



Planning Commission Minutes

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

September 9, 2025

REGULAR MEETING

DRAFT Minutes

I. CALL TO ORDER:

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

Commissioners Present:

Lisa Verner
Susan MacCracken Jain
John Maher
Russell Phillips
Kerry KenCairn

Staff Present:

Brandon Goldman, Community Development Director
Carmel Zahran, Assistant City Attorney
Michael Sullivan, Executive Assistant

Absent Members:

Eric Herron

Council Liaison:

Jeff Dahle (absent)

II. ANNOUNCEMENTS

1. Staff Announcements:

Community Development Director Brandon Goldman made the following announcements:

- The City Council cancelled its September 2, 2025 meeting.
- Deputy City Manager Jordan Rooklyn will attend the September 23, 2025 Planning Commission Study Session for a discussion item to look at potential changes to Chapter 18 with regards to Special Permits.
- The project at 231 Granite, PA-T2-2024-00053, was appealed to the Land Use Board of Appeals (LUBA) and City staff have compiled the record and sent it to the state for review.

2. Advisory Committee Liaison Reports – None

III. CONSENT AGENDA

Approval of Minutes

1. August 12, 2025 Regular Meeting Minutes

Commissioners Maher/MacCracken Jain m/s to approve the consent agenda as presented. All AYES. Motion passed 5-0.





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IV. **PUBLIC FORUM** – None

V. **UNFINISHED BUSINESS**

Approval of Findings for PA-T2-2025-00059, Kestrel Park Phase III

Commissioners Phillips/Maher m/s to approve the Findings as presented. Commissioner KenCairn recused herself from voting due to a past involvement with the project. Roll Call Vote: All AYES. Motion passed 4-0.

VI. **DISCUSSION ITEMS**

Public Meeting Law Training

- **Ashland Legal Department** – Overview presentation and Q&A
- **Optional Video** – Two-hour Public Meeting Law training available for home viewing: <https://www.youtube.com/watch?v=DKaBlcaaGAK>

Assistant City Attorney Carmel Zahran provided a brief overview of guidelines for public officials, including ethics, public records, and public meeting law. She emphasized that that guidelines are legal requirements imposed by Oregon Legislature and are a matter of ethics, not morality. Topics included:

- Prohibited use of Office
- Conflicts of Interest and Potential Conflicts of Interest
- Who is a Public Official?
- Gifts
- Public Records
- Public Meetings
- Ex Parte Contact

VII. **OPEN DISCUSSION**

Mr. Goldman reminded the Commission that its annual retreat is scheduled for October 28, 2025.

IV. **ADJOURNMENT**

Meeting adjourned at 7:57 p.m.

*Submitted by,
Michael Sullivan, Executive Assistant*

