



Council Study Session Meeting Agenda

ASHLAND CITY COUNCIL

STUDY SESSION AGENDA

Monday, September 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 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.

5:30 p.m. Study Session

I. CALL TO ORDER

II. REPORTS AND PRESENTATIONS

- a. Regional Fire Service Planning and Capacity Study Introduction
- b. Dusk to Dawn Lawn Overview and OHRA Partnership Review

III. 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.

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





Council Study Session

Date: September 15, 2025

Agenda Item	Regional Fire Service Planning and Capacity Study Introduction
Department	City Manager's Office
From	Sabrina Cotta

TIME ESTIMATE

20 minutes

CATEGORY

Informational - this is to inform the body on a particular topic. No motion or direction needed.

SUMMARY

This agenda item is to inform the City Council of the Regional Fire Service Planning and Capacity Study that will be occurring. Ashland Fire and Rescue will be a participant in this study. The City Council requested during the biennial budget process a review of potential future options for Ashland Fire and Rescue that included greater collaboration, more effective and efficient service delivery and the potential for eliminating redundant expenditures within the Southern Valley for emergency services. This study will serve as an information gathering initiative to analyze local fire services and explore improvements in regional emergency service delivery.

POLICIES, PLANS & GOALS SUPPORTED

Regional cooperation, including in support for public safety and homelessness.
Respect for the citizens we serve, for each other, and for the work we do
Excellence in governance and city services
Sustainability through creativity, affordability, and rightsized service delivery
Public safety, including emergency preparedness for climate change risk
Quality infrastructure and facilities through timely maintenance and community investment

BACKGROUND AND ADDITIONAL INFORMATION

The City of Ashland in collaboration with Fire District 1, 2, 3, & 5 and Evans Valley Fire District, have partnered to commission a Regional Fire Service Planning and Capacity Study. This study will serve as an information-gathering initiative to analyze local fire services and explore improvements in regional emergency service delivery. The study may offer recommendations which the jurisdiction's leadership can consider further with the goal of improving public safety, maximizing resources, and ensuring long-term sustainability of fire protection services.

A consultant will be selected through a Request for Proposal process to conduct an assessment to include:

- Review of current systems
- Financial analysis
- Assessment of service level objectives
- Feasibility analysis and recommendations

Anticipated timeline of the study:

- Request for Proposal and Consultant Selection — September/ October
- Study Work — Fall/Winter 2025-2026
- Draft report — Spring 2026
- Final Report & Presentation — Summer 2026



Council Study Session

FISCAL IMPACTS

The study has been funded through a Public Infrastructure and Economic Revitalization grant. There will be no fiscal impact for this study on the City of Ashland beyond staff time.

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

Staff recommends Council support this study as it aligns with the City Council's adopted vision and values statements as well as support the City Council's adopted 2025-2027 Council priorities of **Efficient and Effective Government**, including equity of access, customer focus, transparent and frequent communication, strong regional partnerships, use of technology, execution of maintaining City facilities and public infrastructure.

REFERENCES & ATTACHMENTS

1. press release Fire Service Planning and Capacity Study
2. 2025 Fire Service study RFP (002)



September 3, 2025

In a collaborative effort to enhance fire service efficiency and improve emergency response capabilities, the City of Ashland, Fire District 1, 3, 4 & 5, and Evans Valley Fire District, will partner to commission a Regional Fire Service Planning and Capacity Study. This study will serve as an information-gathering initiative to analyze the local fire service and explore improvements in regional emergency service delivery. It may offer recommendations, but it won't mandate implementation, nor will it seek specific outcomes.

As our communities continue to grow, fire protection services must evolve to meet their needs. This study is an important step in exploring how regional cooperation could strengthen fire response and enhance public safety. This study will evaluate the current state and identify opportunities for increased coordination and potential shared services of fire services across the jurisdictions. The goal is to identify strategies that improve public safety, maximize resources, and ensure long-term sustainability of fire protection services.

A consultant will be selected through a Request for Proposal (RFP) process to conduct a comprehensive assessment to include:

- **Review of Current Systems:** A detailed analysis of each entity's operational readiness – services provided, staffing, facilities, equipment, policies, etc.
- **Financial Analysis:** Assess budgetary health, funding models, strains and fiscal opportunities.
- **Assessment of Service Level Objectives:** What levels of service are currently provided; do they match the risk of the service area.
- **Feasibility Analysis & Recommendations:** Identify opportunities to pool resources such as personnel, apparatus, and equipment while maintaining community identities. Recommendations will be based on operational effectiveness and community impact.

The Study will provide additional focus on operational alignment of the Applegate Fire District and Williams Fire & Rescue, and assist the Prospect Fire Department, Lake Creek Rural Fire District, and Greenspring's Fire in assessing their current state to accurately guide future Strategic Plans or Standards of Cover. The Study is made possible by an award from a Public Infrastructure and Economic Revitalization grant.

The partnership of these agencies is anchored in a mutual commitment to efficient and reliable service being the top priority", "The study allows us to explore ways to enhance fire protection services across our region. By working together, we can identify solutions that improve resource availability, operate with a high regard for safety and ensure long-term sustainability for our fire departments.

“Our communities have demonstrated resilience and are building back strong. We need to ensure the fire service is prepared to meet the changing conditions today and predicted needs of the future. A well-planned, well-organized fire service is a pillar of strong resilient communities.” shares Fire Chief Mike Hussey.

Next Steps

The participating agencies will begin the consultant selection process in the coming weeks, with the study expected to commence later this year. Updates will be provided as the exploration progresses, and community input will be encouraged at key milestones.

For additional information, please contact the participating agencies Fire Chief at:

Ashland Fire – Marshall Rasor marshall.rasor@ashland.or.us

Applegate Fire – Chief Wolfard cwolfard@applegatefd.com

Evans Valley Fire District – Tom Davidson tom@evfire.org

Fire District 1 – Mike Hammond mhammond@rogueriverfd.com

Fire District 3 & 5 – Mike Hussey mikeh@jcf3.com

Fire District 4 – Travis Crume travisc@jcf4.com



Jackson County Regional Fire Service Planning and Capacity Study

Request for Proposal (RFP)

1. Introduction

In a collaborative effort to enhance fire service efficiency and improve emergency response capabilities, the City of Ashland, Fire Districts 1, 3, 4, and 5, Evans Valley Fire District, and other Jackson County fire service partners are commissioning a **Regional Fire Service Planning and Capacity Study**.

This study will serve as an information-gathering initiative to analyze local fire service and explore improvements in regional emergency service delivery. It may offer recommendations but will not mandate implementation nor seek specific outcomes.

The study is made possible through an award from a **Public Infrastructure and Economic Revitalization grant** and will comply with **Oregon public contracting requirements (ORS 279B)** and **federal procurement standards (2 CFR 200.319)**.

2. Participating Agencies

- Applegate Fire & Rescue
 - Ashland Fire & Rescue
 - Evans Valley Fire District 6
 - Greensprings Fire
 - Jackson County Fire District 1
 - Jackson County Fire District 3
 - Jackson County Fire District 4
 - Jackson County Fire District 5
 - Lake Creek Fire District
 - Prospect Fire
 - Williams Fire District
-

3. Primary Objectives

- Assess operational readiness and financial stability of participating agencies.
 - Identify opportunities for effective resource sharing.
 - Develop strategies that improve public safety, maximize resources, and ensure long-term sustainability.
 - Provide a tool for Fire Chiefs, City Managers, and elected officials to guide governance, deployment, and funding decisions.
-

4. Scope of Work

The consultant will conduct a comprehensive assessment, including:

- **Review of Current Systems:** Operational readiness, services provided, staffing, facilities, apparatus, equipment, policies.
- **Financial Analysis:** Fiscal health, funding models, budget strains, opportunities.
- **Assessment of Service Level Objectives:** Evaluate alignment of current service levels with risk and community needs.
- **Feasibility Analysis & Recommendations:** Opportunities to pool resources while maintaining local identity.

Specific Focus Areas

1. Analyze Ashland Fire, Fire Districts 1, 3, 4, 5, and Evans Valley Fire for coordination and shared services opportunities.
 2. Assess Greenspring Fire, Prospect Fire, and Lake Creek Rural Fire District to guide future **Strategic Plans or Standards of Cover**.
 3. Evaluate service delivery to lands outside current fire protection district boundaries.
 4. Assess alignment between Applegate Fire and Williams Fire and provide future service/governance options.
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5. Deliverables

- Kick-off meeting with agencies.
- Stakeholder engagement and community input at key milestones.
- Interim progress reports.
- Draft report summarizing findings and preliminary recommendations.
- Final written report and presentation to agencies and stakeholders.

6. Timeline

Milestone	Date
RFP Release	September 3, 2025
Questions Deadline	September 23, 2025
Response to Questions	September 30, 2025
Proposal Submission Deadline	1300 hrs. October 7, 2025,.
Review & Evaluation	October 9, 2025
Consultant Selection / Award	October 15, 2025
Study Commencement	Fall 2025
Draft Report	Spring 2026
Final Report & Presentation	Summer 2026

7. Proposal Requirements

1. **Cover Letter / Executive Summary**
 2. **Qualifications & Experience**
 - Firm qualifications and relevant experience.
 - Project team, roles, and resumes. Key personnel substitutions require prior written approval.
 - Level of effort for each team member.
 3. **Technical Approach & Methodology**
 4. **Work Plan / Timeline / Milestones**
 5. **Cost Proposal**
 - Itemized, total cost **not to exceed \$150,000**.
 - Include personnel, labor rates, travel, materials, subcontractors, and indirect costs.
 6. **References & Past Performance**
 7. **Appendices** – supporting documents, letters of commitment, resumes.
-

8. Evaluation Criteria

Proposals will be evaluated in accordance with **ORS 279B** and **2 CFR 200.319**. Selection will be based on:

- Qualifications and experience with regional fire/emergency service studies (25%)
- Technical approach and methodology, including public engagement (25%)

- Cost reasonableness and value (20%)
 - Understanding of local/regional fire service context (15%)
 - References and past performance (10%)
 - Ability to meet the proposed timeline / proposed work plan (5%)
 - **Baseline threshold:** 65 points required to be considered responsive.
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9. Proposal Submission Instructions

- **Electronic Submission:** Submit to rfp@jcf3.com PDF format, single file preferred.
- **Optional Hard Copy:** Up to 3 bound copies.
- **Deadline:** October 7, 1300 hrs; late proposals will not be accepted.
- **Questions:** Submit to Stacy Maxwell or Mike Hussey at RFP@jcf3.com ; Questions shall be submitted no later than September 23rd. All firms or individuals who indicate interest or submit questions to the RFP Coordinator are considered prospective bidders and will receive responses to any questions presented.

Format:

- 25–30 pages maximum (excluding appendices)
 - Font ≥11 pt, 1-inch margins, 1.15–1.5 line spacing
 - Clear tables/figures; page numbers sequential
 - A separate PDF for the cost proposal is preferable.
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10. Terms & Conditions

- Procurement complies with **ORS 279B** and **2 CFR 200.319**.
 - Proposal exceeding \$150,000 or failing to meet format requirements will be non-responsive.
 - Issuing agency may reject any or all proposals, waive irregularities, or negotiate final terms.
 - Proposal preparation costs are the responsibility of the proposer.
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11. Proposal Evaluation Scoring Matrix

Criterion	Weight	Score
Qualifications & Experience	25%	_____
Technical Approach & Methodology	25%	_____
Cost Proposal	20%	_____
Understanding of Local/Regional Context	15%	_____
References & Past Performance	10%	_____
Timeline / Proposed work plan	5%	_____
Total	100%	_____

- **Baseline:** 65 points required to be considered responsive.
 - Scoring guidance: 0–5 Poor, 6–10 Fair, 11–15 Good, 16–20 Very Good, 21–25 Excellent.
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12. Proposal Review Process

1. Conflict of Interest Disclosure by reviewers.
 2. Individual scoring using the evaluation matrix.
 3. Consensus meeting to reconcile scores.
 4. Proposals below 65 points removed from consideration.
 5. Ranking and award recommendation prepared for contracting authority.
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13. Issuing Agency:

Jackson County Fire District 3

RFP Coordinator: Stacy Maxwell, Chief Finance Officer, stacym@jcfcd.com



Council Study Session

Date: September 15, 2025

Agenda Item	Dusk to Dawn Lawn Overview and OHRA Partnership Review
Department	City Manager's Office
From	Sabrina Cotta

TIME ESTIMATE

30 minutes

CATEGORY

Staff Direction - provide direction to staff on the body's desired next steps.

SUMMARY

The Dusk to Dawn Lawn was established in May of 2023 to allow for the enforcement of the City's camping ordinance, located on the lawn adjacent to the City Council/ Municipal Court building. It allows for overnight tent camping and provides a dumpster, handwashing station, and porto-potties. This summer OHRA began managing the Dusk to Dawn lawn in a pilot providing oversight and storage. Staff will provide an overview of the dusk to dawn lawn expense and usage. OHRA will provide insight from the pilot program.

Per City Council members Kaplan and DuQuenne's request, this item is before Council for discussion.

POLICIES, PLANS & GOALS SUPPORTED

Regional cooperation, including in support for public safety and homelessness

BACKGROUND AND ADDITIONAL INFORMATION

The Dusk to Dawn lawn was established in May 2023 to allow for the enforcement of the City's Camping Ordinance. The rules for the site are included as an attachment to the report. Beginning July 1, 2025, and ending September 30, 2025, a memorandum of understanding was executed between the City of Ashland and OHRA to have OHRA conduct the following recognizing that many utilizers of the Dusk to Dawn Lawn also access services provided by OHRA and to ensure effective volunteer and community efforts:

- Coordinate volunteer efforts
- Train and coordinate volunteers
- Supply, maintain and manage an approved storage unit
- Coordinate food, coffee and other provisions provided by volunteer efforts when available
- Provide a designated point-of-contact for the City

In July, Ashland PD partnered with an online addiction recovery service called Boulder Care to provide telemedicine, counseling and recovery services at the Dusk to Dawn Lawn. Wi-Fi access was boosted to reach the camping area and phones have been made available for this use.

There continues to be issues with trash left in the area from those utilizing the services there. Particularly around the Grove which utilizes staff time and resources for clean-up and makes the public facilities less attractive to user groups.



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Call for service:

2023: 175 calls (72 hours of police time)

2024: 421 calls (96 hours of police time)

2025: 232 calls (45 hours of police time)

A general head count of users commenced July of 2024 with consistent numbers ranging from 10–15 campers nightly. Starting in August of 2025, the number of campers has increased to the 25–30 campers nightly.

FISCAL IMPACTS

Ongoing costs- Dusk to Dawn Lawn facilities:

- Porta Potty- \$2243.88 per month (est. \$60,600 since inception)
- Dumpster: \$234.82 per month (est. \$6,318 since inception)

Additional one-time costs:

- Striping-parking lot \$705
- Clean-up and re-landscaping front area of complex: \$9190

These costs do not reflect the cost of staff time

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

Provide direction to staff as appropriate regarding the Dusk to Dawn Lawn



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REFERENCES & ATTACHMENTS

1. Chapter 10.46 AMC, Prohibited Camping
2. Dusk to Dawn Coro Sign 2025 JC-01
3. OHRA Ashland MOU_Night Lawn Coordination - signed
4. OHRA Report to Ashland City Council 9-2025



Chapter 10.46

PROHIBITED CAMPING

Sections:

- 10.46.010 Definitions**
- 10.46.020 Camping prohibited**
- 10.46.030 Prohibited occupancy**
- 10.46.040 Removal of campsite**
- 10.46.050 Penalties**
- 10.46.060 Application outside City**

10.46.010 Definitions

- A. "Apparent value or utility" in reference to personal property means property that is essential in practicality and significance to the owner's daily life and well-being, and includes, but is not limited to, clothing, bedding, personal hygiene items, identification documents, and any tools or resources necessary for survival and meeting basic needs, maintaining dignity, and facilitating self-care. This definition does not include such property as nonfunctional or broken items, excessive or redundant items, hazardous or dangerous materials, or items with limited or no personal value.
- B. "To camp" means to set up or to remain in or at a campsite.
- C. "Campsite" means any place where bedding, sleeping bag, or other material used for bedding purposes, or any stove, fire, or cooking apparatus, other than in a designated picnic area, is placed, established, maintained, or occupied, so as to exclude the use of public property by the general public, whether or not such place incorporates the use of any tent, lean-to, shack, or any other structure, or any vehicle or part thereof.
- D. "Established camping site" means a campsite that has been in its current location for at least five (5) days. In the absence of evidence regarding the age of a campsite, a camping site is presumed established.
- E. "Designated space" are those areas designated by management to be a resting place for the involuntarily homeless.
- F. "Shelter" are those areas of adequate shelter that are readily accessible by local public transit and that are designed and reasonably operated for the purpose of protecting involuntarily homeless persons and other at-risk populations.
- G. "Involuntarily homeless" means a person who lacks access to suitable temporary shelter due to either financial inability or the unavailability of free, viable options.

H. "Occupy" or "occupancy" means to maintain physical control over a publicly owned area by a person's private property, wherein the effect is that the general public is excluded from the use of the public property for more than two (2) hours. Occupancy shall not include recreational park use. (Ord. 3228, amended, 12/19/2023; Ord. 3063, amended, 06/05/2012)

10.46.020 Camping prohibited

A. Except as otherwise provided herein, no person shall camp in or upon any sidewalk, street, alley, lane, public right-of-way, business-front, park, playground, enhanced law enforcement area(s) defined in AMC [10.120.010](#), or any other publicly owned property or under any bridge or viaduct.

B. The prohibition on camping may be temporarily suspended under the following conditions:

1. A camping exemption due to an emergency in accordance with AMC [2.62](#);
2. The offender is involuntarily homeless, and a designated space or shelter is unavailable.

C. Regardless of exceptions in subsection [B](#) of this section, camping is prohibited under any circumstance in which the act of camping includes existence of a fire or gas stove, or when the campsite exceeds one hundred (100) square feet, or when located on, attached to, or within:

1. Sidewalks, bike paths, and walkways,
2. Lithia Park and parks with child or youth recreational equipment,
3. The enhanced law enforcement area(s) defined in AMC [10.120.010](#),
4. Two hundred fifty (250) feet of a preschool, kindergarten, elementary or secondary school, or a childcare center licensed, certified or authorized under ORS [329A.250](#) through [329A.460](#), ORS [418.205](#) through [418.970](#), and OAR [419-410-0010](#) through OAR [419-490-0170](#),
5. Two hundred fifty (250) feet of a designated space or shelter;
6. Two hundred fifty (250) feet of freeway entrance or exits;
7. One hundred fifty (150) feet of other campsites;
8. One hundred (100) yards of any river or stream; and
9. Any fence, trees, building, or vehicle.

D. The City Manager has the authority to establish additional administrative rules regarding time, place, and manner regulations as deemed necessary to address particular situations arising from conditions affecting involuntarily homeless individuals, and that are intended to safeguard the safety, health, and welfare of both the general public and those who are involuntarily homeless.

E. Involuntarily homeless persons may use vehicles for shelter in a lawful parking space in the following circumstances:

1. The vehicle must be operational and must be moved at least one thousand (1,000) feet from its original location every twenty-four (24) hours.
2. The parking space cannot be within a one hundred (100) foot radius of any residence.
3. No building or erecting of any structures connecting or attaching to vehicles is permitted, including tents that are not designed and manufactured to be attached to a vehicle.
4. Persons may not accumulate, discard or leave behind garbage, debris, unsanitary hazardous materials, or other items in public rights-of-way, on City property, or on any adjacent public or private property.
5. All animals must be under the keeper's control or otherwise leashed or crated at all times.
6. Dumping of gray water (i.e., wastewater from baths, sinks, and the like) or black water (i.e., sewage) into any facilities or places not intended for gray water or black water disposal is prohibited. This includes but is not limited to storm drains, which are not intended for disposal of gray water or black water. (Ord. 3228, amended, 12/19/2023; Ord. 3137, amended, 2017; Ord. 3026, amended, 08/03/2010; Ord. 2972, amended, 11/04/2008)

10.46.030 Prohibited occupancy

A. Subject to AMC [10.46.020](#) or authorized permit, no person shall occupy street furniture or a public area according to the "occupancy" definition in AMC [10.46.010.H](#). Property owned by violators shall be subject to the removal process in AMC [10.46.040](#).

B. Any person who violates any provision of this chapter is subject to AMC [1.08.020](#). Any violation of this section is a Class IV violation. (Ord. 3228, amended, 12/19/2023; Ord. 3137, amended, 2017; Ord. 3026, amended, 08/03/2010)

10.46.040 Removal of campsite

A. Except as provided herein, the City will remove established campsites and property having apparent value or utility from a campsite as provided by ORS [195.505](#), as such statute may be amended or renumbered from time to time.

B. The following campsites are subject to immediate removal:

1. Campsites that are not established campsites;

2. An exceptional emergency at an established campsite, including, but not limited to, possible site contamination by hazardous materials, a public health emergency, fire hazards, or other immediate danger to human life or safety;
 3. The occurrence or presence of evidence of criminal activity or violation of the Ashland Municipal Code (excluding this offense).
- C. Hazardous materials, including but not limited to syringes, drug paraphernalia, moldy items, discarded food, items soiled with feces, urine, or vomit, open alcohol containers, rotting garbage, or other items in a similar insanitary condition may be immediately discarded upon removal of the individuals from the campsite.
- D. Except for the items set forth in subsection [C](#) of this section that may be immediately discarded, personal property a City employee or agent determines has no apparent value or utility will be held by the City for fourteen (14) days after its removal from the campsite. During the fourteen (14) day holding period, the owner may request the return of the property by appealing the determination that the property has no apparent value or utility. If no appeal is received by the City within fourteen (14) days, the City may discard the property. The appeal will undergo the following procedure:
1. The owner may appeal the determination in accordance with AMC [2.30](#), seeking to have the determination rescinded and the property returned. The appeal notice shall specify the relief sought and the reason for said relief.
 2. Upon conducting a de novo review, the Hearing Officer shall affirm the determination if the preponderance of evidence demonstrates that the property does not conform to the definition of having “apparent value or utility” as defined in AMC [10.46.010.A](#).
 3. If the appeal is unsuccessful, the City may immediately discard the property. If the appeal is successful, the property shall be made available to the owner within one business day of the conclusion of the successful appeal. If the property is not retrieved within the later of (a) fourteen (14) days after the successful appeal or (b) thirty (30) days from when the property was first removed by the City, then the City may discard the property. (Ord. 3228, amended, 12/19/2023; Ord. 2972, amended, 11/04/2008)

10.46.050 Penalties

- A. An offender’s first and second violation of this section is punishable by an AMC Class IV fine.
- B. After the issuance of two (2) camping violations, the third camping violation is a Class C misdemeanor, unless either of the first two (2) violations is overturned by a court of competent jurisdiction.
- C. The court shall consider in mitigation of any punishment imposed upon a person convicted of prohibited camping whether or not the person immediately removed the campsite upon being cited. For purpose of this section, removal of the campsite shall include all litter, including but not limited to bottles, cans, garbage, rubbish and items of no apparent value or utility, deposited by the person in and around the campsite. All litter in and around the campsite shall be presumed to be deposited by the person convicted of prohibited camping. Such

presumption shall be rebuttable, however. If an offender who has been cited under this chapter can show meaningful engagement with a referred service provider or a similar one before a court hearing regarding the violation of this chapter, the judge may exercise discretion to reduce the criminal charge or waive the fine. (Ord. 3228, amended, 12/19/2023; Ord. 3026, amended, 08/03/2010; Ord. 2972, amended, 11/04/2008)

10.46.060 Application outside City

Pursuant to ORS [226.010](#), this chapter applies to acts committed on park property owned by the City that is located outside the City. (Ord. 3228, amended, 12/19/2023; Ord. 2972, amended, 11/04/2008)

The Ashland Municipal Code is current through Ordinance 3259, passed April 15, 2025, and legislation passed through May 6, 2025.

Disclaimer: The City Recorder's office has the official version of the Ashland Municipal Code. Users should contact the City Recorder's office for ordinances passed subsequent to the ordinance cited above.

[City Website: www.ashlandoregon.gov](http://www.ashlandoregon.gov)

[City Telephone: 541.488.5307](tel:541.488.5307)

[Hosted by General Code.](#)



Rules for the Dusk to Dawn Sleeping Lawn

Updated April, 2025

Everyone experiencing being unhoused is encouraged to contact resources to assist in stabilization. Some of these resources are listed below. Campsites set up on private property, including railroad property, will be considered trespassing and campsites may be ordered immediately removed. Enforcement may be handled via a trespassing misdemeanor charge.

Campsites set up on public property, regardless of for how long, at which unlawful activity is occurring, will be ordered immediately removed. Campsites set up on public property for more than five (5) days will be posted with a 72 hour vacate/removal order. Individuals that have previously been issued a 72 hour removal from a specific location cannot return to that location and re-set the 72 hour clock to vacate.

Overnight campsites are permitted on the city-owned lawn located behind 1175 East Main Street. These campsites are authorized between 7:00 PM and 7:30 AM. The rules established for this area must be followed or campers may be asked to vacate and may not be permitted to return. Those rules are printed on the following page.

Resources:

Options for Helping Residents of Ashland: 2350 Ashland Street, Ashland, OR, 541-631-2235

Addictions Recovery Center: 1025 East Main Street, Medford, 541-779-1282

Maslow Project: 500 Monroe Street, Medford, 541-608-6868

Jackson County Mental Health: 140 South Holly Street, Medford, 541-774-8201

Due to sanitation concerns and delays in emergency response of police vehicles encountering groups of individuals and/or stored property in the area of the Dusk to Dawn camping area, the rules for utilization of the Dusk to Dawn overnight camping area have been updated. Persons found not following these rules are subject to immediate expulsion.

- Failure to remove personal belongings by 7:30AM constitutes a breach of the rules and expulsion from the Dusk to Dawn sleeping location.
- Additionally, property must be removed from adjacent City property, to include the parking lot, the area between the Council Chambers and the Police Department, as well as the area surrounding the Grove building (map attached). Those in violation are subject to standard lawn expulsion rules.
- An appeal for being expelled is to the Ashland Municipal Court, municourt@ashland.or.us, (541) 482-5214.
- The City will provide a portable toilet, a clean-up station, pet waste bag stand, and trash waste receptacles at the Dusk to Dawn site.
- Periodic police patrols will be conducted to support users and for the security of the site.
- For non-emergency assistance, call 541-770-4784 or use the call box near the main entrance of the police department. For emergencies, call 911.
- Guests must vacate the site by 7:30AM and may not return until 7:00PM each day.
- Sleeping space is limited to a 10 feet by 10 feet area allocation for each individual user or companion users of the site.
- The use of tents or similar temporary overnight cover is allowed within a sleeping space allocation.
- All camping gear and personal belongings must be contained in a sleeping space allocation and removed from the area by 7:30AM each day.
- Any remaining property is subject to the campsites rules set forth in 10.46.040. Any camping gear and/or personal belongings of value left on site after 7:30AM will be removed and stored. Campers will have 14 days to retrieve belongings. Any property that is not needed for essential needs (as defined in AMC 10.46.010), the City may hold, pending the 14 day appeal period.
- Items determined to pose a health or safety risk to the users of this site are subject to immediate removal and/or disposal.
- Children must be accompanied by a parent or guardian.

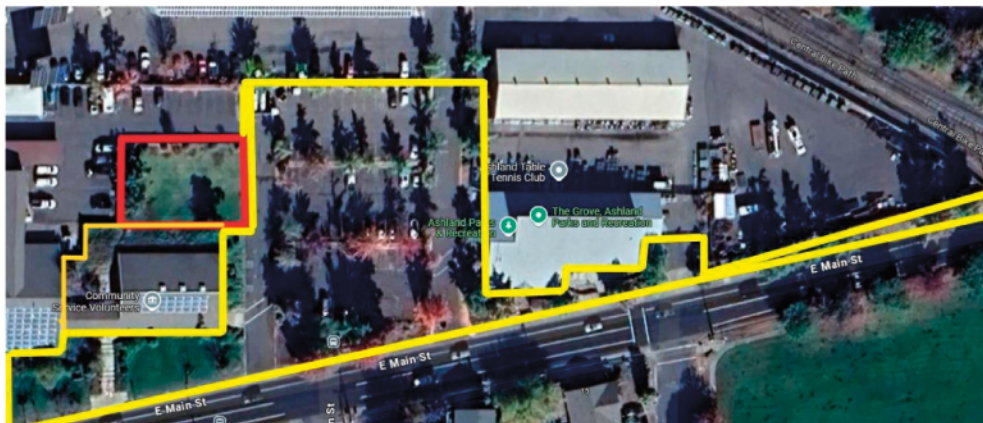
Pets:

- Pets are allowed on-site and must be under their owner's control at all times.
- Pets cannot be left unattended.
- If a pet is aggressive to other guests or pets, the guest and their pet are subject to immediate removal. Additionally, aggressive pets face permanent expulsion, and it is at the owner's discretion to decide whether to remain with the animal.
- Pet owners are required to pick up after their pets and properly dispose of waste.
- All dogs, six months of age or older must have received a rabies vaccine according to Oregon Health Authority guidelines, 333-019-0017. Upon request of law enforcement, the owner is obligated to provide proof of the rabies vaccine.

Personal Behavior:

- Guests must treat other guests and members of the public with kindness, dignity, and respect. Disrespectful, violent, disruptive, vulgar, or combative behavior will not be tolerated, nor will racism or bullying.
- Campers must respect the allowable space of each camper.
- All guests must pick up after themselves and their pets and dispose of all refuse, including cigarette butts, in the appropriate receptacles provided.
- Guests must adhere to a noise curfew from 10:00PM to 7:00AM.
- Guests must adhere to any posted speed limits and traffic rules while on the property.
- Unauthorized and illegal behavior will not be tolerated and will result in expulsion.
- Unlawful behavior or noncompliance with rules for this site is immediate grounds for removal and future exclusion from access and use of this site, including the following:
 - No visitors are allowed on this site, only overnight guests.
 - No unlawful weapons of any kind are allowed on this site.
 - No cooking, campfires, or open flames are allowed on this site.
 - No illegal drug use, or legal recreational drug use, including marijuana and/or alcohol use, is allowed on this site.

The map on the following page illustrates where storage of belongings is not allowed. The red outline is the overnight lawn, where belongings must be removed by 7:30AM daily. The yellow outline is where belongings may not be stored, once removed from the lawn.



**MEMORANDUM OF UNDERSTANDING
AND AGREEMENT BETWEEN
THE CITY OF ASHLAND AND OPPORTUNITIES FOR HOUSING, RESOURCES, & ASSISTANCE**

This Memorandum of Understanding (the "MOU") establishes a collaborative framework between the City of Ashland ("City") and the nonprofit organization Opportunities for Housing, Resources, and Assistance ("OHRA"), collectively the "Parties". Individuals experiencing homelessness are allowed to rest at the designated space located at 1155 E. Main Street ("Dusk-to-Dawn Lawn") as is outlined in Ashland Municipal Code, Chapter 10.46. The purpose of this MOU is to formalize roles, responsibilities, and coordination efforts to support individuals experiencing homelessness while maintaining city property and ensuring community safety.

Recitals

- A. Many individuals who utilize the Dusk-to-Dawn Lawn also access services provided by OHRA. Recognizing the importance of coordinated services and effective communication, the Parties desire to formalize their relationship, roles, and responsibilities concerning the operation of the Dusk-to-Dawn Lawn.
- B. Numerous community members wish to assist those experiencing homelessness. To ensure that volunteers and community efforts are most effective, it is beneficial for the City and OHRA to work together so that volunteers can best concentrate their efforts within existing institutional frameworks.

Therefore, the Parties agree to the following roles and responsibilities:

- 1. **OHRA's responsibilities**
 - a. Coordinate volunteer efforts
 - b. Train and coordinate volunteers
 - c. Supply, maintain, and manage an approved storage unit (owned by OHRA)
 - d. Coordinate food, coffee, and other provisions provided through volunteer efforts when available
 - e. Provide a designated point-of-contact for the City
- 2. **City's responsibilities**
 - a. Manage the dusk-to-dawn lawn, including determination and enforcement of expulsions
 - b. Provide a designated point-of-contact(s) for OHRA coordinator
- 3. **Pallet use:**
 - a. The City agrees to allow OHRA to place a storage shed for those who utilize the dusk-to-dawn lawn on the parking lot at 1155 E. Main Street. OHRA shall have sole responsibility for the management, maintenance, and removal costs of the storage shed. OHRA agrees to keep the shed and its surrounding area in a clean and orderly condition. OHRA releases the City from any liability related to damage of the shed or theft or damage of items on or around the storage shed.
- 4. **Termination**

- a. This MOU shall become effective on July 1, 2025, and shall terminate on September 30, 2025, unless earlier termination is implemented.
- b. Either party may terminate the MOU with 10 days' written notice.
- c. The City may terminate this MOU immediately if conditions surrounding the storage shed or activities managed and coordinated by OHRA pose a safety risk, are in poor condition, or violate health or safety standards, including but not limited to hazards that could endanger volunteers, participants, or the public.
- d. In the event of termination, all activities shall cease, and OHRA shall remove its property, including the storage shed, within a reasonable timeframe as determined by the City.

5. Release of Liability

- a. Both OHRA and the City of Ashland agree to release and hold harmless each other, including their officers, employees, and agents, from any claims, damages, or liabilities arising from injuries, damages, or losses related to activities conducted under this MOU, except in cases of gross negligence or willful misconduct by either party. Notably, OHRA shall indemnify and hold harmless the City for any claims, damages, or liabilities resulting from activities involving the storage shed managed by OHRA.
- b. As a condition for volunteer activity related to the dusk-to-dawn lawn, OHRA agrees to require individuals to sign a waiver acknowledging their understanding and acceptance of risks regarding their volunteerism.

Therefore, the Parties have executed this MOU, affirming their commitments to the terms and conditions herein:

SIGNATURES

City of Ashland:

Signature: Sabrina Cotta
Name: Sabrina Cotta
Title: City Manager
Date: 06/23/2025

OHRA:

Signature: Daniel H. Cano
Name: Dan Cano
Title: Executive Director
Date: 06/25/2025

**PARTICIPANT AND VOLUNTEER
WAIVER OF LIABILITY TO THE CITY OF ASHLAND**

This Waiver and Release Agreement (the "Agreement") is made by and between the Participant, named below ("Participant"), and the City of Ashland ("City").

1. Express Assumption of Risk: I, the Participant, acknowledge and understand that participation in the Opportunities for Housing, Resources, and Assistance (OHRA) dusk-to-dawn lawn volunteer program ("Program"), held on City property, involves inherent risks and hazards. These risks and hazards include, but are not limited to:

- **Property Loss or Damage:** The possibility of theft, loss, misplacement, damage, or destruction of personal property brought to or stored within the Program area.
- **Exposure to Hazardous Materials:** Contact with hazardous materials left by other participants, including but not limited to needles, drug paraphernalia, mold, soiled items, and discarded food. I understand that the City and OHRA will make reasonable efforts to maintain a safe environment but cannot guarantee the absence of all hazardous materials.
- **Potential for Violence or Disputes:** The possibility of disputes among participants regarding property, which may escalate to verbal or physical violence, including assault, harassment, or threatening behavior.
- **Unforeseen Incidents:** The potential for accidents, injuries, or other unforeseen incidents related to the Program's activities or the condition of the City property.

2. Release of Liability, Waiver of Claims, and Indemnity Agreement: In consideration for being permitted to participate in the Program, I, the Participant, for myself, my heirs, executors, administrators, and assigns, hereby agree to the following:

- **Assumption of Risk/ Release of Liability:** I voluntarily assume all risks of participating in this Program and I waive, release and forever discharge any claim against the City of Ashland, its officers, agents and employees against any claim, loss, liability or expense, including attorneys' fees, that may directly or indirectly result from participation in this activity, even though that liability may arise out of the negligence or carelessness of the persons or parties named in this waiver and release.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, AND I FULLY UNDERSTAND ITS TERMS, AND UNDERSTAND THAT I HAVE GIVEN UP LEGAL RIGHTS BY SIGNING IT, AND I SIGN FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

Print Name: _____

Signature: _____

Date: _____

OHRA Ashland MOU_Night Lawn Coordination

Final Audit Report

2025-06-25

Created:	2025-06-23
By:	Jordan Rooklyn (jordan.rooklyn@ashland.or.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAA2yU1ucocJIFCYU70JJgLeU3PIWiI-UR3

"OHRA Ashland MOU_Night Lawn Coordination" History

-  Document created by Jordan Rooklyn (jordan.rooklyn@ashland.or.us)
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OHRA STUDY SESSION REPORT ON DUSK TO DAWN LAWN

Introduction

In June 2025 the City of Ashland and OHRA signed a Memorandum of Understanding to conduct a 3-month pilot partnership at the “Dusk to Dawn Lawn” (hereafter the Lawn). This pilot partnership began July 1st and ends September 30th, 2025. There was no monetary exchange.

OHRA’s interest in supporting the Dusk to Dawn Lawn was a recognition that many who use the Lawn also use OHRA’s services at its campus on Ashland Street.

In recent months, staff recognized that when rain and cold made conditions on the Lawn challenging for guests to sleep, store belongings, and dry wet clothing and tents, there was an increase in fatigue, behavior issues, and agitation when they showed up at OHRA to receive services.

In the signed MOU, OHRA’s and the City’s responsibilities were outlined as follows:

1. OHRA’s responsibilities:
 - a. Coordinate volunteer efforts
 - b. Train and coordinate volunteers
 - c. Supply, maintain, and manage an approved storage unit (owned by OHRA)
 - d. Coordinate food, coffee, and other provisions provided through volunteer efforts when available
 - e. Provide a designated point-of-contact for the City
2. City’s responsibilities:
 - a. Manage the dusk-to-dawn lawn, including determination and enforcement of expulsions
 - b. Provide a designated point-of-contact(s) for the OHRA coordinator

General Data Since July 1st, 2025

1. An average of 20-30 Lawn guests have been occupying spaces at the Lawn.
2. 80% of guests staying at the Lawn also receive OHRA services, including the Laundry Shower Trailor, food and Navigation.
3. 5 Lawn guests currently have jobs in Ashland.
4. 12 Lawn guests have been sheltered (6 at OHRA & 6 at The Crossings in Medford).

Report on Activities

Coordinating Volunteer Efforts – Volunteers at the Lawn have been coordinated by “Southern Oregon Housing For All (SOHFA). This group of community leaders started

OHRA STUDY SESSION REPORT ON DUSK TO DAWN LAWN

bringing coffee and food to Lawn guests from the beginning. OHRA's volunteer efforts have been in coordination with SOHFA.

HIGHLIGHTS:

- I. OHRA assigned its Outreach staff, James Bride, to the role of Volunteer Coordinator at the Lawn. James has been an active member of the community supporting the unhoused during the last few years. James is supervised by OHRA's Direct Services Manager, Katie Blomgren, who also oversees the OHRA Resource Center and Navigation Program.
- II. OHRA implements a volunteer communication plan using the "Signal" app. Volunteers are linked to the app and use it to coordinate schedules, communicate when an emergency arises, and to fill gaps as needed. SOHFA member and community member Debbie Neiswander recently stated: "This SIGNAL app has been a gamechanger."
- III. OHRA Executive Director meets with Ashland Police at two of their morning briefings to discuss the Lawn, OHRA's role, and opportunities to better communicate with Volunteers.
- IV. OHRA offers incentives to staff at the OHRA Center to work at the Lawn during morning shifts to ensure consistency while OHRA works on a volunteer recruitment plan. Currently 9 OHRA staff also put in 1-2 hours per week at the Lawn.

Recruit New Volunteers – OHRA has conducted two volunteer recruitment events at the OHRA Center. Although several interested persons show up, none were able to meet the early schedule requirements of the 7-8am Lawn shift. OHRA staff are currently filling gaps in 7am shifts.

Training – OHRA staff, who are trained in conflict resolution and mental health first aid among other skills, also serve as orientation and training supports to volunteers at the Lawn. As volunteers are recruited, OHRA will conduct more in depth training at the OHRA Center.

Supply, maintain, and manage an approved storage shed – OHRA purchase a larger shed for the Lawn to store the belongings of Lawn campers/guests.

HIGHLIGHTS

- I. The additional storage space has reduced if not eliminated items being left around the Lawn and fence area.
- II. The additional storage has increased storage users, which increases data tracking because guests/campers must use "sign-in" sheets that we keep and track.

OHRA STUDY SESSION REPORT ON DUSK TO DAWN LAWN

- III. Staff have seen a reduction in frustration and aggravation because Lawn guests who previously needed to carry their belongings away can now move more freely.
- IV. The additional storage space has allowed OHRA staff and Volunteers to store dry-goods for Lawn guests who show up hungry. This also reduces aggravation on the Lawn.

Coordinate food, coffee, and other provisions provided through volunteer efforts when available – Providing food and coffee for Lawn guests is highly appreciated by the guests and they express this daily.

HIGHLIGHTS:

- I. Food and coffee are consistently served each morning, where previously this was inconsistent, causing aggravation for many who rely on consistency.
- II. OHRA and SOHFA adopted a policy discouraging “hot meals” in the evening because the meals were being delivered inconsistently and there were health concerns with the heat and time before the food could be distributed and eaten. Instead, OHRA is working with ACCESS to store dry goods/dry meals in the larger shed for distribution in the evening as needed.