform their services in the State of Oregon who may enter into a legal contract directly with the Owner. "Subcontractor" refers to those having a legal contract for the work with the General Contractor, or hired by any other subcontractor.

1.11 Drawings and specifications are intended to show and describe details for a complete construction. Parts and details not fully shown or described shall be executed according to standard first class trade practices, and in similar manner and spirit of details which are shown on drawings or described in specifications. If contractor finds any details which in his opinion are unsound or not waterproof, it shall be his/their duty to notify the Designer in writing of his opinion. If work is performed as detailed, it will be assumed that there has been no objection to the detail.

1.12 Figured dimensions shall be followed in preference to scale, and detail drawings in preference to small scale drawings. Contractor shall check accuracy of all dimensions in field prior to any work being constructed or materials or products fabricated or installed. Specifications and written notes and schedules on drawings shall be followed in preference to information furnished in the form of line drawings.

1.13 Detailed drawings furnished by Designer during construction to be approved by Contractor or Owner are to be considered explanatory and not as modifications of drawings and specifications unless specifically noted as such by the Designer. Notes, figures and details on said detail drawings shall be followed and executed as part of these general notes.

1.14 Contractor shall erect and properly maintain at all times as required by conditions and progress of work, all necessary protective devices, and other safeguards for the protection of workmen and the public. Barricades shall be constructed and located as shall be determined by local authorities and codes. Drainage shall be controlled to mitigate any off-site erosion or migration of silt onto adjacent public or private property.

1.16 At all times during construction or erection of project or its component parts prior to completion of the structural frame or placement and permanent connection of component members to the structural frame, Contractor shall provide, or require framing and fabrication contractor to provide, install and maintain properly designed and constructed temporary bracing of adequate strength to prevent dislocation, distortion, cracking, detachment or any other damage to the work or any of its component parts due to normal and foreseeable wind and seismic forces.

1.17 Contractor shall insure that all glass, tile, plaster, painted surfaces, and floors are thoroughly cleaned of adhesive, staining, or corrosive materials, and left in a broom clean condition for acceptance by Owner.

1.18 All work and installations shall be as per the currently adopted version of the Oregon Residential Specialty Code.

2.0 SITE WORK

2.1 No soils report has been provided; the Designer has not reviewed any such report, and has assumed that standard code minimum bearing values apply. Contractor making excavations shall obtain a copy of any existing report, and shall prepare excavations and footings in strict conformance with its recommendations. If drawings do not reflect such conformance, Contractor shall immediately notify the Designer and Structural Engineer of changes required.

2.2 Where excavations are made to depth greater than indicated in drawings, or by a soils report, such additional depth shall be filled with concrete as specified for footings.

2.3 Fill materials shall be free from debris, vegetable matter and other foreign deleterious substances. Conform to current applicable state and local codes.

2.4 Compact back fill for trenches in accordance with any applicable soils reports recommendations and civil drainage or dewatering plans.

2.5 Water shall be removed from foundation excavation prior to placing of concrete. Care shall be taken and schedule planned so as not to dry out underlying natural soils.

3.0 CONCRETE

3.1 Concrete mixes, formwork, reinforcing, and placement of inserts and bolts shall be as shown, described or detailed on structural drawings, general or engineering notes, and these specifications.

3.2 All bolts, inserts, reinforcing steel, wire mesh, holdown anchors and other inserts shall be secured in place and inspected by the building official prior to securing delivery of or placing concrete. During placement of concrete, ensure securement and accurate location of bolts, inserts, reinforcing, anchors and other hardware until hardening of concrete.

3.3 Work concrete into all forms, into all corners, around reinforcement and embedded items.

3.4 Mix and Placement:

3.4.1 The minimum ultimate strength of concrete at 28 days shall be $f'_{c}=2500$ PSI unless otherwise noted on Structural Engineering plans.

3.4.2 Cement: ASTM C150 (Type II) unless alkaline soils are present (refer also to Structural Drawings, Specifications, and Calculations).

3.4.3 All concrete unless otherwise noted in the Structural Drawings, Specifications, and Calculations shall be regular weight, hard rock type (150 #CF). Aggregates shall conform to ASTM C33 with proven shrinkage characteristics of less than .005.

3.4.4 Concrete shall not free fall more than six feet. Pump or place as directly within forms as possible.

3.4.5 Concrete shall be maintained in a moist condition for a minimum of ten (10) days after placement, or per alternate proven curing methods used as specified in the current edition of the Manual of Practice of the American Concrete Institute.

3.4.6 Bolts embedded in concrete to be ASTM A307.

4.0 METALS

4.1 Structural steel shall conform to ASTM A36 and shall be fabricated and erected in accordance with the AISC Specifications and Code of standard Practice as amended.

4.2 Bolts shall conform to ASTM A325 unless noted otherwise (Use A307 for bolts embedded in concrete or masonry).

4.3 Reinforcing Steel:

4.3.1 Reinforcing steel shall be deformed steel conforming to the requirements of ASTM A615, (deformations shall be in accordance with ASTM A305) as follows: Grade 40 (#3 and #4 bar) unless otherwise noted on plans.

4.3.2 Bars shall be clean of rust, paint, grease or other materials likely to impair bond. Bends shall be made cold.

4.3.3 Prior to placing concrete, reinforcing steel and embedded items shall be well secured in position.

4.4 All lumber connectors attached to structural steel shall be as per Simpson Strong-Tie, or approved equal of equal or greater load carrying capacity. Connectors shall be shop welded per manufacturers recommendations.

5.0 CARPENTRY AND LUMBER

5.1 Framing lumber: Conform with provisions of the West Coast Lumber Inspection Bureau, No. 16 Standard Grading Rules for West Coast Lumber, and each piece shall bear the grade stamp of approved grading agency.

5.2 Framing lumber species: Unless otherwise noted below, any approved species may be used. Manufactured members of equivalent rating may be used; provide certification.

5.3 Framing lumber grades: The following grades shall be the minimum acceptable grades, unless otherwise noted herein or on drawings:

Item	Minimum Grade
Studs:	Stud Grade
Structural Joists and Planks:	2 inches to 4 inches thick, nominal; No. 2 (Douglas Fir)
Beams and Stringers:	5 inches and thicker; No. 1 (Douglas Fir)
Posts and Timbers:	5 inches by 5 inches and larger; No. 1 (Douglas Fir)

5.4 Plywood sheathing shall be APA grade stamped, including panel index where applicable. Use exterior type, min. CC grade where plywood is to be exposed to weather during construction. All plywood shall be manufactured with exterior type glue. All plywood shall conform to U.S. product standard PS 174.

5.5 Nailing, pattern, connectors, and location shall be as specified in the structural engineering drawings. Sheathing grades and nailing shall be approved by building inspector prior to covering.

5.6 Miscellaneous materials:

5.6.1 Wood in contact with concrete or masonry within 6 inches of earth: Pressure treated D.Fir.

5.6.2 Framing Hardware: Provide Simpson Timber Company "Strongtie" connectors or other approved. All substitutes shall bear ICBO approval. All hardware shall be galvanized or rust inhibitive shop painted. Nails for connectors be as recommended by the manufacturer.

5.6.3 Nails shall be common. Nailing shall be per Chapter 23 of the Uniform Building Code unless noted otherwise on the plans and details. All nails exposed to weather shall be galvanized.

5.7 Maximum moisture content for all structural members shall not exceed 19% unless noted otherwise herein or on plans.

5.8 During construction, ensure that materials and assemblies are installed in such manner that there is complete retardation of active, direct and indirect moisture and weather elements from entering interior inhabited and uninhabited spaces through, around, over and under building components. Sequence construction activities to allow for installation of waterproofing and dampproofing materials and products specified or shown on drawings as necessary to provide a watertight, moistureright, and weathertight building envelope.

5.9 All lumber permanently exposed to weather shall be fully treated with an anti-fungal and water repellent formulation; use only galvanized nails, fasteners, and connectors except as otherwise provided herein.

6.0 ELECTRICAL DESIGN REQUIREMENTS

6.1 All 15 and 20 amp receptacles to be tamper resistant per OESC 406.12.

6.2 Arc fault circuit interrupters shall be provided for all circuits described in OESC 210.12 (A)(1)(6).

6.3 Ground fault circuit interrupters shall be provided for all circuits described in OESC 210.8 (A)(1)(10).

6.4 Convenience outlets shall be spaced along walls (generally 6' from any point) and kitchen countertops (generally 24" from any point) per spacing requirements of OESC 210.52.



LINDEMANN DESIGN LLC

ASSOCIATE DESIGNERS:

ALM Adam L.
DESIGN Miller Design

RLA Design
LLC

KAS & Associates, Inc. CIVIL STRUCTURAL PLANNING
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Ph: (541) 772-5887 Ph: (541) 479-5881
Fax: (541) 618-7189 Fax: (541) 244-5951
• kas@kasinc.com • www.kasinc.com •

REVISIONS

NO.	DATE	EVENT / NOTE
A	1/21/2021	PRELIMINARIES
B	3/8/2021	SUBMIT FOR PLAN CHECK

424 Nandina
(Lot 22)

ASHLAND, OR 97520

SINGLE FAMILY DWELLING
© LINDEMANN DESIGN LLC

OWNER:

KDAHomes
plan, develop, build

541-944-1921 Dave Decarlow
541-821-3752 Mark Knox

604 Fair Oaks Court Ashland, Oregon 97520
kda-homes.com (202) 402692

DRAWING TITLE:

SITE PLAN

DRAWN BY:
Rick Lindemann | 503.866.4742
Adam Miller | 541.513.8957
Richard Anderson | 541.301.1497

SHEET NO.
A1.0
2 OF 6 SHEETS

LINDEMANN DESIGN LLC

ASSOCIATE DESIGNERS:

ALM
DESIGN

Adam L.
Miller
Design

RLA Design
LLC

KAS &
Associates, Inc.
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REVISIONS

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A B	1/21/2021 3/8/2021	PRELIMINARIES SUBMIT FOR PLAN CHECK

424 Nandina
(Lot 22)

ASHLAND, OR 97520

SINGLE FAMILY DWELLING
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OWNER:

KDAHomes
plan, develop, build

541-944-1921 Dave Decarlow
541-821-2352 Mark Knox

604 Fair Oaks Court Ashland, Oregon 97520
kda-homes.com 503.423.4900

DRAWING TITLE:

FOUNDATION/
ROOF PLAN

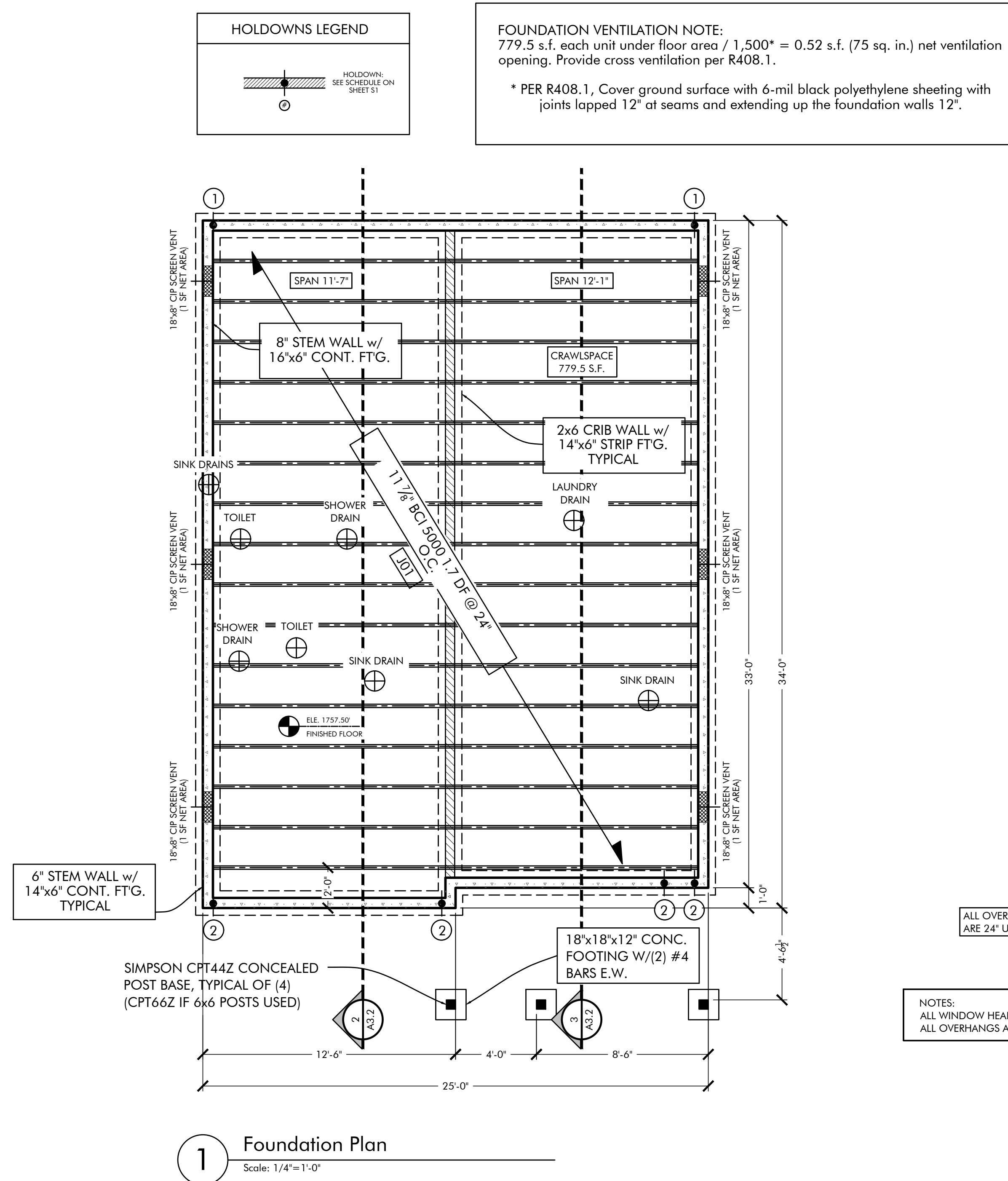
DRAWN BY:
Rick Lindemann | 503.866.4742
Adam Miller | 541.513.8957
Richard Anderson | 541.301.1497

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A2.0

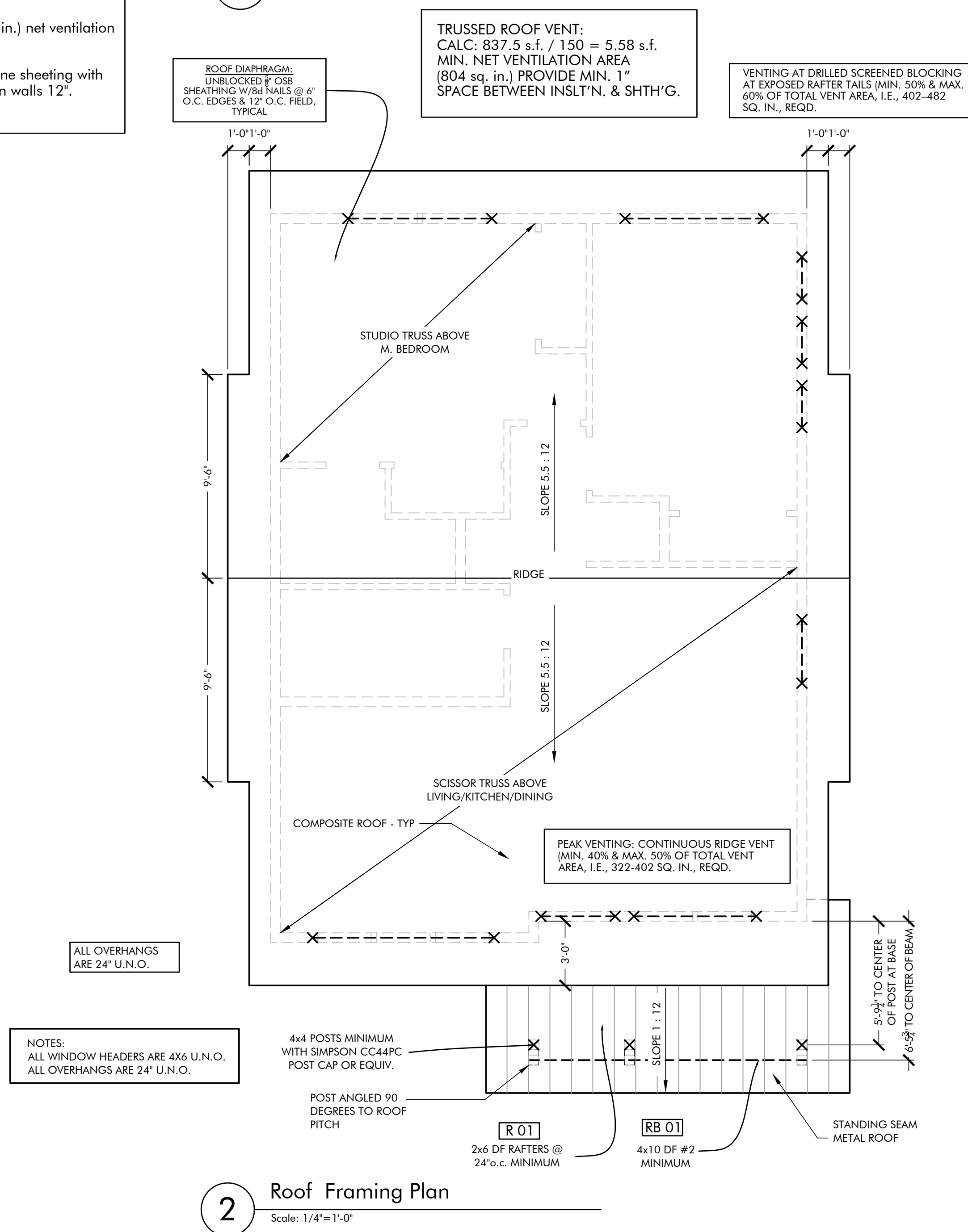
3 OF 6 SHEETS

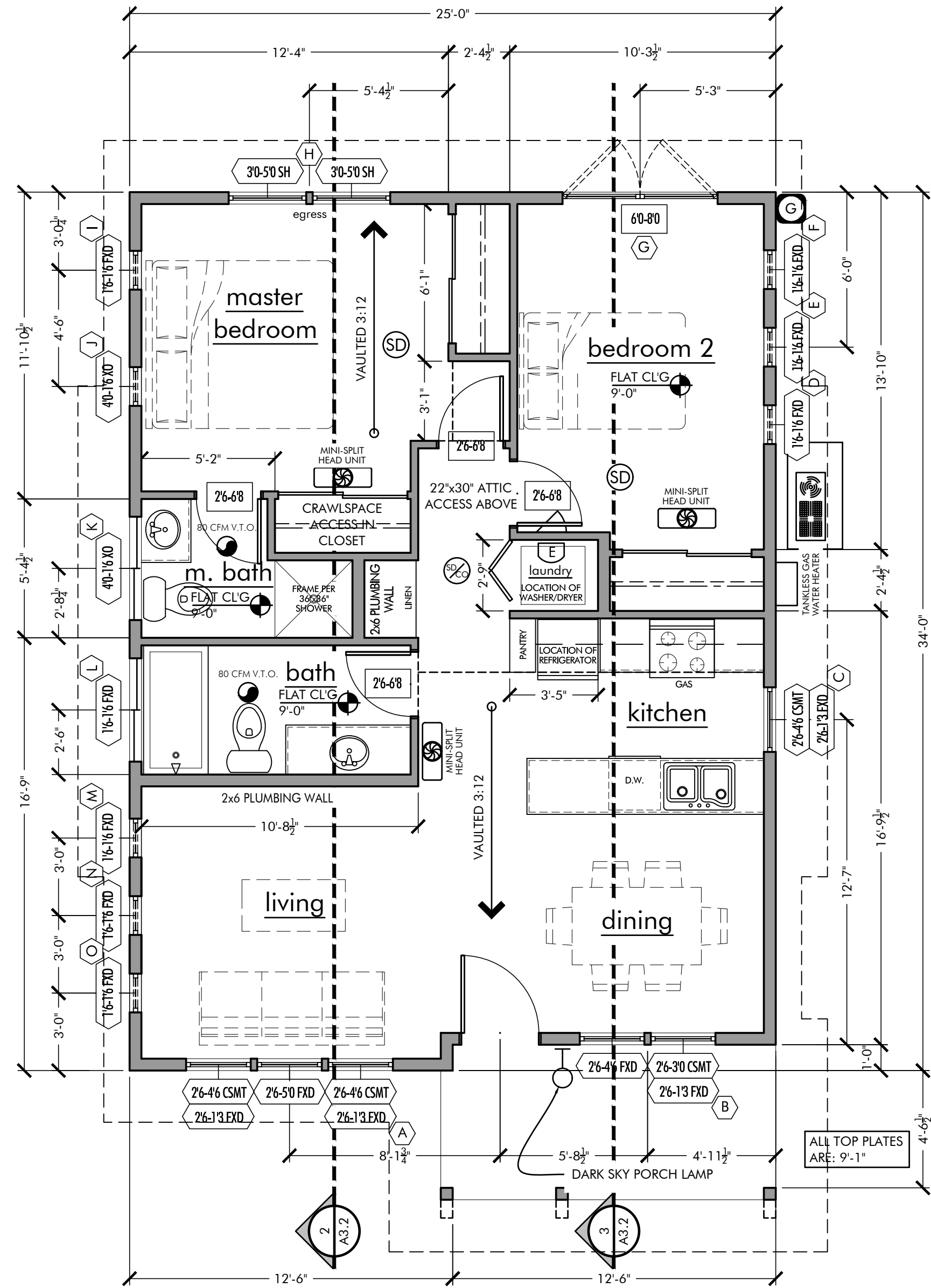


2 3D Roof View

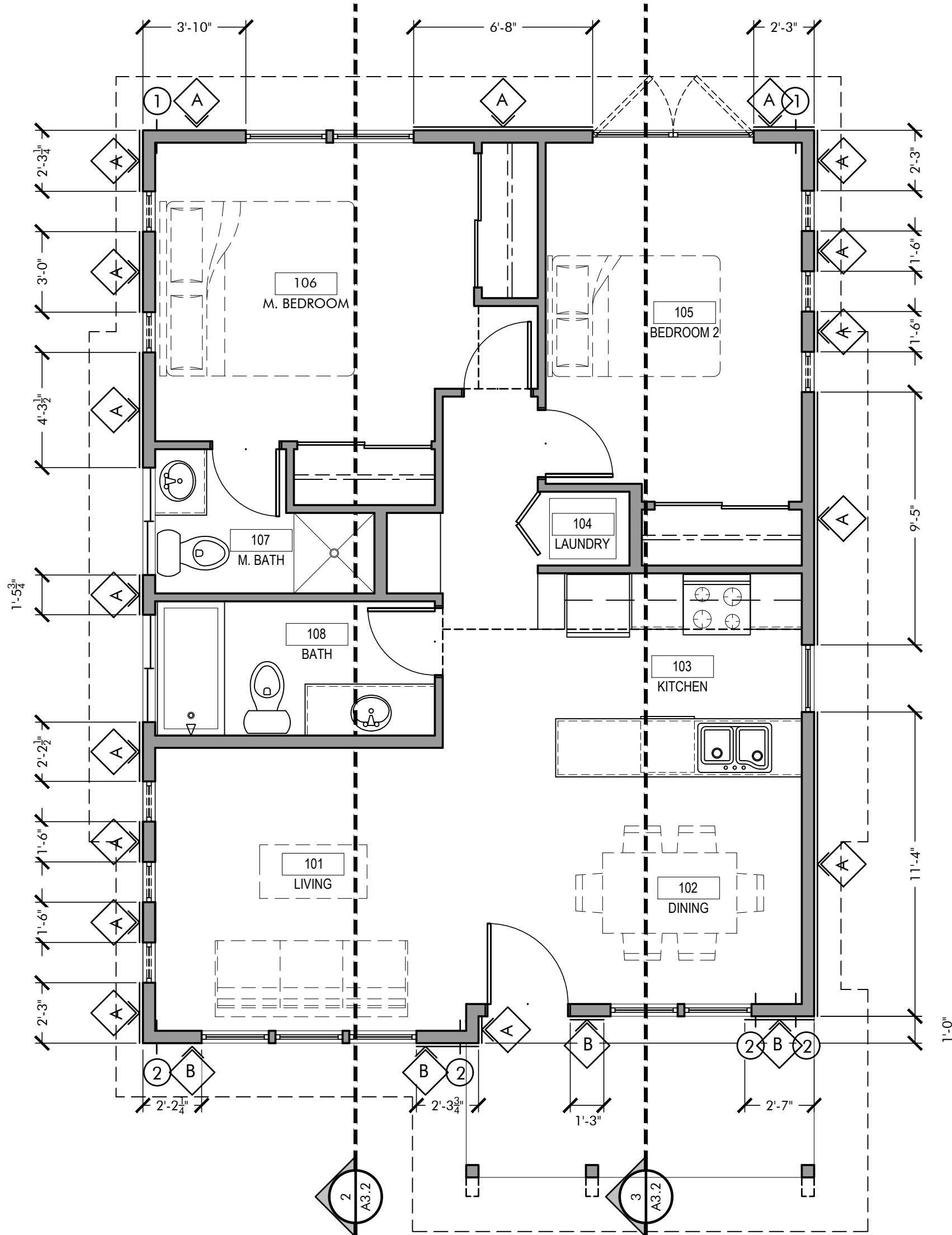
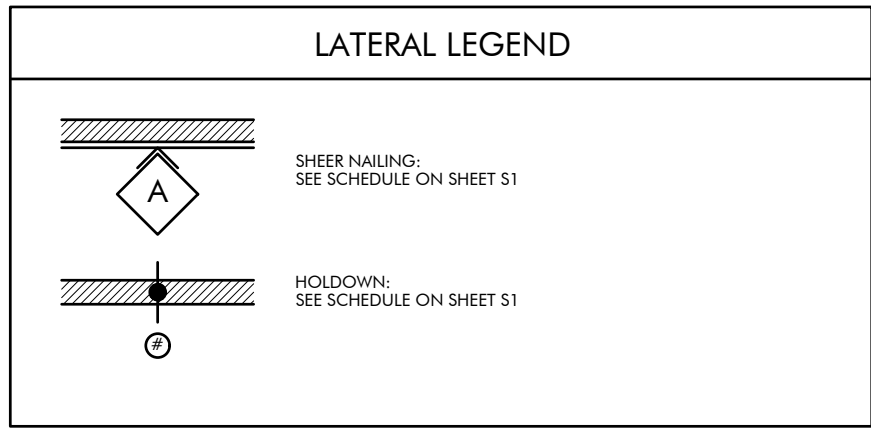


Roof Framing Plan





1 Floor Plan
Scale: 1/4"=1'-0"



2 Lateral Plan
Scale: 1/4"=1'-0"



LINDEMANN DESIGN LLC

ASSOCIATE DESIGNERS:
ALM Adam L. Miller Design
DESIGN

RLA Design LLC

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REVISIONS

NO.	DATE	EVENT / NOTE
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B	3/8/2021	SUBMIT FOR PLAN CHECK

424 Nandina
(Lot 22)

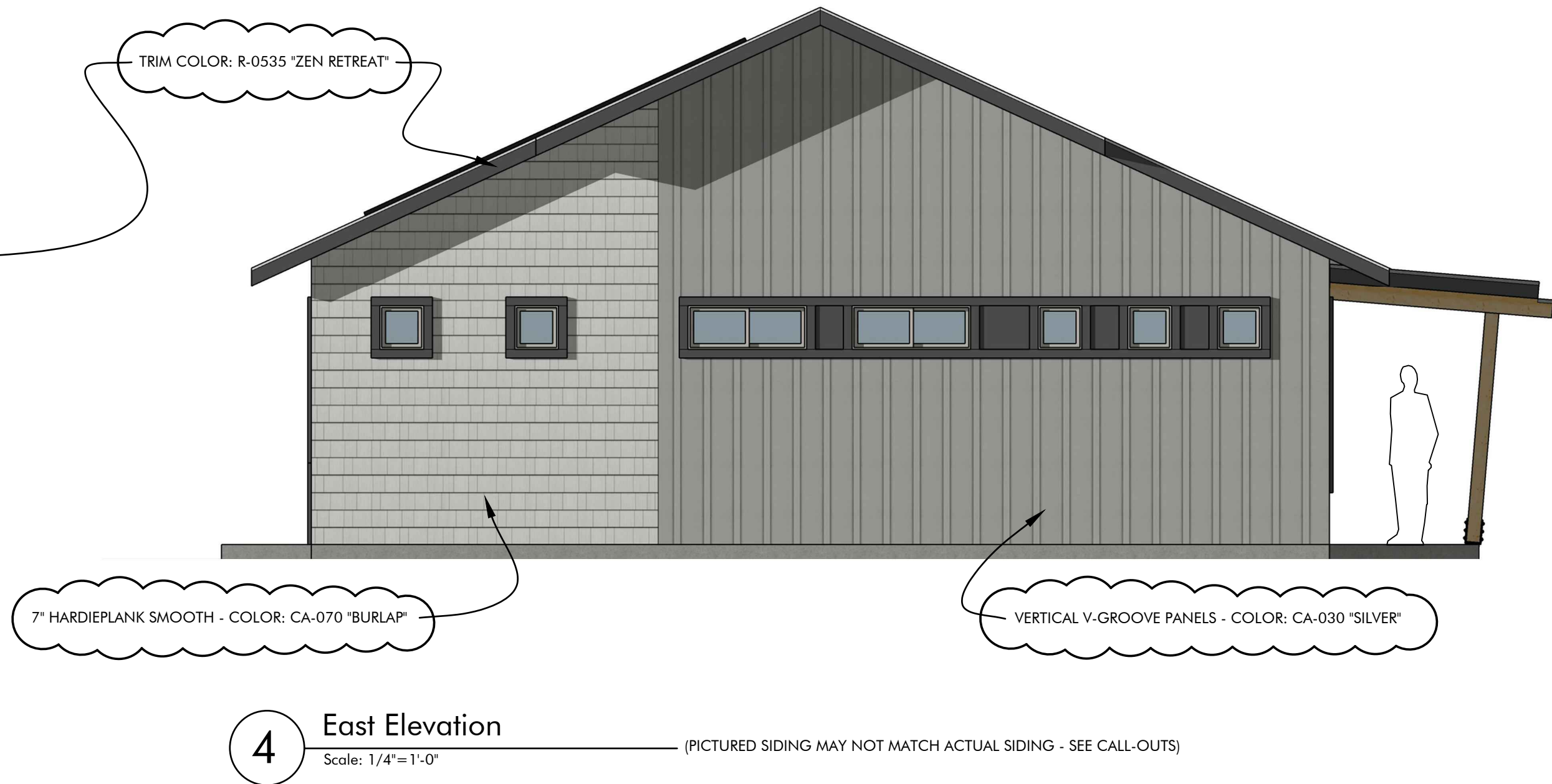
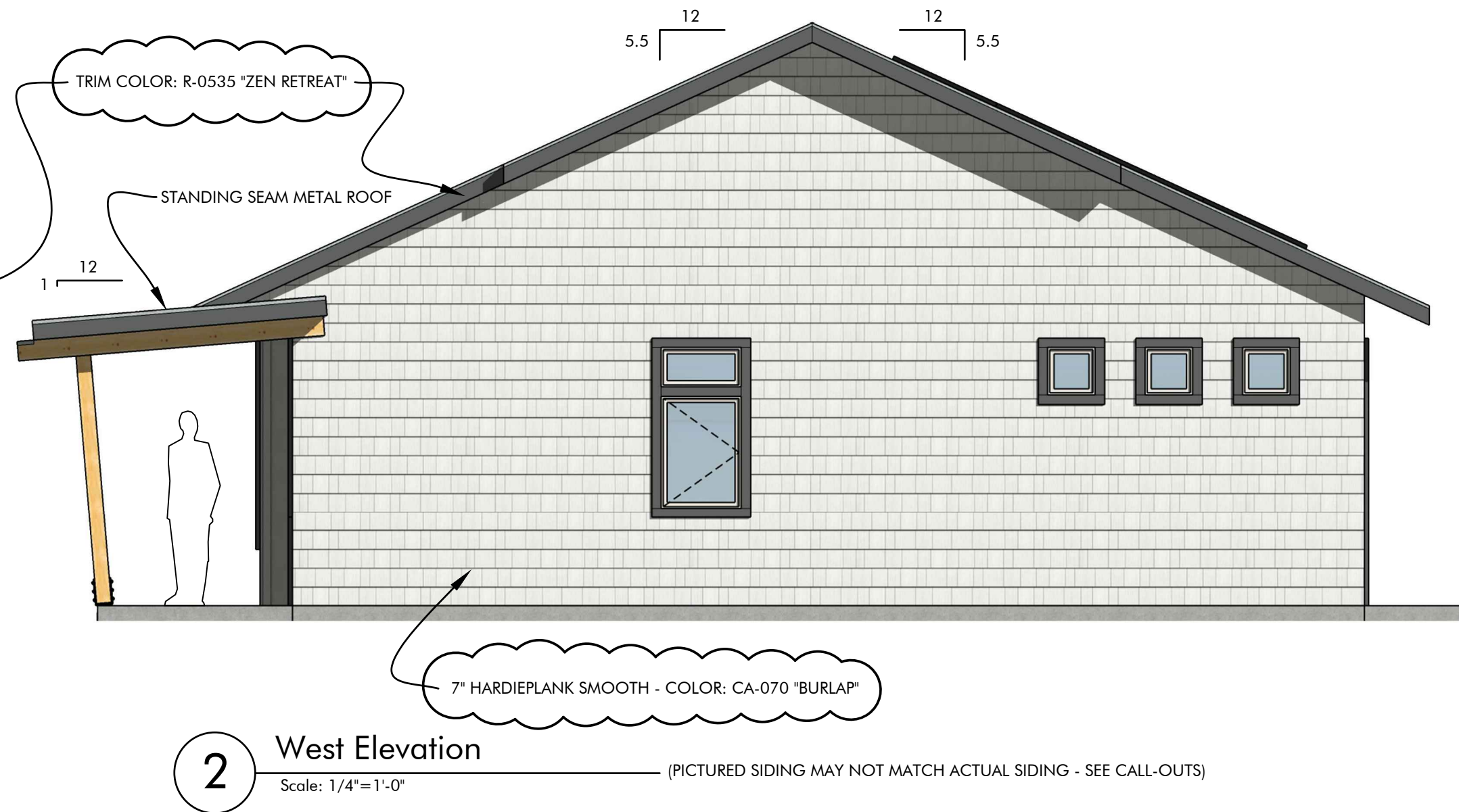
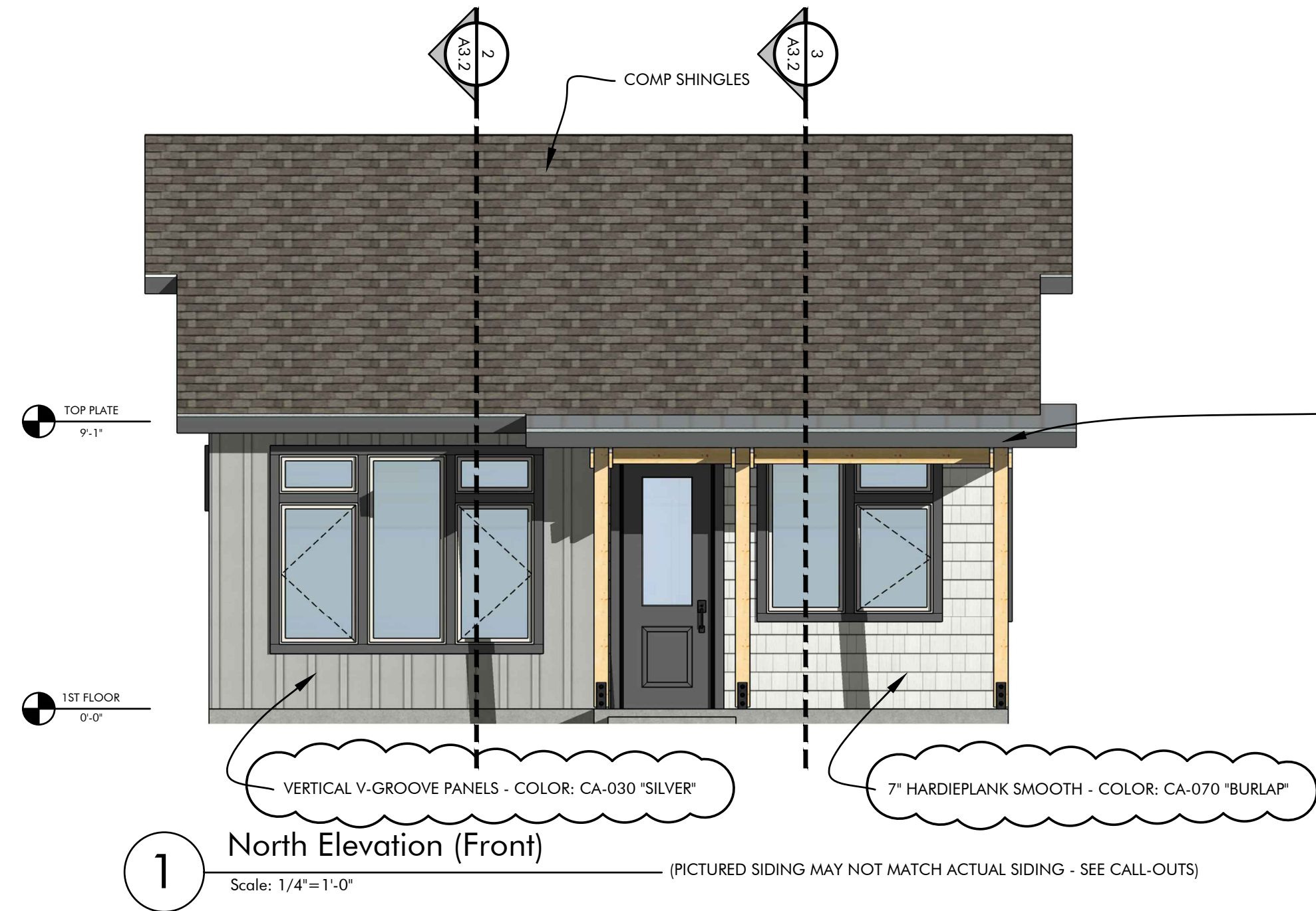
ASHLAND, OR 97520
SINGLE FAMILY DWELLING
©LINDEMANN DESIGN LLC

OWNER:
KDAHomes
plan, develop, build
541-944-1921 Dave Decarlow
541-821-3752 Mark Knox
604 Fair Oaks Court Ashland, Oregon 97520
kda-homes.com (203) 403605

DRAWING TITLE:
**FLOOR/LATERAL
PLAN**

DRAWN BY:
Rick Lindemann | 503.866.4742
Adam Miller | 541.513.8957
Richard Anderson | 541.301.1497

SHEET NO.
A3.1
4 OF 6 SHEETS



LINDEMANN DESIGN LLC

ASSOCIATE DESIGNERS:



Adam L. Miller
Design



REVISIONS

NO.	DATE	EVENT / NOTE
A	1/21/2021	PRELIMINARIES
B	3/8/2021	SUBMIT FOR PLAN CHECK

424 Nandina
(Lot 22)

ASHLAND, OR 97520

SINGLE FAMILY DWELLING
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OWNER:



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DRAWING TITLE:

ELEVATIONS

DRAWN BY:
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Richard Anderson | 541.301.1497

SHEET NO.
A4.0

6 OF 6 SHEETS



ESTIMATE

1679 Jackson Road
Ashland, OR 97520
541-690-1617
office@tayloredelements.com
OR CCB 161273

Estimate Type: Class 5

PROJECT: Cottages at Beach Creek - Trusted Homes	Square Feet
Scope of Work: New Earth Advantage Cottage	837.5

	NOTES	SALE PRICE
00.0 Supervision		
00.01 Site Supervision		\$ 7,744.00
Subtotal		\$ 7,744.00
00.1 Plans, Permit & Engineering		
00.2 Plans Drawings & Design		\$ 2,533.44
00.4 Permits		\$ 4,329.14
00.5 Construction Financing		\$ 6,080.25
00.7 Design and Selections		\$ 1,179.75
00.91 Planning & Administration		\$ 1,258.40
Subtotal		\$ 15,380.98
01.0 Excavation & Concrete		
01.1 Excav & Grading Sub		\$ 9,120.38
01.2 Excav & Grading Material		\$ 760.03
01.3 Foundation Subcontractor		\$ 6,586.94
01.4 Concrete Materials		\$ 1,694.00
01.5 Concrete Flatwork Sub		\$ 4,658.50
01.7 Mobilization Direct Labor		\$ 1,013.38
01.8 Mobilization - Materials		\$ 506.69
01.9 Demo/Excavation - Direct Labor		\$ 453.75
Subtotal		\$ 24,793.66
02.0 Framing		
02.1 Framing Subcontractor		\$ 10,640.44
02.2 Framing Materials		\$ 12,160.50
02.3 Siding / Trim Material		\$ 4,306.84
02.4 Siding Subcontractor		\$ 3,546.81
02.5 Windows & Patio Sliders		\$ 7,986.00
02.6 Trusses/Roof Framing Materials		\$ 5,573.56
Subtotal		\$ 44,214.16
03.0 Exterior Doors		
03.1 Exterior Doors Material		\$ 2,178.00
Subtotal		\$ 2,178.00
04.0 Electrical Systems		
04.1 Electrical Subcontractor		\$ 10,133.75
04.2 Electrical Fixtures		\$ 1,210.00
Subtotal		\$ 11,343.75
05.0 Plumbing Systems		
05.1 Plumbing Subcontractor		\$ 11,979.00
05.8 Gutters and Downspouts Subcontractor		\$ 1,633.50
Subtotal		\$ 13,612.50
06.0 HVAC System		
06.1 HVAC Subcontractor		\$ 11,858.00
Subtotal		\$ 11,858.00
07.0 Cabinets		
07.1 Cabinetry Subcontractor		\$ 8,603.10

Subtotal		\$	8,603.10
08.0 Roofing			
08.1 Roofing Subcontractor		\$	5,601.43
Subtotal		\$	5,601.43
09.0 Insulation			
09.1 Insulation Subcontractor		\$	5,066.88
Subtotal		\$	5,066.88
10.0 Drywall			
10.1 Drywall Subcontractor		\$	6,333.59
Subtotal		\$	6,333.59
12.0 Countertops			
12.1 Countertop Materials		\$	1,391.50
12.2 Countertops Subcontractor		\$	1,452.00
Subtotal		\$	2,843.50
13.0 Finish & Interior Trims			
13.1 Finish Subcontractor		\$	3,546.81
13.2 Finish Materials		\$	5,066.88
13.5 Door Hardware		\$	786.50
13.6 Bath Hardware Materials		\$	254.10
13.7 Mirrors		\$	544.50
Subtotal		\$	10,198.79
14.0 Floorcovering			
14.3 Vinyl Flooring	LVP	\$	4,053.50
14.8 Hardwood/Carpet Subcontractor Labor		\$	3,040.13
Subtotal		\$	7,093.63
16.0 Painting			
16.1 Painting Subcontractor		\$	7,093.63
Subtotal		\$	7,093.63
17.0 Appliances			
17.1 Appliance Labor		\$	181.50
17.2 Appliances		\$	3,850.00
17.3 Appliances - Direct Labor		\$	363.00
Subtotal		\$	4,394.50
18.0 Site Improvements			
18.1 Landscaping Subcontractor		\$	4,840.00
Subtotal		\$	4,840.00
19.0 Fencing & Gates			
19.1 Fencing Subcontractor		\$	4,573.80
19.2 Fences & Gates		\$	363.00
Subtotal		\$	4,936.80
20.0 Utilities			
20.1 Temp Utilities		\$	726.00
20.2 Porta Potty		\$	399.30
Subtotal		\$	1,125.30
21.0 Misc Job Costs			
21.2 Punchlist		\$	363.00
Subtotal		\$	363.00
22.0 Construction Clean Up			
22.2 Housecleaning		\$	608.03
22.3 Dump Fees		\$	580.80
22.4 Clean up - Direct Labor		\$	3,630.00
Subtotal		\$	4,818.83
24.0 Soft Costs			
24.1 Builder's Risk Insurance		\$	968.00
24.3 Project Liability Ins		\$	1,149.50
Subtotal		\$	2,117.50
26.0 Specialty Options			
26.1 Earth Advantage		\$	1,089.00

Subtotal	\$	1,089.00
27.0 Solar		
27.1 Solar Installation Sub Labor	\$	11,797.50
Subtotal	\$	11,797.50
SUBTOTAL OF JOB COSTS		
	\$	219,442.00
Oregon Corporate Activity Tax	\$	1,812.75
Total Project Cost		
	Princing good for 30 days.	\$ 221,254.75



ESTIMATE

1679 Jackson Road
Ashland, OR 97520
541-690-1617
office@tayloredelements.com
OR CCB 161273

Estimate Type: Class 5

PROJECT: Lot 42 Beach Creek Trusted Homes SFR	Square Feet
Scope of Work: New Earth Advantage SFR	1523.5

	NOTES	SALE PRICE
00.0 Supervision		
00.01 Site Supervision		\$ 10,648.00
Subtotal		\$ 10,648.00
00.1 Plans, Permit & Engineering		
00.2 Plans Drawings & Design		\$ 4,608.59
00.4 Permits		\$ 5,887.65
00.5 Construction Financing		\$ 10,135.57
00.7 Design and Selections		\$ 1,573.00
00.91 Planning & Administration		\$ 2,359.50
Subtotal		\$ 24,564.31
01.0 Excavation & Concrete		
01.1 Excav & Grading Sub		\$ 16,590.92
01.2 Excav & Grading Material		\$ 1,382.58
01.3 Foundation Subcontractor		\$ 11,982.33
01.4 Concrete Materials		\$ 2,541.00
01.5 Concrete Flatwork Sub		\$ 7,623.30
01.7 Mobilization Direct Labor		\$ 1,843.44
01.8 Mobilization - Materials		\$ 921.72
01.9 Demo/Excavation - Direct Labor		\$ 453.75
Subtotal		\$ 43,339.02
02.0 Framing		
02.1 Framing Subcontractor		\$ 19,356.07
02.2 Framing Materials		\$ 22,121.22
02.3 Siding / Trim Material		\$ 7,834.60
02.4 Siding Subcontractor		\$ 6,452.02
02.5 Windows & Patio Sliders		\$ 12,584.00
02.6 Trusses/Roof Framing Materials		\$ 10,231.06
Subtotal		\$ 78,578.97
03.0 Exterior Doors		
03.1 Exterior Doors Material		\$ 1,936.00
03.2 Garage Door		\$ 4,235.00
Subtotal		\$ 6,171.00
04.0 Electrical Systems		
04.1 Electrical Subcontractor		\$ 18,434.35
04.2 Electrical Fixtures		\$ 1,815.00
Subtotal		\$ 20,249.35
05.0 Plumbing Systems		
05.1 Plumbing Subcontractor		\$ 15,972.00
05.8 Gutters and Downspouts Subcontractor		\$ 2,904.00
Subtotal		\$ 18,876.00
06.0 HVAC System		
06.1 HVAC Subcontractor		\$ 16,940.00
Subtotal		\$ 16,940.00
07.0 Cabinets		

07.1 Cabinetry Subcontractor	\$	15,082.65
07.2 Cabinetry Materials	\$	181.50
Subtotal	\$	15,264.15
08.0 Roofing		
08.1 Roofing Subcontractor	\$	10,133.75
Subtotal	\$	10,133.75
09.0 Insulation		
09.1 Insulation Subcontractor	\$	9,217.18
Subtotal	\$	9,217.18
10.0 Drywall		
10.1 Drywall Subcontractor	\$	11,521.47
Subtotal	\$	11,521.47
12.0 Countertops		
12.1 Countertop Materials	\$	2,662.00
12.2 Countertops Subcontractor	\$	3,388.00
Subtotal	\$	6,050.00
13.0 Finish & Interior Trims		
13.1 Finish Subcontractor	\$	6,452.02
13.2 Finish Materials	\$	9,217.18
13.5 Door Hardware	\$	1,028.50
13.6 Bath Hardware Materials	\$	254.10
13.7 Mirrors	\$	544.50
Subtotal	\$	17,496.30
14.0 Floorcovering		
14.1 Hardwood Flooring	\$	7,371.32
14.8 Hardwood/Carpet Subcontractor Labor	\$	5,528.49
Subtotal	\$	12,899.81
16.0 Painting		
16.1 Painting Subcontractor	\$	12,904.05
Subtotal	\$	12,904.05
17.0 Appliances		
17.1 Appliance Labor	\$	181.50
17.2 Appliances	\$	3,850.00
17.3 Appliances - Direct Labor	\$	363.00
Subtotal	\$	4,394.50
18.0 Site Improvements		
18.1 Landscaping Subcontractor	\$	9,680.00
Subtotal	\$	9,680.00
19.0 Fencing & Gates		
19.1 Fencing Subcontractor	\$	6,352.50
19.2 Fences & Gates	\$	423.50
Subtotal	\$	6,776.00
20.0 Utilities		
20.1 Temp Utilities	\$	1,452.00
20.2 Porta Potty	\$	726.00
Subtotal	\$	2,178.00
21.0 Misc Job Costs		
21.2 Punchlist	\$	605.00
21.3 Heavy Equipment - TEC owned	\$85/hr with 4 hr minimum	\$ 411.40
Subtotal	\$	1,016.40
22.0 Construction Clean Up		
22.1 Cleanup / Closeout	\$	242.00
22.2 Housecleaning	\$	1,105.70
22.3 Dump Fees	\$	871.20
22.4 Clean up - Direct Labor	\$	7,260.00
Subtotal	\$	9,478.90
24.0 Soft Costs		
24.1 Builder's Risk Insurance	\$	968.00

24.3 Project Liability Ins	\$	1,149.50
Subtotal	\$	2,117.50
26.0 Specialty Options		
26.1 Earth Advantage	\$	1,089.00
Subtotal	\$	1,089.00
27.0 Solar		
27.1 Solar Installation Sub Labor	\$	17,696.25
Subtotal	\$	17,696.25
SUBTOTAL OF JOB COSTS		\$ 369,279.90
Oregon Corporate Activity Tax	\$	3,049.58
Total Project Cost	Princing good for 30 days.	\$ 372,329.48



Request for Proposals

HOUSING DEVELOPMENT BEACH CREEK SUBDIVISION

May 1, 2025

Offered by:
The City of Ashland City Council

Submittals due by email to Linda.Reid@ashland.or.us
no later than June 16, 2025, at 3:00 PM

Questions on content please contact: Linda Reid, Housing Program Manager, Department of Community
Development,
541-552-2043 or Linda.Reid@ashland.or.us

**CITY OF ASHLAND
DEPARTMENT OF COMMUNITY DEVELOPMENT**

REQUEST FOR PROPOSALS and REQUEST FOR QUALIFICATIONS

**HOUSING DEVELOPMENT
BEACH CREEK SUBDIVISION**

TABLE OF CONTENTS

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The City of Ashland is seeking proposals from affordable housing developers, non-profit organizations, and private developers for development of six City owned lots in the Beach Creek subdivision. The City is soliciting proposals with the purpose of creating affordable and/or workforce housing. Proposals should address key findings identified in the City of Ashland 2021-2041 Housing Capacity Analysis, such as the unmet housing need for households of low- and middle-income.

On August 20, 2024, the Ashland City Council directed Staff to move forward with accepting six residential lots within the Beach Creek Subdivision and developing an RFP that focuses on development of needed housing. The City has identified a need for additional housing opportunities targeted to low-income households, householders engaged in the workforce earning the area median income, and housing that is purchased or developed with assistance from area employers.

The City of Ashland invites proposals from not-for-profit or for-profit developers for the creation of affordable housing on one or more of six deed-restricted lots within the Beach Creek subdivision. Proposals must specify whether the developer intends to purchase one or more lots or seeks the property to be granted or provided at a reduced cost.

The City seeks a development proposal that provides affordable housing opportunities for moderate, low, or very low-income households consistent with the deed restrictions recorded on the properties. As the lots are located within an established subdivision, proposals must comply with the subdivision design standards and the conditions imposed during the subdivision's approval.

Proposals should align with the following general objectives, which reflect the City's priorities for this project. While these objectives are not strict requirements, proposals that effectively address them are more likely to meet the City's goals for the development of affordable housing:

- **Number and Type of Affordable Housing Units:**
Proposals that provide between six and eight affordable housing units that address the needs of Ashland residents and employees, and comply with the Beach Creek subdivision approval, will be prioritized.
 - The land includes two single-family lots, each capable of accommodating an Accessory Dwelling Unit (ADU), and four individual cottage lots, each suitable for 800 sq. ft. or smaller cottages.
- **Affordability Period:**
Proposals that extend affordability beyond the minimum 30-year term established by the annexation approval criteria will be ranked higher. Projects securing housing affordability in perpetuity through proven mechanisms, such as a land trust model, will receive the highest consideration. All proposals must include a plan to record an affordable housing covenant in accordance with ORS 456.280.
- **Organizational Experience and Capacity:**
Proposals must demonstrate the organization's experience and ability to develop and maintain affordable housing projects. This includes a proven track record of successfully completing similar projects and the capacity to ensure the ongoing

management and maintenance of the housing throughout the affordability period. Proposals showcasing well-established management plans, sustainable practices, and a history of long-term stewardship of affordable housing will be ranked higher.

- **Timeliness of Development:**

Proposals must include a clear timeline for project completion. Projects that can proceed and be completed in a timely fashion will be given priority.

- **Design Quality and Sustainability:**

Proposals should emphasize energy efficiency, architectural creativity, and innovation. They should use the natural features of the landscape to their greatest advantage, provide high-quality living environments, and reduce the impact of development on the natural environment and neighborhood.

- Proposals that stress affordability, economic feasibility, sustainability, and livability through good design will be ranked higher.

Reversion Clause: The City holds a reversionary interest in the property as conveyed. If the lots are not used for affordable housing in accordance with the public purpose outlined in the deed, the property shall revert to the City. The final agreement shall include provisions to monitor compliance with these requirements.

Required City Review and Approval: The City Council shall review and approve the final Development Agreement. This RFP and the proposal process comply with ORS 221.729, and the final proposal shall be approved by the City Council in a public meeting. The public process may include public notice and opportunity for comment prior to the Council vote.

Legal Framework: Disposition of these lots is governed by ORS 221.729, which allows the City to solicit proposals for the development of affordable housing and grant or sell the property to a selected developer. In accordance with the standard hearing process under ORS 221.725, the City held a public hearing which outlined a procedure for the disposition of the City owned lots. Upon selection of a developer, and completion of a development agreement, the City will ensure that appropriate covenants are recorded, and the property is used for affordable housing. This RFP process also satisfies the requirements of ORS 271.310 and 271.330, allowing the City to convey property to non-profit or for-profit developers for affordable housing development consistent with the public interest.

Applicants are encouraged to consult with the Ashland Planning Division for questions related to development standards and to ensure compliance with all applicable regulations.

The City of Ashland intends to select a proposal that can demonstrate expertise in affordable housing development, outline adequate financial capacity, describe a compelling design concept and program, and describe how the proposed project will

ensure that it will benefit households earning 80% of the Area Median Income or below for the required period of affordability which is 30 years at a minimum.

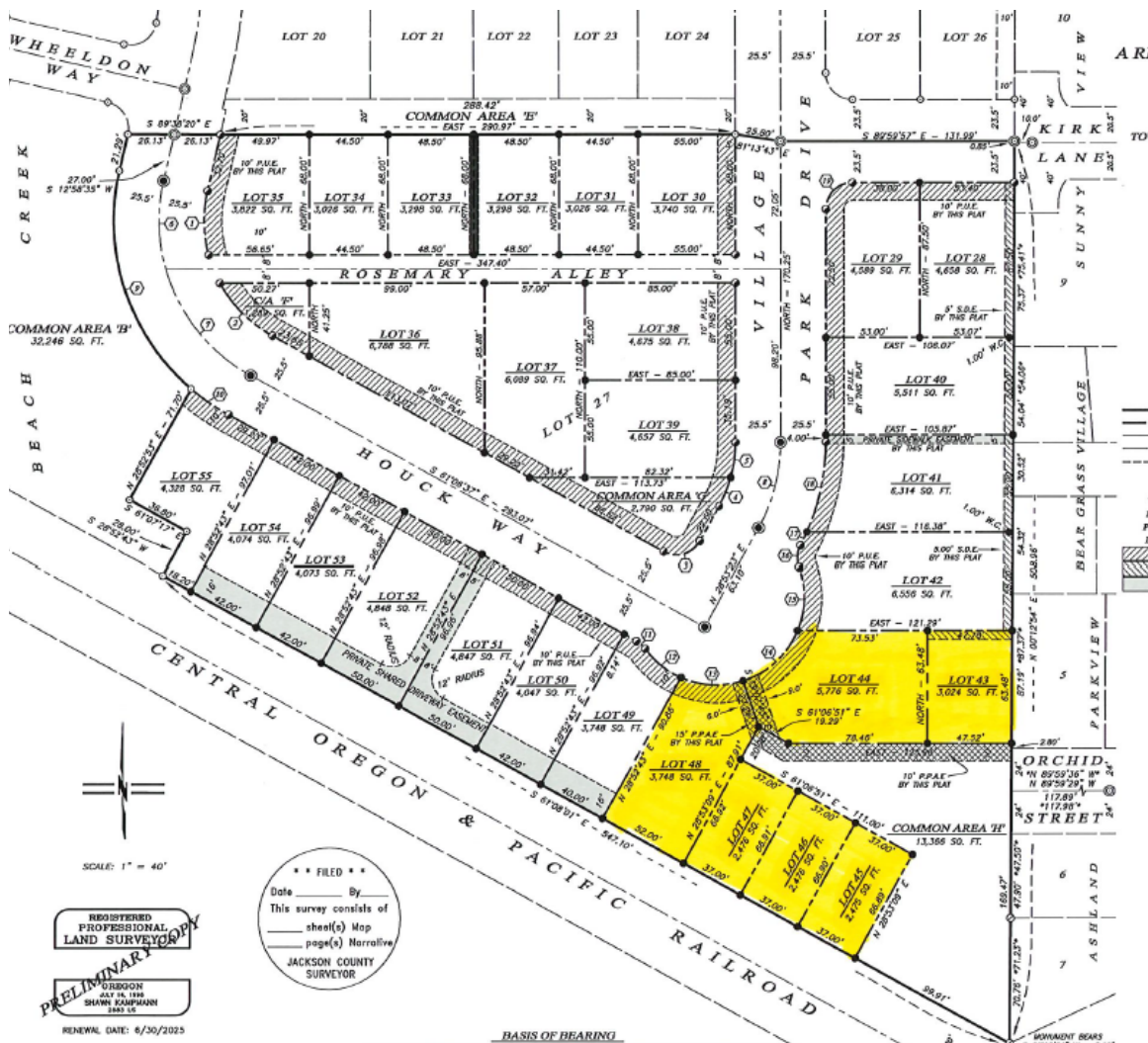
This RFP represents the initial step in the development of the Site. Responses to this RFP should demonstrate the developer's understanding of the City's goals and specific expertise in developing high quality affordable housing projects. Respondents must disclose financial capability to undertake the proposed development.

The selected developer will be responsible for obtaining all required approvals for their projects. However, City staff will work closely with the selected developer during the predevelopment process, including permitting and public review. City staff will assist the selected developer by facilitating coordination with all City departments and applicable City commissions.

This RFP and the selection process shall in no way be deemed to create a binding contract or agreement of any kind between the City and any respondent. Final selection and approval of any agreement shall be subject to approval by the City Council at a public meeting.

I. PROPERTY CHARACTERISTICS

The Beach Creek Subdivision is a 7.9-acre property located at 192 North Mountain Avenue. The subdivision consists of 52 residential units which included eight lots deed-restricted to be affordable at 80% of the Area Median Income. The City is offering six lots required to be developed as affordable housing through this RFP process. Four of the lots must be developed as cottage housing units¹ (less than 800 square feet) and two lots can be developed as single-family homes with or without an accessory dwelling unit. These lots are subject to the development requirements detailed in Planning Action PA-T1-2021-00173.



¹ The size of a cottage dwelling may not be increased beyond the maximum floor area in subsection 18.2.3.090.C.2.a. A deed restriction shall be placed on the property notifying future property owners of the size restriction.

Applicants are encouraged to consult with the Ashland Planning Division with questions pertaining to the development standards.

Applicants can submit an application for one or any combination of lots.

II. LEGAL REQUIREMENTS

Applicants are cautioned not to make any assumptions as the implied meaning or intent of any part of the RFP. Applicants should request clarification if needed. Every request for information on or clarification of the RFP must be submitted to Linda Reid, Housing Program Manager, in writing at least ten days prior to the date set for the deadline for proposals.

Any prospective applicant who contends that the provisions of this RFP or any aspect of the procurement process will encourage favoritism in the award of the contract for services, or substantially diminish competition, must file a written protest to the RFP at least ten days prior to the date set for the opening of proposals. Failure to file a protest will be deemed a waiver of any claim by an applicant that the procurement process violates any provision of ORS Chapter 279, the City of Ashland Local Contract Review Board Rules or the City's procedures for screening and selection of personal service contractors.

The City is offering the Beach Creek properties pursuant to the authority granted under ORS 221.729, which permits cities to sell real property for affordable housing without a separate public hearing under ORS 221.725, so long as the property is conveyed subject to a recorded affordable housing covenant and through a proposal process. Final approval of any disposition shall be made by vote of the Ashland City Council at a public meeting.

The provisions of this RFP cannot be modified by oral interpretations or statements. If inquiries or comments by applicants raise issues that require clarification by the City, or the City decides to revise any part of this RFP, addenda will be provided to all persons who receive the RFP. Receipt of an addendum must be acknowledged by signing and returning it with the proposal.

A. ASHLAND BUSINESS LICENSE

The selected developer must have a current City of Ashland business license prior to conducting any work in the City of Ashland.

B. EVALUATION CRITERIA and PROFESSIONAL QUALIFICATIONS

The selection of the development proposal for the project shall be based on weighted criteria as cited in Section IV. Standard criteria include but is not limited to; number of units provided, income affordability targets, period of affordability, professional experience, references, and schedule (readiness to proceed).

C. PROFESSIONAL RESPONSIBILITIES

The development and management team shall perform the work using the standards of care, skill and diligence normally provided by a professional in the performance of such services in respect to similar work and shall comply with all applicable codes and standards. The selected developer shall be responsible for

complying with any additional federal or state requirements that may apply to the project.

D. INSURANCE REQUIREMENTS

Upon selection of a developer and entering into a contract agreement the developer shall, at its own expense, at all times during the term of the contract, maintain in force:

1. A comprehensive general liability policy including coverage for contractual liability for obligations assumed under this contract, blanket contractual liability, products and completed operations and owner's and contractor's and protective insurance.
2. A professional errors and omissions liability policy; and
3. A comprehensive automobile liability policy including owned and non-owned automobiles.
4. Grantee shall, at its sole expense, obtain and maintain during the term of this Agreement, a policy or policies of liability insurance including commercial general liability insurance with a combined single limit, or the equivalent, of not less than \$2,000,000 (two million dollars) per occurrence. The insurance required in Section 15 shall include the following coverages:
 - Comprehensive General or Commercial General Liability, including personal injury, contractual liability, and products/completed operations coverage; and
 - Automobile Liability.
5. Liability coverage shall be provided on an "occurrence" basis. "Claims made" coverage will not be acceptable, except for the coverage required by subsection 13.1.2.
6. Certificates of insurance acceptable to the City shall be filed with the City prior to the commencement of any work by developer. Each certificate shall state that coverage afforded under the policy cannot be cancelled and any change in or cancellation of coverage cannot be made until at least 30 days prior written notice has been given to City. A certificate which states merely that the issuing company "will endeavor to mail" written notice is unacceptable.

E. OWNERSHIP OF DOCUMENTS

Final original documents prepared for this project shall be deemed to be owned by the City of Ashland and shall be delivered to the City at the project close-out.

F. ADDITIONAL TERMS

1. The City Reserves the right to wave irregularities or deficiencies in a proposal if the City determines that waiver is in the best interest of the City.
2. The City may request supplemental written information from an offeror concerning the offeror's ability to perform services. If an offeror fails to provide supplemental information within the time stated in the request, the City may refuse to consider the offeror's proposal.
3. The City may request an interview with any offeror. If a proposal is unclear, or appears inadequate, the offeror may be given an opportunity in the interview to explain how the proposal complies with the RFP.
4. The City reserves the right to make such an investigation as it deems appropriate to determine whether an offeror is qualified to provide services. If an offeror fails to cooperate with the investigation, or if an offeror provides false, misleading, or incomplete information, the City may refuse to consider the offeror's proposal.
5. In cases of doubt or differences of opinion concerning the interpretation of this RFP, the City reserves the exclusive right to determine the intent, purpose and meaning of any provision in this RFP.

G. AFFORDABLE HOUSING COVENANT

The City will require the selected developer to enter into and record an affordable housing covenant in accordance with ORS 456.280 to 456.295. The covenant shall limit sale price, rental rates, and occupancy, and ensure affordability for a minimum of 30 years or longer as proposed. The covenant will be recorded against the property prior to or concurrent with transfer of title.

H. REVERSION CLAUSE

The deed conveying the Beach Creek lots to the City includes a reversionary interest provision. Accordingly, failure to develop the lots for affordable housing as defined under City policy and Oregon law may result in the property reverting to the City. The Disposition and Development Agreement will contain compliance provisions to ensure adherence with this requirement.

III. PROPOSAL CONTENTS

The consultant shall submit one electronic copy of the proposal for consideration by the City in PDF format. The proposal shall address each of the following listed items and shall be organized in accordance with this section. The proposal shall be less than 20 pages. Please provide site-plans and conceptual designs on pages sized to be no larger than 11" x 17" when printed at full resolution.

The proposal will be evaluated using criteria in section IV. At a minimum, the proposal shall include the following information:

- **A. Information about Development entity**
 1. State the name, address, telephone number, e-mail and primary contact person of the lead organization or firm making the proposal.
 2. If a joint venture or team is submitting the proposal, state this information for each of the firms and each firm's responsibility for the completion of the project.
 3. Describe the experience of each organization or firm and key personnel.
 4. Describe recent and current projects the organization is engaged in, especially as they relate to building and managing affordable housing.
 5. Non-profit organizations shall provide a list of current Board Members.
- **B. Description of Project**
 1. Executive Summary
 2. Number of units proposed by size and number of bedrooms
 3. Level of affordability proposed for the mix of dwelling units using the current Department of Housing and Urban Development Area Median Incomes for the Medford-Ashland Metropolitan Service Area.
 4. Proposed period of affordability-
 5. Describe the City and/or other agency approvals necessary for this project.
 6. Proposers shall provide a detailed project development schedule through completion that contains time and performance benchmarks. Include all predevelopment activities, and any plans for phased development. The Project schedule shall address all phases of the project including:
 - a. Acquisition, entitlements, design, construction, marketing, and tenant selection(s).
 - b. Provide a pro-forma for the project describing the source and use of funds for construction and the operating cash flow on the project through the period under developer ownership/management.
 - c. Specify any city, state or federal grants, tax credits, or other subsidies sought as funding for the proposed project, including whether the developer would like the City to grant one or more lots, request the lots be donated, or seek

a reduced cost. Proposals requesting the donation or reduction in cost of land must include a clear and compelling explanation of how such consideration will further the City's affordable housing goals, such as enabling deeper affordability, providing more units, or ensuring long-term affordability beyond the required period. Proposals that demonstrate direct and substantial public benefit resulting from reduced or no-cost land transfers will be ranked more favorably.

7. Property management program for project. Describe how the completed project will be managed throughout the period of affordability.
8. Describe the anticipated use of the property (including ownership, maintenance, and management).
9. Provide important project data, preferably in table form, such as gross floor area, number of residential units (broken down by unit type/size and affordability levels).
10. Provide summary information regarding green building/sustainability targets proposed for the development.
11. Conceptual Site Plan: Include a conceptual site plan and building elevations that show all parcels involved in the proposal.
12. Conceptual Floor Plans: Provide rough floor plans for the proposed project that show the arrangement of various uses and functions and floor areas.
13. Conceptual Elevation Sketches: Include elevation drawings that show the architectural treatment of key elevations at a conceptual level of detail, heights of key building elements, and the arrangement of ground floor frontage treatments.

- **C. References**

Provide information on the project team qualifications and experience.

Provide references (names, address, phone numbers, and contact persons) for similar projects completed or underway.

IV. EVALUATION CRITERIA FOR SELECTION

Proposal Evaluation Criteria

Each proposal shall be evaluated as to how it addresses the following criteria:

1. PROJECT PROPOSAL

MAX SCORE 35 PTS

- Period of affordability (the longer the period of affordability the higher the score)
- The project addresses an unmet or under met housing need as identified in adopted City documents.
- Income level targeted.
- **Remuneration for property transfer².**
- Energy conservation measures.

2. PROJECT FUNDING SOURCES

MAX SCORE 20 PTS

The proposal shall include a project pro-forma including identification of all secured and potential funding sources for the project development. Applicants are encouraged to provide information on any competitive and/or non-competitive Local, State or Federal low-income housing assistance sought to support development. Should any of these funding streams require a specific period of affordability and/or target income qualifications the proposal should note those requirements.

3. DEVELOPMENT SCHEDULE

MAX SCORE 15 PTS

Provide a development schedule for completion of the project.

- Project Benchmarks are well-defined and realistic
- Contingencies are planned and realistic
- The timeline is thorough and fully considers all requisite steps.
- The project is ready for implementation

4. ORGANIZATIONAL CAPABILITIES & RESOURCES

MAX SCORE 25 PTS

This relates to the organization's capabilities in completing the proposed development. The response should address the following:

- Management and organizational structure.

² **Remuneration for Property Transfer:** Proposals must indicate whether the applicant intends to purchase the lots, request the lots be donated, or seek a reduced cost. Proposals requesting the donation or reduction in cost of land must include a clear and compelling explanation of how such consideration will further the City's affordable housing goals—such as enabling deeper affordability, providing more units, or ensuring long-term affordability beyond the required period. Proposals that demonstrate a direct and substantial public benefit resulting from reduced or no-cost land transfers will be ranked more favorably.

- The agency submitting the proposal has the capacity to carry out the project and has demonstrated success completing projects of a similar scope.
- Applicants demonstrate the ability to secure funding.
- Experience and current duties of key members who will be performing the work on this project.
- Experience as a team on similar or related projects.
- Other on-going projects.
- Readiness to proceed.

5. REFERENCES

MAX SCORE 5 PTS

Identify any similar projects the developer has completed. Include the name, mailing address and phone number of their principal representation and a brief description of the project.

V. PROPOSAL EVALUATION & SELECTION

Proposals will be evaluated by the Housing and Human Services Advisory Committee, which will provide recommendations to the City Council. The City Council will make the final selection and award. The City reserves the right to reject any or all proposals.

During the selection phase of the process, City Staff and/or consultants retained by the City will evaluate the submittals. At their discretion, they may contact references and industry sources, investigate previous projects and current commitments, interview some or all the development team members, and take any other information into account in their evaluation of the responses.

The City reserves the right to request clarification or additional information from respondents and to request that respondents make a presentation to the City Council. The City, pending approval by the City Council, will execute a Disposition and Developer Agreement (DDA) with the preferred developer.

The selected proposal will be presented to the Ashland City Council at a public meeting for approval in accordance with ORS 221.729 and the public meeting laws of the State of Oregon. All approved property transfers will be conditioned upon the execution and recording of an affordable housing covenant consistent with ORS 456.280 and the requirements set forth in the original deed of conveyance.

Prior to finalizing the DDA the City and the developer will discuss all issues relevant to the project. This would include the development schedule, project financing-including construction and permanent, management of the development-both housing and other uses, and design elements.

Selected developers will be responsible for obtaining all required approvals for their projects. This RFP and the selection process shall in no way be deemed to create a binding contract or agreement of any kind between the City and any respondent.

If a developer is selected, it is expected that a DDA will be negotiated between the parties. All legal rights and obligations between the selected developer(s), if any, and the City will come into existence only when a DDA is fully executed by the parties and then approved by the City Council. The legal rights and obligations of each party shall be only those rights and obligations which are set forth in the DDA and any other documents specifically referred to in that DDA and executed by the parties.

Each respondent to this RFP agrees that the preparation of all materials for submittal to the City and all presentations are at the respondent's sole cost and expense, and the City shall not, under any circumstances, be responsible for any costs or expenses incurred by a respondent. In addition, each respondent agrees that all documentation and materials submitted with a proposal shall remain the property of the City. Submittals are public records subject to disclosure under the Public Records Act.

If negotiations with the preferred developer do not proceed in a timely or satisfactory manner, an alternative developer may be selected, or the City may reissue the RFP. The final selection will be made solely by the City of Ashland. The City is under no obligation to select any set of qualifications or proposals submitted and may at its discretion reject any and all qualifications.

The selected developer will be solely responsible for receiving all necessary approvals including financial, development and environmental from both the City and outside agencies. All approvals must be completed within the project schedule. The City will provide the developer with a reasonable period of time to obtain approvals. The City will make no guarantee about the granting of the requested approvals.

Selection of the development team in no way obligates the City to enter into a DDA with the preferred developer. Agreements must be approved by City Council.

Review Summary

A. EVALUATION CRITERIA

Each proposal will be judged as a demonstration of the applicant's capabilities and understanding of the type of development requested. Evaluation factors and points will be as follows:

Criteria		Maximum Score
1	Understanding of Project Approach and Vision	30
2	Firm's Capability & Resources	25
3	Development Schedule	15
4	Project Funding Sources	25
5	References	5
Total 100 Points		

B. CITY RESERVATION

The City of Ashland reserves the right to waive irregularities or discrepancies in a proposal if the City determines that the waiver is in the best interest of the City.

C. ADDENDA TO THE RFP

The provisions of this RFP cannot be modified by oral interpretations or statements. If inquiries or comments by offerors raise issues that require clarification by the City, or the City decides to revise any part of this RFP, addenda will be provided to all persons known to the contact person who have received or will subsequently receive the RFP. Receipt of addenda must be acknowledged by signing and returning it with the proposal.

D. PROTEST

Any prospective developer who contends that the provisions of the RFP or any aspect of the procurement process will encourage favoritism in the award of the contract, or substantially diminish competition, must file a written protest to the RFP at least ten days prior to the date set for the opening of proposals. Failure to file a protest will be deemed a waiver of any claim by an offeror that the procurement process violates any provision of ORS Chapter 279, the City of Ashland Local Contract Review Board Rules or the City's procedures for screening and selection of persons to perform personal services.

E. CONTRACT

The developer selected by the City will be expected to enter into a written contract (Disposition and developer Agreement) with the City of Ashland. Unconditional refusal to accept the contract provisions proposed by the City, without offering acceptable alternatives, may result in disqualification of the offeror or a less favorable evaluation of its proposal.

VI. REVIEW SCHEDULE

The dates and milestones below are tentative, and the City reserves the right to alter them as necessary to select the most appropriate proposal. The City may, at any time, terminate discussions with either party, choose not to proceed with the project, or take other actions it deems in its best interest, without incurring any obligation to proposers. Proposers acknowledge that their participation and costs associated with that participation are borne solely by them.

Publication of RFP: May 1, 2025

The RFP will be published, and developers will be invited to submit proposals to the City. The RFP may be viewed, printed or downloaded from the City's website.

Proposal Submittal Deadline: June 16, 2025

In order to receive consideration, proposals must be received by the City no later than 3:00 p.m., Pacific Standard Time on June 16, 2025.

Proposal Presentations before the Housing and Human Services Advisory Committee: June 26, 2025

Each development team shall have the opportunity to present their proposals to the Housing and Human Services Advisory Committee to review the proposals.

Selection of Preferred Developer: July 15, 2025

Following review and recommendation by the Housing and Human Services Advisory Committee, City staff will present the recommendation of the Housing and Human Services Advisory Committee and will recommend to the City Council a preferred developer to begin negotiations for the appropriate development agreement.

- Council consideration of the preferred proposal and authorization to proceed with drafting and execution of a Disposition and Developer Agreement and covenant.

In making their final decision, the Council may consider, among other factors, the following information: qualifications of the proposers; the conceptual designs submitted in the proposals; the project objectives as described in this RFP; and the potential benefits for the City.

The City reserves the right to choose whichever Proposer it prefers and is under no obligation to select either.

CONTACT/INQUIRIES

All questions regarding the RFP must be addressed in writing, addressed to Linda Reid, Housing Program Manager:

Linda R. Reid, MSW

Housing Program Manager
City of Ashland, Housing Division
20 E. Main, Ashland, Oregon 97520
Linda.reid@ashland.or.us
541-552-2043,
TTY - 800-735-2900

REQUEST FOR PROPOSALS

AFFORDABLE HOUSING DEVELOPMENT BEACH CREEK SUBDIVISION

Proposals must be received by 3:00 on **June 16, 2025**

The respondent shall provide one electronic copy of the proposal as a PDF document for consideration by the City. The proposal shall be less than 20 pages. Please provide site-plans and conceptual designs on pages formatted to print at full resolution on pages no larger than 11" x 17".

This request for proposals and request for qualifications has been initiated by the City of Ashland Community Development Department and approved by the Ashland City Council.

By Order of the City Council
Ashland, Oregon

Brandon Goldman
Dept. Community Development



Housing And Human Services Committee Minutes

June 26, 2025
REGULAR MEETING
Minutes

Commissioner's Present:	Council Liaison:
Echo Fields	Bob Kaplan
Montana Hauser	
John Maher	
Noah Werthaiser	Staff Present:
Montana Hauser	Linda Reid; Housing Program Specialist Brandon Goldman, Community Development Director
Ashley Laube	SOU Liaison:
Commissioner's Absent	Vacant
Vincent Tufts	
Jim Dykstra	

I. CALL TO ORDER: 4:06 p.m.

II. APPROVAL OF THE AGENDA

III. CONSENT AGENDA

A. Approval of May 22, 2025, Minutes

Werthaiser/Laube .M/S. Voice Vote: ALL AYES. The minutes from May 22, 2025, meeting have been approved with the correction of removing Rich Rohde from the attendance portion of the minutes.

IV. PUBLIC FORUM (4:05-4:15 p.m.)

A. Public Forum.

- N/A

V. NEW BUSINESS

A. Climate Friendly Areas Update:

Brandon Goldman, Community Development Director presented on the provisions of the newly adopted Climate Friendly and Equitable Communities Ordinance which might be of interest to the Housing and Human Services Advisory





Housing And Human Services Committee Minutes

Committee.

B. Beach Creek RFP Review and Recommendation

Jessica Therkelsen, executive Director for Trusted Homes, provided a brief presentation of the proposed application and answered several questions.

Committee Member John Maher provided a written motion with discussion points.

JM/NW -M/S, *"I move that the City of Ashland reopen the Request for Proposals (RFP) for the development of six single-family homes in the Beach Creek subdivision. This decision is based on the evaluation of the sole proposal received from Trusted Homes and Taylored Elements Construction, which, while promising in some respects, presents several material risks and weaknesses. These include concerns regarding the non-profit sponsor's limited organizational track record, and lack of experience with restricted affordable housing, unconfirmed project financing, and potential challenges in integrating the proposed affordable homes into an existing neighborhood context. Reopening the RFP process will allow the City to solicit additional proposals that better meet our goals for permanent affordability, high-quality design, and equitable neighborhood integration".*

The motion was seconded for the purpose of discussion.

Voice vote; Motion failed.

NW/AL-M/S, *Forward a recommendation to approve the Trusted Homes application for award of the Beach Creek property development request for proposals by the City Council.*

Voice vote; five in favor, and one opposed.

C. Outreach Event Discussion

It was suggested that the workgroup reach out to Science Works to see if the event can be held there. Maslow Project expressed an interest in being a part of this year's event. Additional participants suggested included Talent Maker City, Ashland Scouts, and Rogue Credit Union. Laube and Werthaiser volunteered to serve on the outreach event workgroup.

D. Update from Sunstone





Housing And Human Services Committee Minutes

Krista Palmer, Executive Director for Sunstone Housing Collaborative, provided HHSAC with an update on the housing development in coordination with the school district.

VI. UNFINISHED BUSINESS

A. City of Medford Affordable Housing Toolkit Review and Discussion

The Committee liked the toolkit and felt that the most likely action that the HHSAC could take to support the development of need housing types would be to host another affordable housing bus tour, create a myth-busters handout, and a toolkit for how to talk to neighbors and community members about affordable housing, potentially as part of the Equitable Housing Plan.

VII. INFORMATIONAL ITEMS

A. Liaison Reports

Councilor Kaplan presented the Council report.

B. General Announcements

VIII. AGENDA BUILDING – Future Meetings

- Update from Noah about funding from the State to address Homelessness
- Welcome and introductions from new members.

IX. ADJOURNMENT: 6:10 p.m.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please email linda.reid@ashland.or.us. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102–35.104 ADA Title I).

