



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.

February 10, 2026

REGULAR MEETING

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
Eric Herron
Susan MacCracken Jain
Russell Phillips
John Maher
Jay Lininger

Staff Present:

Brandon Goldman, Community Development Director
Derek Severson, Planning Supervisor
Michael Sullivan, Executive Assistant

Absent Members:

Kerry KenCairn

Council Liaison:

Jeff Dahle

II. ANNOUNCEMENTS

1. Staff Announcements:

Community Development Director Brandon Goldman made the following announcements:

- Associate Planner Veronica Allen left the City to take a position in Salem, and her position was being advertised on the City website through February 25th.
- He updated the Commission on several land use applications, including the demolition of housing units off Henry Street that were part of the Southern Oregon University master plan, with redevelopment to trigger a future planning action.
- He noted a demolition permit issued for 2262 Ashland Street for a commercial building reconstruction, renovations at 500 A Street with a rooftop deck addition, and the historically compatible renovation of the storefront at 27 North Main for Cafe Lumina.

2. Advisory Committee Liaison Reports – None

III. CONSENT AGENDA

Approval of Minutes

1. January 13, 2026, Regular Meeting Minutes
2. January 27, 2026, Study Session Minutes





Planning Commission Minutes

Commissioners Phillips/Maher m/s to approve the consent agenda as presented. Voice Vote: All AYES. Motion Passed 6-0.

IV. PUBLIC FORUM – None

IV. TYPE II PUBLIC HEARING – CONTINUED

PLANNING ACTION: PA-T2-2025-00065

SUBJECT PROPERTY: 431 N Main Street

APPLICANT: Rogue Planning and Development

OWNER: Rogue Holdings LLC

DESCRIPTION: A request for concurrent Outline and Final Plan approval for a Performance Standards Option (PSO) subdivision. The parent parcel at 431 N Main Street is proposed to be subdivided into four new lots, each with a single-family dwelling. The existing structure is proposed for demolition. The application also includes a request for four Conditional Use Permits to exceed the Maximum Permitted Floor Area (MPFA) in a Historic District on each new home, a request to remove a significant tree 33" DBH in size (*Ailanthus altissima*, Tree of Heaven) and a request for an exception to street standards to not install standard street improvements due to the existing sidewalk and site constraints.

COMPREHENSIVE PLAN DESIGNATION: Multi-Family Residential; **ZONING:** R-2; **MAP:** 39-1E-05-DA; **TAX LOT:** 7300

Chair Vernor noted that the Public Hearing had been continued to allow for the Historic Preservation Advisory Committee (HPAC) and Tree Management Advisory Committee (TMAC) to review the application and make recommendations.

Ex Parte Contact

No ex parte contact was disclosed.

Staff Presentation

Planner Supervisor Derek Severson presented the HPAC's recommendations, which focused on design modifications to make the buildings more compatible with the historic district (see attachment #1). He explained the code basis for requiring design modifications in historic districts and provided examples of the types of detailed recommendations HPAC typically makes. The HPAC had recommended design changes including varying the facades, combining stairs on the North Main Street facade, enlarging dormers, adding vent louvers, adjusting column placement, using shingles in the gable dormers, and enlarging the hip portion on the Hersey Street side. The TMAC had also reviewed the application and supported removal of the tree.





Planning Commission Minutes

Applicant Presentation

Amy Gunter of Rogue Planning & Development services represented the application, presented a revised drawing incorporating some of HPAC's recommendations, particularly changes to decrease the mass of the gable on the Hersey end of the building, standardizing gable end sizes, and improving the porch posts (see attachment #2). She addressed the building's proximity to transportation options and noted that the proposed units were within the size range of average homes in the historic district.

Property owner Dan Dougherty explained his motivation for the project was to provide affordable housing in Ashland. He described how other rentals in town were much more expensive than comparable units in Medford, and he believed there was a need for small units. He also explained that design constraints were making the project challenging, with kitchens being particularly tight in the single-family homes due to the MPFA limitations.

Questions of the Applicant

Several commissioners expressed concerns about the SRO (Single Room Occupancy) building on Lot 4, including:

- The lack of storage space for bicycles and tenants' belongings
- The visible HVAC units that seemed incompatible with historic character
- The building's mass and bulk were too large, especially when viewed from North Main Street

Public Comments

Cynthia Barnard/Ms. Barnard expressed concern regarding livability issues for the SRO on lot 4.

Applicant Rebuttal

Ms. Gunter stated that bike parking would be installed on lot 4, that trash and recycling would be shared by the tenants, and that grills would not be permitted on the property due to insurance issues.

Chair Verner closed the Public Hearing and Public Record at 7:58.

Deliberations and Decision

The Commission discussed the need for housing in Ashland, but pointed to potential design flaws in the application, particularly regarding the SRO building on Lot 4, and largely agreed that the application lacked overall completeness. Regarding approval criteria of CUPs, Commissioner Lininger pointed to AMC 18.5.4.050.a.3.g, which he stated permits the deciding body to approve or deny the application due to "other factors found to be relevant by the approval authority for review of the proposed use." He cited the livability standards on lot 4, pointing to the relatively small room





Planning Commission Minutes

sizes, the need to access the shared kitchen through an external door, and the lack of storage space, stating that this criterion grants the Commission discretion when reviewing CUP applications.

Commissioners Phillips/Lininger m/s to approve planning action PA-T2-2025-00065 for 431 North Main Street, including concurrent outline and final plan approval for the performance standards option subdivision creating 4 lots, 4 conditional use permits to exceed the maximum permitted floor area in the historic district for each new home, approval to remove the significant tree identified in the record, and approval of the requested exception to street standards subject to the staff conditions of approval dated February 10, 2026 and as amended on the record to incorporate the HPAC's recommendations dated February 4, 2026 as conditions of approval, particularly for the Lot 4 SRO structure, and to include the applicant's provisions for bike parking, trash, and recycling. DISCUSSION: The Commission voiced overall support of the project with regards to needed housing, but stated that some deficiencies in the application remain.

Roll Call Vote: Commissioners Phillips and Lininger: AYE. Commissioners Maher, MacCracken Jain, Herron, and Verner: NAY. Motion failed 2-4.

Commissioners Maher/Phillips m/s to approve planning action PA-T2-2025-00065 for 431 North Main Street including staff recommendations, but excluding, without prejudice, the conditional use permit (CUP) for Lot 4, and excluding the HPAC recommendations specifically pertaining to Lot 4. DISCUSSION: Commissioner MacCracken Jain cautioned that it could be a slippery slope where exceeding the lot size is an economic issue subject to profit maximization, and could set a dangerous precedent. Commissioner Herron expressed concern with approving an application in a form that the applicant did not submit for approval.

Amendment to the Motion: Commissioners Lininger/Phillips m/s to amend the entire motion to be without prejudice. Roll Call Vote: Commissioners Phillips, Maher, Lininger, MacCracken Jain, Herron, and Verner: AYE. Amendment to the motion passed 6-0.

Amended Motion: Roll Call Vote: Commissioners Phillips, Maher, Lininger, and Verner: AYE. Commissioners MacCracken Jain and Herron: NAY. Motion passed 4-2.

V. **OTHER BUSINESS**

Election of Planning Commission Officers

The Commission decided to postpone this item until a later meeting when the full Commission could be present.



Planning Commission Minutes

VI. OPEN DISCUSSION

Commissioner Phillips inquired about the timing of lot line adjustments in relation to permits. Staff explained that while building permits that depend on setbacks must wait for boundary line adjustments to be finalized, site clearance permits and grading/excavation permits can often be issued earlier in the process.

VII. ADJOURNMENT

Meeting adjourned at 8:37 p.m.

*Submitted by,
Michael Sullivan, Executive Assistant*



CITY OF

ASHLAND

Better Together



431 N Main Street

PLANNING COMMISSION CONTINUED HEARING

FEBRUARY, 2026

Continued Hearing - 431 N Main St.

A request for concurrent **Outline and Final Plan** approval for a four-lot Performance Standards Option (PSO) subdivision. The proposed subdivision includes four residential lots located at 431 N Main St.

Additionally, the application includes four (4) **Conditional Use Permits (CUPs)**, one per lot, **to exceed MPFA** by up to 25% in a Historic District.

The application includes a request for an **Exception to Street Standards** to not install standard street improvements due to the existing sidewalk.

The application also includes a request for a **Tree Removal Permit** to remove one significant tree and one dead tree.

Continued Hearing - 431 N Main St.

QUESTION: Am I understanding correctly that (AMC 18.4.2.050.A.2.b) is the primary provision that supports imposing design-compatibility requirements/conditions for this project (given the MPFA CUPs and HPAC's advisory role)? *If there are other key code sections the Commission should be leaning on for this, could you please point me to them?*

- ❑ **Ashland Comprehensive Plan 1.31(7):** *"The City shall develop and implement through law design guidelines for new development as well as for alteration of existing structures within the historic interest areas for structures and areas that are historically significant."*
- ❑ **AMC 18.2.5.070 Maximum Permitted Floor Area in the Historic Districts: C. Increases in Allowable MPFA.** "A conditional use permit under chapter [18.5.4](#) is required to exceed the MPFA standards of subsections [18.2.5.070.F](#) and [18.2.5.070.G](#), below. **In addition to the approval criteria for a conditional use permit, the criteria for Historic District Design Standards approval must be met. In no case shall the permitted floor area exceed 25 percent of the MPFA.**"
- ❑ **AMC 18.5.4.050.A.3.c Conditional Use Permit:** *"Architectural compatibility with the impact area."*
- ❑ **AMC 18.4.2.050.A.2.b Historic District Design Standards** (*"...authority exists in the law for the Staff Advisor and the Planning Commission to require modifications in the design to match these standards."*)

Continued Hearing - 431 N Main St.

QUESTION: Could staff provide a few examples of “typical” design-related conditions or modifications that are often required for new construction in Ashland’s historic districts (e.g., massing/roof form/articulation, window/door proportions, porch elements, materials, etc.)? *A short list would help me understand the practical range of what is commonly conditioned versus what is typically left to the building permit stage.*

- ❑ There isn’t a “typical” here because:
 - ❑ Requests to exceed MPFA (*or develop in historic districts lately*) are not common, and most smaller developments are not subject to design review that would yield conditions.
 - ❑ Each HPAC review is based on the specific designs proposed considered in light of the standards AND the site-specific context (*impact area/neighborhood/district*).
- ❑ Where the Planning Commission has incorporated HPAC recommendations into conditions of approval, typically those conditions articulate specific design modifications to be addressed to achieve compliance with specific standards and call for HPAC or HPAC Review Board review of drawings prior to building permit approval. (*This isn’t discretionary review, but rather review for compliance with recommendations.*)

Historic District Development Standards

B. 3. Scale.

RECOMMENDED



Height, width, and massing of new buildings conform to historic buildings in the immediate vicinity.

AVOID



Height, width, or massing of new buildings that is out of scale with historic buildings in the vicinity.

B. 4. Massing.

RECOMMENDED



Small, varied masses consistent with historic buildings in the immediate vicinity.

AVOID



Single, monolithic forms that are not relieved by variations in massing.

b. 6. Roof.

RECOMMENDED



Roof shape, pitches, and materials consistent with historic buildings in the immediate vicinity.

AVOID



Roof shapes, pitches, or materials not historically used in the immediate vicinity.

B. 7. Rhythm of Openings.

RECOMMENDED



Pattern or rhythm of wall to door/window openings on the primary façade or other visually prominent elevation is maintained. Maintain compatible width-to-height ratio of bays in the façade.

AVOID



A pattern or rhythm of window/door openings that is inconsistent with adjacent historic buildings.

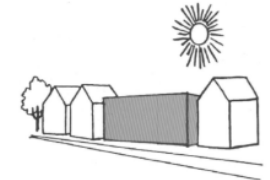
B. 9. Form.

RECOMMENDED



Form (i.e., vertical/horizontal emphasis of building) that is consistent with that of adjacent historic buildings.

AVOID



Form that varies from that of existing adjacent historic buildings.

B. 10. Entrances.

RECOMMENDED



Well-defined primary entrances with covered porches, porticos, and other architectural features compatible but not imitative of historic counterparts.

AVOID



Façades with minimally defined primary entrances.

January HPAC Recommendations

Three Single Family Residences (SFRs) (Lots #1, #2 and #3)

Concerns with the repetitive design, particularly with regard to the repetition of similarly designed and placed front-facing garages. In combination with the 6 non-historic townhomes to the west with very similar front-facing garages, gives the historic streetscape a “cookie cutter” character. **Recommended that at a minimum, the design of 1 of the 3 SFRs be flipped so that it was a mirror image of the others (i.e. a garage and driveway in opposite relation to the rest of the house), rather than having all three identically configured, and that this could be done most readily to Lot #3 while satisfying driveway separation requirements and providing a massing that stepped from the single-story SRO building to a single-story garage element to the two-story mass of the remainder of the SFR. Also discussed varying garage door treatments.**



February HPAC Recommendations

Three Single Family Residences (SFRs) (Lots #1, #2 and #3)

No additional recommendations.



SRO



January HPAC Recommendations

Single-room occupancy (SRO) structure proposed on the corner Lot #4

Concerns that design as proposed was not in keeping with the Historic District Development Standards in terms of scale, massing, roof, form and entrances. Recommended segmenting the building to bring a central element forward to provide articulation in the street-facing façade(s) and adding a corresponding secondary gable element, with a more substantial pitch, to the roof and potentially hipping the roof to provide greater articulation to the roof form and better fit with the surrounding historic neighborhood; adjusting the exterior treatment in terms of the porch and railings, doors, access points and coverings. Design needed more work to break the mass into separate forms with greater articulation in the roof and street-facing façades rather than presenting a monotonous, box-like form on this prominent corner at the gateway to the historic district.



Revised Submittals (SRO)



Original Submittal



Revisions Received 1.12.2026

Revised Submittals (SRO)



Revisions Received 1.28.2026



**Rough Sketch
2.4.2026 HPAC Recommendations**

February HPAC Recommendations

Single-room occupancy (SRO) structure proposed on the corner Lot #4

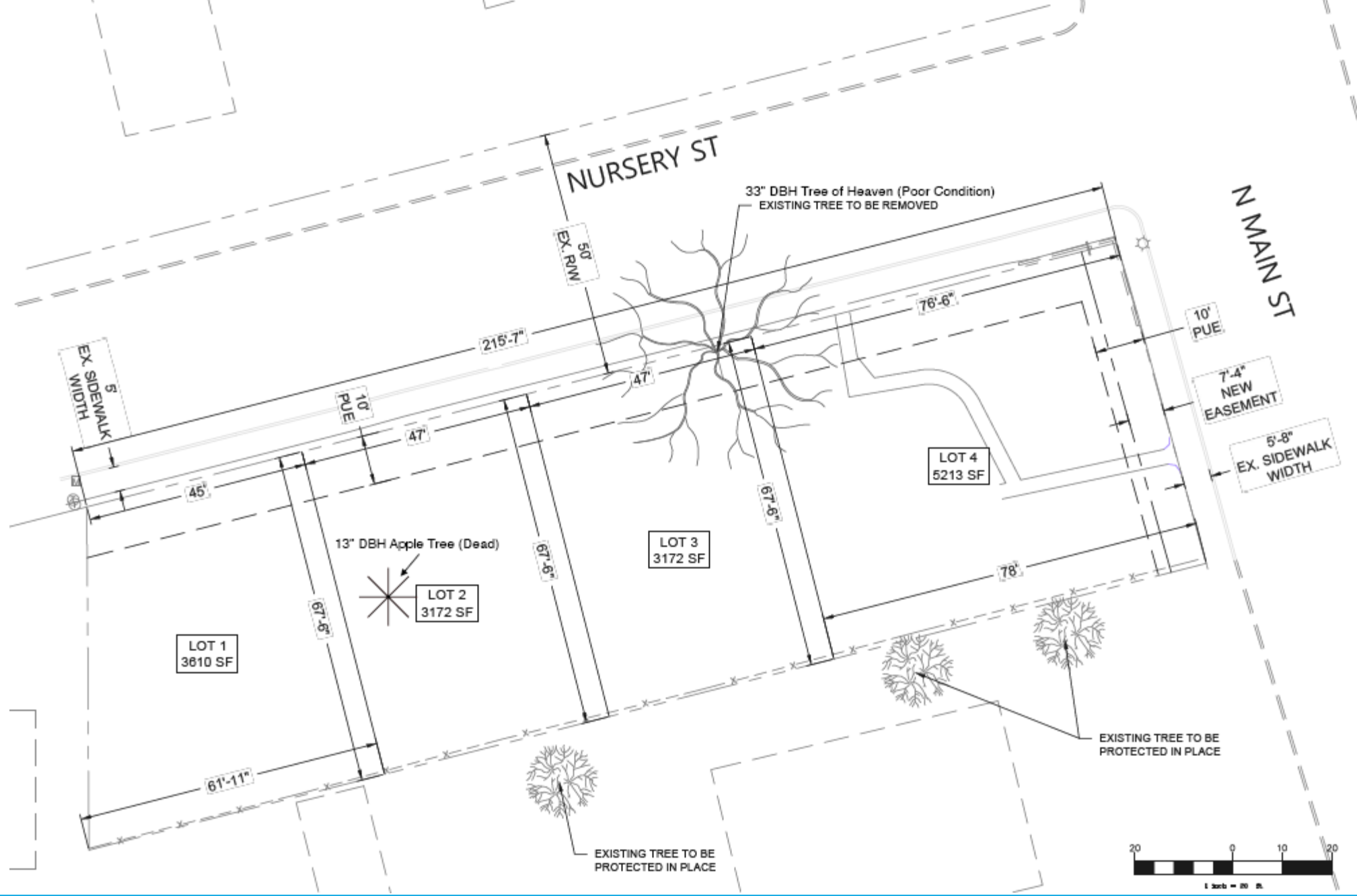
- Combine stairs to a single stair entry on N. Main side, at least 5-6' wide. Similar on Nursery side. Minimum 4-5' walkway.
- Generally preferred gables that aligned with porch eaves as on January 12 submittal
- Enlarge dormer on west side; both dormers should be the same size. No windows in the dormers; should be vent louvers. *(See illustration at left.)*
- Column placement should be re-worked to better align with gables above. Column bases should be brick.
- Add shingles on all gables/dorner. Should be Hardie-Plank[®] straight shingles (i.e. not "fish scale").
- Nursery side hipped portion should be enlarged as gable steps back to reduce gable mass as it presents to the North when approaching on North Main from the north, and the gable stepped back 2-3 trusses (at least 48") from the wall face (approx. 9' from front of porch). *Could do a similar treatment on East side but not necessary. (See illustration at left.)*



Continued Hearing - 431 N Main St.

Subsequent to original staff report, staff conducted a site visit and provided details in the record and the applicant provided an arborist report and supporting ISA Risk Assessment. In discussing with members of the Tree Management Advisory Committee, they've indicated:

- *“Tree should be removed, because of its location and species... tend to agree with the arborist report. I don't believe it would be practical or sustainable to try to leave it in place during construction. Mitigation by planting trees better suited to the location seems like the best solution.”*
- *“... I would (accept the arborist's) assessment of the tree. Also being that the tree of heaven is on the preferred to not plant list, I'm ok with the removal.... Proximity to the house is also a factor that i can be sympathetic towards.... for this particular tree I can consider that a valid reason.”*



Continued Hearing - 431 N Main St.

STAFF RECOMMENDATION: Should the Planning Commission choose to approve the application, staff recommends that *“The Feb. 4th recommendations of the Historic Preservation Advisory Committee (HPAC) shall be conditions of approval, with the recommended design modifications to be incorporated in the building permit submittals for review by the HPAC Review Board subject to final approval by the Staff Advisor.”* (Modifies #2)

Recommended Condition Language

And modifications to read:

Condition 7a: *“All easements including but not limited to public and private utilities, public pedestrian and public bicycle access, drainage, irrigation, and fire apparatus access, and any future right-of-way improvement easements or irrevocable consent to dedicate agreements proposed as part of this approval, shall be indicated on the final subdivision plat submittal for review by the Planning, Engineering, Building and Fire Departments.”*

Condition 8a: *“The storm drainage plan shall be submitted for review and approval to the Ashland Engineering, Building and Planning Divisions prior to application for a building permit. Once approved, the storm drainage plan shall be constructed and maintained in a manner that will avoid erosion on-site and to adjacent and downstream properties in accordance with 18.3.10.090.C.1.f. If an alternate storm water system such as a dry well system, detention pond and leach filed is used, the alternate system shall be designed by a registered engineer or geotechnical expert.”*

Recommended Condition Language

Additional conditions recommended for Planning Commission approval:

Added as 8d: *“That the applicant record an Irrevocable Consent to Dedicate agreement to facilitate dedication of the remaining required right of way along Nursery Street and N Main Street at such time that additional right of way is required for street improvements.”*

Added as 10 b: *“In conjunction with the tree removal, appropriate mitigation measures shall be implemented to prevent the spread of the Tree of Heaven.”*



Questions?



SRO Revisions Incorporating Historic Advisory Committee Feb. 4, 2026 Design Comments

- 1) Nursery Street: Step gable back 2-3 truss bays (4.5' from exterior wall / ~9' from porch facade)
- 2) Nursery Street: Enlarge hip as gable steps back.
- 3) Main Street: They preferred the gable element where it was aligned with porch roof eave (like the Nursery side gable)
- 4) Gables - same size
- 5) Straight edge (vs. scalloped) shingle treatment in all gable ends.
- 6) Retain gable vents
- 7) Eliminate gable end window on N Main Street.
- 8) Align porch posts with gables they are haphazard now. Fewer posts (maybe four - 6 on front, four on Nursery side)
- 9) Brick base on posts
- 10) Single wider entry stair (5-6 feet wide) centered on the porch with the gable.
- 11) Nursery walkway to door proportional to entry (4-5 feet wide)