

**ASHLAND CITY COUNCIL
BUSINESS MEETING MINUTES
Tuesday, October 7, 2025**

6:00 PM Business Meeting

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

Council Absent: None

Staff Present:

Sabrina Cotta	City Manager
Johan Pietila	City Attorney
Alissa Kolodzinski	City Recorder
Bryn Morrison	Deputy Finance Director
Scott Fleury	Public Works Director
Brandon Goldman	Community Development Director
Derek Severson	Planner Manager
Tighe O'Meara	Police Chief

I. CALL TO ORDER

Graham called the meeting to order at 6:02 p.m.

- a. Land Acknowledgement**

Bloom read the land acknowledgement.

II. PLEDGE OF ALLEGIANCE

Kaplan led the pledge of allegiance.

III. ROLL CALL

IV. MAYOR'S/ CHAIR OF THE COUNCIL ANNOUNCEMENT

- a. Indigenous Peoples' Day Proclamation – October 13, 2025

Graham read the proclamation into the record.

V. APPROVAL OF MINUTES

- a. Minutes of the September 15, 2025 – Study Session Meeting
b. Minutes of the September 16, 2025 – Business Meeting

Bloom moved to accept the minutes of September 15 and 16. DuQuenne seconded the motion.

Roll Call Vote: Sherrell, Dahle, Bloom, DuQuenne, Kaplan, and Hansen – YES. Motion passed.

VI. CONSENT AGENDA

- a. Committee Member Appointments
b. Oaks of Ashland Quitclaim Deed Approval – Pedestrian Access Easement
c. Approval of Liquor License for Grocery Outlet

Dahle moved to approve the consent agenda as listed. Bloom seconded the motion.

Roll Call Vote: Dahle, Bloom, DuQuenne, Kaplan, Sherrell and Hansen – YES. Motion passed.

VII. SPECIAL PRESENTATIONS

- a. Finance Update – Fourth Quarter FY25 Preliminary Results (April-June 2025)

Cotta introduced the item explaining that the audit is underway and final reporting will be available for the December retreat. Morrison provided a presentation (see attached) with the following key points:

- Charges for services decreased from the previous year due to delinquent accounts and allowance for doubtful accounts, resulting in a 3.3% decline of citywide revenue. If not for the issues related to delinquent accounts, the city would have realized a 4% increase in revenue.
- Transient Lodging Tax (TLT) revenue rose 10.1%, while Food and Beverage Tax decreased 6.2%. Morrison has requested an audit of the Food and Beverage tax as it was approximately \$300,000 less than anticipated.
- Planning and building fees were down 26% due to decreased activity. Investment income remained high, and franchise fee revenue increased by 7.6% primarily due to Ashland Fiber Network (AFN).
- Delinquent utility account processing had been paused since March 2020 due to COVID, the Alameda fire, and staffing challenges. The amount owed on utility accounts at the end of June 2025 was approximately \$6.8 million. Roughly 1,200 customers with delinquent accounts were contacted, leading to established payment plans. Approximately \$2.7 million was sent to collections, with the biggest impact on the electric fund. The \$2.7 million write-off was a one-time clearance and is not anticipated to occur again now that regular delinquent processing has resumed.
- Citywide cash and investments increased by roughly \$600,000. On-site fieldwork for the audit will begin October 13, and complete results are expected by December 16. The finance department is preparing a Request For Proposals (RFP) for utility billing software and is implementing new payroll software.

In response to questions from councilors:

The plan for new utility billing software is set for completion before the end of the year, with implementation expected in the first six months of next year. Currently, in-person hours are available on Tuesdays and Fridays from 9 a.m. to 1 p.m., serving about 7–10 people per day. Delinquent account amounts varied significantly, and customers adhering to payment plans will not go to collections. There is monitoring in place for planning and building fee revenue to closely watch the situation and assess if the decrease in revenue fees is a temporary slowdown in activity. Write-offs were for closed accounts where customers had moved away.

VIII. PUBLIC FORUM – Citizens' concerns included safety issues with unhoused individuals camping in parks and near bike paths used by children, as well as aggressive deer. There were also worries about financing and transparency of the emergency shelter funding, the city's adherence to contingency fund policies, and the non-competitive hiring process for leadership positions. Additionally, there was a call for more inclusive treatments of the unhoused, emphasizing their economic contributions, and a suggestion for historical plaques in town, including one to acknowledge indigenous history.

IX. PUBLIC HEARING

a. Public Hearing First Reading of Ordinance 3276 – Vacating A Portion of the Fern Street Public Right of Way

Fleury provided the attached presentation. The request to vacate an unimproved public right-of-way known as Fern Street, east of its connection with Roca Street, was explained. The formal process required by both Ashland Municipal Code and Oregon Revised Statute was outlined. The Planning Commission held public hearings and recommended approval with conditions, including establishing a pedestrian access easement through SOU-owned tax lots. Existing storm drain infrastructure in the right-of-way was discussed, with staff considering abandoning the line and connecting it further downstream on Roca to address flooding issues. It was clarified that if the council approved the vacation, SOU would be responsible for formalizing deed descriptions and easements.

Public Hearing Open

- Bruce Bergstrom expressed concern about the right-of-way change from Roca Street to Roca Creek and described issues with the existing storm drain.
- Janine Gruzard disputed the city's designation of Roca Creek as seasonal, stating it does not dry out. She suggested selling a single lot separately while preserving pedestrian access.
- Allison Laughlin requested a designated trail rather than a shared driveway, proposing that the city use part of the Fern Street easement for pedestrian access continuing north along the creek

Public Hearing Closed

Rob Patridge, General Counsel for Southern Oregon University (SOU), addressed the Council in response to concerns and discussions about the vacation. Councilors discussed the need for flexibility in developing the property and that planning decisions should flow through existing processes as development is proposed. After deliberation, the following motion was adopted:

Bloom moved to approve the first reading of Ordinance Number 3276 an Ordinance relating to the vacation of a portion of Fern Street and to place the ordinance on agenda for second reading on October 21, 2025. Dahle seconded the motion.

Roll Call Vote: Bloom, Dahle, DuQuenne, Kaplan, Hansen and Sherrell – YES. Motion passed

b. Public Hearing for a Legislative Amendment to the Southern Oregon University Facilities Masterplan and First Reading of Ordinances #3267, #3268, and #3269 (#PA-L-2025-00016)

Cotta introduced the item; Goldman and Severson provided a presentation including zoning map adjustments for surplus SOU property, comprehensive plan amendments, and land use code amendments (see attached). The council had previously amended the ordinance in July to establish maximum height allowances in the new SO zone, with the exception of the corner of Ashland Street and Walker and was now being asked to consider changes to conditional use permit requirements. Conditional use permit requirements in the SO zone are triggered when use is not listed in the master plan, development is within 50 feet of private property, buildings exceed allowed height, or for wireless

communication facilities. Examples of past projects requiring conditional use permits highlight how the process has benefited both the university and surrounding neighborhoods.

Hansen recused himself from discussion and voting due to potential conflict of interest.

Public Hearing Open

No comments.

Public Hearing Closed

Bloom moved to approve first reading of ordinances 3267, 3268, and 3269 adopting Southern Oregon University's 2025 facilities master plan amendment, including the red line revisions submitted by Southern Oregon University in their letter dated September 26, 2025 as part of the official record and incorporated by reference. Dahle seconded the motion.

Roll Call Vote: Bloom, Dahle, DuQuenne, Kaplan, and Sherrell – YES. Motion passed.

Recess taken from 7:59 to 8:10 PM

X. ORDINANCES, RESOLUTIONS AND CONTRACTS

- a. Second Reading of Ordinance No. 3273 An Ordinance Amending AMC Section 10.120 Enhanced Law Enforcement Area and Persistent Violation*

Cotta introduced the item and explained that amendments from the previous meeting have been incorporated. O'Meara requested a minor correction to an ORS citation. Councilors discussed Section 10.120.05F regarding variances, questioning whether an individual would need to satisfy all four criteria listed or just one. Pietila confirmed the need to add "or" after the semicolons to clarify that these were alternative criteria.

Public Comment. Several community members advocated for an enforcement policy focused on inclusion instead of exclusion. Commentors requested compassion through solutions such as housing and social services; and requested that staff track the ordinance's effectiveness through ongoing analysis of data.

After further discussion and amendment, the following motion was adopted:

Dahle moved to approve Ordinance 3273 with amendments to section 10.120.020 subsection A1F to read ORS 475C.377 to reflect the current Oregon statute; and to section 10.120.050F to read "a court of competent jurisdiction may at its discretion grant additional variances to those listed in 10.120.040 for an expelled person at any time during the period of expulsion if the person demonstrates by clear and convincing evidence..."; and to insert the word "or" at the end of subsection C. Bloom seconded the motion.

Roll Call Vote: Sherrell, Dahle, Bloom, and DuQuenne – Yes. Kaplan and Hansen – No. Motion passed.

b. Approval of a Construction Contract with Carter & Company, Inc. for the North Mountain Avenue Overlay, Phase I Project (PW 2021-03)

Fleury provided a presentation on the construction contract for the North Mountain Avenue overlay project from Hersey Street to the interstate (see attached). The project would include pavement rehabilitation, sidewalk infill, ADA ramp upgrades, and pedestrian safety improvements. Following a formal competitive sealed bid process, Carter and Company provided the low bid of approximately \$3.5 million. The project would be scheduled with hardscape improvements in fall and winter with asphalt work in spring to avoid traffic closures during fire season. It was clarified that the project would include green paint for bike lanes similar to Ashland Street, and that buffered bike lanes would be included in Phase 2 from Hersey Street to East Main.

Hansen moved to approve the construction contract with Carter & Company, Inc. for the North Mountain Avenue Overlay, Phase I Project for a contract amount not to exceed \$3,593,271.50. Dahle seconded the motion.

Roll Call Vote: Bloom, Dahle, DuQuenne, Kaplan, Sherrell, and Hansen – YES. Motion passed.

c. Approval of Personal Services Contract for Construction Administration Services for the North Mountain Avenue Overlay, Phase I Project (PW 2021-03)

Fleury provided a presentation (see attached). The contract would cover inspection, ensuring conformance with engineering design and specifications, response to contractor requests, and developing design changes as needed. Dowl was selected through a qualifications-based process and had previously been awarded the preliminary and final engineering work.

Councilors asked for clarification about the necessity of the contract. It was explained that while not legally required, the City lacked staff resources to manage the project internally. Dowl would provide daily on-site inspection throughout the duration of the project, while the city's project manager would maintain oversight and final approval authority.

Dahle moved to approve a contract for construction engineering services with Dowl for an amount not to exceed \$492,206.40 – principal project tasks in the amount of \$468,456.40 and contingencies in the amount of \$23,750.00. Sherrell seconded the motion.

Roll Call Vote: Bloom, DuQuenne, Dahle, Kaplan, Sherrell, and Hansen – YES. Motion passed.

XI. UNFINISHED BUSINESS

XII. NEW BUSINESS

a. Annual Climate and Energy Action Plan Report & Conservation Incentives Adoption

Due to time constraints this item will be included on the next agenda.

XIII. CITY MANAGER REPORT

City Manager Cotta reported that:

- The event partnership grant program launched in October 2024 had awarded over \$130,000 across 20 grants funding 25 events, estimated to bring approximately 6,000 visitors.
- Work is ongoing at the severe weather shelter building, with completion estimated by mid to late November.
- The final Coffee and Conversation event for the year was scheduled for the following Tuesday from 1:00– 2:30 p.m. at North Mountain Park, with Councilors Dahle and Hansen planning to attend.
- Fire Station 2 would host tours, fire safety education, and community connection on Friday, October 10 from 2–6 p.m. during Fire Prevention Week.
- The fire danger level had been reduced from high to moderate.
- The Return of the Salmon family field day would be held on October 18 from 10 a.m. to 2 p.m. at North Mountain Park.

In response to councilor's questions about the removal of shrubs on Ashland Street islands, Cotta explained that trees would remain, but other greenery would be replaced with decorative hardscaping to reduce watering costs and staff time. The Public Art Committee is exploring transitioning some public art to medians. In response to questions about the deer population, Cotta explained that the Oregon Department of Fish and Wildlife (ODFW) has jurisdiction over deer who does not support birth control for deer. ODFW will be invited to speak at a study session early next year to discuss options.

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

- Bloom reported on the League of Oregon Cities conference, highlighting interesting urban development work in Portland's OMSI district and Lake Oswego's creative approaches to making their municipal golf course financially viable.
- Graham noted that she had visited Gresham during the conference and observed interesting mixed-use urban development including childcare facilities, commercial kitchens for rent, and cold storage.
- Sherrell attended a gathering of infill housing developers in Portland where they examined new housing types and discussed recent legislation.
- Hansen reported on the successful Ashland Mountain Challenge race held on Mount Ashland, which brought visitors to town, and mentioned the opening of the Mount Ashland A-Line Jump Line, a mountain bike feature created through partnership between the Rogue Valley Mountain Biking Association and various funders.
- Dahle recognized the Chamber of Commerce's annual dinner event celebrating business owners and economic vitality.

XV. ADJOURNMENT

The meeting was adjourned at 9:30 p.m.

City Recorder Alissa Kolodzinski

Mayor Tonya Graham



A PROCLAMATION FOR INDIGENOUS PEOPLE'S DAY 2025

WHEREAS, the United States announced support for the United Nations Declaration on the Rights of Indigenous Peoples on December 16, 2010; and

WHEREAS, we recognize that Indigenous People have suffered from historic injustices as a result of their colonization and the dispossession of their lands, territories, and resources; and

WHEREAS, we recognize that Ashland is built on the ancestral homeland of the Ikirakutsum Band of the Shasta Nation, and we honor the Takelma, Athabaskan, and Shasta tribes with ancestral lands in and surrounding the geography of the Ashland watershed; and

WHEREAS, Indigenous People were forcibly removed from ancestral lands, displaced, assimilated, and banned from worshipping or performing many sacred ceremonies and yet they remain as a visible testimony to their individual and collective resilience; and

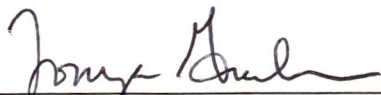
WHEREAS, we recognize the value of many contributions made to our community through Indigenous Peoples' knowledge, labor, spirituality, philosophy, arts, and cultural contributions; and

WHEREAS, we have a responsibility to oppose systemic racism toward Indigenous Peoples, which perpetuates income inequality and less access to health, education, and social stability; and

WHEREAS, on Indigenous Peoples' Day, we celebrate Indigenous history and honor Native Americans for their role in shaping the contours of this country.

NOW, THEREFORE, I, Tonya Graham, Mayor of the City of Ashland, Oregon, on behalf of the City Council, do hereby proclaim October 13, 2024, as Indigenous Peoples' Day and call upon the people of Ashland to observe this day with appropriate reflection and learning and to continue our efforts to create a more just and equitable community. In Ashland we are Better Together.

Dated this 7th day of October 2025



Tonya Graham, Mayor



Alissa Kolodzinski, City Recorder



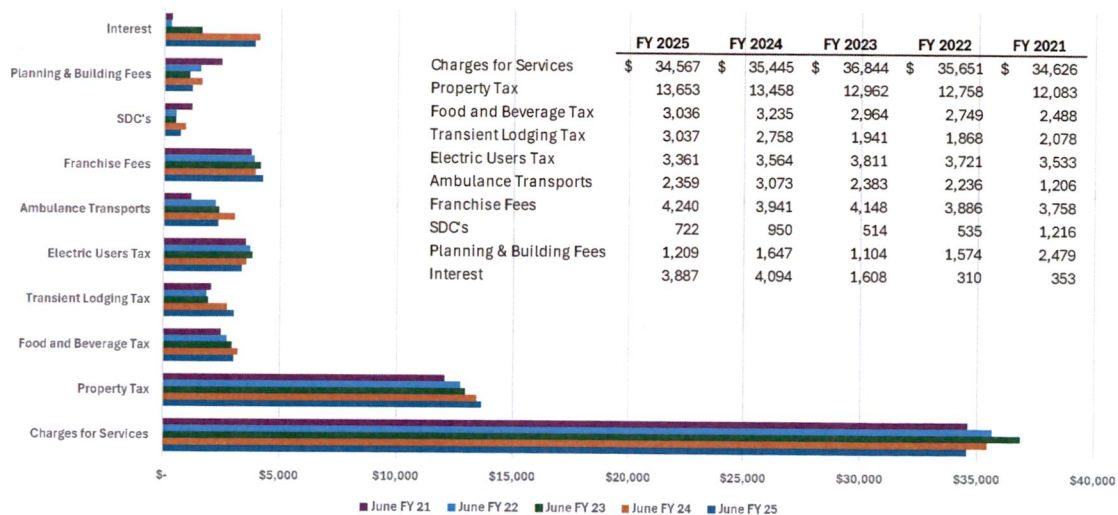


Finance Update Fourth Quarter FY25

October 7, 2025

Finance

Revenue Summary (in thousands)





Revenues

- ❖ Transient Lodging and Food & Beverage Taxes
 - TLT is **10.1% higher** than previous year
 - F&B is **6.2% lower** than previous year, audit underway
- ❖ Planning and Building Fees
 - Planning/Building fees are **26% lower** than previous year due to less activity
- ❖ Investment income remains high
- ❖ Franchise Fee revenue **increased by 7.6%** primarily due to AFN
- ❖ Accounts receivable and collections update
 - Delinquency processing and collections efforts continue



Allowance for Doubtful Accounts

- ❖ Timeline
 - **March 2020** City postponed delinquent processing due to COVID per Governor's executive order.
 - **July 2020** resumed delinquent processing, to delay in September due to the Alameda Fire.
 - **October 2020** resumed delinquent processing alerting customers of past due balances and agreed not to pursue disconnection until future date.
 - **March 2022** resumed delinquent processing and disconnection.
 - **August 2023** postponed delinquent processing due to staff turnover.
 - **May 2024** resumed delinquent processing and disconnection and offered extended payment plans.
 - **July 2025** postponed delinquent processing due to staff turnover.



Allowance for Doubtful Accounts

❖ Total owed on Utility Accounts June 30, 2025:

- \$6,796,390

❖ Amount sent to collection = \$2,713,359

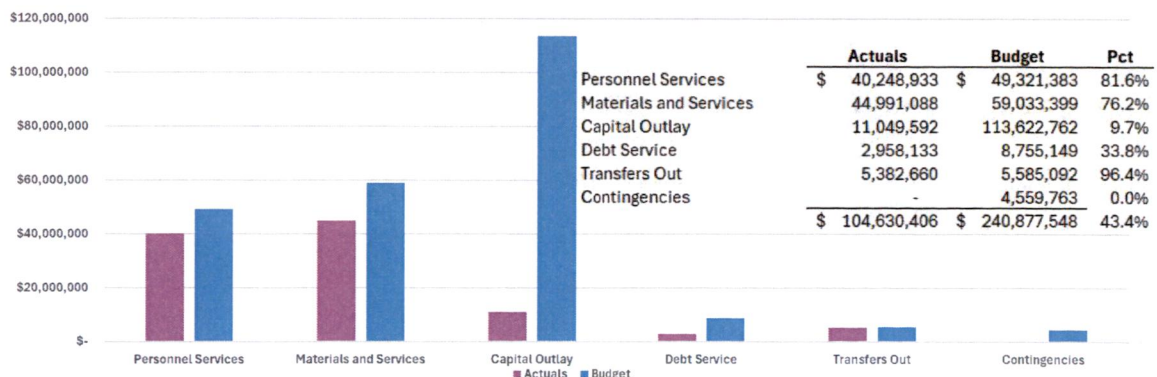
- General Fund-Electric Users Tax = \$309,343
- Street Fund = \$115,104
- Water Fund = \$288,009
- Wastewater Fund = \$234,421
- Stormwater Fund = \$26,286
- Electric Fund = \$1,620,875
- Telecommunications Fund = \$119,321



Expenditures

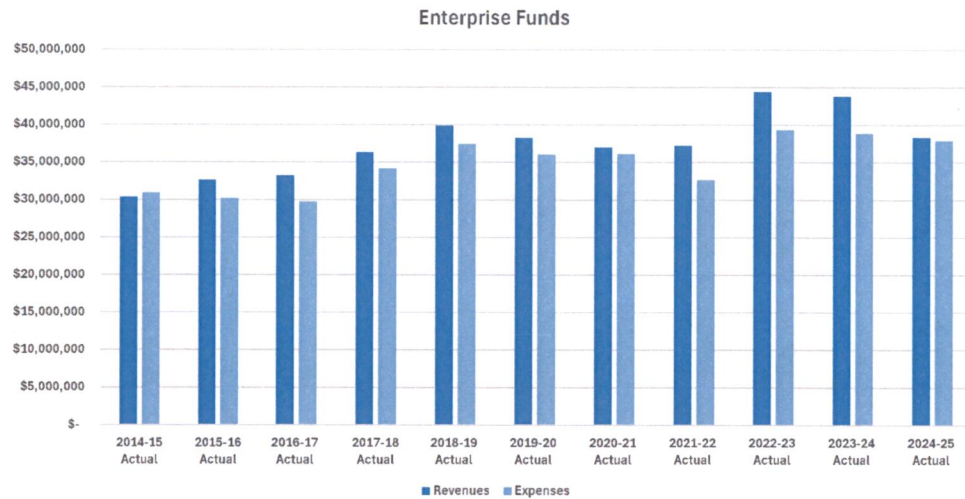
- ❖ In budgetary compliance
- ❖ Capital spending & debt service
 - Water Treatment Plant construction delay

City Wide Expenditures
Actuals vs Budget FY 25

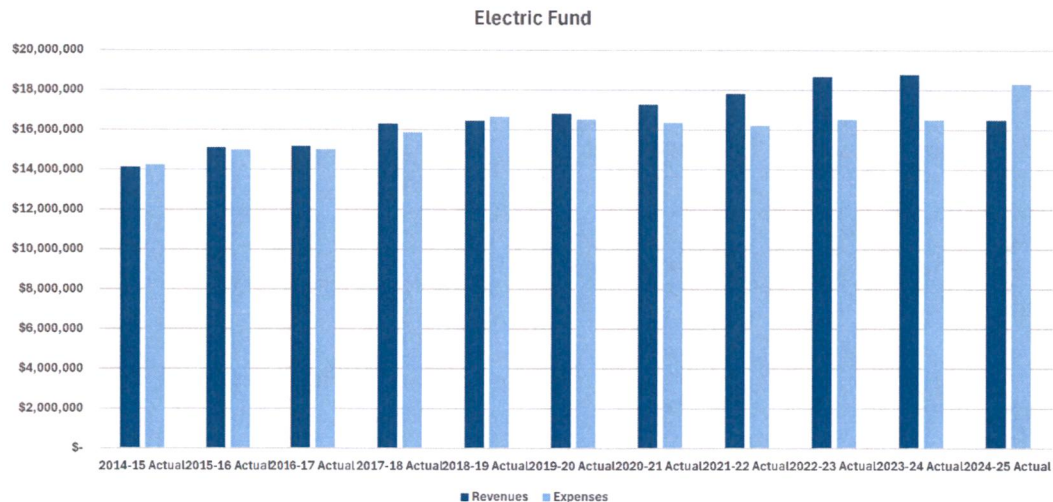




Revenue vs Expenditures – Enterprise Funds

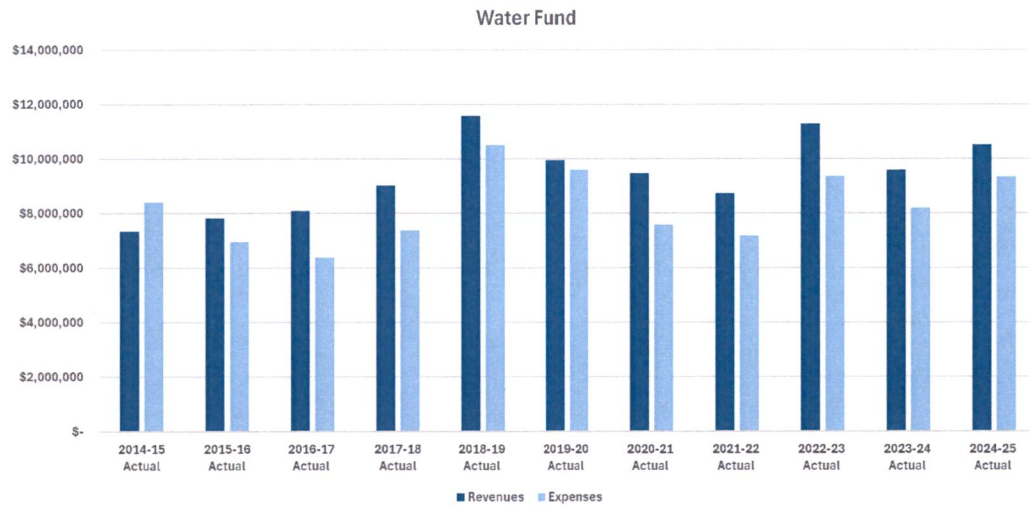


Revenue vs Expenditures – Electric Fund

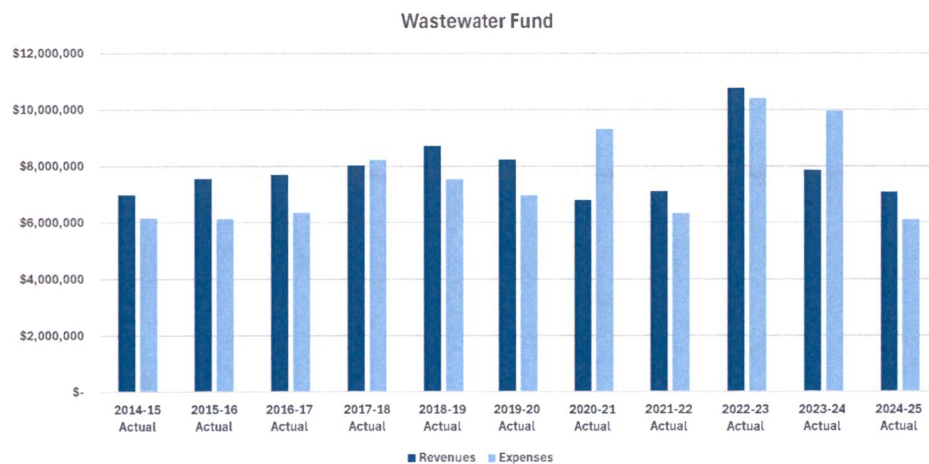




Revenue vs Expenditures – Water Fund

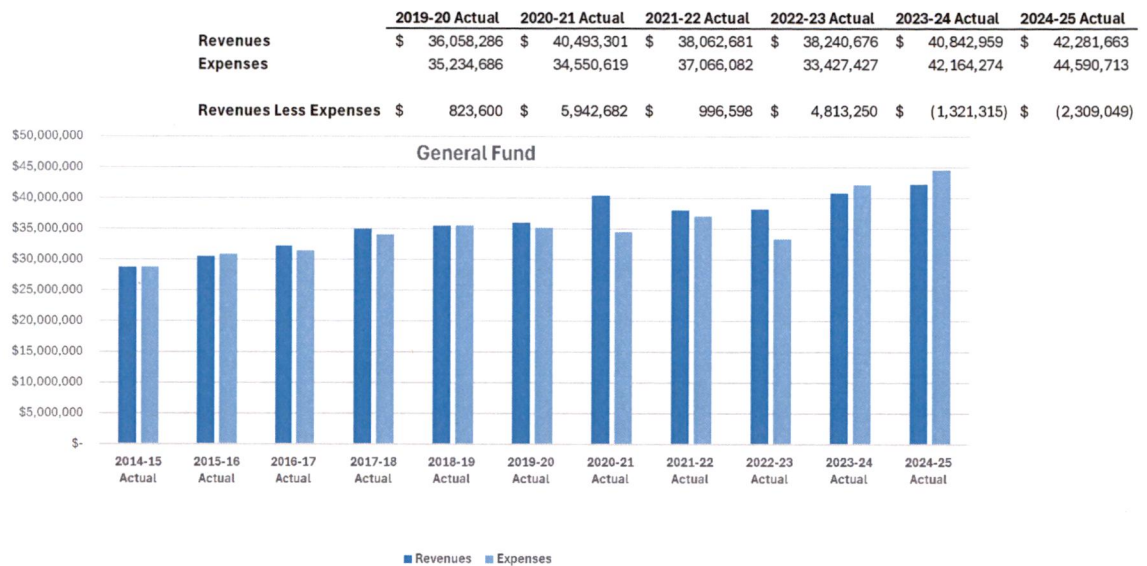


Revenue vs Expenditures – Wastewater Fund





Revenue vs Expenditures – General Fund



City's Net Position*

❖ Fund Balance

- City Wide = \$85.2M vs \$89.1M
- General Fund = \$15.4M vs \$17.1M
- Electric Fund = \$7.6M vs \$9.4M
 - Collection account write off shown as reduction in revenue

❖ Cash & Investments

- City Wide = \$79.2M vs \$78.6M
- General Fund = \$14M vs \$13.8M

* Current Year vs Previous Year, same period



Reports

❖ OpenGov

- Finance Department page - Interactive Financial Reporting
- Annual Report updated nightly
- Monthly Data and Year over Year updated monthly

❖ Monthly Financial Statements

- Finance Department page - Financial Documents
- Preliminary June 2025 as of August 11



Finance Department Updates

❖ Annual Audit

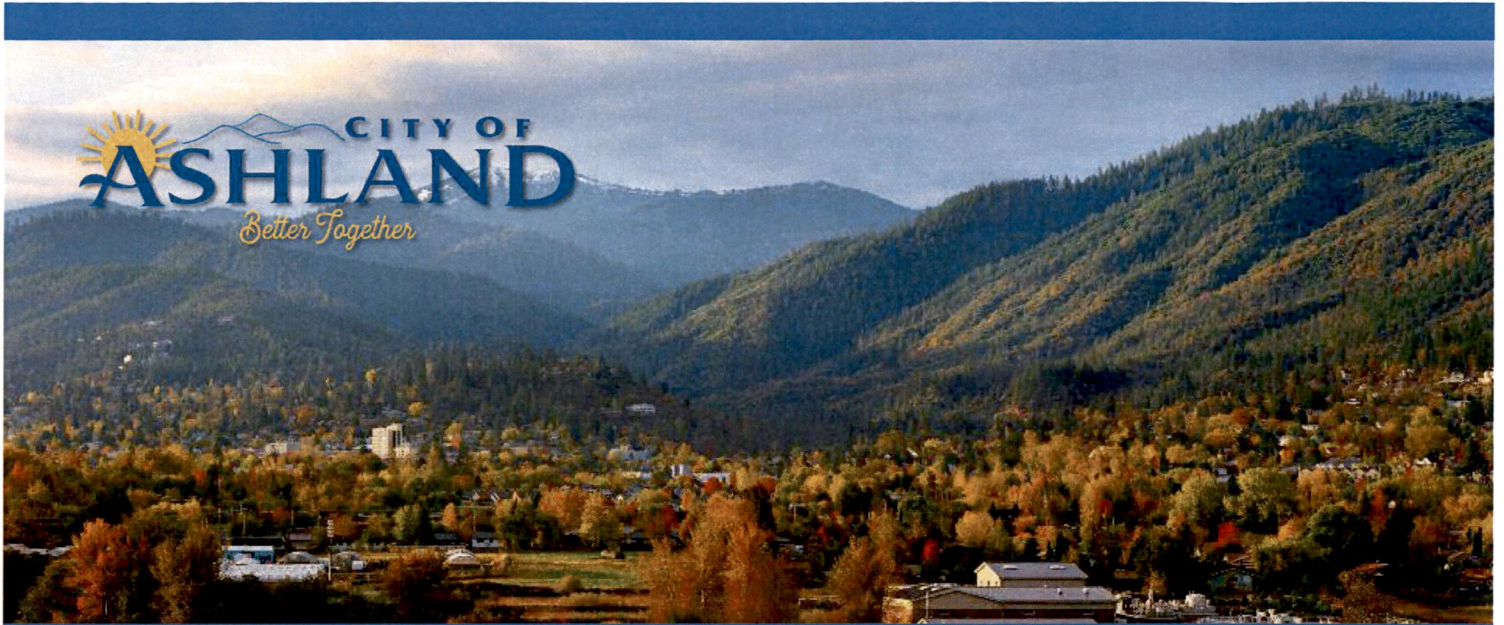
- Onsite fieldwork begins October 13
- The Audit Committee will meet in November or early December-applications available
- Report by Auditors to City Council December 16

❖ Software Updates

- Preparing RFP for Utility Billing Software
- Preparing for implementation of new payroll software with Human Resources

QUESTIONS?





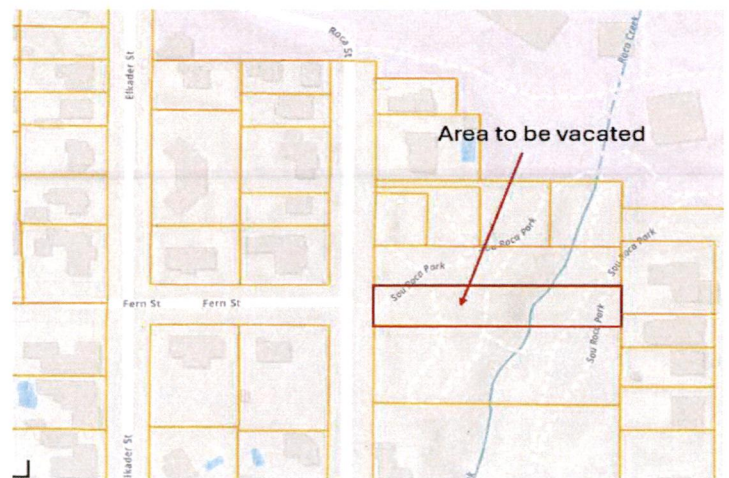
City Council Business Meeting Right of Way Vacation – Fern Street

IX. Public Hearing

First Reading of Ordinance 3276 – Vacating A Portion of the Fern Street
Public Right of Way

Summary

Before the Council is a request to approve the vacation of a portion of un-improved Fern Street right of way (east connection with Roca Street)



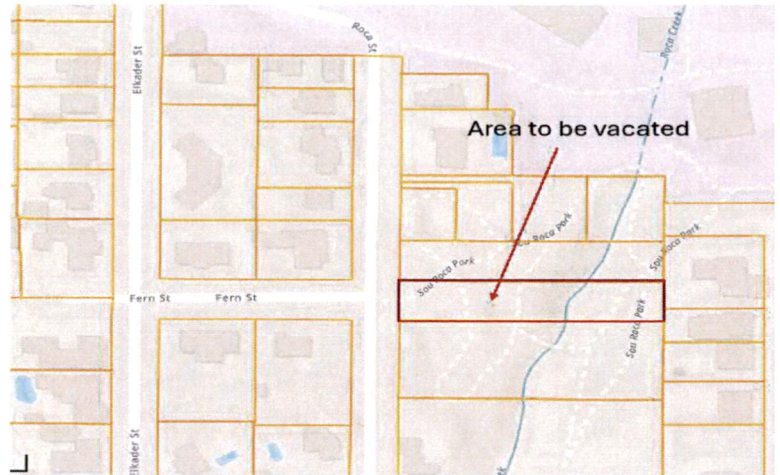
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Vacation Process:

Follow regulatory requirements outlined in:

1. Ashland Municipal Code (AMC) 4.18
2. Oregon Revised Statute (ORS) 271



IX. Public Hearing

First Reading of Ordinance 3276 – Vacating A Portion of the Fern Street
Public Right of Way

Vacation Process:

Council initiated vacation process:

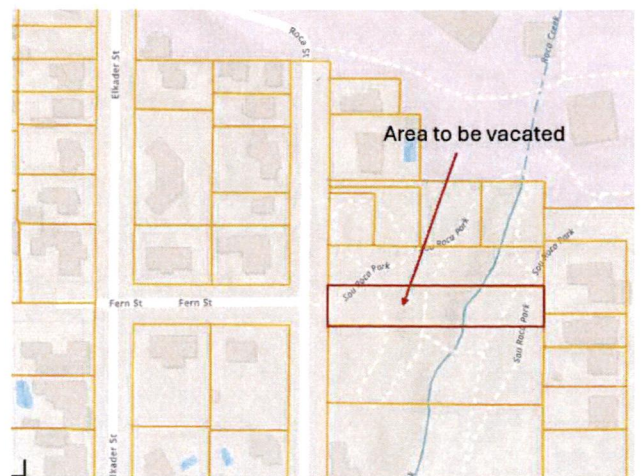
1. March 4, 2025 Business Meeting (ORS 271.130)

Planning Commission Public Hearing

1. July 22 and August 26, 2025 (AMC 4.18.030)
2. Provide Council Recommendation

Council Public Hearing – Ordinance Reading

1. October 7, 2025 – First Reading (AMC 4.18.040 and ORS 271.120)

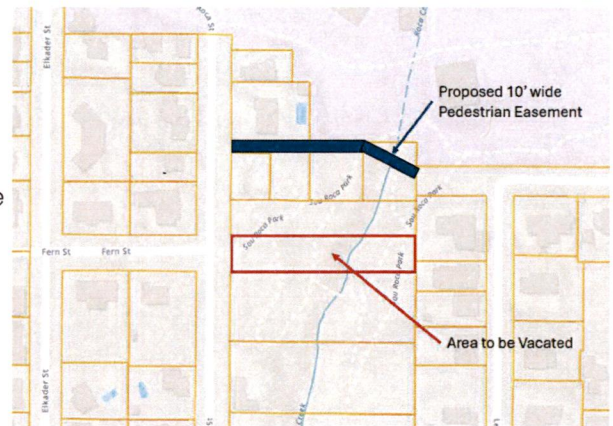


IX. Public Hearing

First Reading of Ordinance 3276 – Vacating A Portion of the Fern Street Public Right of Way

Planning Commission Recommendation:

Commissioners Phillips/KenCairn m/s that the Commission recommend that the City Council approve the requested right-of-way vacation consistent with staff's recommendations with the following conditions: a pedestrian easement be provided extending from Roca Street to Madrone Street; the inclusion of a 10-foot public utility easement for a future storm-drain installation along the frontage of Roca Street as necessary; a deed restriction, for public use of the steep-slope area on eastern portion of the property and the riparian area along Roca Creek, shall be provided for permanent public access. Roll Call Vote: All AYES. Motion Passed 4-0.



IX. Public Hearing

First Reading of Ordinance 3276 – Vacating A Portion of the Fern Street Public Right of Way

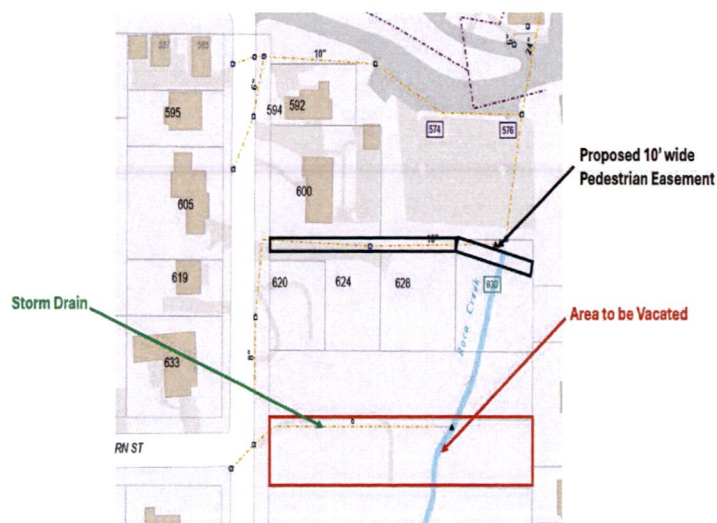
Utilities – Storm Drain

Storm drain pipe within right of way to be vacated. No other utilities within proposed vacation area.

Options:

1. Public Utility Easement
2. Abandon and connect downstream

Public Works investigating options for improvements/changes to drainage system



IX. Public Hearing

First Reading of Ordinance 3276 – Vacating A Portion of the Fern Street Public Right of Way

Potential Motion

I move to approve the first reading of Ordinance Number 3276 an Ordinance relating to the vacation of a portion of Fern Street

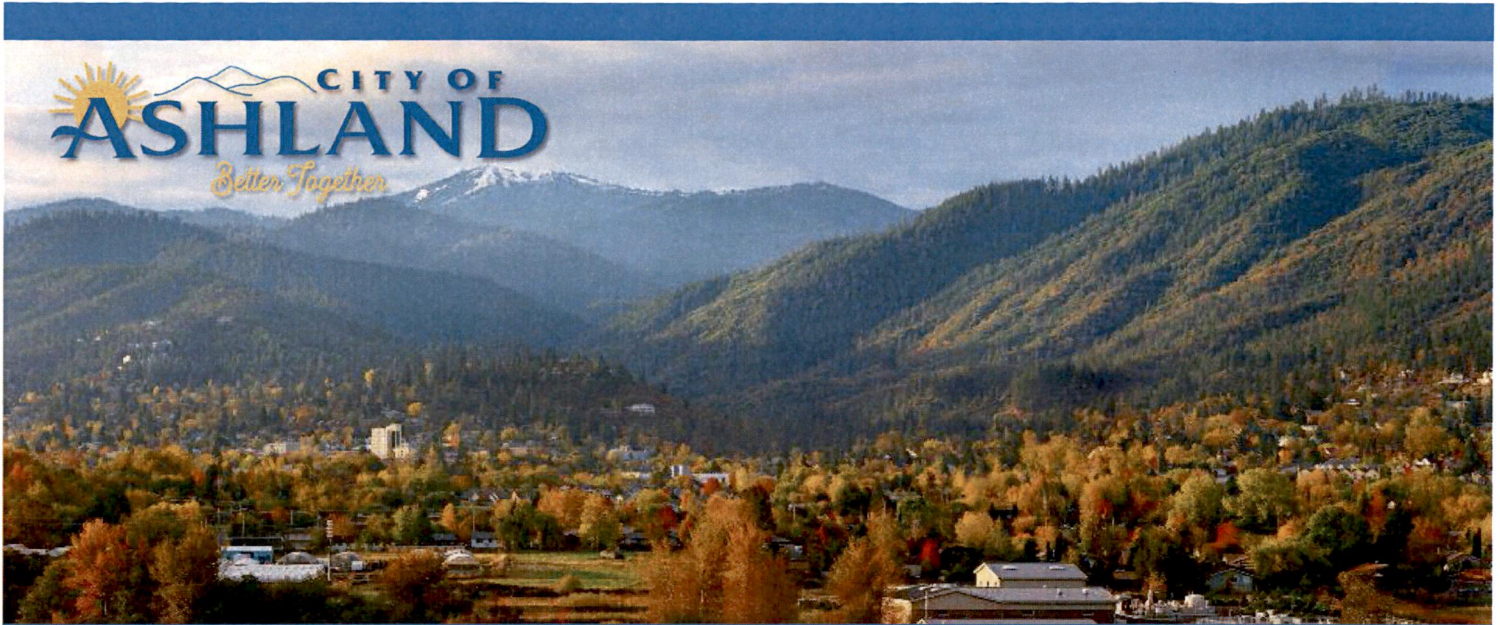
I move to take no action

Next Steps

1. Second Reading of Ordinance – October 21st, 2025
2. Record Ordinance at Jackson County
3. Coordinate execution of deeds and easement related documents with Southern Oregon University
 1. Legal Descriptions
 2. Map of Survey



Thank you



SOU Master Plan

Ashland City Council
October 7, 2025 First Reading & Public Hearing

PA-L-2025-00016

Southern Oregon University Masterplan

Ashland City Council Hearing

'Light Update'

Standard Legislative Public Process

Joint Study Session April 22, 2025 COMPLETE	PC Public Hearing June 24, 2025 COMPLETE	CC Prior Public Hearing & First Reading July 15, 2025 COMPLETE	CC Public Second Reading August 19, 2025 (Postponed Reconsideration)	CC Public Hearing & First Reading October 7, 2025 (New Hearing)
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Legislative amendment to adopt the SOU 2025 Facilities Master Plan

- **Ordinance 3267** – Comprehensive Plan amendment
- **Ordinance 3268** – Land Use Code amendments
(amended on July 15 by Council –
Changes incorporated into the ordinance
presented)
- **Ordinance 3269** – Zoning and Comprehensive Plan Map
amendments



SOU 2025 Facilities Master Plan

3

Council directed amendments at prior First Reading (July 15 2025)

Ordinance 3268 – *18.3.6.040 Conditional Uses*

Established maximum height allowances in the new SO zone (except “University District” corner at Ashland St. and Walker):

- Up to 60ft permitted outright
- Up to 70ft with Conditional Use Permit (CUP)

Height along Ashland Street (University District near CFA overlay):

- Up to 50ft permitted outright & up to 60ft with $\geq 25\%$ affordable or student housing
- Greater than 60ft requires a CUP review – not greater than 110ft.



Prior Council Amendments

4

Council directed amendments at prior First Reading (July 15 2025)

Ordinance 3268 – Solar arrays over parking lots shall be exempt from Site Design Review (Ministerial Approval)

18.5.2.020 C.5.

- Raised free standing solar installation height limit to 38ft to accommodate dual-axis tracking systems.
- Clarified that references to the Master Plan are *illustrative*, not prescriptive, providing implementation flexibility.



Prior Council Amendments

5

SOU Requested Re-Evaluation: Reconsider 50-foot CUP trigger adjacent to privately owned property and revision to CUP requirements

Current rule unmodified: (AMC 18.3.6.020B, 030A and 040B) – Conditional Use Permit Required for Development Adjacent to Private Property:

"Any use, site design, or construction within 50 feet of privately owned property."

SOU's concern: limits design flexibility and adds time/cost for projects such as the Cascade Complex replacement. Further requests amendments for clarification regarding signage, sidewalks, and landscaping alterations within 50' of private property.

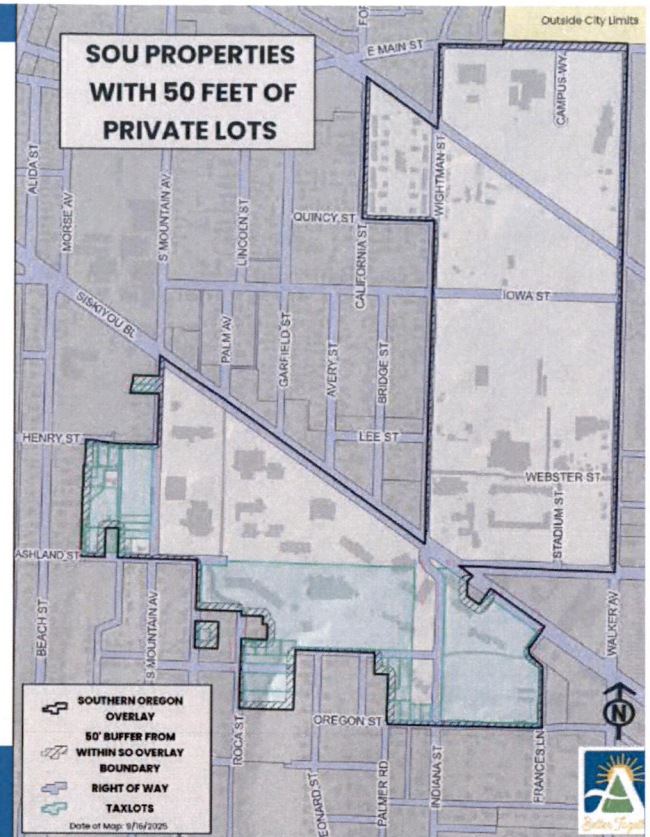


SOU Request for Reconsideration

6

50' Distance from Privately owned Properties:

- Larger-order streets such as arterials and collectors typically have public rights-of-way (ROW) exceeding 50 feet, providing a built-in separation between university properties and adjoining private parcels.
- Neighborhood residential streets, by contrast, often have ROW widths under 50 feet, meaning adjacent privately owned properties fall within the 50-foot CUP buffer, making these highlighted University subject to the additional review requirement if development is within 50' of neighboring properties.



When a CUP Is Required in the SOU Zone (AMC 18.3.6)

Use not listed in the SOU Master Plan

Any use, site design, construction or alteration not identified or anticipated in the adopted Master Plan (18.3.6.040.B.2)

Development within 50 feet of private property

New buildings or expansions within 50' of a privately owned parcel (18.3.6.040.B.3)

Building height over allowed limit

Buildings exceeding the standard height limit (e.g., 50 feet, or 60 feet with CUP under the new amendments depending on area) must obtain CUP approval for the additional height. (18.3.6.040.B.1 and 18.3.6.050.D)

Wireless communication facilities

New wireless facilities on SOU property.



Conditional Use Permit Conditions of Approval

The approval authority may impose conditions that are found necessary to ensure that the use is compatible with other uses in the vicinity, and that the negative impact of the proposed use on the surrounding uses and public facilities is minimized. (18.5.4.050.B)



Conditional Use Permits

9

Conditional Use Permits – General areas of Conditions

- **Limits on Operation** – Hours, days, duration, and manner of operation may be restricted.
- **Design and Compatibility** – Require specific architectural styles, materials, setbacks, and building separations to ensure visual and neighborhood compatibility.
- **Site and Environmental Mitigation** – Add or remove design features or standards to minimize noise, light, odor, erosion, and other environmental impacts.
- **Access, Circulation, and Infrastructure** – Regulate driveways, parking, sidewalks, right-of-way dedication, and street/pathway improvements.
- **Landscaping and Resource Protection** – Require landscaping, fencing, screening, and preservation of natural features.



Conditional Use Permits

10

SOU Project Conditional Use Permit History



- Theatre Arts Building- Oregon Center for the Arts /JPR
- Raider Village - Shasta/McCloughlin Halls and Dining Commons
- The Farm - Sustainability Center
- Student Recreation Center
- Lithia Motors Pavillion
- Wireless Facilities on Campus



Conditional Use Permits

11



SOU Conditional Use Permits in Practice

12

Planning Commission (June 25, 2025 hearing):

Recommended retaining the Conditional Use Permit (CUP) trigger for new or expanded SOU development within 50 feet of privately owned property.

The Commission found that the CUP process provides an appropriate level of public review and ensures compatibility where university projects are located along campus edges. The review process enables evaluation of building scale, height, lighting, parking, noise, glare, and neighborhood interface, helping to mitigate potential adverse impacts on adjacent privately owned properties.



Planning Commission Recommendation

13

Staff:

Supports retaining the existing 50-foot CUP standard for new development adjacent to private property as a valuable tool for public transparency and impact mitigation at the university's perimeter.

The CUP process allows the hearing authority to consider other potential impacts beyond those specifically identified in code, ensuring that unanticipated effects of institutional scale campus-edge development can be addressed through specific conditions of approval.



Staff Recommendation

14

I move to approve First Reading and schedule Second Reading on November 4th, for the following ordinances:

- 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 Comprehensive Plan;
- 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, and AMC 18.5.7.020 to be consistent with the Southern Oregon University 2025 Facilities Master Plan Amendment; *[or as amended to address SOU recommended code language....]*
- 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.



Recommended Motion

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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 use, site design, or construction within 50 feet of privately owned property.

C. ~~Any construction over 40 feet in height~~ Construction that exceeds 60 feet in height within the SO zone, exclusive of the University District described in Section ~~E~~ D below, shall require approval of a Conditional Use Permit, up to a maximum height of 70 feet.

D. Construction that exceeds the permitted maximum height of 50 feet, or 60 feet with the inclusion of at least 25 percent affordable or student housing, within the University District bounded by Walker Avenue, Ashland Street, Webster Street and Stadium Street, shall require approval of a Conditional Use Permit, up to a maximum height of 110 feet.



Height – Amendments to ORD #3268

17

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 general design approach illustrated in the adopted SOU 2025 Facilities Master Plan Amendment, which is intended to be illustrative rather than prescriptive.

b. The proposed solar array does not exceed a height of 38 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.

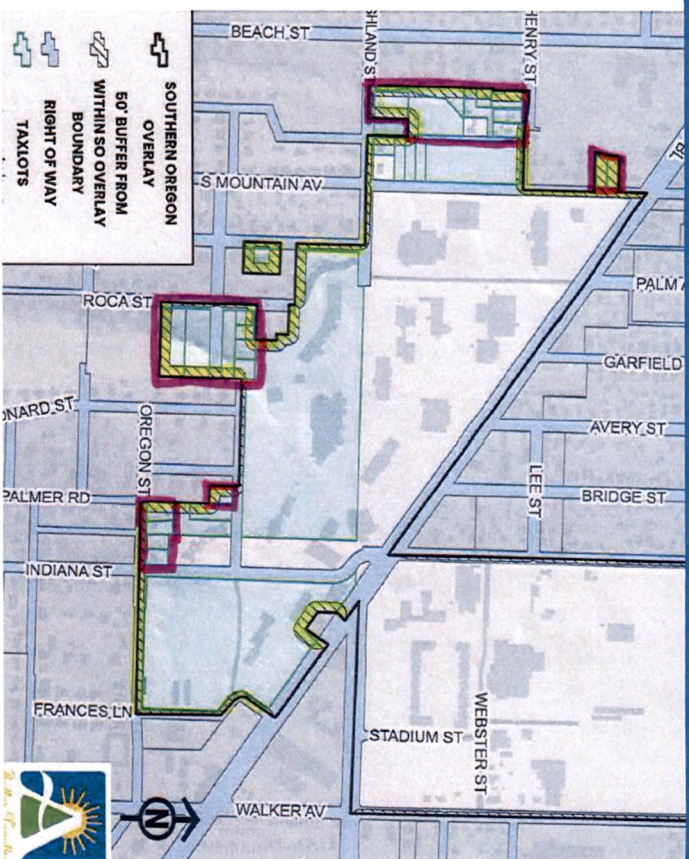
e. Permits (structural and electrical) shall be obtained from the City of Ashland Building Division.



Solar – Amendments to ORD #3268

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sou proposes selling highlighted properties

1 Minor Adjustment

AMC 10.120.020A(1)(f) should indicate ORS 475C.377

I move to amend proposed ordinance 3273 section 10.120.020 sub section (A)(1)(f) to read ORS 475C.377 to reflect the current Oregon statute.





City Council Meeting

Construction Contract– North Mountain Avenue Rehabilitation

X. Ordinances, Resolutions, Contracts

Approval of a Construction Contract with Carter & Company Inc. for the North Mountain Avenue Overlay, Phase 1

Summary

Before the Council is a request to approve a construction contract with Carter and Company Inc. for phase 1 of the North Mountain Overlay Project.

Phase 1 is for the section of North Mountain Avenue from Hersey Street to the Interstate

Construction includes:
ADA Ramps, new pavement, sidewalk infill, crosswalk improvements, marking, signage and striping upgrades



X. Ordinances, Resolutions, Contracts

Approval of a Construction Contract with Carter & Company Inc. for the North Mountain Avenue Overlay, Phase I

Summary – Bidding Process

Formal Solicitation (over \$250k):

1. Invitation to Bid (ITB) released on September 2nd, 2025 on Oregonbuys and advertised in the Daily Journal of Commerce
2. Public Bid opening at 2 PM on September 23rd, 2025
3. Three Bids received and all were considered “responsive”
4. Carter and Company provided low bid of \$3,593,271.50

	1	2	3
	Carter & Company, Inc. 4676 Commercial St. SE #203 Salem, OR 97302	Knife River Materials 3959 Hamrick Rd Central Point, OR 97502	Legacy Contracting, Inc. 41850 Kingston-Jordan Rd Stayton, OR 97383
Name of Bidder			
Sum of Bid	\$3,593,271.50	\$3,916,797.00	\$4,232,528.50
Name of Bonding Co.	Liberty Mutual	Liberty Mutual	Fidelity & Deposit
Amount of Bid Bond	10%	10%	10%
Addendum Acknowledged	Yes	Yes	Yes



X. Ordinances, Resolutions, Contracts

Approval of a Construction Contract with Carter & Company Inc. for the North Mountain Avenue Overlay, Phase I

Potential Motion

I move to approve the construction contract with Carter & Company Inc. for the North Mountain Avenue Overlay, Phase I Project for a contract amount not to exceed \$3,591,271.50.

Next Steps

1. Execute construction contract
2. Coordinate with contractor to formalize construction schedule
3. Develop and release pertinent public notifications





City Council Meeting

Personal Services Contract – Construction Administration for North Mountain Avenue Rehabilitation

X. Ordinances, Resolutions, Contracts

Approval of a Construction Administration Contract with Dowl LLC. for the North Mountain Avenue Overlay, Phase 1

Summary

Before the Council is a request to approve a personal services contract with Dowl LLC. for construction administration of phase 1 of the North Mountain Overlay Project.

Phase 1 is for the overlay/reconstruction of North Mountain Avenue from Hersey Street to the Interstate

Construction Administration ensures contractor adheres to design and construction specifications



X. Ordinances, Resolutions, Contracts

Approval of a Construction Administration Contract with Dowl LLC. for the North Mountain Avenue Overlay, Phase I

Summary – Solicitation Process

Formal Solicitation (over \$250k):

1. Qualifications Based Selection (QBS) Proposal released on July 29, 2021 on Oregonbuys and advertised in the Daily Journal of Commerce
 1. QBS outlined phases of work:
 1. Preliminary Engineering (complete)
 2. Final Engineering (complete)
 3. Construction Administration (under consideration)
2. Proposals received September 2, 2021
3. One proposal received from Dowl LLC.
4. Proposal scored against criteria
5. Scope & Fee negotiated with Dowl LLC for preliminary and final engineering
 1. Council approval March 1, 2022



X. Ordinances, Resolutions, Contracts

Approval of a Construction Administration Contract with Dowl LLC. for the North Mountain Avenue Overlay, Phase I

Potential Motion

I move to approve a contract for construction engineering services with Dowl LLC. for an amount not to exceed \$492,206.40.

Next Steps

1. Execute construction administration contract
2. Public Works staff to coordinate with engineering and contractor team during construction phase to ensure compliance with construction documents



Thank you

