



Council Business Meeting Agenda

ASHLAND CITY COUNCIL BUSINESS MEETING AGENDA

Tuesday, May 19, 2026
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 public forum topics and 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.

I. EXECUTIVE SESSION 5:00 p.m.

To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed pursuant to ORS 192.660 (2)(h).

II. CALL TO ORDER 6:00 p.m.

- a. Land Acknowledgement**

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

V. MAYOR'S / CHAIR OF THE COUNCIL ANNOUNCEMENT

- a. Proclamation in Honor of Building Safety Month

VI. APPROVAL OF MINUTES

- a. Minutes of the May 4, 2026, Study Session Meeting
- b. Minutes of the May 5, 2026 — Business Meeting

VII. CONSENT AGENDA

- a. Pre-Approval for Grant Acceptance of a AIG and AIP Grant Offer from the Federal Aviation Administration
- b. Beach Creek Property Transfer to Trusted Homes

VIII. SPECIAL PRESENTATIONS

IX. PUBLIC FORUM

X. PUBLIC HEARING

- a. Public Hearing and First Reading – Ordinance Language Change (Set #3)
 - 1. 3299 AN ORDINANCE AMENDING AMNC 13.04 CONSTRUCTION, REPAIR AND ALTERATION OF SIDEWALKS, SECTION 13.04.020 DUTY TO REPAIR AND CLEAR SIDEWALKS





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2. 3300 AN ORDINANCE AMENDING AMC SECTION 14.04.060 WATER CONNECTS OUTSIDE THE CITY LIMITS
3. 3301 AN ORDINANCE AMENDING AMC 14.08 SEWER SYSTEM - RATES, SECTION 14.08.030 CONNECTION OUTSIDE CITY, INSIDE URBAN GROWTH BOUNDARY AND SECTION 14.08.031 CONNECTION OUTSIDE URBAN GROWTH BOUNDARY
4. 3302 AN ORDINANCE RELATING TO WASTEWATER REGULATIONS AMENDING AMC 14.09 TO INCLUDE SECTION 14.09.030 & 14.09.040
5. 3303 AN ORDINANCE AMENDING AMC 15.04 BUILDINGS AND CONSTRUCTION, SECTION 15.04.210 DEMOLITION OR RELOCATION OF STRUCTURE
6. 3304 AN ORDINANCE AMENDING AMC 15.28 FIRE PREVENTION CODE

XI. ORDINANCES, RESOLUTIONS AND CONTRACTS

- a. Resolution Adopting Miscellaneous Fees for Fiscal Year 2027
- b. Personal Services Contract Renewal for Ashland Chamber of Commerce (DBA Travel Ashland) Destination Marketing Activities

XII. UNFINISHED BUSINESS

- a. Review of Pedestrian/Bicyclist Wayfinding Signage Design Costs

XIII. NEW BUSINESS

XIV. CITY MANAGER REPORT

- a. Look Ahead
- b. May City Manager Report

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

XVI. 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.

* Items on the Agenda not considered due to time constraints are automatically continued to the next regularly scheduled Council meeting [AMC 2.04.030.(D)(3)]

**** LAND ACKNOWLEDGEMENT**

We acknowledge and honor the aboriginal people on whose ancestral homelands we work—the Ikirakutsum Band of the Shasta Nation, as well as the diverse and vibrant Native communities who make their home here today. We honor the first stewards in the Rogue Valley and the lands we





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love and depend on: Tribes with ancestral lands in and surrounding the geography of the Ashland Watershed include the original past, present and future indigenous inhabitants of the Shasta, Takelma, and Athabaskan people. We also recognize and acknowledge the Shasta village of K'wakhakha – "Where the Crow Lights" – that is now the Ashland City Plaza.

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





A Proclamation in Honor of Building Safety Month 2026

WHEREAS, the City of Ashland recognizes that our health, strength, and resilience depend on the safety and essential role our homes, buildings, and infrastructure play in everyday life and when disasters strike, and;

WHEREAS, the resilience of our built environment is achieved through the devotion of vigilant guardians – building safety and fire prevention officials, architects, engineers, builders, tradespeople, design professionals, laborers, plumbers, and others in the construction industry – who work year-round to ensure the safe construction of buildings, and;

WHEREAS, modern building codes include safeguards to protect the public from hazards such as hurricanes, snowstorms, tornadoes, wildland fires, floods and earthquakes, and;

WHEREAS, Building Safety Month is sponsored by the International Code Council to remind the public about the critical role of our communities' largely unknown protectors of public safety – our local code officials – who assure us of safe, sustainable, and affordable buildings that are essential to our prosperity, and;

WHEREAS, each year, in observance of Building Safety Month, people all over the world are asked to acknowledge the essential service provided to all of us by local and state building departments, fire prevention bureaus, and federal agencies as they work to protect lives and property.

NOW, THEREFORE, I, Jeff Dahle, Council Chair of the City of Ashland, Oregon, on behalf of the City Council, do hereby proclaim the month of May 2026 as Building Safety Month. Accordingly, I encourage our citizens to consider what each of us can do to improve building safety in our homes and businesses.

Dated this 19th day of May 2026.

Tonya Graham, Mayor

Alissa Kolodzinski, City Recorder



**ASHLAND CITY COUNCIL
STUDY SESSION MINUTES
Monday, May 4, 2026**

Mayor Graham called the meeting to order at 5:30 p.m.

Council Present: Councilors Bloom, DuQuenne, Hansen, Sherrell, Dahle, and Kaplan (via Zoom).

Staff Present:

Sabrina Cotta	City Manager
Jordan Rooklyn	Deputy City Manager
Scott Fleury	Director of Public Works

I. Call to Order

II. Reports and Presentations

a. Facility Planning Study Next Steps

Cotta introduced the topic, noting that the facility planning study was requested and funded in the previous fiscal biennium and the goal of the study session was to provide staff guidance moving forward. Fleury presented an overview of two phases:

Phase 1 — McKinstry conducted a full facility condition assessment of all city buildings, producing itemized cost estimates for maintenance and improvements.

Phase 2 — RW (ORW) developed a space needs and facility plan addressing how the city should use, manage, or divest its facilities going forward.

City Hall status — Since the January special study session, planning-level cost estimates were obtained for City Hall repairs, including roof replacement, electrical upgrades, and HVAC replacement. A cracked rafter had already been repaired by Vitus Construction. Staff noted that cost estimates did not include permitting, structural calculations, or MEP (Mechanical, Electrical, and Plumbing) analysis. Staff do not recommend patching the roof, as contractors and in-house facilities staff concur that full membrane replacement is the appropriate course of action.

Civic campus options — Two potential consolidated campus locations were previously identified: Briscoe School and 90 North Mountain (the current service center site). A community survey of 159 respondents showed approximately 70% in favor of a civic campus concept.

Divestment properties — Appraisals for the Imperatrice property, B Street Yard, Briscoe School, North Mountain, City Hall, and the Hardesty property were included in the packet. Proceeds from any divestment would flow into the newly established Capital Improvement dedicated facilities fund.

Councilors asked for clarification regarding the City Hall roof. Staff confirmed that both contractors and the city's own facilities personnel do not recommend patching, as it would not prevent continued moisture intrusion into the substructure, especially given that HVAC rooftop units would also need to be disturbed. Councilors inquired if some elements—such as minor electrical and pest control—could be handled in-house to reduce cost. Staff confirmed that minor electrical splicing, hot water heater

replacement, and pest control could be addressed internally. Councilors also discussed a 2014 partial roof warranty from Bleser Built Roofing and requested that they be contacted.

A broad discussion followed on whether to pursue a consolidated civic campus, and if so, at which site. Topics discussed included:

- A suggestion was made to table the civic center discussion until the adoption of the next (2027–29) budget due to economic uncertainties and potential risks of having to fill a general fund gap.
- Another proposal involved selling some properties to build the facilities fund, with plans to revisit the civic center question in the next biennium.
- The potential for future availability of SOU buildings was mentioned.
- There was emphasis on the need to understand the complete budget picture before making any decisions, with a strong stance against delaying facility maintenance further.
- The idea was presented to take the civic center entirely off the table, citing the city's structural deficit and the potential of residents' inability to afford a bond.
- Alternative suggestions included proceeding promptly with the divestment of certain properties and using the funds to repair existing buildings.
- There was interest expressed in having a financial model and phased plan for the civic center, which included building a capital fund, divesting certain properties, and tackling City Hall issues in the short term while still maintaining the civic campus option.
- Concerns were raised about the financial burden on ratepayers, highlighting that proceeds from divested properties would barely cover the existing buildings' deferred maintenance costs.
- There was advocacy for exploring partnerships with other institutions like SOU, the school district, or OSF, which face similar financial challenges.
- A request was made for a clearer business case analysis to specify which staff roles would benefit from co-location versus those requiring dedicated locations.

Dahle moved to extend the Study Session until 7:15 p.m. DuQuenne seconded the Motion. All in favor. The motion passed.

Staff noted that ORW's feasibility analysis placed the 2018 Briscoe construction cost at approximately \$15 million, while a comparable build-out at 90 North Mountain was estimated in the \$20 million range. Staff noted that 90 North Mountain would better serve operations by consolidating more staff at a single location, whereas Briscoe would still leave a bifurcated campus.

The Council reached consensus to remove Briscoe School as a civic campus option, freeing that property for a future divestment discussion, and provided the following direction to staff:

- Staff are to refine and present information on which departments and functions are highest priority for co-location, what efficiencies that would create, and which functions must remain at specialized locations.

- Staff to provide numbers for a civic campus at 90 N Mountain based on the McKinstry report and current construction costs for discussion at the July Council meeting.
- Staff to remain alert for opportunities to consolidate operations into existing or available spaces without new construction or reducing current service levels, and to bring those opportunities forward as they arise.

Additional discussion on safety-related repairs to City Hall including the roof, electrical, HVAC, water heater, and pest control. Discussion to be continued at a later date.

b. *Review of City Council Budget*

This agenda item was not reached. The Council agreed to postpone it to a future meeting.

III. **Adjournment of Study Session.**

The meeting was adjourned at 7:15 pm.

City Recorder Alissa Kolodzinski

Mayor Tonya Graham

**ASHLAND CITY COUNCIL
BUSINESS MEETING MINUTES
Tuesday, May 5, 2026**

I. Business Meeting

Council Present: Mayor Graham; Councilors Sherrell, Dahle, Bloom, DuQuenne, Hansen, and Kaplan (via Zoom).

Staff Present:

Sabrina Cotta	City Manager
Jordan Rooklyn	Deputy City Manager
Johan Pietla	City Attorney

Graham called the meeting to order at 6:00 p.m.

- a. Land Acknowledgement**

Hansen read the land acknowledgement.

II. PLEDGE OF ALLEGIANCE

Graham led the pledge of allegiance.

III. ROLL CALL

IV. MAYOR'S/ CHAIR OF THE COUNCIL ANNOUNCEMENT

The agenda order was amended so that Resolution 2026-06 Endorsing the Nomination of Census Tract 19 as an Opportunity Zone 2.0 would be heard under Ordinances, Resolutions and Contracts. Graham encouraged the public to review city wildfire season preparedness information, noting the significance of current drought conditions.

- a. *National Historic Preservation Month*

Graham read the proclamation declaring May 2026 as National Historic Preservation Month and noted local preservation activities during the week of May 17-23.

V. APPROVAL OF MINUTES

- a. Minutes of the April 20, 2026 – Study Session Meeting
b. Minutes of the April 21, 2026 – Business Meeting

Bloom moved to approve the minutes. Dahle seconded the motion.

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

VI. CONSENT AGENDA

- a. Resolution of the city of Ashland authorizing a loan from the Oregon transportation infrastructure fund by entering into a loan agreement with the Oregon department of transportation

DuQuenne removed the consent agenda item for separate discussion later in the meeting.

VII. SPECIAL PRESENTATIONS

- a. Jackson County SART (Sexual Assault Response Team)

Ava DeRosier, Executive Director of Jackson County SART, presented an overview of the organization's work in forensic nursing, confidential advocacy, and violence prevention education. DeRosier described SART's hospital-based response to survivors of sexual assault and strangulation, its work with community partners, and its prevention education in Ashland public schools.

DeRosier also outlined the "You Have Options" reporting model used with the Ashland Police Department, emphasizing survivor choice and agency. Housing insecurity was identified as a major factor increasing vulnerability to violence, and additional safety training requirements for alcohol-serving businesses through the city business licensing process was suggested. The Council expressed support for exploring a city requirement for training related to alcohol-facilitated assault prevention and safer business practices.

The Council agreed to direct staff to investigate a possible business-license-based training requirement and report back with options.

VIII. PUBLIC FORUM –

Public testimony was received from ten community members on topics including:

- Council conduct and use of social media.
- Alleged budget process violations.
- Concerns regarding the City Manager and City Hall/Community Center decisions.
- Glyphosate spraying in public areas, especially near the night lawn and parks.
- Sexual violence affecting unhoused women and the need for better support and reporting response.
- Concerns about the future of local hospital services and related community impacts.

IX. PUBLIC HEARING

X. ORDINANCES, RESOLUTIONS AND CONTRACTS

a. Resolution 2026-06 Endorsing the Nomination of Census Tract 19 as an Opportunity Zone 2.0

Rooklyn introduced CEO & Executive Director Blair Sundell of Southern Oregon Regional Economic Development, Inc. (SORED). Sundell explained that the federal Opportunity Zone 2.0 program provides a capital gains incentive intended to attract private investment into qualifying low-income census tracts. He outlined why Census Tract 19 in Ashland was being recommended, citing development potential, possible housing production, SOU-related opportunities, and the tract's rural designation, which could make it more competitive for investors.

Council discussion focused on the benefits of the program, the need for a strong application, how local and outside investors might be engaged, and the importance of pairing the designation with ongoing economic development strategy. Council also discussed the types of projects that could result and the need to remain attentive to long-term implementation.

Bloom moved to adopt Resolution 2026-06 endorsing the nomination of Census Tract 19 as an Opportunity Zone 2.0. DuQuenne seconded the motion.

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

From consent agenda-

Resolution of the city of Ashland authorizing a loan from the Oregon transportation infrastructure fund by entering into a loan agreement with the Oregon department of transportation

Cotta presented the resolution authorizing a loan for the North Mountain Avenue rehabilitation project. DuQuenne explained that she removed the item from the consent agenda because of the size of the loan and concerns about current and future city debt obligations. Questions were raised regarding repayment sources, including the food and beverage tax, street user fee, and general fund backing. Staff clarified that the project had already been approved and that the loan would allow costs to be spread over time rather than paid all at once. Council members noted the favorable interest rate and the importance of completing road and safety improvements.

Hansen moved to approve Resolution 2026-04, a resolution authorizing a loan from the Oregon Transportation Infrastructure Fund by entering into a loan agreement with the Oregon Department of Transportation. Bloom seconded the motion.

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

Recess taken from 7:52 to 8:00 p.m.

XI. UNFINISHED BUSINESS

a. Staff Relocation Update & Resolution 2026-05 Reserving the Community Center and Pioneer Hall for Public Use

Cotta presented an update regarding temporary staff relocation from City Hall due to life-safety issues and outlined options for relocating staff currently housed in the community center. The operational and budget impacts of moving staff outlined, and it was noted that office space in the building had historically been designed for staff use.

Council discussed the distinction between policy and operations, access to the community center for public use, the timing for restoring rental availability, and the importance of preserving community access while avoiding unnecessary operational interference. Councilors emphasized that the community center should be available as a public facility and discussed allowing staff to remain in existing office areas in such a way that frees up the primary public areas for rental.

Bloom moved to adopt Resolution 2026-05 with Section 1 amended to read: "...that the community center and Pioneer Hall are reserved for public, civic, recreational, cultural, meeting, and other community serving uses; that general administrative occupancy of the primary public meeting, rental, and program spaces shall end no later than June 1, 2026; and that city staff may continue to use existing office areas that were part of the building design or historic function, provided that such use does not displace public rentals, public programming, or community access until council finalizes a long-term administrative facilities plan, including the future use, repair, or re-occupancy of city hall. Dahle seconded the motion.

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

XII. NEW BUSINESS

a. Final Recommendations: 2200 Ashland Street Ad Hoc Committee

Ad Hoc Committee Chair Noah Wertheizer presented the committee's final recommendations for 2200 Ashland Street. He outlined the committee's charge, the division of work between site planning/development and services/accountability groups, and the effort to create a flexible framework rather than a single fixed model.

The presentation briefly outlined the development discussion item as presented by committee leadership, including housing model options, service-provider partnership structures, site constraints, and the recommendation to begin with letters of interest before issuing a formal RFP. The committee recommended a coordinating-agency model for site operations, a provider-developed Good Neighbor Agreement framework, a grievance and appeals structure, defined service categories, and continued use of the building as a severe weather and smoke shelter during interim periods.

Council discussion highlighted:

- Appreciation for the committee's extensive work and transparency.
- Interest in how the development portion would proceed and what council's future policy role may be.
- Clarification that the new recommendations were intended to work alongside, not replace, the prior master plan.
- Recognition that the site is unusual and that flexibility will be important in attracting viable partners.
- Support for using the Housing and Human Services Advisory Committee in an ongoing review role rather than creating another advisory body.

Public Comment

One member of the public spoke, urging council to prioritize transitional and affordable housing, encourage density, and maintain flexibility for future proposals.

Bloom moved to approve the recommendations as presented by the 2200 Ashland Street Ad Hoc Committee. Hansen seconded the motion.

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

c. Citizens' Budget Committee Appointment

Council conducted a ballot vote to fill a vacancy on the Citizens' Budget Committee. Noah Werthaiser received a majority of votes.

Bloom moved to appoint Noah Werthaiser to the Citizens' Budget Committee for a term ending June 30, 2029. Hanen seconded the motion.

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

d. Request for Council to Consider Aiding Newport in Fight Against Detention Center

Newport Mayor Jan Kaplan addressed the council (via zoom) regarding Newport's legal and financial efforts to oppose the siting of a federal detention facility in that community. He described the lack of

transparency from federal agencies, the strain on local resources, and the economic and civic concerns raised by the proposal. He noted Newport had incurred substantial legal costs in responding.

Ashland councilors discussed the matter as one of mutual aid between Oregon communities and expressed concern over federal overreach and the burdens placed on small municipalities. Staff confirmed funding could come from the Mayor and Council budget.

Bloom moved to direct the City Manager to enter into an IGA (intergovernmental agreement) with Newport and provide monetary support of \$15,000 from the Mayor and Council budget. DuQuenne seconded the motion.

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

b. *Resolution 2026-06 Endorsing the Nomination of Census Tract 19 as an Opportunity Zone 2.0*
(This item was heard earlier under Ordinances, Resolutions and Contracts.)

XIII. CITY MANAGER REPORT –

a. *Look Ahead*

No report was given due to time.

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

No reports were given due to time.

XV. ADJOURNMENT

Bloom moved to adjourn. Sherrell seconded the motion.

All Ayes. Motion passed.

The meeting was adjourned at 9:31 p.m.

City Recorder Alissa Kolodzinski

Mayor Tonya Graham

Opportunity Zones 2.0: Frequently Asked Questions

Ashland City Council | May 5, 2026

Prepared by Blair Sundell, Executive Director, SOREDI

About the Program

Q: What is Opportunity Zones 2.0?

A: It's a federal tax incentive that gets private money flowing into specific low-income census tracts. Investors who have capital gains from selling stock, a business, or property can defer their federal taxes by reinvesting those gains into a Qualified Opportunity Fund. That fund then puts the money into projects inside designated tracts. Congress made the program permanent in July 2025 with HR1, replacing the original 2017 version.

Q: How is this different from an Enterprise Zone?

A: An Enterprise Zone is a local property tax abatement. The City forgoes property tax revenue on qualifying new investment. An Opportunity Zone is a federal capital gains tax incentive with no local fiscal impact. The City does not abate any taxes. The benefit runs strictly between the investor and the IRS.

Q: How does a tract qualify?

A: A tract has to meet one of two tests. Either its Median Family Income is at or below 70% of the statewide MFI (for non-metro areas) or 70% of the metro MFI (for metro areas), tightened from 80% under OZ 1.0. Or it has a poverty rate of at least 20% combined with an MFI no higher than 125% of the statewide or metro MFI. The 125% cap is new. Each tract has to qualify on its own. The old contiguous tract loophole is gone.

About the Vehicle (the LLC)

Q: What is the investment vehicle?

A: It's called a Qualified Opportunity Fund, or QOF. It's typically organized as an LLC or partnership. A QOF has to keep at least 90% of its assets in property located inside a designated tract. The IRS audits this twice a year.

Q: Who sets up the QOF?

A: Private investors, fund managers, or developers. They self-certify with the IRS by filing Form 8996 with their tax return. There is no government approval process for forming one.

Q: Who controls the QOF?

A: The fund's managers and investors. It's entirely private. The City has no governance role, no fiduciary role, and no liability.

Q: Does the City have any financial relationship with these funds?

A: No. The City does not form the LLC, does not manage capital, does not sign agreements with investors, and takes on no financial risk. The City's role ends at nomination.

Q: What is a QROF and why does it matter for Ashland?

A: A Qualified Rural Opportunity Fund is a new sub-category that has to keep 90% of its assets in rural OZ property. QROFs get a 30% basis step-up at five years, compared to 10% for standard QOFs. Ashland's tract qualifies as rural, so projects here can attract this enhanced pool of capital.

About Ashland's Tract

Q: Which tract is being nominated?

A: Census tract 41029001900 in central Ashland. The borders run along East Main Street to the north, Walker Avenue to the east, the Emma Street area to the south, and Helman/Beach Street area to the west. Siskiyou Boulevard runs through the middle of it.

Q: Why are we not also endorsing Tract 18.02?

A: This is a highly competitive process. Oregon has 229 eligible tracts and can only nominate about 58, roughly 1 in 4. Under OZ 1.0, Oregon got 86 tracts. With the cap that tight, the State will pick tracts with the strongest investible development potential. Tract 41029001900 has a real pipeline of near-term projects ready to go. Tract 18.02 is eligible but does not. Putting it on the application would dilute Ashland's competitive position with the Governor's Office. City staff and SOREDI agree the endorsement should focus on the tract with the highest and best development potential.

Q: What projects are already in the pipeline?

A: Three big ones. The SOU Cascade site is 4.3 acres with the partner search recently reopened after the lead partner withdrew in January 2026. The site is cleared and about \$12M in deferred maintenance is already off the books. The Sunstone Housing Collaborative is about 90 units of mixed-income housing planned for the 4.18-acre Lincoln Field site at East Main and Mountain. It targets households at or below 120% AMI with on-site childcare, and SOREDI and RVCOG are already funding feasibility work. There's also a recent acquisition of nine contiguous parcels totaling about 3.4 acres along Ashland, Beach, and Henry Streets, now under a single owner.

Q: Why does it matter that Ashland's tract qualifies as rural?

A: Rural tracts get stronger benefits under federal law. A 30% basis step-up, three times the standard non-rural benefit. A lower 50% bar for substantial improvement of existing buildings instead of 100%. And access to a specialized pool of rural-focused capital. All of that makes Ashland's tract more attractive to investors than a typical urban OZ.

About Affordable Housing

Q: How does affordable housing fit within Opportunity Zones?

A: OZ 2.0 does not require affordability, but it's one of the most powerful tools out there for making affordable and workforce housing pencil out, especially when stacked with Low-Income Housing Tax Credits.

Q: How does OZ help affordable housing pencil?

A: OZ capital is equity, not debt. It fills the gap that often kills affordable projects, the 10 to 20% of the capital stack that's hardest to raise. The most common affordable structure pairs 4% or 9% LIHTC with

OZ equity. The two programs work well together, and investors can claim both. The 10-year OZ hold also lines up naturally with LIHTC compliance periods and long-term affordability covenants.

Q: Will OZ 2.0 guarantee deep affordability?

A: No. OZ alone will not produce 30% or 60% AMI units. Those require LIHTC, HOME funds, or local affordability requirements. OZ is a tool that makes those projects more financeable. It's not a substitute for them.

Q: What kind of housing pencils best with OZ?

A: Workforce housing targeting 80 to 120% AMI is the sweet spot. That kind of housing usually doesn't qualify for the deepest subsidies but still struggles with feasibility. The Sunstone project is a good local example.

About the City's Role and Risk

Q: What does the City actually commit to tonight?

A: A resolution endorsing SOREDI's nomination of tract 41029001900, and a Mayor's letter of support. No funding. No staff time beyond a named investor point of contact. No abatements. No liability.

Q: Is there any fiscal downside or risk to the City?

A: No. There's no tax abatement. New construction in the tract goes onto the tax rolls at full assessed value, unlike Enterprise Zones which forgo property tax revenue. The bigger risk is not getting the designation and missing a 10-year window.

Q: Can the boundaries change later?

A: No. Once Treasury certifies the designation on January 1, 2027, the boundaries are locked in for the full 10-year period through 2036.

Q: What if an investor does something we don't like?

A: The City has no contractual relationship with QOFs. But projects still go through Ashland's normal land use, zoning, building code, and permitting processes. OZ designation does not override any of that.

Q: Is there a gentrification risk?

A: It's a fair concern, and it came up nationally with OZ 1.0. A few things mitigate it here. The tract is anchored by SOU and existing housing projects aimed at workforce or mixed-income tenants, not luxury. Ashland's land use code and Housing Needs Analysis already shape what gets built. And the projects in our pipeline are explicitly affordable or workforce-oriented.

About the Process and Timeline

Q: Who else is supporting the nomination?

A: SOREDI is coordinating support from the Jackson County Commissioners, State Representatives, the Governor's Office, and the Congressional Delegation.

Q: What's the timeline if Council acts tonight?

A: SOREDI submits the application to Business Oregon by May 22, 2026. The Governor's nomination window opens July 1, 2026. Treasury certification follows in late 2026. Designations take effect January 1, 2027, and run through 2036.

Q: What does SOREDI do after designation?

A: Build an investor-ready prospectus that brands Ashland's tract for outside capital. It's the playbook Erie, Pennsylvania used to become a national model. SOREDI is also engaged with national OZ fund managers, including through CDFA's Federal Policy Conference in Washington, D.C., and is currently working with local investors who have interest totaling about \$5M.

Q: What does success look like elsewhere?

A: Erie, Pennsylvania was the poorest zip code in the state before OZ 1.0. They organized early, branded their zone, built an investor-ready prospectus, and stacked OZ equity with public infrastructure. The results: 110 new residential units, 100,000 square feet of revitalized commercial space, 8 historic buildings rehabbed, 25 new businesses, and over 250 jobs from a single food hall project. HUD and Congress now point to Erie as a model.

Quick Reference Numbers

Tract being nominated	41029001900 (rural-qualified)
Oregon eligible tracts	229
Oregon nominations available	About 58 (down from 86 in OZ 1.0)
National eligible tracts	About 6,500 (down from 8,764)
Rural QROF basis step-up	30% at 5 years (vs. 10% standard)
Rural substantial improvement test	50% (vs. 100% standard)
Designation period	10 years, through 2036
Local investor interest engaged	About \$5M
Business Oregon application deadline	May 22, 2026

Contacts:

Blair Sundell, Executive Director, SOREDI
blair@soredi.org | 541-227-8433

Jordan Rooklyn, Deputy City Manager, City of Ashland
jordan.rooklyn@ashland.or.us | 541-552-2103



SPEAKER REQUEST FORM

Submit this form to the meeting Secretary prior to the discussion item.

- 1) You will be called forward when it is your turn to speak
- 2) State your name and speak clearly into the microphone
- 3) Limit your comments to the time allotted
- 4) Provide any written materials to the meeting Secretary
- 5) Speakers are solely responsible for the content of their statement

Date: 5/5/26

Name: (Please Print)
LINDA ADAMS

Ashland Resident:

☐ YES ☐ NO City: _____

Agenda Topic/Item Number:

Public Forum Topic (Non-agenda Item):
Transparency v. Grandstanding

Please respect the order of proceedings and strictly follow the directions of the presiding officer. Behavior or actions which are loud or disruptive are disrespectful and offenders will be requested to leave.

Disclaimer: By submitting this request to address the Public Body, I agree that I will refrain from the use of any obscene, vulgar, or profane language. I understand that if I do not follow procedure my speaking time may be terminated, and I may be requested to sit down or leave the building.



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- 5) Speakers are solely responsible for the content of their statement

Date: 5/5/26

Name: (Please Print)
Paul Mazing

Ashland Resident:
☒ YES ☐ NO City: _____

Agenda Topic/Item Number:

Public Forum Topic (Non-agenda Item):
2025-2027 Biennial Budget

Please respect the order of proceedings and strictly follow the directions of the presiding officer. Behavior or actions which are loud or disruptive are disrespectful and offenders will be requested to leave.

Disclaimer: By submitting this request to address the Public Body, I agree that I will refrain from the use of any obscene, vulgar, or profane language. I understand that if I do not follow procedure my speaking time may be terminated, and I may be requested to sit down or leave the building.



SPEAKER REQUEST FORM

Submit this form to the meeting Secretary prior to the discussion item.

- 1) You will be called forward when it is your turn to speak
- 2) State your name and speak clearly into the microphone
- 3) Limit your comments to the time allotted
- 4) Provide any written materials to the meeting Secretary
- 5) Speakers are solely responsible for the content of their statement

Date:

5/5/26

Name: (Please Print)

Leda Shapiro

Ashland Resident:

☒ YES ☐ NO City: _____

Agenda Topic/Item Number:

Public Forum Topic (Non-agenda Item):

Public Forum

Please respect the order of proceedings and strictly follow the directions of the presiding officer. Behavior or actions which are loud or disruptive are disrespectful and offenders will be requested to leave.

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Date:

5/5/24

Name: (Please Print)

WILLIAM ZENTNER

Ashland Resident:

☒ YES ☐ NO City: _____

Agenda Topic/Item Number:

GALISO PHOSPHATE SPRAYING

Public Forum Topic (Non-agenda Item):

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Date:

5/5

Name: (Please Print)

JEANNIE MARTIN

Ashland Resident:

☒ YES ☐ NO City: _____

Agenda Topic/Item Number:

SART / NIGHTLAWN

Public Forum Topic (Non-agenda Item):

SART

Please respect the order of proceedings and strictly follow the directions of the presiding officer. Behavior or actions which are loud or disruptive are disrespectful and offenders will be requested to leave.

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Date: 5/5/26

Name: (Please Print) Avram Sacks

Ashland Resident:

☒ YES ☐ NO City: _____

Agenda Topic/Item Number:

Public Forum Topic (Non-agenda Item):

Round-up spraying

Please respect the order of proceedings and strictly follow the directions of the presiding officer. Behavior or actions which are loud or disruptive are disrespectful and offenders will be requested to leave.

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Date:

5/5/26

Name: (Please Print)

Cate Hartzell

Ashland Resident:

☒ YES ☐ NO City: _____

Agenda Topic/Item Number:

VIII. Public Forum

Public Forum Topic (Non-agenda Item):

Glyphosate Spray at Night Lawn 5/6/26

Please respect the order of proceedings and strictly follow the directions of the presiding officer. Behavior or actions which are loud or disruptive are disrespectful and offenders will be requested to leave.

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SPEAKER REQUEST FORM

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Date: May 5, 2026

Name: (Please Print)
Debbie Neisewander

Ashland Resident:
☒ YES ☐ NO City: _____

Agenda Topic/Item Number:

Public Forum Topic (Non-agenda Item):
Round up on Nite Lawn Parking Area

Please respect the order of proceedings and strictly follow the directions of the presiding officer. Behavior or actions which are loud or disruptive are disrespectful and offenders will be requested to leave.

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Date:

5/5/26

Name: (Please Print)

SHARON BRVSON

Ashland Resident:

☒ YES ☐ NO City: _____

Agenda Topic/Item Number:

Public Forum Topic (Non-agenda Item):

9.28

Please respect the order of proceedings and strictly follow the directions of the presiding officer. Behavior or actions which are loud or disruptive are disrespectful and offenders will be requested to leave.

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Date:

5 MAY 26

Name: (Please Print)

John Maurer

Ashland Resident:

☒ YES ☐ NO City: _____

Agenda Topic/Item Number:

Public Forum Topic (Non-agenda Item):

Healthcare

Please respect the order of proceedings and strictly follow the directions of the presiding officer. Behavior or actions which are loud or disruptive are disrespectful and offenders will be requested to leave.

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Date:

5/5/26

Name: (Please Print)

Cate Hartzell

Ashland Resident:

☒ YES ☐ NO City: _____

Agenda Topic/Item Number:

a. Final Recom: 2200 Ashland St.

Public Forum Topic (Non-agenda Item):

Please respect the order of proceedings and strictly follow the directions of the presiding officer. Behavior or actions which are loud or disruptive are disrespectful and offenders will be requested to leave.

Disclaimer: By submitting this request to address the Public Body, I agree that I will refrain from the use of any obscene, vulgar, or profane language. I understand that if I do not follow procedure my speaking time may be terminated, and I may be requested to sit down or leave the building.

I was surprised when Bob Kaplan offered an amendment to the Avista Franchise during your April 21 business meeting. According to an email I got from the City Attorney, motions and votes aren't necessary for the Council to make decisions and take actions; all that is needed—is discussion.

The City Attorney claimed that Oregon Budget Law permitted the Council to amend the 2025-2027 biennial budget at a study session, without a motion or vote, and prior to the public hearing on the budget. I pointed out that he was wrong and this bothered Dylan Bloom so much that—to set the record straight and address the misinformation that he accused me of spreading—he asked Mr. Pietila to read his pathetic email into the record at your August 18, 2025 meeting.

The legal arguments Pietila made in his email were in fact a confession that the City Council violated Oregon Revised Statute 294.453 and the Ashland Charter. On April 13, 2026, Ashland received a reprimand from the Oregon Department of Revenue, which proved that it was Bloom and Pietila who were spreading misinformation—not me. The Oregon DOR confirmed that the Council violated Oregon Budget Law when it amended the 2025-2027 biennial budget prior to the public hearing on the budget as approved by the Citizens' Budget Committee. The DOR reminded Ashland that they can only amend the budget AFTER the public hearing, and this would require a public motion and vote. This is what the Council should have done on June 3, 2025.

But that is not what this Council did. You amended the budget at your May 19, 2025 Study Session without a motion or vote. At your June 3, 2025 business meeting, when the budget agenda item came up, Deputy City Administrator, Jordan Rooklyn, falsely claimed that the Council had amended the budget “via motion”. You all knew this was false, yet none of you corrected her (Derek Sherrell was not on the Council at the time).

This is not merely a procedural error. This Council created a false record of its actions, violated the Oregon Budget Law, violated the Ashland Charter, and you all violated your oaths of office by willingly and knowingly participating in this fraud. I know I'll never get an admission from Bloom or Pietila that they were, in fact, the ones spreading misinformation. And I'll never get an apology from the Council for gaslighting me for the past year. Worst of all, I suspect you will continue to abuse the public trust so long as your police chief refuses to do his duty to enforce the Charter.

Here is the pathetic email I got from City Attorney, Johan Pietila, in which he literally confesses that the Council violated Oregon Budget Law and the Ashland Charter. No Johan, Oregon Budget Law does not provide that the Council can adopt a budget with amendments included that were made prior to the public hearing—that action can only take place after the budget hearing and with a formal motion and vote as required by the Ashland Charter.



Johan Pietila

RE: How do I file a complaint with the police for violations of the city charter

To: Paul Mozina

July 2, 2025 at 8:34 AM

Good morning Mr. Mozina,

I reviewed the email you sent to the City Council and provided my analysis back to them. I also had conversations with department heads and council members to address any follow up questions they had. I will summarize very briefly for you.

My interpretation was the study session relating to the principal subject of a financial update was a perfectly legitimate time to discuss financial questions pertaining to the budget. Additionally, as a matter of state law at least, the absence of a subject from a notice does not preclude the governing body from discussing it; under the OPML, the list of anticipated subjects does "not limit the ability of a governing body to consider additional subjects." See ORS 192.640

By consensus, at a study session, the Council may direct staff to act on other matters that do not require Council decision by ordinance or resolution (AMC 2.04.020(C)(1)). In this case the budget resolution that was noticed and eventually put forth had Council's guidance and direction that included changes to not use the reserve fund, and rather to take it from the additional funds released from the Parks fee and then reappropriate a portion from the homeless budget which can get replenished as needed mid-year. That is what Council voted on at the budget adoption meeting. There was no need for a motion to amend the budget because it was already discussed in prior sessions and included in the budget they were presented to vote on. Per budget law, after the budget committee has approved the budget and a public hearing was held, the City Council can make changes to the budget that was approved when adopting the budget. They do not have to go back to the CBC if the expenditure change is under 10%, which it was not (Local Budget Manual Chapter 11; ORS 294.456). Council more than sufficiently discussed the change in previous council sessions, and right before the public hearing, so it was clear and transparent, before they voted on the adopted budget. Budget Law provides that the budget Council adopts can already have those change in place, and they can vote on it. That is what occurred.

All members of the Council and staff took your concerns seriously and I provided responses to them to address them and explain the legal approach.

Thank you for bringing your concerns to the attention of the Council.

Best,

Below is the letter of reprimand sent by the Oregon Department of Revenue to Ashland, via interim finance director Bryn Morrison, confirming that the city violated Oregon Budget Law, specifically ORS 294.453.



Oregon

Tina Kotek, Governor

Department of Revenue
Property Tax Division
955 Center St NE
PO Box 14380
Salem, OR 97309-5075

April 13, 2026

City of Ashland

ATTN: Bryn Morrison, Interim Finance Director

Sent via email: bryn.morrison@ashland.or.us

The Department of Revenue is responsible for providing municipal corporations with information on budgeting practices, Local Budget Law, and the laws relating to property taxes. As part of our oversight role under ORS 294.495, we will review a district's budget process upon request of a citizen to ensure compliance with Local Budget Law. We have recently received an inquiry into the city of Ashland's budget hearing and adoption process for the 2025-2027 biennium. I have reviewed your 2025 process and am bringing forward the following issue:

- ORS 294.453 requires the governing body to hold a hearing on the budget as approved by the budget committee. ORS 294.456 allows the governing body to make changes to the approved budget only after that budget hearing. That amended budget can then be adopted by the governing body (although in some cases a second hearing may be required).
- Based on a review of the minutes and video from the budget hearing and adoption at the June 3, 2025, City Council Meeting, the hearing was held on an amended version of the budget rather than the budget as approved by the budget committee. While the changes were within the authority of the council to make and did not require a second hearing, they could only be made after the budget hearing and prior to adoption.

We are not directing the city to make any changes to the budget for the 2025-2027 biennium. However, the city will need to revise its budget process to ensure the proper order is followed in the future.

If you have any questions or wish additional assistance, call or email me at the numbers listed below. If you need a copy of the *Local Budgeting Manual*, you can access the current version online at <https://www.oregon.gov/dor/forms/pages/default.aspx>.

In addition, we will be providing a free Local Budget Law workshop in Medford this coming July. If you have not already done so, feel free to sign-up for our email list at <https://omls.oregon.gov/mailman/listinfo/localbudget> to be notified once details are finalized.

Regards,

Danette Benjamin, Revenue Manager 2
Property Tax Division
Oregon Department of Revenue
(971) 301-1149
danette.m.benjamin@dor.oregon.gov

Together, we collect the revenue that Oregon counts on.

5/5/20 Lynn McQuinn

Contract for GOODS AND SERVICES

CITY OF ASHLAND 20 East Main Street Ashland, Oregon 97520 Telephone: 541/488-6002 Fax: 541/488-5311	CONTRACTOR: Bleser Built Roofing Inc. CONTACT: Ryan Bleser ADDRESS: P.O. Box 2898 White City, OR 97503 TELEPHONE: 541/830-0226
DATE AGREEMENT PREPARED: 10/8/2014	FAX: 541/830-4466
BEGINNING DATE: 10/8/2014	COMPLETION DATE: 12/1/2014
COMPENSATION: Not to exceed \$8,000, reference exhibit C Bleser Built Roofing Proposal	
GOODS AND SERVICES TO BE PROVIDED: None.	
ADDITIONAL TERMS: In the event of conflicts or discrepancies among the contract documents, the City of Ashland Contract for Goods and Services will be primary and take precedence, and any exhibits or ancillary contracts or agreements having redundant or contrary provisions will be subordinate to and interpreted in a manner that will not conflict with the said primary City of Ashland Contract.	
NOW THEREFORE, pursuant to AMC 2.50.090 and after consideration of the mutual covenants contained herein the CITY AND CONTRACTOR AGREE as follows: 1. All Costs by Contractor: Contractor shall, provide all goods as specified above and shall at its own risk and expense, perform any work described above and, unless otherwise specified, furnish all labor, equipment and materials required for the proper performance of such work. 2. Qualified Work: Contractor has represented, and by entering into this contract now represents, that any personnel assigned to the work required under this contract are fully qualified to perform the work to which they will be assigned in a skilled and worker-like manner and, if required to be registered, licensed or bonded by the State of Oregon, are so registered, licensed and bonded. Contractor must also maintain a current City business license. 3. Completion Date: Contractor shall provide all goods in accordance with the standards and specifications, no later than the date indicated above and start performing the work under this contract by the beginning date indicated above and complete the work by the completion date indicated above. 4. Compensation: City shall pay Contractor for the specified goods and for any work performed, including costs and expenses, the sum specified above. Payments shall be made within 30 days of the date of the invoice. Should the contract be prematurely terminated, payments will be made for work completed and accepted to date of termination. Compensation under this contract, including all costs and expenses of Contractor, is limited to \$25,000.00, unless a separate written contract is entered into by the City. 5. Ownership of Documents: All documents prepared by Contractor pursuant to this contract shall be the property of City. 6. Statutory Requirements: ORS 279B.220, 279B.225, 279B.230, 279B.235, ORS Chapter 244 and ORS 670.600 are made part of this contract. 7. Living Wage Requirements: If contractor is providing services under this contract and the amount of this contract is \$20,142.20 or more, Contractor is required to comply with chapter 3.12 of the Ashland Municipal Code by paying a living wage, as defined in this chapter, to all employees performing work under this contract and to any subcontractor who performs 50% or more of the work under this contract. Contractor is also required to post the notice attached hereto as Exhibit B predominantly in areas where it will be seen by all employees. 8. Indemnification: Contractor agrees to defend, indemnify and save City, its officers, employees and agents harmless from any and all losses, claims, actions, costs, expenses, judgments, subrogations, or other damages resulting from injury to any person (including injury resulting in death), or damage (including loss or destruction) to property, of whatsoever nature arising out of or incident to the performance of this contract by Contractor (including but not limited to, Contractor's employees, agents, and others designated by Contractor to perform work or services attendant to this contract). Contractor shall not be held responsible for any losses, expenses, claims, subrogations, actions, costs, judgments, or other damages, directly, solely, and proximately caused by the negligence of City. 9. Termination: a. <u>Mutual Consent.</u> This contract may be terminated at any time by mutual consent of both parties. b. <u>City's Convenience.</u> This contract may be terminated at any time by City upon 30 days' notice in writing and delivered by certified mail or in person. c. <u>For Cause.</u> City may terminate or modify this contract, in whole or in part, effective upon delivery of	

RR

written notice to Contractor, or at such later date as may be established by City under any of the following conditions:

- i. If City funding from federal, state, county or other sources is not obtained and continued at levels sufficient to allow for the purchase of the indicated quantity of services;
 - ii. If federal or state regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this contract or are no longer eligible for the funding proposed for payments authorized by this contract; or
 - iii. If any license or certificate required by law or regulation to be held by Contractor to provide the services required by this contract is for any reason denied, revoked, suspended, or not renewed.
 - d. **For Default or Breach.**
 - i. Either City or Contractor may terminate this contract in the event of a breach of the contract by the other. Prior to such termination the party seeking termination shall give to the other party written notice of the breach and intent to terminate. If the party committing the breach has not entirely cured the breach within 15 days of the date of the notice, or within such other period as the party giving the notice may authorize or require, then the contract may be terminated at any time thereafter by a written notice of termination by the party giving notice.
 - ii. Time is of the essence for Contractor's performance of each and every obligation and duty under this contract. City by written notice to Contractor of default or breach, may at any time terminate the whole or any part of this contract if Contractor fails to provide services called for by this contract within the time specified herein or in any extension thereof.
 - iii. The rights and remedies of City provided in this subsection (d) are not exclusive and are in addition to any other rights and remedies provided by law or under this contract.
 - e. **Obligation/Liability of Parties.** Termination or modification of this contract pursuant to subsections a, b, or c above shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination or modification. However, upon receiving a notice of termination (regardless whether such notice is given pursuant to subsections a, b, c or d of this section, Contractor shall immediately cease all activities under this contract, unless expressly directed otherwise by City in the notice of termination. Further, upon termination, Contractor shall deliver to City all contract documents, information, works-in-progress and other property that are or would be deliverables had the contract been completed. City shall pay Contractor for work performed prior to the termination date if such work was performed in accordance with the Contract.
10. **Independent Contractor Status:** Contractor is an independent Contractor and not an employee of the City. Contractor shall have the complete responsibility for the performance of this contract.
 11. **Non-discrimination Certification:** The undersigned certifies that the undersigned Contractor has not discriminated against minority, women or emerging small businesses enterprises in obtaining any required subcontracts. Contractor further certifies that it shall not discriminate in the award of such subcontracts, if any. The Contractor understands and acknowledges that it may be disqualified from bidding on this contract, including but not limited to City discovery of a misrepresentation or sham regarding a subcontract or that the Bidder has violated any requirement of ORS 279A.110 or the administrative rules implementing the Statute.
 12. **Asbestos Abatement License:** If required under ORS 468A.710, Contractor or Subcontractor shall possess an asbestos abatement license.
 13. **Assignment and Subcontracts:** Contractor shall not assign this contract or subcontract any portion of the work without the written consent of City. Any attempted assignment or subcontract without written consent of City shall be void. Contractor shall be fully responsible for the acts or omissions of any assigns or subcontractors and of all persons employed by them, and the approval by City of any assignment or subcontract shall not create any contractual relation between the assignee or subcontractor and City.
 14. **Use of Recyclable Products:** Contractor shall use recyclable products to the maximum extent economically feasible in the performance of the contract work set forth in this document.
 15. **Default.** The Contractor shall be in default of this agreement if Contractor: commits any material breach or default of any covenant, warranty, certification, or obligation it owes under the Contract; if it loses its QRF status pursuant to the QRF Rules or loses any license, certificate or certification that is required to perform the work or to qualify as a QRF if Contractor has qualified as a QRF for this agreement; institutes an action for relief in bankruptcy or has instituted against it an action for insolvency; makes a general assignment for the benefit of creditors; or ceases doing business on a regular basis of the type identified in its obligations under the Contract; or attempts to assign rights in, or delegate duties under, the Contract.
 16. **Insurance.** Contractor shall at its own expense provide the following insurance:
 - a. **Worker's Compensation** insurance in compliance with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers
 - b. **General Liability** insurance with a combined single limit, or the equivalent, of not less than Enter one: \$200,000, \$500,000, \$1,000,000, \$2,000,000 or Not Applicable for each occurrence for Bodily Injury and Property Damage. It shall include contractual liability coverage for the indemnity provided under this contract.
 - c. **Automobile Liability** insurance with a combined single limit, or the equivalent, of not less than Enter one: \$200,000, \$500,000, \$1,000,000, or Not Applicable for each accident for Bodily Injury and Property Damage.

including coverage for owned, hired or non-owned vehicles, as applicable.

d. **Notice of cancellation or change.** There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without 30 days' written notice from the Contractor or its insurer(s) to the City.

e. **Additional Insured/Certificates of Insurance.** Contractor shall name The City of Ashland, Oregon, and its elected officials, officers and employees as Additional Insureds on any insurance policies required herein but only with respect to Contractor's services to be provided under this Contract. As evidence of the insurance coverages required by this Contract, the Contractor shall furnish acceptable insurance certificates prior to commencing work under this contract. The contractor's insurance is primary and non-contributory. The certificate will specify all of the parties who are Additional Insureds. Insuring companies or entities are subject to the City's acceptance. If requested, complete copies of insurance policies, trust agreements, etc. shall be provided to the City. The Contractor shall be financially responsible for all pertinent deductibles, self-insured retentions and/or self-insurance.

17. **Governing Law; Jurisdiction; Venue:** This contract shall be governed and construed in accordance with the laws of the State of Oregon without resort to any jurisdiction's conflict of laws, rules or doctrines. Any claim, action, suit or proceeding (collectively, "the claim") between the City (and/or any other or department of the State of Oregon) and the Contractor that arises from or relates to this contract shall be brought and conducted solely and exclusively within the Circuit Court of Jackson County for the State of Oregon. If, however, the claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon filed in Jackson County, Oregon. Contractor, by the signature herein of its authorized representative, hereby consents to the in personam jurisdiction of said courts. In no event shall this section be construed as a waiver by City of any form of defense or immunity, based on the Eleventh Amendment to the United States Constitution, or otherwise, from any claim or from the jurisdiction.
18. THIS CONTRACT AND ATTACHED EXHIBITS CONSTITUTE THE ENTIRE AGREEMENT BETWEEN THE PARTIES. NO WAIVER, CONSENT, MODIFICATION OR CHANGE OF TERMS OF THIS CONTRACT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY BOTH PARTIES. SUCH WAIVER, CONSENT, MODIFICATION OR CHANGE, IF MADE, SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS CONTRACT. CONTRACTOR, BY SIGNATURE OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES THAT HE/SHE HAS READ THIS CONTRACT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.
19. **Nonappropriations Clause.** Funds Available and Authorized: City has sufficient funds currently available and authorized for expenditure to finance the costs of this contract within the City's fiscal year budget. Contractor understands and agrees that City's payment of amounts under this contract attributable to work performed after the last day of the current fiscal year is contingent on City appropriations, or other expenditure authority sufficient to allow City in the exercise of its reasonable administrative discretion, to continue to make payments under this contract. In the event City has insufficient appropriations, limitations or other expenditure authority, City may terminate this contract without penalty or liability to City, effective upon the delivery of written notice to Contractor, with no further liability to Contractor.
20. **Prior Approval Required Provision.** Approval by the City of Ashland Council or the Public Contracting Officer is required before any work may begin under this contract.
21. **Certification.** Contractor shall sign the certification attached hereto as Exhibit A and herein incorporated by reference.

Contractor:

By


Signature

RYAN L. BLEASER
Print Name

President
Title

10/10/14

W-9 One copy of a W-9 is to be submitted with the signed contract.

City of Ashland

By


Department Head

MICHAEL R. FAUGHT
Print Name

10/14/14
Date

Purchase Order No.

12562

EXHIBIT A

CERTIFICATIONS/REPRESENTATIONS: Contractor, under penalty of perjury, certifies that (a) the number shown on the attached W-9 form is its correct taxpayer ID (or is waiting for the number to be issued to it and (b) Contractor is not subject to backup withholding because (i) it is exempt from backup withholding or (ii) it has not been notified by the Internal Revenue Service (IRS) that it is subject to backup withholding as a result of a failure to report all interest or dividends, or (iii) the IRS has notified it that it is no longer subject to backup withholding. Contractor further represents and warrants to City that (a) it has the power and authority to enter into and perform the work, (b) the Contract, when executed and delivered, shall be a valid and binding obligation of Contractor enforceable in accordance with its terms, (c) the work under the Contract shall be performed in accordance with the highest professional standards, and (d) Contractor is qualified, professionally competent and duly licensed to perform the work. Contractor also certifies under penalty of perjury that its business is not in violation of any Oregon tax laws, and it is a corporation authorized to act on behalf of the entity designated above and authorized to do business in Oregon or is an independent Contractor as defined in the contract documents, and has checked four or more of the following criteria:

- _____ (1) I carry out the labor or services at a location separate from my residence or is in a specific portion of my residence, set aside as the location of the business.
- _____ (2) Commercial advertising or business cards or a trade association membership are purchased for the business.
- _____ (3) Telephone listing is used for the business separate from the personal residence listing.
- _____ (4) Labor or services are performed only pursuant to written contracts.
- _____ (5) Labor or services are performed for two or more different persons within a period of one year.
- _____ (6) I assume financial responsibility for defective workmanship or for service not provided as evidenced by the ownership of performance bonds, warranties, errors and omission insurance or liability insurance relating to the labor or services to be provided.



Contractor

10/10/2014

(Date)

ELESER BUILT ROOFING, INC.
P.O. Box 2898
White City, OR 97503

EXHIBIT C

Mailing Address:
P.O. Box 2898
White City, OR 97503
Email Address:
ryanbleser@hotmail.com

Phone: (541) 830-0226
Cell: (541) 601-7870
Fax: (541) 830-4466



BLER BUILT ROOFING INC.

ATTN: Peter Smeenk PROPOSAL AND CONTRACT

TO:

Name City of Ashland Date 9-29-2014

Address 20 North Main Street Job Address LOWER SECTION Re-Roof

City Ashland, Ore. 97520 City CITY HALL Ashland

Phone 541 552 2413 541 326 1039 AS REVIEWED

Email PETER@ASHLAND.OR.US
SMEENKPC@ASHLAND.OR.US

I propose to furnish all materials and perform all labor to
LOWER SECTION ONLY.

Cut BACK EXISTING Membrane ROOFING ONLY,
dispose, LEAVING ONLY BUR ROOF IN PLACE.
Leave Dog House ROOFING AND SIDE WALLS IN PLACE

INSTALL Durolast 1/2" EPS Cover BOARD
INSTALL Durolast 50 mil PVC Single Ply
Membrane ROOF System.

INSTALL Membrane UP PARAPET WALLS AS EXISTING
AND Dog House AREA 12" WITH TERMINATION TO
MEET Durolast SPECIFICATIONS.

INSTALL All Durolast ACCESSORIES AND METAL
Coated Scupper Insert TO SPECIFICATIONS.

INSTALL Durolast WALK PAD AS EXISTING.

Durolast 20 year NDL WARRANTY Included.
Permit Included

8000⁰⁰

All of the above work to be completed in a substantial and workmanlike manner according to standard practices for the sum of:

8000⁰⁰

\$ Eight Thousand Dollars

Payment Schedule due on job completion. Estimate good for 30 days and is subject all to material price increases. Estimate does not include wood rot, insulation replacement or decksheeting price. Not responsible for dust and dirt filtration into building. We take no liability for fumes from hot asphalt, Bitumen, coatings, or adhesive applied roof systems during roof installation. Water leaks from existing masonry parapets, or sheet metal above new roof membranes are omitted to warranty and subject to repair cost. Not responsible for "third party" damage. All "third party" repairs will be billed to customer. Not responsible for music, TV, or satellite dish antenna installation. Any HVAC, Ducting, Electrical or Sign Removal and Re-Installation are added cost. There is an additional cost for any asbestos testing, abatement and disposal. 1.5% finance charge will be charged per month on all past due accounts.

Any alteration or deviation from the above specifications involving extra cost of material or labor will only be executed upon written orders for same, and will become an extra charge over the sum mentioned in this contract. All agreements must be made in writing. Availability of materials may result in job delay and completion. Due and payable upon job completion.

Accepted by _____ Submitted by R. Bleser

DATE _____ LICENSED • BONDED • INSURED
#75393

FOR CONFIRMATION AND SCHEDULING MAIL BACK WHITE COPY.
CONSUMER NOTIFICATION INFORMATION ON BACK SIDE

STATE OF OREGON
CONSTRUCTION CONTRACTORS BOARD
LICENSE CERTIFICATE

LICENSE NUMBER: 75393

This document certifies that:

BLESER BUILT ROOFING INC
PO BOX 2898
WHITE CITY OR 97503

is licensed in accordance with Oregon Law as a Residential Specialty Contractor.

License Details:

EXPIRATION DATE: 04/04/2016
ENTITY TYPE: Corporation
INDEP. CONT. STATUS: NONEXEMPT
RESIDENTIAL BOND: \$15,000
COMMERCIAL BOND: NONE
INSURANCE: \$1,000,000 / \$2,000,000
RMI: RYAN L BLESER
HOME INSPECTOR CERTIFIED: NO

FORM #3

CITY OF
ASHLAND

A request for a Purchase Order

REQUISITION

Date of request:

10/13/14

Required date for delivery:

ASAP

Vendor Name

BLESER BUILT ROOFING INC.

Address, City, State, Zip

P.O. BOX 2892 WHITE CITY, OR 97503

Contact Name & Telephone Number

RYAN BLESER # 541/830-0224

Fax Number

541/830-4466

SOURCING METHOD

☐ Exempt from Competitive Bidding ☐ Reason for exemption: ☐ AMC 2.50 ☐ Written quote or proposal attached	☐ Invitation to Bid (Copies on file) Date approved by Council:	☐ Emergency ☐ Form #13, Written findings and Authorization ☐ Written quote or proposal attached
☐ Small Procurement Less than \$5,000 ☐ Direct Award ☐ Verbal/Written quote(s) or proposal(s)	☐ Request for Proposal (Copies on file) Date approved by Council:	☐ Cooperative Procurement ☐ State of Oregon Contract # ☐ State of Washington Contract # ☐ Other government agency contract Agency Contract #
☒ Intermediate Procurement GOODS & SERVICES \$5,000 to \$100,000 ☒ (3) Written quotes and solicitation attached PERSONAL SERVICES \$5,000 to \$75,000 ☐ Less than \$35,000, by direct appointment ☐ (3) Written proposals/written solicitation ☐ Form #4, Personal Services \$5K to \$75K	☐ Sole Source ☐ Applicable Form (#5,6, 7 or 8) ☐ Written quote or proposal attached ☐ Form #4, Personal Services \$5K to \$75K ☐ Special Procurement ☐ Form #9, Request for Approval ☐ Written quote or proposal attached Date approved by Council: Valid until: (Date)	☐ Intergovernmental Agreement ☐ Agency Date original contract approved by Council: (Date)

Description of SERVICES

Total Cost

CITY HALL RE-ROOF	\$ 2000.00
-------------------	------------

Item #	Quantity	Unit	Description of MATERIALS	Unit Price	Total Cost

☒ Per attached quote/proposal

TOTAL COST
\$

Project Number

Account Number

Account Number 410-08-24-00-709100

Account Number

*Expenditure must be charged to the appropriate account numbers for the financials to accurately reflect the actual expenditures.

IT Director in collaboration with department to approve all hardware and software purchases:

IT Director Date Support - Yes / No

By signing this requisition form, I certify that the City's public contracting requirements have been satisfied.

Employee: Pete Smeek

Department Head: Michael R. Fayle 10/14/14
(Equal to or greater than \$5,000)

Department Manager/Supervisor: [Signature]

City Administrator: [Signature]
(Equal to or greater than \$25,000)

Funds appropriated for current fiscal year: YES / NO

Finance Director: [Signature]
(Equal to or greater than \$5,000)

10/17/14
Date

Comments:



CITY OF ASHLAND

20 E MAIN ST.
ASHLAND, OR 97520
(541) 488-5300

VENDOR: 019045
BLESER BUILT ROOFING INC
PO BOX 2898
WHITE CITY, OR 97503

DATE
10/17/2014

PO NUMBER
12562

SHIP TO: Ashland Public Works
(541) 488-5587
51 WINBURN WAY
ASHLAND, OR 97520

FOB Point:
Terms: Net
Req. Del. Date:
Special Inst:

Req. No.:
Dept.:
Contact: Pieter Smeenk
Confirming? No

Quantity	Unit	Description	Unit Price	Ext. Price
		City Hall - Roofing Project		8,000.00
		Contract for Goods and Services		
		Beginning date: 10/08/2014		
		Completion date: 12/01/2014		

BILL TO: Account Payable
20 EAST MAIN ST
541-552-2010
ASHLAND, OR 97520

SUBTOTAL	8,000.00
TAX	0.00
FREIGHT	0.00
TOTAL	8,000.00

Account Number	Project Number	Amount	Account Number	Project Number	Amount
E 410.08.24.00.704100		8,000.00			

[Signature]
Authorized Signature

VENDOR COPY



BLESBUI-02

PHITE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/10/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Medford Office PayneWest Insurance, Inc. 38 North Central Ave. Medford, OR 97501	CONTACT NAME: PHONE (A/C, No, Ext): (541) 779-1321 FAX (A/C, No): (541) 779-9187 E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Houston Specialty Insurance INSURER B: Cincinnati Insurance Companies INSURER C: SAIF INSURER D: INSURER E: INSURER F:
INSURED Bleser Built Roofing, Inc. P.O. Box 2898 White City, OR 97503	NAIC # 10677 36196

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC OTHER:		TEN13499	01/07/2014	01/07/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	☒ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS		EBA0226360	01/07/2014	01/07/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	☐ UMBRELLA LIAB ☐ EXCESS LIAB DED ☐ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐ N/A	522751	01/07/2014	01/01/2015	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: City Hall Roof - Contract 10-8-2014

CERTIFICATE HOLDER

CANCELLATION

City of Ashland
Attn: Scott Fleury
20 E. Main St.
Ashland, OR 97520

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Phyllis White

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ACORD 25 (2014/01)

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I am pleased that last night's meeting included a good discussion, and hopefully the end of the discussion about the Admin Campus.

I wish to speak about what I see as the primary reason we are in this mess. It is directly due to the City Manager, Sabrina Cotta overstepping her authority again and again, taking a series of actions that I believe exceed her authority as City Manager.

She has violated financial and budget procedures, state budget law, council policies, overstepped her authority with unilateral decisions, with violating grant requirements, and improperly approving the budget.

She falsely stated that the salary increases proposed in June 2025 were included in the budget. She falsely stated that the fees added to the utility bills were needed to avoid service cuts – and then the cuts were made anyway. She has hidden information from the public and even Council. She has now once more, exceeded her authority by moving staff out of City Hall into the Community Center.

Then, after being told directly by Council to remove staff from the Community Center, Sabrina purposely disregarded Council's direct request.

I believe this insubordination is the final action in more than a year of separate actions destructive to the fabric of our City Government, the Council's authority, and the City's best interest.

I believe the time has come to ask for an executive session in order to place the City Manager on Administrative leave and investigate her mismanagement with the possibility of dismissal for cause.

Leda Shapiro
Ashland



Council Business Meeting

Date: May 19, 2026

Agenda Item	Pre-Approval for Grant Acceptance of a AIG and AIP Grant Offer from the Federal Aviation Administration
Department	Public Works
From	Chance Metcalf, Kaylea Kathol

TIME ESTIMATE

Consent

CATEGORY

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

SUMMARY

Before the Council is a request to authorize the City Manager to execute pending grant documents for an Airport Infrastructure grant (AIG) and an Airport Improvement grant (AIP) from the Federal Aviation Administration (FAA). These two grants fund the approved Ashland Municipal Airport Runway and Taxiway Rehabilitation and Reconstruction Project – Phase 2: Construction (Project). The City is anticipating grant awards from the FAA for both the construction and construction management components of Phase 2. Staff is asking for pre-approval for acceptance of the grants because the FAA is currently finalizing them based on grant fund allocations and they encourage a quick turnaround for signatures after the grant documents are issued to ensure processing of available funds and avoid any delays or the potential to have funds withdrawn.

POLICIES, PLANS & GOALS SUPPORTED

VISION STATEMENTS for Success:

- *Ashland is a resilient, sustainable community that maintains the distinctive quality of place for which it is known*
- *We will continue to be a unique and caring city that stresses environmental conservation, fosters artistic expression, and is open to new ideas and innovation*
- *We will plan and direct our efforts to fulfill this Vision for the long term with a constant view toward being an open, welcoming community for all with a positive economic future*

VALUE STATEMENTS for Success that Support the Vision:

ORGANIZATION

Quality infrastructure and facilities through timely maintenance and community investment

BACKGROUND AND ADDITIONAL INFORMATION

PREVIOUS COUNCIL ACTION

The City Council approved the Capital Improvements Program (CIP) on [April 1, 2025](#) that included Phase 2 of the this Airport Improvement Project. Council subsequently approved the 2026-27 biennium budget, providing the necessary appropriations for the Project.

The Council has previously accepted FAA as well as Oregon Department of Aviation Critical Oregon Airport Relief (COAR) grants to support improvement projects at the Ashland Municipal Airport. The last FAA grant acceptance occurred at the [May 22 & 23, 2022](#) Special Business Meeting and was for a Taxiway Reconstruction Project.

BACKGROUND AND ADDITIONAL INFORMATION

Phase 1 (Design) of the Project was funded by an FAA Airport Infrastructure Grant (AIG), awarded on July 10, 2025. The award was fairly small (maximum of \$159,000) and therefore did not require Council approval for the



Council Business Meeting

City Manager to execute the grant documents. Since award of the grant last summer phase 1 has been completed which has included development of construction drawings, specifications and cost estimates that supported the public construction bid for Phase 2.

On March 6, 2026, just prior to advertising Phase 2 for construction bidding, the City of Myrtle Point—with the assistance from Century West Engineering—transferred its AIP grant of \$600,000 in Non-Primary Entitlement (NPE) funds to the Ashland Municipal Airport. Myrtle Point did not have a planned use for these funds, and its City Council authorized the transfer to Ashland, where the funds could be applied directly to Phase 2 construction.

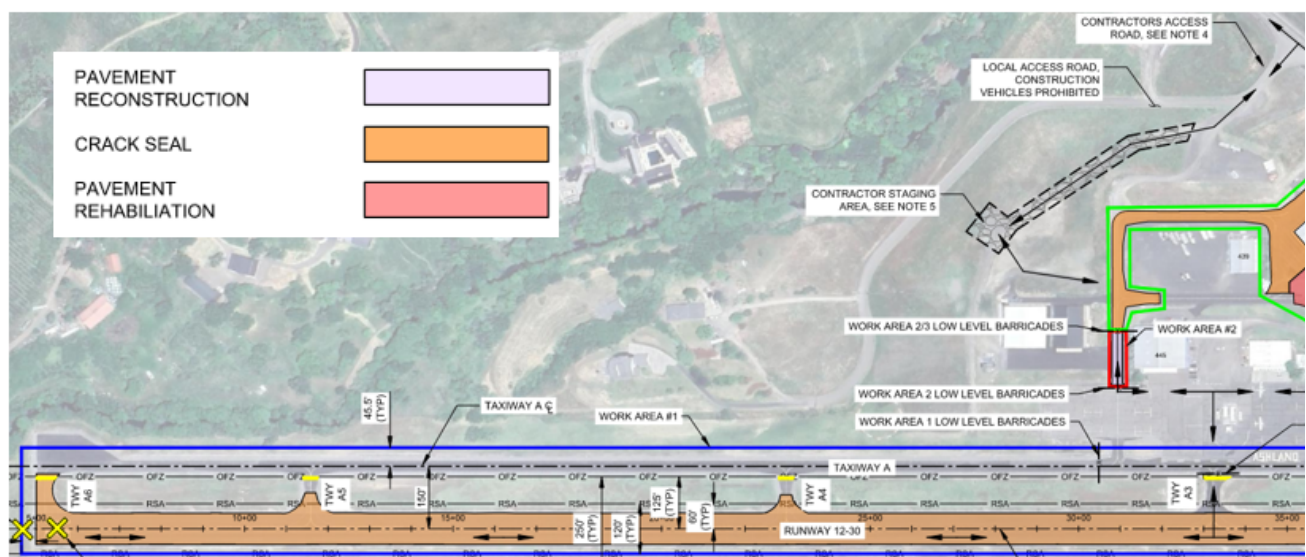
Staff has since applied for the FAA Airport Improvement Program (AIP) grant and the Airport Infrastructure Grant (AIG) to fund Phase 2 (Construction) of the Project based on the initial cost estimate developed by the consultant engineer. The project has been bid publicly and staff, along with the FAA, have an exact number for the construction and construction administration phases allowing the FAA to develop the final grant agreement documents for city signature.

Staff is requesting the Council authorize the City Manager to formally accept the final AIP and AIG grant offers from the FAA when received for Phase 2 of the Project. Staff expects a quick turnaround for the grant offers and in preparation of that, staff will bring forward the construction contracts to the City Council for approval at the June 16th Business Meeting.

Project Description:

The runway and taxilanes addressed by this Project exhibit extensive pavement distress, including weathering, various severities of cracking, and deterioration of existing crack and asphalt patching. The Project will include the rehabilitation of the runway and taxilanes, beginning with the removal of existing pavement markings, followed by crack repairs. Asphalt patching will be completed as needed, and approximately 38,200 square yards of existing pavement will receive a surface seal. Rock shoulders will be installed/reggraded to support the improved surfaces. In addition, the project includes complete reconstruction of Taxilane T03AS-01, which requires demolishing, over-excavating, and replacing about 400 square yards of pavement, as well as associated shoulder grading and restoration to meet standards. The extent of the Project is provided in Figure 1.

Figure 1. Plan for pavement rehabilitation and reconstruction at Ashland Municipal Airport.



STAFF RECOMMENDATION

Staff recommends Council authorize the City Manager to sign the final AIP and AIG Grant Acceptance documents based on the proposed 95% of project construction costs approval from the FAA and outlined in the



Council Business Meeting

fiscal implications section. This pre-approval will help staff facilitate a timely construction contract approval process that will allow construction to begin in early August.

FISCAL IMPACTS

The FAA has determined that this Project qualifies for funding and is expected to receive up to 95% support through FAA AIG and AIP grants. Based on recent solicitations, the anticipated Project costs and grant totals are:

- Contractor Low Bid: \$1,025,144.80
- Construction Management Fee: \$219,736
- Sponsor Administration: \$7,500
- Total Estimated Project Cost: \$1,252,380.80

At 95% participation, the City expects to receive **\$1,189,761.00 in FAA AIG/AIP funding**. The Sponsor match funds of **\$62,619.04** will be covered through a combination of:

- an existing grant from Oregon Department of Aviation for up to \$55,089, and
- airport revenues of approximately \$7,530.

Staff is currently coordinating with the FAA to determine the appropriate sequence for applying the anticipated and existing federal funding sources to the grant contract. Once received, the final grant agreement will be reviewed and approved by the City Legal Division prior to City Manager signature as a standard business practice.

As discussed above, staff has completed the solicitation for Phase 2 construction and construction management. Knife River Materials submitted the lowest responsive construction bid at \$1,025,144.80 and Century West Engineering proposed a construction management fee of \$219,736. After the grant acceptance, staff will bring the proposed Public Works Construction Contract and construction management Personal Services Contract to the June 16th Council meeting for approval.

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

I move to authorize the City Manager to sign the final AIP and AIG Grant documents from the Federal Aviation Administration.

REFERENCES & ATTACHMENTS

None





Council Business Meeting

Date: May 19, 2026

Agenda Item	Beach Creek Property Transfer to Trusted Homes
Department	Community Development
From	Linda Reid, Housing Program Manager

TIME ESTIMATE

5 minutes

CATEGORY

Action Needed - Motion to approve an action

SUMMARY

Council is requested to approve an extension of the Beach Creek RFP award and public property disposition timeline to allow transfer of the property by October 2026 due to delays in Trusted Homes receiving a LIFT funding award.

POLICIES, PLANS & GOALS SUPPORTED

Comprehensive Plan, Housing Element, Policy 12: Cooperate with for-profit and non-profit affordable housing providers in locating low- and moderate-income units in Ashland.

Housing Production Strategy 'Strategy A': Evaluate participating in or establishing a land bank.

Ashland Municipal Code 18.5.8.G.2 : 2. As an alternative to providing affordable units per section [18.5.8.050.G.1](#), above, the applicant may provide title to a sufficient amount of buildable land for development complying with subsection [18.5.8.050.G.1.b](#), above, through transfer to a non-profit (IRC 501(c)(3)) affordable housing developer or public corporation created under ORS [456.055](#) to [456.235](#).

- a. The land to be transferred shall be located within the project meeting the standards set forth in sections [18.5.8.050.G.5](#) and [18.5.8.050.G.6](#).
- b. All needed public facilities shall be extended to the area or areas proposed for transfer.
- c. Prior to commencement of the project, title to the land shall be transferred to the City, an affordable housing developer which must either be a unit of government, a non-profit 501(c)(3) organization, or a public corporation created under ORS [456.055](#) to [456.235](#).
- d. The land to be transferred shall be deed restricted to comply with Ashland's affordable housing program requirements.
- e. Transfer of title of buildable land in accordance with this subsection shall exempt the project from the development schedule requirements set forth in subsection [18.5.8.050.G.4](#).

BACKGROUND AND ADDITIONAL INFORMATION

At the regular business meeting on August 20, 2024, the City Council accepted the dedication of six residential lots to fulfill the remaining affordable housing obligation from the Beach Creek Annexation (PA-T3-2021-00003). The annexation required a total of eight deed-restricted affordable housing units. Two lots were previously dedicated to Rogue Valley Habitat for Humanity during Phase II of the subdivision and have been developed. The





Council Business Meeting

remaining six lots, four of which (Lots 43, 45, 46, and 47) have existing land use approvals for a cottage housing development, will allow for the construction of six to eight additional affordable ownership units.

At the time of the dedication, Council directed staff to develop a Request for Proposals (RFP) to identify a qualified non-profit housing provider to develop the six lots. Staff collaborated with the Housing and Human Services Advisory Committee (HHSAC) to prepare the RFP, incorporating committee recommendations before presenting it to Council for approval. The Council reviewed and approved the RFP issuance with amendments on February 18, 2025, and staff issued it on May 1, 2025. The RFP was posted on the City's website and social media and shared with interested non-profit housing providers. The submission period remained open for 45 days.

One application was received in response to the RFP from Trusted Homes. Prior to the close of the RFP period, staff had discussions with other local non-profit housing providers who indicated they were either at capacity with existing projects or were not in a position to respond due to uncertainties related to their federal funding streams. On June 26, 2025, the Housing and Human Services Advisory Committee reviewed the Trusted Homes proposal and voted to recommend awarding the Beach Creek lots to Trusted Homes for the development of affordable ownership housing over the next three years.

The Council reviewed the application at their regular meeting on July 15th 2025 and approved an award of the Beach Creek properties to Trusted Homes for the development of affordable ownership housing in conformance with the Affordable Planning requirements for the Beach Creek Subdivision and directed the City Manager to enter into a transfer agreement for the properties, contingent upon Trusted Homes securing a funding award from the State to finance the development.

Trusted homes submitted an application for the Local Innovation Fast Track (LIFT) Homeownership program for the Spring funding cycle in early 2026. In April, Trusted Homes was notified that their application was not funded at that time but instead was waitlisted and would receive priority in the Fall funding Cycle which will conclude in late September, early October 2026.

The award and transfer of the Beach Creek lots to Trusted Homes' was based on a timeline for activities that was dependent upon a grant award from a State of Oregon Program that provides funding for the development of housing for homeownership, called Local Innovation and Fast Track, (LIFT) funding. However, in the most recent Cycle, which ended in early April, Trusted Homes did not receive a funding award but was instead placed on a waitlist for funding. City Staff reached out to OHCS LIFT program staff, to gain some clarity on what being put on a wait list might mean for an applicant, and what the likelihood and timing for receiving funding in the near future might be. The City received a very favorable response regarding Trusted Homes' potential for receiving funding through that program in the near future, and through the next funding cycle, which will conclude in late September. The communication regarding LIFT funding is included as an attachment to this memo.

Should the Council decline to extend the timeline for transfer of the Beach Creek properties, ownership of the six lots would remain with the City and the current award to Trusted Homes would lapse. In that event, the City would need to initiate a new Request for Proposals process to identify and select another qualified affordable housing provider for development of the properties. Such a process would require preparation and issuance of a new RFP, an additional solicitation and review period, review and recommendation by the Housing and Human Services Advisory Committee, and subsequent Council consideration and award. As a result, transfer and development of the properties for affordable homeownership housing would likely be significantly delayed beyond the timeline currently anticipated under the proposed extension.

City staff is recommending that the Council provide an extension of the timeline for the award of the Beach Creek RFP and disposition of public property, to extend the transfer of the property to October 2026 due to this delay in the LIFT funding award to Trusted Homes.

FISCAL IMPACTS





Council Business Meeting

When the City made the award of the Beach Creek property to Trusted Homes, the City anticipated that the transfer of the property would take place a year from the time of the award, (July 2026). The City retaining ownership of the lots until such time as Trusted Homes is able to secure a funding award from the State to finance the development of affordable housing, which is now anticipated to be in October 2026. Extending the date of transfer will result in the City continuing to pay any homeowners' association (HOA) dues assessed on the six City owned lots. The HOA will not be able to assess dues until the HOA is formed. Once formed the HOA dues are estimated at \$58 per lot per month, however this amount does not include any special assessments. The City would also be responsible for the costs to maintain the six lots in weed-free condition.

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

I move to extend the timeline for the disposition of public property, to extend the transfer date of the Beach Creek property to October 2026 [or later] due to this delay in the LIFT funding award to Trusted Homes.

REFERENCES & ATTACHMENTS

1. Trusted Homes ltr April 2026
2. OHCS LIFT Correspondance





Memo to Council Re: Roots & Rooftops: Securing Permanent Affordability at the Beach Creek Development

To: City of Ashland

From: Trusted Homes

Re: Ashland Housing Trust Fund 2026 Application

Update submitted: April 8, 2026

Total Funding Request: \$75,000

I. Status Update

Trusted Homes has been waitlisted for state funding, which means that we are day-one applicants as soon as the September enrollment window opens. The Oregon Housing and Community Services staff has indicated that we had a very high score - in fact we scored much much higher than projects that ended up moving forward ahead of us. We are a very strong candidate for the September window. In the meantime, Trusted Homes is hard at work creating contingency financing plans for this and future projects, and working on a daily basis to ensure that we are 1) ready to build ASAP, 2) preparing qualified homeowners for our opportunity, and 3) building our internal structures to ensure long term stewardship is feasible.

Running in parallel, Trusted Homes is the key long term housing partner regarding the construction of 12-18 units on Ashland School District land, and another 10-12 at the Talent Gateway site.

II. Why Funding is Crucial Now

Even as we wait for the state funding to reopen, Trusted Homes is creating the partnerships, marketing materials, and legal structures that will be necessary to move this project forward. Each of these elements incurs costs - for instance the legal and insurance fees associated with the Trusted Homes at Beach Creek build (so that we are ready to receive land immediately upon receiving financing) may reach the \$10,000 mark (nonprofit insurance costs have skyrocketed). In addition, the next phase of LIFT funding requires the payment of around \$6,500 in fees - Trusted Homes will need the commitment of the City of Ashland to be prepared for the quick payment of such fees. We propose the immediate disbursement of the full amount of funding for 2026.

From: HO Development * HCS <HO.Development@HCS.oregon.gov>

Sent: Friday, April 3, 2026 8:33 AM

To: Linda Reid <linda.reid@ashland.or.us>

Subject: RE: LIFT Homeownership Program Waitlist

[EXTERNAL SENDER]

Good afternoon, Linda,

Thank you so much for reaching out to confirm what being on a waitlist means for our program as you work with Trusted Homes. Our LIFT program has been growing substantially over time, which unfortunately means that we receive far more applications than we can fund each year. Our awards are issued on a first-come, first-served basis, which means that most of our applicants apply on the first day we begin accepting applications, and ultimately the decision will come down to a set of tie-breaker criteria for applicants who apply on the first day. Applicants who are not selected are placed on a waiting list in case projects that were selected can't meet the remainder of our due diligence criteria or in case we receive more funding. Trusted Homes was placed in their current position on the waiting list, not due to any concerns with the application, but simply a matter of timing on the submission of the application which placed all of the Day 1 applications ahead of the project on the first-come, first-served selection process.

Our next round of funding will be available in September, at which time we will redo the waitlist. All the applicants currently on the waitlist will be treated as though they resubmitted their application on the first day of the offering, as well as any new applicants between now and that date. While I can't make any guarantees at this time, we believe that Trusted Homes has a strong chance of being selected in the September offering. This year we awarded funding to Day 1 applicants with a tie breaking score as low as 25 points, and Trusted Homes has a score that is significantly higher. In fact, Trusted Homes is one of the highest-scoring projects we received this year and would have been selected if not for the timing issue. If we receive similar quality submissions between now and September, we will be thrilled to be able to move forward with this project if there is any flexibility available in your own funding sources.

If Trusted Homes is selected in September, we would provide a formal Invitation to Complete Due Diligence that can be treated as a Letter of Intent from OHCS. The applicant would begin Due Diligence as soon as they would have the capacity to do so. I've attached a copy of our Attachment A, which details those requirements more thoroughly. September applicants would have until September 3, 2027, to complete Due

Diligence and until December 17, 2027 to close on the LIFT loan, but we can work as quickly as the applicant can to get their project approved and closed. The only delay we would have on our side would be that once the applicant completes Due Diligence, we would need to get approval from our Housing Stability Council, which only meets on the first Friday of every month, but as long as the project completed due diligence by roughly the 15th of the month, we can likely get them on the next agenda.

Thank you,



Jessica MacKinnon

Senior Homeownership Development Program Analyst

Homeownership Division

Oregon Housing & Community Services

725 Summer St NE, Suite B | Salem, OR 97301

Cell: 971.599.0582

jessica.mackinnon@hcs.oregon.gov

(she, her, hers)

From: Linda Reid <linda.reid@ashland.or.us>

Sent: Thursday, April 2, 2026 12:21 PM

To: HO Development * HCS <HO.Development@hcs.oregon.gov>

Subject: LIFT Homeownership Program Waitlist

Good afternoon,

I am writing in hopes of getting some clarification on the LIFT Homeownership program award waitlist. The City of Ashland has been working with Trusted Homes on the development of 6 affordable housing units in Ashland. We have a couple of grant awards to

that organization that are contingent upon them receiving funding to complete the development. Being put on a waitlist for lift funding puts these awards in flux, and I am hoping that someone from your department can provide some information regarding what it means for an organization's application to be waitlisted. If you are able to provide some information regarding the likelihood of receiving an award in this fiscal year/program year, or a potential timeline for receiving an award if an organization has been waitlisted.

Any information or insight you could provide would be greatly appreciated.

Thank you,

Linda

Linda Reid, MSW

Housing Program Manager

Pronouns she/her



City of Ashland

Community Development Department

20 E. Main, Ashland, Oregon 97520

541-552-2043 | TTY 800.735.2900

Linda.reid@ashland.or.us

This email transmission is official business of the City of Ashland, and it is subject to Oregon Public Records Law for disclosure and retention. If you have received this message in error, please contact me at (541) 552-2043. Thank you.



Council Business Meeting

Date: May 19, 2026

Agenda Item	Public Hearing and First Reading – Ordinance Language Change (Set #3) 1. 3299 AN ORDINANCE AMENDING AMNC 13.04 CONSTRUCTION, REPAIR AND ALTERATION OF SIDEWALKS, SECTION 13.04.020 DUTY TO REPAIR AND CLEAR SIDEWALKS 2. 3300 AN ORDINANCE AMENDING AMC SECTION 14.04.060 WATER CONNECTS OUTSIDE THE CITY LIMITS 3. 3301 AN ORDINANCE AMENDING AMC 14.08 SEWER SYSTEM - RATES, SECTION 14.08.030 CONNECTION OUTSIDE CITY, INSIDE URBAN GROWTH BOUNDARY AND SECTION 14.08.031 CONNECTION OUTSIDE URBAN GROWTH BOUNDARY 4. 3302 AN ORDINANCE RELATING TO WASTEWATER REGULATIONS AMENDING AMC 14.09 TO INCLUDE SECTION 14.09.030 & 14.09.040 5. 3303 AN ORDINANCE AMENDING AMC 15.04 BUILDINGS AND CONSTRUCTION, SECTION 15.04.210 DEMOLITION OR RELOCATION OF STRUCTURE 6. 3304 AN ORDINANCE AMENDING AMC 15.28 FIRE PREVENTION CODE
Department	Legal
From	Johan Pietila, City Attorney, Carmel Zahran, Assistant City Attorney, Jordan Rooklyn

TIME ESTIMATE

15 minutes

CATEGORY

Action Needed - Motion to approve an action

SUMMARY

This is the first reading of six ordinances to update the Ashland Municipal Code. Improvements largely fall into three categories (1) updating references to the proper authority, and (2) correct for stylistic clarifications.

POLICIES, PLANS & GOALS SUPPORTED

It is a good practice to update Code to align with current changes that occur in state and federal contexts, or adjust for operational efficiency. The specifics for each ordinance are more specifically addressed in the attachment.

BACKGROUND AND ADDITIONAL INFORMATION





Council Business Meeting

This past year, the City has made an effort to update outdated code. This is the third of several sets of proposed code updates.

3299 AN ORDINANCE AMENDING AMNC 13.04 CONSTRUCTION, REPAIR AND ALTERATION OF SIDEWALKS, SECTION 13.04.020 DUTY TO REPAIR AND CLEAR SIDEWALKS

- a. This ordinance clarifies that even when a public right of way (like a utility easement) lies in between a sidewalk and the property, the owner is still responsible for the sidewalk because it is all in the public right of way.

3300 AN ORDINANCE AMENDING AMC SECTION 14.04.060 WATER CONNECTS OUTSIDE THE CITY LIMITS

- a. This involves operational decision making that is better housed with the Public Works Director.

3301 AN ORDINANCE AMENDING AMC 14.08 SEWER SYSTEM - RATES, SECTION 14.08.030 CONNECTION OUTSIDE CITY, INSIDE URBAN GROWTH BOUNDARY AND SECTION 14.08.031 CONNECTION OUTSIDE URBAN GROWTH BOUNDARY

- a. The adjustments are updates that align with OAR 340-071-016. Regarding the 300 foot requirement, DEQ cannot issue a permit if a sewer main is within 300 feet of the property, subsection (i). Additionally, Jackson County no longer regulates septic, the Department of Environmental Quality does.

3302 AN ORDINANCE RELATING TO WASTEWATER REGULATIONS AMENDING AMC 14.09 TO INCLUDE SECTION 14.09.030 & 14.09.040

- a. Currently there isn't a code section related to prohibited wastewater discharges and this addition would allow some enforcement activities, specifically for fat/oil/grease discharges to the collection system that create blockages and require additional maintenance activities by the collections crew in order to stop wastewater overflows/spills.

3303 AN ORDINANCE AMENDING AMC 15.04 BUILDINGS AND CONSTRUCTION, SECTION 15.04.210 DEMOLITION OR RELOCATION OF STRUCTURES

- a. The proposed amendments streamline demolition and relocation regulations by clarifying permit requirements, updating definitions and standards, shifting decision making to the Community Development Director with appeals to a Hearings Officer, and modernizing notice and review procedures. The changes also remove outdated provisions and add flexibility in redevelopment requirements, including allowing replacement dwellings of any size.

3304 AN ORDINANCE AMENDING AMC 15.28 FIRE PREVENTION CODE

- a. Brings the ordinance up to the most current Oregon Fire Code and corrects grammatical and cross-reference corrections with the Fire code. Section 7 correctly names the Fire and Life Safety Division

FISCAL IMPACTS

There will be no fiscal impact to the City outside of staff time.

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS





Council Business Meeting

I move to approve First Reading of the following ordinances and schedule Second Reading during the June 2, 2026 Council meeting:

- **3299** AN ORDINANCE AMENDING AMNC 13.04 CONSTRUCTION, REPAIR AND ALTERATION OF SIDEWALKS, SECTION 13.04.020 DUTY TO REPAIR AND CLEAR SIDEWALKS **3283** AN ORDINANCE AMENDING AND UPDATING CHAPTER 2.29 – PUBLIC ART
- **3300** AN ORDINANCE AMENDING AMC SECTION 14.04.060 WATER CONNECTS OUTSIDE THE CITY LIMITS
- **3301** AN ORDINANCE AMENDING AMC 14.08 SEWER SYSTEM - RATES, SECTION 14.08.030 CONNECTION OUTSIDE CITY, INSIDE URBAN GROWTH BOUNDARY AND SECTION 14.08.031 CONNECTION OUTSIDE URBAN GROWTH BOUNDARY
- **3302** AN ORDINANCE RELATING TO WASTEWATER REGULATIONS AMENDING AMC 14.09 TO INCLUDE SECTION 14.09.030 & 14.09.040
- **3303** AN ORDINANCE AMENDING AMC 15.04 BUILDINGS AND CONSTRUCTION, SECTION 15.04.210 DEMOLITION OR RELOCATION OF STRUCTURE
- **3304** AN ORDINANCE AMENDING AMC 15.28 FIRE PREVENTION CODE

REFERENCES & ATTACHMENTS

1. May 19th Proposed Ordinance Changes
2. 3299 Amending 13.04 Section 13.04.020 Sidewalks
3. 3300 Amending 14.04.060 Water Connects Outside City Limits
4. 3301 Amending 14.08 Sewer System
5. 3302 Amending 14.09 Adding 14.09.030 and 14.09
6. 3303 Amending AMC 15.04 Buildings and Construction Section
7. 3304 Amending AMC 15.28 Fire Prevention Code_Draft ORD



Recommended Code Language Changes - Set 4

These language changes are substantive changes 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	ORD #
Fire				
15.28	An Ordinance Amending AMC 15.28 Fire Prevention Code	Except as specifically excluded or modified by this chapter, the City of Ashland adopts the 2022 2025 Oregon Fire Code and Appendices A through O N and Q through T , including any future amendments that may occur from time to time. SECTION 7: Inspections outside of normal business hours: The Wildfire and Community Risk Reduction Division Fire & Life Safety Division	(1) Brings ordinance up to the most current Oregon Fire Code. (2) Makes a few grammatical and x-reference corrections w/ Fire code (3) Section 7 correctly names the Fire and Life Safety Division	3304
CommDev				
15.04.210	An Ordinance Amending AMC 15.04 Buildings and Construction, Section 15.04.210 Demolition or Relocation of Structures	(1) Expands on the definition of an "Economic Viability Report" to more specifically address rehabilitation, market analysis, debris diversion plan and redevelopment plan. (2) Clarifies that building permits are still reqsd for demolition but not for another demolition permit under the specified exemptions, (3) Adjusts approval process; contests go to hearings officer and defers to court's process. (4) Removes defunct Remotion COmmittee, instead decisions to Comm Dev director	The proposed amendments streamline demolition and relocation regulations by clarifying permit requirements, updating definitions and standards, shifting decision making to the Community Development Director with appeals to a Hearings Officer, and modernizing notice and review procedures. The changes also remove outdated provisions and add flexibility in redevelopment requirements, including allowing replacement dwellings of any size.	3303
Public Works				
13.04.020	An Ordinance Amending AMC 13.04 Construction, Repair and Alteration of Sidewalks, Section 13.04.020 Duty to Repair and Clear Sidewalks	<u>Landowners whose property is adjacent to a street with a sidewalk must keep the sidewalk in good repair and remove any obstructions. This responsibility applies even when a public right-of-way lies between the sidewalk and the landowner's property.</u>	Clarifies that even when a public right of way (like a utility easement) lies in bewteen a sidewalk and the property, the owner is still responsible for the sidewalk bc it is all in the public right of way	3299
14.04	An Ordinance Amending AMC Section 14.04.060 Water Connects Outside the City Limits	When properties want water connection, the proposal shifts the authorization from Council to the Public Works Director	Water master planning accounts for development/annexation of all properties within the UGB from a supply standpoint. Involves operational decision making that is better housed with the Public Works Director.	3300
14.08	An Ordinance Amending AMC 14.08 Sewer System - Rates, Section 14.08.030 Connection Outside City, Inside Urban Growth Boundary and Section 14.08.031 Connection - Outside Urban Growth Boundary	14.08.030: (1) Shifts connecting to city sewer system inside and outside the UGB from the Council to the Public Works Director and (2) requires applicant to secure a statement from DEQ that the existing sewage system failed and no new permit will be issued. 14.08.031 - (1)Like .030, shifts authority to PW Director and (2) makes authority corrections as outlined in reason for change (3) removes that provision that it can only apply to buidlings completed on or before 1973	14.08.030 - Same reason asoutlined in 14.04 14.08.031 The adjustments are updates that align with OAR 340-071-016. Re the 300 ft rq, DEQ cannot issue a permit if a sewer main is within 300ft of the property, subsection (i). Also, Jackson County no longer regulates septic, the Department of Environmental Quality does.	3301
14.09	An Ordinance Relating to Wastewater Regulations Amending AMC 14.09 to Include Section 14.09.030 Prohibited Wastewater Discharges & 14.09.040 Permitted Wastewater Discharges	Regulating prohibited and permitted wastewater discharges.	Currently there isn't a code section related to prohibited wastewater discharges and this addition would allow some enforcement activities, specifically for fat/oil/grease discharges to the collection system that create blockages and require additonal maintenance activities by the collections crew in order to stop wastewater overflows/spills.	3302

ORDINANCE NO. 3299

AN ORDINANCE AMENDING AMNC 13.04 CONSTRUCTION, REPAIR AND ALTERATION OF SIDEWALKS, SECTION 13.04.020 DUTY TO REPAIR AND CLEAR SIDEWALKS

Annotated to show deletions and additions to the Ashland Municipal Code sections being modified. Deletions are ~~bold lined through~~, and additions are **bold underlined**.

WHEREAS, Article 2. Section 1 of the Ashland City Charter provides:

Powers of the City. The City shall have all powers which the constitutions, statutes, and common law of the United States and of this State expressly or impliedly grant or allow municipalities, as fully as though this Charter specifically enumerated each of those powers, as well as all powers not inconsistent with the foregoing; and, in addition thereto, shall possess all powers hereinafter specifically granted. All the authority thereof shall have perpetual succession.

THE PEOPLE OF THE CITY OF ASHLAND DO ORDAIN AS FOLLOWS:

SECTION 1. 13.04.020 **Duty to Repair and Clear Sidewalks** is amended as follows:

~~It is the duty of the owners of land adjoining any street to maintain in good repair and to remove obstructions from the adjacent sidewalk.~~

Landowners whose property is adjacent to a street with a sidewalk must keep the sidewalk in good repair and remove any obstructions. This responsibility applies even when a public right-of-way lies between the sidewalk and the landowner's property.

A. The owner of real property responsible for maintaining the adjacent sidewalk shall be primarily liable to any person injured because of any negligence of such person in failing to maintain the sidewalk in good condition.

B. If the City is required to pay damages for the injury to persons or property caused by the failure of the owner to perform the duty which this section imposes, such owner shall compensate the City for the amount of the damages thus paid, plus court costs and fees incurred by the City. The City may maintain an action in any court of competent jurisdiction to enforce the provisions of this Section. (Ord. 2223, amended, 1982; Ord. 1515 § 2, amended, 1967)

SECTION 2. Severability. Each section of this ordinance, and any part thereof, is severable, and if any part of this ordinance is held invalid by a court of competent jurisdiction, the remainder of this ordinance shall remain in full force and effect.

SECTION 3. Codification. Provisions of this Ordinance shall be incorporated in the City Code and the word “ordinance” may be changed to “code”, “article”, “section”, “chapter” or another

word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any Whereas clauses and boilerplate provisions (i.e. Sections 3-5) need not be codified and the City Recorder is authorized to correct any cross-references and any typographical errors.

The foregoing ordinance was first read by title only in accordance with Article X, Section 2(C) of the City Charter on the _____ day of _____, 2026, and duly PASSED and ADOPTED this _____ day of _____, 2026.

SIGNED and APPROVED this _____ day of _____, 2026.

ATTEST:

Alissa Kolodzinski, City Recorder

Tonya Graham, Mayor

Reviewed as to form:

Johan Pietila, City Attorney

ORDINANCE NO. 3300

AN ORDINANCE AMENDING AMC SECTION 14.04.060 WATER CONNECTS OUTSIDE THE CITY LIMITS

Annotated to show deletions and additions to the Ashland Municipal Code sections being modified. Deletions are ~~bold-lined through~~, and additions are **bold underlined**.

WHEREAS, Article 2. Section 1 of the Ashland City Charter provides:

Powers of the City. The City shall have all powers which the constitutions, statutes, and common law of the United States and of this State expressly or impliedly grant or allow municipalities, as fully as though this Charter specifically enumerated each of those powers, as well as all powers not inconsistent with the foregoing; and, in addition thereto, shall possess all powers hereinafter specifically granted. All the authority thereof shall have perpetual succession.

THE PEOPLE OF THE CITY OF ASHLAND DO ORDAIN AS FOLLOWS:

SECTION 1. 14.04.060 Water Connections Outside the City Limits are amended as follows:

- A. Except as provided herein, no premises located outside the City of Ashland may be connected to the City water system or make use of water obtained through a direct or indirect connection to the City water system.
- B. Premises outside the City may be connected to the City water system only as follows:
 1. Connections authorized by the Council prior to June 18, 1997.
 2. Connections authorized by the ~~Council~~ **Public Works Director** for City or other governmental facilities.
 3. Connections authorized by ~~the resolution of the Council~~ **Public Works Director** where the ~~Council~~ **Director** finds:
 - i. The connection is determined, at the ~~Council's~~ **Directors** discretion, to be in the best interest of the City of Ashland and to not be detrimental to the City's water facilities or resources.
 - ii. ~~The applicant secures, in writing, a statement from the Environmental Health Division, Health Department, Jackson County, Oregon, that the existing water system for the premises has failed.~~
 - iii. **ii.** The failed water system cannot feasibly be repaired or improved and there is no other feasible source of water for the premises.
 - iv. **iii.** An Ashland water main or line exists within 100 feet of the premises.
 - v. **iv.** The connection is to premises within the City's urban growth boundary.

C. Connections authorized under subsection B.3 above shall be made only after all the criteria in subsection B.3 and the following conditions have been met:

1. The applicant for water service pays the water connection fee for connections outside the City and the systems development charges established by the City.

2. In the event dwellings or buildings connected to the water system are subsequently replaced for any reason, then the replacement building or dwelling may continue to be connected to the water system of the City as long as the use of the water system will not be increased as determined by the Director of Public Works.

3. The applicant furnish to the City a consent to the annexation of the premises and a deed restriction preventing the partitioning or subdivision of the land prior to annexation to the City, signed by the owners of record and notarized so that it may be recorded by the City and binding on future owners of the premises. The cost of recording the deed restriction shall be paid by the property owner.

4. The property owner shall execute a contract with the City of Ashland which provides for: payment of all charges connected with the provision of water service to the property; compliance with all ordinances of the City related to water service and use; termination of service for failure to comply with such ordinances and that failure to pay for charges when due shall automatically become a lien upon the property. A memorandum of the contract shall be recorded in the county deed records with the cost of recording to be paid by the property owner.

D. The requirements of this section are in addition to, and not in lieu of, land use approvals and authorizations necessary for extraterritorial extension of water service required by Oregon law.

E. Any person who violates any provision of this chapter shall be punished as set forth in AMC 1.08.020, in addition to other legal and equitable remedies available to the City of Ashland, including restriction or termination of service. (Ord. 3144 § 1, amended, 05/16/2017; Ord. 3137, amended, 2017; Ord. 3029, amended, 08/03/2010)

SECTION 2. Severability. Each section of this ordinance, and any part thereof, is severable, and if any part of this ordinance is held invalid by a court of competent jurisdiction, the remainder of this ordinance shall remain in full force and effect.

SECTION 3. Codification. Provisions of this Ordinance shall be incorporated in the City Code and the word “ordinance” may be changed to “code”, “article”, “section”, “chapter” or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any Whereas clauses and boilerplate provisions (i.e. Sections 3-5) need not be codified and the City Recorder is authorized to correct any cross-references and any typographical errors.

The foregoing ordinance was first read by title only in accordance with Article X, Section 2(C) of the City Charter on the _____ day of _____, 2026, and duly PASSED and ADOPTED this _____ day of _____, 2026.

SIGNED and APPROVED this _____ day of _____, 2026.

ATTEST:

Alissa Kolodzinski, City Recorder

Tonya Graham, Mayor

Reviewed as to form:

Johan Pietila, City Attorney

ORDINANCE NO. 3301

AN ORDINANCE AMENDING AMC 14.08 SEWER SYSTEM - RATES, SECTION 14.08.030 CONNECTION OUTSIDE CITY, INSIDE URBAN GROWTH BOUNDARY AND SECTION 14.08.031 CONNECTION OUTSIDE URBAN GROWTH BOUNDARY

Annotated to show deletions and additions to the Ashland Municipal Code sections being modified. Deletions are ~~bold lined through~~, and additions are **bold underlined**.

WHEREAS, Article 2. Section 1 of the Ashland City Charter provides:

Powers of the City. The City shall have all powers which the constitutions, statutes, and common law of the United States and of this State expressly or impliedly grant or allow municipalities, as fully as though this Charter specifically enumerated each of those powers, as well as all powers not inconsistent with the foregoing; and, in addition thereto, shall possess all powers hereinafter specifically granted. All the authority thereof shall have perpetual succession.

THE PEOPLE OF THE CITY OF ASHLAND DO ORDAIN AS FOLLOWS:

SECTION 1. AMC Section 14.08.030 Connection Outside City, Inside Urban Growth Boundary is amended as follows:

An occupied dwelling or building located outside the City of Ashland and inside the urban growth boundary may be connected to the sewer system when such connection is determined by the ~~Ashland City Council~~ **Public Works Director** to be in the best interest of the City of Ashland and to not be detrimental to the City's sewerage facilities. Such connection shall be made only upon the following conditions:

- A. The applicant for sewer service pays the sewer connection fee and the systems development charges established by the City Council.
- B. The applicant pays the full cost of extending the City of Ashland sewer main or line to the property for which sewer service is being requested.
- C. ~~The applicant secures, in writing, statements from the appropriate regulatory authority that the existing sewage system has failed and that the provision of sewer by the City of Ashland does not conflict with the state and local laws, rules and regulations.~~
The applicant shall secure, in writing, a statement from the Department of Environmental Quality that the existing sewage system has failed and that no new permit will be issued for repair or replacement.
- D. The applicant furnishes to the City a consent to the annexation of the land, signed by the owners of record and notarized so that it may be recorded by the City and binding on future owners of the land.
- E. The applicant provides payment to the City, at the time of annexation, an amount equal to the current assessment for liabilities and indebtedness previously contracted by a public service district, such as Jackson County Fire District No. 5, multiplied by the number of years

remaining on such indebtedness, so that the land may be withdrawn from such public service districts in accord with ORS 222.520 and at no present or future expense to the City.

- F. The owner executes a deed restriction preventing the partitioning or subdivision of the land prior to annexation to the City.
- G. The land is within the Urban Growth Boundary.
- H. In the event of connecting a replacement dwelling or building to the sewer system, the connection does not increase use of the sewer system as determined by the Director of Public Works. (Ord. 3073, amended, 08/21/ 2012; Ord. 2861, amended, 10/03/2000)

SECTION 2. AMC Section 14.08.031 Connection Outside Urban Growth Boundary is amended as follows:

A. Premises located outside the urban growth boundary may be connected to the Ashland sewer system when such connection is determined **Ashland City Council Public Works Director** to be in the best interest of the City of Ashland and to not be detrimental to the City's sewage facilities. Such connection shall be made only upon the following conditions:

a. The applicant for sewer service pays the sewer connection fee and the systems development charges established by the City Council.

~~b. The connection is for the use and benefit of dwellings and buildings completed and existing on July 1, 1973.~~

~~c.~~ **b.** An Ashland sewer main or line exists with ~~100~~ **300** feet of the premises. No main or lines will be extended to serve properties outside of the Ashland Urban Growth Boundary.

~~d.~~ **c.** **In accordance with all relevant OAR's, the** ~~The~~ applicant shall secure, in writing, ~~a~~ statements from ~~Jackson County~~ **the Department of Environmental Quality** that the existing sewage system has failed and that ~~the provision of sewer by the City of Ashland does not conflict with the Jackson County Comprehensive Plan support documents, rules or regulations~~ **no new permit will be issued for repair or replacement.**

~~e.~~ **d.** The property owner shall execute a deed restriction on the property that states that no further buildings or additions to existing buildings shall be connected to the sewer service.

~~f.~~ **e.** The property owner shall execute a contract with the City of Ashland which provides for payment of all charges connected with the provision of sewer service to the property; compliance with all ordinances of the City related to sewer service and that failure to pay for charges when due shall automatically become a lien upon the property. A memorandum of the contract shall be recorded in the county deed records with the cost of recording to be paid by the property owner.

~~B. The City Council may also provide sewer service outside the urban growth boundary by special contract under such terms and conditions the Council deems appropriate when such connection is in the best interest of the City. (Ord. 2704, amended, 1993)~~

SECTION 3. Severability. Each section of this ordinance, and any part thereof, is severable, and if any part of this ordinance is held invalid by a court of competent jurisdiction, the remainder of this ordinance shall remain in full force and effect.

SECTION 4. Codification. Provisions of this Ordinance shall be incorporated in the City Code and the word “ordinance” may be changed to “code”, “article”, “section”, “chapter” or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any Whereas clauses and boilerplate provisions (i.e. Sections 3-5) need not be codified and the City Recorder is authorized to correct any cross-references and any typographical errors.

The foregoing ordinance was first read by title only in accordance with Article X, Section 2(C) of the City Charter on the _____ day of _____, 2026, and duly PASSED and ADOPTED this _____ day of _____, 2026.

SIGNED and APPROVED this _____ day of _____, 2026.

ATTEST:

Alissa Kolodzinski, City Recorder

Tonya Graham, Mayor

Reviewed as to form:

Johan Pietila, City Attorney

ORDINANCE NO. 3302

AN ORDINANCE RELATING TO WASTEWATER REGULATIONS AMENDING AMC 14.09 TO INCLUDE SECTION 14.09.030 & 14.09.040

Annotated to show deletions and additions to the Ashland Municipal Code sections being modified. Deletions are ~~bold lined through~~, and additions are **bold underlined**.

WHEREAS, Article 2. Section 1 of the Ashland City Charter provides:

Powers of the City. The City shall have all powers which the constitutions, statutes, and common law of the United States and of this State expressly or impliedly grant or allow municipalities, as fully as though this Charter specifically enumerated each of those powers, as well as all powers not inconsistent with the foregoing; and, in addition thereto, shall possess all powers hereinafter specifically granted. All the authority thereof shall have perpetual succession.

WHEREAS, The City desires to create section 14.09.030 of the Ashland Municipal Code:
Prohibited Wastewater Discharges

WHEREAS, The City desires to create section 14.09.040 of the Ashland Municipal Code:
Permitted Wastewater Discharges

THE PEOPLE OF THE CITY OF ASHLAND DO ORDAIN AS FOLLOWS:

SECTION 1. 14.09.030 Prohibited Wastewater Discharges

No person or business shall discharge or cause to be discharged into the municipal wastewater collection system any substances, materials, or waters that could harm, obstruct or interfere with the system, including but not limited to the following:

- A. **Stormwater, surface water, groundwater, roof runoff, subsurface drainage, or foundation drains.**
- B. **Flammable or explosive liquids, solids, or gases.**
- C. **Solid or viscous substances in quantities or sizes capable of causing obstruction to flow or interference with proper operation of the system.**
- D. **Toxic, poisonous, or hazardous substances in sufficient quantity to injure or interfere with the wastewater collection system, treatment processes, or receiving waters.**
- E. **Any discharge in violation of applicable state or federal pretreatment standards.**
- F. **Any illicit discharge of fats, oils, and grease (FOG), whether of animal, vegetable, or petroleum origin, in quantities that may cause obstruction, blockages, interference, or pass-through within the municipal wastewater collection system.**
- G. **Any substances directly discharge into a manhole or other opening in a public sewer other than through an approved building sewer, unless person or Business has been**

issued a wastewater discharge permit by the city designating the discharge substance and discharge location.

- H. Discharge of pool water or similar recreational water when (1) the amounts are greater than 30,000 gallons or (2) the water contains chlorine, bromine, algaecides or other disinfectants that may interfere with wastewater treatment.

SECTION 2. 14.09.040 Wastewater Discharges Requiring Authorization

- A. Conditions for Authorization. The City may grant written authorization for discharges to the wastewater collection system from the restrictions set forth in AMC 14.09.030 when the applicant submits a complete application to the Office of Public Works and meets the following minimum requirements:
1. Residual disinfectant concentrations are within the following ranges:
 - i. Total Residual Chlorine (TRC): ≤ 0.1 mg/L
 - ii. Total Bromine Residual (TBR): ≤ 3 ppm
 - iii. The pH shall not be less than 6.0 nor greater than 9.0
 2. Swimming pool or similar recreational water, including filter backwash, is discharged to the sanitary sewer only. Alternative discharge methods are prohibited unless the City provides express written approval, in compliance with Department of Environmental Quality practices.
 3. The proposed discharge method, rate, and location will not cause flooding or damage to the wastewater system
 4. Required supporting documentation, including certified laboratory test results, a site-specific discharge plan, and any other information requested by the City, has been provided.
- B. Grounds for denial. Authorization will be denied if the applicant fails to meet any conditions set forth in this chapter, provides incomplete or falsified information, or proposes a discharge that threatens public health, the wastewater system, or environmental regulations.
- C. Application process. Applications for authorization must be submitted to the Office of Public Works on forms prescribed by the City. The City will review complete applications and notify the applicant of approval, approval with conditions, or denial within a reasonable time.

14.09.050 Wastewater Obligations of Food Servicers

- A. Food service establishments shall install, operate, and maintain grease interceptors or grease traps. Such devices shall be properly sized, located, and maintained in accordance with Plumbing code standards, manufacturer specifications, and applicable state and federal regulations. Failure to install or properly maintain a required grease interceptor or trap shall constitute a violation of this Chapter.

14.09.060 Penalties

- A. **Unauthorized discharges are subject to enforcement actions, including fines, cost recovery, and termination of permitting or services, if applicable.**
- B. **Any person who violates Chapter 14.09 – Sewer System Regulation is subject to a Class A violation, as provided under Ashland Municipal Code, Chapter 1.08.030.**

ORDINANCE NO. 3303

AN ORDINANCE AMENDING AMC 15.04 BUILDINGS AND CONSTRUCTION, SECTION 15.04.210 DEMOLITION OR RELOCATION OF STRUCTURES

Annotated to show deletions and additions to the Ashland Municipal Code sections being modified. Deletions are ~~bold lined through~~, and additions are **bold underlined**.

WHEREAS, Article 2. Section 1 of the Ashland City Charter provides:

Powers of the City. The City shall have all powers which the constitutions, statutes, and common law of the United States and of this State expressly or impliedly grant or allow municipalities, as fully as though this Charter specifically enumerated each of those powers, as well as all powers not inconsistent with the foregoing; and, in addition thereto, shall possess all powers hereinafter specifically granted. All the authority thereof shall have perpetual succession.

THE PEOPLE OF THE CITY OF ASHLAND DO ORDAIN AS FOLLOWS:

SECTION 1. 15.04.210 Demolition or Relocation of Structures is amended as follows:

A. For purposes of AMC 15.04.210 through 15.04.216, the following terms, phrases, words and their derivations mean:

1. *Demolition.* To raze, destroy, dismantle, or any act or process that may cause partial or total destruction of a structure where less than sixty (60) percent of the structure's external walls will be retained in place; or where less than a **fifty (50) percent majority** of the facade will remain.

2. *Facade.* The front or principal face(s) of a building, excluding an attached garage of a ~~residential~~ structure, sometimes distinguished from the other faces by elaboration of architectural or ornamental details and often serving as the primary entrance.

~~**Economic Viability Report.** A study that concludes that rebuilding the structure offers greater long-term economic benefits compared to restoration. These benefits include higher market value, increased building equity, improved operational efficiency, and reduced maintenance costs, making rebuilding not only the more financially sound choice but also the more sustainable and energy efficient one.~~

3. Economic Viability Report: A study which demonstrates whether rehabilitation of the existing building would or would not make the current or future use generate a reasonable economic return. To make this assertion an application for demolition approval shall contain the following information:

- i. **The existing building value;**
- ii. **A rehabilitation report that itemizes the cost to rehabilitate the building to correct construction deficiencies. For purposes of this report, rehabilitation costs shall be limited to structural, mechanical, electrical, and plumbing systems necessary to bring the building into compliance with applicable codes and to ensure safe occupancy. Costs**

associated with cosmetic improvements, aesthetic upgrades, or discretionary renovations shall not be included.;

- iii. A market analysis that demonstrates the expected market value of the property following rehabilitation.
- iv. Debris diversion plan showing construction and demolition materials are salvaged to the greatest extent feasible and diverted from the waste stream.
- v. Redevelopment Plan for the site that details the nature, appearance and location of the replacement or rebuilt structure.

4. Hearings Officer: This section adopts the definition as applied in the Ashland Municipal Code, Chapter 2.30, Uniform Administrative Appeals Process.

5. Director: Community Development Director

B. Except as provided in subsection D of this section, a permit is required before any structure, or part of a structure as defined in subsection A.1 of this section, can be demolished or relocated. The permit fees for demolition or relocation of a structure will be set by resolution of the Council.

C. Exemption to separate demolition/relocation permit requirements - a building permit is always required to demolish or relocate a structure regardless of its exempt status under this section. However, ~~no~~ a separate demolition or relocation permit is not required and is exempt from the requirements of 15.04.210 to 15.04.216 when the following conditions apply:

- 1. ~~For The~~ structures ~~of is less than~~ 500 square feet or less in size.
- 2. For relocation of a structure upon the same lot.
- 3. ~~To demolish The demolition of~~ a building declared to be dangerous under ~~the Uniform Code for the Abatement of Dangerous Buildings pursuant to AMC 15.04.010.B~~ the definitions outlined in 15.04.205 "Dangerous Buildings Defined" when determined by the Building Official that the building or structure is not practical to repair and can be exempt from the requirements of providing an Economic Viability Report and redevelopment plan.

D. In addition to the enforcement provisions of this title, the City Attorney may or, upon order of the City Council, shall immediately commence action or proceedings for the prevention of the demolition or relocation of a structure in the manner provided by law, and may take such other steps and apply to such courts as may have jurisdiction to grant such relief as will prevent the demolition, moving, removal, or damage to a building or structure, or using property contrary to the provisions of this title. The remedies provided for in this section shall be cumulative and not exclusive.

1. For any demolition or relocation in violation of AMC 15.04.210 through 15.04.216, the court shall also have the authority to order the person convicted of the violation to rebuild or restore the structure to its appearance prior to the demolition or to move and restore the building to its original site.

2. For any flagrant violation, the court may impose a fine up to and including the assessed market value of the structure demolished or relocated. A flagrant violation is an act by a person who, after being notified of a violation, intentionally continues it. (Ord. 3238, amended, 06/18/2024; Ord. 2925, amended, 04/18/2006; Ord. 2858, amended, 06/20/2000)

SECTION 2. 15.04.212 Demolition Review Committee is Repealed in its entirety.
~~The Demolition Review Committee shall be the same as the Board of Appeals as established in AMC 15.04.200. (Ord. 3238, amended, 06/18/2024; Ord. 2925, amended, 4/18/2006; Ord. 2878, amended, 12/04/2001; Ord. 2866, amended, 02/06/2001; Ord. 2858, amended, 06/20/2000; Ord. 2852, added, 01/21/2000)~~

SECTION 3. 15.04.214 Approval Process is amended as follows:

Applications for demolition or relocation permits will be processed as follows:

A. A complete application must be submitted to the Building Official **and the Community Development Director** and must include all of the required information for the specific action requested. The application must be signed by one (1) or more property owners of the property where the structure is located. The application must be accompanied by the appropriate application fee.

1. The Building Official will review the application to determine if the structure meets any of the exemptions outlined in AMC 15.04.210 C. If the proposed structure does not meet any of the exemptions, then the Director or designee will review the application.

B. Within fourteen (14) days after receipt of a complete application, the ~~Building Official~~ **Director or designee** will approve, approve with conditions, or deny the application unless such time limitation is extended with the consent of the applicant. Notice of the decision of the ~~Director~~ **Building Official** will be mailed to the applicant within seven (7) days of the decision.

C. If the application is approved, ~~or if the application is denied and the applicant desires a hearing before the Demolition Review Committee~~, the **City shall** ~~applicant must~~ post and publish a notice of the decision. The notice must be posted on the property in such a manner as to be clearly visible from a public right-of-way and be posted within five (5) business days of the date the applicant received the decision. In addition, the notice must be ~~published in a newspaper of general circulation~~ **made available to the public by posting on the city website or local online news outlets within the City at least seven (7) days to meet the minimum written noticing requirements outlined in the Administrative Appeals Process in AMC 2.30.020. If there are no appeals within the 10 day notification, the approval will be considered final. prior to the date requests for hearing must be filed**

D. ~~If the application is denied, the~~ **If the application is denied, the** applicant or any person may request a hearing before the ~~Demolition Review Committee~~ **Hearings Officer** by filing a request for a hearing. ~~with the~~

Building Official with the Director. The request for a hearing must: be in accordance with the Administrative Appeals Process outlined in AMC 2.30.020

1. Be in writing and be filed within ten (10) days of the date of the decision, if the request is by the applicant. Otherwise the request must be filed within ten (10) days of the date the notice is posted or seven (7) days after the notice is published, whichever date is later.

2. Contain the specific grounds for which the decision should be reversed or modified, based on the applicable demolition or relocation standards.

E. The following information is required to be contained in the notices required by this section:

1. Notice of the decision by the Building Official described in subsection B of this section is to contain the following information:

a. The decision of the Building Official and the date of the decision;

b. The requirements of the applicant for posting and publishing notice of the decision;

c. A statement that no hearing will be held before the Demolition Review Committee unless specifically requested;

d. A statement that a request for a hearing by the applicant must be made within ten (10) days of the date the applicant received the decision and that a request for a hearing must include:

(1) The name and address of the applicant;

(2) The file number of the demolition or relocation application; and

(3) The specific grounds for which the decision should be reversed or modified, based on the applicable demolition or relocation standards;

2. The posted and published notices described in subsection C of this section must contain:

a. A brief description of the approval and the application file number;

b. The phone number and address of the Building Official;

c. The date the notice was posted; and

d. A statement that anyone who objects to the approval must file a request for a hearing, on a form furnished by the Building Official, by a date not more than ten (10) days from the date the notice was posted or seven days from the date the notice was published in the newspaper, whichever date is later.

F. If a request for a hearing is timely received, the Demolition Review Committee will conduct a hearing at least fifteen (15) days, but not more than thirty (30) days, from the date of the request.

G. Notice for hearings before the Demolition Review Committee will be published in a daily newspaper of general circulation within the City at least ten (10) days prior to the hearing and mailed to the applicant or authorized agent at least ten (10) days prior to the hearing. In addition, a notice must be posted on the property by the applicant in such a manner as to be clearly visible from a public right of way at least ten (10) days prior to the date of the hearing. The applicant must certify, for the record of the hearing, that the posting was accomplished. The posted notice must contain a brief description of the proposal, the time, date and place of the hearing, and the phone number and address for contact with the Building Official.

H. Within fifteen (15) days of the hearing, or within fifteen (15) days of the receipt of the report described in AMC 15.04.216.A.1 is received, whichever date is later, the Demolition Review Committee shall issue its decision in writing and mail it to the applicant and all persons who appeared and spoke at the hearing;

I. The decision of the Demolition Review Committee may be appealed to the City Council by the applicant or someone who spoke at the hearing. In addition, the City Council may review the decision on its own motion. The decision is appealed by filing a notice of appeal with the City Manager. The appeal fee, as set by resolution of the City Council, must accompany the notice of appeal. The appeal must be filed within fifteen (15) days of the date the decision of the committee is mailed. The appeal notice must contain:

1. The appellant's name and address;
2. A reference to the decision sought to be reviewed;
3. A statement that the appellant is the applicant or someone who appeared and testified at the hearing;
4. The date of the decision being appealed; and
5. The specific grounds for which the decision should be reversed or modified, based on the applicable standards;

J. The notice of appeal, together with notice of the date, time and place of the hearing on the appeal by the Council, will be mailed to those who appeared at the hearing before the Demolition Review Committee at least twenty (20) days prior to the hearing. The appeal before the Council shall be a de novo hearing based solely on the evidence in the record made before the Demolition Review Board. The applicant shall have the burden to prove the standards have been met. The Council may affirm, reverse or modify the decision and may approve or deny the request, or grant approval with conditions. The City Council shall make findings and conclusions, and make a decision based on the record before it as justification for its action. The City Council shall cause copies of a final order to be sent to all persons participating in the appeal. (Ord. 3238, amended, 06/18/2024; Ord. 3192 § 114, amended, 11/17/2020; Ord. 2925, amended, 04/18/2006; Ord. 2858, amended, 06/20/2000; Ord. 2852, added, 01/21/2000)

SECTION 4. 15.04.216 Demolition and Relocation Standards is amended as follows:

A. For demolition or relocation of structures erected more than forty-five (45) years prior to the date of the application:

1. The applicant must demonstrate that either subsection A.1.a or A.1.b of this section applies:
 - a. The structure cannot be rehabilitated or reused on site as part of any economically beneficial use of the property. In determining whether an economically beneficial use can be made of the property, the **Director Demolition Review Committee** may require the applicant to:

(1) Furnish an ~~economic feasibility~~ **Economic Viability Report** report prepared by an architect, developer, or appraiser, or other person who is experienced in rehabilitation of buildings that addresses the estimated market value of the property on which the building lies, both before and after demolition or removal;
~~or~~

~~(2) Market the property utilizing a marketing plan approved by the Demolition Review Committee or by advertising the property in the Ashland Daily Tidings or Medford Mail Tribune at least eight (8) times and at regular intervals for at least ninety (90) days and by posting a for sale sign on the property, four (4) to six (6) square feet in size and clearly visible from the street, for the same ninety (90) day period.~~

b. The structure proposed for demolition is structurally unsound despite efforts by the owner to properly maintain the structure; **and has been declared by the Building Official to be a dangerous building as defined in AMC 15.04.205**

2. In addition to subsection A.1.a or A.1.b of this section, the applicant must also:

a. Submit a redevelopment plan for the site that provides for a replacement or rebuilt structure for the structure being demolished or relocated. The replacement or rebuilt structure must be a minimum of 1,000 square feet, unless the structure being demolished or relocated is less than 1,000 square feet. If the structure is less than 1,000 square feet, the replacement structure must be a minimum of 500 square feet. **Notwithstanding the above, when an existing dwelling unit is removed, it may be replaced with a dwelling unit of any size.** The redevelopment plan must indicate in sufficient detail the nature, appearance and location of all replacement or rebuilt structures. No replacement structure is required, however, if:

(1) The applicant agrees to restrict the property to open space uses and a finding is made that such restriction constitutes a greater benefit to the neighborhood than redevelopment would; or

(2) The structure being demolished or relocated is a nonhabitable accessory structure.

b. Demonstrate, if the application is for a demolition, the structure cannot be practicably relocated to another site.

3. If a permit is issued and the redevelopment plan:

a. Requires a site review permit, no demolition or relocation may occur until the site review permit has been issued, unless the site is restricted to open space uses as provided in subsection A.2 of this section.

b. Does not require a site review permit, no demolition or relocation may occur until the building permit has been issued for the replacement or rebuilt structure, unless the site is restricted to open space uses as provided in subsection A.2 of this section.

4. ~~The Demolition Review Committee~~ **The Director** may require the applicant to post with the City a bond, or other suitable collateral as determined by the City Manager, ensuring the safe demolition of the structure and the completed performance of the redevelopment plan.

B. For demolition or relocation of structures erected less than forty-five (45) years from the date of the application:

1. The applicant:

a. Has the burden of proving the structure was erected less than forty-five (45) years from the date of the application. Any structure erected less than forty-five (45) years from the date of the application, which replaced a structure demolished or relocated under this section, shall be considered a structure subject to the standards in this section.

b. Must submit a redevelopment plan for the site that provides for a replacement or rebuilt structure being demolished or relocated. The replacement or rebuilt structure must be a minimum of 1,000 square feet, unless the structure being demolished or relocated is less than 1,000 square feet. If the structure is less than 1,000 square feet, the replacement structure must be a minimum of 500 square feet. **Notwithstanding the above, when an existing dwelling unit is removed, it may be replaced with a dwelling unit of any size.** The redevelopment plan must indicate in sufficient detail the nature, appearance and location of all replacement or rebuilt structures. No replacement structure is required, however, if:

(1) The applicant agrees to restrict the property to open space uses and a finding is made that such restriction constitutes a greater benefit to the neighborhood than redevelopment would; or

(2) The structure being demolished or relocated is a nonhabitable accessory structure.

2. If a permit is issued and the redevelopment plan:

a. Requires a site review permit, no demolition or relocation may occur until the site review permit has been issued, unless the site is restricted to open space uses as provided in this subsection B.

b. Does not require a site review permit, no demolition or relocation may occur until a building permit has been issued for the structure or structures to be replaced or rebuilt, unless the site is restricted to open space uses as provided in this subsection B.

C. For any demolition approved under this section, the applicant is required to salvage or recycle construction and demolition debris, in accordance with a demolition debris diversion plan that complies with the requirements adopted by the Demolition Review Committee. The applicant shall submit such a plan with the application for demolition.

For any relocation approved under this section, the applicant must also comply with the provisions of AMC 15.08. (Ord. 3238, amended, 06/18/2024; Ord. 3192 § 115, amended, 11/17/2020; Ord. 2925, amended, 04/18/2006; Ord. 2891, amended, 11/19/2002; Ord. 2858, amended, 06/20/2000; Ord. 2852, added, 01/21/2000)

SECTION 5. Severability. Each section of this ordinance, and any part thereof, is severable, and if any part of this ordinance is held invalid by a court of competent jurisdiction, the remainder of this ordinance shall remain in full force and effect.

SECTION 6. Codification. Provisions of this Ordinance shall be incorporated in the City Code and the word “ordinance” may be changed to “code”, “article”, “section”, “chapter” or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any Whereas clauses and boilerplate provisions (i.e. Sections 3-5) need not be codified and the City Recorder is authorized to correct any cross-references and any typographical errors.

The foregoing ordinance was first read by title only in accordance with Article X, Section 2(C) of the City Charter on the _____ day of _____, 2026, and duly PASSED and ADOPTED this _____ day of _____, 2026.

SIGNED and APPROVED this _____ day of _____, 2026.

ATTEST:

Alissa Kolodzinski, City Recorder

Tonya Graham, Mayor

Reviewed as to form:

Johan Pietila, City Attorney

ORDINANCE NO. 3304

AN ORDINANCE AMENDING AMC 15.28 FIRE PREVENTION CODE

Annotated to show deletions and additions to the Ashland Municipal Code sections being modified. Deletions are ~~bold-lined through~~, and additions are **bold underlined**.

WHEREAS, Article 2. Section 1 of the Ashland City Charter provides:

Powers of the City. The City shall have all powers which the constitutions, statutes, and common law of the United States and of this State expressly or impliedly grant or allow municipalities, as fully as though this Charter specifically enumerated each of those powers, as well as all powers not inconsistent with the foregoing; and, in addition thereto, shall possess all powers hereinafter specifically granted. All the authority thereof shall have perpetual succession.

THE PEOPLE OF THE CITY OF ASHLAND DO ORDAIN AS FOLLOWS:

SECTION 1. 15.28 Fire Prevention Code is amended as follows:

- 15.28.010 Adoption of Oregon Fire Code
- 15.28.020 Establishment of Duties
- 15.28.030 Definitions
- 15.28.050 Fire Protection System Maintenance
- 15.28.060 Restricted Uses During Fire Season
- 15.28.070 City of Ashland Modifications to the Oregon Fire Code – ~~2022~~ **2025** Edition
- 15.28.090 New materials, processes or occupancies – Permits required
- 15.28.100 Penalties
- 15.28.110 Severability
- 15.28.120 Firefighting Outside City – Authorized
- 15.28.130 Firefighting outside City – Resources
- 15.28.150 Plan Review/Permits – Fees
- 15.28.160 Code Compliance Inspection/Fees
- 15.28.170 Cost Recovery Fees

SECTION 2. 15.28.010 Adoption of Oregon Fire Code

Except as specifically excluded or modified by this chapter, the City of Ashland adopts the ~~2022 currently adopted~~ Oregon Fire Code and Appendices A through ~~O N and Q through T~~, **including any future amendments that may occur from time to time.** It ~~which~~ will be referred to in the Ashland Municipal Code as the Oregon Fire Code (“OFC”). One (1) copy of the Oregon Fire Code and appendices shall be filed in the office of the City Recorder. (Ord. 3233, amended, 04/02/2024; Ord. 3218 § 1, amended, 04/04/2023; Ord. 3186, amended, 01/ 21/2020; Ord. 3161 § 1, amended, 02/05/2018; Ord. 3104, amended, 2014; Ord. 3037, amended, 09/07/2010; Ord. 2944, amended, 11/06/2007; Ord. 2929, amended, 08/18/2006; Ord. 2925, amended, 04/18/2006; Ord. 2921, amended, 01/05/2006)

SECTION 3. 15.28.020 Establishment of Duties

The Oregon Fire Code shall be enforced by the Fire Code Official as defined by the Oregon Fire Code. (Ord. 3233, amended, 04/02/2024; Ord. 3218 § 2, amended, 04/04/2023; Ord. 3186, amended, 01/21/2020; Ord. 2929, amended, 08/18/2006; Ord. 2925, amended, 04/18/2006; Ord. 2921, amended, 01/05/2006)

SECTION 4. 15.28.030 Definitions

The following definitions govern the construction of this chapter:

- A. "Jurisdiction," as used in the Oregon Fire Code, means the City of Ashland ("Ashland").
- ~~B. "Department of Fire Prevention," as used in the Oregon Fire Code, means~~
"Wildfire and Community Risk Reduction Division." Fire & Life Safety Division
- C. "Fire Code Official," as used in the Oregon Fire Code, means the Fire Chief or designee.
- D. "Apparatus cost" means the standardized cost, including repairs and depreciation, for the use of Ashland Fire and Rescue ("AF&R") and public works apparatus or equipment, as set forth in adopted regulations of the State Fire Marshal or in City resolution, and the cost for the use of apparatus or equipment of another jurisdiction which may respond to an incident pursuant to statute or intergovernmental agreement.
- E. "Direct costs" means those costs of supplies, apparatus and labor incurred by the City or another jurisdiction in responding to an incident and as may be set forth in adopted regulations of the State Fire Marshal or in City resolution.
- F. "Direct fire or rescue services" means any service provided by employees of the City (1) to a person whose person or property is injured or threatened with injury; or (2) to a person whose property has injured or threatens to injure another person or another person's property, for which a charge is not otherwise imposed under this code. "Direct fire or rescue services" includes, but is not limited to, the suppression of fires, the rescue of persons or property, the provision of medical assistance, and containment and cleanup of hazardous materials.
- G. "Indirect costs" means those costs that are set forth in adopted regulations of the State Fire Marshal or in City resolution, and which are the product of the State "average response availability rate" and the time spent responding to an incident, together with the State "average support services cost per incident," as defined by the State Fire Marshal.
- H. "General costs" means direct or indirect costs that are not attributable to any particular person who received direct fire and rescue services.
- I. "Gross negligence" means conduct with conscious indifference to or reckless disregard of the rights of others.
- J. "Labor costs" means the compensation paid by the City to its employees, including but not limited to base pay, overtime pay and fringe benefits, during the time spent responding to an incident.
- K. "Fire prevention organization" (FPO) means the organization or the individual, within the City of Ashland or otherwise delegated, that has the authority to provide

fire prevention, inspection and code enforcement, plan review, investigation, and fire and life safety education.

L. *Occupancy Classification.*

1. *Low-Risk Occupancy.* An occupancy that has a history of low frequency of fires and minimal potential for loss of life or economic loss. Examples of low-risk occupancies could include storage, mercantile, and business.
2. *Moderate-Risk Occupancy.* An occupancy that has a history of moderate frequency of fires or a moderate potential for loss of life or economic loss. Examples of moderate-risk occupancies could include ambulatory health care and industrial occupancies that do not maintain, store, use, or handle hazardous materials in excess of exempt amounts.
3. *High-Risk Occupancy.* An occupancy that has a history of high frequency of fires, high potential for loss of life or economic loss, or that has a low or moderate history of fires or loss of life but the occupants have a high dependency on the built-in fire protection features or staff to assist in evacuation during a fire or other emergency. Examples of high-risk ~~occupancies~~ occupancies could include multiple-family dwellings, high-rise buildings, hotels, dormitories, lodging and rooming, assembly, ~~child-care~~ childcare, detention, educational, health care, and industrial.
4. *Critical Infrastructure.* The assets, systems, and networks, whether physical or virtual, that are so vital to the community that their damage or destruction would have a debilitating effect. Examples of critical infrastructures could include water treatment plant, special structures, public safety buildings, and power plants.

M. "Railroad right-of-way" means a right-of-way used for rail transportation.

N. "Scope" establishes the organization and deployment of fire prevention resources for fire prevention inspection and code enforcement activities in existing occupancies, new construction and renovation inspections.

O. "Transportation route" means a roadway or waterway against which no taxes or assessments for fire protection are levied by the City. (Ord. 3233, amended, 04/02/2024; Ord. 3218 § 3, amended, 04/04/2023; Ord. 3186, amended, 01/21/2020; Ord. 3161 § 2,, amended, 02/05/2018; Ord. 3081, amended, 04/02/2013)

SECTION 5. 15.28.050 Fire Protection System Maintenance

Fire protection systems service providers providing inspections, tests, and maintenance required by OFC 901.6, and the referenced standards shall be qualified and shall provide the inspections, tests, and maintenance in accordance with the referenced standards and OFC Section ~~108.3~~ 109.2. Failure by a company or individual service provider to follow the referenced standards is a Class I violation. (Ord. 3233, amended, 04/02/2024; Ord. 3218 § 4, amended, 04/04/2023; Ord. 3186, amended, 01/21/2020; Ord. 3161 § 3, amended, 02/05/2018; Ord. 3104, amended, 2014)

SECTION 6. 15.28.060 Restricted Uses During Fire Season

A. The City of Ashland will follow the Oregon Department of Forestry ("ODF") burn restrictions and regulations during fire season. Open flame and fire pits are prohibited at high fire index.

Exemption: A seasonal permit for contractors can be obtained for use within the City of Ashland to allow for powered equipment use during fire season (i.e., landscape, construction, etc.). Working on or within one-eighth (1/ 8) of a mile of ODF-protected property requires an additional permit issued from ODF.

B. The Fire Code Official or designees may issue a permit which allows a person to conduct a restricted activity as long as specified fire prevention measures are taken to reduce the potential for fire ignition. Contractors, such as those performing landscape or construction work, may obtain a seasonal permit for use within the City to allow for powered equipment used during fire season. Working on or within one-eighth (1/8) of a mile of ODF-protected property requires an additional permit issued by ODF. (Ord. 3233, amended, 04/02/2024; Ord. 3218 § 5, amended, 04/04/2023; Ord. 3186, amended, 01/21/2020; Ord. 3161 § 4, amended, 02/05/2018; Ord. 3037, amended, 09/07/ 2010; Ord. 2944, amended, 11/06/2007; Ord. 2929, amended, 08/18/2006; Ord. 2925, amended, 04/18/2006; Ord. 2921, amended, 01/05/2006)

SECTION 7. 15.28.070 City of Ashland Modifications to the Oregon Fire Code –
2022 2025 Edition

Ashland Fire Prevention Code incorporates the Oregon Fire Code 2022 Edition except that the following referenced OFC sections are modified as set forth below:

A. OFC Section ~~104.6.3~~ **104.10** is modified by the addition of the following language:

Fire Investigation Reports for fires that are under investigation will not be released until the investigation is complete. Exception: The Fire Chief may release incomplete Fire Investigation Reports if warranted.

B. OFC Section ~~106.2~~ **109.2** is modified by the addition of the following language:

1. Inspections outside of normal business hours: The ~~Wildfire and Community Risk Reduction Division~~ **Fire & Life Safety Division** will make every attempt to conduct inspections during normal business hours (Monday thru Friday 8 am to 5 pm). If the applicant or business owner's agent requests an inspection outside of normal business hours, or if the Fire Code Official determines a permit inspection is required and there is no other alternative but to conduct the inspection outside of normal business hours, the Fire Code Official shall inform the applicant or business agent there will be an after-hours inspection fee of \$150.00. The inspection will not be performed until the required fees have been paid.

For additional information see City of Ashland Fee Schedule.

2. Re-Inspection Fees, each Fire & Life Safety inspection is provided with one additional re-inspection at no additional cost to the business. If a second re-inspection is required, a fee of the base inspection plus \$100 shall be assessed. If a third re-inspection is required, a fee of the base inspection plus \$200.00 shall be assessed. If a fourth re-inspection is required, a fee of the base plus \$400.00 shall be assessed.

For additional information see City of Ashland Fee Schedule.

C. OFC Section 105.1.1 is modified by the addition of the following language:

A schedule of permit and service fees not more than the actual or average cost of providing service shall be established by resolution of the City Council and periodically amended by Council resolution and kept at Ashland Fire & Rescue and in the City Recorder's office. Required permits include, but may not be limited to, the following list:

1. Operational Permits:

- a. Fireworks, public display of
- b. Exhibits and trade shows
- c. Fumigation and thermal insecticidal fogging
- d. Liquid or gas-fueled vehicles or equipment in assembly buildings
- e. Pyrotechnic and special effects material
- f. Temporary membrane structures, tents and canopies over 400 square feet
- g. Activities involving open flames
- h. Haunted Houses
- i. Marijuana processing

2. Construction/Use Permits:

- a. Automatic fire-extinguishing systems
- b. Battery Systems
- c. Compressed gases
- d. Fire alarm and detection systems
- e. Fire Pumps
- f. Flammable and Combustible Liquid Storage
- g. Hazardous Materials
- h. Industrial Ovens
- i. LP-gas >125 gallons
- j. Private Fire Hydrants
- k. Spraying or dipping operations
- l. Standpipe systems
- m. Fire Sprinkler Systems

D. OFC Section ~~105.6.30~~ 105.5.37, Open Burning, is modified by deleting the current language of this OFC provision entirely and adding the following language:

See Ashland Municipal Code 10.30.

E. OFC Section 503.4 is modified by the addition of the following language:

1. The Ashland Police Department shall have the authority to issue fire code citations for the following offenses on public and private properties:

- a. Obstruction of marked fire apparatus access roads and fire lanes (Ref. OFC 503.4; 503.2.1)
- b. Failure to maintain existing NO PARKING – FIRE LANE signs/markings (Ref. OFC 503.3;

D103.6)

c. Obstruction of fire hydrants and fire protection equipment (Ref. OFC 507.5.4; ORS 811.550(16))

d. The Ashland Police Department may cite the registered owner of the vehicle if the vehicle is found to be standing in violation or tow the vehicle if in the opinion of the officer the parked vehicle is creating a hazard to the community.

F. OFC Section 506.1. Add the following sentence:

The key box shall be installed and maintained in accordance with the manufacturer's instructions, and shall contain keys to gain necessary access as required by the Fire Code Official.

G. OFC Section 507.5.1. Delete and replace with the following:

Where required. Where a portion of the facility or building hereafter constructed or moved into or within the jurisdiction is more than 300 feet from a hydrant on a fire apparatus access road, as measured by an approved route around the exterior of the facility or building, on-site fire hydrants and mains shall be provided where required by the Fire Code Official.

Exceptions:

1. For Group R-3 and Group U occupancies, the distance requirement shall be 300 feet.
2. For buildings equipped throughout with an approved automatic sprinkler system installed in accordance with Section 903.3.1.1, 903.3.1.2, or 903.3.1.3, the distance requirement shall be 600 feet (183 m).

H. OFC Section 307 is modified by deleting the current language of this OFC provision entirely and adding the following language:

Refer to AMC 10.30.

I. OFC Section 901.6, Records, is modified by deleting the current language of this OFC provision entirely and adding the following language:

Records of all system inspections, tests, and maintenance required by the referenced standards shall be maintained on the premises for a minimum of three years and service contractors shall send reports of tests to the City of Ashland Fire & Life Safety Division within thirty (30) days of performing the inspection and test. The manner in which contractors shall submit ITM reports to Ashland Fire & Rescue shall be specified by the Fire Code Official.

J. OFC Section 904.1.1 is modified by the addition of the following language:

Fire protection system service providers providing inspections, tests, and maintenance required by OFC 901.6 and the referenced standards shall be qualified and shall provide the inspections, tests and maintenance in accordance with the referenced standards. Where

the manufacturer requires only manufacturer certified technicians to conduct inspection, testing and maintenance service on their engineered fire protection systems, uncertified technicians shall not service the system. Prior to conducting service in the City of Ashland the technicians shall provide a current manufacturer certification in a manner specified by the Fire Code Official.

K. OFC Section 5601.1.3 is modified by the addition of the following language:

Notwithstanding ORS 480.110 through ORS 480.165 and OAR 837-012-0600 through OAR 837-012-0675, the sale of retail fireworks as defined in OAR 837-012-0610 is prohibited within the City of Ashland.

1. The sale and/or use of retail fireworks as defined in OAR 837-012-0610 is prohibited at all times;
2. The sale and/or use of sparklers as defined in ORS 480.110 is prohibited at all times;
3. The storage of retail fireworks within the City of Ashland is prohibited at all times; and
4. The advertising of retail fireworks or sparklers is prohibited within the City of Ashland in accordance with ORS 480.152 and OAR 837-012-0665.
5. As a limited exception from the prohibitions in provisions 1 through 4 above, the use of fireworks for public display is allowed in conformance with NFPA 1123 Code for Fireworks Display, current edition, with a valid Ashland Fire & Rescue Fireworks Permit.

L. following language:

The scope referred to in Chapter 5601 of the Oregon Fire Code which references the Oregon Revised Statutes and Oregon Administrative Rules related to explosives is amended as follows. The sale, manufacture, possession, transfer and storage of explosives as defined by ORS 480.200(3) are prohibited in all areas within the City of Ashland except as specifically permitted in writing by the Fire Code Official.

M. OFC Section 5704, Above-Ground Storage of Flammable or Combustible Liquids, is modified by the addition of the following language:

The limits referred to in Section 5704.2.9.6.1 of the Oregon Fire Code in which the storage of flammable or combustible Class I and II liquids in above-ground tanks outside of buildings is restricted are established as follows: All City of Ashland residential and historical district areas as defined in the Comprehensive Plan. All installation and removal of above ground storage units requires an operational permit from Ashland Fire & Rescue. New above-ground bulk storage plants for flammable or combustible liquids are prohibited within this jurisdiction.

N. The City of Ashland is prohibiting OFC Section 5707, On-Demand Mobile Fueling Operations within the City Limits.

O. OFC Section 6104, Storage of Liquefied Petroleum Gases – Restricted:

The limits referred to in Section 6104.2 of the Oregon Fire Code, in which storage of liquefied petroleum gas is restricted, are established as follows: All City of Ashland residential and historical district areas as defined in the Comprehensive Plan are limited to the aggregate capacity of any one installation shall not exceed a water capacity of 500 gallons.

Exception: In particular installations, this capacity limit shall be determined by the Fire Code Official, after consideration of special features such as topographical conditions, nature of occupancy, and proximity to buildings, capacity of proposed containers, degree of fire protection to be provided and capabilities of the City of Ashland Fire & Rescue Department.

P. OFC Appendix ~~A101.11~~ A101.1 is modified by the addition of the following language:

A decision by the Ashland Fire Code Official may be appealed to a Board of Appeals established pursuant to Oregon Fire Code Section 108 of the Oregon Fire Code. An appellant aggrieved by the decision of the Board of Appeals may appeal to the Oregon State Fire Marshal as provided in ORS 479.180 if the subject of the appeal concerns a matter governed exclusively by the Oregon Fire Code and the appeal is filed within 10 days of the Board's final order. If an appeal from the decision of the Board of Appeals, however, concerns a matter reserved by this Ashland Fire Prevention Code (Ashland Municipal Code Chapter 15.28) for local decision-making, such an appeal must be submitted in writing to the Ashland City Council within 10 days of the Board's final order. A decision by the City Council shall be the final decision of the City and may not be appealed to the State Fire Marshal.

Q. OFC Appendix D105.1, Aerial Fire Apparatus Access Roads, is modified by deleting the current language of this OFC provision entirely and adding the following language:

Where required. (Buildings or portions of buildings or facilities exceeding 24 feet in height above the lowest level of fire department vehicle access shall be provided with approved fire apparatus access roads capable of accommodating fire department aerial apparatus.) Where the vertical distance between the grade plane and the highest roof surface exceeds 24 feet approved aerial fire access roads shall be provided. For the purposes of this section, the highest roof surface shall be determined by measurement to the eave of a pitched roof, the intersection of the roof to the exterior wall, or the top of parapet walls, whichever is greater. Overhead utility and power lines shall not be located within the aerial fire apparatus access roadway or between the aerial fire access road and the building.

R. OFC Appendix D105.2 is modified by deleting the current language of this OFC provision entirely and adding the following language:

Width. Fire apparatus access roads shall have a minimum unobstructed width of 26 feet in the immediate vicinity of any building or portion of building more than 24 feet in height.

(Ord. 3233, amended, 04/02/2024; Ord. 3218 § 6, amended, 04/04/2023; Ord. 3186, amended, 01/21/2020; Ord. 3161 § 5, amended, 02/05/2018; Ord. 3104, amended, 2014; Ord. 3059, amended, 04/17/2012; Ord. 3037, amended, 09/07/2010; Ord. 3006, amended, 03/02/2010; Ord. 2944, amended, 11/06/2007; Ord. 2932, amended, 10/18/2006; Ord. 2929, amended, 08/18/2006; Ord. 2925, amended, 04/18/2006; Ord. 2921, amended, 01/05/2006; Ord. 2876, amended, 09/04/2001; Ord. 2871, amended, 08/07/2001)

SECTION 8. 15.28.090 New materials, processes or occupancies – Permits required
The Building Official, the Fire Chief and the Fire Marshal shall act as a committee to determine and specify, after giving affected persons an opportunity to be heard, any new materials, processes or occupancies for which permits are required in addition to those now enumerated in the Oregon Fire Code. The Building Official, in accordance with Section 104.9 of the Oregon Structural Specialty Code, shall record and enter in the files of the Building Department any action granting approval of new or alternate materials. (Ord. 3233, amended, 04/02/ 2024; Ord. 3218 § 7, amended, 04/04/2023; Ord. 3186, amended, 01/21/2020; Ord. 3161 § 6, amended, 02/05/ 2018; Ord. 2929, amended, 08/18/2006; Ord. 2925, amended, 04/18/2006; Ord. 2921, amended, 01/05/2006)

SECTION 9. 15.28.100 Penalties
A. Any person violating or causing violation of any of the provisions of this chapter has committed a Class I violation and, upon conviction thereof, is punishable as prescribed in AMC 1.08.020. Such person, firm or corporation is guilty of a separate violation for each and every day during which any violation of this chapter is committed or continued by such person, firm or corporation. This violation can be retroactively applied to the first day the occupant or owner was made aware of the violation by the Fire Code Official.
B. For any violations of this chapter deemed to be life-threatening, a citation can be issued for each and every occurrence, including multiple occurrences in one (1) day. Life-threatening hazards include but are not limited to overcrowding, locking or obstructing doors designated to remain unlocked, and shutting off or removing designated fire protection equipment.
C. The application of the above penalty shall not be held to prevent the enforced removal of prohibited conditions. (Ord. 3233, amended, 04/02/2024; Ord. 3218 § 8, amended, 04/04/2023; Ord. 3186, amended, 01/21/ 2020; Ord. 3161 § 7, amended, 02/05/2018; Ord. 3059, amended, 04/17/2012; Ord. 2929, amended, 08/18/2006; Ord. 2925, amended, 04/18/2006; Ord. 2921, amended, 01/05/2006)

SECTION 10. 15.28.110 Severability
Should any section, paragraph, sentence or word of this chapter or of the code hereby adopted be declared for any reason to be invalid, it is the intent of the City of Ashland that it would have passed all other portions of the ordinance codified in this chapter independent of the elimination herefrom of any such portion as may be declared invalid. (Ord. 3233, amended, 04/02/2024; Ord. 3218 § 9, amended, 04/04/2023; Ord. 3186, amended, 01/ 21/2020; Ord. 2929, amended, 08/18/2006; Ord. 2925, amended, 04/18/2006; Ord. 2921, amended, 01/05/2006)

SECTION 11. 15.28.120 Firefighting Outside City – Authorized

In accordance with ORS 476.290, the Fire Chief or representative is authorized to extinguish uncontrolled fires that are found to be burning in unprotected areas situated outside the boundaries of the City and that are causing or may cause an undue jeopardy to life or property if, in the opinion of the Fire Chief or representative, such fire is causing or may cause an undue jeopardy to life or property. (Ord. 3233, amended, 04/02/2024; Ord. 3218 § 10, amended, 04/04/2023; Ord. 3186, amended, 01/21/2020; Ord. 2929, amended, 08/18/2006; Ord. 2925, amended, 04/18/2006; Ord. 2921, amended, 01/05/2006; Ord. 1698 § 1, amended, 1971)

SECTION 12. 15.28.130 Firefighting outside City – Resources

In extinguishing a fire pursuant to AMC 15.28.120, the Fire Chief or representative may employ the same means and resources used by them to extinguish similar fires within the City. (Ord. 3233, amended, 04/02/2024; Ord. 3218 § 11, amended, 04/04/2023; Ord. 3186, amended, 01/21/2020; Ord. 2929, amended, 08/18/2006; Ord. 2925, amended, 04/18/2006; Ord. 2921, amended, 01/05/2006)

SECTION 13. 15.28.150 Plan Review/Permits – Fees

For application in this City, Oregon Fire Code plan review fees shall be established by resolution of the City Council. (Ord. 3233, amended, 04/02/2024; Ord. 3218 § 12, amended, 04/04/2023; Ord. 3186, amended, 01/21/2020; Ord. 2929, amended, 08/18/2006; Ord. 2921, amended, 01/05/2006; Ord. 2906, added, 04/06/2004)

SECTION 14. 15.28.160 Code Compliance Inspection/Fees

A. The City of Ashland will follow nationally referenced standards on fire prevention inspection and code enforcement as provided by the National Fire Protection Agency (NFPA 1730). This standard contains minimum requirements relating to the organization and deployment of fire prevention inspection and code enforcement, plan review, investigation, and public education operations. This standard also addresses the strategic and policy issues involving the organization and deployment of fire prevention programs and does not address methods for carrying out specific fire prevention services, activities, and programs.

B. The City of Ashland shall maintain a written statement or policy that establishes the following:

1. Existence of the FPO;
2. Services that the FPO will provide;
3. Basic organizational structure;
4. Expected number of FPO members;
5. Functions that FPO members are expected to perform.

C. *General Requirements.* Fire prevention inspection and code enforcement services, including department personnel, equipment, and all support and resources, shall be structured to meet the organizational objectives. Fire prevention inspection and code

enforcement shall be conducted to ensure compliance with adopted codes and standards. Personnel responsible for fire prevention and code enforcement activities shall meet the job performance requirements in NFPA 1031 and the certification and training requirements for conducting fire code enforcement found in OAR 837-039-0016 for the inspection duties they perform.

D. *Minimum Inspection Frequency.* Existing occupancy fire prevention inspection and code enforcement inspection frequencies shall not be less than:

Occupancy Classification	Frequency of Inspections
High:	Annually
Moderate:	Biennially
Low:	Triennially
Critical Infrastructure:	Per the City of Ashland

The schedule for fire code compliance inspections shall be established by resolution of the City Council. (Ord. 3233, amended, 04/02/2024; Ord. 3218 § 13, amended, 04/04/2023; Ord. 3186, amended, 01/21/2020; Ord. 3161 § 8, amended, 02/05/2018; Ord. 2929, amended, 08/18/2006; Ord. 2921, amended, 01/05/2006; Ord. 2906, added, 04/06/2004)

SECTION 15. 15.28.170 Cost Recovery Fees

A. *Fire and Rescue Service Charges Imposed.*

1. Any person receiving direct fire and rescue services from AF&R as a result of a motor vehicle collision, a hazardous materials incident, a victim rescue or an occurrence on a railroad right-of-way or transportation route that requires AF&R service, shall be liable to the City for the direct and indirect costs incurred by the City in responding to the incident.
2. Whenever a fire is extinguished or attempted to be extinguished by AF&R outside the City of Ashland, the owner of the property involved in such fire shall be liable to the City for the direct and indirect costs of fire and rescue services incurred by the City in responding to the incident.
3. When more than one (1) person receives direct fire and rescue services from AF&R in a single incident, the general costs incurred may be apportioned pro rata among the recipients of the services not otherwise exempt from payment or among the parties involved in the incident, or through any other apportionment which reasonably allocates the costs of the benefits received.

B. *Exemptions from Charges.*

1. Except as provided in this section, a person liable for a charge imposed under AMC 15.28.170 shall be excused from paying the charge if the person presents satisfactory proof to the City that, at the time of the incident giving rise to the charge, the person was

a resident of the City, owned real property within the City, or was the holder of a valid license from the City issued under AMC 6.04.

2. The exemptions of this section do not apply to:

- a. Drivers of vehicles under the influence of alcohol or drugs;
- b. Persons who commit acts of gross negligence or are otherwise in violation of local law or State statute;
- c. Persons causing incidents that require hazardous materials clean-up; or
- d. Fire extinguishment efforts by AF&R on property outside the City of Ashland.

C. *Interest on Charge.* Any charge imposed under this section shall be due to the City upon demand or billing by the City. Any person who fails to pay such charge within ninety (90) days of receipt of a bill from the City shall also pay interest on the charge from the date of the billing at the rate of 12 percent (12%) per year; interest for a fraction of a year shall be prorated.

D. *Use of Payments Received.* Fire and rescue service charges collected by the City shall be deposited in accounts designated for such payments. Funds in such accounts shall be expended only for operational costs of the Fire Department, Police Department, or the Public Works Department, to reimburse the City for costs of administering and collecting charges for fire and rescue services.

E. *Failure to Pay Charge – Violation.*

1. Any person who fails to pay a fire and rescue service charge within ninety (90) days of receipt of a bill from the City, or within such additional time as may be allowed by a written extension of time by the Fire Chief, is in violation of this code. The issuance and enforcement of a citation for this violation is governed by the provisions of AMC 1 and 15, and any other remedy provided by municipal or State law.

2. It shall be a defense in any proceeding that:

- a. The person did not receive fire or rescue services;
- b. The person is exempt from the payment of the charge; or
- c. The charges were improperly computed and billed.

3. Failure to pay a fire and rescue service charge when due shall also subject the obligee to the general penalties for violation of City ordinances and any other remedy provided by municipal or State law.

F. *Appeal Procedures.* A person AF&R determines to be liable for fire and rescue services charges may appeal AF&R's determination as provided in AMC 2.30.020, Administrative Appeals Process. A person whose application for a permit for exemption from fire restrictions is denied by the Fire Code Official or who objects to fire inspection fees or fees imposed by the Fire Code Official for noncompliance with regulations in AMC 15.28 or the Oregon Fire Code may appeal the decision as provided in AMC 2.30.020, which appeal shall be decided in compliance with Appendix A of the Oregon Fire Code. (Ord. 3233, amended, 04/02/2024; Ord. 3218 § 14, amended, 04/04/2023; Ord. 3186, amended, 01/21/2020; Ord. 3081, amended, 04/02/2013)

SECTION 16. Severability. Each section of this ordinance, and any part thereof, is severable, and if any part of this ordinance is held invalid by a court of competent jurisdiction, the remainder of this ordinance shall remain in full force and effect.

SECTION 17. Codification. Provisions of this Ordinance shall be incorporated in the City Code and the word “ordinance” may be changed to “code”, “article”, “section”, “chapter” or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any Whereas clauses and boilerplate provisions (i.e. Sections 3-5) need not be codified and the City Recorder is authorized to correct any cross-references and any typographical errors.

The foregoing ordinance was first read by title only in accordance with Article X, Section 2(C) of the City Charter on the _____ day of _____, 2026, and duly PASSED and ADOPTED this _____ day of _____, 2026.

SIGNED and APPROVED this _____ day of _____, 2026.

ATTEST:

Alissa Kolodzinski, City Recorder

Tonya Graham, Mayor

Reviewed as to form:

Johan Pietila, City Attorney



Council Business Meeting

Date: May 19, 2026

Agenda Item	Resolution Adopting Miscellaneous Fees for Fiscal Year 2027
Department	Finance
From	Bryn Morrison, Deputy Finance Director

TIME ESTIMATE

15

CATEGORY

Action Needed - Motion to approve an action

SUMMARY

This resolution is to consider scheduled updates contained in the City's Miscellaneous Fees and Charges document.

POLICIES, PLANS & GOALS SUPPORTED

Administrative/Governance Goal

"To ensure ongoing fiscal ability to provide desired and required services at an acceptable level."

BACKGROUND AND ADDITIONAL INFORMATION

The City charges for a variety of services provided to the public. The Miscellaneous Fees and Charges are updated and reviewed on an annual basis with the intent of providing an efficient way for Council to review and approve fees and charges as a whole. More complicated and specific rates, fees and charges such as Utility rates and Systems Development Charges are not included in the Miscellaneous Fees and Charges and are handled in separate Council actions. The adoption of the current fees and charges does not limit the Council's ability to create or adjust fees during the next year.

In addition to providing Council the efficiency in the review and approval of fees and charges, the proposed attached fee booklet provides the public with one document that includes all miscellaneous fees and charges of the different Departments of the City. These fees would be effective July 1, 2026.

The inflationary adjustment for the bulk of the fees is based on the Consumer Price Index All Urban Consumers (CPI-U), West Region for March of 3.1%, with the exception of Public Works and Electric who uses ENR (Engineering News-Record Construction Industry Index) for March of 2.7% and CPI-U All for the Airport for January of 2.73%, as general industry practice and as notated in the document.

The Public Safety Support Fee, Wildfire Risk Reduction Fee, and Parks Fee are set by resolution and are included in this booklet with the rate methodology which was incorporated within the original resolution to adjust each year by the most current CPI-U, West Region increase of 3.1%.

There were no new fees added to this schedule and the following fees have been removed:

Ashland Fire and Rescue Department:

- Emergency Medical Service Fee, Aid Call, Per Patient
- Advanced Life Support Transport, Per Patient





Council Business Meeting

- Basic Life Support Transport, Per Patient
- Ambulance Mileage Rate, Per Mile
- Ambulance Members no longer offered

The above-mentioned fees have been removed due to ambulance rates that are submitted to and approved by Jackson County. Every December, rates are updated based on the CPI published by the Centers for Medicare & Medicaid Services which uses the Ambulance Inflation Factor as the guideline for the percentage ambulance providers in Jackson County may increase their rates each year.

Ashland Municipal Court:

- Default Judgment Fee

This fee has been removed as it is seldom imposed because of additional sanctions that result from the default ruling and subsequent conviction. Examples of additional sanctions are collection fees, impact to credit, convictions on DMV records, increased insurance rates resulting from a traffic conviction, DMV SR-22 requirements, DMV suspensions, exclusion from parts of town and the potential for criminal charges on ELEA violations. The Municipal Court has requested the additional fees be removed as they do not seem appropriate given the additional penalties.

FISCAL IMPACTS

Regular review and updating of fees and charges provides Departments with the ability to maintain the intended ratio of cost recovery for the services each Department provides to their customers and the public. This also ensures that the revenues projected in the biennial budget are achieved to appropriately offset the approved and appropriated expenditures of each Department.

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

I move approval of the Resolution No. 2026-07 titled, "A Resolution Adopting Miscellaneous Fees & Charges Schedule and Repealing Prior Fee Resolution 2025-26."

REFERENCES & ATTACHMENTS

1. Resolution 2026-07 Misc Fees Resolution
2. FY27 Misc Fees & Charges Workbook Final



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RESOLUTION NO. 2026-07

A RESOLUTION ADOPTING A MISCELLANEOUS FEES AND CHARGES

SCHEDULE AND REPEALING RESOLUTION NO. 2025-26

RECITALS:

A. The City of Ashland sets its fees and charges by resolution; and

B. Miscellaneous fees and charges for the City are set forth in Resolution No. 2025-26; and

C. It is necessary to adjust the City’s fees and charges annually to cover the full costs of providing the services involved.

THE CITY OF ASHLAND HEREBY RESOLVES AS FOLLOWS:

SECTION 1. There are hereby established, and there shall be collected, fees and charges as set forth in “Exhibit A,” which is attached hereto and incorporated herein by this reference.

SECTION 2. This resolution repeals Resolution No. 2025-26, and supersedes any other resolution to the extent such resolution enacts fees and charges of the type set forth herein.

SECTION 3. This resolution is effective upon adoption.

Alissa Kolodzinski, City Recorder

SIGNED and APPROVED this _____ day of _____, 2026.

Tonya Graham, Mayor

Reviewed as to form:

Johan Pietila, City Attorney



MISCELLANEOUS FEES AND CHARGES

Effective July 1, 2026

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Note: Fees not determined by a third-party are adjusted by an annual inflationary factor such as the Consumer Price Index. These adjustments are already integrated into this fee book.

Citywide Miscellaneous Fees and Charges

Copy Fees

Fee Description	2026/2027 Fee
Black and White Copies	
Letter/Legal - Single Sided	\$0.25
Letter/Legal - Double Sided	\$0.45
Tabloid - Single Sided	\$0.45
Tabloid - Double Sided	\$0.85
Color Copies	
Letter/Legal	\$1.55
Tabloid	\$3.10
Special Event Permit	
Base fee	\$130.00
Events that require City staff overtime	Actual Cost

Credit Card Processing Fee

Fee Description	2026/2027 Fee
Credit Card Processing Fee (excluding utility billing) – approx. 3.5%, subject to change	As negotiated by credit card company

Rates and Charges Set by Separate Resolutions

System Development Charges (SDCs)

Parks and Recreation SDCs Resolution
Transportation SDCs Resolution
Sewer SDCs Resolution
Storm SDCs Resolution
Water SDCs Resolution

Utility Rates and Fees

Wildfire Risk Reduction Fee Resolution
Ashland Parks and Recreation Fee Resolution
Public Safety Support Fee Resolution
AFN Utility Fees Resolution
Electric Rates Resolution
Wastewater (Sewer) Rates Resolution
Storm Drain Fees Resolution
Transportation Fees Resolution
Water Rates Resolution

Research Fee

A. The City will charge a research fee based on the average of hourly wages from the various salary schedules. For the fiscal year 2027, the hourly research fee will be \$58.00, billed in 15-minutes increments. The fee is calculated using the hourly wage, excluding the cost of benefits.

The City will establish a fee in its annual fee resolution that is reasonably calculated to reimburse the City for the cost of making public records available, including locating the requested records, reviewing the records to delete exempt material, redacting protected information, supervising a person's inspection of original documents to protect the integrity of the records, compiling, or tailoring a record, to meet the person's request.

The City may charge for search time even if it fails to locate any records responsive to the requestor or if the records located are subsequently determined to be exempt from disclosure. Copies of documents provided by a routine file search of 15-20 minutes or less will be charged at a copy rate established in the annual fee resolution.

In accordance with Oregon Public Records Law (ORS 192.324–192.440), and to promote efficiency and cost recovery, requests submitted by the same requester within 15 calendar days of a prior request will be considered a single request for the purpose of calculating research fees.

B. The City may charge a fee to reimburse the costs associated with the time spent by the City Attorney in reviewing public records, redacting exempt and non-exempt materials, and determining the application of ORS192.505.

C. The minimum fee is \$25. Any research estimate above \$25 will be provided in writing to the requester in advance. The requester must confirm in writing that they want the City to proceed with making records available before the work is done.

D. Prepayment is required if the amount of the request is greater than \$25. If the actual charges are less than the prepayment, an overpayment shall be refunded.

Finance Miscellaneous Fees and Charges

Fee Description	2026/2027 Fee
Non-Sufficient Funds Check Fee	\$37.05
Administrative Billing Charge	Up to 10% per billing

Business License Fee

Fee Description	2026/2027 Fee
Initial Business License Application Fee	
First two employees ¹	\$126.95
Each additional employee	\$5.30
A prorated fee of \$10 per month, or portion of month, remaining in the fiscal year from the date of the application with a minimum fee of \$25 is applicable to all business except for rental properties with fewer than two dwellings, pursuant to AMC 6.04.020 A.	
Temporary Business License Application Fee	\$26.45
Renewal Application Fee	
First two employees ¹	\$79.35
Each additional employee	\$10.60
Late Application Fee	\$26.45
Late Renewal Fee (30 days past due)	10% (\$25.00 minimum)
Reprint Business License	\$10.60

¹**Definition of Employee** (Pursuant to AMC 6.04.020.F): Any individual who performs service for another individual or organization having the right to control the employee as to the services to be performed and as to the manner of performance. Employee also means a licensed real estate salesperson or associate real estate broker who engages in professional real estate activities only as an agent of a real estate broker or organization.

Marijuana Dispensary Permit Fees

Fee Description	2026/2027 Fee
Initial Application - July 1 through June 30	\$84.65
Applicant shall pay a prorated fee of \$10.30 for each month, or portion of a month, remaining in the fiscal year, from the date of the application with a minimum fee of \$43.40 and a \$84.65 maximum.	
Permit Renewal Fee - Due July 1	\$63.50
Late Application Fee (after start of business)	\$26.45
Late Renewal Fee (30 days past due)	10% (\$25.00 minimum)

Utility Billing Miscellaneous Fees and Charges

Fee Description	2026/2027 Fee
Wildfire Risk Reduction Fee (per ¾ meter)- Resolution No. 2025-08	
Meter Size: 1	\$7.20
Meter Size: 1.5	\$19.70
Meter Size: 2	\$28.90
Meter Size: 3	\$53.65
Meter Size: 4	\$81.50
Meter Size: 6	\$158.90
Meter Size: 8	\$251.75
Ashland Parks and Recreation Fee- Resolution No. 2025-13	\$5.15
Public Safety Support Fee- Resolution No. 2025-04	\$5.15
Administrative Fees	
Notification of pending termination	\$10.60
Returned check charge	\$37.05
Reconnection Charge	
During business hours	\$31.75
After hours or on holidays	\$132.25
Service Connection	
During business hours	\$10.60
After hours or on holidays	\$132.25

Parking Fees

Fee Description	2026/2027 Fee
Charging Fees for Electric Vehicles - Per kWh	\$0.25
Paid Parking Fees (where applicable)	
City structure or lot:	
6:00 am - 6:00 pm (or segment)	\$2.75
6:00 pm - 2:00 am (per hour)	\$2.75
6:00 am - 2:00 am (maximum)	\$14.00
Parking Permit (where applicable)	
6:00 am - 6:00 pm Monday - Saturday (unless otherwise posted)	\$40.00

Other Downtown Parking Area Fees	
Short-term (<30 minutes) from a marked business vehicle with flashers	No charge
Daily parking permit (orange)	
First day or fraction of day	\$14.00
Additional days (limited to five) - per day	\$2.75

No charge on Sunday or federal holidays.

- Applicable permits/licenses must be current
- Limit of two permits per business address at a time
- Each permit is good for one parking space
- Not applicable to handicapped or short-term spaces equal to or less than 15 minutes, green loading zones, fire or other restricted areas.

Parking Fines and Fees (City-wide)

Fee Description	2026/2027 Fee
Basic Fine	
Overtime, improper parking, non-payment	\$30.00
Additional Fines	
More than three or four parking tickets in a year	\$35.00
More than five parking tickets in a year	\$70.00
First Handicap space violation (Class C)	\$165.00 or state law
Second Handicap space violation (Class A)	\$440.00 or state law
Disabling boot, boot removal (available as negotiated by the City with tow company for 24-hour availability)	\$117.00

City Recorder Miscellaneous Fees and Charges

Fee Description	2026/2027 Fee
Audio/Video & Large Formatted Documents	
USB Flash Drive (Each department will determine cost basis of document)	\$10.30
Liquor Licenses	
Temporary/Special Event Liquor License (includes Fire license fee)	\$35.00
New Outlet/New Liquor License	\$100.00
Change of ownership license	\$75.00
Annual renewal	\$35.00
Lien Searches - Routine	\$35.00
Elections (Resolution 2009-05)*	
Required deposit for Citizen Initiative	\$800.00
Annexation	
Processing fee for County	\$300.00
Research Fee	
See page 2	\$58.00

** Deposit will be held by the City of Ashland until after the election and, in the case the referred or proposed measure is defeated at such election, the entire cost of holding the election on such measure shall be paid from such deposit, and if any balance remains after payment of such election expense, such balance shall be returned to the proposer of any such measure. In the event any such initiative or referendum is enacted at the election held thereon, the entire amount of such deposit shall be returned to the proposer of such measure, and the expenses of the election shall be paid by the City of Ashland.*

Planning and Community Development Misc. Fees and Charges

Administrative Action Fees

Fee Description	2026/2027 Fee
Pre-Application Conference	\$211.55
Final Plat Review	
Partitions	\$181.15+\$14.00/lot
Subdivisions	\$460.15+\$38.35/lot
Sign Permits	
New Sign	\$181.35+\$3.20/lot
Portable Sign	\$38.35
Replacement Sign	\$38.35+\$3.20/lot
Temporary Event Food Truck/Cart Permit - Per Event	\$35.20
Food Truck/Cart Permit	\$460.15
Address Request Fee - Per Address #	\$51.85
Street Name Approval Fee - Per Street	\$132.25
Street Tree Removal Permit	\$105.80
Home Occupation Permits	\$38.35
Zoning Permit (fence, accessory structure, etc.)	\$38.35
Land Use Approval Extension Request	\$460.15
Lot Line Adjustments	\$460.15
Any Other Administrative Action	\$460.15

Type I Reviews

Fee Description	2026/2027 Fee
Tree Removal Permit (no other actions)	\$105.80
Solar Setback Variance	\$1,391.45
Amendments to Conditions	\$1,391.45
Physical & Environmental Constraints Permit	\$1,391.45
Conditional Use Permit (Type I only)	\$1,391.45
Variance (Type I only)	\$1,391.45
Residential Site Review	\$1,391.45+\$92.35/unit
Final Plan Performance Standards	\$1,391.45+\$92.35/unit
Land Partitions	\$1,391.45+\$92.35/unit
Commercial Site Review ¹ (see next page)	\$1,391.45+0.5% (.005) of project value
Any Other Type I Review	\$1,391.45
Independent Review of Wireless Communication Facilities ² (see next page)	\$5,135.00
Administrative Senate Bill 1537 Adjustment	\$1,391.45

Middle Housing Reviews

Fee Description	2026/2027 Fee
Middle Housing Land Divisions	\$1,391.45
Middle Housing Land Division Appeal ¹	\$317.35

¹A middle housing land division appeal must be filed within 14 days of mailing of the notice of the decision and be accompanied by a \$300.00 deposit toward the cost of an appeal hearing before a referee. This deposit shall be refunded if the appellant materially improves their position from the Staff Advisor's decision. The appeal referee shall assess the cost of the appeal in excess of the initial deposit for costs, up to a maximum of \$500.00, against an appellant who does not materially improve their position from the decision of the Staff Advisor.

Type II Reviews

Fee Description	2026/2027 Fee
Conditional Use Permit (Type II only)	\$2,915.30
Variance (Type II only)	\$2,915.30
Outline Plan/Preliminary Plat for Subdivisions	\$2,914.90+\$186.20/lot
Final Plan with Outline/Performance Standards Subdivision	\$3,718.90+186.20/lot
Commercial Site Review ¹	\$2,915.30+.5% (.005) of project value
Any Other Type II Review	\$2,915.30
Independent Review of Wireless Communication Facilities ²	\$5,135.00

¹Project value includes the estimated valuation of all structures (per State of Oregon Building Code), as well as all related project site improvements, such as grading, paving, landscaping, bioswales, etc.

²The initial deposit required with an application for a new wireless communication facility that is not collocated is \$5,000 and shall be used by the City for the costs of expert review of the application. If at any time during the planning application process the account balance is less than \$1,000, the Applicant shall upon notification by the City replenish the account, so the balance is at least \$5,000. The maximum total consultant fees to be charged to the Applicant shall be \$15,000, and any unused portion of fee will be refunded.

Type III Reviews

Fee Description	2026/2027 Fee
Zone/Comprehensive Plan Map Change	\$3,718.60
Comprehensive Plan Change	\$3,718.60
Annexation	\$5,593.95
Urban Growth Boundary Amendment	\$5,593.95
Any other Type III Review	\$3,718.60

Legislative Amendments

Fee Description	2026/2027 Fee
Comprehensive Plan Map/Large Zoning Map Amendment	\$6,528.15
Land Use Ordinance Amendment	\$6,528.15
Comprehensive Plan Amendment	\$6,528.15
City Sponsored Legislation (Council Directive)	\$0.00

Other Planning/Community Development Fees

Fee Description	2026/2027 Fee
Appeals	
Appeal for initial public hearing (Building Appeals Board/Demolition Review Board/Planning Commission)	\$158.65
Appeal for final decision of City	\$343.80
Solar Access Permits	\$66.15+15.10/lot
Community Development Fee	
This fee is charged concurrently with Building Permit Fees at the time of building permit application for all building permits requiring a plan review. Fee shall not exceed \$30,000 per building permit for the Ashland School District.	1.2% of new construction per building code definition of valuation
Copy Fees/Prepared Documents	
Site Design & Use Standards	\$5.00
Street Tree Guide	\$5.00
Transportation Element	\$5.00
Downtown Plans (2001, 1998)	\$5.00
Street Standards Guide	\$5.00
Comprehensive Plan/Land Use Code	\$40.00
Marijuana/Hemp/Psilocybin Land Use Compatibility Statement (LUCS)	\$248.30
Zoning Verification Letter (ZVL)	\$54.75
1200-C Permit Verification	\$54.75

Research Fee

Electronic documents that can be located by a routine file search of 15 minutes or less will be provided at no charge. Record requests that exceed 15 minutes of staff time to complete will be charged a minimum \$25 research fee (see page 2). Prepayment and written approval to proceed is required before any research work is done by staff.

Planning Refund Policy

Applications withdrawn prior to completeness review: A \$100 administrative fee shall be retained; the remaining balance shall be refunded.

Applications withdrawn following completeness review but prior to public notice: Twenty-five percent (25%) of the total fee shall be retained; the remaining balance shall be refunded.

Applications withdrawn following public notice but prior to a hearing or final decision: Fifty percent (50%) of the total fee shall be retained; the remaining balance shall be refunded.

Applications withdrawn at or after the hearing stage: No refund shall be issued.

Building Miscellaneous Fees and Charges

Permit Fees for Commercial and Residential

In accordance with OAR 918-050-0100: "Residential construction permit fees shall be calculated using the following methodologies. (c) Effective January 1, 2009, a structural permit fee for new construction and additions shall be calculated using the ICC Building Valuation Data Table current April 1 of each year, multiplied by the square footage of the dwelling unit to determine the valuation. The valuation shall then be applied to the municipality's fee schedule to determine the permit fee. The plan review fee shall be based on a pre-determined percentage of the permit fee set by the municipality. (A) The square footage of a dwelling, addition, or garage shall be determined from outside exterior wall to outside exterior wall for each level. (B) The square footage of a carport, covered porch, or deck shall be calculated separately at fifty percent of the value of a private garage from the ICC Building Valuation Data Table current as of April 1. (C) Permit fees for an alteration or repair shall be calculated based on the fair market value as determined by the Building Official, and then applying the valuation to the municipality's fee schedule

Commercial construction permit fees shall be calculated using the following methodologies. (c) A structural permit fee shall be calculated by applying the valuation to the municipality's fee schedule with a set minimum fee. Valuation shall be the greater of either. (A) The valuation based on the ICC Building Valuation Table current as of April 1 of each year, using the occupancy and construction type as determined by the Building Official, multiplied by the square footage of the structure; or (B) The value as stated by the applicant and approved by the building official. (C) When the construction or occupancy does not fit the ICC Building Valuation Data Table, the valuation shall be determined by the Building Official with input from the applicant."

Building Permit Fees

Fee Description	2026/2027 Fee
Total Value of Work Performed	
\$1.00 to \$500.00	\$95.20 per hour
\$501.00 to \$2,000.00	\$95.20 for the first \$500.00 plus \$10.60 for each additional \$1,000.00 or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$116.35 for the first \$2,000.00 plus \$8.50 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$311.00 for the first \$25,000.00 plus \$8.50 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$522.50 for the first \$50,000.00 plus \$5.30 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 and up	\$786.95 for the first \$100,000.00 plus \$4.30 for each additional \$1,000.00 or fraction thereof

Plan Review Fee for Commercial and Residential

Fee Description	2026/2027 Fee
Plan Review Fee	A plan review fee equal to 65% of the structural permit fee shall be due at application
Fire and Life Safety Plan Review <i>(When applicable)</i>	40% of structural permit fee
Additional Plan Review required by changes, additions, or revisions	\$95.20 per hour (1/2-hour minimum) Plus valuation increase based on tables
Special Inspection Agreement (QAA) Review Fee	\$95.20 per hour
Foundation Only	\$290.90 + 10% of the total building permit fee for each phase of work. Not to exceed \$1,538.85 for each phase.
Residential Deferred Submittal Fee	65% of the structural permit fee calculated using the total valuation of the deferred portion + \$103.10 per deferred item
Commercial Deferred Submittal <i>(Payable at building plan review and is addition to plan review of deferred work)</i>	65% of the structural permit fee calculated using the total valuation of the deferred portion + \$103.10 per deferred item
Phased Permit Fee	\$290.90 + 10% of the total building permit fee for each phase of work. Not to exceed \$1,538.85 for each phase.
Shell Building and Tenant Improvement Spaces	Permit fee for the construction of the shell building is based on 80% the valuation determined by building valuation data. The tenant improvement permit fee is based on 20% of the valuation.
Foundation Only	\$290.90 + 10% of the total building permit fee for each phase of work. Not to exceed \$1,538.85 for each phase.

Miscellaneous Fees for Commercial

Fee Description	2025/2026 Fee
Commercial Fire Sprinkler/ Fire Suppression/Fire Alarm	Total value of work performed (structural permit fee)
Commercial Fire Sprinkler/ Fire Suppression/Fire Alarm Review	65% of structural permit fee

Note: See appendix for methodology for calculation of valuation for all permit fees utilizing valuation/value of work

Inspection Fees for Commercial and Residential

Fee Description	2026/2027 Fee
Re-inspection Fee - Per Hour, 1/2 Hour Min.	\$95.20
Inspections Outside Normal Business Hours - Per Hour, Per Inspector, 1 Hour Min.	\$137.55
Temporary Certificate of Occupancy and Reapplication Fee(s)	\$52.90 per discipline/permit. Renewal required every 30 days
Site Observation-Inspection - Per Hour, 1 Hour Min. (e.g. pre permit consultation)	\$95.20
Without additional work done - per hour, \$150 min	\$95.20
Special inspection report - per hour	\$68.75
Re-issued Certificate of Occupancy	No Charge

Demolition Fees

Fee Description	2026/2027 Fee
Demolition Review Fee (non-exempt structures)	\$380.80
Demolition Permit Fee - Per Building, 1 Hour Min. (Permit fee for verifying utilities have been safely removed and capped off)	\$95.20
Demolition Capping off Sewer, Water, Rain Drain - Per Hour, 1 Hour Min.	\$95.20

Residential Plumbing Permit Fees

Fee Description	2026/2027 Fee
New Residential	
1 bathroom/kitchen (includes: first 100 feet of water/sewer lines; hose-bibs ice maker; under floor low-point drains; and rain-drain packages)	\$423.10
2 bathrooms/1 kitchen	\$528.85
3 bathrooms/1 kitchen	\$608.20
Each additional bathroom (over 3)	\$52.90
Each additional kitchen (over 1)	\$52.90
Remodel / Alterations	
Remodel / Alterations (minimum fee)	\$79.35
Each fixture, appurtenance, and first 100 ft. of piping	\$21.20
Minimum fee (when purchased as a bathroom unit(s) - includes the first 100 ft. of water service, sanitary & storm)	\$79.35
Piping or private storm drainage systems exceeding the first 100 ft.	\$21.20
Backflow assembly	\$26.45
Re-pipe water supply	\$95.20
Alternate water heating systems (coils, heat pumps, etc)	\$63.50
Solar	\$63.50
Swimming pool piping	\$52.90

Residential Plumbing Permit Fees, Continued

Fee Description	2026/2027 Fee
Residential Fire Sprinkler <i>(includes plan review)</i>	
0-2,000 square feet	\$211.55
2,001-3,600 square feet	\$264.45
3,601-7,200 square feet	\$370.25
7,201+ square feet	\$476.00
Manufactured Dwelling or Pre-Fab	
Connections to building sewer and water supply - per space	\$52.90
RV and Manufactured Dwelling Parks	
Installation fee	\$158.65
State fee	\$31.75
Factory manufactured awning/carport	Fee based on valuation of installation cost and system equipment. Refer to structural permit fees.
Each additional 10 spaces	\$105.80

Commercial Plumbing Permit Fees

Fee Description	2026/2027 Fee
Commercial, Industrial, and Dwellings Other than One- or Two-family	
Minimum fee	\$79.35
Each fixture	\$42.30
Swimming pool piping	\$63.50
Piping - per foot	\$0.80
Plumbing plan review	30% of permit fee
Sanitary Services	
First 100 feet	\$0.80
Each additional 100 Feet or fraction thereof	\$0.80
Storm Services	
First 100 feet	\$0.80
Each additional 100 Feet or fraction thereof	\$0.80
Water Services	
First 100 feet	\$0.80
Each additional 100 Feet or fraction thereof	\$0.80

Commercial Plumbing Permit Fees, Continued

Fee Description

2026/2027 Fee

Commercial Fire Sprinkler (including plan review)

Fee based on valuation of installation cost and system equipment

\$1.00 to \$500.00	\$95.20 per hour
\$501.00 to \$2,000.00	\$95.20 for the first \$500.00 plus \$10.60 for each additional \$1,000.00 or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$116.35 for the first \$2,000.00 plus \$8.50 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$311.00 for the first \$25,000.00 plus \$8.50 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$522.50 for the first \$50,000.00 plus \$5.30 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 and up	\$786.95 for the first \$100,000.00 plus \$4.30 for each additional \$1,000.00 or fraction thereof
Fire sprinkler/fire suppression/fire alarm plan review	65% of structural permit fee
Minimum permit fee	\$95.20

Miscellaneous

Minimum fee	\$95.20
Specialty fixtures	\$42.30
Re-inspection (no. of hrs. x fee per hour)	\$95.20/hr. (1/2 hr. minimum)
Special requested inspections (no. of hrs. x fee per hour)	\$95.20

Medical Gas Piping

Minimum fee	\$52.90
Valuation \$500 to \$2,000	\$52.90 + \$5.30 per \$1000 of valuation
Valuation \$2,001 to \$25,000	\$132.25 + \$19.05 per \$1000 of valuation
Valuation \$25,001 to \$50,000	\$571.15 + \$14.85 per \$1000 of valuation
Valuation \$50,001 to \$100,000	\$941.35 + \$9.55 per \$1000 of valuation
Valuation greater than \$100,000	\$1,417.35 + \$8.50 per \$1000 of valuation

Rainwater Harvesting System

Fee based on valuation of work to be performed.

Minimum fee	\$79.35
Valuation \$1 to \$500	\$79.35 for the first \$500 plus \$9.55 for each additional \$100 or fraction thereof, to and including \$2,000
Valuation \$2,001 to \$25,000	\$222.15 for the first \$2,000 plus \$10.60 per \$1,000, or fraction thereof, to and including \$25,000
Valuation \$25,001 to \$50,000	\$465.40 for the first \$25,000 plus \$10.60 per \$1,000, or fraction thereof, to and including \$50,000
Valuation \$50,001 to \$100,000	\$729.85 for the first \$50,000 plus \$9.55 per \$1,000, or fraction thereof, to and including \$100,000
Valuation greater than \$100,000	\$1,205.25 for the first \$100,000 plus \$9.55 per \$1,000 or fraction thereof

Commercial Mechanical Permit Fees

Fee Description	2026/2027 Fee
Commercial Mechanical Permit Fees	
Valuation \$1 to \$500	\$95.20/minimum
Valuation \$501 to \$100,000	\$95.20 for the first \$2,000.00 plus \$10.60 for each additional \$1,000.00 or fraction thereof.
Valuation \$100,000+	\$1,103.15 plus \$10.30 for each additional \$1,000.00 or fraction thereof.
Deferred submittals + fees	\$103.10 each item plus 65% of mechanical permit fee of deferred submittal valuation.
Plan review fee	25% of permit fee
Miscellaneous Fees	
Re-inspection	\$95.20
Specially requested inspection (per hour)	\$68.75
Regulated equipment (un-classed)	\$52.90

Residential Mechanical Permit Fees

Fee Description	2026/2027 Fee
Mechanical Permit Minimum Fee	\$79.35
Furnace/Burner including ducts & vents	
Up to 100k BTU/hr.	\$21.20
Over 100k BTU/hr.	\$21.20
Heaters/Stoves/Vents	
Unit heater	\$21.20
Wood/pellet/gas stove/flue	\$21.20
Repair/alter/add to heating appliance or refrigeration unit or cooling system/absorption system	\$21.20
Evaporated cooler	\$21.20
Vent fan with one duct/appliance vent	\$21.20
Hood with exhaust and duct	\$21.20
Floor furnace including vent	\$21.20
Gas Piping	
One to four outlets (any number of outlets)	\$21.20
Air-handling Units, including Ducts	
Up to 10,000 CFM	\$21.20
Over 10,000 CFM	\$21.20

Residential Mechanical Permit Fees, Continued

Fee Description	2026/2027 Fee
Compressor/Absorption System/Heat Pump	
Up to 3 hp/100K BTU	\$21.20
Up to 15 hp/500K BTU	\$21.20
Up to 30 hp/1,000 BTU	\$21.20
Up to 50 hp/1,750 BTU	\$37.05
Over 50 hp/1,750 BTU	\$47.65
Incinerator	
Domestic incinerator	\$21.20

Electrical Permit Fees

Fee Description	2026/2027 Fee
Residential per unit, service included	
1,000 sq. ft. or less	\$142.80
Each additional 500 sq. ft. or portion thereof	\$26.45
Limited energy	\$33.85
Each manufactured home or modular dwelling service or feeder	\$52.90
Multi-family residential	\$37.05
Residential and Commercial—Services or Feeders/Installation, Alteration, Relocation	
200 amps or less	\$100.50
201 to 400 amps	\$121.65
401 to 600 amps	\$201.00
601 to 1,000 amps	\$264.45
Over 1,000 amps or volts	\$581.75
Reconnect only	\$79.35
Temporary Services or Feeders	
200 amps or less	\$79.35
201 to 400 amps	\$105.80
401 to 600 amps	\$158.65
601 to 1000 amps	\$264.45
Over 1,000 amps or volts	\$476.00
Branch Circuits: New, Alteration, Extension Per Panel	
Branch circuits with purchase of a service or feeder	\$6.40
Branch circuits without purchase of a service or feeder:	
First branch circuit	\$68.75
Each additional branch circuit	\$7.95

Electrical Permit Fees, Continued

Fee Description	2026/2027 Fee
Miscellaneous Fees: service or feeder not included	
Each pump or irrigation circuit	\$68.75
Each sign or outline lighting	\$68.75
Signal circuit(s) or low voltage system, alteration or extension (each system)	\$68.75
Subdivision lighting per pole in addition to service	\$42.30
Swimming pool (panel, 3 circuits and bonding)	\$95.20
Specially requested inspection (per hour)	\$95.20
Each additional inspection over the allowable in any of the above, for those not covered under residential inspection caps (per inspection) - per hour, 1/2 hour min.	\$95.20
Special inspection - per hour, 1/2 hour min.	\$95.20
Reinspection - per hour, 1/2 hour min.	\$95.20
Field review-change of use - per hour, 1/2 hour min.	\$95.20

Residential Restricted Energy Electrical Permit Fees

Fee Description	2026/2027 Fee
Fee for All Systems¹, Including:	\$26.45
Audio and stereo systems	
Burglar alarm system	
Doorbell	
Garage-door opener	
Heating, ventilation, & air-conditioning systems	
Landscape lighting & sprinkler controls	
Landscape irrigation controls	
Outdoor landscape lighting	
Vacuum Systems	
Each Additional Inspection	\$26.45

¹For new construction, this permit fee covers all systems listed or can be sold separately.

Renewable Energy Systems

Fee Description	2026/2027 Fee
Renewable Energy Systems	
5 KVA or less	\$105.80
5.01 KVA to 15 KVA	\$105.80
15.01 KVA to 25 KVA	\$165.00
25.01 KVA and above	\$165.00 plus \$6.65/KVA for each additional

Renewable Energy Systems, Continued

Fee Description	2026/2027 Fee
Engineered Systems <i>(Separate Electrical application required)</i>	
Plan Review	65% of permit
Re-Inspection Fee - per hour, 1/2 hour minimum	\$95.20
Wind generation systems in excess of 25 KVA:	
25.01 KVA to 50 KVA	\$215.80
50.10 KVA to 100 KVA	\$496.05
<i>For wind generations systems that exceed 100 KVA the permit fee shall be calculated in accordance with OAR 918-309-0040</i>	
Solar generation systems in excess of 25 KVA, per KVA	\$6.65
The permit charge will not increase beyond the calculation for 100 KVA. Permits issued under this sub-section include three inspections. Additional inspections will be billed at an hourly rate.	

Building Permit Reinstatement Fee

Fee Description	2026/2027 Fee
A building permit expires after a period of 180 days from the date of issue with no inspection activity.	
To reactivate an expired permit, a fee of \$50.00 per construction discipline is required (Building, Plumbing, Mechanical, Electrical).	
If the sum of the original permit fee subject to reinstatement is less than \$50.00, a reinstatement fee equal to half of the value of the original permit fee shall be accessed for permit reinstatement.	

Grading/Excavation Fees

Fee Description	2026/2027 Fee
Grading Fees	
Plan Review Fee - per hour	\$95.20
50 cubic yards or less	No Fee
51-100 cubic yards	\$132.25
101-1,000 cubic yards	\$211.55
1,001-10,000 cubic yards	\$423.10
10,001-100,000 cubic yards	\$528.85 for the first 10,001 cubic yards plus \$52.90 for each additional 10,000 cubic yards or fraction thereof
Additional plan review required for changes, additions, or revisions to approved plans - per hour, 1/2 hour minimum	\$95.20
Permit Fees	
50 cubic yards or less	No fee
51-100 cubic yards	\$105.80
101-1,000 cubic yards	\$105.80 for first 101 yards plus \$37.05 for each additional 100 cubic yards or fraction thereof

Other Building Fees

Fee Description	2026/2027 Fee
Investigation Fees	
Investigation Fee A - Low effort to determine compliance. Per hour.	\$95.20
Investigation Fee B - Medium effort to gain compliance. Stop work order posted. Applicant obtains required permits within 10 business days. Per hour, \$150 minimum.	\$95.20
Investigation Fee C - High effort to gain compliance. Applicant failed to meet deadline or has had more than one documented violation in 12 months for starting work without permits. Per hour, \$250 minimum.	\$95.20

State of Oregon Surcharge - ORS 455.210(4)

State of Oregon permit surcharge is 12% of structural, plumbing, mechanical and electrical components of the overall building permit.

Building Permit Refund Policy

The City of Ashland Community Development Department offers partial refunds for building permits that have been issued, have had no inspections performed and have not yet expired (six months from issue date). Refunds for permits that have expired are limited to any Systems Development Charges (SDC's) that were part of the permit fees.

How to Request a Refund

Submit a letter of refund request signed by applicant/owner with a mailing address for the refund check to the Community Development Department at 51 Winburn Way. The refund will be processed within 30 days of the date of the request letter.

The following fees are not refundable

- Building Plan Check Fee
- Fire Protection Review Fee
- 50% of Community Development Fee (maximum equal to Building Plan Check Fee)
- 50% of Engineering Development Fee (maximum equal to Building Plan Check Fee)

The remainder of the permit fees are refundable. A \$50.00 administrative fee will be subtracted from the eligible refund amount for costs associated with the refund process.

Fire Miscellaneous Fees and Charges

Fee Description	2026/2027 Fee
Report Fees	
Non-patient pre-hospital care reports	
10 pages or less	\$21.20
Each additional page	\$0.30
Fire incident reports	
10 pages or less	\$12.75
Over 10 pages	\$15.90
Patient report	
10 pages or less	\$42.30
Each additional page	\$0.30
Mailing cost	Actual Cost
Fire Investigation and Fire Marshal Reports	
Narrative report	
10 pages or less	\$21.20
Each additional page	\$0.30
Photos - each	\$1.10
Photo log	\$21.20
Investigation drawings/chart - each	\$21.20
Research Fee	Refer to page 2
Cost Recovery Fees (MVC, Haz-Mat, Rescue)	
Level 1 MVC - Assessment and stabilization	
First hour	\$555.30
Each additional hour	\$275.00
Level 2 MVC – Level 1 plus fluid clean-up	
First hour	\$581.75
Each additional hour	\$322.60
MVC with Extrication (requires use of extrication equipment)	
First hour	\$1,692.35
Each additional hour	\$846.20
Hazardous Material Incidents	
Level 1 – Incident command, isolate and deny entry, evacuations if needed	\$899.10
Haz-Mat 8 activation with AF&R engine standby - per hour	\$513.05
Haz-Mat 8 activation with AF&R ambulance standby - per hour	\$380.80
Victim Rescues	
Engine response - per engine, per hour	\$528.85
Technical rescue team - per person, per hour	\$174.55

Fire Miscellaneous Fees and Charges, Continued

Fee Description	2026/2027 Fee
Emergency Medical Services	
AF&R ambulance membership- basic annual	\$55.00
Ambulance waiting time, per 1/2 hour	\$58.20
Ambulance stand by - per hour, 2 hour minimum	\$126.95
On scene coordinator - per hour	\$63.50
Extra attendant - each	\$58.20
Emergency Medical Services/Standby Fees	
Structure engine standby for events - per hour	\$513.05
Brush engine standby for events - per hour	\$322.60
Fire and Life Safety Division standby - per hour	\$116.35

Fire Marshal Review Fees

Fee Description	2026/2027 Fee
Plan Checks	
Any building permit	24% of the Building Division Structural Permit Fee and Plan Check Fee
Condominium	24% of the Building Division Structural Permit Fee and Plan Check Fee
Survey Plat Review Fees	
Partition plats	\$113.20
Condominium plats	\$243.30
Subdivision plats	\$243.30
Other	
All hydrant flow requests. To be charged to the developer or installer	\$158.65
False alarm charge	\$264.45
First Aid/CPR Classes - Per Person Cost	
Basic Life Support (BLS) for Healthcare Providers CPR Class	\$74.10
Heart Saver CPR & First Aid Class	\$74.10
Heart Saver CPR Class	\$47.65
Family and Friends CPR Class	\$7.40

Fire Marshal Review Fees, Continued

Fee Description	2026/2027 Fee
Inspection Fees	
<i>Initial Inspection (Re-inspection Included)</i>	
Travelers Accommodation	\$42.30
Occupancy Type "B"	
0-1,000 sf.	\$42.30
1,001-3000 sf.	\$79.35
Occupancy Type "A, E, M, S"	
0-3,000 sq ft	\$79.35
Occupancy Type "F, H, I"	
0-3,000 sq ft	\$132.25
3,001-10,000 sq ft	\$211.55
10,001-20,000 sq ft	\$264.45
Over 20,000 sq ft	\$317.35
Occupancy Type "A, B, E, M, S"	
3,001-10,000 sq ft	\$132.25
10,001-20,000 sq ft	\$185.10
Over 20,000 sq ft	\$238.00
Occupancy Type "R, SR"	
3 to 10 Units	\$79.35
11 to 40 Units	\$132.25
41 to 70 Units	\$185.10
Over 70 Units	\$264.45
Non-compliance after 2nd inspection: inspection fee +	Base Fee +\$105.80
Non-compliance after 3rd inspection: inspection fee +	Base Fee +\$211.55
Non-compliance after 4th inspection / subsequent inspections: inspection fee +	Base Fee +\$423.10
Operational Permits	
Fireworks public display	\$158.65
Exhibits and trade shows	\$158.65
Fumigation and thermal insecticide fogging	\$317.35
Vehicles or equipment in assembly buildings	\$52.90
Pyrotechnic and special effects	\$79.35
Open flame	\$79.35
Haunted houses	\$52.90
Marijuana processing	\$528.85
Fire performances (per event)	\$79.35
Temporary membrane structures, tents and canopies	
200-400 sq ft	\$52.90
Above 400 sq ft	\$132.25
Hydrostatic test	\$79.35
Underground flush test	\$79.35
Hood system trip test	\$79.35
Fire acceptance test	\$158.65
Egress light test	\$158.65
Above ground lp tank install	\$79.35

Fire Marshal Review Fees, Continued

Fee Description	2026/2027 Fee
Operational Permits, Continued	
Above ground lp tank removal	\$158.65
Commercial lp usage less than 500 gallons	\$79.35
Underground fuel tank install	\$317.35
Underground fuel tank removal	\$528.85
Construction and Use Permits	
Compressed gas	\$158.65
Flammable and combustible liquid storage	\$158.65
Hazardous materials storage	\$317.35
Hazardous materials production	\$317.35
Industrial ovens	\$158.65
High piled combustible storage	\$158.65
Permits not specifically mentioned but required by fire code	\$51.55 - \$515.50 depending on staff hours and complexity
Pre application comments	\$26.45
After hours and weekend inspections	\$158.65
Fire Systems Cover Up/ Acceptance Test Inspections	
0-3,000 sq ft	\$79.35
3,001 to 10,000 sq ft	\$132.25
10,001 to 20,000 sq ft	\$185.10
20,001 to 40,000 sq ft	\$370.25
40,001 to 80,000 sq ft	\$740.40
Above 80,000 sq ft	\$1,057.70
Weed Abatement	
Staff time	See page 2
Mailing cost	Actual Cost
Weed abatement by contractor	Actual Cost
Other	
T-shirt	\$36.10
Sweatshirts	\$56.70
Misc. apparel items	Prices vary

Electric Miscellaneous Fees and Charges

Fee Description	2026/2027 Fee
Banners - Each	\$131.70
Temporary Service Drop	
Single phase underground temp 300 amps or less	\$260.25
Single phase overhead temp 300 amps or less	\$310.80
Three phase	Actual Cost
Street Light	
Install of light shroud	\$84.30

Electric Meter Charges

Fee Description	2026/2027 Fee
Meter Tests for Accuracy	
Once in twelve months	No Charge
Two or more times in twelve months	\$185.50
Meter repairs/replacement (damaged by customer)	Actual Cost
Non-Radio Frequency Meter Charges	
Conversion from radio frequency (RF) to non-RF meter	No Charge
Monthly Fee to manually read Non RF meter	No Charge
Service Calls	
Once in twelve months	No Charge
Two or more times in twelve months	\$213.90
Other hours or holidays	\$319.25
Service Connection for Applicant	
De-energize service	\$267.65
Scheduled Work After Hours	Actual Cost
Unauthorized Connection	\$226.55

Electric Line Extension Charges

Fee Description	2026/2027 Fee
New Single-Family Residential Service	
Overhead service in existing developed areas from distribution line to and including meter.	\$611.10
Overhead service upgrade or increased service for 300 amps or less	\$611.10
Replacement of service from overhead to underground, 300 amps or less. Customer provides all trenching, conduit, backfilling and compaction as directed by the City.	\$1,282.25
Underground residential service of 300 amps or less. Customer provides conduit, trenching, back fill, compaction as directed by the City.	\$734.35
Underground Distribution Installation Charges	
Per lot less house service and engineering fees.	\$1,249.60
Subdivisions of 0 to 20 engineering fee per lot	\$180.20
Subdivisions of 21+ engineering fee per lot	\$272.95
Three phase subdivision as required by City per lot	\$272.95
Any Overhead/Underground Service Over 300 Amps	Actual Cost
Commercial, Institutional and Industrial Service	Actual Cost
Blower Door Leak Test (<i>Gas heat customers only</i>) *	\$79.05
Duct Leak Test (<i>Gas heat customers only</i>) *	\$131.70
** <i>Electric heat customers = no fee</i>	

IT Miscellaneous Fees and Charges

Fee Description	2026/2027 Fee
Installation Fees	
Basic installation - Pre-wired CATV outlets only. (Additional charges for parts and supplies apply)	\$20.00
Add Trap ("filter")	\$10.00
New customer cable modem activation	\$10.00
Cable modem (refurbished 90 –day replacement warranty)	\$50.00
Additional materials	\$10.00
Over-and-beyond regular installation including multi outlets, outlet plates, additional wiring, replacement of customer damaged outlets.	
Wi max standard installation	\$200.00
Disconnect Fees	
Disconnect	\$50.00
Remove trap ("filter")	\$10.00
Truck Roll	\$35.00
Field Technician Hourly Rate	
Non-standard work such as advancing troubleshooting, non-standard outlets, fishing wire inside walls, etc.	\$55.00
Consulting and Technical Support Hourly Rate	
For support issues not related to AFN infrastructure, performance, and reliability. Minimum charge one hour.	\$85.00
Non-City Employee Staff Screening	
Charge for each vendor employee submitted for authorization to access AFN and City Service Center facilities.	\$150.00
Fiber Service Installation	
Overhead served connections	Individual Business Case (IBC) & quote
Underground served connections	IBC & quote
Ethernet	
Transit @ 100 Mbps	IBC & quote
Transit @ 1000 Mbps	IBC & quote
Static IP Address - Per Month, Each	\$5.00
Maximum of 5 Static Internet Protocol (IP) addresses*	
Minimum level of service for static IP and Quality of Service (QoS) is "CHOICE" or higher service tier.	
QoS Fee - Per Month	\$3.50
VOIP (phone) enhancement available with AFN Choice or higher service level through AFN certified modems.	

IT Miscellaneous Fees and Charges, Continued

Fee Description	2026/2027 Fee
Business Augmented Upload Package (additional 5 Mbps) - Per Month	\$15.00
Available exclusively for AFN Direct Small Office/Home Office (SOHO) or Small Business. Must have current City of Ashland business license.	
<i>*Additional fee added to base AFN Direct retail rates on specific packages.</i>	
SOHO business augmented upload package - per month. Maximum SOHO upload speed with augmented upload service at up to 9 Mbps.	\$80.00
Small Business augmented upload package - per month. Maximum Small Business upload speed with augmented upload service at up to 10 Mbps.	\$100.00
Non-return of Customer Premise Equipment (CPE) Devices	\$300.00
CPE's must be returned on disconnect date of AFN services.	
Cable TV (CATV) Seasonal Reconnects & Disconnects	
Disconnects & reconnects - per visit	\$10.00
Service change - per visit	\$10.00
Install HBO filter - per visit	\$10.00
CATV House Amp Fee - Each	\$35.00
Utility Billing Lobby Signage Fee - Per Month	\$100.00
Cable Modem Rental - Per Month	\$5.00
Non-Return of Rented Modem at Closing of Account - Each	\$50.00
Cable Modem Purchase - Each	\$50.00
<i>* Resolution 2010-28 (Section 2, page 38) grants Information Technology management ability to set promotional rates.</i>	
Fiber services	
Fiber Essentials - Wholesale	\$40.00
Fiber Essentials - Retail	\$50.00
Fiber Advanced - Wholesale	\$48.00
Fiber Advanced Retail	\$60.00
Fiber Ultimate - Wholesale	\$75.00
Fiber Ultimate - Retail	\$90.00
Fiber Multi-gig - Wholesale	\$90.00
Fiber Multi-gig - Retail	\$120.00
Fiber Ultimate Promotional - Wholesale	\$60.00
Fiber Ultimate Promotional - Retail	\$70.00
Router setup - Wholesale	\$25.00
Router setup - Retail	\$50.00
Router monthly fee - Wholesale	\$4.75
Router monthly fee -Retail	\$6.49
Mesh unit monthly fee - Wholesale	\$1.49
Mesh unit monthly fee - Retail	\$3.49

Municipal Court Miscellaneous Fees and Charges

Fee Description	2026/2027 Fee
Court Administration Fees	
Court Administration Fees	\$36.10
Criminal	
City Attorney deferred sentence/diversion	\$100.00
Civil compromise costs	\$77.35
Extend/amend City Attorney deferred sentence/diversion	\$46.40
Failure to appear for bench trial/show cause hearing	\$92.80
Failure to appear for jury trial	\$154.65
Forfeiture of Security	\$25.80
Court costs	\$35.00
Show cause admission of allegation	\$25.80
Bench probation fee	\$100.00
Warrant & bank costs	\$25.80
Violation	
Appeal transcript fee	\$10.30
Compliance inspection fee	\$25.00
Failure to appear for bench trial	\$72.15
Forfeiture of Security	\$25.80
Court costs	\$45.00
Traffic school program fees	
Tier 1	\$115.00
Tier 2	\$120.00
Tier 3	\$180.00
Tier 4	\$220.00
Tier 5	\$280.00
Tier 6	\$480.00
Presumptive fines	
Tier 1	\$115.00
Tier 2	\$165.00
Tier 3: Special zone enhanced penalty	\$225.00
Tier 4	\$265.00
Tier 5: Special zone enhanced penalty	\$325.00
Tier 6: Special zone enhanced penalty	\$525.00

Nothing in this document is intended to detract from the inherent power of the Court pursuant to general law to impose fees and charges established in state law or city ordinance in addition to the fees and charges specified herein.

All other fees and charges inconsistent with the fees and charges set forth herein are repealed. Nothing in the Resolution is intended to detract from the inherent power of the Court pursuant to general law to impose fees and charges established in state law or city ordinance in addition to the fees and charges specified herein.

Police Miscellaneous Fees and Charges

Fee Description	2026/2027 Fee
Police Reports	
10 pages or less	\$12.75
Over 10 pages	\$15.90
Research Fee	See page 2
Visa Letters	\$20.10
Fingerprint Cards	
First card	\$37.05
Each additional card	\$10.60
Photographs (CD)	\$20.10
Audio Recordings¹	\$20.10
Mobil Audio Video Recordings (MAV)¹	\$20.10
Body Camera Video¹	\$20.10
Impound/Tow Fee - Cash Only	\$111.10
Vehicles for Hire - Per Ordinance 3160	
Permit fee for transportation network company	\$5,000.00
Permit fee for taxi or limousine company	\$500.00
Permit for vehicle for hire drivers	
New	\$60.00
Renewal	\$60.00

¹Any audio or video recording requiring extensive redaction, more than 30 minutes, shall be charged at a rate outlined under Research Fee. Refer to page 2.

Public Works Miscellaneous Fees and Charges

Fee Description	2026/2027 Fee
Engineering Development Fee	0.75% of Valuation

This fee is charged concurrently with Building Permit Fees at the time of building permit applications. The fee applies to all new residential dwelling units and commercial developments. Remodels, additions and accessory buildings are not assessed this fee.

Public Works - Fee Inflators

Fee Description
March CPI - Used for Plat & Plan Checks, PW & Engineering Inspections, Permits and Cemetery Fees March 2026 CPI value = 329.713 (New) March 2025 CPI value = 319.799 (Old) $(329.713-319.799)/319.799 = 3.1\%$
March ENR - Used for Sewer and Water Connection Fees March 2026 ENR value = 14146.75 (New) March 2025 ENR value = 13782.50 (Old) $(14146.75-13782.50)/13782.50=2.7\%$
January CPI - Used for Airport Fees January 2026 CPI value =345.152 (New) January 2025 CPI value = 335.989 (Old) $(345.152-335.989)/335.989= 2.73\%$

Public Works / Engineering Inspections & Permits

Fee Description	2026/2027 Fee
Subdivision Construction Inspection/Public Works Improvement Inspection	5% Engineer Fee (5% of the public improvement cost)
Street or Alley Excavation Permit	\$258.00 plus cost per foot based on age of pavement.
Base fee	\$258.00
Age of street:	
Less than 5 years	\$7.00/linear foot
Between 5 and 10 years	\$6.00/linear foot
Between 10 and 15 years	\$4.00/linear foot
Over 15 years	\$2.00 linear foot
Encroachment Permit	\$258.00
Miscellaneous Construction Permit (Construction of curb, sidewalk, driveway apron, etc.)	\$86.00
Dust Suppression Permit	\$86.00
Driveway Painting Permit (Includes a can of paint)	\$20.00
Right-of Way Closure	
Street	\$258.00
Sidewalk: >72 hours	\$86.00
Sidewalk: <72 hours	\$20.00
Parking Space: >72 hours	\$86.00
Parking Space: <72 hours	\$20.00
Block Party	\$20.00
Sidewalk Dining	
Base fee (50 sq. ft. included)	\$258.00
Over 50 sq. ft.	\$6.00 per sq. ft.
Functional Item – Annual Renewal	\$86.00
Street Painting Permit	\$20.00
Loaned Functional Item, Pennant Application Fee	\$175.00
Publication Box per Publication - Annual Renewal	\$36.00
Bike Rack Purchase	\$170.00

Public Works / Engineering Inspections & Permits, Continued

Fee Description	2026/2027 Fee
Special Vehicle Permit-Initial Fee	

Initial Fee	\$357.00
Annual Renewal	\$138.00
Penalty for No Permit	150% of permit cost
Street or Alley Vacation	\$926.00
An administrative fee of 25% will be assessed on all permit refunds. Refunds will not be issued if requested later than one year following the application date.	

Sanitary Sewer Connection Fees

Fee Description	2026/2027 Fee
Sanitary Sewer Mainline Video Inspection - Min Charge (Cost based on time and materials)	\$417.00

Water Connection Fees

Fee Description	2026/2027 Fee
Installation of Water Services	
The installation of all new water services and taps regardless of size will be charged on a time and materials basis.	Actual Cost
Utility Locates	
First utility locate at an address	No Charge
Additional locates at same address	\$90.00
Water Meter Re-Read	
Once in 12 months	No Charge
Each additional re-read in 12 months	\$42.00
Water Meter Field Test	\$65.00
Water Meter Bench Test	
3/4" or 1" Water Meter	\$143.00
1 1/2" or 2" Water Meter	\$267.00
Larger Meters	Actual Cost
Water Pressure Check	
Water pressure check once in 12 months	No Charge
Each additional pressure check in 12 months	\$50.00
Water Chlorination Test - Subdivision Retest Upon Failure (Cost based on time and materials)	\$844.00
Water Pressure Test - Subdivision Retest Upon Failure (Cost based on time and materials)	\$510.00

Cemetery Fees, Sales of Liners, Markers

Fee Description	2026/2027 Fee
Sales of grave spaces or burial plots, liners and markers: fees split, 40% to the cemetery fund and 60% to the cemetery trust fund.	

Grave Space	
Lawn and monument sections	\$668.00
Baby Land	\$211.00
Niches (bronze)	\$565.00
Urn garden	\$211.00
Crypt	\$1,412.00
Concrete Cemetery Box, Including Setting	\$565.00
Concrete Liners	Cost plus 10%
Final Inscriptions - Minimum Charge	\$197.00
Niche Vases	\$190.00
Grave Markers	Wholesale cost X 2.5 not to exceed \$735.00
Grave Marker Setting, Concrete Base	\$211.00
Monticello Burial Vault (Sealed Concrete)	\$1,551.65

Sexton Fees

Fee Description	2026/2027 Fee
Opening and Closing Graves	
Ground	\$565.00
Double-deep	\$633.05
Infant	\$211.00
Opening and Closing Crypts	\$565.00
Opening Closed Crypts	\$565.00
Opening and Closing Niches	\$145.00
Opening Closed Niche	\$145.00
Inter Cremains in Grave Spaces	\$211.00
Scattering of Cremains	\$145.00
Disinterment (Paid in advance)	\$1,412.00
Saturday, Sunday or Holiday Burial	\$564.00

Sexton Fees, Continued

Fee Description	2026/2027 Fee
Grave Setup Rental - Per Occurrence	\$144.00

35

Tent Rental - Per Day	\$69.00
Perpetual Care Lots, Sold Before 1927	\$145.00
Vases	
Galvanized	\$57.00

Cemetery fees will be subject to a 1.5% finance charge per month if not paid within 60 days of use. All above services will be sold pre-need in installments, interest free, with a minimum payment of one-twelfth of the total sale.

Ashland Airport Fees

Fee Description	2026/2027 Fee
Lease Type A - City Owned - Rentals	
T-hangars	
Without doors	\$255.00
¹ With vintage doors	\$319.00
¹ With contemporary doors	\$402.00
Helicopter hangar	\$319.00
Box hangars	
With reversionary stack door -per sq. ft./month	\$0.33
"Shell rental" (privately built, City owned) -per sq. ft./month	\$0.38
"Amenities" for any City Owned Hangar	
Office space (inside dimension) -per sq. ft./month	0.32
Bathroom (building footprint - outside wall dimension) -per sq. ft./month	\$0.03
Heat (any upgraded head source including gas and electric -per sq. ft./month	\$0.01
Monthly tie-downs	
Small	\$55.00
Large ²	\$75.00
Overnight tie-downs	
Small	\$10.00
Large ²	\$20.00
Tie Down Rental Policy	
All parties utilizing tied down parking are required to provide written consent to the Airport deeming the owner of any stored or parked aircraft as the last FAA registered owner of that aircraft. After an unpermitted failure to pay required rent or the aircraft becomes inoperable either mechanically or by regulation, and any such condition exceeds a ninety (90) day period for storage or parking, the Ashland Airport has the authority to treat the aircraft as a nuisance under AMC Chapter 2.31 Uniform Violation Abatement Process. Any appeal to the Ashland Airport taking such action is subject to AMC 2.30 Uniform Administrative Appeals Process.	
Lease Type B - Ground Lease - City Owned Hangars	
Ground lease - no minimum footage - per sq. ft., per year	\$0.26

Ashland Airport Fees, Continued

Fee Description	2026/2027 Fee
Lease Type C - Ground Lease - Privately Owned Hangars	
Privately owned ground lease minimum footage 60'x40' - per sq. ft., per year	\$0.61
Hangar Reservation Fees	
T-hangar - basic fee	\$103.00; and \$75.00 is applied to first months' rent
Ground lease space	\$2,060.00 - Non-refundable space reservation fee*
Reservation fees are valid for a period of 1 year at which time can be renewed for an additional 12 months if progress is shown towards development of a hangar onsite.	
Specialized Aviation Service Operations (SASO) Fee (Annual)	
The square footage of the hangar multiplied by 1.6, multiplied by the current B Ground Lease fee rate. A Hanger keeper will have the square footage of the hangar multiplied by 1.0, multiplied by the current B Ground Lease fee rate.	
Mobile Service Providers (MSP) Airport User Fee (Annual)	
Basic Fee	
First two employees	\$361.00
Each additional employee	\$26.00
Temporary MSP (90 days max, non-renewable)	\$103.00
Freight Operation	
(Follows Medford International Airport adjustments annually)	
Tariff Rate	\$5.45/1,000 lbs.

¹An additional electrical surcharge of \$5.00 per month will be added to this amount.

²Large aircraft defined as a single engine turbo-prop or multi-engine aircraft with a gross certified aircraft weight of 6000 lbs. or greater

Parks and Recreation Miscellaneous Fees and Charges

Picnic and Facility Rentals and Special Events

Fee Description	2026/2027 Fee
Group Picnic Rentals	
Cotton Memorial Area - 4-hour rental	\$128.00
Madrone Area - 4-hour rental	\$77.00
Root Memorial - 4-hour rental	\$77.00
Hillside Picnic Area - 4-hour rental	\$77.00
Sycamore Grove - 4-hour rental	\$77.00
North Mountain Park Pavilion - 4-hour rental	\$77.00
Lawn below Upper Duck Pond	\$77.00
Butler Band Shell - 8-hour rental	
Under 200 people	\$256.50
Over 200 people	\$515.50
Garden Way Pavilion - 4-hour rental	\$77.00
Private Use/Rental Tennis/Pickleball Courts - 1 hour rental	\$20.00
Ashland Japanese Garden	
Private Event Rental - 3 hours rental	
Off season, Monday-Thursday	\$770.00
Off season, Friday-Sunday	\$1,031.00
Busy season, Monday-Thursday	\$1,283.50
Busy season, Friday-Sunday	\$1,546.50
<i>Busy season = April - July and October</i>	
<i>Off season = November - March, August and September</i>	
Deposits-Refundable Credit Card Only	
Picnic areas	\$77.00
Butler Band Shell	\$154.00
Buildings security	\$154.00
Japanese Garden	\$154.00
Special Event Fees	
Special event application fee	\$134.00
Street closure fee	\$154.00
Park booth fee (per booth)	\$30.50
Exclusive Use Fee-Impact Fee/Per site location /per 8 hours	\$150.00
Alcohol Fee (non-refundable)	
Not for profit	\$500.00
All other	\$1,000.00

Picnic and Facility Rentals and Special Events, Continued

Fee Description	2026/2027 Fee
General Building Reservations	
The Grove - full facility	
Weekdays - per hour	\$102.50
Weekends - per hour	\$179.50
The Grove Otte/Petterson OR Gym	
Weekdays - per hour	\$41.00
Weekends - per hour	\$61.50
Hunter Park Senior Center - Single Room	
Weekdays - per hour	\$41.00
Weekends - per hour	\$61.50
Ashland Senior Center - full facility (excluding kitchen & office)	
Weekends only - per hour	\$123.00
Community Programming Partner Fee	\$20.50
Pioneer Hall	
Weekdays /Holiday	\$125 first hour, \$40 thereafter
Weekday	
Rental Volume: 1-5	\$125 first hour, \$25 thereafter
Rental Volume: 6-11	\$80 first hour, \$25 thereafter
Rental Volume: 12+	\$65 first hour, \$25 thereafter
Community Center Main Room	
Weekdays /Holiday	\$125 first hour, \$50 thereafter
Weekday	
Rental Volume: 1-5	\$125 first hour, \$35 thereafter
Rental Volume: 6-11	\$80 first hour, \$35 thereafter
Rental Volume: 12+	\$65 first hour, \$35 thereafter
Community Center Side Room	
Weekdays /Holiday	\$50 first hour, \$40 thereafter
Weekday	
Rental Volume: 1-5	\$40 first hour, \$25 thereafter
Rental Volume: 6-11	\$40 first hour, \$20 thereafter
Rental Volume: 12+	\$40 first hour, \$15 thereafter
Miscellaneous equipment fee	\$102.50
Electricity use fee - per 4 hours	\$25.50

Field Usage

Fee Description	2026/2027 Fee
Field Usage	
Tournaments - per day per team	\$51.00
Ball field lights - per hour	\$34.50
Facility Usage	
1 day per week/season (each organization)	\$300.00
2 days per week/season (each organization)	\$450.00
3-4 days per week/season (each organization)	\$600.00
5-7 days per week/season (each organization)	\$750.00

Calle Seating

Fee Description	2026/2027 Fee
Calle Seating	
8-month Season	
Artisans	
2 weekend days per week - per sq. ft.	\$7.20
Restaurant Seating	
7 days per week - per sq. ft.	\$10.70
5 days per week - per sq. ft.	\$6.70
9.5-month Season	
Artisans	
2 weekend days per week - per sq. ft.	\$7.20
Restaurant Seating	
7 days per week - per sq. ft.	\$12.70
5 days per week - per sq. ft.	\$7.95

Daniel Meyer Pool Fees

Fee Description	2026/2027 Fee
Daniel Meyer Pool	
Admission	
Youth	\$3.00
Adult	\$4.50
Lap swim	
Youth	\$3.00
Adult	\$4.50
Water Aerobics/Water Polo	
Youth	\$5.00
Adult	\$5.00
Swim lessons (8 class session)	
Per 8 class lesson 1 to 6 ratio	\$55.00
Cost is dependent on the age of the child and the length of the lesson.	
Senior only sessions	\$3.00
Private lessons	\$30.00
Open swim/lap swim punch card	
Youth/Senior 10 punch	\$27.00
Youth/Senior 20 punch	\$54.00
Adult 10 punch	\$40.50
Adult 20 punch	\$81.00

Recreation Programs & Community Gardens

Fee Description	2026/2027 Fee
Youth Recreation Programs	
60/40 up to 80/20 split w/ instructor and APRD	
Adult Recreation Programs	
60/40 up to 80/20 split w/ instructor and APRD	
Senior Recreation Programs & Services	
Senior Activity Classes	60/40 up to 80/20 split w/ instructor and APRC (activity fees range from \$2-10/class)
Lost UMO card replacement	\$2.00
Community Garden Fees	
10x10	\$46.00
10x12	\$55.00
10x20	\$82.00
20x20	\$102.50
4x12 - depending on location	\$22.50 or \$30.00
Refundable deposit	\$50.00
Nature Center School Programs	
K-2/half day	\$154.00
3-5/ full day	\$231.00

Ashland Rotary Centennial Ice Rink

Fee Description	2026/2027 Fee
General Admission	
Youth	\$4.00
Adult	\$5.00
Skate Rental	\$3.00
Hockey Admission	
Youth	\$5.00
Adult	\$9.00
Skating Private Lesson - 30 Minutes	\$28.50
Group Rental Rate - Per Person (8-30 ppl)	\$8.00
Ashland Rotary Centennial Ice Rink Discounts	
Special event	
Youth	\$2.00
Adult	\$4.00
Cheap skate-rental	\$1.00
Student night admission (includes skate rental)	\$6.00
Recreation skate gift card	\$6.00
Ice Rink Multi-Pass	
Youth punch card-all programs (5-13)	\$35.00
Adult punch card-all programs (14+)	\$45.00
School groups - (per group of 30)	\$100.00

Oak Knoll Golf Course

Fee Description	2026/2027 Fee
Annual Passes¹	
Single	
Annual payment (7 days)	\$1,199.00
Single Annual (M-F only) No Holidays	\$859.00
Multi Round Card (10/9 hole rounds, expires 1 year from purchase)	\$179.00
Senior/Vet (55+) – single	
Senior/Vet Annual payment (7 days)	\$1,099.00
Senior/Vet (M-F only) No Holidays	\$799.00
Couple/domestic partner	
Couple/Domestic Partner Annual payment	\$1,399.00
Couple/Domestic Partner (M-F only) No Holidays	\$999.00
Family + 1 – couple plus one (17 and under) in household	
Annual payment	\$1,574.00
Family + 1 (17 and under) in household (M-F only) No Holidays	\$1,174.00
Junior-single (17 and under)	\$199.00
Snowbird (for 6 months) – single	\$750.00
Daily Adult Fees (Ages 18 +)	
9 holes walk	\$20.00
18 holes walk	\$32.00
Senior & Veteran 9 holes walk	\$18.00
Senior & Veteran 18 holes walk	\$28.00
Cart Fees - Per Person, Year-Round	
9 holes (per seat)	\$10.00
18 holes (per seat)	\$15.00
Daily Junior Fees (Ages 8 to 17)	
9 holes - year-round	\$8.00
18 holes - year-round	\$15.00
Driving Range - One Token (35 balls)	\$4.00
Oak Knoll Golf Course Wedding Fees	
November-February - full day	\$750.00
November-February - half day	\$400.00
March-October - full day	\$1,500.00
March-October - half day	\$800.00

Fees may change up to 20% based on seasonality, group discounts, or other promotional needs.



Council Business Meeting

Date: May 19, 2026

Agenda Item	Personal Services Contract Renewal for Ashland Chamber of Commerce (DBA Travel Ashland) Destination Marketing Activities
Department	City Manager's Office
From	Jordan Rooklyn

TIME ESTIMATE

20 minutes

CATEGORY

Contract Approval - as the contract board, confirm proper procedure with a motion to approve.

SUMMARY

Approval of a one-year contract renewal for the provision of destination marketing services from the Ashland Chamber of Commerce (DBA Travel Ashland) in the amount of \$450,000 for FY27.

POLICIES, PLANS & GOALS SUPPORTED

Use of Transient Lodging Tax funds to promote and support tourism in Ashland

BACKGROUND AND ADDITIONAL INFORMATION

Transient Lodging Tax

The City collects a 10% Transient Lodging Tax (TLT) on temporary or short-term lodging within Ashland's city limits. Roughly 30% of revenues collected are reinvested into supporting and growing tourism. All revenues and expenditures associated with the use of TLT for tourism occur within the Tourism Fund.

Within the BN25-27 Tourism Fund budget, the City has earmarked \$350,000 for Destination Marketing, \$50,000 for a Business Marketing Program, \$15,000 for the provision of a visitor information center and Visitor Guide, and \$35,000 for Data, Analytics, and Research in FY27. These services are provided by the Ashland Chamber (DBA Travel Ashland) in FY26.

Current Destination Marketing Services Contract

The City is currently contracted with Travel Ashland for the provision of destination marketing services and related activities through June 30th, 2026. The total contract value is \$450,000 and includes:

- Limitation that no more than 50% of the funds provided can go towards salaries, fringe benefits, and general office overhead.
- Governance structure stipulations.
- Reporting requirements.
- The provision of the following services:
 - Tourism promotion activities
 - Visitor Guide development and distribution
 - Visitor Information Center provision
 - Business Marketing Program
 - Data, analytics, and research
 - Reporting and documentation

Travel Ashland has met all contract terms to-date and will provide a brief presentation to Council on the tourism levels we are seeing locally. Attached to this communication are the most recent quarterly reports provided by Travel Ashland.





Council Business Meeting

Option to Renew

Within the FY26 Destination Marketing Contract is the option to renew the contract for one additional year. If renewed, the requirements, services, and funding levels would remain the same in FY27.

FISCAL IMPACTS

This contract represents a \$450,000 expenditure within our FY27 Tourism Fund. This expenditure has been budgeted for.

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

I move to renew the Personal Services Contract with the Ashland Chamber of Commerce for the provision of destination marketing services for an additional year.

REFERENCES & ATTACHMENTS

1. FY26 Contract with Ashland Chamber for Destination Marketing Services
2. FY26 Q3 Visitation Report
3. FY26 Q3 Travel Ashland Budget to Actual





Personal Services Agreement

City Information

City of Ashland
Attn: Jordan Rooklyn
20 East Main Street
Ashland, Oregon 97520
Phone: 541-552-2103
Email: jordan.rooklyn@ashland.or.us

Consultant Information

Ashland Chamber of Commerce,
Firm Name: DBA Travel Ashland
Contact: Sandra Slattery
Address: 110 E Main St
Ashland, Oregon 97520
Phone: 541-482-3486
Email: sandra@ashlandchamber.com

Contract Summary

Procurement Method: Sole Source
Completion Date: June 30, 2026
Contract Amount: \$450,000
Description of Services: Destination Marketing Activities
Supporting Documents: Exhibit A – Consultant's Services Dated: May 20, 2025
Exhibit B – Living Wage Dated: May 20, 2025
Exhibit C – Governance Policies & Procedures Dated: May 20, 2025
Exhibit D – Certification/Representation Dated: May 20, 2025

This Personal Services Agreement (hereinafter "Agreement") is entered into by and between the City of Ashland, an Oregon municipal corporation (hereinafter "City") and the Consultant listed under Consultant Information above, ("hereinafter "Consultant"), for the services listed under Description of Services and Supporting Documents as noted in the Contract Summary above. In the event of conflict between provisions of the Supporting Documents, the Supporting Documents shall be given precedence in the order listed above.

This Agreement, the Exhibits and the Supporting Documents shall be construed to be mutually complementary and supplementary wherever possible. In the event of a conflict which cannot be so resolved, the provisions of this Agreement itself shall control over any conflicting provisions in any of the exhibits or supporting documents. The Consultant's initials [X] herein signify acknowledgment and agreement to this provision, if applicable, or if not sign "N/A".

Consultant's services are collectively referred to in this Agreement as the "Work."

NOW THEREFORE, in consideration of the mutual covenants contained herein, the City and Consultant hereby agree as follows:

1. Definitions:

- 1.1. "Tourism promotion" means any of the following activities: (a) advertising, publicizing, or distributing information for the purpose of attracting and welcoming tourists; (b) conducting strategic planning and research necessary to stimulate future tourism development; (c) operating tourism promotion agencies; and (d) marketing special events and festivals designed to attract tourists. ORS 320.300(7).
- 1.2. "Tourism" means economic activity resulting from tourists. ORS 320.300(6).
- 1.3. "Tourist" means a person who, for business, pleasure, recreation, or participation in events related to the arts, heritage, or culture, travels from the community in which that person is a resident to a different community of residence, and that trip (a) requires the person to travel more than 50 miles from the community of residence; or (b) includes an overnight stay. ORS 320.300(10).

2. Effective Date and Duration: This Agreement shall become effective on July 1, 2025. It shall remain in effect for one (1) year, ending June 30, 2026, unless sooner terminated as specifically provided herein. There will be an option for renewal for an additional one (1) year ending June 30, 2027. The City must notify the Consultant of renewal at least three (3) months in advance of expiration of agreement.

3. Compensation: City shall pay Consultant the sum listed as the "Contract Amount" under the Contract Summary on page one of this document as full compensation for Consultant's performance of all Work under this Agreement. In no event shall Consultant's total of all compensation and reimbursement under this Agreement exceed the Contract Amount without the express written approval from the appropriate Department Head or City Manager. Payments shall be made within thirty (30) days of the date of receipt by the City of Consultant's invoice. Should this Agreement be terminated prior to completion of all Work, payments will be made for any phase of the Work completed and accepted as of the date of termination.

4. Consultant Obligations:

- 4.1. **Administrative and Management Functions.** The City recognizes that the Consultant is an entity of the Ashland Chamber of Commerce, DBA Travel Ashland. Consultant shall provide day-to-day management activities including the planning and acquisition of services, equipment, supplies and facilities to fulfill the requirements of this agreement. Consultant shall be responsible for maintaining capable and competent staff, including management staff. Consultant executive staff or designee shall attend any City Council meetings as directed by City Council to provide updates, information, or other data on Travel Ashland plans and services. Of the total contract amount of \$450,000.00, no more than \$225,000.00 shall be allocated toward salaries, fringe benefits, rent, utilities, accounting services, and insurance incurred in the performance of this Agreement. The

remaining funds shall be used for marketing activities and related market research, advertising campaigns, content creation, outreach endeavors, and other marketing-related services as specified herein.

4.2. Governance.

4.2.1. The City recognizes that the Consultant has created the Travel Ashland Advisory Committee (TAAC) for the purpose of offering travel & hospitality expertise, support, counsel and direction to Consultant.

4.2.2. The TAAC shall consist of twelve (12) members which shall represent the lodging and other tourism industries with no one industry having a majority membership.

4.2.3. Purpose and Mission, Chair, Duties, and other Membership procedures are to follow those outlined in Exhibit C – Governance Policies & Procedures.

4.2.4. The TACC shall assist in the development of, and review and approve the Travel Ashland annual marketing plan and budget.

4.2.5. The City will provide a liaison to the TAAC to attend monthly meetings and report back to City Council.

4.3. **Reporting.** The following are agreed upon procedures to determine Consultant's compliance with this agreement.

4.3.1. Budget.

- Consultant shall submit an annual budget to the City for review by May 1 for the fiscal period that will begin on July 1 for each year of the agreement.
- Consultant shall submit a carryover budget allocation report by March 30. The TAAC will review and approve the allocation of carryover funds.
- Consultant must at all times identify a separate bank account from the Ashland Chamber of Commerce to identify receipts and disbursements of funds paid and received under this contract. Any difference in the amounts paid and received shall be noted and explained.

4.3.2. Reporting.

- Consultant shall report the total of all funds disbursed by line item under this agreement and identified in Exhibit A – Consultant's Services and Section 4.1 Administrative and Management Functions by June 1 each year. This total shall be compared to the total amounts received from the City and the differences shall be computed.

- Consultant shall provide its financial statement for each year (ending June 30) to City, with a comparison to the proposed budget in Section 4.3.1 above.
- The actual amounts shall be traced to the Consultant's general ledger, and the budget amounts shall be compared to the proposed budget required by this agreement.
- The actual amounts shall be compared by classification to the total amounts by classification that were examined under Exhibit A – Consultant's Services and Section 4.1 Administrative and Management Functions and compute the difference.
- The funds that were received but were not spent by June 30 of each year shall be incorporated in the budget for the following year.
- Consultant shall report quarterly to the CITY including financial reports provided to TAAC. A Study Session will be scheduled at the discretion of the Council.

4.3.3. **Audit.** Consultant shall provide the City with a certified financial statement audit at the City's request. The City shall provide one-hundred twenty (120) day notice of the request. The audit shall be performed by an accounting firm selected by the City in accordance with professional standards. This firm shall not have a current contractual relationship with the Chamber or be a member of the Chamber. The cost of the audit will be born by the Consultant.

4.3.4. **Access to Records.** Consultant shall maintain for at least six (6) years all books, documents, papers, and records which are pertinent to the services provided under this agreement for purposes of audit, examination, excerpts, and transcripts. The City Manager or their designee may examine during normal business hours the books and accounting records of Consultant after notifications to Consultant. Information regarding the contents of books, paper, and accounting records shall be considered confidential, provided that nothing shall prevent disclosure to other Ashland officials for the purpose of enforcing any provisions of this agreement.

4.4. **Independent Contractor Status.** Consultant is an independent contractor and not an employee of the City for any purpose. Consultant shall have the complete responsibility for the performance of this Agreement. Consultant shall provide workers' compensation coverage as required in ORS Chapter 656 for all persons employed to perform Work pursuant to this Agreement. Consultant is a subject employer that will comply with ORS 656.017.

4.5. **Qualified Work.** Consultant has represented, and by entering into this Agreement now represents, that all personnel assigned to the Work to be performed under this Agreement are fully qualified to perform the services to which they will be assigned in a skilled manner

and, if required to be registered, licensed, or bonded by the State of Oregon, are so registered, licensed, or bonded.

4.6. Work Performance Obligation. Consultant shall, at its own risk, perform the Work described in the Description of Services and in the Supporting Documents and, unless otherwise specified in this Agreement, furnish all labor, equipment, and materials required for the proper performance of such Work.

5. Insurance: Consultant shall, at its own expense, maintain the following insurance:

5.1. Worker's Compensation. Worker's Compensation insurance in compliance with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers.

5.2. Professional Liability insurance with a combined single limit, or the equivalent, of not less than \$2,000,000 (two million dollars) per occurrence. This is to cover any damage caused by error, omission or negligent acts related to the Work to be provided under this Agreement.

5.3. General Liability insurance with a combined single limit, or the equivalent, of not less than \$2,000,000 (two million dollars) per occurrence for Bodily Injury, Death, and Property Damage.

5.4. Automobile Liability insurance with a combined single limit, or the equivalent, of not less than \$2,000,000 (two million dollars) for each accident for Bodily Injury and Property Damage, including coverage for owned, hired or non-owned vehicles, as applicable.

5.5. Notice of cancellation or change. There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without thirty (30) days' prior written notice from the Consultant or its insurer(s) to the City.

5.6. Additional Insured/Certificates of Insurance. Consultant shall name the City of Ashland, Oregon, and its elected officials, officers and employees as Additional Insureds on any insurance policies, excluding Professional Liability and Workers' Compensation, required herein, but only with respect to Consultant's services to be provided under this Agreement. The consultant's insurance is primary and non-contributory. As evidence of the insurance coverages required by this Agreement, the Consultant shall furnish acceptable insurance certificates prior to commencing the Work under this Agreement. The certificate will specify all of the parties who are Additional Insureds. Insuring companies or entities are subject to the City's acceptance. If requested, complete copies of insurance policies; trust agreements, etc. shall be provided to the City. The Consultant shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

6. Termination:

6.1. **Mutual Consent.** This Agreement may be terminated at any time by the mutual consent of both parties.

6.2. **City's Convenience.** This Agreement may be terminated by City at any time upon not less than thirty (30) days' prior written notice delivered by certified mail or in person.

6.3. **For Cause.** City may terminate or modify this Agreement, in whole or in part, effective upon delivery of written notice to Consultant, or at such later date as may be established by City under any of the following conditions:

- If City funding from federal, state, county or other sources is not obtained and continued at levels sufficient to allow for the purchase of the indicated quantity of services; or
- If federal or state regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this Agreement or are no longer eligible for the funding proposed for payments authorized by this Agreement; or
- If any license or certificate required by law or regulation to be held by Consultant to provide the services required by this Agreement is for any reason denied, revoked, suspended, or not renewed.

6.4. **For Default or Breach.** Either City or Consultant may terminate this Agreement in the event of a breach of the Agreement by the other. Prior to such termination the party seeking termination shall give to the other party written notice of the breach and its intent to terminate. If the party committing the breach has not entirely cured the breach within fifteen (15) days of the date of the notice, or within such other period as the party giving the notice may authorize in writing, then the Agreement may be terminated at any time thereafter by a written notice of termination by the party giving notice.

6.4.1. Default: The Consultant shall be in default of this Agreement if Consultant: commits any material breach or default of any covenant, warranty, certification, or obligation under the Agreement; institutes an action for relief in bankruptcy or has instituted against it an action for insolvency; makes a general assignment for the benefit of creditors; or ceases doing business on a regular basis of the type identified in its obligations under the Agreement; or attempts to assign rights in, or delegate duties under, this Agreement.

6.5. **Obligation/Liability of Parties.** Termination or modification of this Agreement pursuant to subsections 5.1, 5.2, or 5.3 above shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination or modification. However, upon receiving a notice of termination (regardless of whether such notice is given pursuant to subsection 5.1, 5.2, 5.3, or 5.4 of this section, Consultant shall immediately cease all activities under this Agreement, unless expressly directed

otherwise by City in the notice of termination. Further, upon termination, Consultant shall deliver to City all documents, information, works-in-progress and other property that are or would be deliverables had the Agreement been completed. City shall pay Consultant for Work performed prior to the termination date if such Work was performed in accordance with this Agreement.

6.6. The rights and remedies of City provided in this subsection are not exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

7. **Indemnification:** Consultant hereby agrees to defend, indemnify, save, and hold City, its officers, employees, and agents harmless from any and all losses, claims, actions, costs, expenses, judgments, or other damages resulting from injury to any person (including injury resulting in death), or damage (including loss or destruction) to property, of whatsoever nature arising out of or incident to the performance of this Agreement by Consultant (including but not limited to, Consultant's employees, agents, and others designated by Consultant to perform Work or services attendant to this Agreement). However, Consultant shall not be held responsible for any losses, expenses, claims, costs, judgments, or other damages, caused solely by the gross negligence of City.
8. **Consultant's Compliance with Tax Laws:** Consultant represents and warrants to the City that: Consultant shall comply with all Oregon tax laws, including but not limited to ORS 305.620, ORS 305.380(4), and ORS Chapters 316, 317, 318, in addition to any rules, regulations, charter provisions, or ordinances that implement or enforce any of the foregoing tax laws or provisions and any tax provisions imposed by a political subdivisions of the State of Oregon.
9. **Living Wage Requirements:** If the amount of this Agreement is \$26,429.65 or more, Consultant is required to comply with Chapter 3.12 of the Ashland Municipal Code by paying a living wage, as defined in that chapter, to all employees performing Work under this Agreement and to any Subcontractor who performs 50% or more of the Work under this Agreement. Consultant is also required to post the notice attached hereto as "Exhibit B" predominantly in areas where it will be seen by all employees.
10. **Notice:** Whenever notice is required or permitted to be given under this Agreement, such notice shall be given in writing to the other party by personal delivery, by sending via a reputable commercial overnight courier, by mailing using registered or certified United States mail, return receipt requested, postage prepaid, or by electronically confirmed at the addresses set forth on page one of this agreement with a copy to:

City of Ashland – Legal Department
20 E. Main Street
Ashland, Oregon 97520
Phone: (541) 488-5350

11. General Provisions:

- 11.1. **Non-appropriations Clause – Funds Available and Authorized:** City has sufficient funds currently available and authorized for expenditure to finance the costs of this Agreement within the City's fiscal year budget. Consultant understands and agrees that City's payment of amounts under this Agreement attributable to Work performed after the last day of the current fiscal year is contingent on City appropriations, or other expenditure authority sufficient to allow City in the exercise of its reasonable administrative discretion, to continue to make payments under this Agreement. In the event City has insufficient appropriations, limitations or other expenditure authority, City may terminate this Agreement without penalty or liability to City, effective upon the delivery of written notice to Consultant, with no further liability to Consultant.
- 11.2. **Statutory Requirements:** The following laws of the State of Oregon are hereby incorporated by reference into this Agreement: ORS 279B.220, 279B.230 and 279B.235.
- 11.3. **Nondiscrimination:** Consultant agrees that no person shall, on the grounds of race, color, religion, creed, sex, marital status, familial status or domestic partnership, national origin, age, mental or physical disability, sexual orientation, gender identity or source of income, suffer discrimination in the performance of any Work under this Agreement when employed by Consultant. Consultant agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. Further, Consultant agrees not to discriminate against a disadvantaged business enterprise, minority-owned business, woman-owned business, a business that a service-disabled veteran owns or an emerging small business enterprise certified under ORS 200.055, in awarding subcontracts as required by ORS 279A.110.
- 11.4. **Governing Law:** This Agreement shall be governed by the laws of the State of Oregon without regard to conflict of laws principles. Exclusive venue for litigation of any action arising under this Agreement shall be in the Circuit Court of the State of Oregon for Jackson County unless exclusive jurisdiction is in federal court, in which case exclusive venue shall be in the federal district court for the district of Oregon. Each party expressly waives any and all rights to maintain an action under this Agreement in any other venue, and expressly consents that, upon motion of the other party, any case may be dismissed, or its venue transferred, as appropriate, so as to effectuate this choice of venue.
12. **Merger:** This agreement and the attached exhibits constitute the entire understanding and agreement between the parties. No waiver, consent, modification or change of terms of this agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements, or representations,

oral or written, not specified herein regarding this agreement. Consultant, by signature of its authorized representative, hereby acknowledges that he/she has read this agreement, understands it, and agrees to be bound by its terms and conditions.

WITNESS WHEREOF, the parties have executed this Agreement in their respective names by their duly authorized representatives as of the dates indicated below. This Agreement may be executed in two counterparts, each of which shall be deemed an original, with equal force and effect as if executed in a single document.

City of Ashland:

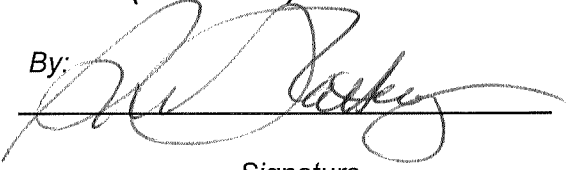
By: 

Sabrina Cotta, City Manager

6/11/25

Date

**Ashland Chamber of Commerce, DBA Travel
Ashland (Consultant):**

By: 

Signature

Sandra Slattery

Printed Name

Executive Director

Title

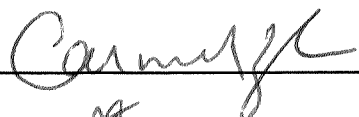
6-11-25

Date

Purchase Order No.

(W-9 is to be submitted with this signed Agreement)

APPROVED AS TO FORM:



AA City Attorney

6-9-25

Date

Exhibit A

Consultant's Services

1. **Tourism Promotion Activities.** Consultant shall promote Ashland as a destination for tourists and visitors. Consultant shall coordinate its Travel Ashland tourism promotion activities, as appropriate, with other organizations such as Travel Southern Oregon, Travel Oregon, Oregon Shakespeare Festival, and other visitor promotion entities.
2. **Visitor Guide.** Consultant shall produce and distribute the Annual Visitor Guide.
3. **Visitor Information Center.** Consultant shall provide information and services for visitors in at least one Visitor Information Center(s) designated and operated by Consultant. This includes daily management, staffing, complete and updated brochures, and information provided in a friendly, attractive atmosphere.
4. **Business Marketing Program.** Consultant shall design and pilot a business marketing program that helps local businesses better market to and attract visitors.
5. **Data, Analytics, and Research.** Consultant shall conduct market research to (a) measure advertising effectiveness, and (b) determine the best use of the transient lodging tax funds paid to Consultant by City through methods such as:
 - a. Geographic data and spending data
 - b. Surveys and visitor profiles collected from users of the visitor center(s)
 - c. Surveys and visitor profiles of attendees and participants at events
 - d. Surveys conducted via Travel Ashland and associated websites

Market research may also be conducted in consultation with Travel Oregon, Travel Southern Oregon, the City of Ashland, the Travel Ashland Advisory Committee, and/or other organizations and entities, as appropriate.

6. **Reporting and Documentation**
 - a. **Quarterly Report.** Consultant shall submit quarterly reports summarizing activities performed in the previous quarter, progress against objectives, and any notable outcomes. Reports must include:
 - i. # Visitor days & trips
 - ii. # Available rooms
 - iii. Occupancy Rate
 - iv. Average Daily Rate
 - v. Dollars spent by commodity category
 - vi. Visitor Demographics



Exhibit A

- b. Annual Report. At the conclusion of each fiscal year, Consultant shall prepare an Annual Performance and Results Report detailing overall accomplishments, insights from research, and recommendations for future efforts. Report must include:
- i. Number of events supported
 - ii. Advertising metrics (impressions/exposure, engagements, website visits)
 - iii. Visitor Guide leads/requests/fulfillment
 - iv. Visitor Information Center interactions (calls, emails, inquiries, traffic, engagement programs, etc.)
 - v. Marketing campaign effectiveness (trips generated, tickets booked, click throughs, etc.)



City of Ashland LIVING WAGE

ALL employers described below must comply with City of Ashland laws regulating payment of a living wage.



\$18.92 per hour, effective June 30, 2024.

The Living Wage is adjusted annually every June 30 by the Consumer Price Index.

Employees must be paid a living wage:

- For all hours worked under a service contract between their employer and the City of Ashland if the contract exceeds \$26,429.65 or more.
- For all hours worked in a month, if the employee spends 50% or more of the employee's time in that month

working on a project or portion of the business of their employer, if the employer has ten or more employees, and has received financial assistance for the project or business from the City of Ashland over \$26,429.65.

- If their employer is the City of Ashland, including the Parks and Recreation Department.
- In calculating the living wage,

employers may add the value of health care, retirement, 401K, and IRS eligible cafeteria plans (including childcare) benefits to the employee's amount of wages.

- **Note:** For temporary and part-time employees, the Living Wage does not apply to the first 1040 hours worked in any calendar year. For more details, please see Ashland Municipal Code Section 3.12.020.

For additional information:

Call the Ashland City Manager's office at 541-488-6002 or write to the City Manager, City Hall, 20 East Main Street, Ashland, OR 97520, or visit the City's website at www.ashland.or.us.

Notice to Employers: This notice must be posted in areas where it can be seen by all employees.



Exhibit C

TRAVEL ASHLAND ADVISORY COMMITTEE POLICIES AND PROCEDURES

PURPOSE AND MISSION

The purpose of the Travel Ashland Advisory Committee (Committee) is to offer travel & hospitality expertise, support, council and direction to Travel Ashland, and the Board of Directors of The Chamber (the "Board"). The mission of the Committee is to increase and create a steady volume of visitation, lodging occupancy and enhance the overall visitor experience by promoting Ashland as an unmatched travel destination, thereby strengthening the local economy. This is an advisory Committee and is not a voting entity. Should there be a recommendation from the Committee to take a specific action, the director will relay that recommendation to the Chamber Board for final approval.

CHAIR

The Chair shall be appointed by the director of Travel Ashland and serve a two (2) year term and up to two (2) terms totaling four (4) years. The two (2) year term of office will be November 1 through October 31st of the next year.

MEMBERSHIP

Committee members will provide input and feedback prior to the director's appointment of new Committee members. The membership of the Committee shall be recommended by the director and Chair of the Committee. The Committee shall consist of twelve (12) members and shall include members representing the lodging industry and other tourism industries, with no single industry having majority representation. Committee member terms shall be three (3) year terms that can be renewed once serving up to six (6) years total. The implementation of these terms will commence July 1st, 2025 with a phased approach to retain institutional industry knowledge.

The City of Ashland will annually provide an appointed City Council Liaison to attend monthly meetings and report back to the City Council. Attendance includes staff that oversees Visitor Information Services and Chamber staff where relevant.

DUTIES

The Committee will meet monthly or more often as needed, to approve minutes, review and monitor the Travel Ashland quarterly financial reports, to accept monthly director, analytic and visitation reports from the director of Travel Ashland and its team and review and monitor the progress of the promotional programs of Travel Ashland. The Committee will provide monthly insight from their respective industries. The director will review the annual Travel Ashland budget with the Committee.

It will be the Travel Ashland director's responsibility to work with the Chair to schedule the monthly meetings and plan the agenda. The Chair will conduct the meetings. The director will represent the Committee before the Chamber Board, the Ashland City Council and other public agencies as may be required to carry out the purpose and mission of Travel Ashland and the committee.

ATTENDANCE

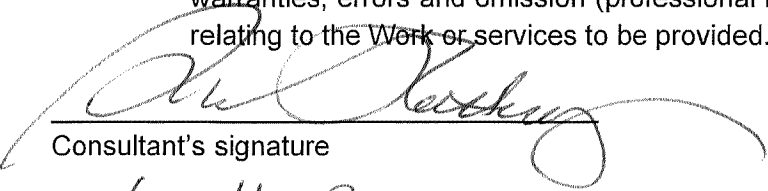
If any Council member is absent for more than six (6) regular meetings during the fiscal year, or is absent for more than four (4) consecutive meetings, the seat of that Council member shall be declared vacant.

Submitted May 2025

Exhibit D

Certifications/Representations: Consultant, by and through its authorized representative, under penalty of perjury, certifies that (a) the number shown on the attached W-9 form is its correct taxpayer ID (or is waiting for the number to be issued to it and (b) Consultant is not subject to backup withholding because: (i) it is exempt from backup withholding, or (ii) it has not been notified by the Internal Revenue Service (IRS) that it is subject to backup withholding as a result of a failure to report all interest or dividends, or (iii) the IRS has notified it that it is no longer subject to backup withholding. Consultant further represents and warrants to City that: (a) it has the power and authority to enter into this Agreement and perform the Work, (b) the Agreement, when executed and delivered, shall be a valid and binding obligation of Consultant enforceable in accordance with its terms, (c) the work under the Agreement shall be performed in accordance with the highest professional standards, and (d) Consultant is qualified, professionally competent, and duly licensed (if applicable) to perform the Work. Consultant also certifies under penalty of perjury that its business is not in violation of any Oregon tax laws, it is an independent contractor as defined in the Agreement, it is authorized to do business in the State of Oregon, and Consultant has checked four or more of the following criteria that apply to its business.

- ☒ (1) Consultant carries out the work or services at a location separate from a private residence or is in a specific portion of a private residence, set aside as the location of the business.
- ☒ (2) Commercial advertising or business cards or a trade association membership are purchased for the business.
- ☒ (3) Telephone listing is used for the business separate from the personal residence listing.
- ☒ (4) Labor or services are performed only pursuant to written contracts.
- ☒ (5) Labor or services are performed for two or more different persons within a period of one year.
- ☒ (6) Consultant assumes financial responsibility for defective workmanship or for service not provided as evidenced by the ownership of performance bonds, warranties, errors and omission (professional liability) insurance or liability insurance relating to the Work or services to be provided.


Consultant's signature

6-11-25
Date

POLICY CHANGE DOCUMENT

POLICY NO.: PHPK2654685-010

Philadelphia Indemnity Insurance Company	1794	Reinholdt & O'Harra Insurance
--	------	-------------------------------

NAMED INSURED Ashland Chamber of Commerce

MAILING ADDRESS PO Box 1360
Ashland, OR 97520-0046

POLICY PERIOD: FROM 02/03/2025 TO 02/03/2026 at
12:01 A.M. Standard Time at your mailing address shown above.

CHANGE EFFECTIVE 05/21/2025 CHANGE # 1 QDUHNNM" 1

DESCRIPTION

In consideration of the premium reflected, the policy is amended as indicated below:

Added:

Additional Insured:

City of Ashland, Oregon, and its elected officials, officers and employees

Per attached Schedule

Path ID 18545188

Total Annual
Additional/Return Premium \$ 0.00
NO CHANGE

Total Prorate
Additional/Return Premium \$ 0.00
NO CHANGE

COUNTERSIGNED
(Date)

BY
(Authorized Representative)

05/27/2025
Issue Date

Philadelphia Indemnity Insurance Company
Additional Insured Schedule

Policy Number: PHPK2654685-010

Additional Insured

City of Ashland, Oregon, and its elected
officials, officers and employees
20 E Main St
Ashland, OR 97520-1814

OR - Loc #ALL - ADDL INS PRIMARY & NON-CONTRIBUTORY INS

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED
PRIMARY AND NON-CONTRIBUTORY INSURANCE**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Effective Date: 05/21/2025

Name of Person or Organization (Additional Insured):

City of Ashland, Oregon, and its elected officials, officers and employees

SECTION II – WHO IS AN INSURED is amended to include as an additional insured the person(s) or organization(s) shown in the endorsement Schedule, but only with respect to liability for “bodily injury,” “property damage” or “personal and advertising injury” arising out of or relating to your negligence in the performance of “your work” for such person(s) or organization(s) that occurs on or after the effective date shown in the endorsement Schedule.

This insurance is primary to and non-contributory with any other insurance maintained by the person or organization (Additional Insured), except for loss resulting from the sole negligence of that person or organization.

This condition applies even if other valid and collectible insurance is available to the Additional Insured for a loss or “occurrence” we cover for this Additional Insured.

The Additional Insured’s limits of insurance do not increase our limits of insurance, as described in **SECTION III – LIMITS OF INSURANCE.**

All other terms, conditions, and exclusions under the policy are applicable to this endorsement and remain unchanged.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/22/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Reinholdt & O' Harra Insurance 1756 Ashland Street Ashland, OR 97520 License #: 800442	CONTACT NAME: Rebecca McGregor PHONE (A/C, No, Ext): (541)482-1921 FAX (A/C, No): (541)833-2333 E-MAIL ADDRESS: award@reinholdtins.com
INSURED Ashland Chamber of Commerce P O Box 1360 Ashland, OR 97520	INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Indemnity Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER: 00000660-1365405****REVISION NUMBER: 46**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y		PHPK2654685-010	02/03/2025	02/03/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	☒ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY	Y		PHPK2654685-010	02/03/2025	02/03/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10000	Y		PHUB900327-010	02/03/2025	02/03/2026	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐	N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The City of Ashland, Oregon, and its elected officials, officers and employees as Additional Insureds (as per form PI-AS-010 (04/04) on any insurance policies, excluding Professional Liability and Workers' Compensation, required herein, but only with respect to Consultant's services to be provided under this Agreement. The consultant's insurance is primary and non-contributory.

CERTIFICATE HOLDER**CANCELLATION**

City of Ashland 20 E Main St Ashland, OR 97520	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE  (REB)
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- (g) Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or
- (h) "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:
 - (i) The exceptions contained in Sub-paragraphs (d) or (f); or
 - (ii) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.
- (2) This insurance does not apply to any insured person or organization, from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing.
- j. **Franchisor** – Any person or organization with respect to their liability as the grantor of a franchise to you.
- k. **As Required by Contract** – Any person or organization where required by a written contract executed prior to the occurrence of a loss. Such person or organization is an additional insured for "bodily injury," "property damage" or "personal and advertising injury" but only for liability arising out of the negligence of the named insured. The limits of insurance applicable to these additional insureds are the lesser of the policy limits or those limits specified in a contract or agreement. These limits are included within and not in addition to the limits of insurance shown in the Declarations
- l. **Owners, Lessees or Contractors** – Any person or organization, but only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by:
 - (1) Your acts or omissions; or
 - (2) The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured when required by a contract.

With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

- (a) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
- (b) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.



FY 25-26 Q3 Visitation Report

Jan - March 2026

Powered by **DATAFY**

Q1 2026 Strategic Highlights

- Quantity Over Duration:** Ashland is attracting more people but for less time; total trips increased by **6.42%**, total visitor days increased by **3%**.
- An Affluent, Mature Demographic:** The core audience is wealthy and established, with over **50%** of visitors earning **\$75k+** and **62%** aged **45 or older**; they typically travel in pairs, as nearly half of visiting households consist of only **1-2 people**.
- Spending on the Essentials:** Nearly half of all visitor spending is funneled into **Accommodations (26.21%)** and **Dining (21.04%)**, showing that while visitors are cost-conscious in retail, they still prioritize high-quality lodging and food.
- Regional Dominance:** Ashland is a major West Coast draw, with **out-of-state** travelers making up over **51%** of trips and the **Portland** market specifically increasing its share of visitor days by **3%**.
- Lodging Supply vs. Demand:** The hotel sector is feeling a squeeze because room supply grew by **2.3%** while occupancy dropped **11.4%**, causing **RevPAR** to fall by **12%** as new inventory outpaces the current growth in overnight stays.

Geolocation 1/1/25 - 3/31/25

Total Trips 93,610 Trips
6.42%

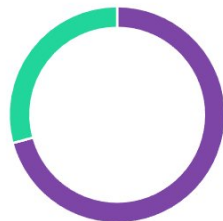
Visitor Days 246,537 Days
3.00%

Avg Length of Stay 2.6 Days
-0.1 Days

Overnight Visitation vs Day Trips

What share of my visitors stayed overnight?

Geolocation 1/1/25 - 3/31/25



Day Trips 70.79% - 1.92%
Overnight Trips 29.21% + 1.92%

Length of Stay

How long are visitors seen in my destination by Trips?

Geolocation 1/1/25 - 3/31/25

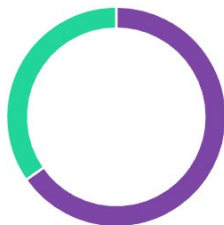


1 Day 70.79% - 1.92%
2 Days 13.22% + 0.33%
3 Days 5.63% + 0.21%
4 Days 3.47% + 0.37%
5 Days 1.87% + 0.12%
6+ Days 5.02% + 0.88%

Local vs Visitor Spending

What is my local vs visitor spending split?

Advanced Spending 1/1/24 - 12/31/24



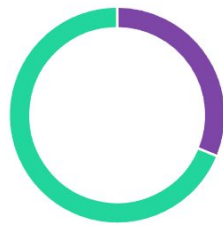
Local (0 - 50 mi) 65.31% - 6.75%
Visitor (50+ mi) 34.69% + 6.75%

Min Distance filter is not applied to this chart

In/Out of State Visitation

What is the trips split for in-state vs out-of-state?

Geolocation 1/1/25 - 3/31/25

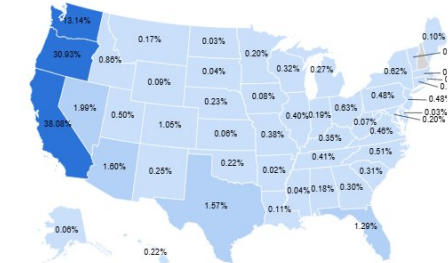


In-State 31.20% + 0.20%
Out-of-State 68.80% - 0.20%

Share of Trips by State

What states are most of my visitors coming from?

Geolocation

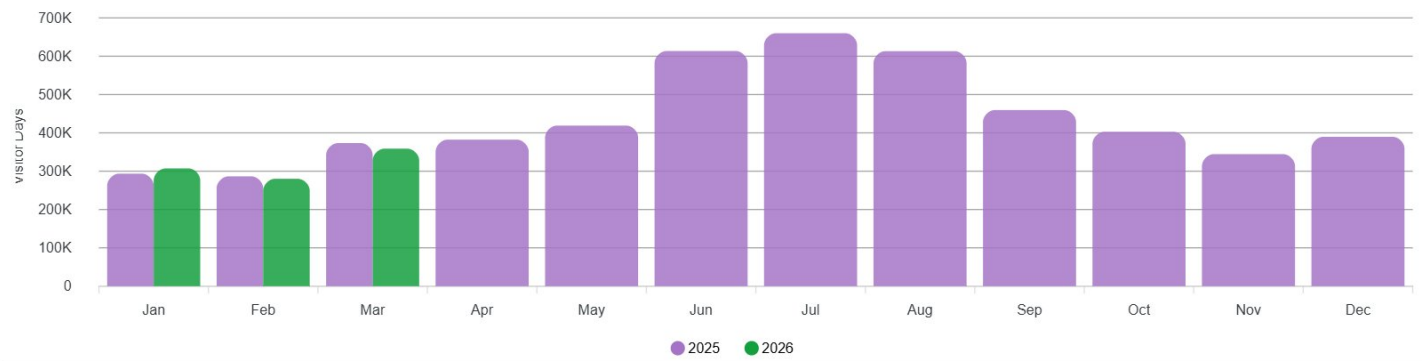


Visitor Days by Month

When is the destination busiest & how did visitation compare to last year?

 Geolocation

Compared to 1/1/25 - 3/31/25

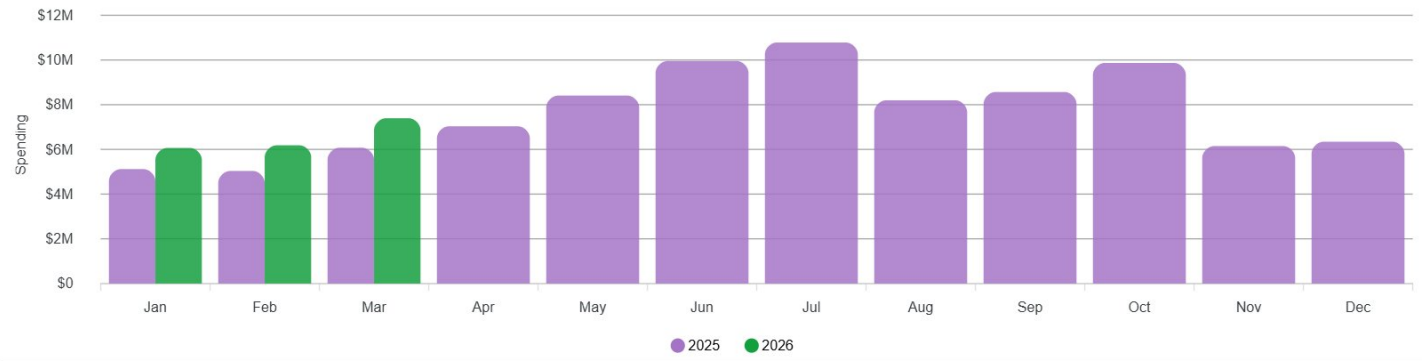


Spending by Month

When do visitors spend the most in the destination & how does it compare?

 Advanced Spending

Compared to 1/1/25 - 3/31/25



DMA Visitation

Where are visitors coming from?

Geolocation 1/1/25 - 3/31/25

DMA	Share of Visitor Days	Change in Share of Visitor Days
Portland- OR	20.23%	+ 5.8
Eugene	13.77%	+ 4.3
Sacramnto-Stkton-Mod	10.04%	+ 2.6
San Francisco-Oak-San	9.44%	+ 3.4
Seattle-Tacoma	7.73%	+ 1.7
Medford-Klamath Falls	5.86%	+ 1.4
Los Angeles	5.44%	+ 0.5
Chico-Redding	4.65%	+ 0.6
Eureka	1.76%	- 0.2
Bend- OR	1.59%	+ 0.3

DMA Spending

Which markets spend the most in the destination?

Advanced Spending 1/1/24 - 12/31/24

DMA	Share of Spend %	Change in Share vs Compare Dates
Portland- OR	18.47%	+ 1.1
San Francisco-Oak-San	12.60%	- 0.6
Medford-Klamath Falls	9.02%	- 1.3
Eugene	6.53%	- 0.4
Sacramnto-Stkton-Mod	6.08%	- 0.3
Seattle-Tacoma	5.80%	- 0.3
Los Angeles	5.18%	+ 0.6
Chico-Redding	2.25%	- 1.5
Bend- OR	1.90%	No Data
Monterey-Salinas	1.85%	+ 0.2

Length of Stay by Top DMAs

What is the average length of stay by market?

Geolocation

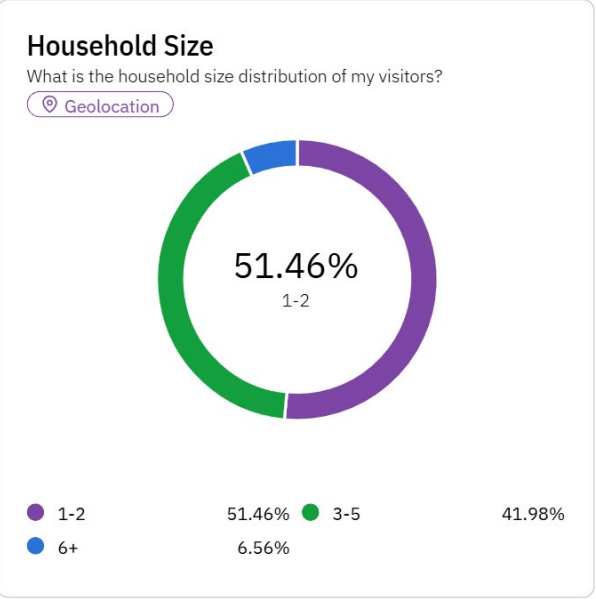
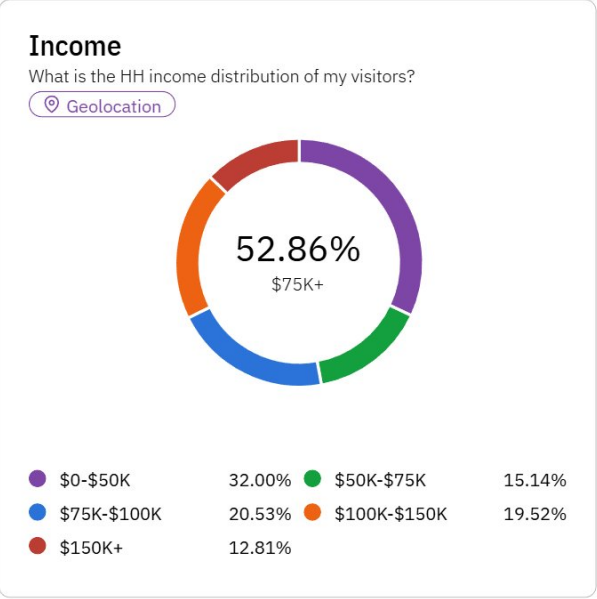
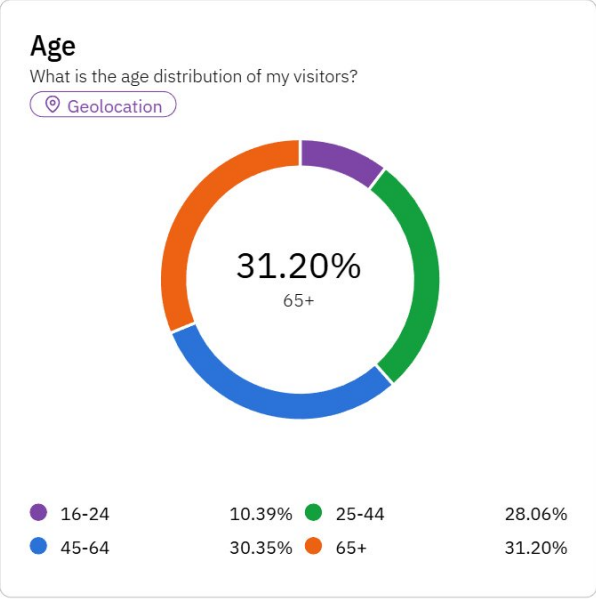
DMA	Avg Length of Stay	Share of Visitor Days
Portland- OR	2.8 Days	20.23%
Eugene	2.4 Days	13.77%
Sacramnto-Stkton-Modesto	2.7 Days	10.04%
San Francisco-Oak-San Jose	3.3 Days	9.44%
Seattle-Tacoma	2.5 Days	7.73%
Medford-Klamath Falls	1.8 Days	5.86%
Los Angeles	2.8 Days	5.44%
Chico-Redding	2.2 Days	4.65%

Top DMAs by Visitor Days

How do top markets compare over time?

 Geolocation

	1/1/26 - 3/31/26	1/1/25 - 3/31/25	1/1/24 - 3/31/24	1/1/23 - 3/31/23
1	Portland- OR20.23%	Portland- OR14.44%	Portland- OR14.30%	Portland- OR16.80%
2	Eugene13.77%	Eugene9.44%	Eugene9.58%	Eugene10.73%
3	Sacramnto-Stkton-Modesto10.04%	Sacramnto-Stkton-Modesto7.46%	Sacramnto-Stkton-Modesto7.27%	Sacramnto-Stkton-Modesto9.07%
4	San Francisco-Oak-San Jose9.44%	San Francisco-Oak-San Jose6.04%	Seattle-Tacoma5.97%	Seattle-Tacoma7.13%
5	Seattle-Tacoma7.73%	Seattle-Tacoma5.99%	San Francisco-Oak-San Jose5.79%	San Francisco-Oak-San Jose6.92%
6	Medford-Klamath Falls5.86%	Los Angeles4.93%	Los Angeles4.94%	Los Angeles6.62%
7	Los Angeles5.44%	Medford-Klamath Falls4.49%	Medford-Klamath Falls4.46%	Medford-Klamath Falls4.73%
8	Chico-Redding4.65%	Chico-Redding4.00%	Chico-Redding3.98%	Chico-Redding4.44%
9	Eureka1.76%	Phoenix -Prescott1.99%	Eureka1.95%	Phoenix -Prescott2.16%
10	Bend- OR1.59%	Eureka1.92%	Phoenix -Prescott1.81%	Eureka2.07%



Cluster Visitation

Where are visitors going in my destination?

[📍 Geolocation](#) [↔ 1/1/25 - 3/31/25](#)

Cluster	Share of Visitor Days	% ↗ ↘
<u>City</u>	89.30%	+ 3.9
<u>Districts</u>	48.96%	+ 4.1
<u>Theatres</u>	40.23%	- 0.6
<u>Ashland Lodging</u>	24.93%	- 1.3
<u>Parks</u>	24.33%	- 11.8
<u>Southern Oregon Unive</u>	19.92%	- 0.8
<u>Dining</u>	14.64%	- 5.7
<u>Attractions</u>	7.54%	- 4.2
<u>Wine</u>	3.16%	- 0.7

Category Spending

How are visitors spending their money in the destination?

[📷 Advanced Spending](#) [↔ 1/1/24 - 12/31/24](#)

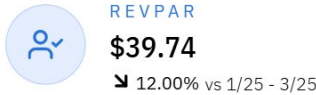
Category	Share of Spend %	Change in Share vs Compare Dates
<u>Accommodations</u>	26.21%	+ 1.3
<u>Dining and Nightlife</u>	21.04%	+ 0.5
<u>Grocery and Dept Store</u>	14.72%	+ 1.6
<u>Service Stations</u>	13.41%	- 1.1
<u>Specialty Retail</u>	9.31%	- 1.4
<u>Leisure, Recreation and</u>	7.56%	- 0.5
<u>Clothing and Accessorie</u>	3.20%	- 0.7
<u>Fast Food Restaurants</u>	2.87%	+ 0.2
<u>Personal Care and Serv</u>	0.96%	+ 0.0
<u>Transportation</u>	0.56%	- 0.1

CoStar Monthly Averages for 1/26 - 3/26

CoStar

↻ 1/1/25 - 3/1/25

2025 vs 2026

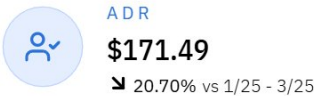


AirDNA Monthly Averages for 1/26 - 3/26

 AirDNA

 1/1/25 - 3/1/25

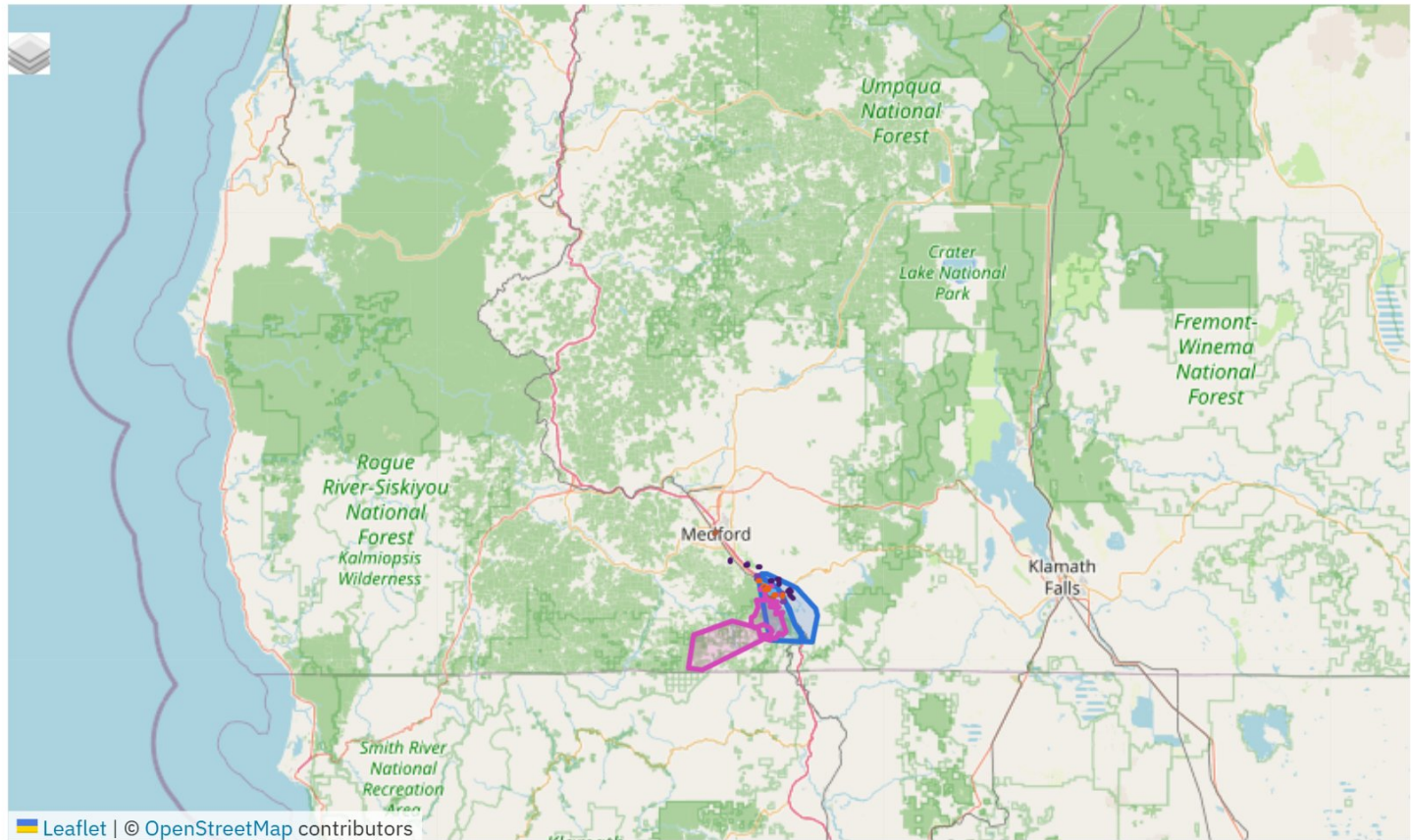
AirDNA



Thank you!

Selected Clusters

📍 Geolocation



Filters Summary

Report Filters

 **Geolocation**

Dates: 1/1/26 - 3/31/26

 Dates: 1/1/25 - 3/31/25

In-State

Out-of-State

Distance: 50 mi - 3744 mi

Clusters: Outside Ashland Lodging, External Attractions Excluded

POIs: All Included

 **Advanced Spending**

Dates: 1/1/25 - 12/31/25

 Dates: 1/1/24 - 12/31/24

In-State

Out-of-State

Distance: 50 mi - 3744 mi

Locations: All Included

Categories: All Included

Cards: Datafy Default

 **AirDNA**

Dates: 1/26 - 2/26

 Dates: 1/25 - 3/25

Areas: All Included

 **CoStar**

Dates: 1/1/26 - 3/1/26

 Dates: 1/1/25 - 3/1/25

Areas: All Included

STR Period: Month

Filters Summary

Visual Level Filters

Compared to 1/1/25 - 3/31/25

 Geolocation

Dates: 1/1/25 - 3/31/26

 Dates: 1/1/25 - 3/31/25

In-State

Out-of-State

Distance: 50 mi - 3744 mi

Clusters: All Included

POIs: All Included

Compared to 1/1/25 - 3/31/25

 Advanced Spending

Dates: 1/1/25 - 3/31/26

 Dates: 1/1/25 - 3/31/26

In-State

Out-of-State

Distance: 50 mi - 3744 mi

Locations: All Included

Categories: All Included

Cards: Datafy Default

2025 vs 2026

 CoStar

Dates: 1/1/26 - 3/1/26

 Dates: 1/1/25 - 3/1/25

Areas: All Included

STR Period: Month

AirDNA

 AirDNA

Dates: 1/26 - 3/26

 Dates: 1/25 - 3/25

Areas: All Included

Geolocation

Cluster : A group of points of interest (POIs). They could be based on factors like venue type or visitor purpose.

Share of Trips : Measures the presence of a particular market by the percentage of which it makes up the destination's total trips. For example: If your destination had a total of 80 trips, and 20 of those visitors came from New York, New York would have a 25% share of trips.

Share of Visitor Days : Measures the presence of a particular market by indicating the percentage of its individual visitor days compared to the total number of visitor days. For example, if visitors from San Francisco showed 20 visitor days out of a total of 80 visitor days, San Francisco witnessed a 25% share of visitor days.

Trips : The number of distinct trips by a visitor to a destination or POI. We calculate this using a combination of observation patterns and distance traveled. For example, if a visitor comes in-market Thursday - Sunday, it only counts as one trip. If they return later in the month, that is counted as a second trip.

Trip Length : Measures how long, in consecutive days, the visitor spent in the destination.

Unique Device : A unique mobile device used to gather an estimate of the unique/individual visitors to a given POI or cluster.

Visitor Days : An estimate of the number of daily visitors to a given POI or cluster of POIs. The daily estimate can be calculated based on whichever date range is selected by the users.

Advanced Spending

Total Spend : The total estimated spend for all visitors for the applied date range and filter settings.

Total Trips : The estimated number of unique "trips" to a destination. If a cardholder visits in March, and then returns in June this would be considered two separate trips.

Spend Volume : The total estimated dollars spent.

Average Spend per Trip : The average cumulative amount spent by each visitor during a trip. If a visitor completed four transactions during a trip that were \$25 each, then the spend for this visitor for this trip would be \$100.

Average Transactions per Trip : The average number of transactions that each visitor completed during a trip.

Average Transaction Size : The average dollar amount for each completed transaction. If a visitor spent \$50 on gas and \$100 at a restaurant during a short trip, then the average transaction size for this visitor would be \$75.

Transaction Volume : The total estimated number of transactions that occurred.

Repeat Spenders : If we see a cardholder make two or more trips to the destination (using all of our historical data, not just the filtered dates), then they are considered a “Repeat Spender.” If the cardholder has only made one trip to the destination, then they are considered “One Time”.

Length of Stay : Length of stay is determined as the difference between the first transaction on a trip and the last transaction on a trip for an individual cardholder. We recommend toggling the “Primary Cards” option when looking at length of stay to remove cards that a visitor may only use infrequently, and thus will skew towards 1-day trips.

Merchant Location : Available as a filter. The merchant location reflects the zip code or county where the transaction took place.

Demographics

Education : We can report on the education level of households into three categories: high school degree, bachelor’s degree, and graduate degree.

Age : Age is calculated by aggregating and weighting the age groups of the known members of the household, based on the probability of someone in each age group being present in the household. For example, if the report shows 15% in the 65+ category, 15% of your visitors have someone 65+ in their household.

Ethnicity : Demographics like ethnicity are pulled from the household profile that the device is associated with, and classified based on the definitions provided by the U.S. Census Bureau.

Households with Children : Reports on the percentage of households that have someone under the age of 18 living in them.

Census Demographics : We calculate the home zip code of the device and then link that user’s demographics, social, housing, and economic characteristics by using data from the U.S. Census and American Community Survey.

STR (Smith Travel Research)

Demand : Refers to the number of rooms sold within a specific time period, excluding complimentary rooms.

Occupancy : The percentage of available rooms sold during a specified time period. $\text{Occupancy} = \text{Rooms Sold} / \text{Rooms Available}$

Revenue : Total revenue generated from guest room rentals or sales.

RevPAR : Stands for Revenue Per Available Room, and is calculated by dividing total room revenue by the total number of available rooms. $\text{Room Revenue} / \text{Rooms Available} = \text{RevPAR}$.

Supply : Number of rooms available in a hotel (or set of hotels) multiplied by the number of days in a specified time period. For example, if you're looking for the supply during the month of October, you would multiply (number of available rooms) x (31 days in the month).

Ashland Chamber of Commerce
Statement of Activities Budget vs. Actual - VCB
July 2025 through March 2026

	Jul '25 - Mar 26	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
602.00 · City Grant Income	337,500.00	450,000.00	-112,500.00	75.0%
Total Income	337,500.00	450,000.00	-112,500.00	75.0%
Gross Profit	337,500.00	450,000.00	-112,500.00	75.0%
Expense				
708.00 · Regional Marketing	82,503.03	120,000.00	-37,496.97	68.8%
709.02 · Hospitality	0.00	0.00	0.00	0.0%
710.00 · Business Marketing Program	7,304.50	11,400.00	-4,095.50	64.1%
800.00 · Payroll Expense	124,504.92	166,000.00	-41,495.08	75.0%
851.00 · Accounting	7,499.97	8,000.00	-500.03	93.7%
853.00 · Travel & Marketing, Shows	3,930.90	15,000.00	-11,069.10	26.2%
863.00 · Volunteer Appreciation	391.80			
865.00 · Asset Development (video/image)	600.00	10,000.00	-9,400.00	6.0%
867.00 · Website Expense	3,010.34	10,000.00	-6,989.66	30.1%
869.02 · Social Media	16,800.00	25,200.00	-8,400.00	66.7%
880.00 · Dues and Subscriptions	1,692.50	3,000.00	-1,307.50	56.4%
904.00 · Insurance	3,768.12	5,000.00	-1,231.88	75.4%
918.00 · Office Supplies	2,289.23	3,400.00	-1,110.77	67.3%
920.00 · Fulfillment/Postage	9,111.73	10,000.00	-888.27	91.1%
929.00 · Office Maintenance	1,541.70	4,000.00	-2,458.30	38.5%
941.00 · Telephone	1,951.97	5,000.00	-3,048.03	39.0%
950.00 · Equip Rental/Purch/Storage	7,439.97	9,000.00	-1,560.03	82.7%
972.02 · Tourism Research	38,710.00	45,000.00	-6,290.00	86.0%
Total Expense	313,050.68	450,000.00	-136,949.32	69.6%
Net Ordinary Income	24,449.32	0.00	24,449.32	100.0%
Net Income	24,449.32	0.00	24,449.32	100.0%



Council Business Meeting

Date: May 19, 2026

Agenda Item	Review of Pedestrian/Bicyclist Wayfinding Signage Design Costs
Department	City Manager's Office
From	Jordan Rooklyn

TIME ESTIMATE

10 minutes

CATEGORY

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

SUMMARY

Review of the costs for various Pedestrian and Bicyclist Wayfinding Signage designs

POLICIES, PLANS & GOALS SUPPORTED

Use of Transient Lodging Tax funds to promote and support tourism to Ashland.

BACKGROUND AND ADDITIONAL INFORMATION

As one of our initiatives to support tourism in Ashland, the City of Ashland is designing and implementing Pedestrian and Bicyclist Wayfinding Signage to help move visitors from our downtown core to the Railroad District, the University District, and the Watershed Trails and back.

The City contracted with Terrain Landscape Architecture and Pam Kuhn Creative to design that signage, with input from stakeholders from businesses, the Public Arts Advisory Committee, the Transportation Advisory Committee, the Historic Preservation Advisory Committee, Parks, and Travel Ashland. On March 17, 2026, City Council approved a design option and requested that staff return with detailed pricing for the kiosk design option, an alternative lower-cost kiosk option, and for the pedestrian and bicycle directional signage.

Attached to this report is the "à la carte" costs for the various signage components. City staff have also been in contact with local metal fabricators and with the Ashland High School Metal Fabrication class for the manufacturing of the metal sign toppers at an anticipated lower price.

FISCAL IMPACTS

There currently remains \$76,130 in BN25-27 Tourism Funds budgeted for the Wayfinding Signage project.

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

Staff direction on which kiosk design Council would like to move forward with for purchase and installation.

REFERENCES & ATTACHMENTS

1. Wayfinding Signage Design & Pricing Package



Wayfinding Signage

City of Ashland, Oregon



Better Together

Signage Design & Pricing Package

April 20, 2026



310 Oak St. Suite 3

Ashland, OR, 97520

541.500.4776

www.terrainarch.com

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COST ESTIMATE CONTACTS AND NOTES 4.4

POPPINS (PER ASHLAND BRANDING)

POPPINS LIGHT
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890 " !@#\$%^

POPPINS MEDIUM
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890 " !@#\$%^

POPPINS BOLD
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890 " !@#\$%^

NOTES AND SPECIFICATIONS:

ALL SIGNS DOCUMENTED HERE ARE COMPOSED WITH THE TWO TYPEFACE FAMILIES SHOWN ON THIS PAGE, POPPINS AND HIGHWAY GOTHIC. ALL TYPE SHALL BE SET EXACTLY AS SPECIFIED. SUBSTITUTIONS WILL ONLY BE ACCEPTED AT THE DISCRETION OF THE CITY OF ASHLAND, PUBLIC WORKS DEPARTMENT.

POPPINS IS USED ON PEDESTRIAN SIGNS, KIOSKS, AND TO SPELL OUT 'ASHLAND' IN THE GRAPHIC AT THE TOP OF BIKE SIGNS.

HIGHWAY GOTHIC (PER MUTCD / FHWA STANDARD ALPHABETS)

HIGHWAY GOTHIC REGULAR
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890 " !@#\$%^

HIGHWAY GOTHIC NARROW
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890 " !@#\$%^

HIGHWAY GOTHIC IS USED FOR DESTINATIONS, MILES AND MINUTES ON BIKE SIGNS.

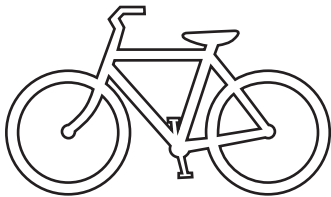
ASHLAND WAYFINDING SIGNAGE DESIGN

 TERRAIN LANDSCAPE ARCHITECTURE 04/20/2026	TYPOGRAPHY STANDARDS 1.0
--	---------------------------------

ICONS AND ARTWORK



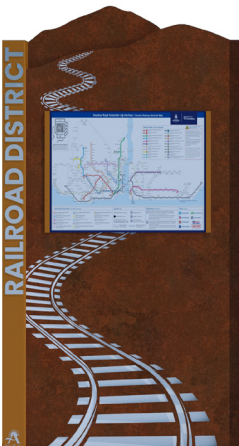
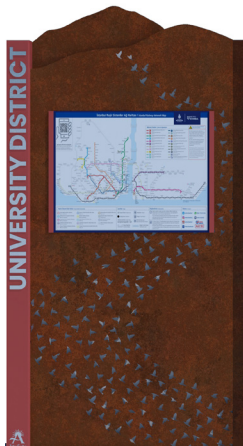
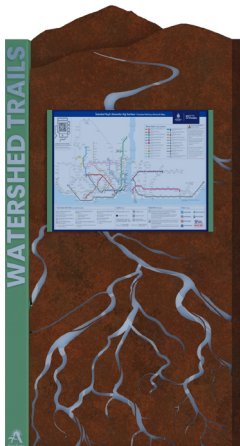
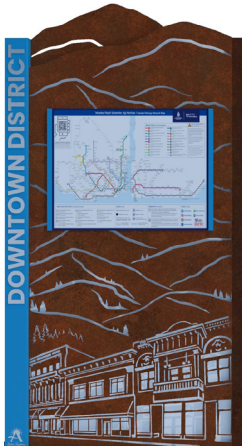
PEDESTRIAN SIGN TOPPER



BIKE SIGN ICON



BIKE SIGN ART



KIOSK METAL ART, VARIES BY DISTRICT

NOTES AND SPECIFICATIONS:

ALL GRAPHIC ART WILL BE PROVIDED TO THE SIGN FABRICATOR BY THE DESIGNER AND / OR CITY OF ASHLAND. DO NOT SUBSTITUTE ANY OTHER ARTWORK.

LOGOS

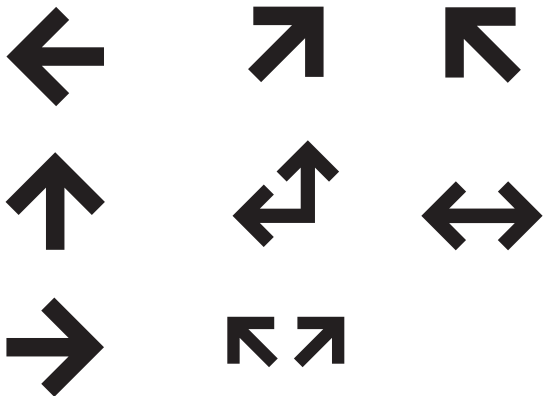


CITY OF ASHLAND SINGLE COLOR LOGO, BACKGROUND COLOR VARIES

LOGO BACKGROUND COLOR WILL VARY, TO MATCH KIOSK DISTRICT COLOR.

ALL LOGOS WILL BE PROVIDED TO THE SIGN FABRICATOR BY THE DESIGNER AND / OR CITY OF ASHLAND. DO NOT SUBSTITUTE OR MODIFY.

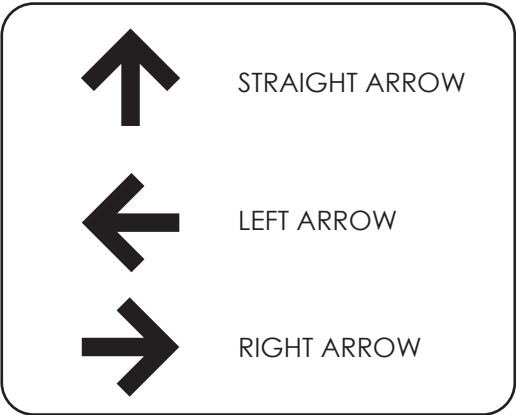
ARROWS



PEDESTRIAN SIGN ARROWS



BIKE SIGN ARROWS



ARROW HIERARCHY EXAMPLE

WHEN MULTIPLE DIRECTIONAL ARROWS ARE REQUIRED ON A SIGN, THE PREFERRED HIERARCHY IS AS SHOWN HERE.

ASHLAND WAYFINDING SIGNAGE DESIGN



TERRAIN
LANDSCAPE ARCHITECTURE

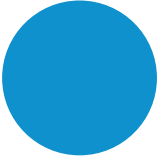
04/20/2026

PROJECT GRAPHICS

1.1

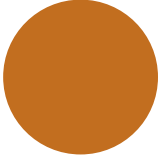
PEDESTRIAN SIGN COLORS

P1



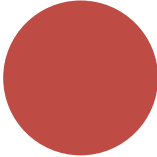
Downtown District
PMS 2170C
Pantone Process S 222-4
C = 80, M=25, Y=0, K=5

P2



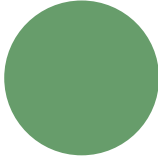
Railroad District
PMS 4635C
Pantone Process S 47-2
C = 10, M=60, Y=100, K=15

P3



University District
PMS 180C
Pantone Process S 95-2
C = 10, M=80, Y=70, K=15

P4



Watershed Trails
PMS 7730C
Pantone Process S 272-4
C = 60, M=0, Y=55, K=15

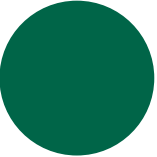
NOTES AND SPECIFICATIONS:

COLORS ARE BASED ON CURRENT CITY OF ASHLAND BRANDING, BUT ARE VARIATIONS NOT EXACT MATCHES. FOR ALL SIGNS DOCUMENTED HERE, USE COLORS PROVIDED ON THIS PAGE.

BIKE SIGN FACES TO BE RETROREFLECTIVE FOR NIGHTTIME AND LOW LIGHT VISIBILITY, PER MUTCD GUIDANCE.

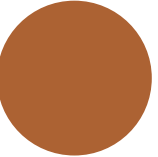
BIKE SIGN COLORS

P5



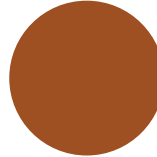
MUTCD Green
PMS 342C
Green Retroreflective Vinyl

P6



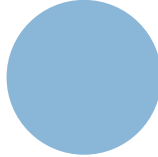
Mountain 1
C=24, M=66, Y=89, K=14

P7



Mountain 2
C=27, M=74, Y=100, K=20

P8



Sky
C=39, M=10, Y=0, K=9

POST AND FRAME COLOR

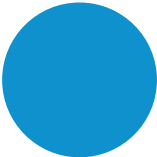
P10



Black
C=0, M=0, Y=0, K=100

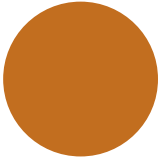
KIOSK COLORS

P1



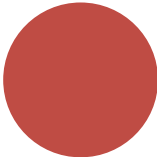
Downtown District
PMS 2170C
Pantone Process S 222-4
C = 80, M=25, Y=0, K=5

P2



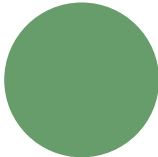
Railroad District
PMS 4635C
Pantone Process S 47-2
C = 10, M=60, Y=100, K=15

P3



University District
PMS 180C
Pantone Process S 95-2
C = 10, M=80, Y=70, K=15

P4



Watershed Trails
PMS 7730C
Pantone Process S 272-4
C = 60, M=0, Y=55, K=15

LOGO COLOR

P9



Gray
C=0, M=0, Y=0, K=12
LOGO BACKGROUND COLOR VARIES, SEE KIOSK COLORS

ASHLAND WAYFINDING SIGNAGE DESIGN



04/20/2026

COLOR CHART

1.2

PEDESTRIAN SIGNS

BIKE SIGNS

NOTES AND SPECIFICATIONS:



PEDESTRIAN SIGNS ARE DIGITALLY PRINTED VINYL ON ALUMINUM. THERE ARE TWO DIFFERENT SIZES OF PEDESTRIAN SIGN. OPTIONS ARE PROVIDED FOR THE LARGE PEDESTRIAN SIGNS, WITH DIFFERENT POSTS AND DIFFERENT SIGN TOPS.

BIKE SIGNS ARE DIGITALLY PRINTED RETROREFLECTIVE VINYL ON ALUMINUM, WITH DIFFERENT SIZES FOR DECISION, CONFIRMATION, AND DIRECTIONAL ARROW SIGNS.

SIGNS SHOWN IN THIS PACKAGE ARE EXAMPLES PROVIDED FOR REFERENCE ONLY. CONTENT OF EACH PEDESTRIAN AND BIKE SIGN, E.G. ACTUAL DESTINATIONS, ARROWS, MILES AND MINUTES, TO BE PROVIDED TO THE FABRICATOR BY THE CITY OF ASHLAND.

KIOSKS

KIOSKS ARE CONSTRUCTED OF CORTEN STEEL PANELS, WITH CUSTOM CUT DESIGNS UNIQUE TO EACH DISTRICT. EACH KIOSK WILL HAVE AN INFORMATION DISPLAY PANEL ON FRONT AND BACK.

CONTENT OF KIOSK DISPLAY PANELS, E.G. MAPS AND INTERPRETIVE SIGNAGE, TO BE PROVIDED TO THE FABRICATOR BY THE CITY OF ASHLAND.



ASHLAND WAYFINDING SIGNAGE DESIGN

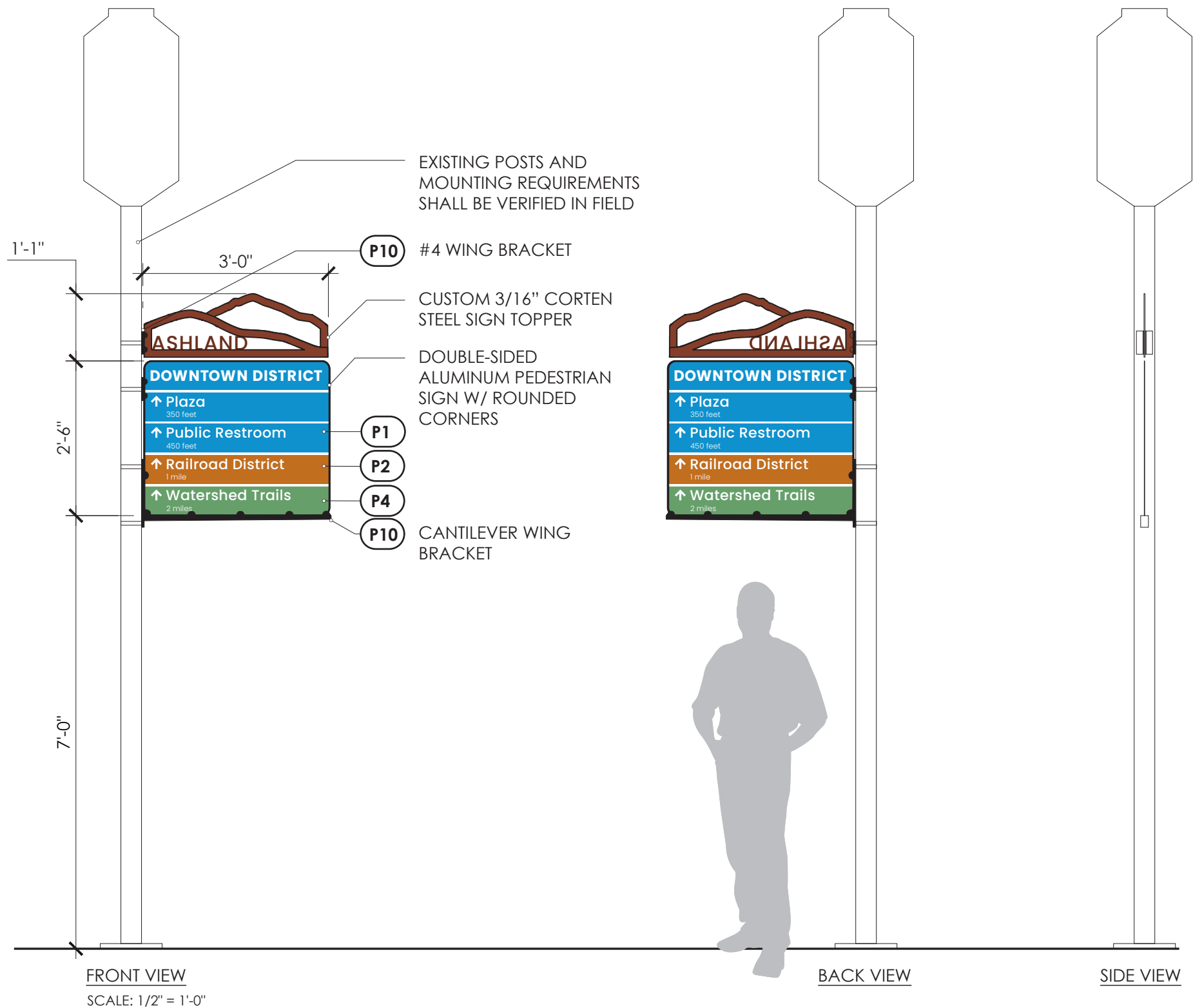


04/20/2026

SIGN FAMILY OVERVIEW

2.0

EXAMPLE 1A: SIGN ON EXISTING POST, SEPARATE METAL TOPPER



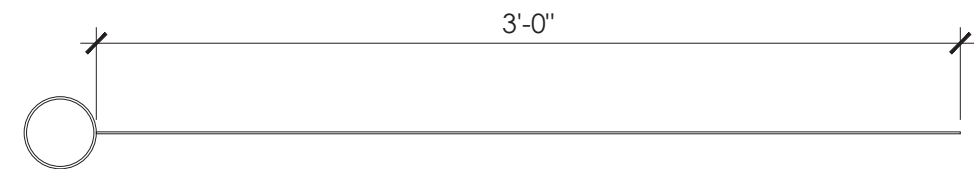
- NOTES AND SPECIFICATIONS:**
- 1. INSTALLER SHALL VERIFY MOUNTING CONDITIONS. IN THE RIGHT OF WAY, LARGE PEDESTRIAN SIGNS MAY BE MOUNTED TO EXISTING LAMP POSTS OR OTHER EXISTING SIGN POSTS. MOUNTING WILL VARY, DUE TO EXISTING CONDITIONS. FIELD VERIFY AND COORDINATE INSTALLATION WITH CITY.
 - 2. ALL EXPOSED HARDWARE SHALL BE TAMPER PROOF FASTENERS.
 - 3. SEPARATE METAL TOPPER IS A CUSTOM FABRICATED ITEM.
 - 4. EXAMPLE SIGN CONTENT IS PROVIDED FOR REFERENCE ONLY. FINAL SIGN CONTENT WILL VARY AND WILL BE PROVIDED BY THE CITY OF ASHLAND.

COLORS: SEE COLOR CHART ON PAGE 1.2

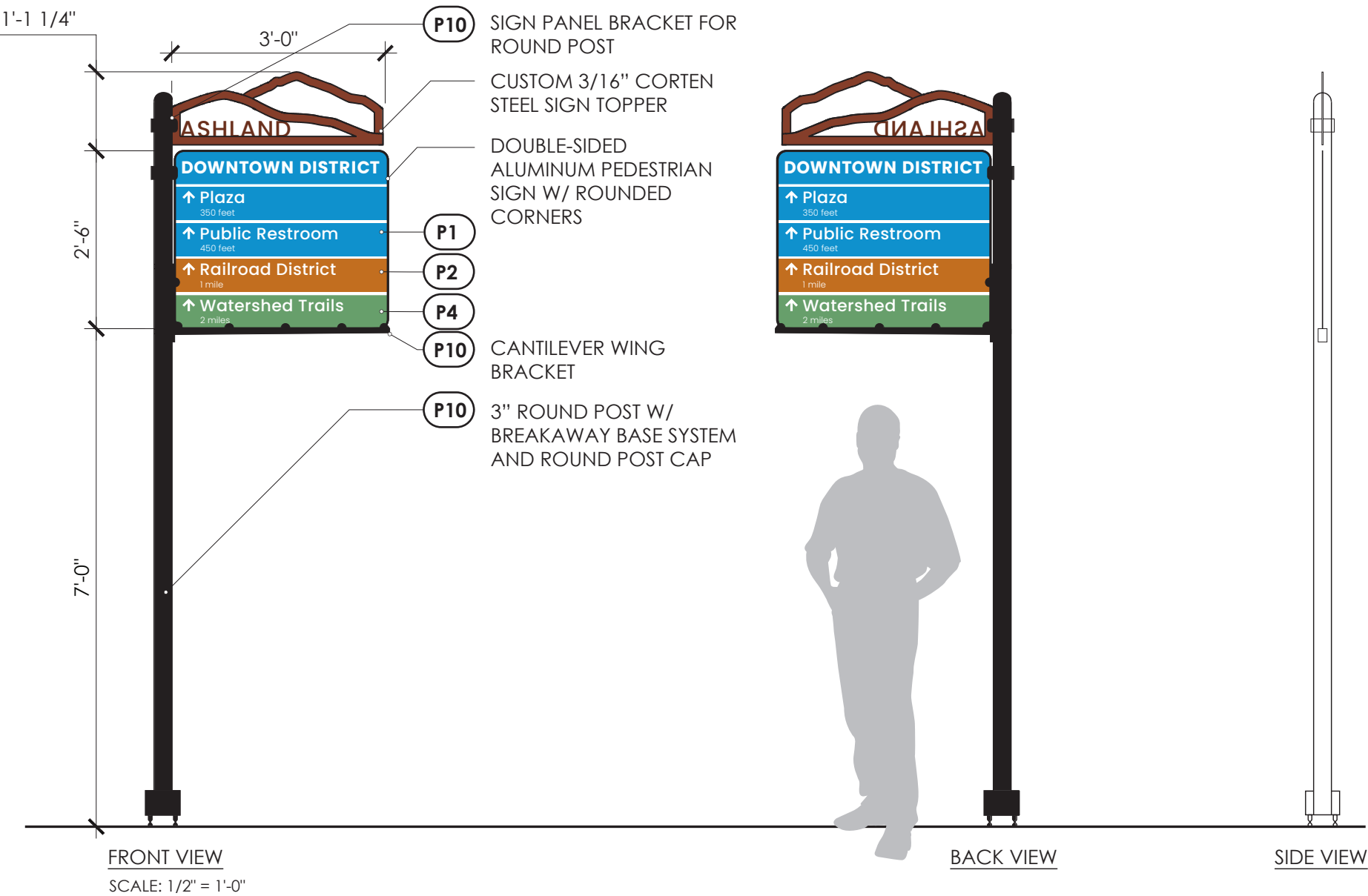
ASHLAND WAYFINDING SIGNAGE DESIGN

 TERRAIN LANDSCAPE ARCHITECTURE 04/20/2026	LARGE PEDESTRIAN SIGN ASSEMBLY 2.1.1
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EXAMPLE 2A: SIGN ON NEW BREAK AWAY POST, SEPARATE METAL TOPPER



TOP VIEW
SCALE: 1 1/2" = 1'-0"



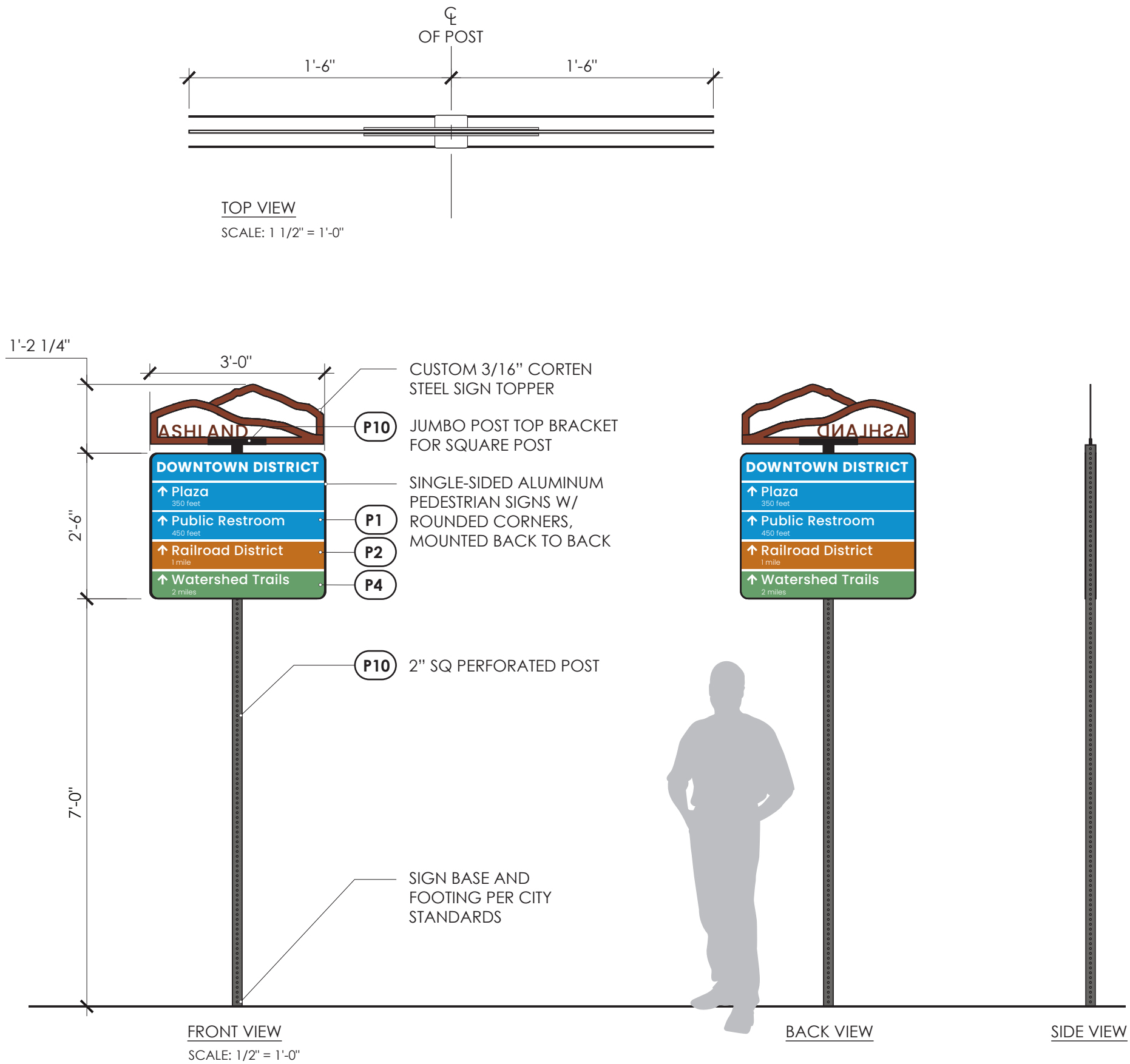
- NOTES AND SPECIFICATIONS:**
1. INSTALLER SHALL VERIFY MOUNTING CONDITIONS. IN THE RIGHT OF WAY, LARGE PEDESTRIAN SIGNS MAY BE MOUNTED TO EXISTING LAMP POSTS OR OTHER EXISTING SIGN POSTS. MOUNTING WILL VARY, DUE TO EXISTING CONDITIONS. FIELD VERIFY AND COORDINATE INSTALLATION WITH CITY.
 2. ALL EXPOSED HARDWARE SHALL BE TAMPER PROOF FASTENERS.
 3. SEPARATE METAL TOPPER IS A CUSTOM FABRICATED ITEM.
 4. EXAMPLE SIGN CONTENT IS PROVIDED FOR REFERENCE ONLY. FINAL SIGN CONTENT WILL VARY AND WILL BE PROVIDED BY THE CITY OF ASHLAND.

COLORS: SEE COLOR CHART ON PAGE 1.2

ASHLAND WAYFINDING SIGNAGE DESIGN

 TERRAIN LANDSCAPE ARCHITECTURE 04/20/2026	LARGE PEDESTRIAN SIGN ASSEMBLY 2.1.2
---	--

EXAMPLE 3A: SIGN ON NEW PERFORATED POST, SEPARATE METAL TOPPER



- NOTES AND SPECIFICATIONS:
1. INSTALLER SHALL VERIFY MOUNTING CONDITIONS. IN THE RIGHT OF WAY, LARGE PEDESTRIAN SIGNS MAY BE MOUNTED TO EXISTING LAMP POSTS OR OTHER EXISTING SIGN POSTS. MOUNTING WILL VARY, DUE TO EXISTING CONDITIONS. FIELD VERIFY AND COORDINATE INSTALLATION WITH CITY.
 2. ALL EXPOSED HARDWARE SHALL BE TAMPER PROOF FASTENERS.
 3. SEPARATE METAL TOPPER IS A CUSTOM FABRICATED ITEM.
 4. EXAMPLE SIGN CONTENT IS PROVIDED FOR REFERENCE ONLY. FINAL SIGN CONTENT WILL VARY AND WILL BE PROVIDED BY THE CITY OF ASHLAND.

COLORS: SEE COLOR CHART ON PAGE 1.2

ASHLAND WAYFINDING SIGNAGE DESIGN

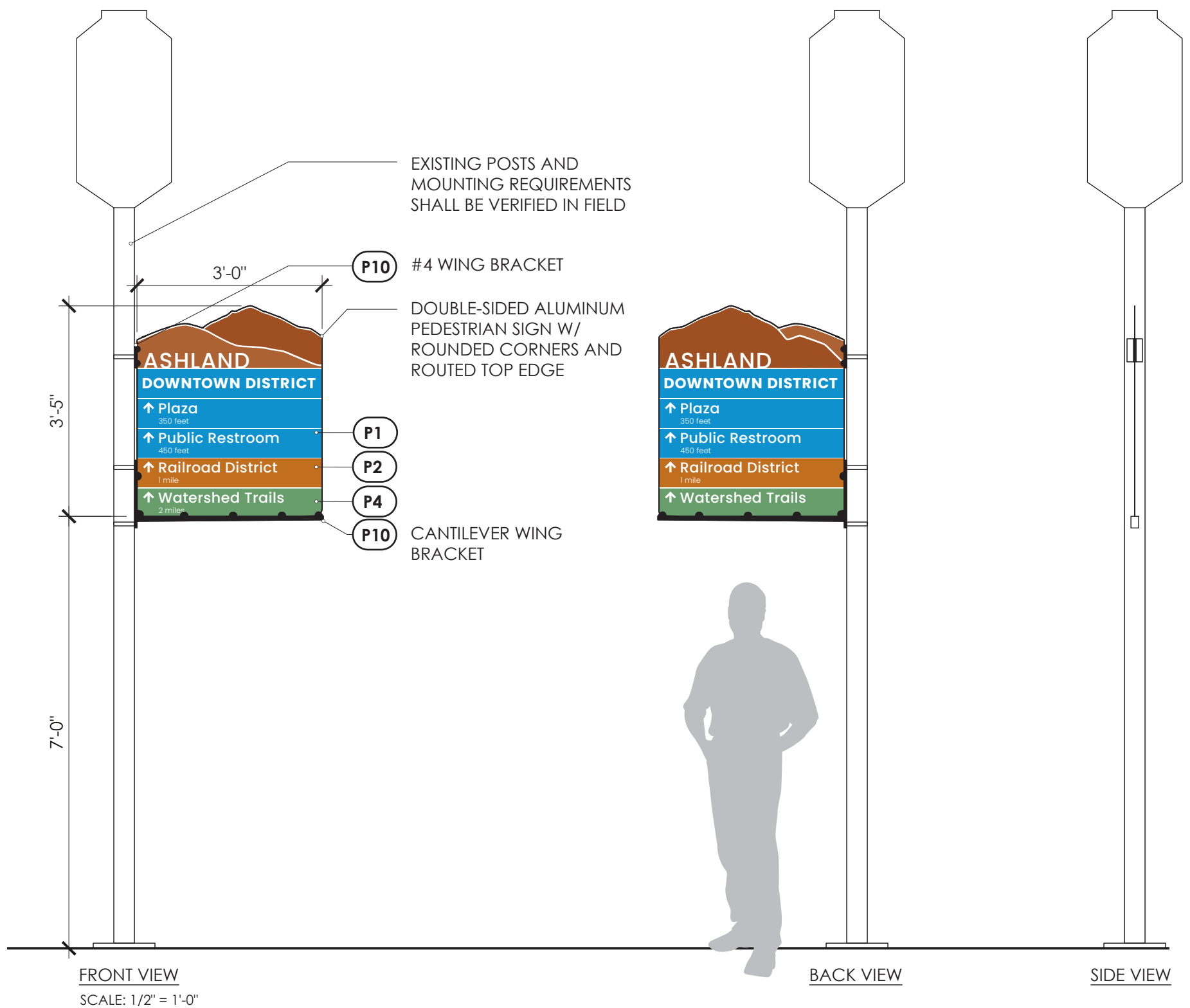


04/20/2026

LARGE PEDESTRIAN
SIGN ASSEMBLY

2.1.3

EXAMPLE 1B: SIGN ON EXISTING POST, ROUTED MOUNTAIN-SHAPED TOP



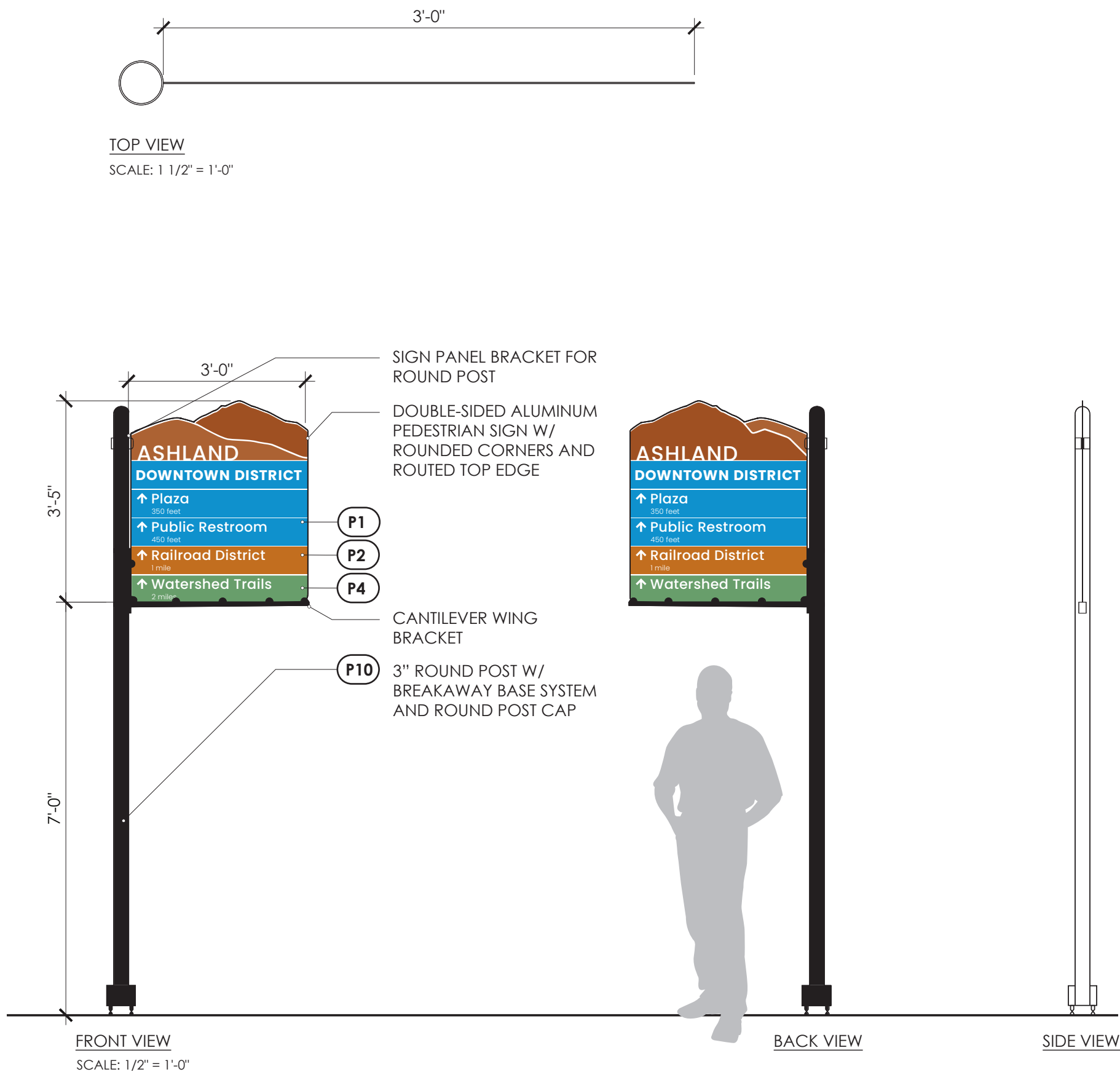
- NOTES AND SPECIFICATIONS:**
- 1. INSTALLER SHALL VERIFY MOUNTING CONDITIONS. IN THE RIGHT OF WAY, LARGE PEDESTRIAN SIGNS MAY BE MOUNTED TO EXISTING LAMP POSTS OR OTHER EXISTING SIGN POSTS. MOUNTING WILL VARY, DUE TO EXISTING CONDITIONS. FIELD VERIFY AND COORDINATE INSTALLATION WITH CITY.
 - 2. ALL EXPOSED HARDWARE SHALL BE TAMPER PROOF FASTENERS.
 - 3. TOP OF SIGN IS CUSTOM ROUTED TO THE SHAPE SHOWN.
 - 4. FRONT AND BACK OF DOUBLE-SIDED SIGN WILL BE DIFFERENT.
 - 5. EXAMPLE SIGN CONTENT IS PROVIDED FOR REFERENCE ONLY. FINAL SIGN CONTENT WILL VARY AND WILL BE PROVIDED BY THE CITY OF ASHLAND.

COLORS: SEE COLOR CHART ON PAGE 1.2

ASHLAND WAYFINDING SIGNAGE DESIGN

 TERRAIN LANDSCAPE ARCHITECTURE 04/20/2026	LARGE PEDESTRIAN SIGN ASSEMBLY 2.1.4
---	--

EXAMPLE 2B: SIGN ON NEW BREAK AWAY POST, ROUTED MOUNTAIN-SHAPED TOP



NOTES AND SPECIFICATIONS:

1. INSTALLER SHALL VERIFY MOUNTING CONDITIONS. IN THE RIGHT OF WAY, LARGE PEDESTRIAN SIGNS MAY BE MOUNTED TO EXISTING LAMP POSTS OR OTHER EXISTING SIGN POSTS. MOUNTING WILL VARY, DUE TO EXISTING CONDITIONS. FIELD VERIFY AND COORDINATE INSTALLATION WITH CITY.
2. ALL EXPOSED HARDWARE SHALL BE TAMPER PROOF FASTENERS.
3. TOP OF SIGN IS CUSTOM ROUTED TO THE SHAPE SHOWN.
4. FRONT AND BACK OF DOUBLE-SIDED SIGN WILL BE DIFFERENT.
5. EXAMPLE SIGN CONTENT IS PROVIDED FOR REFERENCE ONLY. FINAL SIGN CONTENT WILL VARY AND WILL BE PROVIDED BY THE CITY OF ASHLAND.

COLORS: SEE COLOR CHART ON PAGE 1.2

ASHLAND WAYFINDING SIGNAGE DESIGN

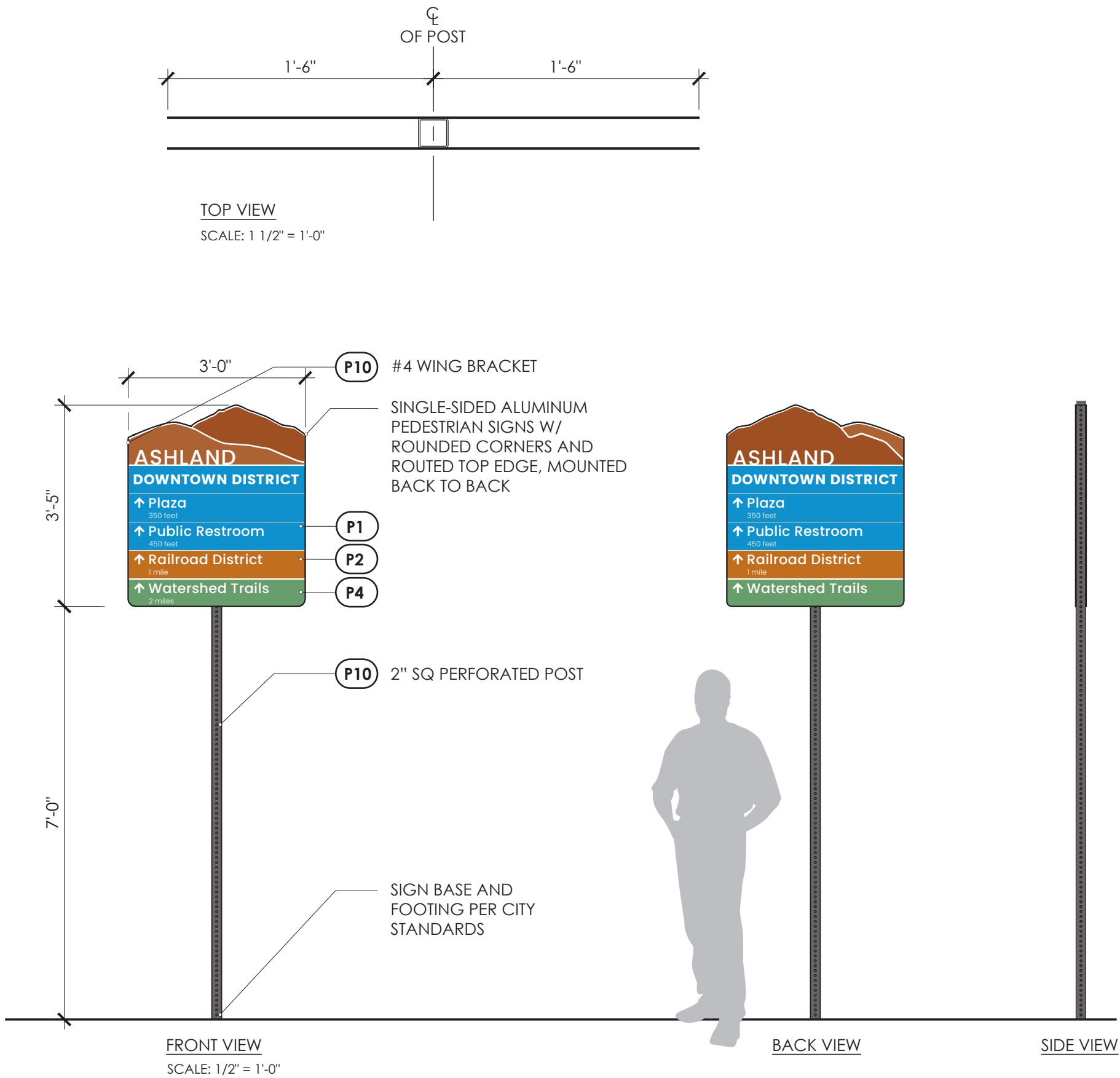


04/20/2026

LARGE PEDESTRIAN
SIGN ASSEMBLY

2.1.5

EXAMPLE 3B: SIGN ON NEW PERFORATED POST, ROUTED MOUNTAIN-SHAPED TOP



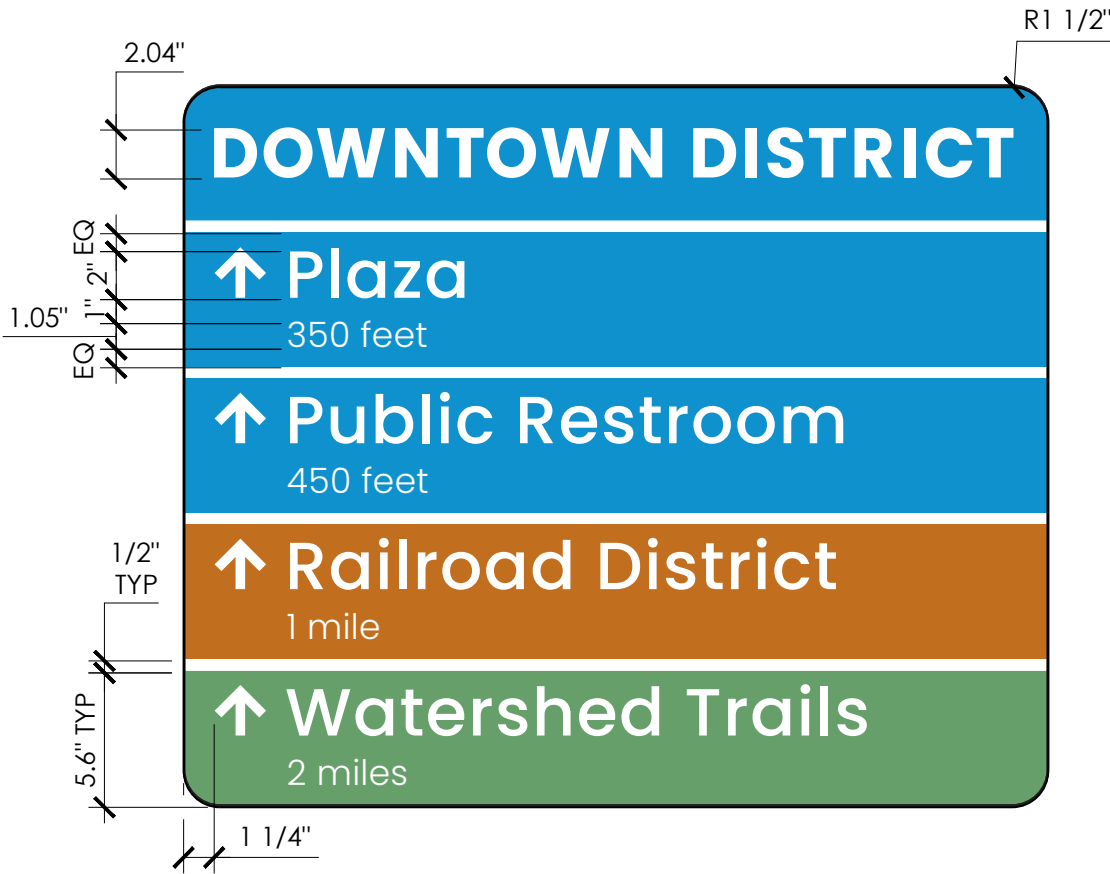
- NOTES AND SPECIFICATIONS:**
1. INSTALLER SHALL VERIFY MOUNTING CONDITIONS. IN THE RIGHT OF WAY, LARGE PEDESTRIAN SIGNS MAY BE MOUNTED TO EXISTING LAMP POSTS OR OTHER EXISTING SIGN POSTS. MOUNTING WILL VARY, DUE TO EXISTING CONDITIONS. FIELD VERIFY AND COORDINATE INSTALLATION WITH CITY.
 2. ALL EXPOSED HARDWARE SHALL BE TAMPER PROOF FASTENERS.
 3. TOP OF SIGN IS CUSTOM ROUTED TO THE SHAPE SHOWN.
 4. SIGN IS TO BE INSTALLED WITH TWO SINGLE-SIDED SIGNS MOUNTED BACK TO BACK. FRONT AND BACK SIGNS WILL BE DIFFERENT.
 5. PEDESTRIAN SIGNS ARE SIZED TO ALLOW ONE (1) DISTRICT NAME ON TOP AND A MAXIMUM OF FOUR (4) DESTINATIONS BELOW.
 6. EXAMPLE SIGN CONTENT IS PROVIDED FOR REFERENCE ONLY. FINAL SIGN CONTENT WILL VARY AND WILL BE PROVIDED BY THE CITY OF ASHLAND.

COLORS: SEE COLOR CHART ON PAGE 1.2

ASHLAND WAYFINDING SIGNAGE DESIGN

 TERRAIN LANDSCAPE ARCHITECTURE 04/20/2026	LARGE PEDESTRIAN SIGN ASSEMBLY 2.1.6
---	--

EXAMPLE LARGE PEDESTRIAN SIGN



NOTES AND SPECIFICATIONS:

PRINT SPECS:

DIGITALLY PRINTED VINYL WITH MATTE UV LAMINATE /
GRAFFITI GUARD
APPLIED TO .080 ALUMINUM
OR HIGH PRESSURE LAMINATE (HPL) PANEL
ROUND CORNERS AS NEEDED
DRILL HOLES APPLIED AS NEEDED FOR INSTALLATION

LAYOUTS BASED ON STANDARD DESTINATION PANEL
SIZE OF 36" WIDTH (2" TALL LETTERS) X 5.5" HIGH

FONT SIZE NOTES:

DISTRICT FONT: POPPINS BOLD;
CAPITAL LETTER HEIGHT OF 'I' IS 2.04" (204 PT).

DESTINATION FONT: POPPINS MEDIUM;
CAPITAL LETTER HEIGHT OF 'I' IS 2" (200 PT)

MILES AND MINUTES FONT: POPPINS LIGHT;
CAPITAL LETTER HEIGHT OF 'I' IS 1.05" (105 PT)

ASHLAND WAYFINDING SIGNAGE DESIGN

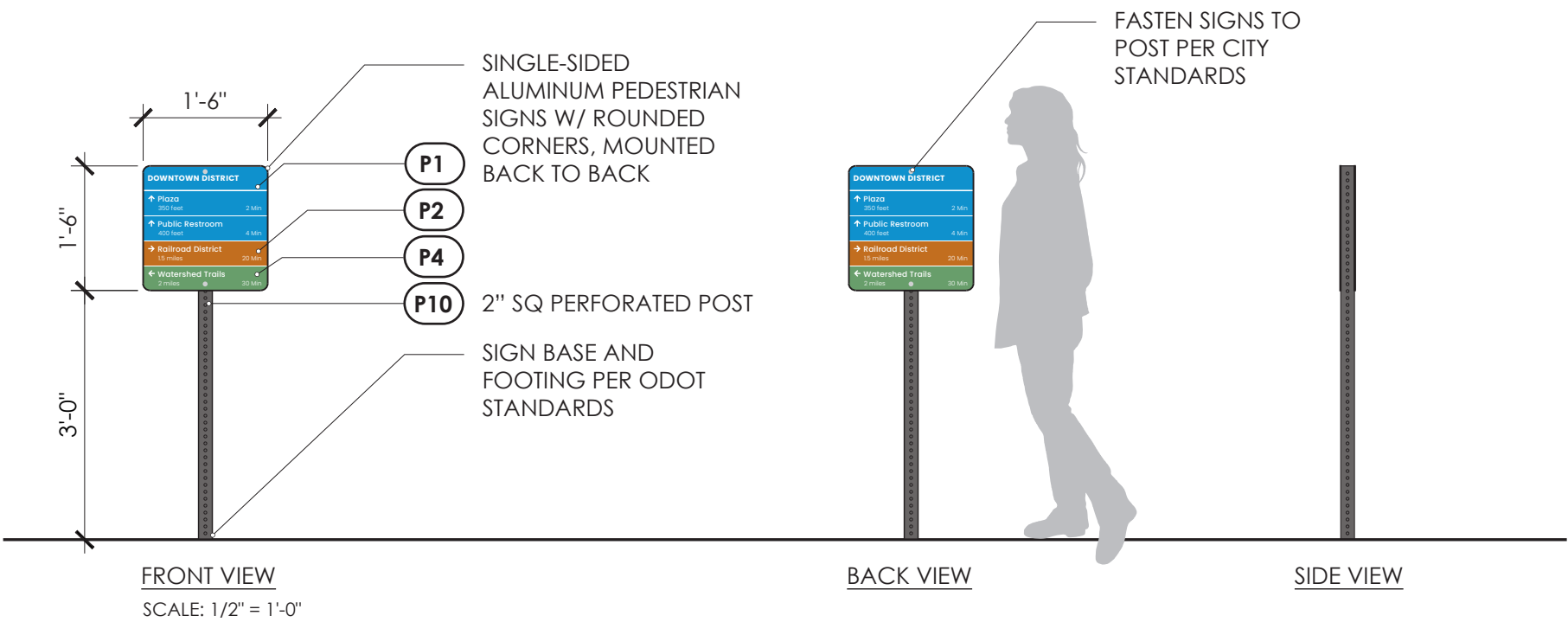
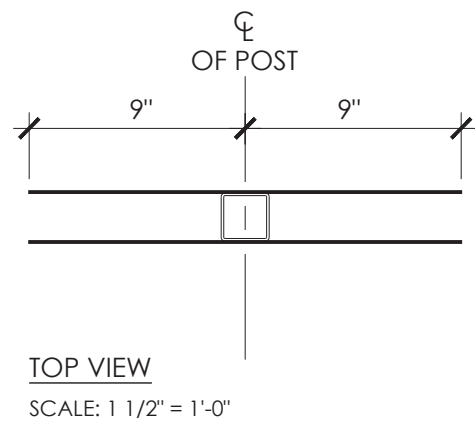


04/20/2026

LARGE PEDESTRIAN
SIGN LAYOUT

2.2

EXAMPLE SMALL PEDESTRIAN SIGN



NOTES AND SPECIFICATIONS:

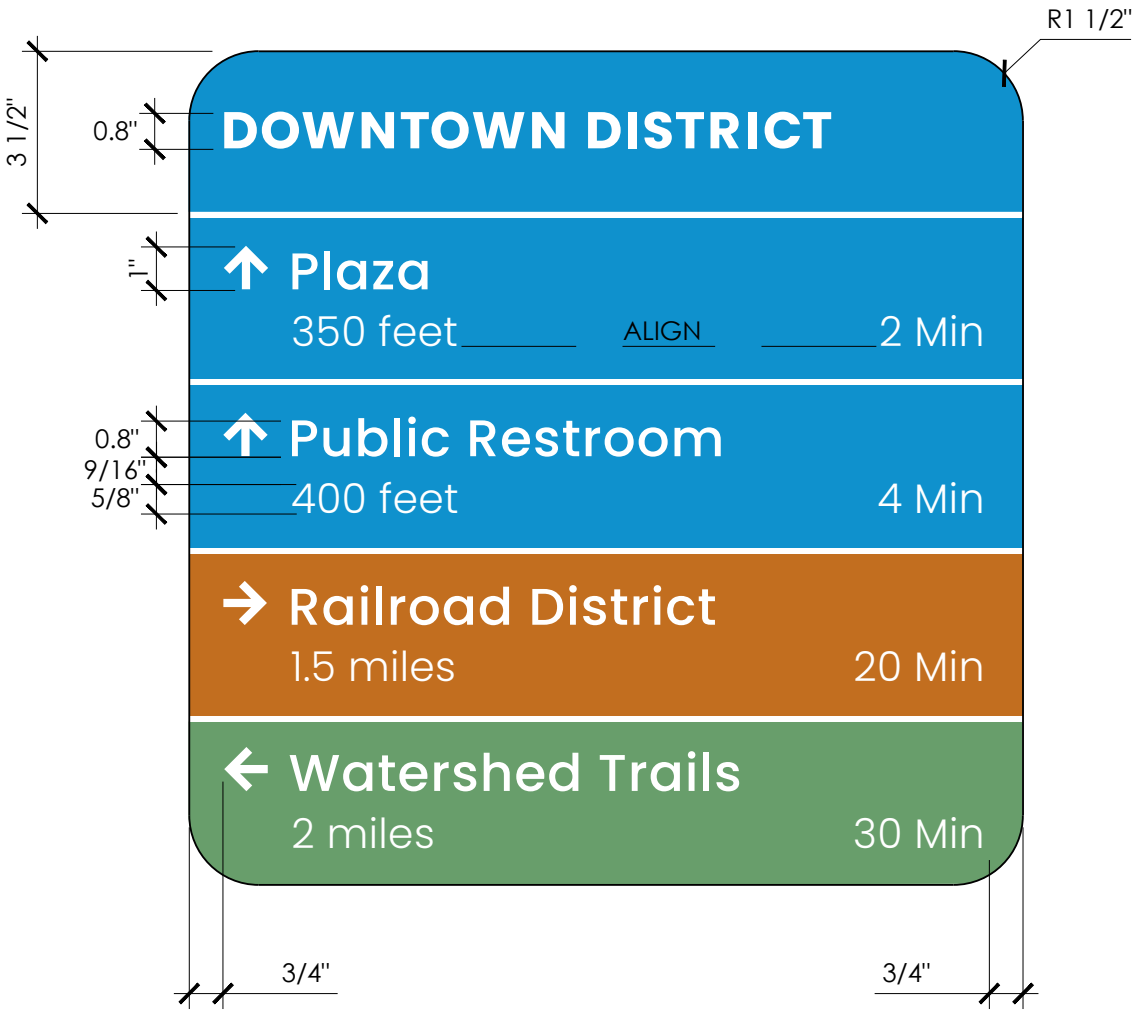
- 1. INSTALLER SHALL VERIFY MOUNTING CONDITIONS.
- 2. ALL EXPOSED HARDWARE SHALL BE TAMPER PROOF FASTENERS.
- 3. SIGN IS TO BE INSTALLED WITH TWO SINGLE-SIDED SIGNS MOUNTED BACK TO BACK, TYPICAL. FRONT AND BACK SIGNS WILL BE DIFFERENT. SOME INSTALLATIONS MAY ONLY REQUIRE ONE SIGN, NO BACK.
- 4. EXAMPLE SIGN CONTENT IS PROVIDED FOR REFERENCE ONLY. FINAL SIGN CONTENT WILL VARY AND WILL BE PROVIDED BY THE CITY OF ASHLAND.
- 5. PEDESTRIAN SIGNS ARE SIZED TO ALLOW ONE (1) DISTRICT NAME ON TOP AND A MAXIMUM OF FOUR (4) DESTINATIONS BELOW.
- 6. POST FOOTING AND ATTACHMENT SHALL BE BY CITY OF ASHLAND AND MAY VARY BY LOCATION.

COLORS: SEE COLOR CHART ON PAGE 1.2

ASHLAND WAYFINDING SIGNAGE DESIGN

 TERRAIN LANDSCAPE ARCHITECTURE 04/20/2026	SMALL PEDESTRIAN SIGN ASSEMBLY 2.3
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EXAMPLE SMALL PEDESTRIAN SIGN



NOTES AND SPECIFICATIONS:

PRINT SPECS:

DIGITALLY PRINTED VINYL WITH MATTE UV LAMINATE / GRAFFITI GUARD
APPLIED TO .080 ALUMINUM
1" RADIUS ROUNDED CORNERS
DRILL HOLES APPLIED AS NEEDED FOR INSTALLATION

LAYOUTS BASED ON STANDARD 18" X 18" SIGN PANEL
W/ DESTINATION BANDS 3.5" HIGH AND 0.125" WHITE SPACE BETWEEN BANDS

FONT SIZE NOTES:

DISTRICT FONT: POPPINS BOLD;
CAPITAL LETTER HEIGHT OF 'I' IS 0.8" (80 PT).

DESTINATION FONT: POPPINS MEDIUM;
CAPITAL LETTER HEIGHT OF 'I' IS 0.8" (80 PT)

MILES AND MINUTES FONT: POPPINS LIGHT;
CAPITAL LETTER HEIGHT OF 'I' IS 5/8" (64 PT)

ASHLAND WAYFINDING SIGNAGE DESIGN

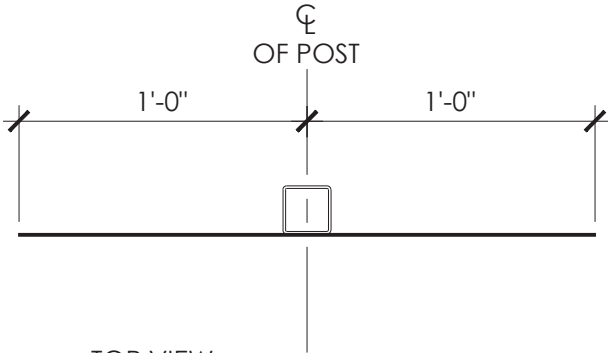


04/20/2026

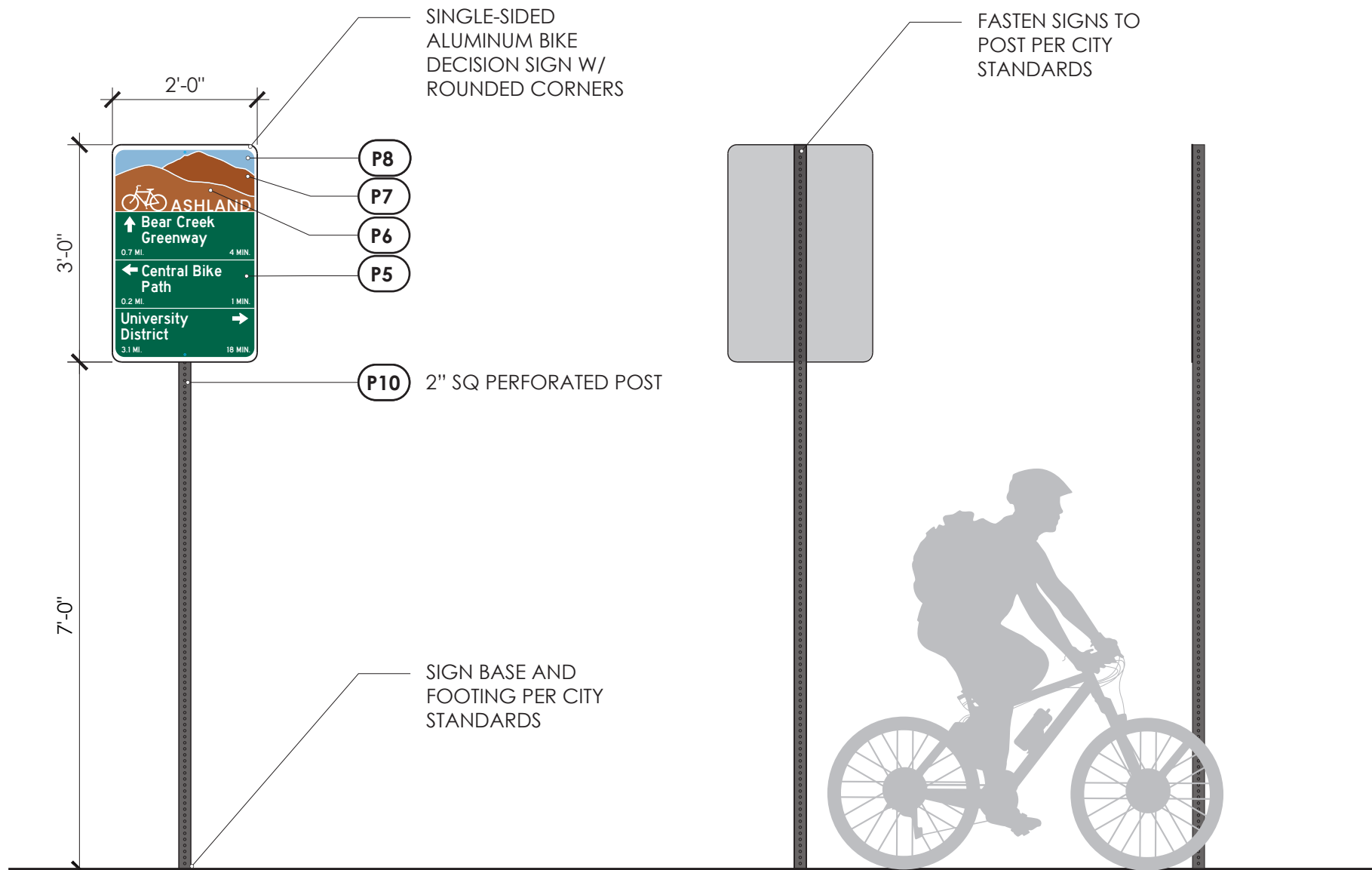
SMALL PEDESTRIAN
SIGN LAYOUT

2.4

EXAMPLE BIKE DECISION SIGN



TOP VIEW
SCALE: 1 1/2" = 1'-0"



FRONT VIEW
SCALE: 1/2" = 1'-0"

BACK VIEW

SIDE VIEW

NOTES AND SPECIFICATIONS:

- 1. INSTALLER SHALL VERIFY MOUNTING CONDITIONS.
- 2. ALL EXPOSED HARDWARE SHALL BE TAMPER PROOF FASTENERS.
- 3. EXAMPLE SIGN CONTENT IS PROVIDED FOR REFERENCE ONLY. FINAL SIGN CONTENT WILL VARY AND WILL BE PROVIDED BY THE CITY OF ASHLAND.
- 4. POST FOOTING AND ATTACHMENT SHALL BE BY CITY OF ASHLAND AND MAY VARY BY LOCATION.

COLORS: SEE COLOR CHART ON PAGE 1.2

ASHLAND WAYFINDING SIGNAGE DESIGN



04/20/2026

BIKE DECISION
SIGN ASSEMBLY

2.5

EXAMPLE BIKE DECISION SIGN



NOTES AND SPECIFICATIONS:

PRINT SPECS:

DECISION SIGN

ADAPTED MUTCD D2 SERIES
24X36

ADAPTED D2-3A: 8" HIGH BAND FOR EACH
DESTINATION
NO BLEEDS
RETROREFLECTIVE VINYL
UV / GRAFFITI GUARD
APPLIED TO .080 ALUMINUM
1.5" RADIUS ROUNDED CORNERS
(2) 5/16" DRILL HOLES (.3125)

ADAPTATIONS FROM MUTCD:

- 24" WIDTH SIMILAR TO PORTLAND BIKE SIGNS
- BORDERS ARE MINIMIZED SIMILAR TO CITY OF OAKLAND IN ORDER TO STRIVE FOR A 24" SIGN WIDTH
- DESTINATIONS MAY BE 2 LINES TO STRIVE FOR 24" WIDTH
- ADDING MILES AND MINUTES SIMILAR TO PORTLAND BIKE SIGNS

ASHLAND WAYFINDING SIGNAGE DESIGN

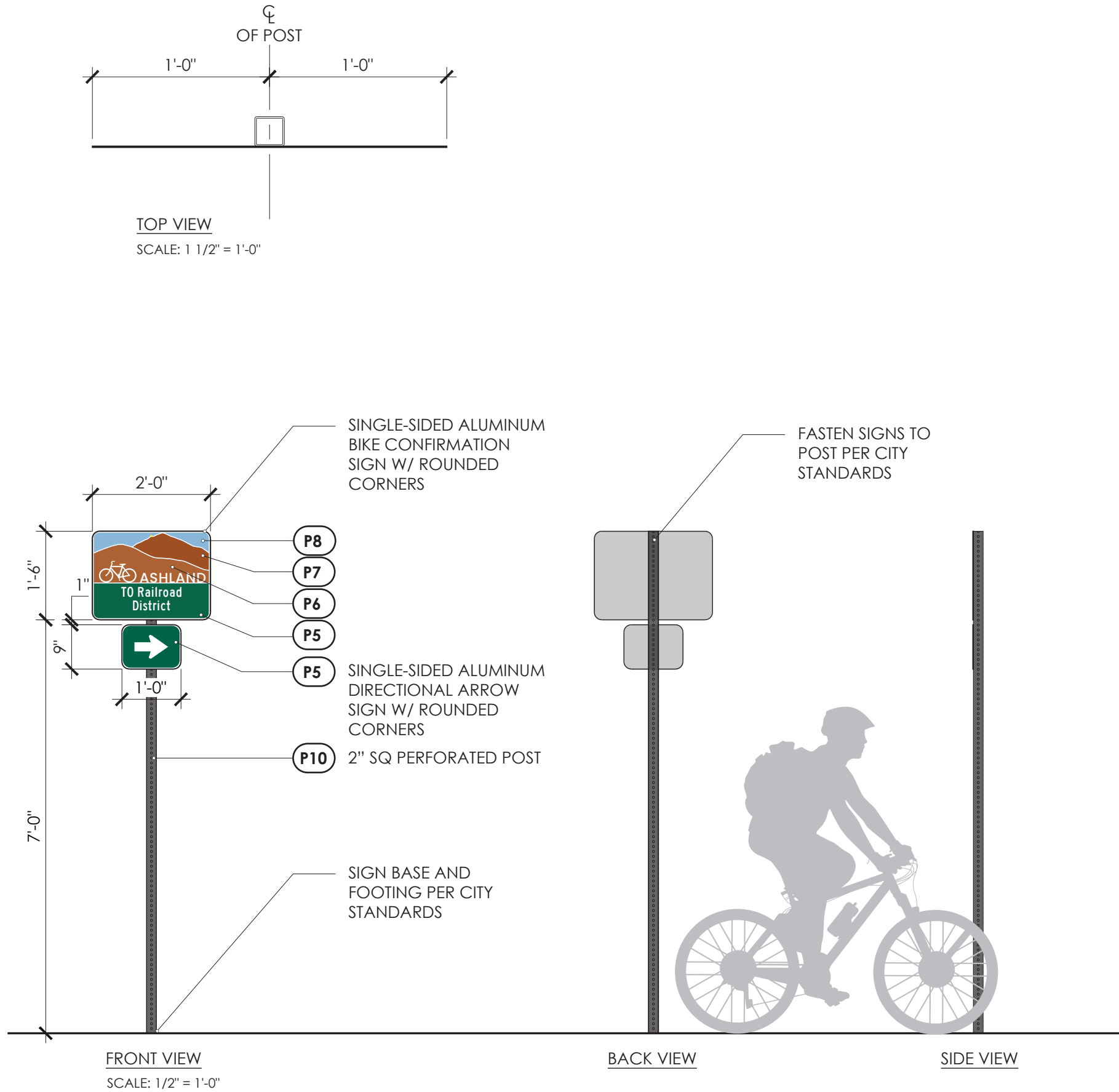


04/20/2026

BIKE DECISION
SIGN LAYOUT

2.6

EXAMPLE CONFIRMATION AND TURN SIGN



- NOTES AND SPECIFICATIONS:**
- 1. INSTALLER SHALL VERIFY MOUNTING CONDITIONS.
 - 2. ALL EXPOSED HARDWARE SHALL BE TAMPER PROOF FASTENERS.
 - 3. EXAMPLE SIGN CONTENT IS PROVIDED FOR REFERENCE ONLY. FINAL SIGN CONTENT WILL VARY AND WILL BE PROVIDED BY THE CITY OF ASHLAND.
 - 4. POST FOOTING AND ATTACHMENT SHALL BE BY CITY OF ASHLAND AND MAY VARY BY LOCATION.

COLORS: SEE COLOR CHART ON PAGE 1.2

ASHLAND WAYFINDING SIGNAGE DESIGN

 TERRAIN LANDSCAPE ARCHITECTURE 04/20/2026	BIKE CONFIRMATION AND TURN SIGN ASSEMBLY 2.7
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EXAMPLE BIKE TURN SIGN



NOTES AND SPECIFICATIONS:

PRINT SPECS:

NON-NUMBERED BIKE ROUTE SIGN
ADAPTED MUTCD D11-1 AND M1-8B
24X18
NO BLEEDS
RETROREFLECTIVE VINYL
UV / GRAFFITI GUARD
APPLIED TO .080 ALUMINUM
1.5" RADIUS ROUNDED CORNERS
(2) 5/16" DRILL HOLES (.3125)

DIRECTIONAL ARROW PLAQUE
MUTCD M6 SERIES
12" X 9"
NO BLEEDS
RETROREFLECTIVE VINYL
UV / GRAFFITI GUARD
APPLIED TO .080 ALUMINUM
1.5" RADIUS ROUNDED CORNERS
(2) 5/16" DRILL HOLES (.3125)

- ADAPTATIONS FROM MUTCD:**
- BIKE SYMBOL IS SMALLER AND INCLUDED IN TOPPER GRAPHIC

ASHLAND WAYFINDING SIGNAGE DESIGN

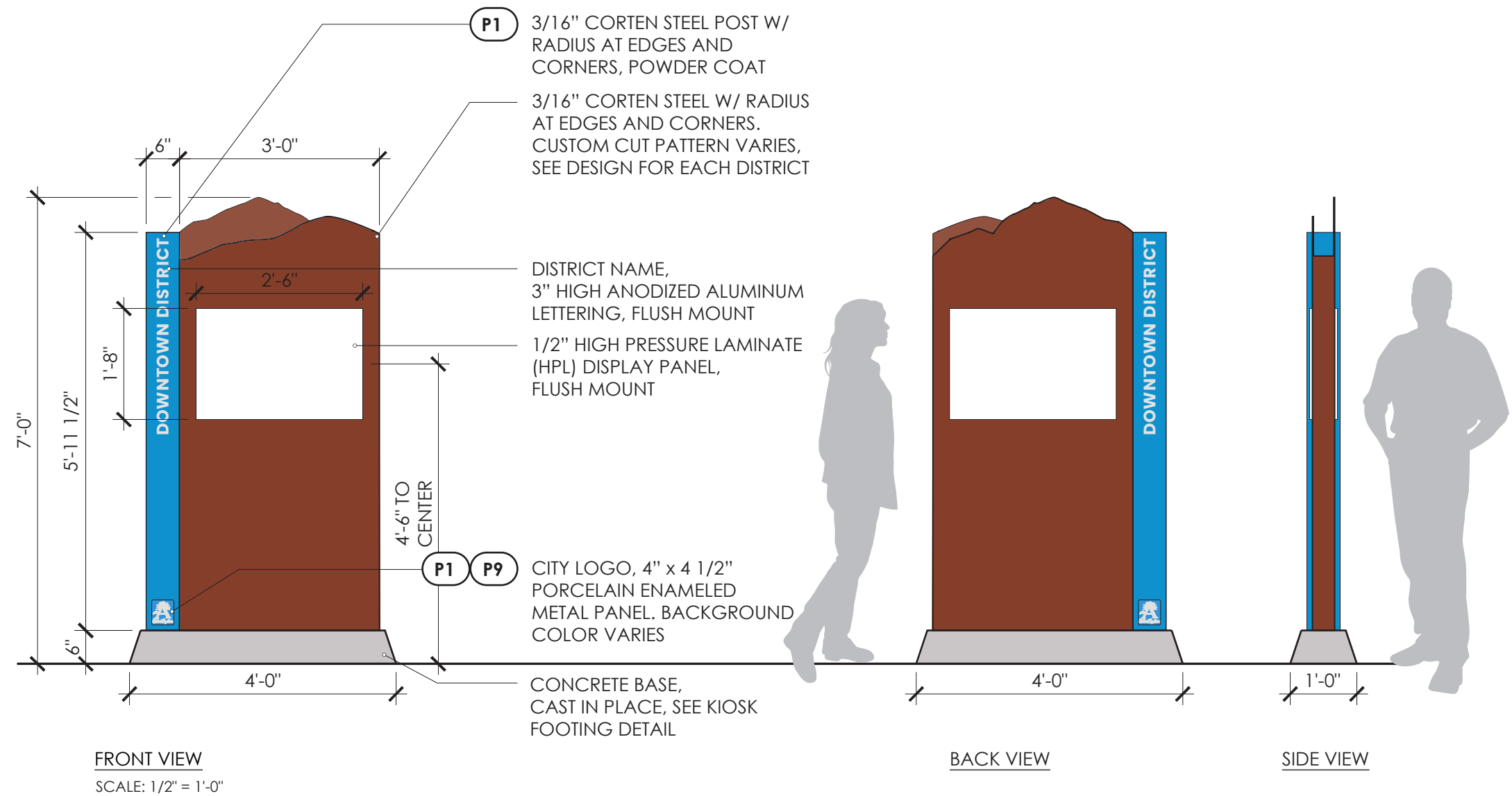
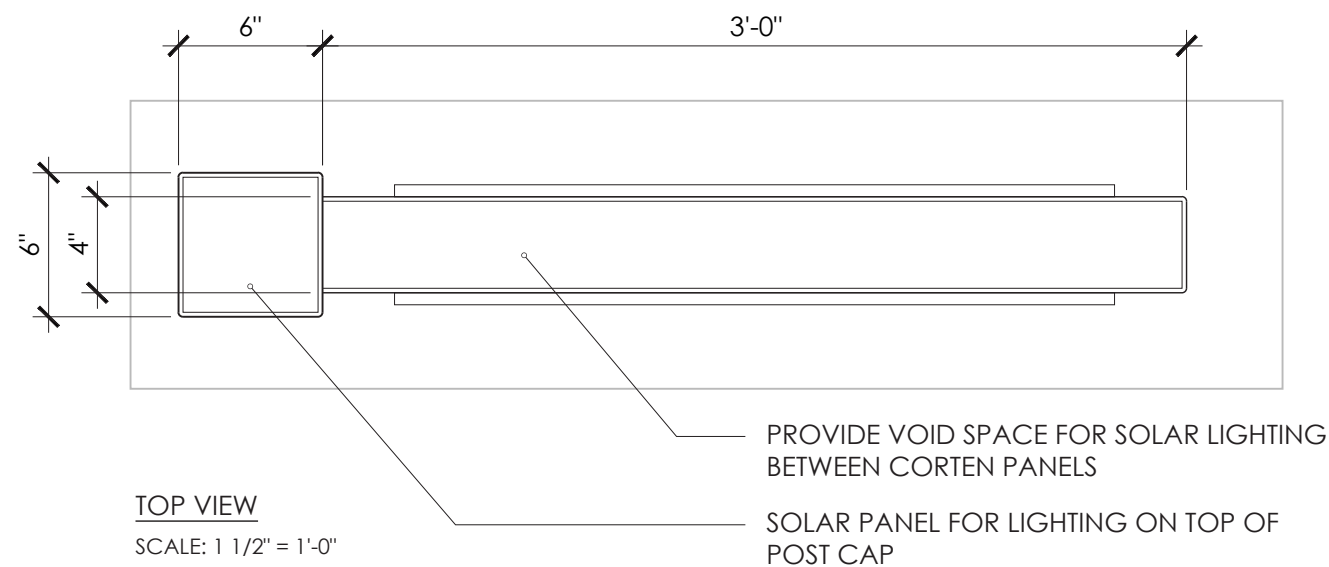


04/20/2026

BIKE CONFIRMATION AND
TURN SIGN LAYOUT

2.8

EXAMPLE KIOSK ASSEMBLY



NOTES AND SPECIFICATIONS:

1. INSTALLER SHALL VERIFY MOUNTING CONDITIONS.
2. FABRICATOR SHALL PROVIDE SHOP DRAWINGS FOR APPROVAL.
3. ALL WELDS SHALL BE GROUND SMOOTH.
4. ALL EXPOSED HARDWARE SHALL BE TAMPER PROOF FASTENERS.
5. COUNTERSINK EXPOSED SCREW HEADS.
6. ALL EXPOSED EDGES SHALL BE PAINTED TO MATCH ADJACENT FACE COLOR.
7. KIOSKS SHALL BE FABRICATED IN PIECES FOR EASE OF INSTALLATION AND MAINTENANCE.
8. ENSURE THAT WATER CAN DRAIN FREELY FROM KIOSK, AND WILL NOT POOL OR PUDDLE.

COLORS: SEE COLOR CHART ON PAGE 1.2

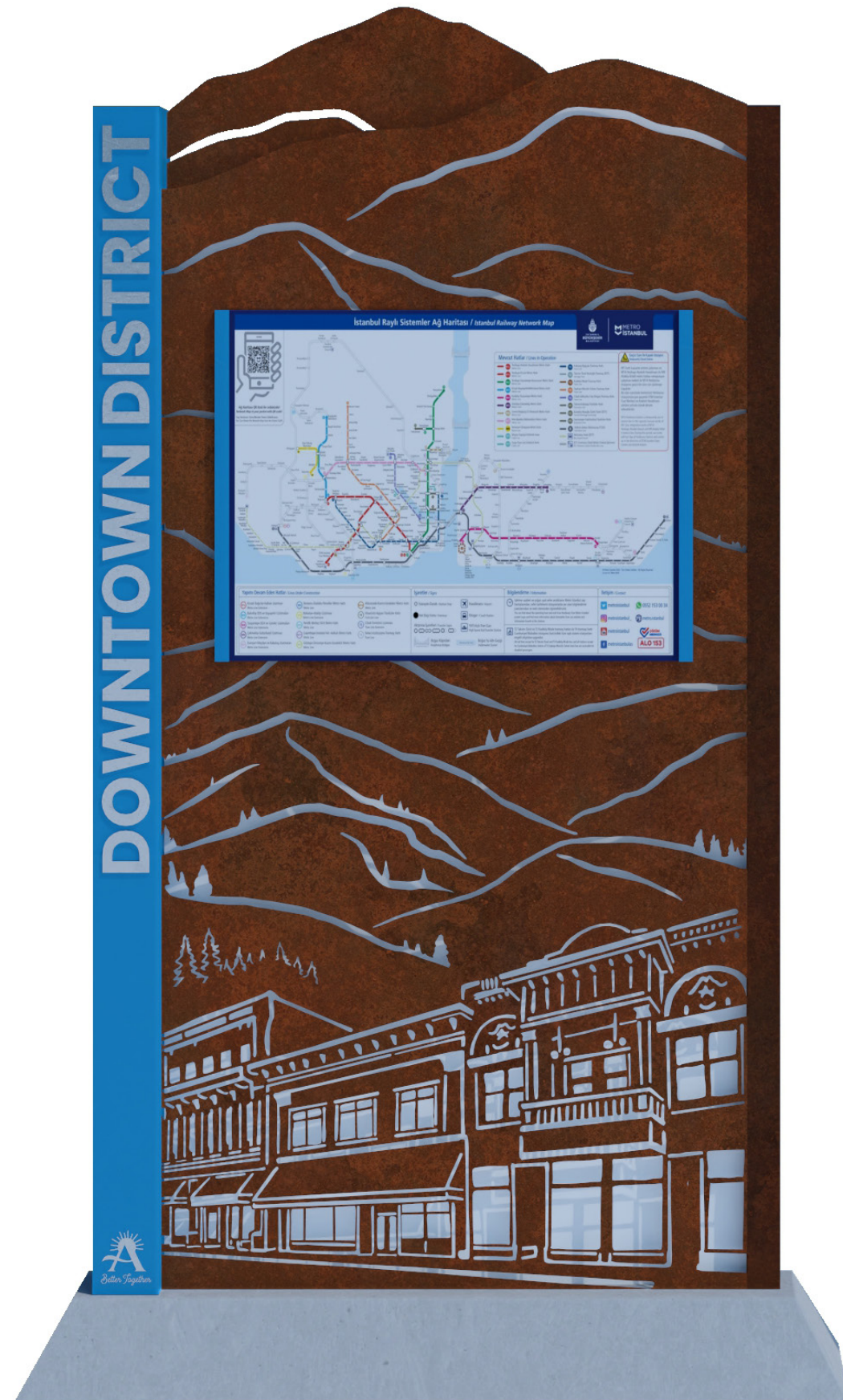
ASHLAND WAYFINDING SIGNAGE DESIGN



04/20/2026

KIOSK ASSEMBLY

2.9



NOTES AND SPECIFICATIONS:

1. EACH KIOSK HAS A CUSTOM PATTERN, CUT OUT OF THE FRONT AND BACK CORTEN STEEL PANELS.
2. THE PATTERN SHALL BE MIRRORED ON FRONT AND BACK CORTEN STEEL PANELS SO THAT THE VOIDS ALIGN FROM FRONT TO BACK.
3. SEE KIOSK FOOTING DETAIL ON PAGE 3.0

DESIGN NARRATIVE:

INSPIRED BY THE SURROUNDING LANDSCAPE, THIS KIOSK LAYERS MOUNTAIN CONTOURS ABOVE A STREETSCAPE OF DOWNTOWN ASHLAND, REFLECTING THE CONNECTION BETWEEN NATURAL AND BUILT ENVIRONMENTS. FLOWING LINES ECHO THE ROGUE VALLEY TERRAIN WHILE GROUNDING THE DISTRICT IN ITS LOCAL CHARACTER AND IDENTITY.

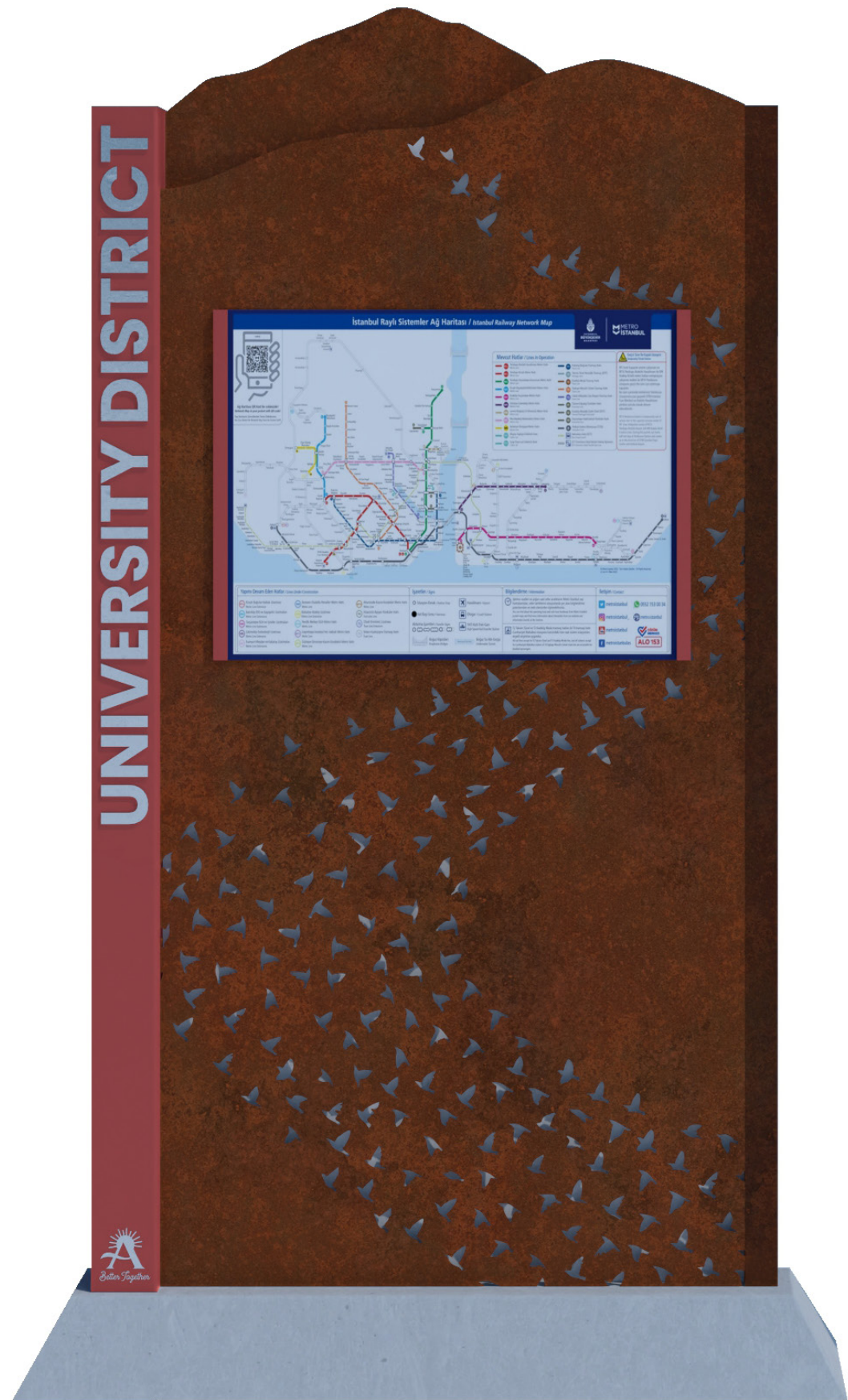
ASHLAND WAYFINDING SIGNAGE DESIGN



04/20/2026

DOWNTOWN DISTRICT
KIOSK LAYOUT

2.10



NOTES AND SPECIFICATIONS:

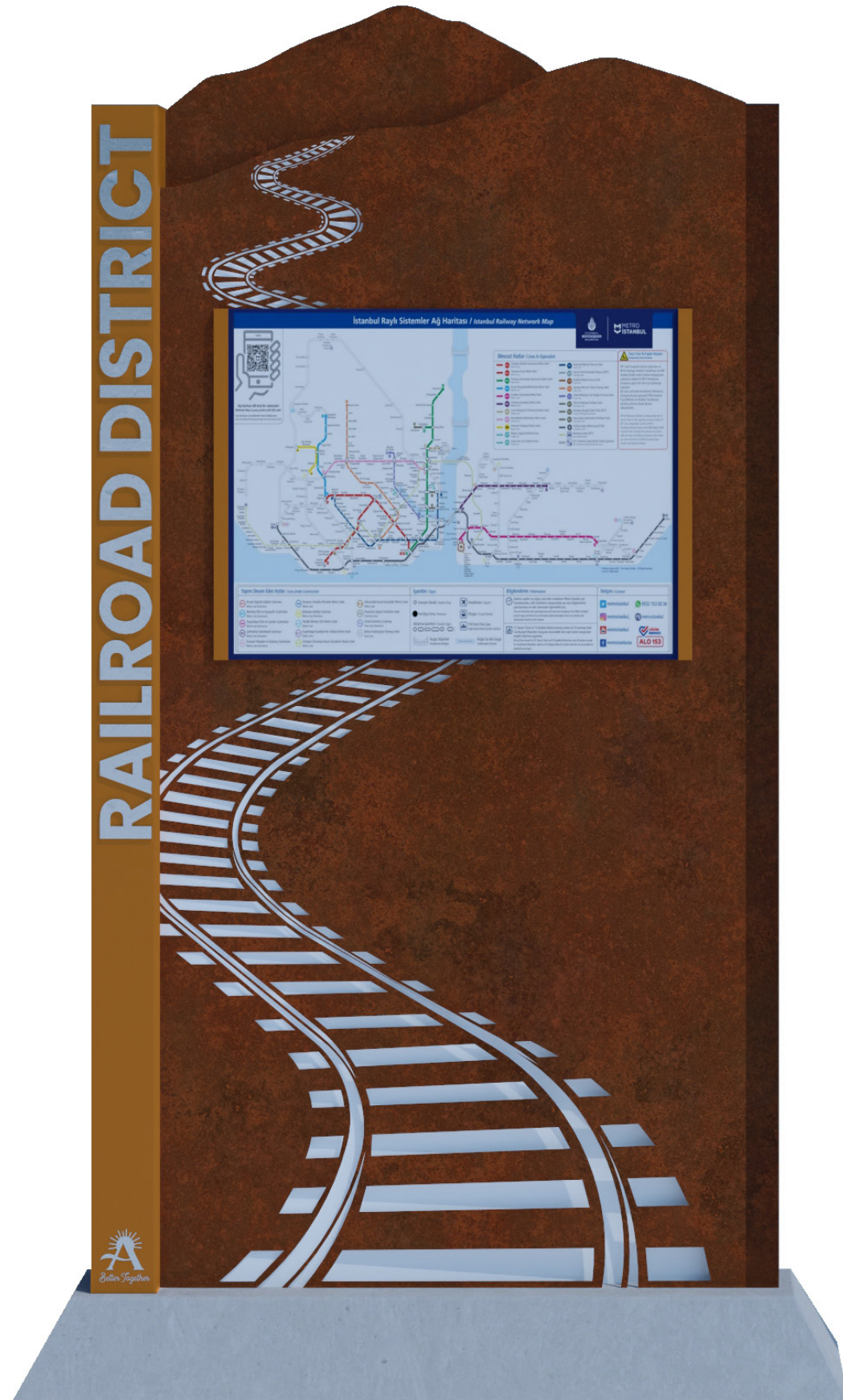
- 1. EACH KIOSK HAS A CUSTOM PATTERN, CUT OUT OF THE FRONT AND BACK CORTEN STEEL PANELS.
- 2. THE PATTERN SHALL BE MIRRORED ON FRONT AND BACK CORTEN STEEL PANELS SO THAT THE VOIDS ALIGN FROM FRONT TO BACK.
- 3. SEE KIOSK FOOTING DETAIL ON PAGE 3.0

DESIGN NARRATIVE:

THIS KIOSK CAPTURES THE ENERGY OF MOVEMENT THROUGH A FLOCKING PATTERN OF BIRDS, INSPIRED BY SOUTHERN OREGON UNIVERSITY'S RAIDER MASCOT. THE COMPOSITION SUGGESTS IDEAS, PEOPLE, AND INNOVATION IN MOTION—REFLECTING THE DYNAMIC, EVER-EVOLVING SPIRIT OF THE CAMPUS.

ASHLAND WAYFINDING SIGNAGE DESIGN

 04/20/2026	UNIVERSITY DISTRICT KIOSK LAYOUT 2.11
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NOTES AND SPECIFICATIONS:

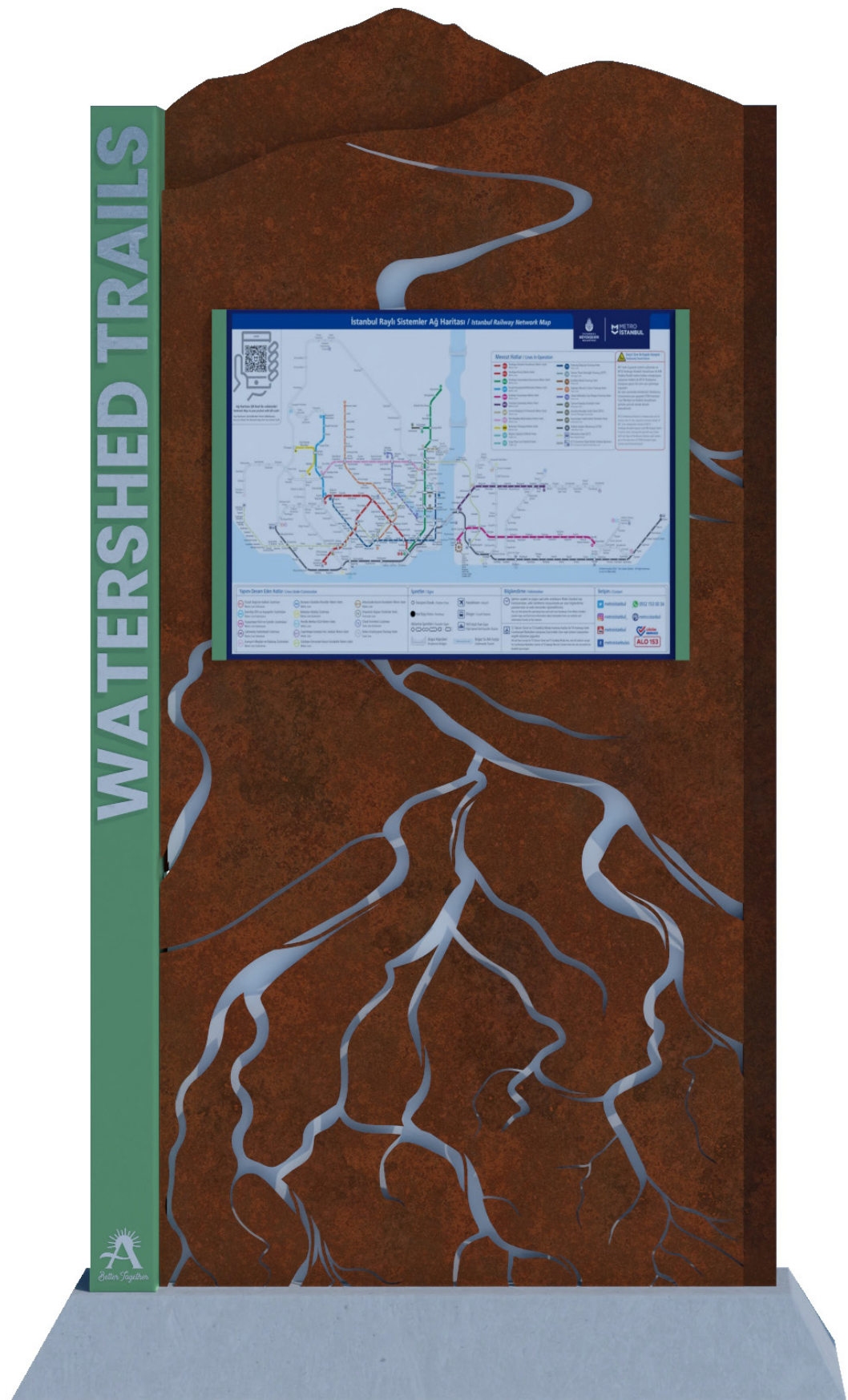
- 1. EACH KIOSK HAS A CUSTOM PATTERN, CUT OUT OF THE FRONT AND BACK CORTEN STEEL PANELS.
- 2. THE PATTERN SHALL BE MIRRORED ON FRONT AND BACK CORTEN STEEL PANELS SO THAT THE VOIDS ALIGN FROM FRONT TO BACK.
- 3. SEE KIOSK FOOTING DETAIL ON PAGE 3.0

DESIGN NARRATIVE:

A MEANDERING RAIL LINE CLIMBS THE FACE OF THIS KIOSK, REFLECTING THE TRACKS THAT CONNECT OREGON TO CALIFORNIA AND THE REST OF THE COUNTRY. THE DESIGN SPEAKS TO MOVEMENT, INDUSTRY, AND ENDURING CONNECTION, SET WITHIN A DISTRICT KNOWN FOR ITS HISTORIC CHARACTER AND SOME OF ASHLAND’S OLDEST HOMES.

ASHLAND WAYFINDING SIGNAGE DESIGN

 04/20/2026	RAILROAD DISTRICT KIOSK LAYOUT 2.12
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NOTES AND SPECIFICATIONS:

- 1. EACH KIOSK HAS A CUSTOM PATTERN, CUT OUT OF THE FRONT AND BACK CORTEN STEEL PANELS.
- 2. THE PATTERN SHALL BE MIRRORED ON FRONT AND BACK CORTEN STEEL PANELS SO THAT THE VOIDS ALIGN FROM FRONT TO BACK.
- 3. SEE KIOSK FOOTING DETAIL ON PAGE 3.0

DESIGN NARRATIVE:

INSPIRED BY DENDRITIC WATERSHED PATTERNS, THE KIOSK REFLECTS HOW SMALL PATHS MERGE INTO LARGER NETWORKS. BRANCHING LINES GUIDE THE EYE UPWARD TO THE DISPLAY PANEL, SYMBOLIZING CONNECTION, FLOW, AND DISCOVERY. LIKE A WATERSHED, IT REPRESENTS MOVEMENT THROUGH AN INTERCONNECTED SYSTEM.

ASHLAND WAYFINDING SIGNAGE DESIGN

 04/20/2026	WATERSHED TRAILS KIOSK LAYOUT 2.13
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NOTES AND SPECIFICATIONS:

- 1. KIOSK PRODUCT SHOWN IS 'SHELTERED GABLE KIOSK 2 (STEEL)' BY WILDERNESS GRAPHICS, INC.
<https://wildernessgraphics.com/>
- 2. POWDERCOATED STEEL FRAME W/ CUSTOM COLOR OPTIONS. 5' X 5' GABLE METAL ROOF.
- 3. DISPLAYS (2) 3' X 4' INTERPRETIVE SIGNS, ONE ON EACH SIDE.
- 4. CAN BE INSTALLED IN-GROUND, ON A WOOD DECK, OR ON A CONCRETE PAD.
- 5. AS REQUESTED BY ASHLAND CITY COUNCIL, THIS PRODUCT INFORMATION IS PROVIDED AS AN OFF THE SHELF ALTERNATIVE TO CUSTOM FABRICATED KIOSKS, FOR COST COMPARISON PURPOSES.

COLOR: CUSTOM COLOR VARIES TO MATCH SELECTED DISTRICT COLORS

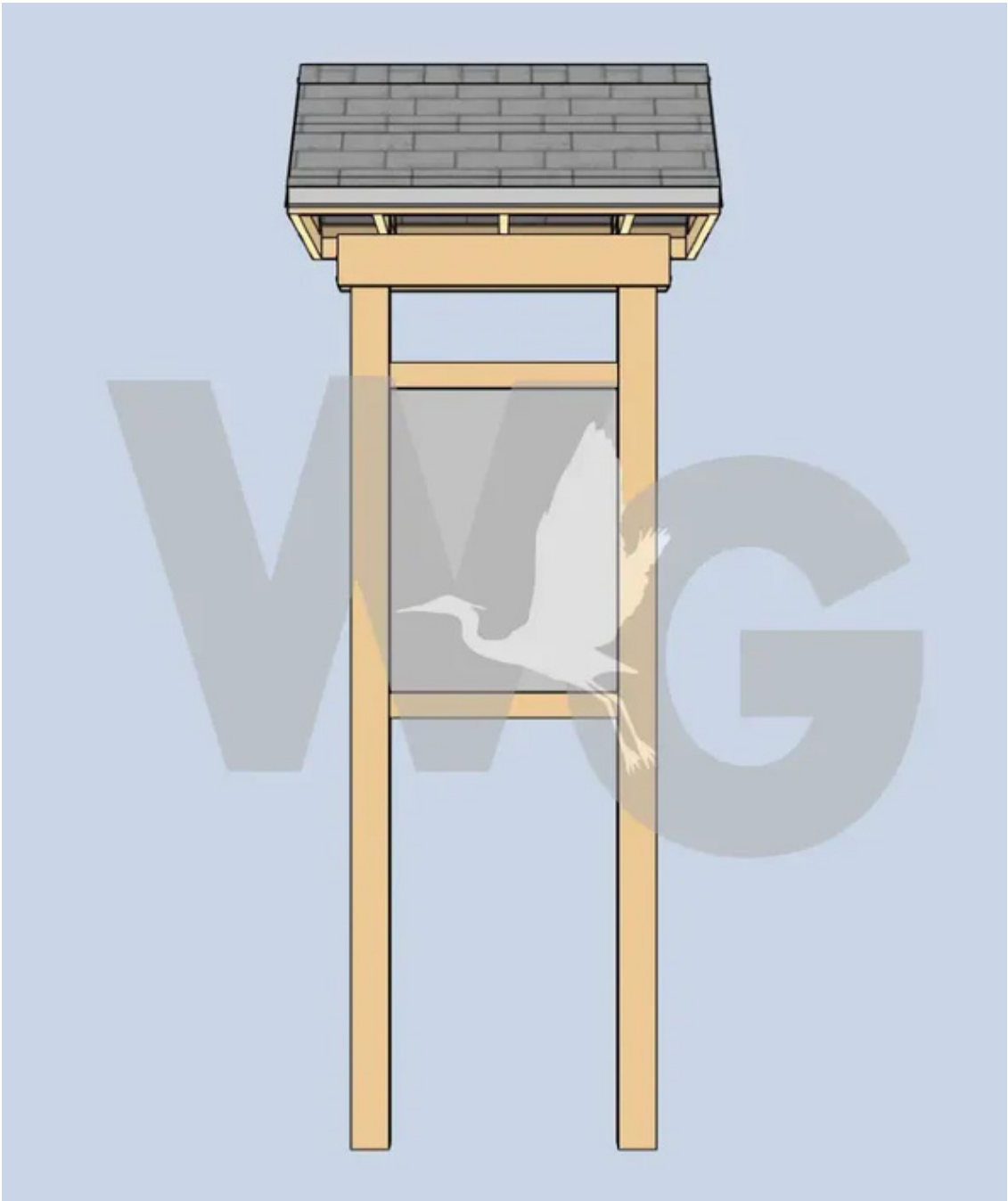
ASHLAND WAYFINDING SIGNAGE DESIGN



04/20/2026

KIOSK ALTERNATIVES:
OFF THE SHELF STEEL

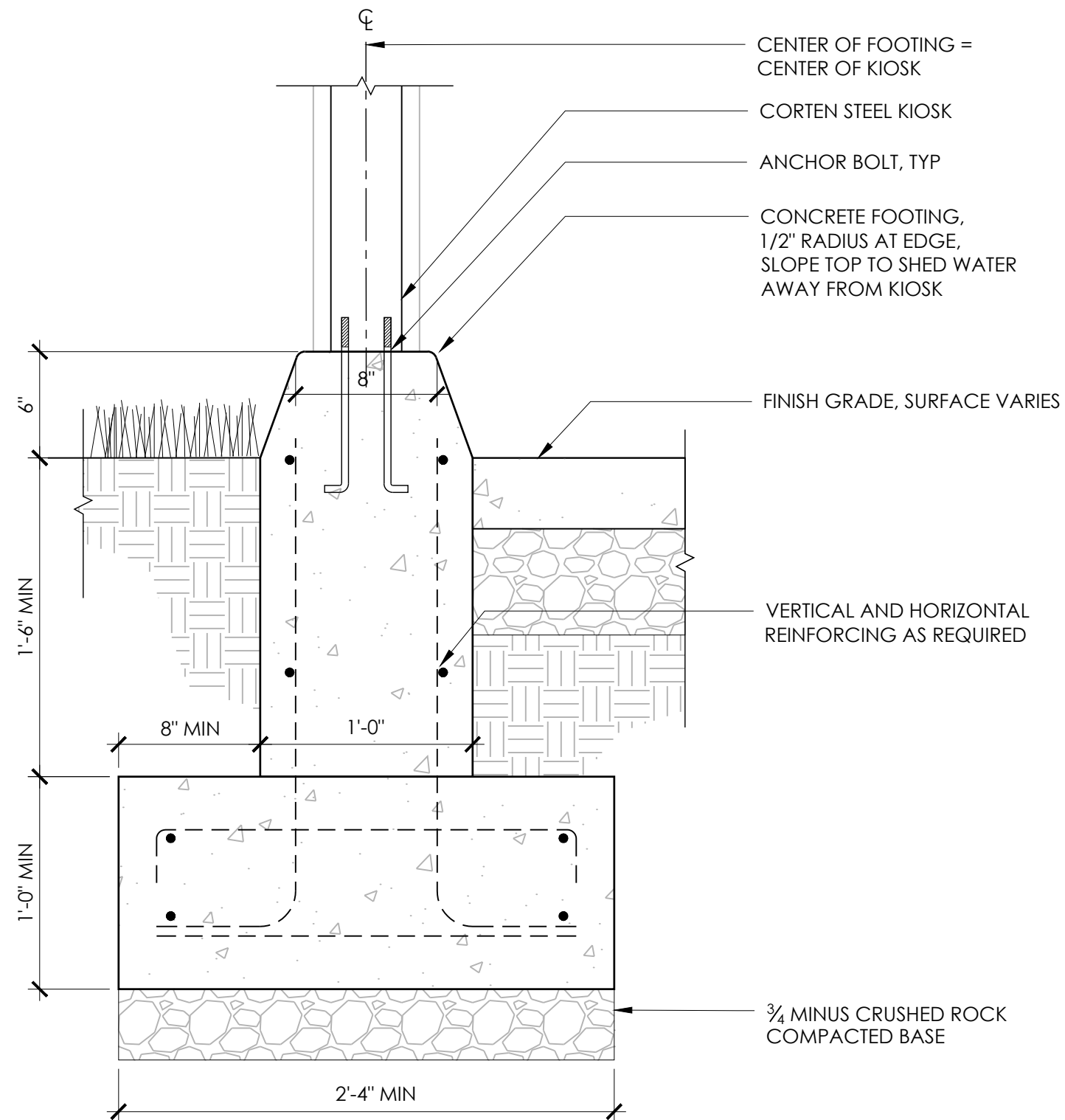
2.14



- NOTES AND SPECIFICATIONS:**
- 1. KIOSK PRODUCT SHOWN IS 'SHELTERED GABLE KIOSK 2 (WOOD)' BY WILDERNESS GRAPHICS, INC.
<https://wildernessgraphics.com/>
 - 2. PRESSURE TREATED WOOD FRAME W/ ASPHALT SHINGLED, 5' X 5' GABLE ROOF.
 - 3. DISPLAYS (2) 3' X 4' INTERPRETIVE SIGNS, ONE ON EACH SIDE.
 - 4. CAN BE INSTALLED IN-GROUND, ON A WOOD DECK, OR ON A CONCRETE PAD.
 - 5. AS REQUESTED BY ASHLAND CITY COUNCIL, THIS PRODUCT INFORMATION IS PROVIDED AS AN OFF THE SHELF ALTERNATIVE TO CUSTOM FABRICATED KIOSKS, FOR COST COMPARISON PURPOSES.

ASHLAND WAYFINDING SIGNAGE DESIGN

 04/20/2026	KIOSK ALTERNATIVES: OFF THE SHELF WOOD 2.15
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SECTION
SCALE: 1 1/2" = 1'-0"

NOTES AND SPECIFICATIONS:

1. FABRICATOR TO VERIFY MOUNTING CONDITIONS AND PROVIDE SHOP DRAWINGS FOR APPROVAL.
2. FABRICATOR SHALL PROVIDE **ENGINEERED SHOP DRAWINGS** FOR KIOSK BASE FOOTING AND REINFORCING.
3. ENSURE THAT WATER CAN DRAIN FREELY FROM KIOSK, AND WILL NOT POOL OR PUDDLE.

COLOR AND FINISH: NATURAL GRAY CONCRETE, SMOOTH TROWELED FINISH

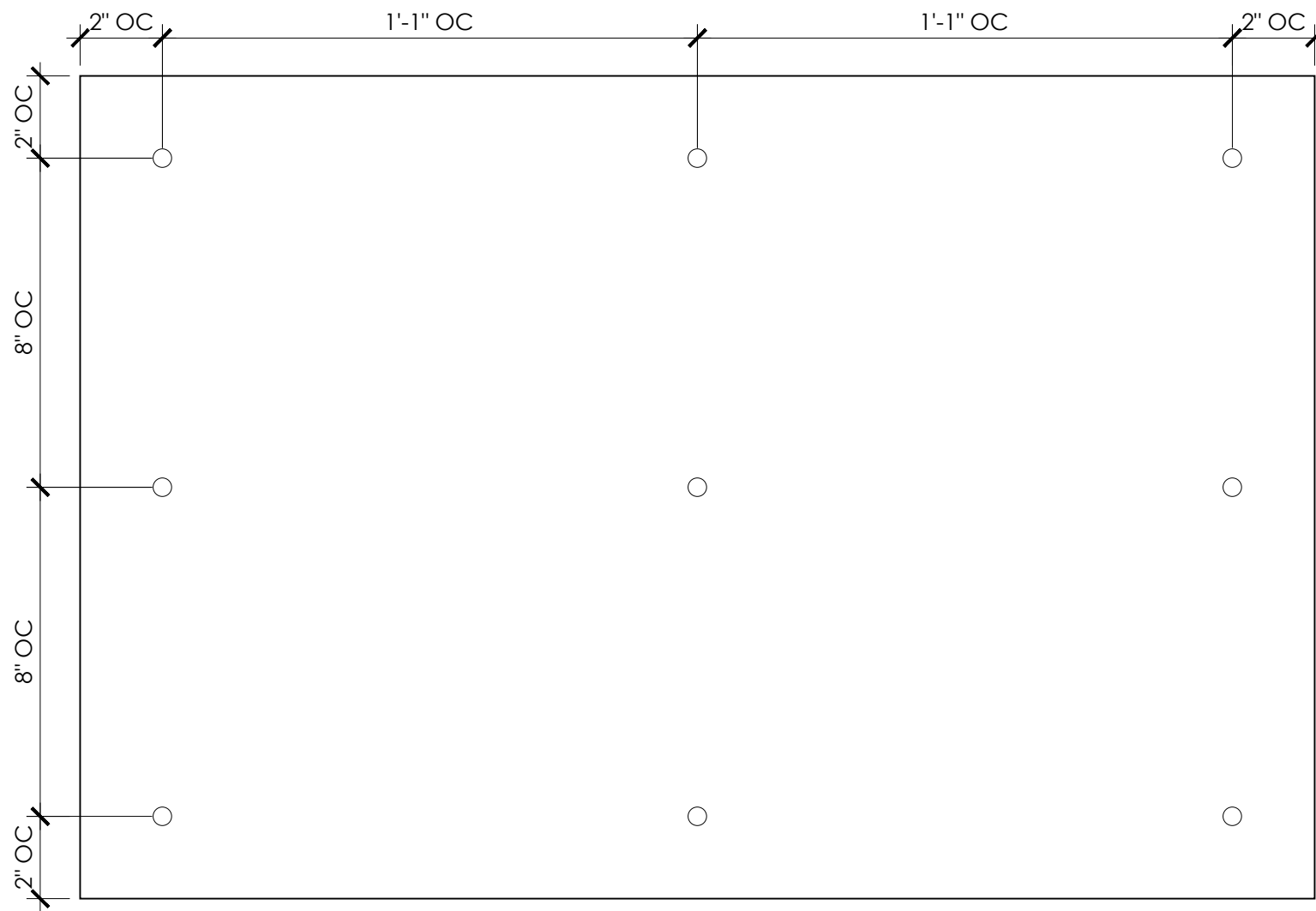
ASHLAND WAYFINDING SIGNAGE DESIGN



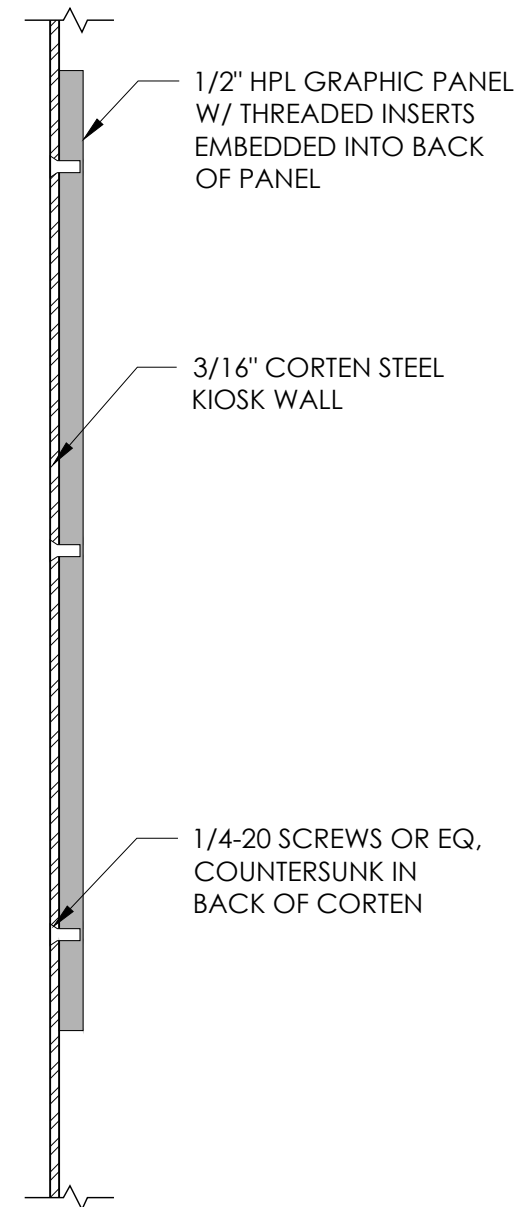
04/20/2026

KIOSK FOOTING DETAIL

3.0



FASTENER LAYOUT AT PANEL BACK
SCALE: 3" = 1'-0"



SECTION
SCALE: 3" = 1'-0"

- NOTES AND SPECIFICATIONS:**
1. FABRICATOR SHALL VERIFY MOUNTING CONDITIONS AND PROVIDE SHOP DRAWINGS FOR APPROVAL.
 2. CONCEAL FASTENERS FOR HPL PANEL; NO EXPOSED FASTENERS ON FRONT OF PANEL.
 3. FLUSH MOUNT GRAPHIC HPL PANEL TO SURFACE OF CORTEN KIOSK
 4. CONTENT OF KIOSK DISPLAY PANELS, E.G. MAPS AND INTERPRETIVE SIGNAGE, TO BE PROVIDED TO THE FABRICATOR BY THE CITY OF ASHLAND.

ASHLAND WAYFINDING SIGNAGE DESIGN



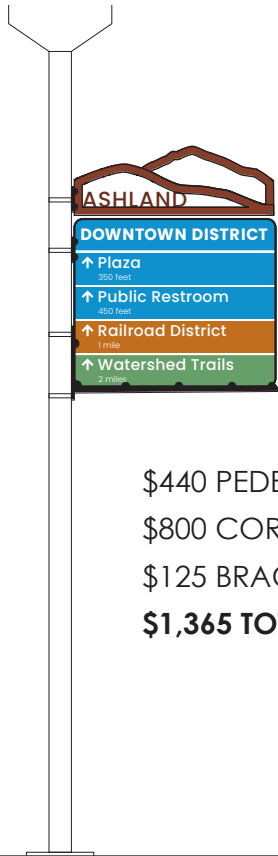
04/20/2026

KIOSK HPL PANEL
MOUNTING DETAIL

3.1

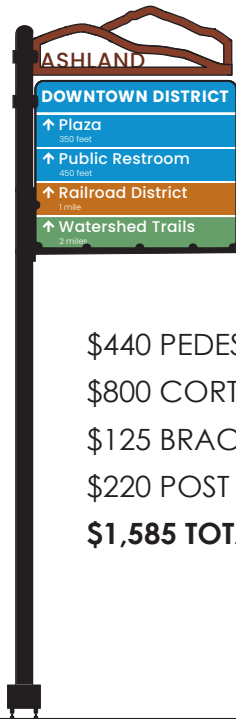
LARGE PEDESTRIAN SIGNS

OPTION 1A



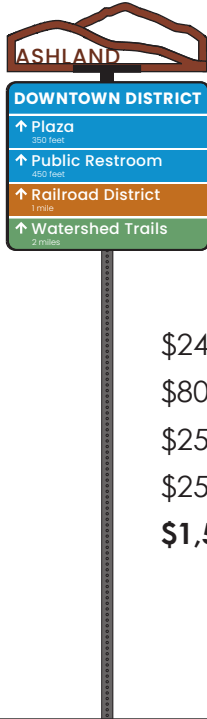
\$440 PEDESTRIAN SIGN
\$800 CORTEN SIGN TOPPER
\$125 BRACKETS
\$1,365 TOTAL

OPTION 2A



\$440 PEDESTRIAN SIGN
\$800 CORTEN SIGN TOPPER
\$125 BRACKETS
\$220 POST
\$1,585 TOTAL

OPTION 3A

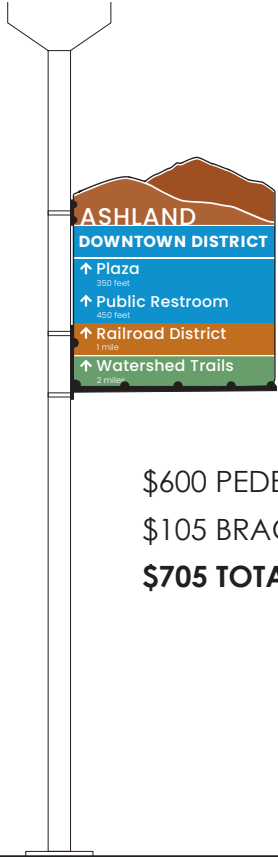


\$240 PEDESTRIAN SIGN (EACH x2)
\$800 CORTEN SIGN TOPPER
\$25 BRACKET
\$255 POST
\$1,560 TOTAL

NOTES AND SPECIFICATIONS:

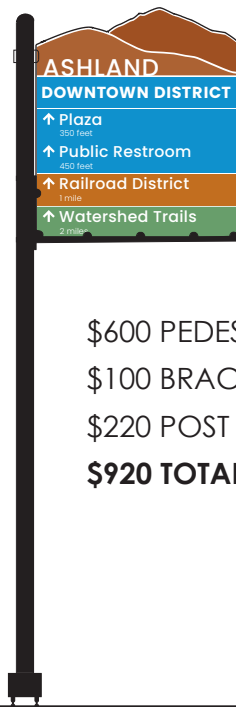
1. COSTS ARE FOR BUDGETARY PURPOSES ONLY.
2. COSTS SHOWN ARE FOR A SINGLE ITEM.
3. COSTS MAY VARY DEPENDING ON FACTORS INCLUDING BUT NOT LIMITED TO: QUANTITY ORDERED, POST HARDWARE, POST BREAKAWAY SYSTEM, NEED FOR CUSTOM BRACKETING, NEED FOR CONCRETE FOOTINGS, PREVAILING WAGE, AND USE OF THIRD-PARTY CONTRACTOR OR CITY STAFF FOR INSTALLATION.
4. EXCLUSIONS: DESIGN, PERMITS, ENGINEERING, INSPECTIONS, SHIPPING & HANDLING
5. PEDESTRIAN SIGN AND TOPPER INSTALLATION WILL BE BY CITY OF ASHLAND, AND INSTALLATION COSTS ARE NOT INCLUDED IN ESTIMATES.
6. FEES MAY INCREASE IF FABRICATOR APPLIES MINIMUM CHARGES FOR SERVICES, INCLUDING BUT NOT LIMITED TO FULL ROLLS OF CUSTOM (NOT STOCK) MATERIALS, PROVIDING PHYSICAL COLOR SWATCHES FOR CUSTOMER APPROVAL, AND MAKING CHANGES TO ARTWORK FILES.

OPTION 1B



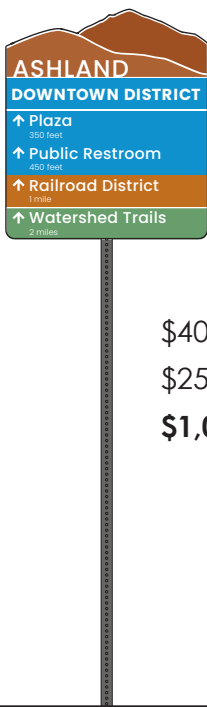
\$600 PEDESTRIAN SIGN
\$105 BRACKETS
\$705 TOTAL

OPTION 2B



\$600 PEDESTRIAN SIGN
\$100 BRACKETS
\$220 POST
\$920 TOTAL

OPTION 3B



\$400 PEDESTRIAN SIGN (EACH x2)
\$255 POST
\$1,055 TOTAL

ASHLAND WAYFINDING SIGNAGE DESIGN

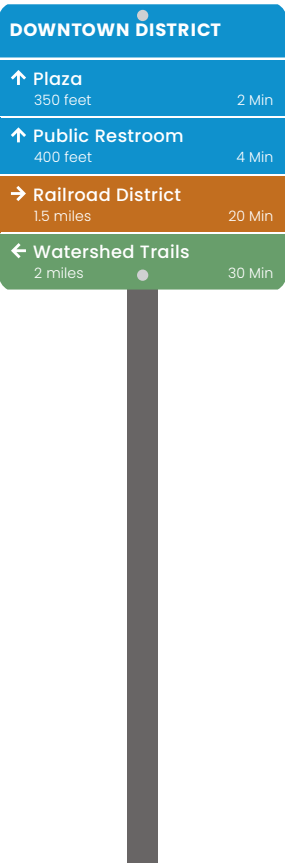


04/20/2026

COST ESTIMATES

4.0

SMALL PEDESTRIAN SIGNS



\$150 PEDESTRIAN SIGN (EACH x2)
\$255 POST
\$555 TOTAL

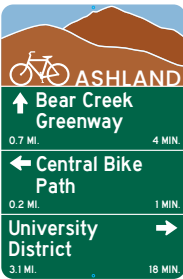
- NOTES AND SPECIFICATIONS:**
- 1. COSTS ARE FOR BUDGETARY PURPOSES ONLY.
 - 2. COSTS SHOWN ARE FOR A SINGLE ITEM.
 - 3. COSTS MAY VARY DEPENDING ON FACTORS INCLUDING BUT NOT LIMITED TO: QUANTITY ORDERED, POST HARDWARE, POST BREAKAWAY SYSTEM, NEED FOR CUSTOM BRACKETING, NEED FOR CONCRETE FOOTINGS, PREVAILING WAGE, AND USE OF THIRD-PARTY CONTRACTOR OR CITY STAFF FOR INSTALLATION.
 - 4. EXCLUSIONS: DESIGN, PERMITS, ENGINEERING, INSPECTIONS, SHIPPING & HANDLING
 - 5. PEDESTRIAN SIGN INSTALLATION WILL BE BY CITY OF ASHLAND, AND INSTALLATION COSTS ARE NOT INCLUDED IN ESTIMATES.
 - 6. FEES MAY INCREASE IF FABRICATOR APPLIES MINIMUM CHARGES FOR SERVICES, INCLUDING BUT NOT LIMITED TO FULL ROLLS OF CUSTOM (NOT STOCK) MATERIALS, PROVIDING PHYSICAL COLOR SWATCHES FOR CUSTOMER APPROVAL, AND MAKING CHANGES TO ARTWORK FILES.

ASHLAND WAYFINDING SIGNAGE DESIGN

 04/20/2026	COST ESTIMATES 4.1
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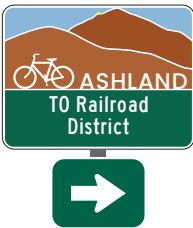
BIKE SIGNS

DECISION SIGN



\$247 DECISION SIGN
\$270 POST
\$517 TOTAL

CONFIRMATION AND TURN SIGN



\$178 CONFIRMATION SIGN
\$54 DIRECTIONAL ARROW SIGN
\$270 POST
\$502 TOTAL

NOTES AND SPECIFICATIONS:

- 1. COSTS ARE FOR BUDGETARY PURPOSES ONLY.
- 2. COSTS SHOWN ARE FOR A SINGLE ITEM.
- 3. COSTS MAY VARY DEPENDING ON FACTORS INCLUDING BUT NOT LIMITED TO: QUANTITY ORDERED, POST HARDWARE, POST BREAKAWAY SYSTEM, NEED FOR CUSTOM BRACKETING, NEED FOR CONCRETE FOOTINGS, PREVAILING WAGE, AND USE OF THIRD-PARTY CONTRACTOR OR CITY STAFF FOR INSTALLATION.
- 4. EXCLUSIONS: DESIGN, PERMITS, ENGINEERING, INSPECTIONS, SHIPPING & HANDLING
- 5. BIKE SIGN INSTALLATION WILL BE BY CITY OF ASHLAND, AND INSTALLATION COSTS ARE NOT INCLUDED IN ESTIMATES.
- 6. FEES MAY INCREASE IF FABRICATOR APPLIES MINIMUM CHARGES FOR SERVICES, INCLUDING BUT NOT LIMITED TO FULL ROLLS OF CUSTOM (NOT STOCK) MATERIALS, PROVIDING PHYSICAL COLOR SWATCHES FOR CUSTOMER APPROVAL, AND MAKING CHANGES TO ARTWORK FILES.

ASHLAND WAYFINDING SIGNAGE DESIGN

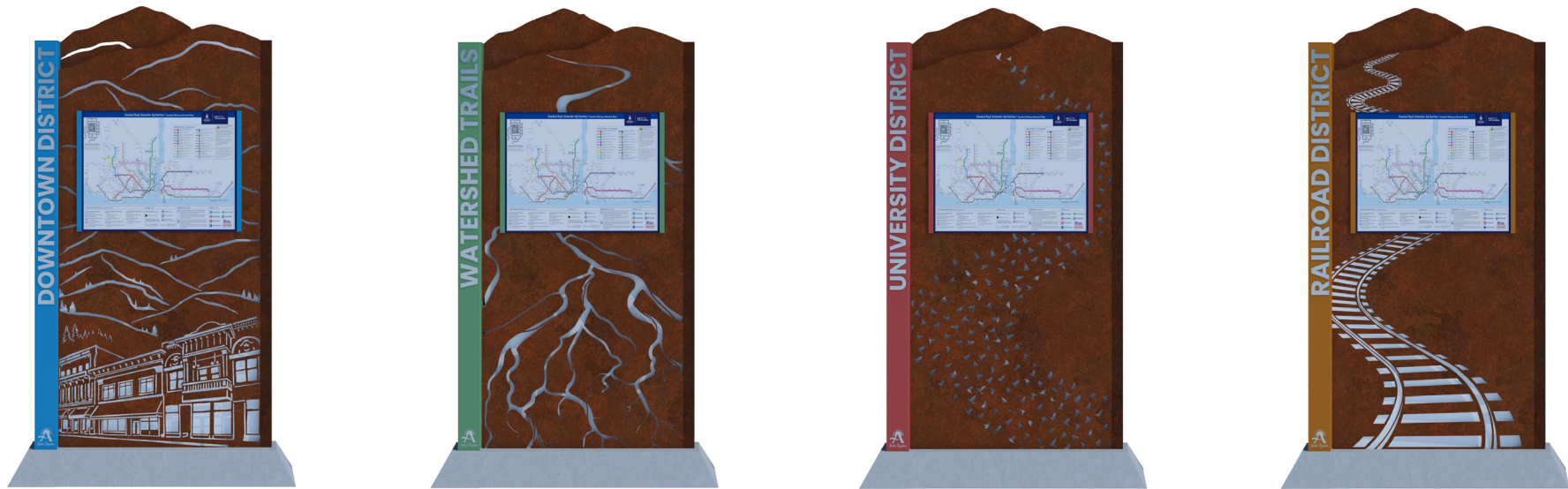


04/20/2026

COST ESTIMATES

KIOSKS

CUSTOM CORTEN KIOSK



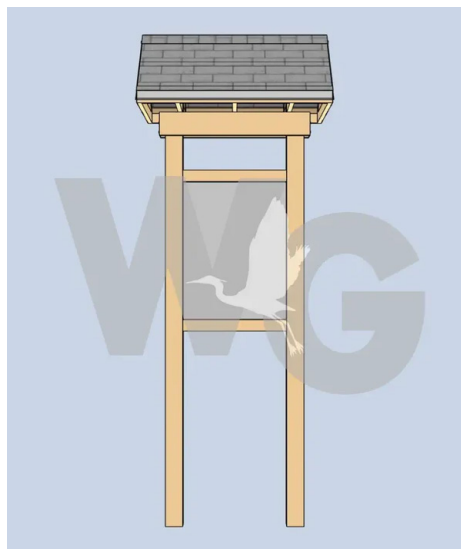
\$6,000 KIOSK FABRICATION AND INSTALLATION
\$2,500 BASE / FOOTING
\$510 HPL PANELS (EACH x2)
\$400 PORCELAIN ENAMEL LOGO (EACH x2)
\$2,600 SOLAR LIGHTING KIT
\$12,920 TOTAL INCLUDING INSTALLATION AND LIGHTING

ALTERNATIVE OFF THE SHELF STEEL KIOSK



\$6,093 KIOSK ONLY - SHIPPING / INSTALLATION NOT INCLUDED
\$2,500 FOOTING
\$510 HPL PANELS (EACH x2)
\$400 PORCELAIN ENAMEL LOGO (EACH x2)
\$10,413 TOTAL, NOT INCLUDING SHIPPING, INSTALLATION OR LIGHTING

ALTERNATIVE OFF THE SHELF WOOD KIOSK



\$2,848 KIOSK ONLY - SHIPPING / INSTALLATION NOT INCLUDED
\$2,500 FOOTING
\$510 HPL PANELS (EACH x2)
\$400 PORCELAIN ENAMEL LOGO (EACH x2)
\$6,258 TOTAL, NOT INCLUDING SHIPPING, INSTALLATION OR LIGHTING

NOTES AND SPECIFICATIONS:

- 1. COSTS ARE FOR BUDGETARY PURPOSES ONLY.
- 2. COSTS SHOWN ARE FOR A SINGLE ITEM.
- 3. COSTS MAY VARY DEPENDING ON FACTORS INCLUDING BUT NOT LIMITED TO: QUANTITY ORDERED, POST HARDWARE, POST BREAKAWAY SYSTEM, NEED FOR CUSTOM BRACKETING, NEED FOR CONCRETE FOOTINGS, PREVAILING WAGE, AND USE OF THIRD-PARTY CONTRACTOR OR CITY STAFF FOR INSTALLATION.
- 4. EXCLUSIONS: DESIGN, PERMITS, ENGINEERING, INSPECTIONS, SHIPPING & HANDLING
- 5. THIRD-PARTY CONTRACTOR INSTALLATION IS INCLUDED IN THE CUSTOM CORTEN KIOSK ESTIMATE, BUT NOT THE OFF THE SHELF KIOSKS.
- 6. LIGHTING IS INCLUDED IN THE CUSTOM CORTEN KIOSK ESTIMATE BUT NOT THE OFF THE SHELF KIOSKS.
- 7. CUSTOM KIOSK FABRICATION AND INSTALLATION COST INCLUDES MATERIAL, HARDWARE, CNC CUTTING (PER DESIGN FILES PROVIDED BY OTHERS) CLEAN UP, SHOP FABRICATION & WELDING, AND INSTALLATION. INCLUDES ALUMINUM LETTERING AND A588 CORTEN STEEL.

ASHLAND WAYFINDING SIGNAGE DESIGN

 04/20/2026	COST ESTIMATES 4.3
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COST ESTIMATE CONTACT INFORMATION		NOTES AND SPECIFICATIONS:	
CANTEL OF MEDFORD MEDFORD, OR CONTACT: SHEILA SIGNS@CANTELOFMEDFORD.COM (541)773-2765 CUSTOM PRODUCTS CORP (CPC) JACKSON, MS CONTACT: HEIDI McGEE HEIDI@CPCSIGNS.COM (601)933-8276		PEDESTRIAN AND BIKE SIGN ESTIMATES, INCLUDING THE ALUMINUM SIGNS, BRACKETS AND POSTS, ARE BASED ON A COMBINATION OF PRICES FROM CANTEL OF MEDFORD AND CUSTOM PRODUCTS CORP (CPC). THERE WERE A COUPLE OF LIMITATIONS TO WHAT CANTEL IS ABLE TO PROVIDE, FOR EXAMPLE THEY DO NOT OFFER CUSTOM ROUTED SIGN SHAPES, OR BLACK POWDERCOAT ON THE POSTS.	
		CORTEN KIOSK AND SIGN TOPPER PRICING WERE ESTIMATED BY JENFAB STEEL IN MEDFORD. JENFAB PROVIDED A BUDGETARY ESTIMATE FOR KIOSK CONCRETE WORK, HOWEVER THAT WORK WOULD BE DONE BY A SEPARATE CONTRACTOR. A QUOTE WAS ALSO REQUESTED FROM RAMSAY SIGNS, FABRICATORS OF THE EXISTING CORTEN STEEL ASHLAND MONUMENT SIGNS. ONLINE PRICES WERE USED TO ESTIMATE AN OFF THE SHELF KIOSK, AS REQUESTED BY CITY COUNCIL FOR COST COMPARISON. ONLINE PRICES WERE USED TO ESTIMATE A SOLAR LIGHTING SYSTEM FOR THE KIOSKS.	
KVO INDUSTRIES INC SANTA ROSA, CA CONTACT: CHRIS HOWELL CHRIS@KVOINDUSTRIES.COM (707) 573-6868 IZONE IMAGING TEMPLE, TX CONTACT: MICHAEL DEAN MDEAN@IZONEIMAGING.COM (254) 778-0722 EXT 151		HPL GRAPHIC DISPLAY PANELS AND PORECALIN ENAMELED METAL LOGO PANELS WERE QUOTED BY KVO. A SECOND QUOTE FOR HPL PANELS WAS LATER RECEIVED FROM IZONE IMAGING INC, IN TEMPLE, TX.	
		ASHLAND WAYFINDING SIGNAGE DESIGN	
		 04/20/2026	COST ESTIMATE CONTACTS AND NOTES 4.4

Ashland City Council Look Ahead 2026

*All items are placeholders subject to Council action and organizational needs. Not all items will appear on the Look Ahead due to timing or scheduling considerations.

DATE	STUDY SESSION – TOPIC/AGENDA ITEMS	BACKGROUND	Requested Council action	DEPARTMENT
June 1	Southside Development	DM DuQuenne request for discussion- topic pending	informational	CMO
	State Mandated Chapter 18 Land Use Ordinance Amendments	Land Use Code Amendments and Planning Process changes Per HB 2138 and SB 974 – State requirements	information presented with possible staff direction	Com Dev
June 15	Annual APD Report	Per Council request (formerly Use of force report)	Informational	Police
	Budget Committee/Council reconvening	Council request for budget check-in	listening session, informational only	Finance/CMO
	Manufactured Home Park Zone Chapter 18 Code Updates	HPS Strategic Action	listening session, informational only – public hearing 6/16	
	Storytown Overview	Per Council request (Kaplan/Graham)	informational	Outside Org
July 6	No Meeting – Summer Break	Per AMC 2.04.020		
July 14	LOC Training	Council Training by League of Oregon Cities (3–5pm)	informational	Legal
July 20	Review of Strategic Plan Draft (tentative)			
	Reserve Fund	Discussion regarding appropriate levels	informational presented with possible staff direction	Finance/CMO
August 3	Gas Powered Lawn Equipment	Per CEPAC request	informational presented with possible staff direction	Conservation
	Building Permit Fee Adjustments	Discussion regarding proposed fee increases	informational	Com Dev/Finance
August 17	Food & Beverage Tax Amendment Process	CM DuQuenne/Bloom		
	Additional Revenue Options for Consideration	Per Council Request December 2025 Retreat	information presented with possible staff direction	Finance/CMO
August 31	No Meeting – Summer Break	Per AMC 2.04.020		
September 14	Ambulance Service Area Discussion (tentative)	Per Council Request December 2025 Retreat	information presented with possible staff direction	Fire/CMO/Finance
October 5	CBC/Council meeting mid BN Budget review/ forecasting	Council requested in July of 2025		
October 19				
November 2				
November 16				
November 30				

December 14 Standing Advisory Committee Annual Updates				
	TOPICS TO BE SCHEDULED			
DATE	BUSINESS MEETING – TOPIC/AGENDA ITEMS	BACKGROUND	Requested Council Action	DEPARTMENT
June 2	Exec Session: Real Estate 4pm (tentative)			
	Flag Week Proclamation			
	Property Surplus– N. Mountain/ Hardesty	Surplus of excess properties	Motion to Surplus	
	Wastewater and Storm Drain Cost of Service and Rate Report	Acceptance of Cost of Service and Rate Report		Public Works
	Special Presentation: John Pugh–Elks Building Mural			
	Public Hearing–Levy Property Taxes for FY 27, State Subventions			Finance
	Drought Declaration			CMO
	RVTV Contract for Public Meeting Streaming	Contract approval for streaming of Council, Parks, and Planning Commis	Motion to Approve	CMO
	Recology Rate Increase	Adoption of Recology Rate increase Request	Motion for Adoption	CMO
	Second Reading AMC Set 3			Legal/CMO
	New Business: Wildfire Readiness			
	New Business: Wildfire Funding Opportunity			
June 3	Joint APRC/Council Meeting (Council host)	Council requested joint financial reporting meetings		
	Proclamation for Year of Public Art			
	Quarterly Financial Report (Jan – Mar 2026)			
	Median Maintenance			CMO/Parks
	Parks Fee Discussion			CMO
	Food & Beverage Tax Amendment Process			
June 16	Bee City USA Pollinator Week Proclamation			
		CM Dahle/Kaplan Requested- Materials for packet to be submitted no later than 5/25		Council
	Policy Update: City Records Retention & Format (20 min)			
	Policy, Process Review & Potential Update: Current Financial Practices & Polices (60 Min)	CM Dahle/Bloom requested- Materials for packet no later than 5/22		Council
	Public Hearing Imperatrice Property (tentative)			Public Works
	Public Hearing and First Reading ORD 3296 Ordinance Adopting a New Manufactured Home Park Zone (MHPZ)	HPS Strategic Action – Land Use hearing	Approval of first reading	CD
	Public Hearing and First Reading ORD 3297 Ordinance Adopting a New Zoning Map to reflect the MHPZ	HPS Strategic Action – Land Use hearing	Approval of first reading	CD
	Public Hearing and First Reading ORD 3298 Ordinance Adopting a New Comprehensive Plan Map to reflect the new MHPZ designation	HPS Strategic Action – Land Use hearing	Approval of first reading	CD
	PA–T1–2026–00297 a request for a “similar use” interpretation as provided at AMC 18.1.5.040 with regards to the distinction between “private parking” and “public parking” as a regulated use.	Application for Code Interpretation with Planning Commission Recommendation	Motion for final Code Interpretation	CD

Madrone Ridge Management Plan		Decision from council for staff to move forward with creating a Management Plan for the Madrone Ridge Property	Staff direction	CMO
July 7	No Meeting – Summer Break		Per AMC 2.04.020	
July 21	Executive Session – Employee Reviews 3pm			
	Second Reading ORD 3296 Ordinance Adopting a New Manufactured Home Park Zone (MHPZ)		Approval of Second reading	CD
	Second Reading ORD 3297 Ordinance Adopting a New Zoning Map to reflect the MHPZ		Approval of Second reading	CD
	Second Reading ORD 3298 Ordinance Adopting a New Comprehensive Plan Map to reflect the new MHPZ designation		Approval of Second reading	CD
	Civic Center Assessment/ versus hybrid/ versus retain all bldgs.		Direction given at 5/4 study session	PW
August 4	Hiroshima and Nagasaki Day Proclamation			
	Adoption of Strategic Plan (tentative)			CMO
	Building Permit Fee adjustments and Fee Waiver Resolution		Motion for Adoption	CD
August 12	Joint APRC/Council Meeting (APRC host)		Council requested joint financial reporting meetings	
	Quarterly Financial Report (April – June 2026)			
August 18	Policy Update: AMC 18 and any related AMC related to building, planning & development process (60 min)		CM Dahle/Sherrell requested. Materials to be submitted NLT 8/5	
September 1	No Meeting – Summer Break		Per AMC 2.04.020	
September 15				
October 6	Indigenous Peoples' Day Proclamation			
October 20				
November 3	Joint APRC/Council Meeting (Council host)		Council requested joint financial reporting meetings	
	Quarterly Financial Report (July – Sept 2026)			
November 17				
December 1				
December 15	Advisory Committee Reappointments			
	TOPICS TO BE SCHEDULED			



City Manager's Report

May Report—5.19.2026

The bimonthly Ashland **City e-Newsletter** brings it all straight to your inbox. Sign-up today at ashlandoregon.gov/CityeNews.

CITY MANAGER'S OFFICE:

- **The following PUBLIC AWARENESS Campaigns have launched** – Details at ashlandoregon.gov/PublicAwareness:
 - **Save Our Wildlife. Better Apart.**

The City of Ashland has partnered with the Oregon Department of Fish and Wildlife (ODFW) to launch the **Save Our Wildlife** campaign, a community effort to protect local deer and bear populations by promoting safe, responsible coexistence. Learn the dos and don'ts of living alongside wildlife, how to avoid attracting animals to your property, and why keeping wildlife wild is the kindest thing we can do. In this case, **We are Better Apart**. The campaign will run through November 2026, with a deer focus from early May through July 15 and a bear focus from July 1 through November. Its tagline, **We are Better Apart**, is a nod to Ashland's own **Better Together** community motto, and a genuine message about responsible coexistence. Most deer-human and bear-human conflicts are preventable with awareness and distance. The goal is simple: to avoid lethal removal of wildlife by encouraging community-wide behavioral changes. More at ashlandoregon.gov/Wildlife.
 - **Fire. Water. Get Ready. Be Better Prepared this spring and summer!** The City of Ashland's Emergency Management, Fire & Rescue and Public Works departments are joining forces to bring the residents of Ashland vital information on emergency preparedness, reducing wildfire risk and conserving water during the dry season. Together, we can look out for one another and build a more resilient community. **We are Better Together when We are Better Prepared!** More at ashlandoregon.gov/GetReady.
- **Have you been thinking about running for local office or serving your community in a new way?** Ashland residents are encouraged to consider running for City Council, Municipal Judge or the Park Commission. Learn more about candidate requirements, filing deadlines and how to apply at ashlandoregon.gov/Elections.
- Funding is available through **Ashland's Early Childcare Affordability Grant Program**, helping local providers expand access to affordable early learning for working families. Details and application at ashlandoregon.gov. Apply today – Deadline is June 19, 2026.
- Want to make a difference in Ashland? **The City has openings on several Committees.** Apply today and help shape the future of your community! More, including online application, at ashlandoregon.gov/CouncilCommissionsCommittees.
- Check out the **City of Ashland's Accomplishments Videos**, youtube.com/cityofashlandor.
- Updates regarding **major projects for the City** are posted each month at ashlandoregon.gov/MajorProjects. Projects currently featured are **Butler-Perozzi Fountain, East Main Park** and more.
- The **Coffee & Conversation** events will resume this spring. These gatherings generally take place monthly, May through October and are an opportunity to have a conversation with elected officials and City leadership. The 2026 calendar will be available in late May.



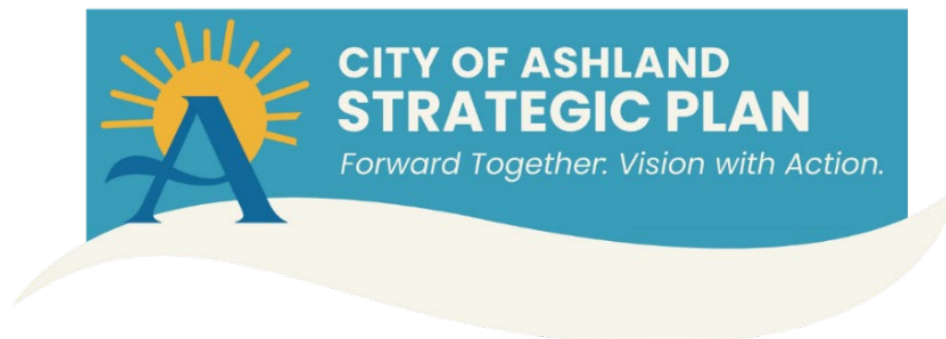


City Manager's Report

- Effective May 14, 2026, **walk-in hours at the Community Center will end** as City Manager's administrative staff relocate to the Community Development Building at 51 Winburn Way. Community Development is open Monday through Thursday, from 9 a.m. to 1 p.m. for walk-in services (Planning, Building & Engineering).
- Check out the **Storytown Community Calendar!** Discover theatre, live music, foodie festivals, Mt. Ashland adventures and more – all for free. Visit [Storytownashland.com](https://storytownashland.com), or download on Apple or Google Play, and start exploring or sharing Ashland events!



- Have you taken the **Strategic Plan Survey**? The City of Ashland is creating a long-range strategic plan and wants to hear from you! Your voice will help shape the values, priorities and direction of Ashland, ensuring the plan reflects the needs, ideas and aspirations of the community. Details and survey at ashlandoregon.gov/StrategicPlan. **Forward Together. Vision with Action.**





City Manager's Report

COMMUNITY DEVELOPMENT:

- **The Public Arts Advisory Committee is seeking artists for the 2026 Traffic Signal Box Painting Project**, transforming spaces near Fire Station 1 and Ashland Library through community inspired public art. The submission deadline is June 12, 2026. Details at ashlandoregon.gov.
- Community Development is **inviting community input on proposed manufactured home park zoning updates** aimed at preserving affordable housing. Take the online survey today! Details and survey at ashlandoregon.gov.
- **It's Historic Preservation Week!** Check out the events presented by the **Historic Preservation Advisory Committee**, including the **Preservation Awards Ceremony** on May 21. More at ashlandoregon.gov/Historic.



**ASHLAND'S
HISTORIC PRESERVATION
WEEK PRESENTS:**

**TOMBSTONE
TALES**

**MAY
20**

2 PM - 4 PM **ASHLAND
CEMETERY**

Join us for Tombstone Tales in Ashland's historic cemetery on East Main Street, behind Safeway. Experience the past as Ashland pioneers come to "life" to tell you their stories. Pioneer hosts begin telling their tales at 2pm and the event ends at 4pm.

- Environmental cleanup work is underway at the former Union Pacific Railroad property at the railyard near A Street in Ashland. Details at ashlandoregon.gov.





City Manager's Report

FIRE & RESCUE:

- **Wildfire season** was officially declared by the Oregon Department of Forestry on May 15, 2026.
 - **Ashland residents must clear dry vegetation and reduce fire hazards to protect homes, neighbors and our community before June 1. AFTER June 1, if you see overgrown vegetation in your neighborhood, [report it through SeeClickFix](#), the City's non-emergency reporting tool, under "Weed Abatement Concern." Learn more at ashlandoregon.gov/WeedAbatement.**
 - **Outdoor burning is no longer allowed.**
 - **Follow all fire restrictions at ashlandoregon.gov/FireSeasonInfo.**
 - Throughout the coming months follow along in the City's **Fire. Water. Get Ready.**, public awareness campaign at ashlandoregon.gov/GetReady and on [Facebook](#) and [Instagram](#). **Let's get ready, together! Better Prepared. Better Together.**

ASHLAND PARKS & RECREATION (APRD):

- The beloved **Splashpad in Garfield Park** will open for the season on May 25, 2026, and operate daily from 11 a.m. to 7 p.m. through Labor Day.



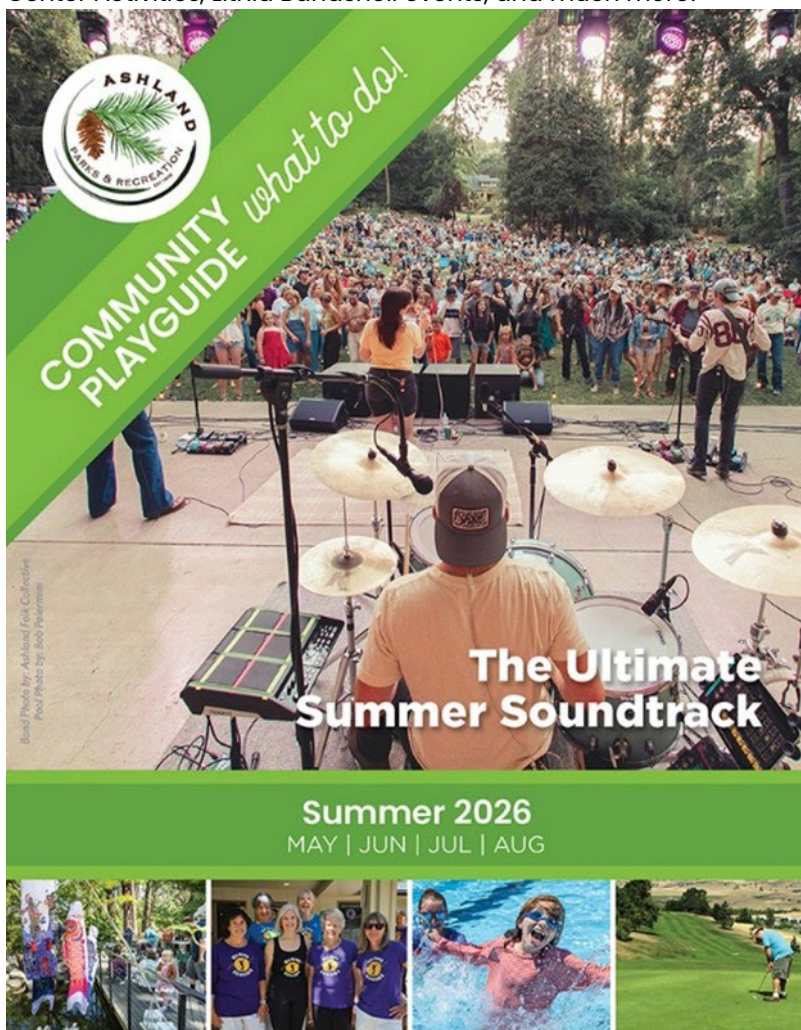
- The **Ashland City Band Concerts** return to Lithia Park, making their debut on June 18, 2026, with the pre-concert kicking off at 6:15 p.m. Concerts will take place every Thursday evening through August at the Butler Memorial Bandshell in Lithia Park. Details at ashlandoregon.gov.
- **Thea Doyon** has joined the Parks and Recreation Department as a Program Coordinator. Thea will be coordinating operations at the Daniel Meyer Memorial Pool and Ashland Rotary Centennial Ice Rink as well as providing support for multiple Recreation Division functions. **Welcome Thea!**





City Manager's Report

- The **Rogue Valley Bike Swap** took place on April 18. Over 400 attendees enjoyed the sunshine, shopped for a new bike, and learned about bike advocacy and alternative transportation in Ashland. Funds from the Bike Swap support **PedalPower** – youth bike safety education in Ashland public schools.
- **A new partnership with Ashland YMCA resulted in field trips for 141 students from local schools on Geology and Native American Life Ways at North Mountain Park.** The trips were wildly successful resulting in positive teacher feedback. The trips included a service component. More trips will be offered in September and November.
- June 10, 1 p.m., AARP & Our Bold Voices present an author panel and discussion of ***Crossing Paths: Queer Moments that Changed Everything***, a collection of stories celebrating love and connection between LGBTQ+ people, sharing experiences that show the power of our relationships.
- June 13, 2026, don't miss the annual **Cookout for Seniors & Their Families**, co-sponsored by Ashland Parks and Recreation Senior Services and Ashland Police Department. Join us for this intergenerational event celebrating friends, family and SUMMER! Vegetarian option available.
- Explore the **Summer 2026 Parks & Recreation PlayGuide**, **subscribe and read the latest e-Newsletter at ashlandoregon.gov/Parks**. Registration is now open for activities occurring from May through August 2026. The Summer season includes Daniel Meyer Pool Swim Lessons, North Mountain Park and Senior Center Activities, Lithia Bandshell events, and much more!





City Manager's Report

- APRD staff is collaborating with *Commute Options*, a non-profit in Bend, Oregon that is writing a grant for **Safe Routes to Schools** that will include the *PedalPower* program. If this grant is successful, it will include money for a position to coordinate the *PedalPower* program with the Ashland School District. Funds raised during the annual **Rogue Valley Bike Swap** purchased the *PedalPower* trailer and the fleet of bikes used for *PedalPower*'s bicycle safety education program.
- The **Ashland Rotary Ice Rink** permit for the canopy has been approved. Supportive cabling will be installed this spring, with an anticipated one-to-two-week closure to install the cabling.
- **Registration is open for the Ashland 4th of July Run.** This year is the 50th anniversary of the run, with a 2-mile fun run and a 10K that includes sections of the Bear Creek Greenway. Register early to purchase a commemorative 50th anniversary T-shirt. The run is a fundraiser for local high school cross country teams. More at ashlandoregon.gov/JulyRun.

PUBLIC WORKS:

- Looking to stay up to date this summer on **Water Conservation tips and recommendations?** Check out the weekly updates each Monday this season at ashlandoregon.gov/WateringWeatherInformation.
- **Schedule your water efficiency test!** To sign up for a water efficiency checkup use the **City's SeeClickFix app**, which is a citizen reporting (request) tool for non-emergency issues. Learn more ashlandoregon.gov/SeeClickFix.



SeeClickFix is the fastest, easiest way for you to submit non-emergency requests to your community, stay updated, and initiate change in your community.



Powered by **SeeClickFix**

- Throughout the coming months follow along in the City's **Fire. Water. Get Ready.**, public awareness campaign at ashlandoregon.gov/GetReady and on [Facebook](#) and [Instagram](#). Let's get ready, together! **Better Prepared. Better Together.**





City Manager's Report

- Don't miss **Ashland Airport Day on June 6, 2026!** More on the Ashland Airport at ashlandoregon.gov/Airport.

COME CELEBRATE THE WORLD OF FLIGHT



ASHLAND AIRPORT DAY
SATURDAY, JUNE 6TH, 2026
8:00 AM to 3:00 PM

FREE ADMISSION ~ FREE PARKING

**Skydivers, Smokejumpers, Scienceworks,
Radio Controlled Plane Exhibitions,
Airplanes on Display, Food Trucks,
Kid's Activities, Drones & More!**

Ashland Airport
403 Dead Indian Memorial Road, Ashland OR 97502

**For More Information,
Visit: ashlandoregon.gov/Airport
Skinner Aviation: 541-482-7675**

**Sponsored by the Ashland Airport
Management Advisory Committee**

