Council Business Meeting Agenda

ASHLAND CITY COUNCIL
BUSINESS MEETING AGENDA
Tuesday, June 4, 2024
Council Chambers, 1175 E Main Street

View on Channel 9 or channels 180 and 181(Charter Communications)
or live stream via rvtv.sou.edu select RVTV Prime

HELD HYBRID (In-Person or Zoom Meeting Access)

Public testimony will be accepted for both general public forum items and agenda items.

Please complete the online Public Testimony Form (ashland.or.us/Council), **ashland.or.us/Council**. Indicate on the Public Testimony Form if you wish to provide WRITTEN testimony, or if you wish to speak ELECTRONICALLY during the meeting.

Please submit your testimony no later than 10 a.m. the day of the meeting.

5 PM EXECUTIVE SESSION

To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing pursuant to ORS 192.660 (2)(i).

I. CALL TO ORDER

1. Land Acknowledgement**

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. MAYOR'S / CHAIR OF THE COUNCIL ANNOUNCEMENT

1. Flag Day Proclamation

V. APPROVAL OF MINUTES

1. Minutes of the May 20 - Study Session Meeting
2. Minutes of May 21 - Business Meeting

VI. SPECIAL PRESENTATIONS

VII. CITY MANAGER REPORT

1. CIty Manager Report

VIII. PUBLIC FORUM

15 minutes – Public input or comment on City business not included on the agenda

IX. CONSENT AGENDA

1. Recology Resolution
2. Affordable Childcare Ad Hoc Committee Appointment
3. Liquor License Approval for Cafe Lumina LLC
4. Liquor License Approval for Rogue Valley Roasting Company

X. PUBLIC HEARING

1. First Reading – ORD 3237 An Ordinance Relating to Amending AMC 2.28 to add the Department of Innovations and Technology (DoIT)
2. First Reading - ORD 3240 An Ordinance for Right of Way Vacation of a Portion of Fern Street
3. First Reading - ORD 3241 An Ordinance for Right of Way Vacation of a Portion of Meadows Drive
4. Approval of Resolutions 2024-15, 2024-17, and 2024-18 Related to the Annual Budget Declarations for Property Tax, State Revenues, Ashland Services for FY 2025
5. Public Hearing - Termination of Electric Service

XI. UNFINISHED BUSINESS

1. Shelter Goals

XII. NEW BUSINESS

XIII. ORDINANCES, RESOLUTIONS AND CONTRACTS

1. Community Center and Pioneer Hall Construction Contract
2. Special Procurement Contract - Chemicals
3. Resolution 2024-16 Budget Supplemental to Recognize Timber Sales Revenues BN 23-25
4. Resolution 2024-19 to Approve Allocation of Transient Lodging Tax Proceeds to Travel Ashland

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

XV. ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Manager's office at 541.488.6002 (TTY phone number 1.800.735.2900). Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title I).

* 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 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, ashland.or.us/Agendas.asp

CITY OF ASHLAND
Better Together

A Proclamation in Honor of Flag Day 2024

Whereas, the first official flag of the United States was adopted on June 14, 1777, by an act of Congress.

Whereas, on Aug. 3, 1949, Congress designated National Flag Day, which was to be celebrated on June 14th of each year.

Whereas, the annual event is an opportunity to learn more about the history of the American flag and to honor and show respect for our veterans who have served our country under this flag.

Now therefore, I, Tonya Graham, Mayor of the City of Ashland, Oregon, do hereby proclaim June 14, 2024, as Flag Day in the City of Ashland and urge all residents to contemplate what they can do to ensure that our flag symbolizes our devotion to freedom, equal rights for all, and the rule of law here and abroad.

Dated this 21st day of May 2024

Tonya Graham, Mayor

Alissa Kolodzinski, City Recorder

Better Together

ASHLAND CITY COUNCIL
STUDY SESSION
MINUTES
May 20, 2024

I. CALL TO ORDER

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

Mayor Graham and Councilors Hyatt, Dahle, Bloom, Hansen, DuQuenne and Kaplan were present.

II. PUBLIC FORUM

15 minutes – Public input or comment on City business not included on the agenda

III. PDMAC Report

1. PDMAC Report

Brandon Goldman, Director of Community Development, and April Lucas, Development Services Coordinator, provided a presentation of the Development Process Management Advisory Committee (DPMAC) meetings and its recommendations (see attached).

Goldman spoke of this temporary committee's purpose to examine how the development process was working and explore opportunities to improve, streamline, and potentially accelerate planning actions. Kaplan asked about means for public participation in the development process.
Goldman offered two generic project examples. Goldman's first example was annexation into the City. This entails a number of requirements that must be presented and met up front by the applicant. This provides a n opportunity for it to be appealed by the Land Use Board of Appeals (LUBA), which adds time and can be a deterrent for developers. Goldman's second example was the tree removal permit process. After the City receives an application for tree removal, the City sends a notification to residents within 200 feet of the tree for an opportunity to comment within a 14-day waiting period. After the City approves the permit, there is another 10-day waiting period for residents to appeal that decision. These processes provide an opportunity for public input that doesn't exist in other cities.

Bloom asked if there are any penalties for frivolous appeals to LUBA.
Goldman explained with generic examples of reasonable appeals to LUBA and an example from years ago where an appeal to LUBA was found to be an abuse of process and the applicant was able to seek legal fees. This was codified recently into state law: in appeals to LUBA related to affordable or needed housing that are found to have no merit, the applicant can seek reimbursement for legal fees incurred.

Goldman continued his presentation reviewing fee comparisons for development in comparison to other municipalities. Bloom asked why Talent and Phoenix was not included in the fee comparison, and if it would be legal to lower the multi-family development fees and offset that cost with single family and commercial fees. Goldman

responded the City reached out to all the neighboring cities for comparison and was only able to include the information from those that provided it and remains open to new information if provided. Goldman spoke about the fee development methodology for System Development Charges (SDC fees) which includes consideration of system impacts for the related type of development, so SDC's are already less per unit for multi-family verses single family developments. Bloom inquired if the Council could change the fees to subsidize lower SDC's for multi-family units by offsetting cost with higher SDC's for single family units. Goldman responded that the question could be about how to subsidize that, but that SDC's are related to use and impacts.

Hansen asked what the *other fees* category includes and if the City could look at capturing enough revenue with its growth over the next few years to fund something. Goldman broke down some of the *other fees*: the community development fee is 1.1%, and the engineering services fee is 0.85% of the valuation of the building and are within the Council's discretion. The third significant *other fee* is the construction excise tax with the school board which has already been agreed upon. Hasen asked if the city wanted to increase revenue to fund a project, where could it insert fees to do so. Goldman responded that SDC fees are already prescribed from the State. He went on to describe one of the 15 identified housing production strategies was to impose an affordable housing construction excise tax, which would increase the *other fees* section. Hansen asked how other municipalities garnered fees to fund projects such as trails. Goldman explained the City's SDC's are for Water, Sewer, Parks, and Transportation. Goldman expected a trail project would fall under Parks and that Community Development has not explored that.

DuQuenne asked what fairly recently meant for this comparison, and Goldman responded it was the most recently available data which was December of 2022. DuQuenne asked where SDCs go and Goldman responded that the Water, Sewer, and Transportation SDC's go to Public Works for infrastructure. Goldman continued his presentation with *commercial development fees* where the same variations apply regarding costs. Goldman presented the community satisfaction survey distributed to all building permit or planning applicants between March 2018 and December 2022 with 1,200 recipients and 78 respondents using the same survey questions from the 2011 and 2016 surveys. Goldman spoke to his main concern was the turnaround time question and explained this covered the pandemic period where staffing was limited. Hyatt asked if planning could be seen as slow and unresponsive as a result. Hyatt asked if the City sets expectations up front with applicants of the realistic timeline on the various pieces of the process. Goldman spoke that staff is directed to respond within 24 hours, and that most questions are about how to fill out an application, many of which may not be submitted. Once a pre-application is submitted, the applicant is given a timeline with expectations. Goldman explained 95% of applications are approved which indicates staff has done a good job of helping applicants present a complete application that can be approved as opposed to the lengthy process that can result in applications that miss key details. Hyatt spoke of the guide documents to best prepare

applicants for timelines so they don't feel like the process takes longer than it needs to.

Bloom asked about the responses of applicants feeling they were treated differently. Goldman responded this is an opinion survey with no metric to examine if those opinions are valid. Bloom spoke of noticing a more negative perception in 2016. Goldman responded that the 2016 survey included applicants after 2011 up until 2016 which was after the recession when delays were occurring. In 2015 a study was initiated to explore how to have more clarity and responsiveness, and one of the outcomes was a total renewing of the land use code. Goldman spoke this was not in effect during the 2016 survey, and so the gains of positive perception reflected in the 2022 survey could largely be attributed to the work done in 2015.

Dahle thanked staff for their work, and asked for staff's perception on if the public concerns around long timelines for development were due to a lack of understanding of timelines and incomplete applications, or if they were simply too long even with a perfect application. Goldman responded that basic planning applications are approved within weeks. Type I Applications are typically approved within sixty days which includes sending out notices which requires a 30-day wait period. Type II applications are larger commercial developments with a 90–120-day timeline. The Type III applications take longer due to any necessary legislative changes/actions, Commission review, or City Council review due to scheduling challenges involved for those procedures with public meetings. Dahle asked how these timelines stack up against other municipalities, and Goldman said it was comparable.

Kaplan asked if there were metrics in place to measure staff responsiveness. Goldman responded that there are not metrics on initial staff responsiveness to questions, but after applications are received, they are date stamped and entered into the system. Then each step can be tracked for how long it takes from intake until deemed complete, or the time from deemed complete until date issued, etc. The planning software has been an internal means to check responsiveness and requires a phone call from an involved party to the department to check on status. Goldman hopes the new software that went live in February with the new website will prove helpful to the community to check on the permitting status directly. Goldman also explained that after approval there is still the actual building that takes its own time, often years. Graham asked if it was possible to capture small surveys along each step of the timeline rather than asking about the whole process after completion. Graham also asked if the surveys captured the types of responders in order to differentiate the frustration from first-time applicants newly adjusting to the complex permitting process verses the more experienced responders that could indicate more systemic issues. Goldman responded that was certainly worth including.

DuQuenne spoke about the written responses from a changing demographic and asked what the next steps are to the written comments to help streamline the permitting process. Goldman responded that the goal of the group was to meet a certain number of times and report back to the City Manager and did not delve into demographic considerations or suggest next steps for attracting younger families with children. DuQuenne asked if there is going to be follow up for the group to explore meeting those needs. Goldman responded the group that met to address the housing production strategy was intended to address those considerations. DuQuenne spoke of

concern around affordability of fees and of builders and developers encouraged to go to Medford and asked how to address the fees so people want to live here. Graham spoke of multiple groups considering these issues, such as the housing production strategy group, and spoke that the specific charter of this group is to find recommended improvements of the permitting process.

Lucas spoke about the new online permitting tool, the Citizen Self Service Portal and highlighted the program. The portal is live and provides operational transparency to applicants, property owners, and citizens. It offers 24/7 access to permitting, review status, inspections scheduling, and project information. It streamlines permitting, plan review, and record requests. Lucas provided a tour of the online tool which launched February 20, 2024 and has issued over 200 online permits. The department saw a drop with over-the counter permit applications with a majority of users providing positive feedback and preferring the online features. Recommended next steps include expanding the online permitting options to include new single-family homes and ADU's, (Additional Dwelling Units) new multi-family buildings, new commercial buildings, and commercial tenant improvements. Other recommendations include online payment and fee estimate features.

Goldman spoke about the DPMAC recommendations which included enhancing the online process such as explained by Lucas and creating better handouts and guides. Recommendations that require administrative action included creating clear guides in response to changing building occupation limits and the City's traveler's accommodations requirements. Recommendations requiring legislative actions were noted and included increase in density in multi-family zoning, employment opportunities analysis, climate friendly areas, and a manufactured park development zone (see packet). Graham asked Hyatt, as the staff liaison to the Planning Commission, if she wanted to pass along the request for recommendations moving forward. Hyatt spoke the Council as a body would set the direction and if the Council wants input from the Planning Commission that would be reasonable. Graham asked the Council if there were any concerns with bringing those three recommendations that require legislative action back before Council for further review. Cotta reminded Council about the current workplan and the need to keep in mind these can be goals for the 2025-27 biennium. Hyatt spoke of three previous items the Council already asked of the Community Development department: Manufactured housing zoning which is first on the housing production strategy; set plans for Additional Dwelling Units, and Economic Opportunities Analysis with input from the Planning Commission. Goldman spoke of work in progress on Climate Friendly Areas also. Graham asked if staff needed direction with priorities. Goldman clarified the presentation was to inform the Council of the findings and recommendations of the DPMAC and would seek specific staff direction from Council as those items come before Council. Goldman wanted to remind Council that items that require legislative changes will need considerable public involvement. Graham asked if Goldman's staff needed a priority list, and Goldman responded some of these changes would be made concurrently so would be brought to Council at appropriate time.

DuQuenne asked Lucas if the online system was better and Lucas affirmed. Hansen asked if other permits such as event permits could be added to the online portal. Lucas

responded that existing permits such as special event permits already in the EnerGov system can easily be added to the online portal. Dahle asked how far back the records searches go. Lucas respond it goes back to 2018 when the current permitting system was launched. Bloom asked if there were any indications of changes at the state level of Oregon Land Use Law to ease restrictions. Goldman said he only knew of the legislative update he gave earlier. Hyatt asked how best to direct citizens in utilizing the online portal. Lucas affirmed that for general inquires they can use the portal and can still ask questions directly of the department. Goldman added that if people want to comment on a planning action, they should still contact the department for consideration by the Planning Commission.

Public Comment

Craig Anderson/Ashland - spoke he held high regard for the planning department and has worked with planners and staff for many of the 25 years he has lived here. He spoke about a developer who didn't want to build in Ashland due to affordable housing restrictions. He spoke of his concern about the transportation situation around the Grand Terra Project and the Rogue Advocates appeal to Land Use Board of Appeals.

IV. New Website Review

1. New Website Review

Interim City Manager Sabrina Cotta began with the project history on August 15th, 2023, when the Council approved the contract for the Civic Plus website development team. Cotta spoke of the website transformation, Civic Clerk, and See-Click-Fix aspects of the project. The goals of the new website were to update the site, improve navigation for citizens and staff, and transfer records retention from the website to a better platform.

Dorinda Cottle, Communications Officer for the City, spoke of results from the recent communications survey and pointed to the City's website as the number one communications tool with 70% of residents using the site to garner information. Civic Plus was introduced as the vendor that specializes in websites for municipalities, from whom the City purchased three modules that work together: Civic Engage is the main website, Civic Clerk is the public meeting module, and See-Fix-Click is the non-emergency reporting module. The new URL will be **ashlandoregon.gov** and goes live May 22, 2024. Work on the site began last December by surveying other sites and looking at the analytics of the existing site. Goals for the new site included ease of navigation for users: residents, tourists, and businesses. Cottle provided a sample of site navigation that illustrated how various items can be found in various ways through planned redundancies. Cottle highlighted the Spotlights and City News sections that cover current news and events, the footer with Quicklinks, and the emergency banner at the top that will be used for emergency alerts. Cottle reviewed various ways to find popular searched pages and information including wildfire risk reduction, parks and recreation, and utility billing. Cottle spoke of a recent focus group that included seven residents. Mayor Graham, and Councilors Kaplan and Bloom who provided feedback. The production link was also sent to 60 residents who expressed interest in providing input.

DuQuenne asked if there were links to maps for public art. Cottle spoke to the links on the site where one can find that information and described the public art self-guided

tour in the mapping hub with more self-guided tours coming soon. Bloom spoke about being able to make changes to the site in real-time moving forward for updates and corrections. Hansen asked how the process of implementation went and Cottle responded that it was a big project with about 1500 pages to pare down and was easy to use after learning the platform. Cotta spoke that a website is not simply built and launched, but will be continually changing and how important it is to manage what is added and what is removed.

Graham identified one of the problems with the old site was the search function and asked about its functionality for finding relevant up-to-date information. Cottle responded that the new search feature will work with the agenda and minutes module to pull up information in a chronological order. Graham asked about the Utility Billing module being the same one as used before. Cotta spoke that the finance department is looking for new software in recognition of the difficulty current customers are experiencing. The goal is to integrate new software with the new system when available.

Bloom spoke of how to find archived records in Laserfiche which is searchable, and Cotta explained how Laserfiche is our records retention tool and that information available in the Agenda's and Minutes Module will be searchable moving forward. Alissa Kolodzinski, City Recorder, demonstrated various avenues to access Agendas and Minutes and related materials such as agenda packets. These will be available May 22 moving forward with past information stored in Laserfiche. Graham asked what happens to the archived videos of meetings. Kolodzinski spoke that the City's contract with Rogue Valley Television (RVTV) is for them to hold those for a year. Historically, RVTV has held them for about a year and a half to two years after which the videos are deleted. Graham asked how the City can hold those for as far back as possible for records retention purposes. Kolodzinski responded that options include contracting with RVTV for storage and asking for input from the City's Information and Technology (IT) department. Kaplan asked if a YouTube channel would work for that and Kolodzinski spoke that was also an option. Dahle spoke that the issue is about who owns the data and advocated for the City considering how to retain that ownership. Cotta spoke that by State statute the official records of all meetings are the minutes. Graham spoke that videos were not historically available, but since we have them now and they catch the flavor of the conversation it is worth looking into how to hold on to them. DuQuenne asked if social media would include news about the new website and Cottle affirmed.

Jason Wegner, Director of Innovation and Technology, reviewed the See-Click-Fix reporting tool for non-emergencies and gave an example of how to report a pothole. Staff will be notified immediately, and it will integrate with staff workflow. Kaplan asked if there is a list of submissions that people can see if an issue has already been reported and Wegner affirmed this was under the City's control to include that. Hyatt asked if wildlife sightings could be included in that application, whereas now it can be found under the Maps page to file a report. Wegner spoke this was reasonable and could look into how to implement that. The planned roll out of options includes potholes first to see how it goes, then adding streetlight outages, graffiti, and other code compliance concerns one at a time. Kaplan commented that finding the report button was unclear and asked about integrating Near Miss Data. Cotta affirmed all aspects of the website will be monitored and adjusted as necessary as a living document and

thanked all the staff that made it happen. Wegner commented on the move to a .gov domain which recognizes the City as a government entity. Dahle asked if this would mean e-mail addresses would change which Wegner confirmed adding that the old addresses would still send to the new ones during the transition. Graham reiterated the importance of the public being able to efficiently find information on its City's website, and thanked staff for moving this forward.

V. ADJOURNMENT

Meeting was adjourned at 7:35 pm.

Respectfully submitted by:

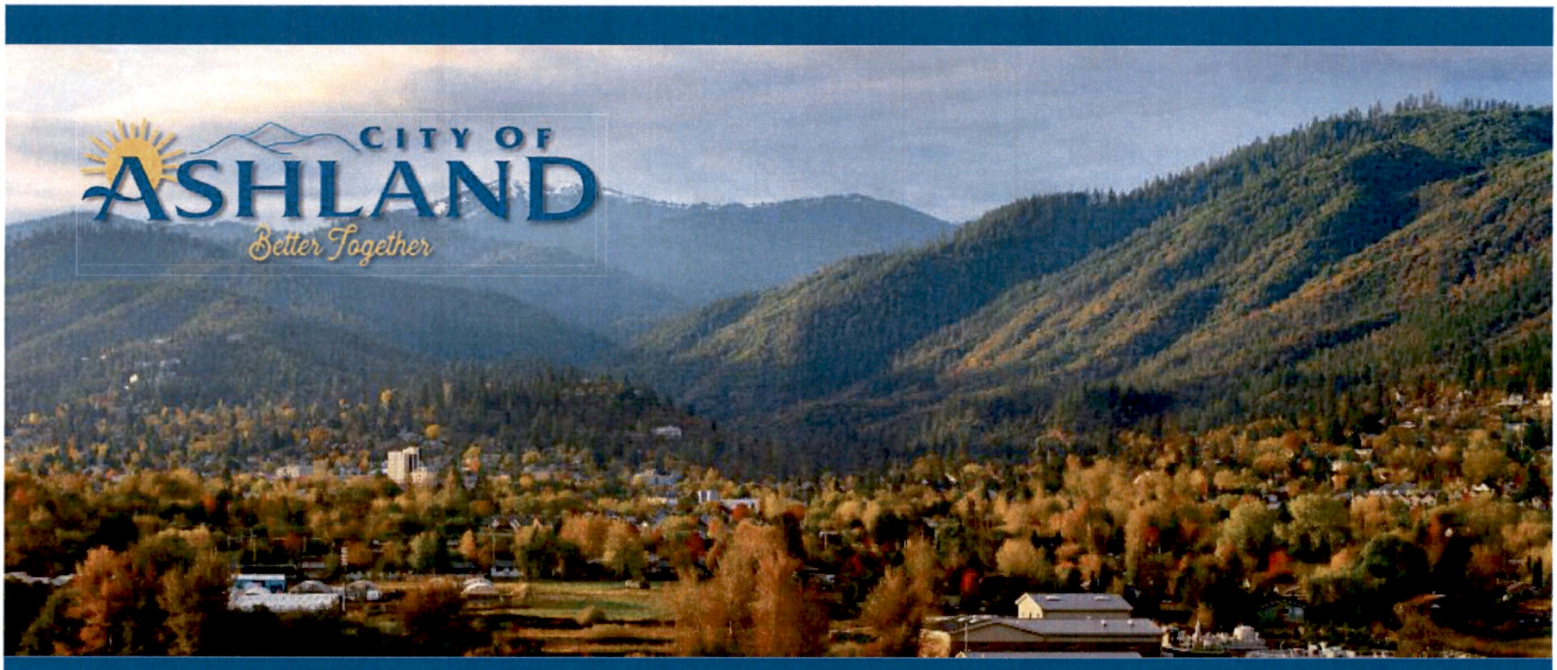
_____

City Recorder Alissa Kolodzinski

Attest:

_____

Mayor Tonya Graham



Development Process Management Advisory Committee (DPMAC) Report

City Council
May 20, 2024

Introduction to the DPMAC

Committee Overview:

- Temporary committee appointed by the City Manager of Ashland.

Composition:

- Includes planners, architects, developers, and real estate professionals.

Primary Objectives:

- Streamline the development process.
- Ensure compliance with Oregon State Law and local participation goals.

Operational Focus:

- Evaluate and recommend ways to accelerate administrative and Type I/II planning actions.
- Identify and modify cumbersome or conflicting development codes.

Committee Composition

Members appointed by the City Manager

- Christopher Brown - Architect
- Brian Druihet - Catherine Rowe Real Estate Team
- Dan Jovick - Builder
- Kerry KenCairn – Planning Commission and Landscape Architect/Planner
- Ray Kistler - Architect
- Jim McNamara – SOU
- Matt Small - Architect
- Ben Treiger- Builder

Staff participants:

- Brandon Goldman, Community Development Director
- April Lucas, Development Services Coordinator
- Steven Matiaco, Building Official
- Derek Severson, Planning Manager

DPMAC Meetings

October 18, 2023	November 29, 2023	March 6, 2024	April 24, 2024
•Discussion of committee objectives. •Consideration of demographic shifts in Ashland. •Examination of 2022 Community Development Customer Satisfaction Survey findings.	•Review of building permit fee comparisons across various jurisdictions. •Presentation and beta testing feedback on the Permit Self Service portal. •Discussion on Types of Land Use Actions and their efficiency.	•Updates on the city's planning and development processes. •Further discussions on streamlining development processes through digital tools. •Recommendations on simplifying planning actions and administrative processes.	•Review and finalize the committee's recommendations. •Final discussions on the impact of the Citizen Self Service portal and other improvements. **•Preparation of report to the City Manager.**

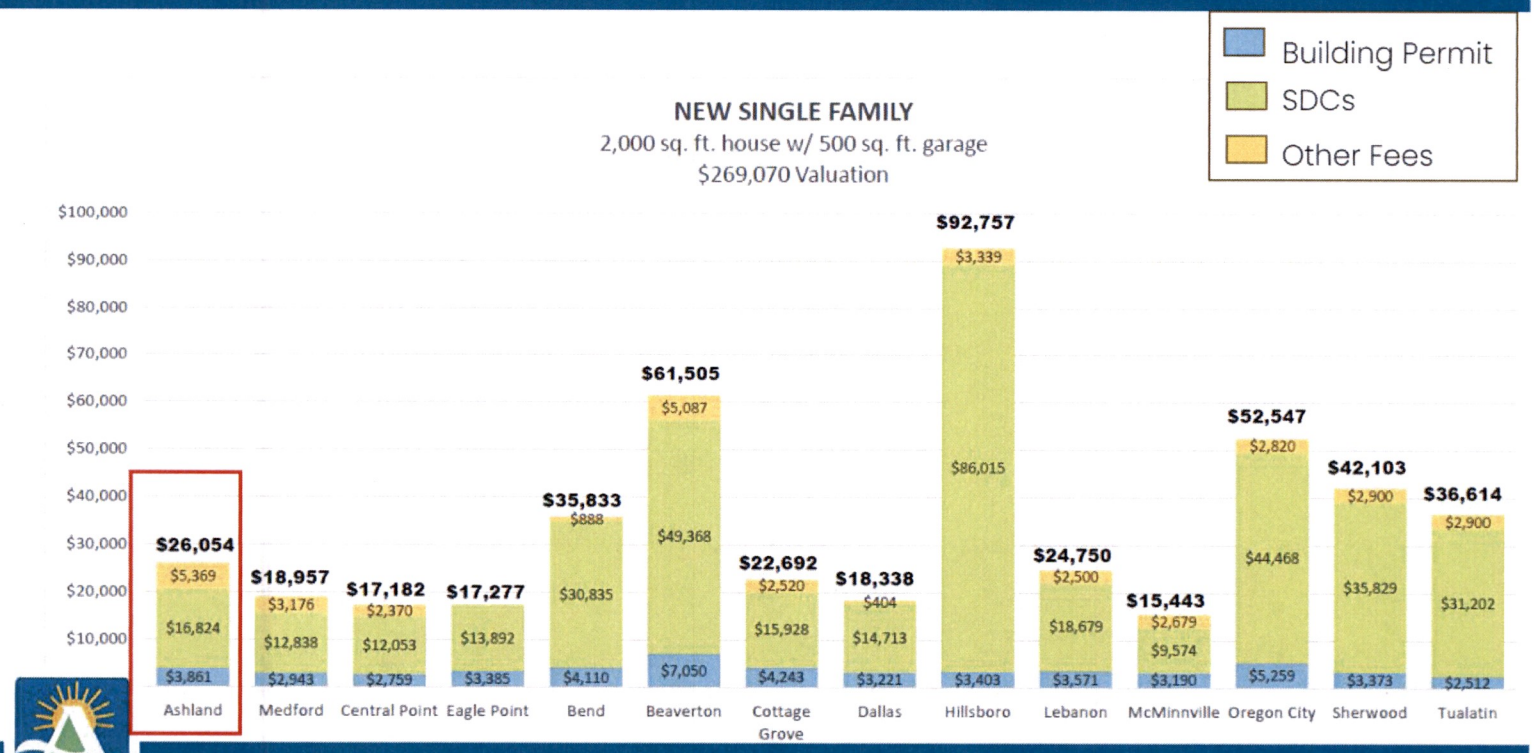
Key Challenges in Ashland's Development Process

- Perception of Ashland in the development community
- High applicant legal costs
- Neighborhood opposition leading to delays
- Need for clearer and more predictable processes

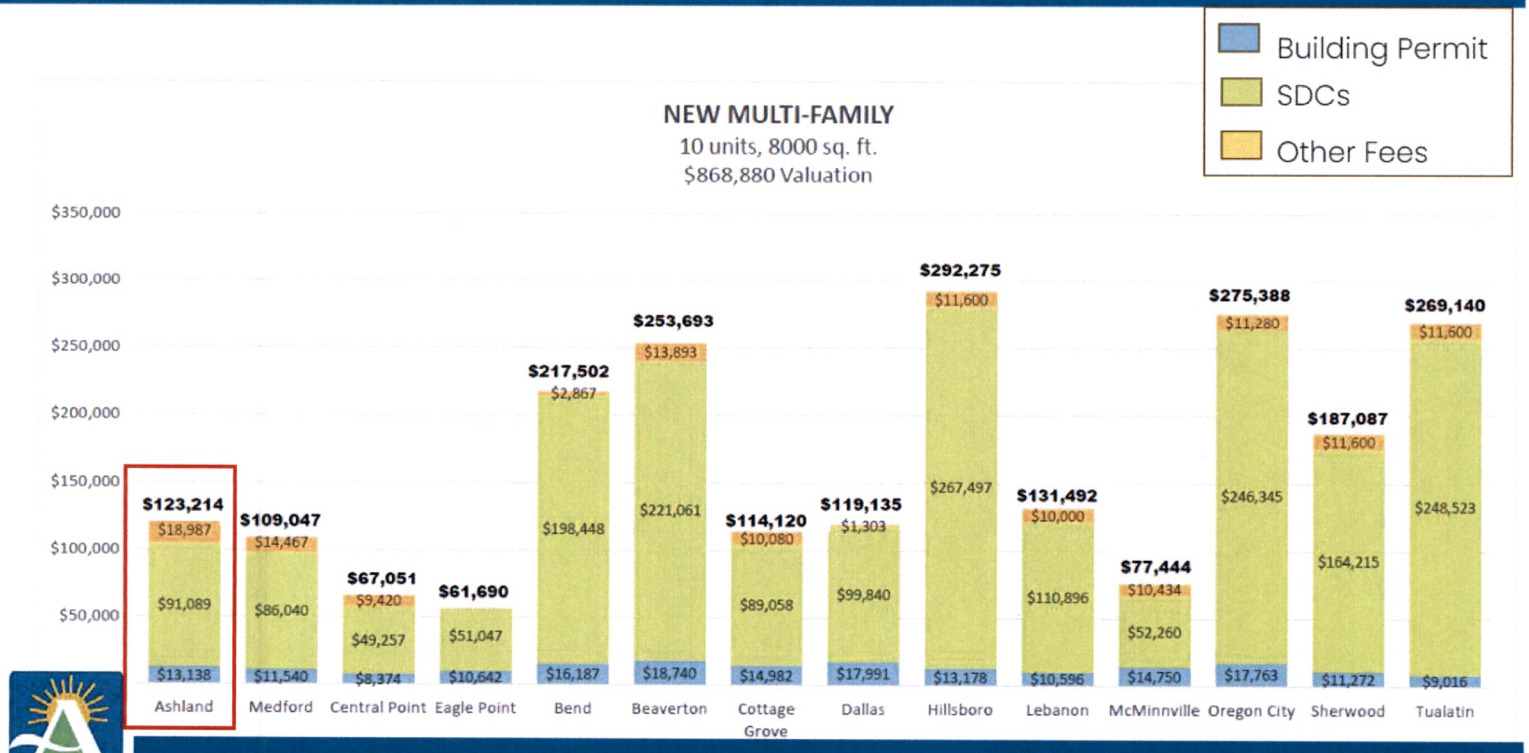


Fee Comparisons

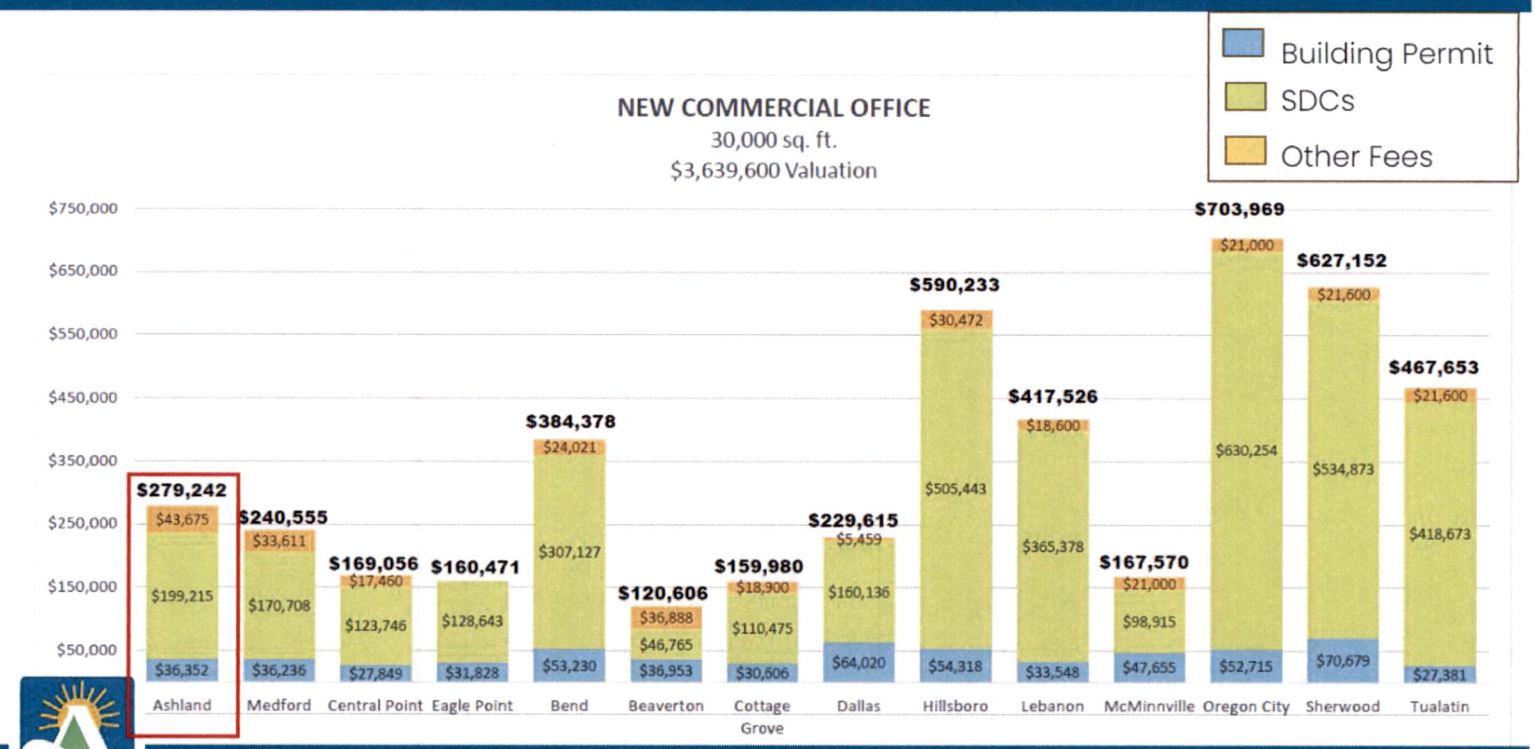
- Comparison of Ashland's fees with other jurisdictions
- City development fees were not seen as a substantial deterrent to new development.



Fee Comparisons – Single Family



Fee Comparisons – Multi Family



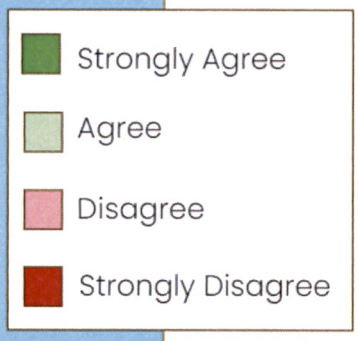
Fee Comparisons - Commercial

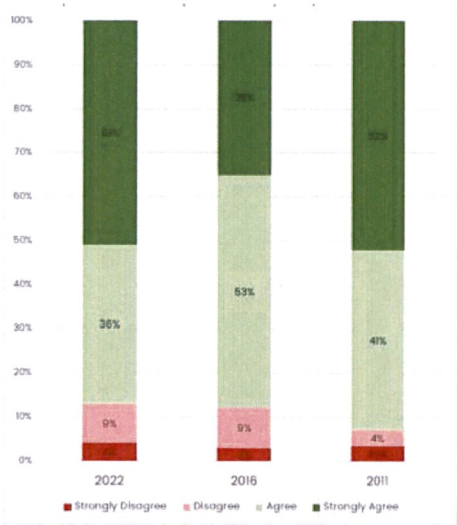
Community Satisfaction Survey

(DPMAC reviewed survey results)

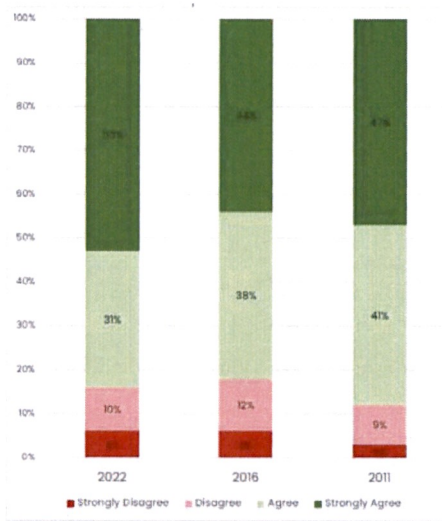
- Recipients included all individuals applying for a Building Permit or Planning Action between Mach 2018 and December 2022.
- 1,200 Recipients / 78 respondents
- Same Survey Questions from 2011 & 2016
- Highlights key areas of satisfaction and dissatisfaction among respondents
- Written responses provide direct feedback from respondents

(1) When making an application, I have generally found the Community Development staff to be responsive and helpful.



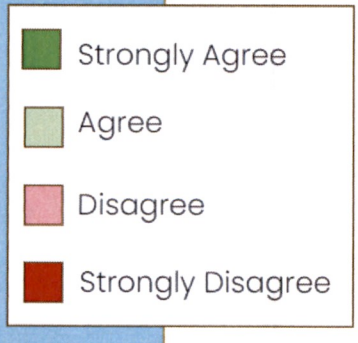


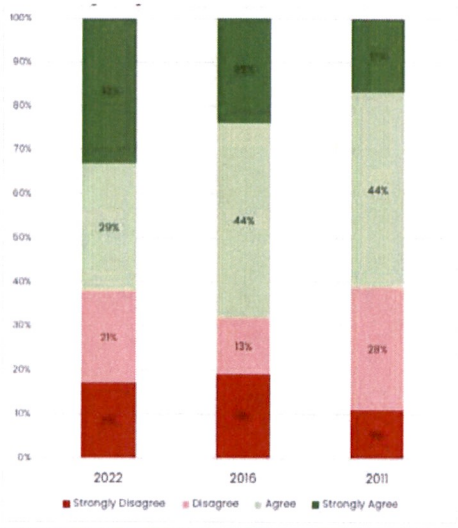
(2) In general, the staff has dealt with me in a professional and positive manner, providing options where available, and attempting to help me navigate through the process.



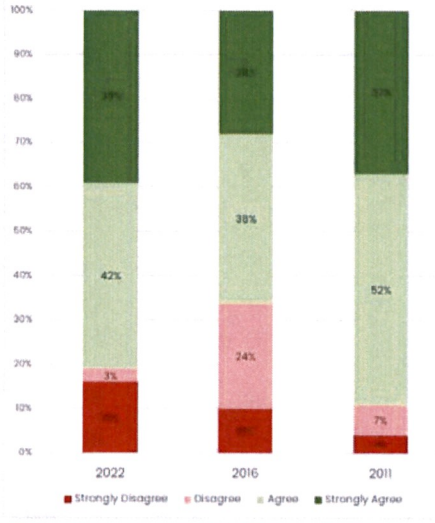
Community Satisfaction Survey Results

(3) Ashland is just as fair, consistent, and practical in its application of regulations as other neighboring cities or counties

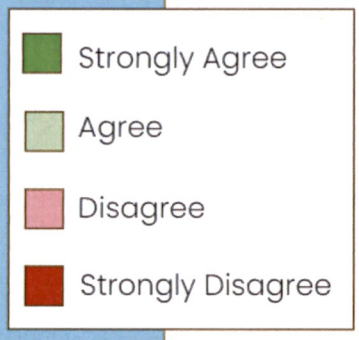


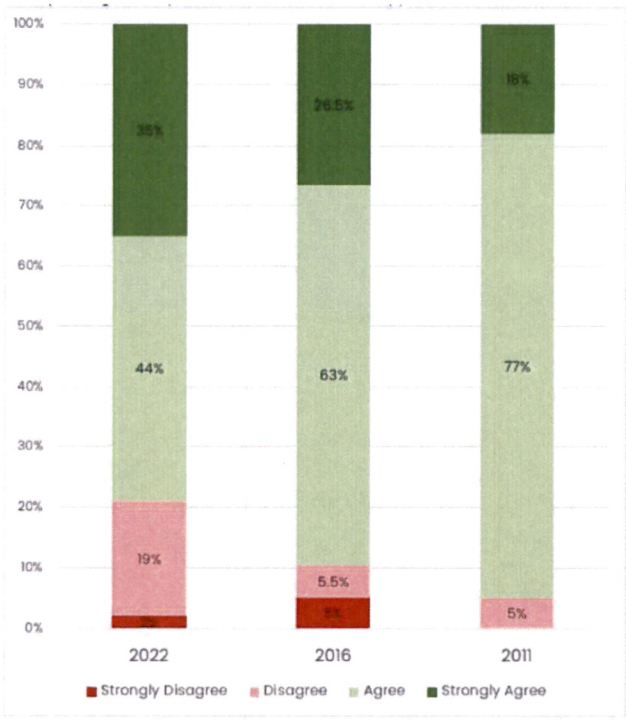


(4) Application review turnaround time is acceptable. I did not have to wait an excessive amount of time to get back plans or find out about problems that needed to be corrected.



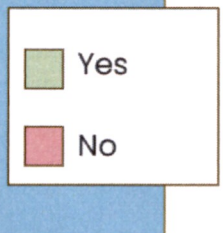
Community Satisfaction Survey Results

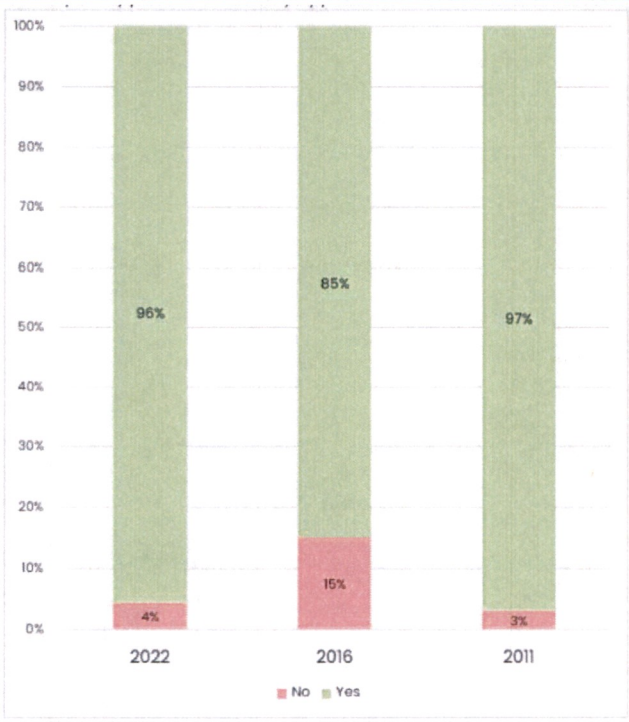




(12) I found the handouts supplied by the City to be useful and informative in explaining the requirements I must meet for approval

Community Satisfaction Survey Results





Was your application ultimately approved?

Community Satisfaction Survey Results

Survey Insights

Survey Highlights:

- Improvements in staff responsiveness, professionalism, and process quality.
- Positive trends observed from 2016 to 2022.

Improvement Strategies:

- Maintain high standards and ethics in staff conduct.
- Enhance clarity and response times in permit processing.
- Improve departmental communication with coordinated reviews.
- Create user guides for clearer application processes.

Community Satisfaction Survey Results

Enhancements to Online Permitting

- Introduction of the Citizen Self Service portal
- Online permitting now live
- Plans for future enhancements



Citizen Self Service

Program Highlights

Provides operational transparency to applicants, property owners, and citizens.

Improves customer experience by offering 24/7 access to permitting, review status, inspection scheduling, and project information.

Streamlines permitting, plan review, and record requests by providing users quick, intuitive, self-service access for achieving their needs.

Citizen Self Service

Program Highlights

APPLICANT/CONTRACTOR FEATURES

- Apply for Permits/Plans
- Monitor Review Status
- Review fees prior to payment collection
- Submit revisions or Resubmit documents with corrections
- Request inspections
- Real-time access to inspection results

Citizen Self Service

Program Highlights

ONLINE BUILDING APPLICATIONS

- Electrical, Mechanical, Plumbing, and Structural Permits
- Renewable Energy Systems
- Residential Remodels, Additions, and Decks
- Grading & Excavation Permits
- Fire Alarm, Fire Sprinkler, and Fire Suppression Systems

Citizen Self Service

Program Highlights

ONLINE PLANNING APPLICATIONS

- Sign Permits
- Fence Permits
- New Addresses
- Pre-Application Conferences
- Zoning Permits (sheds, lot line adjustments, land use approval extensions, administrative actions)

Citizen Self Service

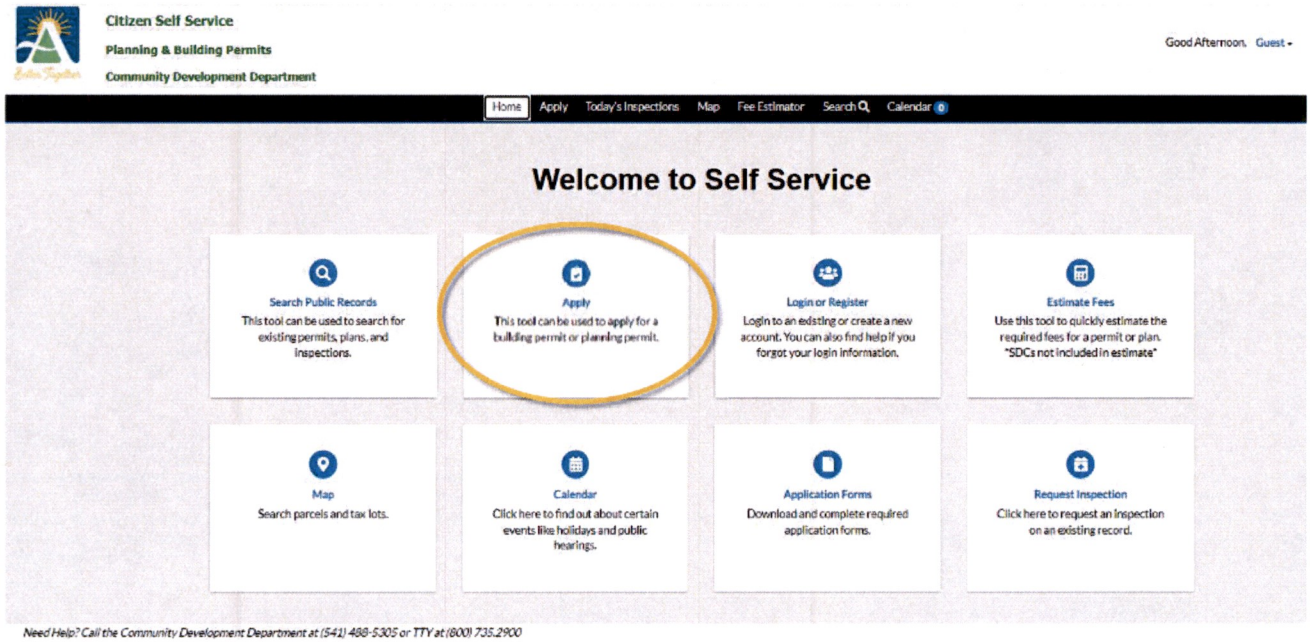
Program Highlights

ONLINE PUBLIC WORKS APPLICATIONS

- Right-of-Way Closures
- Street & Alley Excavations
- Miscellaneous Concrete Permits

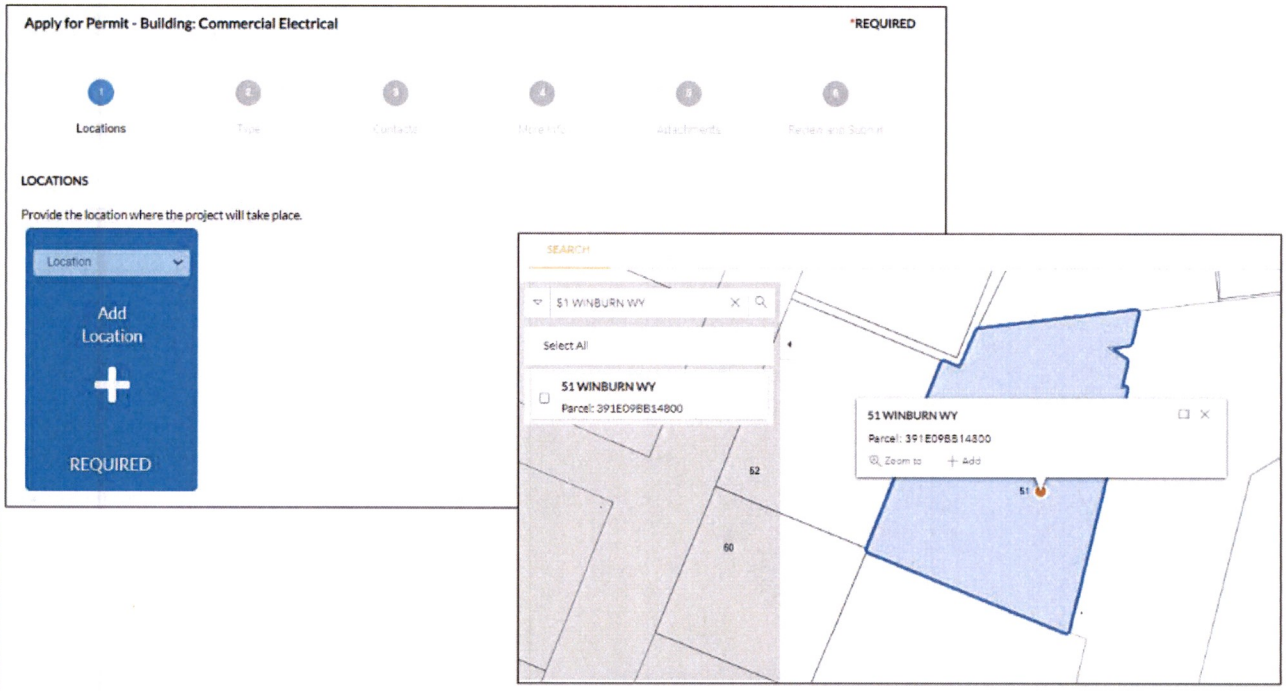
Enhancements to Online Permitting

Apply Online



Enhancements to Online Permitting

Apply Online



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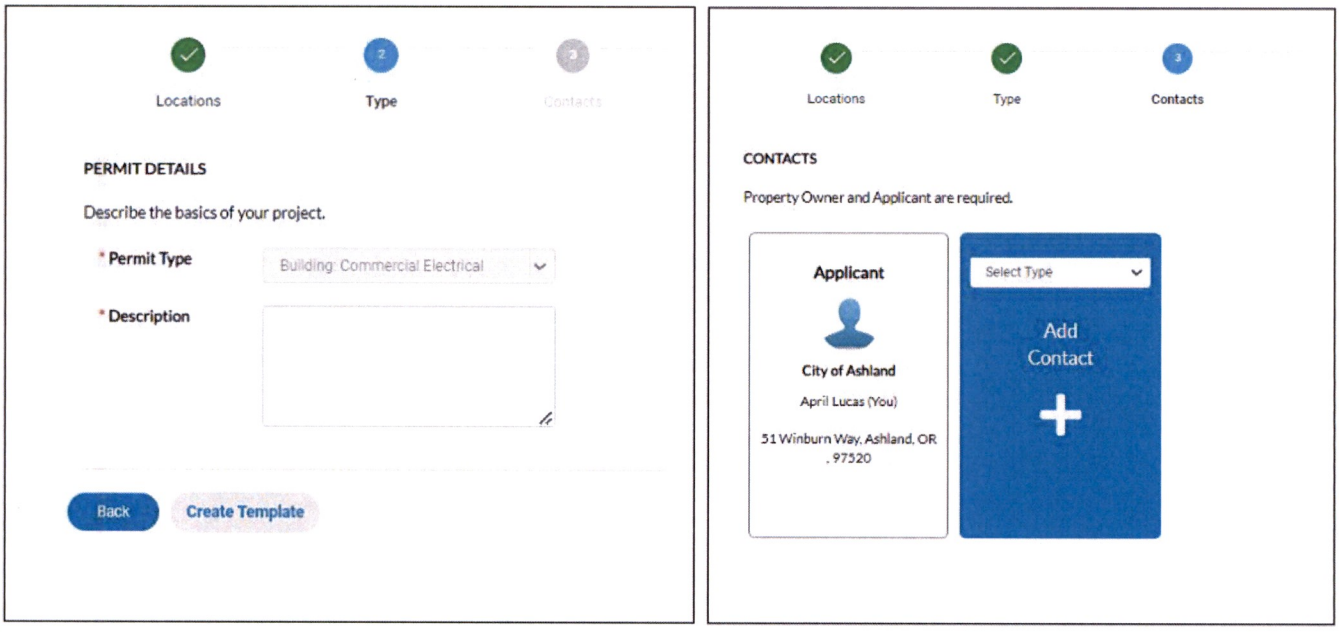
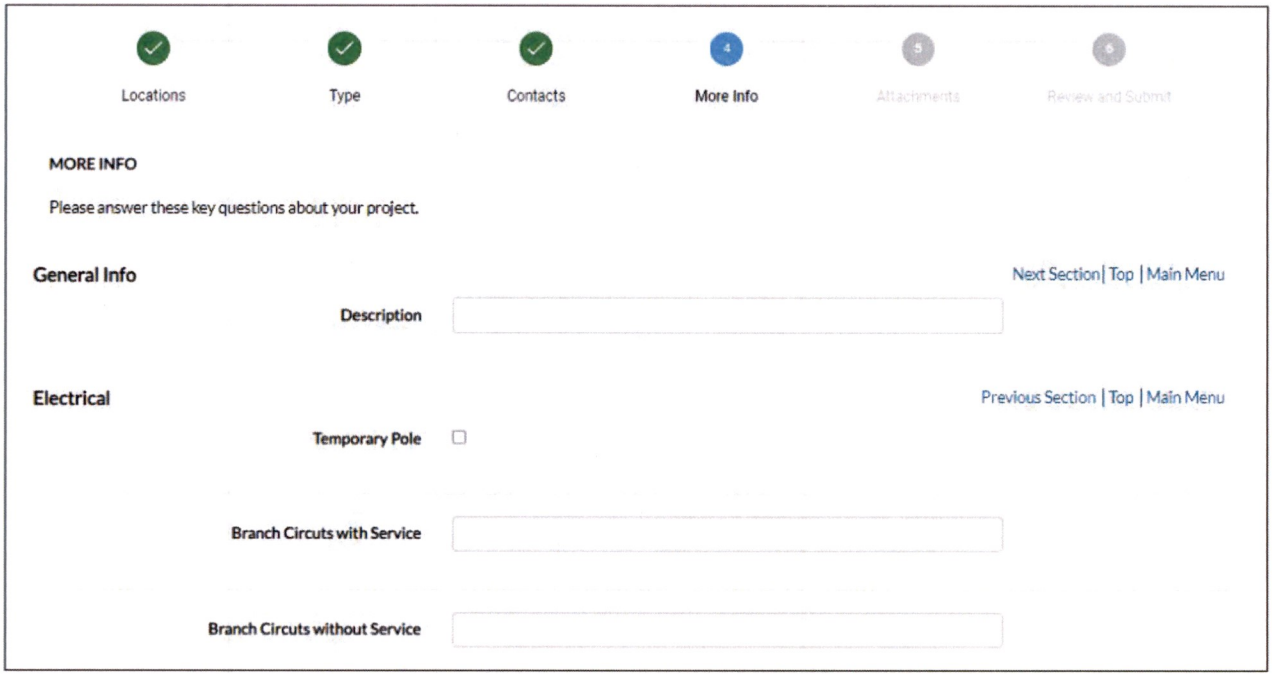


Enhancements to Online Permitting

Apply Online



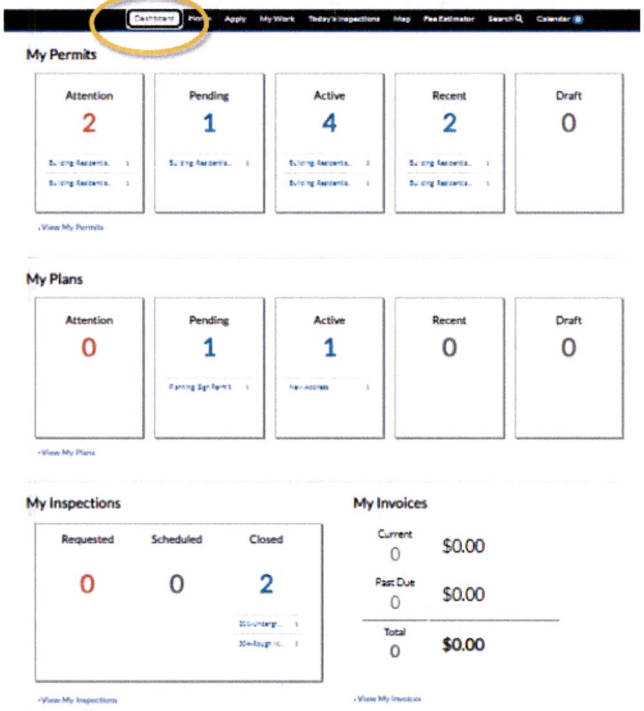
Enhancements to Online Permitting

Apply Online



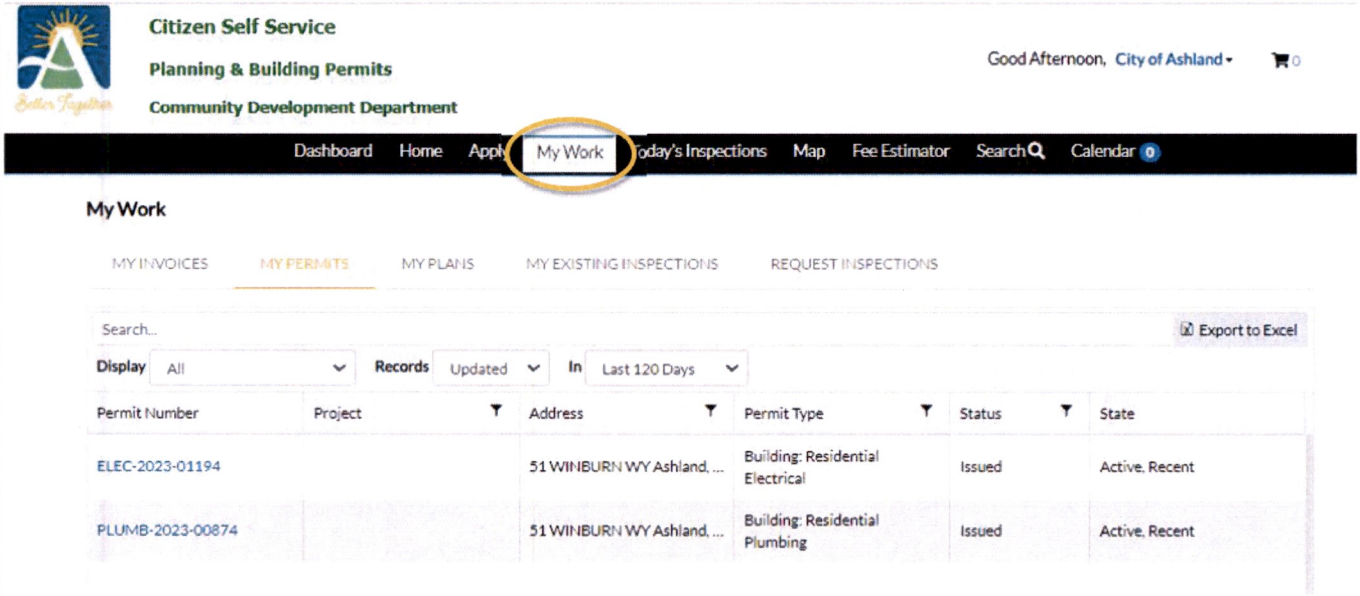
Enhancements to Online Permitting

Monitor Permits/Plans



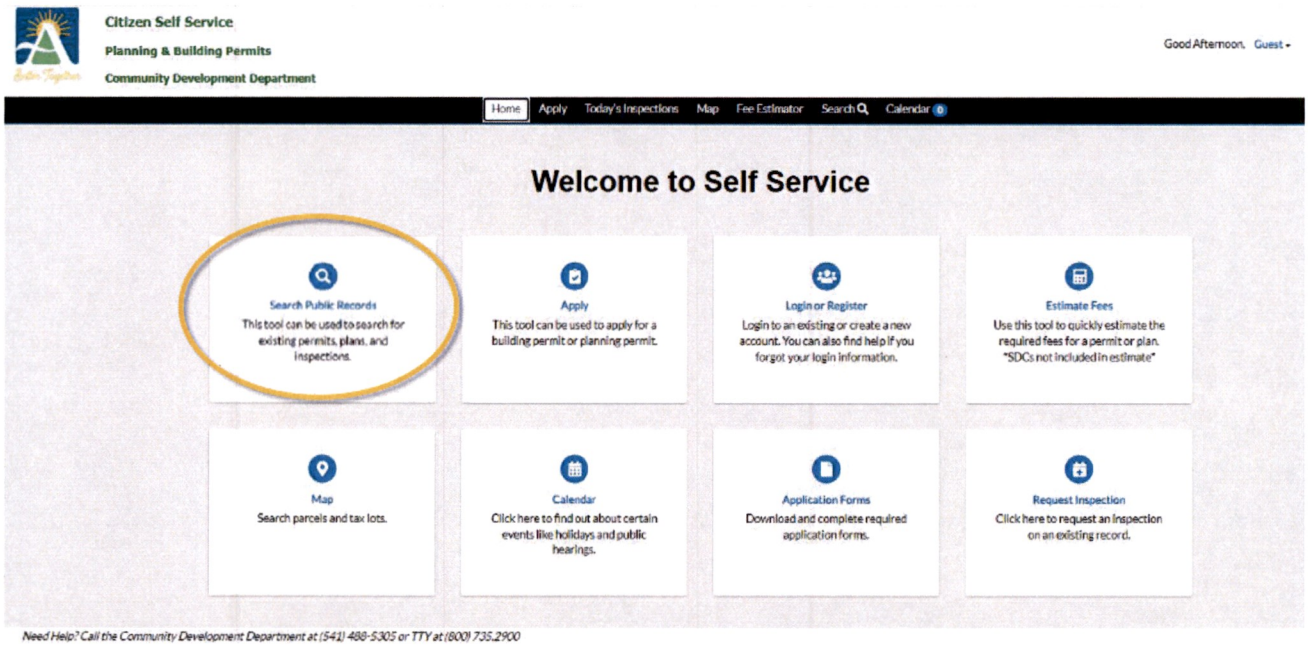
Enhancements to Online Permitting

Monitor Permits/Plans



Enhancements to Online Permitting

Search Records



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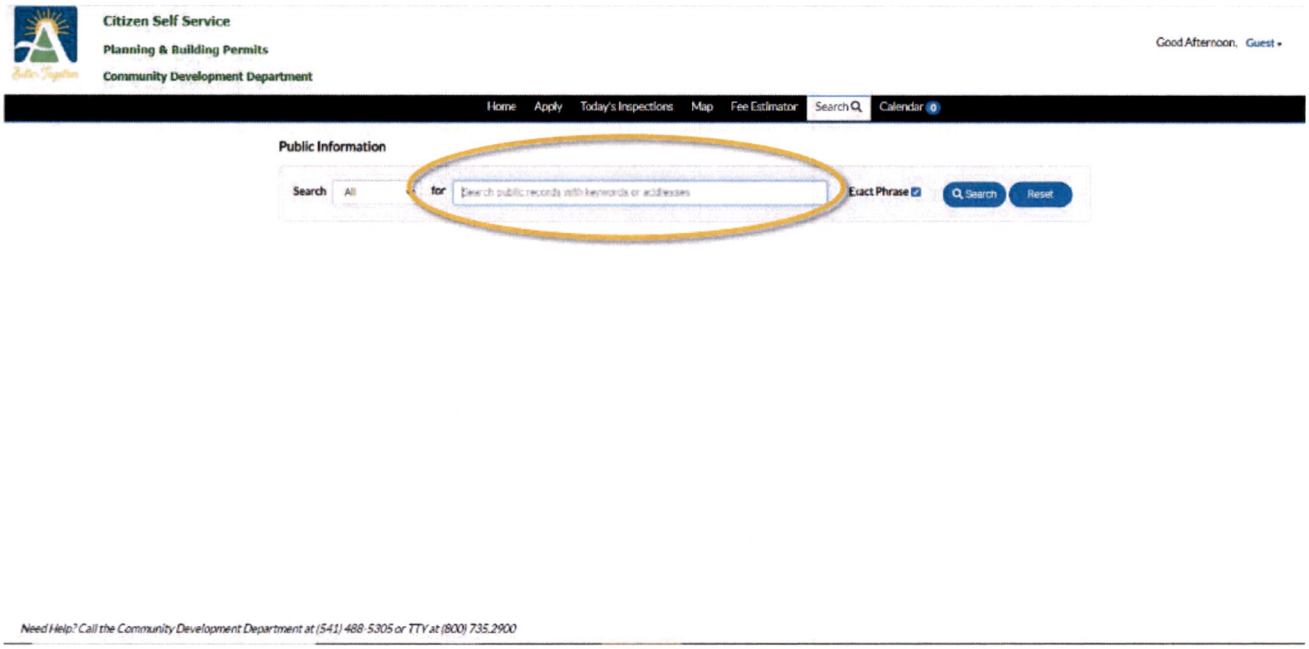

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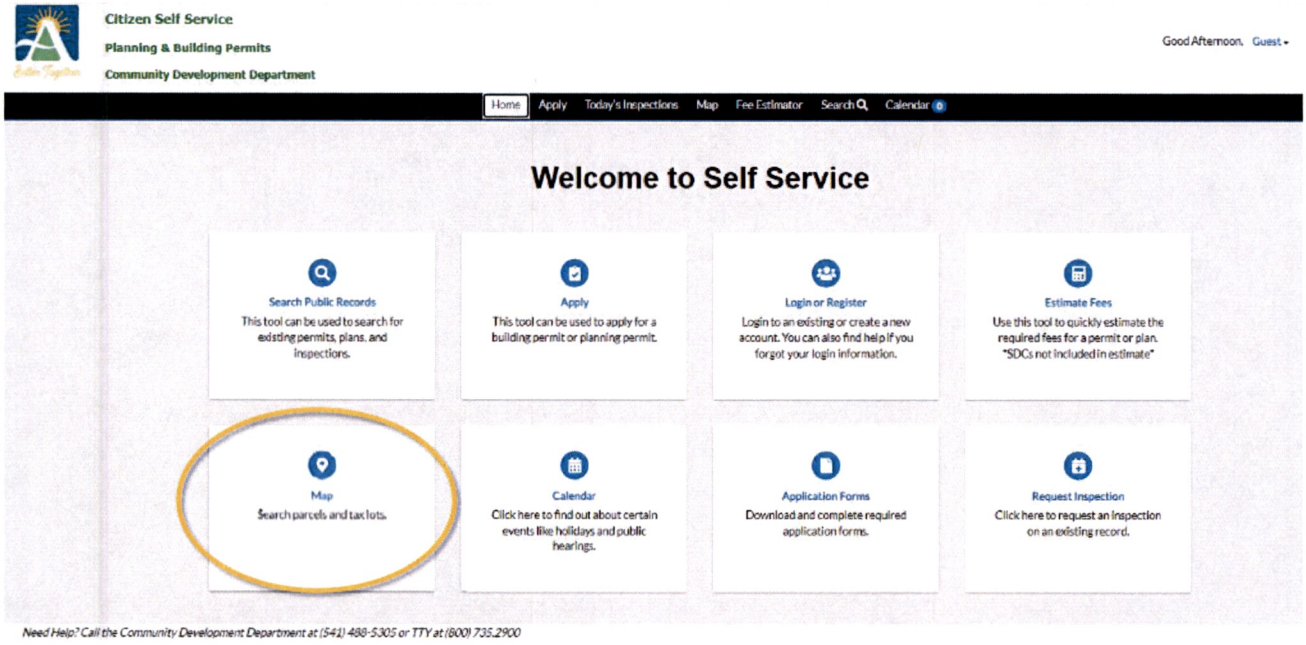

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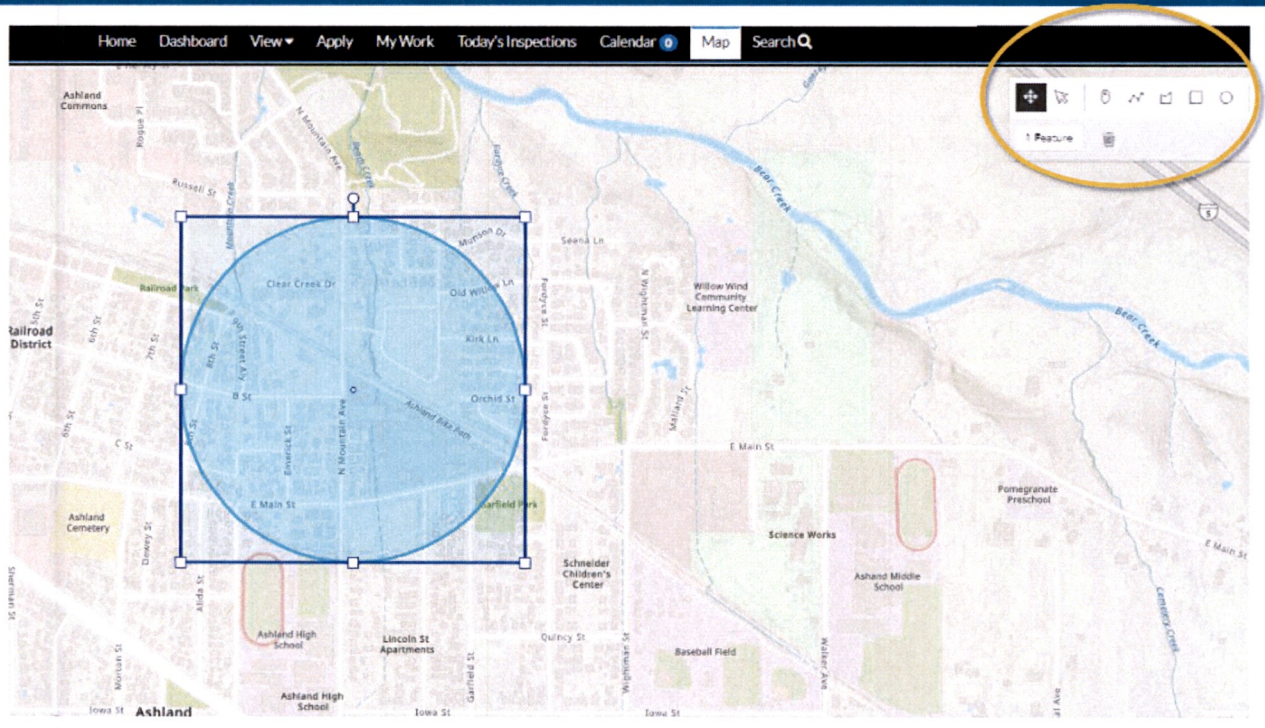

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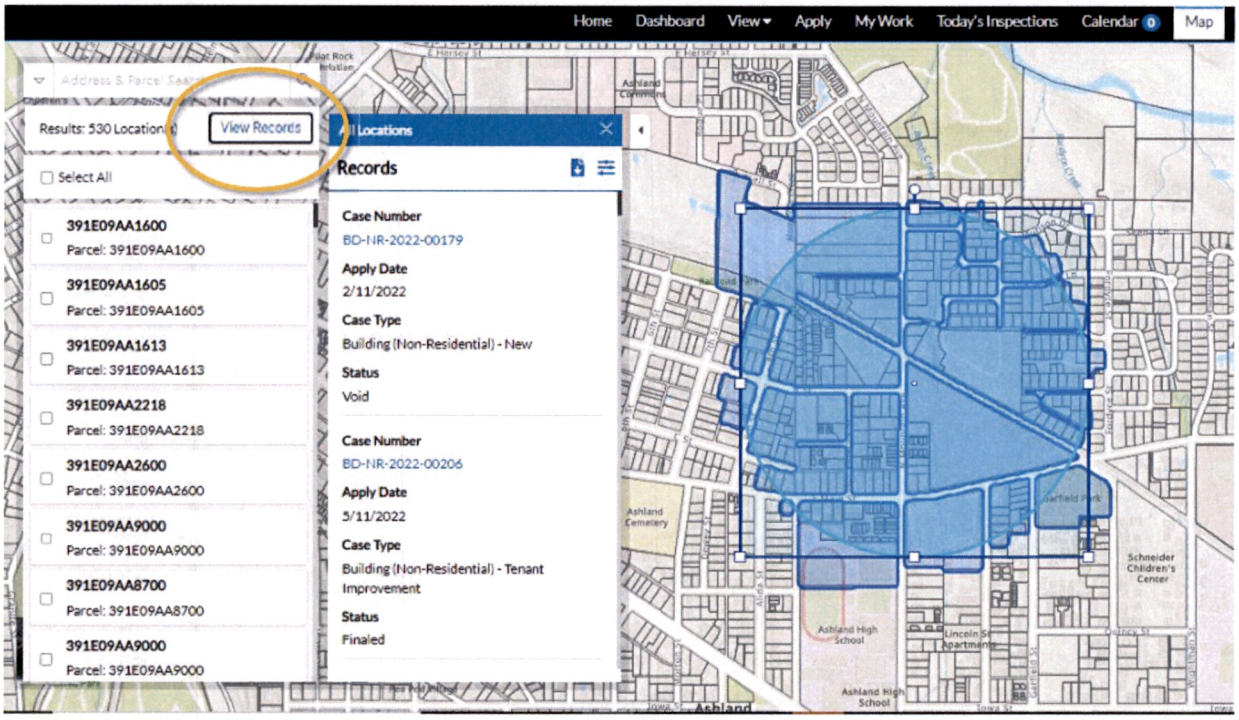

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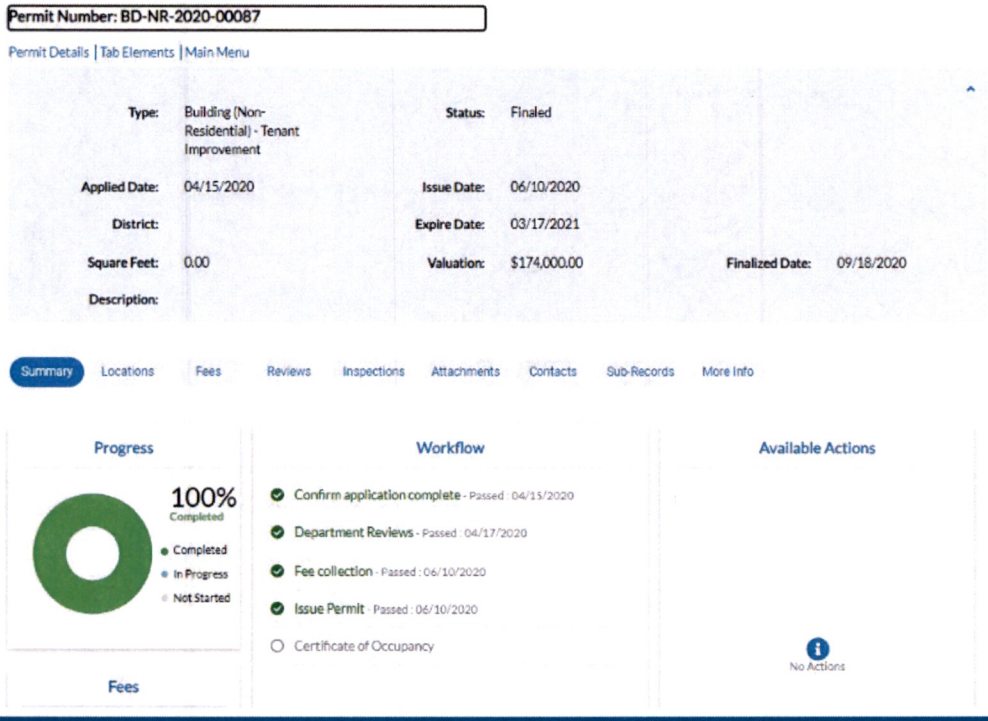
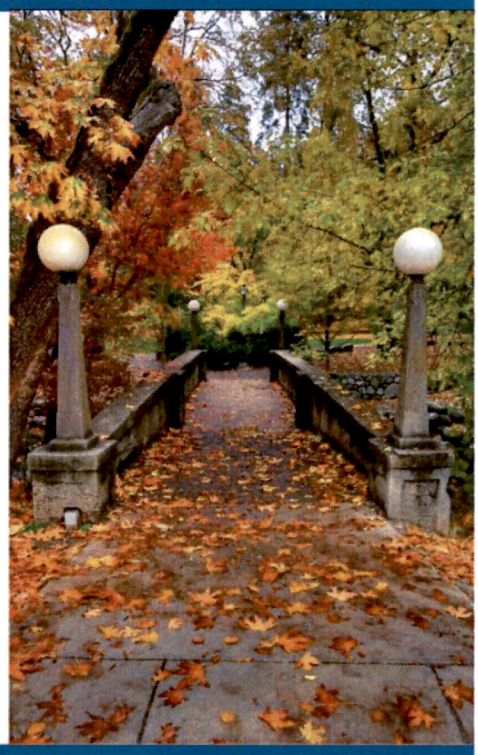


Enhancements to Online Permitting

Additional Info

- Portal Launch Date: February 20, 2024
- 10 "Beta" Testers to 130 Active Users
- Over-the-Counter permit applications have dropped with majority preferring to use online features
- Issued 200+ online permits
- Overwhelmingly positive response from users



Enhancements to Online Permitting

Next Steps

Online Permitting Next Steps

- Expand Online Permitting Options
  - New Single-Family Homes & ARU's
  - New Multi-Family Buildings
  - New Commercial Buildings
  - Commercial Tenant Improvements
- Activate Online Payment Features
- Activate Fee Estimate Feature



Enhancements to Online Permitting

DPMAC Recommendations Streamlining

- Enhancing online access
- Better handouts /guides
  - Accessory Dwelling Units
  - Change in commercial occupancy
  - Traveler Accommodations

Administrative Actions Underway

- Online Permitting Enhancements
- ADU guide and plan availability
- Commercial Occupancy Guide and Building Permit guides.

Next Steps

Future Legislative Actions

(* to be considered through annual PC and Council goal setting for 2025-2027 Biennium)

- Density Increases in Multifamily Zones
  - *Housing Production Strategy Action 2027-2028*
- Planning Application approval extensions (*2025)
- Subdivision thresholds for Outline and Final Plan (*2025)
- Solar access standards within subdivisions(*2025)
- Fence Permit requirement amendments
- Tree Permit Requirements
- Maximum Permitted Floor Area in Historic Districts
- Hillside Lands evaluation of man-made grades.

*** Land Use changes require Planning Commission or City Council initiation , Public Hearings, and Ordinance review and approval**

QUESTIONS?

ASHLAND CITY COUNCIL
BUSINESS MEETING
MINUTES
May 21, 2024

I. CALL TO ORDER

Mayor Graham called the meeting to order at 6:05 pm.

1. Land Acknowledgement**

Councilor DuQuenne read the land acknowledgement.

II. PLEDGE OF ALLEGIANCE

Councilor Dahle led the Pledge of Allegiance.

III. ROLL CALL

Mayor Graham and Councilors Bloom, Dahle, Kaplan, DuQuenne, Hansen were present, Councilor Hyatt was absent.

IV. MAYOR'S / CHAIR OF THE COUNCIL ANNOUNCEMENT

Mayor Graham reminded those present that they still had two hours left to submit their ballots at the drop box behind the City Library.

1. Building Safety Month Proclamation

Mayor Graham read the proclamation into the record.

V. APPROVAL OF MINUTES

Dahle/Kaplan m/s to approve the minutes. Roll Call Vote: Bloom, Dahle, Kaplan, DuQuenne, Hansen, YES. Motion passed.

1. Minutes of the May 6, 2024 – Study Session Meeting
2. Minutes of the May 7, 2024 - Business Meeting

VI. SPECIAL PRESENTATIONS

1. Guanajuato Sister City Ashland High School Introduction

Señora Ochella, a member of the Amigo Club spoke about her planned visit to Ashland's sister city Guanajuato on the 19th of June. Ochella introduced Nancy Lynch, a member of the Lions Club, who will be going to Guanajuato with her to assist in giving eye exams. Ochella read a letter from Ashland High School Dean of Students Sarah Weston about student Mckenzie Locklan, who had been selected to accompany the delegation to Guanajuato. Locklan spoke about her enthusiasm towards the forthcoming trip.

2. Ashland Parks Foundation Update

Ashland Parks Foundation President, Mike Gardiner, provided an update regarding ongoing projects involving the Ashland Parks Foundation (SEE PRESENTATION). Gardiner noted that funding for the restoration of the Butler-Perozzi Fountain was almost complete. He thanked Interim City Manager Sabrina Cotta and Planning Commissioner Brandon Goldman for helping Parks receive a series of grants to assist with the restoration, as well as members of APRC for their efforts with both the fountain and the Japanese Garden. DuQuenne asked if the Parks Foundation had an estimate on how long until the fountain restoration is complete. Gardiner said that he would like to see the project start in Spring of 2025 once full funding had been reached. Hansen asked if the Foundation had plans to arrange a party in the Japanese gardens to mark

the Fountain project being fully funded. Gardiner responded that it had been discussed, adding that 450 local donors had contributed to the funding. Dahle thanked Parks Foundation members for all their hard work and asked if the RFP would be published immediately. Gardiner responded that he hopes it will go out within the next few months. Mayor Graham thanked Ashland Parks Foundation for their efforts.

VII. CITY MANAGER REPORT

Interim City Manager Sabrina Cotta spoke about an initiative to bring a track chair to APRC. It would allow a person with mobility issues to be able to explore Lithia Park. She noted that Utility Billing would be available at the Senior Center on Monday and Wednesday from 9 AM to 1 PM to answer questions. She thanked the Ashland Chronicle for retracting a story because of a factual error on the topic of miscellaneous fees. Cotta mentioned that the new City website would be going live on Wednesday, May 22nd, noted that the City had a new parking vendor, and thanked everyone who participated in the recent "Coffee and Conversation" meeting.

VIII. PUBLIC FORUM

15 minutes – Public input or comment on City business not included on the agenda

- **Debbie Neisewander/Ashland** - Spoke about concerns over Court proceedings regarding the unhoused. Wanted the Court to have a better understanding of the struggles of the unhoused regarding communication. She also provided an update regarding the fire at the Night Lawn.
- **David McAlaster/Ashland** – Spoke about the ongoing genocide in Gaza. Urged the Council to speak on the issue and act. Urged Council to take act on the proposed Ashland Electrification Clean Air concept ordinance.

IX. CONSENT AGENDA

1. Liquor License Approval for Le Petit Café & Creperie
2. Liquor License Approval for O'Ryans Irish Pub 137 E Main St.
3. Liquor License Approval for Bestow 1606 Ashland St.
4. Oregon Department of Energy Grant Application Approval

DuQuenne/Bloom m/s to approve the Consent Agenda as is. Roll Call Vote: Dahle, Bloom, Hansen, DuQuenne, Kaplan, YES. Motion Passed

X. PUBLIC HEARING

1. First Reading - ordinance 3238 and 3239 updating Building Codes

Community Development Manager Brandon Goldman and Building Official Steven Matiaco provided a summary of the two ordinances. Goldman added that the changes would allow for the City to be in line with changes at the state level. Bloom spoke about the potential financial burdens some of the changes could cause on low-income residents. He asked if there was anything within the ordinance that addressed this issue. Goldman responded that the "dangerous building" section was based mostly on damage after natural disasters. He also noted that the degree of repair for "dangerous buildings" could be quite substantial. Bloom asked what would happen if a homeowner could not make the repairs because of the cost. Goldman spoke about a building that was damaged by a fallen tree, with the homeowner working with a nonprofit to acquire a block grant to finance the needed repairs. Goldman also noted that the City could work with non-profits to help ease the financial burden. Matiaco added that safety citations would ultimately be at the discretion of the hearing officer/judge. Acting City

Attorney Doug McGeary added that the ordinance would be creating a process to deal with potential building dangers, as opposed to not having anything in place. Bloom noted that owning property comes with an assumption of risk. DuQuenne wanted to make sure that there was protection for low-income households regarding dangerous buildings. She asked why the state's specialty codes were not adequate. Matiaco responded that the State had given the power to the local municipality to see how best to address dangerous buildings. Goldman added that the ordinance provided a framework for how to best address the issue. He noted that the City would not have a way to address these buildings without the ordinance. Hansen noted that specialty codes updates happen every two or three years.

Dahle thanked Goldman and Matiaco for their work. He asked what design professionals would need to do regarding the changes. Goldman responded that design professionals would already assume that the changes were in place. Kaplan noted the three different blocks of changes within the ordinance. He asked if the changes in the dangerous buildings section came from the County, which Matiaco confirmed. Matiaco noted that there was not an updated unified code across counties, with McGeary adding that the current unified code had lots of holes within its language to allow for it to be modified to best suit the individual county. Kaplan asked about the state codes. He was surprised that the State had removed themselves from the process of updating building codes in certain places. Matiaco responded that it depends on the administration and legislation. Bloom wanted to make sure that there was a process in place regarding how to handle a homeowner who cannot pay for the needed building work, with Goldman noting that insurance would play a role in providing the money. Bloom wanted to make sure a policy would be put in place to ensure that the homeowner would have access and knowledge of resources to best help pay with home damage. Goldman agreed, adding that it was an issue that should be handled on a larger scale because of the sheer scale of the programs. DuQuenne asked if the process for providing homeowners information could be handled within the ordinance. Goldman noted that the ordinance would handle code modifications. Graham summed up the Councilors issues as a desire to have homeowners be aware of the resources available to them if they were unable to make the needed repairs. Goldman noted that it would depend on circumstances regarding how much the City could be involved. Graham asked about the definition of "historic structure," as defined in the ordinance. Goldman noted that the definition of historic structure was not only in the ordinance, but also within other areas of the building code.

Mayor Graham opened the Public Hearing.
No comments.
Mayor Graham closed the Public Hearing.

DuQuenne raised concerns regarding the wording of "dangerous buildings" regarding the time since construction. Goldman noted that the time since construction did not solely classify a building as dangerous or not.

Hansen/Dahle m/s to approve First Reading of Ordinance 3238, AN ORDINANCE AMENDING CHAPTERS 15.04; 15.10; 15.16; 15.20; AND 15.36 OF TITLE 15; and schedule Second Reading for June 18, 2024.
Discussion: Hansen thanked Goldman and Matiaco for their work. Bloom hoped that

the discussion around providing resources could be continued. DuQuenne felt that the changes were an overreach and would not be supporting the ordinance.
Roll Call: Counselors Bloom, Dahle, Kaplan, Hansen, YES. DuQuenne, NO. Motion passed 4-1.

Hanse/Bloom m/s to approve first reading of ordinance 3239, AN ORDINANCE TO AMEND SECTION 2.22.101, "ESTABLISHED MEMBERSHIP' OF THE BUILDING BOARD OF APPEALS, CHAPTER 2.22; (or as amended); and schedule Second Reading for June 18, 2024.
Discussion: Hansen thanked Goldman and Matiaco for their work.
Roll Call: Councilors Kaplan, Dahle, Bloom, Hansen YES, DuQuenne, NO. Motion passed 4-1.

Mayor Graham reminded those attending to make sure they had proper fire and flood insurance.

XI. UNFINISHED BUSINESS

XII. NEW BUSINESS

1. Miscellaneous Fees

Finance Director Marianne Berry and Community Development Manager Brandon Goldman presented the changes in miscellaneous fees for 2024. Bloom asked about the changes in fees for the Middle Housing Land Division. Goldman responded that the state had passed a new law regarding the middle land division process while noting that the fee process had to be changed to accommodate it. Bloom asked about the change in rental fees at the Butler Bandshell and how those changes were calculated. Interim Parks Director Leslie Eldridge explained that the change in cost was in the name of covering increased time for staff. Bloom asked about the change in alcohol fees, adding that there were economic and social benefits from having events. Eldridge responded that the old fees were set around events like weddings. The new change in alcohol usage in the parks had caused an increase in time and resources from the City. Dahle asked if anyone had applied for event grants. Cotta responded that those grants were not yet available. Dahle agreed with Bloom's point of wanting more events within the park. DuQuenne noted that the cost to rent the Japanese Garden was very competitive and that the changes would be beneficial. DuQuenne asked about the changes in cost for AFN. Berry responded that the changes were calculated from AFN and that Chad Sobotka would have a more thorough answer. Dahle thanked Berry and her team for their work and that most of the fees have not been changed. Dahle asked if there was going to be a place on the website where the changes in fees could be seen across multiple years. Berry answered that the miscellaneous fees documents were already on the website but were not easily accessible and that the change in trends over time will be accessible soon.

Kaplan/Dahle m/s to approve the Resolution No. 2024-14 titled, "A Resolution Adopting Miscellaneous Fees & Charges Document and Repealing Prior Fee Resolution 2023-1
Discussion: Kaplan and Dahle thanked Berry and her team. Bloom said that he would be voting no because of rate increases from Parks.

Roll Call Councilors: Dahle, Kaplan, DuQuenne, Hansen, YES. Bloom NO. Motion Passed 4-1.

Council took a seven-minute recess from 7:53PM to 8:00PM

2. 3rd Quarter Financial Update

Finance Director Marianne Berry provided a presentation on the updates (see attached)
Topics Discussed Were

- Revenue Summary
- Revenues
- Expenditures
- City Net Position
- Finance Department Updates

Kaplan asked if Berry foresaw any needed adjustments in the second year of the biennium. Berry responded that the City was on track with their expenditures and will probably need to make adjustments when the Oregon Paid Leave program is rolled out. Mayor Graham thanked Berry and her team for presenting the budget information in an easy-to-understand method.

3. Climate: Natural Gas Ordinance Options/Discussion

Climate and Environment Policy Advisory Committee Chair Bryan Sohl, Climate & Energy Analyst Chad Woodward, and CEPAC student members Piper Banks and Kiera Retiz provided a presentation and gave updates on how climate change has affected the Rogue Valley.
Topics discussed;

- Origins of CEAP
- 2050 Vision
- Some facts about "Natural" Gas
- Health impacts of Burning "Natural" Gas
- Ashland Electrification Ordinance Timetable
- CEPAC Informational meeting and Stakeholder Engagement on Electrification Ordinance
- Why Consider an Ordinance?
- Cost Considerations of New Residential
- Support for the Ordinance

Chad Woodward provided another presentation, this one focused on the electrification project.
Topics discussed;

- Goals & Priorities
- City of Ashland – Emissions Breakdown
- Electric Heat Pumps
- CEAP Reductions of 8% comparing all gas vs no new gas in new residential

- Menu of Options
- Considerations

Mayor Graham clarified that staff was seeking guidance from Council on how best to proceed. DuQuenne asked how well Ashland's current electrical grid would be able to handle the discussed changes. Director of Electric Utilities Tom McBartlett answered that the grid would easily be able to handle any new changes and new growth, with it currently running at 50% capacity. DuQuenne hoped that new builders would be able to build more affordable housing. Kaplan noted that the City's electric consumption/purchase from Bonneville Power Administration had gone down due to increase in efficiency across the board. Dahle asked how far off from the climate goals was the City and what the general trends for incentives would be. Sohl responded that the City lacked a clear picture regarding their efforts and a lack of general data on climate mitigation overall. Likewise, monitoring overall trends was a challenge because of lack of data and the disruption caused by the COVID-19 pandemic. Bloom asked how low-income residents would not be disproportionately affected by the proposed carbon charge and what measures could be put in place for small business to deal with the increase in the price of natural gas. Woodward noted that the carbon charge would only affect new residential buildings and would be charged if a developer wanted to use natural gas, and that franchise fees accounted for 5% of the total budget. He also noted that the money raised from franchise fees could be used to help pay bills for low-income households as well as provide payment for environmental upgrades. Sohl added that the impact of new residential gas emissions was not big compared to gas emissions from current structures, noting that the current ordinance was focused on new buildings only. Bloom asked how enforcement would work on NOx emissions. Woodward responded that the first part of enforcement would come during the permit application process, followed by a home inspection down the line. He added that enforcement can only happen if information had been given. Sohl added that he did not foresee enforcement being an issue, since new residential homes would not have gas pipelines and the greenhouse gas standards would be increasing over the next ten to twenty years. Bloom asked what the legal issues would be if the City declares no new natural gas pipelines, citing the City's monopoly on the electrical grid. Woodward responded that third parties believed it would not be a monopoly but wanted the City to conduct a legal investigation. Graham reminded Council that they were not voting on the ordinance. Hansen praised CEPAC's work and asked what the general renewable energy options would be and if there would be any unforeseen consequences for renters. Woodward noted that there was already a robust federal solar incentive alongside the City's own net metering. Moving forward, he foresaw that future solar sites would be determined via the master electric plan, followed by grant applications to the state. Sohl added that the City of Bend was having a similar discussion regarding right of way issues, with other Oregon cities eyeing the City of Ashland's decision as a waypoint for their own progress.

Public Comments

Shekina McCullough/Ashland – Urged Council to take immediate action and approve the ordinance.

Cynthia Taylor/Ashland- Voiced support of Rogue Climate Action and for the proposed ordinance. Urged Council to take immediate action and that every little action

counts towards the larger goal.
Susan Sullivan/Ashland –Spoke about her experience as a homeowner and the change she's made to her house to make it more climate friendly. Urged council to support the ordinance. Praised the youth leadership behind the ordinance.
Shayne Hayes/Talent – Spoke to his dealing with the consequences of the Alameda Fire. Urged support for the proposed ordinance. Highlighted the benefits the ordinance would have for renters.
Leah Samelson/Ashland – Voiced her support for the package and urged Council to take immediate action.
Ingrid Edstrom/Ashland – Voiced her support for the package and praised Rogue Climate and local youth groups for their efforts. Urged Council to pass the ordinance as soon as possible.
Paul Mozina/Ashland – Voiced his disapproval of the package. Felt that climate change was not caused by human activity.

Bloom asked if there was any consideration on putting the climate package on the ballot. Sohl responded that CEPAC had not, citing the City of Eugene having issues with their ordinance because of fossil fuel company interventions.

Kaplan/Dahle m/s to direct staff to bring Council an only applied to new residential construction ordinance for NOX emission standards for two appliances following the California Air Resource Board model on furnace and hot water heaters as well as a proposal for carbon charge along the lines outlined in the packet.
Discussion: Kaplan felt that there was a precedent following the actions the state of California had taken and that the standards set within the packet were a good starting place. He also felt that the Carbon Charge required more research but was a promising idea. Dahle added that he was interested in finding the externalities and procedures that would affect all the people of Ashland. Hansen suggested more research into the increased franchise fee option.
Kaplan/Dahle m/s to amend by directing staff to bring a proposal for adjustments to the franchise agreements or other means of regulating natural gas usage by the first quarter of 2025.
Discussion: DuQuenne wanted to ensure that the original point of the package to be kept intact regarding staff's actions. Bloom wanted more information for the ordinance to be fully fleshed out. He also raised concerns over equity issues. Dahle also wanted to make sure that CEPAC had modeled fiscal impacts. Graham summed up her feelings on the ongoing climate crisis. She praised the actions of the Youth Committee and Rogue Climate.
Roll Call Vote: Dahle, Bloom, Hansen, DuQuenne, Kaplan YES Motion Passed

4. Shelter Goals

(MOVED TO NEXT MEETING)

XIII. ORDINANCES, RESOLUTIONS AND CONTRACTS

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

XV. ADJOURNMENT
Mayor Graham adjourned the meeting at 9:33 pm

Respectfully Submitted by:

City Recorder Alissa Kolodzinski

Attest:

Mayor Tonya Graham



Butler-Perozzi Fountain

RESTORATION

Campaign Goal: $800,000

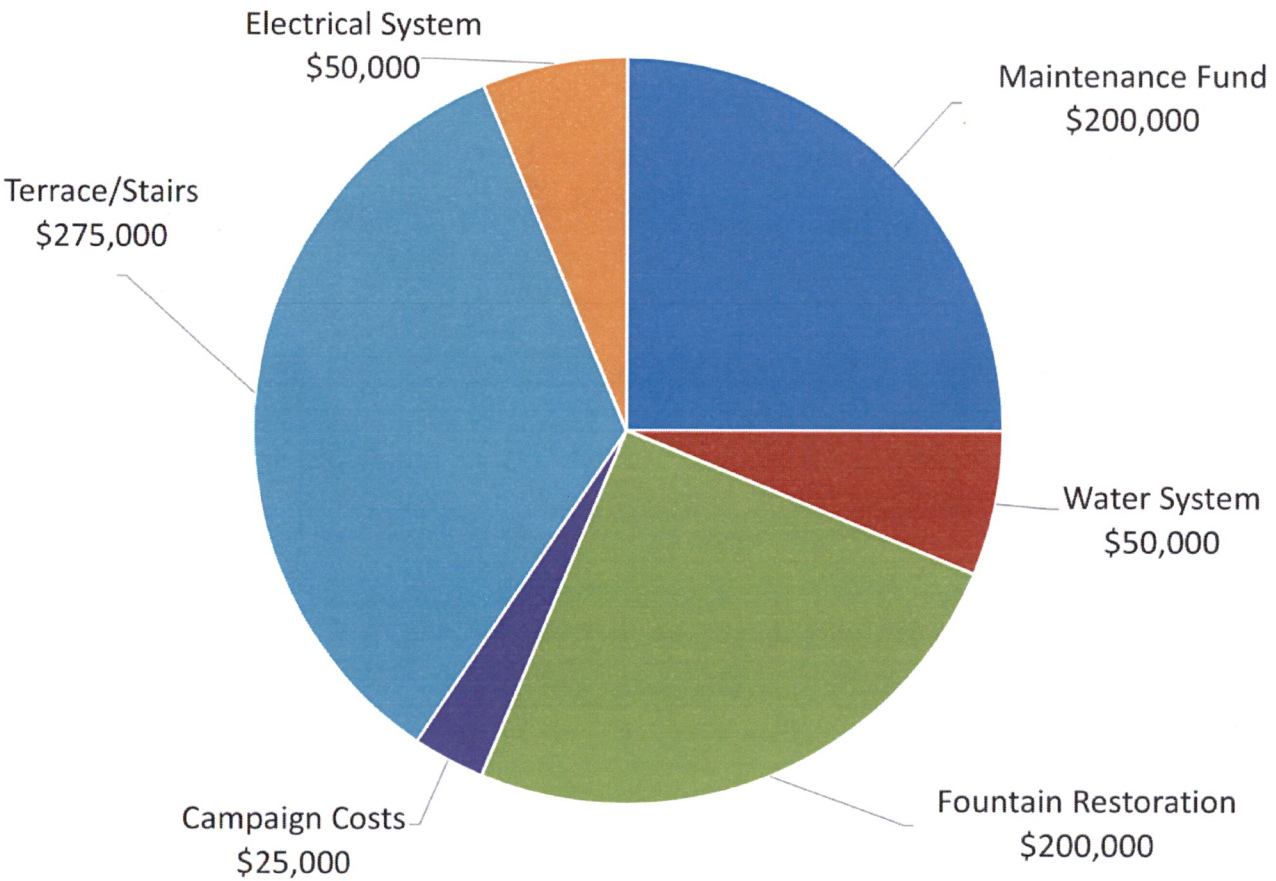
Committed to date: $704,000 (88%) as of May 14, 2024

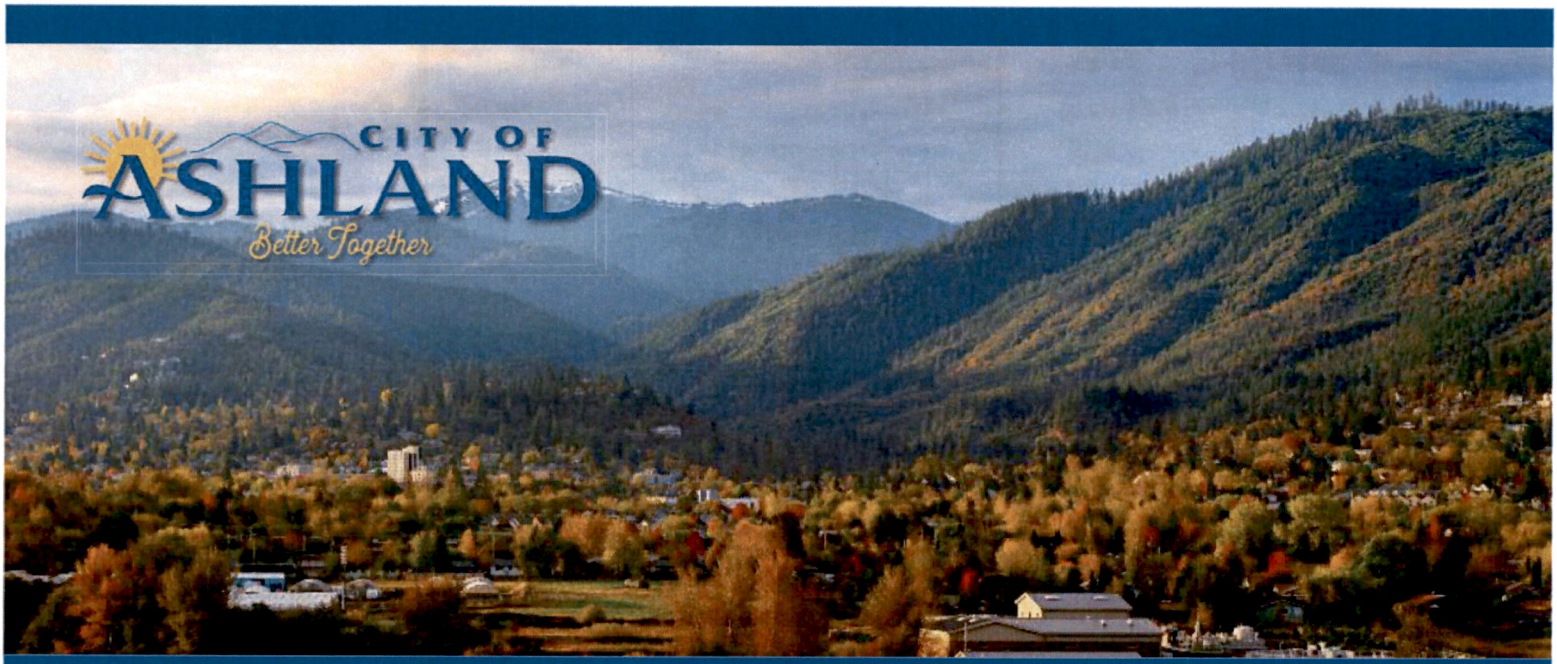
■ = Committed Gift □ = Gift Needed

Gifts/Pledges	$ Amount	Received	Raised	Needed	Total
■■	$200,000	2	$400,000		$400,000
■■■■□□	$25,000	4	$100,000	$50,000	$150,000
■■■■■■■■■□□□	$10,000	9	$90,000	$30,000	$120,000
■■■■■■■□	$5,000	7	$35,000	$5,000	$40,000
■■■□□	$2,000	3	$6,000	$4,000	$10,000
■■■■■■■■■■ ■■■■■■■■■■ ■■■■■□□□□	$1,000	26	$26,000	$4,000	$30,000
Less than $1,000		384	$47,000	$3,000	$50,000
Total		**433**	**$704,000**	**$96,000**	**$800,000**

Note: Includes 4 pledges of $10,000 each

Expense Breakdown

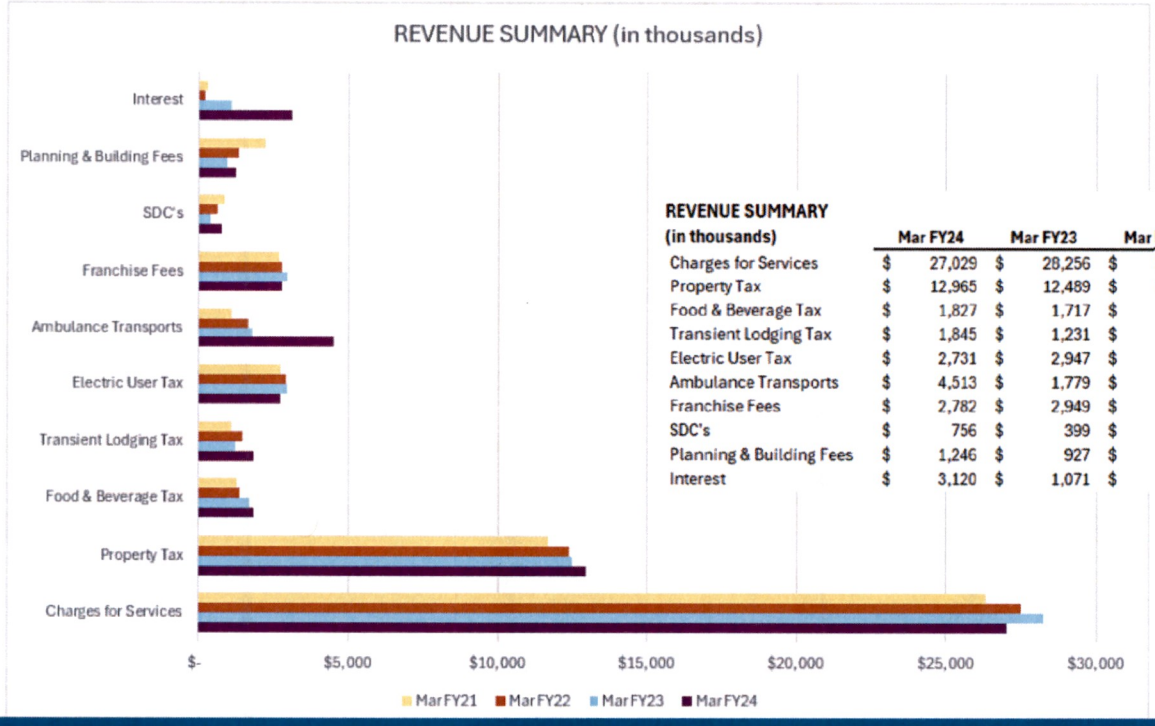




Finance Update
Third Quarter FY24

May 21, 2024

Finance



REVENUE SUMMARY (in thousands)	Mar FY24	Mar FY23	Mar FY22	Mar FY21
Charges for Services	$ 27,029	$ 28,256	$ 27,501	$ 26,304
Property Tax	$ 12,965	$ 12,489	$ 12,383	$ 11,670
Food & Beverage Tax	$ 1,827	$ 1,717	$ 1,379	$ 1,296
Transient Lodging Tax	$ 1,845	$ 1,231	$ 1,463	$ 1,079
Electric User Tax	$ 2,731	$ 2,947	$ 2,894	$ 2,737
Ambulance Transports	$ 4,513	$ 1,779	$ 1,633	$ 1,066
Franchise Fees	$ 2,782	$ 2,949	$ 2,779	$ 2,671
SDC's	$ 756	$ 399	$ 623	$ 838
Planning & Building Fees	$ 1,246	$ 927	$ 1,329	$ 2,196
Interest	$ 3,120	$ 1,071	$ 200	$ 279

Financial Overview – Third Quarter FY24 2

Finance

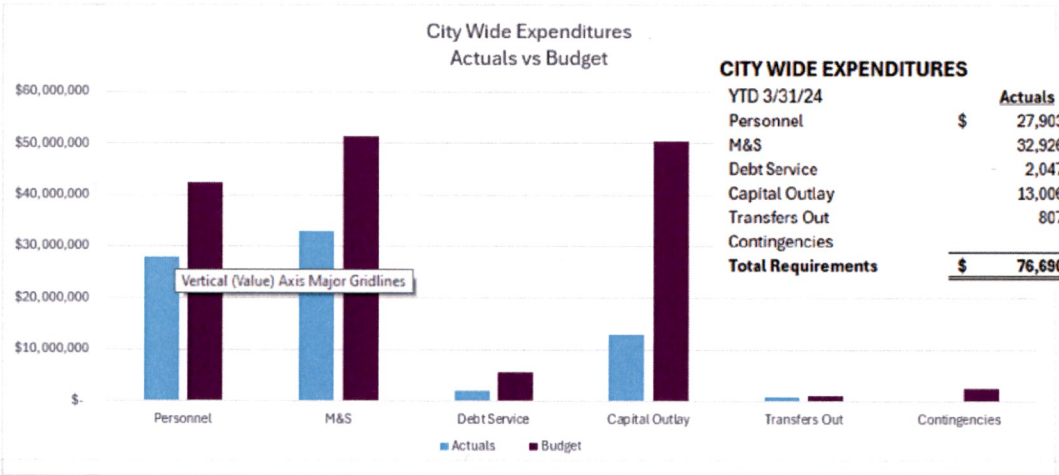
Revenues

- Transient Lodging, Food & Beverage Taxes and Other
  - *TLT is **50% higher** than previous year*
  - *F&B is **6.4% higher** than previous year*
  - *Planning/Building fees are **up by 34%***
- Investment income to nearly triple this fiscal year
- Franchise Fees ***decreased by 5.7%***
- Overall revenue ***up by about 3%***
  - *Net of Ambulance uncollectible – accounting change in FY24*
- Accounts receivable and collections update
  - *No shut-offs to date due to active collection process*
  - *Currently working on $5K and over*

Finance

Expenditures

- In budgetary compliance
- Capital spending & debt service
  - Water Treatment Plant construction delayed due to referral



CITY WIDE EXPENDITURES

YTD 3/31/24	Actuals	Budget	Pct
Personnel	$ 27,903,266	$ 42,416,817	65.8%
M&S	32,926,298	51,308,905	64.2%
Debt Service	2,047,682	5,586,421	36.7%
Capital Outlay	13,006,409	50,299,594	25.9%
Transfers Out	807,126	1,117,756	72.2%
Contingencies	-	2,412,472	0.0%
Total Requirements	**$ 76,690,781**	**$ 153,141,965**	50.1%

Finance

City's Net Position*

- ❖ Fund Balance
  - City Wide = $87.1M vs $81.3M
  - General Fund = $24.7M vs $23.3M
- ❖ Cash & Investments
  - City Wide = $80.5M vs $76.1M
  - General Fund = $23.5M vs $22.8M

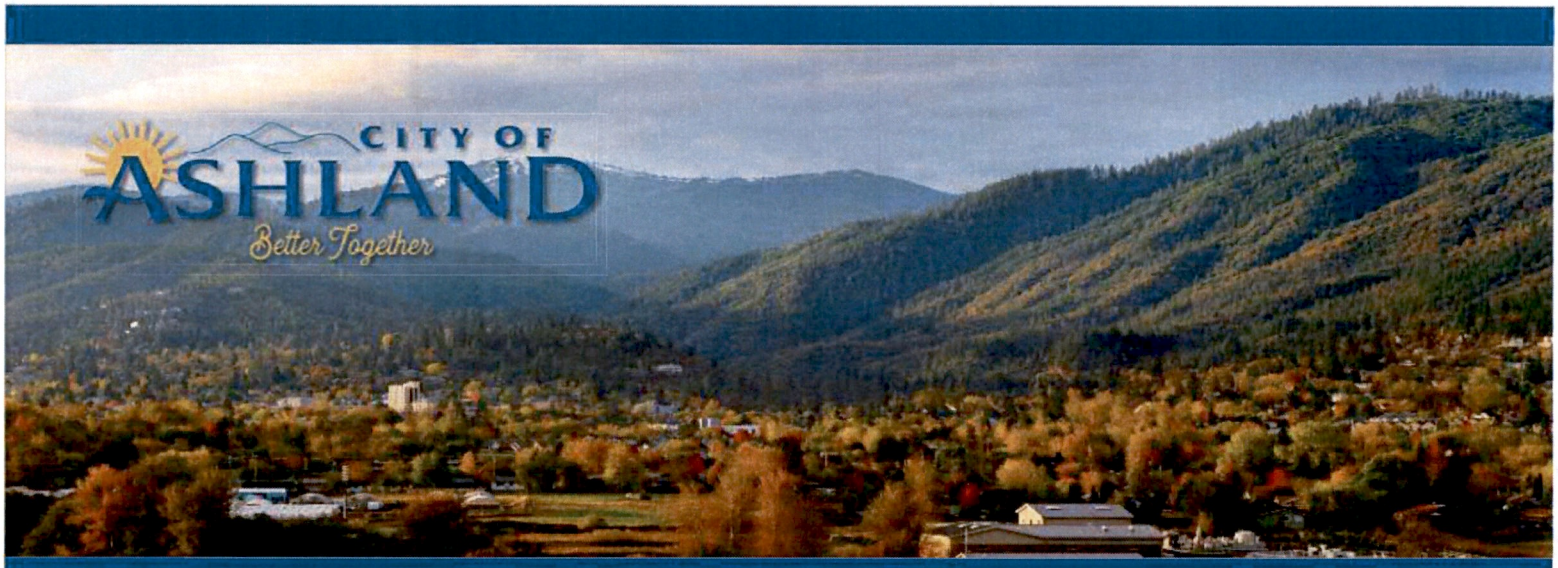
* Current Year vs Previous Year, same period

Finance

Finance Department Updates

- ➢ Utility Billing
  - Senior Services collaboration
  - Upcoming: UB Update and Assistance Programs Review
- ➢ Municipal Audit Committee
- ➢ Debt Administration
  - WIFIA loan (on hold) and RESP loan finalized in June

QUESTIONS?



Climate and Environment Policy Advisory Committee – CEPAC
City of Ashland – Electrification Ordinance

May 21, 2024





How Did We Get Here?

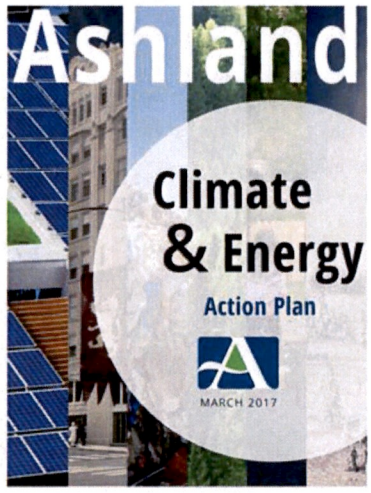


Ashland CEAP – Climate Vision for 2050

Specific Emissions Goals

Reduce Ashland Community GHG emissions by ***8% PER YEAR*** on average every year to 2050

B-E 1-2: *Promote Switching to Low and Non-Carbon Fuels*

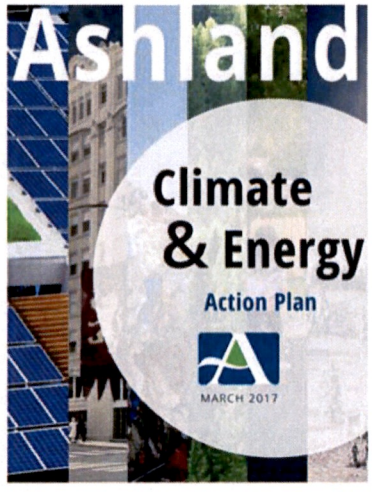


Ashland Emissions:

How Are We Doing since CEAP Was passed in 2017?

Ashland Community NG use up 10% 2015-2020.

Community Gas Meters Increased 5% 2015-2020.



Some Facts about "Natural" Gas

- "Natural" Gas is primarily methane.
- Methane is the second most important GHG regarding heat trapping potential.
- Methane is MUCH more potent than CO_2 as a GHG
  - 84 times more potent over 20 years
  - 26 times more potent over 100 years

Health Impacts of Burning "Natural" Gas

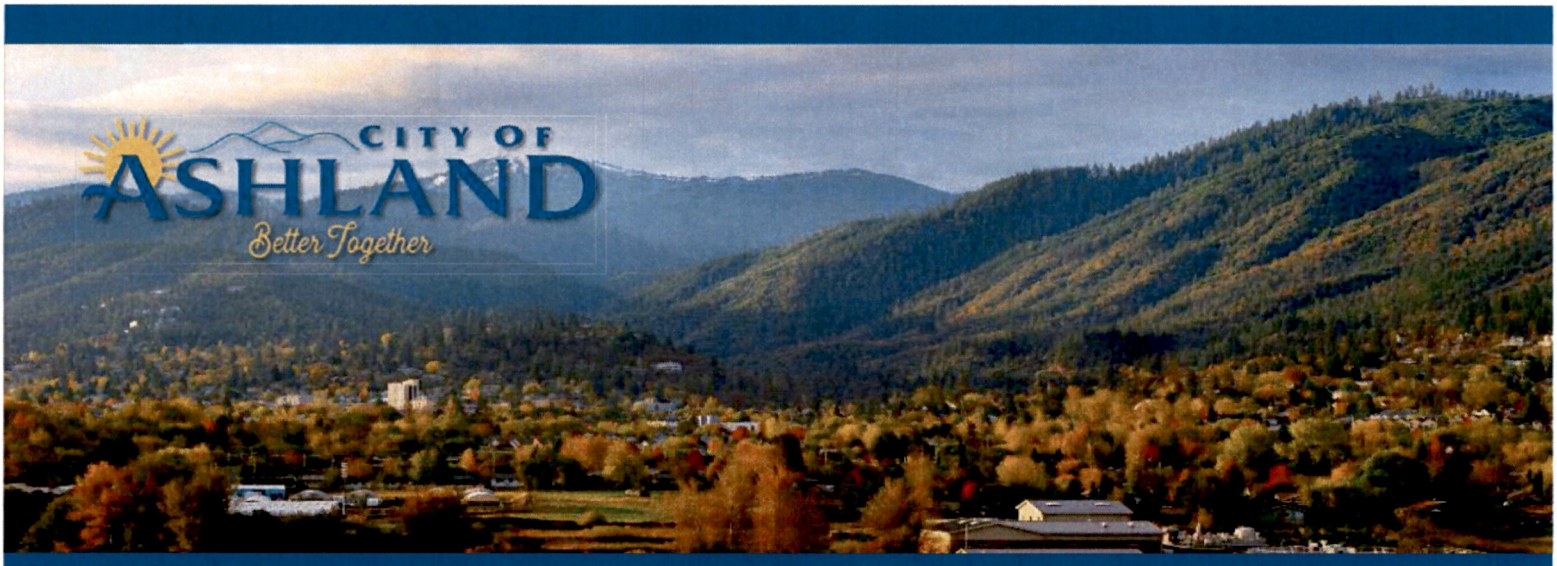
- Burning "Natural" Gas leads to the formation of NO_x
- American Lung Association Concludes:
  - NO_x Exposure is associated with deleterious affects on the lungs
  - NO_x Exposure is detrimental to heart function
  - NO_x Exposure negatively affects pregnancy and birth outcomes
- **NO_x exposure is associated with a 32%-42% increase in Childhood Asthma for kids living in homes where gas was used to cook.**
  - Lin et al *International Journal of Epidemiology*, Volume 42, Issue 6, December 2013, Pages 1724–1737

Ashland Electrification Ordinance Timetable

- March 21, 2023 –RCAT brings Electrification Ordinance to City Council. Council directs CEPAC to study feasibility of an ordinance.
- April 17, 2023 – U.S. 9th District Court rules in favor of California Restaurant Association vs. Berkeley
- June 6, 2023 – City Council instructs City Manager to dedicate necessary City Staff and City Legal Resources to research a potential ordinance and draft an ordinance if felt to be feasible.
- CEPAC members and City Staff in consultation with many others , researched and worked on the issue. We anticipate that soon outside legal counsel will become involved.
- October 2023 – Two Stakeholder Engagement public hearings.
- January 17, 2024 CEPAC voted overwhelmingly to recommend that council pass

1) an electrification and clean air ***ordinance*** pertaining to new residential construction only and

2) a ***resolution*** to further study how to reduce emissions from existing residences and commercial properties.



City of Ashland – CEPAC Informational Meeting and Stakeholder Engagement re: Electrification Ordinance

October 18, 2023
October 26, 2023

Why Consider an Ordinance?

- Buildings, along with the transportation sector, are areas where we, as a community, can make the most impact of our GHG footprint
- We can reduce household GHG emissions ***without major lifestyle changes.***
- We can do ***this without imposing an undue financial burden*** on our community.
- For new houses it will be significantly cheaper to electrify now, as opposed to a retrofit to electrify a house years from now.

Cost Considerations of New Residential

- RMI study of nine markets (including Eugene) found all-electric new home costs were less to build and maintain than mixed electric-gas new homes *IN ALL NINE MARKETS*
  - **Less Upfront construction costs** (Did not even include incentives and rebates)
  - **Less annual energy bills.** (Even cheaper in Ashland)
  - **Less 15 year total life-cycle costs** ($5850 less over 15 years in Eugene)
- In the past five years, since Jan. 01, 2019
  - AVISTA NG rates have increased 42.8%
  - City of Ashland Electric Utility rates have increase 1.5 %
- GHG Emissions very significantly lower in all-electric homes

Support for the Ordinance

- Ryan Haynes –Housing Authority of Jackson County: Director of Real Estate Development
  - Since 2019, HAJC has completed construction and development of affordable housing for 224 households within Jackson County, and we are currently under construction on an additional 370 homes here in the Rogue Valley. ***Affordable housing is what we do and who we are.*** **HAJC utilizes all-electric construction.** *We have realized reduced construction costs* associated with the need for fewer infrastructure installations such as pipelines and venting systems. **Furthermore, the ongoing maintenance and potential repair costs associated with gas systems has also been avoided.** ***We have also found that our residents who live in all-electric apartment buildings can anticipate competitive, if not reduced, utility bills over time***

Support for the Ordinance

- Michael Mehaffy, PhD – Lead Planner Townmakers LLC
  - Speaking personally, as one who did my doctoral research on climate change and impacts of urban development, I am strongly supportive of action to reduce emissions, particularly at the neighborhood scale. I also agree that there is a crucial need to better value the externality costs of energy use, particularly around fossil fuels.
  - *Speaking now on behalf of Townmakers LLD, the company believes that going all-electric on residential is a smart move.*

Support for the Ordinance

Mark Knox – KDA Homes

I'm very excited to encourage the Ashland City Council to pass an emissions standard for new residential construction. *As some of you know, the first part of my career was as an Ashland City Planner, later a land use consultant and up until my recent retirement in August, a developer with KDA Homes, LLC where KDA was responsible for building roughly 180 homes/apartments in the City.*

I strongly believe the City's participation in developing more restrictive emission standards would 100% help the building industry build more quality and sustainable housing*. This is no different than building codes adopting new seismic, insulation or weatherproofing standards, which were cumbersome during their initial implementation, but eventually became second nature to subcontractors and less costly to builders over time*

Overall, the current City Council should know about the multiple times Ashland has been at the forefront leading the State of Oregon*, always applauded by numerous municipalities around the State, in having the courage to adopt a new code that is now standard code (solar access, site design, sign code, max building size, parking standards, etc.). As such,* ***I would encourage the City Council to adopt a Zero NOx emissions standard in new homes through the Climate & Clean Air Ordinance****.*



Electrification & Natural Gas Options Overview

May 21, 2024

City of Ashland Goals & Priorities

1

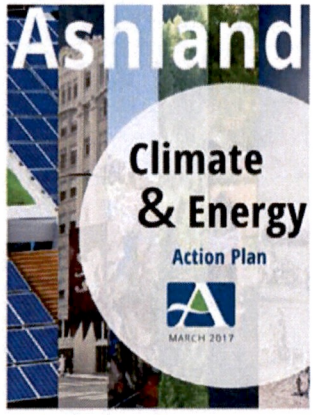
Reduce Ashland's contribution to global carbon pollution by reducing greenhouse gas emissions associated with City, residential, commercial, and industrial activities.

For the Ashland community:

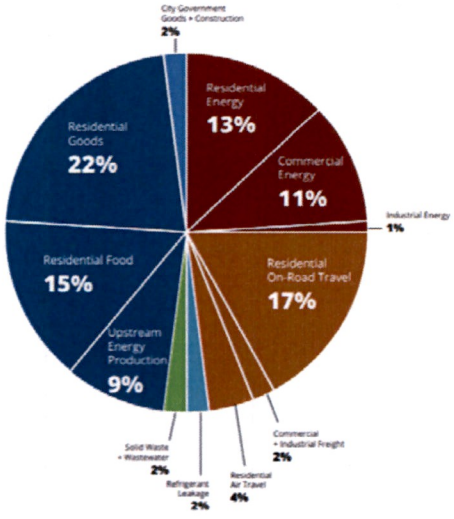
Reduce overall Ashland community greenhouse gas emissions by 8% on average every year to 2050.

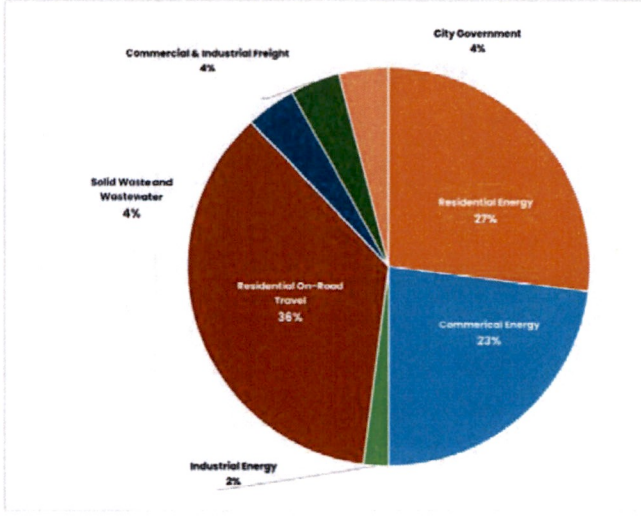
For City of Ashland operations:

Attain carbon neutrality in City operations by 2030, and reduce fossil fuel consumption by 50% by 2030 and 100% by 2050.



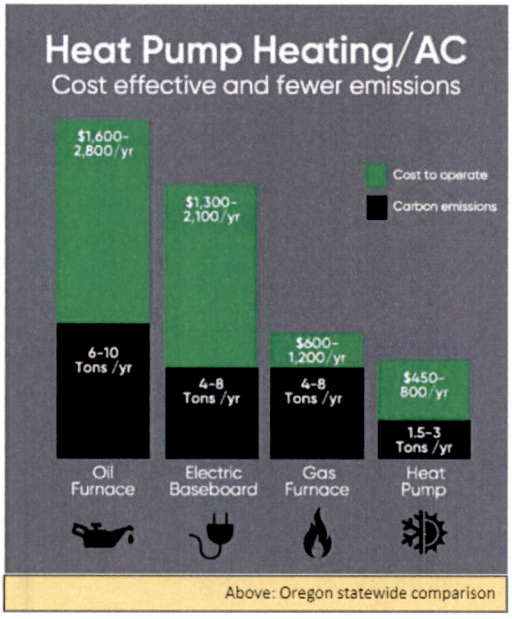
City of Ashland - Emissions



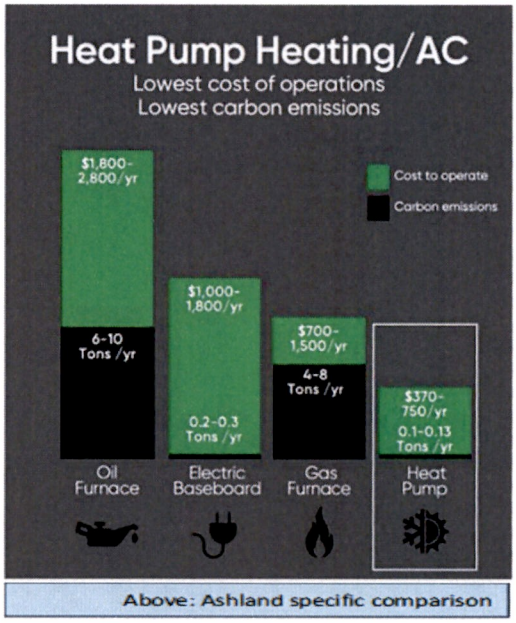


Climate Impacts

Electric Heat Pumps - Reduce Emissions & Costs

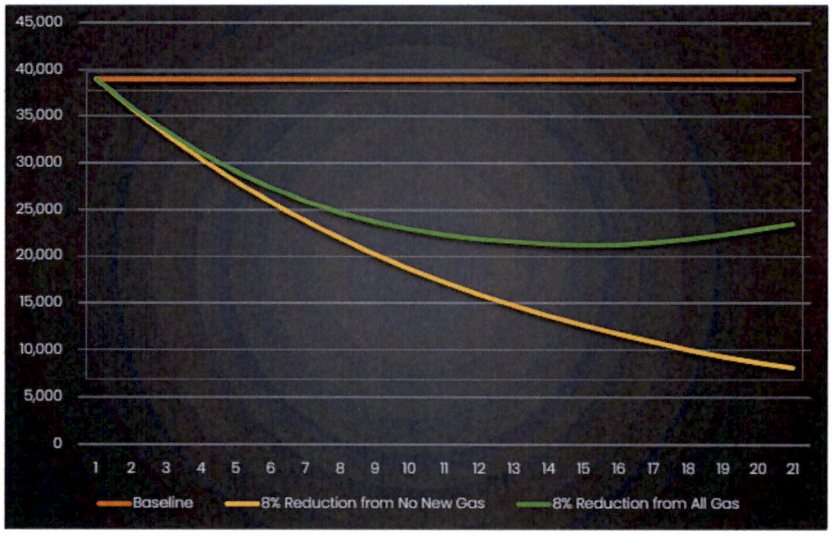


Above: Oregon statewide comparison



Above: Ashland specific comparison

CEAP Reductions of 8% Comparing All Gas vs No New Gas in New Residential



Menu of Options

Non - Franchise or Ordinance Options		Good Legal Support		Legal Support or Precedent But Could Be Litigated			New Precedent		No Legal Path
A) Do Nothing New	B) Increase Incentives - we are currently looking for ways to increase incentives	1) Increase Franchise Fees - future action after franchise agreement	2) Construction Excise Tax (this seems earmarked for other uses - housing)	3) Right of Way Ban - future action - after franchise agreement	4) NOx Emissions Like CA	5) Carbon Charge	6) NOx Emissions with Zero emissions	7) NOx Emissions for 5 appliances (variation of building emissions concept)	Berkeley Style - Building Code Related



Menu of Options

Good Legal Support	Legal Support or Precedent But Could Be Litigated			New Precedent - Los Gatos Hills	
1) Increase Franchise Fees - future action after franchise agreement	3) Right of Way Ban - future action after franchise agreement	4) NOx Emissions for 2 apliances (Like CA = Furnace & Hot Water)	5) Carbon Charge	6) NOx Emissions with Zero emissions	7) NOx Emissions for 5 appliances (variation of building emissions concept)



Considerations

1. Climate
   - Cost of inaction
     - losing ground on race to stabilize our climate.
   - Goal of reducing GHG emissions and obtain carbon neutrality per the CEAP.
2. Economic
   - Cost of legal Review.
   - Cost of litigation if necessary.
3. Legal
   - Would the city get sued?
   - How much would that cost?
   - What other services could that impact?

Questions?

Thank you!

Chad Woodward
Climate & Energy Analyst

City Manager's Report

6.4.2024

CITY MANAGER'S OFFICE:

- The **new website** was launched on May 22, staff are finetuning the new site, **ashlandoregon.gov**.
- The **June 2024 City Newsletter** is available at **ashlandoregon.gov/StayConnected**.
- The City will be looking for a **new band director** as Christine Lundahl has taken a position in California.

COMMUNITY DEVELOPMENT:

- **A call for artists is out** to design art for a decorative crosswalk near the entrance to Lithia Park - Deadline is June 7, and details are in the newsfeed on the City home page, **ashlandoregon.gov**.

FIRE:

- The fire season officially started on June 1. It is expected to be hotter and dryer this summer.
- The Ashland Forestland Climate Change Adaptation Project, first phase to reduce fire danger and help forests adapt to hotter and drier conditions, is nearing completion. Helicopter operations finished on May 25 and nearly all trails have reopened. Log trucks will continue to haul logs down Granite Street and through town this week and sporadically over the next few weeks as the last of this work phase wraps up going into fire season. Crews are still working on the ground to clean up debris, so expect to see work happening near local trails. We sincerely appreciate all the patience with noise and traffic as we get this incredibly important work done over the next month! Future work will involve prescribed burning and replanting with species better adapted to the changing climate. See latest news release on our website at **ashlandoregon.gov**. Project information can be found at **ashlandoregon.gov/AshlandForest**.
- Controlled burning in the City's municipal watershed has been very successful over the past few weeks. **Part of the 15-year Ashland Forest Resiliency Stewardship Project,** burning reintroduces the long-absent role of frequent fire employed by indigenous tribes for millennia on this landscape. Burning reduces the chance of catastrophic wildfires, helps forests thrive, and protects the many important values our community derives from surrounding forests. Our Rogue River-Siskiyou National Forest partners finished burning nearly 250 acres with negligible smoke impacts in town.
- Starting June 8, the City will have two single roll units operational between 12 and 7 p.m. daily.

FINANCE:

- The **Finance Department and Ashland Parks and Recreation Senior Services Division have joined together to assist residents with their online Utility Accounts and Utility Discount Applications at the Ashland Senior Center**, 1699 Homes Ave. Appointments by the half hour are available on Mondays and Wednesdays from 9 a.m. to 1 p.m. and may be scheduled by calling Utility Billing at 541.488.6004 or emailing **utilitybilling@ashlandoregon.gov**. Utility Billing phone lines are open Monday through Fridays 9 a.m. to 1 p.m. and in-person service is available at the Grove on Fridays at 1195 E Main Street from 9 a.m. to 1 p.m.
- Congratulations to **Colton Cochran** for his new role as **Accounting Analyst**! He will be working closely with **Jesse Smith** and **Miranda Iwamoto** on account/general ledger reconciliation among many other responsibilities that Accounting does to keep our finances clean, accurate and complete.

City Manager's Report

- In **Procurement**, we welcome **Justin Biskeborn** who has come to us from Express. We will be posting this position soon.

PARKS & RECREATION:

- Parks and Recreation has a job opening for a **golf manager** for the Oak Knoll Golf Course, and an opening for an **Administrative Assistant** to support the Recreation Division. Second interviews for the **Parks Director** position were held on May 10.
- A team of scientists from Portland-based **Salmon Safe** came to Ashland last week to tour the parks system. The team will be working with parks staff to create a set of science-based management recommendations that serve the overall goal of protecting and enhancing salmon habitat in local creeks and streams.
- The **Ashland Trails Advisory Committee (ATAC)** met to consider a proposed mountain bike trail on the East Glenview Hillside in Lithia Park. The ATAC identified areas for development and improvement of the application and will continue to work on the proposal.

PUBLIC WORKS :

- The Alice Peil Stairway, a popular shortcut from Granite Street to the Downtown Plaza, is being replaced. Work will be complete early this summer.

WHAT'S COMING UP in JUNE?

- The Daniel Meyer Memorial Pool will open for the season on June 4 for open lap swim and evening programs. The full daily schedule will begin on June 6. Visit **ashlandoregon.gov/Swim** for more information on the daily schedule and programs. Mark your calendars for June 7, 5:30 to 7:30 p.m., for the **Dive into Diversity: All In! Adapted Swim Kickoff Event,** sponsored by *The Autism Society of Southern Oregon and Bridging Communities*. This recreational swimming event is for all ability levels to enjoy treats and activities designed for people experiencing cognitive and physical disabilities.
- For a list of June programs, see the May City Newsletter, **ashlandoregon.gov/StayConnected**.

Council Business Meeting

Date: June 4, 2024

Agenda Item	Recology Resolution
From	Doug McGeary, City Attorney, Acting
Contact	doug.mcgeary@ashland.or.us

SUMMARY

This year, there are two key considerations regarding the Franchise Agreement with Recology Ashland. Firstly, in accordance with the existing Agreement granted in 2013, which outlines a ten-year term with automatic annual renewal for seven years unless terminated by either party, the proposed Resolution aims to extend this arrangement for another seven years, subject to the terms of the Agreement. Secondly, as stipulated in the Franchise Agreement, adjustments to solid waste management service rates are made annually by City Council resolution, based on the Consumer Price Index (CPI). Recology Ashland has requested a rate increase of 3.8% based on the CPI for 2023. If approved, this increase would take effect on April 1, 2024, affecting all customer categories. For the average residential customer, this adjustment translates to a monthly increase of $0.91 (ninety-one cents).

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

Section 5.3 Franchise Term of the Agreement provides:
"A franchise to provide solid waste management and collection services shall be granted for a period of ten (l 0) years, beginning December 1, 2013 with subsequent seven year terms renewing annually, unless prior notice of request to terminate is submitted by either the City or the Franchisee a minimum of 90 days prior to the renewal date."

Neither the City nor Franchisee, Recology Ashland, has provided notice of request to terminate the Agreement by December 1, 2023, nor has there been any expectation of doing so given the parties' satisfaction with the performance of this Agreement.

A component of the current Franchise Agreement with Recology Ashland is a rate adjustment methodology intended to provide Recology with an annual operating margin range of between eight percent (8%) and twelve percent (12%). Pursuant to the Franchise Agreement, the mandated rate adjustment is to be equal to "the percentage change in the January to January Consumer Price Index for All Urban Consumers (CPI-U) but not to exceed the twelve percent operating margin cap." (See page Section 5.8 on page 15 of the attached Franchise Agreement.)

FISCAL IMPACTS

This has no direct fiscal impact to the City. The adjustment amounts to an increase of $0.91 (ninety-one cents) per month for the typical residential customer. Rate adjustments are allowable under the current franchise agreement and A.M.C code.

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

Staff recommends approval of Resolution No. 2024-11 related to the renewal of the Franchise Agreement according to the terms of the Agreement. Furthermore, the Staff recommends approval of the Resolution with respect to the 2024 Recology Ashland Solid Waste and Recycling Service Rate Adjustment. This rate adjustment is consistent with the process and calculation prescribed in the Franchise Agreement. Suggested motion:

I move to approve Resolution No. 2024-11 relating to the annual renewal of the City's Franchise Agreement with

Recology Ashland dated 2013, and the 2024 Recology Ashland Solid Waste and Recycling Service Rate Adjustment and to repeal Resolution No. 2023-04.

REFERENCES & ATTACHMENTS

1. Recology Resolution 2024_Atth 1
2. Recology Rate Notification Ltr 03.13.24_Atth 2
3. 3090 Solid Waste Franchise Agrmt_Atth 3
4. CPI-U Pacific 2023-12_Atth 4

RESOLUTION NO. 2024-11

A RESOLUTION RELATING TO SOLID WASTE MANAGEMENT SERVICE RATES AND REPEALING RESOLUTION NO. 2023-04

RECITALS:

A. The Franchise Agreement for Solid Waste Management and Collection Services was adopted by the City Council as Ordinance No. 3090 in 2013 and the associated Administrative Operations Standards and Rules most recently adopted by Resolution No. 2014-23 (the "Agreement");

B. Section 5.3 Franchise Term of the Agreement provides:

> "A franchise to provide solid waste management and collection services shall be granted for a period of ten (l 0) years, beginning December 1, 2013 with subsequent seven year terms renewing annually, unless prior notice of request to terminate is submitted by either the City or the Franchisee a minimum of 90 days prior to the renewal date;"

C. Neither the City nor Franchisee, Recology Ashland, has provided notice of request to terminate the Agreement by December 1, 2023;

D. The Agreement provides a methodology for annual service rates and fees adjustments for solid waste management and collection; and

E. The City concurs with the documentation provided by Recology Ashland (Franchisee) that the service rates modification provisions of Ordinance No. 3090 and Resolution No. 2014-23 mandate the approval of a service rate increase of 3.8% based on the Consumer Price Index for All Urban Consumers, as determined by the U.S. Bureau of Labor Statistics.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ASHLAND, OREGON, RESOLVES AS FOLLOWS:

SECTION 1. Having not been terminated, the Franchise Agreement term continues as of December 1, 2023, and the Agreement is to remain in effect for an additional seven-year term to be renewed annually, unless prior notice of request to terminate is submitted by either the City or the Franchisee a minimum of 90 days prior to the renewal date.

SECTION 2. Solid Waste Management Service rates and fees are hereby increased by 3.8% as detailed in the rate table attached hereto as "Exhibit A" and incorporated herein by this reference.

SECTION 2: Resolution No 2023-04 is hereby repealed in its entirety.

SECTION 3. This Resolution, 2024-11, is effective June 4, 2024.

Adopted by the City Council this 4th day of June, 2024.

ATTEST:

_____
Alissa Kolodzinski, City Recorder

SIGNED and APPROVED this _____ day of _____, 2024.

_____
Tonya Graham, Mayor

Reviewed as to form:

_____
Carmel Zahran, Assistant City Attorney

Recology Ashland
City of Ashland Rates
Effective April 1, 2024 [CPI = 3.8%]

Residential Rates	April 1, 2024
32 Gallon Cart	$ 24.90
Add'l 32 Gallon Trash Cart	$ 28.38
32 Gallon Bear Cart	$ 31.36
64 Gallon Cart	$ 51.98
64 Gallon Bear Cart	$ 58.44
96 Gallon Cart	$ 79.05
32 Gallon Trash On-Call per Setout	$ 11.32
96 Gallon Green Waste Cart	$ 9.56
Additional Green Waste Cart	$ 2.72
32 Gallon Recycle Only Cart	$ 6.82
64 Gallon Recycle Only Cart	$ 6.82
96 Gallon Recycle Only Cart	$ 8.17
Recycling On-Call per Setout	$ 5.41
Additional Recycling Cart	$ 2.72
Not on Service 1st Can	$ 18.47
Additional No-Service Can	$ 8.21
Extra - 1 Can/Large Bag Each	$ 8.21
Extra - 1 Small Bag Each	$ 4.10
Extra Service - Green Waste Cart	$ 6.00

Go-In Rates	
Off curb up to 40 Yards	$ 8.17
40 yards to 1/2 mile	$ 21.97
1/2 Mile to 1 Mile	$ 43.92
Beyond 1 Mile	$ 73.12

Container Rates	April 1, 2024
1 Yard 1 x Week	$ 136.24
1 Yard 2 x Week	$ 238.80
1 Yard 3 x Week	$ 342.20
1 Yard 4 x Week	$ 444.35
1 Yard 5 x Week	$ 546.28
1 Yard 6 x Week	$ 647.40
1.5 Yard 1 x Week	$ 177.80
1.5 Yard 2 x Week	$ 309.16
1.5 Yard 3 x Week	$ 441.55
1.5 Yard 4 x Week	$ 576.10
1.5 Yard 5 x Week	$ 702.98
1.5 Yard 6 x Week	$ 832.53
2 Yard 1 x Week	$ 222.05
2 Yard 2 x Week	$ 387.92
2 Yard 3 x Week	$ 574.93
2 Yard 4 x Week	$ 709.19
2 Yard 5 x Week	$ 870.35
2 Yard 6 x Week	$ 1,030.13
3 Yard 1 x Week	$ 303.32
3 Yard 2 x Week	$ 565.07
3 Yard 3 x Week	$ 741.90
3 Yard 4 x Week	$ 959.51
3 Yard 5 x Week	$ 1,176.70
3 Yard 6 x Week	$ 1,392.20
4 Yard 1 x Week	$ 386.66
4 Yard 2 x Week	$ 662.95
4 Yard 3 x Week	$ 941.35
4 Yard 4 x Week	$ 1,216.61
4 Yard 5 x Week	$ 1,491.33
4 Yard 6 x Week	$ 1,763.95
5 Yard 1 x Week	$ 472.60
5 Yard 2 x Week	$ 808.70
5 Yard 3 x Week	$ 1,147.42
5 Yard 4 x Week	$ 1,482.20
5 Yard 5 x Week	$ 1,816.31
5 Yard 6 x Week	$ 2,147.80
6 Yard 1 x Week	$ 561.80
6 Yard 2 x Week	$ 960.12
6 Yard 3 x Week	$ 1,361.71
6 Yard 4 x Week	$ 1,758.38
6 Yard 5 x Week	$ 2,154.24
6 Yard 6 x Week	$ 2,546.83

Extra Service 1 Yard Container	$ 45.49
Extra Service 1.5 Yard Container	$ 49.89
Extra Service 2 Yard Container	$ 62.95
Extra Service 3 Yard Container	$ 119.31
Extra Service 4 Yard Container	$ 159.08
Extra Service 5 Yard Container	$ 198.85
Extra Service 6 Yard Container	$ 238.34

2 - 96 Gallon Carts Equal to 1 Yard Container	$ 136.24
3 - 96 Gallon Carts Equal to 1.5 Yard Container	$ 177.80
4 - 96 Gallon Carts Equal to 2 Yard Container	$ 222.05

Exhibit A

Recology Ashland
City of Ashland Rates
Effective April 1, 2024 [CPI = 3.8%]

Residential Rates	April 1, 2024
32 Gallon Cart	$ 24.90
Add'l 32 Gallon Trash Cart	$ 28.38
32 Gallon Bear Cart	$ 31.36
64 Gallon Cart	$ 51.98
64 Gallon Bear Cart	$ 58.44
96 Gallon Cart	$ 79.05
32 Gallon Trash On-Call per Setout	$ 11.32
96 Gallon Green Waste Cart	$ 9.56
Additional Green Waste Cart	$ 2.72
32 Gallon Recycle Only Cart	$ 6.82
64 Gallon Recycle Only Cart	$ 6.82
96 Gallon Recycle Only Cart	$ 8.17
Recycling On-Call per Setout	$ 5.41
Additional Recycling Cart	$ 2.72
Not on Service 1st Can	$ 18.47
Additional No-Service Can	$ 8.21
Extra - 1 Can/Large Bag Each	$ 8.21
Extra - 1 Small Bag Each	$ 4.10
Extra Service - Green Waste Cart	$ 6.00

Go-in Rates	
Off curb up to 40 Yards	$ 8.17
40 yards to 1/2 mile	$ 21.97
1/2 Mile to 1 Mile	$ 43.92
Beyond 1 Mile	$ 73.12

Commercial Cart Rates	April 1, 2024
32 Gallon 1 x Week	$ 24.90
32 Gallon 2 x Week	$ 51.98
32 Gallon 3 x Week	$ 79.05
32 Gallon 4 x Week	$ 106.16
32 Gallon 5 x Week	$ 133.23
32 Gallon 6 x Week	$ 160.30
64 Gallon 1 x Week	$ 51.98
64 Gallon 2 x Week	$ 106.16
64 Gallon 3 x Week	$ 160.30
64 Gallon 4 x Week	$ 214.45
64 Gallon 5 x Week	$ 268.62
64 Gallon 6 x Week	$ 322.77
96 Gallon 1 x Week	$ 79.05
96 Gallon 2 x Week	$ 160.30
96 Gallon 3 x Week	$ 241.53
96 Gallon 4 x Week	$ 322.77
96 Gallon 5 x Week	$ 404.00
96 Gallon 6 x Week	$ 485.23
32 Gallon Commerical Organics Cart	$ 9.56
96 Gallon Green Waste Cart	$ 9.56
32 Gallon Recycle Only Cart 1 x Week	$ 6.82
32 Gallon Recycle Only Cart 2 x Week	$ 13.64
32 Gallon Recycle Only Cart 3 x Week	$ 20.46
64 Gallon Recycle Only Cart 1 x Week	$ 6.82
64 Gallon Recycle Only Cart 2 x Week	$ 13.64
64 Gallon Recycle Only Cart 3 x Week	$ 20.46
96 Gallon Recycle Only Cart 1 x Week	$ 8.17
96 Gallon Recycle Only Cart 2 x Week	$ 16.37
96 Gallon Recycle Only Cart 3 x Week	$ 24.55

Container Rates	April 1, 2024
1 Yard 1 x Week	$ 136.24
1 Yard 2 x Week	$ 238.80
1 Yard 3 x Week	$ 342.20
1 Yard 4 x Week	$ 444.35
1 Yard 5 x Week	$ 546.28
1 Yard 6 x Week	$ 647.40
1.5 Yard 1 x Week	$ 177.80
1.5 Yard 2 x Week	$ 309.16
1.5 Yard 3 x Week	$ 441.55
1.5 Yard 4 x Week	$ 576.10
1.5 Yard 5 x Week	$ 702.98
1.5 Yard 6 x Week	$ 832.53
2 Yard 1 x Week	$ 222.05
2 Yard 2 x Week	$ 387.92
2 Yard 3 x Week	$ 574.93
2 Yard 4 x Week	$ 709.19
2 Yard 5 x Week	$ 870.35
2 Yard 6 x Week	$ 1,030.13
3 Yard 1 x Week	$ 303.32
3 Yard 2 x Week	$ 565.07
3 Yard 3 x Week	$ 741.90
3 Yard 4 x Week	$ 959.51
3 Yard 5 x Week	$ 1,176.70
3 Yard 6 x Week	$ 1,392.20
4 Yard 1 x Week	$ 386.66
4 Yard 2 x Week	$ 662.95
4 Yard 3 x Week	$ 941.35
4 Yard 4 x Week	$ 1,216.61
4 Yard 5 x Week	$ 1,491.33
4 Yard 6 x Week	$ 1,763.95
5 Yard 1 x Week	$ 472.60
5 Yard 2 x Week	$ 808.70
5 Yard 3 x Week	$ 1,147.42
5 Yard 4 x Week	$ 1,482.20
5 Yard 5 x Week	$ 1,816.31
5 Yard 6 x Week	$ 2,147.80
6 Yard 1 x Week	$ 561.80
6 Yard 2 x Week	$ 960.12
6 Yard 3 x Week	$ 1,361.71
6 Yard 4 x Week	$ 1,758.38
6 Yard 5 x Week	$ 2,154.24
6 Yard 6 x Week	$ 2,546.83

Extra Service 1 Yard Container	$ 45.49
Extra Service 1.5 Yard Container	$ 49.89
Extra Service 2 Yard Container	$ 62.95
Extra Service 3 Yard Container	$ 119.31
Extra Service 4 Yard Container	$ 159.08
Extra Service 5 Yard Container	$ 198.85
Extra Service 6 Yard Container	$ 238.34

2 - 96 Gallon Carts Equal to 1 Yard Container	$ 136.24
3 - 96 Gallon Carts Equal to 1.5 Yard Container	$ 177.80
4 - 96 Gallon Carts Equal to 2 Yard Container	$ 222.05

Debris Box Rates	April 1, 2024
7 Yard per Load	$ 224.12
10 Yard per Load	$ 278.46
25 Yard per Load	$ 466.72
40 Yard per Load	$ 746.63
DB Haul Fee 10yd (non-trash)*	$ 153.99
DB Haul Fee 25yd (non-trash)*	$ 283.30
*fee may be reduced depending on value of commodity	
Daily Rent <1 Year	$ 19.13
Monthly Rent 10yd box (> 1 year)	$ 106.74
Monthly Rent 25yd box (> 1 year)	$ 142.32
DB Direct Haul to landfill - haul fee only. Disposal extra	$ 308.29

Compactor per Pickup Rates	April 1, 2024
1 Yard per Load	$ 44.16
2 Yard per Load	$ 88.29
3 Yard per Load	$ 132.43
4 Yard per Load	$ 176.57
8 Yard per Load	$ 353.13
15 Yard per Load	$ 529.13
20 Yard per Load	$ 653.90
25 Yard per Load	$ 778.70
30 Yard per Load	$ 903.53

Medical Waste Rates	April 1, 2024
1 Gallon Medical Waste	$ 31.37
2 Gallon Medical Waste	$ 38.19
15 Gallon Medical Waste	$ 40.92
34 Gallon Medical Waste	$ 75.04

Fees & Other Charges	April 1, 2024
Restart Fee (after suspend)	$ 15.00
Cart re-delivery fee	$ 20.00
Go Back Fee	$ 20.00
Bulky Item pickup first two items each (plus disposal)	$ 19.14
Bulky Item pickup greater than two items each (plus disp.)	$ 9.56
Standing Time Fee per minute	$ 3.08
Recycle Center Surcharge	$ 1.60

Recology
Ashland
WASTE ZERO

Sabrina Cotta, Interim/Deputy City Manager
City of Ashland
20 East Main Street
Ashland, OR 97520

March 13, 2024

Dear Sabrina:

Pursuant to Ashland Municipal Code 9.50.050, Section H.2, we are formally submitting our annual request for a CPI based rate increase of 3.8%, to be applied equally across all rate structures. This adjustment is based on the Consumer Price Index—All Urban Consumers—All Items—Pacific Division, West Region (CPI-U), published in January. A copy of the index, along with our accompanying financial statement and projections for 2024, is enclosed with this letter.

The CPI increase has an effective date April 1, 2024. This adjustment amounts to an increase of $0.91 (ninety-one cents) per month for the typical residential customer. The following haven't been adjusted and remain the same, consistent with prior years: Restart Fee, Cart re-delivery fee, Go Back fee and Recycle Center Surcharge

Please let me know if you have any questions and we look forward to April 15 presenting an update to the city council.

Sincerely,

Gary Blake

Gary Blake, General Manager

ORDINANCE NO. 3090

AN ORDINANCE CREATING A FRANCHISE AGREEMENT FOR SOLID WASTE MANAGEMENT & COLLECTION WITHIN THE CITY OF ASHLAND AND REPEALING ORDINANCES 2829and 2582 RELATING TO PREVIOUS SOLID WASTE FRANCHISE AGREEMENTS AND TERMS

WHEREAS, Oregon Revised Statutes Chapter 459 grants the City the authority to regulate solid waste collection and mandates the development of a recycling program; and

WHEREAS, the City desires to insure efficient and comprehensive materials waste management and collection services are available to all residents, businesses and organizations in the City

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

SECTION 1: Title. This ordinance shall be titled and referred to as the "Solid Waste Management Franchise Ordinance".

SECTION 2: Purpose. It is the policy and purpose of the City of Ashland to protect the health, safety and welfare of the citizens and physical environment of Ashland through the regulation of solid waste management. This regulation will:

a) Insure safe, economical, efficient and comprehensive solid waste management services (SWMS) as further defined in this Ordinance;

b) Assist the community in reaching and surpassing recycling and waste diversion rates of the Jackson County waste shed;

c) Insure fair and equitable service rates and charges across all customer classes to achieve safe and efficient collection, transportation and recover of solid waste, recyclables and compostable materials;

d) Meet or exceed all applicable Oregon Revised Statutes (ORS) 459 regulations relating to Solid Waste Management prescribed to local jurisdictions and their authorized franchisee; and

e) Insure consistent and responsive service and communication with citizens regarding solid waste management operations, education and requirements including waste prevention, product life cycle impacts, waste diversion opportunities, recycling best practices and standards and general waste shed stewardship.

SECTION 3: Scope. Services defined, regulated and authorized in this ordinance are applicable only within the city limits of the City of Ashland and all future urban growth boundary annexations occurring during the term of this ordinance.

SECTION 4: Definitions. Except where the context clearly indicates a different meaning, or where a term is defined below, definitions contained within ORS 459.005 at the time of adoption or as further amended in the future, and regulations promulgated under state law are applicable to this ordinance.

Administrative Operations Standards and Rules

All standards and rules approved by resolution of Council defining specific operating rules and procedures that support and insure compliance with this Ordinance.

Affiliated Company

Any company which shares expenses and/or revenues with the Franchisee with respect to the services under this Franchise and is: 1) the parent company (corporation, partnership or limited liability company) of Franchisee; or, 2) any subsidiary of such parent company; or, 3) any company of which thirty percent (30%) or more of the common stock or control is owned or controlled by Franchisee; or Franchisee's share holders; Examples of such shared costs include, but are not limited to: labor, equipment, vehicles, insurance, or administrative costs.

Allowable Expenses

Those expenses incurred by Franchisee in the performance of this Franchise that are allowed by the City as reimbursable by the ratepayer as enumerated below. Allowable Expenses are allowable only to the extent that such expenses are known and measurable, calculated according to Generally Accepted Accounting Principles (GAAP) on an accrual basis, and comply with the cost allocation methodology contained within this ordinance to the Franchisee's operations within the City, do not exceed the fair market value of comparable goods or services, and are commercially reasonable and prudently incurred by the Franchisee solely in the course of performing its obligations under the Franchise. Allowable expenses shall include but not be limited to the following:

a. The costs of complying with all laws, regulations or orders applicable to the obligations Franchisees under federal, state or local law, including this ordinance, as well as costs for financial reporting, accounting and regulatory processes associated with or required by this franchise or under law; as now or hereafter amended;
b. Disposal costs;
c. Labor costs, including operational and supervisory labor, payroll taxes, workers' compensation, and benefits, as well as third party transportation costs;
d. Vehicle and equipment expenses, including vehicle registration fees, motor fuel, oil, tires, rental charges and/or operating lease payments and repairs and maintenance;
e. Expenses of maintaining other capital assets, including rental charges and/or operating lease payments and repair and maintenance, to include container maintenance and repair costs;
f. Performance bonds and insurance in at least the amounts and coverage's required by the City;

g. All administrative and management costs and expenses reasonably allocated for the services required under this Franchise, including, but not limited to compensation, management fees, and benefits for officers and employees, payroll taxes, data processing, billing, equipment or facility rental or lease costs, supplies, finance and accounting, administration, human resource and labor management, rate analysis, and regulatory compliance;
h. Utilities;
i. Training, worker safety and employee development expenses;
j. Promotion and public education costs;
k. Depreciation and amortization of capital assets, including any necessary stand-by or back-up equipment used on a regular and ongoing basis in the provision of services under this Franchise over standardized economic useful lives of the various assets;
l. Outside professional fees and costs, limited to two percentage points of revenue, unless an extraordinary circumstance exists;
m. Interest expense, other than interest paid with respect to route or Franchise acquisition, that is not in excess of market rates ordinarily charged for the various types of financing required for purchases or leases;
n. All surcharges, taxes or fees, other than state or federal income taxes or franchise fees, which are imposed upon the Franchisee or levied by federal, state or local government in connection with Franchisee's provision of collection services under this Franchise;
o. Direct write-off charges for bad debts; and
p. Franchise fees assessed by the City.

Allowable expenses as defined above shall be reasonable if they are comparable with the expenses incurred by similarly situated solid waste and recycling collection companies on the West Coast of the United States.

Automated Collection System

A type of collection system that utilizes standardized roll carts and mechanically assisted collection equipment designed to minimize direct human handling of customer waste set out for collection.

Bulky Wastes

Large items of solid waste such as appliances, furniture large auto parts, trees, branches greater than four inches in diameter and 36 inches in length, stumps and other oversized wastes whose large size precludes or complicates their handling by normal collection, processing or disposal methods.

City

The existing city limits and future annexations of the City of Ashland, OR.

City Council or Council

The City Council of the City of Ashland.

Commercial
Stores; offices, including manufacturing and industrial offices; restaurants; warehouses; schools; colleges, universities; hospitals; and other non-manufacturing entities; manufacturing entities, but not including multifamily or residential condominium complexes.

Container
A receptacle used to store solid waste or recyclable materials that is designed for on-site unloading into a closed-bodied collection vehicle in which the contents of the receptacle are mixed with the contents of other similar receptacles.

Construction and demolition debris
Used or discarded construction materials removed from a premise during construction, demolition or renovation of a structure.

Cost Allocation
The following allocation methodology shall be used to determine expenses attributable to services rendered for City of Ashland solid waste management services franchise operations.

1) Residential and commercial labor hours
The Franchisee will perform two annual surveys to estimate the time spent in each jurisdiction by residential and commercial route. Total annual hours will be estimated by jurisdiction for residential and commercial routes based on the two annual surveys. The annual total hours will be used to allocate labor and benefits, fuel, oil, maintenance, vehicle and container leases, vehicle licenses, and route costs by jurisdiction for residential and commercial services.

2) Debris box labor hours
The Franchisee will estimate the average time spent per load by jurisdiction. This average will be applied to the actual annual load count by jurisdiction to calculate an annual total for each jurisdiction. The annual total hours will be used to allocate labor and benefits, fuel, oil, maintenance, vehicle and debris box leases, vehicle licenses, and route costs by jurisdiction for debris box.

3) Yardage
Yardage by jurisdiction will be estimated by subscribed volumes for residential and commercial services and by box size for debris box service. This yardage will be used to allocate disposal costs by jurisdiction.

4) Residential and commercial weekly lifts
The Franchisee will use two surveys to estimate the number of weekly services by jurisdiction. This measure will be used to allocate all other costs by jurisdiction.

5) Direct cost
Franchise fees and other costs directly related to a specific jurisdiction will be applied to the appropriate jurisdiction.

Curbside/Roadside

A location within three (3) feet of public right-of-way. This does not allow the garbage or recycling receptacle to be placed on the inside of a fence or enclosure even if the receptacle is within three (3) feet of said road or roads. For residences on "Flag Lots", private roads or driveways, "Curbside/Roadside" shall be the point where the private road or driveway intersects a City Road, Public Access Road, State Road or Federal Road.

Customer

Individuals, groups, businesses, corporations or other recognized entity receiving solid waste management services from the franchisee within the City of Ashland.

Customer Classification

List and definition of the different groupings utilized for rate making; i.e. residential, commercial, municipal, etc.

Depot

A facility for transferring containerized solid waste, recyclable materials or yard debris from one mode of transportation to another. The term also refers to a place for receiving source-separated recyclable materials.

Disabled Customer

A subscription customer in which all adult household members possess a DMV issued handicapped parking sticker/placard.

Disposal Site

Land and facilities used for the disposal, handling or transfer of, or resource recovery from solid wastes, including but not limited to dumps, landfills, sludge lagoons, sludge treatment facilities, disposal sites for septic tank pumping or cesspool cleaning service, transfer stations, resource recovery facilities, incinerators for solid waste delivered by the public or by a solid waste collection service, composting plants and land and facilities previously used for solid waste disposal at a land disposal site; Disposal site does not include the following: a facility authorized by a permit issued under ORS 466.005 to 466.385 to store, treat or dispose of both hazardous waste and solid waste; a facility subject to permit requirements of ORS 468B.050 or 468B.053; a landfill site which is used by the owner or person in control of the premises to dispose of soil, rock, concrete or other similar non decomposable material, unless the site is used by the public either directly or through a solid waste collection service; or a site operated by a wrecker issued a certificate under ORS 822.110.

Drop Box

A single receptacle used to store solid waste or recyclable materials that is designed to be removed from the generator's site on the back of a roll-off truck for unloading at a disposal site, material recovery facility, or other storage or processing facility. The contents of the receptacle are not mixed with the contents of other similar receptacles until delivery to a Disposal Site.

Force majeure

Acts of god, fire, landslides, lightening, storms, floods, freezing, earthquakes, epidemics, volcanic eruptions, public riots, civil disturbances, acts of the public enemy, wars, blockades, embargoes, or acts of civil or military authority, breakage, explosions or accident to machines or other materials, pipelines or materials, governmental restraint, unavailability of a disposal site and any other event which could not with reasonable diligence be controlled or prevented by the party affected by the event.

Franchise

A contract with the City allowing the use of public right-of-way to collect and transport solid waste.

Franchisee

A person, persons, business or corporation who has been granted a franchise to operate within the City of Ashland pursuant to this Ordinance.

Generator

A person, who by virtue of ownership, management or control, is responsible for causing or allowing to be caused the creation of Solid Waste or Recyclable Materials..

Gross Revenue

"Gross Revenue" for any period shall mean:

1) Gross accrual-based billings by the Franchisee to customers for services provided under this Franchise;
2) The allocated gain on the sale of fixed assets, the depreciation or amortization from which, was an Allowable Expense under the terms of this Ordinance, and refunds, sales proceeds or other reimbursements for any other expense that was an Allowable Expense under this Ordinance, and
3) The accrual-based proceeds from the sales of recycled material collected within the Franchise.

Hazardous Waste

Solid Waste or Waste that may, by itself or in combination with other waste, be explosive, poisonous, caustic or toxic, or otherwise dangerous or injurious to human, plant or animal life, as defined by ORS 466.005.

Household Hazardous Waste

Any discarded useless or unwanted chemical, material, substance, or product that is or may be hazardous or toxic to the public or the environment and is commonly used in or around households. Household hazardous waste includes, but is not limited to, some cleaners, solvents, pesticides, and automotive and paint products.

Infectious Waste

Infectious waste mean biological waste, cultures and stocks, pathological waste, and sharps, as defined in ORS 459.386

Multifamily

Any multi-dwelling building or group of buildings that (a) contain(s) five (5) or more dwelling units on a single lot, such as apartments, condominiums, and mobile home parks and (b) receives services on a per lot or per building basis, as opposed to a per unit basis. Multifamily complex also includes certified or licensed residential care housing, such as adult foster care homes, and group homes. Multifamily accounts are determined to be a residential waste stream.

Material Recovery

Any process of obtaining from solid waste, by pre-segregation or otherwise, materials that still have useful physical or chemical properties and can be reused or recycled for some purpose.

Material Recovery Facility

A solid waste management facility that separates or stores materials for the purposes of recycling from incoming, non-putrescible solid waste by using manual and/or mechanical methods. It also means a facility that primarily accepts previously separated recyclables.

Operating Margin

Gross revenues minus allowable expenses within a given period.

Organic Waste

Materials that can be biologically synthesized by plants or animals from simpler substances, are no longer suited for their intended purpose, and are readily broken down by biological processes into soil constituents. Examples include, but are not limited to, food waste, yard debris, contaminated paper, and putrescible materials that are generally a source of food for bacteria.

Putrescible Waste

Solid waste containing organic material that can be rapidly decomposed by microorganisms, and which may give rise to foul smelling, offensive products during such decomposition or which is capable of attracting or providing food for birds and potential disease vectors such as rodents and flies.

Receptacle

A can, cart, container, drop box, compactor or recycling bin or any other means of containment of Solid Waste or Waste or Recyclable Materials.

Recyclable Material, Recyclable, Recyclables

Material that has or retains useful physical, chemical, or biological properties after serving its original purpose(s) or function(s), and is separated from solid waste by the generator or at a material recovery facility.

Recycling

Any process by which waste materials are transformed into new products in such a manner that the original products may lose their identity.

Residence, Residential

Any dwelling unit where at least 50 percent of the use of the entire building is for home use.

Self-Haul

Collection and transportation of solid waste from a commercial, multifamily, or residential entity by the generator, owner or occupant of the property, rather than by a third party hired to perform this function.

Senior Discount Rate

A discounted collection rate provided to customers that meet the discounted utility rate provision of resolution 92-22 or future related amendments.

Solid Waste or Waste

The terms "solid waste" and "waste" are interchangeable. Solid waste shall include all putrescible and non-putrescible waste, including but not limited to, garbage; compost; organic waste; yard debris; brush and branches; land clearing debris; sewer sludge; residential, commercial and industrial building demolition or construction waste; discarded residential, commercial and industrial appliances, equipment and furniture; discarded, inoperable or abandoned vehicles or vehicle parts and vehicle tires; manure; feces; vegetable or animal solid and semi-solid waste and dead animals; and infectious waste. Waste shall mean useless, unwanted or discarded materials. The fact that materials, which would otherwise come within the definition of Solid Waste, may, from time to time, have value and thus be utilized shall not remove them from the definition. The terms Solid Waste or Waste do not include:

1) Recyclable materials or yard debris separated from solid waste and properly prepared for collection;
2) Hazardous wastes as defined in ORS 466.005;
3) Materials used for fertilizer or for other productive purposes on land in agricultural operations in the growing and harvesting of crops or the raising of fowl or animals;
4) Septic tank and cesspool pumping or chemical toilet waste;
5) Source separated, principal recyclable materials as defined in ORS 459A and the Rules promulgated there under and under this Ordinance, which have been purchased or exchanged for fair market value, unless the City declares a site of uncollected principal recyclable materials to be public nuisance;
6) Applications of industrial sludge or industrial waste by-products authorized through a Land Use Compatibility Statement or Management Plan approval and that have been applied to agricultural lands according to accepted agronomic practices or accepted method approved by the Land Use Compatibility Statement or Management Plan, but not to exceed 100 dry tons per acre annually; and
7) Stabilized municipal sewage sludge applied for accepted beneficial uses on land in agricultural, non-agricultural, or silvicultural operations. Sludge-derived products applied for beneficial uses on land in landscaping projects.

Solid Waste Management and Collection Services

Prevention, reduction, management of the storage, collection, transportation, treatment, utilization, processing and final disposal of solid waste; or recycling, reuse and material recovery from solid waste; and facilities necessary or convenient to such activities.

Source Separated Materials

Recyclable materials that have been separated by type of recyclable material and removed from the solid waste stream by the person who last used the recyclable materials.

Transfer Station

A fixed or mobile facility, other than a transportation vehicle, where solid waste is deposited temporarily after being removed from the site of generation but before being transported to a final disposal location.

Unallowable Expenses

Shall include the following:

1) All charitable and political contributions;
2) Fines and penalties, including without limitation judgments for violation of applicable laws, incurred by a licensee;
3) Payments for services provided by individuals related by blood or marriage or by affiliated companies to a licensee to the extent that such payments exceed the reasonable cost that would be charged by an independent third party to provide the substantially equivalent service;
4) Accruals for future unknown regulatory changes;
5) Costs associated with purchase of other companies including, but not limited to, employee stock ownership plan payments, goodwill, amortization of goodwill and premiums on key-person life insurance policies;
6) Principal or interest payments on the acquisition of solid waste, recyclable materials and yard debris collection routes; the purchase of equipment and/or facilities to the extent that the price includes goodwill or a premium in excess of fair market value at the time of acquisition; State and federal income taxes;
7) Fees paid to a Franchisee's Board of Directors;
8) Attorney's fees and related expenses resulting from:
    a. Any judicial proceeding in which the city and a Franchisee are adverse parties, unless the Franchisee is the prevailing party;
    b. Any judicial proceeding in which a Franchisee is ruled to be liable due to willful misconduct or gross negligence or in violation of law or regulation, excluding judicial proceedings involving traffic accidents;
9) Operation of community access recycling depot not physically located or operated in conjunction with the Franchisee's transfer station
10) Recycling operations expenses already calculated and incorporated into Franchisee's tipping fees
11) Any other expenses defined as "unallowable" and approved by mutual consent of the Franchisee and the council.

Utilization

The terms utilize, utilization, or utilization of Solid Waste or Waste shall mean productive use through recycling, reuse, salvage, resource recovery, energy recovery, or land filling for reclamation, habitation, or rehabilitation of land.

Waste Evaluation

An evaluation completed by the City or a Franchisee of a commercial entity's waste management practices, for the purpose of providing guidance to a multi-family or commercial customer on effective means to reduce waste, increase recycling, and purchase recycled products.

Yard Debris

Grass clippings, leaves, tree and shrub pruning of no greater than four (4) inches in diameter or similar yard and garden vegetation. Yard debris does not include such items as: dirt, sod, stumps, logs, tree and shrub pruning greater than four (4) inches in diameter, rocks, plastic, animal waste or manure, cat litter, potting soil, prepared food wastes or nonputrescible material.

SECTION 5: Franchise Agreement.

5.1 Franchise Award

No person shall do business in the collection and transport of solid waste generated within the City without a current, valid City franchise. A Franchise to provide solid waste management and collection services, including recyclable materials and yard debris in the service area of the City shall be granted only after a determination of need for the service.

The determination of need is the responsibility of the City Council, which will seek the best balance of the following objectives:

1) To insure safe, efficient, economical, equitable and comprehensive solid waste service;
2) To avoid duplication of service that will cause inefficiency, excessive use of fuel, increased traffic, and greater wear on streets;
3) To provide service in areas of marginal return;
4) To promote and encourage recycling and resource recovery;
5) To improve the likelihood of the Franchise holder making a reasonable profit and thereby encourage investment in modern equipment;
6) To cooperate with other governmental bodies by recognizing their service arrangements; and
7) To otherwise provide for the service in a manner appropriate to the public interest.

5.2 Renewal of Franchises

In granting a franchise renewal, the Council may, in addition to the above, consider the following:

1) Volumes of solid waste collection and disposal;

2) (2) Volumes of recyclable materials and rate of participation in recycling;
3) Customer satisfaction, including but not limited to customer complaints;
4) Analysis of solid waste collection and recycling programs in other cities as compared to those of the City, including but not limited to program costs, funding mechanisms and overall rates of participation in recycling;
5) Franchisee performance of its obligations under the franchise, including a Franchisee's technical and financial capabilities;
6) Franchisee ability to provide evidence of required insurance; and
7) Franchisee responsiveness to customer or City complaints.

Franchises granted by the City shall be non-exclusive, however it is understood that during the term of franchises granted under this Ordinance, the City shall not grant any other person a franchise for Solid Waste Management Services unless there is a showing by the applicant of the need for such additional service in the proposed service area. As to such application(s) the existing Franchisee shall have first right of refusal to provide such services.

In evaluating whether a need exists for additional service, the City Council may consider, among any other criteria deemed relevant by the City Council, the following items:

1) An increase in the population of the City;
2) An extension of the boundaries of the City;
3) Intensive residential, commercial or industrial development within the boundaries of the City;
4) Changes in solid waste technology and/or recycling collection technology that could substantially improve collection service or reduce collection costs to residents of the City;
5) The effect that an additional franchise would have on each existing Franchisee's ability to meet the City's service standards and maintain a fair return on its investment;
6) Changes in federal or state laws, rules or regulations that substantially affect solid waste or recycling collection requirements.
7) The Franchisee cannot or will not perform or subcontract the proposed service.

This ordinance does not prohibit any person from self-hauling solid waste and/or recyclables. A generator may self-haul his or her own material, and a generator's contractor may haul materials that are generated as a direct result of the service-provider's activity. For example, landscapers, roofers, and remodelers may self-haul materials, but may not contract with third parties other than Franchisees for collection and transport.

5.3 Franchise Terms

A franchise to provide solid waste management and collection services shall be granted for a period of ten (10) years, beginning December 1, 2013 with subsequent seven year terms renewing annually, unless prior notice of request to terminate is submitted by either the City or the Franchisee a minimum of 90 days prior to the renewal date.

5.4 Franchise Fee

1) Annual Fee. In consideration of the rights and benefits of the terms of this franchise, Franchisee shall pay to the City each year during the life of this franchise beginning February 1, 2014 an annual fee derived from revenue received by that franchisee from Solid Waste Management and Collection Service boundaries of the City. The franchise fee shall be five percent (5%) of gross revenues.

2) Quarterly Payments. The franchise fee required in 7(a) above shall be paid quarterly, and shall be due and payable within thirty (30) days of the end of the calendar quarter. Accompanying the payments described above, Franchisee shall file with the City Administrator or designee, a statement showing the amount of the gross revenues received by that company within the City for the calendar quarter immediately preceding the calendar quarter in which such statement is filed. There will be a reconciliation of final gross revenues on the quarterly report ending September 30th of each year for the prior fiscal period, which is October 1st through September 30th.

3) Review of Records; Annual Audit. Franchisee shall make available for inspection, copying and review by the City Administrator or designee at any time during normal work hours all records in the Franchisees' possession that the City Administrator or designee deems relevant to verifying the accuracy of fees paid to the City, to regulating rates or to carrying out any responsibility that the Franchisees or the City has under this Ordinance.

   No more often than once during any twelve (12) month period, City may request an audit of the books, records and accounts of Franchisee by a certified public accountant or such other professional chosen by the City to verify accuracy of fees paid to the City, subject to the approval of the audited Franchisee; provided, however, that such approval shall not be unreasonably withheld. Franchisee agrees to have their books, records and accounts audited and further agree to pay for such auditing services. The report of the certified public accountant or other professional shall be conclusive and final. In the event such audit report discloses any difference of payment due either to the City or Franchisee through error or otherwise, such payment shall be due and payable within thirty (30) days of discovery or determination of the error. If payment is owed by the City to Franchisee, the City shall reimburse the Franchisee for payment for the portion of the services attributable to the audit of the Franchisee receiving such payment from the City.

   If payment is owed by Franchisee to the City, and the difference of payment due is more than the greater of five hundred dollars ($500) or two and one-half percent (2½ %) of the Franchisee franchise fee, or if the Franchisee is found to have violated any other term or condition of the franchise then, notwithstanding any other provision of this Section or the franchise, the City may request an additional audit during the next twelve (12) month period with all expenses of such additional audit paid by such Franchisee.

4) Late Payments; Interest. Should Franchisee fail or neglect, for thirty (30) days after any quarterly payment shall become due and payable, to make the quarterly payment, the City shall provide written notice of failure of payment to Franchisee. Upon notification of failure to pay, Franchisee will have thirty (30) days to remit payment to the City. If

Franchisee fails to pay within said thirty (30) day period, the City may charge interest retroactive to the due date, at a rate of nine percent (9%) per annum, and may at its option either continue the franchise in force and proceed by suit or action to collect the payment, or declare a forfeiture of the franchise because of the failure to make payment, but without waiving its right to collect earned franchise payments and interest.

5.5 Franchise Administrative Operations Standards and Rules

The Solid waste management and collections franchisee will operate within operations standards set by resolution of Council. Standards and rules will be developed across all customer classifications including, but not limited to, the following:

Service Rates and Fees

a. Rate and fee schedule for all collection services, programs by customer classification

Collections

a. Regular, holiday and hazardous weather schedules
b. Procedures for missed, bulky waste, vacation hold, etc collections
c. Collection receptacle standards and requirements
d. Receptacle location requirements for pick-up
e. Private property access rights and limitations
f. Responsibilities of the customer
g. Vehicle minimum equipment, maintenance standards, identification/signage and standards

Customer Service & Communications

a. Billing standards and frequency
b. Billing/collection procedures for past due/non-pay accounts
c. Descriptions, objectives and targets for all services provided across all customer classifications
d. Solid waste related programs, education and event promotion
e. Complaint/dispute resolution procedures
f. Community Communications and outreach plan coordination with City outlining roles and responsibilities of City and Franchisee.

Reporting (in addition to Ordinance required reporting)

a. Efficiency analysis reports for routes, billing/collections, etc
b. Revenue and subscription volume reports by solid waste category (trash, recycle, yard waste) for various customer classifications (residential, and commercial,). Debris box volumes will be measured by dump and return and/or pull activities.
c. Customer counts and trends over time for residential and commercial customer classifications. Debris box load counts will be reported in lieu of debris box customer counts.

5.6 Subcontracting Services

A Franchisee may contract with another person to provide specific components of solid waste management and collection services within the Franchisee's service area with the written

approval of the City Administrator or designee, provided that the subcontract does not amount to a transfer of the collection franchise and the subcontracting party agrees to:

1) Abide by the conditions of this ordinance and associated resolutions; and
2) In written application to the City, show how they will meet the criteria applying to the current franchise

5.7 Transfer of Franchise

A proposed assignment or transfer of a Franchise must be requested by the Franchisee if the following occur, but shall not be limited to:

1) A sale, exchange or other transfer of 50% or more of Franchisee's assets dedicated to service in the City;
2) A sale, exchange, or other transfer of fifty percent (50%) or more of the outstanding common stock of a Franchisee;
3) Any reorganization, consolidation, merger, recapitalization, voting trust, pooling agreement, escrow arrangement, liquidation or other transaction to which Franchisee or any of its shareholders is a party which results in a change of ownership or control of fifty (50%) or more of the value or voting rights in the stock of the Franchisee; and
4) Any combination of the foregoing that has the effect of a transfer or change of ownership and control.

The Franchisee shall provide no less than 90 days' advance written notice to the City of any proposed transfer or assignment. Except as specifically authorized by the City, the Franchisee shall not assign any of its rights or delegate or otherwise transfer any of its obligations to any other person without the prior consent of the City Council. Any such assignment without the consent of City Council shall be void and any such attempted assignment shall constitute default and grounds for termination of the Franchise.

If a Franchisee requests the City's consent to transfer the Franchise, the City shall act on such request within sixty (60) days of the receipt of the Franchisee's written request together with all information, as set forth below, required for the City's action on the request. The City and Franchisee may consent in writing to additional time for the City to review and approve the consent to transfer the Franchise. The City shall not unreasonably refuse to consent to an assignment of the Franchise to a proposed assignee that has sufficient knowledge, experience, and financial resources so as to be able to meet, to the satisfaction of the City Council, in its sole discretion, all obligations of the Franchisee hereunder. An application to the City to consider a sale or other transfer of a Franchise shall include the following:

1) A nonrefundable application fee of two thousand dollars ($2,000) payable at the time of application to the City in advance to defray the City's anticipated expenses and costs resulting from the Franchisee's request;
2) Financial statements audited or reviewed by a Certified Public Accountant of the Proposed Assignee's operations for the three immediately preceding operating years together with any additional evidence of financial ability to perform its Franchise obligations; and

3) A showing that the proposed Assignee meets all City criteria for the grant of a Franchise as enumerated in this Ordinance.

5.8 Establishment and Modification of Service Rates and Fees

Except as set forth herein, the City Council may review and set rates on an annual basis by Council resolution that considers the following goals:

1) Rates shall be established to the greatest extent practicable on a cost of service basis based on the ordinance established cost allocation methodology.
2) Rates shall be adjusted annually by Council resolution equal to the percentage change in the January to January Consumer Price Index for All Urban Consumers (CPI-U) but not to exceed the twelve percent operating margin cap. The City Administrator or designee shall certify the CPI-U rate in writing to Franchisee by March 1 of each year to initiate the rate resolution.
3) Rates shall be adequate to provide an Operating Margin equal to ten percent (10%) of Franchise-wide Gross Revenues; however, the City shall not be required to change rates if the expected Operating Margin in the next future year falls between eight and twelve percent of Gross Revenues. The ten percent target return on Gross Revenues is considered sufficient to reflect the level of business risk assumed by the Franchisee, to allow investment in equipment, and to ensure quality collection service.

Accordingly, the City shall have the authority to commission audits, reviews, or analysis of Franchisee Annual Reports to validate submissions. The expected Operating Margin in a future year would incorporate expected inflation factors, and the effect of known or expected increases or decreases in expenses or revenues.

The rates charged by Franchisees shall conform to the most current Council resolution. Prior to implementation, the Council must approve any interim rate for services not included in the current resolution.

If the Franchisee notifies the City in writing that they believe a material change outside the Franchisees' control has occurred, and the change will have an adverse effect on operating margins, such that the next future year operating margins will be less than eight percent, a material change will be deemed to have occurred. At that time, the City may undertake any type of review it finds necessary to validate the existence of the material change and estimate its effect on the operating margin. If the results of the review are such that no rate adjustment is warranted, persons requesting the review shall reimburse the City for reasonable costs incurred during the investigation at the time the next payment of franchise fees is due.

If the City believes that a material change has occurred that will result in next future year operating margins falling under eight percent or over twelve percent, the City may undertake an abbreviated rate review at its own expense.

SECTION 6: Franchise Reporting Requirements.

6.1 Informational Reports

Each Franchisee shall provide the City Administrator or designee by the last day of each quarter for the previous quarter:

1) A quarterly report listing the quantities of solid waste, yard waste and recyclable materials by customer classification collected within the City during the previous calendar quarter, the locations to which these materials were delivered, the number of customer accounts, and other information requested by the City Administrator or designee and mutually agreed upon with Franchisee.
2) A quarterly report listing the names and addresses of multi-family and commercial customers that received waste evaluations during the reported quarter.
3) A summary of communication, marketing and educational outreach conducted by Franchisee during the reported quarter.

6.2 Quarterly Franchise Fee Reports

Franchisee shall complete and remit to the City a Quarterly Franchise Fee report not later than the last day of the month immediately following the end of the quarter.

At the time of payment of the quarterly Franchise Fees, the Franchisee shall file with the City Administrator or designee, a verified statement of quarterly gross revenues for the period covered by the tendered fee. Such statements shall be public records. Franchisee shall maintain books and records disclosing the gross receipts derived from business conducted within the City, which shall be open at reasonable times for audit by the City Administrator or designee.

Misrepresentation of gross revenue shall be deemed material and a breach of the Franchise contract and shall be cause to initiate the process to terminate the franchise.

6.3 Annual Franchise Reports

Franchisees shall report revenues and expenses (allowable and unallowable), in an income statement format, and provide a variety of information about customer counts, service levels, disposal volumes, and recycling activities for all customer classifications and for all programs identified in the Administrative Operations Standards and Rules resolution adopted by Council.

Franchisees shall report totals for all operations necessary to adequately verify compliance with the cost allocation methodology as defined in this for expenses that share significant operational, management, and administrative expenses with the City of Ashland Franchise. Resources allocated from regional or corporate offices or affiliates shall be distributed to appropriate expense line items, and shall also be disclosed in a schedule describing total allocations and their distribution to individual expense line items. All allocations from Affiliated Companies must be described and must be equal to or less than the fair market value of similar goods and services purchased from a non-affiliated company.

The report will also include a synopsis of the operating year, a description of the measures each franchisee has taken in the preceding year to make its operation more efficient, a listing of the efficiency measures which each Franchisee proposes to take in the next year, a composite table

showing the type and number of customer service complaints and a description of the measures that the Franchisee has taken or is planning to take to correct the cause of commonly reported complaints, and such other information as requested by the City Administrator or designee. The report shall also describe and quantify communication, outreach and educational activities as described in the Administrative Operations Standards and Rules resolution.

Franchisees may identify specific information submitted to the City in the Annual Report as confidential. The City shall treat any information marked "Confidential" as such, and shall not subject the confidential information to public disclosure except as required by law. If the City receives a request for disclosure of confidential information, the City Administrator or designee shall notify the Franchisee within a reasonable time after receiving the request so as to allow the Franchisee a reasonable opportunity to defend against the requested disclosure through appropriate legal process.

SECTION 7: Franchise Responsibilities and Requirements.

7.1 Access for Inspections and Delivery of Notices

Franchisees shall make all company premises, facilities and records related to their solid waste, recyclable materials and yard debris collection services (including, but not limited to: offices, storage areas, financial records, non-financial records, records pertaining to the origin of any solid waste collected by the Franchisee, receipts for sale or delivery of collected recyclable materials, customer lists, and all records related to vehicle maintenance and safety which are required under ODOT motor carrier requirements and regulations and ORS 767) available for inspection by the City Administrator or designee within 24 hours of notice by registered mail. Such inspections are only for purposes of enforcing this ordinance, and are restricted to normal business hours. During normal business hours, the Franchisee shall make all company premises and facility accessible to City employees for delivery of any written notices.

Collection vehicles must be accessible for inspection during the normal operating hours for collection, in addition to normal business hours. Where receptacles are stored in the public right-of-way or when the City is inspecting a situation where the Franchisee is allegedly commingling Recyclable Materials or Yard Debris with Solid Waste, the need for 24-hour notice does not apply to inspection of receptacles or vehicles.

7.2 Indemnification, Bond, and Insurance

A Franchisee shall pay, save harmless and indemnify the City from any loss, damage, penalty or claim against the City on account of or in connection with any activity of the Franchisee in the operation of the Franchisee's solid waste collection business including activity by any approved subcontractor providing solid waste management collections and services. If such suit shall be filed against the City either independently or jointly with the Franchisee or its subcontractor to recover for any claim or damages, the Franchisee upon notice to it by the City shall defend the City against the action, and in the event of a final judgment being obtained against the City, either independently or jointly with the Franchisee or its subcontractor, the Franchisee will pay said judgment and all costs and hold the City harmless there from.

Franchisee shall furnish a performance bond, in a form approved by the City Attorney, by an acceptable surety company in the amount of twenty-five thousand dollars ($25,000.00), but may,

in lieu of a bond, furnish an irrevocable letter of credit or assign a savings account or deposit in any federally insured financial institution in the amount of twenty-five thousand dollars ($25,000.00) on a form approved by the City Attorney. The Security shall guarantee faithful performance of all the obligations contained herein with the premium for such bond or cost of such assignment to be paid by the Franchisee furnishing the bond, letter of credit or making the assignment.

A Franchisee shall maintain commercial general liability insurance on an occurrence basis in such forms and with such companies as shall be approved by the City Attorney, which will cover the Franchisee's business operation, including each vehicle operated by it. The insurance coverage shall include not less than $1,000,000.00 for one person, nor less than $5, 000,000.00 for bodily injury due to each occurrence, and not less than $1,000,000.00 for damage to property due to each occurrence and coverage of at least $5, 000,000 in the aggregate per occurrence. All such insurance coverage shall provide a 30-day notice to the City Administrator or designee in the event of material alteration or cancellation of any coverage afforded in the policies prior to the date the material alteration or cancellation shall become effective. Copies of all policies required hereunder shall be furnished to and filed with the City Administrator or designee prior to the commencement of operations or the expiration of prior policies, as the case may be. The Franchisee shall furnish proof annually to the City Administrator or designee that the insurance remains in effect.

The provisions of this section, any bonds accepted by the City pursuant thereto, and any damage recovered by the City hereunder shall not be construed to excuse unfaithful performance by the Franchisee or limit the liability of the Franchisee under this ordinance or the Franchisee for damages, either to the full amount of the bond, or otherwise.

SECTION 8: Enforcement, Suspension, or Termination of Franchise.

8.1 Responsibility of City

Franchisees are subject to the exercise of the police power of the City and to such regulations as the City may provide by resolution, ordinance, rule or regulation.

8.2 Enforcement of Standards

The City Administrator or designee shall administer and enforce this ordinance and pursue remedies for non-compliance as laid out within this ordinance. The City Administrator or designee shall also administer and enforce Administrative Operations Standards and Rules as adopted by Council. These standards and rules shall be enforceable with penalties allowed in section 1.08 of the Ashland Municipal Code. Upon recommendation by the City Administrator or designee, the Council may declare a Franchisee who fails to abide by the rules to be in default.

8.3 Initiation of Enforcement Actions

In addition to enforcement under State law, the City may prosecute any infraction as defined in this Ordinance or the Rules issued hereunder, based on any information coming to the City, in Ashland Municipal Court. The burden of proof is on the City to prove an infraction by a preponderance of the evidence.

8.4 Penalties for Infractions

Each Franchise provision, including rules adopted hereunder, is subject to penalties as described in section 1.08 of the Ashland Municipal Code for each day from the initial citation of the offense that the offense continues to violate the terms of this ordinance or associated resolutions.

8.5 Termination of Franchise for Default

In addition to default for accrued penalties, upon recommendation by the City Administrator or designee, the City Council may terminate a Franchise for the Franchise holder's default in performing any material term or condition of the Franchise. An event of default also shall include, but not be limited to entry of a judgment against the Franchise holder for material misrepresentation or deceit committed against the City or a customer or entry of a judgment of conviction (including conviction on a plea of no contest) against the Franchise holder or any principal of same for a crime involving dishonesty.

Notice to a Franchisee of default shall be delivered to the Franchisee by certified mail requiring the Franchisee to show cause in a public hearing before the City Council at a place and time to be stated in the notice, but no earlier than 14 days from the date the notice is mailed, why the Franchise should not be terminated.

At the hearing the Franchisee shall demonstrate the measures it has taken or commenced to cure the default.

8.6 Service Interruption

Except for the right to refuse service for nonpayment or if Customer has attempted to improperly dispose of Hazardous Waste in violation of the City's Standards and Rules as set forth in this ordinance,, Franchisees shall not interrupt service unless:

1) Access, roads, streets and highways necessary for collection operations are unusable or unsafe and there are no alternative routes. Franchisees shall resume service within 24 hours after access is restored.
2) A Force Majeure event occurs.

Upon the occurrence of a Force Majeure event that prevents or impairs a Franchisee's ability to perform any of its Franchise obligations, the Franchisee shall:

1) Provide immediate notice, either verbal or written to the City Administrator or designee of the nature of the event and extent and anticipated duration of Franchisee's inability to perform any obligation under this Franchise. If verbal notice is given, then written notice must be delivered to the City within 24 hours of verbal notice;
2) Commence immediately to develop, in communication and cooperation with the City, an interim plan for the restoration of full performance; and
3) Take all such other reasonable actions requested by the City to assist the City in protecting the public health and safety and to restore service as soon as practicable.

Labor unrest, including, but not limited to, strike, work stoppage or slowdown, sick-out, picketing, or other concerted job action conducted by Franchisee employees or directed at the

Franchisee is not an event of Force Majeure, and the Franchisee shall be obligated to continue to provide service notwithstanding the occurrence of any or all of events.

8.7 City's Right to Perform Service

Except as provided under Section 8.6, in the event that a Franchisee, for any reason whatsoever, fails, refuses or is unable to collect or transport any or all solid waste for a period of more than forty eight (48) hours, and if, as a result thereof, solid waste or recyclable materials should accumulate in the City to such an extent that the City finds that such accumulation endangers the public health, safety, or welfare, then the City shall have the right, but not the obligation, upon twenty-four (24) hour prior written notice to the Franchisee, to perform or cause to be performed collection services with its own or other personnel at the Franchisee's expense. This right shall be in addition to and not in lieu of any other remedy available to the City. If necessary, the City may take temporary possession of, and a Franchisee shall peacefully surrender, any or all the Franchisee's land, equipment, and other property used or useful in the collection of Solid Waste or Recyclable Materials until such time as the emergency is resolved. If such possession occurs, the City assumes all responsibility and liability for the equipment and land used to perform such temporary collection services.

8.8 Dispute Resolution with Customers

Upon receipt of any notice of dispute from a customer about any bill, charge, or service, the Franchisee shall thoroughly investigate the matter and promptly report the results of its investigation to the customer. Except in the event a Customer has attempted to improperly dispose of Hazardous Waste in violation of the City's Standards and Rules, a Franchisee shall not refuse service to any customer during a time of dispute.

If the Franchisee is not able to resolve a dispute with the customer, the customer may contact the City Administrator or designee who will act as an informal arbitrator in an attempt to resolve the matter. Should the dispute remain unresolved, the Franchisee or customer may then pursue the matter in any Court with jurisdiction.

8.9 Dispute Resolution with City

During all disputes arising under this Franchise, the City and Franchisee shall continue performance of their respective obligations under this Franchise unless and until the Franchisee is terminated for default, in which case the Franchisee's obligation to pay a franchise fee based on cash receipts generated from services provided under the Franchise during said dispute shall survive such termination.

In addition to and without waiving any rights and remedies under civil or common law, in the event of a dispute under this Franchise, the parties shall mutually agree to arbitration. Within fifteen (15) days after agreement to Arbitration has been reached, each party shall submit the name of its own arbitrator, selected from the American Arbitration Association, and the two arbitrators shall select a third arbitrator selected from such panel within 15 days, or in case of a disagreement concerning the appointment of the third arbitrator, the third arbitrator shall be appointed from such panel by the presiding judge for the Circuit Court of the State of Oregon for Jackson County. During such time that the arbitrators are being selected or appointed, the parties shall continue to negotiate in good faith to resolve their dispute in a cooperative manner.

The decision of the arbitrators in the matter shall be final and binding on the parties, and any judgment upon the award rendered pursuant to such arbitration may be entered in any court having jurisdiction thereof.

SECTION 9. Severability. The sections, subsections, paragraphs and clauses of this ordinance are severable. The invalidity of one section, subsection, paragraph, or clause shall not affect the validity of the remaining sections, subsections, paragraphs and clauses.

SECTION 10. Repeal of Ordinances. Upon approval of this Ordinance, Ordinances 2582 and 2829 are hereby repealed in their entirety

SECTION 11. 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 1-3) 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 17 day of September, 2013, and duly PASSED and ADOPTED this 1 day of October, 2013.

Barbara M. Christensen, City Recorder

SIGNED and APPROVED this 3 day of October, 2013.

Mike Morris, Council Chair

Reviewed as to form:

David H. Lohman, City Attorney

CONSUMER PRICE INDEXES PACIFIC CITIES AND U. S. CITY AVERAGE

December 2023

(All items indexes. 1982-84=100 unless otherwise noted. Not seasonally adjusted.)

	All Urban Consumers (CPI-U)						Urban Wage Earners and Clerical Workers (CPI-W)					
MONTHLY DATA	Indexes			Percent Change			Indexes			Percent Change		
				Year ending		1 Month ending				Year ending		1 Month ending
	Dec 2022	Nov 2023	Dec 2023	Nov 2023	Dec 2023	Dec 2023	Dec 2022	Nov 2023	Dec 2023	Nov 2023	Dec 2023	Dec 2023
U. S. City Average	296.797	307.051	306.746	3.1	3.4	-0.1	291.051	301.224	300.728	3.0	3.3	-0.2
West	314.599	326.299	325.932	3.3	3.6	-0.1	306.762	318.299	317.689	3.1	3.6	-0.2
West – Size Class A[1]	323.322	335.522	335.308	3.4	3.7	-0.1	312.793	324.235	323.863	3.0	3.5	-0.1
West – Size Class B/C[2]	183.686	190.409	190.095	3.1	3.5	-0.2	184.829	191.999	191.462	3.1	3.6	-0.3
Mountain[3]	125.349	129.252	129.156	2.9	3.0	-0.1	126.516	130.765	130.406	2.8	3.1	-0.3
Pacific[3]	121.105	125.904	125.743	3.5	3.8	-0.1	122.023	126.781	126.574	3.2	3.7	-0.2
Los Angeles-Long Beach-Anaheim, CA	312.601	323.341	323.456	2.8	3.5	0.0	302.271	311.684	311.427	2.2	3.0	-0.1
BI-MONTHLY DATA (Published for odd months)	Indexes			Percent Change			Indexes			Percent Change		
				Year ending		2 Months ending				Year ending		2 Months ending
	Nov 2022	Sep 2023	Nov 2023	Sep 2023	Nov 2023	Nov 2023	Nov 2022	Sep 2023	Nov 2023	Sep 2023	Nov 2023	Nov 2023
Riverside-San Bernardino-Ontario, CA[3]	125.983	131.372	131.372	4.9	4.3	0.0	126.453	131.946	131.963	4.9	4.4	0.0
San Diego-Carlsbad, CA	348.145	367.185	366.343	4.7	5.2	-0.2	331.524	349.402	347.878	4.6	4.9	-0.4
Urban Hawaii	319.971	328.905	331.428	2.2	3.6	0.8	318.464	327.946	330.577	2.6	3.8	0.8
BI-MONTHLY DATA (Published for even months)	Indexes			Percent Change			Indexes			Percent Change		
				Year ending		2 Months ending				Year ending		2 Months ending
	Dec 2022	Oct 2023	Dec 2023	Oct 2023	Dec 2023	Dec 2023	Dec 2022	Oct 2023	Dec 2023	Oct 2023	Dec 2023	Dec 2023
Phoenix-Mesa-Scottsdale, AZ[4]	175.019	181.391	179.733	2.9	2.7	-0.9	174.903	181.521	179.593	2.7	2.7	-1.1
San Francisco-Oakland-Hayward, CA	331.222	341.219	339.915	2.8	2.6	-0.4	326.465	337.698	335.597	2.5	2.8	-0.6
Seattle-Tacoma-Bellevue, WA	330.489	345.992	344.982	4.8	4.4	-0.3	324.906	340.263	338.852	4.4	4.3	-0.4
Urban Alaska	256.634	263.984	261.178	1.1	1.8	-1.1	255.001	261.285	258.598	0.1	1.4	-1.0

1 Population over 2,500,000 2 Population 2,500,000 and under, Dec 1996 = 100 3 Dec 2017=100 4 Dec 2001=100

NOTE: In January 2018, BLS introduced a new geographic area sample for the Consumer Price Index (CPI): www.bls.gov/regions/west/factsheet/2018cpirevisionwest.pdf

1967=100 base year indexes and tables with semiannual and annual average data are available at: www.bls.gov/regions/west/factsheet/consumer-price-index-data-tables.htm

Release date January 11, 2024. The next release date is scheduled for February 13, 2024. For questions, please contact us at BLSinfoSF@bls.gov or (415) 625-2270.

Council Business Meeting

Date: June 4, 2024

Agenda Item	Affordable Childcare Ad Hoc Committee Appointment
From	Alissa Kolodzinski, City Recorder
Contact	alissa.kolodzinski@ashland.or.us

SUMMARY

Approval of Mayor Graham's recommendation for the appointment to the Affordable Childcare Ad Hoc committee.

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

FISCAL IMPACTS

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

I move to approve the appointment of to the Affordable Childcare Ad Hoc Committee

REFERENCES & ATTACHMENTS

1. Ad Hoc Com on Child Care Application SEWARD_Redacted

Delete Archive Report Reply Reply all Forward Zoom

Application for Committee or Commission Submitted

You forwarded this message on Tue 4/16/2024 1:10 PM

City of Ashland, Oregon
To: Dorinda Cottle; **City Recorder**
Sat 4/6/2024 12:39 PM

[EXTERNAL SENDER]

*** FORM FIELD DATA***
Name: **Nancy Seward**
Committee or Commission intersted in: **Affordable Childcare and Early Childhood Development Ad Hoc**
Address: [redacted]
Occupation : **retired**
Educational background: **NYU- BFA- Theater AAS-Early Childhood Education-N.Seattle Community College Pacific Oaks College-MA-Human Development Too many early childhood trainings over 30 years to count**
Related Experience: **Childcare Director-Ashland YMCA Adjunct College Instructor in ECE: N. Seattle Community College, Seattle Central Community College, Rogue Community College/SOU, Onondaga Community College (Syracuse, NY) Art Instructor-Syracuse YMCA (ages ranging from 2-11, including parents sometimes) Head Start teacher Multiple positions teaching in Childcare Center programs Nanny Parent Cooperative Program-instructor After School program, teacher, Montessori School of Syracuse Taught numerous workshops across the country to early childhood teachers**
Interests: **To support the children and families of Ashland as well as to support the city governing bodies in their own goals of helping families be able to live/work in Ashland.**
Availability: **Yes, I am available for special meetings. Any time/day are fine for me. I do travel sometimes, so I would try to schedule those dates around regularly scheduled meetings.**
Additional Information : **Moved to Ashland in 1996, left in 2007. Returned in 2023. I also have been in many leadership positions producing/teaching workshops for training of early childhood teachers. I'm on the board of the Southern Oregon chapter of the Oregon Association for the Education of Young Children, a local affiliate of NAEYC**
Signature: **Nancy Seward**

*** USER INFORMATION ***
SubscriberID: **-1**
SubscriberUserName:
SubscriberEmail:
RemoteAddress: **66.241.70.76**
RemoteHost: **66.241.70.76**

Council Business Meeting

Date: June 4, 2024

Agenda Item	Liquor License Approval for Cafe Lumina LLC
From	Alissa Kolodzinski, City Recorder
Contact	alissa.kolodzinski@ashland.or.us

SUMMARY

This is a request for approval of a liquor license application for Cafe Lumina LLC located at 27 N Main St.

POLICIES, PLANS & GOALS SUPPORTED

AMC Chapter 6.32 Liquor License Review

BACKGROUND AND ADDITIONAL INFORMATION

This is an application for a New Outlet – Full On-Premises

FISCAL IMPACTS

N/A

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

Ashland Fire, PD and Planning support this application.

I move to approve the liquor license for Cafe Lumina LLC

REFERENCES & ATTACHMENTS

1. OLCC Cafe Lumina - New Outlet_Redacted

LIQUOR LICENSE APPLICATION

Check the appropriate license request option:

☒ New Outlet | ☐ Change of Ownership | ☐ Greater Privilege | ☐ Additional Privilege

Select the license type you are applying for.

More information about all license types is available online.

Full On-Premises

- ☒ Commercial
- ☐ Caterer
- ☐ Public Passenger Carrier
- ☐ Other Public Location
- ☐ For Profit Private Club
- ☐ Nonprofit Private Club

Winery

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th

Brewery

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

Brewery-Public House

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

Grower Sales Privilege

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

Distillery

- ☐ Primary location

Additional tasting locations: (Use the DISTT form HERE)

☐ **Limited On-Premises**

☐ **Off Premises**

☐ **Warehouse**

☐ **Wholesale Malt Beverage and Wine**

LOCAL GOVERNMENT USE ONLY

LOCAL GOVERNMENT
After providing your recommendation, return this form to the applicant **WITH** the recommendation marked below

Name of City OR County (not both)

Please make sure the name of the Local Government is printed legibly or stamped below

Date application received:

Optional: Date Stamp Received Below

☐ Recommend this license be granted

☐ Recommend this license be denied

☐ No Recommendation/Neutral

Printed Name _____ Date _____

Signature _____

Cafe Lumina

Trade Name

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OREGON LIQUOR & CANNABIS COMMISSION

LIQUOR LICENSE APPLICATION

Instructions

1. **Complete and sign** this application.
2. Prior to submitting this application to the OLCC, send the completed application to **the local government for the premises address** to obtain a recommendation.
   - If the premises street address is within a city's limits, the local government is the city.
   - If the premises street address is not within a city's limits, the local government is the county.
3. You can submit the application to the OLCC if:
   1. You have WRITTEN documentation showing the date the local government received the application or;
   2. The local government has provided you their recommendation.

ALL forms and documents must be a **PDF** attachment

4. **Email the PDF application that contains the local government recommendation or proof of submission** to: OLCC.LiquorLicenseApplication@oregon.gov.
5. **Do not** include any license fees with your application packet (fees will be collected at a later time).
   When it's time to pay the license fee you must pay the full yearly fee for the current license year (the license fee will not be prorated). If you pay in the last quarter of your license year you must also pay the yearly fee for the next license year.

License Request Options - *Please see the general definitions of the license request options below:*

- **New Outlet:** The licensing of a business that does not currently hold an active liquor license.
- **Change of Ownership:** The request to completely change the licensee of record at a licensed business.
- **Greater Privilege:** The request to change from an Off-Premises to a Limited or Full On-Premises Sales license **OR** from a Limited to Full On-Premises Sales license.
- **Additional Privilege:** The licensee currently holds an active liquor license at the premises and that same licensee would like to request to add an **additional** different liquor license type at that same premises location.

Additional Information

Applicant Identification: Please review OAR 845-006-0301 for the definitions of "applicant" and "licensee" and OAR 845-005-0311 to confirm that all individuals or entities with an ownership interest (other than a waivable ownership interest, per OAR 845-005-0311[6]) in the business have been identified as license applicants on this document. If you have a question about whether an individual or entity needs to be listed as an applicant for the license, discuss this with the OLCC staff person assigned to your application.

Premises Address: This is the physical location of the business and where the liquor license will be posted.

Applicant Signature(s): Each individual listed in the applicant information box on page 2 (entity or individuals applying for the license) must sign the application.
If an applicant listed in the applicant information box on page 2 is an entity (such as a corporation or limited liability company), at least one member or officer of the entity must sign the application.

Applicant/Licensee Representative(s): In order to make changes to a license or application or to receive information about a license or application by someone other than the applicant/licensee you must:
- Complete the Authorized Representative Form designating a person/entity to act on your behalf and submit with the application.

For help with this application or any related documents or processes, email olcc.alcohollicensing@oregon.gov.

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LIQUOR LICENSE APPLICATION

APPLICANT INFORMATION

Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.

Name of entity or individual applicant #1:	Name of entity or individual applicant #2:
Cafe Lumina, LLC	Alex Circiello
Name of entity or individual applicant #3:	**Name of entity or individual applicant #4:**
Neil Diamente	

BUSINESS INFORMATION

Trade Name of the Business (name customers will see):
Cafe Lumina

Premises street address (The physical location of the business and where the liquor license will be posted):
27 N Main St

City:	Zip Code:	County:
Ashland	97520	Jackson

Business phone number:	Business email:
520-818-8920	cafelumina.ashland@gmail.com

Business mailing address (where we will send any items by mail as described in OAR 845-004-0065[1].):
27 N Main St

City:	State:	Zip Code:
Ashland	OR	97520

Does the business address currently have an OLCC liquor license? ☐Yes ☒No	Does the business address currently have an OLCC marijuana license? ☐Yes ☒No

APPLICATION CONTACT INFORMATON – Provide the point of contact for this application. If this individual is not an applicant or licensee, the Authorized Representative Form must be completed and submitted with this application.

Application Contact Name:
Neil Diamente

Phone number:	Email:
[redacted]	[redacted]

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LIQUOR LICENSE APPLICATION

TERMS

- "Real property" means the real estate (land) and generally whatever is erected or affixed to the land (for example, the building) at the business address.
- "Common area" is a privately owned area where two or more parties (property tenants) have permission to use the area in common. Examples include the walking areas between stores at a shopping center, lobbies, hallways, patios, parking lots, etc. An area's designation as a "common area" is typically identified in the lease or rental agreement.

ATTESTATION – OWNERSHIP AND CONTROL OF THE BUSINESS AND PREMISES

- Each applicant listed in the "Application Information" section of this form has read and understands OAR 845-005-0311 and attests that:

1. At least one applicant listed in the "Application Information" section of this form has the legal right to occupy and control the real property proposed to be licensed as shown by a property deed, lease, rental agreement, or similar document.

2. No person not listed as an applicant in the "Application Information" section of this form has an ownership interest in the business proposed to be licensed, unless the person qualifies to have that ownership interest waived under OAR 845-005-0311.

3. The licensed premises at the premises street address proposed to be licensed either:
   a. Does not include any common areas; or
   b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
      - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in "common areas" and that this requirement applies at all times, even when the business is closed.

4. The licensed premises at the premises street address either:
   a. Has no area on property controlled by a public entity (like a city, county, or state); or
   b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) permission to exercise the privileges of the license in the area.

Cafe Lumina

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LIQUOR LICENSE APPLICATION

Cafe Lumina

Applicant Signature(s): Each individual listed in the applicant information box on page 2 (entity or individuals applying for the license) must sign the application.

If an applicant listed in the applicant information box on page 2 is an entity (such as a corporation or limited liability company), at least one member or officer of the entity must sign the application.

- Each applicant listed in the "Application Information" section of this form has read and understands OAR 845-006-0362 and attests that:

1. Upon licensure, each licensee is responsible for the conduct of others on the licensed premises, including in outdoor areas.
2. The licensed premises will be controlled to promote public safety and prevent problems and violations, with particular emphasis on preventing minors from obtaining or consuming alcoholic beverages, preventing over-service of alcoholic beverages, preventing open containers of alcoholic beverages from leaving the licensed premises unless allowed by OLCC rules, and preventing noisy, disorderly, and unlawful activity on the licensed premises.

I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application, are true and complete.

Applicant name	Signature	Date
Alex Circiello		4/26/24
Neil Diamente		4/26/24

Applicant/Licensee Representative(s): If you would like to designate a person/entity to act on your behalf you must complete the Authorized Representative Form. You may submit the form with the application or anytime thereafter. The form must be received by the OLCC before the representative can receive or submit information for the applicant.

Please note that applicants/licensees are responsible for all information provided, even if an authorized representative submits additional forms on behalf of the applicant.

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Council Business Meeting

Date: June 4, 2024

Agenda Item	Liquor License Approval for Rogue Valley Roasting Company
From	Alissa Kolodzinski, City Recorder
Contact	alissa.kolodzinski@ashland.or.us

SUMMARY

This is a request for approval of a liquor license application for Rogue Valley Roasting Company (Ashland Roasting Company LLC) at 917 E Main St.

POLICIES, PLANS & GOALS SUPPORTED

AMC Chapter 6.32 Liquor License Review

BACKGROUND AND ADDITIONAL INFORMATION

This is an application for a Change of Ownership - Full On-Premises

FISCAL IMPACTS

N/A

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

Ashland Fire, PD and Planning departments support this application.

I move to approve the liquor license for Rogue Valley Roasting Company.

REFERENCES & ATTACHMENTS

1. RoCo OLCC_Redacted2

OREGON LIQUOR & CANNABIS COMMISSION

LIQUOR LICENSE APPLICATION

Instructions

1. **Complete and sign** this application.
2. Prior to submitting this application to the OLCC, send the completed application to **the local government for the premises address** to obtain a recommendation.
   - If the premises street address is within a city's limits, the local government is the city.
   - If the premises street address is not within a city's limits, the local government is the county.
3. You can submit the application to the OLCC if:
   1. You have WRITTEN documentation showing the date the local government received the application or;
   2. The local government has provided you their recommendation.

ALL forms and documents must be a **PDF** attachment

4. **Email the PDF application that contains the local government recommendation or proof of submission** to: OLCC.LiquorLicenseApplication@oregon.gov.
5. **Do not** include any license fees with your application packet (fees will be collected at a later time).
   When it's time to pay the license fee you must pay the full yearly fee for the current license year (the license fee will not be prorated). If you pay in the last quarter of your license year you must also pay the yearly fee for the next license year.

License Request Options - *Please see the general definitions of the license request options below:*

- **New Outlet:** The licensing of a business that does not currently hold an active liquor license.
- **Change of Ownership:** The request to completely change the licensee of record at a licensed business.
- **Greater Privilege:** The request to change from an Off-Premises to a Limited or Full On-Premises Sales license **OR** from a Limited to Full On-Premises Sales license.
- **Additional Privilege:** The licensee currently holds an active liquor license at the premises and that same licensee would like to request to add an **additional** different liquor license type at that same premises location.

Additional Information

Applicant Identification: Please review OAR 845-006-0301 for the definitions of "applicant" and "licensee" and OAR 845-005-0311 to confirm that all individuals or entities with an ownership interest (other than a waivable ownership interest, per OAR 845-005-0311[6]) in the business have been identified as license applicants on this document. If you have a question about whether an individual or entity needs to be listed as an applicant for the license, discuss this with the OLCC staff person assigned to your application.

Premises Address: This is the physical location of the business and where the liquor license will be posted.

Applicant Signature(s): Each individual listed in the applicant information box on page 2 (entity or individuals applying for the license) must sign the application.
If an applicant listed in the applicant information box on page 2 is an entity (such as a corporation or limited liability company), at least one member or officer of the entity must sign the application.

Applicant/Licensee Representative(s): In order to make changes to a license or application or to receive information about a license or application by someone other than the applicant/licensee you must:
- Complete the Authorized Representative Form designating a person/entity to act on your behalf and submit with the application.

For help with this application or any related documents or processes, email olcc.alcohollicensing@oregon.gov.

LIQUOR LICENSE APPLICATION

Check the appropriate license request option:

☐ New Outlet | ☒ Change of Ownership | ☐ Greater Privilege | ☐ Additional Privilege

Select the license type you are applying for.

More information about all license types is available online.

Full On-Premises

- ☒ Commercial
- ☐ Caterer
- ☐ Public Passenger Carrier
- ☐ Other Public Location
- ☐ For Profit Private Club
- ☐ Nonprofit Private Club

Winery

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th

Brewery

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

Brewery-Public House

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

Grower Sales Privilege

- ☐ Primary location
- Additional locations: ☐ 2nd ☐ 3rd

Distillery

- ☐ Primary location

Additional tasting locations: (Use the DISTT form HERE)

☐ **Limited On-Premises**

☐ **Off Premises**

☐ **Warehouse**

☐ **Wholesale Malt Beverage and Wine**

LOCAL GOVERNMENT USE ONLY

LOCAL GOVERNMENT
After providing your recommendation, return this form to the applicant **WITH** the recommendation marked below

Name of City OR County (not both)

Please make sure the name of the Local Government is printed legibly or stamped below

Date application received:

Optional: Date Stamp Received Below

☐ Recommend this license be granted

☐ Recommend this license be denied

☐ No Recommendation/Neutral

Printed Name _____ Date _____

Signature _____

Trade Name

OREGON LIQUOR & CANNABIS COMMISSION

BUSINESS INFORMATION

Please Print or Type

Applicant Name: Ashland Roasting Company LLC Phone: _____

Trade Name (dba): Rogue Valley Roasting Company (RoCo)

Business Location Address: 917 E Main St.

City: Ashland ZIP Code: 97520

DAYS AND HOURS OF OPERATION

Business Hours:

Sunday	6:45	to	6
Monday	"	to	"
Tuesday	"	to	"
Wednesday	"	to	"
Thursday	"	to	"
Friday	"	to	"
Saturday	"	to	"

Outdoor Area Hours:

Sunday	6:45	to	6
Monday	"	to	"
Tuesday	"	to	"
Wednesday	"	to	"
Thursday	"	to	"
Friday	"	to	"
Saturday	"	to	"

The outdoor area is used for:

☒ Food service Hours: 6:45 to 6:00

☒ Alcohol service Hours: 7:00 to 6

☐ Enclosed, how _____

The exterior area is adequately viewed and/or supervised by Service Permittees.

_____ (Investigator's Initials)

Seasonal Variations: ☒ Yes ☐ No If yes, explain: Summer Hrs = Open til 7p Su-Thu
Open til 8p Fri & Sat

ENTERTAINMENT

Check **ALL** that apply:

- ☒ Live Music (Very Rare)
- ☐ Recorded Music
- ☐ DJ Music
- ☐ Dancing ☐ Nude Dancing
- ☐ Live Entertainment
- ☐ Minor Entertainers
- ☐ Karaoke
- ☐ Coin-operated Games
- ☐ Video Lottery Machines
- ☐ Social Gaming
- ☐ Pool Tables
- ☐ Other: _____

***Minor Entertainers in an area prohibited to minors need prior approval from the OLCC**

DAYS & HOURS OF LIVE OR DJ MUSIC

Once-three times/yr. 2p-5p

Sunday	_____	to	_____
Monday	_____	to	_____
Tuesday	_____	to	_____
Wednesday	_____	to	_____
Thursday	_____	to	_____
Friday	_____	to	_____
Saturday	_____	to	_____

SEATING COUNT

Restaurant: 32 Outdoor: 30 Lounge: N/A

Banquet: N/A Other (explain): _____ Total Seating: 62

OLCC USE ONLY

Investigator Verified Seating: ____(Y) ____(N)

Investigator Initials: _____

Date: _____

I understand if my answers are not true and complete, the OLCC may deny my license application.

Applicant Signature: _____ **Date:** 5/13/24

www.oregon.gov/olcc

Rev: 2.1.23

OREGON LIQUOR & CANNABIS COMMISSION

INDIVIDUAL HISTORY FORM

WHO MUST COMPLETE THIS FORM?

You must complete this form if:

- Your name is listed as an applicant in the "Entity or Individuals applying for the license" section of the Liquor License Application form.
- A corporation is listed as an applicant in the "Entity or Individuals applying for the license" section of the Liquor License Application form and you are:

  → President, a Vice President with responsibility over the operation of the business, Secretary, or Treasurer.
  → A Director with 3% or more voting stock.
  → An individual who owns 20% or more of issued stock.

- A limited liability company (LLC) is listed as an applicant in the "Entity or Individuals applying for the license" section of the Liquor License Application form and you are:

  → A Managing Member of the LLC (this is an individual designated to manage the LLC; it may or may not be the same individual designated to manage the business).
  → A Member who owns 20% or more of the membership.
  → An Officer (such as a President or Secretary) with responsibilities over the operation of the business.

You must work with the OLCC to determine who must complete this form if you are:

- Part of an entity *other than* a corporation or LLC that is listed as an applicant in the "Entity or Individuals applying for the license" section of the Liquor License Application form, or
- Part of an entity that owns 10% or more of an entity listed as an applicant in the "Entity or Individuals applying for the license" section of the Liquor License Application form.

IN ADDITION, THE OLCC MAY REQUIRE OTHER PEOPLE TO COMPLETE THIS FORM WHEN THERE IS REASON TO BELIEVE IT MAY HELP THE OLCC IN ITS INVESTIGATION.

PRINT FORM

RESET FORM

OREGON LIQUOR & CANNABIS COMMISSION

INDIVIDUAL HISTORY FORM

1. Name (Print):	HARDEE Last	Nicholas First	[redacted] Middle	
2. Other names used (maiden, other):				
3. Do you have a Social Security Nu[redacted] States Social Security Administration? Yes [X] No [ ] If yes, you must list your SSN: [redacted]				

SOCIAL SECURITY NUMBER DISCLOSURE: As part of your application for an initial or renewal license, Federal and State laws require you to provide your Social Security Number (SSN) to the Oregon Liquor Control Commission (OLCC) for child support enforcement purposes (42 USC § 666(a)(13) & ORS 25.785). If you are an applicant or licensee and fail to provide your SSN, the OLCC may refuse to process your application. Your SSN will be used only for child support enforcement purposes unless you indicate below.

Based on our authority under ORS 471.311 and OAR 845-005-0312(6), we are requesting your voluntary consent to use your SSN for the following administrative purposes only: to match your license application to your Alcohol Server Education records (where applicable), and to ensure your identity for criminal records checks. OLCC will not deny you any rights, benefits or privileges otherwise provided by law if you do not consent to use of your SSN for these administrative purposes (5 USC§ 552(a).

4. Do you consent to the OLCC's use of my SSN as described above? Check this box: [X]

5. Date of Birth (DOB):	[redacted] (mm)	[redacted] (dd)	[redacted] (yyyy)
6. Driver License or State ID #:	[redacted]	7. State	[redacted]
8. Contact Phone:	[redacted]		
9. E-mail Address:	[redacted]		
10. Mailing Address:	[redacted] (Number and Street)	Ashland (City)	OR (State)	97520 (Zip Code)

11. In the past 10 years, have you been convicted of a felony or a misdemeanor in a U.S. state outside of Oregon?

No [X] Yes [ ] (If yes, explain in the space provided, below) Unsure [ ] Choose this option and provide an explanation if, for example: you were arrested or went to court, but are unsure of whether there was a conviction; you paid a fine or served probation or parole, but are unsure of whether there was a conviction; or if you know you had a conviction, but you are unsure of whether the conviction has been removed from your record, etc.

OREGON LIQUOR & CANNABIS COMMISSION

INDIVIDUAL HISTORY FORM

12. Do you, or any entity that you are a part of, **currently hold** or **have you previously held** a recreational marijuana license in Oregon? (Note: marijuana worker permits are not marijuana licenses.)

No [X] Yes [ ] Please list licenses (and year(s) licensed) below Unsure [ ] Please include an explanation:

13. Do you, or any entity that you are a part of, hold an alcohol license in a U.S. state outside of Oregon?

No [ ] Yes [X] Please list licenses (and year(s) licensed) below Unsure [ ] Please include an explanation:

Ashland Food Co-op
1972-Present

14. Do you or any entity that you are a part of, have any other liquor license applications pending with the OLCC?

No [X] Yes [ ] Please list applications below Unsure [ ] Please include an explanation:

You must sign your own form (electronic signature acceptable). Another individual, such as your attorney or an individual with power of attorney, ***may not*** sign your form.

Affirmation

Even if I receive assistance in completing this form, I affirm by my signature below, that my answers on this form are true and complete. I understand the OLCC will use the above information to check my records, including but not limited to my criminal history. I understand that if my answers are not true and complete, the OLCC may deny my license application.

Name (Print):	HARDEE (Last)	Nicholas (First)	[redacted] (Middle)

Signature: [signature] **Date:** 5/13/24

This box for OLCC use ONLY

_____ Does the individual currently hold, or has the individual previously held, an OLCC- issued liquor license?

Oregon Liquor & Cannabis Commission (OLCC)
LIMITED LIABILITY COMPANY (LLC)
FORM INSTRUCTIONS

Definitions

- "Manager-Managed LLC" means an LLC where one or more individuals or entities have the responsibility to run the LLC, and as such, have been named as a "managing member."
- "Managing member" means an individual or entity who has been named to run a manager-managed LLC.
  - A managing member is not required to own or hold membership in the LLC.
  - A manager of the business is not required to be a member or managing member of the LLC.
- "Member-Managed LLC" means an LLC where all members have the responsibility to run the LLC, and as such, no managing member has been named.
- "Member" means an individual or entity who owns membership in the LLC.
- "Entity" means an association, corporation, limited liability company, partnership, trust, or any similar entity that has legal standing under the laws of Oregon or another state within the United States.
- "Individual" means an individual human being.

When does the OLCC require this form to be submitted?

- The LLC is listed as an applicant in the "Applicant Information" section of the Liquor License Application form;
- The LLC has 20% or more ownership in an entity applicant listed in the "Applicant Information" section of the Liquor License Application;
- The OLCC believes obtaining this information may help the OLCC in its investigation.

	Manager-Managed LLC	Member-Managed LLC
Registered with the Oregon Secretary of State (SOS)	The OLCC does not require registration in Oregon with the Oregon Secretary of State.	The OLCC does not require registration in Oregon with the Oregon Secretary of State.
Section 1	Must complete this section. • List *all* managing members (may be one or more individuals or entities)	Not Applicable.
Section 2	Must complete this section. • List *all* members with 20% or more membership (may be one or more individuals or entities).	
Section 3	• An LLC with no officers should skip this section. • An LLC with the following officers must complete this section: president, secretary, treasurer, and vice president (with responsibility over the operation of the business).	
Individual History form	The following individuals must submit an Individual History form unless an exception applies: • All individuals who are a managing member, member with 20% or more membership, or a listed officer. Exceptions: • The OLCC has determined that the LLC has provided proof to the OLCC that it is listed on an exchange registered with the U.S. Securities and Exchange Commission; or • The OLCC has determined that the LLC has provided written documentation to the OLCC sufficient to show that control of the day-to-day operation of the business has been relinquished by the individual through a written management agreement, or similar written agreement, to one or more parties who are an applicant or licensee for the same license at the same premises. Relinquishing control over the day-to-day operation of the business includes not managing or controlling the sale or service of alcohol or directly supervising any person who sells or serves alcoholic beverages	
Section 4	• If the application is for a liquor license that allows customers to consume alcohol at the business, an individual must be listed who has completed, or will complete, an OLCC approved Alcohol Server Education class, and has passed the test. This individual must have the authority to set standards and policies for alcohol servers at the business. • If the application is not for a liquor license that allows customers to consume alcohol at the business, this section may be left blank.	
Section 5	One of the listed members or managing members must sign and date this form.	

PRINT FORM

RESET FORM

Oregon Liquor & Cannabis Commission

LIMITED LIABILITY COMPANY (LLC) QUESTIONNAIRE

LLC Name Ashland Roasting Company LLC

Trade Name of Business (Name Customers Will See) Rogue Valley Roasting Company (RoCo)

The LLC named in this document is a (see page 1 for definitions): ☒ Manager-Managed LLC ☐ Member-Managed LLC

This section is ONLY for a manager-managed LLC. (Directions on page 1. You may include information on a separate sheet.)

Name of Managing Member (please print)	Name of Managing Member (please print)
Nicholas Hardee	

This section is for BOTH a manager-managed LLC and a member-managed LLC. (Directions on page 1. You may include information on a separate sheet.)

Name of Member (please print)	Percentage of issued membership held

This section is ONLY for an LLC with the listed officers. (Directions on page 1. You may include information on a separate sheet.)

Title	Name (please print)
President	
Secretary	
Treasurer	
Vice president with responsibility over the operation of the business	

SERVER EDUCATION DESIGNEE (Directions on page 1)

Name (please print)	Date of Birth

SIGNATURE (Directions on page 1)

NAME of Signing Person (please type or print) Nicholas Hardee

SIGNATURE of signing person (may electronically sign) DATE 5/13/24

This box for OLCC use ONLY

Does the entity hold, or has it ever held, an OLCC-issued liquor license? _____

Rev: 2.1.23

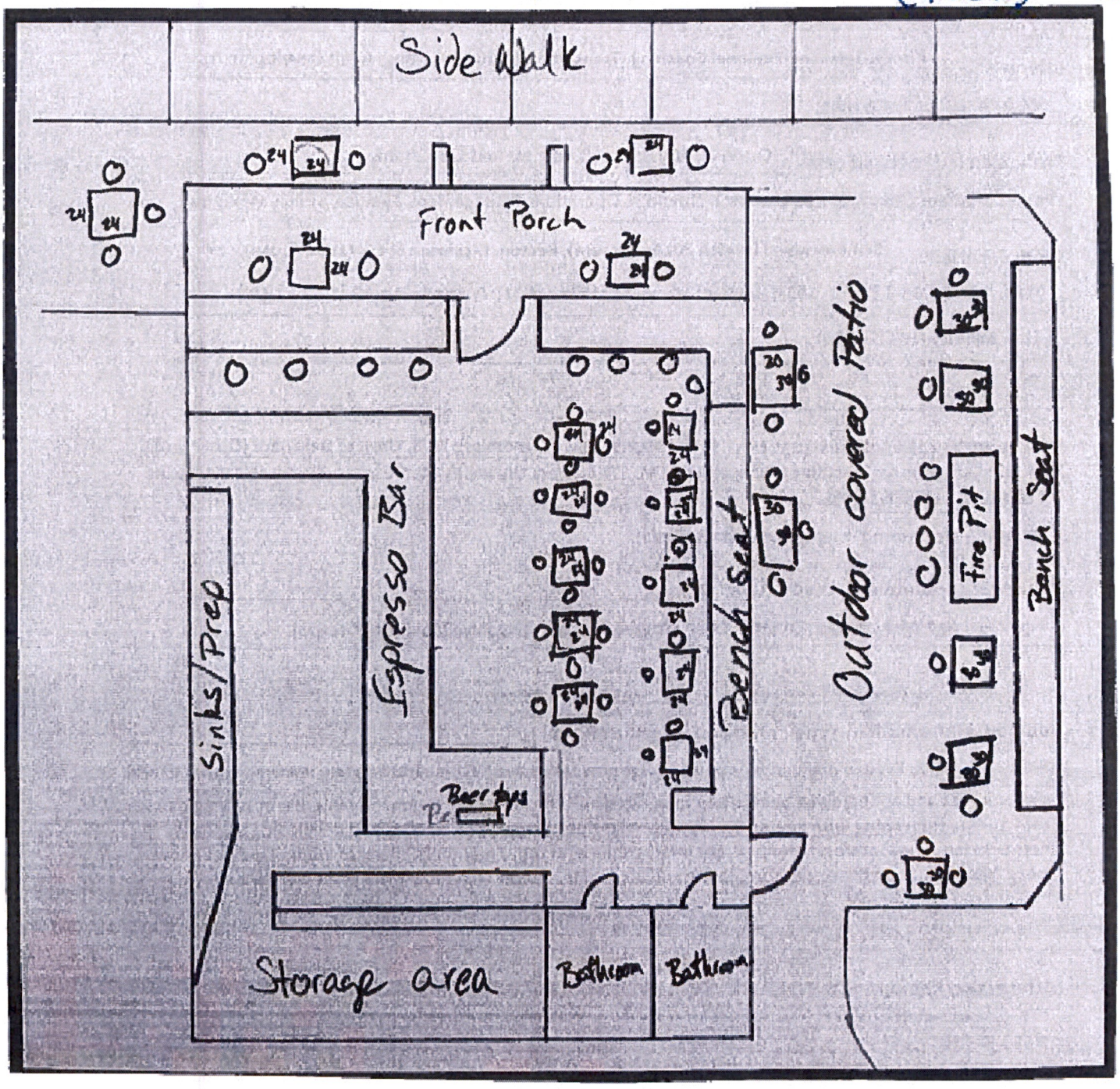
OREGON LIQUOR & CANNABIS COMMISSION

FLOOR PLAN FORM

Your floor plan must be submitted on this form

Ashland Roasting Company LLC
Applicant Name

Rogue Valley Roasting Company (RoCo)
Trade Name (dba)



.....OLCC USE ONLY.....
MINOR POSTING ASSIGNMENT(S)

Date:_____ **Initials:**_____

(rev. 03/22)

OREGON LIQUOR & CANNABIS COMMISSION

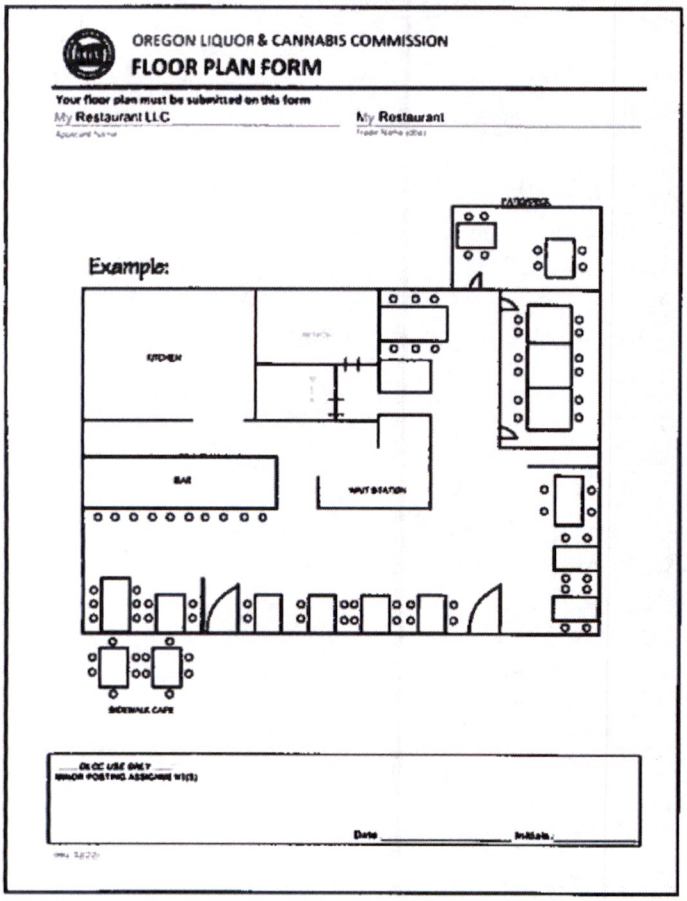
FLOOR PLAN

INSTRUCTIONS

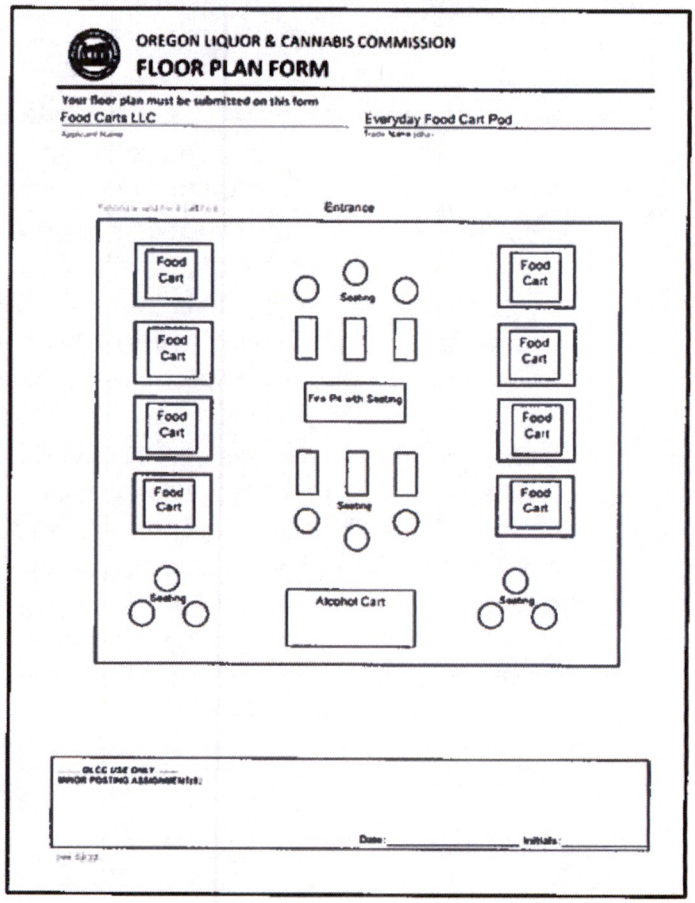
1. **Your floor plan MUST be submitted on the Floor Plan Form below**
2. Use a separate Floor Plan Form for each level or floor of the building. The floor plan(s) must show the specific areas of your premises.
3. Label areas i.e. dining area, bar, lounge, lottery, outside patio and sidewalk cafe areas.
4. Food Counters should be labeled as such, and not as a Bar. At a Food Counter, food service/consumption is the predominant activity. At a Bar, alcohol service/consumption is the predominant activity. Please label Food Counters and Bars accordingly.
5. Include all tables and chairs. (See Example below)
6. If you have an outdoor area, please show it in reference to the licensed building.
7. If you have sidewalk seating please contact your local government to see if a permit is required for use.
8. If this is a Food Cart Pod please label the floor plan where the alcohol will be served from, where food will be served, where the seating will be and any other food carts that are in the pod.

Please do not use complex architect drawings as your floor plan, unless they are clearly readable and show all the tables and chairs.

RESTAURANT EXAMPLE



FOOD CART POD EXAMPLE



LIQUOR LICENSE APPLICATION

TERMS

- "Real property" means the real estate (land) and generally whatever is erected or affixed to the land (for example, the building) at the business address.
- "Common area" is a privately owned area where two or more parties (property tenants) have permission to use the area in common. Examples include the walking areas between stores at a shopping center, lobbies, hallways, patios, parking lots, etc. An area's designation as a "common area" is typically identified in the lease or rental agreement.

ATTESTATION – OWNERSHIP AND CONTROL OF THE BUSINESS AND PREMISES

- Each applicant listed in the "Application Information" section of this form has read and understands OAR 845-005-0311 and attests that:

1. At least one applicant listed in the "Application Information" section of this form has the legal right to occupy and control the real property proposed to be licensed as shown by a property deed, lease, rental agreement, or similar document.

2. No person not listed as an applicant in the "Application Information" section of this form has an ownership interest in the business proposed to be licensed, unless the person qualifies to have that ownership interest waived under OAR 845-005-0311.

3. The licensed premises at the premises street address proposed to be licensed either:
   a. Does not include any common areas; or
   b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
      - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in "common areas" and that this requirement applies at all times, even when the business is closed.

4. The licensed premises at the premises street address either:
   a. Has no area on property controlled by a public entity (like a city, county, or state); or
   b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) permission to exercise the privileges of the license in the area.

LIQUOR LICENSE APPLICATION

APPLICANT INFORMATION

Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.

Name of entity or individual applicant #1:	Name of entity or individual applicant #2:
Ashland Roasting Co. LLC	
Name of entity or individual applicant #3:	**Name of entity or individual applicant #4:**

BUSINESS INFORMATION

Trade Name of the Business (name customers will see):
Rogue Valley Roasting Company (RoCo)

Premises street address (The physical location of the business and where the liquor license will be posted):
917 E Main St.

City:	Zip Code:	County:
Ashland	97520	Jackson

Business phone number:	Business email:
541-488-5902	nhardee@ashlandFood.coop

Business mailing address (where we will send any items by mail as described in OAR 845-004-0065[1].):
917 E Main St

City:	State:	Zip Code:
Ashland	OR	97520

Does the business address currently have an OLCC liquor license?	Does the business address currently have an OLCC marijuana license?
☒ Yes ☐ No	☐ Yes ☒ No

APPLICATION CONTACT INFORMATON – Provide the point of contact for this application. If this individual is not an applicant or licensee, the Authorized Representative Form must be completed and submitted with this application.

Application Contact Name:
Nicholas Hardee

Phone number:	Email:
[redacted]	[redacted]

LIQUOR LICENSE APPLICATION

Applicant Signature(s): Each individual listed in the applicant information box on page 2 (entity or individuals applying for the license) must sign the application.

If an applicant listed in the applicant information box on page 2 is an entity (such as a corporation or limited liability company), at least one member or officer of the entity must sign the application.

- Each applicant listed in the "Application Information" section of this form has read and understands OAR 845-006-0362 and attests that:

1. Upon licensure, each licensee is responsible for the conduct of others on the licensed premises, including in outdoor areas.
2. The licensed premises will be controlled to promote public safety and prevent problems and violations, with particular emphasis on preventing minors from obtaining or consuming alcoholic beverages, preventing over-service of alcoholic beverages, preventing open containers of alcoholic beverages from leaving the licensed premises unless allowed by OLCC rules, and preventing noisy, disorderly, and unlawful activity on the licensed premises.

I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application, are true and complete.

Applicant name	Signature	Date
Nicholas Hardee		5/13/24

Applicant/Licensee Representative(s): If you would like to designate a person/entity to act on your behalf you must complete the Authorized Representative Form. You may submit the form with the application or anytime thereafter. The form must be received by the OLCC before the representative can receive or submit information for the applicant.

Please note that applicants/licensees are responsible for all information provided, even if an authorized representative submits additional forms on behalf of the applicant.

Council Business Meeting

Date: June 4, 2024

Agenda Item	First Reading – ORD 3237 An Ordinance Relating to Amending AMC 2.28 to add the Department of Innovations and Technology (DoIT)
From	Doug McGeary, City Attorney, Acting
Contact	doug.mcgeary@ashland.or.us

SUMMARY

First Reading and review to establish a Department of Innovation and Technology.

POLICIES, PLANS & GOALS SUPPORTED

Formalizing the establishment of the Department of Innovation and Technology (DoIT) through ordinance acknowledges and solidifies its integral role within the city's operations. By codifying its existence, the city ensures a structured and accountable approach to managing technology resources and initiatives. This department, with its clear mandate and framework, will effectively contribute to the implementation of city policies, plans, and goals by optimizing digital services, fortifying cybersecurity measures, and driving innovation aligned with the city's strategic vision.

BACKGROUND AND ADDITIONAL INFORMATION

Establishing a department through ordinances not only provides a clear legal framework for its existence, structure, and operation within the city government but also ensures transparency, accountability, and adherence to legal requirements in governance. The present director emphasizes in this ordinance that the department transcends the traditional role of merely providing "information" typically associated with IT departments.

This department encompasses several divisions, each playing a crucial role in the city's technological ecosystem. These divisions not only provide computing services and communications in-house but also house the Ashland Fiber Network, which operates as its own enterprise entity within the department. The Ashland Fiber Network delivers internet, cable, and telephone services to the broader community, enhancing connectivity and supporting economic development.

Moreover, DoIT offers services aimed at educating the city's workforce and mitigating cyber threats. By delineating these divisions, the city can enhance its ability to secure and insure its operations effectively against cybercrime activities and potential losses. This strategic approach not only safeguards city resources but also fosters a resilient and technologically advanced municipal infrastructure.

FISCAL IMPACTS

The establishment of the Department of Innovation and Technology through this ordinance does not anticipate any significant fiscal impacts. While this department has not been formally formed previously, the functions have been carried out as necessary within the government structure, typically by a director and administrative staff. This ordinance does not seek to alter the staffing levels or the core functions of the existing IT Department. Therefore, it is anticipated that there will be no fiscal impact resulting from the enactment of these ordinances.

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

After the explanation of the ordinance creating the Department of Innovation and Technology, a hearing is called. Thereafter, a Council member may move to have the ordinance #3237 Creating a Department of Innovation and Technology for the City of Ashland passed as read and schedule a second reading of the ordinance to the date of the next City of Ashland Public Business meeting, June 18, 2024. Recommended Motion:

I move approval of first reading of Ordinance #3237, "**An Ordinance Relating to Amending AMC 2.28 to**

add The Department of Innovation and Technology", scheduling of its second reading for June 18. 2024.

REFERENCES & ATTACHMENTS

1. ORD 3237 - Chapter 2.28 AMC DoIT_DMM_05-21-24

ORDINANCE NO. 3237
AN ORDINANCE RELATING TO AMENDING AMC 2.28 TO ADD THE DEPARTMENT OF INNOVATION AND TECHNOLOGY

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, Formalizing the establishment of the Department of Innovation and Technology (DoIT) through ordinance acknowledges and solidifies its integral role within the city's operations.

WHEREAS, By codifying DoIT's existence, the city ensures a structured and accountable approach to managing technology resources and initiatives. A department codified by ordinance more clearly establishes its mandate and framework, with the purpose of effectively contributing to the implementation of city policies, plans, and goals by optimizing digital services, fortifying cybersecurity measures, and driving innovation aligned with the city's strategic vision.

WHEREAS, The City of Ashland wishes to amend AMC 2.28 ADMINISTRATIVE AND OPERATING DEPARTMENTS to add the Department of Innovation and Technology.

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

SECTION 1.

2.28.390 Department of Innovation and Technology – Created

A Department of Innovation and Technology is hereby created which is under the direction of the Director of the Department of Innovation and Technology, and consists of divisions and such employees authorized by the position classification plan or City budget, and such other employees as the City Manager may assign to said Department.

2.28.400 Department of Innovation and Technology – Director – Duties

The Director of the Department of Innovation and Technology, subject to the approval of the City Manager, shall organize and maintain such divisions in said Department as the operation may, in the judgment of the Director, require. The Director of the Department of Innovation and Technology shall be responsible for the general supervision and control of all divisions of said Department and for the performance of the functions herein assigned to said Department.

2.28.410 Department of Innovation and Technology – Functions
The Department of Innovation and Technology provides strategic planning, implementing, and supporting a wide array of technological systems utilized by city departments. These systems serve to enhance communication, computing services, and overall operational efficiency. Additionally, the department ensures the security of these systems and improves the quality of services provided to both internal constituents and members of the community, including residents, visitors, and businesses.

A division of the Department, Ashland Fiber Network (AFN), separately delivers broadband services to the broader community, enhancing connectivity and supporting economic development. AFN operates toward fostering connectivity, economic growth, and technological advancement in Ashland and its surrounding areas.

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", 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 [No(s.)] need not be codified, and the City Recorder is authorized to correct any cross-references and any typographical errors.

The foregoing ordinance was first ready by title only in accordance with Article X, Section 2(C) of the City Charter on the 4th day of June, 2024, and duly PASSED and ADOPTED this ___ day of June, 2024.

ATTEST:

_____
Alissa Kolodzinski, City Recorder

SIGNED and APPROVED this _____ day of _____, 2024.

_____
Tonya Graham, Mayor

Reviewed as to form:

_____
Douglas M. McGeary, Acting City Attorney

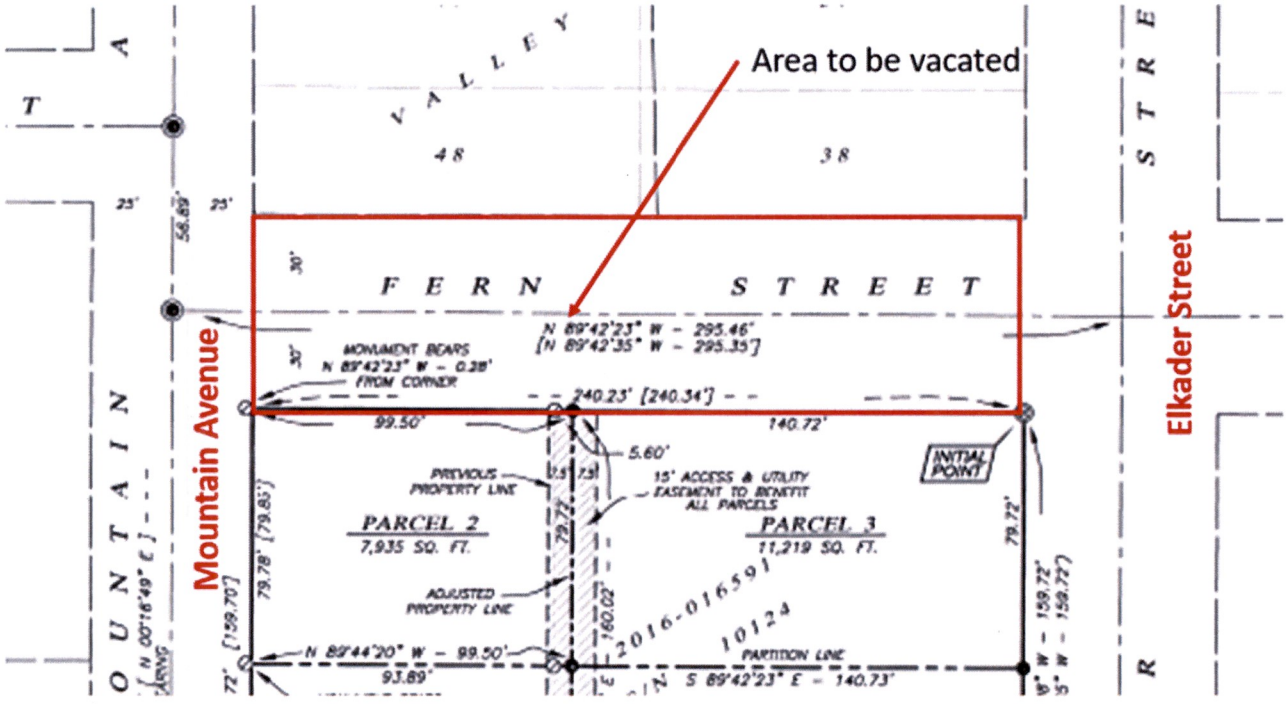
Council Business Meeting

Date: June 4, 2024

Agenda Item	First Reading - ORD 3240 An Ordinance for Right of Way Vacation of a Portion of Fern Street
From	Scott Fleury, Director
Contact	scott.fleury@ashland.or.us

SUMMARY

Before the Council is a request to approve an ordinance for the vacation of a portion of the public right of way. The right of way in question is a portion of Fern Street between South Mountain Avenue and Elkader Street. This is an un-improved non maintained right of way that basically provides for driveway access to adjacent lots on Fern Street.



POLICIES, PLANS & GOALS SUPPORTED

City Council:

4. *Evaluate real property and facility assets to strategically support city mission and goals.*

BACKGROUND AND ADDITIONAL INFORMATION

PREVIOUS COUNCIL ACTION

The Council previously approved initiating the vacation process for this section of un-improved Fern Street at the December 5, 2023 Business Meeting.

BACKGROUND AND ADDITIONAL INFORMATION

The City of Ashland was approached by an adjacent property owner on Fern Street about the City initiating the vacation of the unimproved and non-maintained section. City Management informed the resident the City could move forward with the process to vacate the right of way through initiation by the City Council as allowed by Oregon Revised Statute (ORS) 271.130, reference below.

271.130 Vacation on city governing body's own motion; appeal.

(1) **The city governing body may initiate vacation proceedings authorized by ORS 271.080 and make such**

vacation without a petition or consent of property owners. Notice shall be given as provided by ORS 271.110, but such vacation shall not be made before the date set for hearing, nor if the owners of a majority of the area affected, computed on the basis provided in ORS 271.080, object in writing thereto, nor shall any street area be vacated without the consent of the owners of the abutting property if the vacation will substantially affect the market value of such property, unless the city governing body provides for paying damages. Provision for paying such damages may be made by a local assessment, or in such other manner as the city charter may provide.
(2) Two or more streets, alleys, avenues and boulevards, or parts thereof, may be joined in one proceeding, provided they intersect or are adjacent and parallel to each other.
(3) No ordinance for the vacation of all or part of a plat shall be passed by the governing body until the city recording officer has filed in the office of the city recording officer or indorsed on the petition for such vacation a certificate showing that all city liens and all taxes have been paid on the lands covered by the plat or portion thereof to be vacated.
(4) Any property owner affected by the order of vacation or the order awarding damages or benefits in such vacation proceedings may appeal to the circuit court of the county where such city is situated in the manner provided by the city charter. If the charter does not provide for such appeal, the appeal shall be taken within the time and in substantially the manner provided for taking an appeal from justice court in civil cases.

Staff informed the property owner of requirements for vacating city right of way which include public hearings at the Planning Commission and City Council along with development of the appropriate legal descriptions and easement overlays for access management to the adjoining properties.

The specific requirements for right of way vacations are detailed in Ashland Municipal Code (AMC) Chapter 4.18 and Oregon Revised Statute (ORS) 271.080 thru 271.230.

Public Works performed an initial assessment to determine if a right of way vacation would be in the public interest. The current grade does not allow for an appropriate street connection between Elkader Street and Mountain Avenue and there are no public utilities in the unimproved section of Fern Street.

Right of Way Vacation Requirements:
In order to appropriately process a right of way vacation certain state and local codes must be addressed. The Oregon Revised Statues (ORS) and City of Ashland Municipal Code detail the requirements to vacate City property:

4.18.010 Purpose
The purpose of this Chapter is to establish the procedure for processing requests for the vacation of public rights-of-way and places, and to require petitioners for vacation to deposit with the City Recorder a fee sufficient to cover the cost of publication, posting and other anticipated expenses as authorized by ORS 271.080, et seq.

4.18.020 Application
Any person interested in filing a petition for the vacation of all or part of any street, alley, or other public place, shall submit such petition in the form prescribed by the City Engineer pursuant to ORS 271.080, and upon filing of the petition shall deposit with the City Recorder a filing fee established by resolution of the City Council. (Ord. 2654, 1991; Ord. 2742, 1994)

- **This is not required if the Council initiates the vacation process as allowed by ORS.**

4.18.030 Review by Planning Commission
Upon receipt of the petition, the same shall be referred to the City Engineer for a determination of whether it contains the requested number of sworn signatures. The City Engineer shall return any petition not meeting the requirements of ORS 271.080, together with the filing fee to the petitioner. If the City Engineer determines that the petition is sufficient, it shall be referred to the City Planning Commission for its review and recommendation to the City Council. The Planning Commission shall submit its report to the City Council within sixty (60) days of receipt. Upon receipt of the report by the Commission, or if no report is received from the Commission upon the expiration of sixty (60) days, the City Manager shall set the matter for public hearing as set forth in ORS 271.100,

et seq.

- **A Planning Commission meeting scheduled for January 9, 2024 was formally noticed to the public and the adjacent residents.**
- **The Planning Commission reviewed the information, took public input and upon deliberation recommended vacating the right of way at their public hearing. Their recommendation also included keeping a pedestrian easement connection between Elkader Street and South Mountain Avenue.**

4.18.040 Public Hearings
Public hearings shall be held as set forth in ORS 271.120, at which time the petitioner and all affected parties shall be afforded an opportunity to present their views either orally or in writing. The report of the Planning Commission, if any, shall be made a part of the record.

This is the action required of Council for the June 4, 2024 Business Meeting.

- **Since the approval process requires approval of an ordinance there is a required first and second reading in order to become legally binding.**

4.18.050 Action By Council
The City Council, after due consideration of testimony by affected parties, and the report of the Planning Commission may approve, reject, or modify the area proposed for vacation which in its sole judgment is deemed in the public interest.

- **Public Hearing – Ordinance approval June 4, 2024 and June 18, 2024**

FISCAL IMPACTS

The only resource requirements were/are associated with staff time to bring the vacation forward through the Planning Commission and City Council. The owners will be responsible for the development of new property deeds and recording the applicable documents with the County. If the property is vacated, it will become private and assessable for property taxes as part of the individual tax lots the right of way is vacated too.

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

STAFF RECOMMENDATION

Staff recommends approval of the right of way vacation ordinance for a portion of Fern Street.

The Planning Commission recommends approval of the right of way vacation ordinance for a portion of Fern Street.

ACTIONS, OPTIONS & POTENTIAL MOTIONS

I move to approve Ordinance Number 3240 an Ordinance relating to the vacation of a portion of Fern Street.

I move to take no action on the matter.

REFERENCES & ATTACHMENTS

1. 06 04 24 Right of Way Vacation - Fern Street.Ord1
2. 06 04 24 Right of Way Vacation - Fern Street.Atch2
3. 06 04 24 Right of Way Vacation - Fern Street.Atch3

ORDINANCE NO. 3240

AN ORDINANCE RELATING TO THE VACATION OF A PORTION OF OTIS STREET

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

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

WHEREAS, The City of Ashland City Council initiated the vacation process as allowed by Oregon Revised Statutes (ORS) 271.130; and

WHEREAS, the Planning Commission of the City of Ashland has recommended that said portion of the roadway be vacated; and

WHEREAS, due notice of said petition for vacation has been given on May 21, 2024 in the manner and form required by law, and a hearing has been held thereon; and it appearing to the City Council of the City of Ashland that the public convenience and welfare will be served thereby and that this vacation is in the public interest.

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

SECTION 1. That the certain section of Fern Street located in the City of Ashland described as follows:

A Public Street Vacation of that portion of Fern Street between South Mountain Avenue and Elkader Street in the City of Ashland, adjacent to those tracts of lands described as Parcels 2 & 3 within Partition Plat No. P-29-2018 laying situate within the Northeast Quarter of Section 16 in Township 39 South, Range 1 East of the Willamette Meridian in the City of Asland, Jackson County, Oregon, being more particularly described and bounded as follows, to wit;

BEGINNING at a 1/2" iron pipe situated at the intersection of the south line of Fem Street and the west line of Elkader Street, being the Northeast corner of Lot 28 of the Galey Addition to the City of Ashland, recorded in Volume 3, Page 80 in the Plat Records of Jackson County, Oregon, the POINT OF BEGINNING; thence North 00°17'08" East along the east line of vacated Fern Street, a distance of 30.00 feet to the centerline thereof; thence South 89°42'35" East, along said centerline, 0.24 feet; thence North 00°15'35" East, continuing along the east line of vacated Fern Street, 30.00 feet to the southeast corner of Lot 20 of the Galey Addition to the City of Ashland, recorded on April 8, 1907 in Volume 1, Page 33 of the Plat Records in said County; thence North 89°42'23" West, along the north line of said described Fern Street, being 30.00 feet north of, parallel with and adjacent to the former centerline of Fern Street, a distance of 240.45 feet to the southwest corner of Lot 20,

Galey Addition; thence South 00°17'13" West, along the East line of South Mountain Avenue, 60.00 feet to the northwest corner of Lot 29, Galey Addition; thence South 89°42'23" East, along the south line of said described Fern Street, being 30.00 feet south of, parallel with and adjacent to the vacated south line of Fern Street, a distance of 240.22 feet, to the POINT OF BEGINNING.

Containing 0.33 acres or 14420 square feet more or less.

SECTION 2. The City Recorder is hereby directed to deliver a certified copy of this Ordinance No. 3240 to the County Clerk, County Assessor, and County Surveyor of Jackson County, Oregon.

SECTION 3. Codification. In preparing this ordinance for publication and distribution, the City Recorder shall not alter the sense, meaning, effect, or substance of the ordinance, but within such limitations, may:

(a) Renumber sections and parts of sections of the ordinance;

(b) Rearrange sections;

(c) Change reference numbers to agree with renumbered chapters, sections or other parts;

(d) Delete references to repealed sections;

(e) Substitute the proper subsection, section, or chapter numbers;

(f) Change capitalization and spelling for the purpose of uniformity;

(g) Add headings for purposes of grouping like sections together for ease of reference; and

(h) Correct manifest clerical, grammatical, or typographical errors.

SECTION 4. 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.

The foregoing ordinance was first ready by title only in accordance with Article X, Section 2(C) of the City Charter on the _____day of_____, 2024, and duly PASSED and ADOPTED this _____day of_____, 2024.

PASSED by the City Council this _____ day of _____, 2024.

ATTEST:

_____
Alissa Kolodzinski, City Recorder

SIGNED and APPROVED this _____ day of _____, 2024.

_____
Tonya Graham, Mayor

Reviewed as to form:

_____
Douglas M. McGeary, Acting City Attorney

Planning Commission Minutes

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

January 9, 2024
REGULAR MEETING
***DRAFT* Minutes**

I. CALL TO ORDER:

Chair Verner had a scheduled absence from this meeting. Vice-Chair Knauer called the meeting to order at 7:00 p.m. at the Civic Center Council Chambers, 1175 E. Main Street.

Commissioners Present:
Doug Knauer
Kerry KenCairn
Eric Herron
Russell Phillips
Susan MacCracken Jain
Gregory Perkinson

Staff Present:
Brandon Goldman, Community Development Director
Derek Severson, Planning Manager
Aaron Anderson, Senior Planner
Michael Sullivan, Executive Assistant

Absent Members:
Lisa Verner

Council Liaison:
Paula Hyatt

II. ANNOUNCEMENTS

Community Development Director Brandon Goldman made the following announcement:

- The City will hold its annual town hall meeting on January 24, 2024, 5:30-7:30 p.m. at the Rogue River Room on the SOU campus. The Mayor will give the State of the City address, and awards will be given to residents for their volunteer work over the past year.

III. CONSENT AGENDA

1. **Approval of Minutes**
   a. December 12, 2023 Regular Meeting

Commissioner MacCracken Jain suggested a non-substantive change to page five of the December 12, 2023 minutes.

Commissioners KenCairn/Perkinson m/s to approve the consent agenda with correction suggested by Commissioner MacCracken Jain. Voice Vote: All AYES. Motion passed 6-0.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please email planning@ashland.or.us. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title 1).

IV. PUBLIC FORUM

James Jarrard/Mr. Jarrard noted that the Pledge of Allegiance was not made at the onset of the meeting. Vice-Chair Knauer informed him that it is not common practice for it to be recited during Commission or Advisory Committee meetings.

Mr. Jarrard directed the Commission's attention to public testimony that he had submitted into the record for the Commission's review of PA-T2-2023-00043, 192 N. Mountain Avenue at the November 14, 2023 Regular Meeting. He stated that these letters contained an unintentional clerical error (see attachment #1). He apologized for this error, and expressed his appreciation for the Commission. He added that he will be implementing stronger quality control measures to ensure such errors are not repeated. Mr. Jarrard also submitted a written apology to Chair Verner and the City Recorder's office the record expressing his apologies, and requested that this apology be including in the Public Record. He also requested that the error be corrected in public documents from past meetings.

V. UNFINISHED BUSINESS

A. Approval of Findings for PA-T2-2023-00044, 822 Oak Street

Ex Parte Contact

Commissioner Herron disclosed a site visit. No ex parte contact or other site visits were declared.

Deliberation and Decision

Commissioner Phillips inquired if the dates on section 2.2 of the findings were correct. Mr. Anderson responded that those dates were in error and would be corrected in the final draft of the findings.

Commissioners Perkinson/Phillips m/s to approve the findings as proposed with the correction noted by Commissioner Phillips. Roll Call Vote: All AYES. Motion passed 6-0.

VI. TYPE II PUBLIC HEARING

A. PLANNING ACTION: PA-T2-2023-00045
SUBJECT PROPERTY: 765 Cambridge Street
APPLICANT/OWNER: Alan and Judith Harper
DESCRIPTION: A request for Site Design Review, Outline, and Final Plan approval for a four-unit Cottage Housing Development and Performance Standards subdivision. The application also includes a request for exception to the street standards to not install sidewalk along Cambridge St. **COMPREHENSIVE PLAN DESIGNATION:** R-1-5; **ZONING:** Single Family Residential; **ASSESSOR'S MAP:** 39 1E 05 AD; **TAX LOT:** 101

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Ex Parte Contact

Commissioners KenCairn and MacCracken Jain stated that they have had social engagements with the applicant through the Rotary Club, but that this project was not discussed. Vice-Chair Knauer stated that he had conducted a site visit. No other ex parte contact or site visits were declared.

Staff Presentation

Mr. Anderson began by outlining the request from the applicant. He stated that the requested exception to street standards is likely not warranted and that staff recommended that this portion of the application be denied. Mr. Anderson noted that the applicant had provided findings formatted similarly to City findings, which can be found on pages 79-87 of the packet, which reference approval of the exception to street standards. Mr. Anderson explained that these findings were cited by staff in their own findings, found on pages 57-73 of the packet, but were amended by staff to recommend denying the exception to street standards.

Mr. Anderson outlined how the application met density standards for cottage housing, stating that the City adopted standards that allow such housing in R-1-5 zones. He added that the City had approved four cottage housing developments since these changes took effect.

Regarding street standards, Mr. Anderson stated that the requested exception to the requirement for a park row is likely warranted given the width and curb location of the subject right-of-way (ROW). He added that the development of cottages on this property would allow for the installation of sidewalks that otherwise might not be installed in the near future. Staff recommended partially approving the exception to street standards by granting relief from the requirement of a park row, but requiring a 5ft-wide curb-tight sidewalk. Mr. Anderson noted that the installation of such a sidewalk would likely impact the fence on the southern edge of the property, but that this requirement would still be appropriate based on the proposed development (see attachment #2).

Questions of Staff

Vice-Chair Knauer requested clarification regarding the impact on the fence if a sidewalk was required. Mr. Anderson responded that there is uncertainty where the property line falls, and that the fence might not need to be removed if it is more than 5ft from the property line.

Commissioner MacCracken Jain noted that the application referred to a proposed sidewalk running through the site would serve as access to the properties, and asked why this was not deemed to be sufficient by staff. Mr. Anderson responded that the pedestrian connectivity into the development to the proposed dwellings is a requirement of site design review, separate from the public facilities. Therefore, they do not provide the same aspect of a multimodal transport network by having pedestrian connectivity to Nevada Street. Commissioner KenCairn commented that one of the City's long-term goals is to have sidewalks on all streets with park rows. Mr. Goldman added that the internal sidewalks serving the proposed dwellings would not be publicly accessible, but the street

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sidewalks would be.

Applicant Presentation

Alan Harper stated that his team had been developing this proposal prior to the pandemic. He welcomed the recent Climate Friendly and Equitable Communities (CFEC) rules that removed the requirement for applicants to provide parking as part of this development, which could free up space that could be used for communal amenities. Mr. Harper commented that this project was problematic to budget for, as dwellings without attached parking spaces are new to Oregon and makes pricing the dwellings difficult.

Mr. Harper stated that his team had discussed deferring the street standards, similar to a Low Impact Development (LID). He elaborated that the requested exception to street standards was warranted, but that his team would be willing to install sidewalks if the Commission required them.

Questions of the Applicant

Commissioner MacCracken Jain asked staff why an LID would not be considered adequate. Mr. Goldman responded that an LID could be pursued, and it would be incumbent upon the City to establish an LID, and that 50% of the property owners within that area would need to sign in favor of the LID before it could be initialized by the City. He stated that there are alternatives available, and that the Commission could consider them. Mr. Harper discussed signing an LID in lieu of completing sidewalks along the street frontage.

Vice-Chair Knauer requested clarification over how the two cottages in the back of the development would be accessed. Mr. Harper responded that those properties would be reached by pedestrian access from Cambridge Street. Vice-Chair Knauer responded that he would then agree with staff's recommendation for sidewalks to be installed, otherwise residents would be required to walk on the street to access their homes.

Vice-Chair Knauer asked if it was the applicant's intention to split the lots. Mr. Harper responded that the property would be split into five lots, with one lot being a common area.

Vice-Chair Knauer closed the Public Hearing and Public Record at 7:37 p.m.

Deliberation and Decision

Commissioner Herron emphasized the need for pedestrian traffic and street parking to be more closely considered with the new CFEC rules. He cautioned that more dwellings without off-street parking would make sidewalks more necessary. Commissioner KenCairn agreed that sidewalks should be required.

Commissioners Herron/KenCairn m/s to approve the application, excluding the park row

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exception as recommended by staff and approve the draft findings provided by staff. Roll Call Vote: All AYES. Motion passed 6-0.

B. **SUBJECT PROPERTY:** Public Right-of-Way adjacent to 391E16AA Tax Lot #9001
OWNER / APPLICANT: City of Ashland Public Works
DESCRIPTION: The Planning Commission will consider a request to vacate a portion of Fern Street right-of-way North of Map 391E16AA Tax Lot #9001 near 1109 Fern Street and make a recommendation to the City Council. **COMPREHENSIVE PLAN DESIGNATION:** Single Family Residential; **ZONING:** R-1-7.5; **MAP:** 39 1E 16 AA; **TAX LOT:** 9001

Vice-Chair Knauer noted that the Commission would make a recommendation to the City Council, which would then make a final decision on this item.

Ex Parte Contact

No ex parte contact was declared. Commissioners KenCairn and MacCracken Jain related their familiarity with the site, and Vice-Chair Knauer disclosed a site visit.

Staff Presentation

Mr. Severson described the site of the ROW to be vacated, located between South Mountain Avenue and Elkader Street, and outlined the criteria under which ROW vacations are typically reviewed by staff. These criteria include street connectivity; maintaining bike and pedestrian access; and providing any necessary utility easements to serve the future development of the area. Mr. Severson noted that this ROW vacation was initiated by the Council. He then described how the slopes present in this ROW exceed the allowed grade for a City street, rendering it unlikely to be developed by the City for such use in the future. Mr. Severson related staff's opinion that a mid-block pedestrian easement would be beneficial for the future walkability of the neighborhood. Staff also recommended reserving a public utility easement to support future development in the area (see attachment #3).

Staff recommended that the Commission recommend the Council approve the ROW vacation, with the requirement for easements for driveways, bike and pedestrian access, and utilities.

Questions of Staff

Vice-Chair Knauer asked what purpose this process serves in general, and how it serves the residents adjacent to the proposed vacation. Mr. Severson responded that liability is removed from the City if the vacation takes effect, and that the vacated area would be evenly distributed to neighboring homeowners, increasing the size of their properties and also resulting in additional taxable land. Mr. Goldman added that this process was initially begun at the request of a resident to the City Manager, though the City is the applicant. A property owner also paid for the land to be

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surveyed at this vacation.

Commissioner KenCairn pointed out that the neighbors adjacent to the subject ROW would have more control over the area if it was vacated and could make improvements that might otherwise not be possible.

Commissioner Phillips asked if the current 15ft access between the parcels would be connected to the proposed access easement. Mr. Severson responded that the proposed access easement would support the existing driveways.

The Commission discussed who had historically paid for the surveys for ROW vacations. Vice-Chair Knauer asked who would pay for the survey if the applicant had not done so. Mr. Severson responded that the City had traditionally had a City surveyor to do these surveys, but no longer employed one. Therefore the homeowners would likely be asked to pay for a survey. Vice-Chair Knauer expressed concern that the City could be liable for any impairments to neighboring property values due to a survey that the City did not conduct itself. Mr. Severson remarked that this project would be subject to a formal hearing with the Council, where any concerns from adjacent property owners could be raised before the Council and City Attorney.

Commissioner MacCracken Jain asked if there was intent by the City to build a walkway through the easement, and if the City would be liable for any injuries sustained until a walkway is installed. Mr. Severson related that there are no current plans for a walkway installation, and the City merely wants to obtain the easement for that future possibility. He commented that there is currently a case going before the Oregon Supreme Court regarding recreational immunity for use of trails, so the issue of liability is yet to be determined. Mr. Goldman stated that the City is revising its Transportation System Plan and looking at making connections throughout the City, so this could potentially be added to a short-long term installation plan. He added that there is currently no expectation of a pedestrian connection to be installed by the City. He elaborated that there is fencing and a retaining wall that has been installed adjacent to Mountain Street that would likely need to be removed in order to create access to the existing Fern Street ROW. Mr. Goldman further noted that the public easement would go across private property, which would differ from pedestrian traffic through a public ROW.

Public Comments

Art Baden/Mr. Baden declared that not all adjacent property owners requested this ROW vacation, and that this process was initiated by a property owner, Gil Livni, who applied for a subdivision to create what is now 619 and 621 Elkader Street and 1101 and 1107 Fern Street.

Mr. Baden expressed concerns that homeowners could become liable for any injuries sustained if the City vacates the ROW, particularly those adjacent to the proposed access easement. He requested

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that the access easement to South Mountain Avenue be excluded from the plan in order to remove any liability for adjacent homeowners.

Gil Livni/Mr. Livni expressed support for the ROW vacation, but emphasized that this request came from the City Manager, not himself. He stated that he is not concerned about the access easement, and that he does not believe that people would use the connection to access South Mountain Avenue because the grade is too steep.

Commissioner KenCairn remarked that the public easement would need to be removed if it was not going to be fully connected, as Mr. Baden suggested by requesting that the South Mountain Avenue section of the easement be excluded.

Mr. Severson suggested that the Commission could recommend that the Council consider liability issues when reviewing the easement. Vice-Chair Knauer clarified that the City's position was that the pedestrian accessibility was necessary due to the length of the block. Mr. Severson agreed, but added that staff determined that this accessibility would likely not be imminently available, and so an easement would not be necessary until the accessibility was there. Commissioner KenCairn cautioned that the access could be blocked in the interim in the easement is not already in place.

The Commission discussed the question of liability for public easements. KenCairn stated that the City is responsible for public easements. Commissioner MacCracken Jain asked if a private property owner could build a fence to block the public easement. Mr. Goldman responded that a public pedestrian easement would preclude a property owner from building an encroachment across that access.

Commissioner Herron pointed out that the Commission was tasked with making a recommendation to Council so it can go to a public hearing, therefore those legal aspects can be worked out at such a meeting by the Council.

Vice-Chair Knauer closed the Public Hearing and Public Record at 8:18 p.m.

Decision

Commissioners KenCairn/Perkinson m/s to recommend approval of the ROW vacation to Council as recommended by staff, and that the Council also review the question of liability with the City Attorney. Roll Call Vote: Commissioners Herron, Phillips, Perkinson, MacCracken Jain, KenCairn; AYE. Vice-Chair Knauer; NAY. Motion passed 5-1.

C. SUBJECT PROPERTY: Public Right-of-Way adjacent to 39 1E 04AD Tax Lot #233 and #234

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OWNER / APPLICANT: City of Ashland Public Works Department
DESCRIPTION: The Planning Commission will consider a request to vacate a portion of Mountain Meadows Drive right-of-way near Fair Oaks Avenue and make a recommendation to the City Council. **COMPREHENSIVE PLAN DESIGNATION:** Health Care Services District; **ZONING:** HC **MAP:** Adjacent to 39 1E 04AD and 39 1E 04AD; **TAX LOT:** 233 and 234

Vice-Chair Knauer noted that the map information appeared to be duplicated in the notice, and that one instance of the text "39 1E 04AD" could be removed.

Ex Parte Contact

Commissioners Herron, KenCairn, and Phillips conducted site visits. Commissioner KenCairn stated that she had been involved in the Mountain Hills Estate project, which is adjacent to this ROW and could be impacted by its vacation, and recused herself. No other ex parte contact was declared.

Staff Presentation

Mr. Severson described the location of the proposed ROW vacation as being between Mountain Meadows ROW and Golden Aspen. Mr. Severson stated that the area to be vacated consists of a driveway approach where a street had previously be planned, but the adjacent lot has now been fully developed. He noted that the vacation could have some effect on the platting of the adjacent Mountain Hill Estates development which was approved by the Commission in 2021.

Mr. Severson reiterated that most ROW vacations are reviewed by staff using the following criteria: street connectivity; maintaining bike and pedestrian access; and providing any necessary utility easements to serve the future development of the area. As currently platted in the Mountain Hill Estates subdivision, there is a 10ft-wide public utility easement along Mountain Meadows Drive that is bisected by the subject ROW. Staff recommended retaining a public utility easement across the vacation, making it continuous along the street. Mr. Severson noted that the Mountain Hills Estate project had an approved sidewalk plan associated with it, and suggested that the sidewalk to the south be extended to make this a continuous sidewalk, except where the existing driveway access is located.

Staff recommended that the Commission make a favorable recommendation to Council and request that sidewalks be provided and that continuous public utility easement be established.

Questions of Staff

Commissioner MacCracken Jain asked staff to clarify if the northern curb was listed as part of the public ROW, as mentioned in a letter from Farber Consulting contained within the meeting packet. Mr. Goldman related how the approved planning application for the Mountain Hills Estate identified the northern curb as being square. It was revealed during the building application process that this curb was rounded and part of the public ROW, therefore a vacation of it would be necessary for the

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Better Together

development to continue. This vacation was subsequently requested by the applicant.

Vice-Chair Knauer closed the Public Hearing and Public Record at 8:30 p.m.

Decision

Commissioners Perkinson/Phillips m/s to favorably support staff's recommendation and forward this to Council. Commissioner KenCairn recused herself. Roll Call Vote: All AYES. Motion passed 5-0.

V. OPEN DISCUSSION – None

VI. ADJOURNMENT

Meeting adjourned at 8:32 p.m.

Submitted by,
Michael Sullivan, Executive Assistant

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RIGHT-OF-WAY VACATIONS

Memo

DATE: January 9, 2024
TO: Planning Commissioners
FROM: Derek Severson, *Planning Manager*
RE: Right-of-Way Vacations for Fern Street and Mountain Meadows Drive

As further discussed in the attached, at its December 5, 2023, regular meeting the City Council initiated vacation proceedings for sections of the Fern Street and Mountain Meadows Drive rights-of-way.

Public Works/Engineering staff has performed initial assessments of both areas proposed for vacation as discussed in the attached Council Communications, and Planning staff has prepared the attached staff reports. For Planning staff, the key considerations with any vacation are looking at the potential impacts to street connectivity, including preserving public bicycle and pedestrian access where possible, as well as preserving any necessary utility easements to support the Comprehensive Plan's envisioned development of the area.

As provided in AMC 4.18.030, the Planning Commission's role in the vacation process is to review and make recommendations to the Council. The Council will then decide the matter through a public hearing, and if approved, adopt the vacation by ordinance. If approved, a new survey and associated property deeds would need to be developed and recorded.

REFERENCES & ATTACHMENTS

Fern Street R-o-W Vacation: Public Notice, Staff Report, Council Communication & Associated Attachments

Mountain Meadows Drive R-o-W Vacation: Public Notice, Staff Report, Council Communication & Associated Attachments

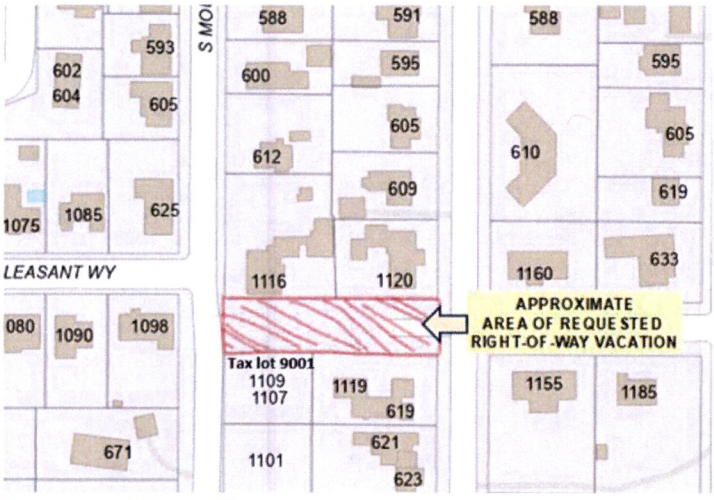
COMMUNITY DEVELOPMENT DEPARTMENT
51 Winburn Way
Ashland, Oregon 97520
ashland.or.us
Tel: 541.488.5305
Fax: 541.552.2050
TTY: 800.735.2900

RIGHT-OF-WAY VACATION

Public Right-of-Way adjacent to 391E16AA Tax Lot #9001

Fern Street R-o-W Vacation Staff Report

A request for the Planning Commission to review and make a recommendation on the vacation of a portion of the public right-of-way for Fern Street near 1109 Fern Street.





Proposal Details

Site Description/History

The area of right-of-way proposed for vacation was dedicated to the city with a partition in 1984 for the creation of a through street where Fern Street dead-ended. The MLP creating this segment of Fern Street had a condition of approval that the applicant either sign in favor of future improvements *or* seek vacation of the right-of-way of Fern Street; and that any access off Fern Street would require Engineering approval due to the steep grade within right-of-way.

Proposal

Approval of the current request would vacate the rectangular area of right-of-way in the section of Fern Street, shown in red in the figure above, to the north of 1109 Fern Street.

Key Issues

Street Connectivity

The current grade does not allow for an improved street. Existing homes off this segment are served by gravel drives from the right-of-way. With vacation, staff recommend that access easements be created to serve the adjacent homes.

Key Issues (Cont'd)

Pedestrian Connectivity

The Comprehensive Plan (ACP 10.15.02.04) calls for pedestrian and bicycle access to be retained with vacations, and city street standards (AMC 18.4.6.040.E.9) call for block lengths of 300-400 feet with maximum block perimeters of 1,200-1,600 feet. With the proposed vacation, the block perimeter here would be 3,100 feet with block lengths exceeding 1,270 feet. Staff believe it would be valuable to the future walkability of the neighborhood to retain a mid-block pedestrian connection through the vacated area.

Public Utility Easements

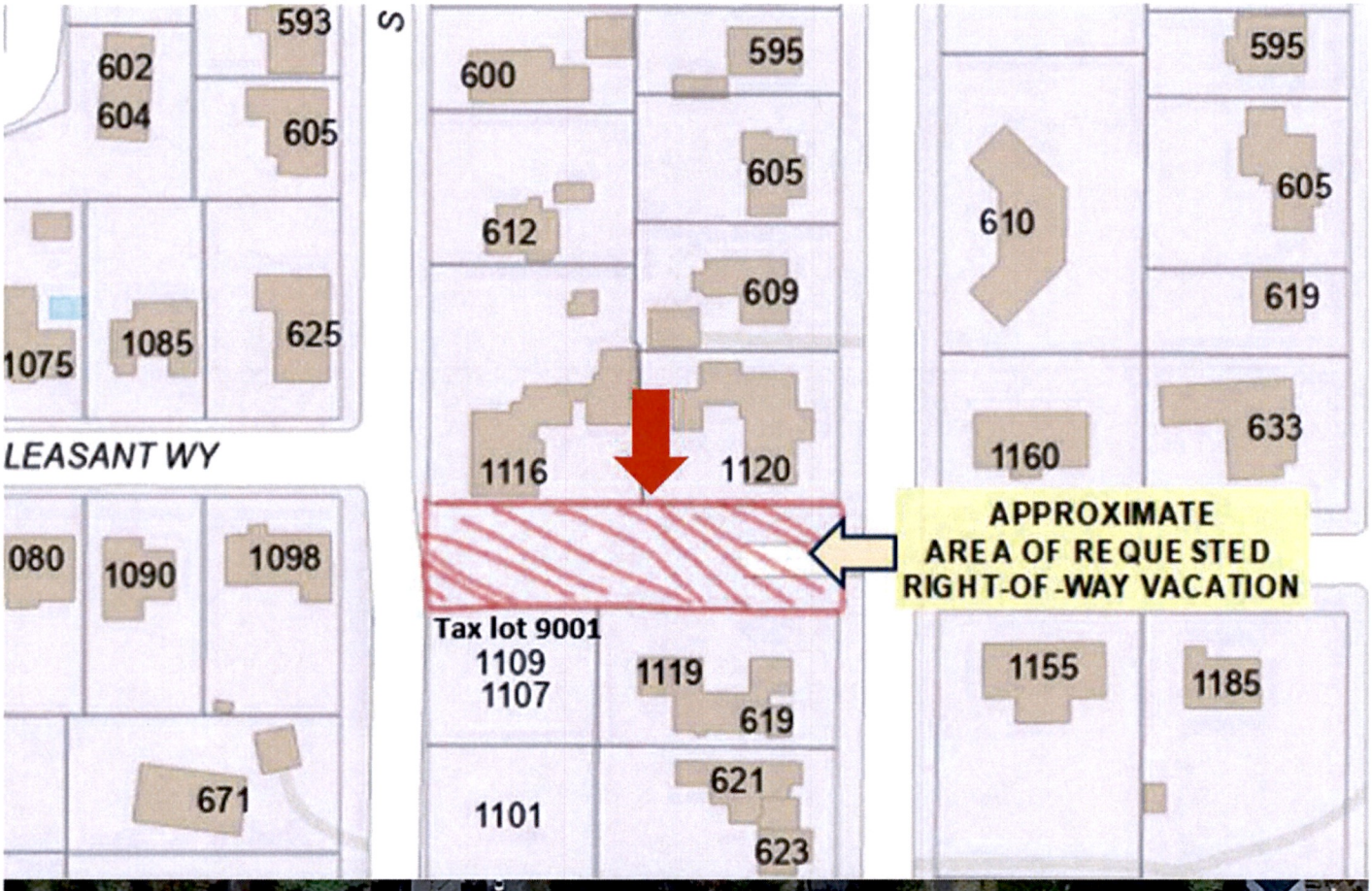
Public Works has indicated that there are presently no public utilities in this unimproved section of Fern Street. Staff would recommend that a ten-foot wide public utility easement be retained within the vacated area to preserve the ability to extend midblock utilities given the block length and block perimeter resulting from the vacation.

Staff Recommendation

Staff recommends that the Planning Commission forward a favorable recommendation to the City Council and ask that public pedestrian access, driveway access and public utility easements be retained through this vacated section of Fern Street.

Fern Street R-o-W Vacation Staff Report

A request for the Planning Commission to review and make a recommendation on the vacation of a portion of the public right-of-way for Fern Street near 1109 Fern Street.





Applicant Submittal

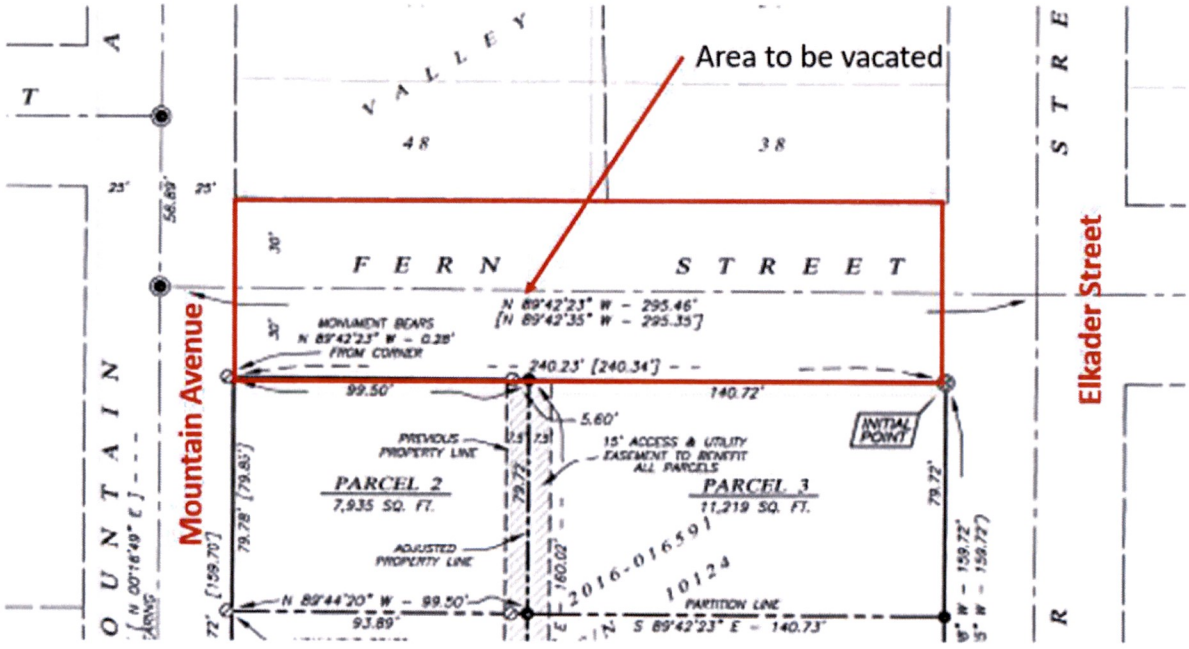
Council Business Meeting

December 5, 2023

Agenda Item	Right of Way Vacation – Fern Street	
From	Scott Fleury PE	Public Works Director
Contact	Scott.fleury@ashland.or.us	
Item Type	Requested by Council ☐ Update ☐ Request for Direction ☒ Presentation ☐	

SUMMARY

Before the Council is a request to initiate the vacation of a portion of the public right of way. The right of way in question is a portion of Fern Street between South Mountain Avenue and Elkader Street. This is a un-improved non maintained right of way that basically provides for driveway access to adjacent lots on Fern Street.



POLICIES, PLANS & GOALS SUPPORTED

City Council:

4. *Evaluate real property and facility assets to strategically support city mission and goals.*

PREVIOUS COUNCIL ACTION

No previous action on this item, but Council has taken numerous actions in the past regarding vacating public right of way. The last action occurred in in 2018 with the vacation of a portion of Terrace Street (Staff Report).

BACKGROUND AND ADDITIONAL INFORMATION

The City of Ashland was approached by an adjacent property owner on Fern Street about the City initiating the vacation of the unimproved and non-maintained section. City Management informed the

resident the City could move forward with the process to vacate the right of way through initiation by the City Council as allowed by Oregon Revised Statute (ORS) 271.130, reference below.

271.130 Vacation on city governing body's own motion; appeal.
(1) **The city governing body may initiate vacation proceedings authorized by ORS 271.080 and make such vacation without a petition or consent of property owners.** Notice shall be given as provided by ORS 271.110, but such vacation shall not be made before the date set for hearing, nor if the owners of a majority of the area affected, computed on the basis provided in ORS 271.080, object in writing thereto, nor shall any street area be vacated without the consent of the owners of the abutting property if the vacation will substantially affect the market value of such property, unless the city governing body provides for paying damages. Provision for paying such damages may be made by a local assessment, or in such other manner as the city charter may provide.
(2) Two or more streets, alleys, avenues and boulevards, or parts thereof, may be joined in one proceeding, provided they intersect or are adjacent and parallel to each other.
(3) No ordinance for the vacation of all or part of a plat shall be passed by the governing body until the city recording officer has filed in the office of the city recording officer or indorsed on the petition for such vacation a certificate showing that all city liens and all taxes have been paid on the lands covered by the plat or portion thereof to be vacated.
(4) Any property owner affected by the order of vacation or the order awarding damages or benefits in such vacation proceedings may appeal to the circuit court of the county where such city is situated in the manner provided by the city charter. If the charter does not provide for such appeal, the appeal shall be taken within the time and in substantially the manner provided for taking an appeal from justice court in civil cases. [Amended by 1995 c.658 §101]

Staff informed the property owner of requirements for vacating city right of way which include public hearings at the Planning Commission and City Council along with development of the appropriate legal descriptions and easement overlays for access management to the adjoining properties.

The specific requirements for right of way vacations are detailed in Ashland Municipal Code (AMC) Chapter 4.18 and Oregon Revised Statute (ORS) 271.080 thru 271.230.

Public Works performed an initial assessment to determine if a right of way vacation would be in the public interest. The current grade does not allow for an appropriate street connection between Elkader Street and Mountain Avenue and there are no public utilities in the unimproved section of Fern Street.

Generally, the request upon review by the Planning Commission in development of the recommendation to vacate for the City Council is to provide for a pedestrian access easement that would connect Elkader Street to Mountain Avenue across the right of way to be vacated. This easement would be 10' in width and align with the centerline of the road currently.

Right of Way Vacation Requirements:

In order to appropriately process a right of way vacation certain state and local codes must be addressed. The Oregon Revised Statues (ORS) and City of Ashland Municipal Code detail the requirements to vacate City property:

4.18.010 Purpose

The purpose of this Chapter is to establish the procedure for processing requests for the vacation of public rights-of-way and places, and to require petitioners for vacation to deposit with the City Recorder a fee sufficient to cover the cost of publication, posting and other anticipated expenses as authorized by ORS 271.080, et seq.

4.18.020 Application

Any person interested in filing a petition for the vacation of all or part of any street, alley, or other public place, shall submit such petition in the form prescribed by the City Engineer pursuant to ORS 271.080, and upon filing of the petition shall deposit with the City Recorder a filing fee established by resolution of the City Council. (Ord. 2654, 1991; Ord. 2742, 1994)

- **This is not required if the Council initiates the vacation process as allowed by ORS.**

4.18.030 Review by Planning Commission

Upon receipt of the petition, the same shall be referred to the City Engineer for a determination of whether it contains the requested number of sworn signatures. The City Engineer shall return any petition not meeting the requirements of ORS 271.080, together with the filing fee to the petitioner. If the City Engineer determines that the petition is sufficient, it shall be referred to the City Planning Commission for its review and recommendation to the City Council. The Planning Commission shall submit its report to the City Council within sixty (60) days of receipt. Upon receipt of the report by the Commission, or if no report is received from the Commission upon the expiration of sixty (60) days, the City Manager shall set the matter for public hearing as set forth in ORS 271.100, et seq.

- **This meeting will need to be scheduled in the future to allow for the Planning Commission to make a recommendation to the City Council regarding the vacation.**

4.18.040 Public Hearings

Public hearings shall be held as set forth in ORS 271.120, at which time the petitioner and all affected parties shall be afforded an opportunity to present their views either orally or in writing. The report of the Planning Commission, if any, shall be made a part of the record.

- **This will be done if Council initiates the vacation process as a formal ordinance and maps of survey will be completed.**

4.18.050 Action By Council

The City Council, after due consideration of testimony by affected parties, and the report of the Planning Commission may approve, reject, or modify the area proposed for vacation which in its sole judgment is deemed in the public interest. (Ord. 2164 §1, 1982)

If approved by Council, the property owner will be required to finalize the map of survey showing the public utility easement if needed; have new property deeds created that describe new property boundary for the tax lot and have all documents recorded at the County. The City Recorder will have the ordinance approving the Right of Way Vacation recorder at the County. If not approved by Council, there is no further action by staff or property owner and the right of way will remain in place.

FISCAL IMPACTS

The only resource requirements were/are associated with staff time to bring the vacation forward through the Planning Commission and City Council. The owners will be responsible for the development of new property deeds and recording the applicable documents with the County. If the property is vacated, it will become private and assessable for property taxes as part of the individual tax lots the right of way is vacated to.

STAFF RECOMMENDATION

Staff recommends approval of the right of way vacation ordinance.

ACTIONS, OPTIONS & POTENTIAL MOTIONS

I move to begin the process to vacate a portion of the public right of way on Fern Street as allowed by ORS 271.130 and then follow Ashland Municipal Code 14.18.

I move to take no action on the matter.

REFERENCES & ATTACHMENTS

Attachment #1: Partition Plat P-29-2018

LAND PARTITION
PARTITION PLAT NO. P - 29 - 2018

LYING SITUATE WITHIN

NORTHEAST QUARTER OF SECTION 16
TOWNSHIP 39 SOUTH, RANGE 1 EAST, WILLAMETTE MERIDIAN
CITY OF ASHLAND, JACKSON COUNTY, OREGON

FOR

Livni Family Trust
1135 Fern Street
Ashland, Oregon

APPROVALS:

EXAMINED AND APPROVED THIS 5th DAY OF OCTOBER, 2018

ASHLAND PLANNING DEPARTMENT — DATE: 10.05.2018
PLANNING FILE NO. PA #2016-01891 & PA #2017-02269

EXAMINED AND APPROVED THIS 3rd DAY OF October, 2018

Bradley F. Barker
CITY SURVEYOR

DECLARATION:

KNOW ALL PERSONS BY THESE PRESENTS, THAT GIL LIVNI AND KATHLEEN LIVNI, TRUSTEES OF THE LIVNI FAMILY TRUST, ARE THE OWNERS OF THE LANDS HEREON DESCRIBED, AND HAVE PARTITIONED THE LAND AS SHOWN HEREON, AND THAT THE SIZE OF THE PARCELS AND THE LENGTHS OF ALL LINES ARE PLAINLY SET FORTH AND THAT THIS PLAT IS A CORRECT REPRESENTATION OF THE LAND PARTITION. WE HEREBY CREATE A 15.00 FOOT WIDE PRIVATE ACCESS AND UTILITY EASEMENT, OVER AND ACROSS PARCEL 2 AND PARCEL 3 FOR THE BENEFIT OF ALL FOUR PARCELS, AND 7.50 FOOT WIDE PRIVATE ACCESS EASEMENT OVER AND ACROSS PARCEL 4 AND A 7.50 FOOT WIDE PRIVATE ACCESS EASEMENT OVER AND ACROSS PARCEL 4 FOR THE BENEFIT OF PARCEL 1, AS SHOWN HEREON.

GIL LIVNI, TRUSTEE

Kathleen Livni
KATHLEEN LIVNI, TRUSTEE

ACKNOWLEDGEMENT

STATE OF OREGON }
JACKSON COUNTY } SS

PERSONALLY APPEARED THE ABOVE NAMED GIL LIVNI, TRUSTEE OF THE LIVNI FAMILY TRUST, ON THIS 26 DAY OF September, 2018, AND ACKNOWLEDGED THE FOREGOING TO BE HIS VOLUNTARY ACT AND DEED.

NOTARY SIGNATURE Carolyn Marie Schwendener
NOTARY PUBLIC - OREGON Carolyn Mariene Schwendener
COMMISSION NO. 959884
MY COMMISSION EXPIRES: March 2, 2021

ACKNOWLEDGEMENT

STATE OF OREGON }
JACKSON COUNTY } SS

PERSONALLY APPEARED THE ABOVE NAMED KATHLEEN LIVNI, TRUSTEE OF THE LIVNI FAMILY TRUST, ON THIS 26 DAY OF September, 2018, AND ACKNOWLEDGED THE FOREGOING TO BE HER VOLUNTARY ACT AND DEED.

NOTARY SIGNATURE Carolyn Mariene Schwendener
NOTARY PUBLIC - OREGON Carolyn Mariene Schwendener
COMMISSION NO. 959884
MY COMMISSION EXPIRES: March 2, 2021

SURVEYOR'S CERTIFICATE

I, SHAWN KAMPMANN, DULY REGISTERED PROFESSIONAL LAND SURVEYOR OF THE STATE OF OREGON, DO HEREBY CERTIFY THAT I HAVE CORRECTLY SURVEYED AND MARKED WITH THE PROPER MONUMENTS AS PROVIDED BY LAW, THE TRACT OF LAND HEREON SHOWN, THIS SAID PLAT BEING A CORRECT REPRESENTATION OF THE SAME, AND THE FOLLOWING IS AN ACCURATE DESCRIPTION OF THE BOUNDARY LINES.

A LAND PARTITION AND PROPERTY LINE ADJUSTMENT BETWEEN THOSE TRACTS OF LAND DESCRIBED WITHIN INSTRUMENT NO. 2016-016591 OF THE OFFICIAL RECORDS OF JACKSON COUNTY, OREGON, LYING SITUATE WITHIN THE NORTHEAST QUARTER OF SECTION 16, TOWNSHIP 39 SOUTH, RANGE 1 EAST OF THE WILLAMETTE MERIDIAN, CITY OF ASHLAND, JACKSON COUNTY, OREGON, MORE PARTICULARLY DESCRIBED AND BOUNDED AS FOLLOWS, TO WIT:

ALL OF PARCEL NO. 1, PARCEL NO. 2 AND PARCEL NO. 3 OF THAT MINOR LAND PARTITION RECORDED NOVEMBER 29, 1984 IN THE "RECORD OF PARTITION PLATS" OF JACKSON COUNTY, OREGON, AND FILED AS SURVEY NO. 10124 IN THE OFFICE OF THE JACKSON COUNTY SURVEYOR.

I HEREBY CERTIFY THAT THIS PLAT IS AN EXACT COPY OF THE ORIGINAL.

SURVEYOR

SURVEY NOTES:

THE FOLLOWING ENCUMBRANCES DENOTED IN AMERITITLE REPORT NO. 252150AM DATED SEPTEMBER 24,2018, EITHER DOES NOT AFFECT THE SUBJECT TRACT, ARE BLANKET IN NATURE OR OTHERWISE INSUFFICIENTLY DESCRIBED, AND THEREFORE NOT SHOWN GRAPHICALLY ON THIS PLAT.

1. RESTRICTIVE COVENANTS REGARDING FUTURE IMPROVEMENTS TO FERN STREET, INCLUDING THE TERMS AND PROVISIONS THEREOF, INCLUDING AMONG OTHER THINGS A WAIVER OF RIGHT OF REMONSTRANCE, RECORDED APRIL 22, 1985 WITHIN DOCUMENT NO. 1985-06055 IN THE OFFICIAL RECORDS OF JACKSON COUNTY, OREGON.
2. REGULATIONS, INCLUDING LEVIES, ASSESSMENTS, WATER AND IRRIGATION RIGHTS AND EASEMENTS FOR DITCHES AND CANALS OF TALENT IRRIGATION DISTRICT.

* * RECEIVED * *
Date 10/9/18 By PB
This survey consists of
2 sheet(s) Map
~~0~~ page(s) Narrative
JACKSON COUNTY SURVEYOR

RECORDING:

FILED FOR RECORD THIS 9th OF October, 2018 AT 10:43 O'CLOCK A.M. AND RECORDED IN VOLUME 29, PAGE 29, OF THE PLAT RECORDS OF JACKSON COUNTY, OREGON.

Christine D. Walker — COUNTY CLERK
Tonya J. Morgan — DEPUTY

COUNTY SURVEYOR FILE NO. 22648

TAX COLLECTOR'S STATEMENT:

ALL TAXES, FEES, ASSESSMENTS, OR OTHER CHARGES AS REQUIRED BY O.R.S. 92.095 HAVE BEEN PAID AS OF Oct. 9th, 2018.

C9h, Deputy — TAX COLLECTOR — 10/9/18 DATE
Adam Clarke, Agent — ASSESSOR — 10/9/18 DATE

SURVEY NARRATIVE
TO COMPLY WITH O.R.S. 209.250

PURPOSE: TO SURVEY AND MONUMENT A LAND PARTITION OF PARCEL NO. 3 AND A PROPERTY LINE ADJUSTMENT BETWEEN PARCEL NO. 3 AND PARCELS NO. 1 & 2 OF THOSE TRACTS OF LAND DESCRIBED WITHIN INSTRUMENT NO. 2016-016591 IN THE OFFICIAL RECORDS OF JACKSON COUNTY, OREGON, LYING SITUATE WITHIN THE NORTHEAST QUARTER OF SECTION 16, TOWNSHIP 39 SOUTH, RANGE 1 EAST OF THE WILLAMETTE MERIDIAN, CITY OF ASHLAND, JACKSON COUNTY, OREGON.

PROCEDURE: UTILIZING AN ELECTRONIC LEICA TS-16 ROBOTIC TOTAL STATION WITH RANGING PRISMS, IN CONJUNCTION WITH SURVEY CONTROL PREVIOUSLY ESTABLISHED BY THIS OFFICE DURING THE PERFORMANCE OF SURVEY NO. 18996 & 20489, I SURVEY AND MONUMENT THE LAND PARTITION AND PROPERTY LINE ADJUSTMENT AS SHOWN. THE SUBJECT TRACTS WERE ORIGINALLY CREATED BY THAT MINOR LAND PARTITION RECORDED ON NOVEMBER 29, 1984 IN VOLUME 5, PAGE 200 OF THE "MINOR LAND PARTITIONS" RECORDS IN JACKSON COUNTY, OREGON, AND FILED AS SURVEY NO. 10124 IN THE OFFICE OF THE JACKSON COUNTY SURVEYOR. MONUMENTS RECOVERED FROM SAID SURVEY FIT WELL WITH THE DEED AND SURVEY RECORDS AND WERE HELD FOR POSITION, EXCEPT AS OTHERWISE SHOWN. THE RIGHT OF WAY FOR SOUTH MOUNTAIN AVENUE WAS DETERMINED BY HOLDING CENTERLINE MONUMENTS BETWEEN ASHLAND STREET AND PROSPECT STREET AS DENOTED ON SURVEY NO. 20489. ELKADER STREET WAS DETERMINED BY SURVEY NO. 18996 AND 7458 AND MONUMENTS RECOVERED AT THE NORTHEAST AND SOUTHEAST CORNERS OF PARCEL NO. 3 PER SURVEY NO. 10124. FERN STREET WAS DETERMINED BY HOLDING MONUMENTS RECOVERED ALONG THE NORTH LINE OF SAID SURVEY NO. 10124 AND REFERENCE MONUMENTS RECOVERED AT THE INTERSECTION OF FERN STREET WITH ROCA STREET PER SURVEY NO. 10124. THE LAND PARTITION AND PROPERTY LINE ADJUSTMENT WAS SURVEYED AND MONUMENTED AS SHOWN HEREON.

REGISTERED PROFESSIONAL LAND SURVEYOR
OREGON
JULY 14, 1995
SHAWN KAMPMANN
2883 LS

RENEWAL DATE: 6/30/2019

SURVEYED BY:
POLARIS LAND SURVEYING LLC
P.O. BOX 459
ASHLAND, OREGON 97520
(541) 482-5009

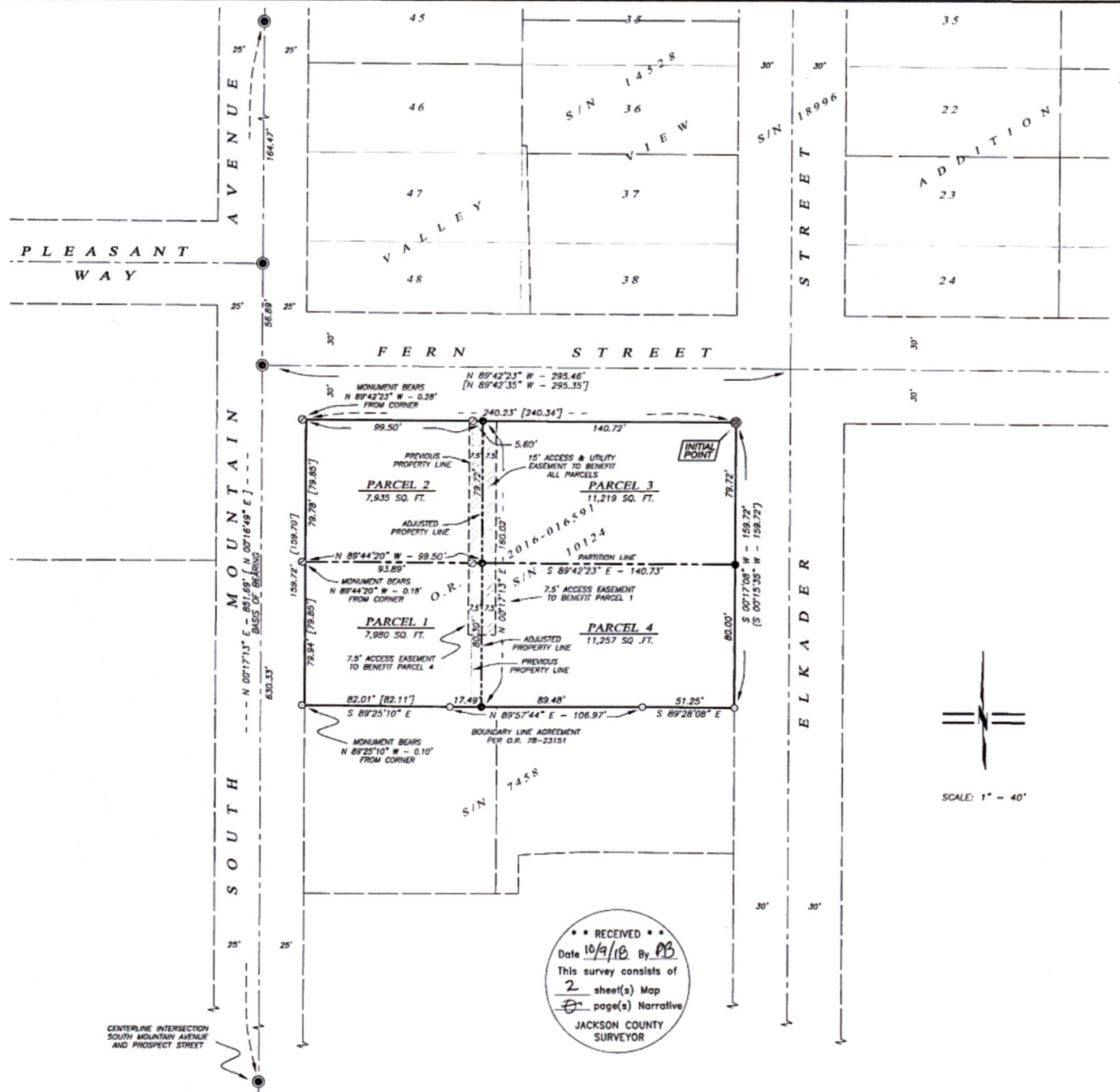
DATE: AUGUST 24, 2018
PROJECT NO. 1032-16

Assessor's Map No. 39 1E 16 AA, Tax Lots 9000, 9001 & 9002

FILE: SURVEYS\1032-16\LIVNI PARTITION PLAT.DWG SHEET 1 of 2

POLARIS LAND SURVEYING

22648



SCALE: 1" = 40'

LAND PARTITION

PARTITION PLAT NO. P - 29 - 2018

LYING SITUATE WITHIN
NORTHEAST QUARTER OF SECTION 16
TOWNSHIP 39 SOUTH, RANGE 1 EAST, WILLAMETTE MERIDIAN
CITY OF ASHLAND, JACKSON COUNTY, OREGON

FOR

Livni Family Trust
2532 Old Mill Way
Ashland, Oregon

LEGEND

- 2-1/2" BRONZE CAP IN MONUMENT WELL STAMPED "CITY OF ASHLAND LS 759" PER S/N 15659 & 18996 (RECOVERED)
- 1-1/4" IRON PIPE, NO OTHER MARKINGS, PER S/N 10124 & S/N 18996 (RECOVERED)
- 5/8" IRON PIN w/ YELLOW PLASTIC CAP STAMPED "SWAIN RLS 759" PER S/N 7458 (RECOVERED)
- 1/2" IRON PIPE w/ YELLOW PLASTIC PLUG STAMPED "SWAIN RLS 759 " PER S/N 10124 (RECOVERED)
- 5/8" x 30" IRON PIN w/ ORANGE PLASTIC CAP STAMPED "KAMPMANN PLS 2883" (ESTABLISHED)
- SUBJECT PROPERTY LINE
- PARTITION / ADJUSTED LINE
- BOUNDARY LINE
- CENTERLINE
- EASEMENT LINE
- FENCELINE
- O.R. — OFFICIAL RECORDS, JACKSON COUNTY CLERK
- S/N — SURVEY FILE NUMBER, JACKSON COUNTY SURVEYOR
- ( ) — SURVEY RECORD DATA PER S/N 18996
- [ ] — SURVEY RECORD DATA PER S/N 7458 & S/N 10124
- PRIVATE ACCESS & UTILITY EASEMENT BY THIS PLAT

BASIS OF BEARING

THE BASIS OF BEARING FOR THIS SURVEY IS THE CENTERLINE OF SOUTH MOUNTAIN AVENUE, HAVING A RECORD BEARING OF NORTH 00°17'13" EAST, AS REFERENCED ON SURVEY NO.18996, ON FILE IN THE OFFICE OF THE JACKSON COUNTY SURVEYOR.

I HEREBY CERTIFY THAT THIS PLAT IS AN EXACT COPY OF THE ORIGINAL.

SURVEYOR

REGISTERED PROFESSIONAL LAND SURVEYOR

OREGON
JULY 14, 1998
SHAWN KAMPMANN
2883 LS

RENEWAL DATE: 6/30/2019

* * RECEIVED * *
Date 10/9/18 By DB
This survey consists of
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JACKSON COUNTY SURVEYOR

SURVEYED BY:
POLARIS LAND SURVEYING LLC
P.O. BOX 459
ASHLAND, OREGON 97520
(541) 482-5009

DATE: AUGUST 24, 2018
PROJECT NO. 1032-16

Assessor's Map No. 39 1E 16 AA, Tax Lots 9000, 9001 & 9002

FILE: SURVEYS\1094-16\HILL PARTITION PLAT.DWG SHEET 2 of 2

POLARIS LAND SURVEYING

22648

LAND PARTITION
PARTITION PLAT NO. P-29-2018

LYING SITUATE WITHIN

NORTHEAST QUARTER OF SECTION 16
TOWNSHIP 39 SOUTH, RANGE 1 EAST, WILLAMETTE MERIDIAN
CITY OF ASHLAND, JACKSON COUNTY, OREGON

FOR

Livni Family Trust
1135 Fern Street
Ashland, Oregon

APPROVALS:

EXAMINED AND APPROVED THIS 5th DAY OF OCTOBER, 2018

ASHLAND PLANNING DEPARTMENT — 10.05.2018 DATE

PLANNING FILE NO. PA #2016-01891 & PA #2017-02269

EXAMINED AND APPROVED THIS 3rd DAY OF October, 2018

Bradley F. Barker
CITY SURVEYOR

DECLARATION:

KNOW ALL PERSONS BY THESE PRESENTS, THAT GIL LIVNI AND KATHLEEN LIVNI, TRUSTEES OF THE LIVNI FAMILY TRUST, ARE THE OWNERS OF THE LANDS HEREON DESCRIBED, AND HAVE PARTITIONED THE LAND AS SHOWN HEREON, AND THAT THE SIZE OF THE PARCELS AND THE LENGTHS OF ALL LINES ARE PLAINLY SET FORTH AND THAT THIS PLAT IS A CORRECT REPRESENTATION OF THE LAND PARTITION. WE HEREBY CREATE A 15.00 FOOT WIDE PRIVATE ACCESS AND UTILITY EASEMENT, OVER AND ACROSS PARCEL 2 AND PARCEL 3 FOR THE BENEFIT OF ALL FOUR PARCELS, AND 7.50 FOOT WIDE PRIVATE ACCESS EASEMENT OVER AND ACROSS PARCEL 1 FOR THE BENEFIT OF PARCEL 4 AND A 7.50 FOOT WIDE PRIVATE ACCESS EASEMENT OVER AND ACROSS PARCEL 4 FOR THE BENEFIT OF PARCEL 1, AS SHOWN HEREON.

GIL LIVNI, TRUSTEE

Kathleen Livni
KATHLEEN LIVNI, TRUSTEE

ACKNOWLEDGEMENT

STATE OF OREGON }
JACKSON COUNTY } SS

PERSONALLY APPEARED THE ABOVE NAMED GIL LIVNI, TRUSTEE OF THE LIVNI FAMILY TRUST, ON THIS 26 DAY OF September, 2018, AND ACKNOWLEDGED THE FOREGOING TO BE HIS VOLUNTARY ACT AND DEED.

NOTARY SIGNATURE Carolyn Marion Schwendener
NOTARY PUBLIC - OREGON Carolyn Moriene Schwendener
COMMISSION NO. 959884
MY COMMISSION EXPIRES: March 2, 2021

ACKNOWLEDGEMENT

STATE OF OREGON }
JACKSON COUNTY } SS

PERSONALLY APPEARED THE ABOVE NAMED KATHLEEN LIVNI, TRUSTEE OF THE LIVNI FAMILY TRUST, ON THIS 26 DAY OF September, 2018, AND ACKNOWLEDGED THE FOREGOING TO BE HER VOLUNTARY ACT AND DEED.

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COMMISSION NO. 959884
MY COMMISSION EXPIRES: March 2, 2021

SURVEYOR'S CERTIFICATE

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SURVEYOR

SURVEY NOTES:

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* * RECEIVED * *
Date 10/9/18 By PB
This survey consists of
2 sheet(s) Map
0 page(s) Narrative
JACKSON COUNTY SURVEYOR

RECORDING:

FILED FOR RECORD THIS 9th OF October, 2018 AT 10:43 O'CLOCK A.M. AND RECORDED IN VOLUME 29, PAGE 29, OF THE PLAT RECORDS OF JACKSON COUNTY, OREGON.

Christine D. Walker — Tonya J. Wilcox
COUNTY CLERK — DEPUTY

COUNTY SURVEYOR FILE NO. 22648

TAX COLLECTOR'S STATEMENT:

ALL TAXES, FEES, ASSESSMENTS, OR OTHER CHARGES AS REQUIRED BY O.R.S. 92.095 HAVE BEEN PAID AS OF Oct. 9th, 2018.

CR Dr., Deputy — 10/9/18
TAX COLLECTOR — DATE

Adam Clarke, Agent — 10/9/18
ASSESSOR — DATE

SURVEY NARRATIVE
TO COMPLY WITH O.R.S. 209.250

PURPOSE: TO SURVEY AND MONUMENT A LAND PARTITION OF PARCEL NO. 3 AND A PROPERTY LINE ADJUSTMENT BETWEEN PARCEL NO. 3 AND PARCELS NO. 1 & 2 OF THOSE TRACTS OF LAND DESCRIBED WITHIN INSTRUMENT NO. 2016-016591 IN THE OFFICIAL RECORDS OF JACKSON COUNTY, OREGON, LYING SITUATE WITHIN THE NORTHEAST QUARTER OF SECTION 16, TOWNSHIP 39 SOUTH, RANGE 1 EAST OF THE WILLAMETTE MERIDIAN, CITY OF ASHLAND, JACKSON COUNTY, OREGON.

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REGISTERED PROFESSIONAL LAND SURVEYOR

OREGON
JULY 14, 1995
SHAWN KAMPMANN
2893 LS

RENEWAL DATE: 6/30/2019

SURVEYED BY:
POLARIS LAND SURVEYING LLC
P.O. BOX 459
ASHLAND, OREGON 97520
(541) 482-5009

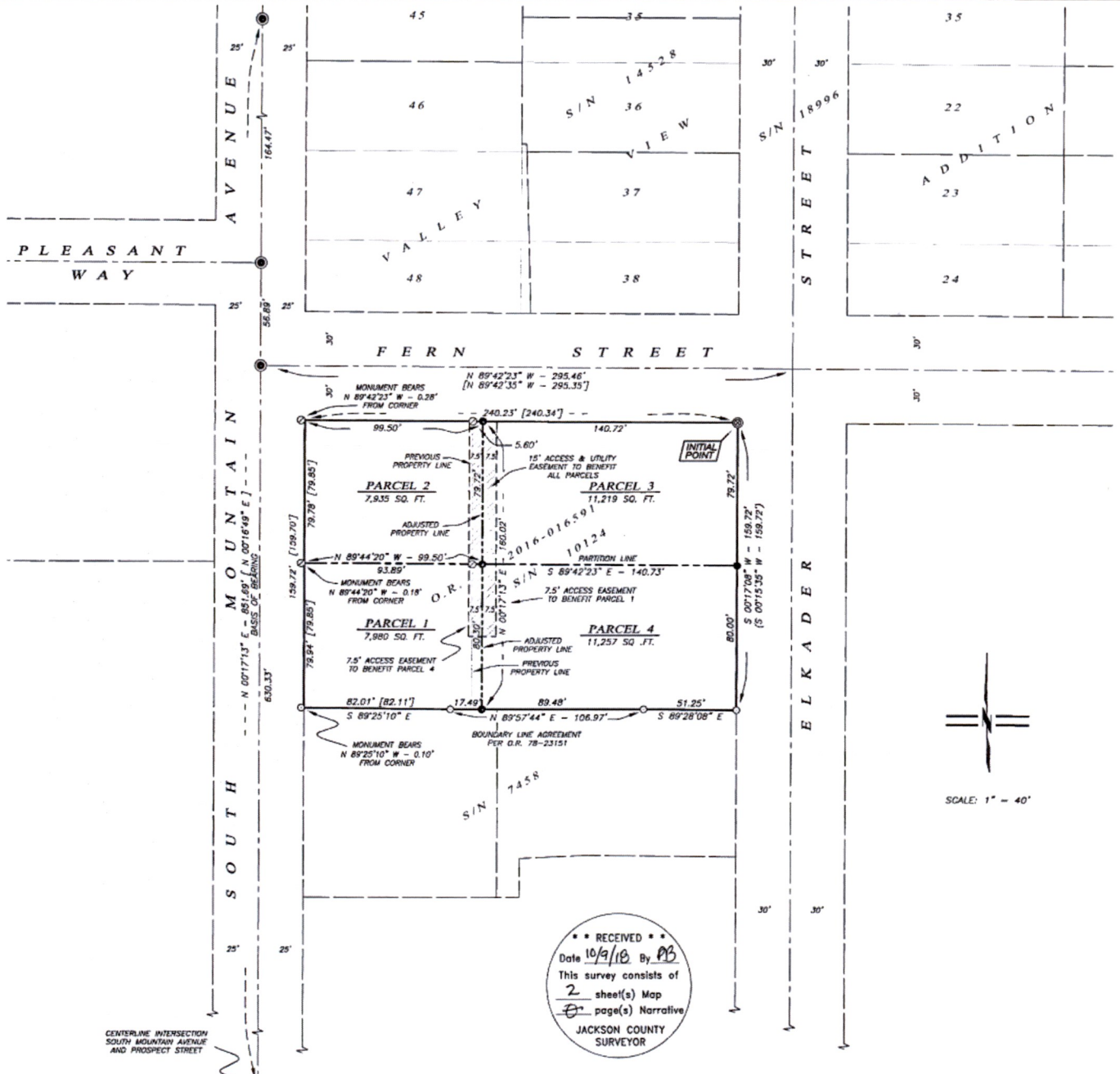
DATE: AUGUST 24, 2018
PROJECT NO. 1032-16

Assessor's Map No. 39 1E 16 AA, Tax Lots 9000, 9001 & 9002

FILE: SURVEYS\1032-16\LIVNI PARTITION PLAT.DWG SHEET 1 of 2

POLARIS LAND SURVEYING

22648



SCALE: 1" = 40'

LAND PARTITION

PARTITION PLAT NO. P - 29 - 2018

LYING SITUATE WITHIN

NORTHEAST QUARTER OF SECTION 16
TOWNSHIP 39 SOUTH, RANGE 1 EAST, WILLAMETTE MERIDIAN
CITY OF ASHLAND, JACKSON COUNTY, OREGON

FOR

Livni Family Trust
2532 Old Mill Way
Ashland, Oregon

LEGEND

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- S/N — SURVEY FILE NUMBER, JACKSON COUNTY SURVEYOR
- ( ) — SURVEY RECORD DATA PER S/N 18996
- [ ] — SURVEY RECORD DATA PER S/N 7458 & S/N 10124
- PRIVATE ACCESS & UTILITY EASEMENT BY THIS PLAT

BASIS OF BEARING

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I HEREBY CERTIFY THAT THIS PLAT IS AN EXACT COPY OF THE ORIGINAL.

SURVEYOR

REGISTERED PROFESSIONAL LAND SURVEYOR
OREGON
JULY 14, 1998
SHAWN KAMPMANN
2883 LS

RENEWAL DATE: 6/30/2019

** RECEIVED **
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DATE: AUGUST 24, 2018
PROJECT NO. 1032-16

Assessor's Map No. 39 1E 16 AA, Tax Lots 9000, 9001 & 9002

FILE: SURVEYS\1094-16\HILL PARTITION PLAT.DWG SHEET 2 of 2

POLARIS LAND SURVEYING

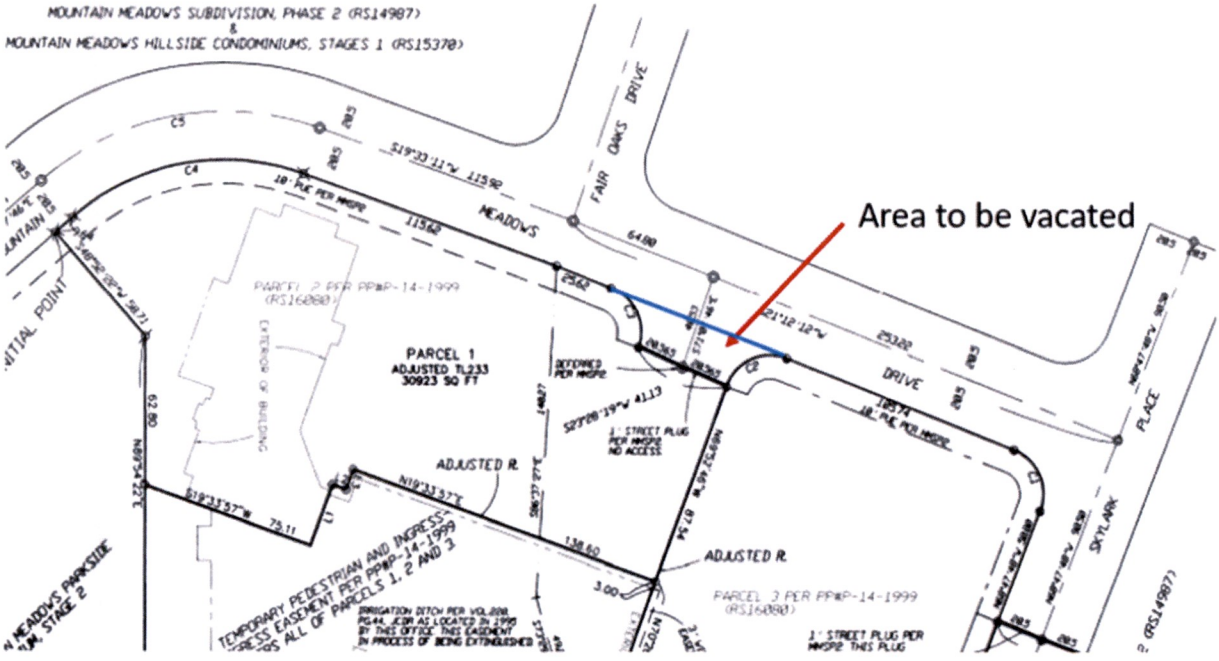
Council Business Meeting

Date: June 4, 2024

Agenda Item	First Reading - ORD 3241 An Ordinance for Right of Way Vacation of a Portion of Meadows Drive
From	Scott Fleury, Director
Contact	scott.fleury@ashland.or.us

SUMMARY

Before the Council is a request to approve and ordinance for the vacation of a portion of the public right of way. The right of way in question is a portion of Meadows Drive near Fair Oaks Drive. The section of right of way was dedicated as a potential future street connection as part of the Mountain Meadows Development. This street connection is no longer necessary and does not serve a purpose that benefits the City's transportation network.



POLICIES, PLANS & GOALS SUPPORTED

City Council:

4. *Evaluate real property and facility assets to strategically support city mission and goals.*

BACKGROUND AND ADDITIONAL INFORMATION

PREVIOUS COUNCIL ACTION

The Council previously approved initiating the vacation process for this section of Meadows Drive at the December 5, 2023 Business Meeting (Staff Report).

BACKGROUND AND ADDITIONAL INFORMATION

The City of Ashland was contacted by the property owner and representative surveyor regarding the initiation of the vacation process for the right of way and dedicated street plug as allowed by Oregon Revised Statute. The owner has had the appropriate survey documents and legal description prepared to facilitate the right of way vacation and they can be referenced as attachment #1.

271.130 Vacation on city governing body's own motion; appeal.

(1) **The city governing body may initiate vacation proceedings authorized by ORS 271.080 and make such vacation without a petition or consent of property owners.** Notice shall be given as provided by ORS 271.110, but such vacation shall not be made before the date set for hearing, nor if the owners of a majority of the area affected, computed on the basis provided in ORS 271.080, object in writing thereto, nor shall any street area be vacated without the consent of the owners of the abutting property if the vacation will substantially affect the market value of such property, unless the city governing body provides for paying damages. Provision for paying such damages may be made by a local assessment, or in such other manner as the city charter may provide.

(2) Two or more streets, alleys, avenues and boulevards, or parts thereof, may be joined in one proceeding, provided they intersect or are adjacent and parallel to each other.

(3) No ordinance for the vacation of all or part of a plat shall be passed by the governing body until the city recording officer has filed in the office of the city recording officer or indorsed on the petition for such vacation a certificate showing that all city liens and all taxes have been paid on the lands covered by the plat or portion thereof to be vacated.

(4) Any property owner affected by the order of vacation or the order awarding damages or benefits in such vacation proceedings may appeal to the circuit court of the county where such city is situated in the manner provided by the city charter. If the charter does not provide for such appeal, the appeal shall be taken within the time and in substantially the manner provided for taking an appeal from justice court in civil cases.

Public Works performed an initial assessment to determine if a right of way vacation would be in the public interest. There are no public utilities using that section of right of way. All utilities are provided for on Mountain Meadows Avenue. The right of way does not provide a significant public benefit with respect to a future street corridor connection as development has occurred in the adjacent area restricting future street connections.

Right of Way Vacation Requirements:

In order to appropriately process a right of way vacation certain state and local codes must be addressed. The Oregon Revised Statues (ORS) and City of Ashland Municipal Code detail the requirements to vacate City property:

4.18.010 Purpose

The purpose of this Chapter is to establish the procedure for processing requests for the vacation of public rights-of-way and places, and to require petitioners for vacation to deposit with the City Recorder a fee sufficient to cover the cost of publication, posting and other anticipated expenses as authorized by ORS 271.080, et seq.

4.18.020 Application

Any person interested in filing a petition for the vacation of all or part of any street, alley, or other public place, shall submit such petition in the form prescribed by the City Engineer pursuant to ORS 271.080, and upon filing of the petition shall deposit with the City Recorder a filing fee established by resolution of the City Council. (Ord. 2654, 1991; Ord. 2742, 1994)

- **This is not required if the Council initiates the vacation process as allowed by ORS.**

4.18.030 Review by Planning Commission

Upon receipt of the petition, the same shall be referred to the City Engineer for a determination of whether it contains the requested number of sworn signatures. The City Engineer shall return any petition not meeting the requirements of ORS 271.080, together with the filing fee to the petitioner. If the City Engineer determines that the petition is sufficient, it shall be referred to the City Planning Commission for its review and recommendation to the City Council. The Planning Commission shall submit its report to the City Council within sixty (60) days of receipt. Upon receipt of the report by the Commission, or if no report is received from the Commission upon the expiration of sixty (60) days, the City Administrator shall set the matter for public hearing as set forth in ORS 271.100, et seq.

- **The Planning Commission recommended vacating the right of way at their public hearing held on January 9, 2024.**

4.18.040 Public Hearings
Public hearings shall be held as set forth in ORS 271.120, at which time the petitioner and all affected parties shall be afforded an opportunity to present their views either orally or in writing. The report of the Planning Commission, if any, shall be made a part of the record.

- **This is the action required of Council for the June 4, 2024 Business Meeting.**
- **Since the approval process requires approval of an ordinance there is a required first and second reading in order to become legally binding.**

4.18.050 Action By Council
The City Council, after due consideration of testimony by affected parties, and the report of the Planning Commission may approve, reject, or modify the area proposed for vacation which in its sole judgment is deemed in the public interest. (Ord. 2164 §1, 1982)

FISCAL IMPACTS

The only resource requirements were/are associated with staff time to bring the vacation forward through the Planning Commission and City Council. The owners will be responsible for the development of new property deeds and recording the applicable documents with the County. If the property is vacated, it will become private and assessable for property taxes as part of the individual tax lot.

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

STAFF RECOMMENDATION

Staff recommends Council initiate the right of way vacation for said portion of right of way.

ACTIONS, OPTIONS & POTENTIAL MOTIONS

I move to approve Ordinance Number 3241, an Ordinance relating to the vacation of a portion of Meadows Drive.

I move to take no action on the matter.

REFERENCES & ATTACHMENTS

1. 06 04 24 Righ of Way Vacation - Mountain Meadows.Ord1
2. 06 04 24 Right of Way Vacation - Mountain Meadows.Atch2
3. 06 04 24 Right of Way Vacation - Mountain Meadows.Atch3

ORDINANCE NO. 3241

AN ORDINANCE RELATING TO THE VACATION OF A PORTION OF MEADOWS DRIVE

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

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

WHEREAS, The City of Ashland City Council initiated the vacation process as allowed by Oregon Revised Statutes (ORS) 271.130; and

WHEREAS, the Planning Commission of the City of Ashland has recommended that said portion of the roadway be vacated; and

WHEREAS, due notice of said petition for vacation has been given on May 21, 2024 in the manner and form required by law, and a hearing has been held thereon; and it appearing to the City Council of the City of Ashland that the public convenience and welfare will be served thereby and that this vacation is in the public interest.

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

SECTION 1. That the certain section of Meadows Drive located in the City of Ashland described as follows:

A tract of land within the right of way of Meadows Drive, as created on the plat of Mountain Meadows Subdivision, Phase 2 recorded in Volume 21, Page 22 of the Plat Records of Jackson County, Oregon, located in the Northeast Quarter of Section 4, Township 39 South, Range 1 East of the Willamette Meridian, in the City of Ashland, said County and State, more particularly described as follows:

Commencing at a brass disk monumenting the center line intersection of Meadows Drive and Skylark Place, located in the Northeast Quarter of Section 4, Township 39 South, Range 1 East of the Willamette Meridian, in the City of Ashland, Jackson County, Oregon; thence South 21°12'12" West, along the centerline of Meadows Drive, a distance of 146.40 feet; thence South 68°47'48" East, leaving said centerline, a distance of20.50 feet, to the southeasterly right of way line of said road and the POINT OF BEGINNING; thence along said right of way through the following courses, along the arc of a curve to the left having a radius of 20.00 feet, a central angle of 92°19'58", a length of 32.23 feet and a long chord bearing and distance of South 24°57"47" East, 28.85 feet; thence South 23°28'20" West, a distance of 41.13 feet; thence along the arc of a curve to the left having a radius of20.00 feet, a central angle of 87°40'02", a length of 30.60 feet and a long chord bearing and distance of South 65°02'13" West, 27.07 feet; thence, leaving said right of way, North

21°12'12" East, a distance of 81.06 feet, to the POINT OF BEGINNING.

LESS AND EXCEPTING:

The 1' street plug deeded to the City of Ashland per Mountain Meadows Subdivision, Phase2 recorded in Volume 21, Page 22 of the Plat records of Jackson County, Oregon.

SECTION 2. The City Recorder is hereby directed to deliver a certified copy of this Ordinance No. 3241 to the County Clerk, County Assessor, and County Surveyor of Jackson County, Oregon.

SECTION 3. Codification. In preparing this ordinance for publication and distribution, the City Recorder shall not alter the sense, meaning, effect, or substance of the ordinance, but within such limitations, may:

(a) Renumber sections and parts of sections of the ordinance;

(b) Rearrange sections;

(c) Change reference numbers to agree with renumbered chapters, sections or other parts;

(d) Delete references to repealed sections;

(e) Substitute the proper subsection, section, or chapter numbers;

(f) Change capitalization and spelling for the purpose of uniformity;

(g) Add headings for purposes of grouping like sections together for ease of reference; and

(h) Correct manifest clerical, grammatical, or typographical errors.

SECTION 4. 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.

The foregoing ordinance was first ready by title only in accordance with Article X, Section 2(C) of the City Charter on the _____day of_____, 2024, and duly PASSED and ADOPTED this _____day of_____, 2024.

PASSED by the City Council this _____ day of _____, 2024.

ATTEST:

_____
Alissa Kolodzinski, City Recorder

SIGNED and APPROVED this _____ day of _____, 2024.

_____
Tonya Graham, Mayor

Reviewed as to form:

_____
Douglas M. McGeary, Acting City Attorney

Planning Commission Minutes

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

January 9, 2024
REGULAR MEETING
***DRAFT* Minutes**

I. CALL TO ORDER:

Chair Verner had a scheduled absence from this meeting. Vice-Chair Knauer called the meeting to order at 7:00 p.m. at the Civic Center Council Chambers, 1175 E. Main Street.

Commissioners Present:
Doug Knauer
Kerry KenCairn
Eric Herron
Russell Phillips
Susan MacCracken Jain
Gregory Perkinson

Staff Present:
Brandon Goldman, Community Development Director
Derek Severson, Planning Manager
Aaron Anderson, Senior Planner
Michael Sullivan, Executive Assistant

Absent Members:
Lisa Verner

Council Liaison:
Paula Hyatt

II. ANNOUNCEMENTS

Community Development Director Brandon Goldman made the following announcement:

- The City will hold its annual town hall meeting on January 24, 2024, 5:30-7:30 p.m. at the Rogue River Room on the SOU campus. The Mayor will give the State of the City address, and awards will be given to residents for their volunteer work over the past year.

III. CONSENT AGENDA

1. **Approval of Minutes**
   a. December 12, 2023 Regular Meeting

Commissioner MacCracken Jain suggested a non-substantive change to page five of the December 12, 2023 minutes.

Commissioners KenCairn/Perkinson m/s to approve the consent agenda with correction suggested by Commissioner MacCracken Jain. Voice Vote: All AYES. Motion passed 6-0.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please email planning@ashland.or.us. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title 1).

IV. PUBLIC FORUM

James Jarrard/Mr. Jarrard noted that the Pledge of Allegiance was not made at the onset of the meeting. Vice-Chair Knauer informed him that it is not common practice for it to be recited during Commission or Advisory Committee meetings.

Mr. Jarrard directed the Commission's attention to public testimony that he had submitted into the record for the Commission's review of PA-T2-2023-00043, 192 N. Mountain Avenue at the November 14, 2023 Regular Meeting. He stated that these letters contained an unintentional clerical error (see attachment #1). He apologized for this error, and expressed his appreciation for the Commission. He added that he will be implementing stronger quality control measures to ensure such errors are not repeated. Mr. Jarrard also submitted a written apology to Chair Verner and the City Recorder's office the record expressing his apologies, and requested that this apology be including in the Public Record. He also requested that the error be corrected in public documents from past meetings.

V. UNFINISHED BUSINESS

A. Approval of Findings for PA-T2-2023-00044, 822 Oak Street

Ex Parte Contact

Commissioner Herron disclosed a site visit. No ex parte contact or other site visits were declared.

Deliberation and Decision

Commissioner Phillips inquired if the dates on section 2.2 of the findings were correct. Mr. Anderson responded that those dates were in error and would be corrected in the final draft of the findings.

Commissioners Perkinson/Phillips m/s to approve the findings as proposed with the correction noted by Commissioner Phillips. Roll Call Vote: All AYES. Motion passed 6-0.

VI. TYPE II PUBLIC HEARING

A. PLANNING ACTION: PA-T2-2023-00045
SUBJECT PROPERTY: 765 Cambridge Street
APPLICANT/OWNER: Alan and Judith Harper
DESCRIPTION: A request for Site Design Review, Outline, and Final Plan approval for a four-unit Cottage Housing Development and Performance Standards subdivision. The application also includes a request for exception to the street standards to not install sidewalk along Cambridge St. **COMPREHENSIVE PLAN DESIGNATION:** R-1-5; **ZONING:** Single Family Residential; **ASSESSOR'S MAP:** 39 1E 05 AD; **TAX LOT:** 101

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Ex Parte Contact

Commissioners KenCairn and MacCracken Jain stated that they have had social engagements with the applicant through the Rotary Club, but that this project was not discussed. Vice-Chair Knauer stated that he had conducted a site visit. No other ex parte contact or site visits were declared.

Staff Presentation

Mr. Anderson began by outlining the request from the applicant. He stated that the requested exception to street standards is likely not warranted and that staff recommended that this portion of the application be denied. Mr. Anderson noted that the applicant had provided findings formatted similarly to City findings, which can be found on pages 79-87 of the packet, which reference approval of the exception to street standards. Mr. Anderson explained that these findings were cited by staff in their own findings, found on pages 57-73 of the packet, but were amended by staff to recommend denying the exception to street standards.

Mr. Anderson outlined how the application met density standards for cottage housing, stating that the City adopted standards that allow such housing in R-1-5 zones. He added that the City had approved four cottage housing developments since these changes took effect.

Regarding street standards, Mr. Anderson stated that the requested exception to the requirement for a park row is likely warranted given the width and curb location of the subject right-of-way (ROW). He added that the development of cottages on this property would allow for the installation of sidewalks that otherwise might not be installed in the near future. Staff recommended partially approving the exception to street standards by granting relief from the requirement of a park row, but requiring a 5ft-wide curb-tight sidewalk. Mr. Anderson noted that the installation of such a sidewalk would likely impact the fence on the southern edge of the property, but that this requirement would still be appropriate based on the proposed development (see attachment #2).

Questions of Staff

Vice-Chair Knauer requested clarification regarding the impact on the fence if a sidewalk was required. Mr. Anderson responded that there is uncertainty where the property line falls, and that the fence might not need to be removed if it is more than 5ft from the property line.

Commissioner MacCracken Jain noted that the application referred to a proposed sidewalk running through the site would serve as access to the properties, and asked why this was not deemed to be sufficient by staff. Mr. Anderson responded that the pedestrian connectivity into the development to the proposed dwellings is a requirement of site design review, separate from the public facilities. Therefore, they do not provide the same aspect of a multimodal transport network by having pedestrian connectivity to Nevada Street. Commissioner KenCairn commented that one of the City's long-term goals is to have sidewalks on all streets with park rows. Mr. Goldman added that the internal sidewalks serving the proposed dwellings would not be publicly accessible, but the street

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sidewalks would be.

Applicant Presentation

Alan Harper stated that his team had been developing this proposal prior to the pandemic. He welcomed the recent Climate Friendly and Equitable Communities (CFEC) rules that removed the requirement for applicants to provide parking as part of this development, which could free up space that could be used for communal amenities. Mr. Harper commented that this project was problematic to budget for, as dwellings without attached parking spaces are new to Oregon and makes pricing the dwellings difficult.

Mr. Harper stated that his team had discussed deferring the street standards, similar to a Low Impact Development (LID). He elaborated that the requested exception to street standards was warranted, but that his team would be willing to install sidewalks if the Commission required them.

Questions of the Applicant

Commissioner MacCracken Jain asked staff why an LID would not be considered adequate. Mr. Goldman responded that an LID could be pursued, and it would be incumbent upon the City to establish an LID, and that 50% of the property owners within that area would need to sign in favor of the LID before it could be initialized by the City. He stated that there are alternatives available, and that the Commission could consider them. Mr. Harper discussed signing an LID in lieu of completing sidewalks along the street frontage.

Vice-Chair Knauer requested clarification over how the two cottages in the back of the development would be accessed. Mr. Harper responded that those properties would be reached by pedestrian access from Cambridge Street. Vice-Chair Knauer responded that he would then agree with staff's recommendation for sidewalks to be installed, otherwise residents would be required to walk on the street to access their homes.

Vice-Chair Knauer asked if it was the applicant's intention to split the lots. Mr. Harper responded that the property would be split into five lots, with one lot being a common area.

Vice-Chair Knauer closed the Public Hearing and Public Record at 7:37 p.m.

Deliberation and Decision

Commissioner Herron emphasized the need for pedestrian traffic and street parking to be more closely considered with the new CFEC rules. He cautioned that more dwellings without off-street parking would make sidewalks more necessary. Commissioner KenCairn agreed that sidewalks should be required.

Commissioners Herron/KenCairn m/s to approve the application, excluding the park row

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exception as recommended by staff and approve the draft findings provided by staff. Roll Call Vote: All AYES. Motion passed 6-0.

B. **SUBJECT PROPERTY:** Public Right-of-Way adjacent to 391E16AA Tax Lot #9001
OWNER / APPLICANT: City of Ashland Public Works
DESCRIPTION: The Planning Commission will consider a request to vacate a portion of Fern Street right-of-way North of Map 391E16AA Tax Lot #9001 near 1109 Fern Street and make a recommendation to the City Council. **COMPREHENSIVE PLAN DESIGNATION:** Single Family Residential; **ZONING:** R-1-7.5; **MAP:** 39 1E 16 AA; **TAX LOT:** 9001

Vice-Chair Knauer noted that the Commission would make a recommendation to the City Council, which would then make a final decision on this item.

Ex Parte Contact

No ex parte contact was declared. Commissioners KenCairn and MacCracken Jain related their familiarity with the site, and Vice-Chair Knauer disclosed a site visit.

Staff Presentation

Mr. Severson described the site of the ROW to be vacated, located between South Mountain Avenue and Elkader Street, and outlined the criteria under which ROW vacations are typically reviewed by staff. These criteria include street connectivity; maintaining bike and pedestrian access; and providing any necessary utility easements to serve the future development of the area. Mr. Severson noted that this ROW vacation was initiated by the Council. He then described how the slopes present in this ROW exceed the allowed grade for a City street, rendering it unlikely to be developed by the City for such use in the future. Mr. Severson related staff's opinion that a mid-block pedestrian easement would be beneficial for the future walkability of the neighborhood. Staff also recommended reserving a public utility easement to support future development in the area (see attachment #3).

Staff recommended that the Commission recommend the Council approve the ROW vacation, with the requirement for easements for driveways, bike and pedestrian access, and utilities.

Questions of Staff

Vice-Chair Knauer asked what purpose this process serves in general, and how it serves the residents adjacent to the proposed vacation. Mr. Severson responded that liability is removed from the City if the vacation takes effect, and that the vacated area would be evenly distributed to neighboring homeowners, increasing the size of their properties and also resulting in additional taxable land. Mr. Goldman added that this process was initially begun at the request of a resident to the City Manager, though the City is the applicant. A property owner also paid for the land to be

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surveyed at this vacation.

Commissioner KenCairn pointed out that the neighbors adjacent to the subject ROW would have more control over the area if it was vacated and could make improvements that might otherwise not be possible.

Commissioner Phillips asked if the current 15ft access between the parcels would be connected to the proposed access easement. Mr. Severson responded that the proposed access easement would support the existing driveways.

The Commission discussed who had historically paid for the surveys for ROW vacations. Vice-Chair Knauer asked who would pay for the survey if the applicant had not done so. Mr. Severson responded that the City had traditionally had a City surveyor to do these surveys, but no longer employed one. Therefore the homeowners would likely be asked to pay for a survey. Vice-Chair Knauer expressed concern that the City could be liable for any impairments to neighboring property values due to a survey that the City did not conduct itself. Mr. Severson remarked that this project would be subject to a formal hearing with the Council, where any concerns from adjacent property owners could be raised before the Council and City Attorney.

Commissioner MacCracken Jain asked if there was intent by the City to build a walkway through the easement, and if the City would be liable for any injuries sustained until a walkway is installed. Mr. Severson related that there are no current plans for a walkway installation, and the City merely wants to obtain the easement for that future possibility. He commented that there is currently a case going before the Oregon Supreme Court regarding recreational immunity for use of trails, so the issue of liability is yet to be determined. Mr. Goldman stated that the City is revising its Transportation System Plan and looking at making connections throughout the City, so this could potentially be added to a short-long term installation plan. He added that there is currently no expectation of a pedestrian connection to be installed by the City. He elaborated that there is fencing and a retaining wall that has been installed adjacent to Mountain Street that would likely need to be removed in order to create access to the existing Fern Street ROW. Mr. Goldman further noted that the public easement would go across private property, which would differ from pedestrian traffic through a public ROW.

Public Comments

Art Baden/Mr. Baden declared that not all adjacent property owners requested this ROW vacation, and that this process was initiated by a property owner, Gil Livni, who applied for a subdivision to create what is now 619 and 621 Elkader Street and 1101 and 1107 Fern Street.

Mr. Baden expressed concerns that homeowners could become liable for any injuries sustained if the City vacates the ROW, particularly those adjacent to the proposed access easement. He requested

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that the access easement to South Mountain Avenue be excluded from the plan in order to remove any liability for adjacent homeowners.

Gil Livni/Mr. Livni expressed support for the ROW vacation, but emphasized that this request came from the City Manager, not himself. He stated that he is not concerned about the access easement, and that he does not believe that people would use the connection to access South Mountain Avenue because the grade is too steep.

Commissioner KenCairn remarked that the public easement would need to be removed if it was not going to be fully connected, as Mr. Baden suggested by requesting that the South Mountain Avenue section of the easement be excluded.

Mr. Severson suggested that the Commission could recommend that the Council consider liability issues when reviewing the easement. Vice-Chair Knauer clarified that the City's position was that the pedestrian accessibility was necessary due to the length of the block. Mr. Severson agreed, but added that staff determined that this accessibility would likely not be imminently available, and so an easement would not be necessary until the accessibility was there. Commissioner KenCairn cautioned that the access could be blocked in the interim in the easement is not already in place.

The Commission discussed the question of liability for public easements. KenCairn stated that the City is responsible for public easements. Commissioner MacCracken Jain asked if a private property owner could build a fence to block the public easement. Mr. Goldman responded that a public pedestrian easement would preclude a property owner from building an encroachment across that access.

Commissioner Herron pointed out that the Commission was tasked with making a recommendation to Council so it can go to a public hearing, therefore those legal aspects can be worked out at such a meeting by the Council.

Vice-Chair Knauer closed the Public Hearing and Public Record at 8:18 p.m.

Decision

Commissioners KenCairn/Perkinson m/s to recommend approval of the ROW vacation to Council as recommended by staff, and that the Council also review the question of liability with the City Attorney. Roll Call Vote: Commissioners Herron, Phillips, Perkinson, MacCracken Jain, KenCairn; AYE. Vice-Chair Knauer; NAY. Motion passed 5-1.

C. SUBJECT PROPERTY: Public Right-of-Way adjacent to 39 1E 04AD Tax Lot #233 and #234

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please email planning@ashland.or.us. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title 1).

OWNER / APPLICANT: City of Ashland Public Works Department
DESCRIPTION: The Planning Commission will consider a request to vacate a portion of Mountain Meadows Drive right-of-way near Fair Oaks Avenue and make a recommendation to the City Council. **COMPREHENSIVE PLAN DESIGNATION:** Health Care Services District; **ZONING:** HC **MAP:** Adjacent to 39 1E 04AD and 39 1E 04AD; **TAX LOT:** 233 and 234

Vice-Chair Knauer noted that the map information appeared to be duplicated in the notice, and that one instance of the text "39 1E 04AD" could be removed.

Ex Parte Contact

Commissioners Herron, KenCairn, and Phillips conducted site visits. Commissioner KenCairn stated that she had been involved in the Mountain Hills Estate project, which is adjacent to this ROW and could be impacted by its vacation, and recused herself. No other ex parte contact was declared.

Staff Presentation

Mr. Severson described the location of the proposed ROW vacation as being between Mountain Meadows ROW and Golden Aspen. Mr. Severson stated that the area to be vacated consists of a driveway approach where a street had previously be planned, but the adjacent lot has now been fully developed. He noted that the vacation could have some effect on the platting of the adjacent Mountain Hill Estates development which was approved by the Commission in 2021.

Mr. Severson reiterated that most ROW vacations are reviewed by staff using the following criteria: street connectivity; maintaining bike and pedestrian access; and providing any necessary utility easements to serve the future development of the area. As currently platted in the Mountain Hill Estates subdivision, there is a 10ft-wide public utility easement along Mountain Meadows Drive that is bisected by the subject ROW. Staff recommended retaining a public utility easement across the vacation, making it continuous along the street. Mr. Severson noted that the Mountain Hills Estate project had an approved sidewalk plan associated with it, and suggested that the sidewalk to the south be extended to make this a continuous sidewalk, except where the existing driveway access is located.

Staff recommended that the Commission make a favorable recommendation to Council and request that sidewalks be provided and that continuous public utility easement be established.

Questions of Staff

Commissioner MacCracken Jain asked staff to clarify if the northern curb was listed as part of the public ROW, as mentioned in a letter from Farber Consulting contained within the meeting packet. Mr. Goldman related how the approved planning application for the Mountain Hills Estate identified the northern curb as being square. It was revealed during the building application process that this curb was rounded and part of the public ROW, therefore a vacation of it would be necessary for the

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Better Together

development to continue. This vacation was subsequently requested by the applicant.

Vice-Chair Knauer closed the Public Hearing and Public Record at 8:30 p.m.

Decision

Commissioners Perkinson/Phillips m/s to favorably support staff's recommendation and forward this to Council. Commissioner KenCairn recused herself. Roll Call Vote: All AYES. Motion passed 5-0.

V. OPEN DISCUSSION – None

VI. ADJOURNMENT

Meeting adjourned at 8:32 p.m.

Submitted by,
Michael Sullivan, Executive Assistant

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RIGHT-OF-WAY VACATION

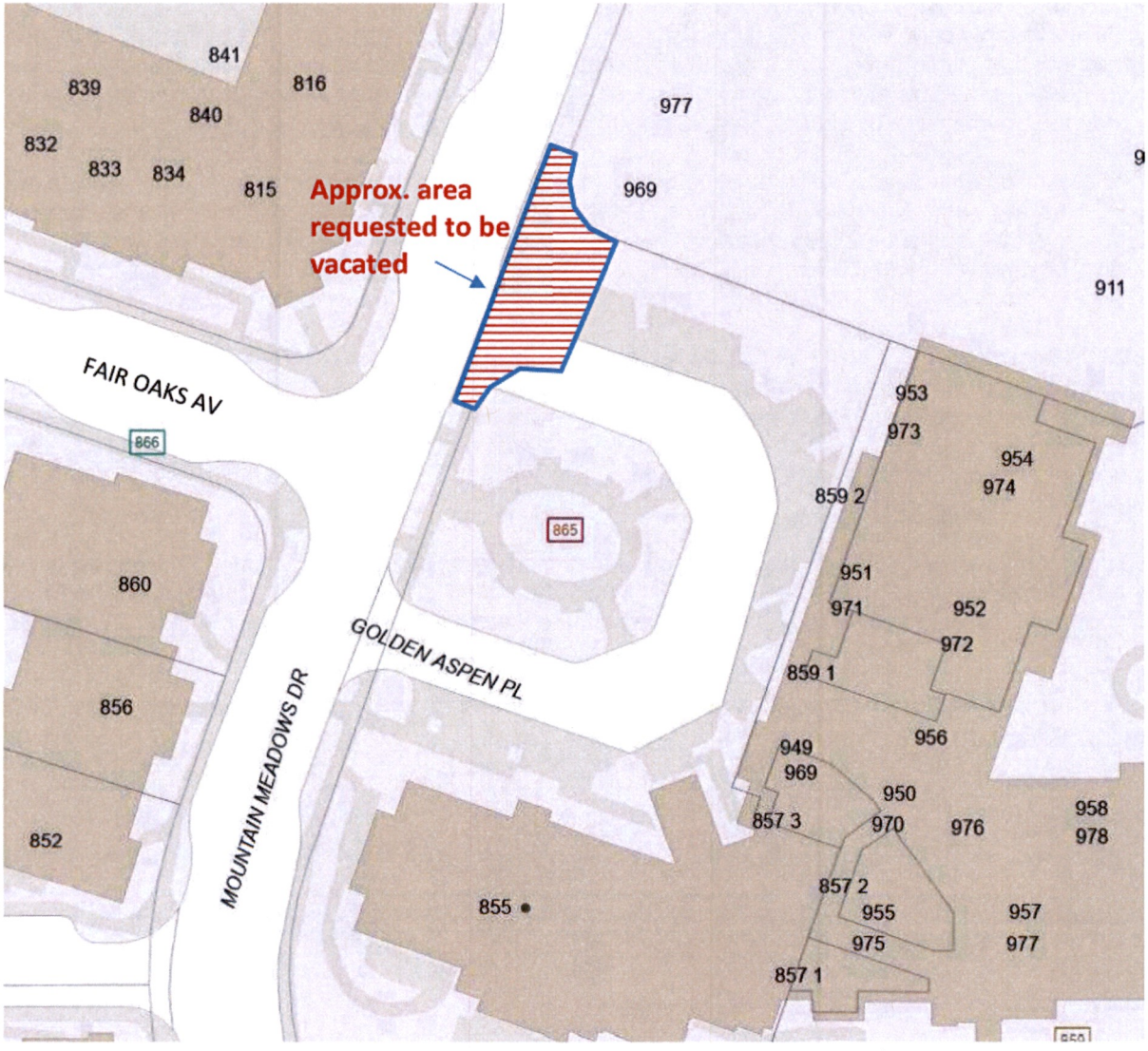
Public Right-of-Way adjacent to 39 1E 04AD Tax Lot #233 and #234

Planning Department, 51 Winburn Way, Ashland, Oregon 97520
541-488-5305 Fax: 541-552-2050 www.ashland.or.us TTY: 1-800-735-2900

CITY OF ASHLAND

SUBJECT PROPERTY: Public Right-of-Way adjacent to 39 1E 04AD Tax Lot #233 and #234
OWNER / APPLICANT: City of Ashland Public Works Department
DESCRIPTION: The Planning Commission will consider a request to vacate a portion of Mountain Meadows Drive right-of-way near Fair Oaks Avenue and make a recommendation to the City Council.
COMPREHENSIVE PLAN DESIGNATION: Health Care Services District; **ZONING:** HC
MAP: Adjacent to 39 1E 04AD and 39 1E 04AD; **TAX LOT:** 233 and 234

ELECTRONIC ASHLAND PLANNING COMMISSION MEETING: ***Tuesday, January 9, 2024, at 7:00 PM***



Notice is hereby given that the Ashland Planning Commission will hold an electronic public hearing on the above described planning action on the meeting date and time shown above. You can watch the meeting on local channel 9, on Charter Communications channels 180 & 181, or you can stream the meeting via the internet by going to rvtv.sou.edu and selecting '**RVTV Prime.**'

The ordinance criteria applicable to this planning action are attached to this notice. Oregon law states that failure to raise an objection concerning this application, or failure to provide sufficient specificity to afford the decision makers an opportunity to respond to the issue, precludes your right of appeal to the Land Use Board of Appeals (LUBA) on that issue. Failure to specify which ordinance criterion the objection is based on also precludes your right of appeal to LUBA on that criterion. Failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow this Commission to respond to the issue precludes an action for damages in circuit court.

Because of the COVID-19 pandemic, application materials are provided online and written comments will be accepted by email. Alternative arrangements for reviewing the application or submitting comments can be made by contacting (541) 488-5305 or planning@ashland.or.us.

A copy of the application, including all documents, evidence and applicable criteria relied upon by the applicant, and a copy of the staff report will be available on-line at www.ashland.or.us/PCpackets seven days prior to the hearing. Copies of application materials will be provided at reasonable cost, if requested. Under extenuating circumstances, application materials may be requested to be reviewed in-person at the Ashland Community Development & Engineering Services Building, 51 Winburn Way, via a pre-arranged appointment by calling (541) 488-5305 or emailing planning@ashland.or.us.

Anyone wishing to submit comments can do so by sending an e-mail to PC-public-testimony@ashland.or.us with the subject line "**January 9 PC Hearing Testimony**" by 10:00 a.m. on Monday, January 8, 2024. If the applicant wishes to provide a rebuttal to the testimony, they can submit the rebuttal via e-mail to PC-public-testimony@ashland.or.us with the subject line "**January 9 Hearing Testimony**" by 10:00 a.m. on Tuesday, January 9, 2024. Written testimony received by these deadlines will be available for Planning Commissioners to review before the hearing and will be included in the meeting minutes.

Oral testimony will be taken during the electronic public hearing. If you wish to provide oral testimony during the electronic meeting, send an email to PC-public-testimony@ashland.or.us by 10:00 a.m. on Tuesday, January 9, 2024. In order to provide testimony at the public hearing, please provide the following information: 1) make the subject line of the email "**January 9 Speaker Request**", 2) include your name, 3) the agenda item on which you wish to speak on, 4) specify if you will be participating by computer or telephone, and 5) the name you will use if participating by computer or the telephone number you will use if participating by telephone.

In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Administrator's office at 541-488-6002 (TTY phone number 1-800-735-2900). Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102.-35.104 ADA Title I).

If you have questions or comments concerning this request, please feel free to contact Jennifer Chenoweth at 541-552-2045 / jennifer.chenoweth@ashland.or.us.

Chapter 4.18: VACATION OF PUBLIC PROPERTY

4.18.010 Purpose

The purpose of this Chapter is to establish the procedure for processing requests for the vacation of public rights of-way and places, and to require petitioners for vacation to deposit with the City Recorder a fee sufficient to cover the cost of publication, posting and other anticipated expenses as authorized by ORS 271.080, et seq.

4.18.020 Application

Any person interested in filing a petition for the vacation of all or part of any street, alley, or other public place, shall submit such petition in the form prescribed by the City Engineer pursuant to ORS 271.080, and upon filing of the petition shall deposit with the City Recorder a filing fee established by resolution of the City Council. (Ord. 2742, amended, 1994; Ord. 2654, amended, 1991)

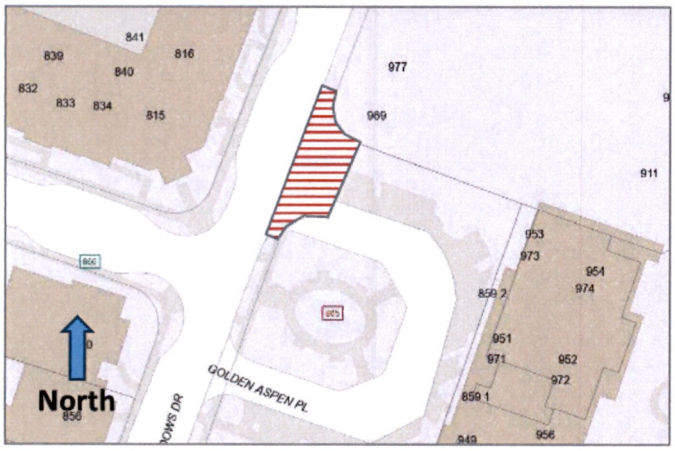
4.18.030 Review by Planning Commission

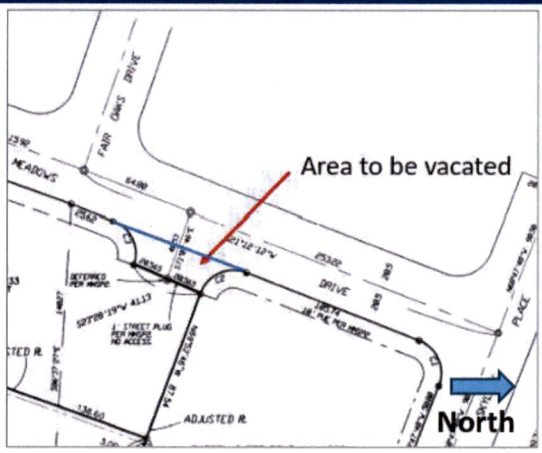
Upon receipt of the petition, the same shall be referred to the City Engineer for a determination of whether it contains the requested number of sworn signatures. The City Engineer shall return any petition not meeting the requirements of ORS 271.080, together with the filing fee to the petitioner. If the City Engineer determines that the petition is sufficient, it shall be referred to the City Planning Commission for their review and recommendation to the City Council. The Planning Commission shall submit its report to the City Council within sixty (60) days of receipt. Upon receipt of the report by the Commission, or if no report is received from the Commission upon the expiration of sixty (60) days, the City Administrator shall set the matter for public hearing as set forth in ORS 271.100, et seq.

Staff Report

Mountains Meadow Drive R-o-W Vacation Staff Report

Planning Commission review and recommendation on the requested vacation of a portion of the public right-of-way for Mountain Meadows Drive near Fair Oaks Avenue and quitclaiming an associated "street plug" reserve strip..





Proposal Details

Site Description/History

The portion of right-of-way was originally dedicated as a potential future street connection as part of the 1996 Mountain Meadows Subdivision, Phase 2 plat. With development that has occurred in the interim, this street connection is no longer necessary and has no purpose or benefit to the City's transportation network. The area to be vacated currently contains a portion of a private parking lot and driveway.

Proposal

Approval of the current request would vacate the right-of-way and quitclaim a street plug on the east side of Mountain Meadows Drive near the intersection of Mountain Meadows Drive and Fair Oaks Avenue, shown in red in the figures above, between Tax Lots #233 and 234.

Key Issues

Street Connectivity

This vacation eliminates a no longer needed street connection and poses no street connectivity issues.

Pedestrian Connectivity

Staff recommends that Council require that with the completion of the development to the north, the sidewalk be extended through the vacated area to provide a continuous sidewalk on the east side of Mountain Meadows Drive.

Public Utility Easement (PUE)

Staff would recommend that a ten-foot wide public utility easement be retained within the vacated area to preserve the ability to extend public infrastructure. There are ten-foot PUE's in place immediately to the north and south of the area proposed to be vacated.

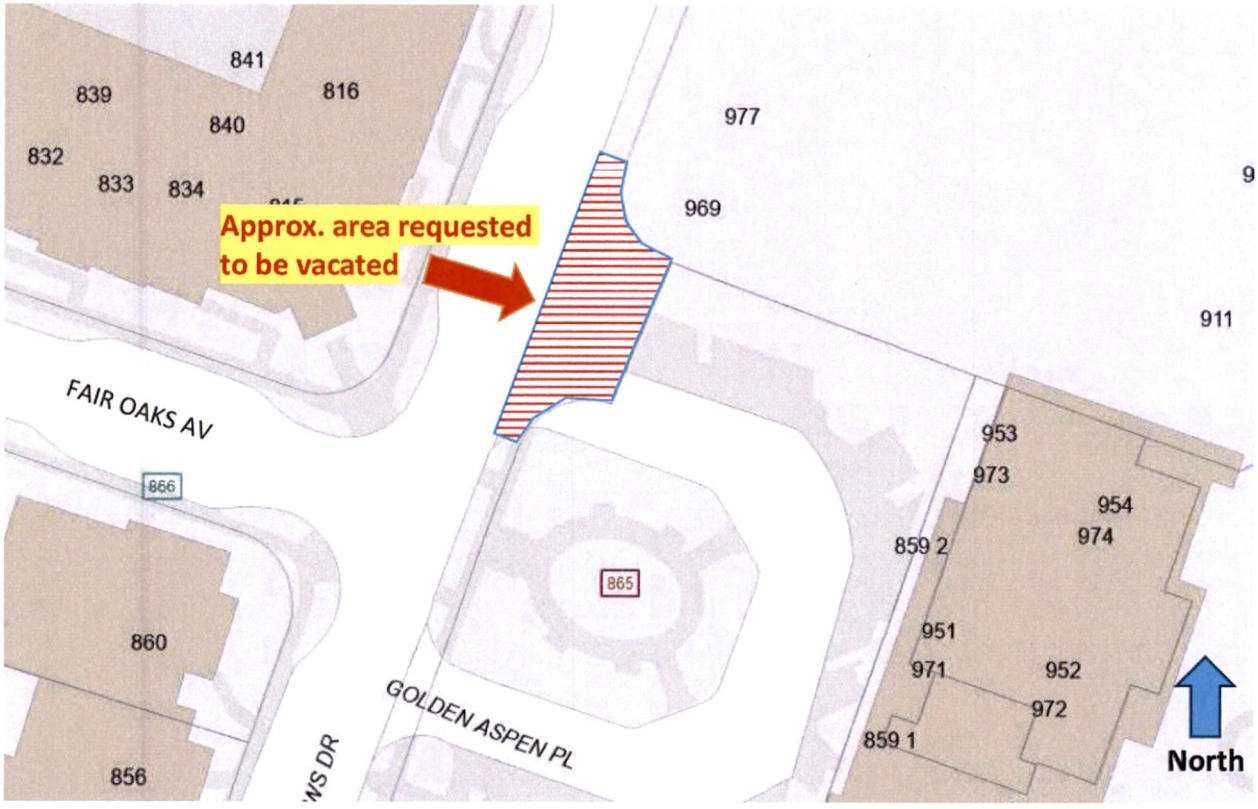
Staff Recommendation

Staff recommends that the Planning Commission forward a favorable recommendation to the City Council and ask that a ten-foot public utility easement be retained through the vacated area, and that with the completion of the development to the north, the sidewalk be extended through the vacated area to provide a continuous sidewalk.

Mountains Meadow Drive Right-of-Way Vacation

Staff Report

Planning Commission review and recommendation on the requested vacation of a portion of the public right-of-way for Mountain Meadows Drive near Fair Oaks Avenue.





Applicant Submittal

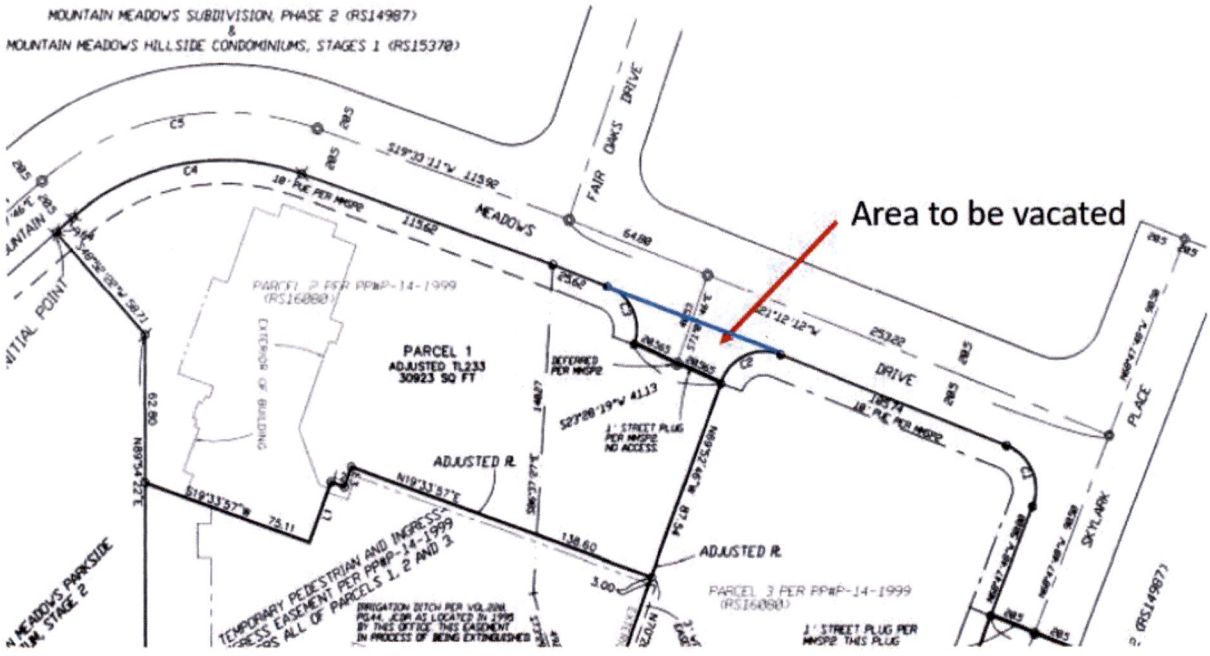
Council Business Meeting

December 5, 2023

Agenda Item	Right of Way Vacation Initiation – Mountain Meadows Drive	
From	Scott Fleury PE	Public Works Director
Contact	Scott.fleury@ashland.or.us	
Item Type	Requested by Council ☐ Update ☐ Request for Direction ☒ Presentation ☐	

SUMMARY

Before the Council is a request to initiate the vacation of a portion of the public right of way. The right of way in question is a portion of Mountain Meadows Drive near Fair Oaks Avenue. The section of right of way was dedicated as a potential future street connection as part of the Mountain Meadows Development. This street connection is no longer necessary and does not serve a purpose that benefits the City's transportation network.



POLICIES, PLANS & GOALS SUPPORTED

City Council:

4. *Evaluate real property and facility assets to strategically support city mission and goals.*

PREVIOUS COUNCIL ACTION

No previous action on this item, but Council has taken numerous actions in the past regarding vacating public right of way. The last action occurred in in 2018 with the vacation of a portion of Terrace Street (Staff Report).

BACKGROUND AND ADDITIONAL INFORMATION

The City of Ashland was contacted by the property owner and representative surveyor regarding the initiation of the vacation process for the right of way and dedicated street plug as allowed by Oregon Revised Statute. The owner has had the appropriate survey documents and legal description prepared to facilitate the right of way vacation and they can be referenced as attachment #1.

271.130 Vacation on city governing body's own motion; appeal.

(1) **The city governing body may initiate vacation proceedings authorized by ORS 271.080 and make such vacation without a petition or consent of property owners.** Notice shall be given as provided by ORS 271.110, but such vacation shall not be made before the date set for hearing, nor if the owners of a majority of the area affected, computed on the basis provided in ORS 271.080, object in writing thereto, nor shall any street area be vacated without the consent of the owners of the abutting property if the vacation will substantially affect the market value of such property, unless the city governing body provides for paying damages. Provision for paying such damages may be made by a local assessment, or in such other manner as the city charter may provide.

(2) Two or more streets, alleys, avenues and boulevards, or parts thereof, may be joined in one proceeding, provided they intersect or are adjacent and parallel to each other.

(3) No ordinance for the vacation of all or part of a plat shall be passed by the governing body until the city recording officer has filed in the office of the city recording officer or indorsed on the petition for such vacation a certificate showing that all city liens and all taxes have been paid on the lands covered by the plat or portion thereof to be vacated.

(4) Any property owner affected by the order of vacation or the order awarding damages or benefits in such vacation proceedings may appeal to the circuit court of the county where such city is situated in the manner provided by the city charter. If the charter does not provide for such appeal, the appeal shall be taken within the time and in substantially the manner provided for taking an appeal from justice court in civil cases. [Amended by 1995 c.658 §101]

Public Works performed an initial assessment to determine if a right of way vacation would be in the public interest. There are no public utilities using that section of right of way. All utilities are provided for on Mountain Meadows Avenue. The right of way does not provide a significant public benefit with respect to a future street corridor connection as development has occurred in the adjacent area restricting future street connections.

Right of Way Vacation Requirements:

In order to appropriately process a right of way vacation certain state and local codes must be addressed. The Oregon Revised Statues (ORS) and City of Ashland Municipal Code detail the requirements to vacate City property:

4.18.010 Purpose

The purpose of this Chapter is to establish the procedure for processing requests for the vacation of public rights-of-way and places, and to require petitioners for vacation to deposit with the City Recorder a fee sufficient to cover the cost of publication, posting and other anticipated expenses as authorized by ORS 271.080, et seq.

4.18.020 Application
Any person interested in filing a petition for the vacation of all or part of any street, alley, or other public place, shall submit such petition in the form prescribed by the City Engineer pursuant to ORS 271.080, and upon filing of the petition shall deposit with the City Recorder a filing fee established by resolution of the City Council. (Ord. 2654, 1991; Ord. 2742, 1994)

- **This is not required if the Council initiates the vacation process as allowed by ORS.**

4.18.030 Review by Planning Commission
Upon receipt of the petition, the same shall be referred to the City Engineer for a determination of whether it contains the requested number of sworn signatures. The City Engineer shall return any petition not meeting the requirements of ORS 271.080, together with the filing fee to the petitioner. If the City Engineer determines that the petition is sufficient, it shall be referred to the City Planning Commission for its review and recommendation to the City Council. The Planning Commission shall submit its report to the City Council within sixty (60) days of receipt. Upon receipt of the report by the Commission, or if no report is received from the Commission upon the expiration of sixty (60) days, the City Administrator shall set the matter for public hearing as set forth in ORS 271.100, et seq.

- **This meeting will need to be scheduled in the future to allow for the Planning Commission to make a recommendation to the City Council regarding the vacation.**

4.18.040 Public Hearings
Public hearings shall be held as set forth in ORS 271.120, at which time the petitioner and all affected parties shall be afforded an opportunity to present their views either orally or in writing. The report of the Planning Commission, if any, shall be made a part of the record.

- **This will be done if Council initiates the vacation process as a formal ordinance and maps of survey will be completed.**

4.18.050 Action By Council
The City Council, after due consideration of testimony by affected parties, and the report of the Planning Commission may approve, reject, or modify the area proposed for vacation which in its sole judgment is deemed in the public interest. (Ord. 2164 §1, 1982)

If approved by Council, the property owner will be required to finalize the map of survey showing the public utility easement if needed; have new property deeds created that describe new property boundary for the tax lot and have all documents recorded at the County. The City Recorder will have the ordinance approving the Right of Way Vacation recorder at the County. If not approved by Council, there is no further action by staff or property owner and the right of way will remain in place.

FISCAL IMPACTS
The only resource requirements were/are associated with staff time to bring the vacation forward through the Planning Commission and City Council. The owners will be responsible for the development of new property

deeds and recording the applicable documents with the County. If the property is vacated, it will become private and assessable for property taxes as part of the individual tax lot.

STAFF RECOMMENDATION

Staff recommends Council initiate the right of way vacation for said portion of right of way.

ACTIONS, OPTIONS & POTENTIAL MOTIONS

I move to begin the process to vacate a portion of the public right of way on Mountain Meadows Way as allowed by ORS 271.130 and then follow Ashland Municipal Code 14.18.

I move to take no action on the matter.

REFERENCES & ATTACHMENTS

Attachment #1: Mountain Meadows Drive Vacation Background

FARBER CONSULTING
• FARBER & SONS, INC. • POST OFFICE BOX 5286 • CENTRAL POINT, OR 97502 •

September 19, 2022

City Council and Mayor
20 East Main Street
Ashland, Oregon 97520

Re: Partial Street right of way vacation Mountain Meadows Drive.

Councilors and Mayor;

This request is for the City Council to initiate the vacation of public right of way, dedicated to the city on the 1996 Mountain Meadows Subdivision, Phase 2 plat. Also, to and Quit Claim a street plug deeded to the city on this plat as illustrated on the accompanying exhibit maps/plat copy. The area requested for vacation was approved in 1996 as a future street approach as a part of a future development plan. This plan was revised, with the property now fully developed, the street approach was never utilized. The street approach now has a portion of a private parking lot and driveway constructed on it as well as the street plug for the Mountain Meadows Parkside Condominium development. This section of Mountain Meadows Drive is improved to City standards with a straight-line curb and gutter and other improvements as noted.

Planning Action PA-T2-2020-00026 approval for Mountain Meadows Estates, LLC approved plan shows the northerly curb return for the proposed vacation but inadvertently did not show it as public right of way. Portions of this area along with the street plug lies in an approved property line adjustment to provide proper building setbacks to buildings approved by this planning action. The property line adjustment and the final plat for the approved planning action cannot proceed without the right of way being vacated and street plug Quit Claimed back to private ownership.

The following quoted Oregon Revised Statute authorizes the city to initiate the vacation on their own motion.

271.130 Vacation on city governing body's own motion; appeal. *(1) The city governing body may initiate vacation proceedings authorized by ORS 271.080 and make such vacation without a petition or consent of property owners. Notice shall be given as provided by ORS 271.110, but such vacation shall not be made before the date set for hearing, nor if the owners of a majority of the area affected, computed on the basis provided in ORS 271.080, object in writing thereto, nor shall any street area be vacated without the consent of the owners of the abutting property if the vacation will substantially affect the market value of such property, unless the city governing body provides for paying damages. Provision for paying such damages may be made by a local assessment, or in such other manner as the city charter may provide.*

(2) Two or more streets, alleys, avenues and boulevards, or parts thereof, may be joined in one proceeding, provided they intersect or are adjacent and parallel to each other.

(3) No ordinance for the vacation of all or part of a plat shall be passed by the governing body until the city recording officer has filed in the office of the city recording officer or indorsed on the petition for such vacation a certificate showing that all city liens and all taxes have been paid on the lands covered by the plat or portion thereof to be vacated.

(4) Any property owner affected by the order of vacation or the order awarding damages or benefits in such vacation proceedings may appeal to the circuit court of the county where such city is situated in the manner provided by the city charter. If the charter does not provide for such appeal, the appeal shall be taken within the time and in substantially the manner provided for taking an appeal from justice court in civil cases. [Amended by 1995 c.658 §101]

The vacation of this public right of way area for the street approach has no impact on traffic flow or public safety. It does resolve many existing issues and appears to be in the best interest of all concerned parties.

Mountain Meadows Estates, LLC will pay all reasonable fees for staff time and expenses for notices to processing this request.

Respectfully submitted,

HERBERT A. FARBER
EMAIL: herb@farberconsulting.biz
PHONE: 541-664-5599

CC: City Administrator, Joe Lessard
Public Works Director, Scott Fluery

VACATION DESCRIPTION

A tract of land within the right of way of Meadows Drive, as created on the plat of Mountain Meadows Subdivision, Phase 2 recorded in Volume 21, Page 22 of the Plat Records of Jackson County, Oregon, located in the Northeast Quarter of Section 4, Township 39 South, Range 1 East of the Willamette Meridian, in the City of Ashland, said County and State, more particularly described as follows:
Commencing at a brass disk monumenting the center line intersection of Meadows Drive and Skylark Place, located in the Northeast Quarter of Section 4, Township 39 South, Range 1 East of the Willamette Meridian, in the City of Ashland, Jackson County, Oregon; thence South 21°12'12" West, along the centerline of Meadows Drive, a distance of 146.40 feet; thence South 68°47'48" East, leaving said centerline, a distance of 20.50 feet, to the southeasterly right of way line of said road and the POINT OF BEGINNING; thence along said right of way through the following courses, along the arc of a curve to the left having a radius of 20.00 feet, a central angle of 92°19'58", a length of 32.23 feet and a long chord bearing and distance of South 24°57''47" East, 28.85 feet; thence South 23°28'20" West, a distance of 41.13 feet; thence along the arc of a curve to the left having a radius of 20.00 feet, a central angle of 87°40'02", a length of 30.60 feet and a long chord bearing and distance of South 65°02'13" West, 27.07 feet; thence, leaving said right of way, North 21°12'12" East, a distance of 81.06 feet, to the POINT OF BEGINNING.

LESS AND EXCEPTING:

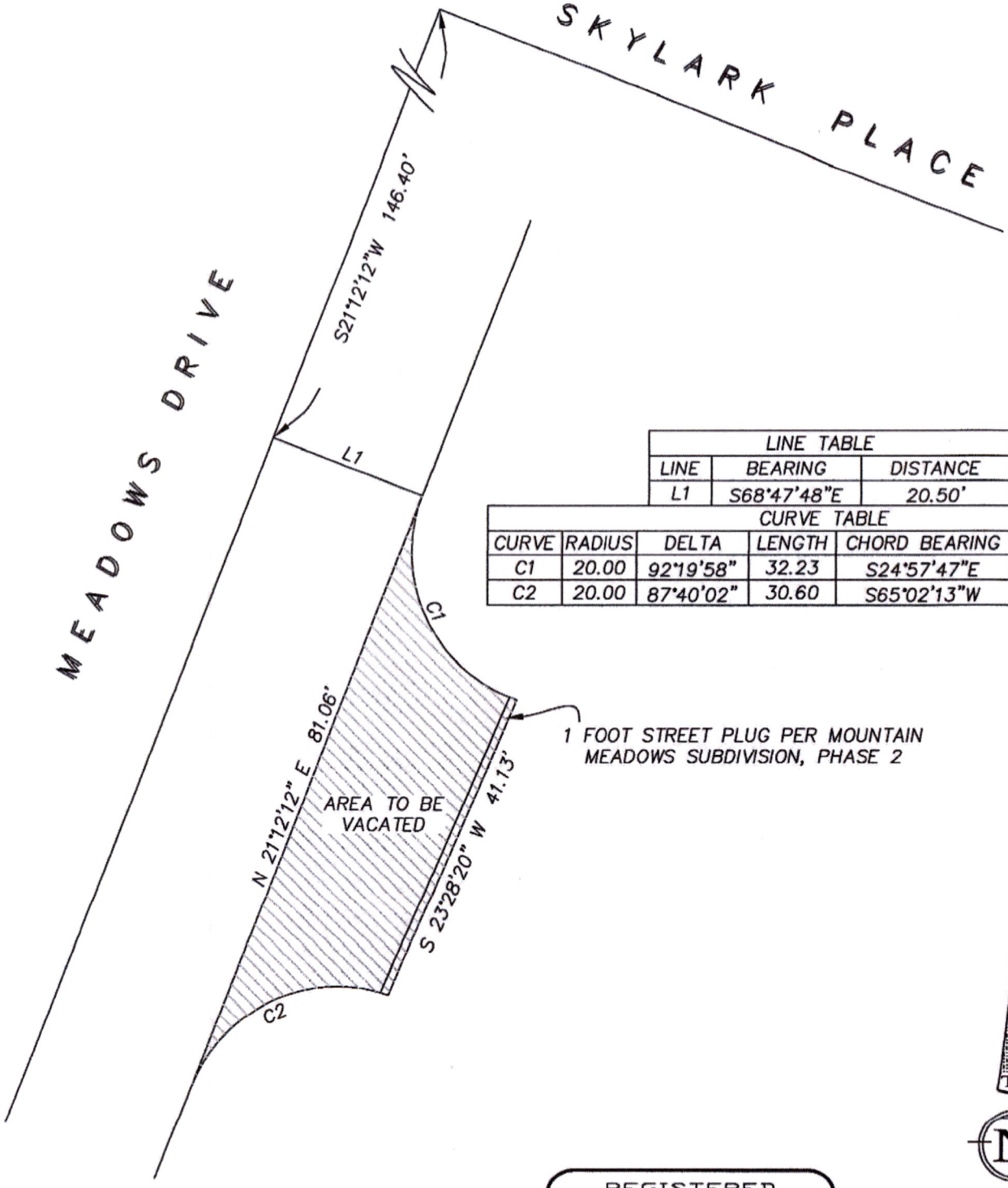
The 1' street plug deeded to the City of Ashland per Mountain Meadows Subdivision, Phase2 recorded in Volume 21, Page 22 of the Plat records of Jackson County, Oregon.

Prepared by:
Terrasurvey, Inc.
274 Fourth Street
Ashland, Oregon 97520



EXHIBIT 'A'

VACATION AREA



LINE TABLE		
LINE	BEARING	DISTANCE
L1	S68°47'48"E	20.50'

CURVE TABLE					
CURVE	RADIUS	DELTA	LENGTH	CHORD BEARING	CHORD LENGTH
C1	20.00	92°19'58"	32.23	S24°57'47"E	28.85'
C2	20.00	87°40'02"	30.60	S65°02'13"W	27.70'

TERRASURVEY, INC.

PROFESSIONAL LAND SURVEYORS

274 FOURTH STREET
ASHLAND, OREGON 97520
(541) 482-6474
terrain@bisp.net
JOB NO. 1621-22

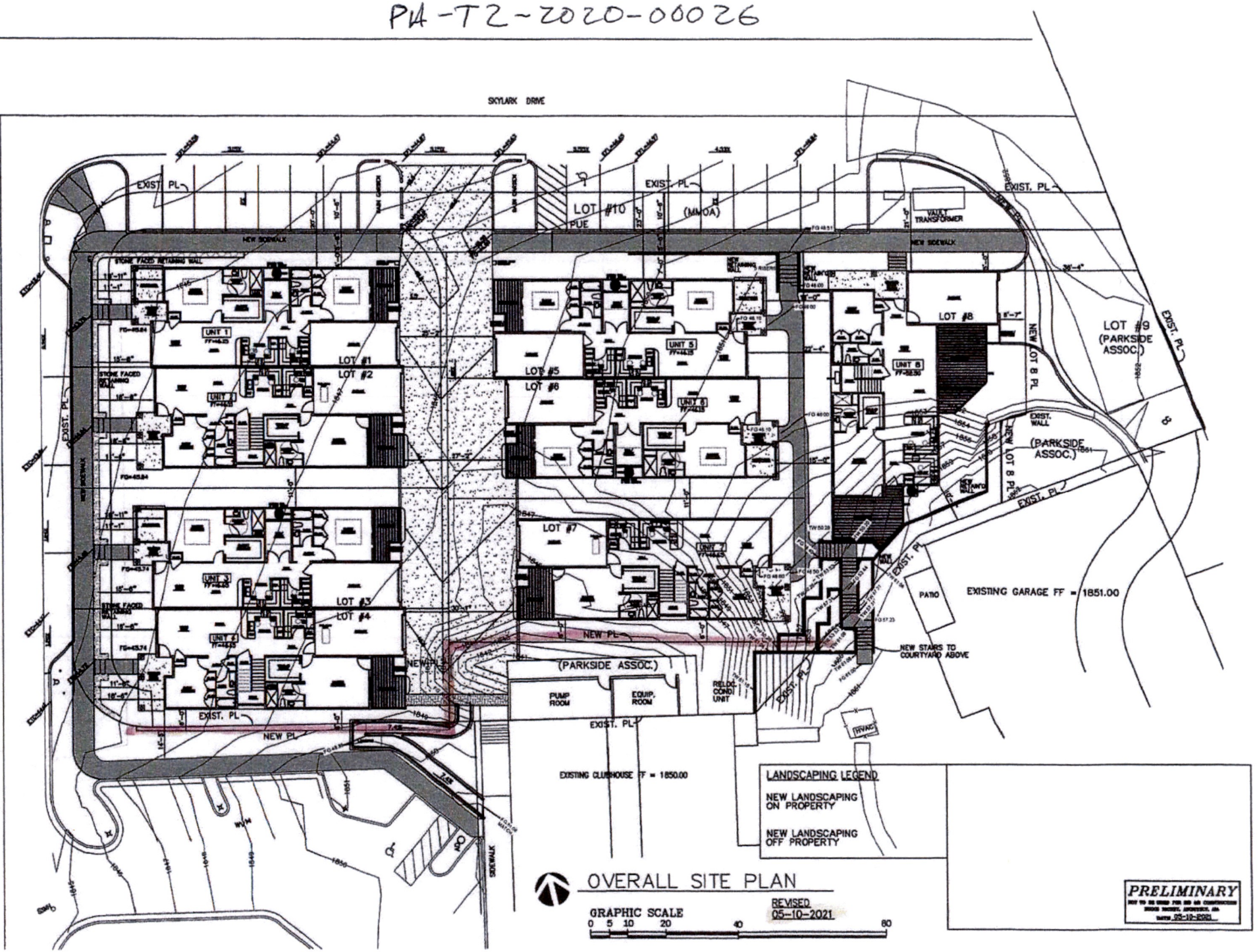
REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JULY 12, 2005
FRED A. FRANTZ
No. 50077

Renewal 12-31-23

DATE: AUGUST 29, 2022
SCALE: 1"= 20'

PA-T2-2020-00026



ArcGIS Web Map



9/12/2022, 4:27:04 PM

Tax Lots

Site Address Point

1:1,128

0 0.01 0.01 0.02 mi

0 0.01 0.02 0.04 km

Oregon Statewide Imagery Program (OSIP) - Oregon Imagery Framework Implementation Team

Jackson County GIS

Data within this application may contain inaccuracies. Maps produced are not intended for legal purposes and do not substitute for a professional land survey. For more information, see ORS 672.060(13), ORS 306.125(1), ORS 308.245(1)-(4), and Oregon SB55.

4937

APPROVAL: [signature] 5/23/96
Ashland Planning Commission PA #96-07 Subdivision — Date

We certify that pursuant to authority granted to us by the Ashland Planning Commission in open meeting January 9, 1996 this plat is hereby approved.
Dated this 23rd day of MAY, 1996.

[signature] President — [signature] Secretary

APPROVALS:

EXAMINED AND APPROVD this 22nd day of May, 1996.

[signature] City Surveyor

EXAMINED AND APPROVD as required by ORS 92.100 as of 30 May, 1996.

[signature] Deputy
Assessor, Department of Assessment

ALL TAXES, FEES ASSESSMENTS or other charges as required by ORS 92.095 have been paid as of May 30, 1996.

[signature] Deputy
Tax Collector

MOUNTAIN MEADOWS SUBDIVISION PHASE 2

A PLANNED COMMUNITY
Located in the N.E. 1/4 & S.E. 1/4 of Sec. 4.
T. 39 S., R. 1 E., W.M. City of Ashland
Jackson County, Oregon
for
Mountain Meadows L.L.C.
66 Scenic Avenue
Ashland, OR 97520

• • • RECORDING • • •

For order of the County Court approving this Plat see Volume ____, Page ____, of the County Commissioner's Journal of Proceedings.

Filed for record this 5 day of June, 1996 at 3:15 o'clock P.m., and recorded in Volume 21, of Plats at Page 22 of records of Jackson County, Oregon.

Kathleen S. Beckett — County Clerk; [signature] — Deputy

Declaration of Covenants, Conditions and Restrictions recorded as Doc. ____, Official Records of Jackson County, Oregon.

• • • DECLARATION • • •

Know all men by these presents that MOUNTAIN MEADOWS L.L.C., is the owner in fee of the lands shown on this Plat, more particularly described in the Surveyor's Certificate, and has caused the same to be subdivided into the lots and streets as shown, and that the size of the lots and the course and length of all lines are plainly set forth, and that this Plat is a correct representation of the Subdivision and that it hereby deeds to the City of Ashland the Street Plugs and hereby dedicates to the City of Ashland for public use the streets and the strip along the Easterly line of North Mountain Avenue, together with those easements shown on Sheets 2 & 3 labeled as Public Utility Easement (PUE), with the condition that TCI Cablevision has the right to use said PUE. It hereby establishes those easements shown on Sheets 2 & 3 labeled as Ingress-Egress Easements. Hunter S. Hill and Madeline Hill hereby state that we are the owners in fee of the lands lying under the PUE's shown on Sheets 2 & 3 that lie outside of the Subdivision Boundary as described in the Surveyor's Certificate by virtue of Document No. 89-23263, Official Records of Jackson County, Oregon and that we hereby dedicate to the City of Ashland the said PUE's that lie outside of the Subdivision Boundary. MOUNTAIN MEADOWS L.L.C. hereby designates said Subdivision as MOUNTAIN MEADOWS SUBDIVISION, PHASE 2.

[signature] Hunter S. Hill, MEMBER, MOUNTAIN MEADOWS L.L.C. — Madeline Hill, Madeline Hill, MANAGER, MOUNTAIN MEADOWS L.L.C.

STATE OF OREGON)
)ss.
COUNTY OF JACKSON)

PERSONALLY appeared the above named Hunter S. Hill and Madeline Hill, and acknowledged the foregoing instrument to be their voluntary act and deed.
Dated this 9th day of April, 1996.

Before me: [signature] Patricia Gray
Notary Public of Oregon.

OFFICIAL SEAL — NOTARY PUBLIC-OREGON — MY COMMISSION EXPIRES JUNE 1998

• • • POST MONUMENTATION • • •

The deferred monuments shown on Sheets 2 & 3 will be set by June 30, 1998.

[signature] Surveyor

The deferred monuments are now set. See Doc. 00-11930, ORJCO, this 22nd day of March, 2000 (See SN 16473)

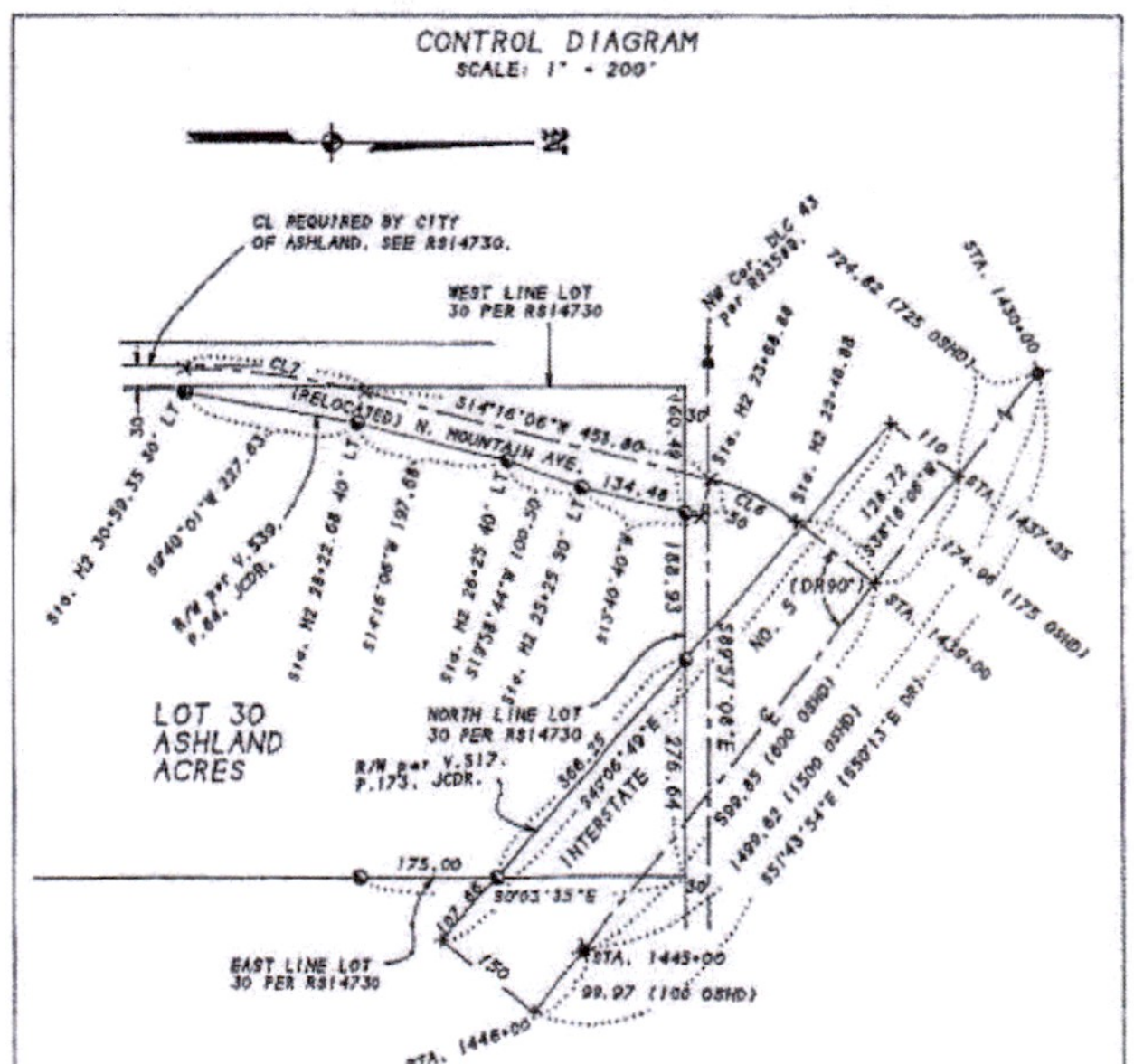
Approved: [signature] Jackson County Surveyor

• • • SURVEYOR'S CERTIFICATE • • •

I, JAMES E. HIBBS, A REGISTERED LAND SURVEYOR OF THE STATE OF OREGON, HEREBY CERTIFY THAT I HAVE CORRECTLY SURVEYED AND MARKED WITH PROPER MONUMENTS AS PROVIDED BY LAW, THE TRACT OF LAND SHOWN HEREON, SAID PLAT BEING AN ACCURATE REPRESENTATION OF THE SAME, AND THAT THE FOLLOWING IS AN ACCURATE DESCRIPTION OF THE EXTERIOR BOUNDARY LINES:

Beginning at the most Westerly Northwest corner of MOUNTAIN MEADOWS SUBDIVISION, PHASE 1, according to the official plat thereof now of record in Jackson County, Oregon, said point being North 0°00'47" West, 484.33 feet from the Southwest corner of Lot 30 of ASHLAND ACRES, according to the official plat thereof, now of record, in Jackson County, Oregon; thence North 89°26'54" East, 2.67 feet to the INITIAL POINT OF BEGINNING; thence South 89°26'54" West, 2.67 feet, to said Westerly Northwest corner; thence along the West line of said Lot 30, North 0°00'47" West, 499.40 feet to the Southeasterly right-of-way line of relocated North Mountain Avenue as described in Volume 539, Page 64, Jackson County Deed Records; thence along said right-of-way line, South 89°55'54" East, 7.26 feet to an angle point; thence North 9°40'01" East, 187.80 feet; thence leaving said right-of-way line, along the arc of a 20.00 foot radius curve to the left having a central angle of 88°09'51", a distance of 30.78 feet (the long chord of which bears South 34°24'54" East, 27.83 feet; thence along the arc of a 495.73 foot radius curve to the right having a central angle of 7°22'03", a distance of 63.75 feet (the long chord of which bears South 74°48'48" East, 63.70 feet); thence South 71°07'46" East, 122.90 feet; thence along the arc of a 20.00 foot radius curve to the left having a central angle of 87°40'02", a distance of 30.60 feet (the long chord of which bears North 65°02'13" East, 27.70 feet); thence North 21°12'12" East, 173.84 feet; thence along the arc of a 20.00 foot radius curve to the left having a central angle of 90°00'00", a distance of 31.42 feet (the long chord of which bears North 23°47'48" West, 28.28 feet); thence North 68°47'48" West, 50.00 feet; thence North 21°12'12" East, 41.00 feet; thence North 68°47'48" West, 190.46 feet to the Easterly right-of-way line of the aforesaid relocated North Mountain Avenue; thence along said right-of-way line, North 19°58'44" East, 64.96 feet to an angle point; thence North 13°40'40" East, 134.48 feet to the North line of Lot 30, said ASHLAND ACRES; thence along said North line, South 89°57'08" East, 188.93 feet to the Southwesterly right-of-way line of Interstate No. 5 as described in Volume 517, Page 173, said Deed Records; thence along said right-of-way line, South 49°06'49" East, 366.25 feet to the East line of Lot 30, said ASHLAND ACRES; thence along said East line, South 0°03'35" East, 175.00 feet; thence North 68°47'48" West, 193.62 feet; thence South 21°12'12" West, 41.00 feet; thence North 68°47'48" West, 50.00 feet; thence along the arc of a 20.00 feet curve to the left having a central angle of 90°00'00", a distance of 31.42 feet (the long chord of which bears South 66°12'12" West, 28.28 feet); thence South 21°12'12" West, 105.74 feet; thence along the arc of a 20.00 foot curve to the left having a central angle of 92°19'58", a distance of 32.23 feet (the long chord of which bears South 24°57'47" East, 28.85 feet); thence South 23°28'19" West, 41.13 feet; thence along the arc of a 20.00 foot curve to the left having a central angle of 87°40'02", a distance of 30.60 feet (the long chord of which bears South 65°02'13" West, 27.70 feet); thence South 21°12'12" West, 25.62 feet; thence South 19°33'11" West, 115.62 feet; thence along the arc of a 99.50 foot radius curve to the left having a central angle of 60°40'57", a distance of 105.38 feet (the long chord of which bears South 10°47'18" East, 100.52 feet); thence South 41°07'46" East, 39.74 feet; thence along the arc of a 120.50 foot radius curve to the right having a central angle of 26°53'12", a distance of 56.55 feet (the long chord of which bears South 27°41'10" East, 56.03 feet); thence South 14°14'34" East, 9.48 feet; thence along the arc of a 210.00 foot radius curve to the right having a central angle of 43°47'31", a distance of 160.51 feet (the long chord of which bears South 7°39'11" West, 156.63 feet) to intersect the exterior boundary of said MOUNTAIN MEADOWS SUBDIVISION, PHASE 1; thence along said boundary along the arc of a 210.00 foot curve to the right having a central angle of 4°26'46", a distance of 16.30 feet (the long chord of which bears South 31°46'20" West, 16.29 feet); thence South 33°59'43" West, 95.12 feet; thence along the arc of a 120.50 foot curve to the right having a central angle of 22°59'05", a distance of 48.34 feet (the long chord of which bears South 45°29'16" West, 48.02 feet); thence North 33°01'12" West, 41.00 feet; thence South 56°58'48" West, 54.12 feet; thence along the arc of a 79.51 foot curve to the right having a central angle of 33°00'25", a distance of 45.80 feet (the long chord of which bears South 73°29'01" West, 45.17 feet); thence South 89°59'13" West, 65.63 feet; thence along the arc of a 20.00 foot curve to the right having a central angle of 90°04'20", a distance of 31.44 feet (the long chord of which bears North 44°58'37" West, 28.30 feet) to the INITIAL POINT OF BEGINNING.

[signature] SURVEYOR



SURVEY NARRATIVE TO COMPLY WITH O.R.S. 209.250

PURPOSE: To survey and monument the exterior of MOUNTAIN MEADOWS SUBDIVISION PHASE 2. See Ashland PA #96-007.

PROCEDURE: The exterior of Lot 30, ASHLAND ACRES, was computed and shown on MOUNTAIN MEADOWS SUBDIVISION, PHASE 1. Tied in centerline monuments on Interstate 5, and calculated the R/W of I-5 per Vol.517, P.173, JCDR, and calculated the centerline & R/W of relocated North Mountain Avenue per Vol.539, P.64, JCDR. Calculated the position of the exterior, streets & Lots of PHASE 2, per the tentative plat and set the exterior of PHASE 2, with the remaining corners being deferred as shown on Sheets 2 & 3.

REGISTERED PROFESSIONAL LAND SURVEYOR
[signature]
OREGON
JULY 17, 1986
JAMES E. HIBBS
2234
Renewal Date 6-30-97

I HEREBY CERTIFY THAT THIS IS AN EXACT COPY OF THE ORIGINAL PLAT.
[signature] SURVEYOR

391E04AD TL201 & 04DA TL 102,103

SHEET 1 OF 3

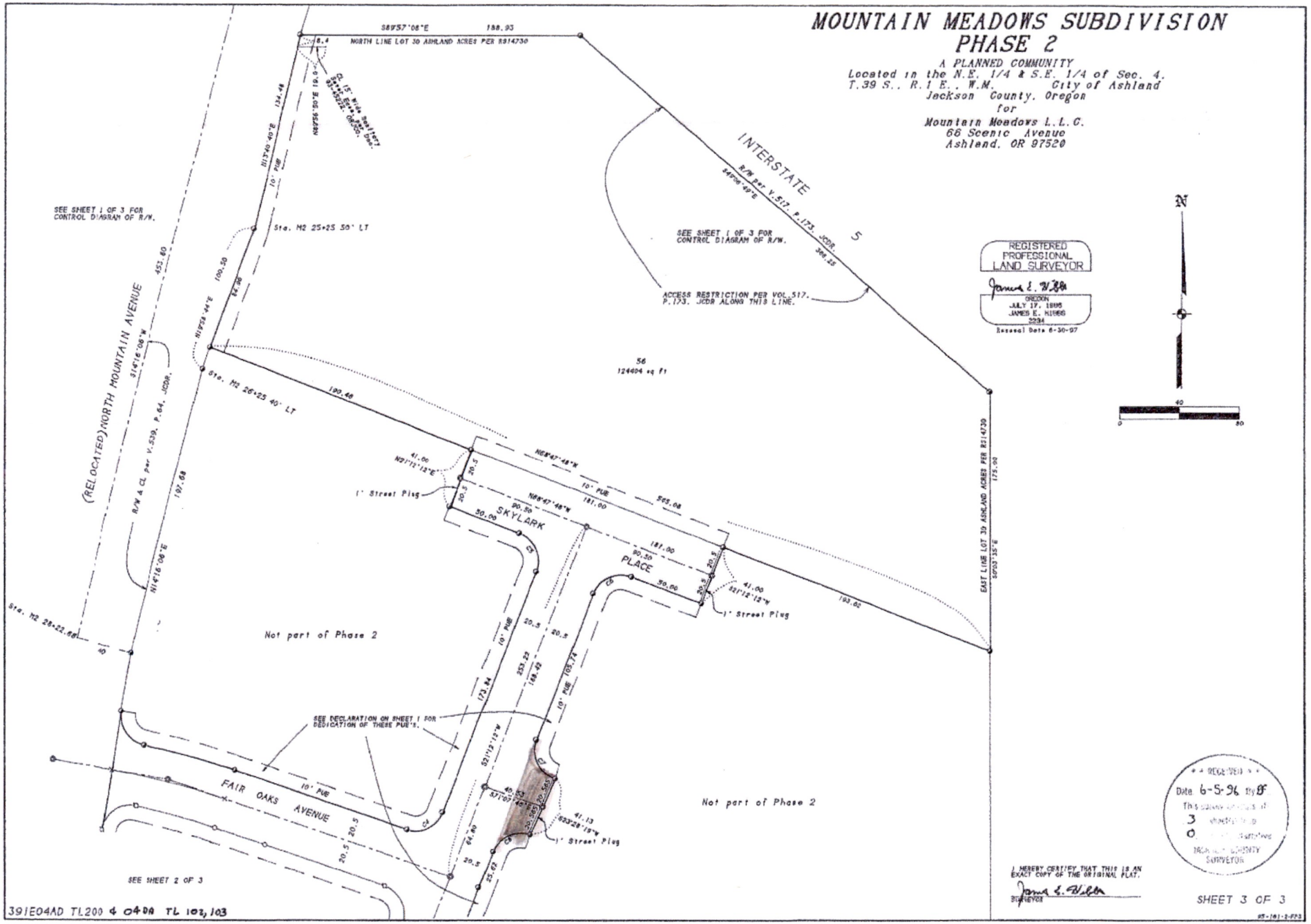
15-161-2-PP1

4937 11L/97

14937

MOUNTAIN MEADOWS SUBDIVISION
PHASE 2

A PLANNED COMMUNITY
Located in the N.E. 1/4 & S.E. 1/4 of Sec. 4,
T.39 S., R.1 E., W.M. City of Ashland
Jackson County, Oregon
for
Mountain Meadows L.L.C.
66 Scenic Avenue
Ashland, OR 97520



REGISTERED PROFESSIONAL LAND SURVEYOR
OREGON
JULY 17, 1985
JAMES E. WILSON
3234
Renewal Date 6-30-97

Date 6-5-96 by BF
This survey consists of 3 sheets.
0 Reference Surveys
Jackson County Surveyor

I HEREBY CERTIFY THAT THIS IS AN EXACT COPY OF THE ORIGINAL PLAT.
Surveyor

SHEET 3 OF 3

391E04AD TL200 & 04DA TL 102, 103

14937 11/1/97

14987

MOUNTAIN MEADOWS SUBDIVISION PHASE 2

A PLANNED COMMUNITY
Located in the N.E. 1/4 & S.E. 1/4 of Sec. 4, T.39 S., R.1 E., W.M. City of Ashland
Jackson County, Oregon
for
Mountain Meadows L.L.C.
66 Scenic Avenue
Ashland, OR 97520

SURVEY BY: L.J. Friar & Associates, P.C.
Consulting Land Surveyors
304 South Holly Street
Medford, Oregon 97501
Phone: (541) 772-2782

LEGEND:
- ● - Found 5/8" iron pin per RS3589.
- ✖ - Found OCHD brass disk in concrete.
- ⊗ - Found 5/8" iron pin w/ plastic cap mkd. L.J.FRIAR & ASSOC. per MOUNTAIN MEADOWS SUBDIVISION, PHASE 1.
- ● - Set 5/8" x 30" iron pin w/ plastic cap mkd. L.J.FRIAR & ASSOC.
- ○ - Set 5/8" x 24" iron pin w/ plastic cap mkd. L.J.FRIAR & ASSOC. deferred.*
- ○ - Set 5/8" x 30" iron pin w/ plastic cap mkd. L.J.FRIAR & ASSOC. deferred.*
- ⊗ - Set 1" x 30" galv. iron pipe w/ 2 1/2" brass disk mkd. L.J.FRIAR & ASSOC. in southeast face, deferred.

( ) - Record data as shown. PR - Plat Record, DR - Deed Record,
ORJCO - Official Records of Jackson County, Oregon. RS - Recorded Survey #,
CL - Centerline PUE - Public Utility Easement, including TCI Cablevision,
CL1 C1 - See course data table. JCDR - Jackson County Deed Records.

BASIS OF BEARINGS: NAD83 True bearing between Stations "ASH" & "TALENT".
DATE: January 29, 1996 SCALE: 1" = 40' UNIT OF MEASUREMENT: Feet

(* For deferred monuments, see SN 16473)

COURSE DATA TABLE

NO.	RADIUS	DITA	LENGTH	LONG CHORD or COURSE	
C1	20.00	89°6'51"	30.78	S89°55'34"E	27.83
C2	495.73	07°1'03"	60.75	S34°24'54"E	60.71
C3	20.00	87°0'05"	30.60	N65°02'13"E	27.70
C4	20.00	90°0'00"	31.42	N23°47'48"W	28.28
C5	20.00	90°0'00"	31.42	N66°12'12"E	28.28
C6	20.00	92°7'58"	32.23	S24°57'43"E	28.85
C7	20.00	87°0'05"	30.60	S65°02'13"W	27.70
C8	99.50	60°0'52"	105.38	N30°47'48"W	100.52
C9	120.50	26°8'12"	56.35	S27°41'10"E	56.03
C10				S14°14'24"E	2.48
C11	210.00	43°0'31"	160.51	S07°39'11"W	156.63
C12	210.00	04°8'26"	16.30	S31°48'29"W	16.29
C13	120.50	23°0'03"	48.34	S45°39'16"W	48.02
C14	79.50	33°0'23"	45.80	S23°28'01"W	45.17
C15	20.00	90°9'20"	31.44	N44°38'37"W	28.30
C16				S89°55'54"E	3.82
C17				S89°55'54"E	1.30
C18				S89°55'54"E	3.26
C19				S17°34'14"W	5.71
C20	79.50	22°8'05"	31.89	S45°29'16"W	31.68
C21	169.00	48°4'17"	142.28	N09°52'35"E	138.12
C22	169.00	13°7'44"	41.16	S27°00'31"W	41.06
C23	169.00	29°1'52"	85.10	S05°16'03"W	86.14
C24	169.00	04°8'41"	14.00	S17°32'15"W	13.99
C25	79.50	26°0'12"	37.31	S20°44'10"E	36.96
C26	140.50	60°0'52"	146.80	N10°47'18"W	141.95
C27	140.50	03°8'43"	8.67	S39°38'25"W	8.67
C28	140.50	37°0'55"	91.03	S20°13'00"E	89.47
C29	140.50	21°4'20"	52.08	S08°30'01"W	51.78
C30				S18°33'11"W	2.82
C31	20.00	90°0'37"	31.65	S25°47'18"E	28.45
C32	454.73	07°1'31"	55.76	S74°38'32"E	55.72
C33	20.00	92°0'48"	32.18	N53°45'22"E	28.82

CENTERLINE OF STREETS & (RELOCATED) NORTH MOUNTAIN AVENUE

CL1	100.00	22°8'05"	40.12	N45°29'16"W	39.85
CL2	169.50	48°4'17"	159.54	N09°52'35"E	154.80
CL3	100.00	26°8'12"	46.80	N27°41'10"W	46.40
CL4	120.00	60°0'52"	125.09	N10°47'18"W	121.24
CL5	475.23	09°7'28"	79.81	S75°56'27"E	79.72
CL6	280.48	24°4'00"	120.00	S24°16'06"W	119.13
CL7	954.30	14°2'09"	236.67	N07°10'06"W	236.06
CL8	954.30	05°1'14"	85.68	S11°45'29"W	85.65
CL9	954.30	09°0'48"	152.99	S04°39'29"W	152.83

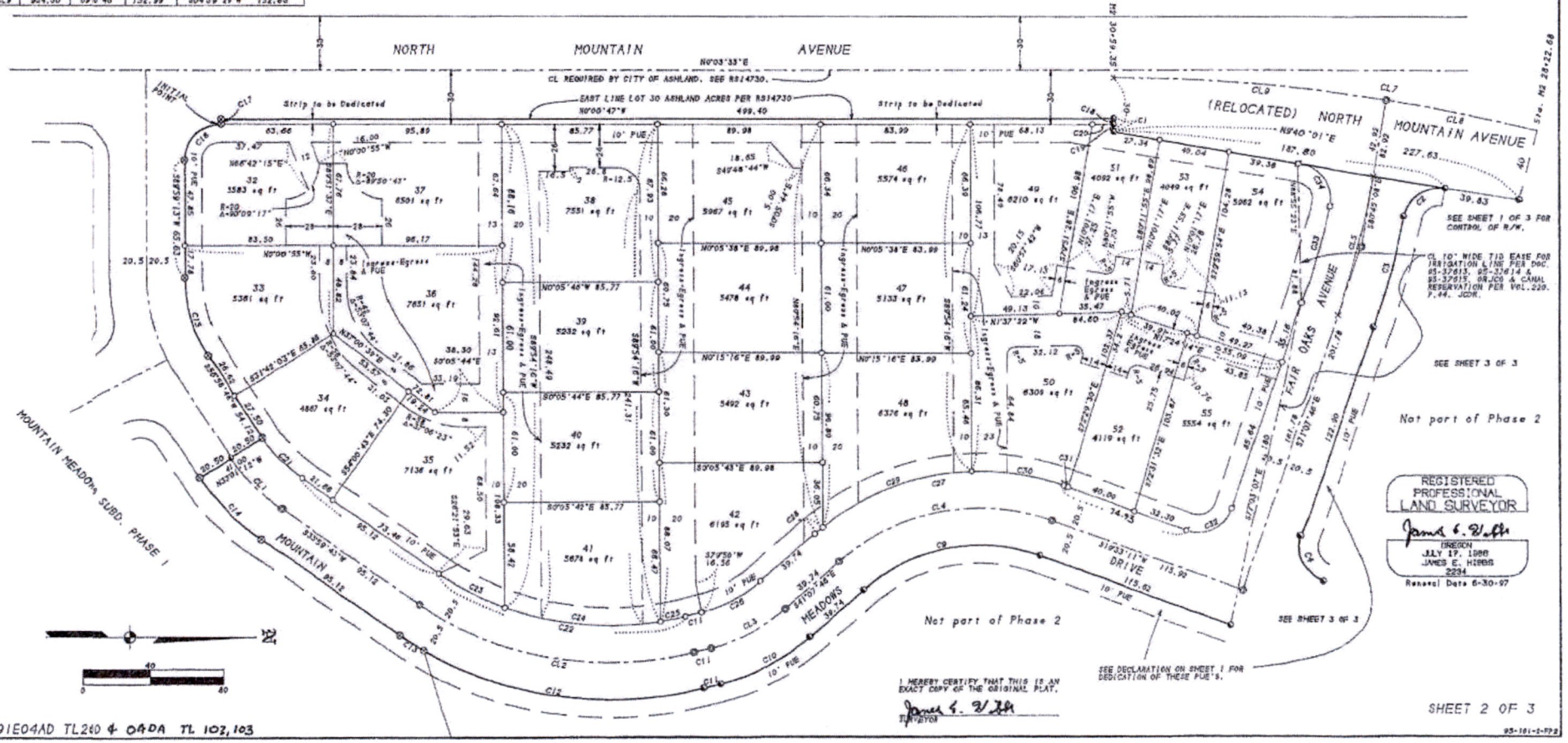
GEODETIC TIE

"TALENT" NAD83
FD. BRASS DISK.
N = 64554.592
E = 1314039.887

(GRID N79°41'00.82"W)
N79°41'38"W
BASIS OF BEARINGS

"ASH" NAD83
FD. BRASS DISK
N = 63387.129
E = 1317783.144
Φ = (-)104°30'38"

N28°29'55"W 3481.71'
INITIAL POINT


NORTH MOUNTAIN AVENUE
N0°03'33"E
CL REQUIRED BY CITY OF ASHLAND, SEE RS14730.
EAST LINE LOT 30 ASHLAND ACRES PER RS14730
N0°00'47"W 499.40
INITIAL POINT
Strip to be Dedicated
Strip to be Dedicated
(RELOCATED) NORTH MOUNTAIN AVENUE
N40°01'E 187.80
227.63
MOUNTAIN MEADOWS SUBD. PHASE 1
MOUNTAIN MEADOWS DRIVE
FAIR OAKS AVENUE
Not part of Phase 2
Not part of Phase 2
SEE SHEET 1 OF 3 FOR CONTROL OF R/W.
SEE SHEET 3 OF 3
SEE SHEET 3 OF 3
SEE DECLARATION ON SHEET 1 FOR DEDICATION OF THESE PUE'S.
CL 10' WIDE TID EASE FOR IRRIGATION LINE PER DOC. 85-37613, 85-37614 & 85-37615, ORJCO & CANAL RESERVATION PER VOL. 220, P. 44, JCDR.
Ingress-Egress & PUE
10' PUE
N0°05'38"E 89.98
N0°05'34"E 83.99
N0°05'48"W 85.77
S0°05'44"E 89.98
N0°15'16"E 89.99
N0°15'16"E 83.99
S0°05'42"E 85.77
S0°05'43"E 89.98
N37°32'W 84.60
S37°29'30"E 201.78
S37°07'46"E 122.80
S31°33'11"E 115.62
S47°57'48"E 39.74
S27°58'W 16.56
N39°21'12"W 95.12
S33°58'45"W 95.12
S27°42'03"E 69.48
S37°00'39"E 54.72
S20°00'43"E 74.30
S0°05'44"E 31.05
S0°05'44"E 38.30
S0°05'44"E 49.91
S0°05'44"E 49.91
S0°05'44"E 61.00
S0°05'44"E 61.00
S0°05'44"E 61.00

FARBER CONSULTING
• FARBER & SONS, INC. • POST OFFICE BOX 5286 • CENTRAL POINT, OR 97502 •

September 19, 2022

City Council and Mayor
20 East Main Street
Ashland, Oregon 97520

Re: Partial Street right of way vacation Mountain Meadows Drive.

Councilors and Mayor;

This request is for the City Council to initiate the vacation of public right of way, dedicated to the city on the 1996 Mountain Meadows Subdivision, Phase 2 plat. Also, to and Quit Claim a street plug deeded to the city on this plat as illustrated on the accompanying exhibit maps/plat copy. The area requested for vacation was approved in 1996 as a future street approach as a part of a future development plan. This plan was revised, with the property now fully developed, the street approach was never utilized. The street approach now has a portion of a private parking lot and driveway constructed on it as well as the street plug for the Mountain Meadows Parkside Condominium development. This section of Mountain Meadows Drive is improved to City standards with a straight-line curb and gutter and other improvements as noted.

Planning Action PA-T2-2020-00026 approval for Mountain Meadows Estates, LLC approved plan shows the northerly curb return for the proposed vacation but inadvertently did not show it as public right of way. Portions of this area along with the street plug lies in an approved property line adjustment to provide proper building setbacks to buildings approved by this planning action. The property line adjustment and the final plat for the approved planning action cannot proceed without the right of way being vacated and street plug Quit Claimed back to private ownership.

The following quoted Oregon Revised Statute authorizes the city to initiate the vacation on their own motion.

271.130 Vacation on city governing body's own motion; appeal. *(1) The city governing body may initiate vacation proceedings authorized by ORS 271.080 and make such vacation without a petition or consent of property owners. Notice shall be given as provided by ORS 271.110, but such vacation shall not be made before the date set for hearing, nor if the owners of a majority of the area affected, computed on the basis provided in ORS 271.080, object in writing thereto, nor shall any street area be vacated without the consent of the owners of the abutting property if the vacation will substantially affect the market value of such property, unless the city governing body provides for paying damages. Provision for paying such damages may be made by a local assessment, or in such other manner as the city charter may provide.*

(2) Two or more streets, alleys, avenues and boulevards, or parts thereof, may be joined in one proceeding, provided they intersect or are adjacent and parallel to each other.

(3) No ordinance for the vacation of all or part of a plat shall be passed by the governing body until the city recording officer has filed in the office of the city recording officer or indorsed on the petition for such vacation a certificate showing that all city liens and all taxes have been paid on the lands covered by the plat or portion thereof to be vacated.

(4) Any property owner affected by the order of vacation or the order awarding damages or benefits in such vacation proceedings may appeal to the circuit court of the county where such city is situated in the manner provided by the city charter. If the charter does not provide for such appeal, the appeal shall be taken within the time and in substantially the manner provided for taking an appeal from justice court in civil cases. [Amended by 1995 c.658 §101]

The vacation of this public right of way area for the street approach has no impact on traffic flow or public safety. It does resolve many existing issues and appears to be in the best interest of all concerned parties.

Mountain Meadows Estates, LLC will pay all reasonable fees for staff time and expenses for notices to processing this request.

Respectfully submitted,

HERBERT A. FARBER
EMAIL: herb@farberconsulting.biz
PHONE: 541-664-5599

CC: City Administrator, Joe Lessard
Public Works Director, Scott Fluery

VACATION DESCRIPTION

A tract of land within the right of way of Meadows Drive, as created on the plat of Mountain Meadows Subdivision, Phase 2 recorded in Volume 21, Page 22 of the Plat Records of Jackson County, Oregon, located in the Northeast Quarter of Section 4, Township 39 South, Range 1 East of the Willamette Meridian, in the City of Ashland, said County and State, more particularly described as follows:
Commencing at a brass disk monumenting the center line intersection of Meadows Drive and Skylark Place, located in the Northeast Quarter of Section 4, Township 39 South, Range 1 East of the Willamette Meridian, in the City of Ashland, Jackson County, Oregon; thence South 21°12'12" West, along the centerline of Meadows Drive, a distance of 146.40 feet; thence South 68°47'48" East, leaving said centerline, a distance of 20.50 feet, to the southeasterly right of way line of said road and the POINT OF BEGINNING; thence along said right of way through the following courses, along the arc of a curve to the left having a radius of 20.00 feet, a central angle of 92°19'58", a length of 32.23 feet and a long chord bearing and distance of South 24°57"47" East, 28.85 feet; thence South 23°28'20" West, a distance of 41.13 feet; thence along the arc of a curve to the left having a radius of 20.00 feet, a central angle of 87°40'02", a length of 30.60 feet and a long chord bearing and distance of South 65°02'13" West, 27.07 feet; thence, leaving said right of way, North 21°12'12" East, a distance of 81.06 feet, to the POINT OF BEGINNING.

LESS AND EXCEPTING:

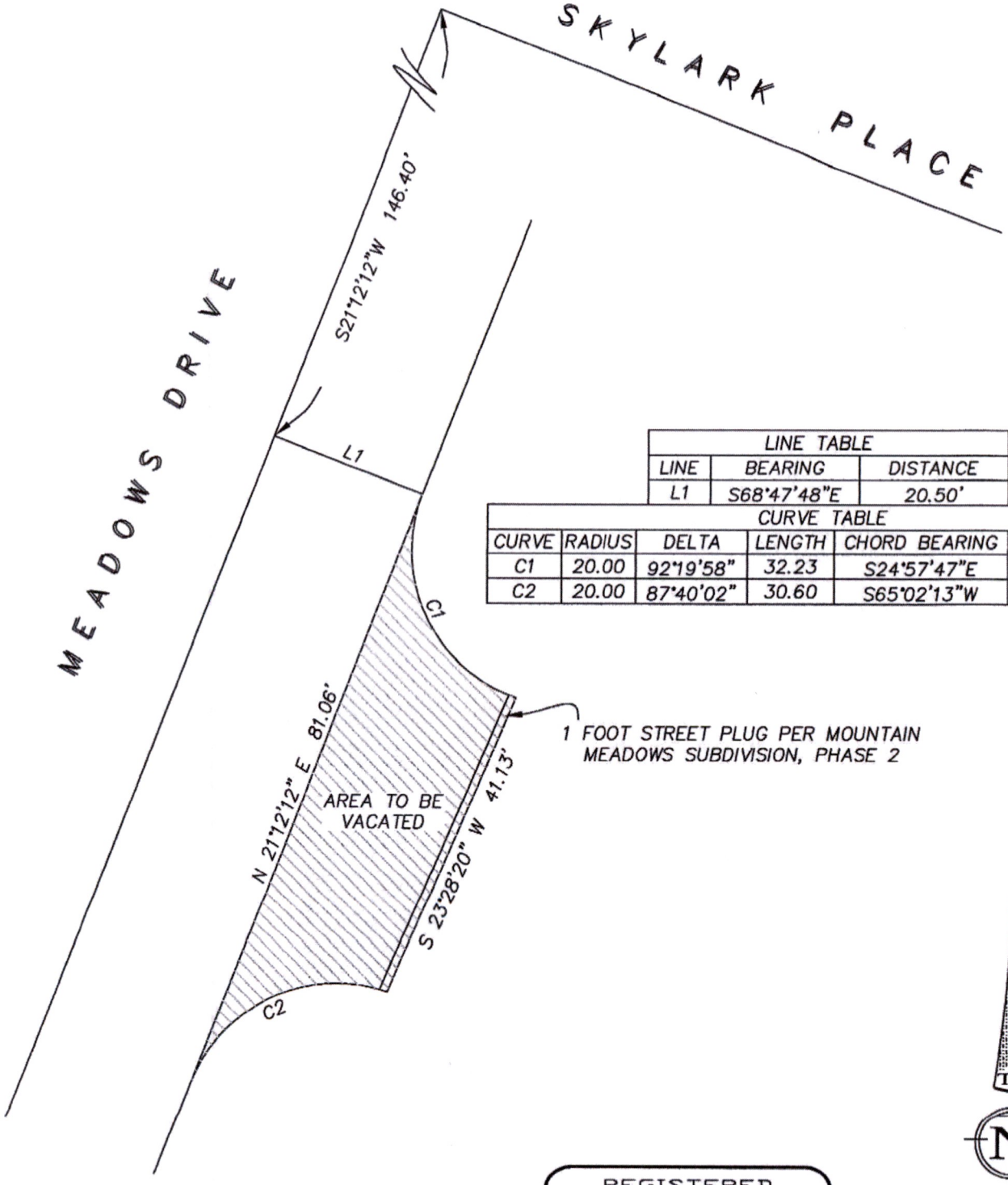
The 1' street plug deeded to the City of Ashland per Mountain Meadows Subdivision, Phase2 recorded in Volume 21, Page 22 of the Plat records of Jackson County, Oregon.

Prepared by:
Terrasurvey, Inc.
274 Fourth Street
Ashland, Oregon 97520



EXHIBIT 'A'

VACATION AREA



LINE TABLE		
LINE	BEARING	DISTANCE
L1	S68°47'48"E	20.50'

CURVE TABLE					
CURVE	RADIUS	DELTA	LENGTH	CHORD BEARING	CHORD LENGTH
C1	20.00	92°19'58"	32.23	S24°57'47"E	28.85'
C2	20.00	87°40'02"	30.60	S65°02'13"W	27.70'

TERRASURVEY, INC.

PROFESSIONAL LAND SURVEYORS

274 FOURTH STREET
ASHLAND, OREGON 97520

(541) 482-6474

terrain@bisp.net

JOB NO. 1621-22

REGISTERED
PROFESSIONAL
LAND SURVEYOR

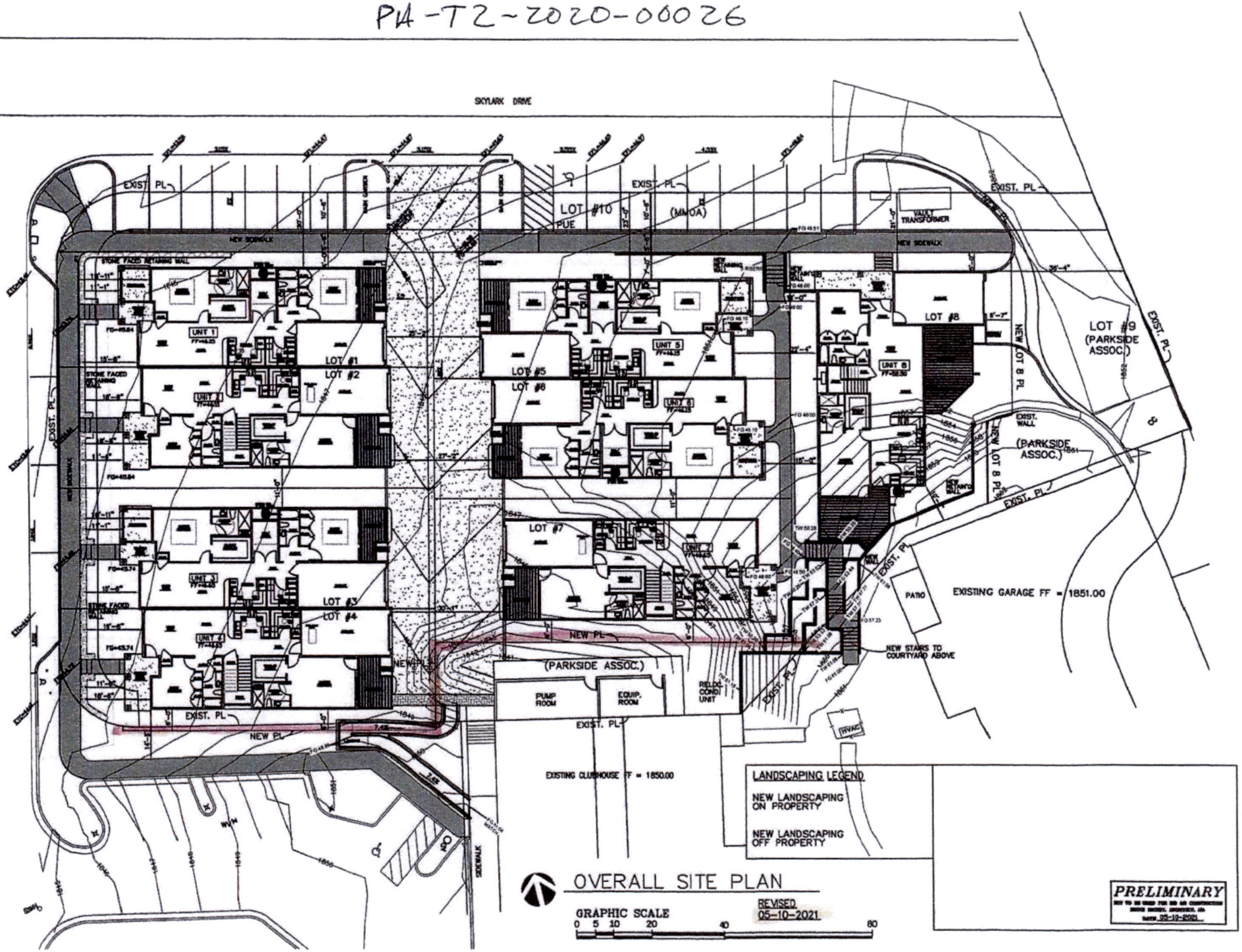
OREGON
JULY 12, 2005
FRED A. FRANTZ
No. 50077

Renewal 12-31-23

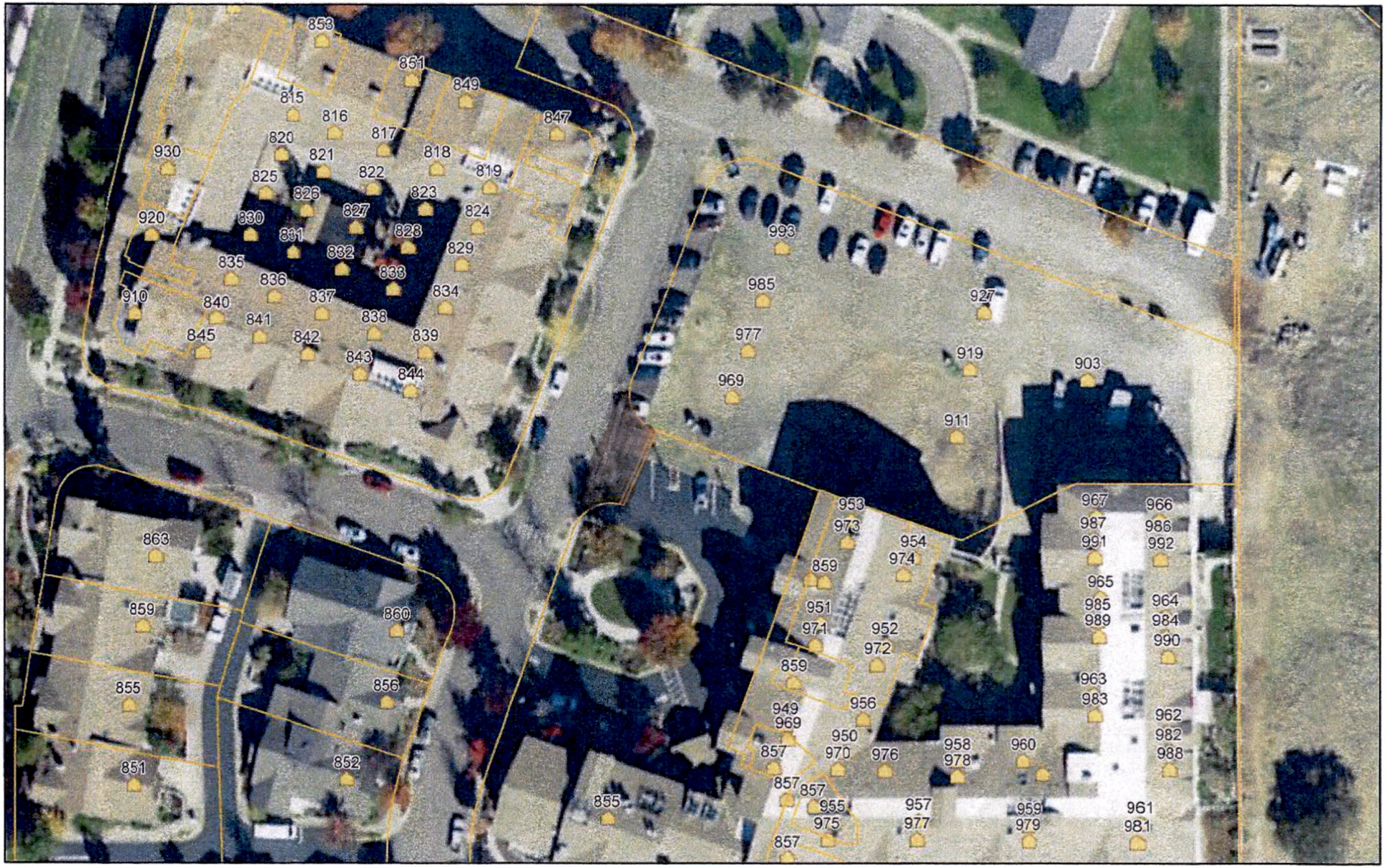
DATE: AUGUST 29, 2022

SCALE: 1"= 20'

PA-T2-2020-00026



ArcGIS Web Map



9/12/2022, 4:27:04 PM

Tax Lots

Site Address Point

1:1,128

0 0.01 0.01 0.02 mi

0 0.01 0.02 0.04 km

Oregon Statewide Imagery Program (OSIP) - Oregon Imagery Framework Implementation Team

Jackson County GIS

Data within this application may contain inaccuracies. Maps produced are not intended for legal purposes and do not substitute for a professional land survey. For more information, see ORS 672.060(13), ORS 306.125(1), ORS 308.245(1)-(4), and Oregon SB55.

4937

APPROVAL: [signature]
Ashland Planning Commission PA #96-007 Subdivision — 5/23/96 Date

We certify that pursuant to authority granted to us by the Ashland Planning Commission in open meeting January 9, 1996 this plat is hereby approved.

Dated this 23rd day of MAY, 1996.

[signature] President — [signature] Secretary

APPROVALS:

EXAMINED AND APPROVED this 22nd day of May, 1996.

James H Olson
City Surveyor

EXAMINED AND APPROVED as required by ORS 92.100 as of 30 May, 1996.

Mark Lunne, Deputy
Assessor, Department of Assessment

ALL TAXES, FEES ASSESSMENTS or other charges as required by ORS 92.095 have been paid as of May 30, 1996.

Carol Applegate, Deputy
Tax Collector

DECLARATION

Know all men by these presents that MOUNTAIN MEADOWS L.L.C., is the owner in fee of the lands shown on this Plat, more particularly described in the Surveyor's Certificate, and has caused the same to be subdivided into the lots and streets as shown, and that the size of the lot and the course and length of all lines are plainly set forth, and that this Plat is a correct representation of the Subdivision and that it hereby deeds to the City of Ashland the Street Plugs and hereby dedicates to the City of Ashland for public use the streets and the strip along the Easterly line of North Mountain Avenue, together with those easements shown on Sheets 2 & 3 labeled as Public Utility Easement (PUE), with the condition that TCI Cablevision has the right to use said PUE. It hereby establishes those easements shown on Sheets 2 & 3 labeled as Ingress-Egress Easements. Hunter S. Hill and Madeline Hill hereby state that we are the owners in fee of the lands lying under the PUE's shown on Sheets 2 & 3 that lie outside of the Subdivision Boundary as described in the Surveyor's Certificate by virtue of Document No. 89-23263, Official Records of Jackson County, Oregon and that we hereby dedicate to the City of Ashland the said PUE's that lie outside of the Subdivision Boundary. MOUNTAIN MEADOWS L.L.C. hereby designates said Subdivision as MOUNTAIN MEADOWS SUBDIVISION, PHASE 2.

[signature] Hunter S. Hill, MEMBER, MOUNTAIN MEADOWS L.L.C. — Madeline Hill — Madeline Hill, MANAGER, MOUNTAIN MEADOWS L.L.C.

STATE OF OREGON)
)ss.
COUNTY OF JACKSON)

PERSONALLY appeared the above named Hunter S. Hill and Madeline Hill, and acknowledged the foregoing instrument to be their voluntary act and deed.

Dated this 9th day of April, 1996.

Before me: Patricia Gray
Notary Public of Oregon.

OFFICIAL SEAL
PATRICIA GRAY
NOTARY PUBLIC-OREGON
COMMISSION NO. 033910
MY COMMISSION EXPIRES JUNE 17, 1998

• • • AFFIDAVITS OF CONSENT • • •

From the MARY ANN JACOBSON TRUST recorded as Doc. No. 96-17828, ORJCO.

I HEREBY CERTIFY THAT THIS IS AN EXACT COPY OF THE ORIGINAL PLAT.

[signature]
SURVEYOR

391E04AD TL201 & 04DA TL 102,103

MOUNTAIN MEADOWS SUBDIVISION PHASE 2

A PLANNED COMMUNITY
Located in the N.E. 1/4 & S.E. 1/4 of Sec. 4,
T.39 S., R.1 E., W.M. City of Ashland
Jackson County, Oregon
for
Mountain Meadows L.L.C.
66 Scenic Avenue
Ashland, OR 97520

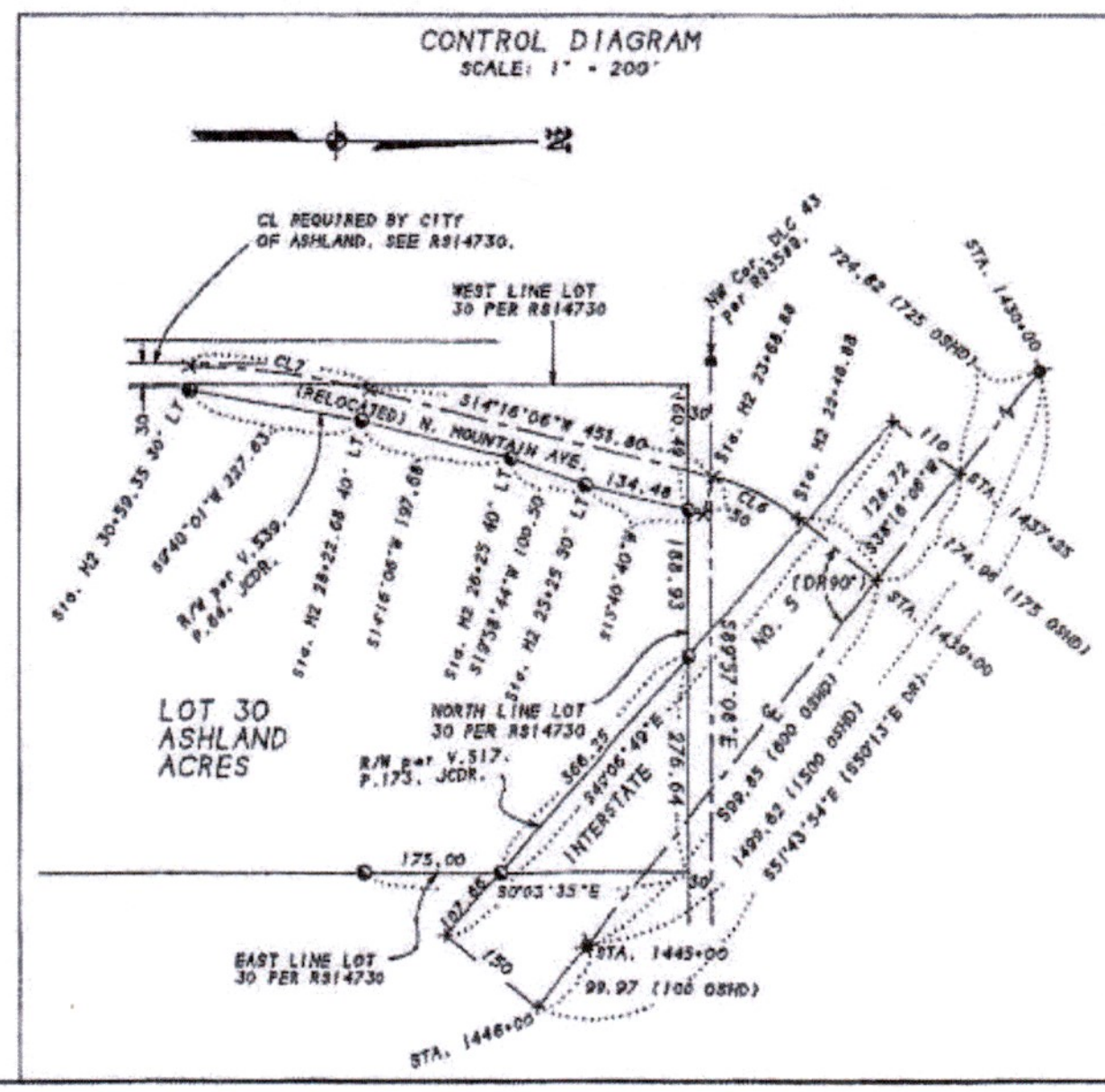
• • • POST MONUMENTATION • • •

The deferred monuments shown on Sheets 2 & 3 will be set by June 30, 1998.

[signature]
Surveyor

The deferred monuments are now set. See Doc. 00-11930, ORJCO, this 22nd day of March, 2000 (See SN 16473)

Approved: Roger R. Roberts
Jackson County Surveyor



• • • • • • • • RECORDING • • • • • • • •

For order of the County Court approving this Plat see Volume ____, Page ____, of the County Commissioner's Journal of Proceedings.

Filed for record this 5 day of June, 1996 at 3:15 o'clock P.m., and recorded in Volume 21, of Plats at Page 22 of records of Jackson County, Oregon.

Kathleen S. Beckett — County Clerk
Cheryl Rogers — Deputy

Declaration of Covenants, Conditions and Restrictions recorded as Doc. ____________, Official Records of Jackson County, Oregon.

• • • • • • • • • SURVEYOR'S CERTIFICATE • • • • • • • • •

I, JAMES E. HIBBS, A REGISTERED LAND SURVEYOR OF THE STATE OF OREGON, HEREBY CERTIFY THAT I HAVE CORRECTLY SURVEYED AND MARKED WITH PROPER MONUMENTS AS PROVIDED BY LAW, THE TRACT OF LAND SHOWN HEREON, SAID PLAT BEING AN ACCURATE REPRESENTATION OF THE SAME, AND THAT THE FOLLOWING IS AN ACCURATE DESCRIPTION OF THE EXTERIOR BOUNDARY LINES:

Beginning at the most Westerly Northwest corner of MOUNTAIN MEADOWS SUBDIVISION, PHASE 1, according to the official plat thereof now of record in Jackson County, Oregon, said point being North 0°00'47" West, 484.33 feet from the Southwest corner of Lot 30 of ASHLAND ACRES, according to the official plat thereof, now of record, in Jackson County, Oregon; thence North 89°26'54" East, 2.67 feet to the INITIAL POINT OF BEGINNING; thence South 89°26'54" West, 2.67 feet, to said Westerly Northwest corner; thence along the West line of said Lot 30, North 0°00'47" West, 499.40 feet to the Southeasterly right-of-way line of relocated North Mountain Avenue as described in Volume 539, Page 64, Jackson County Deed Records; thence along said right-of-way line, South 89°55'54" East, 7.26 feet to an angle point, thence North 9°40'01" East, 187.80 feet; thence leaving said right-of-way line, along the arc of a 20.00 foot radius curve to the left having a central angle of 88°09'51", a distance of 30.78 feet (the long chord of which bears South 34°24'54" East, 27.83 feet; thence along the arc of a 495.73 foot radius curve to the right having a central angle of 7°22'03", a distance of 63.75 feet (the long chord of which bears South 74°48'48" East, 63.70 feet); thence South 71°07'46" East, 122.90 feet; thence along the arc of a 20.00 foot radius curve to the left having a central angle of 87°40'02", a distance of 30.60 feet (the long chord of which bears North 65°02'13" East, 27.70 feet); thence North 21°12'12" East, 173.84 feet; thence along the arc of a 20.00 foot radius curve to the left having a central angle of 90°00'00", a distance of 31.42 feet (the long chord of which bears North 23°47'48" West, 28.28 feet); thence North 68°47'48" West, 50.00 feet; thence North 21°12'12" East, 41.00 feet; thence North 68°47'48" West, 190.46 feet to the Easterly right-of-way line of the aforesaid relocated North Mountain Avenue; thence along said right-of-way line, North 19°58'44" East, 84.96 feet to an angle point; thence North 13°40'40" East, 134.48 feet to the North line of Lot 30, said ASHLAND ACRES; thence along said North line, South 89°57'08" East, 188.93 feet to the Southwesterly right-of-way line of Interstate No. 5 as described in Volume 517, Page 173, said Deed Records; thence along said right-of-way line, South 49°06'49" East, 366.25 feet, to the East line of Lot 30, said ASHLAND ACRES; thence along said East line, South 0°03'35" East, 175.00 feet; thence North 68°47'48" West, 193.62 feet; thence South 21°12'12" West, 41.00 feet; thence North 68°47'48" West, 50.00 feet; thence along the arc of a 20.00 foot curve to the left having a central angle of 90°00'00", a distance of 31.42 feet (the long chord of which bears South 66°12'12" West, 28.28 feet); thence South 21°12'12" West, 105.74 feet; thence along the arc of a 20.00 foot curve to the left having a central angle of 92°19'58", a distance of 32.23 feet (the long chord of which bears South 24°57'47" East, 28.85 feet); thence South 23°28'19" West, 41.13 feet; thence along the arc of a 20.00 foot curve to the left having a central angle of 87°40'02", a distance of 30.60 feet (the long chord of which bears South 65°02'13" West, 27.70 feet); thence South 21°12'12" West, 25.62 feet; thence South 19°33'11" West, 115.62 feet; thence along the arc of a 99.50 foot radius curve to the left having a central angle of 60°40'57", a distance of 105.38 feet (the long chord of which bears South 10°47'18" East, 100.52 feet); thence South 41°07'46" East, 39.74 feet; thence along the arc of a 120.50 foot radius curve to the right having a central angle of 26°53'12", a distance of 56.55 feet (the long chord of which bears South 27°41'10" East, 56.03 feet); thence South 14°14'34" East, 9.48 feet; thence along the arc of a 210.00 foot radius curve to the right having a central angle of 43°47'31", a distance of 160.51 feet (the long chord of which bears South 7°39'11" West, 156.63 feet) to intersect the exterior boundary of said MOUNTAIN MEADOWS SUBDIVISION, PHASE 1; thence along said boundary, along the arc of a 210.00 foot curve to the right having a central angle of 4°26'46", a distance of 16.30 feet (the long chord of which bears South 31°46'20" West, 16.29 feet); thence South 33°59'43" West, 95.12 feet; thence along the arc of a 120.50 foot curve to the right having a central angle of 22°59'05", a distance of 48.34 feet (the long chord of which bears South 45°29'16" West, 48.02 feet); thence North 33°01'12" West, 41.00 feet; thence South 56°58'48" West, 54.12 feet; thence along the arc of a 79.51 foot curve to the right having a central angle of 33°00'25", a distance of 45.80 feet (the long chord of which bears South 73°29'01" West, 45.17 feet); thence South 89°59'13" West, 65.63 feet; thence along the arc of a 20.00 foot curve to the right having a central angle of 90°04'20", a distance of 31.44 feet (the long chord of which bears North 44°58'37" West, 28.30 feet) to the INITIAL POINT OF BEGINNING.

[signature]
SURVEYOR

SURVEY NARRATIVE TO COMPLY WITH O.R.S. 209.250

PURPOSE: To survey and monument the exterior of MOUNTAIN MEADOWS SUBDIVISION PHASE 2. See Ashland PA #96-007.

PROCEDURE: The exterior of Lot 30, ASHLAND ACRES, was computed and shown on MOUNTAIN MEADOWS SUBDIVISION, PHASE 1. Tied in centerline monuments on Interstate 5, and calculated the R/W of I-5 per Vol.517, P.173, JCDR, and calculated the centerline & R/W of relocated North Mountain Avenue per Vol.539, P.64, JCDR. Calculated the position of the exterior, streets & Lots of PHASE 2, per the tentative plat and set the exterior of PHASE 2, with the remaining corners being deferred as shown on Sheets 2 & 3.

REGISTERED
PROFESSIONAL
LAND SURVEYOR
[signature]
OREGON
JULY 17, 1986
JAMES E. HIBBS
2234
Renewal Date 6-30-97

SHEET 1 OF 3

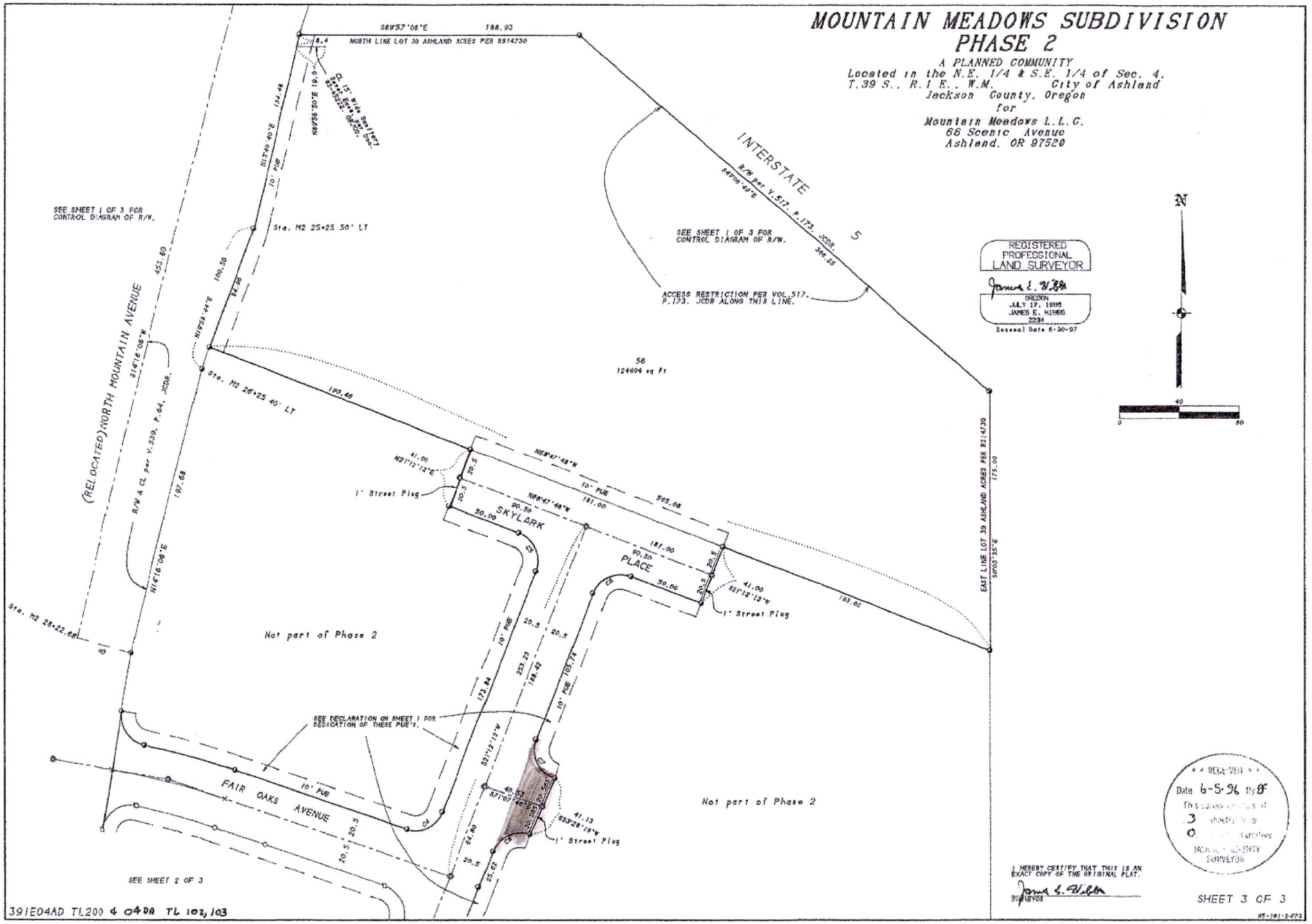
95-101-2-PP1

49 ? 11L/97

14987

MOUNTAIN MEADOWS SUBDIVISION
PHASE 2

A PLANNED COMMUNITY
Located in the N.E. 1/4 & S.E. 1/4 of Sec. 4,
T.39 S., R.1 E., W.M. City of Ashland
Jackson County, Oregon
for
Mountain Meadows L.L.C.
66 Scenic Avenue
Ashland, OR 97520



I HEREBY CERTIFY THAT THIS IS AN EXACT COPY OF THE ORIGINAL PLAT.
James E. Wilson
SURVEYOR

SHEET 3 OF 3

95-161-2-P73

391E04AD TL200 & 04DA TL 102, 103

14987 11/97

14987

MOUNTAIN MEADOWS SUBDIVISION PHASE 2

A PLANNED COMMUNITY
Located in the N.E. 1/4 & S.E. 1/4 of Sec. 4, T.39 S., R.1 E., W.M. City of Ashland
Jackson County, Oregon
for
Mountain Meadows L.L.C.
66 Scenic Avenue
Ashland, OR 97520

SURVEY BY: L.J. Friar & Associates, P.C.
Consulting Land Surveyors
304 South Holly Street
Medford, Oregon 97501
Phone: (541) 772-2782

LEGEND:

- ● = Found 5/8" iron pin per RS3569.
- ⊠ = Found GSHD brass disk in concrete.
- ⊙ = Found 5/8" iron pin w/ plastic cap mkd. L.J.FRIAR & ASSOC. per MOUNTAIN MEADOWS SUBDIVISION, PHASE 1.
- ⊙ = Set 5/8" x 30" iron pin w/ plastic cap mkd. L.J.FRIAR & ASSOC.
- ○ = Set 5/8" x 24" iron pin w/ plastic cap mkd. L.J.FRIAR & ASSOC. deferred.*
- ⊡ = Set 5/8" x 30" iron pin w/ plastic cap mkd. L.J.FRIAR & ASSOC. deferred.*
- ⊙ = Set 1" x 30" galv. iron pipe w/ 2 1/2" brass disk mkd. L.J.FRIAR & ASSOC. in concrete case, deferred.

( ) = Record data as shown. PR = Plat Record. DR = Deed Record.
ORJCO = Official Records of Jackson County, Oregon. RS = Recorded Survey #.
CL = Centerline PUE = Public Utility Easement, including TCI Cablevision.
CL1 C1 = See course data table. JCDR = Jackson County Deed Records.

BASIS OF BEARINGS: NAD83 True bearing between Stations "ASH" & "TALENT".
DATE: January 29, 1996 SCALE: 1" = 40' UNIT OF MEASUREMENT: Feet

(* FOR DEFERRED MONUMENTS, SEE SN 16473)

COURSE DATA TABLE

NO.	RADIUS	DELTA	LENGTH	LONG CHORD or COURSE
C1	20.00	88°9'51"	30.78	S89°55'54"E 27.83
C2	495.73	07°3'03"	63.75	S74°48'46"E 63.70
C3	20.00	87°0'02"	30.60	N85°02'13"E 27.70
C4	20.00	90°0'00"	31.42	N23°57'46"W 28.28
C5	20.00	90°0'00"	31.42	S66°13'13"W 28.28
C6	20.00	92°9'58"	32.17	S23°57'46"E 28.85
C7	20.00	87°0'02"	30.60	S65°02'13"W 27.70
C8	38.50	69°0'57"	105.38	S10°47'15"E 190.52
C9	1230.50	5°0'12"	107.41	S87°43'24"E 26.03
C10			9.48	S14°14'36"E
C11	210.00	43°7'31"	160.51	S07°39'11"W 156.63
C12	210.00	04°8'46"	16.50	S31°48'28"E 16.29
C13	130.50	22°8'05"	48.34	S43°29'16"E 46.03
C14	79.50	33°0'23"	45.80	S23°39'19"W 45.17
C15	20.00	90°9'20"	31.44	N44°58'37"W 28.30
C16				S89°55'54"E 2.67
C17				S89°55'54"E 3.30
C18				S89°55'54"E 3.96
C19				S1°24'14"W 5.71
C20				S43°29'16"E
C21	78.50	22°8'05"	31.88	N09°52'33"E 31.68
C22	169.00	48°4'17"	142.28	N33°54'42"E 138.12
C23	169.00	13°7'44"	41.18	S27°00'31"W 41.08
C24	169.00	29°1'32"	87.10	S05°16'03"W 86.14
C25	169.00	04°8'41"	14.00	S11°52'15"E 13.99
C26	79.50	26°0'15"	37.31	S27°47'10"E 36.96
C27	140.50	60°0'57"	146.60	N10°47'15"W 141.95
C28	140.50	02°8'42"	5.67	S39°58'25"E 5.67
C29	140.50	34°7'55"	91.03	S20°15'07"E 89.47
C30	140.50	21°4'20"	52.68	S08°36'01"W 51.76
C31				S19°33'11"W 2.82
C32	20.00	90°0'57"	31.65	S25°47'15"E 28.65
C33	454.73	05°1'31"	85.76	S74°38'32"E 85.73
C34	20.00	92°0'42"	32.18	N55°45'22"E 28.82

CENTERLINE OF STREETS & (RELOCATED) NORTH MOUNTAIN AVENUE

CL1	100.00	22°8'05"	48.12	N43°29'16"E 39.65
CL2	189.50	48°4'17"	159.54	N09°52'33"E 154.87
CL3	100.00	26°3'12"	46.93	N27°41'19"W 46.50
CL4	120.00	60°0'57"	125.09	N10°47'15"W 121.24
CL5	495.23	09°2'22"	78.81	S25°56'27"E 78.73
CL6	289.48	24°0'00"	120.00	S26°16'06"W 119.13
CL7	954.30	14°2'09"	234.67	S07°10'06"W 234.04
CL8	954.30	05°1'14"	85.68	S11°45'29"W 85.65
CL9	954.30	09°0'46"	152.99	S04°39'29"W 152.83

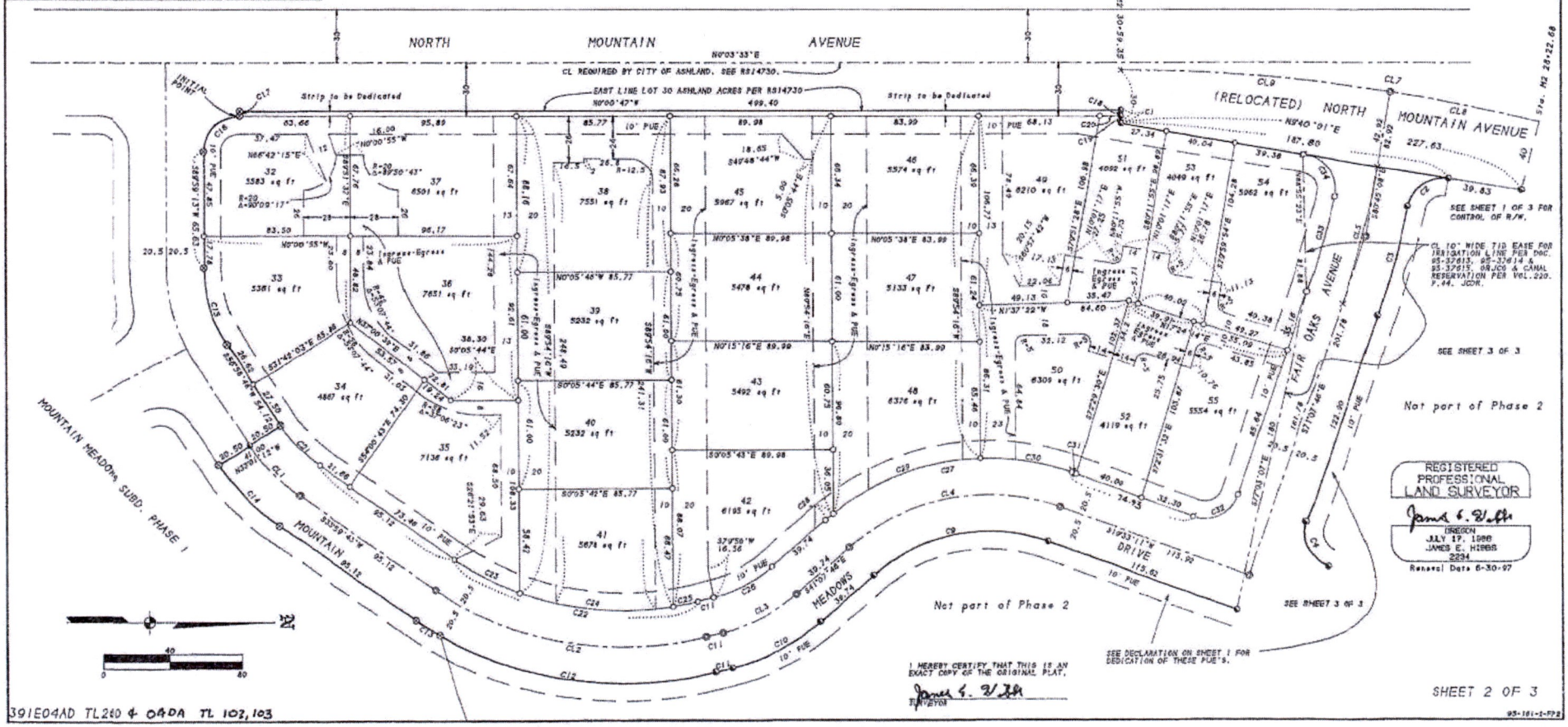
GEODETIC TIE

"TALENT" NAD83
FD. BRASS DISK
N = 64554.202
E = 1314039.887

(GRID N7°41'09.82"W)
N7°41'36"W
BASIS OF BEARINGS

"ASH" NAD83
FD. BRASS DISK
N = 63387.129
E = 1317783.144
Φ = (-)16°30'36"

N28°19'59"W 3481.77
INITIAL POINT



SHEET 2 OF 3

95-161-S-FP2

391E04AD TL200 & 04DA TL 102, 103

14987 11/4/97

Council Business Meeting

Date: June 4, 2024

Agenda Item	Approval of Resolutions 2024-15, 2024-17, and 2024-18 Related to the Annual Budget Declarations for Property Tax, State Revenues, Ashland Services for FY 2025
From	Mariane Berry, Finance Director
Contact	mariane.berry@ashland.or.us

SUMMARY

The City's biennial budget provides appropriations and expenditure authority for a two-year period. However, the Council must elect to levy taxes and declare that the City is eligible to receive and elect to receive state revenue sharing annually. Per Oregon Budget Law, the City Council is responsible for completing the approval process following the public hearing.

POLICIES, PLANS & GOALS SUPPORTED

N/A

BACKGROUND AND ADDITIONAL INFORMATION

Resolution Levying Property Tax. The biennial budget for the City provides appropriations and expenditure authority for a two-year period. However, the Council must elect to levy taxes annually. The Council cannot levy an amount greater than what has been approved by the Budget Committee in either year of the biennium without going through a prescribed public process prior to beginning the biennium.

The Resolution levies the tax at $4.2865 per $1,000 of assessed value and levies a tax for the repayment of the General Obligation Debt in the amount of $215,815 which is consistent with the Budget Committee's approval.

Resolution Confirming Jurisdictional Qualification for State Subventions and Resolution to Receive State Funds. Council certifies that the City qualifies for subventions (revenues shared by the state) by resolution each year. In addition, Council adopts a resolution electing to receive an apportionment of the Oregon Department of Administrative Services General Fund revenues derived from taxes imposed as part of state revenue sharing. These are both necessary steps for the second half of the 2023-2025 biennial budget.

FISCAL IMPACTS

N/A

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

I move to approve "Resolution 2024-15 Levying Taxes for the Fiscal Year July 1, 2024 through June 30, 2025," Such Taxes in the Levy rate of $4.2865/$1,000 Assessed Value Upon All the Real and Personal Property Subject to Assessment and Levy Within the Corporate Limits of the City of Ashland, Jackson County, Oregon. And the City Council also levies a tax for the repayment of General Obligation Debt in the amount of $215,815,"and

I move to approve a resolution titled, " Resolution 2024-17 Certifying City of Ashland Services, "and

I move to approve a resolution titled, "Resolution 2024-18 Declaring the City's Election to Receive State Revenues."

REFERENCES & ATTACHMENTS

1. 2024-15 Resolution to Levy Taxes for the Fiscal Year July 1 2024 Through June 30 2025-aatf
2. 2024-17 Resolution Certifying City of Ashland Services-aatf
3. 2024-18 Resolution Declaring the City's Election to Receive State Revenues-aatf
4. Budget Meeting Minutes DRAFT 5.25.23

RESOLUTION NO. 2024-15

A RESOLUTION TO LEVY TAXES FOR THE FISCAL YEAR JULY 1, 2024, THROUGH JUNE 30, 2025.

THE CITY OF ASHLAND HEREBY RESOLVES AS FOLLOWS:

SECTION 1. That the City Council of the City of Ashland hereby levies a tax upon all real and personal property subject to assessment and levy within the corporate limits of the City of Ashland, Jackson County, Oregon for general government purposes.

SECTION 2. The City Council also levies a tax on all taxable property within the City of Ashland as authorized for the repayment of General Obligation Debt.

SECTION 3. That the City Council hereby declares taxes levied as follows:

	Bonded Debt	Per $1000/Assessed Value
General Fund - Operations		$4.2865
2011 General Obligation Bonds	$215,815	
	$215,815	$4.2865

SECTION 4. This resolution is effective upon adoption.

This resolution was duly PASSED and ADOPTED this _____ day of _____, 2024, and takes effect upon signing by the Mayor.

_____
Alissa Kolodzinski, City Recorder

SIGNED and APPROVED this _____ day of _____, 2024.

_____
Tonya Graham, Mayor

Reviewed as to form:

_____
Douglas M. McGeary, Acting City Attorney

RESOLUTION NO. 2024-17

A RESOLUTION CERTIFYING CITY OF ASHLAND SERVICES

RECITALS:

A. ORS 221.760 provides that for cities located within counties having population over 100,000 to receive state revenues from cigarette, gas and liquor taxes, the City must provide four or more municipal services listed in the statute as set forth in this resolution.

THE CITY OF ASHLAND HEREBY RESOLVES AS FOLLOWS:

SECTION 1. The City of Ashland hereby certifies that is provides the following municipal services:

- Police protection
- Fire protection
- Planning, zoning and subdivision services
- Street construction, maintenance and lighting
- Storm sewers
- Water utilities
- Sanitary sewer
- Electric distribution

SECTION 2. This resolution is effective upon adoption.

This resolution was duly PASSED and ADOPTED this _____ day of _____, 2024, and takes effect upon signing by the Mayor.

_____
Alissa Kolodzinski, City Recorder

SIGNED and APPROVED this _____ day of _____, 2024.

_____
Tonya Graham, Mayor

Reviewed as to form:

_____
Douglas M. McGeary, Acting City Attorney

RESOLUTION NO. 2024-18

A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES

RECITALS:

A. The City must annually adopt a resolution electing to receive an apportionment of the Oregon Department of Administrative Services General Fund revenues derived from tax imposed on the sale of liquor as part of State Revenue Sharing.

B. The City must also confirm that it has no ordinance prohibiting the establishment of a premises that requires a license for marijuana production, processing, or sales.

C. A public hearing on the City of Ashland's election to receive State Revenues was held on June 4, 2024.

THE CITY OF ASHLAND HEREBY RESOLVES AS FOLLOWS:

SECTION 1. Pursuant to ORS 221.770, the City hereby elects to receive state revenues for fiscal year 2024-2025.

SECTION 2. This resolution is effective upon adoption.

This resolution was duly PASSED and ADOPTED this _____ day of _____, 2024, and takes effect upon signing by the Mayor.

_____
Alissa Kolodzinski, City Recorder

SIGNED and APPROVED this_____day of _____, 2024.

_____
Tonya Graham, Mayor

Reviewed as to form:

_____
Douglas M. McGeary, Acting City Attorney

ASHLAND CITIZENS BUDGET COMMITTEE
MEETING Minutes
Thursday, May 25, 2023, 3:00 PM-5:00 PM
Council Chambers, 1175 E Main Street

Call to Order: Chair Shane Hunter called the meeting to order at 3:00 pm.
Roll Call
Present

Councilor Paula Hyatt	Mike Gardiner
Councilor Dylan Bloom	Eric Navickas
Councilor Gina DuQuenne	Andy Card
Councilor Bob Kaplan	Linda Peterson-Adams
Councilor Eric Hansen (arrived 3:52 pm)	Leda Shapiro
Mayor Tonya Graham	David Runkel

Absent: None

Public Hearing
Paul Mozina – Spoke about the increase in Fire Department calls statistics. He would like Chief Sartain to explain the increase in calls. Request that the Committee ask Chief Sartain to produce a report on why there in an increase in calls and put a footnote on the budget which requires a hard look at the increase in the call volume.
Susan Hall – See attached comments.
Ted Hall – Ashland High School baseball team won their first playoff game in years in Portland. The Team from Bend is coming to Ashland tomorrow and would like to spread the word so the community can show their support. North Mountain Park at 5:00 p.m.

Parliamentary Procedure Review - Sabrina Cotta, Deputy City Manager provided a short presentation to review parliamentary procedures. She included how to make, amend and withdraw motions, object to procedure, and end debate.
New Business
Motion to Approve Property Tax Levy

Linda Peterson-Adams/Gardiner Motion/second - I move to approve the property tax levy in the amount of $4.2865 per $1,000 of assessed value for fiscal year 2023-2024 and fiscal year 2024-2025 respectively, approve property taxes for the payment of general obligation principal and interest bonded debt in the total of $210,040 for fiscal year 2023-2024, and $215,815 for fiscal year 2024-2025.
Discussion – DuQuenne asked the City Manager to explain what it means to levy taxes and what it consists of. Lessard explained that there are two components to the tax rate. First is the permanent tax rate, which is specified under Oregon State law which is $4.2865, as referenced in

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the motion. In addition, there are some general obligation bond payments that have to be made. The tax rate for those two items, which are for fire station #2 for its construction is .0642 per $1,000 equaling a total tax rate of 4.3507. The permanent tax rate is capped.
Roll Call Vote: Bloom, Card, Dahle, DuQuenne, Gardiner, Graham, Hyatt, Hunter, Kaplan, Navickas, Peterson-Adams, Runkel, Shapiro, YES. Motion passes.

Peterson-Adams/Gardiner Motion/second - I move to approve the proposed budget for the 2023-2025 biennium as adjusted by staff's revisions and convey it to the City Council for adoption.
Discussion – Peterson-Adams spoke about the balanced budget moves us closer to financial resiliency and sustainability. There are still challenges in funding critical needs, especially deferred maintenance on City facilities. Livability provides a triple bottom line of the economy, environment, and equity. It is here that the city strives to maximize the value to the community of the funds entrusted by the Community to manage and is a balanced budget. The City is continuing in a direction that values partnerships, prioritizes risk reduction, economic development and affordability, and championed by equity. Gardiner spoke about how the City is required to propose a balanced budget for review. For the last biennium, we've worked under a cloud of unfulfilled positions and unmet needs in a lot of areas. Improvements in this budget will fund necessary jobs in our city to create the services we need. Shapiro stated that she does not approve this budget. One of the top priorities that the citizens want is affordable housing. This budget does not address that in any substantial way. Would like to discuss what the budget includes and what it doesn't. DuQuenne stated she would like to make a motion to amend the motion**.**
DuQuenne/Shapiro Motion/ second- I move that we adopt this budget upon the closing of Oak Knoll golf course.
Discussion – DuQuenne spoke that it is her understanding that this budget was based on the townhall and the survey and the results from those show our constituents and the residents of Ashland have requested that the golf course be closed. She believes that Ashland is in need of workforce housing. This property is in city limits and lends itself to that. DuQuenne believes we can all work and play together. Shapiro spoke about how she looked at the numbers of the golf course. She researched the numbers and is struck by the loss of revenue each year. The City could do more to utilize that property. Gardiner stated that closing the golf course is under the purview of the Ashland Park and Recreation Commission. There's incoming revenue that the naysayers overlook and the expense of maintaining 80 acres of land if there is no revenue would be an issue. If you shut the golf course down, it doesn't mean there isn't long term maintenance on that property. Navickas spoke that the issue of affordable housing is of great concern. Putting parks assets up against the value of attaining affordable housing is disingenuous. The City is already looking at selling surplus properties. Those funds could be earmarked for affordable housing. He doesn't see closing the golf course and putting up housing as a benefit, especially when it comes to irrigation. He supports all park assets and that's what we need to support. Bloom concurs with some of the golf course concerns are. The wording of the amendment is not under the purview of this body. Shapiro agrees they don't have the authority to close the golf course but they can vote

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not to fund the golf course. Peterson-Adams called to question. Chair Hunter stated he would like to vote on the amendment. Graham asked the amendment be repeated so they know what they are voting on. DuQuenne agrees with Shapiro that the Budget Committee cannot decide on closing the golf course but can decide on not funding them. Hyatt called point of order. They need to vote on the motion on the floor. DuQuenne withdrew her motion. Hunter agreed.

DuQuenne/Shapiro Motion/ second - I move that we do not fund the $941,000 to Oak Knoll Golf Course.

Discussion – DuQuenne reiterated that this motion is a result of the outcome from the townhall and survey. Shapiro stated this discussion should have happened months ago. Peterson-Adams called a point of order saying this is a policy discussion. Hunter explained that in the past the budget has been reduced for specific items. Bloom asked if anyone from APRC is here to talk about the implications of closing the golf course. Rachel Dials, Interim Parks Director, spoke about how closing the golf course would be unfortunate for the community. There are already CIP funds budgeted to look at irrigation and the potential for other recreational activities. A RFP just closed to see if a private company could take over the golf course operations. Graham asked that because APRC is the governing body of the parks, to what extent does the APRC have to adjust the spending on? We are talking about a line-item level. But when the budget is appropriated, it is not by line-item level. Cotta spoke that yes, when the budget is appropriated it is up to the department to determine how to spend the funding. Lessard added that the $941,000 being discussed does not include CIP, employees, PERS etc. It is operational funding only. Staff needs a few minutes to gather information on the other remaining numbers. Navickas asked how much it is to play golf as compared to other regional golf courses. Dials responded it is anywhere from $5 to $25 depending. She also reminded the committee that the golf course is also used as a neighborhood park and they are in the middle of rehabbing the greens. Graham spoke about the importance of affordable housing and how to leverage opportunities but closing the golf course is going to create more of a delay than it would help. She does not think it is up to this body to make that decision. The City Council is already having a discussion about housing. Navickas brought up the issue of equity. Providing equitable opportunities for people is what the parks are for. We need to protect these assets. Lessard said the total general fund appropriation for golf is over 1 million dollars plus the CIP funds. This represents three full-time employees along with temporary employees that would be eliminated. There would be not property management funds for the 74 acres going forward. Gardiner spoke about how he is not going to vote for this amended as there is no path for the APRC to manage the land with no funding. **Roll call vote: Bloom, Card, Dahle, Gardiner, Graham, Hyatt, Hunter, Kaplan, Navickas, Peterson-Adams, NO. DuQuenne, Runkel, Shapiro, YES. Motion fails 10-3.**

Runkel/DuQuenne motion/second – I move to amend the budget by deleting $133,917 from the personnel services line in the tourist fund budget and then move this money to the material services line in the tourist fund budget increasing that line to $2,456,593.

Lessard clarified that would eliminate the City's Communication Officer position.

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Discussion – Runkel spoke about how we need to spend the money better on campaigns to bring people to Ashland. He indicated that that tourists are not staying as long in Ashland as they used to due to OSFs limited play schedule. The funds would be moved to eliminate the communication to local residents and focus on bringing out-of-town tourists. We need to make a big effort to bring people to town. DuQuenne spoke that now that she understands what Runkel's position is, she is going to withdraw her second to his motion. She agrees we need to support Travel Ashland but not at the expense of a staff position. Shapiro spoke that she sees the need to cut the budget but wants those cuts to go to housing. Motion denied.

Runkel/Navickas motion/second – I move to delete the funds for two additional police officers from the personnel services line of the Police Department budget.
Discussion – Runkel spoke about how in the past the Police Chief spoke of the need for more officers due to more tourists coming to Ashland. As there is a decline in tourism, there is not a need for more officers. We need to cut the budget and this is one way of doing that. Navickas spoke that the issue of homelessness is a serious issue in this community especially with fire season coming up. Instead of putting that money into policing those funds could go to homeless services which could do more to address the problems that we have. The interagency agreement with Talent works well in that when Ashland is understaffed, Talent police officers can fill in. The priorities of providing homeless services is higher. Hyatt clarified that the agreement with Talent is one direction only. Ashland provides patrol officers, training opportunities, and detectives but Talent does not provide Ashland with anything. Police Chief O'Meara stated that Talent does not provide staffing for us, we provide staffing on an as needed basis. Graham wanted to confirm that the motion is to eliminate that figure, not to move the funds elsewhere. Runkel confirmed that is the case.

Navickas/Shapiro motion/second – I amend the previous motion to take the cuts from the police department and move them to unfunded homeless services.
Discussion – Kaplan asked what the number is for two officers. Runkel stated he did not have the exact amount. Chief O'Meara said it was about $300,000 for two police officers. Card asked the Chief to clarify which officers would be impacted by this decision and what are their roles. O'Meara responded that the goal is to get back to a staffing situation where they would have a school resource officer and be able to staff a supervisor and four officers on each patrol shift. That way if one if one is sick, on vacation or at a training the minimum staffing would be three officers, that way officers could respond to two critical situations at a time. Currently we can only respond to one critical incident at a time. Bloom pointed out that in the survey 31% of respondents wanted to add those positions and 25% of respondents wanted to add four positions. Shapiro asked while this would save us $300,000 approximately, would it affect overtime costs? O'Meara responded that it might. The more bare bones the staffing is, the more overtime we are likely to Incur. Hyatt asked for clarity on the current motion and the overlying motion. The current motion is asking to shift funds and the other motion's goal is to cut funds and reduce expenses. Hunter stated he would like to vote on the motion to shift the funds from police to houseless resources. **Roll call**

vote: Bloom, Card, Dahle, Gardiner, Graham, Hansen, Hyatt, Hunter, Kaplan, Peterson-Adams, DuQuenne, Runkel, Shapiro, NO. Navickas, YES. Motion fails 13-1.

Hunter stated that we are now back to the motion to eliminate funding for two police officers. He asked for any more discussion. Runkel added that the population is not growing. It's been at the same level for the 21 years he has been here. We need to find some way to save money and this is one way to do it. Hyatt spoke about how they were provided a list of items that have not been able to happen due to short staffing levels. That includes no downtown patrol, no assigned traffic enforcement officer, limited detectives, no cadets or park patrol, no job specific training, which puts us in a liability situation, and no fingerprinting. Staff have had to be on extra patrol for longer periods of time, there is less community policing, less getting out of cars and interacting with the public, no area command meetings, no sergeants meetings, less ability to take time off, and fewer officers per shift, resulting in less proactive enforcement. O'Meara confirmed that every item on the list has been a deficiency because of lack of staffing over the last four years. Hansen added that APD has lost a couple officers recently and it seems as though the Police Department is stressed out. O'Meara confirmed that in 2020-2021 four or five seasoned veteran officers not ready for retirement left law enforcement altogether which is highly unusual. Navickas stated he is going to support Runkel's motion because we are using the wrong tool to address a complicated issue of poverty. Expecting the police to manage such a complicated problem is not the correct tool. As a community we need to figure out how to address this issue. Hunter called for a vote for the amendment to remove the funding for two police officers from the budget. **Roll call vote: Bloom, Card, Dahle, Gardiner, Graham, Hansen, Hyatt, Hunter, Kaplan, Peterson-Adams, NO. DuQuenne, Runkel Navickas, Shapiro, YES. Motion fails 10-4.**

Runkel/DuQuenne motion/second – I move to delete funds for two of the four additional EMT's in personnel services line of the Fire and Rescue department's budget.
Discussion – Runkel stated that the budget increases the Fire Department by six individuals with the two that were added last week. He does not believe we have the money for this. The Fire Chief wants four additional EMT's and he suggests we get along with two of them. DuQuenne stated she agrees with Runkel in that this is an opportunity for savings. Bloom spoke that we do have the money in the budget. We spoke earlier about having an aging population and suggest people watch the Fire Chief's presentation on missed call volume. He hopes no one in this town calls for help and no one is there for them. Graham asked Lessard if this set of four is the business model around our EMC and Fire Service medical service. Can he explain what happens if we cut it in half? Lessard responded that this business model is for four teams, and we are only hiring for half that amount. We can cut our EMS call volume. There are approximately 950 fire calls and four times as many in EMS calls. When we pull firefighters on to EMS calls, that means they are not available to fight fires. Our service area is much larger than the city. The business model allows us to cap the growth in EMS calls and enables us to keep our firefighters in Ashland available for fire calls. This is a priority for the city because it means that they're better prepared to address fire issues and better prepared to address EMS calls and meet the Council's overall goal of improving emergency services. Hansen stated that this business model is similar to Mercy Flights and although the

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projections are fuzzy for the income, it is assured that there's going to be some cost recoup, if not some additional revenue. This is an essential service for Ashland and the additional 65 square miles in Southern Oregon that will have this EMS service. Hyatt stated that the Council already approved this plan to go forward with the goal of keeping our fire fighters in the area. The city's ISO rating is down and the businesses in the area are very concerned that it will impact their ability to get insurance. These EMT's help us do our part with regard to our fire department and take an actional step toward a better ISO score. Hyatt has been that family where no was available when called and you don't want to be that family. Dahle spoke that he understands the Budget Committee wants to look for certain answers to difficult problems but we asked our departments to bring new ideas to try. This model may not work perfectly but he is interested to see if it will work in some form, and you don't cut funding before you even get started. **Roll call vote: Bloom, Card, Dahle, Gardiner, Graham, Hansen, Hyatt, Hunter, Kaplan, Peterson-Adams, Navickas, NO. Shapiro, Runkel, DuQuenne, YES. Motion fails 11-3.**

Shapiro spoke about a previous finance director, Allison Chan, who said it was improper to budget a grant until it was received and from what she understands, that is the process that we're currently doing. The Parks Department has an $8,000,000 grant in its budget with no identifying funding source for the pool. According to Chan's directions, both this grant and the matching expenditure should not be appropriated at this time but be submitted as a supplemental budget item when the funds are received. **Shapiro/Bloom Motion/second - I moved that the $8 million in the budget not be appropriated at this time and removed from the budget.**
Discussion – Bloom there needs to be much more clarity and APRC needs to come forward with a plan. If you're going to ask for money, have a plan. Graham spoke that the structure of this relationship between the Council and PRC is that the Council is the is the body that takes on debt, so there isn't a circumstance where APRC would go and be even be able to take on this additional $8,000,000 without coming back to the Council for approval of the debt issuance. In conversation with APRC there is also a larger community conversation that will come about before the Council will ever see a request for debt issuance. There isn't a reason for us to hold it back when the Council will have the ability to make that choice. Shapiro responded that she understands Graham's point, however from the accounting/financial point of view there is a correct process. We are not to record and grant an instrument of funding that is not already received. Graham asked staff about debt issuance. There are other items in this budget that are assumed we will go out for debt, but we may receive some sort of grant that would then offset some amount of that debt. So what we're seeing here with parks is nothing different than what we see with many of the other capital processes. Sabrina confirmed that is correct. Hyatt spoke that we may have a motion confusion issue. The understanding is from Mr. Lissard and from our Finance Department is that this $8,000,000 is not a grant. The motion says it's improper to budget a grant until received, but this is not a grant, so the motion doesn't pertain to how this is reflected in this budget. When we vote, we vote on what is in the budget. Shapiro asked staff to look in the budget to see where the $8 million is as they have talked about it before. It's perfectly feasible when it is received there is supplemental budget adjustment. Dahle clarified that the $8 million is delineated as potential

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debt revenue. Even if we approve this budget as is, that line item in order to actually issue the revenue bond for that debt would need to come back before Council. **Motion withdrawn.**

Runkel/Hyatt Motion/second - I move to encourage Council to consider a charter amendment to abolish the Ashland Municipal court and transfer its functions to the Jackson County Justice Court to handle traffic tickets and municipal code violations. This is because there is just over $1,000,000 for operations of the Ashland municipal court and projected revenues of $350,000 and an operating expense of $650,000.

Discussion: Hyatt spoke that this is an opportunity for the Council to consider this idea which has been suggested previously. Graham spoke that normally she would agree however this Council has priorities such as affordable housing, homelessness, and climate issues that are stacking up on the agenda and she would not be very interested in putting this topic into the mix at this point. Graham thought it is something that Council can take up at an appropriate time in the future but given that the community policing value puts the need to keep our court in, this Community makes me think that it's likely that we would come out the other side of that deciding to keep the court anyway. Shapiro spoke that of all the amendments of cost cutting, this one makes the most sense. It would allow us to come back to the priorities of affordable housing. The budget does need to be cut but think that affordable housing is such a high priority that if we're going to be getting over $1,000,000 back here that we might consider moving it into the affordable housing budget. Bloom asked if this motion restricted the Council to review this in a certain period of time? Lessard responded that there is no time limit based on the current motion. Gardiner asked if the Council decided to eliminate the courts, is there still a cost to the city to process that function? Lessard responded that he does not believe you can eliminate the total cost of the court. It depends on if the County would take on some of those cases and then Municipal Court would have a reduction of costs. This is an item staff would have to do some research and evaluation and come back to Council with some alternatives. Hyatt reminded everyone that the nature of the request is to consider a charter change. This would be a lengthy discussion and would go before the voters. There will be time and space for significant analysis. Runkel reread the motion, *I encourage the City Council to consider a charter amendment to abolish the Municipal Court and transfer its functions to the Jackson County Justice Court which handles traffic tickets and municipal code violation cases. As the County already does this for Talent, Pheonix, Jacksonville, Central Point, and Shady Cove.* **Roll call vote: Peterson-Adams, Bloom, Hansen, Hyatt, Hunter, DuQuenne, Shapiro, Runkel, YES. Navickas, Kaplan, Graham, Dahle, Gardiner, Card, NO. Motion passes 8-6.**

Runkel/DuQuenne Motion/second - The future of AFN is on the table and would like to encourage the City Council to move quickly on that and hold off on the $1.2 million in the capitol line of AFN's budget until some decision is made about the future of AFN.

Discussion – Runkel spoke that if it is going to be discussed as the budget document says he suggests we forward on that quickly and hold off on any major capital expenditures on AFN until that decision is made. Gina spoke that she will support that discussion. They are talking about a large amount of funding and would like to have a deeper discussion regarding AFN. Bloom spoke that his understanding is that Council did discuss this and directed AFN to go forth and conquer

big telecoms. Shapiro agreed with Bloom that it has been discussed many times and the money is there to go ahead. Graham spoke that the discussion that was had by Council is that AFN was to move forward with the pilot process and see how it works. This is a policy decision around the major infrastructural system of this community. And it belongs to the Council and Council has already set that direction. As a reminder that money is coming from the AFN fund balance so even if it is saved, it would not become money available for the general fund. Kaplan agreed this was already discussed at Council but thought the direction was for AFN to come up with a plan. Lessard spoke that the understanding is that AFN would come up with a plan and go forward. Dahle added that even though it has already been discussed by Council he would like further discussion. Lessard responded that staff will come back to the Council with contractual items in order to implement the plan and that would tie to the technical aspects of the plan in terms of equipment, installation, and location. Runkel explained that he brought forward this motion in response to the budget documents which state to assist Council in deciding the future of AFN. Lessard clarified that the language means we are going to do a pilot program so we can determine whether the marketability and the financials underpinning a full rollout would be adequate for the Council to decide to go for the full Implementation of the updates to the plan. It will take us two years to do the pilot program and then staff will come back to Council with a final program or recommendation for full implementation of extending fiber throughout the entire city. **Runkel withdrew the motion.**

Navickas/Runkel Motion/second - I move that we remove one of the police officers from the budget funding from the fee side of the equation, the public safety support fee.
Discussion- Navickas spoke that the intent is to bring up the public safety support fee that is funded through the fee side. This happened during a time when the business community was upset about the change in atmosphere in downtown and there was an effort to hire five police officers. The Council raised the tax rate and hired a police officer and used the utility fee to hire a second police officer. What we should not be doing in budget is putting operational expenses of the general fund on to people's utility bills. There is an opportunity to remove that fee and not hire one of these police officers and respond to the community who is complaining about excesses fees on the utility bills. Bloom asked staff if the public safety fee could be used for a police officer or firefighter. If this motion passes, a firefighter could be cut instead of a police officer. Shapiro spoke that when the fee first passed it was to hire new police officers. The fee does not go directly to police officers, it simply goes into the general fund. It is not restricted. Those fees do not go anywhere except to the general Fund and then we do the budget, they go to where we tell them to go. Navickas spoke that there is a direct nexus between the two. The cost is for one police officer and is called out on your utility bill as a public safety utility fee. The intent is to remove the fee that is funding the general fund. Lessard spoke that if we eliminate the fee, we will have to cut the budget somewhere. It is a general fund revenue but it's based on emergency services. Is the motion to eliminate a position or the funding because if it's the funding we will have to cut the budget. The amount is $440,000 that we would have to reduce the budget by. Navickas spoke that the intent is to let future councils know that this is not the way to address our general fund operations by putting this cost into fees. Kaplan spoke that he supports the philosophy behind the motion but is concerned about regressive revenue needs and a per household fee. Fees are not a

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preferred way of raising revenue to meet our general fund obligations, and that's one of the reasons why he is enthusiastic about the revenue study. **Roll call vote: Kaplan, Graham, Dahle, Gardiner, Card, Peterson-Adams, Bloom, Hansen, Hyatt, Hunter, DuQuenne, Shapiro, No. Navickas, Runkel, YES. Motion fails 12-2**

Bloom calls to question the original motion given there is only ten minutes left in the meeting. Peterson-Adams withdraws the original motion. **Hyatt/Bloom Motion/Second – I move to approve the proposed budget as adjusted by staff's revisions and include a review of the Ashland municipal court and convey this recommendation along with the budget to the City Council for adoption.**
Roll call vote: Bloom, Card, Dahle, Gardiner, Graham, Hansen, Hyatt, Hunter, Kaplan, Navickas, Peterson-Adams, YES. DuQuenne, Runkel, Shapiro, NO. Motion passes 11-3

The meeting adjourned at 5:00 pm.

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Council Business Meeting

Date: June 4, 2024

Agenda Item	Public Hearing - Termination of Electric Service
From	Alissa Kolodzinski, City Recorder
Contact	alissa.kolodzinski@ashland.or.us

SUMMARY

Per AMC 14.02 Utility Systems - Customer Accounting Policies, a utility's customer can request an appeal of termination action.

POLICIES, PLANS & GOALS SUPPORTED

Chapter 14.02 UTILITY SYSTEMS - CUSTOMER ACCOUNTING POLICIES

Specifically, **14.02.090 Appeal of Termination Action**

A. Any customer may appeal the City's decision to terminate service or its refusal to restore service, by submitting a written appeal stating the reasons for the appeal to the City Recorder, Ashland City Hall, during business hours.

B. Upon receipt of the appeal, the City Recorder shall notify the Utility office, and if the service has not been terminated, the City shall not terminate service until after the matter has been acted upon by the City Council.

C. The City recorder shall present the appeal to the City Council at its next regular meeting, giving notice to the customer of the date, time and location of the proposed hearing before the City Council. The decision of the City Council shall be final.

BACKGROUND AND ADDITIONAL INFORMATION

Attempts made by Utility Billing to collect payment;

First attempt: the past due balance is listed on each bill. General notices were sent in the April and May newsletters notifying customers that Delinquent Processing was beginning in April with payment plan options upon customer request:

$500-$1,000-6 Months $2,000-$4,000-18 Months
$1,000-2,000-12 Months $4,000 & up-24 Months

Second attempt: 5/15/24 an automated call out notification was successfully processed to the phone number Utility Billing has on file. It is the customer's responsibility to ensure Utility Billing has the correct contact information.
Outgoing Voice Message Delivered: You have an important message from the City of Ashland, Oregon regarding your utility account. This message is to advise you that customer # 49741, account number # 4442 has a past due balance of $8,277.85. Please take action now to bring your account current. For payment options please visit our website at Ashland.or.us/utilities.

Third attempt: 5/22/24 In accordance with **AMC 14.02.060**, the City attempted to contact the person in possession of the residence and delivered the Notice of Delinquency(attached). This notice provides instructions that payment or contact must be received within 3 calendar days, or services may be disconnected 7-10 days after the date of the notice. This notice provides assistance agency contact information as well as information to the resident if they are physically disabled, with the requirement to provide a letter from a physician and an agreement to pay.

Fourth attempt: 5/29/24 In accordance with **AMC 14.02.060**, immediately prior to termination of residential service, the City attempted to make personal contact to advise the resident of the proposed action. The service

person first visited the property at 10:40 am and was not able to reach anyone. Then returned at 11:53 am and attempted to reach someone again. The service person called the phone number on the account and was unable to reach the resident. The service person then disconnected the service and left a second Notice of Delinquency form alerting the customer the service had been disconnected.

FISCAL IMPACTS

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

REFERENCES & ATTACHMENTS

None

Council Business Meeting

Date: June 4, 2024

Agenda Item	Shelter Goals
From	Mayor Tonya Graham
Contact	

SUMMARY

In preparation for the beginning of the Ad Hoc Committee process to develop a facility master plan for the property at 2200 Ashland Street, Mayor Graham is requesting that the Council adopts a set of overarching goals for the property.

Proposed Goals:

- Provide immediate safety during severe weather for Ashland residents who are experiencing homelessness
- Support economic development and public art efforts that build, energize, and beautify south Ashland, which welcomes visitors as a gateway to the city.
- Provide a pathway to long-term housing for Ashland residents who are experiencing homelessness
- Support wider community goals, such as emergency management, social equity and racial justice, and climate action.

POLICIES, PLANS & GOALS SUPPORTED

BACKGROUND AND ADDITIONAL INFORMATION

FISCAL IMPACTS

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

I move approval of the community goals for the 2200 Ashland Street property.

REFERENCES & ATTACHMENTS

None

Council Business Meeting

Date: June 4, 2024

Agenda Item	Community Center and Pioneer Hall Construction Contract
From	Scott Fleury, Director
Contact	scott.fleury@ashland.or.us

SUMMARY

As established in Ashland Municipal Code (AMC) (2.50), the City Council acts as the local contract review board ensuring proper procurement procedures are utilized by staff in procuring services for the City of Ashland.

Before the Council this evening is a request to approve a public improvement contract with Outlier Construction LLC. to perform rehabilitation and improvement work on Pioneer Hall and the Community Center. The project has been approved and budgeted for in the 2023-2025 biennium.

Bids were received May 14th from two contractors with Outlier Construction providing the cumulative low bid of $1,722,490, which includes all applicable alternatives construction options developed through the design phase and coordinated through the City Council (please see Attachment #2).

If the contract is approved staff will work with the contractor to develop a schedule to perform onsite activities during the second half of 2024 and first half of 2025.

POLICIES, PLANS & GOALS SUPPORTED

City Council Goals, Visions and Values:

- Public Safety.
- Quality infrastructure and facilities through timely maintenance and community investment.

Department Goals:

- Maintain existing infrastructure to meet regulatory requirements and minimize life cycle costs.
- Deliver timely life cycle capital improvement projects.
- Maintain and improve infrastructure that enhances the economic vitality of the community.
- Evaluate all city infrastructure regarding planning management and financial resources.

BACKGROUND AND ADDITIONAL INFORMATION

Pioneer Hall and the Community Center have been serving the citizens of Ashland for numerous years. Over that time, they have seen multiple improvements and rehabilitations, some major, to keep them in serviceable condition. Unfortunately, with continued age and updated building code requirements the buildings were taken out of service in late 2021 as the liability to the City for the buildings continued use was deemed to be unacceptable (please see Attachment #4). Since that time engineering work has progressed to address the structural deficiencies of the buildings as well as improving the buildings in alignment with the City Council and previously formed Ad Hoc committee recommendations.

Invitation to Bid and Bid Process

As required by AMC and State Codes based on the estimated construction cost for the project, a formal competitive solicitation was required for the bidding process. The ITB structure was developed to align with previous conversations and recommendations from staff and the Council to have alternative additions outside of the base bid structural modifications required to reopen the facilities for public use. This structure was developed to provide a better understanding of what and how many prioritized additions could be included in the rehabilitation project given budget constraints. As a reminder, Council recommended resolving the major

structural issues including live and dead load conditions for the roof and floor structures along with improving American's with Disabilities (ADA) access throughout both buildings. Lastly, in discussion with the Engineer for the project and local contractors it was determined a best practice would be to include a placeholder amount in the bid to account for issues that could arise within both buildings during the structural retrofits. This reserved amount would be available to cover single/multiple tasks as approved by the engineer and staff to resolve issues that may arise during rehabilitation.

The Invitation To Bid (ITB) for the Community Center and Pioneer Hall Rehabilitation Project was posted on OregonBuys, Oregon's procurement network on March 19, 2024. Notice was given in the Daily Journal of Commerce and placed on the City's website the following day. Bids were received and publicly opened on May 14, 2024, with two contractors submitting bids. Both bids were deemed responsive and contained the required bonds, documentation, and acknowledgements. Bidding information is shown on the attached bid summary form (Attachment #1).

FISCAL IMPACTS

The Community Center and Pioneer Hall Rehabilitation project is an identified item in the Capital Improvement Plan and appropriations were approved for the 2023-2025 Biennium Budget. There is $2.3 million in capital outlay allocated to the Facilities Fund for improvement to both structures along with allocations for deferred maintenance and other capital project needs.

The low cumulative bid was provided by Outlier Construction Inc. see table 1 below. The bid item #1 resolves all the major original structural issues (roof/floor) and improves internal ADA access including new restrooms and front ramp. The remaining bid items are the alternative additions which can be combined into the following categories:

1. ADA Improvements -$28,440 (2, 5)
2. HVAC Upgrades -$205,400 (13, 14)
3. Facility Beautification and Improvement -$88,100 (3, , 6, 7, 8, 10, 12)
4. Additional Structural -$62,850 (11)
5. New concrete walk between buildings and drainage -$33,700 (9)

Table 1: Outlier Construction Inc. Cumulative Bid

#	Description	Outlier
1	Work scope for Pioneer Hall and the Community Center as described in the bid documents	$ 1,054,000
2	(A) Alternative Community Center – ADA Accessible Kitchen and Lighting	$ 17,700
3	(A-1) Alternative Community Center – Quartz Countertop and Backsplash in Kitchen	$ 4,800
4	(B) Alternative Community Center – Paint Exterior Siding and Trim at Front Elevation	$ 3,500
5	(C) Alternative Community Center - Stage Ramp	$ 10,740
6	(D) Alternative Community Center - Refinish Wood Floors	$ 17,400
7	(E) Alternative Community Center - Paint Existing Interior Walls, Doors, and Trim	$ 18,900
8	(F) Alternative Community Center - Carpet Tiles at Offices	$ 5,100
9	(G) Alternative Community Center – Hardscapes and Stormwater	$ 33,700
10	(H) Alternative Community Center – Paint Entire Exterior Siding and Trim (if this alternative is selected, alternative B will not be)	$ 11,900
11	(I) Alternative Community Center – Concrete Stem Wall Around All Other Perimeter Walls Per Sheet S1.10 and Details 2/S5.10, 3/S5.10 and 4/A8.00	$ 62,850
12	(J) Alternative Pioneer Hall – Paint Interior Walls	$ 30,000
13	Alternative – Provide HVAC System for the Community Center as Described in the Drawings and Specifications	$ 110,300
14	Alternative – Provide HVAC System for Pioneer Hall as Described in the Drawings and Specifications	$ 95,100
15	Discovered work, additional work caused by unintended, unavoidable damage created while performing the identified scope of work and additional work arising from regulatory requirements which have not been fully described	$ 250,000
	Alternative Total	$ 671,990
	Grand Total	**$ 1,725,990**

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

ALTERNATIVE OPTIONS

Do Nothing – Pioneer Hall and the Community Center are not currently available for use to the citizens of Ashland. The option to do nothing postpones the decision to improve, replace or tear down the facilities, which will in the meantime remain unusable.

Pursue all Alternatives – See the list of Alternatives (for clarity, options 10 and 4 are mutually exclusive and this option would include 10 and exclude 4). Contract Value for this option would be $1,722,490

Choose Alternatives – Council chooses to only pursue a subset of the alternatives included in the bid schedule. The contract value for this option would be determined by the selections chosen.

SUGGESTED NEXT STEPS

Next steps include issuing a notice to proceed after award of contract and coordinating the schedule of work activities with Outlier Construction LLC. Notification in the City Newsletter will be issued in June. Community Development has already been consulted on this scope of work. No planning action was deemed necessary and permitting will be coordinated by Outlier Construction LLC.
Staff will continue to work with the City's Communication Officer about posting appropriate information on the City's website to update the public on when construction activities will be occurring.

ACTIONS, OPTIONS & POTENTIAL MOTIONS

- I move to award a public improvement contract to Outlier Construction LLC for Project No. 2020-15 and 16 Community Center and Pioneer Hall Rehabilitation including all bid schedule alternatives except 4, in the amount of $1,722,490.

- I move to award a public improvement contract to Outlier Construction LLC for Project No. 2020-15 and 16 Community Center and Pioneer Hall Rehabilitation including only a subset of bid schedule alternatives.

- I move to deny the contract with Outlier Construction LLC and request Public Works perform a new solicitation for the Project No 2020-15,16 Community Center and Pioneer Hall Rehabilitation

REFERENCES & ATTACHMENTS

1. Attachment #1 - 20240514 2020-15,16 Bid Summary Final
2. Attachment #2 - Outlier Construction LLC Bid
3. Attachment #3 - Outlier Construction LLC Bid Schedule Alternatives
4. Attachment #4 - City Attorney Memo to Council November 2021
5. Attachment #5 - Community Center & Pioneer Hall Decision History Memo(5-2024)

CITY OF ASHLAND - ENGINEERING DIVISION
SUMMARY OF PROPOSALS

Project: Pioneer Hall and Community Center Rehabilitation
Project No.: 2020-15,16
Date of Bid Opening: May 14, 2024 at 2:00 PM

Corrected Engineer's Estimate: Not Available
No of Addenda: 3

	1	2	3	4	5
Name of Bidder & Address	Adroit Construction Co., Inc. 185 Mistletoe Road Ashland OR 97520	Outlier Construction LLC 2870 Nansen Drive Medford OR 97504			
All Alternates Bid (Including 15 amount) Yes/No	Yes	Yes			
Base Bid **(Line 1)**	$954,500	$1,054,000			
Total Value of Alternates **(Grand Total)**	$840,000 ($1,794,500)	$671,990 ($1,725,990)			
Name of Bonding Co.	Western Surety	Liberty Mutual			
Amount of Bid Bond.	10%	10%			
Nos. of Addenda Acknowledged (should be 3)	3	3			
Completed & Signed Bid Form (including subcontract disclosure)	Yes	Yes			
Responsive Bid?	Yes	Yes			

CITY OF ASHLAND

BID AND BID SCHEDULE

NAME OF BIDDER Outlier Construction LLC

CONTACT Ryan Beugli

ADDRESS 2870 Nansen Drive

CITY Medford **STATE** OR **ZIP** 97504

TELEPHONE NO. 541-292-6367

FAX NO. 541-494-0038

EMAIL ADDRESS ryan@outlierbuilt.com

To the Honorable Mayor and City Council
City Hall
City of Ashland
20 East Main Street
Ashland, Oregon 97520

In response to the City of Ashland's Invitation to Bid, this Bid is submitted as an offer by the undersigned to enter into a contract with the City of Ashland for furnishing all permits, labor, tools, machinery, materials, transportation, equipment and services of all kinds required for, necessary for, or reasonably incidental to, the completion of all the work in connection with the Community Center and Pioneer Hall Rehabilitation Project Nos 2020-15 and 2020-16 (hereinafter "Project") for the City of Ashland, Oregon, as described in the contract documents, including the general conditions, all applicable special provisions, plans, specifications or any supplemental documents. This offer is subject to the following declarations as to the acts, intentions and understandings of the undersigned and the agreement of the City of Ashland to the terms and prices herein submitted.

1. The undersigned has familiarized itself with the nature and extent of the Contract Documents, the project work, the site, the locality, the general nature of work to be performed by the City or others at the site that relates to the project work required by the Contract Documents, local conditions, and federal, state, and local Laws and Regulations that in any manner may affect cost, progress, performance, or furnishing of the project work.

2. The undersigned has obtained and carefully studied (or assumes responsibility for obtaining and carefully studying) examinations, investigation, exploration, tests, and studies which pertain to the conditions (subsurface or physical) at or contiguous to the site (including without limitation utility interference) or otherwise and which may affect the cost, progress, performance, or furnishing of the project work as Contractor deems necessary for the performance and furnishing of the project work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract Documents; and no additional or supplementary examinations, investigations, explorations, tests, reports, or similar information or data are or will be required by Contractor for such purposes.

3. The undersigned has notified the City of any conflicts, errors, ambiguities or discrepancies discovered in the Contract Documents.

4. A mandatory pre-bid meeting will be held. The meeting will take place at 10:00 am on April 9th, 2024 starting at 51 Winburn Way in Ashland. All statements made by the Contracting Agency's representatives shall be non-binding upon the Contracting Agency unless confirmed by written addendum.

5. It is understood that the City shall investigate and determine the qualifications of the apparent low responsive bidder prior to awarding the contract. The City shall reject any bid by a nonqualified or disqualified bidder. The City of Ashland reserves the right to reject for any good cause any or all bids, waive formalities, or to accept any bid which appears to serve the best interests of the City. The City reserves the right to reject any bid not in compliance with all prescribed public bidding procedures and requirements and may reject all bids for good cause upon a finding that it is in the public interest to do so. Evaluation of bids will be based on minimum requirements established by the specifications and compliance with conditions of the Notice to Contractors and Invitation to Bid, and compliance with City public contracting rules. Additional evaluation criteria are as follows: Demonstrated previous experience with a similar scope of work. Please see paragraph 6 below.

6. As Pre-qualification the bidder shall submit a list of at least three (3) previous projects of a similar scope to that described in this ITB as part of their bid package.

7. The deadline to file a written protest or request, pursuant to the Instructions to Bidders to change contract terms, conditions or specifications is not less than ten (10) calendar days prior to bid opening. Bid closing may be extended by the City to consider a protest or request.

8. All of the contract documents, including all plans, specifications, and drawings have been examined and an examination of the site of the proposed work, together with such investigations as are necessary to determine the conditions to be encountered have been made by the undersigned and the terms and conditions of the contract and solicitation documents are hereby accepted, and that if this Offer is accepted, the undersigned will contract with the City of Ashland, Oregon, in a form substantially similar to that attached Agreement and agree to be bound to the terms and conditions of said contract and solicitation documents.

9. It is understood that the contract drawings may be supplemented by additional drawings and specifications in explanation and elaboration thereof and, if they are not in conflict with those referred to in paragraph 1 above, they shall have the same force and effect as though they were attached, and they shall be accepted as part of the contract when issued.

10. The undersigned agrees that upon written acceptance of this bid s/he will, within ten working days of receipt of such notice, execute a formal contract agreement with the City. The undersigned further agrees that s/he will provide the following in order to execute the contract:

    - Bonds as described in Exhibit E
    - Insurance as described in Exhibit C
    - Certificates of Coverage for Workman Compensation and unemployment insurance.
    - All other bonds, permits, licenses, information, etc. as required in the contract documents.
    - A checklist of submittals is provided for guidance within this ITB.

11. It is understood that all the work will be performed under a lump sum or unit price basis and that for the lump sum or unit price all services, materials, labor, equipment, and all work necessary to complete the project in accordance with the plans and specifications shall be furnished for the said lump sum or unit price named. It is understood that the quantities stated in connection with the price schedule for the

contract are approximate only and payment shall be made at the unit prices named for the actual quantities incorporated in the completed work. If there shall be an increase in the amount of work covered by the lump sum price, it shall be computed on a basis of "extra work" for which an increase in payment will have been earned and if there be a decrease in the lump sum payment, it shall be made only as a result of negotiation between the undersigned and the Owner. Furthermore, it is understood that any estimate with respect to time, materials, equipment, or service which may appear on the plans or in the specifications is for the sole purpose of assisting the undersigned in checking the undersigned's own independent calculations and that at no time shall the undersigned attempt to hold the Owner, the Engineer, or any other person, firm or corporation responsible for any errors or omissions that may appear in any estimate.

12. The undersigned submits the unit prices as those at which he will perform the work involved. The extensions of the column headed "ITEM TOTAL" are made for the sole purpose of facilitating bid comparisons and if there are any discrepancies between the unit prices and the total amount shown, the unit prices shall govern.

13. The undersigned agrees to furnish labor, tools, machinery, materials, transportations, equipment and services of all kinds required for, necessary for, or reasonably incidental to, construction of this Project with all appurtenant work as required by the plans and specifications of this Offer for the unit or lump sum prices in the "BID SCHEDULE".

14. In stating prices, it is understood that the prices include all materials and work required to complete the project in accordance with the Contract Documents, the plans and the specifications. If any material, item, or service required by the plans and specifications has not been mentioned specifically in the "BID SCHEDULE," the same shall be furnished and placed with the understanding that the full cost to the City has been merged with the several prices stated in the "BID SCHEDULE."

15. The City reserves the right to cancel this solicitation or to reject any and all bids in whole or in part when the cancellation or rejection is in the best interests of the City as determined by the City in accordance with ORS 279B.100

16. The foregoing prices shall include all labor, materials, equipment, overhead, profit, insurance, and all other incidental expenses to cover the finished work of the several kinds called for.

17. The undersigned shall furnish bonds required by the specifications and comply with the laws of the Federal Government, State of Oregon and the City of Ashland which are pertinent to construction contracts of this nature even though such laws may not have been quoted or referred to in the specifications.

18. Accompanying this Offer is a certified check, cashier's check or a bid bond, for the sum of 10% of total bid, payable to the City of Ashland, Oregon, this being an amount for ten percent (10%) of the total bid based upon the estimate of quantities at the above price according to the conditions of the advertisement. If this Offer is accepted by the City and the undersigned fails to execute a satisfactory contract and bonds as stated in the Advertisement within ten (10) working days from the date of notification, then the City may, at its option, determine that the undersigned has abandoned the contract and there upon this Offer shall be considered null and void, and the bid security accompanying this Offer shall be forfeited to and become the property of the City of Ashland. If the bid is not accepted, the bid security accompanying this Offer shall be returned to the undersigned.

19. The undersigned agrees to comply with the provisions of ORS 279C.800 to 279C.870, the Oregon Prevailing Wage law. The undersigned, as bidder, acknowledges that provisions of ORS 279C.800 to 279C.870 relating to workers on public works to be paid not less than prevailing rate of wage shall be included in the contract, or in the alternative, if the project is to be funded with federal funds and is subject

to the Davis-Bacon Act (40 U.S.C. §276a), bidder agrees to comply with the Davis-Bacon Act requirements. The undersigned Contractor agrees to be bound by and will comply with the provisions of ORS 279C.838, 279C.840 or 40 U.S.C. 3141 to 3148. [OAR 137-049-0200(1)(a)(J)].

20. The undersigned certifies that the undersigned Contractor is not ineligible to receive a contract for a public work pursuant to ORS 279C.860 as well as the disqualification provisions of ORS 279C.440 and OAR 137-049-0370. Bidder further agrees, if awarded a contract, that every subcontractor will be eligible to receive a contract for a public work pursuant to ORS 279C.860.

21. The undersigned certifies that the undersigned Contractor has not discriminated against minority, women or emerging small businesses enterprises in obtaining any required subcontracts. The bidder understands and acknowledges that it may be disqualified from bidding on this public improvement project as set forth in OAR 137-049-0370, including but not limited to City discovery 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.

22. The undersigned agrees to initiate and complete this Project by the date stated below.

    - The work shall be commenced within ___30_____ days after the receipt of the written Notice to Proceed
    - The work shall be completed in all respects no later than _October 31, 2024_____.
    - Liquidated damages shall be as defined in the Special Provisions

23. The undersigned bidder is registered with the Oregon Construction Contractors Board (CCB), the registration is current and valid, and the bidder's registration number is stated below. [OAR 137-049-0230(1)] Bidder understands that failure to have a current CCB license shall result in rejection of this bid.

24. The undersigned bidder is licensed by the State Landscape Contractors Board, *if applicable*, the license is current and valid, and the bidder's registration number is stated below. [OAR 137-049-0200(1)(a)(K)] Bidder understands that failure to have a current LCB license shall result in rejection of this bid.

25. The undersigned is aware that no person may engage in any business within the City without first obtaining a City Business License and paying the fee prescribed pursuant to City of Ashland ordinance. The Contractor and their subcontractors shall obtain a City of Ashland Business License prior to beginning any work within the City of Ashland.

26. In determining the lowest responsible bidder, City shall, for the purpose of awarding the contract, add a percent increase on the bid of a non-resident bidder equal to the percent, if any, of the preference given to that bidder in the state in which the bidder resides. "Resident bidder" of Oregon means a bidder that has paid unemployment taxes or income taxes in this state during the 12 calendar months immediately preceding submission of the bid, has a business address in this state and has stated in the bid that the bidder is a "resident bidder" of the State of Oregon. The undersigned represents him/her self in this bid to be either a Resident or a Nonresident bidder by completing the appropriate blank below.

    - The Bidder is ___X___ or is not _____ a Resident Bidder as defined in ORS 279A.120.

27. The undersigned hereby represents that no Councilor, Commissioner, officer, agency or employee of the City of Ashland is personally interested directly or indirectly in this Contract or the compensation to be paid hereunder and that no representation, statement or statements, oral or in writing, of the City, its Councilors, Commissioners, officers, agents or employees had induced him/her to enter into this Contract, and the papers made a part of its terms;

28. The undersigned has not directly or indirectly induced or solicited any person to submit a false or sham bid or refrain from bidding. The undersigned certifies that this bid has been arrived at independently and submitted without connection with any person, firm or corporation making a bid for the same material and is, in all respects, fair and without collusion or fraud.

29. The undersigned confirms that this firm has a Qualified Drug Testing Program for employees in place and will demonstrate this prior to award of contract. [OAR 137-049-0200(1)(c)(B)]

30. The undersigned confirms that if this contract involves asbestos abatement or removal, the bidder or their subcontractor is licensed under ORS 468A.710 for asbestos removal.

31. The City of Ashland may waive minor informalities, reject any bid not in compliance with all prescribed public bidding procedures and requirements, and may reject for good cause any or all bids upon a finding that it is in the public interest to do so.

32. The undersigned confirms that this offer is not contingent upon City's acceptance of any terms and conditions other than those contained in this Solicitation and the Contract Documents.

33. The undersigned, by the act of submitting a bid, affirms that the undersigned has investigated and is satisfied as to the site subsurface condition to be encountered, as to the character, quality and quantities of work to be performed and materials to be furnished, and as to the requirements of the Contract.

34. The bidder understands that the City reserves the right to make changes to the Notice to Contractors / Invitation to Bid and the resulting contract by written addenda no later than 3 business days prior to the closing time and date. Addenda will be posted to the OregonBuys website for download. The bidder must check the OregonBuys website frequently until closing.

    The bidder acknowledges that the Addendum(s) listed below have been reviewed online or a copy obtained and considered as part of the submittal of this Offer and Bid Schedule.

    ADDENDUM NUMBER __1__ THROUGH __3__ HAVE BEEN REVIEWED

35. The bidder understands that the City will be awarding the contract to the Responsible Bidder with the lowest Responsive Bid per OAR 137-049-0200(1)(b)(C). Whether a bidder is responsible will be determined by ORS 279C.375 and the City's completion of the attached Bidder Responsibility Determination Form (Exhibit L).

36. Instructions for First-Tier Subcontractors Disclosure.
    Bidders are required to disclose information about certain first-tier subcontractors (those subcontractors contracting directly with the bidder) when the contract price exceeds $100,000 (see ORS 279C.370). Specifically, when the contract amount of a first-tier subcontractor is greater than or equal to: (i) 5% of the project bid, but at least $15,000, or (ii) $350,000 regardless of the percentage, bidder must disclose the following information about that subcontract within two working hours of bid closing:

    - The subcontractor's name and address;
    - The subcontractor's Construction Contractor Board registration number, if one is required, and;
    - The subcontract dollar value.

    If you will not be using any subcontractors that are subject to the above disclosure requirements, you are required to indicate "NONE" on the form.

THE CITY WILL REJECT A BID IF THE BIDDER FAILS TO SUBMIT A PROPERLY COMPLETED DISCLOSURE FORM WITHIN TWO HOURS OF BID CLOSING.

THIS DOCUMENT SHALL NOT BE FAXED. IT IS THE RESPONSIBILITY OF BIDDERS TO SUBMIT THIS DISCLOSURE FORM AND ANY ADDITIONAL SHEETS BY THE DEADLINE.

The disclosure should be submitted on the First-Tier Subcontractor Disclosure Form attached to this Invitation to Bid.

37. Bidder Information and Signature

Outlier Construction LLC
Firm Name of Bidder

Signature of Bidder

Ryan Beugli
Printed Name of Bidder

COO
Official Title

State of Incorporation

217660
CCB Number

Dated this 14th day of May 20 24.

Name of Bidder Outlier Construction LLC

Address 2870 Nansen Drive, Medford, OR 97504

Telephone No. 541-292-6367

BID SCHEDULE

No.	Description	Bid Unit	Qty	Line Total $
1	Work scope for Pioneer Hall and the Community Center as described in the bid documents	EA	1	1,054,000
2	(A) Alternative Community Center – ADA Accessible Kitchen and Lighting	EA	1	17,700
3	(A-1) Alternative Community Center – Quartz Countertop and Backsplash in Kitchen	EA	1	4,800
4	(B) Alternative Community Center – Paint Exterior Siding and Trim at Front Elevation	EA	1	3,500
5	(C) Alternative Community Center - Stage Ramp	EA	1	10,740
6	(D) Alternative Community Center - Refinish Wood Floors	EA	1	17,400
7	(E) Alternative Community Center - Paint All Interior Walls and Stain All Doors and Interior Tri,	EA	1	18,900
8	(F) Alternative Community Center - Carpet Tiles at Offices	EA	1	5,100
9	(G) Alternative Community Center – Hardscapes and Stormwater	EA	1	33,700
10	(H) Alternative Community Center – Paint Entire Exterior Siding and Trim (if this alternative is selected, alternative B will not be)	EA	1	11,900
11	(I) Alternative Community Center – Concrete Stem Wall Around All Other Perimeter Walls Per Sheet S1.10 and Details 2/S5.10, 3/S5.10 and 4/A8.00	EA	1	62,850
12	(J) Alternative Pioneer Hall – Paint Interior Walls	EA	1	30,000
13	Alternative – Provide HVAC System for the Community Center as Described in the Drawings and Specifications	EA	1	110,300
14	Alternative – Provide HVAC System for Pioneer Hall as Described in the Drawings and Specifications	EA	1	95,100
15	Discovered work, additional work caused by unintended, unavoidable damage created while performing the identified scope of work and additional work arising from regulatory requirements which have not been fully described	EA	1	250,000

BID TOTAL ($) 1,725,990

Ryan Beugli — *Name of Authorized Representative*

one million seven hundred and twenty five thousand nine hundred and ninety dollar — *Total Written in Dollars*

Authorized Representative Signature

5/14/24 — *Date*

#	Description		Outlier
1	Work scope for Pioneer Hall and the Community Center as described in the bid documents	$	1,054,000
2	(A) Alternative Community Center – ADA Accessible Kitchen and Lighting	$	17,700
3	(A-1) Alternative Community Center – Quartz Countertop and Backsplash in Kitchen	$	4,800
4	(B) Alternative Community Center – Paint Exterior Siding and Trim at Front Elevation	$	3,500
5	(C) Alternative Community Center - Stage Ramp	$	10,740
6	(D) Alternative Community Center - Refinish Wood Floors	$	17,400
7	(E) Alternative Community Center - Paint Existing Interior Walls, Doors, and Trim	$	18,900
8	(F) Alternative Community Center - Carpet Tiles at Offices	$	5,100
9	(G) Alternative Community Center – Hardscapes and Stormwater	$	33,700
10	(H) Alternative Community Center – Paint Entire Exterior Siding and Trim (if this alternative is selected, alternative B will not be)	$	11,900
11	(I) Alternative Community Center – Concrete Stem Wall Around All Other Perimeter Walls Per Sheet S1.10 and Details 2/S5.10, 3/S5.10 and 4/A8.00	$	62,850
12	(J) Alternative Pioneer Hall – Paint Interior Walls	$	30,000
13	Alternative – Provide HVAC System for the Community Center as Described in the Drawings and Specifications	$	110,300
14	Alternative – Provide HVAC System for Pioneer Hall as Described in the Drawings and Specifications	$	95,100
15	Discovered work, additional work caused by unintended, unavoidable damage created while performing the identified scope of work and additional work arising from regulatory requirements which have not been fully described	$	250,000
	Alternative Total	$	671,990
	Grand Total	**$**	**1,725,990**
	Grand Total (Choose option H, exclude B)	**$**	**1,722,490**

CITY OF ASHLAND

Memo

DATE: November 12, 2021
TO: Ashland City Council
FROM: Katrina L. Brown, City Attorney
RE: Structural Deficiencies of the Community Center and Associated Risk

Following the presentation and report by the Community Center and Pioneer Hall Ad-Hoc Committee at its September 21, 2021 Business Meeting, the City Council passed a motion directing staff to open the Community Center and Pioneer Hall to the public "at the earliest convenience" and proceed with the recommendations outlined in the Ad-Hoc Committee's written report. I have been asked to assess the potential liability of reopening the Community Center located at 59 Winburn Way in its current as-built condition. Pioneer Hall can be fully reopened as soon as the current COVID restrictions are lifted.

In 2019 the engineering firm of Marquess & Associates, Inc. was hired by the City to conduct a structural investigation and evaluation of the Community Center to address concerns with the structural stability of the building. Marquess Associate Kristina Cooper, P.E. provided a detailed Structural Investigation Report dated April 2, 2019 (the "Report"), which outlined the primary structural deficiencies of the building and noted several. Of primary concern was the vaulted ceiling "due to observed ceiling deflections, and deformations in the exterior wall." (*See* page 3). In the recommendations section of the Report, the Marquess engineer concluded that "the current condition is unacceptable." (*See* page 10). She also stated that if more outward deflection occurs at the top of the north wall of the Main Hall because of a failed member or slipping connections, "it could cause a **total collapse of the building**." (*See* page 10; *emphasis added*). After consideration of this Report, the City's Building Official determined that the Community Center was not safe for public use and ordered its indefinite closure.

In preparing its report to the City Council, the Ad-Hoc Committee consulted with a different engineering firm to evaluate the structural deficiencies of the Community Center. In his initial written assessment, Eric Snyder, P.E. of Snyder Engineering Company noted several of the same concerns as found in the Report by Marquess. Among the most significant concerns is the existing condition of a phantom bearing wall in the ceiling of the Main Hall. Mr. Snyder notes that its condition is "causing the ceiling the sag below, and is potentially dangerous." (*See* page 5). He recommends a beam be located below the phantom bearing line at-issue. Mr. Snyder makes several additional recommendations in his assessment to address the structural deficiencies he observed.

It is clear from these engineering reports that the Community Center has structural deficiencies, and as a result of these reports, the City has knowledge of these deficiencies. Nothing has changed since the City's Building Official ordered the building closed. Therefore, the City should not reopen the Community Center to the public prior to implementing the recommendations contained in one or both of the reports. To do so would place the City at a high risk of liability. It could also potentially expose employees and officials to personal liability for any damages incurred.

Katrina L. Brown
City Attorney
20 East Main Street
Ashland, OR 97520
Tel: 541-488-5350
Fax: 541-552-2092
TTY: 800-735-2900

Memo

CITY OF ASHLAND

Date: May 23, 2024

From: Scott Fleury PE, Public Works Director

To: Sabrina Cotta, Acting City Manager

RE: Community Center & Pioneer Hall Decision Point History

Chronological Background:

1. September 19, 2017 Study Session (Pioneer Hall)
    a. Minutes
    b. Staff Report

Synopsis:
A draft structural and code assessment report were presented to Council.
Council discussed having cost options for improvement developed for the facility.

2. November 6, 2017 Study Session (Pioneer Hall)
    a. Minutes
    b. Staff Report

Synopsis:
Staff presented costs associated with developing design plans and final construction costs for the project. Council provided consensus to move forward.

3. November 21, 2017 Business Meeting (Pioneer Hall)
    a. Minutes
    b. Staff Report

Synopsis:
Staff requested a special procurement to utilize the consultant team who prepared the initial structural and code assessment. Council approved the special procurement.

4. April 16, 2018 Study Session (Pioneer Hall)
    a. Minutes
    b. Staff Report

Synopsis:
A comprehensive cost comparison report for improvements to Pioneer Hall were presented to Council using different occupancy options. Council directed Staff to work prepare and RFP for the Community to seek proposals for how the facility can be used.

5. July 2, 2018 Study Session (Pioneer Hall)
    a. Minutes
    b. Staff Report

Synopsis: A draft solicitation for the future use of Pioneer Hall was presented before Council as requested from the outcome of the April 16, 2018 Study Session meeting. The solicitation was released, and the City received no responses.

6. June 16, 2020 Business Meeting (City Facilities)
    a. Minutes
    b. Staff Report

Synopsis:
Staff updated Council on structural, mechanical, electrical, and plumbing (MEP) deficiencies at Pioneer Hall and structural deficiencies at Community Center. Council directed staff to develop a plan to address deficiencies for both buildings.

7. October 6, 2020 Business Meeting
    a. Minutes
    b. Staff Report

Synopsis:
Staff recommended addressing deficiencies at Pioneer Hall and Community Center via release of a formal public solicitation for professional engineering and architectural services via a Qualifications Based Selection (QBS) Request for Proposal (RFP). Council approved staff's recommendation.

8. April 20, 2021 Business Meeting
    a. Staff Report

Synopsis:
Staff provided Council with a professional services contract with associated scope and fee for the rehabilitation project, as the next action based on previous Council direction.

9. May 18, 2021 Business Meeting
    a. Staff Report

Synopsis:
Council, with unanimous approval, voted to create an ad hoc committee to review, analyze and make recommendations to Council on alternative means of repair for each of the two buildings and requested that the creation, appointment of members and scope of work be brought forward at the earliest available Council meeting.

10. June 16, 2021 Business Meeting
    a. Staff Report

Synopsis:
Council approved the formation of the Community Center and Pioneer Hall Ad-Hoc Committee along with the formal charge of duties.

11. September 21, 2021 Business Meeting
    a. Staff Report
    b. Minutes

Synopsis:
The Ad-Hoc Committee presented its report and associated recommendations during the special awards and presentations section of the meeting. The Council had a long discussion about the report and work moving forward. They ended up making several motions and what

ended up being approved was moving forward with opening the Community Center and Pioneer Hall as soon as possible and implementing the recommendations of the Ad-Hoc. Their was some liability concerns over opening the buildings prior to the structural improvements occurring and Katrina worked with myself and the City Building Official to bring that forward to Council. If something were to happen if we opened the building without making repairs to known structural deficiencies the City would put itself in a very bad liability position.

Since that time was updated the original RFP sent out in 2019 and did one solicitation last Fall, to which we received no responses. We then re-solicited in January and it closed in February. We received one response and have completed the evaluation of the response and will begin contract negotiations with ZCS Engineering for the work.

12. November 16, 2021 Business Meeting
    a. Staff Report
    b. Minutes

Synopsis:
An update was presented to the Council on the implementation status of the recommendations and a legal memo regarding the liability was also included if the building was opened prior to modifications. There was additional context in this meeting as a community member was interested in having a discussion about leasing the building and doing the improvements himself. Due to time constraints the discussion did not finish and the item was moved to the next meeting.

13. December 7, 2021 Business Meeting
    a. Staff Report
    b. Minutes

Synopsis:
The discussion continued regarding a public private partnership to improve the facilities and open them for public use. The Council decided to not purse a PPP.

14. May 17, 2022 Business Meeting
    a. Minutes

Synopsis:
The Council approved a design contract with ZCS Engineering to develop the Plans, Specifications and Estimates necessary for mitigating the structural deficiencies of both structures.

15. November 14, 2022 Study Session
    a. Minutes

Synopsis:
Staff and ZCS Engineering and Architecture presented the schematic design (SD) documents along with cost estimates for the recommended building improvements to resolve structural issues for each facility and improve Americans with Disabilities (ADA) access.

16. March 21. 2023 Business Meeting
    a. Minutes

Synopsis:

The Council approved a change order with ZCS Engineering and Architecture for additional design components based on the discussion at the November 14, 2022 Study Session.

Council Business Meeting

Date: June 4, 2024

Agenda Item	Special Procurement Contract - Chemicals
From	Scott Fleury, Director
Contact	scott.fleury@ashland.or.us

SUMMARY

The City Council is being asked to approve a "Contract-specific Special Procurement" which will allow supervisors of the Water Treatment Plant (WTP), Water Distribution, Wastewater Treatment Plant (WWTP) and Parks to directly award public contracts for water quality testing services to Neilson Research. The term of this "Contract-specific Special Procurement" will begin on July 1, 2024 and end on June 30, 2029.

POLICIES, PLANS & GOALS SUPPORTED

City Council Goals:
Goal 1: Develop current and long-term budgetary resilience
- Continue to improve the budget process: transparency, rigor, innovation, community involvement, and collaboration
Goal 2: Analyze City departments/programs to gain efficiencies, reduce costs and improve services
- Implement a cost recovery plan and analysis for each department that coincides with the annual review of fees and charges and revenues
Goal 3: Enhance and improve transparency & communication
Goal 4: Maintain Essential Services
Department Goals:
• Maintain existing infrastructure to meet regulatory requirements and minimize life-cycle costs
- Facilitate EPA and DEQ mandated water quality testing samples.
- Ensure the time and/or temperature sensitive samples are taken, handled, tracked and hand-delivered to a state certified testing laboratory in accordance with EPA and DEQ mandated testing requirements.
• Maintain and improve infrastructure that enhances the economic vitality of the community
• Evaluate all city infrastructure regarding planning management and financial resources

BACKGROUND AND ADDITIONAL INFORMATION

A Special Procurement (procurement sourcing method) is used for the purpose of seeking an exemption from the competitive bid process, custom designing a contracting approach, or the direct selection or award of a public contract or for a series of contracts. The City Council, acting as the Local Contract Review Board, may approve this request for a Special Procurement if it is determined, based on written findings, that the Special Procurement will be unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts, and result in substantial cost savings or substantially promote the public interest in a manner that could not be realized by complying with the requirements that are applicable in ORS 279B.055, 279B.060, 279B.065, or 279B.070. The Special Procurement Approval Request Form with written findings and quotes is attached for your review and consideration and explains staff's rationale for seeking this "Contract-specific Special Procurement".

FISCAL IMPACTS

Funds are budgeted each fiscal year for water quality testing required by the WTP, Water Distribution, WWTP and Parks. Firm price quotes will be requested each fiscal year. Additional testing may be performed as required and/or needed.

Firm price quotes for fiscal year 2025 are as follows:

Water Treatment Plant	$14,187.00
Water Distribution	$29,743.00
Wastewater Treatment Plant	$72,121.00
Parks	$2,232.00

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

STAFF RECOMMENDATION

Staff recommends City Council, acting as the Local Contract Review Board, approve this "Contract specific Special Procurement".

ACTIONS, OPTIONS & POTENTIAL MOTIONS

1. I move to approve the "Contract-specific Special Procurement" which will allow public contracts for water quality testing services to be directly awarded to Neilson Research.

REFERENCES & ATTACHMENTS

1. Attachment 1 - Special Procurement Water Quality Testing

FORM #9

CITY OF ASHLAND
Better Together

SPECIAL PROCUREMENT REQUEST FOR APPROVAL

To: Sabrina Cotta, Interim City Manager

From: Ben Russell (WWTP), Alistair Andre (WTP), Brandon Terry (Parks), Mike Morrison (PW Operations Deputy Director)

Date: May 13, 2024

Subject: REQUEST FOR APPROVAL OF A SPECIAL PROCUREMENT

In accordance with ORS279B.085, this request for approval of a Special Procurement is being presented to the City Council for approval. This written request for approval describes the proposed contracting procedure and the goods or services or the class of goods or services to be acquired through the special procurement and the circumstances that justify the use of a special procurement under the standards set forth ORS 279B.085(4).

1. **Requesting Department Name:** Public Works (WTP, Water Distribution and WWTP) and Park

2. **Department Contact Name:** Ben Russell (WWTP), Alistair Andre (WTP), Brandon Terry (Parks), Mike Morrison (PW Operations Deputy Director)

3. **Type of Request:** _____ Class Special Procurement ____X____ Contract-specific Special Procurement

4. **Time Period Requested:** From July 1, 2024 To: June 30, 2029

5. **Total Estimated Cost:** The amounts listed here are for mandated water quality testing per the attached firm price quotes for FY 2025. Additional testing may be performed as required and /or needed. Firm price quotes will be requested each fiscal year.

Firm price quotes for fiscal year 2025 are as follows:

Water Treatment Plant	$14,187.00
Water Distribution	$29,743.00
Wastewater Treatment Plant	$72,121.00
Parks	$2,232.00

6. **Short title of the Procurement:** Water Quality Testing – Neilson Research

Supplies and/or Services or class of Supplies and/or Services to be acquired:

WTP and Water Distribution – EPA mandated water quality testing
WWTP – DEQ mandated wastewater effluent testing

7. **Background and Proposed Contracting Procedure:** Provide a description of what has been done in the past and the proposed procedure. The Agency may, but is not required to, also include the following types of documents: Notice/Advertising, Solicitation(s), Bid/Proposal Forms(s), Contract Form(s), and any other documents or forms to be used in the proposed contracting procedure. Attach additional sheets as needed.

Background: A Contract-specific Special Procurement was processed and approved by Council on May 21, 2019 and it is valid until June 30, 2024.

Proposed procedure: The proposed procedure is "direct award" per these written findings, which will allow public contracts for water quality testing to be directly awarded to Neilson Research.

8. **Justification for use of Special Procurement:** Describe the circumstances that justify the use of a Special Procurement. Attach relevant documentation.

Neilson Research is located in Medford, Oregon. Many samples are time/temperature sensitive and must be received by the lab within 24 hours therefore, having the ability to hand deliver the samples rather than paying the additional cost for shipping, including overnight shipping services and receipt confirmation, would result in a substantial cost savings for the City. The two major carriers, UPS and Federal Express, have preset schedules for pickups and deliveries and it would require the City to coordinate the actual time samples are taken. including the requirements of each test, to correspond with the prescheduled UPS and/or Fed Ex pickups. Most importantly, the City can ensure that the samples are handled in the most efficient and appropriate manner because the samples can be taken, trucked, and hand delivered by City employees to Neilson Research Lab located in Medford. Oregon. Neilson Research has consistently provided reliable and timely test results.

9. **Findings to Satisfy the Required Standards:** This proposed special procurement:

___X___ (a) will be unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts because:

This direct award will be unlikely to encourage favoritism or substantially diminish competition because Neilson Research is the only state certified lab and the only local testing lab in the Rogue Valley. (The next closest state certified lab is located in Roseburg, Oregon.)

(Please provide specific information that demonstrates how the proposed Special Procurement meets this requirement.); **and**

___X___ (b)(i) will result in substantial cost savings to the contracting agency or to the public because:

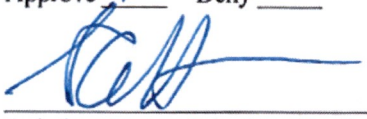
Many samples are time/temperature sensitive and must be received by the lab within 24 hours and not exceed a certain temperature; therefore, having the ability to hand deliver the samples rather than paying the additional cost for shipping individual samples overnight with receipt confirmation provides a substantial cost savings to the City.

(Please provide the total estimate cost savings to be gained and the rationale for determining the cost savings); **or**

___X___ (b)(ii) will otherwise substantially promote the public interest in a manner that could not practicably be realized by complying with the requirements of ORS 279B.055, 279B.060, 279B.065, or 279B.070, or any rules adopted thereunder because:

Directly awarding the water quality testing services to Neilson Research will promote the public interest by ensuring that the mandated testing is performed in a manner that meets all state and federal requirements and the City retains control of how and when the samples are received at the lab.
(Please provide specific information that demonstrates how the proposed Special Procurement meets this requirement.)

Approve X Deny ____



May 13, 2024
Sabrina Cotta, Interim City Manager

Public Notice:

Pursuant to ORS 279B.085(5) and OAR 137-047-0285(2), a Contracting Agency shall give public notice of the Contract Review Authority's approval of a Special Procurement in the same manner as a public notice of competitive sealed Bids under ORS 279B.055(4) and OAR 137-047-0300. The public notice shall describe the Goods or Services or class of Goods or Services to be acquired through the Special Procurement and shall give such public notice of the approval of a Special Procurement at least seven (7) Days before Award of the Contract.

After the Special Procurement has been approved by the City Council, the following public notice will be posted on the City's website to allow for the seven (7) day protest period.

Date Public Notice first appeared on www.ashland.or.us – *June 5, 2024*

PUBLIC NOTICE
Approval of a Special Procurement

First date of publication: *June 5, 2024*

A request for approval of a Special Procurement was presented to and approved by the City Council, acting as the Local Contract Review Board, on *June 4, 2024.*

This Class-Special Procurement (sourcing method) will allow the use of an alternative solicitation process to procure City bulk fuel (87 Reg E-10 Unleaded Fuel and ULSD#2 Renewable R99.9 Diesel) for City and Parks consumption. The alternative solicitation process will require a written solicitation to obtain written quotes each time fuel is purchased rather than using a formal Competitive Sealed Bid (Invitation to Bid) to award a long-term contract to a single supplier. Obtaining written price quotes for each fuel purchase allows the City to consistently award public contracts for fuel to the lowest bidder, more flexibility when purchasing fuel, preferably when prices are decreasing, and the ability to compare bid prices to reasonably ensure the City is receiving and paying the most current and accurate price for fuel (today's lower fuel price, not yesterday's higher price).
It has been determined based on written findings that the Special Procurement will be unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts, and result in substantial cost savings or substantially promote the public interest in a manner that could not be realized by complying with the requirements that are applicable in ORS 279B.055, 279B.060, 279B.065, or 279B.070.

An affected person may protest the request for approval of a Special Procurement in accordance with ORS 279B.400 and OAR 137-047-0300. A written protest shall be delivered to the following address: City of Ashland, Procurement Office, Colton Cochran, and 20 E Main St. Ashland, OR 97520]. The seven (7) protest period will expire at *5:00pm on June 12, 2024.*

This public notice is being published on the City's Internet World Wide Web site at least seven days prior to the award of a public contract resulting from this request for approval of a Special Procurement.

NEILSON RESEARCH CORPORATION

Neilson Research Corporation
245 S Grape St
Medford, OR 97501
TEL: (541) 770-5678 FAX: (541) 770-2901
Website: www.nrclabs.com

QUOTATION

Quote#: **126**
Date: **5/7/2024**

Company:	Ashland Parks & Rec	Project:	
Contact:	Brandon Terry	TAT:	2 working days
Address:	340 S Pioneer St	QC Level:	
		Project Manager:	Tamra Schmedemann
		Sales Rep:	Medford
	Ashland, OR 97520	Quote Expires:	5/7/2025
Phone:	(541) 488-5340		
Fax:	(541) 488-5314		

Item Description	Matrix	Remarks	Qty	Unit Price	Total
Bacteria by Quanti-Tray by SM 9223 B-201	Aqueous	Reservoir	18	62.00	1,116.00
Bacteria by Quanti-Tray by SM 9223 B-201	Aqueous	Children's Playground Area	18	62.00	1,116.00

Sub Total:	$2,232.00
Misc:	$0.00
Surcharge:	0.00%
TOTAL:	**$2,232.00**

Miscellaneous Charge Comments: This price quote is good July 1, 2024 - June 30, 2025

Sincerely,

Tamra Schmedemann

Tamra Schmedemann
Senior Project Manager
Phone: (541) 770-5678 Ext: (312)
Email: tschmedemann@nrclabs.com

Terms and Conditions:

NEILSON RESEARCH CORPORATION
245 South Grape Street
MEDFORD, OR 97501

Quote

Customer No.: ASHLAND-DW
Quote No.: 1087

Quote To: **City of Ashland _ DW**
Water Quality Technicians
90 North Mountain
Ashland, OR 97520

Ship To: **2024-2025 Treatment**

Date	Ship Via	F.O.B.	Terms
05/07/2024		Origin	Net 30

Purchase Order Number	Sales Person	Required
	NRC	05/07/2024

Quantity			Item Number	Description	Unit Price	Amount
Required	Shipped	B.O.				
1			PHASEII/V	Phase II/V Package IOC, SOC & VOC Complete	1780.00	1780.00
2			SOC	Synthetic Organics SOC	1360.00	2720.00
1			EPA524.2_D	VOCs - Full Analysis-Water	225.00	225.00
16			TTHM/HAA	TTHM/HAA Package	270.00	4320.00
12			TOC-DW	Total Organic Carbon (TOC) Drinking Water	65.00	780.00
1			NO3	Nitrate by EPA 300.0 Drinking Water	42.00	42.00
12			ALK	Alkalinity, Total	50.00	600.00
60			PBCU-PWS	Lead & Copper Study - Water PWS Systems (5 or more samples)	62.00	3720.00
				Prices Good 7/1/24 - 6/30/25		
					Quote subtotal	14187.00
					Quote total	14187.00

Thank You

NEILSON RESEARCH CORPORATION
245 South Grape Street
MEDFORD, OR 97501

Quote

Customer No.: ASHLAND-DW
Quote No.: 1088

Quote To: **City of Ashland _ DW**
Water Quality Technicians
90 North Mountain
Ashland, OR 97520

Ship To: **2024-2025 Distribution**

Date	Ship Via	F.O.B.	Terms
05/07/2024		Origin	Net 30

Purchase Order Number	Sales Person	Required
	NRC	05/07/2024

Quantity			Item Number	Description	Unit Price	Amount
Required	Shipped	B.O.				
5			TOP35	Top 35 Water Analysis	325.00	1625.00
84			QUANTI	Quanti-Tray Total Coliform & E.Coli	62.00	5208.00
300			TC	Coliform Bacteria - Colilert	45.00	13500.00
12			TC	Coliform Bacteria - Colilert Lithia Bacterias	45.00	540.00
140			TC	Coliform Bacteria - Colilert Special Bacterias	45.00	6300.00
1			PHASEII/V	Phase II/V Package IOC, SOC & VOC Complete	1780.00	1780.00
1			RADIO	Radiological Pkg Gross Alpha, Radium 226/228 & Uranium	390.00	390.00
1			TEM	Asbestos - TEM - Water	400.00	400.00
				Prices Good 7/1/24 - 6/30/25		
					Quote subtotal	29743.00
					Quote total	29743.00

Thank You

NEILSON RESEARCH CORPORATION
245 South Grape Street
MEDFORD, OR 97501

Quote

Customer No.: ASHLAND-WW
Quote No.: 1089

Quote To: **City of Ashland_WWTP**
Wastewater Treatment Plant
90 N. Mountain
ASHLAND, OR 97520

Ship To: **2024-2025 Wastewater**

Date	Ship Via	F.O.B.	Terms
05/07/2024		Origin	Net 30

Purchase Order Number	Sales Person	Required
	NRC	05/07/2024

Quantity Required	Shipped	B.O.	Item Number	Description	Unit Price	Amount
120			350.1	Ammonia Nitrogen-Water	50.00	6000.00
36			350.1	Ammonia Nitrogen-Water Rush 1.5 X List	75.00	2700.00
109			NO2NO3-WW	Nitrate + Nitrite as N Clean Water Act	48.00	5232.00
21			NO2NO3-WW	Nitrate + Nitrite as N Clean Water Act 1.5 X List	72.00	1512.00
109			351.2	Tot. Kjeldahl Nitrogen-W	76.00	8284.00
21			351.2	Tot. Kjeldahl Nitrogen-W Rush 1.5 X List	114.00	2394.00
109			365.3	Phosphorus, Total	62.00	6758.00
21			365.3	Phosphorus, Total Rush 1.5 X List	93.00	1953.00
32			1631	Mercury by EPA 1631 Subcontracted	230.00	7360.00
				If 1631 samples need composited, price per sample is:		
1			1631-COMP	Mercury by EPA 1631 Composite Subcontracted	38.00	38.00
1			SA	Sludge Analysis:Ag, As,Cd,Cr Cu,Hg,K,Mo,Ni,Pb,Se,Zn,TKN, Am N,NO3-N,Phos,TS, VS,pH	620.00	620.00
				Quarterly Toxics		
40			ICP-MS	ICP-MS: EPA 6020/200.8 Sb,As,Be,Cd,Pb,Ni,Se,Ag, Tl,Zn	23.00	920.00
4			DIG	DIGESTION FEE	35.00	140.00

Thank You

NEILSON RESEARCH CORPORATION
245 South Grape Street
MEDFORD, OR 97501

Quote

Customer No.: ASHLAND-WW
Quote No.: 1089

Quote To: **City of Ashland_WWTP**
Wastewater Treatment Plant
90 N. Mountain
ASHLAND, OR 97520

Ship To: **2024-2025 Wastewater**

Date	Ship Via	F.O.B.	Terms
05/07/2024		Origin	Net 30

Purchase Order Number	Sales Person	Required
	NRC	05/07/2024

Quantity			Item Number	Description	Unit Price	Amount
Required	Shipped	B.O.				
4			ICP	ICP 6010/200.7 Metals Total Fe, Hardness & Digest	92.00	368.00
24			ICP-MS	ICP-MS: EPA 6020/200.8 Diss Cd,Pb,Ni,Se,Ag,Zn Field Filtered	23.00	552.00
4			CR SPEC	Total Cr, Cr III, & Cr VI	220.00	880.00
4			CR SPEC	Total Cr, Cr III, & Cr VI Dissolved-Field Filtered	220.00	880.00
4			1631	Mercury by EPA 1631 Subcontracted	230.00	920.00
4			1631-COMP	Mercury by EPA 1631 Composite Subcontracted	38.00	152.00
4			1632	Arsenic by EPA 1632 Inorganic-Subcontracted	375.00	1500.00
4			1632DISS	Dissolved Arsenic by EPA1632 Inorganic-Subcontracte	375.00	1500.00
4			CYANIDE	Cyanide, Total	78.00	312.00
4			FREECYANID	Free Cyanide Subcontracted	180.00	720.00
4			624.1	Volatiles - GCMS Wastewater	260.00	1040.00
4			625.1	Semi Volatiles - Wastewater	495.00	1980.00
				Copper Biotics		
24			310.1	Alkalinity, Dissolved Field Filtered	50.00	1200.00
48			300	Anions by IC, EPA 300 Diss Chloride & Sulfate Field Filtered	42.00	2016.00
24			ICP-MS	ICP-MS: EPA 6020/200.8 Total Cu + Digestion	58.00	1392.00

Thank You

NEILSON RESEARCH CORPORATION
245 South Grape Street
MEDFORD, OR 97501

Quote

Customer No.: ASHLAND-WW
Quote No.: 1089

Quote To: **City of Ashland_WWTP**
Wastewater Treatment Plant
90 N. Mountain
ASHLAND, OR 97520

Ship To: **2024-2025 Wastewater**

Date	Ship Via	F.O.B.	Terms
05/07/2024		Origin	Net 30

Purchase Order Number	Sales Person	Required
	NRC	05/07/2024

Quantity			Item Number	Description	Unit Price	Amount
Required	Shipped	B.O.				
24			ICP-MS	ICP-MS: EPA 6020/200.8 Dissolved Cu Field Filtered	23.00	552.00
24			ICP	ICP 6010/200.7 Metals Total Al, Hardness & Digest	92.00	2208.00
24			ICP	ICP 6010/200.7 Metals Diss Ca,Mg,K,NA	76.00	1824.00
24			DOC	Dissolved Organic Carbon Field Filtered	65.00	1560.00
2			1664	Oil & Grease: HEM Total	102.00	204.00
50			NRC	Unkown Testing	129.00	6450.00
				Quote subtotal		72121.00
				Quote total		72121.00

Thank You

Council Business Meeting

May 21, 2019

Agenda Item	Approval of a Special Procurement – Neilson Research	
From	Paula Brown, PE Michael Morrison Michael Black	Public Works Director Public Works Superintendent Parks Director
Contact	paula.brown@ashland.or.us michael.morrison@ashland.or.us michael.black@ashland.or.us	541-552-2411 541-552-2325 541-552-2251

SUMMARY

This "Contract-specific Special Procurement" will allow supervisors of the Water Treatment Plant (WTP), Water Distribution, Wastewater Treatment Plant (WWTP) and Parks to directly award public contracts for water quality testing services to Neilson Research. The term of this "Contract-specific Special Procurement" will begin on July 1, 2019 and end on June 30, 2024.

POLICIES, PLANS & GOALS SUPPORTED

City Council Goals:

Goal 1: Develop current and long-term budgetary resilience
- Continue to improve the budget process: transparency, rigor, innovation, community involvement, and collaboration

Goal 2: Analyze City departments/programs to gain efficiencies, reduce costs and improve services
- Implement a cost recovery plan and analysis for each department that coincides with the annual review of fees and charges and revenues

Goal 3: Enhance and improve transparency & communication

Maintain Essential Services

Department Goals:
- Maintain existing infrastructure to meet regulatory requirements and minimize life-cycle costs
  - Facilitate EPA and DEQ mandated water quality testing samples.
  - Ensure the time and/or temperature sensitive samples are taken, handled, tracked and hand-delivered to a state certified testing laboratory in accordance with EPA and DEQ mandated testing requirements.
- Maintain and improve infrastructure that enhances the economic vitality of the community
- Evaluate all city infrastructure regarding planning management and financial resources

PREVIOUS COUNCIL ACTION

The previous "Contract-specific Special Procurement" was approved by the City Council on June 16, 2015 for a term of July 1, 2015 to June 30, 2019.

BACKGROUND AND ADDITIONAL INFORMATION

A Special Procurement (procurement sourcing method) is used for the purpose of seeking an exemption from the competitive bid process, custom designing a contracting approach, or the direct selection or award of a public contract or for a series of contracts. The Special Procurement Approval Request Form with written

CITY OF ASHLAND

findings and quotes is attached for your review and consideration. City Council, acting as the Local Contract Review Board, may approval this request for a Special Procurement if it is determined, based on written findings, that the Special Procurement will be unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts, and result in substantial cost savings or substantially promote the public interest in a manner that could not be realized by complying with the requirements that are applicable in ORS 279B.055, 279B.060, 279B.065, or 279B.070.

FISCAL IMPACTS

Funds are budgeted each fiscal year for water quality testing required by the WTP, Water Distribution, WWTP and Parks. Firm price quotes will be requested each fiscal year. Additional testing may be performed as required and/or needed.

Firm price quotes for fiscal year 2020 are as follows:

Water Treatment Plant	$8,078.00
Water Distribution	$16,730.00
Wastewater Treatment Plant	$40,269.00
WWTP DEQ Testing	$13,896.00
Parks	$1,980.00

STAFF RECOMMENDATION

Staff recommends City Council, acting as the Local Contract Review Board, approve this "Contract-specific Special Procurement".

ACTIONS, OPTIONS & POTENTIAL MOTIONS

1. I move to approve the "Contract-specific Special Procurement" which will allow public contracts for water quality testing services to be directly awarded to Neilson Research.
2. I move that staff put this out for a formal solicitation.

ATTACHMENTS

1. Form #9, Special Procurement, Request for Approval (Written Findings)
2. Quotes provided by Neilson Research for WTP, Water Distribution, WWTP and Parks

FORM #9

CITY OF ASHLAND

SPECIAL PROCUREMENT REQUEST FOR APPROVAL

To: City Council, Local Contract Review Board

From: Greg Hunter (WTP), Steve Walker (Water Distribution), David Gies (WWTP), Mike Oxendine (Parks)

Date: May 21, 2019

Subject: REQUEST FOR APPROVAL OF A SPECIAL PROCUREMENT

In accordance with ORS279B.085, this request for approval of a Special Procurement is being presented to the City Council for approval. This written request for approval describes the proposed contracting procedure and the goods or services or the class of goods or services to be acquired through the special procurement and the circumstances that justify the use of a special procurement under the standards set forth ORS 279B.085(4).

1. **Requesting Department Name:** Public Works (WTP, Water Distribution and WWTP) and Parks

2. **Department Contact Name:** Greg Hunter (WTP), Steve Walker (Water Distribution), David Gies (WWTP), Mike Oxendine (Parks)

3. **Type of Request:** _____ Class Special Procurement __X__ Contract-specific Special Procurement

4. **Time Period Requested:** From July 1, 2019 To: June 30, 2024

5. **Total Estimated Cost:** The amounts listed here are for mandated water quality testing per the attached firm price quotes for FY 2020. Additional testing may be performed as required and/or needed. Firm price quotes will be requested each fiscal year.

Firm price quotes for fiscal year 2020 are as follows:

Water Treatment Plant	$8,078.00
Water Distribution	$16,730.00
Wastewater Treatment Plant	$40,269.00
WWTP DEQ Testing	$13,896.00
Parks	$1,980.00

6. **Short title of the Procurement:** **WATER QUALITY TESTING – NEILSON RESEARCH**

Supplies and/or Services or class of Supplies and/or Services to be acquired:

WTP and Water Distribution – EPA Mandated Water Quality Testing
WWTP – DEQ Mandated Waste Water Effluent Testing

7. **Background and Proposed Contracting Procedure:** Provide a description of what has been done in the past and the proposed procedure. The Agency may, but is not required to, also include the

following types of documents: Notice/Advertising, Solicitation(s), Bid/Proposal Forms(s), Contract Form(s), and any other documents or forms to be used in the proposed contracting procedure. Attach additional sheets as needed.

Background: A Contract-specific Special Procurement was processed and approved by Council on June 16, 2015 and it is valid until June 30, 2019.

Proposed procedure: The proposed procedure is "direct award" per these written findings, which will allow public contracts for water quality testing to be directly awarded to Neilson Research.

8. **Justification for use of Special Procurement:** Describe the circumstances that justify the use of a Special Procurement. Attach relevant documentation.

Neilson Research is located in Medford, Oregon. Many samples are time/temperature sensitive and must be received by the lab within 24 hours; therefore, having the ability to hand deliver the samples rather than paying the additional cost for shipping, including overnight shipping services and receipt confirmation, would result in a substantial cost savings for the City. The two major carriers, UPS and Federal Express, have preset schedules for pickups and deliveries and it would require the City to coordinate the actual time samples are taken, including the requirements of each test, to correspond with the prescheduled UPS and/or Fed Ex pickups. Most importantly, the City can ensure that the samples are handled in the most efficient and appropriate manner because the samples can be taken, tracked, and hand delivered by City employees to Neilson Research Lab located in Medford, Oregon. Neilson Research has consistently provided reliable and timely test results.

9. **Findings to Satisfy the Required Standards:** This proposed special procurement:

__X__ (a) will be unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts because:

This direct award will be unlikely to encourage favoritism or substantially diminish competition because Neilson Research is the only state certified lab and the only local testing lab in the Rogue Valley. (The next closest state certified lab is located in Roseburg, Oregon.)

(Please provide specific information that demonstrates how the proposed Special Procurement meets this requirement.); and

__X__ (b)(i) will result in substantial cost savings to the contracting agency or to the public because:

Many samples are time/temperature sensitive and must be received by the lab within 24 hours and not exceed a certain temperature; therefore, having the ability to hand deliver the samples rather than paying the additional cost for shipping individual samples overnight with receipt confirmation provides a substantial cost savings to the City.

(Please provide the total estimate cost savings to be gained and the rationale for determining the cost savings); or

__X__ (b)(ii) will otherwise substantially promote the public interest in a manner that could not practicably be realized by complying with the requirements of ORS 279B.055, 279B.060, 279B.065, or 279B.070, or any rules adopted thereunder because:

Directly awarding the water quality testing services to Neilson Research will promote the public interest by ensuring that the mandated testing is performed in a manner that meets all state and federal requirements and the City retains control of how and when the samples are received at the lab.

(Please provide specific information that demonstrates how the proposed Special Procurement meets this requirement.)

Public Notice:

Pursuant to ORS 279B.085(5) and OAR 137-047-0285(2), a Contracting Agency shall give public notice of the Contract Review Authority's approval of a Special Procurement in the same manner as a public notice of competitive sealed Bids under ORS 279B.055(4) and OAR 137-047-0300. The public notice shall describe the Goods or Services or class of Goods or Services to be acquired through the Special Procurement and shall give such public notice of the approval of a Special Procurement at least seven (7) Days before Award of the Contract.

After the Special Procurement has been approved by the City Council, the following public notice will be posted on the City's website to allow for the seven (7) day protest period.

Date Public Notice first appeared on www.ashland.or.us - *[If approved, May 22, 2019]*

PUBLIC NOTICE
Approval of a Special Procurement

First date of publication: *[If approved, May 22, 2019]*

A request for approval of a Special Procurement was presented to and approved by the City Council, acting as the Local Contract Review Board, on *[If approved, May 21, 2019]*.

This "Contract-specific Special Procurement" allows public contracts for water quality testing services to be directly awarded to Neilson Research in Medford, Oregon. Neilson Research is the only local state certified lab in the Rogue Valley, and it is imperative that mandated water quality testing for the Water Treatment Plant, Water Distribution, Wastewater Treatment Plant and Parks be performed in a manner that meets all state and federal requirements. Many of the required tests are time/temperature sensitive and must be received at the lab within 24 hours, and the City will be able to retain control of how and when samples are taken, tracked, and hand delivered to Neilson Research.

It has been determined based on written findings that the Special Procurement will be unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts, and result in substantial cost savings or substantially promote the public interest in a manner that could not be realized by complying with the requirements that are applicable in ORS 279B.055, 279B.060, 279B.065, or 279B.070.

An affected person may protest the request for approval of a Special Procurement in accordance with ORS 279B.400 and OAR 137-047-0300. A written protest shall be delivered to the following address: City of Ashland, Kari Olson, Purchasing, 90 N. Mountain Avenue, Ashland, Oregon, 97520. The seven (7) protest period will expire at 5:00pm on *[If approved/published: May 29, 2019]*.

This public notice is being published on the City's Internet World Wide Web site at least seven days prior to the award of a public contract resulting from this request for approval of a Special Procurement.

search

RFPs

City of Ashland

City of Ashland, Oregon / Administrative Services / Purchasing Program / RFPs

View By:

List All RFPs

Purchasing Program (View All)

Posting Number:	PUBLIC NOTICE NEILSON RESEARCH
Project Name:	SPECIAL PROCUREMENT NEILSON RESEARCH
Release Date:	5/22/2019
Due Date:	5/29/2019
Due Time:	5:00:00 PM
Status:	Bidding Closed
Description:	**PUBLIC NOTICE** **Approval of a Special Procurement** **First date of publication: May 22, 2019** A request for approval of a Special Procurement was presented to and approved by the City Council, acting as the Local Contract Review Board, on May 21, 2019. This Contract-specific Special Procurement allows public contracts for water

quality testing services to be directly awarded to Neilson Research in Medford, Oregon. Neilson Research is the only local state certified lab in the Rogue Valley, and it is imperative that mandated water quality testing for the Water Treatment Plant, Water Distribution, Wastewater Treatment Plant and Parks be performed in a manner that meets all state and federal requirements. Many of the required tests are time/temperature sensitive and must be received at the lab within 24 hours, and the City will be able to retain control of how and when samples are taken, tracked, and hand delivered to Neilson Research. The term for this Contract-specific Special Procurement begins on July 1, 2019 and ends on June 30, 2024.

It has been determined based on written findings that the Special Procurement will be unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts, and result in substantial cost savings or substantially promote the public interest in a manner that could not be realized by complying with the requirements that are applicable in ORS 279B.055, 279B.060, 279B.065, or 279B.070.

An affected person may protest the request for approval of a Special Procurement in accordance with ORS 279B.400 and OAR 137-047-0300. A written protest shall be delivered to the following address: City of Ashland, Kari Olson, Purchasing, 90 N. Mountain Avenue, Ashland, Oregon, 97520. The seven (7) protest period will expire at 5:00:00 PM on May 29, 2019.

This public notice is being published on the City's Internet World Wide Web site at least seven days prior to the award of a public contract resulting from this request for approval of a Special Procurement.

Kari Olson
Purchasing Representative
kari.olson@ashland.or.us

Request Bid Packet and/or Plan Holder List and Other Information

CITY OF ASHLAND

Council Communication
June 16, 2015 – Business Meeting

Special Procurement – Neilson Research, Water Quality Testing

FROM
Greg Hunter, Water Treatment Plant Supervisor, greg.hunter@ashland.or.us
David Gies, Waste Water Treatment Plant Supervisor, david.gies@ashland.or.us
Steve Walker, Water Division Supervisor, steve.walker@ashland.or.us
Bruce Dickens, Parks Superintendent, bruce.dickens@ashland.or.us

SUMMARY
This "Contract-specific Special Procurement" will allow the WTP, Water Division, WWTP and Parks to directly award contracts to Neilson Research for water quality testing services. This will allow Public Works divisions and Parks to retain control of the water samples and ensure that the samples are handled in the most efficient and appropriate manner because the samples can be taken, tracked, and hand delivered by City and Parks employees to Neilson Research in Medford, Oregon. Neilson Research is the only state certified lab located in the Rogue Valley. The term of this "Contract-specific Special Procurement will begin on July 1, 2015 and expire on June 30, 2019.

BACKGROUND AND POLICY IMPLICATIONS:
A Special Procurement is used for the purpose of seeking an exemption from the competitive bid process, custom designing a contracting approach, or the direct selection or award of a public contract or for a series of contracts. The Special Procurement, Approval Request Form, (written findings) and quotes are attached for your review and consideration.

AMC 2.50.090 Exemptions from Formal Competitive Selection Procedures
All Public Contracts shall be based upon Competitive Sealed Bidding (Invitation to Bid) or Competitive Sealed Proposals (Request for Proposal) pursuant to ORS 279A – 279C and the Model Rules except for the following:

G. Special Procurements – a public contract for a class special procurement, a contract specific procurement or both, based upon a contracting procedure that differs from procedures described in ORS 279B.055, 279B.060, 279B.065, 279B.070. The contracting approach may be custom designed to meet the procurement needs.
   1. Special procurements shall be awarded in accordance with ORS 279B.085 and all other applicable provisions of law.

FISCAL IMPLICATIONS:
Funds are budgeted each fiscal year for water quality testing required by the WTP, WWTP, Water Division and Parks. (Please refer to the attached quotes.)

STAFF RECOMMENDATION AND REQUESTED ACTION:
Staff recommends that the "Contract-specific Special Procurement" be approved.

CITY OF ASHLAND

SUGGESTED MOTION:
The Council, acting as the Local Contract Review Board, moves to approve (or decline) the "Contract-specific Special Procurement".

ATTACHMENTS:
1. Form #9, Written Findings - Special Procurement, Request for Approval
2. Quotes provided by Neilson Research for WTP, WWTP, Water Division and Parks

FORM #9

CITY OF ASHLAND

SPECIAL PROCUREMENT REQUEST FOR APPROVAL

To: City Council, Local Contract Review Board

From: Greg Hunter (WTP), Steve Walker (Water Division), David Gies (WWTP) and Bruce Dickens (Parks Superintendent)

Date: June 16, 2015

Subject: REQUEST FOR APPROVAL OF A SPECIAL PROCUREMENT

In accordance with ORS279B.085, this request for approval of a Special Procurement is being presented to the City Council for approval. This written request for approval describes the proposed contracting procedure and the goods or services or the class of goods or services to be acquired through the special procurement and the circumstances that justify the use of a special procurement under the standards set forth ORS 279B.085(4).

1. **Requesting Department Name:** Public Works (WTP, WWTP and Water Division) and Parks

2. **Department Contact Name:** Greg Hunter (WTP), David Gies (WWTP), Steve Walker (Water Division), Bruce Dickens (Parks Superintendent)

3. **Type of Request:** _____ Class Special Procurement __X__ Contract-specific Special Procurement

4. **Time Period Requested:** From July 1, 2015 To: June 30, 2019

5. **Total Estimated Cost:** WTP & Water Division $22,491.00 per year, WWTP $38,737.50 per year, Parks $1,700.00 per year (The amounts listed here are for mandated testing per the attached quotes. Additional testing may be performed as needed.)

6. **Short title of the Procurement: WATER QUALITY TESTING – NEILSON RESEARCH**

Supplies and/or Services or class of Supplies and/or Services to be acquired:

WTP and Water Division – EPA Mandated Water Quality Testing
WWTP – DEQ Mandated Waste Water Effluent Testing
Parks – Two locations tested weekly May to September (Reservoir and children's playground)

7. **Background and Proposed Contracting Procedure:** Provide a description of what has been done in the past and the proposed procedure. The Agency may, but is not required to, also include the following types of documents: Notice/Advertising, Solicitation(s), Bid/Proposal Forms(s), Contract Form(s), and any other documents or forms to be used in the proposed contracting procedure. Attach additional sheets as needed.

Background: A Contract-specific Special Procurement was processed and approved by Council on

June 19, 2012 to directly award a contract to Neilson Research and it is valid until June 30, 2016. The reason for this Contract-specific Special Procurement is to include Parks and extend the date until June 30, 2020.

Proposed procedure: The proposed procedure is "direct award" to Neilson Research per the following written findings. Individual quotes were requested and received by the WTP, Water Division, WWTP and Parks Division for mandated water quality testing.

8. **Justification for use of Special Procurement:** Describe the circumstances that justify the use of a Special Procurement. Attach relevant documentation.

Neilson Research is located in Medford, Oregon. Many samples are time/temperature sensitive and must be received by the lab within 24 hours; therefore, having the ability to hand deliver the samples rather than paying the additional cost for shipping, including overnight shipping services and receipt confirmation, would result in a substantial cost savings for the City. The two major carriers, UPS and Federal Express, have preset schedules for pickups and deliveries and it would require the City to coordinate the actual time samples are taken, including the requirements of each test, to correspond with the prescheduled UPS and/or Fed Ex pickups. Most importantly, the City can ensure that the samples are handled in the most efficient and appropriate manner because the samples can be taken, tracked, and hand delivered by City and Parks employees to Neilson Research Lab located in Medford, Oregon. And, Neilson Research has consistently provided reliable and timely test results.

9. **Findings to Satisfy the Required Standards:** This proposed special procurement:

__X__ (a) will be unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts because:

This direct award will be unlikely to encourage favoritism or substantially diminish competition because Neilson Research is the only state certified lab and the only local testing lab in the Rogue Valley. (The next closest state certified lab is located in Roseburg, Oregon.)

(Please provide specific information that demonstrates how the proposed Special Procurement meets this requirement.); **and**

__X__ (b)(i) will result in substantial cost savings to the contracting agency or to the public because:

Many samples are time/temperature sensitive and must be received by the lab within 24 hours and not exceed a certain temperature; therefore, having the ability to hand deliver the samples rather than paying the additional cost for shipping individual samples overnight with receipt confirmation provides a substantial cost savings to the City and Parks.

(Please provide the total estimate cost savings to be gained and the rationale for determining the cost savings); **or**

__X__ (b)(ii) will otherwise substantially promote the public interest in a manner that could not practicably be realized by complying with the requirements of ORS 279B.055, 279B.060, 279B.065, or 279B.070, or any rules adopted thereunder because:

Directly awarding the water quality testing services to Neilson Research will promote the public interest by ensuring that the mandated testing is performed in a manner that meets all state and federal requirements and the City/Parks retains control of how and when the samples are received at the lab.

(Please provide specific information that demonstrates how the proposed Special Procurement meets this requirement.)

Public Notice:

Pursuant to ORS 279B.085(5) and OAR 137-047-0285(2), a Contracting Agency shall give public notice of the Contract Review Authority's approval of a Special Procurement in the same manner as a public notice of competitive sealed Bids under ORS 279B.055(4) and OAR 137-047-0300. The public notice shall describe the Goods or Services or class of Goods or Services to be acquired through the Special Procurement and shall give such public notice of the approval of a Special Procurement at least seven (7) Days before Award of the Contract.

After the Special Procurement has been approved by the City Council, the following public notice will be posted on the City's website to allow for the seven (7) day protest period.

Date Public Notice first appeared on www.ashland.or.us - *[If approved, June 17, 2015]*

PUBLIC NOTICE
Approval of a Special Procurement

First date of publication: *[If approved, June 17, 2015]*

A request for approval of a Special Procurement was presented to and approved by the City Council, acting as the Local Contract Review Board, on *[If approved, June 16, 2015]*.

This "Contract-specific Special Procurement" was processed to seek an exemption from the competitive bid process to directly award a public contract for water quality testing services to Neilson Research in Medford, Oregon. Neilson Research is the only local state certified lab in the Rogue Valley, and it is imperative that mandated water quality testing for the WTP and Water Division, WWTP and Parks be performed in a manner that meets all state and federal requirements. Many of the required tests are time/temperature sensitive and must be received at the lab within 24 hours, and both the City and Parks are able to retain control of how and when samples are taken, tracked, and hand delivered to Neilson Research.

It has been determined based on written findings that the Special Procurement will be unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts, and result in substantial cost savings or substantially promote the public interest in a manner that could not be realized by complying with the requirements that are applicable in ORS 279B.055, 279B.060, 279B.065, or 279B.070.

An affected person may protest the request for approval of a Special Procurement in accordance with ORS 279B.400 and OAR 137-047-0300. A written protest shall be delivered to the following address: City of Ashland, Kari Olson, Purchasing, 90 N. Mountain Avenue, Ashland, Oregon, 97520. The seven (7) protest period will expire at 5:00pm on *[If approved/published: June 24, 2015].*

This public notice is being published on the City's Internet World Wide Web site at least seven days prior to the award of a public contract resulting from this request for approval of a Special Procurement.

PUBLIC NOTICE

Approval of a Special Procurement
Neilson Research – Water Quality Testing

First date of publication: June 17, 2015

A request for approval of a Special Procurement was presented to and approved by the City Council, acting as the Local Contract Review Board, on June 16, 2015.

This "Contract-specific Special Procurement" was processed to seek an exemption from the competitive bid process to directly award a public contract for water quality testing services to Neilson Research in Medford, Oregon. Neilson Research is the only local state certified lab in the Rogue Valley, and it is imperative that mandated water quality testing for the WTP and Water Division, WWTP and Parks be performed in a manner that meets all state and federal requirements. Many of the required tests are time/temperature sensitive and must be received at the lab within 24 hours, and both the City and Parks are able to retain control of how and when samples are taken, tracked, and hand delivered to Neilson Research.

It has been determined based on written findings that the Special Procurement will be unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts, and result in substantial cost savings or substantially promote the public interest in a manner that could not be realized by complying with the requirements that are applicable in ORS 279B.055, 279B.060, 279B.065, or 279B.070.

An affected person may protest the request for approval of a Special Procurement in accordance with ORS 279B.400 and OAR 137-047-0300. A written protest shall be delivered to the following address: City of Ashland, Kari Olson, Purchasing, 90 N. Mountain Avenue, Ashland, Oregon, 97520. The seven (7) protest period will expire at 5:00pm on June 24, 2015.

This public notice is being published on the City's Internet World Wide Web site at least seven days prior to the award of a public contract resulting from this request for approval of a Special Procurement.

Council Business Meeting

Date: June 4, 2024

Agenda Item	Resolution 2024-16 Budget Supplemental to Recognize Timber Sales Revenues BN 23-25
From	Mariane Berry, Finance Director
Contact	mariane.berry@ashland.or.us

SUMMARY

During the Biennium there are times that budget adjustments are necessary. The proposed budget amendment does not increase appropriations by more than ten percent.

POLICIES, PLANS & GOALS SUPPORTED

N/A

BACKGROUND AND ADDITIONAL INFORMATION

Oregon budget law (ORS 294.471) provides for a mid-cycle amendment to the budget through the supplemental budget process.

This supplement budget will recognize and appropriate unbudgeted revenue. Per Oregon budget law, no public hearing is required if changes are less than ten percent of the budgeted fund. Since these changes consist of additional appropriations of less than ten percent of the budgeted fund, no public hearing is required.

The Ashland Forestlands Climate Adaption Program project was presented to Council at the March 19, 2024, and April 2, 2024, Council Meetings. At the April 16, 2024, Council Meeting, a budget supplement for $500,000 in investment revenue and $500,000 in appropriations for the Ashland Forestlands Climate Adaption Project was approved by Council. This request is to recognize $159,293 in timber sales revenue from trees harvested as part of that project and the related logging expenditures.

FISCAL IMPACTS

This supplemental budget adjustment increases revenue and appropriations within the budget.

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

I move to adopt Resolution 2024-16 authorizing a 2023-2025 Biennial Supplemental Budget.

REFERENCES & ATTACHMENTS

1. Budget Supplemental Request - Timber Sales
2. Timber Product Revenue
3. 2024-16 Resolution for Timber Sales Recognition-aatf

Budget Supplemental Request

Date: 05/24/2024

Department: Fire

Explanation of Request

This request is to recognize revenue from the sale of timber from the Ashland Forestlands Climate Adaption Project (presented to Council at the March 19 and April 2, 2024 Council meetings) and related logging expenditures.

New Revenue

Account Number	Line-Item Name	Amount
General Fund: 0110 480300	Miscellaneous Income	$ 159,293.00
	Total Revenue	$ 159,293.00

Additional Appropriations (Expense)

Account Number	Line-Item Name	Amount
General Fund: 072900.604160	Forest Interface: Other	$ 159,293.00
	Total Expense	$ 159,293.00

Requested By: Chris Chambers

Approved By: Ralph Sartain II

Department Head

Timber Products

305 S 4TH ST
SPRINGFIELD, OR 97477
USA

AgWest FARM CREDIT
Transaction Services Provided by CoBank, ACB

121144

82-750/1070

Date May 10 2024
Void After Six Months

USD
$ 143,674.25***

*** One Hundred Forty Three Thousand Six Hundred Seventy Four and 25/100 US Dollar

PAY TO THE ORDER OF

CITY OF ASHLAND
20 E MAIN ST
ASHLAND, OR 97520
USA

⑈121144⑈ ⑆107007508⑆ 960 20 24500⑈

TIMBER PRODUCTS COMPANY

Vendor: 12140, City of Ashland

Invoice	Date	Reference	Gross	Discount	Net
TP-0008281	04/30/24	LM-CITY OF ASHLAND -	141,824.75	0.00	141,824.75
TP-0008310	05/07/24	LM-CITY OF ASHLAND -	-22,947.50	0.00	-22,947.50
TP-0008311	05/07/24	LM-CITY OF ASHLAND -	24,797.00	0.00	24,797.00
12140:City of Ashl	Check: 121144	Date: 05/10/24		Total	143,674.25

ROSEBURG FOREST PRODUCTS
PO Box 288
Dillard, OR 97432
(541) 679-2194

Vendor Statement - Summary

Period Ending May 15, 2024

Vendor **CITY OF ASHLAND**

Address 20 E MAIN ST
ASHLAND, OR 97520

Inv #	Settlement #	BUID	Invoice Type	Invoice Date	Amount				
					Gross	Advance	Hold back	Deferral	Total
P37364	46512	RFP	LOAD	05/15/2024	$9,242.24	$0.00	$0.00	$0.00	$9,242.24
			Total		$9,242.24	$0.00	$0.00	$0.00	$9,242.24

ROSEBURG FOREST PRODUCTS
PO Box 288
Dillard, OR 97432
(541) 679-2194

Vendor Statement - Summary

Period Ending May 15, 2024

Vendor CITY OF ASHLAND
20 E MAIN ST

ASHLAND, OR 97520

Inv #	Settlement #	Invoice Type	Invoice Date	Invoice Total	Description
P37364	46512	LOAD	05/15/2024	$9,242.24	

Business Uint: ROSEBURG FOREST PRODUCTS Source: CITYASHL-CITY OF ASHLAND

Destination	Phase:	Product	SPG	Description	# Loads	Quantity	UOM	Rate (avg)	Amount
WHI	Subphase: PURCHASE	CHIPLOGS	MX			330.080	TON	28.00	9,242.24
	Total for PURCHASE								$9,242.24
	Total for WHI								$9,242.24

Total for CITYASHL-CITY OF ASHLAND $9,242.24

Total for ROSEBURG FOREST PRODUCTS

Total Gross	$9,242.24
Total Advance Recovery	$0.00
Total Holdbacks	$0.00
Total Deferrals	$0.00
Total Net	$9,242.24

ROSEBURG FOREST PRODUCTS
PO Box 288
Dillard, OR 97432
(541) 679-2194

Vendor Statement - Loads List

Period Ending May 15, 2024

Vendor
CITY OF ASHLAND
20 E MAIN ST

ASHLAND, OR 97520

Settlement # 46512 Inv Date May 15, 2024 Description

Source	Destination	WS Ticket	JobID/Brand	Other Ticket	Scale Ticket	Date In	Transport	Species	Product	Logs	Gross MBF	Net MBF	Adj Gts MBF	Net	Amount
Business Unit	**ROSEBURG FOREST PRODUCTS**														
CITYASHL	WHI	W13779			10	05/01/2024	MARTF089M!	MXC	CHIPLOGS					25.73	$720.44
CITYASHL	WHI	W13784			11	05/01/2024	MARTF108M!	MXC	CHIPLOGS					26.41	$739.48
CITYASHL	WHI	W13797			12	05/02/2024	MARTF089M!	MXC	CHIPLOGS					24.25	$679.00
CITYASHL	WHI	W13844			13	05/08/2024	MARTF089M!	MXC	CHIPLOGS					27.77	$777.56
CITYASHL	WHI	W13845			14	05/08/2024	MARTF089M!	MXC	CHIPLOGS					29.15	$816.20
CITYASHL	WHI	W13855			15	05/09/2024	MARTF089M!	MXC	CHIPLOGS					25.72	$720.16
CITYASHL	WHI	W13901			16	05/13/2024	MARTF089M!	MXC	CHIPLOGS					25.34	$709.52
CITYASHL	WHI	W13910			17	05/13/2024	MARTF089M!	MXC	CHIPLOGS					24.15	$676.20
CITYASHL	WHI	W13922			18	05/14/2024	MARTF089M!	MXC	CHIPLOGS					25.64	$717.92
CITYASHL	WHI	W13934			19	05/14/2024	MARTF081M!	MXC	CHIPLOGS					24.56	$687.68
CITYASHL	WHI	W13935			20	05/14/2024	MARTF089M!	MXC	CHIPLOGS					23.67	$662.76
CITYASHL	WHI	W13946			21	05/15/2024	MARTF089M!	MXC	CHIPLOGS					24.57	$687.96
CITYASHL	WHI	W13956			22	05/15/2024	MARTF089M!	MXC	CHIPLOGS					23.12	$647.36
	Total for Destination	**WHI**							**Loads Count:**	**13**				**330.08**	**$9,242.24**
Total for Source	**CITYASHL-CITY OF ASHLAND**								**Loads Count:**	**13**				**330.08**	**$9,242.24**
Total for BU	**ROSEBURG FOREST PRODUCTS**								**Loads Count:**	**13**				**330.08**	**$9,242.24**

Total for Vendor	**CITY OF ASHLAND**	**Total Loads**	**13**
		Total Loads Payment	**$9,242.24**

ROSEBURG FOREST PRODUCTS
PO Box 288
Dillard, OR 97432
(541) 679-2194

Vendor Statement - Summary

Period Ending Apr 30, 2024

Vendor **CITY OF ASHLAND**

Address 20 E MAIN ST
ASHLAND, OR 97520

Inv #	Settlement #	BUID	Invoice Type	Invoice Date	Amount				
					Gross	Advance	Hold back	Deferral	Total
P37271	45737	RFP	LOAD	04/30/2024	$6,376.16	$0.00	$0.00	$0.00	$6,376.16
			Total		**$6,376.16**	**$0.00**	**$0.00**	**$0.00**	**$6,376.16**

ROSEBURG FOREST PRODUCTS
PO Box 288
Dillard, OR 97432
(541) 679-2194

Vendor Statement - Summary

Period Ending Apr 30, 2024

Vendor CITY OF ASHLAND
20 E MAIN ST

ASHLAND, OR 97520

Inv #	Settlement #	Invoice Type	Invoice Date	Invoice Total	Description
P37271	46737	LOAD	04/30/2024	$6,376.16	

Business Unit: ROSEBURG FOREST PRODUCTS Source: CITYASHL-CITY OF ASHLAND

Destination	Phase: PURCHASE	Product	SPG	Description	# Loads	Quantity	UOM	Rate (avg)	Amount
WHI	*Subphase:* PURCHASE	CHIPLOGS	MX			227.720	TON	28.00	6,376.16
				Total for PURCHASE					$6,376.16
				Total for WHI					$6,376.16

Total for CITYASHL-CITY OF ASHLAND $6,376.16

Total for ROSEBURG FOREST PRODUCTS

Total Gross	$6,376.16
Total Advance Recovery	$0.00
Total Holdbacks	$0.00
Total Deferrals	$0.00
Total Net	$6,376.16

ROSEBURG FOREST PRODUCTS
PO Box 288
Dillard, OR 97432
(541) 679-2194

Vendor Statement - Loads List

Period Ending Apr 30, 2024

Vendor
CITY OF ASHLAND
20 E MAIN ST

ASHLAND, OR 97520

Settlement # 45737 **Inv Date** Apr 30, 2024 **Description**

Source	Destination	WS Ticket	JobID/Brand	Other Ticket	Scale Ticket	Date In	Transport	Species	Product	Logs	Gross MBF	Net MBF	Adj Grs MBF	Net	Amount
Business Unit	**ROSEBURG FOREST PRODUCTS**														
CITYASHL	WHI	W13710		001		04/26/2024	MARTF089M!	MXC	CHIPLOGS					26.14	$731.92
CITYASHL	WHI	W13721		002		04/26/2024	MARTF089M!	MXC	CHIPLOGS					22.40	$627.20
CITYASHL	WHI	W13733		003		04/29/2024	MARTF089M!	MXC	CHIPLOGS					26.30	$736.40
CITYASHL	WHI	W13742		004		04/29/2024	MARTF108M!	MXC	CHIPLOGS					27.01	$756.28
CITYASHL	WHI	W13747		005		04/29/2024	MARTF089M!	MXC	CHIPLOGS					25.24	$706.72
CITYASHL	WHI	W13753		006		04/30/2024	MARTF089M!	MXC	CHIPLOGS					27.46	$768.88
CITYASHL	WHI	W13758		007		04/30/2024	MARTF089M!	MXC	CHIPLOGS					24.74	$692.72
CITYASHL	WHI	W13762		008		04/30/2024	MARTF108M!	MXC	CHIPLOGS					23.10	$646.80
CITYASHL	WHI	W13764		009		04/30/2024	MARTF089M!	MXC	CHIPLOGS					25.33	$709.24
	Total for Destination	**WHI**							**Loads Count: 9**					**227.72**	**$6,376.16**
Total for Source	**CITYASHL:CITY OF ASHLAND**								**Loads Count: 9**					**227.72**	**$6,376.16**
Total for BU	**ROSEBURG FOREST PRODUCTS**								**Loads Count: 9**					**227.72**	**$6,376.16**

Total for Vendor	**CITY OF ASHLAND**	**Total Loads**	**9**
		Total Loads Payment	**$6,376.16**

RESOLUTION NO. 2024-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ASHLAND, OREGON ADOPTING A SUPPLMENTAL BUDGET FOR CHANGES TO THE 2023-25 BIENNIUM BUDGET

RECITALS:

A. The City of Ashland 2023-25 Biennium Budget was adopted on June 6, 2023, for the period of July 1, 2023, through June 30, 2025.

B. The City of Ashland (City) is authorized by ORS 294.471 to approve a supplemental budget for one or more of the following reasons:

1. An occurrence or condition which had not been ascertained at the time of the preparation of a budget for the current year which requires a change in financial planning.
2. A pressing necessity which was not foreseen at the time of the preparation of the budget for the current year which requires prompt action.
3. Funds were made available by another unit of federal, state or local government and the availability of such funds could not have been ascertained at the time of the preparation of the budget for the current year.

THE CITY OF ASHLAND HEREBY RESOLVES AS FOLLOWS:

SECTION 1. In accordance with provisions stated above, the Mayor and City Council of the City of Ashland determine that it is necessary to adopt a supplemental budget, establishing the following amendments:

	Additional appropriations:	
	Appropriation	Resource
General Fund		
Fire- Forest Interface Division	159,293	
Miscellaneous Income		159,293
	$ -	$ 159,293

SECTION 2. This resolution is effective upon adoption. This resolution was duly PASSED and ADOPTED this 4th day of June 2024, and takes effect upon signing by the Mayor.

_____

Alissa Kolodzinski, City Recorder

SIGNED and APPROVED this 4th day of June 2024.

_____

Tonya Graham, Mayor

Reviewed as to form:



Douglas M. McGeary, Acting City Attorney

Council Business Meeting

Date: June 4, 2024

Agenda Item	Resolution 2024-19 to Approve Allocation of Transient Lodging Tax Proceeds to Travel Ashland
From	Mariane Berry, Finance Director
Contact	mariane.berry@ashland.or.us

SUMMARY

Proposed allocation of Transient Lodging Tax (TLT) proceeds for fiscal year 2025.

POLICIES, PLANS & GOALS SUPPORTED

N/A

BACKGROUND AND ADDITIONAL INFORMATION

The City of Ashland administers a 10% tax on temporary or short-term lodging. 31% of the tax proceeds are restricted in use to promote tourism or may be used on tourism-related facilities. TLT revenues and expenditures are reported and tracked in the Tourism Fund.

As part of the 2023/2025 biennial budget process, $517,000 of restricted TLT proceeds were allocated to Travel Ashland for use in fiscal year 2024. Travel Ashland is operated by the Visitor and Convention Bureau of the Ashland Chamber of Commerce, which promotes the City to visitors who live more than 50 miles from Ashland and are likely to stay overnight.

The same allocation, $517,000, is recommended for fiscal year 2025.

FISCAL IMPACTS

This amount is part of the $861,338 budgeted for Tourism Grants in fiscal year 2025.

SUGGESTED ACTIONS, MOTIONS, AND/OR OPTIONS

I move to approve "A Resolution to Approve Allocation of Transient Lodging Tax Proceeds to Travel Ashland."

REFERENCES & ATTACHMENTS

1. 2024-19 Resolution to Approve Allocation of Transient Lodging Tax Proceeds to Travel Ashland-aatf
2. Travel Ashland City Grant Report 2023-digital

RESOLUTION NO. 2024-19

A RESOLUTION TO APPROVE ALLOCATION OF TRANSIENT LODGING TAX PROCEEDS TO TRAVEL ASHLAND

RECITALS:

A. The City of Ashland City Council hereby allocates $517,000 to Travel Ashland, operated by the Visitor and Convention Bureau of the Ashland Chamber of Commerce for the fiscal year beginning July 1, 2024.

B. The Visitor and Convention Bureau promotes the City of Ashland to visitors traveling from more than fifty (50) miles to Ashland and to visitors who stay overnight in Ashland. The City has historically provided transient lodging tax proceeds for the promotion of the City of Ashland to visitors.

THE CITY OF ASHLAND HEREBY RESOLVES AS FOLLOWS:

SECTION 1. This resolution is effective upon adoption.

This resolution was duly PASSED and ADOPTED this _____ day of

_____, 2024, and takes effect upon signing by the Mayor.

_____
Alissa Kolodzinski, City Recorder

SIGNED and APPROVED this _____ day of _____, 2024.

_____
Tonya Graham, Mayor

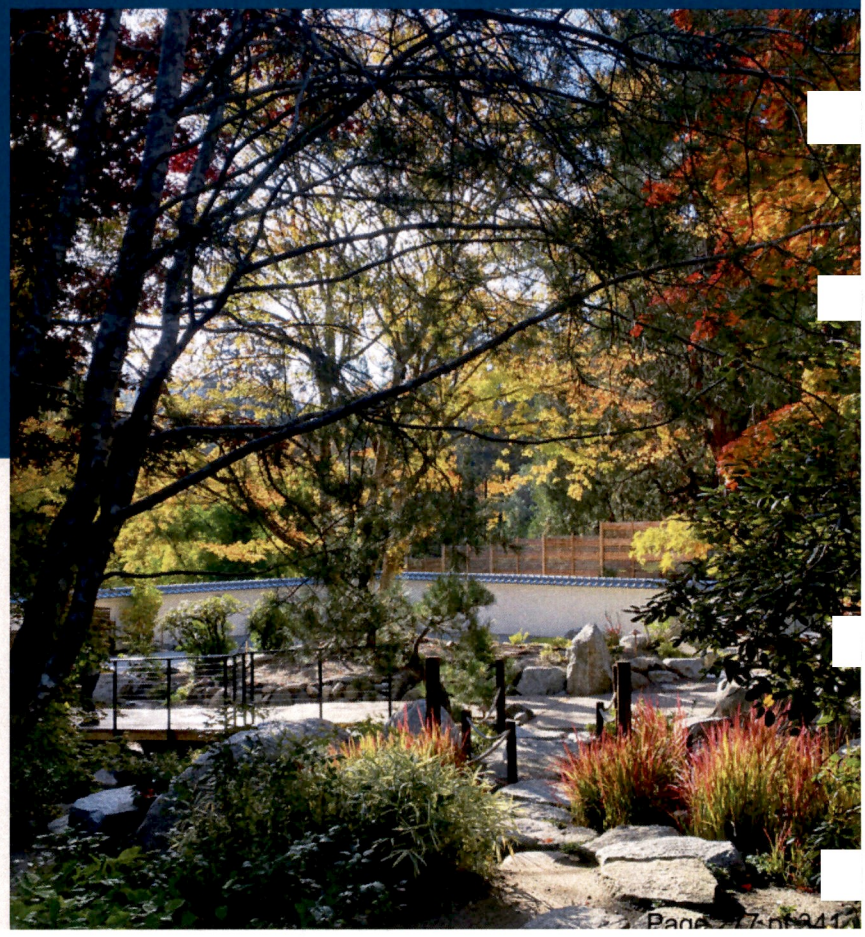
Reviewed as to form:

_____
Douglas M. McGeary, Acting City Attorney

FY 2022 - 2023

City Grant Report

Ashland Chamber of Commerce
Travel Ashland (Visitor & Convention Bureau)



Travel ASHLAND

Live your daydreams

A word from the Chamber

The Ashland Chamber of Commerce is honored to present the City Grant report in collaboration with Travel Ashland (Ashland Visitors and Convention Bureau) for the FY 2022-2023. The Ashland Chamber has been producing a report annually, to the City on behalf of our destination tourism, promotional efforts since the first grant was received in 1982.

The Ashland Chamber is the umbrella organization that administers the grant to manage and promote destination tourism for Ashland. A dedicated staff and budget, Travel Ashland Director and industry professionals who serve on the Travel Ashland Committee create, execute and manage the programs, projects and events. The Chamber, in collaboration with Travel Ashland, amplifies what the tourism program creates.

As the following report details, Travel Ashland expanded the implementation of their brand platform effectively reaching new targeted persons in both drive and flight markets, coupled with the interests and seasons that drove the campaign architecture. Within the reporting fiscal year, a new event was produced, the Ashland Mystery Fest that garnered nearly 1000 attendees in its first year. Travel Ashland also incorporated data platforms to further inform our decisions and planning concerning visitation and travel trends. Travel Ashland invested time and resources building assets for promotions with imagery and film along with launching a new YouTube channel, creating polygonal targeted audiences (PTA) campaigns and garnering strong engagement.

Please review the Executive Summary in the report for highlights of the scope of work completed by Travel Ashland along with the detailed description of Travel Ashland's work throughout the report.

Alongside the effective destination management of Travel Ashland, we serve as the Economic Development entity as well as a vibrant membership organization. Our strong partnerships include our state and federal legislators and staff, private and non-profit key leaders, business owners and the City which continues to grow as we collectively address issues and challenges.

Following the completion of the Economic Diversification strategy for Ashland in October of 2022, the implementation of work done with each pillar identified has incorporated focus groups, subject matter experts and actionable changes that are currently taking place and planned for the year ahead. From downtown revitalization to expanding the talent pool and fostering business growth, we are creating positive changes that are long-term solutions. Diversifying tourism, while a consistent effort of Travel Ashland has expanded to include work with the city on creating fertile ground and streamlining the process of having events in Ashland.

We support our businesses as well as our community seen through our programs including our Emergency Preparedness work and partnerships.

With over five hundred members, representing thousands of employees, the Chamber promotes the entire community. We believe by working collectively we are successful. It is with appreciation that we present the enclosed report and stand ready to continue to be a partner in Ashland's success.



Sandra Slattery
Executive Director



Deena Branson
Chamber Board President



Travel Ashland
Annual Report
FY 2022-2023

Travel Ashland effectively leverages grant dollars to support a year-round workforce, visitation and quality of life. Tourism dollars generated support essential services for the City and our economy.

- In the reporting fiscal year, Travel Ashland expanded our brand platform implementation through our targeted marketing strategy and channels attracting new visitors year-round from both flight and drive markets.
- We strengthened our industry partnerships with regional and statewide partners; supported and amplified Ashland events and created a new event, Ashland Mystery Fest.
- We incorporated new data platforms to better inform and forecast our decisions and planning. We produced new assets in film and imagery and further diversified our visitor base.
- Travel Ashland leverages lodging tax grant dollars to promote our destination and diversify our visitor, by providing the furthest, effective market outreach and destination management that businesses and partners depend upon.
- For the past 41 years, the City's investment has enabled Travel Ashland to generate lodging tax dollars with our industry partners and operators to fuel Ashland's economy.
- These dollars and the impact of visitation also support our year-round workforce, enhance our quality of life, fund essential services and sustain amenities that residents value. It underscores why we live here.
- Of the lodging tax generated: 70% goes to the City's general fund; 30% are restricted tourism dollars that, by state law, must be reinvested back into the tourism industry.

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Purpose

Travel Ashland's job is "to manage and promote Ashland to visitors traveling from more than 50 miles to Ashland and to visitors who stay overnight in Ashland. Promotion includes digital advertising, publicizing, distribution of printed materials, marketing special events and festivals, conducting strategic planning, visitor center management and research necessary to stimulate tourism development." Excerpt from Agreement for Services between City of Ashland and Ashland Chamber of Commerce 2022- 2023.

Mission

To deliver an unmatched travel experience that engages the visitor, encourages repeat visitation, converts visitors into potential residents and services groups, tours and conferences. Attracting outdoor travelers, culinary and wine enthusiasts and those with cultural interests, Travel Ashland researches, analyzes and assesses the visitor and our assets to best promote, respond and pivot using the latest tools available through times of crisis, opportunity, recovery and expansion.

About Travel Ashland

For forty-one years, the City of Ashland and the community have relied on Travel Ashland (Ashland's official Destination Marketing Organization) through an annual grant, to promote Ashland as a unique year-round, travel destination.

Travel Ashland's work is done through leveraging dollars received through the grant and fostering strategic partnerships with public and private sectors to promote and engage the tourism industry and visitors while conducting effective research and analysis each season that focuses
on growing business in times of lower occupancy.

About this Report

With the passing of Ashland City Council Resolution 2021-03, Ashland Chamber and Travel Ashland are required to submit an annual report regarding funds received during the prior fiscal year pursuant to ORS 320.300 through ORS 320.350.

Executive Summary
Fiscal Year 2022-2023

The following grant report represents the Fiscal Year 2022-2023 (July 2022 – June 2023) and the work completed in compliance with the grant guidelines and purpose stated in the contract for services between the City of Ashland and Ashland Chamber/Travel Ashland (VCB).

Travel Ashland is nimble as it assesses and responds to each month and season in terms of visitation and travel trends to make informed decisions going forward with promotions, campaigns and projects. Now that we are past the pandemic, we saw significant strength in 2022 with travelers emerging out of the pandemic. The outdoor industry was at an all time high in terms of revenues along with the vacation rental market. 2023 saw some softness not only in Ashland but around the country as domestic travel compressed with many Americans traveling abroad on postponed trips from the pandemic. Watching these metrics and data points was key to not only refer to year over year numbers but relating to pre-pandemic revenues for our businesses.

Travel Ashland's unique role as a destination organization is to inspire and attract visitors to Ashland. We do this through our partnerships, our targeted marketing strategy and brand platform, projects, promotions and programs.

In this report you will find a recap of the scope of work completed. Quarterly updates have been presented to Ashland City Council, Mayor and Staff over the course of this fiscal year and are referenced throughout. This proactive, frequent communication and transparency has enabled a stronger alignment and understanding of the work of Travel Ashland.

Travel Ashland invested in new data platforms to inform our decisions and planning that include Datafy which houses visitor geolocation, vehicular and consumer spending data. AirDNA provides vacation rental data that can help balance out the conversation when looking at the entirety of the lodging industry in Ashland knowing traveler trends are emerging the way in which people travel and stay.
Asset development was a major investment and effort in creating film and imagery for each of the brand personas, interests, seasons and utilizing them through our channels.

Travel Ashland's analytics were strong and grew year over year in terms of our engagement through our display advertising, search campaigns, our site traffic to **www.travelashland.com** along with our social channels on FB & IG which saw a major increase in followers and reach. Within the reporting fiscal year, Travel Ashland launched multiple polygonal targeted audience campaigns, where we can track the visitors that were here during a certain time period and invite them back through targeted marketing campaigns. Travel Ashland launched its YouTube channel that houses the finished promotional videos and is garnering strong engagement as well. We annually produce the Ashland Visitor Guide and the LIving & Doing Business Guide informing visitors and those looking to relocate.

Travel Ashland's work with groups, tours and conferences has continued to return from hosting the Oregon Restaurant and Lodging Association conference with Neuman Hotel Group to securing future conference business such as the Oregon Mayor's Association in summer of 2026 to the Oregon River Systems conference. Travel Ashland hosts media and travel writers to garner the 3rd party perspective with many scheduled for 2024.

Regional and statewide alignment is strong, and Travel Ashland remains a key player at the table with partners such as Travel Oregon and Travel Southern Oregon, continuing to position Ashland as a vital visitor destination.

Travel Ashland worked in fostering a more fertile ground and streamlining the event process to build more year-round events. Those efforts should come to fruition in 2024. Travel Ashland produced a new event, the Ashland Mystery Fest that welcomed nearly 1000 folks and is due to grow exponentially in 2024.
We continue our mission to educate, promote, to assess, listen, support and move forward with the goal of increasing visitation, towards a steadier visitor volume thus increasing revenues of the Transient Occupancy Tax and Food & Beverage Tax and the tourism industry. This is a collective effort through growing our valuable partnerships and diversifying our visitor. The overarching goal is to deliver a unique travel experience that engages the visitor, encourages repeat visitation and converts visitors into Ashland residents. This is done through servicing individuals, industry partners, groups, tours and conference attendees. We accomplish this through our scope of work and strategic initiatives.

Ashland Chamber and Travel Ashland (VCB) have a unique vantage point, serving as a sounding board, fostering effective partnerships and innovative programs that position our organization. In addition to the traditional responsibilities of a Chamber of Commerce and membership organization, we enjoy the added responsibility of a Destination Marketing and Management Organization and a key element of the City of Ashland Economic Development Strategy.

Travel Ashland (VCB) continues to serve as the gateway to Ashland, Southern Oregon, all of Oregon and the Pacific Northwest with approximately 60% of visitors continuing to arrive to Oregon through our corridor. We are open to the public year-round, free of charge, providing an authentic message and superior travel experience. We submit this report for your review and thank you for your continued partnership and investment.

Katharine Cato
Travel Ashland Director

Sandra Slattery
Executive Director

Who is Travel Ashland and what do they do?

Serving as a regionally and statewide recognized Destination organization, Travel Ashland's role is to effectively use dollars, received through the grant that is funded by lodging tax revenue collections and to foster strategic partnerships with public and private sectors to promote and engage the tourism industry and visitors.

For forty-one years, the City of Ashland and the business community have relied on Travel Ashland (Ashland's official Destination Organization) through an annual grant, to promote Ashland as a unique year-round travel destination, to visitors.

Travel Ashland promotes all of Ashland, its experiences, events and seasons to targeted personas, interests and markets established in our brand platform. Engaging and educating new and existing visitors to visit Ashland, to spend dollars in Ashland's lodging, retail, restaurants, wineries, outfitters and attractions is at the heart of the work they do.

Travel Ashland attracts, promotes, services and supports groups, tours and conferences through collaborative partnerships. They serve as a sounding board to the tourism industry, members and businesses, providing support, guidance and facilitating opportunities to grow together depending upon the issue, the partner or timing.
They work closely with our stakeholders to support their efforts in delivering an unmatched travel experience that engages the visitor, encourages repeat visitation, converts visitors into potential residents and services groups, tours and conferences.

Travel Ashland uses metrics such as the lodging tax revenue collections, food and beverage tax collections along with new data platforms they have invested in including the STR lodging reporting, Datafy that tracks on vehicular data, consumer spending data and geolocation data. They also have invested with AirDNA to track vacation rental data and show trends over time.

Travel Ashland produces, manages and distributes the tools that visitors use to make their travel plans such as Travel Ashland's social media channels on Facebook and Instagram. They launched our YouTube channel that has garnered strong engagement. Travel Ashland's website, **www.travelashland.com** guides visitors effectively within the site to serve them the most relevant information in the fewest clicks in mobile, tablet and desktop versions.

Travel Ashland produces an annual **Visitors Guide** that showcases a calendar, maps, Itinerary ideas and reasons to make Ashland their next travel destination. The digital version of the Guide can be downloaded for free. The **Ashland Map Guide** provides wayfinding and access to Ashland's recreation and outdoors including Lithia Park, the Ashland Watershed, the City of Ashland and Parks. Free digital version available on all sites and **www.avenzamaps.com**

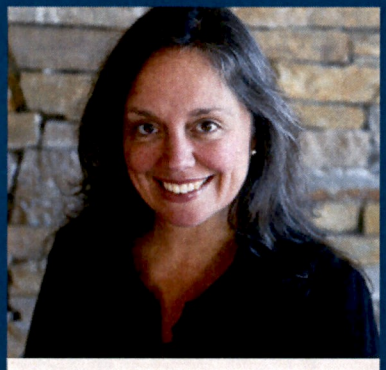
Travel Ashland manages the visitor center and Plaza information kiosk serving tens of thousands of visitors year-round with the help of nearly 50 volunteers. We operate the Travel Ashland Advisory Committee made up of tourism industry representatives from lodging, restaurant, outdoor outfitters, wine industry, retail, theater and attractions. This advisory committee assesses each season's visitation and provides input to planning campaigns and programs that Travel Ashland carries out.

Travel Ashland produced a new event in October 2023, the Ashland Mystery Fest and are working closely with the City to foster fertile ground and a streamlined process for events year-round in Ashland. They produce major events including the Festival of Light Celebration, the Fourth of July and the Children's Halloween Celebration.

Travel Ashland works collaboratively and supports many community events with partners such as SOPride, Rogue World Music Festival, Oregon Chocolate Festival, Ashland Mountain Challenge, Mt. Ashland events, Ashland Gallery Association, OSF, Britt and outdoor partners.

Travel Ashland Leadership

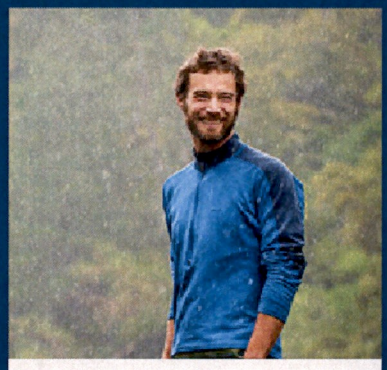
The Travel Ashland Advisory Committee is made up of members from different areas of the tourism industry from lodging, restaurant, outdoors, culinary, wine industry, retail, theater, museum and attractions. Under the advisory direction of the committee and Chair, Katharine Cato, Director, executes the strategic direction, promotions, campaigns, project and programs with support from Chamber staff. Pete Wallstrom, owner of Momentum River Expeditions began as Travel Ashland Chair November 2021 and led through October 2023. Scott Malbaurn, Executive Director of the Schneider Museum of Art is the current Chair.



Katharine Cato
Director
Travel Ashland



Scott Malbaurn
Current Chair
Schneider Museum



Pete Wallstrom
Past Chair
Momentum River Expeditions

These are the roots of our tourism pillars which the Ashland brand grew from. Travel Ashland continues to expand upon these targeting new visitors in new markets.



Evolving Cultural offerings

Ashland's cultural offerings span beyond performing arts to visual arts, music, heritage and so much more. Pre-pandemic, a third of Ashland's visitor base were Oregon Shakespeare Festival (OSF) playgoers. That is no longer the case. Visitors are coming for many different reasons and doing a spectrum of activities while here. OSF is one of those amenities alongside our culinary scene, wineries, trails and other cultural offerings.

For the past decade Travel Ashland has been diversifying our visitor base with new visitors for new reasons such as the outdoors, trails, access to nature, culinary and wine scene, relaxation, art and music.

OSF remains a cornerstone of Ashland's cultural draw and Travel Ashland is enthused by OSF's 2024 season that is returning to a fuller repertoire of plays thus drawing back OSF patrons who have come in the past along with new visitors that can include OSF in their itineraries.

Embracing the change the Ashland visitor and industry became less reliant on OSF's playgoer when they were closed during the pandemic. This was a significant acknowledgement to the strength of the other reasons visitors come to Ashland.

There are many other cultural reasons visitors are drawn to Ashland. Through our Visitor Research and Analysis Study, we found visitors are not just coming for one reason or experience, but they are coming to experience a multitude of experiences and therefore spend more time and engage with more of the amenities Ashland offers.

Performing arts beyond OSF OSF has been the platform for many other theaters to grow, some of which attract both visitors and locals. The Oregon Cabaret, Rogue Theater Company, Ashland New Plays Festival and neighboring Camelot Theatre offer shows and are selling out in many cases.

Heritage There is a strong collaboration with the Arts Commission and regional partners to grow Ashland's heritage tourism that draws visitors. Beyond history, it is the story and roots of how Ashland and our area evolved.

Music With our proximity between Portland and San Francisco, we have the ability to attract more musicians and performances that create a visitor draw. 2023 saw major strides in building back our music scene at Britt, Oregon Center for the Arts and the Rogue Valley Symphony partnering with OSF to utilize their venue for a sold-out holiday performance.

Visual Art Ashland artists, studios, markets and the creative community draw visitors from all over the world to Ashland. Art Beyond is an example of collaboration with natural spaces and art produced by the Schneider Museum of Art every other year.

Shopping Visitors are drawn to Ashland for an authentic, shopping experience, forming relationships with independently owned shops and store owners who create retail experiences for them that are memorable. Given the changing visitor demographics, we have been and continue to assess how it is affecting retail trends in product demand and spending.



Ashland's thriving Culinary Scene

Ashland's culinary scene draws visitors as its own reason to visit along with serving as the backdrop to the many destination trips visitors plan to Ashland. Over 100 restaurants, our creative chefs and proximity to locally grown and produced goods provide a year-round experience. Coupled with the growth of our wine industry, tasting rooms and identity as the Rogue Valley AVA, the number of culinary travelers, wine enthusiasts and agritourists have increased year over year- being drawn to our emerging wine country, award-winning chefs, innovative restaurants, breweries and food artisans coupled with the unique destination of Ashland.

Many culinary events drive visitation in the off-season and throughout the year. Regionally, with the formation of Rogue Valley Vintners and Rogue Valley Wine Country identity, signifying southern Oregon as a wine destination synonymous with a southern Oregon vacation, there is growth in attracting more wine enthusiasts to our region of all ages. **In 2022, Rogue Valley AVA was nominated as one of the Top 5 Wine Regions in the World by Wine Enthusiast.**

Another regional example is the **Rogue Valley Food Trail**, launched in 2020, a collaborative effort with Travel Oregon, Travel Southern Oregon, Travel Ashland and local partners that showcases itineraries highlighting agritourism – farms, food artisans and onsite experiences throughout the Valley.

By hosting culinary travel writers and influencers, the Ashland culinary scene is being noticed and written about through multiple media channels and gaining more followers on social media channels.

Despite workforce challenges and rising costs, Ashland restaurants, artisans and wineries remain strong, nimble and continue to provide the unmatched hospitality Ashland is known for. Through our economic work, we are creating ways to foster workforce development. The more we promote year-round visitation, the more supported a year-round workforce is employed.



Ashland's Outdoors

Ashland has always attracted outdoor travelers to experience its trails, mountains, lakes and rivers. Given Ashland's unique location at the convergence of the Cascade and Siskiyou Mountain ranges and proximity to the Pacific Crest Trail, Ashland is an ideal basecamp for adventure. Travel Ashland's brand promotes that and its accessibility to the trails.

Continuing to foster the growth of the basecamp aspect is one of the identified key initiatives of the Ashland Chamber's Economic Diversification Study, Diversifying Tourism pillar, released in October 2022.

With the backdrop of the Ashland Watershed, Mt. Ashland and accessibility to trails and regional terrain, what sets Ashland apart from destinations such as Bend is that Ashland is a mountain town with unmatched cultural and culinary amenities such as Rogue Valley Wine Country, over 100 restaurants and the arts. By attracting the responsible outdoor adventure traveler, we sustain Ashland's quality of life and thus attract a future, active workforce.

The outdoors has been the leading reason new visitors are coming to Ashland. With the past visitor economy comprising a third of the visitor base attending plays at OSF, their characteristics were traditional, older, loyal and predictable with long-term booking windows.

Through the pandemic, the outdoor industry exploded and everyone was interested in getting outdoors and recreating. The industry observed a major bubble from 2020 through early 2023 that is starting to right size to pre-pandemic numbers. This includes sales within the outdoor industry, visitation, trips and traffic. In 2022 we saw the sustained growth of the outdoor adventure coming to Ashland. Handlebar, the new bike shop with a coffee bar in downtown Ashland is an example of how visitor interests can drive business growth. It is exciting to have new energy in the downtown.

For over a decade, Travel Ashland has been enacting that outdoor message and invitation to visitors to educate them on reasons to enjoy Ashland beyond the Oregon Shakespeare Festival that we will continue to do. As a community and as businesses, we have an opportunity to welcome, attract and build relationships with outdoor adventurer travelers who are coming to Ashland.

Our outdoor partnerships and work to showcase Ashland's outdoors include:

- With partners like **Mt. Ashland and the Ashland Forest Resiliency project along with Rogue Valley Mountain Bike Association**, **Rogue River Siskiyou National Forest, BLM, Ashland Devo and Ashland Woodland Trails Association**, Ashland's trails and assets are maintained through effective stewardship practices and encouraging responsible recreation. These assets and easy access enable Ashland to grow as an unmatched outdoor destination for runners, hikers and riders.

- Currently we are exploring how best to disperse mountain bikers throughout our trail system, looking at developing wayfinding and connectivity to town and businesses.

- **Travel Ashland serves as the Lead Proponent, and drove the effort to get the official designation for the Cascade Siskiyou Scenic Bikeway (CSSB), one of 14 Scenic Bikeways in Oregon and was designated by the Oregon State Parks and Recreation commission on June 25th, 2015.** Of the thousands of proposed miles, the Scenic Bikeway committee reviews, less than half is recommended. The route begins at Garfield Park on East Main, travels up the Green Springs Hwy 66, over Hyatt and Howard Prairie and back down Dead Indian Memorial Road to Garfield Park, totaling 52 miles. The Scenic bikeway has seen an increase in ridership. When weather is conducive, The Up and Down Bike Event each July commemorates the route welcoming over 100 riders. Official signage has been installed along the route to create awareness for riders.

- **Ashland's visitor is diversifying and there is new data on the outdoor traveler – the mountain biker**. Mountain biking is one of the fastest growing sports in the country and is the current number one user of public lands in the country. The average mountain biker spends $491 for a weekend visit to a destination. (source: IMBA) Ashland is currently shuttling over 3,000 riders per year up into the Ashland Watershed.

Travel Ashland and the Ashland Chamber effectively communicate, educate and inspire our industry and visitors during periods of growth, challenge and opportunity. Businesses, owners and employees of Ashland depend on us.

Travel Ashland and Ashland Chamber serve a role only we possess. This is a very unique position in the community and business industry that allows us to create such valuable partnerships, lean on those in times of crisis and serve as a sounding board to a diversity of organizations, residents, visitors, members and private sector businesses. From retailers to hotels, restaurants, outfitters, wineries, artisans, galleries, theaters and our community, relies on us.



Officially Designated Tourism Organizations and Alignment:

Travel Ashland's **partnerships** are inherent to our success. We maximize and leverage exposure for Ashland as a major destination through strong cooperative efforts by sharing the message of the brand with partners and stakeholders while growing partnerships within the industry and fostering the growth of industry relations locally, regionally and statewide.

Industry Partners

- **Private sector partners** include lodging, restaurants, wineries, attractions, retailers, outfitters, members of Ashland Chamber and beyond
- **Oregon Tourism Commission dba. Travel Oregon** (statewide tourism) Travel Oregon has created a 10-year strategic plan and is building new grant opportunities across the state.
- **Ride Oregon** – cycle tourism branch of Travel Oregon
- **RDMO's (Regional Destination Marketing Organizations)**
  - **Central Oregon Visitors Association**
  - **Eastern Oregon Visitors Association**
  - **Oregon Coast Visitors Association**
  - **Travel Southern Oregon** Past President and current Board Member: Katharine Cato, Travel Ashland Director. Alignment with our regional partners is key to providing a positive and consistent visitor experience and effective industry communication. Exposure from features and opportunities to host travel writers come through this partnership channel.
- **ODA – Oregon Destination Association –** Current President and Board Member, Katharine Cato serves representing Southern Oregon in the statewide discussion on issues such as lodging taxes, funding, visitation trends. This statewide DMO organization advocates, educates and supports the tourism industry and its leaders.
- **ORLA- Oregon Restaurant & Lodging Association** Workforce development issues continue to be a central challenge for most industries, including tourism and hospitality. ORLA and Travel Oregon are looking at what a partnership might be in tackling the workforce development challenges and beyond with the goal of strengthening strategies to be supported and implemented by DMOs at the community level.
- **Regional DMO's (Destination Marketing Organizations):**
  - **Travel Medford**
  - **Discover Klamath**
  - **Travel Grants Pass**
  - **Experience Roseburg**

  - **Travel Southern Oregon Coast**
  - **Visit Bend**
  - **Travel Salem**
  - **Travel Portland**

- **Rogue Valley Vintners and Rogue Valley Wine Country** – Current Board Member, Katharine Cato. The Rogue Valley's organization that promotes wine in the Rogue Valley AVA and the Applegate AVA.
- **Oregon Film and Television Office and Film Southern Oregon**
- **OTIC- Oregon Tourism Information Council**
- **OTTA- Oregon Tour and Travel Alliance**
- **NTA- National Tour Association**
- **IFWTW- International Food & Wine Travel Writers**
- **BATW- Bay Area Travel Writer**
- **Oregon State Parks and Recreation Scenic Bikeway Committee**
- **Federal Agencies:**
  - The Nature Conservancy
  - Bureau of Land Management
  - United States Forest Service
  - ODOT
- **We value our Local Partners and work with them to support them, collaborate and expand our success:** Jackson County – bicycle and pedestrian, roads and parks divisions; Ashland Parks and Recreation; Ashland Forest Resiliency Project (now AFAR); Rogue Valley Vintners; Rogue Valley Symphony; Ashland Independent Film Festival; Stay Ashland; Ashland Gallery Association; Britt Festival; Oregon Shakespeare Festival; Southern Oregon University; International Mountain Bike Association; Rogue Valley Mountain Bike Association; Siskiyou Velo Club; Rogue Valley Growers and Crafters Market; Klamath Bird Observatory; Scienceworks Hands On Museum and Mt. Ashland Ski Area among many others.

Crisis Communication:

Ashland Chamber and Travel Ashland have longstanding partnerships with legislators, representatives, regional and statewide organizations that are key to be able to rely on when challenges and crisis are present. From wildfires, poor air quality, the pandemic, and tragic issues that arise, we have a strong network and communication plan to ensure we are informing the visitor of real time, transparent information so they can make the best travel decisions.

Regional and Statewide Tourism Programs

The Travel Ashland director, Katharine Cato serves on the Travel Southern Oregon Board of Directors and is Past President. Travel Ashland has had a continued presence at the regional tourism table since its inception.

After decades of deliberation Siskiyou Welcome Center opened for Labor Day Weekend 2019 with a regional gala opening including partners from around the region with collaborative efforts from Travel Oregon, Travel Southern Oregon and local DMO's and attraction. It is open daily until 7pm in the summer and 5pm in the winter. It is staffed by employees of Travel Southern Oregon and managed by TSO under contract with Travel Oregon. The welcome center is located at the ODOT Siskiyou Safety Rest Area along the northbound I-5 corridor, near milepost 12 south of Ashland. The welcome center serves as a respite for travelers coming from the Siskiyou Summit, the highest pass on I-5 between Canada and Mexico. Additionally, it provides an opportunity for visitors to learn about and be inspired by Oregon. The center is staffed by experts offering concierge-style guest service.

Oregon State Welcome Centers Travel Oregon operates staffed welcome centers at key entry points around the state. These welcome centers are an essential part of a visitor's experience and provide in-person engagement with Travel Oregon's brand. They are able to offer this efficient and extensive program thanks to critical partnerships with Oregon Parks and Recreation Department, ODOT, Oregon Travel Experience, Seaside Visitors Bureau, Port of Portland, and the Port of Morrow.

OREGON GOVERNOR'S CONFERENCE ON TOURISM Each year Travel Oregon hosts the Oregon Governor's Conference on Tourism in a different part of the state.

Oregon Destination Association serves as the statewide DMO/RDMO voice for tourism advocacy with the legislature as well as fostering education and collaborative opportunities such as the annual ODA conference, quarterly ODA member webinars to focus on the latest needs such as governance, advocacy blueprints and working to ensure our regional partners are best supported and informed during the legislative session.

For more information on Regional programs visit:
www.southernoregon.org/industry

For more information on Statewide programs visit:
www.industry.traveloregon.com and **https://oregondestinationassociation.com/**

Travel Ashland's Visitor Research and Analysis study followed by the Ashland Chamber's Economic Diversification Study informed and established a solid foundation for a new Ashland brand and building future resiliency for Ashland's economy and tourism base.

Since the inception of Travel Ashland, our programs and promotions have been based on quality research. Given the anecdotal changes we were observing in pre-pandemic years then exacerbated by the pandemic, OSF's closure and increased poor air quality due to wildfires since 2017, Travel Ashland embarked on the Visitor Research and Analysis Study outlined below.



Travel Ashland has been diversifying the type of visitors Ashland welcomes for decades including the younger, outdoor and culinary traveler. Balancing this with the historical, cultural traveler, and working to maintain the steady visitor volume throughout the year, Travel Ashland embarked on the visitor study to explore new trends, competitive markets, and the highest potential visitor personas to target in future marketing.

Visitor Study Background:

Upon receiving funding in July of 2020 earmarked for research, Travel Ashland embarked on the project with the chosen firm through an RFP process, Destination Analysts (currently known as Future Partners) and launched the study in November 2020. created a Request for Proposal to conduct a Visitor Research and Analysis Study.

The Visitor Study's scope of work included researching the Ashland leisure visitor – the previous and current visitor, the first-time visitor, as well as future and potential visitors. Based on the current and common observations, we wanted to explore the changes in loyalty, demo and psychographics, their spending trends and length of stay. The study also analyzed personas including families, wine travelers, culinary, outdoor adventurers, arts and culture as well as young travelers. We explored new seasonality trends and potential that is driving travel consideration to Ashland. As well as competitive markets such as Bend, Lake Tahoe and Healdsburg and evaluated new market potential. The scope of work included recommendations on how to best leverage our assets. Deliverables included an in-depth analysis and assessment of the above that would then drive our informed marketing decisions, strategic direction and ultimately a new brand for Ashland.

The study included three surveys, the first being a **quantitative survey of Leisure Travelers in Key Markets** (**1500 results** from LA, San Francisco, Seattle, Sacramento/Redding and within the state of Oregon) from those respondents.

The second survey consisted of **qualitative In-depth Interviews of individuals** who were vetted through our research firm that showed strong interest to travel, were a diverse group and had a high potential to Ashland. **Ten, 45-minute interviews** were conducted which provided key insights into unfiltered feedback and perceptions of Ashland.

The third survey was of **Owned partner databases that included over 5700 responses** who had visited Ashland within the past 3 years and were engaged with one of our key partners such as Mt. Ashland, Neuman Hotel Group, Weisinger Family Winery, OSF and Momentum River Expeditions. The balance of these 3 surveys provided us a well-round analysis. The findings from this study will then serve as the foundation for the new brand and guide the updated marketing strategy.

The deeper level of research revealed key findings that validated our observations of the largest shift in Ashland's visitor base trending younger and here to do a multitude of activities including wine tasting, outdoor adventuring and shopping. The study found we have a clear opportunity to educate new and potential travelers, expand upon drive markets, push into new flight markets and increase steady visitor volume year-round. It found Ashland's strengths to be a walkable, small, friendly, welcoming town with scenic beauty with well established wellness protocols in place that was and still is important to those respondents of the survey.

The focus of this study was on the visitor and will influence the larger research project the Ashland Chamber and Travel Ashland are concurrently doing. These findings have been embedded in the overarching Economic Development analysis we kicked off in November of 2021 that will analyze all sectors including the evolving regional visitor industries that are responding to these changes.

View the Executive Summary of the Visitor Research and Analysis **here.**

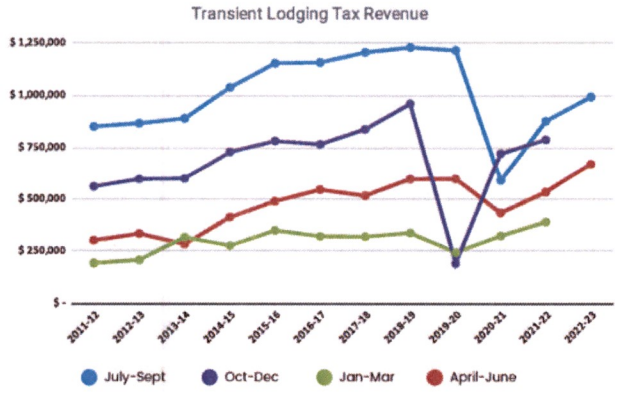


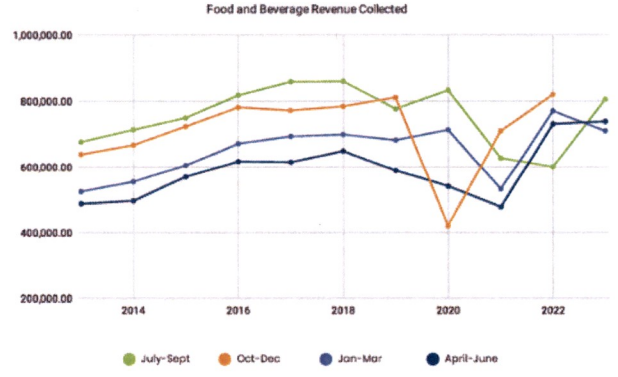
The legacy of tourism's impact and resilience

Travel Ashland, since its inception forty one years ago, has collected industry knowledge through research and depending upon the need, plans accordingly, in collaboration with our business partners, the most effective marketing promotions to meet the demands we hear. This strengthens and validates our direction as well as expands our market reach.

It is important to note in these rapidly changing times we have particular strength that we are nimble and flexible to react to market changes and constantly adapting our marketing efforts to reflect those trends. Travel Ashland annually analyzes the Food and Beverage tax collections and the Transient Occupancy Tax collections. We chart the data and look for strengths and weaknesses in seasonal fluctuations. This tells us when we need to promote and target areas that need focus.

Tourism remains a key driver to Ashland's economy. Ashland continues to be ahead of the recovery curve compared to other destinations coming out of the pandemic following along the continued growth of tourism overall. Source: City of Ashland





To view Industry statistics from this reporting fiscal year, see Travel Ashland's quarterly reports here.

Tourism is Oregon, according to Travel Oregon's 2022 Economic Impact Report there is $13.9 billion in total spending that directly generates more than 117,360 jobs. Tourism generates $643 million in state and local tax revenues. In Southern Oregon there are over 12,000 tourism related jobs.

(Source: www.southernoregon.org/industry and www.industry.traveloregon.com)

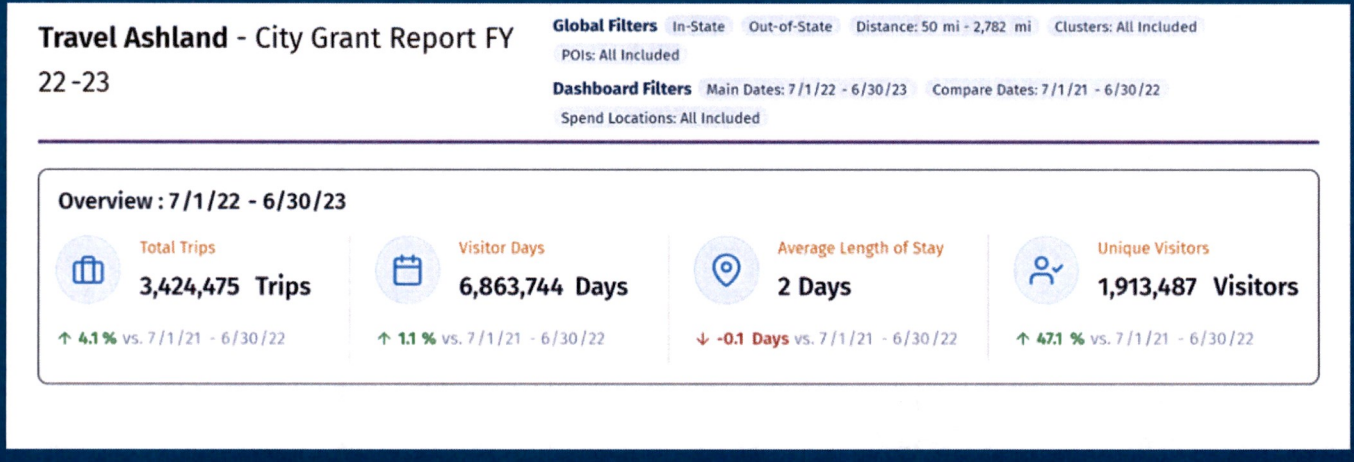
In Ashland, over 2500 jobs are fueled by the visitor spanning Arts, Entertainment, Recreation, Lodging and Restaurants. Employment, quality of life and the success of Ashland's economy is directly dependent upon tourism.

This can be shown not only from historical data with growth in the lodging and food & beverage tax revenues year over year but also through the growth of the number of tourism related business and jobs. Tourism has contributed to the increase of jobs, payroll and wages and returned as we continue to emerge from the pandemic. Retail expansion and growth of local businesses along with the revitalization of the Historic Railroad district catering not only to a local but visitor clientele is fueled by a strong visitor base.

We have seen service jobs returning and stabilizing though there are still challenges with the "back of the house" or staffing kitchens in restaurants and a need to focus on workforce development in all areas to ensure we have a steady employment pool. Ashland is trending with national challenges that are being felt in other destinations as well.

The hospitality industry provides full time and part time jobs for people, including students who can hold part time jobs enabling them to afford and obtain higher education.

Below is the Fiscal Year 2022-2023 Executive Summary Report of Visitation using Datafy, our contracted research visitor platform.



Travel Ashland - City Grant Report FY 22-23

Global Filters In-State Out-of-State Distance: 50 mi - 2,782 mi Clusters: All Included POIs: All Included

Dashboard Filters Main Dates: 7/1/22 - 6/30/23 Compare Dates: 7/1/21 - 6/30/22 Spend Locations: All Included

Monthly Volume by Visitor Days

All Main Dates vs Compare Dates



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2018	0	436.5K	545.6K	462.8K	594.3K	748.9K	903.5K	769.2K	627.7K	555.5K	543.0K	538.9K
2019	435.1K	397.7K	534.4K	587.5K	673.4K	827.8K	1.0M	828.3K	671.1K	582.4K	488.9K	530.1K
2020	486.6K	471.4K	520.5K	408.7K	607.6K	770.6K	934.4K	851.5K	704.5K	677.5K	617.5K	564.4K
2021	450.2K	472.0K	675.8K	572.9K	536.4K	725.9K	930.8K	703.3K	544.6K	511.9K	481.9K	479.8K
2022	387.5K	413.0K	468.5K	531.2K	648.8K	936.3K	992.1K	896.1K	669.6K	539.4K	423.0K	463.5K
2023	378.0K	375.6K	487.2K	504.5K	554.2K	728.5K	898.5K	607.8K	475.8K	449.0K	339.6K	388.6K
2024	0	0	0	0	0	0	0	0	0	0	0	0

Visitor Days by Length of Stay



- 1 Day 48.3%
- 2 Days 9.28%
- 3 Days 6.21%
- 4 Days 7.23%
- 5 Days 12.1%
- 6+ Days 16.9%

Top Spending to Location

DMA	Share of Spend 7/1/2022 - 6/30/2023	Change in Share of Spend vs 7/1/2021 - 6/30/2022
Portland- OR	16.09%	+ 1.3%
San Francisco-Oak-San Jose	15.92%	− 0.26%
Sacramnto-Stkton-Modesto	8.1%	+ 0.22%
Seattle-Tacoma	7.86%	− 0.66%
Los Angeles	7.21%	− 1.45%
Eugene	6.12%	+ 0.12%
Medford-Klamath Falls	4.56%	− 0.36%
Chico-Redding	3.54%	− 0.2%

DMA	Share of Spend 7/1/2022 - 6/30/2023	Change in Share of Spend vs 7/1/2021 - 6/30/2022
Eureka	1.74%	+ 0.34%
Bend- OR	1.7%	+ 0.03%
San Diego	1.66%	− 0.07%
Monterey-Salinas	1.65%	+ 0.13%
Phoenix -Prescott	1.43%	+ 0.28%
Reno	1.42%	− 0.1%
SantaBarbra-SanMar-SanLu	1.25%	− 0.06%
Honolulu	1.16%	+ 0.03%

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Spending data represents a statistical model and sample size of devices. Spending data reflects 34% of U.S. credit and debit card transactions.

DATAFY

Travel Ashland - City Grant Report FY 22-23

Global Filters In-State Out-of-State Distance: 50 mi - 2,782 mi Clusters: All Included POIs: All Included

Dashboard Filters Main Dates: 7/1/22 - 6/30/23 Compare Dates: 7/1/21 - 6/30/22 Spend Locations: All Included

Top Markets

DMA	Share of Trips 7/1/2022 - 6/30/2023	Change in Share of Trips vs 7/1/2021 - 6/30/2022	% Change in Trips vs 7/1/2021 - 6/30/2022
Medford-Klamath Fa	21.37 %	— 1.7	↓ 1.7 %
Portland- OR	12.76 %	— 2.0	↓ 8.1 %
Eugene	10.01 %	— 0.9	↓ 2.9 %
Seattle-Tacoma	7.04 %	— 0.1	↑ 4.2 %
Sacramnto-Stkton-M	6.6%	— 1.0	↓ 7.6 %
Los Angeles	5.33 %	+ 1.2	↑ 36.7 %
San Francisco-Oak-S	4.86%	+ 0.5	↑ 17.6 %
Chico-Redding	4.22 %	— 0.2	↑ 1.4 %

DMA	Share of Trips 7/1/2022 - 6/30/2023	Change in Share of Trips vs 7/1/2021 - 6/30/2022	% Change in Trips vs 7/1/2021 - 6/30/2022
Eureka	3.22 %	— 0.4	↓ 5.0%
Phoenix -Prescott	2.02 %	+ 0.6	↑ 52.8 %
Fresno-Visalia	1.85 %	+ 0.1	↑ 11.7 %
Bend- OR	1.43 %	+ 0.1	↑ 15.8 %
Reno	1.21 %	+ 0.1	↑ 16.3 %
Salt Lake City	1.1 %	+ 0.3	↑ 49.4 %
San Diego	1.07 %	+ 0.3	↑ 52.5 %
Spokane	0.9%	+ 0.1	↑ 13.6 %

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Geolocation estimates are generated from a statistical model which has been trained using historical behavior. The specific results are based on an observed sample of devices that meet the specified filter settings.
DATAFY

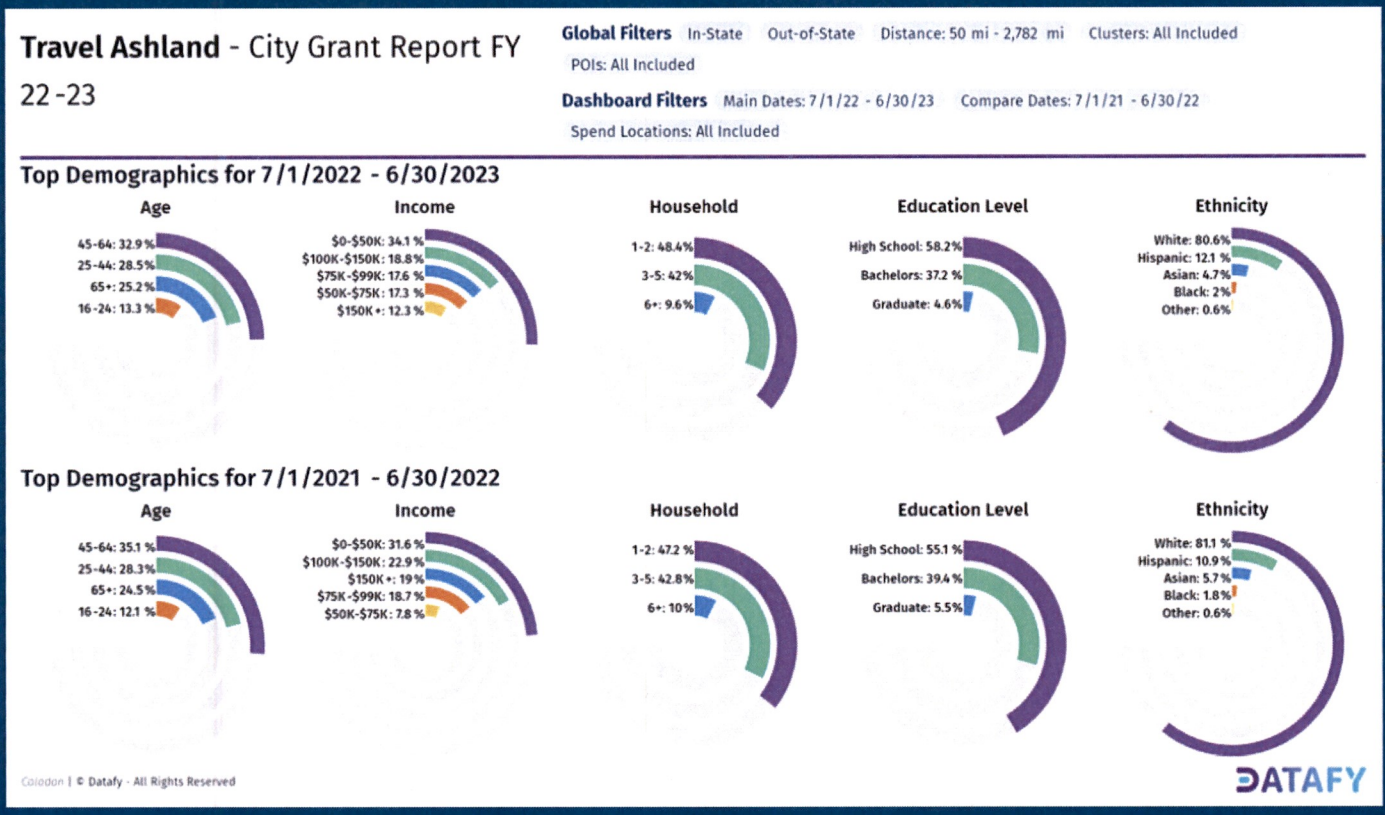
Top Clusters

Cluster	Share of Trips 7/1/2022 - 6/30/2023	Percent Change in Trips vs 7/1/2021 - 6/30/2022
External Attractions	67.13 %	↑ 4.0%
City	37.63 %	↑ 7.3 %
Theatres	7.65 %	↓ 18.9 %
Districts	6.75 %	↓ 10.3 %
Ashland Lodging	5%	↑ 6.7 %
Parks	4.28%	↑ 14.6 %
Dining	3.56%	↑ 21.1 %
Outside Ashland Lodging	2.22 %	↑ 28.9%

Top Clusters

Cluster	Share of Trips 7/1/2022 - 6/30/2023	Percent Change in Trips vs 7/1/2021 - 6/30/2022
Southern Oregon University	2.08%	↑ 33.6 %
Attractions	1.62 %	↑ 18.4 %
Wine	0.43 %	↓ 9.0%

Caladan | © Datafy - All Rights Reserved
Geolocation estimates are generated from a statistical model which has been trained using historical behavior. The specific results are based on an observed sample of devices that meet the specified filter settings.
DATAFY



Glossary

Census Demographics - Calculated using the Home Zip Code of the Unique Device, and then matching the zip code to the corresponding data from the US Census and American Community Survey (ACS).

Cluster - A grouping of POIs based on venue type, visit purpose, etc.

Home Zip Code - The inferred home zip code of observed devices. This is determined by a history of observations and patterns of behavior. Our database includes home zip codes for more than 200 million devices. Home Zip Codes are updated monthly based on the historical pattern of behavior, and our process is capable of determining when someone moves to a new zip code.

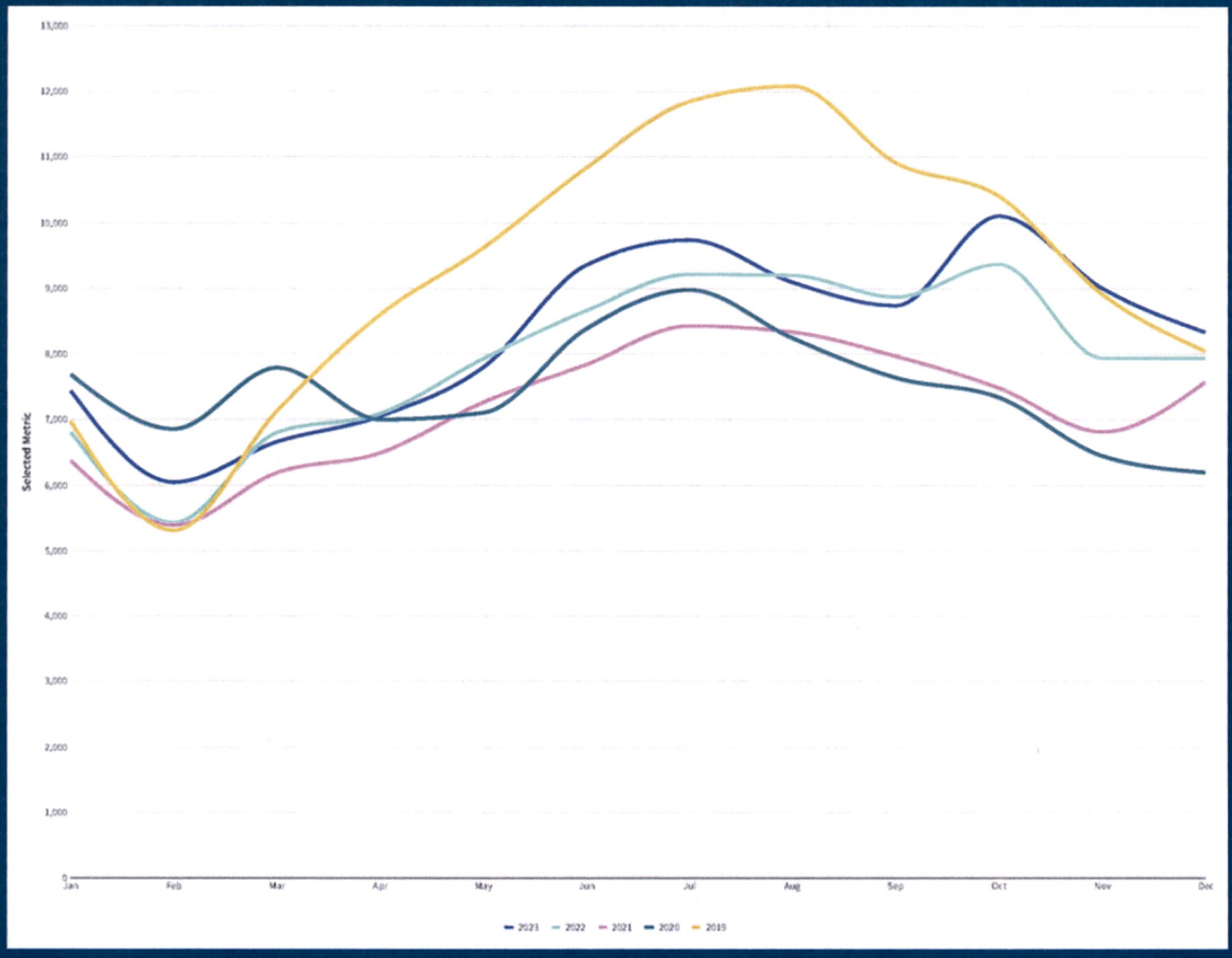
Household Level Demographics - Calculated based on a positive match between a device and a household with a demographic profile. For example, if a college student lives at home with a parent and visits an attraction, then the household profile would report the income, education levels, and age brackets of everyone in the household, including the parent. These are aggregated, weighted, and averaged across all the household members and all of the POIs visited and dates observed within the selected filters. Most of the values reported are at the household level, with a few exceptions that are device-level.

Point of Interest (POI) - A physical boundary drawn on a map and utilized to capture mobile device activity within the boundary.

Repeat vs One Time Visitors - A calculation of repeat Visitors based on observations of Unique Devices and Trips taken within the selected time frame. Once a Unique Device is observed a second time at any of the selected POIs across the date range in the filters, then that device is "flagged" as a repeat visitor. This analysis is dynamic and can span multiple years. For example, if a Visitor visits in March 2020, they would contribute to the yellow line in the chart if the date range covers March 2020. If that Visitor returns and visits again in September of 2021 and the date range in the filters spans March 2020 through September 2021, then that Visitor shifts from a one-time visitor, to a repeat visitor for all of the observations. Therefore, now this Visitor would contribute to the purple line in both March and September and any subsequent visits.

Trips - The number of distinct trips to a destination by a Visitor or POI. Utilizes a combination of observation patterns, distance traveled, etc. For example, if a Visitor visits on Thursday through Sunday, that would be considered one single trip. If the visitor returns later that month, it would be counted as a second trip.

Below is vacation rental Demand data showing trends since 2019. We can see continued strength and recovery through 2023.



Travel Ashland's Past Research Findings

- There has been an inherent value for visitors in Ashland's downtown. This past research also concluded that the inherent value of the downtown was closely tied to the Oregon Shakespeare Festival. With the recent and variance in closures, we have seen growth in properties outside of the downtown. Visitors value the downtown lodging and proximity to our amenities. This underscores the importance of the commitment and investment to keep our downtown's physical structure and ambiance vibrant, well maintained and welcoming. Over the past two decades, we have conducted extensive research to better understand the strengths and weaknesses of the geographic layout of our accommodations through BR&E (Business Retention and Expansion) surveys, ongoing visitor profile and lodging analysis studies that were conducted by Rebecca Reid, Independent Research consultant.

- January – March has consistently had the greatest opportunity to grow with the lowest occupancy. While we prioritize this quarter with targeted campaigns and promotions, we are very nimble to adjust as we have seen much needed promotion throughout the year, not just in the off season. Given Travel Ashland's brand, each year we explore how we can grow occupancy and attract visitors with Mt. Ashland's 60th anniversary season offerings, events in February such as wine releases and in 2024 Shakespeare in Love at OSF by the Rogue Valley Symphony.

- Spring and Summer travel can vary and are seeing market shifts. Through our past research, results show variance in occupancy based on how each year unfolds whether summer travel is affected by wildfires, poor air quality, intentional avoidance of the busy season and now COVID. With the current shift towards a new, first-time visitor, we are researching emerging trends taking into account new demographics, spending and travel preferences.

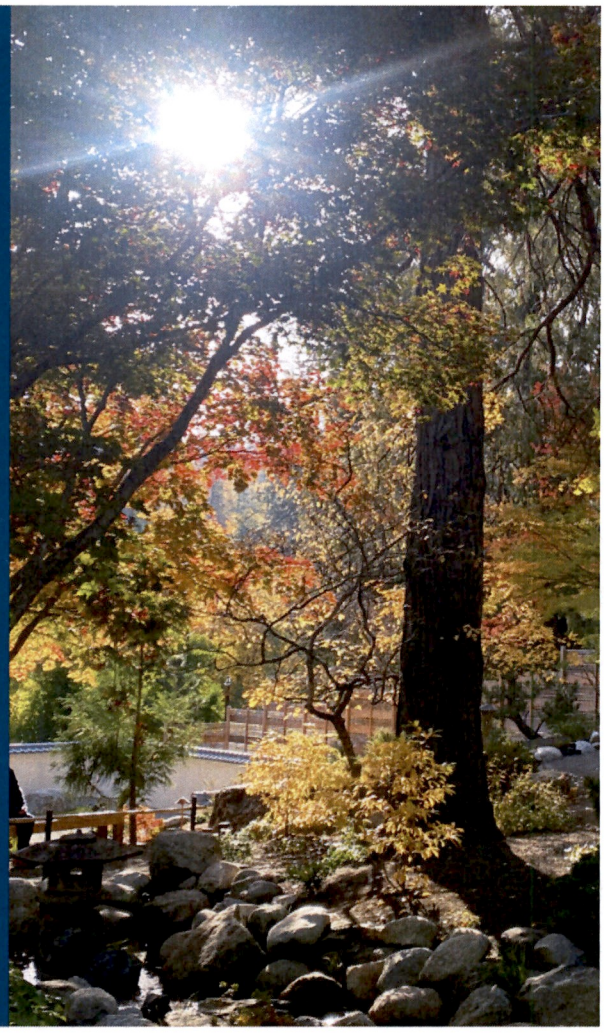
- In December of 2022, we initiated a survey to restaurants and lodging to help garner up to date key data on occupancy and spending trends and fluctuation.

- Over the past decade, we have seen increasing trends such as the last-minute traveler, with a shorter decision- making window that affects how we market to them, offering incentives to choose Ashland. Last minute decisions are often made using online tools hence why we must constantly be in front of the visitor, digitally, directly and in print.

- Wildfires and poor air quality have affected travel. We saw this even more so with the devastating Almeda and Obenchain fires affecting perception of visiting Ashland. Travelers want transparency, timely and accurate information when planning their trips. 2019 Travel Southern Oregon's Wildfire and Visitor Perception Study. As a follow up to the summer smoke filled days of 2018, Travel Southern Oregon, along with regional partners such as SORCE, Travel Ashland and the Coraggio Group embarked on a survey for visitors to see the impact of the wildfire smoke on their travel plans, behavior and outlook. Travel Southern Oregon's Wildfire & Visitor Perception Study was released in April 2019. The visitor study, which began back in October of 2018, presents tourism partners with valuable data from recent summer visitors about the way wildfire smoke has impacted the visitor perception of Southern Oregon as a travel destination. The findings were heartening with 85% of respondents planning to visit Southern Oregon in the future. The results showed that there is visitor interest in shoulder seasons, the ways smoke impacts vacation plans and much more. There was also a major difference in the type of visitor comparing Klamath Basin and Crater Lake to the Rogue Valley and Ashland visitor. View full report here: **https://drive.google.com/file/d/1FaRvC80CNe9trWIq_AfEH0JGqMymenUR/view.**

The Ashland brand continues to invite visitors to 'Live your daydreams'

Substantiated by the 2021 Visitor Study findings, the brand includes targeting lifestyle personas, interests by season with a verbal and visual identity that is approachable and appealing.



The Ashland brand story

As Travel Ashland was nearing the completion of the Visitor Study, knowing this would be the foundation for our rebranding, through a thorough RFP process, we chose **Intently Collaborative** out of Bend. The choice was based on building a new strategic brand platform using the recent Visitor Study, an effective measurement system with metrics, key performance indicators, as well as, fostering a valuable partnership that provided complimentary skills to our team. Their innovative strategic approach combined with their creative ability and experienced guidance for implementation is what we enjoy most. The goal is to ensure a voice and overall image of Ashland that reflects all that Ashland has to offer and resonates with each persona.

Ashland's new visitor brand platform was a project that included four phases. The discovery phase was an in-depth **information gathering process.** In addition to intake from the Travel Ashland team, time was spent reviewing the in-depth visitor study, existing website and social media analytics, **conducting 18 Stakeholder interviews** with members of the tourism business community, Ashland Parks and Recreation and volunteer organizations and **detailed brand & competitive audits.**

Stakeholder interviews conducted during Discovery Phase of Rebranding Project are below. Intently Collaborative also interviewed each member of the Travel Ashland Advisory Committee:

Don Anway & Karolina Lavagnino – Neuman Hotel Group Management

Bob Hackett – Travel Southern Oregon Executive Director and former OSF Marketing Director

David Schmitz – OSF Executive Director

Michael Black and Mike Gardiner – Ashland Parks and Recreation Director and Commission Chair

Dionne Irvine – Irvine & Roberts Vineyards Owner

Pam Hammond – Paddington Family of Stores co-owner

Lisa Beam – Skout, Pie & Vine, Burrito and Falafel Republic

Bob Horton – Ashland Chamber Volunteer

Dana Preston and Dana Welsh - Ashland Chamber Staff

Scott Malbaurn – Schneider Museum of Art Executive Director

Bryant Helgeland – Ashland Mountain Provisions

Casey Botts and Martin Stadtmueller – Rogue Valley Mountain Bike Association

Torsten Heycke – Ashland Woodland Trails Association

To explore our Brand Platform and Architecture click **here.**

Asset Development - Video and Imagery

Our role as a Destination Organization, a Chamber of Commerce as well as an Economic Development entity is to showcase Ashland and the experiences and serve as a resource to visitors, residents and industry partners. From media inquiries to collaborative projects where Ashland is featured, we provide imagery, footage and assets that exemplify Ashland, today. Our assets then are published through our brand, campaigns, promotions, digital channels, publications, materials and social channels.

Asset creation is an ongoing process and effort that requires time, direction and investment of dollars to execute the projects professionally.. During the Fiscal year 2022-2023, we contracted with NW Collective out of Bend, Oregon to create film shoots that garnered deliverables including :5, :15, :30 and :60 second finished videos that now live on our YouTube Channel along with images of each shoot and raw footage. Each shoot showcased a different persona, interest and season.

Fall 2022 - a couple enjoying downtown, culinary, wine at Irvine & Roberts, walk through, Lithia Park, fall colors, dinner at Brickroom.



Winter 22/23 - 3 friends riding on Mt. Ashland, enjoying Caldera Brewery and Spa day at Blue Giraffe

Spring 2023 - girlfriends get away with morning coffee, hike on Bandersnatch, shopping at Websters and dinner at La Briccola



Summer 2023 - family fun, mountain biking on White Rabbit, lunch at Skout and showing connectivity with bikes into town, Splash pad water fun at Garfield Park, shopping and ice cream at Zoey's

Mystery Fest 2023 - interview with Ellie Alexander and b-roll during the event showcasing the event attendees, panels, pop ups, author engagement and mysterious fun around town



Holiday 2023 - family during the holidays, shopping at Crown Jewel, ice skating in Lithia Park, hot cocoa at Mix, enjoying the lights in downtown and dinner fireside at Skout.

Prior to this current initiative, we have continually built out a library of assets from "moments of Ashland to showing diversity among our visitors and so people can see themselves here in an authentic way. We partner with many organizations and businesses to share our assets and provide these as a resource.



Implementing the Ashland brand



With the launch of the new brand in December 2022, **www.travelashland.com** was refreshed, social channels were updated to reflect the new brand and there was a regional industry splash of media, digital and radio messaging initiated.

Since the brand launch, we have been executing an effective marketing strategy that has garnered strong engagement shown in the following program analytics. Analytics include paid media with search, Google ads, display ads, social channels, **www.travelashland.com** and campaigns.
Implementing the brand includes targeting each defined persona of the brand, with each season and each interest group based on their values, demographics, goals and marketing opportunities. It reaches both flight and drive markets with respective strategies based on their mode of travel and trip planning methods.

Each month, paid digital media is deployed with optimization of paid digital display, social and search campaigns. Media channels are continually adjusted to optimize performance. Media channels include a robust programmatic display of targeted digital ads, Google Search engine optimization, Google ads and targeted campaigns per season to best express the brand including a social media editorial calendar that mirrors these campaigns, the new annual visitor guide and **www.travelashland.com** along with PR and media efforts, review of key performance indicators (KPI's), objectives and metrics along with the continued creation of ad sets for each persona and interest group.

Live your daydreams in Ashland.

Program Analytics



Display Marketing

Campaign architecture

Each campaign is focused on one or more of our audience personas. Display campaigns were run across three networks with different audience targeting options.

Targeted Display Network

- Ads are targeted based on geography, interest, demographics and keywords.
- Ads can run across 100's of websites and run one both desktop and mobile devices

Google Display Network

- Ads are targeted based on audience groups associated with the Google network, geography and keywords. Geo and keyword targeting is inline with the Google Search campaigns
- Ads run across the Google display network on participating websites and apps and can run on desktop and mobile devices

PTA (Polygonal Targeted Audience)

- Ads are targeted to people who have been in a certain location during a certain window of time. This is our most targeted audience and is utilized for very specific campaigns

Targeted Display Analytics

4,430,346	6,870	0.15%
Impressions	Clicks	CTR

1,236X	How much more likely someone will visit your site if they see an ad
Digital Life	

Top Geographies

Region	Impressions	Clicks/CTR
San Francisco, CA	333,835	535
Seattle, WA	268,629	463
Los Angeles, CA	282,367	340
Portland, OR	236,663	336
Phoenix, AZ	205,035	286
Eugene, OR	108,164	268
Sacramento, CA	132,985	182
Denver, CO	93,978	156
San Jose, CA	88,870	133
San Diego, CA	73,967	119

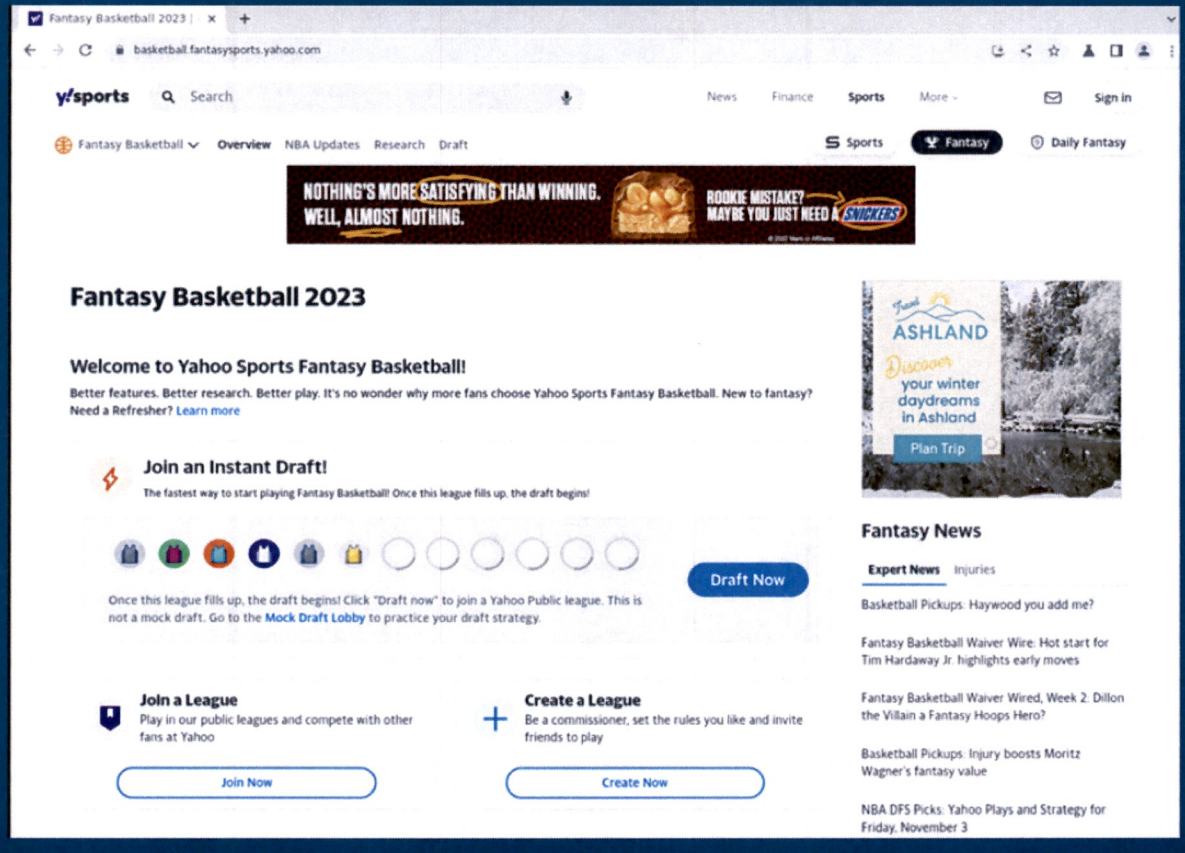
Over the course of the year 28 ad sets ran.

Examples of a few as well as placement samples









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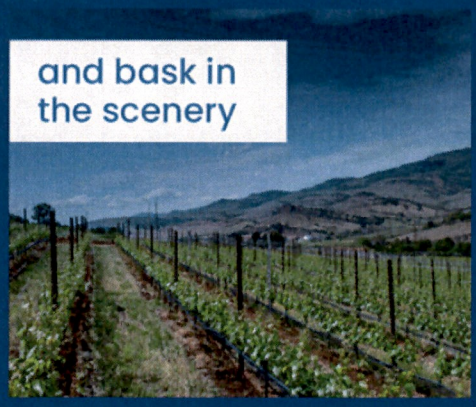
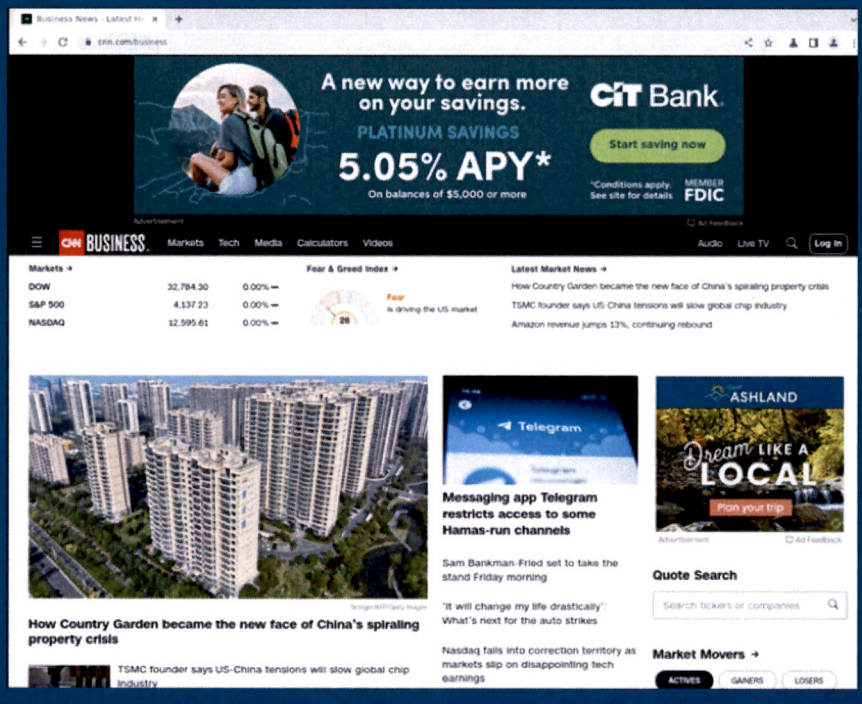






PTA Campaign Analytics

In Winter of 2022-2023 PTA was used to target those that had visited Ashland during the previous spring and summer and invite them to experience Ashland in the Winter. The campaign ran from December 2022-February 2023. The audience was reached through display ads across a range of website and through Facebook.

PTA Analytics			
	4,430,346 Total Impressions	**2,875** Clicks	**0.45%** CTR
	509,462 Display Impressions	**736** Clicks	**0.14%** CTR
	123,219 Social Impressions	**2,139** Clicks	**1.74%** CTR











Paid Search Analytics

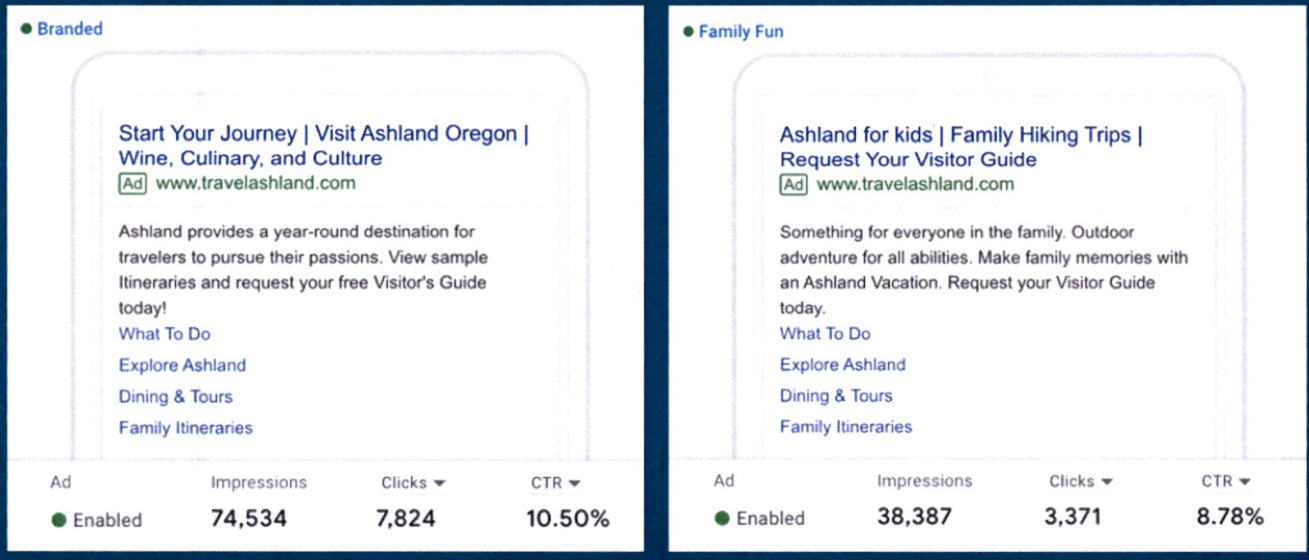
Campaign architecture

The search campaign is run through the Google Ads Platform on Travel Ashland's Owned Google Ads Account.

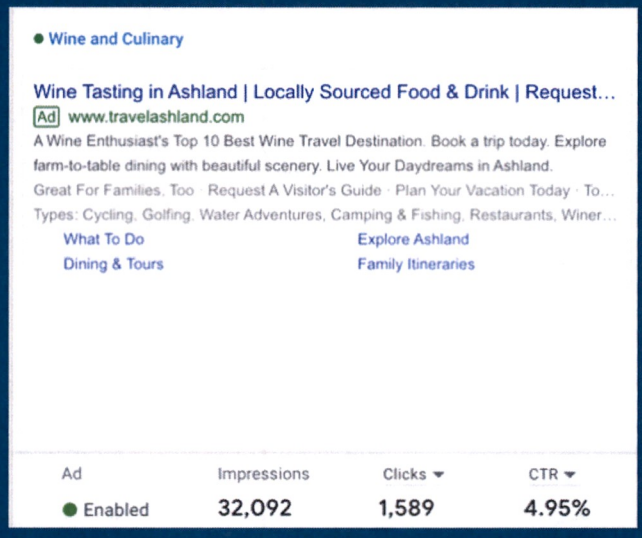
The campaign itself is targeted to the geographies part of the overall marketing strategy. The campaign is broken down into 7 ad groups. Each ad group is targeted based on interest unless otherwise noted. Each ad group has unique keywords centered around these interests. The ad groups are made up of between 1-4 ads which consist of headlines and descriptions that include the keywords within that ad group. Each ad links to a unique location based on the ad content. The campaign is optimized for performance each month.

Impressions were up 49% YOY and Clicks were up 10.21%

Paid Search Examples



Paid Search Examples



302,085 Impressions

20,451 Clicks

6.77% CTR

5.14% Conversion Rate

Ad Group	Impressions	Clicks	CTR	Conv Rate
Branded	86,957	8,121	9.34%	6.24%
Wine & Culinary	87,527	2,516	4.37%	11.69%
Dynamic	24,014	2,994	12.47%	5.58%
Arts & Culture	15,438	1,096	7.10%	3.28%
Family Fun	54,846	3,474	6.33%	0.66%
Outdoors	59,513	2,118	3.54%	1.09%
Local Shopping	3,390	132	3.89%	1.52%

Top 10 Locations by Click

City	Impressions	Clicks	CTR	Conversions	Conv Rate
Portland	96,709	4,727	4.89%	156	3.3%
Dorris	22,586	2,304	10.2%	98	4.25%
Salem	9,219	637	6.91%	44	6.91%
Seattle	9,865	609	6.17%	55	9.03%
Sacramento	4,841	452	9.34%	30	6.64%
Eugene	5,555	416	7.49%	24	5.77%
Redding	2,457	362	14.73%	28	7.73%
San Francisco	4,981	361	7.25%	25	6.93%
Bend	2,995	354	11.82%	26	7.34%
Ashland	2,612	349	13.36%	8	2.29%

Top 10 Keyword by Click

Search keyword	Impr.	Clicks	CTR	Impr. (Abs. Top) %	Impr. (Top) %
Ashland Oregon	29,580	3,002	10.15%	34.91%	91.68%
Things to do in Ashland oregon	8,859	2,103	23.74%	27.06%	86.89%
Things to do in Ashland	5,188	1,168	22.51%	26.31%	77.51%
Pacific Crest Trail	37,405	970	2.59%	38.24%	95.83%
Ashland	16,061	885	5.51%	24.12%	43.28%
oregon vacation spots	10,143	735	7.25%	16.53%	96.24%
Ashland	9,691	554	5.72%	37.64%	67.34%
Travel Ashland	3,063	525	17.14%	52.71%	81.66%
What to do in Ashland oregon	1,370	464	33.87%	31.46%	94.08%
visit oregon	11,426	408	3.57%	35.45%	89.49%

YouTube Advertising Analytics

Campaign Architecture

During this fiscal reporting period Travel Ashland Videos were run as preroll, targeting interest, keywords, demographics and geography.

During this time the 60 second Fall and Winter videos were run.

Fall Video Analytics	**9,363** Impressions	**6,845** Views	**60.62%** Completion Rate
Winter Video Analytics	**6,487** Impressions	**4,138** Views	**49.56%** Completion Rate

Traffic by Device

82.89% Connected TV	**9.56%** Mobile	**5.09%** Tablet	**2.4%** Desktop

Travel Ashland YouTube

During the 2022-2023 Fiscal Year videos were completed for each season in 60sec, 30sec and 15sec lengths so they could be used across different media and different placements. A 5th set was created that covers all seasons. These videos were then used to build out the **Travel Ashland YouTube Channel**. Videos now run through the Google ads account as part of the paid media strategy. They will also be embedded in the website this year.

Digital Channels



Social Media

Travel Ashland's social channels on Facebook and Instagram function as tools within our targeted marketing strategy to engage visitors and educate them on Ashland experiences, events and itineraries. Reaching new audiences, this is yet another pipeline we effectively engage those who are interested in traveling to Ashland or champions of those who have been here. We contract with a social media consultant who executes the social media plan and editorial calendar established by staff and mirrors our campaigns and promotions. Traffic has continued to increase to our site as you can see below.

Social Media Strategy

Travel Ashland has a three pronged approach to Social Media this year:

1. **Boosted page promotions** to gain more followers of the Facebook page so when organic posts are made it increases the likelihood more people are reached
2. **Organic posts and post shares** of businesses in organizations in town. The organic posts cover everything from events, change in seasons or other special announcements
3. **Paid advertising through boosted posts & paid ads** for specific campaigns. We use the paid ads and boosted posts sparingly as to get the most ideal benefit without affecting the algorithm in a negative way for organic posts

Paid Ad Results

62,692
Combined Paid Impressions

205,612
Combined Paid Reach

Top Paid Ad:

Festival of Light 30th Anniversary

137,417 Impressions

39,449 Reach

2,232 Link Clicks



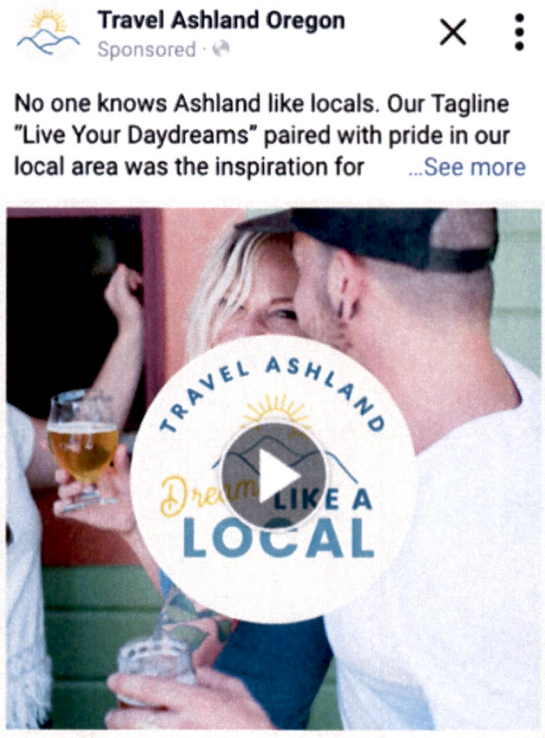
Top Boosted Post:

No One Knows Ashland Like Our Locals

9,974 Impressions

3,351 Reach

7,417 Thruplays



General Organic Social Analytics

Facebook	Followers	Reach	New Likes/Followers
Prior FY 2021-2022	2,348	14k	62
Current FY 2022-2023	2,705	102k	357

Instagram	Followers	Reach	New Likes/Followers
Prior FY 2021-2022	3,899	68k	771
Current FY 2022-2023	4,670	53k	182

Top Organic Post

21,771 Reach

867 Engagements

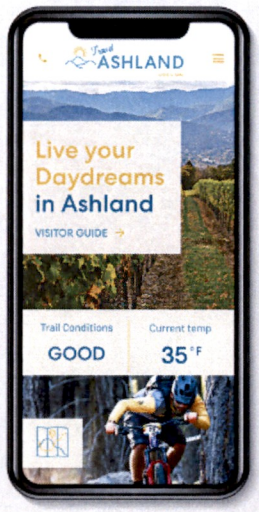
154 Comments

99 Shares





Travel Ashland Website



Destination organization's websites play a **key role for visitors when researching and planning travel**. An informed website serves as an effective tool in decision-making by providing accurate and current content and compelling messaging. As found in our recent Visitor study, visitors rely on a destination to provide accessible information, travel resources and trip inspiration. Hence the value of investing and continually optimizing our site with new information and fresh photography.

Launched in 2020 as a stand-alone visitor site, separate from Ashland Chamber's site that features local, community and member related content, **www.travelashland.com** served as a relevant tool for visitors during the early stage of the pandemic when everyone was online and the world was dormant dreaming of travel. Upon the launch of the new brand, in December of 2021, the site was refreshed with the new brand colors, logo and look and feel.

www.travelashland.com has seen **significant growth in traffic,** engagement and navigation since the brand launch in 2022 driving visitors to the site with targeted campaigns.

Website Strategy

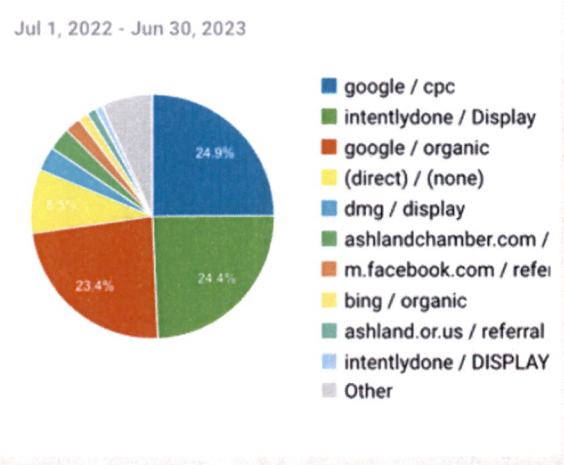
As traffic has increased considerably, session duration and pages per session has decreased slightly YOY. This is due to more intentional direction where organic and paid campaigns link and more event items listed all of which lessen the need for potential visitors to hunt around for what they are looking for, leading to improved ease of use.

Visitors to the site have decreased in age slightly with the largest group of users in the 25-44 age group. The majority of traffic is being driven by paid search (24.9% of traffic) which helps visitors find what they are looking for based on keyword targeting and display ads (24.4% of traffic) which builds Ashlands brand awareness among potential visitors. These two sources are closely followed by Organic Search which accounts for 23.4% of traffic which speaks to the improved SEO profile of the Travel Ashland Website, making it easy to discover in organic search results. The website strategy continues to develop and evolve with additions this new fiscal year including a plug-in for events, making community events easier to share and supply detail on and a new industry page where there will be a quarterly update shared.

Website traffic

	Pageviews	Users	Sessions	Session Duration	Pages Per session
Prior FY2021-2022	91,967	43,381	50,791	1:11	1.81
Current FY 2022-2023	129,975	70,280	80,293	0:54	1.64

Top Traffic Sources



Top 5 Pages

Home Page
3,095 (17.77% of traffic)

Ashland-4-Kids
8,064 (6.20% of traffic)

events-annual-calendar
5,743 (4.42% of traffic)

eat 5,507 (4.24%)

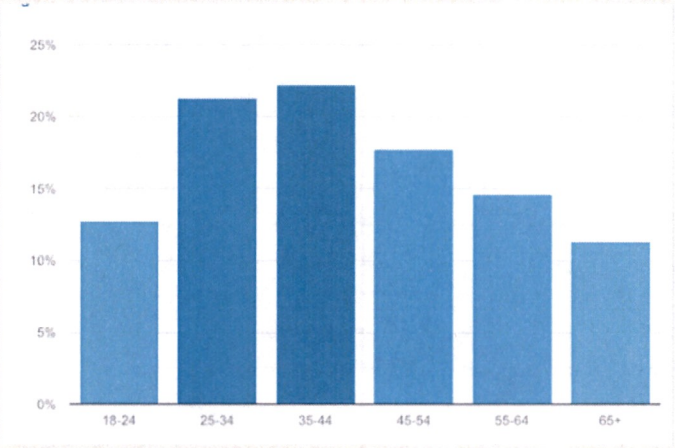
play 5,262 (4.05%)

Website Geography

City	Users	Sessions	Page Session	Avg. Session Duration
(not set)	12,846	13,216	1.18	0:00:15
Seattle	3,627	4,121	1.74	0:01:07
Portland	2,979	3,471	1.74	0:01:00
Los Angeles	2,565	2,970	1.71	0:01:03
Medford	2,121	2,398	1.6	0:00:48
Ashland	2,095	2,987	2.07	0:01:59
San Jose	1,906	2,188	1.81	0:01:13
San Francisco	1,149	1,300	1.69	0:01:06
Ashburn	919	930	1.12	0:00:05
Sacramento	859	1,012	1.68	0:00:48

Website Demographics

Age



Affinity Categories

3.31%	Food & Dining/Cooking Enthusiasts/30 Minute Chefs
2.94%	Media & Entertainment/Movie Lovers
2.86%	Shoppers/Value Shoppers
2.85%	Travel/Travel Buffs
2.81%	Banking & Finance/Avid Investors
2.78%	Media & Entertainment/Book Lovers
2.74%	News & Politics/Avid News Readers
2.71%	Lifestyles & Hobbies/Outdoor Enthusiasts
2.70%	Sports & Fitness/Health & Fitness Buffs
2.57%	Lifestyles & Hobbies/Green Living Enthusiasts

In-Market Segment

2.50%	Travel/Hotels & Accommodations
2.19%	Home & Garden/Home Decor
2.15%	Apparel & Accessories/Women's Apparel
1.90%	Real Estate/Residential Properties/Residential Properties (For Sale)
1.80%	Gifts & Occasions/Holiday Items & Decorations
1.78%	Travel/Trips by Destination/Trips to North America/Trips to the US
1.73%	Real Estate/Residential Properties/Residential Properties (For Sale)/Houses (For Sale)/Preowned Houses (For Sale)
1.71%	Gifts & Occasions/Gift Baskets
1.70%	Apparel & Accessories

Diversifying tourism

Since the completion of the Economic Diversification Study in October 2022, we have been implementing the strategy through focus groups, including subject matter experts, our partners and stakeholders.



Travel Ashland's role has been to continually diversify tourism. Following the completion of the **Economic Diversification Study** with EcoNorthwest, the Ashland Chamber and Travel Ashland created focus groups aligning with the identified pillars of work in the diversification study.

One of the pillars, **Diversifying Tourism**, includes promoting **Ashland as a Base Camp** for recreation, **broadening culinary experiences**, extending the **event calendar year-round and expanding our visitor types**. The work that has transpired includes working with the City staff to foster a more fertile ground for holding events in Ashland and streamlining the applications process to be more transparent, timely, realistic and achievable. Through many conversations, we anticipate the city offering an offset the costs of traffic control and safety to ensure those needs are met for each event but not an obstacle to holding them in Ashland.

Promoting Ashland as a basecamp, we worked with the media industry and writers to create content and push out on channels showing how Ashland is the hub of the wheel as the destination and jumping off point for exploring the region including a feature in Southern Oregon magazine Winter 2024 issue written by K.M. Collins.

With tourism being a key economic driver in Ashland, **diversifying tourism has been Travel Ashland's work over the past decade** and is an ongoing initiative that was called out by EcoNorthwest as a **viable pathway to pursue** given the recent changes from our evolving visitor base, less OSF playgoers, more first-time visitors, more culinary travelers, less loyalty and more visitors coming for many new reasons from new markets. Diversifying tourism beyond OSF and working to diversify Ashland's economy beyond tourism.

Background on Economic Diversification Grant and Implementation plan: In 2021, a grant from SOREDI (Southern Oregon Regional Economic Development) was awarded to the Ashland Chamber of Commerce for the development of an Economic Diversification Strategy. This was the most extensive research of the Ashland economy conducted in many decades. The goal of the study was to evaluate the current state of the economy in order to develop economic development strategies with actionable steps to diversify our local economy.

The project was completed in October of 2022 by EcoNorthwest and Ashland Chamber teams with hundreds of businesses who took the time to participate in the survey, an interview or focus group.

The result of the study identified four key pillars to focus on as we diversify and strengthen our economy and multiple key partners that will be counted on to be part of the process.

View the Economic Diversification Strategy Summary **here**.

Media Coverage and Hosting Writers

Travel Ashland welcomes and hosts influencers, travel writers and tourism industry partners that provide coverage for Ashland from a third-party perspective that engages their readership and diverse audiences. This requires partnership collaboration and staff time that includes building itineraries, customizing experiences and showcasing Ashland based on their story focus. It also includes hosting them while they are here, guiding them through their itinerary and spending time with them to share the in-depth knowledge only our staff has. In addition, this initiative encompasses developing content including images and stories to build upon brand and differentiate Ashland as a unique destination.

Industry relationships: Travel Ashland and Ashland Chamber have had valuable partnerships with organizations such as Society of American Travel Writers (SATW) and the International Food and Wine Travel Writer Associations (IFWTWA) for over three decades. These partnerships have resulted in hosting notable writers, both returning and new that reach a highly desired audience.

Travel Ashland active media partners include Rogue Valley Vintners, Neuman Hotel Group, Travel Southern Oregon and Travel Oregon, all of whom rely on Travel Ashland to best support each media trip, recommend the Ashland component of a trip or host an aspect of their visit. These media trips result in blogs, articles, features and stories that reach a dedicated audience. Examples of features garnered by collectively hosting writers we welcomed as part of a collaborative effort can be found here or by visiting **www.travelashland.com/enews/**.

Preview: Travel Ashland has been expanding the interests of influencers we work with and hosted a mountain biker travel writer publishing a travel feature on **www.bikemag.com** coming February 2024 along with hosting a family adventure influencer, Merrills on the Move who will visit in February 2024 showcasing the winter snowplay and family fun, while traveling on a road trip from Idaho with Ashland as their destination.



Earned Media Coverage January – April 2023

- Coverage for Ashland and the region continues to be strong with many travel writers touring our region. Travel Ashland participates by collaborating, hosting, planning and coordinating with partners such as Neuman Hotel Group, Travel Southern Oregon, Rogue Valley Vintners and Travel Oregon.



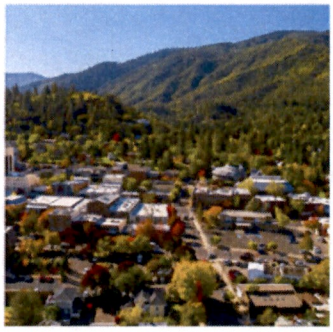
7 Unique Experiences the whole family will love in the Top Global Wine Destination
www.travelawaits.com 3million

Ashland was recognized in 4 of the USA Today Top 10 Readers Choice Awards 2023

Top #5 Best Western Small Town
Top #6 Best Small Town Cultural Scene
Top #7 Best Small Town Food Scene
Top #7 Best Small Town for Shopping
https://www.10best.com/awards/travel/ February 2023



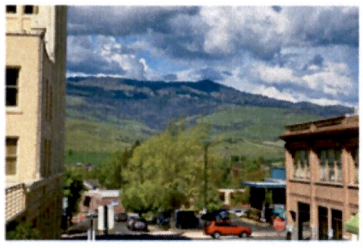
The Charming Small Oregon Town that ranks among Top 10 Best Art Towns in America www.thatoregonlife.com



Top 10 Small Towns in the Pacific Northwest to visit in 2023
www.traveloffpath.com

Earned Media Coverage Summer 2023

- Coverage for Ashland and the region is strong with many travel writers touring our region.
- Travel Ashland participates by collaborating, hosting, planning and coordinating with partners such as Neuman Hotel Group, Travel Southern Oregon, Rogue Valley Vintners and Travel Oregon.



24 Hours in Ashland
By Tracy Kaler
www.travelmag.com



Forget California - for a true taste of the wild West Coast, it's all about Oregon
By Sophie Dickinson
www.telegraph.co.uk & www.msn.com

Current travel writer projects include:

- Sharon McDonnell writing for *Tea Time Magazine* visiting Chozu, Lovejoys and Dobra Tea this past weekend
- Aaron Theisen writing a destination Travel feature on Ashland for *BikeMag* (mountain biking)
- Writer KM Collins for *Southern Oregon Magazine* – Basecamp Ashland – winter adventures
- Merrills on the Move, an Idaho based travel family that will visit February 2024

Groups, Tours and Conferences

Conferences began returning post pandemic and regained significant strength in 2023 with future bookings into 2024 looking robust for groups and conferences. Travel Ashland took a proactive role in encouraging locals and businesses to invite organizations they were a part of to hold their conference in Ashland. Travel Ashland was part of garnering multiple conferences including the Oregon Mayor's Conference in Summer of 2026 as well as hosting the Oregon Restaurant and Lodging Association Conference in Fall of 2023.

The nature of tours has changed however we are starting to welcome back inbound FAM trips from international markets such as the Netherlands and Germany. Working regionally with Travel Southern Oregon, we anticipate this will help drive more inbound traffic in the coming years.

We work closely with our partners frequently to stay abreast of the booking trends. **We believe group travel will continue to return as Ashland is a viable group travel destination though it will look different in terms of their length of stay, when they visit and what they do when they are here.** Below is a summary of Travel Ashland's role within the group, tour and conference industry.

Travel Ashland plays a key role in developing and sustaining group business to Ashland through outreach, collaborative planning with partners such as Oregon Shakespeare Festival and Neuman Hotel Group, promotional efforts and fulfillment with groups, tours and conferences. Ashland serves as an ideal destination for groups and conferences of all sizes from thousands to small seminars because of its amenities and proximity to major markets.

Through Travel Ashland's strong partnership with Travel Oregon and Travel Southern Oregon, Ashland welcomes many types of tours and tour operators expanding their Oregon product and itineraries with its location on Interstate 5 coupled with its unmatched visitor amenities. Post- pandemic we have not seen tours returning, this is being felt throughout the country. There is an effort to reframe tour development, recruitment and itineraries to cater to smaller more curated tours.

Travel Ashland is engaged in the process of bidding with groups and conference planners, writing letters of support, consulting and actively recruiting as well as welcoming and servicing groups, tours and conferences. Ashland annually welcomes different sizes and types of groups such as associations, school, youth groups and travel industry representatives. Many religious groups, alumni and medical associations annually convene in Ashland. We field inquiries of groups and tours that seek planning advice, logistical recommendations such as transportation, accommodations, dining options, itinerary building and venues. Travel Ashland and group partners promote staying longer, returning and inviting significant others and family.

Publications

Our publications showcase Ashland's experiences to visitors in our **Visitor Guide**, to those considering to relocate their life or business in the **Living & Doing Business Guide** and to those who want to explore the trails in our **Ashland Map Guide**. It requires staff time to write, design, build, produce and distribute these quality publications.

Partners depend upon these publications to attract potential employees, customers and businesses such as our medical community, realtors, our tourism industry and outdoor travelers. They are tools to invite and inspire visitors and those looking to explore or relocate here.

While our publications are all available digitally, with strong download analytics, the Ashland visitor demographic, spanning generations, continues to demand and expect printed material in the tangible form to hold and be inspired by. The printed piece is something that cannot necessarily be replaced by a webpage.

There was an increased demand for all our Guides that we continue to see. Visitors continue to request our visitor guide and map guide as a useful tool for wayfinding and destination information.

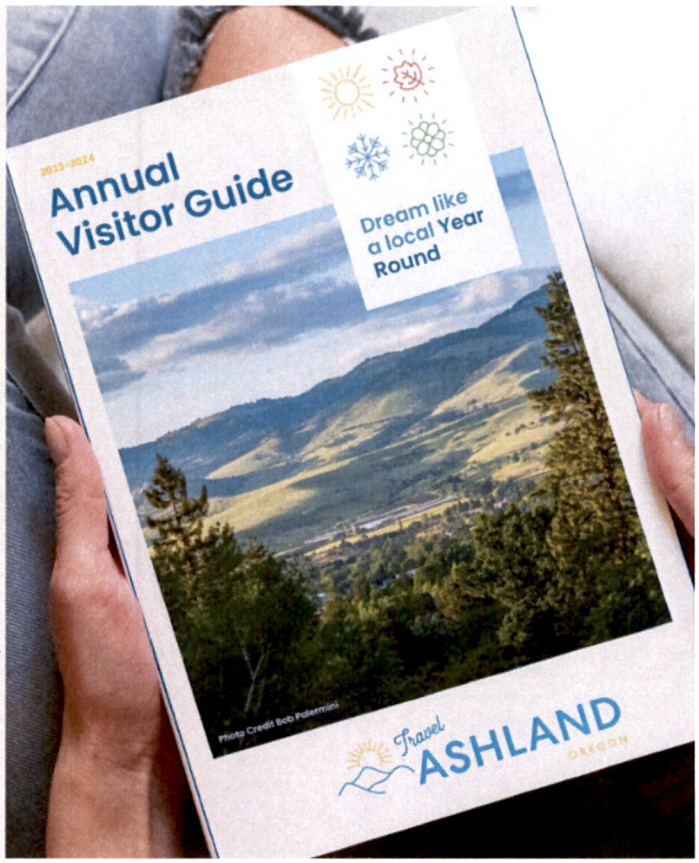
Ashland Visitor Guide

"The most requested publication in Certified Folder Display's Southern Oregon circuit"

-Matt Preston, Certified Folder Display

The annual Visitor Guide that publishes each Spring is our primary response piece to all visitor inquiries. Visitor related businesses use the Guide to inform and educate their clients and customers.

It is an effective tool for marketing tourism with a distribution of 40,000 that is designed by staff in conjunction with Intently Collaborative. It is mailed as a response piece to all online and phone inquiries and provided to all walk-in inquiries. It is annually distributed at Portland International Airport, all Oregon State Welcome Centers and Chambers/Visitor Bureaus and trade shows. It is distributed to all groups visiting Ashland, within all travel writer welcome bags, recreation event goodie bags, all lodging properties, restaurants, members and advertisers in addition to realtors.



Explore the Visitor Guide **here**.

Showcasing the seasons, annual events, food, lodging, shopping, fine arts, museums, maps, entertainment and outdoor recreation that Ashland offers, it is a complete picture of what the Ashland experience is. Tools include maps, itineraries and travel information, The PDF version can be downloaded online from **www.travelashland.com**. In addition to robust staff distribution throughout Ashland and the Rogue Valley, Travel Ashland contracts with Certified Folder Display to reach over 250 locations spanning from Roseburg to Crater Lake Welcome Center, Medford International Airport, Klamath and Josephine counties.



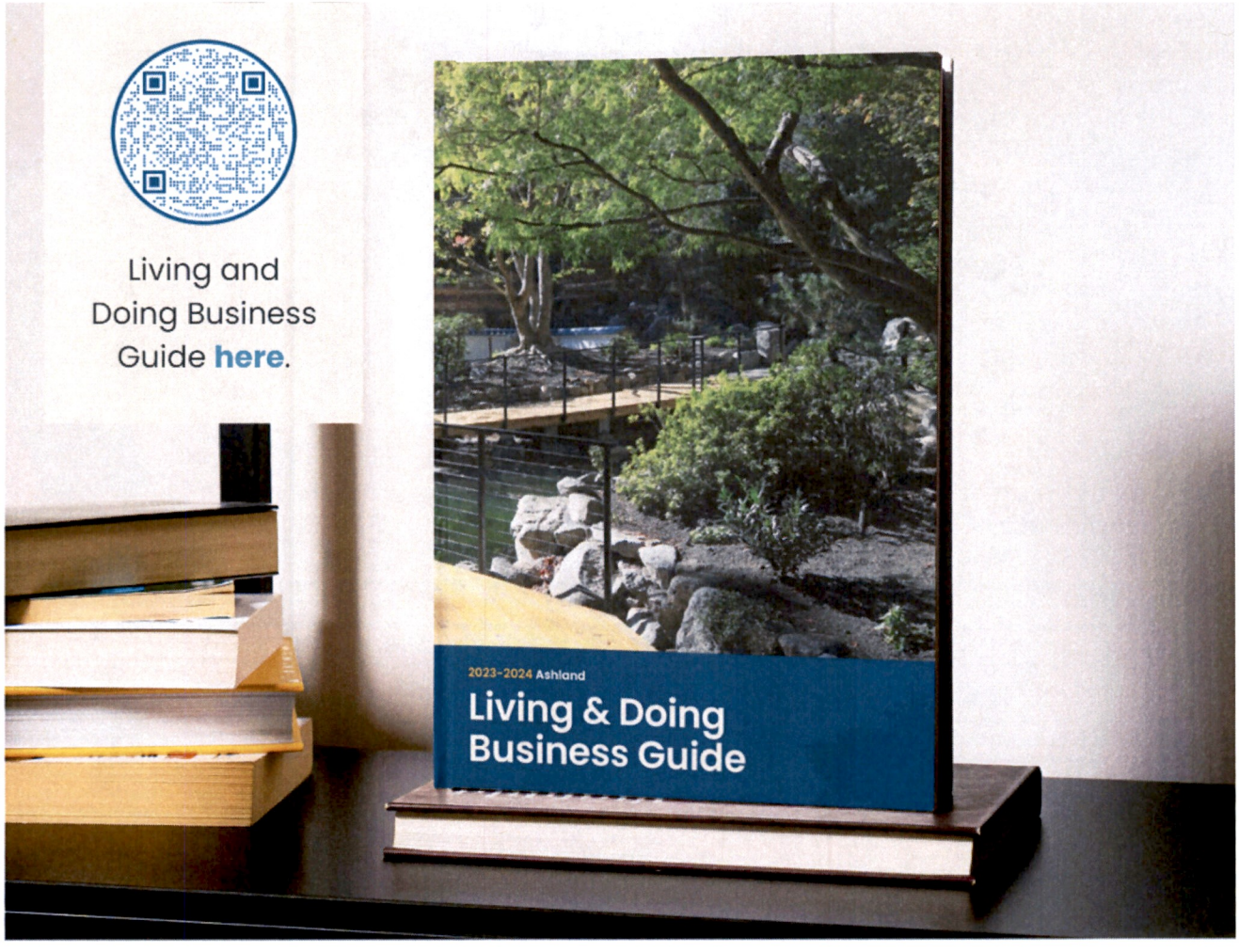


Living & Doing Business Guide

The Living & Doing Business Guide was completely rebranded and redone in 2023 with all updated data, statistics, and a fresh look at how we tell the story of Ashland. It continues to serve as the primary economic development marketing piece for Ashland that the City of Ashland and regional partners rely on.

The purpose of this annual publication is to provide accurate and substantive information on the Ashland community to help guide decisions for local business development and relocation for prospective businesses and residents. Significant work is done by staff to showcase the depth of our community including quality of life, community values, visitor amenities, demographic and economic data all done in an engaging graphic format. Many visitors use this publication to consider converting to residents of Ashland. Ashland's amenities are highlighted along with the strength of Ashland's ever-growing tourism industry.

It is used in recruitment and distributed at Asante Ashland Community Hospital, Providence Medford Medical Center (Medford and Portland), Asante, Southern Oregon University and the City of Ashland along with medical offices, lodging properties, members and advertisers.



Ashland Map Guide



Demand has increased for the Ashland Map guide , both digitally and printed, with Ashland welcoming more outdoor adventurers interested in hiking, biking and exploring Ashland. The Ashland Map Guide is a trusted tool to provide accurate information on trails in and around Ashland.

The Ashland Chamber & Travel Ashland partnered with AFR (Ashland Forest Resiliency) to create this collaborative, educational, free Map Guide to foster stewardship and create awareness for the history of fire, our source for drinking water and the balance of recreational uses in the Ashland Watershed. We contracted with Lea Richards, GIS analyst for City of Ashland to build the maps. Editorial, image collection, layout and graphic design was done by Katharine Cato and Dana Welsh, in-house at the Chamber & Travel Ashland.

25,000 copies were printed and distributed from 2014 – 2016. In 2018, we produced 50,000 to meet the growing demand. The 5th edition, published in July of 2019 included updated Watershed, City Street and Lithia Park maps. In 2019, Travel Ashland partnered with Rogue-River Siskiyou National Forest Service to enable the Ashland Watershed map to be geo-referenced, digitized and available on **www.avenzamaps.com** so when a user is out on the trail, they can see their location. In 2021, 50,000 more copies were produced to meet increased demand with updated maps. Other maps included in past editions have included the Cascade Siskiyou Scenic Bikeway, Crater Lake National Park, Table Rocks Hiking Trails and the Mountain Lakes. The map is distributed and used by real estate offices, public schools, outdoor stores, groups, tours, retailers, public libraries, REI, the Rogue Valley International Airport, hotels, outfitters, retailers, SOU, Medford Visitor Center, cycling shops and more. It can also be found at the kiosk in the Mt. Ashland parking lot in the summer.

The Map Guide can be found on **www.travelashland.com** as a downloadable PDF, **www.avenzamaps.com** or in print at the Chamber/Travel Ashland office.

Preview Spring 2024: Travel Ashland is working with Lea Richards, GIS Manager to create a smaller map zooming in on the top of LIthia Park to Four Corners to showcase the intricate trail system with new updates with trails that have been recently built since this printing. This is still a valid educational and wayfinding tool distributed by partners.

View the Ashland Map Guide **here**.

Travel Ashland Events

Ashland Mystery Fest

The first Ashland Mystery Fest took place October 20th - 22nd, 2023 and welcomed nearly 1000 cozy mystery readers and authors.

Founded with Ellie Alexander who sold over half a million copies of her books with her Bakeshop Series set in Ashland, the Ashland Chamber and Travel Ashland produced this new event that drew people from as far as the U.K and from around the country. The new brand for the event was created by Travel Ashland and Intently Collaborative along with a new website, built by Project A along with assets.

The cozy mystery sub-genre is very popular and has a strong demographic that matches that of Ashland's visitor base and one we want to continue to grow as they skew younger and female. The weekend consisted of 10 authors including Ellie offering author panels, pop ups to meet the authors, book signings and fun workshops. We see great potential to grow this event expanding to include youth authors, SOU and the school district as it is based in literacy. Plans for 2024 include inviting 15 - 20 authors including the original ones that will help facilitate parts of the weekend along with launching the save the date in March. We have more time to get more businesses involved and look forward to continuing to grow this weekend that puts Ashland on the "map" for yet another reason.









31st annual Festival of Light

annual holiday season event to attract visitors

- **Creating Magic for Ashland during the holidays:** The Festival of LIght parade welcomed over 10,000 people on a beautiful crisp, clear night the day after Thanksgiving. The parade was full of light, entries with kids and community members including Mt. Ashland celebrated their 60th season this winter. The parade processed to the Grand Illumination and caroling. **This event positively infused dollars into our economy over the Thanksgiving weekend.**

- The Chamber and Travel Ashland brought back caroling on the weekends that was enjoyed by many visitors and businesses in the downtown. In addition to coordinating all the installation of the lights and decorations throughout Ashland, the Chamber and Travel Ashland have a robust media campaign that reaches visitors in drive markets as well as the Chamber's messaging to locals and regional visitors.

- Over 500 kids enjoyed visits with Santa through a collaborative project sponsored by Evergreen Federal and in partnership with Lithia Loft.

- The last half of December proved to be strong both in occupancy for hotels and revenue for retail while restaurants saw strength in comparison to past years.





The legacy of Travel Ashland's Ashland Culinary Festival

Celebrating Southern Oregon's food, drink, talent and creativity

Travel Ashland, with the Ashland Chamber, promote Ashland as a year- round paradise with an award-winning culinary scene, rich culture and epic outdoors. As part of that, the Ashland Culinary Festival ran from 2007 through 2019. It began as a way to showcase the bounty of Southern Oregon during the fall, to increase visitation after OSF closes, inviting culinary locals and visitors to taste, enjoy and learn about all things culinary.

- **The Ashland Culinary Festival put Ashland on the map in the culinary and beverage world being home to 4 Iron Chef Oregon Winners. In 2020 due to the pandemic, we were unable to continue the event. In 2022 due to staffing as well as evolving trends, Travel Ashland and Chamber staff made a final decision to convert the dollars spent on this event into year- round culinary promotion that could reach a bigger audience throughout the year.**
- **Evolving culinary event trends:** We listened and heard quite clearly that collectively consumers, chefs and the industry were more interested in smaller, curated events where they could learn and taste as opposed to attending a show. The concept of hands-on workshops, online cooking classes, and the sharing of recipes and best practices is more attractive. During the 13 years of the Ashland Culinary Festival, consumers very much enjoyed the structure of the event and different facets. Looking forward, it made the most sense to shift event dollars towards our new brand and an increased effort in promoting Ashland's wine and culinary offerings that we already invest a significant effort into.
- Given the challenges that the pandemic imposed upon restaurants, it was also clear that trying to produce an event amidst closures, staffing issues and varying business was not favored. Instead, Travel Ashland and the Chamber's role is and always has been to **best support our businesses** in the best light. Vendor hesitation also played a part in having to make the hard decision to forego the event.
- Over the 13 years, it grew to a four-day, destination festival. The Top Chef Dinner honored the legacy of talented chefs that have won the Top Chef competition, where 12 chefs competed each year for Top chef honor. Four of these top chefs have gone on to take the Iron Chef Oregon title at the Bite of Oregon's Iron Chef Competition in Portland. This elevates Ashland not only state-wide but nationally in terms of what types of Chefs we produce here and underscores Ashland as a culinary destination where the NY Times reports on us.
- **Update 2023:** We brought back a new version of the Junior Chef Competition in November. Eight chefs from Ashland High School and North Medford High School competed. We welcomed back some of our past top chefs, Franco Console, David Georgeson and Skye Elder to mentor these chefs as they competed. Judges included restaurant owners, Drew Gibbs and Eli Katkin alongside Educational coordinator, Mahlea Ramsey. Sysco sponsored the produce and ingredients and we are grateful to Ashland Food Co-op for the venue space. We look forward to growing this small yet important industry event next year as it is true workforce development. There were 2 job offers made during the event and positive industry exposure and mentorship that transpired.

Administration and Operations

Staff

Travel Ashland staff is composed of a professional Director with shared costs of a project coordinator, event coordinator, volunteer coordinator and contracted staff including Intently Collaborative team, Dena DeRose and Sam Berliner and Maple Leaf Marketing, Katie Guest who handles Travel Ashland's social channels.

The staff executes the brand marketing messages, and working closely with the Travel Ashland Committee develops all promotions, outreach, travel industry tours and creates and markets events. The staff responds to all local, visitor and relocation needs daily by phone, website, and in office when possible. In addition to serving as Ashland's welcome center, we operate the Plaza Information booth (May – October). Our office hours are Monday through Friday 9am – 5pm.

The staff, in the past, has trained and overseen over 100 volunteers that help operate the Plaza Information Booth serving over 15,000 visitors annually and the front desk at the office. Currently we have over 50 volunteers that serve both the office and Plaza Info booth. Volunteers are a key part of all the events we manage with assistance in planning, preparation, set up, execution and cleanup of events. They answer questions, support the staff's work, provide wayfinding and information for visitors, residents, businesses and those considering relocation. We have immense gratitude for these volunteers (primarily Ashland residents) who generously give their time, expertise and love of Ashland showing deep community pride.

In-House Printing

Besides our large printing runs of publications, Travel Ashland prints smaller jobs in-house which saves time, money and maintains an authentic brand. Producing these materials, in addition to the graphic design and coordination, is a significant part of promoting tourism that takes staff time. For every event and promotion Travel Ashland produces, there is a repertoire of digital and printed materials that there is a continued demand for.

This includes brochures, signage, monthly calendars, advertising, rack cards, enter to win entries and correspondence to name a few. In conserving energy wherever possible, we use digital communication, processing of requests and fulfillment of these printed materials to communicate the message and engage participation. We are mindful of costs and outsource to local printers when necessary for these needs.

Postage

Postage is a necessary cost to meet the demand of lead generation and visitor requests. Postage enables our office to respond to all inquiries received from emails, walk- ins, phone calls and referrals. We maintain a high level of customer service by corresponding via first- class mail to each inquiry, mailing them brochures specific to the visitor's needs. The personal touch of a hand addressed envelope and timely receipt of information introduces a potential visitor or future resident to Ashland and engages them. This includes solicitation and outreach to meeting planners, tour operators, travel writers and bulk distribution to other visitor centers across the west. Digital versions of our guides have offset postage costs in recent years.

Fiscal year end 2023 budget

Ashland Chamber of Commerce
Revenue and Expenses - Combined Activities
For the Yr ending June 2023

	CITY GRANT Visitor & Convention Bureau		CHAMBER		COMBINED TOTAL	
	Budget	Actual	Budget	Actual	Budget	Actual
Revenue						
VCB tourism grant	$446,338	$446,338			$ 446,338	$ 446,338
Membership Dues			$95,000	$90,876	95,000	90,876
Advertising Revenue			172,000	132,106	172,000	132,106
Sponsorships			120,000	119,970	120,000	119,970
Other Income			28,000	39,165	28,000	21,925
Use of Contributed facilities			30,000	30,000	30,000	30,000
Other grants		30,000	25,000	12,300	25,000	42,300
Total Revenue	**$446,338**	**$476,338**	**470,000**	**424,417**	**916,338**	**883,515**
Expenses						
Tourism Research	10,000	13,932			10,000	13,932
Website/social media	5,000	10,720	4,500	1,856	9,500	12,576
Marketing/advertising/reg events	100,000	128,452	39,000	21,484	139,000	149,936
Conferences/workshops			12,000	10,570	12,000	10,570
Photofile/Graphics	18,000	29,419			18,000	29,419
Travel writer/hospitality	12,000	10,116	1,000	241	13,000	10,357
Dues/Insurance	8,838	8,113	7,000	6,881	15,838	14,994
Printing	38,000	23,080	31,000	22,637	69,000	45,717
Annual Dinner			14,000	12,241	4,000	12,241
Payroll costs/taxes/benefits	220,000	220,000	260,000	227,242	480,000	447,242
Accounting	8,000	7,950	18,000	20,553	26,000	28,503
Equip, Rent, Purch, Storage	8,000	8,111	7,500	13,043	15,500	21,154
Postage	5,000	(3,179)	1,000	232	6,000	(2,947)
Office Supplies	4,500	5,308	2,500	6,664	7,000	11,972
Office Maintenance	4,000	8,705	2,500	8,395	6,500	17,100
Telephone	5,000	4,786	4,500	4,785	9,500	9,571
Use of Contributed Facilities			30,000	30,000	30,000	30,000
Other expenses/fees/taxes			23,500	14,553	23,000	14,553
Economic Development			12,000	14,522	12,000	14,522
Total Expenses	**446,338**	**475,513**	**470,000**	**415,899**	**905,838**	**891,412**
Net Surplus (Deficit)	-	825	-	8,518		9,343

Current Travel Ashland (VCB)

Advisory Committee Members

Don Anway	Neuman Hotel Group, Oregon Tourism Commission
Graham Sheldon	Stay Ashland/ Ashland Creek Inn
Julie Gurwell	Hearsay Restaurant, Lounge & Garden
Pete Wallstrom	Momentum River Expeditions (Past Chair 2022-2023)
Javier Dubon	Oregon Shakespeare Festival
Katharine Cato	Director/ Chamber Marketing
Anne Robison	The Crown Jewel/Board Liaison
Scott Malbaurn	Schneider Museum of Art (Current Chair 2023 -)
Sabrina Cotta	Interim City Manager
Gina Bianco	Rogue Valley Vintners/Rogue Valley Wine Country
Ana Buyers	Rogue World Music
Andrew Gast	Mt. Ashland Ski Area
Gina DuQuenne	Ashland City Council Liaison

Current Ashland Chamber Board of Directors

2023-2024

Gary Blake	Recology Ashland (Past President)
Deena Branson	Branson's Chocolates (President)
Greg White	Reinholdt & O'Harra
Jordan Pease	Rogue Valley Metaphysical Library
Julie Gurwell	Hearsay Restaurant, Lounge and Garden
Eric Hansen	True South Solar
Sue Walsh	Southern Oregon University
Eric Weisinger	The Crown Jewel
Don Anway	Weisinger Family Winery
Marsha Billeci	Neuman Hotel Group
Catherine Greenspan	Evergreen Federal Bank
Chris Spirko	New York Life Insurance
	Sharffen Berger Chocolate

Travel

ASHLAND

Live your daydreams

Ashland Chamber of Commerce / Travel Ashland
(Visitor & Convention Bureau)

110 East Main Street
PO Box 1360
Ashland OR 97520

Katharine Cato
katharine@ashlandchamber.com
(541) 482-3486 ext. 106

ashlandchamber.com
travelashland.com



Planning Commission
Speaker Request Form

1) Complete this form and return it to the Secretary prior to the discussion of the item you wish to speak about.
2) Speak to the Planning Commission from the table podium microphone.
3) State your name and address for the record.
4) Limit your comments to the amount of time given to you by the Chair, usually 5 minutes.
5) If you present written materials, please give a copy to the Secretary for the record.
6) You may give written comments to the Secretary for the record if you do not wish to speak.
7) Speakers are solely responsible for the content of their public statement.

Name Flavia Franco
(please print)
Address (no P.O. Box) 836 Hillview Dr.
Phone 541-625-4006 **Email** flavita105@gmail.com
Tonight's Meeting Date June 4, 2024

Regular Meeting

Agenda item number_____ **OR** **Topic for public forum (non agenda item)** ✓

Land Use Public Hearing

For:_____ **Against:**_____

Challenge for Conflict of Interest or Bias

If you are challenging a member (planning commissioner) with a conflict of interest or bias, please write your allegation complete with supporting facts on this form and deliver it to the clerk immediately. The Chair will address the written challenge with the member. Please be respectful of the proceeding and do not interrupt. You may also provide testimony about the challenge when you testify during the normal order of proceedings.

Written Comments/Challenge:_____

_____

_____

_____

The Public Meeting Law requires that all city meetings are open to the public. Oregon law does not always require that the public be permitted to speak. The Ashland Planning Commission generally invites the public to speak on agenda items and during public forum on non-agenda items unless time constraints limit public testimony. No person has an absolute right to speak or participate in every phase of a proceeding. Please respect the order of proceedings for public hearings and strictly follow the directions of the presiding officer. Behavior or actions which are unreasonably loud or disruptive are disrespectful, and may constitute disorderly conduct. Offenders will be requested to leave the room.

Comments and statements by speakers do not represent the opinion of the City Council, City Officers or employees or the City of Ashland.

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: June 4, 2024

Name: (Please Print)
PAUL MOZINA

Ashland Resident:

☑ YES ☐ NO City: _____

Agenda Topic/Item Number:

Public Forum Topic (Non-agenda Item):
Telecommunications Ordinance

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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Date:

6-4-24

Name: (Please Print)

Jackson Bangs

Ashland Resident:

☐ YES ☑ NO City: _____

Agenda Topic/Item Number:

Public Forum Topic (Non-agenda Item):

Electrification climate and clean air

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.

Pdckdge

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Date: 6/4/24

Name: (Please Print) Jacki Rosen

Ashland Resident:

☒ YES ☐ NO City: _____

Agenda Topic/Item Number:

Public Forum Topic (Non-agenda Item): Climate Clean Air Policy Package

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Date: 6/4/24

Name: (Please Print) Sitka Moss

Ashland Resident:

☐ YES ☒ NO City: Trail

Agenda Topic/Item Number:

Public Forum Topic (Non-agenda Item): Cease fire Resolution

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Date: 6/4/24

Name: (Please Print) Ancient Hatfield

Ashland Resident:

☑ YES ☐ NO City: _____

Agenda Topic/Item Number:

Public Forum Topic (Non-agenda item): Resolution for a Cease Fire / Divest from ISRAEL

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: 5-4-24

Name: (Please Print) Tony Foster

Ashland Resident:

☑ YES ☐ NO City: _____

Agenda Topic/Item Number: Ceasefire Resolution

Public Forum Topic (Non-agenda Item):

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Date: 5/4/24

Name: (Please Print)

Gavin Borgias

Ashland Resident:

☑ YES ☐ NO City: _____

Agenda Topic/Item Number:

Public Forum Topic (Non-agenda Item):

Ceasefire Resolution

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