



Council Study Session Meeting Agenda

ASHLAND CITY COUNCIL

STUDY SESSION AGENDA

Monday, November 17, 2025

Council Chambers, 1175 E Main Street

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

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. Review of Ordinance Language Change Set 1
- b. Update on Prohibited Camping Enforcement

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: November 17, 2025

Agenda Item	Review of Ordinance Language Change Set 1
Department	Legal
From	Johan Pietila, City Attorney, Carmel Zahran, Assistant City Attorney, Jordan Rooklyn

TIME ESTIMATE

30 minutes

CATEGORY

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

SUMMARY

This is part of an all-department effort to update the Ashland Municipal Code. Improvements include (1) removing sections that are antiquated or redundant, (2) updating internal and external references for accuracy, and (3) modernizing sections with substantive changes to reflect current standards and practices.

POLICIES, PLANS & GOALS SUPPORTED

These changes will promote administrative efficiency in that they will remove confusion that can arise in outdated codes, or codes that conflict with modern law. Additionally, these changes will promote transparency and ease of access for both the citizens of Ashland as well as staff.

BACKGROUND AND ADDITIONAL INFORMATION

This is likely the first of several sets of proposed code updates. The idea is to identify to Council portions of the code that staff is recommending be removed or updated and then discuss if Council agrees with the need for change.

For the ordinance changes that Council would like to see move forward, staff will prepare ordinances for first reading. At that time, Council will be presented with actual draft language in the normal course of ordinance review (i.e. 10 days ahead of 1st reading). Council will have additional time to review and provide comments before First Reading.

For ease of review, the proposed changes have been broken into three tables which are attached to this communication and will be presented to council at the Study Session. There may be a Power Point to assist in explanation and for ease of following along, however it will contain no new information other than that which is within the packet.

Table 1: This category contains deletions which will help decrease redundant language that may become outdated if other sections of code are updated, corrects typos that impact content, and removes no longer applicable sections of code.

Table 2: This category includes language changes to help provide clarity and bring our local code into alignment with current statutes, references, and/or modern practices.

Table 3: This category, like Table 2, adds clarity and the changes are recommended by staff. Additionally, it may involve policy considerations for the Council.

*Note, there is proposed language in Table 3 to provide a starting point for Council to understand the suggestions of staff. This may not be the exact language brought forth for first reading

FISCAL IMPACTS

There will be no fiscal impact to the City outside of staff time. In some instances, such as the recent removal of the Alarm Systems Ordinance, these updates may save the City costs.

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS





Council Study Session

At the conclusion of each section, or review of each table, there will be a request for general Council direction. This request will be, "Are the proposed changes something that Council wants staff to bring forward for first reading as an ordinance?" For the substantive proposed changes, this could be the initial opportunity for Council to make suggestions.

REFERENCES & ATTACHMENTS

1. Table 1_Recommended Deletions
2. Table 2_Recommended Updates
3. Table 3_Recommended Changes



Table 1: Recommended Code Deletions

These deletions help decrease redundant language that may become outdated if other sections of code are updated, corrects typos that impact content, and removes no longer applicable sections of code.

AMC Section	AMC Title	Proposed Change	Reason for Change
2.04.050(M)1	Order of Business; Resolutions, Contracts, and Other City Business	Lengthy ordinances may be read by title only at Council meetings if the ordinance title has been published in the local paper at least seven (7) days in advance of the Council meeting.	Redundant language. This is already stated in Article X of the Charter, which is referenced in the same paragraph.
2.04.090(A)	Commissions and Boards; Establishing Commission and Boards	Remove the sentence listing the commissions and boards: These shall include but not be limited to Climate and Environment Policy Advisory Committee, Forest Lands Advisory Committee, Planning Commission, Transportation Advisory Committee, Planning Hearings Board, Public Arts Advisory Committee, Housing and Human Services Advisory Committee, Historic Preservation Advisory Committee, and Social Equity and Racial Justice Advisory Committee.	Redundant language. Specific commissions and boards are stated in the remainder of Chapter 2 (2.11 - Municipal Audit, 2.12 - Planning, 2.13 Advisory Committees, etc.).
2.04.090(F)	Regular Membership Removal Process	". Removal of any member of the Recreation Commission or the Planning Park Commission is not subject to this section."	Typo correction.
2.08	Recorder/Treasurer	Remove chapter	The City Recorder is now an appointed position, rather than an elected position. Duties should fall under 2.28 Administrative and Operating Departments (see Table 2 recommendations).
2.29.020(P)	Public Art; Definitions	Remove subsection P. "Commercial development fee" means funds deposited by a commercial developer into the public art account when the developer prefers not to incorporate public art into the project and follow the public art process for art acquisition and approval."	Identical language as AMC 2.29.020(F).
3.08	General Personnel Policies and Employee Responsibilities	Remove chapter	Responsibility for personnel policy and employee responsibilities falls under City Manager and not under City Council.
6.32.030(B)	Application Process	Remove section: An OLCC Personal History form shall be completed for each person named on the license application.	No such form exists.

6.42.030-050	Tobacco Control; License Requirement, License Fee, Nontransferability of License	Remove sections that specify the need for a local license (and relevant references within Chapter 6.42)	Starting in 2022, the State of Oregon requires tobacco retailers to get a Tobacco Retail License from the Department of Revenue. The State oversees, administers, and enforces this program.
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Table 2: Recommended Code Language Updates

These language changes help provide clarity and bring our local code into alignment with current statutes, references, and/or modern practices.

AMC Section	AMC Title	Proposed Change	Reason for Change
2.04.020	Meetings	Reference state-statute for noticing timelines, rather than an exact time. In doing so, this would change the local requirements from providing at least 72-hours notice for Regular meetings, Special Meetings, and Study Sessions, to the state requirement of 48-hours notice for a Regular Meeting and Study Session, and 24-hours notice for a special meeting.	As the State changes regulations, additional changes to AMC are not required; Provides more flexibility which is particularly important for a special meeting topic that is time-sensitive, but does not meet the definition of an emergency meeting.
2.04.020	Meetings	Reference state-statute for noticing locations, rather than "a newspaper with general local circulation."	As the State changes regulations, additional changes to AMC are not required.
2.04.030(E)	Agendas; Council Packets	"Materials submitted must include author's name and address city of residence ."	Aligns with recommended practice for non-land-use public testimony (land use has a separate set of rules for public testimony).
2.28	Administrative and Operating Departments	Add new section that details the Office of the City Recorder.	The City Recorder is now a appointed position, rather than an elected position, so is now considered a part of the Administrative and Operating Departments of the City.
2.29.020(G)	Public Art; Definitions	"Commission" "Committee" means the Ashland Public Arts Commission Advisory Committee created by AMC 2.17.010-2.13.010.D, consisting of seven (7) members appointed by the Mayor and confirmed by the Council." All reference to "commission" in Ch 2.29 should be changed to "committee" or Public Art Advisory Committee throughout.	Updated language.
2.29.020(K)	Public Art; Definitions	"' Public art' means all forms of original works of art in any media that has been planned and executed with the specified intention of being sited or staged on City property or on property owned or on property owned or property controlled by the City of Ashland, including within public rights of way, usually outside and accessible to the public."	Clarification.

2.29.140(A)(4)	Public Art; Standards for the Ashland Public Art Collection	"The City shall only acquire artworks if: 1) the artist warrants that he they will not make a duplicate of the artwork, or permit others to do so, without written permission by the City,..."	Grammar correction.
2.54.070	Payment (Disposal of Surplus Property)	Include "electronic payments" (debit/credit/EFT) in methods of payment.	Bring up-to-date with government auction website.
6.04.120	Business Licenses; Temporary License	"If a business activity licensed under this chapter is for a limited duration of not more than 30 days, <u>a flat fee will be set by resolution</u> the fee will be \$25 , regardless of the number of employees."	Consolidate fees within the annual Miscellaneous Fees & Charges resolution.
14.12.020	Electric System - Regulations; Construction and Temporary Service	Remove specific dollar amounts and change language to "There is a temporary service for new construction requiring only a service drop and meter setting, which is as follows: \$75.00 for single phase service, \$150.00 for three phase service. <u>A charge for temporary service for new construction requiring only a service drop and meter setting will be set by resolution.</u> "	Consolidate fees within the annual Miscellaneous Fees & Charges resolution.
14.12.050(D)	Electric System - Regulations; Metering and Interruption of Deliveries	Remove Federal Power Commission, replace with Federal Energy Regulatory Commission	Modernize agency reference
14.12.060(B)(1)	Electric System - Regulations; Meter Testing	Remove specific dollar amounts and change language to "If a customer requests a meter test within six (6) months after installation or more than once per year, a deposit to cover the reasonable cost of the test <u>will be set by resolution and</u> will be required of the customer in accordance with the following schedule... "	Consolidate fees within the annual Miscellaneous Fees & Charges resolution.
14.12.080(A)(2)	Electric System - Regulations; Electricity - Resale	Change ORS 456.763 to ORS 455.420	Modernize ORS reference

14.16.020	Electric System - Light Funds and Rates; Transfers to General Fund	"The City Council may appropriate an amount for transfer to the General Fund for other municipal purposes, as permitted by <u>ORS 225</u> Public law 96-501 and the Power Sales Contract with the Bonneville Power Administration (draft of August 25, 1981; Contract No. DE-MS79-81VP90432). "	Since this section of code was adopted, the State has adopted new regulations.
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Table 3: Recommended Code Language Substantive Changes

These language changes are substantive changes that are to help improve city processes, align with current practices, and/or increase efficiencies or improve clarity.

AMC Section	AMC Title	Proposed Change	Reason for Change
2.04.050	Rules of City Council; Order of business	Include the City Manager in the statement "The Mayor or presiding officer may change the order of business on the agenda. The usual order of business for regular meetings will be as follows..."	City Manager is responsible for the preparation of the Council agenda. The flexibility to alter the agenda order will help the City Manager better ensure that time-sensitive city topics are addressed.
2.04.050(I)	Rules of City Council; Order of Business; Public Hearings and Ordinances	Remove requirements for start and end time of public hearings.	Provides flexibility to help ensure public hearings occur.
2.29.100(B)	Public Art; Process for acquiring public art	Selection Panel. A selection panel, separate from the Public Art Commission Advisory Committee, consisting of art professionals and enthusiasts, residents near the proposed site, community members, and city administrators will be chosen to evaluate the proposals received from artists. <u>may be composed of representatives from, but not necessarily limited to, the following groups: art professionals and enthusiasts, residents living near the proposed site, community members, Committee members, and City administrative staff. This panel will be responsible for evaluating the proposals submitted by artists and providing a recommendation to the full Committee.</u> A different selection panel shall be chosen for each project by the Commission <u>Committee</u> after the following notifications have been made <u>City has placed a notice on the City's website, and the Committee has endeavored to solicit participation of property owners within 300 feet of the proposed site.</u> 1. An ad is placed in a newspaper of general circulation in the City, 2. Postcards are sent out to all property owners located within 300 feet of the proposed site, and 3. A notice is placed on the City's website .	Recognize general operating procedures for establishment of a selection panel makeup including "may" as it has been difficult to ensure representation as codified currently; address the lack of newspaper of general circulation; and reduce postcard mailing preparation and costs.

2.29.120	Public Art; Public Art on Private Property	Add a section of code that allows for public art that is privately-owned and on private property. Currently, all public art on private property is considered "city-owned" and requires that the City is granted access to install, maintain, and remove art.	The purpose of this amendment is to create a pathway for private property owners to install and maintain privately owned artwork that is viewable by the public, with City approval. This ensures such installations are consistent with the City's Public Art Program while clarifying that the City does not assume ownership of the artwork and is not obligated to maintain, repair, or remove it.
2.54.010	Disposal of Surplus and Abandoned Property	The City of Ashland Finance Department may transfer, trade, auction, or sell surplus or abandoned property to other City Departments, political subdivisions, state agencies, or nonprofit organizations, <u>or the general public.</u> However, the disposal of surplus property having residual value of more than \$10,000 shall be subject to <u>signatory authority limits, as based on the residual value of the surplus, as adopted</u> by the Local Contract Review Board.	Disposal of surplus property is handled by our Facilities and Fleet division; changing language to match the definition of "surplus property" provided in AMC 2.54.020; increase dollar value for efficiency and expediency. Note, this section only applies to personal property and does not apply to real property.
2.62.030	Declaration and Ratification of Emergency	Add new section (C): <u>"If the City Manager is unable to act due to absence or incapacity, then the duties shall be performed in the following order of succession:</u> <u>1. Deputy City Manager</u> <u>2. Fire Chief</u> <u>3. Police Chief</u> <u>4. Emergency Management Coordinator</u> <u>5. Incident Commander(s)"</u>	Add a succession clause within Emergency Powers in the event the City Manager is incapacitated or absent.
6.04.020(B)	Business Licenses; Definitions	Add definition for "kitchen" or "cooking facility."	The purpose of this definition amendment is to clearly distinguish between full kitchens or cooking facilities that enable independent living and incidental appliances or fixtures that do not. This clarity ensures consistent code compliance in determining when a space constitutes a separate dwelling unit. A similar amendment would be made to Chapter 18.
9.08.120(B)	Nuisances; Trees - Hedges	B. No owner or person in charge of property shall allow to stand a dead or decaying tree that is a hazard to the public or to persons or property on or near the property, <u>poses a fire hazard as determined by the Ashland Fire Marshall or designee, or harbors insects or diseases that constitute a potential threat to other trees within the city.</u>	To empower Code Compliance to compel removal of dead trees where they are determined to pose a fire hazard, or compel removal of insect infested trees that will otherwise compromise the health of the urban forest.

9.08.170(E)(3)	Nuisances; Heat Pumps or Mechanical Devices	Exempt residential heat pumps and air conditioners from noise regulations if they're within their 25-year operating life and installed under a building permit.	In urban neighborhoods with small lots, homes are often in very close proximity to one another. Residential heat pumps and air conditioning units are not generally manufactured to meet the decibel limits in the noise ordinance, and compliance is often impractical or impossible even with baffled covers when houses are this close together. Since residential climate control is essential during both summer heat and winter cold, this amendment is intended to exempt residential heat pumps and air conditioners from noise regulations for the duration of their typical 25-year operating life, provided they were installed under a building permit, inspected, and continue to operate as designed.
13.16.035	Permission to Prune	Allow trees in public planting strips or public right-of-way to be pruned without a City-issued permit for the purpose of maintaining clearance requirements.	Empower Code Compliance and the Streets Division to compel removal of dead trees where they are determined to pose a fire hazard and to clarify that maintaining required street, sidewalk, and utility clearances for branches is an exempt activity.
14.12.030	Electric System - Regulations; Permanent Service	Remove much of the prescriptive language and replace it with a reference to the Electric Service Requirements (ESR) Manual.	Standards and requirements change over time and some of the current code language is in conflict with the current requirements.
14.12.090(G)	Electric Systems - Regulations; General Provisions	The City may request permission to will trim trees on private property if such trees, in the judgement of the City, create a hazard to electric service lines on the same or adjacent properties. In the event such permission is refused, the property owner refusing permission shall be liable for all damages and costs that may result there from.	Oregon Public Utility Commission (PUC) requires that utilities follow the PUC vegetation management rules. Those rules now include maintaining minimum clearances around electric infrastructure within the utility's right-of-way.
14.12.092	Location of meters	Add new sentence: <u>"Consult Electric Service Requirements Manual or contact the Electric Department with questions regarding meter locations."</u>	The Electric Service Requirements Manual provides prescriptive details for meter location specific to property types (single family, multi-family, etc.).



Council Study Session

Date: November 17, 2025

Agenda Item	Update on Prohibited Camping Enforcement
Department	Police
From	Tighe O'Meara, Police Chief

TIME ESTIMATE

30 Minutes

CATEGORY

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

SUMMARY

Staff is bringing forward information on prohibited camping enforcement since the AMC 10.46 was modified in January of 2024.

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

On December 19, 2023 Council passed ordinance 3228, amending section 10.46 of Ashland Municipal Code (AMC), covering prohibited camping. Previously all prohibited camping enforcement actions were at the violation level. (A *violation* being something that you can only face a fine for, not be incarcerated.) Under the amended ordinance the first two enforcement action remain violations, while the third and subsequent enforcement action can be treated as misdemeanors, resulting the suspects arrest via a criminal citation or being taken into custody and lodged at the Jackson County Jail.

Between January of 2024 (when the newly passed law became enforceable) and July 31, 2025 there have been 178 enforcement action across the City for violations of AMC 10.46. Of those enforcement actions, 25 have risen to the level of misdemeanor enforcement.

Several of the enforcement actions have taken place at the lawn behind 1175 E. Main Street, which is the designated camping area between 7:00 p.m. and 7:30 a.m. (Winter hours allow for earlier set up.) Other than the allowance the City grants for camping in that space during those times, there is no allowance for permitted camping, and several people have been cited or charged pursuant to their misuse of the space.

The City's legal team has assessed that Ashland's management of the night lawn and housing and shelter efforts to be reasonable, based on related state cases and case-law updates (including the recent Supreme Court *Grants Pass* decision). If the night lawn is at capacity, Ashland may partner with neighboring cities for houseless services, provided such efforts to connect individuals with outside assistance is reasonable.

FISCAL IMPACTS

None

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

None, informational only

REFERENCES & ATTACHMENTS

1. camping enforcement update





Council Study Session





Update on Prohibited Camping Enforcement

Police Chief Tighe O'Meara
November 17, 2025

AMC 10.46.020

Camping in public spaces is prohibited anywhere in the City **IF** THE City has designated a space where people can camp.



AMC 10.46.020

If no such place is designated people can camp except:

- Sidewalks etc

- Parks w/rec. equipment

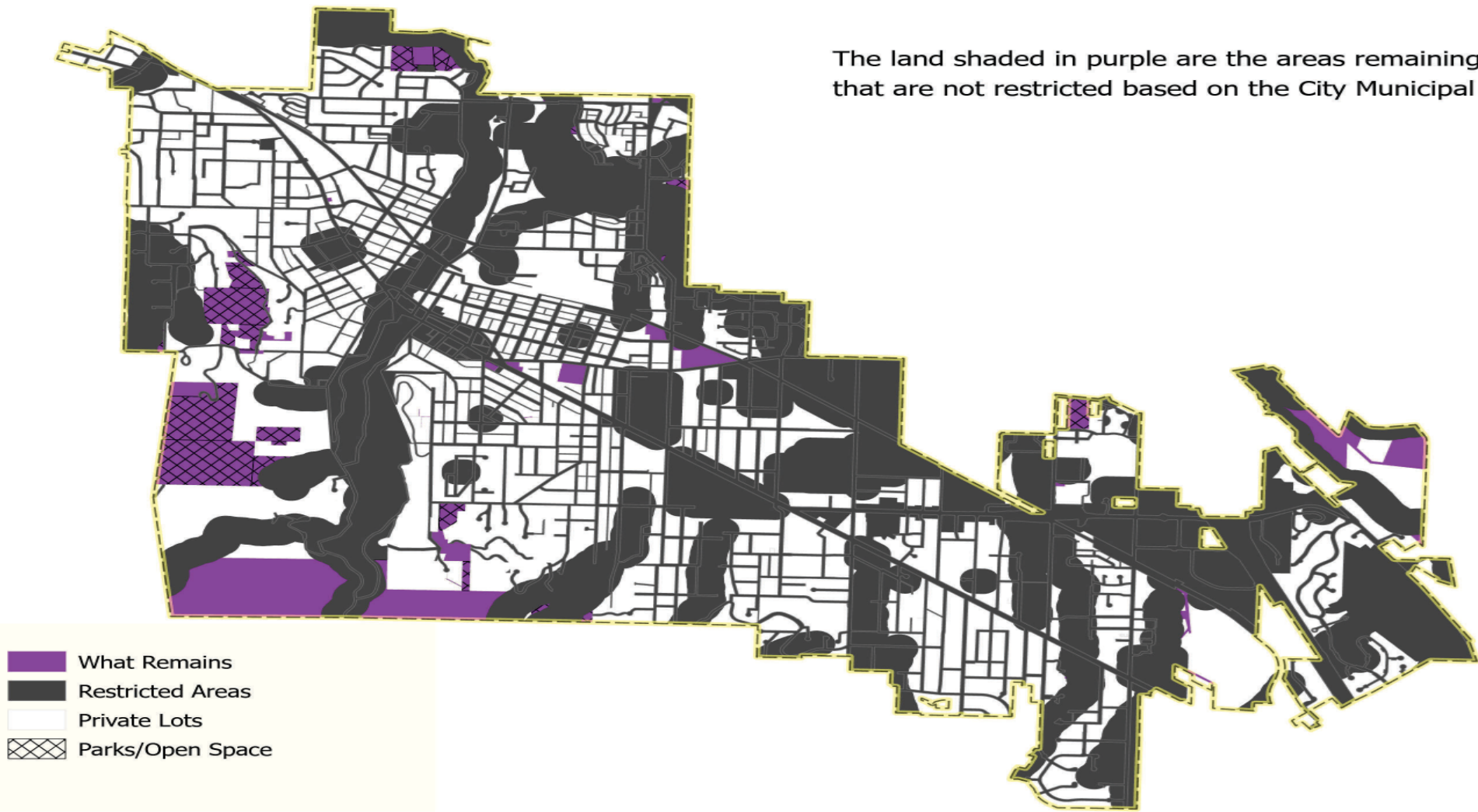
- An ELEA

- 250" of school, shelter, freeway

- 150" of another campsite

- 100 yards of a river, stream etc.

The land shaded in purple are the areas remaining that are not restricted based on the City Municipal Code.



- What Remains
- Restricted Areas
- Private Lots
- Parks/Open Space

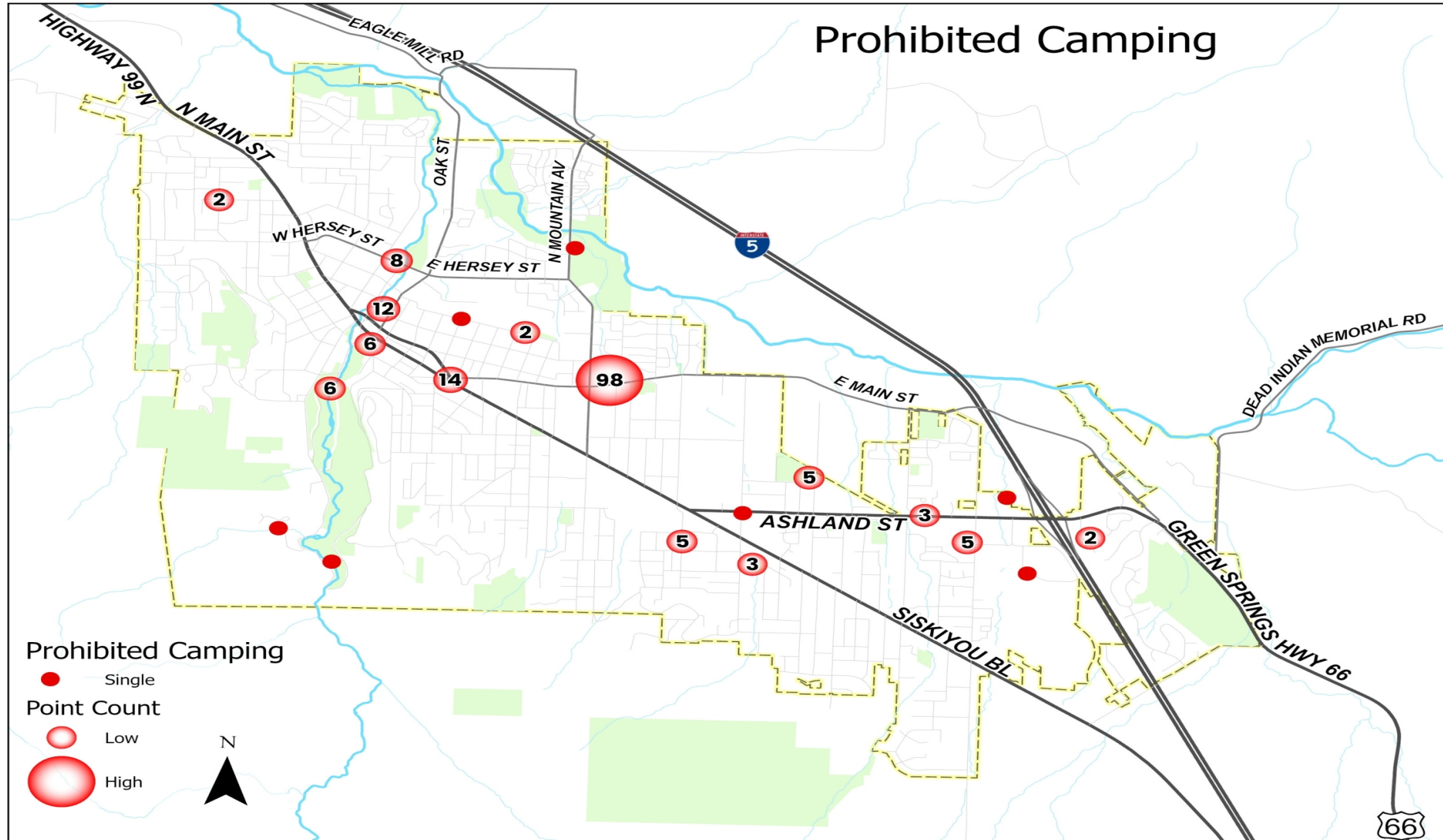
Enforcement

From January 1, 2024 (when the ord changed)
through July 31, 2025 (when we started pulling this
data)

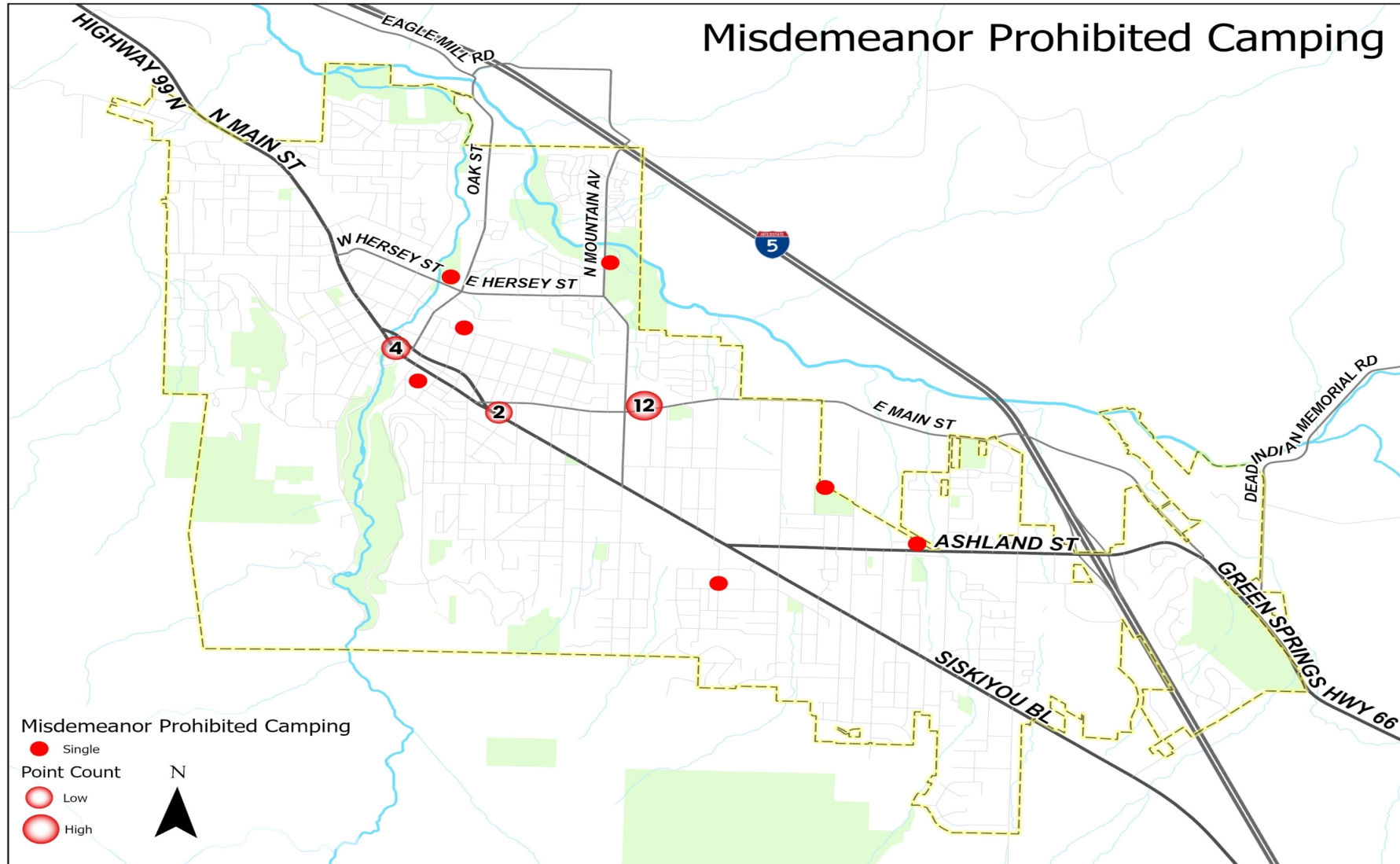
178 prohibited camping violations

Of that 178, 25 were misdemeanors





Mapping Misd.



Enforcement

4 tents still on lawn at 0815 on 040324, this was one of them

tent should have been removed at 0730, at 0911 on 02/22/24 it was still up
camping along curtilage of 1175 E Main St where tent camping is not allowed

found sleeping in the courtyard, 30 feet from the lawn

XXX was sitting in his tent on 04/05/24 at 0931 while campground was closed

On 03/21/25 at 0545 XXX was camping next to Ashland Muni Court, outside of the campground

XXX tent was left at campsite on 04/04/24 at 1024

XXX was in her tent on 06/16/24 at 0911, campsite was closed

On 04/04/24 at 0825 XXX had not started to pack up, campground was closed

On 04/05/24 at 0815 XXX had not started to pack up, he was aware items were to be removed by 0800

On 03/29/24 at 0900 XXX had a large pile of camping equipment and trash, he was aware the campground closed at 0800
Large pile of camping equipment and trash left on lawn



The City's legal team has assessed that Ashland's management of the night lawn and housing and shelter efforts to be reasonable, based on related state cases and case-law updates (including the recent Supreme Court Grants Pass decision). If the night lawn is at capacity, Ashland may partner with neighboring cities for houseless services, provided such efforts to connect individuals with outside assistance is reasonable.





QUESTIONS?